

**2028 SACSCOC University Financial, Information Technology and Physical Resources
Working Group Meeting
August 12, 2026, 2 pm – 3 pm
Microsoft Teams**

Attendees: Paula Austell, Robert Clarke, Brandon Davidson, Arnold Duenes, Cheryl Friesenhahn, Nicole Harrington, Jeremy Head, Raúl Hinojosa, Jr., Natasha Hinton, Nate Howe, Kelly Kindard, Emily Lacy, Clark A. Meyer, Joseph Mauriello, Melody Monjazebe, Payal Paliwal, Shane Solis, Brent Tourangeau, Andrew Williams Mary Jo Venetis, Ashley Spaulding

Absentees: Hillary Campbell, Stephanie McCane, Tiffany Parker, Vy Trang

Meeting Notes

- **Document Upload Tool Demonstration and Workflow:** Dr. Raúl Hinojosa led a comprehensive demonstration of the new document upload tool for the SACSCOC accreditation process, with input from Dr. Mary Jo Venetis, and others, explaining the workflow, user roles, and technical requirements for uploading, reviewing, and approving documents.
- **Questions and Guidance on Document Submission:** Arnold Duenes, Nate Howe, Robert Clark, Cheryl Friesenhahn, Shane Solis, and others raised questions about adding notes, accessing prior documents, and strategies for document selection, with Dr. Hinojosa, Dr. Venetis, Melody Monjazebe, and Nate Howe providing detailed guidance on best practices and technical clarifications.
- **Assignments, Deadlines, and Next Steps:** Nate Howe, Dr. Hinojosa, and Melody Monjazebe outlined the assignment of principles to individuals, set deadlines for document uploads, and discussed the timeline for drafts and reviews, emphasizing collaboration, flexibility, and the use of Box or Teams for narrative development.

Follow up Tasks

- **Fifth Year Report Access:** Post the fifth year report PDF with links in the Teams chat for working group members after the meeting concludes. (Raúl Hinojosa)
- **Principle Assignments Mapping:** Share the Box link to the mapping of principles to individuals in the chat for group reference. (Raúl Hinojosa)
- **Document Upload Deadline:** Upload at least one document to the docs portal for each assigned principle by August 28th to demonstrate compliance. (All working group members)
- **Technical Access Issues:** Check and resolve access for the member who is having trouble logging into the system after the meeting. (Mary Jo Venetis)
- **Principals Handbook Link:** Provide the link to the principal handbook for members who want to review the questions and sample documentation for each principle. (Raúl Hinojosa)
- **Financial Documentation Review:** Meet with Cheryl Friesenhahn to review her documentation and ensure it ties out to the annual financial report before uploading. (Melody Monjazebe)