

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

Minutes – Regular Meeting

1:00 p.m., Thursday, March 12, 2015

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

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Chair

Yvette Melendez

Richard J. Balducci

Elease Wright

David Jimenez (via teleconference)

BOR STAFF PRESENT

Elizabeth Caswell, Chief of Staff

Laurie Dunn, Interim VP for Human Resources

Erika Steiner, Chief Financial Officer

Ernestine Weaver, Counsel

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 JANUARY 6, 2015

On a motion by Regent Balducci, seconded by Regent Wright, the January 6, 2015, meeting minutes were approved as submitted.

PRESIDENTIAL COMPENSATION GUIDELINES

Chair Cohen reported that this item comes to the committee as a result of on-going work by the HR unit in conjunction with the Board emphasis on creating a system-wide framework that is consistent, predictable and market driven. Chair Cohen also noted that she was informed by President Gray that this information had been shared with all of the college and university presidents. Ms. Dunn stated that there were a couple of changes to the Staff Report attached to the meeting materials and the changes were noted in red (Section – **Background** - Second paragraph – second sentence removed, Section - **Analysis** – Fourth paragraph – first sentence – the words “wide enough” were changed to “broad”). Following a brief summation of the above proposal and comments of support from the committee, Regent Melendez made a motion, seconded by Regent Balducci, to recommend the resolution to the full Board for adoption at the March 26, 2015, Board meeting. The motion passed unanimously.

CONSOLIDATED CLASSIFICATION AND COMPENSATION STRUCTURE

Ms. Dunn shared that there are approximately 350 Management and Confidential Professional positions not represented by a bargaining unit and that most of the compensation and classification analysis is complete. Ms. Dunn noted that all Management and Confidential Professional positions will fit into one structure, with eleven levels, and will include these employees in the system office, universities, colleges, and Charter Oak State College. Ms. Dunn also noted that the salary structure

format will be the same as the President's structure containing minimum, ¼ mark, midpoint, ¾ mark and maximum for each salary level. The Committee emphasized the need for separate guidelines in reference to classification and compensation for non-presidential Management and Confidential Professional personnel. Ms. Dunn agreed and noted that she will be ready to present the completed classification and compensation structure at the next Human Resources and Administration Committee meeting on May 7, 2015. Regent Jimenez thanked Ms. Dunn for her extensive work on this project.

CLASSIFICATION AND COMPENSATION PROCEDURES

This topic was discussed as part of the Consolidated Classification and Compensation Structure above.

EMPLOYEE TRAINING UPDATE

Ms. Dunn shared a list of mandatory CSU employee training requirements, and indicated that the state universities offer more of this training on-line versus the colleges that have more in-person training. Ms. Dunn noted that the System Office and state universities have an on-line learning management system (LMS) called SAGE. Utilizing this LMS, Human Resources Departments are able to track employees that have taken the training, the types of training, and send out reminders to those who haven't completed the training. Regent Melendez asked Ms. Steiner what the cost savings would be in reference to changing from in-person training to on-line training. Regent Melendez also asked if training learning management system could be created in our Information Technology department for the CSU system. Ms. Dunn shared that timeliness can be an issue with in-person training due to wait times for a large enough group to take the training. Ms. Dunn also shared that when a new policy is issued, it is disseminated to the Human Resources Officers, and new hires are given all the policies at the time of new employee orientation. Regent Jimenez suggested webinars for training as it could provide a reduction in expenses and could be done in a timely manner.

Chair Cohen suggested that this topic be an on-going discussion at our next meeting. Chair Cohen also asked that Ms. Dunn check with Joe Tolisano, Chief Information Officer, regarding the possibility of creating an on-line training site/webinar, consistent record-keeping or other technology options for monitoring employee compliance with training requirements.

NEW BUSINESS

Chair Cohen reported that at the last meeting there was discussion regarding a Student Worker Policy in reference to the Pre-employment Background Verification policy. Chair Cohen indicated that she would like to speak with the Student Advisory Committee to receive their input. This item will be placed on the June 11, 2015, Human Resources and Administration Committee meeting agenda.

The next committee meeting will be on Thursday, May 7, 2015, at 1 p.m.

ADJORNMENT

With no further business to consider, **the meeting was adjourned at 2:19 p.m. on a motion by Regent Wright, seconded by Regent Melendez.**