COMPLIANCE ISSUES
WORKING GROUP MEETING

Group Members: Dr. Cathelyn 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
2nd 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
     o Inventory of Policies
     o Transparency of legacy and current system-wide policies
       ▪ New Online Policy Repository on 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         ✓ Cross-referencing repealed polices with current policies
     o 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         ❖ Delegate review of outdated and conflicting policies to CSCU departments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