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## MINUTES

### Compliance Certification Team Meeting

Dickerson-Johnson Library – 3<sup>rd</sup> Floor

Tuesday, October 28, 2008

9:00 a.m.

On the above-mentioned date and specified time, the Compliance Certification Team meeting of Coahoma Community College met on the third floor of the library.

#### **Members Present:**

Patricia Brooks

Anne Clark

Rosemary Dill, Chairperson

Margaret Dixon, Secretary

Wanda Holmes

Freeman Horton

Michael Houston

Ezra Howard

Gregory Hudson

Marilyn Starks

Charles White

William Houston

#### **Members Not Present:**

Deborah McNeal - Absent

Rosetta Howard – Jackson

Yvonne Stanford - Meeting

**Invocation** was given by Ezra Howard

- I. **Call to Order and Review of Agenda:** Chairperson Rosemary Dill called the meeting to order at 9:00 a.m. The Compliance Certification Team approved the agenda with no additions.
- II. **Welcome and Purpose of Meeting:** Rosemary welcomed all team leaders to the meeting and stated the purpose of the meeting is to review the progress each team leader has made on the Compliance Certification and to make sure the institution abides by the timeline that was approved by Dr. Presley and her Accreditation Leadership Team.

III. **Review and Approval of the Minutes:** Marilyn Starks moved that the minutes be accepted as printed. Chief Houston seconded the motion.

IV. **Discuss Assignment Findings:** Rosemary asked each team leader to review the requirement or standard they were responsible for addressing by stating what documentation is needed for the principle.

Rosemary reviewed Core Requirement 2.5 and Comprehensive Standard 3.3.1 and indicated that the college is currently not in compliance with these principles. Rosemary stated that she and Margaret have been meeting with program supervisors to review their IEP and to make changes to strengthen the plan, particularly in the “use of results” section. Revised 2007-08 IEP plans are due to the IE Office by November 21, 2008. The revised IEP, if done correctly, will help ensure the institution is in partial compliance.

Rosemary also discussed the Strategic Plan and other planning documents with the team. Rosemary stated that the institution needs to develop a system that documents the linkage between institutional planning and the budget. The institution is currently not in compliance with this requirement. SACS will definitely ask for this information. Wanda Holmes stated that SACS may ask units about when and how they receive their budgets.

Dr. Gregory Hudson shared advice from his recent experience as a team member of a SACS review team. The institution must be able to show the connection between planning and the budget for all areas of the college including general funds, federal funds, alumni funds, etc. Hudson also stated that the institution is also required to demonstrate how the allocated monies are used to improve programs and student development.

For core requirements and comprehensive standards 2.1 thru 3.2.7, the team leaders listed the institution’s documentation of compliance with the principles. Other areas of discussion of the principles included the following:

For 3.2.7, Rosemary stated we need to add job descriptions.

For 3.2.8, Rosemary stated we need to develop a credentialing procedure for the Administrators and Academic Officers. Dr. Hudson stated that we need to show how these individuals’ career tracks brought them to their current positions. Rosemary asked Ezra Howard to design an online system to document credentialing for both faculty and administrators. Howard stated that he will work on this system for the college.

For 3.2.9, Michael Houston stated we should be using the form for this standard, but it has not been used as of now.

For 3.2.11, Coach Horton asked the team if he should include the Booster Club for this principle. Wanda Holmes stated it should not be used.

For 3.2.13, Institutional-Related Foundation, Michael Houston stated it is not in the *Policy and Procedures Manual*. Rosemary stated that this policy needs to be developed and included in the manual.

For 3.4.1, Anne Clark asked if we can use exhibits. Rosemary stated we need to upload all documentation into the Compliance Certification.

For 3.4.4, Wanda Holmes stated this principle is currently not in compliance because the institution does not use advanced placement and experiential learning. She stated a committee has been formed to address this issue. Mrs. Anne Clark and Dr. Rosetta Howard are on this committee.

For 3.4.6, Wanda Holmes stated we are not in compliance and we need to revisit this area.

For 3.4.7, Dr. Gregory Hudson stated that we will have show how we evaluate our relationships or agreements with outside entities to ensure student development is taking place. The team asked if the Secondary LPN Dual enrollment is consistent with what is in the catalog. If it is not, we need to add an addendum to the catalog. Mrs. Clark stated it is not consistent with the catalog.

For 3.4.8, Charles White stated we currently do not issue credit for non-credit training.

For 3.4.9, Dr. Hudson stated he wants to add Letha Richards to this standard because of the Math and Science Tutoring Program. He stated we are weak on the use of results in this area, but his office is working to improve this area.

For 3.7.4, Michael Houston stated it is in the *Policy and Procedure Manual*, but he thinks the instructional deans should be added on this committee to assist in addressing this particular principle. Rosemary stated we need to add people to standards 3.7.4 and 3.7.5. Dr. Rosetta Howard, Dr. Gregory Hudson, and Mrs. Anne Clark were added to this committee.

For 3.9.2, Wanda Holmes stated we need a retention and disposal policy in place and a check and balance procedure for the back data taken to the bank. Chief Houston stated that some student records are kept in his office, and he has been treating this as FERPA as well. He stated that parents have problems with his not giving student information from student records. Chief Houston and Wanda Holmes stated that their records are open to the court system if needed. Dr. Gregory Hudson discussed the waiver for students to allow parents access to their information.

For 3.10.5, Marilyn Starks stated we need an “established indirect cost rate” for this area.

For 3.11.2, Charles White asked how the principle affects the off-campus sites, particularly the night classes. Dr. Gregory Hudson stated if the Workforce Development Center has access to any type of law enforcement, such as the city or county police department, and campus police can also assist, the Workforce Development Center will be deemed a secure area.

For 4.3, Patricia Brooks was added to this committee.

For 4.6, Wanda Holmes stated that a committee has been formed. In addition, Wanda Holmes indicated that we need to update and create more professional materials.

V. **Demo on How to Upload Documentation to SharePoint:** Ezra Howard showed the team where to find help in uploading and linking documentation. He placed a “How To” document in SharePoint under the Supporting Documents area.

- **Next Meeting Date and Assignments:** The next meeting will be held on **Tuesday, December 2, 2008, at 9:00 a.m. in the Dickerson-Johnson Library Conference Room – 3<sup>rd</sup> Floor.**
  - ✓ Continue to Research Needed Documentation for Principles
  - ✓ Complete Rough Draft of Compliance Certification Narrative
  - ✓ Begin to Upload Available Documents into Compliance Certification
  - ✓ Begin to Scan Documents and Upload into Compliance Certification
  - ✓ Type a List of Any Areas of Non-Compliance (Bring to Next Meeting)

VI. **Questions and Comments:** Rosemary asked that the team complete the assignments listed above before the next meeting. She also reminded the team that the SACS annual meeting will be held in San Antonio, Texas, on December 6 – 9, 2008.

VII. **Adjournment:** The meeting was adjourned at 11:30 a.m.

**Minutes submitted by:**

Margaret Dixon, Secretary

**Minutes approved by:**

Rosemary Dill, Chairperson