

Staff Credentials		December 3, 2013	
		10:00 AM	
		B9 Conference Room	
Chair:	Dixon Boyles		
Vice-chair:	Ron Baldwin	Secretary:	Margie Cobb
Members Attending:	Dixon Boyles Ron Baldwin Judy Jennette Margie Cobb		
Members Absent:			
<i>Minutes from Meeting December 3, 2013</i>			
Agenda Item			
I. Minutes		Presenter:	Boyles
<ul style="list-style-type: none"> ➤ Members acknowledged receiving minutes electronically. ➤ Judy Jennette motioned to accept September 25, 2013 minutes. Dixon Boyles seconded the motion. Minutes were approved. 			
II. Reporting System		Presenter:	Boyles
<ul style="list-style-type: none"> ➤ Committee members discussed ways to develop a reporting system for the credentials of administrative positions dean level and above and the student affairs professional level personnel. Dixon presented the SACS templates CS 3.2.8 and CS 3.9.3 and suggested that we use this template. Information needed for these templates needs to be acquired from HR. Dixon stated he has already asked HR for the information and was informed that they are working on getting it. ➤ Dixon will ask HR if they could have the information ready for the committee by February 1, 2014. In addition to acquiring information on the templates, the committee will gather organizational charts, evidence of professional development and resumes. These documents are suggested by SACS as supporting documentation to demonstrate compliance with CS 3.2.8 and CS 3.9.3. ➤ Judy will update Senior Staff on the progress of the committee. Dixon will update the SACS Leadership Team. 			
III.		Presenter:	
<ul style="list-style-type: none"> ➤ Discussion Item ➤ Action Taken or Recommendation 			
IV.		Presenter:	
<ul style="list-style-type: none"> ➤ Discussion Item ➤ Action Taken or Recommendation 			
<i>Other Information</i>			
Next Meeting:	TBA		