

# ACC Meeting Name: Office of Institutional Effectiveness and Accountability

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**Date:** November 29, 2007

**Time:** 9:30

**Chair:** Soon Merz

**Location:** HBC 603.0

**Attendees:**

Soon, Connie, Rich, Alice, Swapna, Charlene and Roslyn.

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## Minutes

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**Agenda Item 1:** Review of Minutes

**Presenter:** All

**Discussion:**

The minutes for October 11, 2007 were reviewed.

The follow-up items were discussed:

1. Alice will create a spreadsheet with software information and put the software in the locked cabinet in the workroom.

**Decisions/Actions:**

The minutes for October 11th, were approved with changes.

1. Agenda Item 4, **Graduate Follow-Up Survey, Discussion:** Item 2. Change to read "We need to make a decision on how students with multiple degrees are counted".

**Follow Up Items and Responsible person:**

1. Alice is working on the spreadsheet with software information.

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**Agenda Item 2:** Leave Procedure Review

**Presenter:** Soon

**Discussion:**

Soon talked about the OIEA leave procedures. She emphasized that she takes this responsibility very seriously.

**Decisions/Actions:**

1. As a courtesy if you are more than 15 minutes late, call Soon. If she is not there, call someone else.
2. Leave Request forms should be filled out for all leave. All leave requests except sick leave should be turned in prior to taking leave. Vacation leave should be submitted for approval at least one day before requesting leave. Sick leave should be filled out as soon as possible upon returning to work.
3. When Soon is away from the office, the person in charge can sign leave forms. The person in charge of the office should make a copy for Soon.
4. Comp time and overtime require prior approval by Soon.
5. If there are leave issues, Soon will talk to the staff member personally.

**Follow Up Items and Responsible person:** N/A

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**Agenda Item 3:** OIEA Schedules  
Soon

**Presenter:**

**Discussion:**

Soon discussed OIEA staff work schedules. She said that she would like schedules to be close to her 8:00 to 5:00 schedule

**Decisions/Actions:**

1. Staff schedules can be between 7:30 to 5:30.
2. Similar positions should try not to schedule the same day off.
3. Soon emphasized the importance of maintaining these schedules.

**Follow Up Items and Responsible person:**

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**Agenda Item 4:** OIEA Remodeling

**Presenter:** Soon

**Discussion:**

Soon told staff that OIEA remodeling will not occur until Fall 2008.

**Decisions/Actions:**

**Follow Up Items and Responsible person:**

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**Agenda Item 5:** New Employee Update

**Presenter:** Soon

**Discussion:**

Interviews for the Coordinator of Research Initiatives position will be in January 2008.

**Follow Up Items and Responsible person:**

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**Agenda Item 6:** Holiday Lunch

**Presenter:** Soon

**Discussion:**

1. Soon will take everyone to Hyde Park Café for a Holiday Lunch on December 14<sup>th</sup>.

**Decisions/Actions:** N/A

1. Alice will call for reservations and verify that the Café offers a veggie plate.

**Follow Up Items and Responsible person:**

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**Agenda Item 7:** OIEA Projects Calendar

**Presenter:** Staff

**Discussion:**

**Decisions/Actions:**

The group discussed changes to the calendar.

**Follow Up Items and Responsible person:**

1. Alice will take the Projects Meeting off December 6<sup>th</sup>.
2. Alice will take off the Staff Meeting on December 27<sup>th</sup>.
3. Alice will add Data Warehouse Meetings to Projects calendar.

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**Agenda Item 8:** Newsletter

**Presenter:** Charlene

**Discussion:**

Staff suggested items to be published in the newsletter.

**Decisions/Actions:**

1. Charlene will add Anna's bio to the Newsletter.
2. A suggestion was made to add an announcement about SEIM and NIPSAS.

**Follow Up Items and Responsible person:**

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**The meeting was adjourned at 11:30.**

**Next meeting: December 13, 2007**