

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

Minutes – Regular Meeting

1:00 p.m., Thursday, June 2, 2016

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

COMMITTEE MEMBERS PRESENT

Naomi Cohen, Chair

David Jimenez

Yvette Melendez

Elease Wright

COMMITTEE MEMBERS ABSENT

Richard Balducci

BOR STAFF PRESENT

Mark Ojakian, President

Steven Weinberger, Vice President for Human Resources

Michael Lopez, Director of Human Resources Administration

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 1:06 p.m.

Committee members agreed to discuss items out of agenda order.

APPROVAL OF MEETING MINUTES FROM MARCH 3, 2016

The minutes of the March 3, 2106 meeting were unanimously approved.

EXECUTIVE SESSION

At 1:07 p.m., on a motion by Regent Melendez, seconded by Regent Jimenez, the Committee voted to go into Executive Session for the purpose of discussion concerning records, reports and students, or the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee; and strategy or negotiations with respect to collective bargaining. Committee Chair Cohen announced that no votes would be taken in Executive Session. President Ojakian and VP Weinberger were asked to remain with the Committee throughout Executive Session. All other CSCU staff left the meeting.

RETURN TO OPEN SESSION

At 1:57 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 records, reports

and students, the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, and collective bargaining.

President Ojakian left the meeting. Director Lopez, Ms. Fitzgerald and Ms. Butler rejoined the meeting.

FLSA OVERTIME RULES

VP Weinberger provided Regents with a summary from the U.S. Department of Labor addressing the recent release of new overtime rules under the Fair Labor Standards Act and their implications on higher education. The topic has garnered considerable attention in the press, as employers develop implementation plans. While most will see an increase in the cost of doing business, the impact to CSCU should be minimal. Any arrangements with respect to overtime and compensatory time will remain undisturbed. UConn, a research institution, has postdoctoral fellows who may be affected. VP Weinberger responded to Regent questions regarding exempt employees and compensatory time.

TRAINING PORTAL

Director of Human Resources Administration Michael Lopez presented Regents with a status update on the new training portal, as well as a visual tour. The objective was to have a System-wide portal accessible to all employees. He characterized the timing as good to bring all units together under a new contract, as the contract with the previous vendor was expiring. The portal houses all mandated State and higher education training in one place, at a cost of \$196.4K, over a three-year term. CSCU is “piggybacking” off the State of Vermont contract. Ultimately, the portal will become an in-house resource.

Director Lopez described those policies required, the status of those completed and responded to Regent questions. The portal houses both policies and training modules. Reporting capabilities are being fine-tuned. Types and timing of training were discussed. Certain courses are still being aligned with State or Federal mandates. CSCU is relying upon other agencies to upload their online courses for Workplace Violence. Director Lopez explained the CT Education Academy (CEA) is the portal for all agencies, overseen by the Department of Administrative Services, while the CT Distance Learning Consortium manages its content. Director Lopez further explained the next step is to transition to CEA, which has always been the goal. CSCU may be able to go from FirstNet to CEA within 18 months.

Chair Cohen expressed concern that follow up to ensure compliance may not be occurring. Discussion followed as to how training requirements for Management Confidential staff and union employees differ. Committee members expressed their preference that employees be required to take and pass a competency test at the end of each training module. Director Lopez indicated that this change could be made. It was also noted that CHRO requires an avenue be provided for any online trainee to be able to ask questions.

BACKGROUND VERIFICATION POLICY – BAN THE BOX LEGISLATION

VP Weinberger explained that Connecticut had recently adopted legislation preventing public employers from inquiring about criminal history at the outset of the application process. Connecticut is currently one of 19 states that have adopted "ban-the-box" legislation designed to offer further employment opportunities to ex-convicts.

Accordingly, the goal of Connecticut's ban-the-box law is to require that employers allow ex-offenders and convicted criminals to apply and present their credentials prior to having to reveal their criminal history, thereby banning a box on the application requiring applicants to provide information on criminal history. VP Weinberger stated that the CSCU application does not currently contain such a box, nor would the legislation preclude the System from performing background checks further along in the hiring process. CSCU currently requires a background check for employees after an offer has been made but before work can begin.

BENCHMARKING REVIEW FOR MANAGEMENT AND CONFIDENTIAL PROFESSIONAL PERSONNEL

VP Weinberger noted that the CSCU Consolidated Compensation Structure for Management and Confidential Professional Employees was adopted by the Board of Regents, effective September 18, 2015. He further noted that the procedures associated with this pay plan call for an annual benchmarking review. After a brief discussion, the Committee directed VP Weinberger to review the compensation structure and develop and present an analysis and recommendations for consideration at its September 1, 2016 meeting.

AFFIRMATIVE CONSENT LEGISLATION

VP Weinberger reviewed with Regents two action items on the agenda at the June 3, 2016 BOR Academic and Student Affairs Committee meeting. House Bill 5376, "An Act Concerning Affirmative Consent", was passed and enacted as Public Act 16-106 and becomes effective July 1, 2016. In order to comply with PA 16-106, the BOR will seek to amend its Sexual Misconduct Reporting, Support Services and Processes Policy (and also to fulfill its agreement with the CSU-AAUP). Further, the BOR seeks to amend the CSCU Student Code of Conduct. Committee members also discussed the current BOR Policy on Consensual Relationships. VP Weinberger indicated he is reviewing the legislation and will incorporate in an appropriate manner any necessary updates to the BOR Policy on Consensual Relationships.

NEW BUSINESS

No new business was discussed.

The next committee meeting is scheduled for Thursday, September 1, 2016, at 1 p.m.

ADJOURNMENT

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