

**BOARD OF REGENTS FOR HIGHER EDUCATION  
SPECIAL MEETING OF THE HUMAN RESOURCES & ADMINISTRATION COMMITTEE  
MEETING MINUTES – November 28, 2018 8:30am  
BOR Boardroom, 61 WOODLAND STREET, HARTFORD, CT**

**COMMITTEE MEMBERS PARTICIPATING:**

Naomi Cohen, Chair  
Elease Wright  
Holly Howery (via teleconference)  
David Jimenez (via teleconference)  
Richard J. Balducci (via teleconference)

**Additional Regents Present:**

Merle Harris  
Peter Rosa  
Del Cummings

**CSCU STAFF PRESENT:**

Mark Ojakian, President  
Alice Pritchard, Chief of Staff  
Steve Weinberger, Vice President for Human Resources  
Ernestine Weaver, Legal Counsel  
Erika Steiner, CFO  
Erin Fitzgerald, Associate Director, Office of Board Affairs  
Cheryl Connor, Administrative Assistant  
Michael Lopez, Director of Human Resources Administration

**CALL TO ORDER**

With a quorum present, Committee Chair Cohen called the meeting to order at 8:34.

**APPROVAL OF MEETING MINUTES**

On a motion by Elease Wright, seconded by Holly Howery, the meeting minutes of September 5, 2018 were approved as submitted.

On a second motion by Elease Wright, also seconded by Holly Howery, the meeting minutes of October 16 2018 were approved as submitted.

**REVISION TO MANAGEMENT CONFIDENTIAL POLICY ON COURSE PRIVILEGES**

Chair Cohen introduced the agenda item, Revision to Management Confidential policy on course privileges, explaining that the revision is needed in response to contract negotiations with the unions representing community college employees. President Ojakian and Steve Weinberger, Vice President for Human Resources, gave a brief overview of the current policy and its background. Erika Steiner also offered information regarding the potential financial impact of the proposed change. On a motion by Elease Wright, seconded by Holly Howery, the motion passed unanimously. The resolution, as stated below, will now move on to the full board meeting in December.

## Revision to Course Privilege Benefits for Community College Management/Confidential Professional Employees

WHEREAS, under the Board's existing Human Resources Policies, management and confidential professional employees at the community colleges receive course privileges that they can utilize only at any of the CSCU community colleges; and

WHEREAS, currently there is no policy that grants management and confidential professional employees a waiver of tuition and fees at the state universities, and

WHEREAS, until July 1, 2017, this benefit was substantially identical to the tuition waiver available to community college employees covered by collective bargaining agreements, and

WHEREAS, at the last round of contract negotiations, the Board and the three unions representing community college employees agreed to revise the course privileges benefit to be applied toward the cost of tuition and fees at both community colleges and state universities, and

WHEREAS, in the interests of equity and enhanced employee recruitment and retention, it is recommended that the course privileges benefit for management and confidential professional employees at the community colleges be aligned with the benefit available to community college employees covered by a collective bargaining agreement, now, therefore, be it

RESOLVED, that effective January 1, 2019, Section 6.9 of the Human Resources Policies for Management & Confidential Employees is hereby amended in accordance with the attachment to this Resolution.

### **Section 6.9 Course Privileges**

#### System Office

Subject to the approval of the College or University offering the instruction, a full-time non- temporary System Office employee hired under these policies or their spouse and unmarried dependents under the age of 25 may take courses **only** at either the Community Colleges or the State Universities on a space available basis without payment of tuition. Upon making an election of either university or college, System Office employees may not change their election. System Office employees hired prior to the adoption of this policy shall be allowed course privileges in accordance with the policy that was previously in effect for their respective employer.

#### Community Colleges and State Universities

Full-time non-temporary Community College employees or their spouses and unmarried dependents under the age of 25 may take courses [~~only~~] at any of the colleges or universities with the exception of Charter Oak State College.

Effective January 1, 2019, full-time non-temporary Community College employees or their

spouses and unmarried dependents under the age of 25 may apply the cash value of their community college in-state tuition and fees to universities throughout the CSCU System with the exception of Charter Oak State College. The cash value of a Community College tuition and fee waiver will equate to the total number of registered credit hours. The maximum cash value per semester will equate to a full-time load of twelve (12) or more credit hours. The cash value equivalent for Community College tuition and fee waivers will be adjusted to align with changes in community college in-state tuition and fees.

The cash value of the Community College tuition and fee waiver can be applied to graduate level courses for those Community College employees, their spouses, and dependents who are academically eligible for graduate classes.

Full-time non-temporary State University employees or their spouses and unmarried dependents under the age of 25 may take courses only at any of the state universities.

If attending a state university the following fees may be waived: State University Fee or General University Fee for full-time students and Extension Fee and Registration Fee for part-time students. If attending a community college the following fees may be waived: application fee, program enrollment fee, college services fee and student activity fee. Course privileges do not include waivers for credit extension course work.

#### Charter Oak

Full-time Charter Oak employees may take one free course per calendar year at Charter Oak State College.

The course privileges above may be granted provided that participation in courses does not interfere with the employee's professional obligations. This benefit shall also be available to the above-mentioned spouse and dependents surviving a deceased employee (death having occurred on or after July 1, 1990, during the employee's active service) who had accumulated ten (10) years of State service.

## UPDATE ON INSTITUTIONAL EQUITY PLANNING

Chair Cohen, then moved on to the information item on the agenda, Update on Institutional Equity Planning. She reminded the committee of the October 16<sup>th</sup> joint meeting of the Human Resource & Administration and the Academic & Student Affairs committees where, President Ojakian was asked to report back regarding establishing a unit within the System Office that would ensure that all campuses have the tools and training to respond quickly, consistently and sensitively to the disclosures and reports of sexual violence; that there is awareness of available services for reporting and support and provide additional resources needed to address sexual violence. President Ojakian shared his preliminary thoughts on the establishment of a CSCU Office of Institutional Equity, which would be dedicated to the prevention and response for monitoring and data collection/reporting, policy review and revision, investigation, training and educational resources. He also shared information regarding the posting for a Director of Institutional Equity. See Attached Draft Proposed CSCU Office of Institutional Equity.

## EXECUTIVE SESSION

There was no executive session.

## ADJOURNMENT

**On a motion duly made, seconded and passed unanimously, the meeting adjourned at 9:12am.**

Submitted,

Cheryl Connor

## Proposed CSCU Office Institutional Equity

### Goal

Promote integrated system and campus approach to building awareness of, and ensuring the consistent and proactive response to, issues of sexual misconduct, harassment and discrimination at CSCU.

### Plan

Establish the CSCU Office of Institutional Equity devoted to prevention and response with key staff at the system level dedicated to monitoring and data collection/reporting, policy review and revision, investigation, training and educational resources, and guidance to support the campuses in their efforts to promote cultures of respect for all persons. The Director of the Office of Institutional Equity will report to the CSCU President.

### Scope

Initial focus on ADA, Title IX and discrimination matters for employees and students with implementation of training, investigations, and guidance. Leveraging and maximizing the staff and resources on the campuses to ensure a stronger response to issues of inequality.

### Implementation Plan/Timeline

#### *Winter 2019*

- Post position and hire CSCU Director of Institutional Equity
- Constitute office with Director, Title IX Coordinator and Director of Training
- Provide training for all staff responsible for data collection and reporting to promote consistency across system (in collaboration with Legal Affairs office)
- Survey employees and students on campus climate and recommendations for prevention activities
- Convene campus professionals focused on Title IX to solicit feedback on needs for guidance/support and best practices going forward
- Convene campus professionals focused on disability services/ADA compliance to solicit feedback on needs for guidance/support and best practices going forward
- Review current provision of employee and student training on these matters and recommend any improvements (in collaboration with Human Resources office)

#### *Spring 2019*

- Develop Institutional Equity office plan as outlined above
- Develop implementation guidance for start of fall semester with all campuses