



Administration Committee
BOARD OF REGENTS FOR HIGHER EDUCATION
REVISED AGENDA

Room 2600, Legislative Office Building
300 Capitol Avenue, Hartford, CT

2:00 p.m., Friday, June 14, 2013

A meeting of the Administration Committee of the Board of Regents for Higher Education will be held at **2:00 p.m., on Friday, June 14, 2013, in Room 2600 of the Legislative Office Building, 300 Capitol Avenue, Hartford, CT.**

The agenda for the meeting is below.

ACTION:

- a) Approval of Meeting Minutes from [April 26, 2013](#)
- b) Policy to address business-related expenses incurred by College and University Presidents
- c) Policy to address salary grade minimums and maximums as they apply to Management and Confidential Professional Employees of the Board of Regents of Higher Education Non-continuation notice period for campus academic officers at level of dean and provost
- d) Revision to “Human Resources Policies for Management and Confidential Employees of the Board of Regents for Higher Education” to address the notice period applicable to the non-continuation of campus academic officers at the level of Dean or Provost
- e) Authorizing a general wage increase in Fiscal Year 14 for Management and Confidential Professional Employees of the Board of Regents for Higher Education
- f) Authorizing the BOR President to implement a process to expedite the development, approval and promulgation of standards, procedures and guidelines in connection with information security (referral from IT Committee)

DISCUSSION:

- a) Administration Committee Role and Responsibilities
- b) Status Report Phase II Classification/Compensation Study

Board members – Administration Committee

Naomi K. Cohen, Committee Chair
Yvette Melendez
Michael Pollard

BOARD OF REGENTS FOR HIGHER EDUCATION COMMITTEE ON ADMINISTRATION

**Minutes – Regular Meeting
1:30 p.m., Friday April 26, 2013
1st Floor Boardroom, 39 Woodland Street, Hartford, CT**

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Committee Chair
Yvette Melendez
Michael Pollard

BOR STAFF PRESENT

Steven Weinberger, VP for Human Resources
Ernestine Y. Weaver, BOR Counsel
Colleen Flanagan Johnson, Director of Public Affairs and Marketing
Erin Fitzgerald, Associate Director of Board Affairs
Kyle Thomas, Legislative Program Manager
Cliff Williams, Chief Financial & Administrative Officer, Charter Oak College
Leah Glende, BOR Administrator

CALL TO ORDER, ROLL CALL, DECLARATION OF QUORUM

With a quorum present, Committee Chair Cohen called the meeting to order at 1:35 p.m.

DISCUSSION – APPOINTMENT TERMS FOR CAMPUS ACADEMIC ADMINISTRATORS

Dr. Philip Austin, Interim President, BOR, joined the meeting for the discussion on this item. Committee members discussed the concern of university presidents related to recruiting and hiring provosts and deans. Current BOR policies include a non-continuation notice of 3 months and current bargaining union policies prohibit the BOR from granting such individuals faculty tenure, and presidents report that it is difficult to attract superior candidates who are presently tenured at other colleges/universities. Requests were made for some benchmarking of peer colleges/universities to see how they are handling tenure and a recommendation was made to have the Director of Institutional Research develop a report that will be referred to the Academic Affairs Committee scheduled for May 3, 2013.

APPROVAL OF SPECIAL MEETING MINUTES FROM MARCH 1, 2013

The minutes of the March 1, 2013 Special Meeting were unanimously approved on a motion by Regent Melendez, seconded by Regent Pollard.

REVIEW AND ADOPTION OF PROCESS FOR ESTABLISHING BOARD POLICY

Committee members were provided with a draft of the recommended process for establishing board policy to address Management and Confidential Professional staff under the Board of Regent's for Higher Education jurisdiction. This item has had the input of campus staff and establishes the protocols for BOR adoption of policies. *The policy was adopted unanimously by motion of Regent Pollard, seconded by Regent Melendez, and will be referred to the Board of Regents for its consideration and approval.*

REVIEW AND ADOPTION OF HUMAN RESOURCES POLICIES

Committee members were provided with a draft of the Human Resources Policies that had been considered over several months and also received feedback from campus presidents and was posted on the web page for feedback from all staff. This manual combined policies in place at the Connecticut University System, the Community Colleges and Charter Oak College at the time of establishment of the BOR.

Discussion about staff course privileges, sick bank, and notice provisions for non-continuation of employment for staff below the rank of President took place and clarification edits to the draft were suggested. Information was provided about the Web Page and frequently asked questions received by BOR counsel during the drafting process. The committee noted that the manual is a dynamic document and will require additional policies and modifications as the BOR's work evolves. Recommendation to send draft to the Executive Committee and to the Academic Affairs Committee for May 2013 Meeting. *Motion was made to adopt resolution as presented by Regent Pollard, seconded by Regent Melendez and passed unanimously.*

EXECUTIVE SESSION

Committee Chair Cohen requested a motion 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. An announcement was made that no votes will be taken in Executive Session. Steven Weinberger, Ernestine Weaver, and Cliff Williams were asked to stay in the meeting. *Regent Pollard approved a motion, seconded by Regent Melendez.*

RETURN TO OPEN SESSION (REGULAR MEETING)

Committee Chair Cohen announced that the meeting is now in Open Session and that no votes were taken and discussion in Executive Session was limited to the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.

PHASE II CLASSIFICATION/COMPENSATION STUDY UPDATE

Proposals are due by May 7th and a number of vendors have indicated that they will submit proposals. Discussion ensued about specific instructions to rate proposals individually, committee review and criteria for review. Suggestions that one of the members should be involved in the process and draft criteria of what to look for comparing against the criteria. Recommendation that Regent Melendez represent the Administrative Committee in the selection process. The Committee members were asked to consider criteria for evaluating the proposals and the committee will have a short meeting within two weeks to consider criteria for the formal review.

EXPENSE REIMBURSEMENT POLICY FOR CAMPUS PRESIDENTS

Discussion ensued about the similarities and differences in benefits/allowances received by campus presidents when the merger took place. A Housing Allowance for Presidents of the four year institutions ranges between \$25,000 and \$35,000 based on their individual hiring negotiations. This allowance is part of the terms and conditions of the Presidents' appointment letters and dates back many years to decisions made by previous boards to grant this expense in lieu of providing campus housing for Presidents to conduct college campus affairs, meetings, fundraising, outreach and development. It was proposed that presidential annual evaluations include a review of activities taking place for which allowance was created. It was also recommended that the name of this allowance be changed to Housing & Related Institutional Advancement because its specific purposes related to college/university advancement.

The allowances are \$12,205 for Community College Presidents and \$11,040 for the President of Charter Oak College. These allowances were established by the Chancellor of the Community College system and by the Board of Charter Oak State College and were authorized to cover auto expenses, optional expenses and optional benefits. It was recommended that these allowances be included at the current amounts in the college budgets of these institutions for access by the Presidents and subject to approval of the president of the Board of Regents or the President's designee.

POSITION –SPECIFIC CLASSIFICATION/COMPENSATION ISSUES PERTAINING TO CHARTER OAK AND BOR SYSTEM OFFICE

This item was not discussed at the meeting.

ADJOURN

With no further business to consider, the meeting was adjourned at 4:00 p.m. *on a motion by Regent Melendez seconded by Regent Pollard and passed unanimously.*

ITEM

Policy to address business-related expenses incurred by College and University Presidents.

RECOMMENDED RESOLUTION FOR FULL BOARD

- WHEREAS, The Administration Committee was tasked with examining current practices relative to business-related expenses incurred by College and University Presidents in the performance of their duties, and
- WHEREAS, As a function of this examination, the Committee determined that revisions to current practices are appropriate in order to create a logical and transparent system that meets the test of sound management, and
- WHEREAS, The Board, having reviewed the Committee’s recommended policy revisions, be it
- RESOLVED, That upon the submission of satisfactory documentation, subject to applicable state rules, and with the approval of the Board of Regents President or designee, Community College Presidents and the President of Charter Oak State College shall be eligible for reimbursement of up to \$12,205 in business-related expenses not otherwise reimbursable by the colleges and which are incurred in the performance of their duties in each fiscal year. For the purposes of this policy, the term “business-related expenses” shall specifically include auto expense, any premiums paid to purchase optional employee benefits including, but not limited to, long term care insurance, supplemental life insurance, and short and long term disability insurance. Business-related expenses so reimbursed shall continue to be payable from the budget of each campus and shall not be considered taxable income in accordance with relevant federal and state tax regulations, and be it further
- RESOLVED, That the President of the Board of Regents, or the President’s designee, shall develop and administer the process by which such expenses shall be documented and reimbursed, and be it further
- RESOLVED, That the amounts currently allocated to University Presidents as Housing , Accommodation or Development Accounts shall remain unchanged and is granted in lieu of campus housing which shall not be provided, In each fiscal year, this Allowance is intended to fund the cost of gatherings and meetings that further each University’s mission, as well as for community outreach, building donor support, continuing connections with alumni, and similar matters. Correspondingly, the format for annual appraisals shall be amended to evaluate each President’s effectiveness in utilizing this Allowance to advance institutional agendas. This Allowance shall continue to be paid from the budget of each campus and reported as ordinary income in accordance with relevant federal and state tax regulations, and be it further.
- RESOLVED, That the policy revisions set forth above shall take effect on July 1, 2013.

BACKGROUND

As part of its charge, the Administration Committee was tasked with examining current practices relative to business-related expenses incurred by College and University Presidents in the performance of their duties. To that end, the Committee engaged staff resources to review and summarize existing policies, met with the Campus Presidents, and followed-up by meeting with the Chairs of the Legislature's Higher Education Committee.

The former Board of Trustees for the Community Colleges, the former Board for State Academic Awards, and the former Board of Trustees for the State Universities established policies, which changed over time, governing business-related expenses incurred by campus Presidents in the performance of their duties.

As these policies currently stand, College Presidents are entitled to receive an annual distribution, referred to as an Executive Allowance, of \$12,205. This distribution consists of three components: (1) auto allowance of \$5,705; (2) optional expense allowance of \$3,250; and (3) optional benefits allowance of \$3,250. These components notwithstanding, the entire amount is distributed on a non-receipted basis and, for tax purposes, treated as ordinary income.

The President of Charter Oak State College receives an annual distribution of \$11,040. This distribution consists of two components: (1) optional benefits allowance of \$5,040; and (2) optional expense allowance of \$6,000. These components notwithstanding, the entire amount is distributed on a non-receipted basis and, for tax purposes, treated as ordinary income.

Historically, University Presidents have received allowances in lieu of University housing as a condition of their employment. Three University Presidents receive an annual Accommodation Account of \$25,000; the fourth receives an annual Housing Allowance in \$35,000 in lieu of an Accommodation Account. In all four cases, funds are distributed on a non-receipted basis and, for tax purposes, treated as ordinary income.

To create a logical and transparent system that meets the test of sound management, the Committee recommends the adoption of the following policy to address business-related expenses incurred by Campus Presidents in the performance of their duties, effective July 1, 2013:

- Upon the submission of satisfactory documentation in accordance with a process proscribed by the President of the Board of Regents or the President's designee, Community College Presidents and the President of Charter Oak State College shall be eligible for reimbursement of up to \$12,205 in business-related expenses incurred in the performance of their duties in each fiscal year. For the purposes of this policy, the term "business-related expenses" shall specifically include auto expenses, any premiums paid to purchase optional employee benefits including, but not limited to, long term care insurance, supplemental life insurance and short and long term disability insurance. Business-related so reimbursed shall be paid from the budget of each campus. Such expenses shall not be considered as ordinary income and therefore will be excluded from each President's taxable income in accordance with relevant federal and state tax regulations.

- The amounts currently allocated to University Presidents will remain unchanged and shall be provided in lieu of campus housing. In each fiscal year, this Allowance is intended to fund the cost of gatherings and meetings that further each University's mission, as well as for community outreach, building donor support, continuing connections with alumni, and similar matters. Correspondingly, the format for performance appraisals shall be amended to evaluate each President's effectiveness in utilizing this Allowance to advance institutional agendas. This Allowance shall continue to be paid from the budget of each campus and reported as ordinary income to each University President in accordance with relevant federal and state tax regulations.

6/14/13 Administration Committee
6/20/13 BOR

ITEM

Policy to address salary grade minimums and maximums as they apply to Management and Confidential Professional Employees of the Board of Regents of Higher Education.

RECOMMENDED RESOLUTION FOR FULL BOARD

WHEREAS, At its December 20, 2012 meeting, the Committee on Administration received and noted a report, entitled: "Special Compensation Analysis", that had been commissioned previously from Owen-Pottier, Inc., and

WHEREAS, Owen-Pottier observed that, of eighteen positions under review, one had a salary below the minimum of its assigned grade and another was being paid a salary above the maximum for the grade, and

WHEREAS, An examination was conducted by the ConnSCU Human Resources Office subsequent to the Owen-Pottier report, and

WHEREAS, Currently one position has been determined to be outside the existing minimum and maximum applicable salary ranges, and

WHEREAS, The Administration Committee has received a recommendation from the President of the Board of Regents for a remediation proposal for this position and any future positions that fall below the minimum or above the maximum of applicable salary ranges, and a proposal for placement of future hires within applicable salary grades, and

WHEREAS, The Board, having reviewed the Committee's policy recommendations and action steps, be it

RESOLVED, That, as a matter of salary administration for management/confidential employees, compensation shall not be set below the minimum or above the maximum for the applicable grade absent, and be it further

RESOLVED, That, consistent with the policy set forth above, the salary for the incumbent Director of Employee Relations & Internal Administration shall be raised to the minimum for the applicable grade, effective upon the Committee's receipt of the Owen-Pottier report, December 20, 2012 and be it further

RESOLVED, That newly-hired management/confidential professional employees may be placed by administrative action at any point in the applicable salary grade up to and including the median of the applicable salary grade. By exception, on a case by case basis, the President may seek Board of Regents approval for the hiring of a management/confidential employee at a salary above the median of the applicable salary grade.

BACKGROUND

At its December 20, 2012 meeting, the Committee on Administration received and noted a report, entitled: "Special Compensation Analysis", which had been commissioned previously from Owen-Pottier, Inc. Among other things, the Owen-Pottier report analyzed certain compensation adjustments awarded earlier in the year to twenty-one management/confidential employees stationed at the Board of Regents offices in Hartford. The analysis reviewed eighteen positions because one individual had left the system and two individuals had been granted salary adjustments by vote of the full Board of Regents.

In the course of performing the analysis requested by the Committee, Owen-Pottier observed that, of the positions under review, one had a salary below the minimum of its assigned grade and another was being paid a salary above the maximum for the grade. Committee members in their discussion of this aspect of the report directed that a remediation proposal be developed for consideration, as reflected in the following excerpt from the meeting minutes of December 20, 2012:

For two positions determined to be outside the existing minimum and maximum applicable salary ranges, the Committee directed the administration to develop a remediation proposal for implementation, subject to appropriate review and approval.

Subsequently, Human Resources Office staff examined the salaries of all BOR management/confidential employees (approximately three hundred) and measured their congruence with applicable salary grade minima and maxima. This examination revealed that the two positions identified in the Owen-Pottier report constitute the sole occurrences of compensation rates below the minimum or above the maximum of the applicable salary grade within the entire group of management/confidential employees. Subsequent to that report, only one of two positions remains below the minimum of the salary grade. That position is Director of Employee Relations & Internal Administration; the minimum of the grade is \$124,200; the incumbent's annual salary is \$116,200; the difference is \$8,000 yearly. Within this context, the Committee received the recommendation of the Administration for the following policy recommendations and action steps for approval by the Board:

- As a matter of salary administration for management/confidential employees, compensation shall not be set below the minimum or above the maximum for the applicable grade; and

Consistent with the policy recommendation set forth above: (1) the salary for the incumbent Director of Employee Relations & Internal Administration shall be raised to the minimum for the applicable grade, effective upon the Committee's receipt of the Owen-Pottier report, December 20, 2012

- Newly-hired management/confidential professional employees may be placed by administrative action at any point in the applicable salary grade up to and including to the median. By exception, on a case by case basis, the President may seek Board approval for the hiring of a management/confidential employee at a salary above the median of the applicable salary grade.

ITEM

Revision to “Human Resources Policies for Management and Confidential Employees of the Board of Regents for Higher Education”, to address the notice period applicable to the non-continuation of campus academic officers at the level of Dean or Provost.

RECOMMENDED RESOLUTION FOR FULL BOARD

WHEREAS, The Administration Committee has determined that there is a need to amend the language of the Human Resources Policies to increase length of the notice period applicable to the non-continuation of campus academic officers at the level or Dean or Provost, and

WHEREAS, The Academic Affairs Committee recommends that this notice period be increased to twelve months, and

WHEREAS, The Board of Regents retains the right to terminate campus academic officers at the level of Dean or Provost for non-performance of duties, now be it

RESOLVED, That Article 8, Section 8.1 of the “Human Resources Policies for Management and Confidential Employees of the Board of Regents for Higher Education” is hereby amended to read as follows:

Article 8 – Non-continuation, Discipline, Reprimand, Suspension and Termination

8.1 Non-continuation

Presidents may be non-continued only by an action of the Board. Other management and confidential professional employees may be non-continued in their current positions without cause or explanation, at the option[,] of the President of the Board, for System Office employees; or Presidents, for College and University employees. **Permanent [E] employees [below the rank of President,] hired on or after January 1, 2013 shall receive three (3) months’ notice, except for employees hired as campus Presidents whose notice periods shall be established in their initial appointment letters. Campus academic officers at the level of Dean or Provost shall receive twelve (12) months’ notice.** Permanent employees hired prior to January 1, 2013 shall have the greater of three months’ notice or the notice provisions covered by the policy that was previously in effect for their respective employer (e.g. BOR/DHE, CCC, CSU or Charter Oak). The Board retains the authority to offer payment of salary in lieu of service or notice.

[Bracketed] text to be deleted.
Underscored text to be added.

BACKGROUND

At its May 16, 2013 meeting, the Board accepted the Committee’s recommendation and adopted human resources policies which govern the terms and conditions of employment for all non-represented management and confidential employees. Within these policies, Article 8, Section 8.1 addresses the notice period associated with the non-continuation of a permanent employee. Specifically, Section 8.1 grandparents employees hired prior to January 1, 2013 and preserves for them the notice period established by their predecessor employers; that is, the State University

System, the Community-Technical College System, Charter Oak State College, or the Department of Higher Education, as the case may be. For permanent employees hired on and after January 1, 2013, Section 8.1 provides for a three month notice period, except for campus presidents. The exception created for campus presidents is intended to provide greater flexibility in the recruitment and selection process, and was recommended by the Committee after extensive discussion with the Interim President of the Board, among others.

The Interim President also strongly suggested to the Committee that, for the same reasons, a similar exception to the three month notice period should be created for campus academic officers at the level of Dean or Provost. In order to give the Interim President's suggestion full consideration, it was referred for input to the Academic Affairs Committee. As part of her presentation to the Board on May 16, the Committee Chair advised that this matter was under current review, and that she anticipated returning with a recommendation to revise this notice period.

Subsequently, the Chair of the Academic Affairs Committee advised that its members concurred with the Interim President's suggestion and, to that end, recommended a twelve month notice period for the non-continuation of campus academic officers at the level of Dean or Provost.

Accordingly, the following revision to the HR Policies, Article 8, Section 8.1 is recommended:

Article 8 – Non-continuation, Discipline, Reprimand, Suspension and Termination

8.1 Non-continuation

Presidents may be non-continued only by an action of the Board. Other management and confidential professional employees may be non-continued in their current positions without cause or explanation, at the option [,] of the President of the Board, for System Office employees; or Presidents, for College and University employees. **Permanent [E] employees [below the rank of President,] hired on or after January 1, 2013 shall receive three (3) months' notice, except for employees hired as campus Presidents whose notice periods shall be established in their initial appointment letters. Campus academic officers at the level of Dean or Provost shall receive twelve (12) months' notice.**

Permanent employees hired prior to January 1, 2013 shall have the greater of three months' notice or the notice provisions covered by the policy that was previously in effect for their respective employer (e.g. BOR/DHE, CCC, CSU or Charter Oak). The Board retains the authority to offer payment of salary in lieu of service or notice.

[Bracketed] text to be deleted.

Underscored text to be added.

ITEM

Authorizing a general wage increase in Fiscal Year 14 for Management and Confidential Professional Employees of the Board of Regents for Higher Education.

RECOMMENDED RESOLUTION FOR FULL BOARD

WHEREAS, The biennial budget adopted by the General Assembly includes a general wage increase of 3.0% for management and confidential employees, including management and confidential professional employees of the Board of Regents, in Fiscal Year 14 and Fiscal Year 15, now be it

RESOLVED, That a general wage increase of 3.0% shall be administered to Management and Confidential Professional Employees of the Board pursuant to the provisions of Article 6 of the Human Resources Policies, and be it further

RESOLVED, That, coincident with the administration of this general wage increase, the minimums and maximums of all salary ranges shall be increased by 3.0%.

BACKGROUND

Article 6, Section 6.5, Subsection B of the Human Resources Policies for Management and Confidential Professional Employees of the Board of Regents for Higher Education provides as follows:

Salary Adjustments for Management and Confidential Professional Employees

Salary adjustments for Management and Confidential Professional Employees shall be pursuant to Board policy. All salaries fall within ranges established by the Board. The effective date for salary adjustments shall be the beginning of the pay period which includes July 1. No one employed less than six (6) months in such position shall be eligible for consideration of such a salary increase. Anyone who will not be employed in a Management or Confidential Professional position as of the September 1, for any reason shall not be eligible for the salary adjustment. Salary adjustments for Management and Confidential Professional Employees shall not exceed but may match the average salary increase given to bargaining units. Subject to the approval of the Board, a President may adjust a salary of Management and Confidential Professional Employees due to changes in function or other substantiated reason.

A copy of Article 6 in its entirety is attached hereto as Exhibit “A”.

As referenced above, BOR Human Resources Policies provide that salary adjustments for management and confidential professional employees “shall not exceed but may match the average salary increase given to bargaining units.” The average Fiscal Year 14 salary adjustment for represented faculty and staff within the six vertical bargaining units assigned to the BOR is

approximately 5.0%. As budgeted by the General Assembly, administration of a 3.0% general wage increase to management and confidential professional employee in Fiscal Year 14 would be consistent with BOR Human Resources Policies.

Accordingly, the following recommendation is made to the Committee:

- A general wage increase of 3.0% shall be administered to Management and Confidential Professional Employees pursuant to the provisions of Article 6 of the Human Resources Policies.
- Coincident with the administration of this general wage increase, the minimums and maximums of all salary ranges shall be increased by 3.0%.

6/14/13 Administration Committee

6/20/13 BOR

Article 6 – Evaluation, Personnel Files, Compensation and Benefits

6.1 Evaluation of the President of the Board of Regents

The President of the Board of Regents shall be evaluated in conformance with Board policy.

6.2 Evaluation of the College and University Presidents

The College and University Presidents shall be evaluated by the President of the Board of Regents in conformance with Board policy.

6.3 Evaluation of Management and Confidential Professional Employees

The President(s) shall evaluate those employees who report directly to the Office of the President. Designees of the President(s) shall evaluate the performance of Management and Confidential Professional employees who report to them. Such evaluations shall take place annually, except that more frequent evaluations may occur at the discretion of the evaluator. Evaluations will be based upon objectives established for the period since the last evaluation and upon the individual's accomplishments and areas for development during that period of time. The evaluation schedule and instrument shall be determined by the President of the Board of Regents.

Each employee shall be shown the original evaluation and shall sign and date such evaluation indicating that the document has been reviewed. Employees may append statements to evaluations within a ten-day period following their signature on the evaluation.

6.4 Personnel Files

Personnel files shall be maintained in accordance with all applicable laws and regulations. Personnel files shall be located in the Human Resources Office in a secure location. These files shall include, but not be limited to, the application for employment and supporting documentation, recommendations, evaluations, disciplinary actions, payroll and benefits-related forms and correspondence reasonably related to an employee's personal status. These files shall be maintained under the direction of the Human Resource Director.

Each employee file shall contain a log of every instance of access to that file except by the President, Human Resource Director or the staff charged with Human Resources responsibilities.

Employees shall have access to their personnel file at the mutual convenience of the Human Resource Office staff and the employee. Nothing may be added, removed or altered in a personnel file by the employee except upon the written agreement of the Human Resource Director or his/her designee.

Upon an employee's request, a copy of any document (s) within the file shall be given to the employee within a reasonable period of time.

EXHIBIT "A"

Employees wishing to contest the accuracy, completeness or relevancy of documents in the personnel file shall submit a request for addition, deletion or correction, in writing to the Human Resource Director. The dated request shall provide detailed reasons for the proposed change. The decision in the matter by the Human Resource Director shall be final, binding and issued within thirty (30) days of the initial written request. Contents of the Chief Human Resource Officer's file may only be changed upon the agreement of the President.

An employee's file may be opened to an outside party pursuant to and in accordance with the Freedom of Information Act and other relevant laws. An affected employee shall be promptly notified of any such request.

6.5 Salary Ranges

Each Management and Confidential Professional title is assigned to a salary range. The assignment of new titles to ranges and the reassignment of existing titles to new ranges shall be pursuant to the Classification and Compensation Policy.

A. Salary Adjustment Policy

The Board recognizes the dedication and professional accomplishments of the Management and Confidential Professional employees and is committed to compensating such persons fairly. Salary adjustments shall be administered in accordance with the Classification and Compensation policies.

B. Salary Adjustments for Management and Confidential Professional Employees
Salary adjustments for Management and Confidential Professional Employees shall be pursuant to Board policy. All salaries fall within ranges established by the Board. The effective date for annual salary adjustments shall be the beginning of the pay period which includes July 1. No one employed less than six (6) months in such a position shall be eligible for consideration of such a salary increase. Anyone who will not be employed in a Management or Confidential Professional position as of the September 1, for any reason shall not be eligible for the salary adjustment.

Salary adjustments for Management and Confidential Professional Employees shall not exceed but may match the average salary increases given to bargaining units. Subject to the approval of the Board, a President may adjust a salary of Management and Confidential Professional Employees due to change in function or other substantiated reason.

C. Reporting Salary Adjustments

All salary adjustments for Management and Confidential Professional Employees within the System Office shall be reported to and approved by the Board on a form prescribed by the President of the Board of Regents.

6.10 ARP Disability Plan

Management and Confidential Professional Employees who are members of the Alternate Retirement Plan (ARP) shall be covered at no expense by a group disability plan.

6.11 Group Life Insurance

Employees shall continue to be eligible to participate in the state's group life insurance plan pursuant to Connecticut General Statutes.

6.12 Overpayment Recovery

When the System Office or an institution determines that an employee has been overpaid, the human resources office shall give reasonable notice to the employee of the fact and reasons therefore. Overpayments or other unauthorized payments may be involuntarily recovered by payroll deduction. Such biweekly recovery deduction(s) shall not exceed the amount of the overpayment(s). The deduction shall begin promptly provided:

- The individual employee has not agreed, in the opinion of the Human Resource Director, to an alternative reasonable payment schedule;
- There is no pending litigation related to the issue; and
- The recovery rate shall not exceed five (5) percent of the employee's gross biweekly salary.

6.13 Course Privileges

Subject to the approval of the College or University offering the instruction, a full-time non-temporary System Office employee hired under these policies or their spouse and unmarried dependents under the age of 25 may take courses only at either the Community Colleges or the State Universities on a space available basis without payment of tuition. Upon making an election of either university or college, System Office employees may not change their election.

Full-time non-temporary Community College employees or their spouses and unmarried dependents may take courses only at any of the colleges. Full-time non-temporary State University employees or their spouses and unmarried dependents may take courses only at any of the state universities. System Office employees hired prior to the adoption of this policy shall be allowed course privileges in accord with the policy that was previously in effect for their respective employer.

If attending a state university the following fees may be waived: State University Fee or General University Fee for full-time students and Extension Fee and Registration Fee. If attending a community college the following fees may be waived: application fee, program enrollment fee, college services fee and student activity fee. Course privileges may be granted provided that participation in courses does not interfere with the employee's professional obligations. Course privileges do not include waivers for credit extension course work. This benefit shall also be available to the above-mentioned spouse and dependents surviving a deceased employee (death having occurred on or after July 1, 1990, during the employee's active service) who had accumulated ten (10) years of State service.

Full-time Charter Oak employees may take one free course per calendar year at Charter Oak State College.

6.14 Moving Expenses

The President(s) are authorized to offer reimbursement for out-of-state moving expenses for prospective employees when, in their judgment, such offer would be in the best interests of the Board of Regents. Such offers must be in writing and conform to current Board Policy.

6.15 Consulting

Management and Confidential Professional employees may be compensated for performance of research, consulting or similar activities which are beyond the scope of their normal duties provided:

- Notification and approval has been granted by the direct supervisor and the Human Resource Director.
- That no conflict of interest results, and that such activities can be accomplished on personal time in such a way as not to conflict with normal duties; and
- That payment is made directly to the employee.

6.16 Teaching

Management personnel may teach courses within the Board of Regents so long as the course does not interfere with their normal duties and that compensation for such course is in accordance with collective bargaining rates for the affected institution. Internal or external teaching assignments may be undertaken only with prior approval of the appropriate President.

ITEM

Authorize the BOR President to implement a process to expedite the development, approval and promulgation of standards, procedures and guidelines in connection with information security.

RECOMMENDED MOTION FOR FULL BOARD

RESOLVED, that the Board of Regents hereby authorize the BOR President to implement a process to expedite the development, approval, and promulgation of standards, procedures, and guidelines in connection with information security.

BACKGROUND

The security standards across the constituent units are inconsistent and at times contradictory. Without a set of security standards that is consistent across all BOR constituent units, the BOR is unable to implement a comprehensive assurance program. The current IT policy/standard development, review, and approval process takes 12-18 months per standard. The Information Security Program Office has identified a set of high priority security standards and majority of them have yet to be developed. To mitigate the risks, we need to expedite the development, approval, and promulgation of standards, procedures, and guidelines in connection with information security.

Information Security standards/procedures/guidelines are clustered into several areas, for organizational purposes. These standards should be viewed as an integrated whole, rather than as individual unrelated standards. The following security standards are considered high priority.

- 1. General Information and Technology**
 - 1.1. Overview and Common Provisions
 - 1.2. Employee Responsibilities for Information Security Practices
 - 1.3. Information Security Awareness and Training
 - 1.4. Security Assurance, Monitoring and Enforcement

- 2. Infrastructure Management**
 - 2.1. Change Management
 - 2.2. Network Management
 - 2.3. Mobile Computing and Storage Device

- 3. Account Management**
 - 3.1. Acceptable Use
 - 3.2. Electronic Communications
 - 3.3. Password Management

4. Data Management

- 4.1. Confidential Data Management
- 4.2. Data Classification
- 4.3. Data Management Roles and Responsibilities
- 4.4. Access Control, Authentication and Authorization Process

5. Vulnerability and Incident Management

- 5.1. Vulnerability Management
- 5.2. Incident Reporting and Response
- 5.3. Investigation and Correction of Security Incidents

6/7/13 IT Committee
6/14/13 Admin Committee
6/20/13 BO