

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

Minutes – Special Meeting

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

3rd Floor Board Conference Room, 61 Woodland Street, Hartford, CT

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Committee Chair

Yvette Melendez

COMMITTEE MEMBER ABSENT

Richard Balducci

BOR STAFF PRESENT

Steven Weinberger, VP for Human Resources

Laurie Dunn, Director of Employee and Labor Relations

Ernestine Y. Weaver, BOR Counsel

CALL TO ORDER, ROLL CALL, DECLARATION OF QUORUM

With a quorum present, Committee Chair Cohen called the meeting to order at 12:45 p.m.

APPROVAL OF MEETING MINUTES FROM NOVEMBER 15, 2013

The minutes of the November 15, 2013, Committee Meeting were unanimously approved on a motion by Regent Melendez, seconded by Chair Cohen.

THE POLICY REGARDING SUSPECTED ABUSE OR NEGLECT TO A CHILD

This proposed policy was tabled at the November Board of Regents' meeting after discussion by Regents at the meeting. Ernestine Weaver reported that significant changes were made to the policy since that time, prompted by comments from the Regents and colleges and university staff. A campus concern expressed was the need for more control and oversight of these matters at the institutional level. To address the concern, the revised policy requires any employee who witnesses or has reason to suspect child abuse or neglect to first report it to his or her immediate supervisor. The supervisor is required to report the incident to his or her director or vice president, who must then inform the campus president and the System Office Vice President for Human Resources, or designee.

Another concern raised was the need for all employees to receive the Department of Children and Families (DCF) Mandated Reporter training. To address the concern, language has been added to the policy requiring all staff to take DCF's Mandated Reporter training, either on-line or in person within three months of the adoption of this policy. Ms. Weaver reported that DCF's online training was in the process of being updated and she was uncertain when the new training would be available for use at ConnSCU institutions. Chair Cohen asked that the reference to "in person training" be removed from the policy and that the deadline for completing the training be modified to provide the flexibility needed based on the availability of DCF's updated online training.

Motion was made to recommend the Policy Regarding Suspected Abuse or Neglect of a Child, with the noted modification regarding training, to the full Board for approval, by Regent Melendez, seconded by Chair Cohen and passed unanimously.

REVISION OF STUDENT WORKER PAY RATES EFFECTIVE JANUARY 1, 2014

Steve Weinberger noted that in accordance with Public Act 13-117, Connecticut's minimum wage increased to \$8.70 on January 1, 2014. This change will impact Student Worker Pay rates and the state universities have a history of establishing Student Worker wage rates by Board action. At the state universities there are three Student Worker classifications with corresponding pay ranges. Classifications are set based on the experiential and educational requirements of the job. The community colleges do not have a Student Worker classification system.

Mr. Weinberger reported that the increase in the minimum wage impacts the Class I Student Worker and that would have a further impact on the Class II Student Worker due to the salary compression between the two classes. The recommendation is to increase the Class I minimum hourly rate by 45 cents to \$8.70 (the new minimum wage) and to correspondingly increase the minimum hourly rate for Class II by 45 cents to \$9.10. Additionally, it is recommended that the new Student Worker Pay Rates and classification structure be applied to all ConnSCU institutions.

The estimated overall annual cost of bringing Student Worker pay rates to the new minimum wage for ConnSCU is \$1.4 million (including state and federal funds). The estimated annual cost of raising the Class II Student Worker minimum rate would be \$70,000 at the state universities (the community colleges do not currently classify Student Workers). Mr. Weinberger noted that the cost estimates of the wage increases are speculative and based on applying the increased rates to the existing student workforce.

Regent Melendez wants to ensure that there are clear criteria established for implementation and usage of the three-tiered Student Worker classification system at the community colleges. She stated she does not envision that the Class III Student worker would typically be used at the community colleges.

Motion was made to recommend the Student Worker Pay Rates Effective January 1, 2014, to the full Board for approval, by Regent Melendez, seconded by Chair Cohen and passed unanimously.

DISCUSSION

STATUS UPDATE – SIBSON STUDY

Laurie Dunn reported that the data collection stage of the Management and Confidential Professional Classification/Compensation alignment project has been completed. Data has been compiled for the System Office and all 17 ConnSCU institutions including: detailed spreadsheets on all covered positions and funded vacancies, organizational charts, job descriptions, salary range grids, and previous classification/compensation studies. All data exists in an electronic format and staff is working with Sibson to transmit the information in the most efficient manner.

Regent Melendez and Chair Cohen had considerable discussion regarding the Sibson Study and their expectations related to the study.

Regent Melendez stated that this study needs to result in the creation of a classification and compensation system that has integrity. Additionally, she indicated that a closer review of System Office jobs is necessary due to the merger. Chair Cohen noted that the study had originally been scheduled for completion by the end of December, 2013. She will be meeting with the consultant about completing the report as quickly as possible.

FUTURE COMMITTEE AGENDAS

Chair Cohen stated that at the next Administration Committee she would like brought forward the Sexual Harassment Policy and the Violence in the Workplace Policy. She stated these are two areas of high priority that cannot wait.

Regent Melendez requested that the next Administration Committee meeting scheduled for March 7, 2014, be changed to February 28, 2014, at 12:30 p.m.

ADJOURN

With no further business to consider, the meeting was adjourned at 2:10 p.m. *on a motion by Regent Melendez, seconded by Chair Cohen.*