MEMORANDUM

TO: Randolph Moore
   Chairperson, Board of Regents

VIA: David Lassner
     President

FROM: Jan Gouveia
      Vice President for Administration

SUBJECT: INTERIM APPROVAL PROCESS OF SALARIES FOR EXECUTIVE AND MANAGERIAL PERSONNEL

Specific Action Requested:

As more fully described below, the Board of Regents is requested to approve a modified interim approval process for the review and approval of executive and managerial salary ranges prior to recruitment, salaries for initial appointments (interim and permanent) and salary adjustments that both exceed the control point and exceed $150,000 or are for unclassified positions, effective January 1, 2016 through June 30, 2016, or unless sooner terminated.

Recommended Effective Date:

January 1, 2016 through June 30, 2016, or unless sooner terminated.

Purpose:

This interim approval process applies to proposed salary ranges prior to recruitment, salaries for initial appointments (interim and permanent) and salary adjustments of executive and managerial personnel until the Regents policies on personnel are revised.
Background:

Pursuant to Regents Policies 9.212, Executive and Managerial Personnel Policies, the Board of Regents is the approving authority for positions reporting directly to the board or President, specifically the positions of executive administrator and secretary of the board, vice president, chancellor, and internal auditor. The approving authority for other executive and managerial positions requires the approval of at least two executive or managerial reporting levels above the position involved in the transaction.

In June 2013, the Governor signed Act 134, State Budget, including section 130 regarding salaries, which expired June 30, 2015. The Board of Regents discussed Act 134 at its July 30, 2013 meeting and subsequently approved an interim approval process on August 22, 2013 for Board approval of salaries for appointments, reappointments and changes in compensation where salaries would exceed $150,000. This interim process was effective through June 30, 2015, and was subsequently approved by the Board to continue through December 31, 2015.

A modification to the interim approval process for salaries of executive and managerial personnel is being recommended as the update to the Regents personnel policies are being reviewed and finalized. Starting January 1, 2016 through June 30, 2016, or unless terminated sooner, the Board of Regents retains authority to approve salaries for initial appointments (interim and permanent) and salary adjustments of executive and managerial personnel that both exceed the control point and exceed $150,000 or are for unclassified positions. The Personnel Committee of the Board of Regents retains authority to approve salary ranges prior to recruitment that both exceed the control point and exceed $150,000 or are for unclassified positions. For all other actions, the President or the designated authority is authorized to approve salaries.

Specific Action Recommended:

The Board of Regents is recommended to approve a modified interim approval process that requires review and approval of salaries for initial appointments (interim and permanent) and salary adjustments by the full Board of Regents, and review and approval of salary ranges prior to recruitment by the Personnel Committee of the Board of Regents, for executive and managerial salaries that both exceed the control point and exceed $150,000 or are for unclassified positions. This shall be effective January 1, 2016 through June 30, 2016, or unless sooner terminated.