

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

Minutes – Special Meeting

1:30 p.m., Thursday, December 20, 2012

Room 323

61 Woodland Street, Hartford, CT

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Committee Chair

Yvette Melendez

Michael Pollard (Telephonic)

BOR STAFF PRESENT

Philip E. Austin, President

Dennis Murphy, Chief of Staff

Steven Weinberger, VP for Human Resources

Ernestine Weaver, Counsel

Toby Bates, Director of Employee Relations

Rosalie Butler, Administrative Assistant

GUESTS

Kerry Kelley, OPM

1. Call to Order, Roll Call, Declaration of Quorum

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

2. Approval of Special Meeting Minutes from November 9, 2012

The minutes of the November 9, 2012 Special Meeting were unanimously approved on a motion by Regent Melendez, seconded by Regent Pollard

3. Review and make recommendations regarding Special Compensation Analysis Report

Committee members were provided with the “Special Compensation Analysis - Final Executive Report dated December 2012”, as performed by Owen Pottier Consultants. Chairman Cohen gave a general overview and background information. The analysis was requested by the Committee as a result of certain employees having been granted raises or stipends during the tenure of former President Robert Kennedy.

Of the 21 employees originally granted stipends or raises, one had left the system and 20 remained. Stipends for Vice Presidents Nuñez and Levinson were approved by the

Board of Regents consistent with a statutory responsibility for the Board to appoint these employees. Therefore, they were not included in the study.

The study compared Conn State Colleges and University compensation classifications developed in 2010 to other peer institutions within New England and nationally. The report found Connecticut's existing compensation to be competitive. The report concluded that the BOR merger, by itself, does not justify major salary increases, nor did additional workloads unless additional fields of knowledge and abilities and greater accountability for measurable results have been added to the position. Discussion ensued among all committee members and staff present, resulting in consensus on the following items:

- *Committee members received and noted the Owen Pottier "Special Compensation Analysis Final Executive Report (December 2012)" with regard to the classification and compensation system. In the discussion which ensued, Committee members further noted that, with the exception of the two Vice Presidents and one other employee who had received stipends for new responsibilities requiring additional knowledge, skills and accountabilities, the current compensation of the incumbents should remain unchanged. For two positions determined to be outside the existing minimum and maximum applicable salary ranges, the Committee directed the administration to develop a remediation proposal for implementation, subject to appropriate review and approval.*
- Chair Cohen presented to the Committee a memorandum from the administration containing a recommendation to reinstate a temporary stipend (\$2,000/month) for the BOR Director of Policy and Research, retroactive to October 10, 2012, for the period of time in which he performs the additional duties of Academic Programs & Student Services. Payment of the stipend would terminate upon the hiring of a new academic leader. Discussion followed on the search process and anticipated timeline. *After the discussion which ensued, Chair Cohen noted that the consensus of the Committee is to proceed as recommended by the administration and submit this matter to the Finance Committee for its review and approval.*
- Having completed Phase I (the compensation study), the Committee will proceed with Phase 2 -- to develop a Request for Proposals for purposes of a full classification and compensation study of all management, confidential, and otherwise non-represented positions within the CONNSCU system.
- Establish common HR policies which link to the primary objectives and overarching strategies of the BOR.

Staff advised the next draft of BOR HR Policies should be ready for review before the end of the calendar year. These will incorporate statements tying strategic mission to positions.

4. Expense Accounts' Voucher Requirements

Committee members raised questions as to what types of expenses fall into vouchered vs. unvouchered expense categories, history to date and what policies and procedures to either revise or establish going forward. These questions will be of particular importance as the BOR embarks on a Presidential search. Toward that end, Committee members expressed their interest in conferring with campus presidents to ascertain any impacts which may potentially arise from a change in policy.

With no further business to consider, the meeting was adjourned at 2:50 p.m. on a motion by Regent Pollard, seconded by Regent Melendez.