

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

**Minutes – Regular Meeting**

**1:30 p.m., Friday, October 11, 2013**

**1<sup>st</sup> Floor Boardroom, 39 Woodland Street, Hartford, CT**

**COMMITTEE MEMBERS PRESENT**

Naomi Cohen, Committee Chair

Yvette Melendez via phone

Michael Pollard

**BOR STAFF PRESENT**

Steven Weinberger, VP for Human Resources

Laurie Dunn, Director of Employee Relations

Ernestine Y. Weaver, BOR Counsel

James Howarth, Interim Chief Financial Officer

Leah Glende, BOR Administrator

**ALSO PRESENT**

Cliff Williams, Charter Oak State College

Kerry Kelley, Office of Policy and Management

**CALL TO ORDER, ROLL CALL, DECLARATION OF QUORUM**

With a quorum present, Committee Chair Cohen called the meeting to order at 1:42 p.m.

**APPROVAL OF MEETING MINUTES FROM SEPTEMBER 12, 2013**

*The minutes of the September 12, 2013 Committee Meeting were unanimously approved on a motion by Regent Pollard, seconded by Chair Cohen.*

**REVIEW AND ADOPTION OF THE POLICY REGARDING INTERIM  
APPOINTMENTS MADE BY THE BOARD OF REGENTS**

Committee members were provided the draft of the Policy Regarding Interim Appointments made by the Board of Regents. Steve Weinberger prepared a resolution and background report indicating this policy is included in the Human Resources Policies under Section 5.7. A discussion ensued about the authority over the case by case determination and the terms of the policy. Interim appointment recommendations of College and University Presidents will be made by the BOR President along with the President's recommendation about whether the interim appointee will be eligible to apply for the permanent position. Appointing authority remains with the Board of Regents.

*Motion was made to adopt the Policy Regarding Interim Appointments Made by the Board of Regents, by Regent Melendez, seconded by Regent Pollard and passed unanimously.*

## **INTRODUCTION OF THE NEW DIRECTOR OF EMPLOYEE RELATIONS**

Steve Weinberger introduced Laurie Dunn, the newly appointed Director of Employee Relations. Steve highlighted Laurie's university system experience including human resources administration, extensive labor and collective bargaining experience, classification and compensation experience and a large network of contacts throughout the colleges and universities. The Committee members agreed that Laurie was a wonderful addition to the Board of Regents for Higher Education and welcomed her into the new position.

## **REVIEW AND ADOPTION OF THE BOARD OF REGENTS AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

Committee members were provided the draft of the BOR Affirmative Action and Equal Employment Opportunity Policy Statement. Ernestine Weaver developed a resolution and Leah Glende spoke about the Commission on Human Rights and Opportunities (CHRO) approving the Board of Regents for Higher Education's Affirmative Action Policy Statement when the Affirmative Action Plan was reviewed. The BOR Affirmative Action Policy Statement was signed by the former Interim President and will be updated with Dr. Gray's signature when adopted. Leah Glende is designated in the resolution as the Board's Affirmative Action Officer. Discussion occurred about CHRO's role in approving the policy, accountability, the importance of communicating the affirmative action hiring goals and addressing values around diversity with the President when vacancies are filled and the responsibility to ensure the colleges and universities integrate the BOR Affirmative Action Policy Statement in their Affirmative Action Plans. A few typographical errors were noted.

*Motion was made to adopt the Board of Regents for Higher Education's Affirmative Action Policy Statement by Regent Pollard, seconded by Regent Melendez and passed unanimously.*

## **UPDATE ON COMPENSATION AND CLASSIFICATION STUDY**

Steve Weinberger updated Committee members by indicating Ernestine Weaver wrote a contract with Sibson Consulting and that the Affirmative Action/Equal Employment Opportunity Statements were included in the contract. Ernestine was waiting for any comments from Sibson regarding the contract. Steve also stated the Attorney General's Office will be involved. The original September timeline for completion of the study was changed because of the large amount of data needed to be provided by the System Office to Sibson that will include job descriptions, classification, compensation plans, items generated from the Willis System and other source data required. Steve said that Laurie Dunn would be collecting this data and transmitting it to the consultants and will also follow-up with employees. Steve mentioned that the timeline is still set for the end of the calendar year. Steve was scheduling a meeting with Ernestine Weaver and the consultant to sign the contract and move forward. Steve advised that the committee members will be integrated in the process and will be aware of any changes to the timeframes.

## **UPDATE ON BOARD OF REGENTS POLICIES**

Ernestine Weaver highlighted four policies that were on-line for review by Conn SCU presidents and their staffs. The policies are: 1.) Working with Children on Campus, 2.) Consensual Relationships between Employees, 3.) Consensual Relationships between Employees and Students and 4.) Faculty Consulting and Research. Ernestine has received very few comments about these policies and will send another email to the Presidents to distribute to employees and faculty members. Ernestine said these policies will be brought to the Committee based on the comments. Chair Cohen suggested that we look at what other institutions have included in their policies. Regent Melendez said that best practices at other institutions should be looked at as we adopt these sensitive issues. Regent Pollard wanted to assure legal risks were addressed in all policies.

## **NEW BUSINESS:**

Chair Cohen shared information with committee regarding merit increases for managers in Executive Branch agencies. Jim Howarth described the process and funding of merit distribution. Regent Melendez asked if the colleges and universities budgeted for the increases and if the system office budgeted for the merit increases. Jim stated CSU budgeted 4.5% and the System Office budgeted 3%; unionized workers received a 5% increase and managers and confidential employees received 3% general wage increase for FY14. Merit raises would be retroactive to September 6<sup>th</sup> and be in addition to the raises already distributed as of July 1<sup>st</sup>.

For a merit pay increase, approximately 320 managers and confidential employees in all colleges, universities and the System Office would be involved at an estimate of 1.3 million dollars (including fringe benefits) Jim Howarth reported that Executive Branch non-union employees received 3% general wage increase in July and a 3% annual increment merit increase in September. UCONN and UCONN Health Center granted the annual increment to all managers and confidential employees. Legislative Management distributed 6% increase in July. Steve Weinberger said that Dr. Gray has provided this information to the colleges and universities and suggested merit increases of 1.5% to 3% based on evaluations. Committee members took no action at the meeting, and will be receiving more details about the merit process.

## **ADJOURN**

With no further business to consider, the meeting was adjourned at 3:15 p.m. *on a motion by Regent Pollard, seconded by Chair Cohen.*