



Please join Nancy Capell of the University of California System and Michele Gross from the University of Minnesota as they share their perspectives on best practices for institutional policies.

Session description:

Colleges and universities across the United States are reexamining their processes for writing, vetting, reviewing and renewing administrative policies. This session will give a broad survey of best practices, and will demonstrate how two institutions – the University of California and the University of Minnesota – are using accountability and transparency to streamline their policy process and to achieve more user-friendly policies. The speakers will reveal how well-written policies that are broadly communicated to their audience can serve as the cornerstone of an effective compliance program.

Building the Structure for Compliance: Best Practices for Institutional Policies

June 13, 2011

1:30 - 2:30pm CDT

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<https://www2.gotomeeting.com/register/950731442>

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Who Should Attend:

- Compliance professionals
- Policy Administrators
- Internal Auditors
- Legal Affairs

About the Presenters:

Nancy Capell, Director of Policies, Office of Ethics, Compliance and Audit Services, UC

Nancy Capell has been interested in UC policy development since her service on the ASUCI Student Senate as an undergraduate. Her career has encompassed the breadth of UC activities and business areas, ranging from student affairs to faculty welfare to medical school administration. In 2005, she staffed a workgroup that recommended revisions and updates to most of the existing Regental policies. Currently, she is leading a comprehensive review of UC policies. She is an active member of the Association of University and College Policy Administrators.

Michele Gross, Program Director, University Administrative Policy Program, University of Minnesota

Michele Gross joined the University of Minnesota in September 1978. Her current responsibilities include directing the University’s administrative policy program; providing tools (web, templates, process) for both end users and policy owners; leading the Policy Advisory Committee; and supporting the VP and Chief of staff to the President, who chairs the President’s Policy Committee. Prior to becoming the director of the policy program, she managed the University’s Accounts Payable department, acted as business project manager for a five-year grants management improvement effort, managed the implementation of a sponsored accounts receivable software implementation, and led the first phase of the University’s financial system replacement project. She received her undergraduate degree from the North Dakota State University.

For more information regarding the UT Systemwide Compliance Academy, please visit <http://www.utsystem.edu/compliance/SWCAcademy.html>

