Minutes of the of
Council on Postsecondary Education
Personnel Committee Meeting

Wednesday, November 1, 2017, 4:00 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
Wednesday, November 1, 2017, at the Office of the Postsecondary Commissioner, 560
Jefferson Boulevard, Warwick, Rhode Island at 4:00 p.m. The following Committee
members were present:

Present:     William Foulkes, Rachelle Green, Vivian Caruolo (arrived at 4:04 p. m.),
            and Senator Thomas Izzo.

Absent:      None.

1. ACCEPTANCE OF THE AGENDA

Chair Green entertained a motion to accept the agenda for the meeting of November
1, 2017.

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

VOTED:      THAT                           The Personnel Committee accept the agenda
            for the meeting of November 1, 2017 as
            presented.

VOTE:       3 members voted in the affirmative and 0
            Members voted in the negative as follows:
YEAS: William Foulkes, Senator Thomas Izzo and Rachelle Green
NAYS: 0
ABSTAINS: 0

2. APPROVAL OF THE MINUTES

Approval of the minutes of the September 12, 2017 meeting

Chair Green called for a motion.

On a motion duly made by William Foulkes and seconded by Thomas Izzo, it was

VOTED: THAT The Council on Postsecondary Education approve the minutes for the meeting of September 12, 2017 as presented.

VOTE: 3 members voted in the affirmative and 0 members voted in the negative as follows:

YEAS: William Foulkes, Thomas Izzo and Rachelle Green
NAYS: 0
ABSTAINS: 0

3. DISCUSSION ITEMS

3.a. – System-wide FTE (full-time equivalent) needs

Commissioner Dann-Messier stated that Council needs to identify long term FTE needs for the system. Anne Marie Coleman reviewed the current FTE caps for each school and the Office of the Postsecondary Commissioner. Commissioner Dann-Messier stated that Rhode Island College currently has a shortage of FTE’s. The current caps are established by the Legislature through the budget allocation and approval process.
Senator Izzo suggested that the Committee look at the history of FTE allocations amongst the schools and OPC and compare them with allocations to comparable institutions. Anne Marie Coleman was asked to provide a monthly FTE report to the Committee outlining how many positions were currently filled at each school and OPC.

3.b. System-wide job classification approval process

3.c. Role of the Personnel Review Committee and Council in approving new classification requests.

For Items 3b and 3c, Anne Marie Coleman provided the Committee with an explanation of the Council’s job classification approval process, as set out in its Personnel Policy Manual, as well as the composition and role of the Personnel Review Committee (“PRC”) in the process. She explained that with bargaining unit positions, approval only goes as far as the PRC. The Council, however, has final approval for all non-union, non-classified positions. Ms. Coleman indicated that she has requested a system-wide classification review on several occasions, but it has yet to be approved.

An explanation of the movement to get classified employees within the system into the Council’s non-classified system was also provided. Chair Foulkes indicated that once we know that everyone is on board with this proposal, he would like to move the issue to the Council. He also wants to explore having the Commissioner position moved into the Council’s non-classified service.

Anne Marie also explained the PRC’s procedure to the Committee. Chair Foulkes indicated that in an effort to bring more transparency in this process, he would like there to be a standing agenda item for future Personnel Committee meetings where the Committee receives a PRC report regarding its actions (including its approval of bargaining unit positions), which also includes the net costs of any new positions that are established. Anne Marie noted that the schools report unfilled positions to OPC every two weeks, and Senator Izzo asked that the reports also be provided to the Committee.
At 4:50 P.M. Chair Green entertained a motion to enter into Executive Session for the following:

a. Discussion regarding the presidents’ management letters pursuant to RIGL 42-46-5(a)(1).

The Chair noted that the individuals involved in this item had been notified in writing of their rights to have this discussion take place in Open Session, and they have indicated no objection to proceeding in Executive Session.

On a motion duly made by Vivian Caruolo and seconded by William Foulkes it was

VOTED: THAT The Personnel Committee enter into Executive Session pursuant to RIGL 42-46-5(a)(1) for a discussion regarding the presidents’ management letters pursuant to RIGL 42-46-5(a)(1).

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


NAYS: 0

ABSTAINS 0

All non-committee members in attendance were excused.

The Committee reconvened in Open Session at 5:55p.m.

Chair Green called for a motion to seal the minutes of the Executive Session.
On a motion duly made by William Foulkes and seconded by Senator Izzo, it was

VOTED: THAT The Personnel Committee seal the minutes of its Executive Session.

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


NAYS: 0

ABSTAINS: 0

Chair Green then called for a motion to adjourn.

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

VOTED: THAT The Personnel Committee adjourn its meeting.

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


NAYS: 0

ABSTAINS: 0

The meeting adjourned at 5:58 p.m.