

Minutes
Accreditation Project Leadership Team Meeting
March 6, 2006

Present: Janna Oakes, Barbara Borow-Stephens and Bob Moore

Absent: Deb Wilke

Guests: David Shellberg and Lydia Elsom; Murry Unell and Cindy Murphy

- The team, David and Lydia discussed various logistics surrounding the upcoming trip to Chicago for the “111th Annual Meeting” of the NCA Higher Learning Commission. Lydia provided the travelers with packets containing conference, flight and hotel confirmations and suggested airport/hotel shuttle arrangements. Bob requested the travelers be provided with a per diem cash advance. David recommended that payment for all hotel costs be arranged and covered up front, rather than requiring individual travelers to pay on personal credit cards and seek reimbursement afterwards. David and Lydia will seek to simplify and confirm such arrangements.
- Lydia provided the team with an updated list of “NCA Self-Study: Action Items for Executive Team.” The team discussed item #1 (re: employee handbooks). Bob confirmed that the indicated URL did provide access to new procedures at the Human Resources Intranet site. The team expressed that this material may still not constitute an “employee handbook” in the truest sense. Janna briefed the team regarding the additional work required to make the 2006-2007 college catalog as accurate and up to date as possible (item #5). (Lydia and David left the meeting.)
- The team briefly discussed issues surrounding Chapter One of the Self-Study Report. The team decided to meet at 10:00 A.M. on March 13, 2006, to further discuss and resolve the issues.
- (Cindy Murphy and Murry Unell arrived at the meeting at 4:30 P.M.) Cindy, Murry and the team discussed the content and layout for the first (March) issue of the “Reaccreditation Times.” The team approved the overall layout as presented by Cindy and Murry. Bob will write the text dealing with “... what accreditation means to ACC ...” and general information regarding Criterion One. The team also agreed that the back side of the single sheet newsletter would display the lyrics to “Why NCA?” and a photograph of the song performance. The draft content deadline is March 16th. Cindy and Murry will provide a proof by noon on March 20th. With leadership team approval, The newsletter will be distributed the following week in hard copy to all full time personnel and adjunct faculty, with additional copies provided at key points for students, and online at the website.