



**Committee on Human Resources and
Administration
BOARD OF REGENTS FOR HIGHER EDUCATION
AGENDA - REGULAR MEETING
Boardroom 123, 39 Woodland Street, Hartford, CT
1:00 p.m., Thursday, January 7, 2016**

A meeting of the Human Resources and Administration Committee of the Board of Regents for Higher Education will be held at **1:00 p.m. on Thursday, January 7, 2016, in Room 123 at 39 Woodland Street, Hartford, CT.**

The agenda for the meeting is below.

1. Call to Order
2. Approval of Meeting Minutes of November 19, 2015
3. Executive Session – for the purposes of:
 - a. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee,
 - b. Educational records which are not subject to disclosure under the Family Educational Rights and Privacy Act, 20 USC 1232g, and
 - c. Collective Bargaining

ACTION ITEMS:

4. Revision to Board of Regents Pre-Employment Background Verification Policy

INFORMATION ITEMS:

5. System Office Organizational Chart
6. Merit Distribution Guidelines
7. New Business
8. Adjournment

Committee members
Naomi K. Cohen, Chair
Yvette Melendez
Richard J. Balducci
Elease Wright
David Jimenez

**BOARD OF REGENTS FOR HIGHER EDUCATION
HUMAN RESOURCES & ADMINISTRATION COMMITTEE**

Minutes – Regular Meeting

1:00 p.m., Thursday, November 19, 2015

1st Floor Boardroom, 39 Woodland Street, Hartford, CT

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Chair

Richard J. Balducci

Elease Wright

Merle Harris, Chair, BOR Academic and Student Affairs Committee

COMMITTEE MEMBERS ABSENT

Yvette Melendez

David Jimenez

BOR STAFF PRESENT

Mark Ojakian, President

Alice Pritchard, Chief of Staff

Steven Weinberger, Vice President of Human Resources

Erika Steiner, Chief Financial Officer

Laurie Dunn, Director of Employee and Labor Relations

Ernestine Weaver, Counsel

Karen Stone, Director of Internal Audit

Jason Ebbeling, Executive Director, Student Success Center

Erin Fitzgerald, Associate for Board Affairs

Rosalie Butler, Administrative Assistant

CALL TO ORDER

With a quorum present, Chair Cohen called the meeting to order at 1:03 p.m.

APPROVAL OF MEETING MINUTES FROM OCTOBER 1, 2015

On a motion by Regent Balducci, seconded by Regent Wright, the October 1, 2015, meeting minutes were approved as submitted.

EXECUTIVE SESSION

At 1:05 p.m. on a motion by Regent Balducci seconded by Regent Wright, the Committee voted to go into Executive Session for the purpose of discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee and collective bargaining. Committee Chair Cohen announced that no votes would be taken in Executive Session. Pritchard, Weinberger, Dunn, Weaver, Fitzgerald and Butler were asked to remain with the Committee throughout Executive Session.

At 1:57 PM, President Ojakian joined the meeting. Chief of Staff Pritchard left the meeting.

RETURN TO OPEN SESSION

At 2:32 p.m., Committee Chair Cohen announced that the meeting had returned to Open Session and that no votes were taken in Executive Session. Discussion was limited to the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee and collective bargaining.

SYSTEM OFFICE ORGANIZATION CHART

VP Weinberger provided Committee members with an update of System Office hires and transitions since the Committee last met in October. A further updated draft of the chart will be provided to the Committee at its January 2016 meeting.

UPDATE ON TRAINING

Director Dunn gave Committee members background on an RFP process for a software package to record completion of mandatory training requirements by employees. She brought them up to date on the selection of a System-wide training firm. She also provided details on the proposed contract term, associated costs, features and benefits.

MERIT DISTRIBUTION GUIDELINES

VP Weinberger indicated that when increases are awarded to Management Confidential staff they will be based on merit according to past Board procedures. Chair Cohen inquired if there were standards in place. VP Weinberger responded that it is presently a discretionary program. An award guidelines' process will be provided at the Committee's January meeting.

NEW BUSINESS

No new business was discussed.

The next committee meeting will be on Thursday, January 7, 2016, at 1 p.m.

ADJOURNMENT

With no further business to consider, **the meeting was adjourned at 2:55 p.m. on a motion by Regent Balducci, seconded by Regent Wright.**

ITEM

The Board of Regents for Higher Education amends its policy regarding “Pre-Employment Background Verification Policy at the Connecticut State Colleges and Universities”

BACKGROUND

On October 16, 2014, the Board approved policy regarding “Pre-Employment Background Verification Policy at the Connecticut State Colleges and Universities” and on January 15, 2015, the Board approved an amendment to expand the pre-employment background verification investigations to CSCU employees who are internal candidates for a transfer or promotion to certain types of positions.

The Connecticut State Colleges and Universities (“CSCU”) System and its seventeen institutions are committed to providing a safe learning and working environment for its students, faculty and staff. Therefore, in order to ensure the appointment of employees of the highest integrity and to maintain a safe educational community, the CSCU System conducts pre-employment background investigations on prospective employees.

ANALYSIS

The policy sets forth consistent requirements and guidelines for performing such background investigations on all individuals for whom employment will be tendered. The revision to the existing policy expands pre-employment background verification investigations to include a reference obtained from a candidate’s employing state agency(ies), when the candidate has previous employment with the State.

RECOMMENDATION

That the Board of Regents for Higher Education amend the Pre-Employment Background Verification Policy to include the requirement as set forth in Attachment A, “Pre-employment Background Verification Policy at the Connecticut State Colleges and Universities.”

CT BOARD OF REGENTS FOR HIGHER EDUCATION

RESOLUTION

concerning

PRE-EMPLOYMENT BACKGROUND VERIFICATION POLICY

AT

THE CONNECTICUT STATE COLLEGES AND UNIVERSITIES

January 21, 2016

- WHEREAS, The Board of Regents for Higher Education, in accord with the Connecticut State Colleges and Universities, comprised of seventeen institutions and a System Office, is committed to providing a safe learning and working environment for its students, faculty and staff, and
- WHEREAS, the Board of Regents for Higher Education adopted policy regarding “Pre-Employment Background Verification at the Connecticut State Colleges and Universities” on October 9, 2014, and revised such policy on January 15, 2015; and
- WHEREAS, The Connecticut State Colleges and Universities seek to hire employees of the highest integrity in order to maintain a safe educational community, and
- WHEREAS, In order to further strengthen the policy, the Board has determined that pre-employment background verifications must include a reference by the candidate’s employing state agency(ies) when the candidate has prior employment with the State of Connecticut , now therefore be it
- RESOLVED, That the Board of Regents formally amends its policy to include such reference (ATTACHMENT A) in its policy regarding “Pre-Employment Background Verification” effective immediately.

A True Copy:

Erin A. Fitzgerald
Secretary

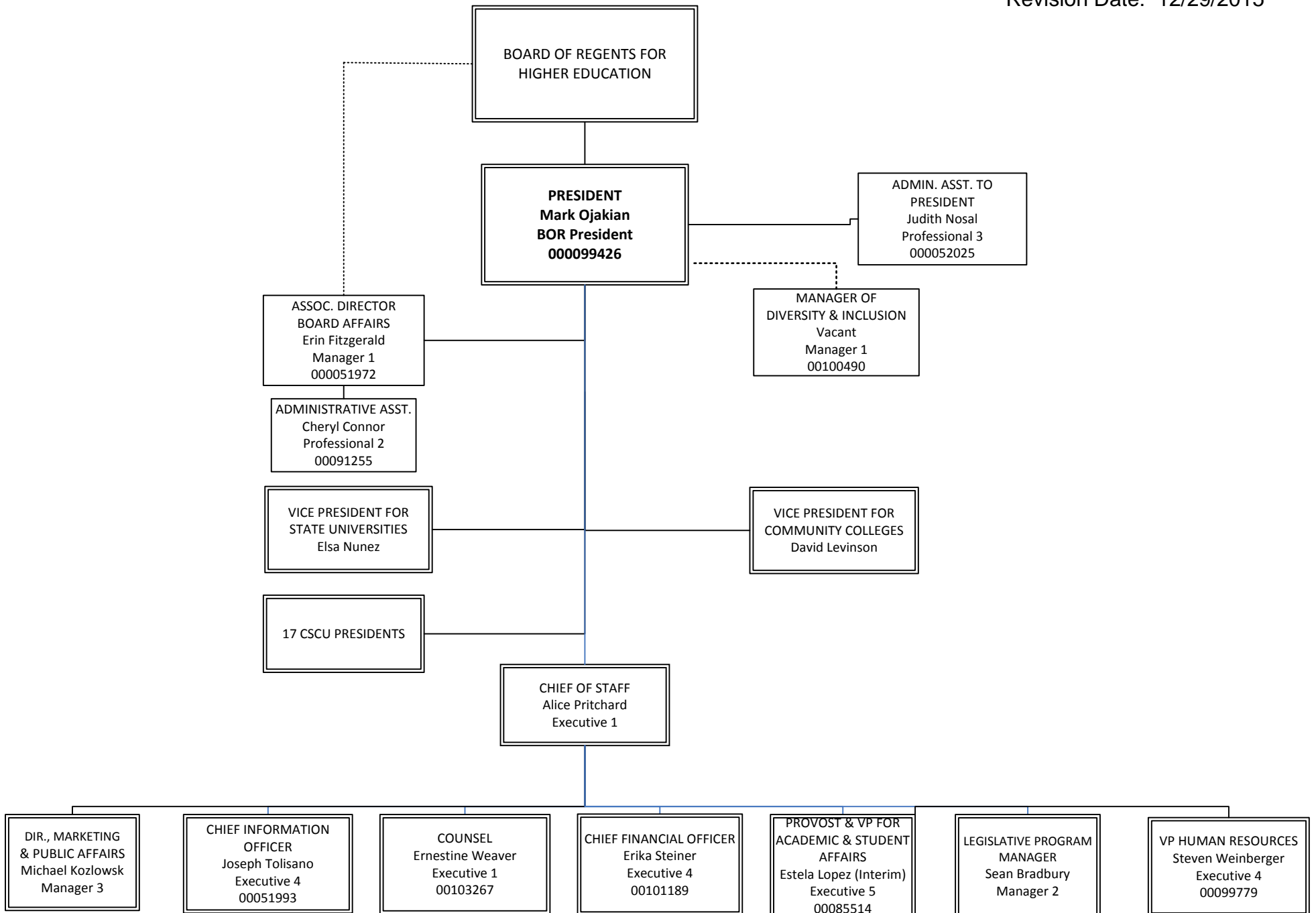
ATTACHMENT A

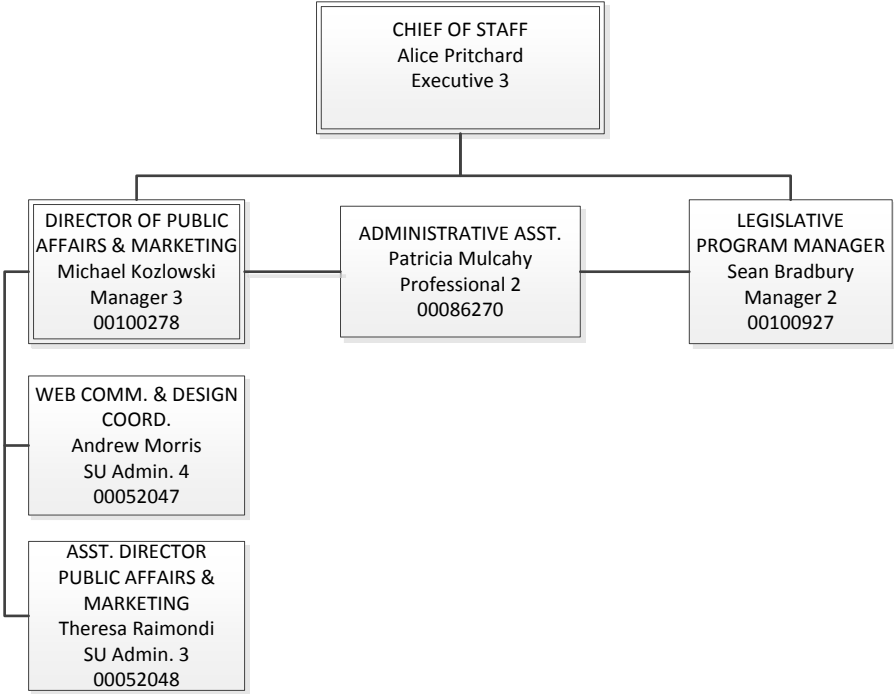
**PRE-EMPLOYMENT BACKGROUND CHECK POLICY
CONNECTICUT STATE COLLEGES & UNIVERSITIES**

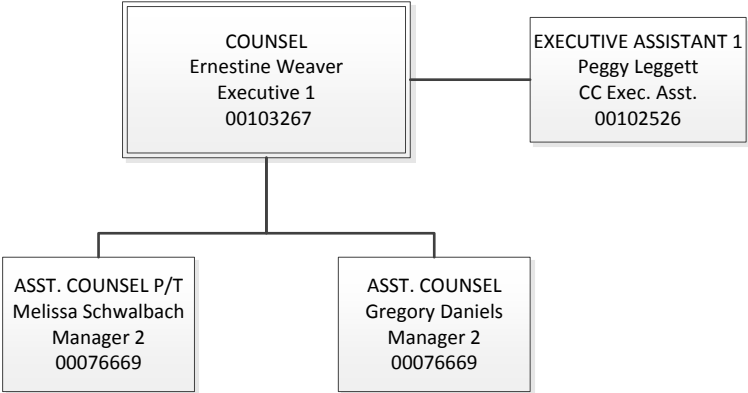
Discussion Draft

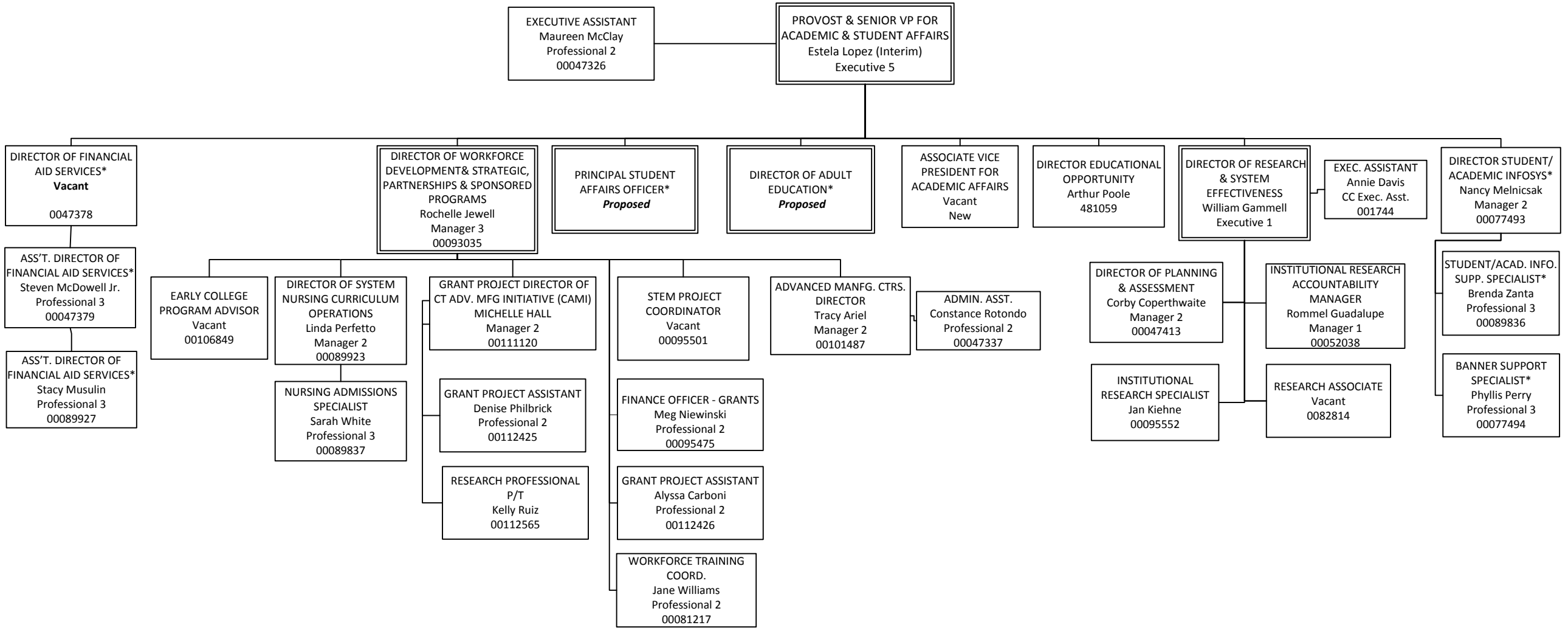
(NEW) When a candidate's employment history includes prior service with the State of Connecticut, a reference must be obtained from the candidate's employing state agency(ies). Such reference shall be obtained by the human resources office of the prospective employer from the human resources office(s) of the prior state employer(s), reduced to writing, made a part of the record, and retained as specified herein. No screening shall be considered complete without such written record(s).

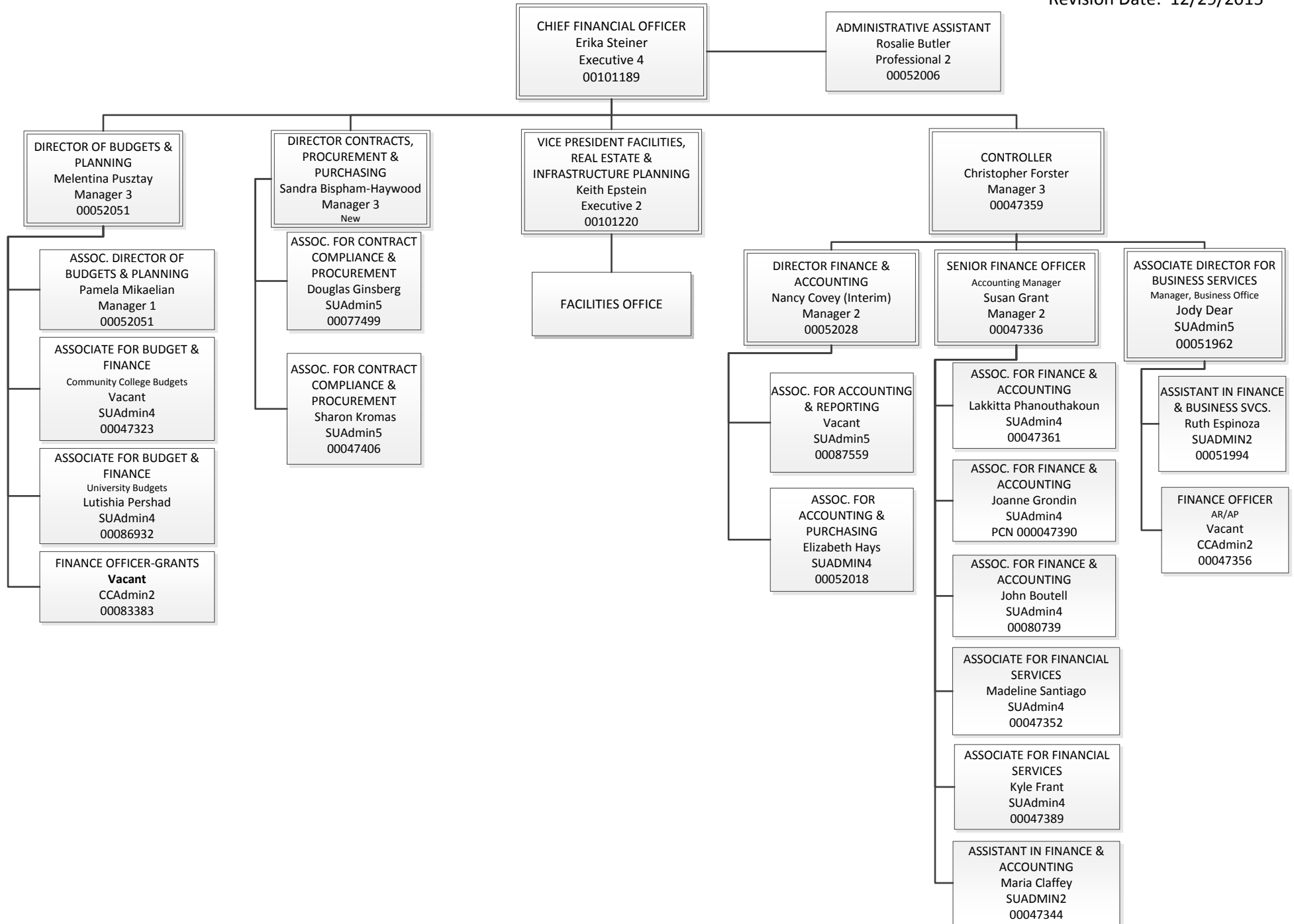
Board of Regents for Higher Education
 President's Office
 Revision Date: 12/29/2015

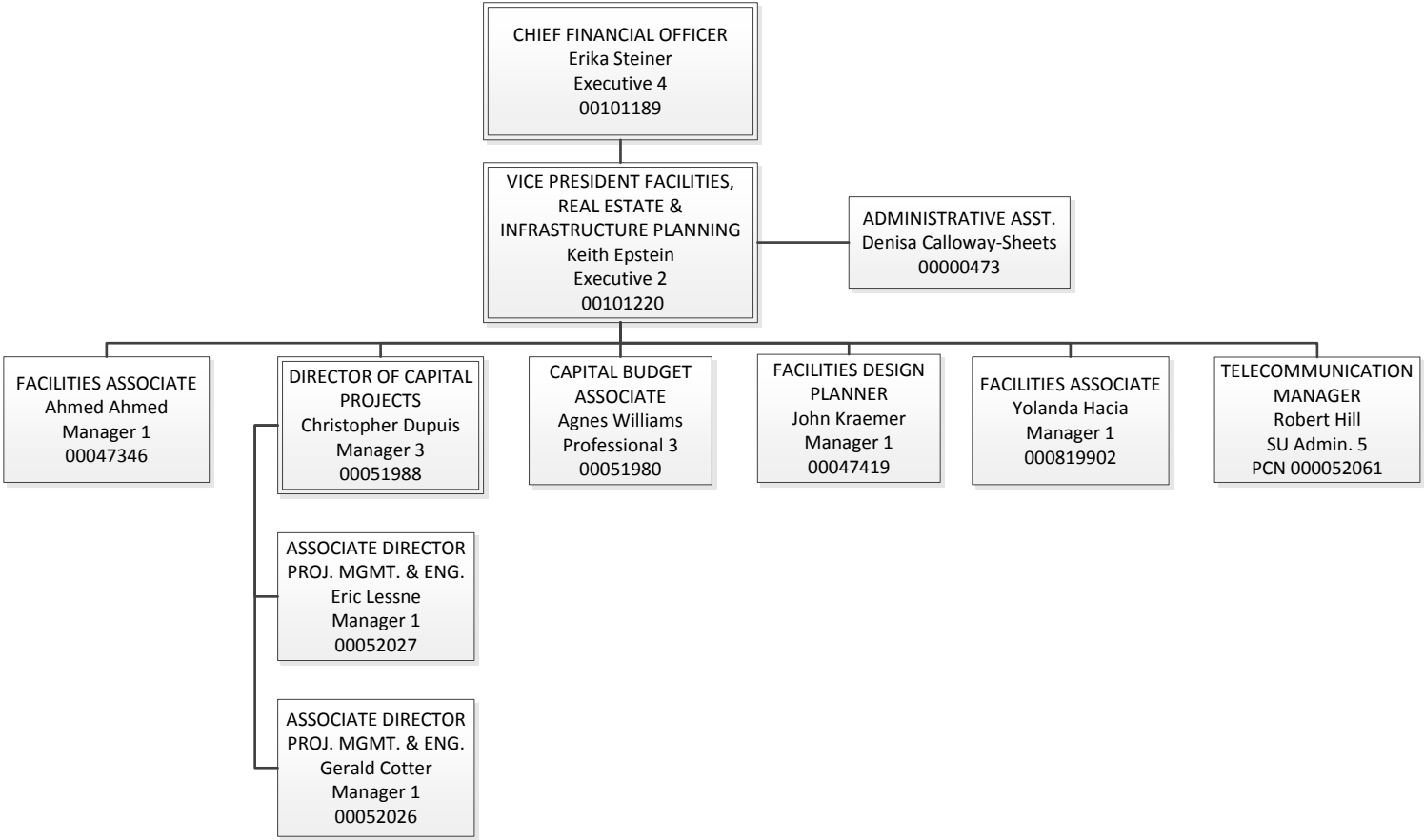




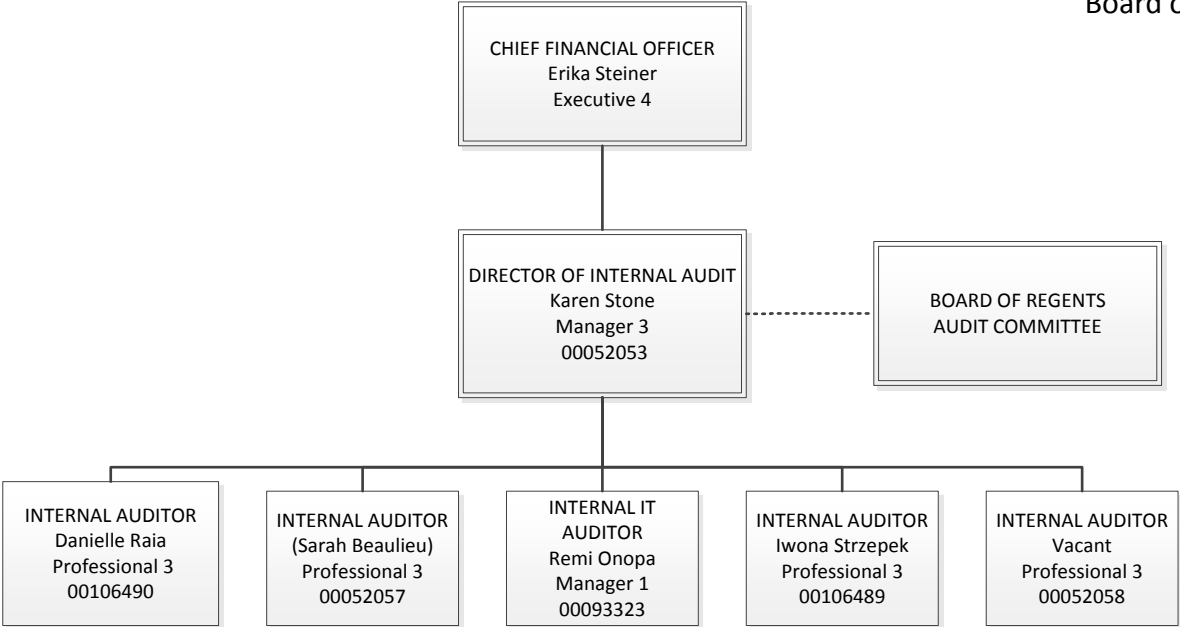


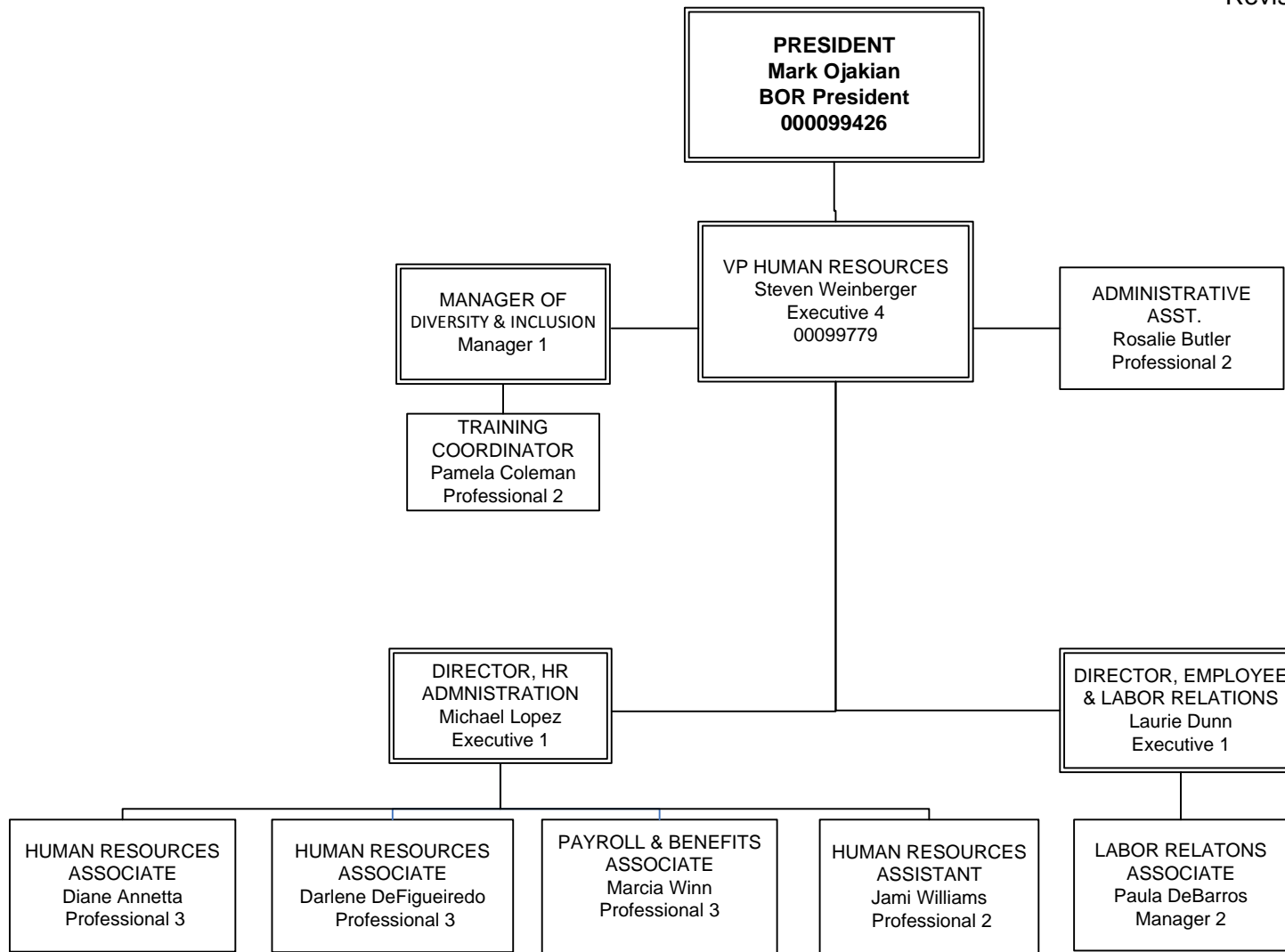




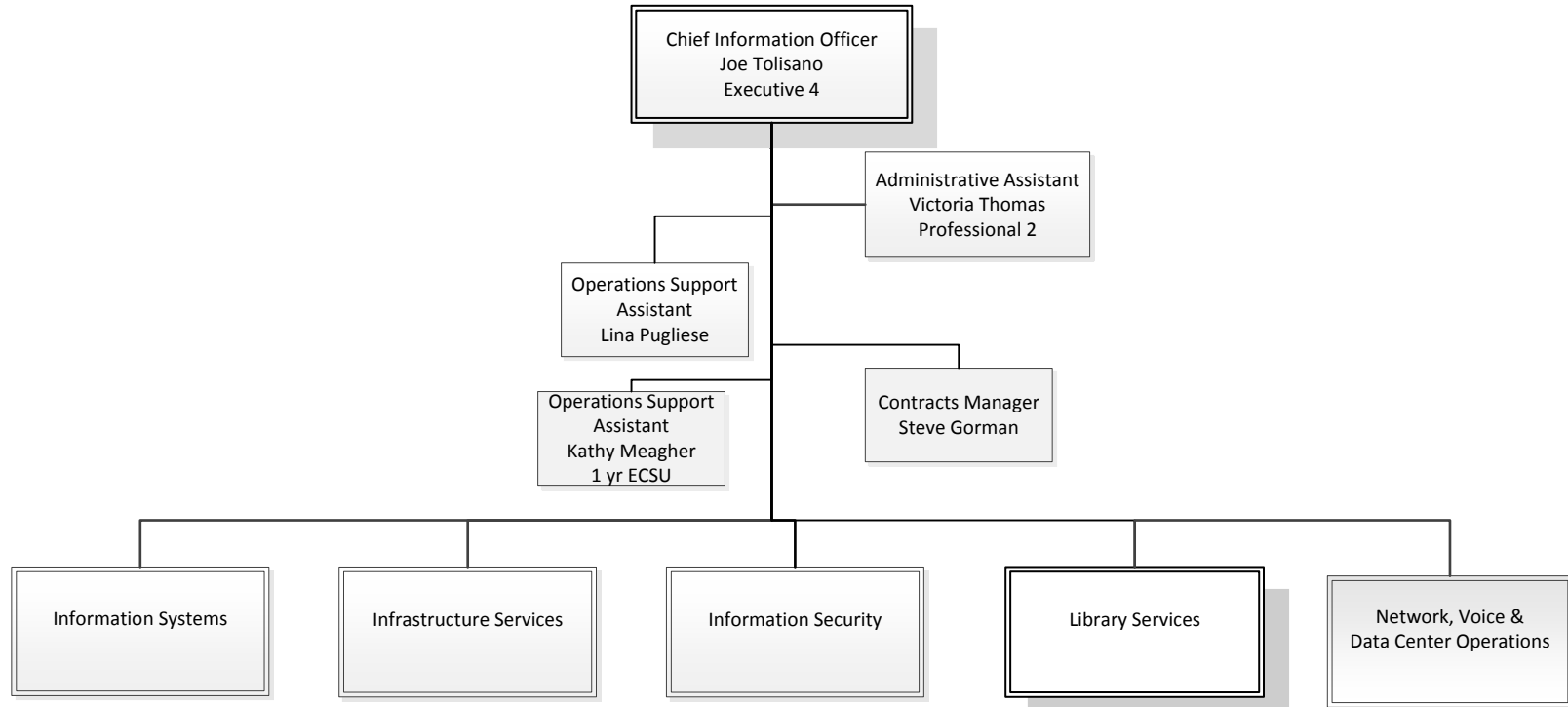


Board of Regents for Higher Education
Internal Audit
12/29/2015

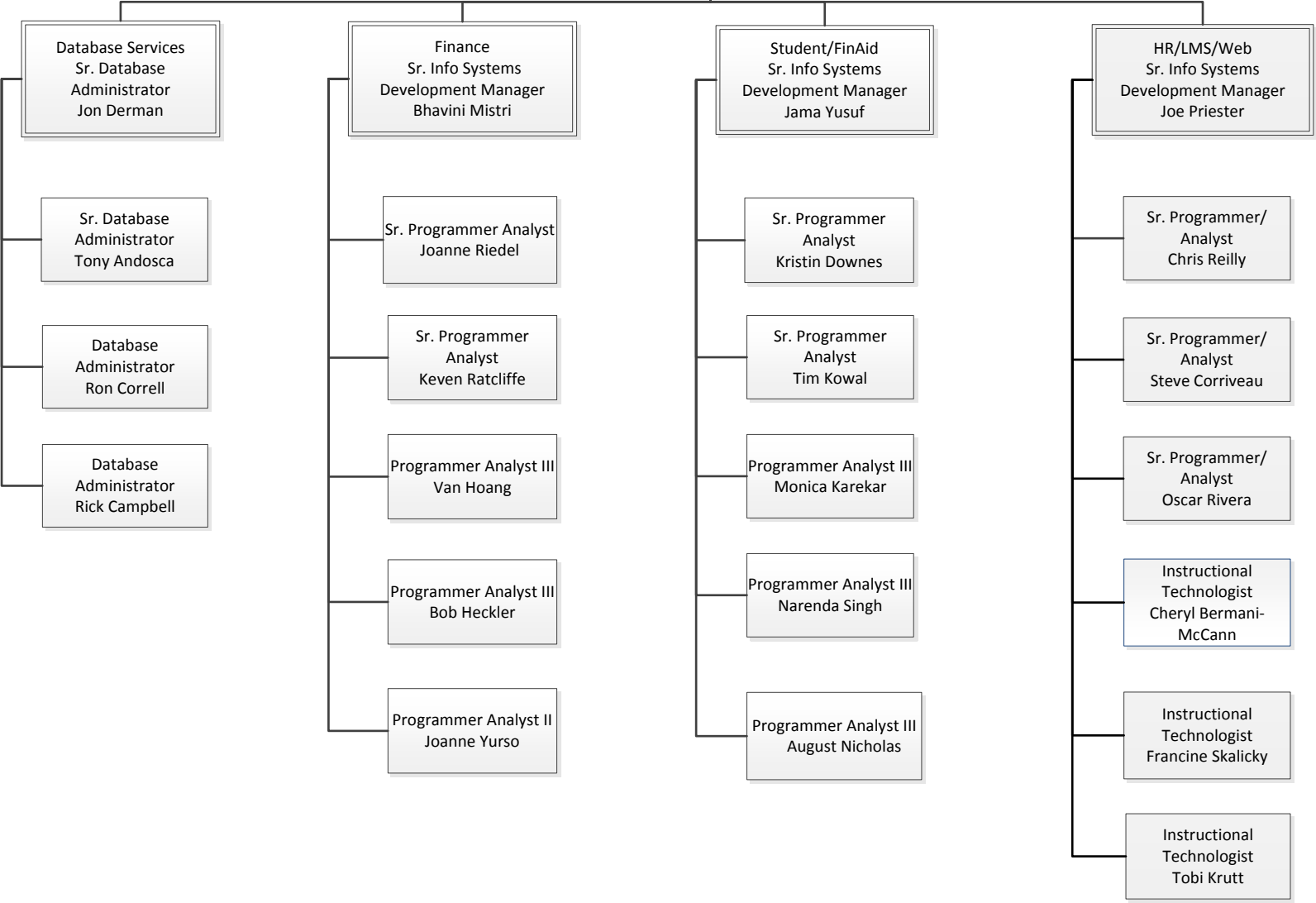




Board of Regents for Higher Education
Information Technology Services
Revision Date: 12/29/15



Sr. Director of Enterprise Applications
Joe McAuliffe



Database Services
Sr. Database Administrator
Jon Derman

Sr. Database Administrator
Tony Andosca

Database Administrator
Ron Correll

Database Administrator
Rick Campbell

Finance
Sr. Info Systems Development Manager
Bhavini Mistri

Sr. Programmer Analyst
Joanne Riedel

Sr. Programmer Analyst
Keven Ratcliffe

Programmer Analyst III
Van Hoang

Programmer Analyst III
Bob Heckler

Programmer Analyst II
Joanne Yurso

Student/FinAid
Sr. Info Systems Development Manager
Jama Yusuf

Sr. Programmer Analyst
Kristin Downes

Sr. Programmer Analyst
Tim Kowal

Programmer Analyst III
Monica Karekar

Programmer Analyst III
Narenda Singh

Programmer Analyst III
August Nicholas

HR/LMS/Web
Sr. Info Systems Development Manager
Joe Priester

Sr. Programmer/Analyst
Chris Reilly

Sr. Programmer/Analyst
Steve Corriveau

Sr. Programmer/Analyst
Oscar Rivera

Instructional Technologist
Cheryl Bermani-McCann

Instructional Technologist
Francine Skalicky

Instructional Technologist
Tobi Krutt

