



Enclosure 2a  
October 5, 2016

## Minutes of the Council on Postsecondary Education Personnel Committee Meeting

Thursday, September 8, 2016, 5:30 p.m.  
Office of the Postsecondary Commissioner  
560 Jefferson Boulevard  
Warwick, Rhode Island 02886

The Personnel Committee of the Council on Postsecondary Education met on Thursday, September 8, 2016, at the Office of the Postsecondary Commissioner on 560 Jefferson Boulevard, Warwick, RI. At 5:40 p.m. Chair Green called the meeting to order and asked for the roll to be taken, after which she declared a quorum present.

**Present:** William Foulkes (arrived at 5:55 pm), Timothy DelGiudice, Senator Thomas Izzo and Rachelle Green.

**Absent:**

### 1. ACCEPTANCE OF THE AGENDA

Chair Green entertained a motion to accept the agenda for September 8, 2016.

On a motion duly made by Senator Izzo and seconded by Mr. DelGiudice, it was

**VOTED:**           **THAT**           The Personnel Committee accept the agenda for the meeting of September 8, 2016 as presented.

**VOTE:**           4 members voted in the affirmative and 0 members voted in the negative as follows:

**YEAS:**           William Foulkes, Timothy DelGiudice, Senator Thomas Izzo and Rachelle Green.

**NAYS:**           0

**ABSTAINS:**    0

## 2. APPROVAL OF THE MINUTES

### 2a) Approval of the minutes of the January 27, 2016 meeting.

On a motion duly made by Senator Izzo and seconded by Mr. DelGiudice, it was:

<b>VOTED:</b>	<b>THAT</b>	The Council on Postsecondary Education approve the minutes for the meeting of January 27, 2016 as proposed.
	<b>VOTE:</b>	4 members voted in the affirmative and 0 members voted in the negative as follows:
	<b>YEAS:</b>	William Foulkes, Timothy DelGiudice, Senator Thomas Izzo and Rachelle Green.
	<b>NAYS:</b>	0
	<b>ABSTAINS</b>	0

### 2b) Approval of the minutes of the July 13, 2016 meeting.

Chair Green proposed an amendment to the minutes for July 13, 2016 to indicate that Mr. Timothy DelGiudice was not present at the July 13, 2016, meeting and did not vote on the motions.

On a motion duly made by Senator Izzo and seconded by Mr. DelGiudice, it was

<b>VOTED:</b>	<b>THAT</b>	The Personnel Committee amend the minutes for the meeting of July 13, 2016 as proposed.
	<b>VOTE:</b>	4 members voted in the affirmative and 0 members voted in the negative as follows:
	<b>YEAS:</b>	William Foulkes, Timothy DelGiudice, Senator Thomas Izzo and Rachelle Green.
	<b>NAYS:</b>	0
	<b>ABSTAINS</b>	0

Chair Green then called for a motion to accept the minutes of the July 13 meeting as amended.

On a motion duly made by Mr. DelGiudice and seconded by Senator Izzo, it was

<b>VOTED:</b>	<b>THAT</b>	The Personnel Committee approve the minutes for the meeting of July 13, 2016, as amended.
	<b>VOTE:</b>	4 members voted in the affirmative and 0 members voted in the negative as follows:
	<b>YEAS:</b>	William Foulkes, Timothy DelGiudice, Senator Thomas Izzo and Rachelle Green.
	<b>NAYS:</b>	0
	<b>ABSTAINS</b>	0

### 3. DISCUSSION ITEMS

#### a) Update of the Council Personnel Policy Manual

Chair Green updated the Committee by summarizing the work she and Ms. Anne Marie Coleman accomplished during a meeting to determine the scope and description of the policies and procedures currently administered by the OPC. The Committee discussed its role in employing and providing policies to govern certain types of employs (approximately 400 people), and attempted to describe the types of individuals included. Chair Green circulated a draft list of policies and procedures she and Ms. Coleman compiled and the Committee reviewed and began editing it. Ms. Coleman will review further and add missing policies, including those from institutions other than URI.

The Committee discussed the scope of work it intends to perform to ensure the current policies and procedures have been reviewed, are up to date, and cohesive. This was last done in 2013.

Ms. Coleman has proposed changes to the Council on Postsecondary Education Personnel Policy Manual, and Chair Green will review and possibly circulate before the next Personnel Committee meeting.

**b) Quarterly Reporting**

The Committee reviewed the categories of information, compiled and circulated by Ms. Coleman and that it will ask for in the form of quarterly reports from the institutions' Presidents and the Commissioner of Postsecondary Education. The Committee agreed that the information requested is in conformance with the previously proposed addition of Section 1.08 of the Council on Postsecondary Education Personnel Policy Manual and agreed that it would provide the Committee with the information the Department of Administration indicated was lacking from Rhode Island College at the time of its 2016 audit. The OPC will request quarterly reports from the institution Presidents and submit its own report containing this information, which will be provided to the Personnel Committee by October 10, 2016, for the first time, and quarterly thereafter.

**3. EXECUTIVE SESSION**

At 6:34 p.m. Chair Green entertained a motion to enter into Executive Session for the following:

- a) Discussion regarding the presidential evaluations pursuant to RIGL 42-46-5(a)(1).

The Chair noted that the individuals involved in those items have been notified in writing of their right to have these discussions take place in Open Session, and they have indicated no objection to proceeding in Executive Session.

On a motion duly made by Mr. DelGiudice and seconded by Senator Izzo, it was

<b>VOTED:</b>	<b>THAT</b>	The Personnel Committee enter into Executive Session pursuant to RIGL 42-46-5(a)(1) for the reason stated above.
	<b>VOTE:</b>	4 members voted in the affirmative and 0 members voted in the negative as follows:
	<b>YEAS:</b>	William Foulkes, Timothy DelGiudice, Senator Thomas Izzo and Rachelle Green.

NAYS: 0

ABSTAINS: 0

All non-Committee members in the audience were excused with the exception of:

- Dr. Purcell, Commissioner of Postsecondary Education

**The Committee reconvened in Open Session at 7:16 p.m.**

On a motion duly made by Mr. DelGiudice and seconded by Senator Izzo, it was:

**VOTED:**           **THAT**           The Personnel Committee seal the minutes of  
the Executive Session held on September 8,  
2016.

**VOTE:**           4 members voted in the affirmative and 0  
members voted in the negative as follows:

**YEAS:**           William Foulkes, Timothy DelGiudice, Senator  
Thomas Izzo and Rachelle Green.

**NAYS:**           0

**ABSTAINS:** 0

#### 4. ADJOURNMENT

On a motion duly made by Senator Izzo and seconded by Chair Foulkes, it was:

<b>VOTED:</b>	<b>THAT</b>	The Personnel Committee adjourn its meeting.
	<b>VOTE:</b>	4 members voted in the affirmative and 0 members voted in the negative as follows:
	<b>YEAS:</b>	William Foulkes, Timothy DelGiudice, Senator Thomas Izzo, Rachelle Green.
	<b>NAYS:</b>	0
	<b>ABSTAINS:</b>	0

**The meeting adjourned at 7:17 p.m.**