

**BOARD OF REGENTS FOR HIGHER EDUCATION
SPECIAL COMMITTEE ON ADMINISTRATION**

Minutes – Organizational Meeting

2:15 p.m., Wednesday, October 17, 2012

conducted via teleconference from 1st floor Boardroom

39 Woodland Street, Hartford, CT

COMMITTEE MEMBERS PARTICIPATING VIA TELECONFERENCE

Naomi Cohen, Committee Chair

Yvette Melendez

Michael Pollard

STAFF TO COMMITTEE PRESENT

Ernestine Weaver, BOR Counsel

Erin A. Fitzgerald, Associate Director for Board Affairs/BOR Secretary

Committee Chair Cohen called the meeting to order at 2:00 p.m. The call of the meeting and agenda allowed for discussion by committee members to develop a work plan to address the Board concerns in the following areas:

1. Compensation adjustments for central office
2. Employment discussions with community college presidents
3. Future employment contract for System president
4. Development of policies for consideration and adoption by Board of Regents

No votes were cast at this meeting; highlights of the discussion follow.

Work plan predicated on questions of

- what happened;
- why did it happen;
- what policies were used;
- what needs to change; and
- what are timelines for reporting observations, conclusions and recommendations.

The committee identified a body of information required to answer the questions outlined above to ensure no repetition of recent events.

Information to be received by the committee includes

1. High level inventory (and copies) of existing HR/personnel policies

2. Compensation information, including
 - Existing compensation tables, including those stratified by level i.e.(senior, middle and lower range, of compensation
 - Competencies to establish stratified compensation levels
 - Comparability of compensation packages for peer institutions in State and nationwide
 - Recent compensation adjustments and rationale, benchmarks, and authorization process in determining to whom and the amount of those adjustments
3. Presidential contracts or letters of appointment - Chair Cohen read the following 10/14/12 statement from BOR Chairman Robinson into the record for the minutes:

“As you are all aware, there has been a great deal of uncertainty and ambiguity regarding the meeting that took place on September 24, 2012, between the Community College Presidents and Steve Weinberger, the VP for Human Resources. It has been reported to the Board of Regents that during the meeting, Mr. Weinberger communicated that if a president of a community college elected to step down and provided notice prior to October 31, 2012, that a separation agreement would be negotiated with the departing president. The Board has not authorized any such arrangement and to the extent such an arrangement was offered at that time or thereafter, it is hereby rescinded.”
4. State statutes and BOR bylaws outlining BOR responsibilities and highlighting power vested in the Board to take certain actions and power of chair to sign contracts and documents on behalf of the Board.
5. Existing policies on search for new system president.

Following the development of the receivable due the committee, the committee reached consensus regarding the following:

Compensation:

- An independent consultant with expertise is needed to support fact-finding around issues of benchmarking (i.e. comparability and compensation levels).
- Need to determine if the system has a contract agreement that retains consultant that CSU utilized in connection with benchmarking.
- Suspended salary adjustments remain pending committee review of policies, rationale, authorization authority and criteria for adjustments

A contract for a permanent BOR System President:

- Should include a portion of compensation that's incentivized based on performance linked to strategic plan and key priorities (and including how to determine when executive exceeds goals in measurable way)
- Regents' primary responsibility is evaluation of System President
- Need to identify key criteria for other terms and conditions to be included

There must be transparency and consistency in all BOR policies.

Special Committee on Administration Timeline:

- Update at every regular Regents' board meeting
- Report by December regents meeting around compensation issues
- Further reports as committee progresses as Standing Committee

A committee charge needs to be developed for consideration at the November Board of Regents.

Other Discussion items included:

1. the need for separate discussions in employment groups (presidents, senior/executive management, faculty, administrative...), as well as a conversation with VP of BOR HR directed toward "lessons learned."
2. the committee will develop policies for consideration and adoption by the full board following receipt and analysis of requested information. One pending policy that was especially noted was a process for evaluations of university and college presidents by the BOR President, which would include a performance-based evaluation tying into the to-be-developed strategic plan metrics.
3. As compensation issues are considered, the Administration Committee will work with Finance Committee.

With no further business to consider, the meeting adjourned at 3:10 p.m.

Submitted,

Erin A. Fitzgerald

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