

ACC Meeting Name: D R A F T
Office of Institutional Effectiveness and Accountability

Date: February 15, 2008 **Time:** 9:30
Chair: Soon Merz **Location:** HBC 603.0
Attendees:
Soon, Rich, Alice, Ziv, Swapna, Anna, Lina, Charlene.

Minutes

Agenda Item 1: Review of Minutes **Presenter:** All

Discussion:

The minutes for January 10, 2007 were reviewed.

Decisions/Actions:

The minutes for January 10th, were approved with changes.

1. Agenda Item 2, **Project Review, Discussion:** Item 7. Change to read “Charlene is completing the CCBenefits...”.

Follow Up Items and Responsible person:

Agenda Item 2: New Employee Update **Presenter:** Soon

Discussion:

1. The hiring committee is still trying to find a candidate for the Coordinator of Research Initiatives position.

Decisions/Actions:

Follow Up Items and Responsible person:

Agenda Item 3: Instant Messenger **Presenter:** Soon

Discussion:

1. Connie is working on connecting all staff by instant messaging.
2. Soon’s cell phone has text messaging.

Decisions/Actions:

Follow Up Items and Responsible person:

Agenda Item 4: OIEA Remodeling **Presenter:** Soon

Discussion:

1. Remodeling of the OIEA area will start March 5th.

Decisions/Actions:

1. The week of February 25th all staff that are able will participate in packing areas that need to be packed for the remodeling.
2. Roslyn will be working from home until the end of March to help accommodate space needs.

Follow Up Items and Responsible person:

Agenda Item 5: Internal Audit Request Regarding Regulations Compliance

Presenter: Soon

Discussion:

1. Alice provided Roslyn's Board Policy entries to this document.
2. Anna provided Administrative Rules entries to this document.

Decisions/Actions:

1. Alice will enter the above listed items in the Internal Audit spreadsheet.
2. Staff will revisit the spreadsheet at the next staff meeting.

Follow Up Items and Responsible person:

The meeting was adjourned at 11:30.

Next meeting: February 28, 2008
