# SACS Sub Committee VPBA

## MINUTES  
APRIL 2012

### ATTENDEES
Alida Currin, Janet Anderson, Margaret Williams, Sarah Baker, Kim Laird, Roseann Hogan, and Erica Contreras

## Agenda topics

### SACS

**Dr. Hogan**
- **DISCUSSION:** Dr. Hogan provided descriptive detail regarding SACS requirements and answered questions.
- Several suggestions: Provide an electronic website and committee minutes. There are 3 days for the review process. The report needs to be very organized and accessible.
- Provide an electronic website, establishing a website. We need committee minutes to keep documentation.

### STEERING COMMITTEE

**Dr. Hogan**
- **DISCUSSION:** In section 2.11.1 include budget and expenditures for the last ten years. Also show budget cuts and how you are maintaining reductions and reallocations (evaluating budget and reallocating base budget).
- Closing loop - summarize emails. Describe in detail the process and present the information on a flowchart.
- Sources > process > official document
- Formal reports - APR
- Minutes, BOR approved

### STATE AUDITS

**Dr. Hogan**
- **DISCUSSION:** Different requirements that are not in Alicia's numbers.
- Affiliated organizations - audit reports, no undue influence.
- Provide four years if minutes from Budget Review & Development Council meetings.
- Collecting information

### RECOMMENDATIONS

**ALICIA CURRIN**
- The committee will begin its template in a format similar to Corpus Christi's and will save any reports/documentation in the VPBA shared file.

### FUTURE MEETINGS

- All submissions due January 2014
- Have narratives ready so changes can be made during down times.