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## MINUTES

### Compliance Certification Team Meeting

Dickerson Library – 3<sup>rd</sup> Floor  
Tuesday, September 16, 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  
Rosetta Howard  
Gregory Hudson  
Yvonne Stanford  
Marilyn Starks  
Charles White

**Members not present:**

William Houston – ill  
Deborah McNeal

**Invocation** was given by Coach Freeman Horton

- 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 that the purpose of the meeting is to meet on a regular basis to track what we are doing as related to the completion of the Compliance Certification document.
- III. **Review and Approval of the Minutes:** Yvonne Stanford moved that the minutes be accepted as printed. Wanda Holmes seconded the motion.

- IV. **Compliance Certification Team Members:** Rosemary asked that the team members' names be left with her at the end of the meeting, if not; Rosemary asked the team leaders to email the names to her today. Rosemary recommended that the team leaders inform the team members as soon as possible that they will be assisting them with gathering and writing information for the compliance report.
- V. **Electronic Compliance Certification Document:** Ezra Howard stated that Damandrick Taylor placed all team leaders' computers on the domain in order to use the Windows SharePoint Services. He stated that users must follow directions to login to the system from this point forward. Ezra asked Margaret Dixon to write the steps to logging in and using SharePoint and email to all team leaders. Ezra stated that if there are any problems to contact the Technology Department. Ezra presented SharePoint to the team leaders by showing the following steps:
1. Login to system by pressing Ctrl, Alt, and Delete
  2. Key in your username and password assigned by the Technology Dept.
  3. Go to <http://tigermail/sites/sacs/>
  4. Click on Shared Documents links to find:
    - a. **Section 2 - Core Requirements**
    - b. **Section 3 - Comprehensive Standards**
    - c. **Section 4 - Federal Requirements**
    - d. Click on the link of the section you will use. Make sure you select whether you will **View (Read only) or Edit** the document.
  5. Place pointer on document you would like to view or edit. Click on drop-down list.
  6. **Checkout** document.
  7. **Check-in document using the same procedure after you finish with editing or viewing.**
  8. Create discussions by clicking on the **Team Discussions** link.

Ezra discussed the Team Discussion area, the Calendar, and Task List. Ezra asked team leaders to Google SharePoint and complete some tutorials to help them understand and use the software better.

Rosemary stated she will be reviewing compliance documents from SharePoint. Rosemary stated that team leaders are welcome to add links for documentation, but she would rather team leaders conduct a documentation audit first. In the Supporting Documentation area, the team leaders should start typing a list of documents needed to be in compliance with each SACS principle. Rosemary stated the next step would be to scan documents if we do not have electronic copies, and then add a link. Rosemary asked the team leaders to make notes in SharePoint of the documents that will need to be scanned.

Wanda Holmes stated it would be good to complete a documentation audit first.

Rosemary stated we will have a first draft of the Compliance Report ready in December 2008.

Rosemary asked the team to give Ezra Howard and the Technology Department a round of applause for the user-friendly system they designed for the Compliance Certification report.

**VI. Next Meeting Date and Assignments:** The next meeting will be held on **Tuesday, October 28, 2008, at 9:00 a.m. in the Dickerson Library Conference Room – 3<sup>rd</sup> Floor.**

**VII. Questions and Comments:** Rosemary asked that the team complete the following assignments before the next meeting:

1. Notify the team members of assignments
2. Go through the assigned principles and begin the documentation audit
3. Use SharePoint to list all documents needed to be in compliance with each principle; make notes of any revisions that need to be made to the documents

Rosemary asked if any team members had reviewed information from other institutions. Coach Horton stated he had reviewed another school as related to his area.

**VIII. Adjournment:** The meeting was adjourned at 9:50 a.m.

**Minutes submitted by:**

Margaret Dixon, Secretary

**Minutes approved by:**

Rosemary Dill, Chairperson