

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

Minutes – Regular Meeting

11:00 a.m., Thursday, September 4, 2014

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

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Chair
Elease Wright
Richard J. Balducci

BOR STAFF PRESENT

Laurie Dunn, Interim VP for Human Resources

CALL TO ORDER

With a quorum present, Committee Chair Cohen called the meeting to order at 11:02 a.m.

APPROVAL OF MEETING MINUTES FROM JULY 30, 2014

On a motion by Regent Wright, seconded by Regent Balducci, the July 30, 2014, meeting minutes were approved as submitted.

DISCUSSION OF PRE-EMPLOYMENT BACKGROUND VERIFICATION POLICY

Laurie Dunn provided Committee members with an overview of the pre-employment background verification policy that included a detailed outline of the current procedures in place, and the administration's recommendations for expansion and modifications of the current policy. Ms. Dunn noted that pre-employment background checks were implemented at the State Universities in 2005 and by Charter Oak State College in 2011. At this point in time, the Community Colleges do not have a pre-employment background verification policy in place; however, an expansion of the policy to include the Community Colleges will be included in the upcoming policy revision. Ms. Dunn reported that the goal is to have a consistent, system-wide policy across all seventeen (17) institutions and the System Office. The background check will include verification of social security and residential information ("social security trace"), a county, state and federal criminal check, a multi-jurisdictional search that would include sex offender registry information, professional reference checks, prior employment verification and educational credentials check for an applicant's highest degree.

Ms. Dunn also noted that the Board of Regents will be able to realize a cost savings on background checks by joining with UConn on a contract with the background investigations vendor currently used by the State Universities. Ms. Dunn is working with Security Services of Connecticut "SSC, Inc.", the provider, for pre-employment background screenings, to institute standard processes and pre-employment background check packages for each institution to utilize and will be looking into making some updates to the current investigation criteria which will provide efficiencies leading to better coverage at a lower cost. Institutions will need to cover the cost of these checks and, going forward budget to cover the costs associated with the verifications. Ms. Dunn indicated that SSC along with the BOR will provide training for each institution. She also shared that all full-time and part-time positions, including adjuncts, university assistants, education assistants and re-hires with a break in service of more than one year, are required to have a pre-employment background screening

Regent Balducci questioned whether Resident Hall Assistants are required to have a pre-employment screening. Ms. Dunn reported that student workers are not currently included in the background checks policy. The Committee requested that student workers be included in the new policy if they are Resident Hall Assistants, work in the Public Safety Department or are serving in a safety-sensitive position.

The policy will also include executive level positions. Ms. Dunn also indicated that motor vehicle reports, credit verification, professional licensing verification and civil litigation information will be included for certain positions.

Following the overview, the Committee praised Ms. Dunn for her thorough research and her continuous work on this project. Ms. Dunn indicated that she will bring this item back to the Human Resources Administration Committee in October for action.

DISCUSSION OF FUTURE COMMITTEE AGENDAS

The Committee discussed topics for future agendas and Regent Wright requested that a six-month work plan be put forth in order for the Committee to better prepare for meetings. Committee members suggested some future agenda issues: student worker pay rates, performance review assessments, affirmative action, rehired retirees policy, a classification and compensation policy, a code of conduct, and labor relations issues. Ms. Dunn will work on providing a draft work plan for the Committee and share this at the next meeting.

NEW BUSINESS

Ms. Dunn informed the Committee that President Gray expects to post the position of Vice President for Human Resources in November and commence the search process.

ADJORN

With no further business to consider, **the meeting was adjourned at 12:47 p.m. on a motion by Regent Wright, seconded by Chair Cohen.**