



## **COMPLIANCE ISSUES** **WORKING GROUP MEETING**

***Group Members: Dr. Catheryn L. Addy, Dr. Anna M. Wasescha, Ernestine Y. Weaver, Robert E. Brown\*\*, Judy R. Wallace, Leah A. Glende, Sean Bradbury, Gregory F. Daniels***  
***Guest: Erin Fitzgerald***

August 24, 2016  
2 p.m. – 4 p.m.  
39 Woodland Street  
2<sup>nd</sup> Floor Conference Room 239  
Hartford, CT 06105

### **Meeting Notes**

- 1. Approved Minutes of August 3, 2016 Meeting**
  
- 2. Erin Fitzgerald, Associate for Board Affairs Discussed BOR Policy Transparency Initiative**
  - Goals
    - Inventory of Policies
    - Transparency of legacy and current system-wide policies
      - New Online Policy Repository on [www.ct.edu](http://www.ct.edu)
        - ❖ Effective September 6, 2016
        - ❖ Online Policy Repository Includes:
          - ✓ BOR
          - ✓ CSU (most of CSU's by September 6, 2016 launch)
          - ✓ CC
          - ✓ Other Institution Legacy Policies
        - ❖ Features:
          - ✓ Cross-referencing repealed policies with current policies
    - Next Phase of Initiative: Assess policies to Reduce conflicts and Redundancy
      - Policy Review Process
        - ❖ Review of Board Policies that codify statutory requirements
        - ❖ Create Schedule of Policy Reviews
        - ❖ Delegate review of outdated and conflicting policies to CSCU departments
        - ❖ Careful consideration of accreditation requirements in policy review and changes

\* *Not present at August 24, 2016 working group meeting*

\*\* *Participated by phone*

### **3. Reviewed and refined strategy on system-wide compliance survey**

- Decided to refine and streamline survey format and questions to elicit:
  - Major/Minor Reports and Categories
    - Major
      - Emphasis on Process
        - ❖ What reports are the most time-consuming reports that your campus has to do?
        - ❖ What are the report cycles?
        - ❖ What is the scope of staff Involvement?
        - ❖ What is the scope of campus community involvement?
        - ❖ What are the sustainability requirements?
          - ✓ Cost
          - ✓ Hours
          - ✓ Training
        - ❖ Can and should report be completed centrally by system office verses at each intuition?
      - Minor – What reports can system office do to illuminate and consolidate reporting redundancies (campus reporting)
    - Discussion of Specific Reporting Requirements
  - Target Population - Deans via institution presidents
  - Established Timeline
    - October 1, 2016 deadline for survey responses
  - Limiting scope of compliance work group issues by
    - Excluding academic affairs and financial aid reporting requirements differing to respective department staff.
  - Tasks
    - Greg Daniels will design a new survey spreadsheet
      - Sean will provide Greg with copy of spreadsheet containing legislative reporting requirements
      - Investigate the use of cloud-based technology in sharing and distributing the information e.g., Google Docs, Office 365

### **4. Update on information Sean is preparing about legislative reporting requirements**

- Sean discussed and shared spreadsheet on legislative reporting requirements

### **5. Planed for attending target group meetings, i.e. Student Advisory Committee, Faculty Advisory Committee, others**

- Determined that target group meetings will be conducted in November 2016
- Target Groups
  - Faculty Advisor Committee - Judy Wallace and Robert Brown
  - Student Advisory Committee – Sean Bradbury
  - Presidents – Dr. Addy and Dr. Wasescha

### **6. Next Meeting Date**

- October 7, 2016, 10 a.m.- 12 p.m., CSCU, 61 Woodland Street Building, Room: TBD