ACC Meeting Name: DRAFT 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

Presenter: Soon

Presenter: Soon

Presenter: Soon

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

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

Discussion:

- 1. Connie is working to 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

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