



**BOARD OF REGENTS FOR HIGHER EDUCATION
AGENDA - REGULAR MEETING
BOARD WORKSHOP**

9:00 a.m., Thursday, July 17, 2014

CT Room in Memorial Hall

at

Central Connecticut State University, New Britain, CT

A Special Meeting of the Board of Regents for Higher Education will be held **9:00 a.m., Thursday, July 17, 2014, in the Connecticut Room of Memorial Hall, at Central Connecticut State University in New Britain, CT.**

The agenda and timeline* for the meeting is below.

9:00 a.m.	<ul style="list-style-type: none"> • Call to Order and Roll Call • Salary adjustments for Management/.Confidential Professional Employees • Amendment to BOR Bylaws – info only
9:15 a.m.	Move to Executive Session for discussion concerning the performance and evaluation of a public officer or employee - CGS Section 1-200 (6)(a) (Board self-evaluation: member performance review/interpersonal board relationships)
11:45 a.m.	Return to Open Session; Recess for Lunch (in President’s Dining Rm)
12:15 p.m.	<ul style="list-style-type: none"> • Reconvene in Open Session (back in CT Room) • Discussion <ul style="list-style-type: none"> ○ Board self-assessment ○ Current Changes in American Higher Ed
1:00 p.m.	Move to Executive Session for discussion concerning matters relating to preliminary drafts – CGS Section 1-210(b)(1) (preliminary drafts related to Transform 2020 initiative)
2:45 p.m.	Return to Open Session
2:45 p.m.	Move to Executive Session for discussion concerning the performance and evaluation of a public officer or employee – CGS Section 1-200 (6)(a) (BOR President evaluation review)
3:00 p.m.	Return to Open Session
3:00 p.m.	Adjourn

*Estimated timeline; may be adjusted as required without prior notice.

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ITEM

FY 2015 Salary Adjustments for Management and Confidential Professional Personnel of the Board of Regents for Higher Education

BACKGROUND

Consistent with the BOR Human Resources Policies for Management and Confidential Professional Personnel, Article 6.5, the President of the Board of Regents is recommending salary adjustments for certain Management and Confidential Professional employees based on the policy. The policy provides the following:

6.5 Salary Ranges

Each Management and Confidential Professional title is assigned to a salary range. 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

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. 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.

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.

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.

ANALYSIS

Connecticut continues to emerge from the economic crisis of 2008. The salary adjustment recommendation proposed reflects tight economic conditions and; therefore, does not extend to all employees, but is limited to unclassified ConnSCU Management & Confidential Professional employees in the System Office, Colleges and Universities. These employees are within the following classifications:

- University Director 1 (Salary Grade 39) and below;
- Community College Administrator 4 (Salary Grade A4) and below; and
- Charter Oak State College Professional Tech. 2 and below.

Two elements are reflected in this proposal. First, a review of salary increases for employees in bargaining units assigned to the BOR indicates that the overall salary increases for these employees is approximately 5 percent. Pursuant to subsections C and D of Article 6.5 of the BOR Human Resources Policies for Management and Confidential Professional Personnel, the President of the Board of Regents recommends salary adjustments for certain employee classifications as described above.

Secondly, beginning in FY 2013 the BOR adopted a commitment to make salary adjustments based on performance. Therefore, the recommendation for FY 2015 is to provide such increases as performance recognition to eligible employees based on their job performance as reflected in their annual evaluation. To implement the performance based recognition, there is an established pool of funds totaling 3.5 percent of the salaries of all eligible employees and a cap on individual increases of 5 percent for each employee who is deemed eligible. It should be noted that only those employees receiving performance ratings of “meets expectations”, “satisfactory”, “good” or better will be eligible for a salary adjustment.

There are approximately 133 eligible Management and Confidential Professional employees and the approximate cost of this distribution is \$366,547 on an annualized basis, exclusive of employee benefits. The Board’s Chief Financial Officer estimates that all university and college budgets, along with the System Office budget, are financially positioned to absorb this cost.

The BOR President has issued salary adjustment guidelines (noting any action is subject to BOR approval of this recommendation) detailing the consistent system-wide administration of the salary adjustment and provided the amount of the salary adjustment pool to each of the presidents in the Connecticut State Colleges and Universities System. All salary recommendations made by the university and college presidents shall be submitted to the System Office in a prescribed format for review of conformance with the issued salary adjustment guidelines and will require final approval by the BOR President.

BOR PRESIDENT’S RECOMMENDATION

Consistent with the Human Resources Policy set forth above, the BOR President recommends the Board of Regents for Higher Education consider and approve the attached resolution authorizing the BOR President to proceed with implementation of the 2014-2015 salary adjustments as described above and prescribed therein.

Under the guidelines set forth in Exhibit A to the proposed resolution, the President may proceed with implementation of 2014-2015 salary increase (effective June 27, 2014) only for those unclassified ConnSCU Managerial and Confidential Professional employees in the following classifications: University Director 1 and below (Salary Grade 39); Community College Administrator 4 and below (Salary Grade A4); and Charter Oak State College Professional Tech. 2 and below.

The Board, through the BOR President, will continue to monitor the overall economic recovery trends, and their impact on Connecticut, with an eye toward re-assessing salary adjustments at the beginning of 2015 to those employees excluded in this adjustment who otherwise would have been included in accordance with existing BOR policy.

07/17/14 – Board of Regents for Higher Education

CT BOARD OF REGENTS FOR HIGHER EDUCATION

RESOLUTION

concerning

AUTHORIZATION FOR BOR PRESIDENT TO IMPLEMENT 2014-2015 SALARY ADJUSTMENTS FOR SPECIFIED CLASSIFICATIONS OF MANAGEMENT AND CONFIDENTIAL PROFESSIONAL EMPLOYEES FOR THE RATING PERIOD JULY 1, 2013 TO JUNE 30, 2014, EFFECTIVE JUNE 27, 2014

July 17, 2014

RESOLVED, That the Board of Regents for Higher Education hereby approves the recommendation of the BOR President and authorizes him to proceed with implementation of 2014-2015 performance recognition salary adjustments (effective June 27, 2014) limited to unclassified ConnSCU Management & Confidential Professional employees in the System Office, Colleges and Universities. These employees are within the following classifications:

- University Director 1 (Salary Grade 39) and below;
- Community College Administrator 4 (Salary Grade A4) and below; and
- Charter Oak State College Professional Tech. 2 and below.

RESOLVED The President's implementation of the salary adjustments for the affected Management and Confidential Professional employees will be in accordance with the terms and conditions set forth in the Staff Report and Exhibits associated with this Resolution, which are incorporated herein by reference in full as Exhibit A, to be effective on June 27, 2014, and

BE IT FURTHER

RESOLVED That the Board, through the BOR President, will continue to monitor the overall economic recovery trends, and their impact on Connecticut, and will re-assess salary adjustments at the beginning of 2015 for those employees excluded from this adjustment who otherwise would have been included in accordance with existing BOR policy.

A True Copy:

Erin A. Fitzgerald, Secretary
CT Board of Regents for Higher Education

**Guidelines Governing FY 2014-2015 Salary Adjustments
for
Management and Confidential Professional Employees
of the Board of Regents for Higher Education**

1. Board Policy

Rules governing the effective date, employee eligibility and overall percentage increase are governed by Article 6.5 of the Human Resources Policies for Management/Confidential Professional Personnel of the Board of Regents for Higher Education.

2. Effective Date/Payment Date

- The effective date for salary adjustments shall be June 27, 2014.
- The salary adjustment will be reflected in the paycheck dated August 8, 2014, and will include a one pay period retroactive payment.

3. Salary Increase Pool/Employee Eligibility

The pool for each of the colleges, universities and the System Office is derived by summing the salaries of all employees assigned to Management/Confidential Professional positions who will be eligible for an increase on the effective date of the salary adjustment and multiplying this figure by 3.5 percent (3.5% percent) as displayed on the spreadsheet.

Eligibility for the salary adjustment is as follows:

- a. State university managers/confidential professional staff at the classification of Director 1 (salary grade 39) and below. Community college managers/confidential professional staff at the classification of Administrator 4 (salary grade A4) and below. Charter Oak State College managers/confidential professional staff at the classification of Professional Tech. 2 and below.
- b. The employee must have served at least 6 months in a Management/Confidential Professional position within the Connecticut State Colleges and Universities system (M/C hire date 12/27/13 or earlier).
- c. Any employee who transferred into a BOR Management/Confidential Professional full-time position directly from another State of Connecticut full-time position since 12/27/13 who did not receive a salary increase at the time of the transfer to the Connecticut State Colleges and Universities system (i.e., lateral transfer) shall be eligible for a salary adjustment.
- d. Anyone who will not be employed in a Management/Confidential Professional position as of September 1, 2014, for any reason including, but not limited to resignation, retirement, return to a bargaining unit position, or non-continuation, will not be eligible for the salary adjustment, nor will the employee's salary be included for calculation of the salary increase pool.
- e. Any employee who is ineligible for a salary adjustment, but falls below the new minimum for the salary grade because he/she was hired at or near the minimum, will have his/her salary brought to the new minimum and this adjustment *shall not be funded* from the salary increase pool.

Please review the attached spreadsheet to ensure the employee and salary details are accurate and complete, and that it properly identifies those who are eligible for the annual increase. **If any corrections are required, please contact Darlene DeFigueiredo (860.723.0753 or DeFigueiredoD@ct.edu) as soon as possible.**

4. Interim Appointments/Additional Duty Pay

Employees holding an interim/acting position shall have their annual increase applied to their full interim salary. Upon return to their permanent position, the percentage of the annual increase will be applied to the old base rate of the permanent position.

If an employee is receiving additional duty pay, then the regular lower pay should be used as the employee's base for calculating a salary increase. The extra duty pay percentage will be calculated on the new base pay and added to it (e.g., \$70,000 old base X 5.00% FY 2014-2015 increase = \$73,500 X 6.00% extra duty pay = \$77,910). Upon completion of the additional duty assignment, the extra duty pay will be removed.

5. Salary Ranges/Lump Sum Payments

No employee shall receive less than the minimum nor more than the maximum of the salary grade to which assigned. If an employee is found to have a salary below the minimum *prior* to the annual increase, the *correction* shall be made before implementing the salary adjustment and funds for such correction shall not be taken from the salary increase pool.

Salary adjustments are added to the employee's base salary; however, no increase may take an employee beyond the maximum of the salary grade to which the employee is assigned. Any amount awarded over the maximum, shall be paid as a lump sum in the check dated August 8, 2014. The salary ranges have been adjusted upward by 3 percent (3%) effective 6/27/14 and are attached for your reference.

6. Individual Salary Adjustment Increase Determination

Salary adjustments are based on the employee's performance during the July 1, 2013, through June 30, 2014, evaluative period and a performance appraisal shall be completed and submitted to the Human Resources office for each employee.

Employees who receive a performance rating of good/satisfactory/meets expectations or above will be eligible for a salary adjustment (enter % awarded, not to exceed 5% on the spreadsheet).

Employees who receive a performance rating of needs improvement or unsatisfactory/does not meet performance expectations shall not receive an increase (enter 0.0% on the spreadsheet).

7. Reporting Salary Increases

Each president shall submit recommended salary adjustments on the attached spreadsheet. Salary adjustment recommendations will be reviewed for compliance with these guidelines and the President of the Board of Regents will provide the final approval on the salary adjustments for Management/Confidential Professional Personnel.

Coding for Entering M/C Salary Adjustments in CoreCT

I. CODING FOR ENTRY OF IN-BASE SALARY ADJUSTMENTS

Enter in Job Data

- Effective date of the increase: **06/27/2014**
- Action code: **PAY RATE CHANGE**
- Action Reason Code: **Individual Mngerial Ann Increas**
- Comment: **FY 2014-15 M/C Salary Adjustment** and include the percentage increase.

II. CODING FOR ENTRY OF LUMP SUM PAYMENTS

Lump sum payments (in lieu of the in-base fixed sum adjustment for employees at maximum salary) are processed on the Timesheet in the Time & Labor module of CoreCT or in Additional Pay for employees on Self Service Time Entry.

A. For Retroactive Lump Sum Payments that Eligible Employees Will Receive

1. In Timesheet:
 - Enter the lump sum payment with the XRTRA Time Reporting Code (TRC)
2. In Additional Pay:
 - Enter the lump sum payment with the RTR Earnings Code

B. For Lump Sum Payments for Those Over Max.

- a. In Timesheet:
 - Enter the lump sum payment with the XMISP Time Reporting Code (TRC)
- b. In Additional Pay:
 - Enter the lump sum payment with the MPS Earnings Code

BASIC TEMPLATE - NOTIFICATION TO EMPLOYEES

TO: _____
FROM: _____, President
_____ University/Community College
DATE: _____, 2014
SUBJECT: FY 2014-15 Salary Adjustments for
Management and Confidential Employees

In recognition of your job performance during the 7/1/13 - 6/30/14 evaluative period, you are receiving a salary increase.

Choose one as appropriate for the employee:

(1) For those receiving an increase to base (those who are not over max.):

This is to confirm that your salary will be adjusted from \$_____ biweekly (\$_____ annualized) to \$_____ biweekly (\$_____ annualized), effective June 27, 2014. This salary adjustment will be reflected in your paycheck dated August 8, 2014 and will include one pay period of retroactive increase.

(2) For those receiving only a lump sum payment (those who are over max.):

Your salary is above the maximum for the salary range to which your position is assigned. Therefore, you will receive your salary adjustment in the form of a lump sum payment in the amount of \$_____ in your paycheck dated August 8, 2014.

(3) For those receiving both an increase to base & a lump sum payment (those who reached max. before their full salary adjustment was applied to their base rate):

This is to confirm that your salary will be adjusted from \$_____ biweekly (\$_____ annualized) to \$_____ biweekly (\$_____ annualized), effective June 27, 2014. This salary adjustment will be reflected in your paycheck dated August 8, 2014 and will include one pay period of retroactive increase.

This salary increase has brought your salary to the maximum for the salary range to which your position is assigned. You will receive the remainder of your salary increase in a lump sum payment in the amount of \$_____ in your paycheck dated August 8, 2014.

Questions regarding this salary adjustment should be directed to: _____.

cc: CC Human Resources Director
CC Payroll
SU Chief Human Resource Officer

ITEM

Amendment to Bylaws of Board of Regents for Higher Education – Revision to Article I, Section 2 – Board Membership.

BACKGROUND

[Passage of Public Act 14-208 AAC Faculty Representation on the Board of Regents for Higher Education](#), requires the Faculty Advisory Committee (FAC) vice-chairperson to serve as an ex-officio, nonvoting BOR member for a two-year term, joining the FAC Chair, who already serves as an ex-officio, nonvoting member. Public Act 14-208 also contained a technical correction, providing the correct number of Board members.

Current Board bylaws must be revised to conform to Public Act 14-208. In accordance with Board bylaws, any amendments thereto require:

- A. The introduction of a proposed amendment at the time of a regularly scheduled meeting, and
- B. An affirmative vote of two thirds of the members of the Board at the time of the next regularly scheduled meeting.

Proposed Bylaws Amendment:**ARTICLE I – THE BOARD OF REGENTS FOR HIGHER EDUCATION*****SECTION 2 – BOARD MEMBERSHIP***

The board shall consist of ~~nineteen~~ twenty-one members who shall be distinguished leaders of the community in Connecticut. The board shall reflect the state's geographic, racial and ethnic diversity. The voting members shall not be employed by or be a member of a board of trustees for any independent institution of higher education in this state or the Board of Trustees for The University of Connecticut nor shall they be employed by or be elected officials of any public agency as defined in subdivision (1) of section 1-200 of the general statutes, during their term of membership on the Board of Regents for Higher Education. The Governor shall appoint nine members to the board as follows: Three members for a term of two years; three members for a term of four years; and three members for a term of six years. Thereafter, the Governor shall appoint members of the board to succeed such appointees whose terms expire and each member so appointed shall hold office for a period of six years from the first day of July in the year of his or her appointment. Four members of the board shall be appointed as follows: One appointment by the president pro tempore of the Senate, who shall be an alumnus of the regional community-technical college system, for a term of four years; one appointment by the minority leader of the Senate, who shall be a specialist in the education of children in grades kindergarten to twelve, inclusive, for a term of three years; one appointment by the speaker of the House of Representatives, who shall be an

*alumnus of the Connecticut State University System, for a term of four years; and one appointment by the minority leader of the House of Representatives, who shall be an alumnus of Charter Oak State College, for a term of three years. Thereafter, such members of the General Assembly shall appoint members of the board to succeed such appointees whose terms expire and each member so appointed shall hold office for a period of four years from the first day of July in the year of his or her appointment. **The chairperson and vice-chairperson of the faculty advisory committee created under section 10a-3a shall serve as an ex-officio, nonvoting member of the board for a term of two years and, in ~~his or her role~~ their respective roles as chairperson and vice-chairperson, shall be excluded from any executive session, as defined in section 1-200, of the board.** The chairperson and vice-chairperson of the student advisory committee created under section 10a-3 of the general statutes, as amended by this act, shall serve as members of the board. The Commissioners of Education, Economic and Community Development and Public Health and the Labor Commissioner shall serve as ex-officio, nonvoting members of the board.*

ITEM

No action at this time; provided for Board's consideration on July 17, 2014, for subsequent placement on the August 21, 2014 Board agenda for action.

- 7/17/14 Board of Regents meeting; on agenda for *information only*
- 8/21/14 Board of Regents meeting; on agenda for *action*