

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

Minutes – Regular Meeting

1:00 p.m., Thursday, November 19, 2015

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

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Chair

Richard J. Balducci

Elease Wright

Merle Harris, Chair, BOR Academic and Student Affairs Committee

COMMITTEE MEMBERS ABSENT

Yvette Melendez

David Jimenez

BOR STAFF PRESENT

Mark Ojakian, President

Alice Pritchard, Chief of Staff

Steven Weinberger, Vice President of Human Resources

Erika Steiner, Chief Financial Officer

Laurie Dunn, Director of Employee and Labor Relations

Ernestine Weaver, Counsel

Karen Stone, Director of Internal Audit

Jason Ebbeling, Executive Director, Student Success Center

Erin Fitzgerald, Associate for Board Affairs

Rosalie Butler, Administrative Assistant

CALL TO ORDER

With a quorum present, Chair Cohen called the meeting to order at 1:03 p.m.

APPROVAL OF MEETING MINUTES FROM OCTOBER 1, 2015

On a motion by Regent Balducci, seconded by Regent Wright, the October 1, 2015, meeting minutes were approved as submitted.

EXECUTIVE SESSION

At 1:05 p.m. on a motion by Chair Cohen seconded by Regent Balducci, the Committee voted to go into Executive Session for the purpose of discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee and collective bargaining. Committee Chair Cohen announced that no votes would be taken in Executive Session. Pritchard, Weinberger, Dunn, Weaver, Fitzgerald and Butler were asked to remain with the Committee throughout Executive Session.

At 1:57 PM, President Ojakian joined the meeting. Chief of Staff Pritchard left the meeting.

RETURN TO OPEN SESSION

At 2:32 p.m., Committee Chair Cohen announced that the meeting had returned to Open Session and that no votes were taken in Executive Session. Discussion was limited to the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee and collective bargaining.

SYSTEM OFFICE ORGANIZATION CHART

VP Weinberger provided Committee members with an update of System Office hires and transitions since the Committee last met in October. A further updated draft of the chart will be provided to the Committee at its January 2016 meeting.

UPDATE ON TRAINING

Director Dunn gave Committee members background on the RFP process and brought them up to date on the selection of a Systemwide training firm. She also provided details on the proposed contract term, associated costs, features and benefits.

MERIT DISTRIBUTION GUIDELINES

VP Weinberger indicated that when increases are awarded to Management Confidential staff it will be based on merit. Chair Cohen inquired if there were standards in place. VP Weinberger responded that it is presently a discretionary program. An award timeline will be provided at the Committee's January meeting.

NEW BUSINESS

No new business was discussed.

The next committee meeting will be on Thursday, January 7, 2016, at 1 p.m.

ADJOURNMENT

With no further business to consider, **the meeting was adjourned at 2:55 p.m. on a motion by Regent Balducci, seconded by Regent Wright.**

w:\hr drafts\hr admin cmte meetings\2015 meetings\admin committee minutes draft 10 1 15 draft.docx