

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

Minutes – Regular Meeting

1:00 p.m., Tuesday, January 6, 2015

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

COMMITTEE MEMBERS PRESENT

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

BOR STAFF PRESENT

Gregory Gray, BOR President
Elizabeth Caswell, Chief of Staff
Laurie Dunn, Interim VP for Human Resources
Erika Steiner, Chief Financial Officer
Erin Fitzgerald, Associate Director of Board Affairs
Linda Marsh, Administrative Assistant

CALL TO ORDER

With a quorum present, Committee Chair Cohen called the meeting to order at 1:05 p.m.

APPROVAL OF MEETING MINUTES FROM OCTOBER 9, 2014

On a motion by Regent Balducci, seconded by Regent Melendez, the October 9, 2014, meeting minutes were approved as submitted.

EXECUTIVE SESSION

At 1:08 p.m., on a motion by Committee Chair Cohen, seconded by Regent Balducci, 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. Committee Chair Cohen announced that no votes would be taken in Executive Session. President Gray, Laurie Dunn, Erika Steiner, and Erin Fitzgerald were asked to attend the executive session with the Committee.

RETURN TO OPEN SESSION (REGULAR MEETING)

At 1:55 p.m., Chair Cohen announced that the meeting was in Open Session and that no votes were taken in Executive Session, which was limited to discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.

FY 2015 SALARY ADJUSTMENTS FOR MANAGEMENT PERSONNEL OF THE BOARD OF REGENTS FOR HIGHER EDUCATION

Chair Cohen reported that President Gray has recommended that the managers who did not receive a salary adjustment in July be considered for a performance increase. Chairman Cohen noted the

proposal before the Committee bases salary increases totally on merit as reflected on annual evaluations and also reflects the Board's commitment to fairness and equity to its employees. Chair Cohen indicated that other managers within the CSCU system as well as managers throughout other state agencies and institutions have all received or will be receiving salary adjustments in this fiscal year. Following a brief summation of the above proposal and comments of support from President Gray and the committee, Regent Melendez made a motion, seconded by Regent Balducci, to recommend the resolution to the full Board for adoption at the January 15, 2015 Board meeting.

AMENDMENT TO POLICY GOVERNING THE SEARCH PROCESS FOR THE SELECTION AND APPOINTMENT OF UNIVERSITY AND COLLEGE PRESIDENTS

Chair Cohen reported that the request to amend the policy governing the search process for the selection and appointment of university and college presidents came to the Board at the request of Board of Regents Chairman Nicholas Donofrio. The present policy indicates that the Chair of the Board of Regents "shall determine the size of the committee, appoint members of the Board to the committee, and chair the committee..." The proposed amendment is to add the following language: "and either chair the committee or appoint a member of the Board to serve as committee chair."

Regent Melendez moved to adopt the policy with the requested amendment, seconded by Regent Jimenez. Motion passed unanimously.

REVISION OF STUDENT WORKER PAY RATES AT CSCU INSTITUTIONS EFFECTIVE DECEMBER 26, 2014

Chair Cohen reported that the Connecticut General Assembly increased the minimum wage for the next three years which requires that the Student Worker Pay Rate Schedule be adjusted. This policy adjusts the Student Worker Pay Rate Schedule for the next three years and incorporates the minimum wage increases for January 1st in 2015, 2016 and 2017. Chair Cohen noted that the BOR President will also review the student worker pay rates each fiscal year and may recommend changes to the Board of Regents for its approval.

Regent Wright moved to adopt the policy as amended, seconded by Regent Jimenez. Motion passed unanimously.

REVISED REPORTING SUSPECTED ABUSE OR NEGLECT OF A CHILD POLICY

Chair Cohen reported the Connecticut General Assembly enacted Public Act 14-186, which supersedes the current Board policy on Reporting Suspected Abuse or Neglect of A Child. The Act became effective on October 1, 2014. This recommended revision is intended to align Board policy with the Act and will require that "mandated reporters" not only inform BOR personnel as required by the current Board policy but also notify the Department of Children and Families (DCF).

Regent Jimenez moved to adopt the revised policy, seconded by Regent Wright. Motion passed unanimously.

REVISED PRE-EMPLOYMENT BACKGROUND VERIFICATION POLICY

Chair Cohen reported that the Pre-employment Background Verification policy was initially adopted by the Board of Regents on October 9, 2014, and noted that there was a need to expand the current policy to include internal candidates for a transfer or promotion opportunity to certain types of

positions. Ms. Dunn explained that the positions include all management and confidential professional positions, as well as those positions that have a fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget.

A motion was made by Regent Balducci to approve the revised Pre-employment Background Verification policy as amended, seconded by Regent Melendez. Motion passed unanimously.

Chair Cohen thanked Ms. Dunn and her staff for the amount of work that has been completed on all of these policies.

DISCUSSION OF EMPLOYEE CODE OF CONDUCT

Ms. Dunn provided the Committee with a Code of Conduct that is being used at UConn as an example and discussed the typical range of content of a Code of Conduct. Discussion ensued over what the employee code of conduct should mean to the Board of Regents, and stressed the following points that should be thoughtfully considered when writing the policy:

- Needs to reflect Board's commitment
- Training to enforce code of conduct
- Stress values and accountability
- Set clear expectations
- Determine who will monitor the policy

President Gray asked Ms. Dunn to research this topic, bring together a committee to develop a draft Code of Conduct and provide the committee with a draft policy. Chair Cohen requested that someone from this committee volunteer to work on this important project with Ms. Dunn. Regent Jimenez volunteered his assistance and expertise. Chair Cohen also suggested that if anyone had any policies or information that would be helpful to please pass this information along to Ms. Dunn. President Gray suggested that fall would be a good goal to complete this task.

The next committee meeting will be on Thursday, February 5, 2015, at 1 p.m.

ADJORNMENT

With no further business to consider, **the meeting was adjourned at 2:27 p.m. on a motion by Chair Cohen, seconded by Regent Wright.**