

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

Minutes – Regular Meeting

1:30 p.m., Friday, November 15, 2013

2nd Floor Conference Room 209, 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

Laurie Dunn, Director of Human Resources and Labor Relations

Ernestine Y. Weaver, BOR Counsel

Erika Steiner, BOR Chief Financial Officer

Kyle Thomas, Legislative Program Manager

Juliet Manalan, Director of Public Affairs & Marketing

Leah Glende, BOR Administrator

CALL TO ORDER, ROLL CALL, DECLARATION OF QUORUM

With a quorum present, Committee Chair Cohen called the meeting to order at 1:50 p.m.

APPROVAL OF MEETING MINUTES FROM OCTOBER 11, 2013

It was noted that the date on the Agenda referencing the October 11, 2013 minutes was incorrectly typed as October 11, 2103. The date has been corrected.

The minutes of the October 11, 2013 Committee Meeting were unanimously approved on a motion by Regent Pollard, seconded by Regent Melendez.

REVIEW AND ADOPTION OF THE POLICY REGARDING FACULTY CONSULTING AND RESEARCH WITH PUBLIC AND PRIVATE ENTITIES

Ernestine Weaver provided an overview of this policy and the history behind the Public Act and Legislature making a request to address Faculty and Research Consultants in 2007. The Connecticut State University System (CSU) had a policy to address this legislation. This becomes a new policy for the Community Colleges and Charter Oak College to move toward compliance in this area. The CSU policy was revised to respond to auditors and to harmonize the institutions together into this new policy. The new requirement of this policy is for two signatures (from the Dean and the Chief Academic Officer) for approval of such arrangements. A discussion occurred about the term proprietary information and the definition in the policy. Steve Weinberger indicated that it is from the Ethics law and was the statutory definition.

Motion was made to move the Policy Regarding Faculty Consulting and Research with Public and Private Entities to the full Board for approval, by Regent Melendez, seconded by Regent Pollard and passed unanimously.

ADOPTION OF POLICY GOVERNING THE SEARCH PROCESS AND APPOINTMENT OF UNIVERSITY AND COLLEGE PRESIDENTS BY THE BOARD OF REGENTS

Chair Cohen stated that currently there are three community college President vacancies. Regent Melendez said this policy provides direction and specifically flexibility and is based on the BOR process used to select the BOR President. The Regents will have responsibility in the appointment process and the ability to hire consultants as deemed appropriate. The policy ensures that finalists will visit individual campuses to meet with stakeholders at colleges and universities. An Advisory Committee will be appointed by the BOR Chair and the BOR will receive input from the Advisory Committee during the selection process.

Motion was made to adopt the Policy Governing the Search Process and Appointment of University and College Presidents by the Board of Regents to the full Board for approval, by Regent Pollard, seconded by Regent Melendez and passed unanimously.

REVIEW AND ADOPTION OF POLICY REGARDING SUSPECTED ABUSE OR NEGLECT OF A CHILD

Ernestine Weaver stated that the community colleges have children on the campuses in the Child Development Education Program. Children are also on campuses for summer programs and camps. The Connecticut State University System (CSU) did not have a policy for working with children. Ernestine said the Department of Children and Families (DCF) is proposing a draft for legislation that expands mandatory reporting and other mandates for dealing with children in the workplace. Ernestine added that CT statutes require certain persons to be mandatory reporters. Some employees of the CONSCU system are not currently mandatory reporters. This policy makes all CONNSCU employees mandatory reporters if they witness or have strong reason to suspect neglect or abuse.

Those reports would be required to be made to the Human Resources' System Office and then to DCF. The Human Resources component can respond on the employment level and take employment actions. Ernestine did not know if a proposed statute would include new mandates for reporting to DCF. Steve Weinberger said that if the employees are being mandated DCF reporters there could be some liability issues with the duty of care. Regent Pollard recommended a change in the last sentence regarding complete confidentiality since that cannot be guaranteed. Regent Melendez noted some additional typographical errors in the policy that needed to be fixed. Chair Cohen asked if a fact sheet can be developed and sent out to help implement the policy and that annual staff training should take place when the policy is approved. Ernestine indicated that some guidance will be needed to implement the policy.

Motion was made to adopt the Policy Regarding Suspected Abuse or Neglect of a Child to the full Board for approval, by Regent Melendez, seconded by Regent Pollard and passed unanimously.

REVIEW AND ADOPTION OF POLICY REGARDING CONSENSUAL RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

Ernestine Weaver stated that the Connecticut University System had a policy in effect since 2005 and the community colleges did not have a policy. Ernestine said this policy would prohibit consensual romantic, dating or sexual relationships at all State Universities and Colleges between employees with inherent power or authority over students and employees.

Ernestine said the policy also strongly discourages employees that do not have supervisory or evaluative authority and students to have romantic, dating or sexual relationships. Finally, consensual relationships between employees are strongly discouraged from engaging in consensual relationships with other employees. Ernestine said this policy was posted on the website and she did not receive any comments from administration, faculty or staff. Chair Cohen recommended this policy be distributed annually.

Motion was made to adopt the Policy Regarding Consensual Relationships between Employees and Students to the full Board for approval, by Regent Melendez, seconded by Regent Pollard and passed unanimously.

UPDATE ON COMPENSATION AND CLASSIFICATION STUDY

Laurie Dunn said the System Human Resources Office is working with the colleges and universities to gather job descriptions, organizational charts, prior class compensation studies and compensation plans. Laurie stated that this was the next step that Sibson Consulting required us to do. Steve Weinberger commented that Sibson will meet with the committee members as to where we are with the process. Chair Cohen suggested that the original work plan from Sibson included a discussion with Sibson during the process. Chair Cohen suggested that any committee members' questions should be sent directly to Steve and Laurie. Chair Cohen said that any anomalies in this study will come out and will have to be addressed. Steve said the placement of pay lines will require guidance and this is where Sibson will provide that type of assistance through this process. Chair Cohen congratulated them on getting the contract passed.

NEW BUSINESS

Chair Cohen provided an update regarding performance recognition for the managers and non-classified professional employees based on the recommendation of President Gray. Chair Cohen indicated that the non-represented employees have not received any salary increase for 3 years and she said that the staff is appreciated. Therefore, at the beginning of FY' 14 non-represented received 3% increase. Based on Board policy adopted in June, non-represented employees are eligible to receive salary increases up to the level received by bargaining unit members. Because union employees have received 5% increases for FY' 14, the President's recommendation will introduce eligibility for performance recognition for non-represented employees from a pool based on another 2%. She said that a policy was being developed with the parameters of who is eligible for the performance recognition merit increases. Chair Cohen said it is moving forward and will be ready for the Board for consideration at the November 21, 2013 meeting.

ADJOURN

With no further business to consider, the meeting was adjourned at 2:45 p.m. *on a motion by Regent Pollard, seconded by Regent Melendez.*