

**Board of Regents for Higher Education
Connecticut State Colleges & Universities
Human Resources and Administration Committee Charter**

Introduction

There is established a committee to be called the Human Resources and Administration Committee of the Board of Regents for Higher Education (BOR). This charter broadly defines the Committee's roles with respect to human Resources and Administration.

Membership

The Human Resources and Administration Committee shall be appointed by the Chair of the BOR. It shall be composed of not less than three members of the BOR. One BOR member shall serve as chair of the Committee. At least one Committee member shall have expertise in Human Resources and Administration.

General Purpose and Scope

The Human Resources and Administration Committee shall be a standing committee of the BOR. The Committee shall consider, review and/or develop policies and make recommendations governing employees of the Connecticut State Colleges & Universities and the CSCU system office.

Committee Responsibilities

The Committee's jurisdiction shall include, but not be limited to, policies concerning the following topics:

1. Classification and compensation.
2. Equal opportunity and affirmative action.
3. Ethics.
4. Employee personnel files.
5. Collective bargaining goals and objectives.
6. Processes for recruitment, appointment, evaluation, compensation, duties, and termination, if appropriate, of the CSCU System President.
7. Nepotism in employment.
8. Workplace safety.
9. Sexual harassment reporting, investigation, and administrative actions.
10. Litigation.
11. Student workers, graduate assistants and interns, university assistants, co-op employees, and honorary titles.

Adoption of policies that may be recommended by the Committee shall require action of the BOR. A policy manual that incorporates approved policies shall be maintained and may be amended as necessary to reflect on-going BOR actions. The office of the CSCU System President shall disseminate the manual and amendments to all management and confidential professional employees in a manner the President deems appropriate.

Meetings

The Human Resources Committee shall meet as often as deemed necessary by the Chair. An annual calendar will be established.

Annual Review of Activities and Committee Charter

Each year the Human Resources and Administration Committee shall assess its activities with respect to the activities outlined in this charter and take action as needed. This assessment shall include the adequacy of the charter itself. Recommendations to modify the charter's general purpose and scope shall require approval by the BOR.

Staff to the Human Resources and Administration Committee

CSCU Vice President of ~~Finance & Administration~~