

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

**Minutes – Special Meeting**

**1:30 p.m., Friday, November 9**

**1<sup>st</sup> floor Boardroom**

**39 Woodland Street, Hartford, CT**

**COMMITTEE MEMBERS PRESENT**

Naomi Cohen, Committee Chair

Yvette Melendez

Michael Pollard

**BOR STAFF PRESENT**

President Philip E. Austin

Steven Weinberger, VP for Human Resources

Ernestine Weaver, Counsel

Toby Bates, Director of Human Resources

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

Committee Chair Cohen called the meeting to order at 1:45 p.m.

Committee Chair Cohen referenced state statutes articulating the duties of the Board of Regents contained sections that could be characterized as inconsistent with respect to distinction between the duties of the governing board (the Regents) and responsibilities of the Administration (BOR President). All members concurred there was a need for clarity regarding the authority codified in statute concerning all matters and, particular to the Committee on Administration, HR matters related to employee selection, appointment, compensation and terms of employment.

Committee Chair Cohen shared copies of previous compensation studies utilized by the former community and university administrations. Discussion ensued among all committee members and staff present, resulting in consensus on the following items:

- One or two compensation consultants will be retained as part of a 2-phase process
  - Phase 1 review for validation the compensation adjustments provided to the previously identified 21 positions
    - Review the 21 positions' job descriptions, and also review placement of those positions within current salary schedules/bands—are they valid?
  - Phase 2 Develop a Request for Proposals for purposes of a full study of all positions/validation of existing salary bands for unclassified personnel of CONNSCU system: There may be recommendation for edits thereto

The Committee wants to report to the Board by year end the results of its investigation of the 21 positions in a format that will include a summary outlining that which has been reviewed, what were the findings, what is the committee's recommendation going

forward to ensure that the policies in place are appropriate and that there are standards in place to ensure compliance therewith. Additionally, the committee's report to the Board should provide identification of any gaps that may have existed in either policy or process which resulted in the recent compensation issue.

President Austin noted, and members concurred, that within Board policies there was a need to leave some flexibility and discretion necessary for management to perform administrative functions properly and effectively, within the governing board's approved parameters.

### **Executive Session**

At 2:50 p.m., the Committee moved to Executive Session as allowed for under state statutes for the purpose of discussion concerning a personnel matter. Committee Chair Cohen noted that on the advice of counsel, only staff members whose presence was necessary would be asked to attend. The following individuals joined the Board in Executive Session: Dr. Austin, BOR President; Ernestine Weaver, BOR Counsel; Steve Weinberger, BOR VP Human Resources; Toby Bates, Director of Human Resources, and Erin Fitzgerald, BOR Secretary

*Note: President Austin left Executive Session at 3:40 p.m.*

### **Return to Open Session**

At 4:15 p.m. the Committee returned to Open Session with Committee Chair Cohen noting that discussion was limited to a personnel matter and that no votes were taken during Executive Session.

With no further business to consider, the meeting adjourned at 4:15 p.m.

Submitted,

Erin A. Fitzgerald

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