

**RIT Oversight Committee Meeting
December 15, 2008**

MINUTES

Attendees: Walter Wolf, Ian Gatley, Thomas Cornell, Cheryl Williams, James Reilly, Shane Crouse, Katherine Clark

Absent: Student Government Representatives, Malcolm Spaul

Chair Tom Cornell convened the meeting of the Oversight Committee at 3:10pm. Minutes of the November 11th meeting were handed out and approved to include changes provided by Tom, which were accepted.

Kate and Tom Cornell explained that the purpose of this follow-up meeting is to address loose ends raised during the audit review.

The Committee discusses the elimination of the procedures requirement to notify sponsors about the Oversight Policy. The Committee agrees that the language should be modified and will review the new language for approval at the next quarterly meeting.

The Committee discusses the existing process of account creation for CIMS. Wendy has asked for a change to the process where SRS is part of account creation process. The Committee agrees with the recommended change and will discuss the specifics at the next quarterly meeting.

The Committee reviewed and discussed the recommended process changes for Ken Posman's projects. SRS met with Ken in September 2008 to discuss a roll-up procedure similar to enterprise centers. The Committee agrees to the change.

The Committee recommends changing the procedures to remove NOA assignment responsibilities but retain the review responsibilities for the Student Government representative. It was agreed that the Student Government representative will maintaining their voting membership on the Committee and continue to receive the full NOA listing each quarter.

The Committee discusses the retention of Committee records. The Committee agrees that a paper record of each reviewed NOA from the prior fiscal year will be printed and put in a binder in the Wallace Library and available to the RIT Community. The binders will also be archived in the library archive. SRS will continue to follow their own record retention policy. Procedural changes will be proposed and voted on at the next quarterly Committee meeting.

The Committee agrees to discuss the Conflict of Interest audit recommendations at future meetings.

The Committee discusses term limits and agrees that term limits end on June 30th of last year of their term. New appointments or renewals will be made in the Spring meeting.

The Committee discusses the \$5,000 threshold raised by Wendy in the audit. The Committee agrees to strike the language about the \$5,000 threshold and to vote on the change and the next quarterly meeting.

SRS notifies the Committee of the monthly reconciliation of transfers from KSS to RAPID that was recommended by the audit report. The Committee agrees that they will review these reconciliations at each quarterly meeting.

The Committee is informed by SRS of the upcoming effort by SRS to review and standardize the definition and handling of Enterprise Centers. Kate will provide a summary document concerning the Enterprise Centers at the next quarterly meeting.

The Committee discusses RIT subsidiaries and how they are reviewed as part of the NOA process. The Committee agrees that there are no subsidiaries that currently need to be reviewed but also agreed to discuss the issue annually.

Tom Cornell discusses the development of the NOA Review Guidelines. The document is still under development and will be discussed at future meetings.

Meeting was adjourned at 4:25 p.m.