SACS Leadership Committee

Chair: Jay Sullivan

Vice-chair: Dixon Boyles   **Secretary:** Jon Elmore

Members Attending: Brenda Rogers, Jennie Singleton, Erica Schatz, Crystal Ange, and Ben Morris

Members Absent: Dixon Boyles

Minutes from Meeting (5.29.13)

Agenda Item

I. Welcome   **Presenter:**   Jay Sullivan

Discussion Item: None

Action Taken or Recommendation: None

II. Approve Minutes from Last Meeting   **Presenter:**   Jay Sullivan

Discussion Item: The minutes were briefly discussed.

Action Taken or Recommendation: Ms. Schatz moved to approve minutes. Mr. Morris seconded the motion.

III. Update on Writing Guide   **Presenter:**   Jennie Singleton and Jon Elmore

Discussion Item: Mrs. Singleton and Dr. Elmore handed out seven samples of writing guides used by other institutions. They recommended adapting BCCC Writing Style Guide from these existing documents. The committee agreed. The committee asked Mrs. Singleton and Dr. Elmore to complete the BCCC writing guide and circulate it electronically prior to the next meeting.

Action Taken or Recommendation: None

IV. Update on Timeline for Writing Duties   **Presenter:**   Jay Sullivan, Erica Schatz, and Ben Morris

Discussion Item: Dr. Sullivan, Mrs. Schatz and , Mr. Morris presented the proposed timeline and assignments for writing duties. They offered the caveat that the QEP impact report was not represented on the timeline. Dr. Sullivan asked Dr. Elmore how the QEP Impact report should be represented. Dr. Elmore suggested that June and July 2014 would be the only feasible time, and that Dr. Boyles, Dr. Davis, and Dr. Sullivan should be available as resources during that time. Dr. Sullivan talked the committee through the timeline and assignment of duties. After much discussion, the committee agreed that the timeline and assignment of duties would be effective.

Action Taken or Recommendation: None

V. Update on SACS Sharepoint Site   **Presenter:** Crystal Ange and Brenda Rogers

Discussion Item: Ms. Rogers informed the committee that the current version of Sharepoint is corrupted and that the College must use Sharepoint 2013. The College is waiting for that to be installed.

Action Taken or Recommendation: None

VI. New Business   **Presenter:** Jay Sullivan

Discussion Item: There was discussion regarding the need to plan for final review of the five-year report and the timeline and reorganizing of some college committees.

Action Taken or Recommendation: None

Other Information

Next Meeting: (6.17.13 at 8:30) In the conference room of building 9