



# Board of Regents

## HUMAN RESOURCES & ADMINISTRATION COMMITTEE

MINUTES – REGULAR MEETING – October 10, 2019

BOR BOARDROOM, 61 WOODLAND STREET, HARTFORD, CT

COMMITTEE MEMBERS PARTICIPATING	PRESENT
Naomi Cohen, Chair	Yes
Elease Wright	Via Teleconference
Holly Howery	NO
David Jimenez	Yes
Richard J. Balducci	Yes

OTHER REGENTS PARTICIPATING	
Merle Harris	Yes

### CSCU STAFF PRESENT:

Alice Pritchard, Chief of Staff  
 Andrew Kripp, Vice President, Human Resources  
 Ernestine Weaver, Counsel  
 Michael Lopez, Director of Human Resources Administration  
 Erin A Fitzgerald, Associate Director Board Affairs/Secretary of the BOR  
 Cheryl Connor, Admin. Assistant, Board Affairs

### CALL TO ORDER

With a quorum present, Chair Cohen called the meeting to order at 1:00 pm.

### APPROVAL OF MEETING MINUTES

The meeting minutes of June 6, 2019 were approved as submitted.

The meeting minutes of September 4, 2019 were approved as submitted.

### INFORMATION ITEMS

#### 1. Update on employee training requirements

Michael Lopez, Director of HR Administration, provided an overview of the employee training requirements and progress towards compliance. He also provided information regarding the Time’s Up Act, Public Acts 19-16 and 19-93 and the new rules and requirements regarding sexual harassment & diversity training. (Attachment A hereto)

The Committee discussed the progress achieved since the computer training was made available, concerns over ensuring completion rates of 100%, and the assurances by Michael Lopez and Counsel Weaver that the BOR protocols are in compliance with existing statutes and regulations.

#### 2. Update of class and compensation structure

Chairman Cohen referred the committee to the resolution passed at the last meeting,, authorizing salary adjustments for management and confidential professional employees and to section 6.5 of the CSCU Human Resources Policies for M/C Professional Personnel, specifically, section C. which states “No one employed less than six (6) months in such a position shall be eligible for consideration

of such a salary increase.” VP Kripp and the Committee discussed the intent of this section. Committee members agreed that when this section of the policy was adopted, it was not contemplated that the ‘six months provision’ would apply to employees within the System who had worked in the System for more than 6 months but had been assigned a new position/job title within less than 6 months. Therefore, on a motion by Regent Balducci seconded by Regent Jimenez, the Committee unanimously approved the granting of 3.5% salary increases to Management Confidential and Professional Employees who are not members of bargaining units and who have been continuously employed by CSCU for more than 6 months. Chair Cohen noted that a revision/clarification of this section is needed when a total review is conducted of the CSCU Employee Manual for Confidential and Professional Employees.

## **ACTION ITEM**

### **1. Revision of Student Worker Pay Rates at CSCU Institutions Effective October 1, 2019**

Michael Lopez explained that In May 2019, the Connecticut General Assembly increased the minimum wage to \$11.00 per hour effective October 1, 2019, \$12.00 per hour effective September 1, 2020, \$13.00 per hour effective August 1, 2021, \$14 per hour effective July 1, 2022, and \$15.00 per hour effective June 1, 2023. To comply with state minimum wage changes and to maintain sufficient differentiation between the student worker classifications, revisions to the student worker pay rate schedule are warranted.

Recognizing that the student worker pay rates require regular review, the rate structure shall be reviewed at least once each fiscal year by the System Office and the CSCU President shall approve rate adjustments as necessary and advise the Board of Regents accordingly to align with State Statute.

*After a brief discussion and **on a motion by David Jimenez, seconded by Richard Balducci, the resolution below was unanimously passed approving revisions to the Student Worker Pay Rate Schedule effective with the pay periods that include the effective dates in 2019, 2020, 2021, 2022 and 2023** and that the student worker pay rates shall be reviewed by the System Office and the CSCU President shall approve rate adjustments as necessary and will advise the Board of Regents.*

- WHEREAS, The Connecticut General Assembly in the 2019 legislative session increased the minimum wage in Connecticut to \$11.00 per hour effective October 1, 2019, \$12.00 per hour effective September 1, 2020, \$13.00 per hour effective August 1, 2021, \$14 per hour effective July 1, 2022, and \$15.00 per hour effective June 1, 2023.
- WHEREAS, Student workers who are classified in Class I of the Student Worker Pay Rate Schedule are paid within a range of \$11.00 to \$13.00 per hour, and
- WHEREAS, Student workers who are classified in Class II of the Student Worker Pay Rate Schedule are paid within a range of \$11.00 to \$14.00 per hour,
- WHEREAS, Student workers who are classified in Class III of the Student Worker Pay Rate Schedule are paid within a range of \$13.00 to \$17.00 per hour, now therefore, be it
- RESOLVED, That the Board of Regents approves revisions to the Student Worker Pay Rate Schedule effective with the pay periods that include the effective dates in 2019, 2020, 2021, 2022, and 2023 as contained on Exhibit A, and be it further
- RESOLVED, That all student workers compensated at a level below the minimum hourly wage or below the minimum rate for the student worker classification to which assigned when a change takes effect, receive an appropriate adjustment in pay to ensure compliance with the statutory

minimum wage and revision in the pay rate schedule enacted pursuant to this resolution beginning October 1, 2019, and be it further

RESOLVED, That student worker pay rates shall be reviewed by the System Office at least once each fiscal year and the CSCU President shall approve rate adjustments as necessary and will advise the Board of Regents.

Chair Cohen asked for a revision to the staff report to include the number of student workers currently impacted and the cost.

### **INFORMATION ITEMS (continued)**

#### **Update of class and compensation structure (continued)**

Chair Cohen returned to the information item of updating the class and compensation structure and reminded the committee that when the current Class and Compensation structure was adopted, it was determined that compensation and classification should be reviewed every three to five years. Therefore, there is a need to perform that review.

Andrew Kripp, VP of Human Resources, provided a review of the existing classification and compensation procedures for management and confidential professional personnel and outlined the next steps. (Attachment B)

Prior to calling for adjournment, Chair Cohen mentioned that members have been polled regarding 2020 meeting dates and start times and that the 2020 Board of Regents Meeting Schedule will reflect a 9:30 am start time for next year's HR & Administration Committee meetings.

### **ADJOURNMENT**

**On a motion by Richard Balducci seconded by Elease Wright, the meeting adjourned at 3:05 pm.**

#### **Attachments:**

Attachment A—Michael Lopez: CSCU Learning Management System & Usage Statistics

Attachment B – Andrew Kripp- Classification and Compensation Review

## **HUMAN RESOURCES/ADMINISTRATION COMMITTEE**

**REGULAR MEETING – OCTOBER 10, 2019**

CSCU System Office, 61 Woodland Street, Hartford, CT

Attachments to Minutes  
and/or  
Meeting Handouts/Presentations

Posted online at <http://www.ct.edu/regents/minutes>

- A.** Michael Lopez- CSCU Learning Management System & Usage Statistics
- B.** Andrew Kripp-Classification and Compensation Review



### CSCU Learning Management System

1. FirstNet Subscription Agreement

- a. Pending amendment to extend services for two (2) add'l years through 12/31/2021 at an annual cost of \$38,200.
- b. This annual renewal cost will be funded from the System Office HR operating budget
- c. Consideration of no-cost state-sponsored training
  - i. OSE Ethics 101
  - ii. CHRO Sexual Harassment Prevention

2. CSCU Learning Management System content:

Training Modules			
	Frequency	Mandate	Note
Sexual Harassment Prevention	One-Time Training	State	Online course content meets the "interactive" state mandate
Ethics 101	Annual	State	
Family Education & Rights Privacy Act (FERPA)	One-Time Training	CSCU	
Title IX / VAWA / Clery Act	One-Time Training	CSCU	
Workplace Violence Prevention	One-Time Training	CSCU	
Gramm-Leach Bliley Act (GLBA)	One-Time Training	CSCU	
Americans with Disabilities Act & ADA Amendments Act	One-Time Training	N/A	Course requested by WCSU

CSCU Policy Documents		
	Frequency	Mandate
Affirmative Action / Affirmative Action Grievance	One-time	CSCU
Code of Conduct	One-time	CSCU
Consensual Relationships	One-time	CSCU
Ethics	One-time	CSCU
Faculty Consulting	One-time	CSCU
Nepotism in Employment	One-time	CSCU
Pre-Employment Background Screening	One-time	CSCU
President Search	One-time	CSCU
Reporting Suspected Abuse or Neglect of a Child	One-time	CSCU
Sexual Misconduct	One-time	CSCU
Student Worker Pay Rates	One-time	CSCU
Travel	One-time	CSCU

3. Quarterly Usage Report

- a. New course & policy starts

4. Time's Up Act

- a. Public Acts 19-16 and 19-93
- b. New rules/requirements regarding sexual harassment & diversity training
- c. Online quizzes/feedback in FirstNet's Sexual Harassment Prevention module meets the "interactive" mandate of the Time's Up Act
- d. Effective 10/1/2019

**Total Usage Statistics by Course January 1, 2016 through September 30, 2019**

Course Name	Course Code	Courses Started	Courses in Work	Courses passed	% of ALL Users Taking a Course That Pass
Ethics 101 - Connecticut Office of State Ethics e-Learning	CN00	3322	334	2988	89.95%
Gramm-Leach-Bliley Act	CN03	1971	65	1906	96.70%
Workplace Bullying and Violence Prevention	EM29	108	19	89	82.41%
Sexual Harassment Prevention	EM54	945	143	802	84.87%
Title IX, VAWA, & Clery Act for Faculty & Staff	SS02	1616	214	1402	86.76%
FERPA for Higher Education	SS04	1584	134	1450	91.54%
Totals		9546	909	8637	88.70%

^^^ percent of users who started a course that have completed and passed the course

**Total Usage Statistics by Policy January 1, 2016 through September 30, 2019**

Policy Name	Policy Code	Policies Started
Affirmative Action/EEO Policy Statement	CSCU_AAEEEO	1037
Code of Conduct Policy	CSCU_COC	615
Consensual Relationships	CSCU_CR	602
Ethics Policy	CSCU_Ethics	1146
Faculty Consulting Policy	CSCU_FCP	32
Affirmative Action Grievance Procedure	CSCU_GP	63
Nepotism in Employment Policy	CSCU_NE	515
Pre-Employment Background Verification Policy	CSCU_PBVP	21
Presidential Search Policy	CSCU_PSP	25
Reporting Suspected Abuse or Neglect of a Child Policy	CSCU_RSANC	457
Sexual Misconduct Policy	CSCU_SMRSSPP	469
Student Worker Pay and Wage Policy	CSCU_SWPRSMWC	27
Travel Policy	CSCU_TP	383
	Total	5392



Human Resources and Administration Committee meeting

October 10, 2019

Classification and Compensation review

Andrew Kripp, Vice President Human Resources CSCU

The existing Classification and Compensation Procedures for Management and Confidential Professional Personnel was implemented September 18, 2015 with the assistance of outside consultants. The procedures, grades, benchmarking and leveling of positions within the system has been unchanged save for the increase of the ranges by 3.5% as a result of the board action this past September.

A review and update of the procedures, benchmark jobs and ranges is overdue.

Next steps:

- We have initiated contact with the consultant, Michel O'Malley, involved in the original development and implementation, for assistance in assessing the scope of the updates. We meet with him Friday Oct 11, 2019.
- We will determine the need for an RFP and/or limited engagement of Mr. O'Malley to execute the review and support of updates of the Classification and Compensation Procedures for Board review.
- A review of the historical documents and implementation of the system is underway with Michael Lopez, Director of Human Resources Administration and Andrew Kripp, Vice President of Human Resources.
- We have determined that the required M/C job evaluation Committee needs to be established. Candidates for the required 5 members as outlined under the Classification and Compensation Procedure page 2, under definitions, will be submitted to President Ojakian for his approval by the end of October. In the interim responsibilities of the M/C committee will be managed by the Vice President of Human Resources, Director of Human Resources Administration and the Chief of Staff as needed.
- As part of the Classification and Compensation Procedures review "Setting of the Hiring Salaries", section step 1, page 6 reference to Section 6.5 of the Human Resources Policy should be reviewed given the inherent conflicts it creates in the design and the intent of the Classification and Compensation Procedures policy.

In addition to the above for discussion and review:

The negative impact Section 6.5.C regarding the eligibility for salary increase based on the date of a role change for employees in the CSCU System Management and Confidential Professional positions:

- Existing CSCU System Management and Confidential Professional that changed role within the System Office the between January 1, 2019 and June 30, 2019 are not slated to receive an increase – 6.5.C does not appear to have been applied correctly.

Attachments:

- 1) Classification and Compensation Procedures Management and Confidential Professional Personnel, relevant pages
- 2) CSCU Human Resources Policies for Management & Confidential Professional Personnel, relevant pages



CONNECTICUT STATE  
COLLEGES & UNIVERSITIES  
BOARD OF PRESIDENTS AND CHANCELLORS

# **CLASSIFICATION AND COMPENSATION PROCEDURES**

## **Management and Confidential Professional Personnel**

**Effective September 18, 2015**

**VERSION 1.0**

# Setting the Hiring Salary

The compensation plan consists of a series of eleven salary levels that are designed to provide competitive salary opportunities for the responsibilities and requirements of Management and Confidential Professional jobs within the CSU System. The guidelines below provide direction on how salaries should be set within a level. Salaries should be determined and managed by taking into account the skills, education and experience of the individual, as well as external market and internal equity factors. Individuals within a job will progress through the level based on growth in their knowledge and experience, as well as performance.

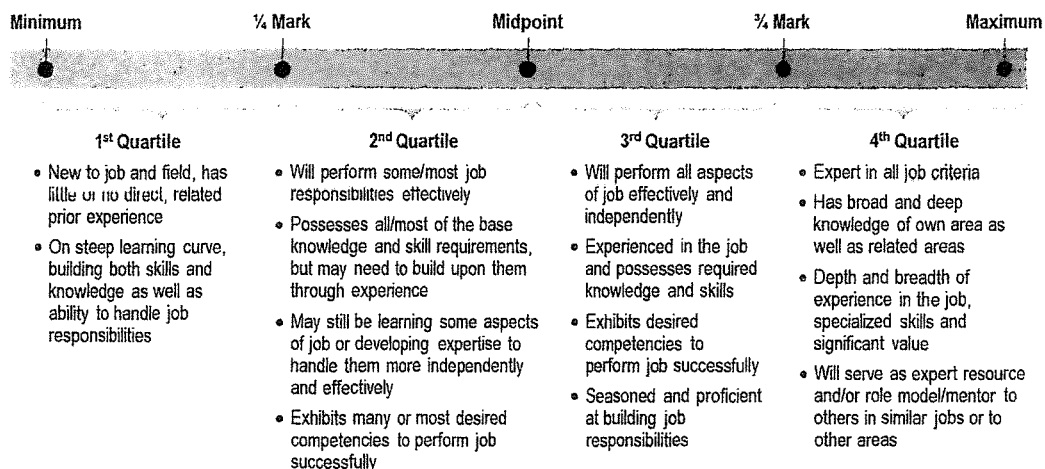
The salary levels are wide enough to accommodate a variety of experience and performance levels, and all incumbents can expect to be paid within the salary range associated with their job's classification.

Setting a hiring salary involves a review by the HR Officer of the skills and experience of the incumbent in relation to the salary range associated with the job's level.

## Step 1: Review Skills and Experience of the Individual

Individual salaries will be collaboratively set within the range for the level by the HR Officer and the department head, or designee, based on the incumbent's individual skills and qualifications as defined below in "Managing Salaries within a Level." See Article 6.5 in the Human Resources Policies for restrictions on hiring salaries and the approval process for exceptions to the policy. In all cases, hiring salaries are dependent upon the institution's available financial resources and internal equity considerations.

### Managing Salaries within a Level



BOR Approved: May 16, 2013

Previous revisions:

12/13/18 via BR 18-154

8/21/14 via BR 14-082

## CONNECTICUT STATE COLLEGES AND UNIVERSITIES (CSCU)

### HUMAN RESOURCES POLICIES

FOR

### MANAGEMENT & CONFIDENTIAL

### PROFESSIONAL PERSONNEL



CONNECTICUT STATE  
COLLEGES & UNIVERSITIES

BOARD OF REGENTS FOR HIGHER EDUCATION

Human Resources Office  
61 Woodland Street  
Hartford, CT 06105

(860) 723-0625

Employees wishing to contest the accuracy, completeness or relevancy of documents in the personnel file shall submit a request for addition, deletion or correction, in writing to the Human Resources Director. The dated request shall provide detailed reasons for the proposed change. The decision in the matter by the Human Resources Director shall be final, binding and issued within thirty (30) days of the initial written request. Contents of the Chief Human Resources Officer's file may only be changed upon the agreement of the President.

An employee's file may be opened to an outside party pursuant to and in accordance with the Freedom of Information Act and other relevant laws. An affected employee shall be promptly notified of any such request.

#### 6.5 Salary Ranges

Each Management and Confidential Professional title is assigned to a salary range<sup>1</sup>. The assignment of new titles to ranges and the reassignment of existing titles to new ranges shall be pursuant to the Classification and Compensation Policy.

##### A. Salary Ranges for New Hires (*revised 08/21/14*)

Newly hired management/confidential professional employees may be placed by administrative action at any point in the applicable salary grade up to and including to the median for the following level positions: at the level of Dean and above at the community colleges and Charter Oak State College, at the level of Vice President and above for the universities, and for System Office employees who report directly to the President including, but not limited to, those positions reflected on the July 1, 2014, organizational chart maintained by the System Office's Human Resources Department. As changes occur to the organizational chart of the President's office, the Human Resources Department shall maintain an up-to-date organizational chart and shall provide it to the HR and Administration Committee for informational purposes.

By exception, on a case-by-case basis, the President may seek Board approval for the hiring of a management/confidential employee at a salary above the median of the applicable salary grade for the above noted levels. Newly hired management/confidential professional employees being appointed to positions below the levels noted above may be placed by administrative action at any point in the applicable salary grade.

##### B. Salary Adjustment Policy

The Board recognizes the dedication and professional accomplishments of the Management and Confidential Professional employees and is committed to compensating such persons fairly. Salary adjustments shall be administered in accordance with the Classification and Compensation policies. As a matter of salary administration for management/confidential employees, compensation shall not be set below the minimum or above the maximum for the applicable grade.

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<sup>1</sup> Appendix A – MC Salary Range Plan effective 9/18/15

C. Salary Adjustments for Management and Confidential Professional Employees

Salary adjustments for Management and Confidential Professional Employees shall be pursuant to Board policy. All salaries fall within ranges established by the Board. The effective date for annual salary adjustments shall be the beginning of the pay period which includes July 1. No one employed less than six (6) months in such a position shall be eligible for consideration of such a salary increase. Anyone who will not be employed in a Management or Confidential Professional position as of the September 1, for any reason shall not be eligible for the salary adjustment.

Salary adjustments for Management and Confidential Professional Employees shall not exceed but may match the average salary increases given to bargaining units. Subject to the approval of the Board, a President may adjust a salary of Management and Confidential Professional Employees due to change in function or other substantiated reason.

D. Reporting Salary Adjustments

All salary adjustments for Management and Confidential Professional Employees within the System Office shall be reported to and approved by the Board on a form prescribed by the President of the Board of Regents.

#### 6.6 ARP Disability Plan

Management and Confidential Professional Employees who are members of the Alternate Retirement Plan (ARP) shall be covered at no expense by a group disability plan.

#### 6.7 Group Life Insurance

Employees shall continue to be eligible to participate in the state's group life insurance plan pursuant to Connecticut General Statutes.

#### 6.8 Overpayment Recovery

When the System Office or an institution determines that an employee has been overpaid, the human resources office shall give reasonable notice to the employee of the fact and reasons therefore. Overpayments or other unauthorized payments may be involuntarily recovered by payroll deduction. Such biweekly recovery deduction(s) shall not exceed the amount of the overpayment(s). The deduction shall begin promptly provided:

- The individual employee has not agreed, in the opinion of the Human Resources Director, to an alternative reasonable payment schedule;
- There is no pending litigation related to the issue; and
- The recovery rate shall not exceed five (5) percent of the employee's gross biweekly salary.