

**BOARD OF REGENTS FOR HIGHER EDUCATION  
HUMAN RESOURCES AND ADMINISTRATION COMMITTEE  
MINUTES – FEBRUARY 9, 2018 9:00 AM  
ROOM 310, 61 WOODLAND STREET, HARTFORD, CT**

**COMMITTEE MEMBERS PARTICIPATING:**

Naomi Cohen, Chair  
David Jimenez  
Yvette Melendez  
Elease Wright  
Richard J. Balducci

**CSCU STAFF PRESENT:**

Mark Ojakian, President  
Alice Pritchard, Chief of Staff  
Steve Weinberger, Vice President for Human Resources  
Ernestine Weaver, Counsel  
Erika Steiner, Chief Financial Officer  
Michael Rooke, President, NCCC & Chair of the Students First Mgmt. Consolidation sub-committee  
Michael Lopez, Director of Human Resources Administration  
Paul Martland, Dean of Administration, QVCC  
Cheryl Connor, Administrative Assistant

**GUESTS PRESENT:**

Michael O'Malley, Consultant

**CALL TO ORDER**

With a quorum present, Chair Cohen called the meeting to order at 9:03 am.

**APPROVAL OF MEETING MINUTES**

On a motion by David Jimenez, seconded by Elease Wright, the meeting minutes of January 11, 2018 were approved as submitted.

**DISCUSSION – PROPOSED PROCESS FOR HIRING LEADERSHIP POSITIONS IN THE NEW  
COMMUNITY COLLEGE OF CONNECTICUT**

Committee Chair Cohen opened the meeting by referencing the resolution that was adopted by the Board of Regents on December 14, 2017 to establish the Community College of Connecticut. The resolution included some tasks, in particular for the CSCU administration, in consultation with the Human Resources & Administration Committee to finalize the organizational charts for the new college leadership structure & positions to be integrated into the classification and compensation system, to keep the Board apprised on collective bargaining implications and to develop a hiring process for the new college leadership structure. Chair Cohen explained that today's meeting would include addressing both the leadership structure and the hiring process.

VP Steve Weinberger explained that there had been internal discussions regarding the process for the hiring of leadership positions. He provided a hand out (Attachment A) and identified the core leadership positions that need to be established. The first being the Vice Chancellor position. VP Weinberger proposed that this will be a Board search, similar to current campus president searches; the Board makes the appointment, there will be a Board Search Committee working with an Advisory Committee and guided by current Board Presidential Search Policy. VP Weinberger suggested retaining an external search consultant for this position. The search will be national in scope.

VP Weinberger then discussed with the Committee the next three leadership positions: The Provost & VP for Academic and Student Affairs, the Chief Financial Officer and the Vice President for Enrollment Management. VP Weinberger further proposed that these appointments be made by the Vice Chancellor in consultation with the Search Committee and Board members. He also proposed that the search be handled internally with no search consultant. Advertising will be done nationally and the Search Committees will vary among the three positions, consistent with prior System Office leadership searches, noting that these will not be Board appointments but that they Board could reserve the right to appoint a member to the search committees. Committee members discussed these proposals. It was determined that this would be the method for the searches.

Discussions continued regarding the three Regional Presidents, who will also be appointed by the Vice Chancellor, noting that the searches will also be handled internally and national in scope. It was also noted that there is preference for candidates with current or prior experience in higher education in the State of Connecticut. It was also suggested that the Board may wish to appoint a member to the Search Committees. Further discussions occurred related to the search for the twelve Campus Vice President positions; noting that the searches will be handled internally and also national in scope with consideration given to those with current CSCU System experience. There was also considerable discussion regarding the involvement of the Board, with agreement that these are employees of the Vice Chancellor, who shall be the hiring agent.

The Committee also agreed that the Board will be involved in the details of the process from the beginning, including the detailed position descriptions of these leadership positions, the hiring process and also meeting with the Regional finalists and following up with recommendations to administration for the Regional Presidents.

There was also considerable discussion regarding the timeline related to these searches. It was also noted that the key in this process is preparation; the Committee will work on the details of the process and position descriptions and responsibilities.

VP Weinberger introduced Michael O'Malley . He had been involved with the consulting firm that did work with HR to establish classification and compensation for CSCU leadership. Mike explained that he was working on the details of the summaries and adding details to creating the specifications that could be used for position searches. There was discussion regarding possible existing models for these positions.

VP Weinberger explained that administration is working internally to generate the draft of position descriptions, which will then be presented to the Committee for review of job descriptions and compensation.

Chair Cohen also noted that the work of this Committee in the next month will be to clarify the process and also to review the consultant's work. The next meeting is scheduled for March 22nd.

#### **EXECUTIVE SESSION**

**On a motion by Regent Balducci seconded by Regent Wright, the Committee voted unanimously to go into Executive Session for discussion concerning:**

- draft documents related to new leadership positions
- an update on pending litigation; and
- the appointment or evaluation of public officer or employee

Chair Cohen invited the following persons to remain with the Committee and President Ojakian

Alice Pritchard, Chief of Staff  
Steven Weinberger, Vice President for Human Resources  
Ernestine Weaver, Counsel  
Michael O'Malley, Consultant

**The Committee returned to open session at 11:47pm.**

Committee Chair Cohen advised there were no votes taken in executive session and that discussion was limited to the topics previously announced.

#### **ADJOURNMENT**

**On a motion duly made, seconded and passed unanimously, the meeting adjourned at 11:48 am.**

Submitted,

Cheryl Connor

**Community College of Connecticut  
Leadership Recruitment and Selection**

Discussion Draft

Position: Vice Chancellor (1)  
Hiring Manager: Board of Regents  
Search Chair: Appointed by Chairman, Board of Regents  
Committee Members: As stipulated in Board Presidential Search Policy #15-08  
Search Management: External  
Search Scope: National

Position: Provost & VP for Academic and Student Affairs (1)  
Chief Financial Officer (1)  
Vice President for Enrollment Management (1)  
Hiring Manager: Vice Chancellor  
Search Chair: Appointed by Vice Chancellor  
Committee Members: Consistent with prior System Office leadership searches  
Search Management: Internal  
Search Scope: National  
Notes: Separate searches for each position  
Regent appointment to each search committee at Board's option

Position: Regional Presidents (3)  
Hiring Manager: Vice Chancellor  
Search Chair: Appointed by Vice Chancellor  
Committee Members: Aligned with Board Policy #15-08  
Search Management: Internal  
Search Scope: National

Notes: Separate searches for each position  
Regent appointment to each search committee at Board's option  
Preference for candidates with current or prior experience in higher education in the State of Connecticut

Position: Campus Vice President (12)  
Hiring Manager: Vice Chancellor  
Search Chair: Appointed by Vice Chancellor  
Committee Members: Aligned with Board Policy #15-08  
Search Management: Internal  
Search Scope: National

Notes: Separate searches for each position  
Regent appointment to each search committee at Board's  
option  
Preference for candidates with current or prior experience  
in higher education in the State of Connecticut