

BOARD OF REGENTS FOR HIGHER EDUCATION COMMITTEE ON ADMINISTRATION

Minutes

2:00 p.m., Friday June 14, 2013

Legislative Office Building, Room 2600, 300 Capitol Avenue, 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

Dennis Murphy, Interim Chief of Staff

Colleen Flanagan Johnson, Director of Public Affairs and Marketing

Kyle Thomas, Legislative Program Manager

Toby Bates, Director of Employee Relations

Leah Glende, BOR Administrator

ALSO PRESENT:

Gina Glickman, President, Manchester Community College

Anna Wasescha, President, Middlesex Community College

Cathryn Addy, President, Tunxis Community College

Anita Gliniecki, President, Housatonic Community College

Dorsey Kendrick, President, Gateway Community College

Ed Klonoski, President, Charter Oak College

PUBLIC PRESENT

John Noonan, Office of Policy and Management

REQUEST FROM COMMUNITY COLLEGE PRESIDENTS TO PROVIDE A BRIEF STATEMENT

Dr. Cathryn Addy, President of Tunxis Community College spoke on behalf of the other Community College Presidents and the Charter Oak College President. Dr. Addy asked the committee to preserve the current systems in existence and spoke about equity for university and college presidents between all of the 17 institutions. A copy of her written statement was submitted to the Committee.

CALL TO ORDER, ROLL CALL, DECLARATION OF QUORUM

With a quorum present, Committee Chair Cohen called the meeting to order at 2:04 p.m.

APPROVAL OF MEETING MINUTES FROM APRIL 26, 2013

The minutes of the April 26, 2013 Committee Meeting were unanimously approved on a motion by Regent Melendez, seconded by Regent Pollard.

POLICY TO ADDRESS BUSINESS-RELATED EXPENSES INCURRED BY COLLEGE AND UNIVERSITY PRESIDENTS

For Community College and Charter Oak College Presidents, the policy will require documentation of expenses. Discussion ensued regarding problems with the July 1st effective date of the policy. Steven Weinberger provided the Committee members an email from the Interim Chief Financial Officer, James Howarth. The email indicated that when Presidents receive their allowances, the disbursements are made in arrears at varying intervals. He suggested that the language be revised to state that it shall take effect upon the conclusion of disbursement of expenses and allowances attributable to Fiscal Year 13.

More discussion occurred regarding accountability of public money, fiduciary responsibilities and the expenses that are eligible. Discussion also focused on the housing allowance for University Presidents and that their performance appraisals will, in part, include measuring how effectively this allowance is used.

The committee agreed that President Addy's statement would be attached to the minutes.

Motion was made to approve the policy, as amended, by Regent Melendez, seconded by Regent Pollard and passed unanimously. The policy is attached.

POLICY TO ADDRESS SALARY GRADE MINIMUM AND MAXIMUMS AS THEY APPLY TO MANAGEMENT AND CONFIDENTIAL EMPLOYEES OF THE BOARD OF REGENTS FOR HIGHER EDUCATION

The Committee members discussed background information regarding the review of a "Special Compensation Analysis" through Owen-Pottier, Inc. report of December, 2012. The report studied eighteen positions and placed one position below the minimum assigned salary grade. The Director of Employee Relations & Internal Administration's present salary is \$116,200 and the minimum salary of the grade level is \$124,000 a difference of \$8,000. Dennis Murphy, Interim Chief of Staff stated that one employee studied fell above the maximum salary for the grade and agreed to lower the salary to the proper grade for that position.

Another recommendation from the study was that newly hired management/confidential professional employees be placed at any point in the applicable salary grade up to the midpoint of the salary range. On a case by case basis, the President of the BOR may seek approval of the Board for establishing a salary above the median of a salary range.

A recommendation by the Committee members was to place the one employee at the minimum of the applicable compensation classification effective December 20, 2012 when the study was accepted and to have the clear and consistent policy for hiring new management/confidential professionals.

Motion was made to adopt the proposed policy by Regent Melendez, seconded by Regent Pollard and passed unanimously. The policy is attached.

REVISION TO HUMAN RESOURCES POLICIES FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AT BOR TO ADDRESS THE NOTICE PERIOD APPLICABLE TO THE NON-CONTINUATION OF CAMPUS ACADEMIC OFFICERS OF DEAN AND PROVOST

A discussion addressed employees hired below the rank of President and hired after January 1, 2013. The BOR policy manual provides these employees shall receive three (3) months' notice. The proposed policy would provide that campus Academic Deans and Provosts will receive twelve (12) months non-continuation notice. The Committee members discussed job security and academic tenure for highly-skilled Deans relocating to Connecticut. Academic and Students Affairs Committee recommended that the policy include a provision that allowed termination at any time for non-performance.

Motion was made to revise the policies for management and confidential employees notice period by Regent Melendez, seconded by Regent Pollard and passed unanimously. The policy is attached.

AUTHORIZING A GENERAL WAGE INCREASE IN FISCAL YEAR 2014 FOR MANAGEMENT AND CONFIDENTIAL PROFESSIONAL EMPLOYEES OF THE BOARD OF REGENTS FOR HIGHER EDUCATION

The biennial budget adopted by the Legislature included a 3 % general wage increase for management and confidential employees including the Board of Regents for Higher Education for Fiscal Year 14. The consolidated system increases were calculated differently in the past and this is something that should be looked at by the consultants reviewing classification and compensation.

Motion was made to distribute increases according to the FY14 budget by Regent Melendez, seconded by Regent Pollard and passed unanimously.

AUTHORIZING BOR PRESIDENT TO IMPLEMENT A PROCESS TO EXPEDITE THE DEVELOPMENT, APPROVAL AND PROMULGATION OF STANDARDS, PROCEDURES AND GUIDELINES IN CONNECTION WITH INFORMATION SECURITY (REFERRAL FROM IT COMMITTEE)

Discussion ensued regarding the BOR President having authority to develop, approve and promulgate standards, procedures and guidelines to assure proper feedback and approach to IT security strategies are consistent.

Motion was made to develop process for President's authority to expedite guidelines regarding IT Security by Regent Pollard, seconded by Regent Melendez and passed unanimously

ADMINISTRATION COMMITTEE ROLE AND RESPONSIBILITY

Committee members discussed ideas for the role and responsibility of the BOR Committee on Administration. There were questions as to the role of the Academic & Student Affairs and IT Committees and granting permission and the Board's involvement and engagement in the related issues. Regent Melendez recommended that the Committee members meet with the new President to understand his views of governance and how he wants to work with and support the Board Committees and the responsibilities.

STATUS REPORT PHASE II CLASSIFICATION/COMPENSATION STUDY

A team to review the proposals was selected including Regent Melendez, Steve Weinberger and one representative from both the community colleges and the universities. There were six (6) credible responses to the RFP. After meeting, two (2) were considered the most inclusive packages for consideration. HR Vice President spoke to the firms asking them to make their best proposal. Owen-Pottier did lots of work for the colleges, universities and State Government. Their bid was \$124,950 plus 10% expense fees and then they reduced it 6% to \$111,870. The other company was Sibson who has done work with many colleges and universities. Their bid was \$102,500 plus 10% expense fee and then they reduced 7.3% to \$95,000. The Committee members agreed to choose Sibson because of the lowest responsive, responsible bid (\$16,870 below the other bidder). This study will look at every management and confidential employee rank, job function and compensation from President on down.

ADJOURN

With no further business to consider, the meeting was adjourned at 3:15 p.m. *on a motion by Regent Pollard, seconded by Regent Melendez and passed unanimously.*