

SACS Human Resource Internal Audit Committee

Meeting Minutes

May 19, 2009

Present: Margaret Jenkins - Chair
Ruth Turner
Diane D'Avanzo
Victoria Ackerman

Next meeting: June 2, 2009 @ 2:00pm

Discussion and Actions Completed

- I. Reviewed materials provided
- II. Defined pertinent deadlines to meet
- III. Defined tasks to be completed
 - a. 3.2.7
 - b. 3.2.8
 - c. 3.2.9
 - d. 3.2.10
- IV. Divided group into smaller teams
 - a. Team One: Margaret Jenkins and Ruth Turner
 - b. Team Two: Diane D'Avanzo and Victoria Ackerman
- V. Delegated tasks to be completed for each member and team
 - a. 3.2.7 – Victoria Ackerman
 - b. 3.2.8 – Margaret Jenkins
 - c. 3.2.9 – Diane D'Avanzo
 - d. 3.2.10 – Ruth Turner
- VI. Set up standing meeting times

Action Items

- I. Smaller teams will meet next week to complete rough drafts
- II. Committee will meet every two weeks
- III. Margaret Jenkins will reserve meeting rooms