

**BOARD OF REGENTS FOR HIGHER EDUCATION
ADMINISTRATION COMMITTEE**

Minutes – Regular Meeting

1:30 p.m., Friday, September 12, 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

Erin Fitzgerald, Associate Director of Board Affairs

Leah Glende, BOR Administrator

ALSO PRESENT:

Cliff Williams, Chief Financial & Administrative Officer, Charter Oak State College

CALL TO ORDER, ROLL CALL, DECLARATION OF QUORUM

With a quorum present, Committee Chair Cohen called the meeting to order at 1:37 p.m.

APPROVAL OF MEETING MINUTES FROM JUNE 14, 2013

It was noted that a correction is needed on Page 5 of the previous minutes referring to Authorizing a General Wage Increase in 2014 the dates needed to be changed to reflect FY 14 not FY 14/15. It was indicated that the Compensation/Classification study will be awarded to Sibson Consulting. A typographical error listed the consultant as Simpson. There also were some minor editing changes that will be corrected.

The minutes as amended for the June 14, 2013 meeting were unanimously approved on a motion by Regent Pollard, seconded by Regent Melendez.

REVIEW AND ADOPTION OF THE BOARD OF REGENTS ETHICS STATEMENT

Committee members were provided the draft of the BOR Ethics Statement. Ernestine Weaver prepared a resolution and background modeled on the former CSU policy. It would cover all BOR board members, employees from all of the colleges and universities and the Board of Regents employees. This policy proposal was submitted for review to the State Ethics Department and it was in compliance to their standards. The policy includes nineteen (19) prohibited activities. This policy will supersede other previous Ethics Statements of the BOR constituent units. Discussion occurred regarding how the policy is disseminated to new employees and present employees.

Steve Weinberger stated that new employees receive policy information at the mandatory orientation session when they are hired and once the policies are approved by the Board they are added onto the website under the Human Resources tab and replicated by the colleges and universities.

Regent Melendez asked to prepare the top highlights and key pieces of the Ethics Policy to be handed out at the Board Meeting next week. Steve Weinberger indicated that the Public Officials Guide is published by the State yearly and that on-line training is provided to employees regarding State ethics requirements. Chair Cohen stated that if ethics training is required yearly to update employees on the Ethics Policy, we must assure that we will do that.

Motion was made to adopt the Board of Regents for Higher Education Ethics Statement and full disclosure to the Board, by Regent Pollard, seconded by Regent Melendez and passed unanimously.

REVIEW AND ADOPTION OF THE BOARD OF REGENTS POLICY CONCERNING NEPOTISM IN EMPLOYMENT

Committee members were provided the draft of the BOR Policy Concerning Nepotism in Employment. Ernestine Weaver indicated that the proposal as it relates to family members applies to a wider net of family members than the Ethics Statement. The Nepotism Policy Statement was modified from a former CSU policy incorporating the community colleges and Charter Oak College. Discussion occurred regarding Domestic Partnerships and the term co-habitation. Ernestine Weaver stated that terminology changed since same sex marriage is legal now in Connecticut and civil unions are no longer identified. The main focus of the policy remained on favoritism due to a professional position influence or relationship regarding employment, benefits or privileges.

Motion was made to adopt the Board of Regents for Higher Education's Policy Concerning Nepotism in Employment by Regent Pollard, seconded by Regent Melendez and passed unanimously.

DISCUSSION – POLICY ON INTERIM APPOINTMENTS/ABILITY TO APPLY FOR PERMANENT POSITIONS

Discussion ensued regarding the policy on employees serving as an interim President or high level administration appointments and their ability to apply and be considered for these positions. Examples of different situations at the colleges and universities when an Interim post was used were discussed. Some of the examples indicated whether the person in the Interim position had an unfair advantage or was not eligible to apply for the permanent position and how it differed case-by-case were discussed. Regent Melendez suggested the policy be for certain level positions since some collective bargaining agreements are clear about hiring process. Regent Pollard stated that the responsibility is not to soften the role for candidacy or prohibit people from the process. Steve Weinberger said the process needs to be an open competitive and fair meaningful process and that this is a complicated process and the terms and conditions have to be determined and the eligibility for applying can be written on a case-by-case basis.

Chair Cohen asked if a policy could be developed for the next Committee meeting addressing Interim Appointments to reflect case-by-case decision making. Steve Weinberger indicated that a policy can be developed.

UPDATE ON COMPENSATION AND CLASSIFICATION STUDY

Steve Weinberger provided an update to the committee members indicating that the procurement process has ended and Sibson Consulting was awarded the contract. Ernestine Weaver worked with staff to execute the contract and Steve said the source documents will be gathered for the Attorney General Office's approval. Three (3) representatives from Sibson Consulting met with Steve on a kick-off phone interview discussing the project and project timeline. The next step in the timeline is collecting the required data and working with the campuses for assistance with job specifications. Chair Cohen indicated that the campuses should have the opportunity to address the timeline schedule and data requests and asked when the process will be executed. The time schedule stated that Sibson Consulting wanted all of the job specifications by the end of October, 2013. Discussion occurred about the labor intensive process, the recommended method of review, budgetary concerns, potential copyright issues of the point system, and comparative data used in the study. Steve Weinberger indicated that Sibson Consulting stated that there are no copyright issues controlling the Willis System. Regent Melendez requested that we get the document about copyright issues in writing or by email exchange from Sibson. Steve Weinberger indicated it is an aggressive timeline but will have a report on this information completed by the end of the year.

NEW BUSINESS:

Chair Cohen and Ernestine Weaver discussed how the Administration Committee could proceed with new policy development. Ernestine indicated that she will create a listing of policies that need to be developed or revised with Dr. Gray. Some of the policies that she will review include Consulting and Research Policy, Consensual Relationship Policy, Sexual Conduct Policy, Sexual Violence Against Women Policy and Sexual Harassment Policy and Affirmative Action/Equal Employment Opportunity Policy and Working with Children at Campuses Policy. Ernestine stated she will begin with policies that have to do with Ethics first and begin to create, consolidate, recommend and merge old policies into one used for the whole system office using applied statutes and regulations.

Erin Fitzgerald and committee members reviewed committee meeting dates for the 2014 year. It was determined that the committee would meet on the first Friday of each month rather than on the 2nd Friday to allow more time for materials and actions of the committee to be prepared for the meetings of the full BOR which meets on the 3rd Thursday. Since the October and November 2013 meeting dates were previously scheduled they will stay on the second Friday of the month.

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.*