

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

Minutes – Special Meeting

1:00 p.m., Wednesday, June 17, 2015

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

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Chair
Yvette Melendez
Richard J. Balducci
David Jimenez

BOR STAFF PRESENT

Gregory W. Gray, President
Elizabeth Caswell, Chief of Staff
Laurie Dunn, Interim VP for Human Resources
Erika Steiner, Chief Financial Officer
Ernestine Weaver, Counsel
Michael Kozlowski, Director of Public Affairs and Marketing
Kyle Thomas, Legislative Program Manager
Karen Stone, Director of Internal Audit
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 MARCH 12, 2015

On a motion by Regent Balducci, seconded by Regent Jimenez, the March 12, 2015, meeting minutes were approved as submitted.

EXECUTIVE SESSION

At 1:07 p.m. on a motion by Regent Balducci seconded by Regent Jimenez, the Committee voted 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. Committee Chair Cohen announced that no votes would be taken in Executive Session. President Gray and Laurie Dunn were invited to attend the Executive Session with the Committee.

RETURN TO OPEN SESSION

At 2:02 p.m., Committee Chair Cohen announced that the meeting was back in Open Session and that no votes were taken in Executive Session, which was limited to discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.

PRE-EMPLOYMENT BACKGROUND VERIFICATION POLICY AMENDMENT

Chair Cohen shared the background on this topic and noted that on October 16, 2014, the Board approved the policy regarding “Pre-Employment Background Verification Policy at the Connecticut

State Colleges and Universities” and shared that on January 15, 2015, the Board approved an amendment to expand the pre-employment background verification investigations to CSCU employees who are internal candidates for a transfer or promotion to certain types of positions. During prior meetings the Committee discussed adding specific categories of CSCU student worker positions to the policy. Those positions include Resident Assistants; students assigned to the Public Safety Department; students who handle DCL3 data as defined in the CSCU Data Management Standards (DCL3 is protected confidential data, which comprises identity and financial data); students who have a fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget; or students deemed by the institution’s chief human resources officer to be in safety- or security-sensitive positions. Chair Cohen reported that she communicated with Student Regent Sarah Greco, Chair, Student Advisory Committee, and was informed that the SAC was in agreement with the policy. Chair Cohen also remarked that the Presidents and Human Resource Officers have all had a chance to review the amended policy and the comments received were incorporated into the policy. Regent Balducci asked when the policy will take effect. Ms. Dunn stated that the policy will go into effect immediately upon Board approval and the student worker verifications will begin with the hiring for the fall 2015 semester. Regent Balducci made a motion, seconded by Regent Jimenez, to recommend the resolution to the full Board at the June 25, 2015, Board meeting. The motion passed unanimously.

CONSOLIDATED CLASSIFICATION AND COMPENSATION

Chair Cohen provided an overview of the consolidated classification and compensation study of Management and Confidential Professional positions in the CSCU System. Chair Cohen, Regent Balducci, Regent Jimenez, and Regent Melendez indicated that they recognize that there needs to be collaboration between the System Office and the Presidents to implement the recommended structure. Regent Melendez stated that she is confident that this can be implemented with the support and leadership of the Presidents. Chair Cohen stated that a meeting will be set up soon to discuss the thoughts and concerns that Presidents have voiced.

EMPLOYEE TRAINING UPDATE

Ms. Dunn shared that a request for proposals for an on-line management training system has been posted with a closing date of June 19, 2015. Chair Cohen asked if the new vendor will encompass all trainings. Ms. Dunn explained that it will be inclusive of all trainings, the trainings can be customized, and new trainings can be added and shared. Ms. Dunn provided highlights of the system requirements as contained in the RFP.

NEW BUSINESS

No new business.

The next committee meeting will be on Thursday, August 27, 2015, at 1:00 p.m.

ADJOURNMENT

With no further business to consider, **the meeting was adjourned at 2:16 p.m. on a motion by Regent Balducci, seconded by Regent Jimenez.**