

## **Resource Room Committee Meeting**

### **Minutes**

**October 9, 2009**

**1:00 pm**

Attendees: Mary Ellen Hawkins, Nancy Dust, Joyce Baker, Michelle Gray, Candace Blevins, Jerry Smith, Dan Lindsey, Earlene Martz

Absent: Karen Overturf, Shirley Wunderlich

Mary Ellen Hawkins provided an overview of what will be housed in the Resource Room. She also discussed the role that the committee members will play in the self-study process. Committee members will gather, organize and maintain the information compiled for the self-study.

The location of the Resource Room is undecided at this time but will need to meet the requirements of the team that visits. A locked room with computers, printers, shredders, office supplies, resource files, etc. will be set up and maintained by the Resource Room committee.

Committee members were asked to make a list of the policies, procedures and major reports for their areas so that we can compile a master list of resources to pull. They were also advised that 5 years of data would be gathered.

Meeting adjourned at 1:25 pm

Nancy Dust