

**CT BOARD OF REGENTS FOR HIGHER EDUCATION**  
**MINUTES – REGULAR MEETING**  
**10:00 a.m., Thursday, January 15, 2015**  
**61 Woodland Street, Hartford, CT**

**REGENTS PARTICIPATING**

Nicholas M. Donofrio, Chair  
Yvette Meléndez, Vice Chair  
Richard J. Balducci  
Stephen Adair\*  
Robert E. Brown\*  
Naomi K. Cohen  
Lawrence J. DeNardis  
Matt Fleury

Sarah Greco  
Merle W. Harris *via teleconference*  
William J. McGurk  
JoAnn Price  
David Jimenez  
Catherine H. Smith\*  
Elease E. Wright

**REGENTS ABSENT**

Jewel Mullen\*  
Eugene L. Bell

Craig S. Lappen  
Sharon Palmer\*  
Diane Wentzell\*

*\*ex-officio, non-voting member*

**BOR STAFF**

Gregory W. Gray, President (via teleconference)  
David Levinson, VP State Colleges & President, Norwalk Community College  
Elsa M. Nuñez, VP State Universities & President, Eastern Connecticut State University  
Dr. G. Duncan Harris, Executive Director, Student Success Center  
Shelly Jewell, Director, Office of Sponsored Programs  
Meg Niewinski, Grant Finance Officer  
Erin A. Fitzgerald, Associate Director of Board Affairs/BOR Secretary

**UNIVERSITY/COMMUNITY COLLEGE PRESIDENTS**

James Lombella, Asnuntuck Community College  
Edward Klonoski, Charter Oak State College  
Wilfredo Nieves, Capital Community College  
Dorsey Kendrick, Gateway Community College  
Elizabeth Roop, Housatonic Community College  
Daisy Cocco De Filippis, Naugatuck Valley Community College  
Barbara Douglass, Northwestern Community College  
Carlee Drummer, Quinebaug Valley Community College  
Mary Ellen Jukoski, Three Rivers Community College  
Cathryn Addy, Tunxis Community College  
John W. Miller, Central Connecticut State University

## **CALL TO ORDER**

Chairman Donofrio called the meeting to order at 10:05 a.m. and declared a quorum present.

## **ADOPTION OF AGENDA**

**On a by Regent Balducci, with a second by Regent Wright, the agenda was unanimously adopted as presented.**

## **CHAIRMAN'S REMARKS**

Chairman Donofrio noted that in accordance with Faculty Advisory Committee (FAC) bylaws, Bob Brown was now chair of the FAC and Stephen Adair was serving as Vice Chair.

## **BOR PRESIDENT W. GRAY**

President Gray provided updates and information regarding the following items

Enrollment (university total enrollments projected to increase; community college enrollments remains down, however, the current week might yield increases);

President Obama's free tuition proposal for community college students, noting that both President Levinson and President De Filippis would be at the President's upcoming address.

Introduced Dr. Paul Broadie who will assume the presidency of Housatonic Community College in April (Dr. Broadie later addressed the Board indicating he was looking forward to beginning his tenure).

Introduced Denise Bukovan of Housatonic Community College, the co-chair of the HCC College Advisory Committee, who expressed her appreciation for the opportunity to serve on the committee, noted that the CAC was comprised of very dedicated individuals who contributed equally. She also shared with the Board members that she had provided a copy of HCC's Horizons Magazine, a student-produced publication.

President Gray extended his appreciation to Elizabeth Roop for her service as interim president.

President Gray noted that WCSU President Schmotter and NWCC President Douglass would be retiring in the near future and thanked them both for their exemplary efforts.

Student Success Center – introduced David Levinson and Dr. Duncan Harris who provided a summary of the Student Success Center (presentation attached hereto).

Grants - President Gray introduced Shelley Jewell and Meg Niewinski to provide an overview of the Sponsored Grants and grants inventory (presentation attached hereto).

President Gray noted he would have a similar presentation concerning **external** funding sources for the Board likely at the March meeting.

President Gray announced that Dr. Estela Lopez, would be joining the System as interim Provost and Senior Vice President for Academic & Student Affairs on January 30 and would hold that position until June 30, 2016.

### **APPROVAL OF MINUTES**

**On a motion by Regent Balducci, seconded by Regent Fleury, the October 16, 2014 and December 18, 2014 meeting minutes were unanimously approved as submitted.**

### **CONSENT AGENDA**

Chairman Donofrio called for a motion on the Consent Agenda. Following a request by Regent Greco to remove Consent Agenda Item 9e to the ASA Committee report, on **a motion by Regent Jimenez, seconded by Regent McGurk, the items listed on the Consent Agenda below were unanimously approved.**

#### **Suspensions**

Health Administration – M.S. – WCSU      Teaching – M.A. – WCSU

#### **Modification**

Reinstate Industrial Technology program and approve reorganization of new program in Manufacturing Management – BS – CCSU

#### **New Programs**

Paramedic Studies – AS – Housatonic CC

CIS-Mobile Application Developer Option – Capital CC

Renaming Central CSU School of Arts and Sciences to the College of Liberal Arts and Social Sciences

Amendment to Student Code of Conduct (Hearing Process)

Amendment to Sexual Misconduct Reporting, Support Services and Processes Policy

Amendment to BOR University and College Presidential Search Policy

Revision of Student Worker Pay Rates at CSCU Institutions

Amendment to Reporting Suspected Abuse or Neglect of a Child Policy

Amendment to Pre-employment Background Verification Policy

### **RESOLUTIONS ON CONSENT:**

#### **Suspensions**

**Health Administration – M.S. – WCSU      Teaching – M.A. – WCSU**

**RESOLVED:**      That the Board of Regents for Higher Education approve at the request of the institution to suspend the Masters of Health Administration (MHA) program at Western

Connecticut State University for a period of not more than three years. The program must be reactivated or fully terminated by January 15, 2018.

#### **Modification**

##### **Reinstate Industrial Technology program and approve reorganization of new program in Manufacturing Management – BS – CCSU**

**RESOLVED:** That the resolution adopted by the Board of Regents for Higher Education on June 18 2014, “That the Board of Regents for Higher Education approve modification changing the name of a program in Industrial Technology specializing in Manufacturing or Environmental and Occupational Safety to Manufacturing Management leading to a Bachelor of Science degree at Central Connecticut State University”

Be amended to read:

**RESOLVED:** “That the Board of Regents for Higher Education approve a new degree program in Manufacturing Management within which a student may specialize in Manufacturing or Environmental and Occupational Safety while retaining the existing program in Industrial Technology; both leading to a Bachelor of Science degree at Central Connecticut State University”

#### **New Programs**

##### **Paramedic Studies – AS – Housatonic CC**

**RESOLVED:** That the Board of Regents for Higher Education license a career-track program titled Paramedic Studies leading to an Associate in Science (A.S.) degree at Housatonic Community College for a period of three years until January 15, 2018.

##### **CIS-Mobile Application Developer Option – Capital CC**

**RESOLVED:** That the Board of Regents for Higher Education license a career-track program titled Mobile Application Developer leading to a Certificate and Mobile Application Developer Option in the Computer & Information Systems Associate in Science (A.S.) degree at Capital Community College for a period of three years until January 15, 2018.

#### **Renaming Central CSU School of Arts and Sciences to the College of Liberal Arts and Social Sciences**

**WHEREAS** in Spring 2014 the departments of Biology, Chemistry, Computer Science, Mathematical Sciences, and Physics and Earth Science left the Carol A. Ammon School of Arts and Sciences to merge with the School of Engineering and Technology and form a STEM School; and

**WHEREAS** the departments remaining in the Ammon School—Anthropology, Art, Communication, Criminology and Criminal Justice, Design, Economics, English, Geography, History, Journalism, Modern Languages, Music, Philosophy, Political Science, Psychological Science, Sociology, and Theatre—are those in the liberal arts and social sciences; and

**WHEREAS**, while the Ammon School as it is now constituted does offer students preparation for a wide variety of careers, it differs from CCSU’s three other undergraduate schools in that it does not focus primarily on a particular career path

or related set thereof but instead offers a broad, interdisciplinary education to its own students and those of the other three schools; and

**WHEREAS** in higher education the term “school” most often designates a unit focused on a particular discipline and career trajectory or related set thereof, while the term “college” most often designates a unit that provides a general or liberal arts education rather than a technical or professional credential; and

**WHEREAS** the Ammon School, more so than the other three schools, provides a combination of General Education courses and a wide array of majors and minors typical of a college; and

**WHEREAS** the Connecticut State Colleges and Universities system has in its Transform CCSU 2020 plan underlined the centrality of the liberal arts core to all of its schools and degree programs and called for its enhancement and

**WHEREAS** the Ammon School has affirmed its commitment to providing this sort of education by adopting the following Mission Statement:

Building upon a rigorous curriculum in the liberal arts and social sciences, we empower students to become curious, critical, and creative thinkers and researchers who graduate with the interdisciplinary skills and knowledge necessary for 21st-century global societies. From a dedication to our individual disciplines as scholars and teachers, we offer all students, majors and those in general education classes, a multi-dimensional perspective on their worlds by guiding them through the critical foundations of knowledge that are central to preserving and influencing culture, creating an educated citizenry from which will emerge leaders for both the present and the future. (Approved May 16, 2014 by the chairs of the 17 departments in the Ammon School and by the CCSU Faculty Senate September 8, 2014).

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Regents for the Connecticut State Colleges and Universities authorizes the renaming of the Carol A. Ammon School of Arts and Sciences as the Carol A. Ammon College of Liberal Arts and Social Sciences (CLASS), in recognition of its newly changed membership and its central role in providing both the core of CCSU’s General Education liberal arts curriculum and a broad, multidisciplinary array of major and minor programs; and be it further

**RESOLVED** that the designation “college” confers no special rights or privileges beyond those afforded to CCSU’s undergraduate schools, but rather is meant to recognize and make students aware of the different programs and emphases—curricular, pedagogical, and professional—offered by CLASS, to wit:

- An emphasis on the liberal arts core and its relationship to both career preparation and the general education curriculum at the heart of a university education
- An emphasis on the reading, writing, communication, and critical thinking skills important to all career paths and to the intellectual and professional flexibility required by the 21<sup>st</sup>-century global economy
- An emphasis on the importance of interdisciplinarity and multidisciplinary
- An emphasis on citizenship and cultural awareness that at once complements and transcends professional preparation

- An emphasis on the interactive, exploratory, student-centered, open-ended pedagogy typical of the liberal arts and social sciences

**Amendment to Student Code of Conduct (Hearing Process)**

WHEREAS, The Board of Regents for Higher Education on March 13, 2014 adopted the Student Code of Conduct; and

WHEREAS, Section I, Part E of the Student Code of Conduct provided for the Hearing Procedures for Sexual Misconduct, Sexual Intimate Partner and Domestic Violence cases

WHEREAS, Due the requirements of the federal Campus Sexual Assault Violence Elimination Act, and Public Act 14-11 An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus, the procedures currently described in the Student Code of Conduct Section I, Part E are not consistent with the law; therefore be it

**RESOLVED,** That the Board of Regents strikes Section I, Part E “CSCU Student Code of Conduct” and adopts the Revised Hearing Procedures for Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports and incorporates this provision in the Student Code of Conduct as Section I, Part E.

**Amendment to Sexual Misconduct Reporting, Support Services and Processes Policy**

WHEREAS, The Board of Regents in accord with the Connecticut State Colleges and Universities comprised of seventeen institution and a System Office, is committed to insuring that each member of every BOR governed college or university community has the opportunity to participate fully in the process of education and development; and

WHEREAS, The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and relationship violence; and

WHEREAS, The Board of Regents for Higher Education adopted policy regarding “Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy” on March 13, 2014; and

WHEREAS, Public Act 14-11 An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus and the federal Campus Sexual Assault Violence Elimination Act imposed new requirements on colleges and universities to address sexual violence on campuses; and

WHEREAS, The Board of Regents consistent with the goal providing safe environments at all of its campuses for all who frequent them, has reviewed its policy regarding “Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy” and revised the policy so that it is consistent with the law; therefore be it

RESOLVED, That the Board of Regents formally rescinds the “Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy” dated March 13, 2014 and adopts the “Sexual Misconduct Reporting, Support Services and Processes Policy” in substitution.

### **Sexual Misconduct Reporting, Support Services and Processes Policy**

#### ***Statement of Policy***

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct and intimate partner violence. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college and university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution’s designated recipient any disclosure or report of sexual misconduct regardless of the age of the reported victim.

Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff, faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions:

#### ***Terms and Usage***

**Consent** is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent cannot be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. A lack of consent may result from mental incapacity

(e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.”

**Sexual misconduct** includes engaging in any of the following behaviors:

- (a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual’s dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.

Retaliation is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation.

- (b) **Sexual assault** shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent:

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

- (c) **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of

another for anyone’s advantage or benefit other than the person being exploited, and that behavior

does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;



- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Sexual exploitation is further defined as a crime in Connecticut State Law.

- (d) **Intimate partner, domestic and/or dating violence means** any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as “domestic violence” are against family or household members or persons in dating or cohabitating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
- Threat of abuse includes but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse includes but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.
- Cohabitation occurs when two individuals dwell together in the same place as if married.
- The determination of whether a “dating relationship” existed is to be based upon the following factors: the reporting victim's statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.

- (e) **Stalking**, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the

contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

### **Confidentiality**

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources are defined as follows: For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual misconduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University's geographic region to victims of sexual misconduct as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible.

### ***Mandated Reporting by College and University Employees***

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct regardless of the age of the reported victim. A disclosure is the receipt of any communication of an incident of sexual misconduct not accompanied by a request for an investigation or adjudication by the institution. A report of sexual misconduct, on the other hand,

is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution. Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

### ***Rights of Those Who Report***

Those who report any type of sexual misconduct to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus's Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

### **Options for Changing Academic, Housing, Transportation and Working Arrangements**

The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

### **Support Services Contact Information**

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff

member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

**Right to Notify Law Enforcement & Seek Protective and Other Orders**

Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

- (1) notify law enforcement and receive assistance from campus authorities in making the notification; and,
- (2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
  - standing criminal protective orders;
  - protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
  - temporary restraining orders or protective orders prohibiting the harassment of a witness;
  - family violence protective orders.

***Employee Conduct Procedures***

Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

**Student Conduct Procedures**

The **Student Code of Conduct** provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

Reported victims of sexual misconduct shall have the opportunity to request that disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

***Dissemination of this Policy***

Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

**Amendment to BOR University and College Presidential Search Policy**

WHEREAS, A need exists to amend the Board of Regents governing the selection and appointment of university and college presidents at ConnSCU institutions which was originally approved on November 21, 2013; therefore be it

RESOLVED, That the Board of Regents for Higher Education hereby adopts the following revision to the University & College Presidential Search Policy (amended policy attached hereto) effective immediately.

**SECTION 3 – MEMBERSHIP OF THE COMMITTEES**

**B. Regents' Search Committee**

The Chair of the Board of Regents shall determine the size of the committee, appoint members of the Board to the committee, and either chair the committee or appoint a member of the Board to serve as committee chair. The committee should be representative of the standing committees of the Board and include at least one student Regent, provided, however, that such student shall not be enrolled in the university or college which is the subject of the search.

**Revision of Student Worker Pay Rates at CSCU Institutions**

WHEREAS, The Connecticut General Assembly in the 2014 legislative session increased the minimum wage in Connecticut to \$9.15 per hour effective January 1, 2015, \$9.60 per hour effective January 1, 2016, and \$10.10 per hour effective January 1, 2017, and

WHEREAS, Student workers who are classified in Class I of the Student Worker Pay Rate Schedule are paid within a range of \$8.70 to \$9.15 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 \$9.10 to \$10.15 per hour,

WHEREAS, Student workers who are classified in Class III of the Student Worker Pay Rate Schedule are paid within a range of \$9.65 to \$15.00, 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 January 1<sup>st</sup> in 2015, 2016 and 2017 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 December 26, 2014, 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 BOR President shall recommend rate adjustments as necessary for approval of the Board of Regents.

EFFECTIVE DATE: December 26, 2014

**CONNECTICUT STATE COLLEGES & UNIVERSITIES**  
**STUDENT WORKER PAY RATE SCHEDULE**

CLASS I Position requiring no work experience or some experience and/or training sufficient to work at semi-skilled jobs not requiring supervisory responsibility.

Hourly Range:

Effective 12/26/14: \$ 9.15 - \$10.98

Effective 12/25/15: \$ 9.60 - \$11.52

Effective 12/23/16: \$10.10 - \$12.12

CLASS II Position requiring demonstrated skills and/or technical knowledge with capability of assuming extra responsibilities such as supervision of others.

Hourly Range:

Effective 12/26/14: \$10.07 - \$12.81

Effective 12/25/15: \$10.56 - \$13.44

Effective 12/23/16: \$11.11 - \$14.14

**CLASS III**      Advanced position requiring skills and knowledge acquired through prior employment or training in the appropriate area. This class usually requires supervisory responsibilities or the ability to work independently on projects requiring specialized skills.

Hourly Range:

Effective 12/26/14: \$11.90 - \$15.56

Effective 12/25/15: \$12.48 - \$16.32

Effective 12/23/16: \$13.13 - \$17.17

**Amendment to Reporting Suspected Abuse or Neglect of a Child Policy**

WHEREAS,      The Board of Regents in accord with the Connecticut State Colleges and Universities comprised of seventeen institution and a System Office, strives to the utmost to protect children on its campuses from any form of abuse, neglect, or harm; and

WHEREAS,      the Board of Regents for Higher Education adopted policy regarding “Reporting Suspected Abuse or Neglect of a Child” on January 17, 2014; and

WHEREAS,      The Connecticut General Assembly amended Section 17a-101 of the General Statutes, by passing Public Act 14-186 An Act Concerning the Department of Children and Families and the Protection of Children and by so doing expanded the specific occupations and persons mandated to report any suspected child abuse or neglect to a child, to include the faculty, staff, administrators, coaches or other individuals, but not students, employed by the Board of Regents and the Connecticut State Colleges and Universities; and

WHEREAS,      The Board of Regents seeks to empower the institutions to investigate and take administrative action, as necessary to assure the safety of its campuses; therefore be it

RESOLVED,      That the Board of Regents formally amends its policy by adopting the attached revised policy regarding “Reporting Suspected Abuse or Neglect of a Child” effective immediately, and be it further

RESOLVED,      That a copy of this policy shall be disseminated annually to all employees of the Connecticut State Colleges and Universities.

### **Policy Regarding Reporting Suspected Abuse or Neglect of a Child**

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities (CSCU) accept that institutions of higher education foster educational opportunities for people under the age of 18 years. The BOR, in acknowledging the special care required for children, strives to the utmost to protect children on its campuses from any form of abuse or neglect.

Pursuant to state law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer, collectively referred to as “mandatory reporters” who in the ordinary course of their employment has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required to cause a report to be made to the Department of Children and Families within 12 hours of becoming aware or suspecting abuse, neglect or imminent harm to a child.

The BOR recognizes that each CSCU campus must be a safe and secure environment for children to grow and develop. Therefore, the BOR further requires mandatory reporters to report any witnessed or suspected abuse or neglect of a child on a CSCU campus to their immediate supervisor in addition to DCF. The supervisor must report the incident to their director or vice president who must then inform the campus President and the System Office Vice President for Human Resources or his/her designee.

If the director or vice president reasonably believes that a reportable incident has occurred, and, if the suspected perpetrator is a BOR or CSCU employee, he/she will immediately contact their Chief Human Resources Officer who shall assign an objective person to investigate the report. An employee under investigation may be placed on administrative leave pending the results of the investigation. Employees who report suspicions of abuse or neglect are protected from any disciplinary action unless the report is determined to have been maliciously made. An employee who fails to report, but is later determined to have had previous knowledge of the abuse, may be subject to discipline.

A report is required if there is reasonable cause to suspect that a person under the age of 18 is in imminent harm, has had non accidental injuries or has been abused or neglected. Reasonable cause to believe or suspect that child abuse has occurred is sufficient to make a report.

All staff designated as mandatory reporters are required to take the Department of Children and Families Mandated Reporter Training, either on-line or in person, and Mandated Reporter Training will be included in New Employee Orientation. Compliance with training will be monitored by each CSCU campus’s Department of Human Resources. A copy of this policy shall be disseminated annually to all employees.

Reasonable steps will be taken to preserve privacy while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of the information reported, which information may be subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the CSCU community and to assure that the appropriate disciplinary processes are implemented.



**Amendment to Pre-employment Background Verification Policy**

WHEREAS, The Board of Regents for Higher Education, in accord with the Connecticut State Colleges and Universities, comprised of seventeen institutions and a System Office, is committed to providing a safe learning and working environment for its students, faculty and staff, and

WHEREAS, the Board of Regents for Higher Education adopted policy regarding “Pre-Employment Background Verification at the Connecticut State Colleges and Universities” on October 9, 2014; and

WHEREAS, The Connecticut State Colleges and Universities seek to hire employees of the highest integrity in order to maintain a safe educational community, and

WHEREAS, A need has been identified to expand the pre-employment background verifications to CSCU employees who are internal candidates for a transfer or promotion to certain types of positions, now therefore be it

RESOLVED, That the Board of Regents formally amends its policy by adopting the attached revised policy regarding “Pre-Employment Background Verification” effective immediately.

**Pre-employment Background Verification Policy  
Connecticut State Colleges and Universities**

**Introduction/Purpose:**

The Connecticut State Colleges and Universities System (“CSCU”) is committed to providing a safe learning and working environment for its students, faculty and staff. Therefore, in order to ensure the hiring of employees of the highest integrity and to maintain a safe educational community, the CSCU System, comprised of its seventeen institutions and the System Office, will conduct pre-employment background investigations on all individuals for whom employment is to be tendered.

This policy sets forth the requirements and guidelines for performing such background investigations.

**Scope:**

Upon adoption by the Board of Regents for Higher Education, all full-time and part-time external candidates for employment with a CSCU institution or the System Office, as well as potential re-hires with a break in service of more than one year, shall undergo a pre-employment background investigation pursuant to this policy as part of the employment screening process. This policy covers all full-time and part-time employees, including University Assistants, Educational Assistants, Adjuncts/Lecturers and other temporary and contracted employees. Student workers, graduate assistants and graduate interns are not covered by this policy.

It is understood that there is movement in the CSCU workforce between institutions (including the System Office) due to transfer and promotional opportunities, as well as dual employment situations. This policy applies to these situations as detailed below:

The following CSCU employees shall be covered by this policy:

- CSCU employees who *apply for and are offered a transfer or promotional opportunity to a different CSCU institution* and have not already undergone a background investigation.
- CSCU employees who are candidates for *transfer or promotion to a management/confidential professional position*.
- CSCU employees who are candidates for *transfer or promotion to positions that have a fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget*.

The following CSCU employees shall not be covered by this policy:

- CSCU employees who *apply for transfer or promotion within the same institution*.
- CSCU employees who *transfer to or become dually employed at a different CSCU institution and have already had a background investigation done at the former CSCU institution*.
- Former CSCU employees who are *rehired at the same or different CSCU institution* after a break in service of less than one year *and have already undergone a background investigation*.

**Policy:**

No external employment candidate may begin work for an institution or the System Office until the appropriate screenings have been completed. The background investigation may reveal certain information that may disqualify the candidate from further consideration for the position. Special circumstances may, on occasion, require an applicant to start work before all pre-employment background checks are completed. Such exceptions may occur only with prior approval by the chief human resources officer at the institution, or the Vice President for Human Resources at the System Office. Written notification will be sent to the applicant that continued employment is contingent upon completion of a pre-employment background investigation acceptable to the institution or the System Office.

Elimination of a candidate from consideration for hiring on the basis of information revealed by the background investigation must be reviewed and approved by the chief human resources officer at the institution, or by the Vice President for Human Resources at the System Office. Access to the background investigation report shall be handled with the strictest confidence and be limited to the President and the chief human resources officer or their designees at the institution or the President of the Board of Regents for Higher Education or Vice President for Human Resources at the System Office or their designees.

**Procedure:**

The CSCU System shall select and contract with an approved background investigation vendor. All institutions and the System Office must utilize the approved designated background investigation vendor for pre-employment background investigations and shall comply with this procedure.

*1. Notification & Authorization*

Candidates will be informed during the pre-employment process that selection is subject to completion of a background investigation acceptable to the institution or the System Office. Applicants who have been designated as finalists for positions will be provided a disclosure and will be required to consent to a background investigation. Applicants will be required to provide information for use by the approved background investigations vendor. The institution's or System Office's chief human resources officer or designee will initiate all background investigations.

*2. Collecting Background Information*

Before awarding the position, the institution or System Office will conduct the following Level I pre-employment background check of all candidates:

**Level I Screening**

- Social Security Trace;
- Prior Employment Verification (prior 7-10 years);
- Education Verification (highest degree attained or highest education level if no degree attained);
- Professional Reference Checks;
- County/Statewide Criminal Search (where lived, worked, attended school – as obtained from disclosure form or Social Security Trace);
- Federal Criminal Search (where lived, worked, attended school – as obtained from disclosure form or Social Security Trace); and
- Multi-Jurisdictional Criminal Search (includes National Sex Offender).

Before awarding the position, the institution or System Office will conduct the following Level II pre-employment background check on all candidates for executive-level positions (Dean and above) and at the option of the institution or System Office other positions that direct a substantial operational unit as designated by the institution's or System Office's chief human resources officer or president:

**Level II Screening  
for Executive-Level Positions**

- Includes all elements of the Level I Screening; AND
- Motor Vehicle Record;
- State/Federal Civil Litigation;
- Credit Verification (in accordance with state and federal laws); and

- Media Search.

In addition, candidates for designated positions may also be subject to the following types of screenings, depending on the requirements of the position:

### **Position-Specific Screening**

- Motor Vehicle Record (for positions that require driving as part of the job);
- Credit Verification (for positions that have a fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budgets, in accordance with state and federal laws);
- Professional Licensing Check (for any positions that require a professional license); and
- International Screening – criminal search and credential verification, as needed.

Prior employment verification, education verification, professional reference checks and media searches may be conducted by the background investigations vendor or the institution/System Office at the option of the institution/System Office.

### *3. Use of Background Investigation Results*

Listed below are examples of factors that may disqualify an applicant for employment. This list is not an all-inclusive list, but is provided merely as examples):

- Inconsistency of information provided by the candidate versus that obtained by the background investigation. (Examples might include, but not be limited to, significant differences in prior employment dates, education obtained, or licenses held.)
- Omissions of significant information by the candidate. (Examples might include, but not be limited to, failure to disclose being dismissed for cause or loss of certifications qualifying the applicant for the position.)
- Unsatisfactory information uncovered by the background investigation. (Examples might include, but not be limited to the following: Felony or misdemeanor convictions related to the position applied for; unsatisfactory job performance on a prior job; poor attendance or disciplinary problems on a prior job; record of moving violations (for a job requiring driving an institution or state vehicle); credit history that would indicate an inability to manage finances or which would create undue personal financial pressure (for jobs handling management of significant financial resources).

### *4. Fair Credit Reporting Act (“FCRA”) Compliance:*

The FCRA and the regulations promulgated thereunder are intended to give a candidate for employment the opportunity to correct any factual errors in his or her consumer report, as defined in the FCRA, before an adverse employment action is taken. The candidate must be provided notice of any disqualifying information revealed by the

consumer report, including, but not limited to, credit history information, and a reasonable period of time to correct discrepancies.

When the institution or System Office receives information in a consumer report that will potentially disqualify a candidate from consideration, the institution or System Office will comply with the following FCRA protocol:

- The candidate shall be sent a letter notifying him/her that the institution or System Office has received disqualifying information from the consumer report.
- To the letter shall be attached a copy of the report and a summary of the candidate's rights under FCRA and any relevant state required forms.
- The notification shall be sent to the candidate before any adverse employment action may be taken based on the consumer report.
- After five (5) business days, barring the receipt of any new information that changes or clarifies the consumer report and eliminates any discrepancies, the institution or System Office shall send the candidate a second letter rejecting his/her candidacy based on the disqualifying information generated by the consumer report.

Services of the approved background investigation vendor may be utilized to produce the adverse action notifications, or the institution or the System Office, may produce the notifications themselves.

5. *Record Retention:*

All information obtained, as part of a background investigation, shall be held in strictest confidence. Documentation of a successfully completed background investigation shall be retained for the appropriate retention period for employment records promulgated by the State of Connecticut and by institution or System Office personnel search policies and procedures. The detailed background investigation report shall be retained by the approved background investigation vendor in compliance with state and federal retention requirements and shall not be included in an employee's personnel file. Unauthorized disclosure of information gathered through the background investigation will not be tolerated and may subject the discloser to disciplinary action.

6. *Use/Review Criteria:*

- a. Criminal Convictions: The institutions and the System Office will not knowingly hire applicants who have been convicted of job-related crime within the allowable reportable time period for reporting such offenses. This time period is normally seven (7) years. This also applies to those situations when the date of disposition, release, probation, or parole (whichever is most recent) relating to the crime occurred within the past seven (7) years.

Pursuant to Connecticut General Statutes Sections 46a-79 and 46a-80, in determining whether conviction of a criminal offense will disqualify an

applicant for a particular position, the following three factors will be considered:

- The nature of the offense and its relationship to the position;
- The degree to which the applicant has been rehabilitated; and
- The length of time elapsed since conviction.

Notification of rejection of employment will be sent via registered mail and will specifically describe the evidence presented and state the reason(s) for disqualification.

- b. Pending Criminal Charges: If the institution or System Office becomes aware that the applicant has criminal charges that are currently pending, but no court disposition has yet been made, the institution or System Office shall assess the criminal charges on a case-by-case basis to determine if the charges are job-related or would otherwise impact the potential employee's ability to serve in the position.

Pursuant to Connecticut General Statutes Section 46-80(d), no record of arrest that was not followed by conviction, or record of conviction that has been erased, shall be considered in connection with an application for employment.

- c. Accelerated Rehabilitation: The institution or System Office is not prohibited from considering accelerated rehabilitation or other alternative dispositions when evaluating an applicant. The institution or System Office shall consider the accelerated rehabilitation as it would a pending charge.
- d. Motor Vehicle Records Check: Motor vehicle records which evidence a revoked or restricted driver's license, invalid driver's license, or traffic violations (including, but not limited to, alcohol-related violations) shall be reviewed as they relate to positions requiring driving duties and in conjunction with all other factors disclosed by the background investigation.
- e. Credit History: An applicant's credit history shall be reviewed as it relates to jobs requiring financial responsibilities. An applicant's credit history shall be considered in conjunction with all other factors disclosed by the background investigation and shall not be a solely determining factor in denying employment.

**Statutory/Administrative Regulation:**

Fair Credit Reporting Act  
Connecticut General Statutes, Sections 31-51i, 46a-79, 46a-80, 46a-80(d), 46b-146,  
54-760, 54-142a

**Responsible Function Area:**

Office of Human Resources

### **CHAIRMAN'S REMARKS (continued)**

Chairman Donofrio announced the formation of a Regents Search Committee for the Western Connecticut State University, noting that he has named the following individuals to the Regents Search Committee. Merle Harris, who will be serving as chair, assisted by Elease Wright as vice chair, along with Matt Fleury, Larry DeNardis, Sarah Greco and JoAnn Price.

### **ACADEMIC & STUDENT AFFAIRS**

With the items from ASA having been approved on Consent, Committee Chair Merle Harris noted there were no items for the Board's consideration. She wanted to note however, that the ASA Committee would be, at the request of both the Faculty Advisory Committee and Student Advisory Committee, be reviewing the issue of access to financial aid for undocumented students regardless of federal immigration status. The FAC was seeking legislative aid, while the SAC was seeking Board action. Counsel advised that any relief could only be obtained with legislative action. The Committee \ asked staff to determine what would be the cost, both in terms of the additional expense of expanding aid to undocumented students and whether or not doing so would negatively impact the level of aid current students are receiving if the pool was expanded.

Dr. Harris also noted that that the Committee has asked the Chief Academic Officers at the institutions to deliberate on the question of what constitutes a transfer program at the community colleges and develop definitions for the administration's and committee's review for the purposes of obtaining needed clarity and understanding concerning credits received and required for completion between the CSU programs and where they may conflict with a community college workforce program.

### **FINANCE AND INFRASTRUCTURE COMMITTEE**

Finance and Infrastructure Committee Chair Matt Fleury noted the committee was keeping a keen eye on the legislative session which will have bearing on the proposals put forth for future funding. Dr. Lawrence DeNardis commented that he wanted to comment on the "era of scarce state resources" which will pervade budget making for the next 3-5 years, particularly in light of the proposed salary adjustment the Board would be asked to consider. He noted that while he didn't want to identify a small segment of the workforce to bear the brunt of this by registering a no vote, he felt it was incumbent on the board to assess its financial situation for the next biennial period and create a plan of action for operational change to reduce non-academic

areas in order that any reductions be minimized in the academic areas that would impact faculty and students. He added that major increase in tuition would not be an option when looking at raising additional sources of funding nor is there any expected increase in private funding. Regent McGurk echoed Regent DeNardis' comments. Regent DeNardis stressed his concern was not responsive to managerial increases but in the wider managerial, legislative, budgetary process. Chairman Donofrio expressed his appreciation and noted he would take those words with advisement, adding that he and Finance & Infrastructure Committee Chair Matt Fleury had already begun those deliberations with President Gray along similar lines and that Regent DeNardis' comments would provide greater focus

### **HR AND ADMINISTRATION COMMITTEE**

Following an overview of the deliberations which led to the administration's and committee's recommendation of the proposed recommendation by Committee Chair Naomi Cohen, **on a motion by Regent Fleury, seconded by Regent Wright, the following resolution was approved (9 in favor; 2 (McGurk and DeNardis) abstained; 1 (Greco) opposed.**

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 2015 performance recognition salary adjustments (effective December 26, 2014) limited to unclassified Connecticut State Colleges and Universities Management personnel at the colleges, universities and System Office. These employees are within the following classifications:

- University Director 2 (Salary Grade 40) and above;
- Community College Administrator 5 (Salary Grade A5) and above;  
and
- Charter Oak State College Dean and above.

RESOLVED The President's implementation of the salary adjustments for the affected Management personnel 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 December 26, 2014.

### **Guidelines Governing FY 2014-2015 Salary Adjustments For Management Personnel 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 December 26, 2014.
- The salary adjustment will be reflected in the paycheck dated February 6, 2015, 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 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 at the classification of Director 2 (salary grade 40) and above. Community college managers at the classification of Administrator 5 (salary grade A5) and above. Charter Oak State College managers at the classification of Dean and above.
- b. The employee must have served at least 6 months in a Management/Confidential Professional position within the Connecticut State Colleges and Universities system as of 6/27/14 (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 February 6, 2015, 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 eligible for the 12/26/14 salary adjustment and already received an adjustment effective 6/27/14 to bring his/her salary to the new minimum for the salary grade, may be considered for a performance based increase. The total salary increase (the adjustment to minimum plus any performance-based increase) may not exceed 5%.

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 Ellen Mantel (860.723.0036 or [MantelE@ct.edu](mailto:MantelE@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 February 6, 2015. 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 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: **12/26/2014**
- Action code: **PAY RATE CHANGE**

- Action Reason Code: **Individual Managerial Ann Increase**
- 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: January 16, 2015

SUBJECT: FY 2014-15 Salary Adjustments for  
Management Personnel

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 December 26, 2014. This salary adjustment will be reflected in your paycheck dated February 6, 2015 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 February 6, 2015.

***(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 December 26, 2014. This salary adjustment will be reflected in your paycheck dated February 6, 2015 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 February 6, 2015.

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Questions regarding this salary adjustment should be directed to: \_\_\_\_\_.

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

## **EXECUTIVE COMMITTEE**

Chairman Donofrio expressed his appreciation for the input received by Board members concerning the listing of individual and governing board responsibilities as proposed by the Association of Governing Board and Individual Member Responsibilities. He indicated that this item would move back to the Executive Committee prior to being brought forth to the full Board for action. Regent Cohen noted that there were some areas in the statutes that still required clean-up as they no longer applied to the BOR. . Stephen Adair noted that he was in agreement with the points Sarah Greco raised as they are on the board to represent their particular constituencies (faculty and students). .

At the Chairman's invitation, Dr. Paul Broadie incoming HCC President, addressed the Board and his colleagues, noting he was looking forward to joining HCC and the System and collaborating with the board, faculty, staff and students,

## **ADJOURNMENT**

**Regent Balducci moved to adjourn; Regent Jimenez seconded and the meeting adjourned at 11:27 am.**

Submitted,

Erin A. Fitzgerald, Associate Director, Office of Board Affairs  
Secretary of the CT Board of Regents for Higher Education

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# CSCU Student Success Center Board of Regents Presentation January 15, 2015



THE KRESGE FOUNDATION



**JOBS FOR THE FUTURE**



CONNECTICUT STATE  
COLLEGES & UNIVERSITIES  
BOARD OF REGENTS FOR HIGHER EDUCATION

# CSCU Student Success Center - Background

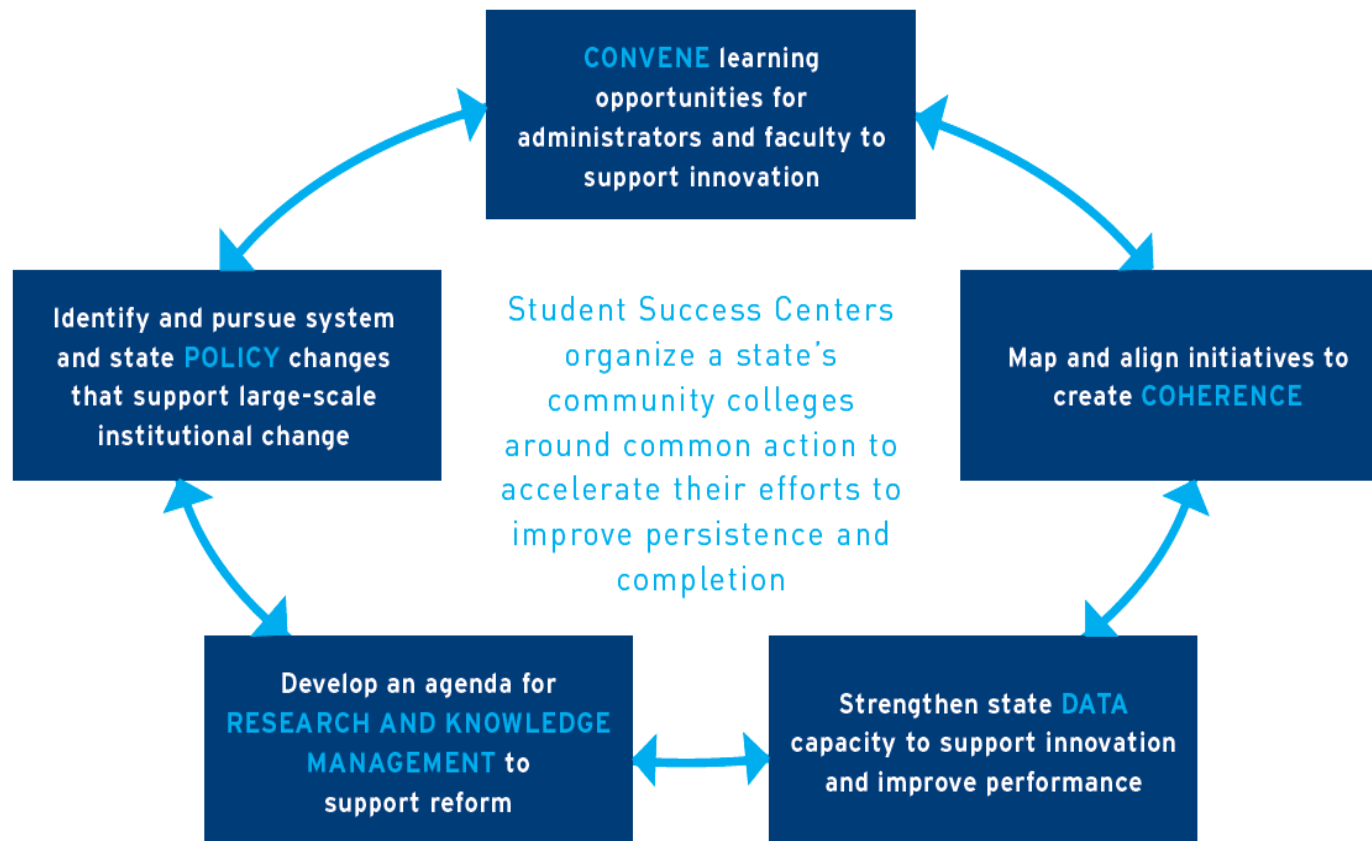
- The CSCU SSC received a competitive \$500,000 grant from the Kresge Foundation to initiate this work. There are seven states nationally that have established centers – Ohio, Michigan, Texas, Arkansas, California, New Jersey, and Connecticut
- In addition to supporting personnel to carry out the mission and goals of the CSCU SSC, the grant supports the convening of statewide faculty and staff meetings, student success summits, and professional mini grants.
- Founded in Fall 2014, the CSCU SSC aims to foster a collaborative process in which faculty, staff, students, and administration work together to develop a culture of academic and personal success for community college students across the state of Connecticut.
- Consistent with the mission of our colleges, we aim to promote communities in which students are encouraged to succeed and excel as they work towards achieving their goals of degree and certificate completion.



# CSCU SSC Goals

1. Enhance existing and establish new **student success knowledge communities** through the regular exchange of information at system professional development activities and meetings.
2. Promote innovation and continuous improvement through the collection and dissemination of **data** and performance metrics.
3. Develop a sustained student-success plan based on the needs of Connecticut community colleges and research and analysis of nationally recognized **high impact practices** and initiatives.
4. Assist in the identification of areas where **BOR policy and/or state statute** should be developed or amended to enhance student learning outcomes and pathways to completion.

# Our Approach



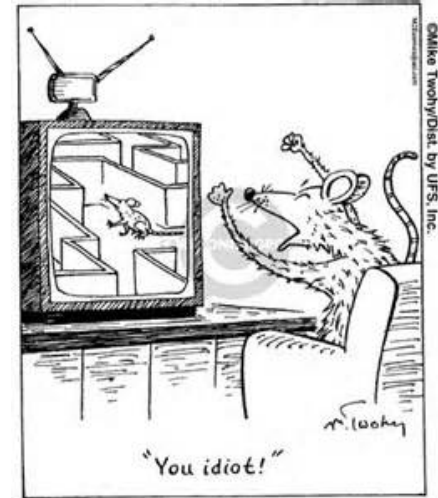
# CT Student Success Center “Assets”

- CT is a relatively small state
- Fall 2014 - 55,153 students in the system (31,886 FTE)
- We have one instance of Banner
- Our 12 colleges are organized into a system with BOR governance and support
- Transform 2020 - Student Success Cornerstone
- Stakeholder Groups/Councils
- Existing Student Success System Initiatives
  - TAP
  - PA 12-40
  - CT HLS Grant
  - Go Back to Get Ahead
  - Manufacturing TAAC Grant
  - Early College Initiatives
  - P20 Win



# To, Through, and From...

- How students transition from high school, or another status (work place, home, etc.) **TO** our institutions.
- How students progress in their selected degree and certificate programs, and move **THROUGH** our institutions.
- How students that complete degree and certificate programs transition **FROM** our institutions to successful careers or to enrollment in a baccalaureate degree.



*versus*



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# Grant Details and Requirements

## Grant Window January 1, 2014 – June 30, 2016

Funding received to date \$300,00 (remaining \$200,000 to be issued February 1, 2015)

## Reporting Deadlines

Interim Report 2/1/15 – period of 1/1/14 – 12/21/14

Interim Report 2/1/16 – period of 1/1/15 -12/31/15

Final report 8/1/16 – period 1/1/16 – 6/30/16

## Other Deliverables

Hiring of appropriate staff – executive director

Compose an advisory council to guide work

List of priorities

Contribution toward statewide student success policy, research, and convening agenda

Efforts to secure additional funding beyond the 2 year grant window

The assessment of an independent evaluator on the Center's work and effectiveness



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# SSC Advisory Board

The CSU SSC maintains an Advisory Board comprised of presidents, chief academic officers, chief student affairs officers, institutional researchers, faculty, staff, students, and non-profit and business leaders. This group meets quarterly to provide guidance and support to the CSU SSC. Dr. David Levinson, BOR vice president for community colleges and president of Norwalk Community College, serves as chair of the advisory board.

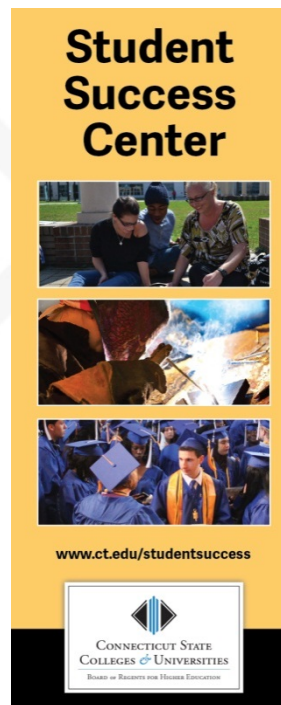
Doris Arrington	Dean of Student Affairs	Capital Community College	Hartford
Sarah Barzee	Chief Talent Officer,	State Department of Education	Hartford
Pat Bouffard	Dean of Academic Affairs	Northwestern Community College	Winsted
Carols Figoura	Vice President, Talent Acquisition	Travelers Corporation	Hartford
Gena Glickman	President	Manchester Community College	Manchester
G. Duncan Harris	Executive Director	CSCU Student Success Center	Hartford
Margaret (Meg) Leake	Director, Learning Center	Central CT State University	New Britain
David Levinson	President	Norwalk Community College	Norwalk
James Lombella	President	Asnuntuck Community College	Enfield
Matthew Long	Associate Dean of Academic and Student Affairs	Gateway Community College	New Haven
Irene Rios-Knauf	Dean of Academic Affairs	Naugatuck Community College	Waterbury
Hector Rivera	Chief Operating Officer	Our Piece of the Pie	Hartford
Michael Rooke	Dean of Academic Affairs	Tunxis Community College	Farmington
Judy Wallace	Faculty Representative (FAC)	Middlesex CC	Middletown
Dudley Williams	Director of Corporate Citizenship and Diversity	GE Asset Management	Stamford



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# Selected CSCU SSC Activity to Date

- Participation in the Jobs for the Future Student Success Center Summit, Washington, DC, September 10-12.
- Development of marketing and web pieces
- Participation in the Texas Student Success Center Pathways Summit, Dallas, TX, September 21-23.
- CSCU SSC Stakeholder Orientation – 10/6/14
- Formation and Convening of the Advisory Board Mtg
- Relationships with System Councils and Communities of Practice established

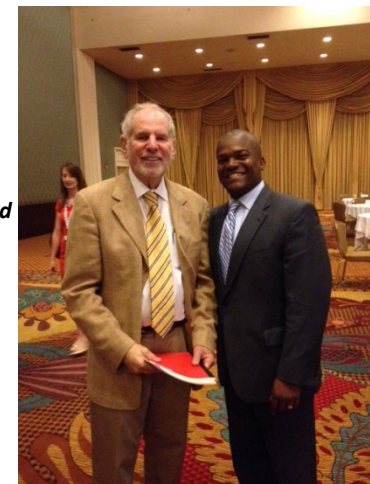


**SSC Marketing Material**



**CSCU SSC Webpage**

**CSCU SSC Executive Director, Dr. Duncan Harris and University of Texas Dana Center Executive Director, Dr. Uri Treisman at the Texas SSC Pathways Institute**



# What's next...

- JFF State Policy Meeting, Seattle, WA - January 26-28, 2015
- CSCU SSC Pathways Summit (12 college teams) - February 13, 2015
- Advisory Board Strategic Planning Session – February 27, 2015
- Minority Male Symposium – March 6, 2015
- Fall 2015 - CSCU SSC Pathways Institute



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## **CSCU Student Success Center Update**

**Reporting Period: September 5, 2014 – December 23, 2014**

G. Duncan Harris, Ed. D.  
Executive Director  
CSCU Student Success Center



# Student Success Center Year End Report

## For the period of September 5, 2014 - December 23, 2014

### Mission

Founded in Fall 2014, the CSCU SSC aims to foster a collaborative process in which faculty, staff, students, and administration work together to develop a culture of academic and personal success for community college students across the state of Connecticut. Consistent with the mission of our colleges, we aim to promote communities in which students are encouraged to succeed and excel as they work towards achieving their goals of degree and certificate completion.

### Resources

The CSCU SSC received a competitive \$500,000 grant from the Kresge Foundation to initiate this work. In addition to supporting personnel to carry out the mission and goals of the CSCU SSC, the grant supports the convening of statewide faculty and staff meetings, student success summits, and professional mini grants to Connecticut's 12 community colleges. In addition to this funding, the system office and colleges have pledged significant in-kind resources to the project. CT joins CA, NJ, TX, MI, AR, OH, and IL as the states with Kresge Centers.

### Presentations

Part of the initial rollout plan for the SSC involved presentations on the conceptual framework to various stakeholder groups within the CT system. The list below identifies presentations made for the reporting period by the executive director. A copy of the overview presentation is included at the end of this report.

Date	Group	Description
9/18/14	Deans of Student Affairs Council	Project overview meeting with the chief student affairs officers of the 12 CT community colleges.
10/3/14	System Retention Council	Project overview meeting with the system Retention Council, a stakeholder group intimately connected with the original grant application.
10/6/14	President Gray, Provost Gargano, and President/System CC Vice President Levinson	BOR senior leadership project overview meeting/presentation. Gretchen Schmidt, Jobs for the Future, Senior Policy Director, in attendance
10/6/14	Meeting with system presidents, academic deans, and deans of student affairs	Project overview meeting with system administrative leaders. Gretchen Schmidt, Jobs for the Future, Senior Policy Director, in attendance
10/6/14	System and campus directors	Project overview meeting with campus and BOR directors. Gretchen Schmidt, Jobs for the Future, Senior Policy Director, in attendance
10/22/14	CSCU Graduate Program Presentation	Asked to serve as the monthly guest speaker. Topic: Trends in Higher Education (State and National) and the Student Success Center
11/7/14	College Career Pathways Group	Project overview meeting with representatives from the State Department of Education, the campus coordinators of College Career Pathways, and lead for the BOR Early College Initiative.
11/17/14	Student Success Advisory Committee	Presentation with Gretchen Schmidt to the advisory board of the SSC.
11/20/14	Windsor Rotary Club	Asked to serve as the monthly guest speaker. Topic: Trends in Higher Education (State and National) and the Student Success Center

### Meeting Participation

Part of the outreach and initiative awareness strategy for the SSC includes attendance and participation by the executive director in various stakeholder meetings. Attendance and engagement is a means to deepen awareness of system initiatives and opportunities for the SSC to serve as a mechanism to increase system coherence efforts. The list below identifies various meeting participation for the reporting period.

Date	Meeting	Description
Ongoing	System Academic Affairs Meeting	Regularly convened meeting of the system academic affairs leadership team. Asked to provide regular update on SSC activity.
9/5/14	STEM/CT Health and Life Sciences Meeting	Meeting at Norwalk Community College to discuss progress on the Helmsley and CT HLS Grant Initiatives.
9/15/14	Transform 2020 Town Hall Meeting	Attended the Transform 2020 (system strategic planning effort) Town Hall meeting at Manchester Community College.
9/18/14 10/10/14	Dean of Student Affairs Council	Participation in the monthly meeting of the system chief student affairs council.
9/18/14 12/18/14	BOR Meeting	Attendance at the monthly BOR meeting, the governance body of the CT State College and University system. The work of the SSC was highlighted as a system accolade during the December 18, 2014 presentation to the board by system President Gregory Gray.
10/2/14 12/5/14	BOR Academic and Student Affairs Committee	Attendance at the BOR monthly committee meeting of the Academic and Student Affairs Committee, one of the policy recommending bodies of the BOR.
10/3/14 11/7/14	Retention Council	Participation in the fall semester meetings of the Retention Council.
10/8/14	Education Advisory Board	Presentation by the EAB group on their student enrollment system.
10/15/14	College Supports Network Info Session	The College Supports Network aims to bring together community based organizations, Hartford Public Schools, and higher education in a collaborative effort to increase degree completion rate. Funded by the Lumina Foundation.
10/29/14	Transform 2020 Student Form	Attended the Transform 2020 Student Forum at Norwalk Community College
12/8/14	Ellucian Degree Works Presentation	The BOR is in the process of procuring and implementing the Degree Works system to support system community colleges degree audits and advising.
12/11/14	State of CT Legislative Appropriations and Budget Meeting	Presentation by BOR President Gregory Gray to the State of CT Appropriations and Higher Education Committee.
12/12/14	Student Clearinghouse Presentation	Attendance at the system office Banner Team presentation by Sue Leden, Student Clearing House, on the reverse transfer initiative.

## Marketing

Significant effort and progress has been made marketing the Student Success Center. In addition to outreach presentations, presence has been established via a webpage, LinkedIn, and Twitter accounts. A full rollout of the webpage that includes a content management system, online article discussion forum, events calendar, stakeholder directory and meeting schedule, advisory board overview, Minority Male Initiative page, and contact information is in the final stages of development, anticipated release date January 2015. The SSC has worked closely with Andrew Morris, BOR web steward, on the development of the site. Select photos of outreach activity and the deck of the SSC outreach presentation are included at the end of this report

## Establishment of Procedures and Presence in the System Office

The SSC has worked to establish a presence within the system office and is recognized as a one of the programs supported by the system office (others include – CT Health and Life Science Grant, TAP, CAMI, Early College Awareness, P20-Win). Purchasing, budget and finance reporting, HR procedures have been established and collaborative relationships have been developed with departments within the BOR.

## Staff

The creation of a job description, along with the identification and hiring of an executive director (a Kresge grant requirement) was accomplished. Dr. Duncan Harris hired and started began in the role on September 5, 2014. Dr. Harris reports to Dr. David Levinson, President of Norwalk Community College and vice president of the BOR community colleges. Meg Niewinski, Sponsored Programs Finance Officer, has been serving as grant/finance administrator for the project. An intern, Lindsey Norton, was selected to provide support to the

project. Funding exists within the budget to hire a part time (17-20 hours/week) project coordinator/assistant. A position announcement will be posted January 2015.

## **Kresge Grant and Jobs for the Future Relationship**

The SSC has met all of the stipulated requirements of the grant to date and has participated in all attendance required activities. The collaborative relationship that was already in place with JFF has been deepened through our SSC work. The executive director has participated in SSC executive director conference calls, meetings with the JFF Project Lead Gretchen Schmidt and the September SSC Summit meeting in Washington, DC.

## **System Professional Development**

### **System Professional Development Day November 21, 2014, Middlesex Community College**

The SSC was a co-sponsor of the fall Dean of Students Council Professional Development Day that occurred at Middlesex Community College on November 21, 2014. Based on event evaluations, the event was a success. The event served as a platform to launch into the guided pathways work that the SSC will facilitate for the system in 2015.

### **SSC Pathways Summit, February 13, 2015, Gateway Community College**

A structured/guided pathways professional development summit, sponsored by the SSC, is scheduled for February 13, 2015 at Gateway Community College. The summit will build on the guided pathways concepts introduced during the fall System Professional Development Day at Middlesex Community College. Dr. Davis Jenkins, from the Community College Research Center at Columbia University's Teacher's College, Dr. Gretchen Schmidt, Jobs for the Future's Senior Policy Analyst, and Issac Rowlett, Public Agenda, will serve as facilitators/presenters at the event. Colleges are forming Pathways Teams of up to 10 individuals to participate in this event.

### **SSC Minority Male Initiative, March 6, 2015, Gateway Community College**

A CSCU Minority Male Summit is planned for March 6 at Gateway Community College. The event will have both practitioner and student tracks. Event details are being finalized.

## **Advisory Board**

The SSC Advisory Board comprised of a diverse set of leaders from across the state has been formed and conducted their first meeting on November 17, 2014. The creation of an advisory committee was one of the stipulations identified in the grant agreement. Two meeting dates are being finalized for the spring semester and two will be conducting fall 2015. The spring meetings will focus on strategic planning and plans for 2015-2016 year. The current membership of the advisory board is identifying below:

<b>First</b>	<b>Last</b>	<b>Title</b>	<b>Institution/Company</b>	<b>City</b>	<b>Type</b>
Doris	Arrington	Dean of Student Affairs	Capital Community College	Hartford	Community College
Barzee	Sarah	Chief Talent Officer	State Department of Education	Hartford	K-12
Patricia	Bouffard	Dean of Academic and Student Affairs	Northwestern CC	Winstead	Community College
Carlos	Figoura	Vice President, Talent Acquisition	Travelers	Hartford	Corporation
Gena	Glickman	President	Manchester Community College	Manchester	Community College
G. Duncan	Harris	Executive Director	CSCU Student Success Center	Hartford	System Office
Irene	Rios-Knauf	Dean of Academic Affairs	Naugatuck Community College	Waterbury	Community College
Margaret (Meg)	Leake	Director, Learning Center	Central CT State University	New Britain	CT State University

David	Levinson	President	Norwalk Community College	Norwalk	Community College
James	Lombella	President	Asnuntuck Community College	Enfield	Community College
Matthew	Long	Associate Dean of Academic and Student Affairs - Retention Committee Representative	Gateway Community College	New Haven	Community College
Hector	Rivera	Chief Operating Officer	Our Piece of the Pie	Hartford	CBO
Michael	Rooke	Dean of Academic Affairs	Tunxis Community College	Farmington	Community College
Judy	Wallace	Faculty Representative (FAC)	Middlesex CC	Middletown	Community College
Dudley	Williams	Director of Corporate Citizenship and Diversity	GE Asset Management	Stamford	Corporation

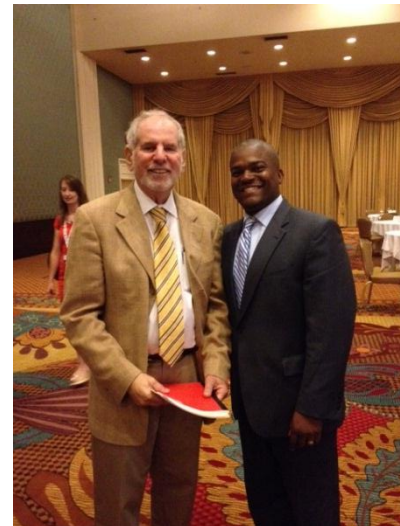
## Spring 2015 Planned Activity

- An article on the SSC will be included in an upcoming edition of the CSCU magazine, Discuss
- The SSC webpage is being expanded to include an inventory of college and system initiatives, an online discussion forum, an event calendar, and library of articles and useful student success related websites.
- A Pathways Summit is scheduled for Friday February 13, 2015 at Gateway Community College.
- A Minority Male Symposium is scheduled for Friday March 6, 2015 at Gateway Community College.
- A statewide initiative map is in development. The initiative will be a useful tool in leveraging existing expertise in the system and providing clarity and potentially coherence amongst underway initiatives and programs.
- Two advisory board meetings will occur in the spring semester (February and April). The SSC strategic plan will be the focus of the February meeting.
- The executive director will provide an overview of the work of the center to the Board of Regents during their regularly scheduled meeting in January or February.

## Selected SSC Photos



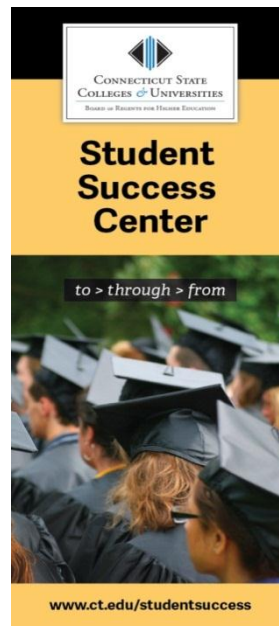
CT Student Success Center Advisory Board, November 2015



Dr. Usi Trisman and Dr. G. Duncan Harris at the Dallas Student Success Center Summit, September 2014



Dr. Michael Gaston, Vice President of Student Success and Enrollment, LaGuardia Community College and Dr. G. Duncan Harris at the CSCU Fall Student Success Summit



Student Success Center Marketing Banner  
*To>Through>From*



Screen shot of the CT Student Success Center Webpage

# Office of Sponsored Programs (OSP)



## OVERVIEW OF OFFICE OF SPONSORED PROGRAMS

**Presentation to Board of Regents  
January 15, 2015**



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# OSP Mission



- Identify funding opportunities to support the colleges & universities in building capacity including program development and/or equipment to advance the educational, pedagogy, research & economic/workforce development missions;
- Identify & obtain additional resources to support multi-institution initiatives;
- Maximize & leverage resources for the greatest impact;



# OSP Mission (Cont'd)



- Enhance the system's capacity to respond to grant solicitations & receive funding awards;
- Apply for and receive additional grant funding
- Assure that funded projects maintain compliance, meet goals, objectives, deliverables and timelines;
- Develop a resource library of materials & templates to assist colleges & universities to plan and implement grants successfully.

# OSP Roles



- Develop & maintain partnerships with all 17 colleges and universities as well as with federal agencies, national associations, foundations, business & industry, the workforce investment system, state agencies, community organizations & other partners;
- Develop processes and procedures to prepare and submit proposals and budgets which align with system goals;
- Create a grant resource library;
- Offer workshops on grant-writing, grants management, allowable costs, indirect & administrative costs and other grant-related topics.

# OSP Roles (Cont'd)



## System-wide Grants

- **Coordination of grant proposal:**
  - ❖ Write grant or hire grant writer
  - ❖ Develop budget and budget narrative
  - ❖ Liaison with institutions
- **Post-Award Grant Administration:**
  - ❖ Liaison for Lead Institution, Grantor , Sub- or Co-Grantees, and Partners
  - ❖ Grant start-up activities
  - ❖ Programmatic & Fiscal Reporting
  - ❖ Scope of Work and Budget Modifications
- **10% of Indirect will come to OSP for system-wide Grant Administration**

## Institution Grants

- **Identify Grant Opportunities not well-suited for system-wide initiatives to share with colleges & universities.**
- **Inventory grant awards to provide system-wide reports to the BOR, legislators and others.**
- **Add value & resources whenever to CSCU colleges and universities pursuing & managing grants.**

# CSCU Grant Inventory

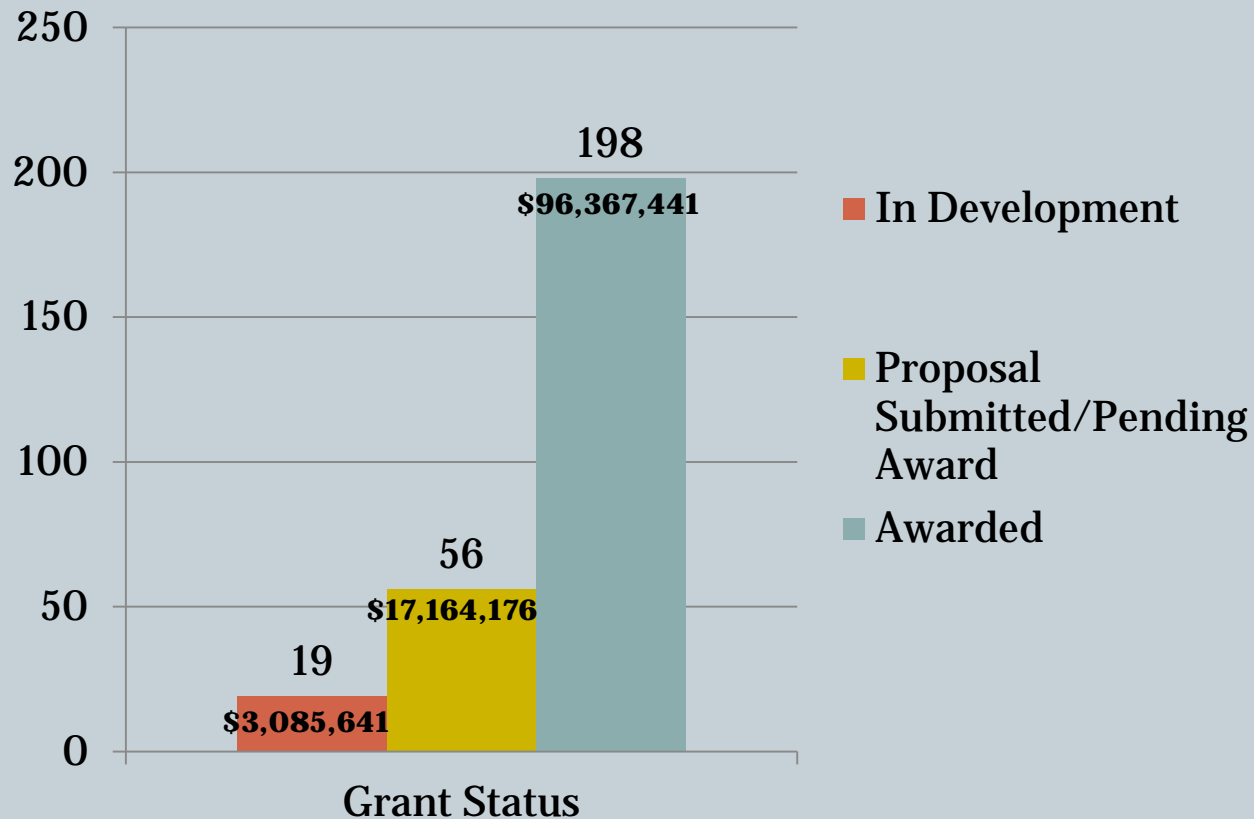


- **First system-wide inventory**
- **Snapshot in time (as of 9/30/14):**
  - 273 grants (awarded, pending award and in development) for a total value \$116,617,258
  - 2014 \$31.8 Million in 111 new grant awards
  - Will conduct inventory annually

# CSCU Grant Pipeline



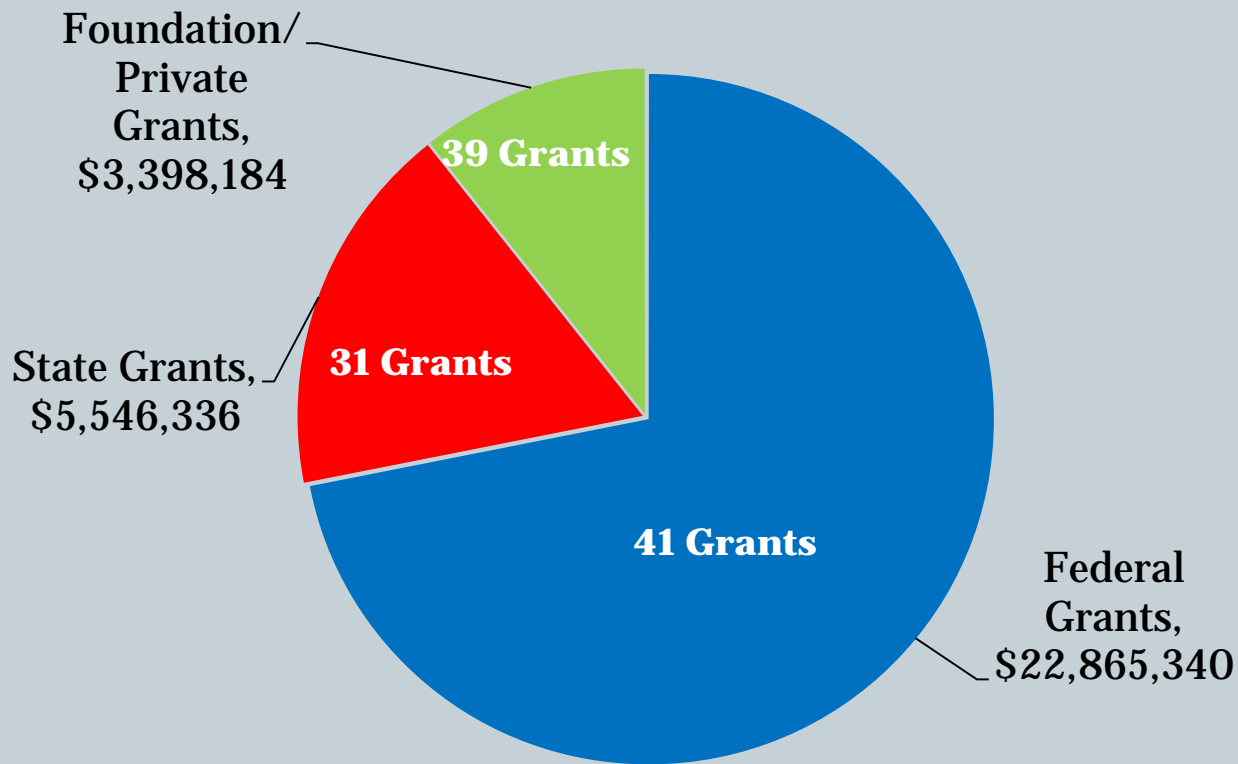
- On 9/30/14, CSCU had 198 active grants system-wide



# Grants Awarded in 2014



- In 2014, CSCU institutions received 111 new grant awards.



# OSP Accomplishments



- **CT Advanced Manufacturing Initiative (CAMI) startup activities:**
  - Kick-off meeting with 13 consortium colleges
  - Meetings with Deans of Administration, Directors of Finance, CC Presidents Council, WIBs, IRC, Facilities, IT
  - Conducted search for Project Director
  - Developed job descriptions for college reporting positions
  - Solicited Third-Party Evaluator proposals and identified provider
  - Participated in TAACCT 4 webinar and orientation with FPO
  - Set up direct deposit accounts and Banner funds
  - Working with Facilities and colleges to draft renovation plans and equipment purchase requests
  - Met with Banner student support team to develop customized Banner forms

# OSP Accomplishments (cont.)



- Assisted Kresge Student Success Center director with grant budget modification
- Assisted Media Studies grant with employment data and budget modification
- Worked with HLSCI project director regarding policies & procedures, leverage, reporting, indirect cost guidance and completing final year activities
- Assisted with Hazard Mitigation grant reporting
- Assisted with US China Center no-cost extension request
- Participated on Transform Revenue Management & Faculty Development Committee
- Sent grant opportunities to colleges and universities



Q & A



Questions?