

BOARD OF REGENTS FOR HIGHER EDUCATION COMMITTEE ON ADMINISTRATION

**Minutes – Regular Meeting
1:30 p.m., Friday April 26, 2013
1st Floor Boardroom, 39 Woodland Street, Hartford, CT**

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Committee Chair
Yvette Melendez
Michael Pollard

BOR STAFF PRESENT

Steven Weinberger, VP for Human Resources
Ernestine Y. Weaver, BOR Counsel
Colleen Flanagan Johnson, Director of Public Affairs and Marketing
Erin Fitzgerald, Associate Director of Board Affairs
Kyle Thomas, Legislative Program Manager
Cliff Williams, Chief Financial & Administrative Officer, Charter Oak College
Leah Glende, BOR Administrator

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.

DISCUSSION – APPOINTMENT TERMS FOR CAMPUS ACADEMIC ADMINISTRATORS

Dr. Philip Austin, Interim President, BOR, joined the meeting for the discussion on this item. Committee members discussed the concern of university presidents related to recruiting and hiring provosts and deans. Current BOR policies include a non-continuation notice of 3 months and current bargaining union policies prohibit the BOR from granting such individuals faculty tenure, and presidents report that it is difficult to attract superior candidates who are presently tenured at other colleges/universities. Requests were made for some benchmarking of peer colleges/universities to see how they are handling tenure and a recommendation was made to have the Director of Institutional Research develop a report that will be referred to the Academic Affairs Committee scheduled for May 3, 2013.

APPROVAL OF SPECIAL MEETING MINUTES FROM MARCH 1, 2013

The minutes of the March 1, 2013 Special Meeting were unanimously approved on a motion by Regent Melendez, seconded by Regent Pollard.

REVIEW AND ADOPTION OF PROCESS FOR ESTABLISHING BOARD POLICY

Committee members were provided with a draft of the recommended process for establishing board policy to address Management and Confidential Professional staff under the Board of Regent's for Higher Education jurisdiction. This item has had the input of campus staff and establishes the protocols for BOR adoption of policies. *The policy was adopted unanimously by motion of Regent Pollard, seconded by Regent Melendez, and will be referred to the Board of Regents for its consideration and approval.*

REVIEW AND ADOPTION OF HUMAN RESOURCES POLICIES

Committee members were provided with a draft of the Human Resources Policies that had been considered over several months and also received feedback from campus presidents and was posted on the web page for feedback from all staff. This manual combined policies in place at the Connecticut University System, the Community Colleges and Charter Oak College at the time of establishment of the BOR.

Discussion about staff course privileges, sick bank, and notice provisions for non-continuation of employment for staff below the rank of President took place and clarification edits to the draft were suggested. Information was provided about the Web Page and frequently asked questions received by BOR counsel during the drafting process. The committee noted that the manual is a dynamic document and will require additional policies and modifications as the BOR's work evolves. Recommendation to send draft to the Executive Committee and to the Academic Affairs Committee for May 2013 Meeting. *Motion was made to adopt resolution as presented by Regent Pollard, seconded by Regent Melendez and passed unanimously.*

EXECUTIVE SESSION

Committee Chair Cohen requested a motion 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. An announcement was made that no votes will be taken in Executive Session. Steven Weinberger, Ernestine Weaver, and Cliff Williams were asked to stay in the meeting. *Regent Pollard approved a motion, seconded by Regent Melendez.*

RETURN TO OPEN SESSION (REGULAR MEETING)

Committee Chair Cohen announced that the meeting is now in Open Session and that no votes were taken and discussion in Executive Session was limited to the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.

PHASE II CLASSIFICATION/COMPENSATION STUDY UPDATE

Proposals are due by May 7th and a number of vendors have indicated that they will submit proposals. Discussion ensued about specific instructions to rate proposals individually, committee review and criteria for review. Suggestions that one of the members should be involved in the process and draft criteria of what to look for comparing against the criteria. Recommendation that Regent Melendez represent the Administrative Committee in the selection process. The Committee members were asked to consider criteria for evaluating the proposals and the committee will have a short meeting within two weeks to consider criteria for the formal review.

EXPENSE REIMBURSEMENT POLICY FOR CAMPUS PRESIDENTS

Discussion ensued about the similarities and differences in benefits/allowances received by campus presidents when the merger took place. A Housing Allowance for Presidents of the four year institutions ranges between \$25,000 and \$35,000 based on their individual hiring negotiations. This allowance is part of the terms and conditions of the Presidents' appointment letters and dates back many years to decisions made by previous boards to grant this expense in lieu of providing campus housing for Presidents to conduct college campus affairs, meetings, fundraising, outreach and development. It was proposed that presidential annual evaluations include a review of activities taking place for which allowance was created. It was also recommended that the name of this allowance be changed to Housing & Related Institutional Advancement because its specific purposes related to college/university advancement.

The allowances are \$12,205 for Community College Presidents and \$11,040 for the President of Charter Oak College. These allowances were established by the Chancellor of the Community College system and by the Board of Charter Oak State College and were authorized to cover auto expenses, optional expenses and optional benefits. It was recommended that these allowances be included at the current amounts in the college budgets of these institutions for access by the Presidents and subject to approval of the president of the Board of Regents or the President's designee.

POSITION –SPECIFIC CLASSIFICATION/COMPENSATION ISSUES PERTAINING TO CHARTER OAK AND BOR SYSTEM OFFICE

This item was not discussed at the meeting.

ADJOURN

With no further business to consider, the meeting was adjourned at 4:00 p.m. *on a motion by Regent Melendez seconded by Regent Pollard and passed unanimously.*