

**SACS**  
**Financial & Physical Resources Committee**  
**10 year Reaffirmation**  
**October 2<sup>nd</sup>, 2017**

Attendees: Craig Ness, Twila Baker, Cathy Benson, Katrina Brent, Kumer Das, Gail Davis, Jamie Larson, Joanna Sheppard, Hector Flores, Diane Thibodeaux, Ashley Scott, Katherine Miller and Michael Ruland

Meeting Began: 1:00 pm

**Financial Stability/Control of Finances**

Craig Ness

Jamie Larson

Ex officio – Twila Baker

Documents related to Finance: bring in someone from IT who handles the student financial systems and financial aid and discuss security.

**Control of Sponsored Research**

Kumer Das

Gail Davis

**Title IV**

Katrina Brent

Joanna Shepherd

Ex officio – Twila Baker

It's critical we address issues from our last audit (mention findings, even if they've been resolved)

**Physical Resources**

Katherine Miller

Diane Thibodeaux

Michael Ruland

**Physical Resources**

Diane Thibodeaux

Hector Flores

The two Physical Resources committees need to meet as one group and assemble a single document and then separate into two.

**Institutional Environment**

Ashley Scott

Catherine Benson

Hector Flores

The week of November 13<sup>th</sup>, the committee will meet and each group will present rough drafts.

Please send Mr. Ness the name of the person who is leading each group.

Mr. Ness will meet with each group individually in about 2 weeks.

A share folder is currently being setup to house all documents. Committee members will need to post minutes/notes from every meeting and place working drafts in the share folder. When working on drafts, rename files instead of replacing them.

Twila e-mailed list of supporting documentation needed to committee members.

Dr. Das requested additional information regarding what information is needed and responses from Mr. Ness are below:

- Are you fulfilling the function at Lamar University?
- Submit items such as a link to your website, resume and organizational chart
- Approvals of proposals going out
- Awards coming in
- Control and reporting of expenditures

Mr. Ness mentioned that audit findings need to be addressed and SACS will want proof that they've been resolved.

#### UPDATED TIMELINE:

- January, 2018: drafts due to Craig Ness for review and editing. Also send to Rachel Juneau.
- March 30<sup>th</sup>, 2018: final drafts are due to SACS office/Theresa Hefner-Babb
- April, 2018: Teresa will send drafts to Dr. Loges, English Professor, who will edit and make language uniform and consistent. Craig requests that he is copied on all correspondence with Dr. Loges.
- September 10<sup>th</sup>, 2018: Theresa's deadline to submit final documents to SACS.

Adjourned: 1:30 pm

Minutes will be posted on the SACS website.