SACS Administrative Leadership Committee

Meeting Minutes

June 7, 2018, 11:00AM

The Meeting was called to order by Dr. Holtzhausen at 11:05am.

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

Notified Absences: Marco Born, Shannon Copeland

Motion was made by Catherine Benson to accept minutes from May 3rd meeting, and seconded by Theresa Hefner-Babb. Minutes were approved and submitted for filing.

* Joe Nordgren handed out section 5.2a of the Principles of Accreditation that is specific to Lamar University for review.
* Catherine Benson handed out the Lamar University Organizational Chart last updated March 14, 2018. Changes were made to those areas where personnel has changed. Additions were also added where needed. The following was discussed pertaining to the Organization Chart:
	+ CV’s need to be included with Administrative Component
	+ Will need a separate Org Chart that will go deeper in to individual units, including Program directors. Colleges down through departments could be included on this, or individually for each college.
	+ Theresa Hefner-Babb will contact personnel to let them know what we need.
	+ Joe Nordgren will vertify the top tier of the org chart and identify who reports to them. Then they will be contact for CV’s and job descriptions. List of exec’s were handed out by Joe. These could possibly be the top tier.
	+ Are there current documented job descriptions? Catherine Benson will look in to this.
	+ Who are program directors in each division? Will need to show qualification progression.
* New Business
	+ Catherine Benson would like to identify policies applying to Faculty
		- Next step, job descriptions.
	+ In regards to December 1st deadline to the President, we will provide progress report at monthly meetings.
* Assignments for next meeting:
	+ Update Org Chart – Joe Nordgren and Catherine Benson
	+ Try to get as many job descriptions as possible
	+ How will we benchmark certain steps up to the December 1st deadline

Vitas will need to be updated and uploaded prior to beginning of Fall 2018.

Meeting was adjourned at 11:55am. Next meeting will be July 5, 2018. Dr. Holtzhausen will not be at this meeting, so Dr. Hefner-Babb will facilitate.

Shannon Copeland, though not able to attend sent the update below on what she is doing toward her assignments:

“I am working on my assignments though – I have a good bit of it done from last year, working now on getting CVs for the anyone who directs fundraising activities. I have all of their job descriptions.

I have the Advancement org chart, the bylaws of Cardinal Club and Friends of the Arts (just need to verify closer to the time to submit that I have the latest version as I have heard from both groups that they may revise their bylaws soon), I have the memo of understanding and all of the documents required from the Lamar University Foundation which I’ll need to get new ones after September 1st because they update every year, and Juan has completed the document that shares the university’s current fundraising initiatives and how it relates to the mission of the university. I also have the gift processing procedures document to include.

So we’re pretty much on track to be able to submit the draft once I get the foundation documents after their 9/1 revisions.”