

SACS Administrative Leadership Committee

Meeting Minutes

May 3, 2018, 11:00AM

Present: Dr. Derina Holtzhausen, Dr. Joe Nordgren, Dr. Theresa Hefner-Babb, Shannon Copeland, Catherine Blanchard Benson

Section 5: Administration and Organization of The Principals of Accreditation: Foundations for Quality Enhancement were discussed.

- Joe Nordgren is responsible for the Organizational Structure. We no longer need organization charts, but still need listing of departments, down to anyone who is a director. Can no longer stop at Chairs.
 - **5.1** The institution has a chief executive officer whose primary responsibility is to the institution (CR2.3 in old standard).

Joe Nordgren
CS3.2.7 – has been done away with, no corresponding requirement.
 - **5.2** The chief executive officer has ultimate responsibility for, and exercises appropriate control over the following:
 - a. The institution’s educational, administrative, and fiscal programs and services.
(CEO Control)
Joe Nordgren
 - b. The institution’s intercollegiate athletics program.
(Control of intercollegiate athletics)
Marco Born
 - c. The institution’s fund-raising activities.
(Control of fund-raising activities)
Shannon Copeland
 - **5.3** For any entity organized separately from the institution and formed primarily for purpose of supporting the institution or its programs:

Shannon Copeland (will work with Karen Kessinger for Friends of the Arts and Marco Born for Cardinal Club)

 - a. The legal authority and operating control of the institution is clearly defined with respect to that entity.
 - b. The relationship of that entity to the institution and the extent of any liability arising from that relationship are clearly described in a formal, written manner.
 - c. The institution demonstrates that (1) the chief executive officer controls any fund-raising activities of that entity or (2) the fund-raising activities of that entity

are defined in a formal, written manner that assures those activities further the mission of the institution.

(Institution-related entities)

- **5.4** The institution employs and regularly evaluates administrative and academic officers with appropriate experience and qualifications to lead the institution.
(Qualified administrative/academic officers)

Theresa Hefner-Babb & Derina Holtzhausen

- **5.5** The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of non-faculty personnel.
(Personnel appointment and evaluation)

Cathy Blanchard Benson

Note: This does not apply to faculty, CEO, Administrative or Academic Officers, Student Workers or Graduate Assistants. Employment procedures are up to date and reviewed.

This committee will meet the 1st Thursday of every month at 11:00am in Theater Arts, room 211.

Minutes will be sent to Theresa Hefner-Babb and Kathy Wood for posting.

Meeting adjourned at 12:00pm.

Respectfully submitted,
Karen Kessinger