



Administration Committee
BOARD OF REGENTS FOR HIGHER EDUCATION
AGENDA – SPECIAL MEETING
3rd floor Board Conference Room, 61 Woodland Street, Hartford, CT

12:30 p.m., Friday, January 10, 2014

A meeting of the Administration Committee of the Board of Regents for Higher Education will be held at **12:30 p.m., Friday, January 10, 2014, in the 3rd floor Board Conference Room at 61 Woodland Street, Hartford, CT.**

The agenda for the meeting is below.

- A. Approval of Meeting Minutes from November 15, 2013
- B. Discussion and Action on the Following Items:
 - 1. Policy Regarding Suspected Abuse or Neglect to a Child
 - 2. Revision of Student Worker pay rates effective January 1, 2014
- C. Discussion
 - 1. Status Update – Sibson Study
 - 2. Future committee agendas
- D. Adjourn

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Board members – Administration Committee

Naomi K. Cohen, Committee Chair
Richard J. Balducci
Yvette Melendez

**BOARD OF REGENTS FOR HIGHER EDUCATION
COMMITTEE ON ADMINISTRATION**

Minutes – Regular Meeting

1:30 p.m., Friday, November 15, 2013

2nd Floor Conference Room 209, 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

Laurie Dunn, Director of Human Resources and Labor Relations

Ernestine Y. Weaver, BOR Counsel

Erika Steiner, BOR Chief Financial Officer

Kyle Thomas, Legislative Program Manager

Juliet Manalan, Director of Public Affairs & Marketing

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 1:50 p.m.

APPROVAL OF MEETING MINUTES FROM OCTOBER 11, 2013

It was noted that the date on the Agenda referencing the October 11, 2013 minutes was incorrectly typed as October 11, 2103. The date has been corrected.

The minutes of the October 11, 2013 Committee Meeting were unanimously approved on a motion by Regent Pollard, seconded by Regent Melendez.

REVIEW AND ADOPTION OF THE POLICY REGARDING FACULTY CONSULTING AND RESEARCH WITH PUBLIC AND PRIVATE ENTITIES

Ernestine Weaver provided an overview of this policy and the history behind the Public Act and Legislature making a request to address Faculty and Research Consultants in 2007. The Connecticut State University System (CSU) had a policy to address this legislation. This becomes a new policy for the Community Colleges and Charter Oak College to move toward compliance in this area. The CSU policy was revised to respond to auditors and to harmonize the institutions together into this new policy. The new requirement of this policy is for two signatures (from the Dean and the Chief Academic Officer) for approval of such arrangements. A discussion occurred about the term proprietary information and the definition in the policy. Steve Weinberger indicated that it is from the Ethics law and was the statutory definition.

Motion was made to move the Policy Regarding Faculty Consulting and Research with Public and Private Entities to the full Board for approval, by Regent Melendez, seconded by Regent Pollard and passed unanimously.

ADOPTION OF POLICY GOVERNING THE SEARCH PROCESS AND APPOINTMENT OF UNIVERSITY AND COLLEGE PRESIDENTS BY THE BOARD OF REGENTS

Chair Cohen stated that currently there are three community college President vacancies. Regent Melendez said this policy provides direction and specifically flexibility and is based on the BOR process used to select the BOR President. The Regents will have responsibility in the appointment process and the ability to hire consultants as deemed appropriate. The policy ensures that finalists will visit individual campuses to meet with stakeholders at colleges and universities. An Advisory Committee will be appointed by the BOR Chair and the BOR will receive input from the Advisory Committee during the selection process.

Motion was made to adopt the Policy Governing the Search Process and Appointment of University and College Presidents by the Board of Regents to the full Board for approval, by Regent Pollard, seconded by Regent Melendez and passed unanimously.

REVIEW AND ADOPTION OF POLICY REGARDING SUSPECTED ABUSE OR NEGLECT OF A CHILD

Ernestine Weaver stated that the community colleges have children on the campuses in the Child Development Education Program. Children are also on campuses for summer programs and camps. The Connecticut State University System (CSU) did not have a policy for working with children. Ernestine said the Department of Children and Families (DCF) is proposing a draft for legislation that expands mandatory reporting and other mandates for dealing with children in the workplace. Ernestine added that CT statutes require certain persons to be mandatory reporters. Some employees of the CONSCU system are not currently mandatory reporters. This policy makes all CONNSCU employees mandatory reporters if they witness or have strong reason to suspect neglect or abuse.

Those reports would be required to be made to the Human Resources' System Office and then to DCF. The Human Resources component can respond on the employment level and take employment actions. Ernestine did not know if a proposed statute would include new mandates for reporting to DCF. Steve Weinberger said that if the employees are being mandated DCF reporters there could be some liability issues with the duty of care. Regent Pollard recommended a change in the last sentence regarding complete confidentiality since that cannot be guaranteed. Regent Melendez noted some additional typographical errors in the policy that needed to be fixed. Chair Cohen asked if a fact sheet can be developed and sent out to help implement the policy and that annual staff training should take place when the policy is approved. Ernestine indicated that some guidance will be needed to implement the policy.

Motion was made to adopt the Policy Regarding Suspected Abuse or Neglect of a Child to the full Board for approval, by Regent Melendez, seconded by Regent Pollard and passed unanimously.

REVIEW AND ADOPTION OF POLICY REGARDING CONSENSUAL RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

Ernestine Weaver stated that the Connecticut University System had a policy in effect since 2005 and the community colleges did not have a policy. Ernestine said this policy would prohibit consensual romantic, dating or sexual relationships at all State Universities and Colleges between employees with inherent power or authority over students and employees.

Ernestine said the policy also strongly discourages employees that do not have supervisory or evaluative authority and students to have romantic, dating or sexual relationships. Finally, consensual relationships between employees are strongly discouraged from engaging in consensual relationships with other employees. Ernestine said this policy was posted on the website and she did not receive any comments from administration, faculty or staff. Chair Cohen recommended this policy be distributed annually.

Motion was made to adopt the Policy Regarding Consensual Relationships between Employees and Students to the full Board for approval, by Regent Melendez, seconded by Regent Pollard and passed unanimously.

UPDATE ON COMPENSATION AND CLASSIFICATION STUDY

Laurie Dunn said the System Human Resources Office is working with the colleges and universities to gather job descriptions, organizational charts, prior class compensation studies and compensation plans. Laurie stated that this was the next step that Sibson Consulting required us to do. Steve Weinberger commented that Sibson will meet with the committee members as to where we are with the process. Chair Cohen suggested that the original work plan from Sibson included a discussion with Sibson during the process. Chair Cohen suggested that any committee members' questions should be sent directly to Steve and Laurie. Chair Cohen said that any anomalies in this study will come out and will have to be addressed. Steve said the placement of pay lines will require guidance and this is where Sibson will provide that type of assistance through this process. Chair Cohen congratulated them on getting the contract passed.

NEW BUSINESS

Chair Cohen provided an update regarding performance recognition for the managers and non-classified professional employees based on the recommendation of President Gray. Chair Cohen indicated that the non-represented employees have not received any salary increase for 3 years and she said that the staff is appreciated. Therefore, at the beginning of FY' 14 non-represented received 3% increase. Based on Board policy adopted in June, non-represented employees are eligible to receive salary increases up to the level received by bargaining unit members. Because union employees have received 5% increases for FY' 14, the President's recommendation will introduce eligibility for performance recognition for non-represented employees from a pool based on another 2%. She said that a policy was being developed with the parameters of who is eligible for the performance recognition merit increases. Chair Cohen said it is moving forward and will be ready for the Board for consideration at the November 21, 2013 meeting.

ADJOURN

With no further business to consider, the meeting was adjourned at 2:45 p.m. *on a motion by Regent Pollard, seconded by Regent Melendez.*

ITEM

The Board of Regents for Higher Education establishes and adopts a policy regarding “Reporting Suspected Abuse or Neglect of a Child” that shall be applicable to each of the Connecticut State Colleges and Universities.

BACKGROUND

Although children are often present on the Community College and State University campuses, existing policies that relate specifically to reporting any suspected abuse or neglect are typically centered around early childhood education or similar programs. However, there are other potential contacts with children on the campuses, which should be likewise addressed. For instance, persons under the age of 18 are frequently on community college campuses and special programs and camps often bring children under 18 years of age to the university campuses. Because of the presence of children, there is the potential that faculty, staff, administrators and coaches may witness or reasonably suspect that a child under 18 years of age has been subjected to abuse or neglect. In those instances faculty, staff, administrators and coaches should be trained to understand their responsibility in such situation and be aware of the proper channels to report their suspicions.

ANALYSIS

This new policy for the Connecticut State Colleges and Universities extends the duty to report suspected child abuse or neglect to all employees at the Connecticut State Colleges and Universities. Under this policy, whenever employees witness or suspect child abuse, neglect or otherwise reasonably believe that imminent harm may befall a child, they are required to report, within twelve hours, their suspicion to their immediate supervisor. The location where the abuse occurred is not limited to a campus nor does the suspected perpetrator have to be a ConnSCU employee. However, the child must be someone that the employee encounters in the ordinary course of his or her employment on a ConnSCU campus.

The supervisor must report the incident to his or her director or Vice President who must then inform the campus President and the System Office Vice President of Human Resources or their designees. In this manner there is local control over the management of the incident and system office awareness of the situation. The affected campus will notify the Commissioner of Children and Families or a law enforcement agency and if the alleged perpetrator is an employee, will also conduct an internal investigation. Because there are disciplinary sanctions attached for both failing to report and for malicious reporting, all employees will be required to participate in the Department of Children and Families Mandatory Reporter Training. This may be satisfied by either an in person or on line training. Each campus’s Department of Human Resources will track employee training compliance.

RECOMMENDATION

That the Board of Regents for Higher Education adopt and implement the policy regarding “Reporting Suspected Abuse or Neglect of a Child.”

CT BOARD OF REGENTS FOR HIGHER EDUCATION

RESOLUTION

concerning

**Policy Regarding
Reporting Suspected Abuse or Neglect of a Child
January 17, 2014**

- WHEREAS, The Board of Regents in accord with the Connecticut State Colleges and Universities recognize that institutions of higher education foster educational opportunities for people of all ages; and
- WHEREAS, The Board of Regents in accord with of the Connecticut State Colleges and Universities acknowledge the special care required for children, and so strives to the utmost to protect children on its campuses from any form of abuse or neglect; and
- WHEREAS, Section 17a-101 of the General Statutes, which details the specific occupations and persons mandated to report any suspected child abuse or neglect to a child, does not include the faculty, staff, administrators, coaches or other individuals employed by the Board of Regents and the Connecticut State Colleges and Universities; and
- WHEREAS, the Board of Regents shall require through policy that its employees take responsibility as though statutorily mandated reporters who in the ordinary course of their employment or profession shall report if they have reasonable cause to suspect or believe that any child specifically under the age of 18 years has been abused or neglected or is in imminent harm; and
- WHEREAS, The Board of Regents, consistent with its goal of providing safe environments at all of its campuses for all who frequent them, has developed a policy for “Reporting Suspected Abuse or Neglect of a Child”; therefore be it
- RESOLVED, That the Board of Regents adopts the attached policy regarding “Reporting Suspected Abuse or Neglect of a Child” effective immediately, and be it further
- RESOLVED, That a copy of this policy shall be disseminated annually to all employees of the Connecticut State Colleges and Universities.

A True Copy:

Erin A. Fitzgerald, Secretary of the
CT Board of Regents for Higher Education

Board of Regents for Higher Education
Connecticut State Colleges and Universities
Policy Regarding Reporting Suspected Abuse or Neglect of a Child

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities (ConnSCU) accept that institutions of higher education foster educational opportunities for people under the age of 18 years. The BOR, in acknowledging the special care required for children, strives to the utmost to protect children on its campuses from any form of abuse or neglect.

Pursuant to state law, certain individuals are “mandatory reporters” legally obligated to report all suspected cases of child abuse to the Commissioner of the Department of Children and Families. Although most ConnSCU employees are not mandatory reporters in accordance with the General Statutes, the BOR recognizes that each ConnSCU campus must be a safe and secure environment for children to grow and develop. By requiring all employees to report any witnessed or suspected abuse or neglect of a child on a ConnSCU campus, regardless of where the abuse may have occurred, will create a safer environment for all.

Consequently, it is the policy of the BOR that any employee who witnesses or has reason to suspect that a child on a ConnSCU Campus has been abused or neglected must immediately (within 12 hours) report what they have witnessed or suspect to their immediate supervisor. The supervisor must report the incident to their director or Vice President who must then inform the campus President and the System Office Vice President of Human Resources or his/her designee.

If the director or vice president reasonably believes that a reportable incident has occurred, he/she will immediately contact the Commissioner of the Department of Children and Families and, if the perpetrator is a ConnSCU employee, assign an objective person to investigate the report. An employee under investigation may be placed on administrative leave pending the scope and results of the investigation. Employees who report suspicions of abuse or neglect are protected from any disciplinary action at work unless it is proven that the report is malicious. An employee who fails to report, but is later determined to have had previous knowledge of the abuse, will be subject to discipline.

A report is required if there is reasonable cause to suspect that a person under the age of 18 is in imminent harm, has had non accidental injuries or has been abused or neglected. Reasonable cause to believe or suspect that child abuse has occurred is sufficient to make a report.

All staff shall be required to take the Department of Children and Families Mandated Reporter Training, either on-line or in person within three months of the adoption of this policy and Mandated Reporter Training will be included in New Employee Orientation. Compliance with training will be monitored by each ConnSCU campus’s Department of Human Resources. A copy of this policy shall be disseminated annually to all employees.

Reasonable steps will be taken to preserve privacy while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of the information reported, which information may be subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the ConnSCU community and to assure that the appropriate disciplinary processes are implemented.

ITEM

Revision of Student Worker pay rates at ConnSCU institutions effective January 1, 2014.

EXECUTIVE SUMMARY

In the legislative session of 2013, the Connecticut General Assemble increased the minimum wage to \$8.70 per hour effective January 1, 2014 and \$9.00 per hour effective January 1, 2015. Because of the action of the former Connecticut State University Board of Trustees taken on November 13, 2009, Class I student workers earn between \$8.25 - \$9.15 per hour, and Class II student workers earn between \$8.65 - \$10.15 per hour.

In order to comply with the new state minimum wage, the minimum hourly rate for Class I student employees must be increased from \$8.25 to \$8.70 per hour effective January 1; no revision to the hourly maximum for Class I student workers is warranted. Compliance with the new minimum wage law also requires an adjustment in the starting hourly rate for Class II workers but, in order to maintain sufficient differentiation between Class I and Class II, it is recommended that that this rate be increased proportionately to \$9.10; no revision to the hourly maximum for Class II student workers is warranted. No adjustment to the Class III minimum and maximum rates, \$9.65 - \$15.00, is required as sufficient differentiation will remain in place.

Recognizing that that four State Universities, twelve Community Colleges, and Charter Oak State College are now governed by a single board, it is also appropriate to extend the Student Worker Classes, which have been confined in their usage to date to the State Universities, to all ConnSCU institutions.

PRESIDENT'S RECOMMENDATION

- 1) Extend the Student Worker Pay Classes to all Connecticut State Colleges & Universities.
- 2) Approve the recommended revisions to the Student Worker pay rates at all ConnSCU institutions effective January 1, 2014.

CT BOARD OF REGENTS FOR HIGHER EDUCATION

RESOLUTION

concerning

**STUDENT EMPLOYEE COMPENSATION SCHEDULE
MINIMUM WAGE COMPLIANCE**

AT

THE CONNECTICUT STATE COLLEGES & UNIVERSITIES

January 17, 2014

- WHEREAS, The Connecticut General Assembly in a recent legislative session increased the minimum wage in Connecticut to \$8.70 per hour effective January 1, 2014, and
- WHEREAS, Student employees who are classified in Class I of the Student Employee Compensation Schedule are paid within a range of \$8.25 to \$9.15 per hour, and
- WHEREAS, Student employees who are classified in Class II of the Student Employee Compensation Schedule are paid within a range of \$8.65 to \$10.15 per hour, now therefore, be it
- RESOLVED, That the Board of Regents approves a revision to the Class I pay range for Student Employees from the existing range to \$8.70 to \$9.15 per hour effective January 1, 2014, and be it further
- RESOLVED, That the Board of Regents approves a revision to the Class II pay range for Student Employees from the existing range to \$9.10 to \$10.15 per hour effective January 1, 2014, and be it further
- RESOLVED, That the Board of Regents directs the use of the Student Worker Pay Classes, a copy of which is attached to this Resolution, at all Connecticut State Colleges & Universities effective January 1, 2014, and be it further
- RESOLVED, That all student employees compensated at a level below \$8.70 per hour receive an appropriate adjustment in pay to ensure compliance with the new statutory minimum wage and revision in the compensation schedule enacted pursuant to this Resolution effective January 1, 2014, and be it further
- RESOLVED, That student worker pay rates shall be adjusted as necessary to achieve compliance with the Pay Classes approved herein at all Connecticut State Colleges and Universities.

A Certified True Copy:

Erin A. Fitzgerald, Secretary
CT Board of Regents for Higher Education

EFFECTIVE DATE: January 1, 2014

CONNECTICUT STATE COLLEGES & UNIVERSITIES STUDENT WORKER PAY
RATE SCHEDULE

- CLASS I Position requiring no work experience or some experience and/or training sufficient to work at semi-skilled jobs not requiring supervisory responsibility.
Hourly Range: \$8.70 - \$9.15
- CLASS II Position requiring proved skills and/or technical knowledge with capability of assuming extra responsibilities such as supervision of others.
Hourly Range: \$9.10 - \$10.15
- CLASS III Advanced position requiring skills and knowledge acquired through prior employment or training in the appropriate area. This class usually requires supervisory responsibilities or the ability to work independently on projects requiring specialized skills.
Hourly Range: \$9.65 - \$15.00