

**SACS**  
**Financial & Physical Resources Committee**  
**10 year Reaffirmation**  
**August 21<sup>st</sup>, 2017**

Attendees: Craig Ness, Twila Baker, Cathy Benson, Kumer Das, Jamie Larson, Joanna Sheppard, Theresa Hefner-Babb, Hector Flores, Diane Thibodeaux, Katherine Miller and Michael Ruland

Meeting Began: 10:30am

**Financial Stability/Control of Finances**

Craig Ness

Jamie Larson

Ex officio – Twila Baker

Documents related to Finance: bring in someone from IT who handles the student financial systems and financial aid and discuss security.

**Control of Sponsored Research** ~~VIDE~~ **1 0 0 1 723**

If anyone needs resources, please let Craig know.

There will be a share folder setup that will house all documents. Committee members will need to post minutes/notes from every meeting and place working drafts in the share folder. When working on drafts, rename files instead of replacing them.

Mr. Ness' office will e-mail the following items to committee members:

1. Worksheet with names
2. Timeline
3. Copy of previous submissions

Twila will forward list of supporting documentation needed.

**UPDATED TIMELINE:**

February 28<sup>th</sup>, 2018: drafts due to Craig Ness for review and editing. Also send to Rachel Juneau.

March 30<sup>th</sup>, 2018: final drafts are due to SACS office/Theresa Hefner-Babb

April, 2018: Teresa will send drafts to Dr. Loges, English Professor, who will edit and