The Physical Resources Committee of the Fayetteville State University SACS 2009-2011 Reaffirmation Process convened Tuesday, September 1, 2009, in the Vice Chancellor Student Affairs’ Conference Room, in the William R. Collins Administration Building. The meeting was called to order at 2:35 p.m. by Committee Chair, Ms. Juanette Council, Associate Vice Chancellor for Student Affairs.

ROLL CALL

The following members were in attendance: Mr. Rudolph Cardenas, Associate Vice Chancellor for Facilities Management, ex-officio; Mr. Gregory Moyd, Assistant Vice Chancellor for Student Affairs; Mr. Carlton Spellman, Director of Budgeting; and Mr. Jermaine Pittman, Student Representative. Also in attendance was Dr. Marion Gillis-Olion. Committee members Dr. Shirish Devasthali, Board of Trustees; Mr. Charles Ross, Grounds Worker, Facilities Management; and Dr. Charletta Barringer-Brown, Department Chair., Middle Grades, Secondary, & Special Education were not in attendance.

Committee Chair, Ms. Juanette Council opened the meeting by having all members in attendance introduce themselves to one another. At which time Mr. Carlton Spellman was appointed as Committee Secretary, followed by an overview of the meeting agenda topics. It was then stated that committee members are to keep their respective Vice Chancellor’s informed of the Committees progress.

PHYSICAL RESOURCES STANDARDS

Ms. Juanette Council provided each committee member with a binder containing resource material for the reaffirmation process, in addition to ensuring that all members possessed a copy of the SACS Compliance Audit Resource Documents CD. During this time she also advised the committee that she would be recommending that a member from Police & Public Safety be added to the committee per 3.11.2 of the Physical Resources Standard.

It was stated that the committee should review associated websites for accuracy, ensuring that all policies are current and in place. We should be able to provide
documentation to support any services/programs that the University is providing under the Physical Resources section.

PAST REPORTS

It was stated that the committee should review recommendations 21 & 22 from the previous report, which made recommendations involving the University’s preventive maintenance schedule. Mr. Cardenas stated that the ACT 100 system previously utilized for preventive maintenance had crashed and briefly discussed the upcoming implementation of the new TMA Enterprise System and what is being done in the meantime to comply with the aforementioned recommendation. Mr. Cardenas stated that as part of recommendations 21 & 22 the University has been utilizing Footprints.

SELF STUDY

It was stated that during the self study process the committee must ensure that we are clear and concise in stating what we are doing; i.e. no must or should statements. In other words, instead of we will, we should be submitting we have statements. While discussing 2.11 of the standard, the topic of the MSW program at Fort Sam Houston surfaced. It was stated that we must make sure that we obtain physical space verification of that site and all off campus site programs.

INSTITUTIONAL EFFECTIVENESS

Dr. Olion discussed how attending the SACS Conference multiple times would be beneficial to committee members because of the different perspective one would obtain towards understanding the reaffirmation process. It was stated that year one is the time to implement our system for Institutional Effectiveness and year two should be utilized to make sure the system is completely implemented, in place and is working effectively. Committee members must go back to analyze the system once it is in place in order to strategize and determine if the system is working effectively.

SELF EVALUATION

It was stated that we will look at our institution as if we are coming from the outside when conducting our self evaluation. When conducting interviews we must ask for documentation of compliance. A hard copy is alright, but digital documentation is preferred. Ensure we are tracking who we are interviewing. Make sure we are using the Compliance Audit information as part of the process. In our corrective action plan, we must make recommendations on how or what plan will be followed to become in compliance. If a copy of a particular policy can’t be located, attempt to obtain a copy of what is actually being done, such as utilizing contracts or purchase orders for goods and services as proof of improving campus safety, i.e. tree removal/trimming services, additional lighting or call boxes installed.

TIMELINE

The committee decided to meet the 4th Tuesday of every month at 2:30 p.m. - 3:30 p.m., location TBD. It was agreed that the committee will work on 3.11.2, provide a healthy,
safe, and secure environment for all members of the campus community of the standard as a group.

**QUESTIONS**

If it has not already been done, can the data from the ACT 100 system be retrieved?

Does the Physical Resources Committee need to address the change of property transfer, i.e. the Fire Station? Is the land still in FSU control?

How does this committee address the Foundation and Residence Life?

The meeting was adjourned by Committee Chair, Ms. Council.

Respectfully Submitted,

Ms. Juanette Council, Committee Chair

C. Spellman, Recorder