

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

Minutes – Regular Meeting

2:00 p.m., Wednesday, July 30, 2014

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

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Chair

Elease Wright

Richard J. Balducci

Yvette Melendez

BOR STAFF PRESENT

Laurie Dunn, Interim VP for Human Resources

Ernestine Y. Weaver, Counsel

CALL TO ORDER

With a quorum present, Committee Chair Cohen called the meeting to order at 2:07 p.m.

APPROVAL OF MEETING MINUTES FROM JUNE 12, 2014

On a motion by Regent Melendez, seconded by Regent Balducci, the June 12, 2014, meeting minutes were approved as submitted. The motion passed and Regent Wright abstained.

DISCUSSION AND ACTION ON THE FOLLOWING ITEM:

REVISIONS TO THE HUMAN RESOURCES POLICIES FOR MANAGEMENT AND CONFIDENTIAL PROFESSIONAL PERSONNEL OF THE BOARD OF REGENTS FOR HIGHER EDUCATION

The Committee members discussed each policy individually. The first policy discussed was Article 6, Section 6.5, Salary Ranges for New Hires.

A list of positions at the level of Dean and above at the Community Colleges and Charter Oak College, at the level of Vice President and above at the State Universities, and positions at the System Office that report directly to the BOR President was distributed to the committee.

Discussion ensued about fiduciary responsibilities of the Board and how the new compensation processes and procedures will provide guidance to the colleges and universities when it is implemented.

A suggestion was made to add a list of the specific positions that report directly to the President. It was determined that the specific positions that report directly to the President include, but not be limited to, those positions on the July 21, 2014, organizational chart.

Article 7, Section 7.5, Sick Leave Bank policy was discussed. The original policy was approved by the Board just over a year ago and the Committee members determined it was not necessary to make changes to the existing policy at this time.

Article 8, new Section 8.8, Notice of Retirement or Resignation policy was discussed. The Committee decided to change the language to read that employees are encouraged to provide at least a four (4) week notice.

The Committee approved the recommended amendments. Resolutions will be drafted with the new language for the Board of Regents Meeting on August 21, 2014.

A motion was made by Regent Balducci to approve Policy Sections 6.5 and 8.8 as amended, seconded by Regent Melendez. Motion passed.

NEW BUSINESS

The date of the next Human Resources and Administration Committee meeting was changed to September 4, 2014, at 11:00 a.m.

ADJORN

With no further business to consider, **the meeting was adjourned at 3:38 p.m. on a motion by Regent Wright, seconded by Regent Balducci.**