

SACS Compliance Certification Team Leaders Meeting Minutes

Date: Oct. 22, 2010

Place: MM 101

Time: 1pm

Chair: Dr. Laura Stafford

Team Leader Attendees: Gary Stretcher, Shannon Harris, Janis Hutchins, Charles Gongre, , Carol Barbay, Peter Kaatrude, Ed Quist, Tom Neal, Claire Thomason, Diane Granger

Others: Sally Byrd, Patricia Schipplein, Brandon Buckner, Sherry Steele,

Absent: Linda McGee, Keith Cockrell, Ben Stafford, David Sorrells, Nancy Cammack

Special Called Meeting for training on the Compliance Assist web site.

Call to order by Stafford at 1pm

Approval of last meeting's minutes of 9/27/2010 was tabled until after conference call training.

Training conducted by Richard Berry of Compliance Assist.

Topics Covered:

Log In and Site Navigation

Compliance Report – tool bar features for narratives, document directory, and the individual Requirement Sources for each narrative. Each page has a detailed help tab the covers the feature of that page.

Team Leaders and writers will have their username and password emailed to them today.

Old Business:

Approval of minutes:

Motioned by: Peter Kaatrude

Seconded by: Diane Granger

Approved unanimously

New Business:

- Next meeting scheduled for Nov. 1, 2010 at 3:00 in MM 101.

Task:

1. Send Stafford a PDF of any major document that needs to be added to the Directory.

2. Begin to upload narratives and report if any problems are occurring with the Compliance Assist site.

- Monday, Nov. 25, 2010 a training will be held at 3:00 for those who missed today's training in MM 101.

Meeting Concluded at: 2:15