

## **Compliance Certification Team Minutes**

### **October 23, 2008**

**Present:** Sophia Andres, Melissa Elston, Lail Grant, Narita Holmes, Roy Hurst, Bob Perry, Teresa Sewell, Leslie Toombs, Denise Watts, Bobbie Williams

#### **I. Review of Minutes from 10/9/08**

The minutes were approved as written.

#### **II. Calendar**

Members reviewed the Compliance Team calendar and noted upcoming dates.

#### **III. Review of Write Ups**

- 3.1.1 Dr. Watts noted that the Budget and Planning Committee charge indicating responsibility for mission review is has been approved by the HOP committee.
  
- 3.2.1 Presidential evaluations are not public record and cannot be included in the documentation. Ms. Sewell suggested that correspondence between the president and the executive vice chancellor for academic affairs could serve as documentation. Dr. Watts will look into it. Dr. Watts also noted that the executive vice chancellor for academic affairs should be referred to as the "Executive Vice Chancellor of Academic Affairs" throughout the narrative (as there is more than one executive vice chancellor).
  
- 3.2.2.1 Ms. Holmes will remove the old mission statement. It was also noted that the current mission statement is unavailable on the university's website.
  
- 3.2.2.2 There is a letter delegating fiscal authority to Chris Forrest. However, as the letter is old, she referenced the HOP instead. Ms. Holmes is unsure as to whether the letter is necessary for the standard.
  
- 3.2.2.3 In Legal Authority, paragraph 2, *Texas Government Code*, Section 2252.061, [1] refers to a subsection of the *Code* not documentation element 1. The subsection will be denoted with parentheses to differentiate it from documentation element number one.
  
- 3.2.2.4 Approved as written.

#### **IV. Next Meeting**

The next meeting will be held October 30, 2008 at 1:00 p.m. in MB 4206. The committee will review 3.2.3, 3.2.4, 3.2.5, 3.2.6, and 3.2.7