

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

Minutes – Special Meeting

1:30 p.m., Friday, March 1, 2013

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

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Committee Chair

Yvette Melendez

Michael Pollard

BOR STAFF PRESENT

Dennis Murphy, interim Chief of Staff

Steven Weinberger, VP for Human Resources

Ernestine Y. Weaver, BOR Counsel

Toby Bates, Director of Employee Relations

Colleen Flanagan Johnson, Director of Public Affairs and Marketing

Erin Fitzgerald, Associate Director of Board Affairs

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.

APPROVAL OF SPECIAL MEETING MINUTES FROM DECEMBER 20, 2012

With an amendment by Naomi Cohen (page 2, 1st full paragraph, line 2—remove duplicate word “classifications”), the minutes of the December 20, 2012 Special Meeting were unanimously approved as amended on a motion by Regent Melendez, seconded by Regent Pollard

REVIEW OF POLICY ON POLICIES

Committee members were provided with a draft of the proposed policy on the process for promulgation of policies. Following a lengthy review thereof, with input from all in attendance, the Committee directed staff to send back an updated draft for review by the Committee at the next regularly scheduled meeting. Committee members appreciated the detail provided, but, asked that the updated draft omit the detailed specificity/steps and, instead capture the breadth of policy making noting that “all proposals benefit from a collaborative focus, with the board committees working in partnership with staff members who are tasked with researching, vetting, and providing guidance, where applicable, to create or modify board policy.”

DISCUSSION – DRAFT HUMAN RESOURCES POLICIES

Committee members reviewed the proposed draft of HR Policies and, following conclusion of discussions thereof, directed staff to provide revisions addressing committee concerns on the following items for further committee review.

- One calendar across the system
- Sick bank
- Course privileges
- Notice provisions
- Emeritus status
- Moving expenses
- Vouchered expenses (re presidents)

Committee members also noted an updated draft would be distributed to affected staff to provide an opportunity to review and offer comment prior to moving to the full Board for adoption.

UPDATE – PHASE II CLASSIFICATION STUDY

Committee Chair Cohen provided an update on the status of Phase II of the compensation and classification. She indicated that a Request for Proposals was being developed for the purpose of seeking proposals from qualified firms to provide a classification and compensation structure, noting it would be issued either the end of March or early April.

ADJOURN

With no further business to consider, the meeting was adjourned at 3:10 p.m. on a motion by Regent Pollard, seconded by Regent Melendez.