

**Senior Staff Meeting**  
**July 25, 2011**  
**Meeting Notes**

Attending: John Carmichael, Art Costantino, Julie Garver, John Hurley, Nancy Murray, Les Purce, Todd Sprague, Steve Trotter, Laurel Uznanski, Michael Zimmerman  
Absent: Susan Harris, Lee Hoemann, Steve Hunter,

**Minutes**

The minutes were approved as presented.

**Accountability Audit**

John Hurley discussed the annual accountability audit. The state auditor made one finding concerning the method the college used to calculate project management fees on capital projects, which resulted in too much money going to project management. John also distributed a summary of the auditor's management letter, which identified several other issues of concern.

Decisions and Actions

- Review the areas discussed in the auditors management letter, take actions as necessary, and expect future audits to follow-up on the issues identified. (All)

**Regulatory Relief Working Group**

Julie Garver provided an update on the regulatory relief working group. The group was created by HB 1795, which designates OFM as the lead agency and requires a higher education institution to staff the work group. The UW is staffing the work group, probably working through COP. The group will begin by focusing on the list of regulatory relief ideas that COP previously developed. Julie asked that people respond if they are asked for input on the group's work and that they keep Julie informed.

Decisions and Actions

- Julie Garver will distribute the list of regulatory relief ideas that COP previously developed. (Julie G.)
- Respond if the regulatory relief work group asks for input and keep Julie Garver informed. (All)

**Voluntary Leave Without Pay**

Laurel Uznanski provided an update on the Voluntary Leave Without Pay program. She is waiting for OFM to provide guidelines before finalizing the proposed plan. She noted that, in contrast to the previous plan, employee retirement may be affected by participation. The group discussed the pros and cons of capping the plan at one-day per year. Employees could take additional days of leave without pay with supervisor approval outside the plan, but the cap may help supervisors set limits.

Decisions and Actions

- Continue to revise the Voluntary Leave Without Pay plan document. (Laurel)