

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

Minutes – Regular Meeting

1:30 p.m., Thursday, October 9, 2014

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

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Chair

Yvette Melendez

Richard J. Balducci

Elease Wright

BOR STAFF PRESENT

Laurie Dunn, Interim VP for Human Resources

Ernestine Weaver, Counsel

CALL TO ORDER

With a quorum present, Committee Chair Cohen called the meeting to order at 1:40 p.m.

APPROVAL OF MEETING MINUTES FROM SEPTEMBER 4, 2014

On a motion by Regent Balducci, seconded by Regent Wright, the September 4, 2014, meeting minutes were approved as submitted.

ACTION ITEM: PRE-EMPLOYMENT BACKGROUND VERIFICATION POLICY

Ms. Laurie Dunn referred to the discussion of the pre-employment background verification policy at the September 4, 2014, HR and Administration Committee meeting. Ms. Dunn indicated that the draft policy was shared with the Human Resources and Administration Committee, Council of Presidents, college Human Resources Directors, university Chief Human Resources Officers, and union officials. The policy incorporates suggestions from the above meetings. Ms. Dunn is working with Security Services of Connecticut, Inc. (SSC), the selected vendor for pre-employment background screenings, to set up accounts at all of the colleges, and has also provided costing information to the institutions. Ms. Dunn reported that the System Office along with SSC will provide training for the institutions at a meeting which will be held on October 23, 2014, at the System Office. The target date for implementation is November 10, 2014.

Regent Melendez suggested that the language pertaining to student workers be removed from this policy, and indicated that a new policy should be created to address items pertaining to background checks for student workers. Chair Cohen, Regent Wright, and Regent Balducci were in agreement with this action. Ms. Dunn will draft a new student worker pre-employment background verification policy that reflects the variety of responsibilities assigned to student workers, best practices, and legal and technology issues.

Regent Balducci moved to adopt the policy with the changes/edits that were made during the meeting, and it was seconded by Regent Wright. The motion passed unanimously.

DISCUSSION OF STUDENT WORKER PAY RATES

Ms. Dunn shared that in December there will be a policy on student worker pay rates for the Committee to consider. Ms. Dunn indicated this policy was considered by the Committee last January due to an increase in the State's minimum wage. Then in March, the Connecticut legislature passed additional hikes in the minimum wage over the next three years. The policy that will come forward in December will cover pay rates over the next three years for the three different levels of student workers.

DISCUSSION OF STUDENT WORKER POLICY

Ms. Dunn reported that the colleges and universities each have their own student worker policy at this time. The System Office is looking into combining both policies into one uniform policy which will outline the hiring process, student eligibility, maximum work hours per week, maximum number of years in position and potential restrictions on the number of jobs being held by a student.

DISCUSSION OF FUTURE AGENDA ITEMS

This item was brought forward from last month's meeting and the following items were discussed for future meetings:

- Student Worker Pay Rates – Minimum wage rates will increase starting in January 2015 and continuing annually until January 2017. The Student Worker Policy will need to be updated to include student workers at both colleges and universities.
- Litigation Review/Affirmative Action Plan Updates
- Sibson Update will be in December with two major components: (1) Study and implementation – variety of recommendations and timelines for implementation; (2) Classification and Compensation Policy
- Update on re-hired retiree practices
- Update on employee training requirements and tracking of compliance

The committee established the next meeting for Thursday, December 4, 2014, at 1 p.m.

ADJORN

With no further business to consider, **the meeting was adjourned at 3:10 p.m. on a motion by Regent Wright, seconded by Regent Melendez.**