

SACSCOC Administrative Leadership Committee

Meeting Minutes

October 4, 2018

The Meeting was called to order by Dr. Derina Holtzhausen at 11:05 a.m.

Present: Dr. Derina Holtzhausen, Dr. Joe Nordgren, Dr. Theresa Hefner-Babb, Shannon Figueroa, Marco Born, Catherine Benson

Motion was made by Marco Born to accept minutes from September 6th meeting, and seconded by Cathy Benson. Minutes were approved and submitted for filing.

Theresa Hefner-Babb notified the group that the smaller exec group met and is satisfied with the progress of this committee.

- Regarding Section 5.1, Joe Nordgren stated that Dr. Kenneth Evans is the CEO of the institution. His primary obligation is to the institution with no conflict of Interest. Dr. Evans will attend the November 1, 2018 meeting. Cathy Benson advised that the President's job description is located in the Faculty Handbook.
- An updated Org Chart was requested of Cathy Benson. Regarding job descriptions for those on the Org Chart, will only need brief description, essential functions, and job requirements. CV will need to align with job description. Derina Holtzhausen will draft a letter to send requesting updated job descriptions. A template of CV developed by Derina Holtzhausen will accompany this letter.
- Regarding Section 5.2A, need to make sure 2nd paragraph includes all up to date information.
- Regarding Section 5.1 and 5.2A, primary guideline documents are TSUS Policies & Procedures, Faculty Handbook and University Catalog.
- Regarding Section 5.2B, suggestion was made to include NCAA Grant, Academic & Recruitment Standards, and latest Southland Conference Compliance Review.
- Derina Holtzhausen and Theresa Hefner-Babb have set the deadline for submission of all resume's as February 1, 2019. These resume's will be sent to Karen Kessinger.
- Athletics is continuing to update Org Chart. Should have complete for November meeting.
- Fundraising
 - Waiting on finalized documents for this fiscal year from the Foundation.

- Campaign document is still in draft stage at this time. Will not be finalized until Spring 2019.
 - Will be looking at CV's to make sure they match job description.
 - Regarding Gift Policy & Procedure Manual, will need to add who approves.

 - Regarding Section 5.4, Appointment & Evaluation of Administrative Leaders, will need to show that credential and experience reflect in job description.
- New Business
 - None at this time.

Meeting was adjourned at 11:45pm. Next meeting will be October 4, 2018.

Respectfully submitted,
Karen Kessinger