

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

Minutes – Regular Meeting

1:00 p.m., Thursday, January 7, 2016

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

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Chair
Yvette Melendez
David Jimenez

COMMITTEE MEMBERS ABSENT

Richard J. Balducci
Elease Wright

BOR STAFF PRESENT

Mark Ojakian, President
Steven Weinberger, Vice President of Human Resources
Michael Lopez, Director, Human Resources Administration
Karen Stone, Director of Internal Audit
Rosalie Butler, Administrative Assistant

CALL TO ORDER

With a quorum present, Chair Cohen called the meeting to order at 1:06 p.m.

APPROVAL OF MEETING MINUTES FROM November 19, 2015

Approval of the meeting minutes from November 19, 2015 was tabled.

EXECUTIVE SESSION

At 1:07 p.m. on a motion by Regent Melendez, seconded by Regent Jimenez, 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; Educational records which are not subject to disclosure under the Family Educational Rights and Privacy Act (20 USC 1232g), and Collective Bargaining. Committee Chair Cohen announced that no votes would be taken in Executive Session. President Ojakian and VP Weinberger were asked to remain with the Committee throughout Executive Session. All other CSCU staff left the meeting.

RETURN TO OPEN SESSION

At 2:52 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; Educational records which are not subject to disclosure under the Family Educational Rights and Privacy Act (20 USC 1232g), 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 November. He explained the draft now contains the most recent classification levels for non-represented employees. A further updated draft of the chart will be provided to the Committee at its March 2016 meeting.

MERIT DISTRIBUTION GUIDELINES

VP Weinberger explained the ongoing effort to develop uniform, standard criteria to determine employee performance levels. He provided an example of a comparable protocol which could be similarly applied. Discussion followed regarding the need for a performance plan which includes a mechanism to manage employees from year to year. Potential salary increases for State Executive Branch employees was also discussed.

NEW BUSINESS

No new business was discussed.

The next committee meeting will be on Thursday, March 3, 2016, at 1 p.m.

ADJOURNMENT

With no further business to consider, the meeting was adjourned at 3:06 p.m. on a motion by Regent Jimenez, seconded by Regent Melendez.