Special Meeting of the
COMMITTEE ON COMPENSATION
January 27, 2021 at 9:30 a.m.
University of Connecticut
Conference Call

Meeting held by Telephone

Public Call-In Number:
(415) 655-0002 US Toll
Access Code: 629 930 823

Public Access Link:
http://ait.uconn.edu/bot

(A recording of the meeting will be posted on the Board website
https://boardoftrustees.uconn.edu/ within seven days of the meeting.)

Call to order at 9:30 a.m.

1. Public Participation *(limited to agenda items)*
   * If members of the public wish to address the Committee during the Public Participation portion of the meeting, you must submit a request in writing 30 minutes prior to the start of the meeting (by 9:00 a.m.) to the following email address: BoardCommittees@uconn.edu. Please indicate your name, telephone number, and topic to be discussed. Per the University By-Laws, the Board may limit public comment. As an alternative, you may also submit your comments via email which will be shared with the Board.

2. Approval of the Minutes of the Compensation Committee Meeting of August 11, 2020

3. Office of Diversity and Inclusion – Staffing

4. Other Business

5. Executive Session (as needed)

6. Adjournment

PLEASE NOTE: If you are an individual with a disability and require accommodations, please call the Board of Trustees Office at (860) 486-2333 prior to the meeting.
MINUTES
SPECIAL MEETING OF THE COMMITTEE ON COMPENSATION
University of Connecticut
Teleconference
August 11, 2020

TRUSTEES PARTICIPATING: Andy Bessette, Chuck Bunnell, and Shari Cantor

STAFF PARTICIPATING: Thomas Katsouleas, Rachel Rubin, Debbie Carone, and Susan Locke

Committee Chairman Bunnell convened the meeting of the Committee on Compensation at 4:01 p.m. via teleconference. He asked for a roll call of those participating and asked if there were any members of the public who wished to speak on the agenda items. There being no public comment, he directed the Committee to agenda Item #2, Approval of the Minutes of the Committee on Compensation Meeting of May 13, 2020. On a motion by Trustee Bessette and seconded by Trustee Cantor, the item was approved as circulated.

President Katsouleas introduced agenda Item #3, Senior Staff Appointment. He detailed the need to refill the position of Chief of Staff, as well as the qualifications of the chosen candidate. The Committee members commended President Katsouleas on his choice to appoint Nicole Gelston, University General Counsel, to the position. Attorney Gelston will serve a dual role as Chief of Staff and General Counsel. Noting the current University financial challenges, the Committee advised that a review of compensation be made when appropriate.

The meeting was adjourned at 4:13 p.m. on a motion by Trustee Bessette and seconded by Trustee Cantor.

Respectfully submitted,

Debbie L. Carone
Debbie L. Carone,
Secretary to the Committee
Memorandum

To: Board of Trustees Compensation Committee
From: Dr. Frank Tuitt, VP/CDO
Purpose: Proposed Assistant/Associate VP/CDIO position for UConn Health
Date: January 27, 2021

Currently, the Office for Diversity and Inclusion has a vacant assistant vice president position. We are proposing to reconfigure this role and reallocate its primary responsibilities to include serving as the lead diversity and inclusion officer for UConn Health. This is an executive level position which would continue to report to Dr. Frank Tuitt, Vice President and Chief Diversity Officer, while working closely with Dr. Andrew Agwunobi, Chief Executive Officer, UConn Health, and Executive Vice President for Health Affairs and his leadership team.

This memo includes the following:
- The current ODI organizational chart
- The proposed ODI organization chart
- The current Assistant Vice President job description
- The proposed Assistant/Associate Vice President/Chief Diversity & Inclusion Officer job description
ODI’s Current Organizational Chart

President

Vice President
Chief Diversity Officer

Executive Assistant
Vacant

Assistant Vice President
Vacant

Director, Diversity & Inclusion Initiatives

Associate Director, Programs

Coordinator VAWPP Vacant

Administrative Staff

Native American Cultural Programs (NACP)

Director, Asian American Cultural Center (AsACC)

Associate Director, Programs

Assistant Director, Operations Vacant

Administrative Staff

Director, Women’s Center

Associate Director, Programs

Coordinator VAWPP Vacant

Administrative Staff

Director, Rainbow Center

Program Specialist Vacant

Administrative Staff

Director, Puerto Rican/Latin American Cultural Center (PRLACC)

Assistant Director, Operations

METAS Assessment Specialist (SP)

Director, African American Cultural Center (AACC)

Program Specialist
ODI’s Proposed Organizational Chart

President

Vice President

Chief Diversity Officer

Executive Assistant

Vacant

Assistant Vice President

UConn Health

Director, Diversity & Inclusion Initiatives

Native American Cultural Programs (NACP)

Director, Asian American Cultural Center (AsACC)

Associate Director, Programs

Assistant Director, Operations Vacant

Coordinator VAWPP Vacant

Administrative Staff

Director, Women’s Center

Associate Director, Programs

Coordination Vacant

Administrative Staff

Director, Rainbow Center

Program Specialist Vacant

Administrative Staff

Director, Puerto Rican/Latin American Cultural Center (PRLACC)

Assistant Director, Operations

METAS Assessment Specialist (SP)

Director, African American Cultural Center (AACC)

Program Specialist

Assistant Director, Operations Vacant
Current Vacant Assistant Vice President for Diversity and Inclusion

The Assistant Vice President for Diversity and Inclusion provides critical support to the Chief Diversity Officer (Vice President for Diversity and Inclusion) in the Office for Diversity and Inclusion’s (ODI) efforts to fulfill its goals to develop a more diverse and inclusive academic community for all students, faculty, and staff. The Assistant V.P.’s primary responsibility is for leading and facilitating inclusion programs and initiatives and sustaining partnerships across the University and external stakeholders. The Assistant V.P. will also provide direct management support for diversity and inclusion strategic planning initiatives, and will share responsibility for oversight of ODI with the CDO as needed.

Responsibilities of the Assistant V.P.’s position include:

1. Assisting Chief Diversity Officer in the development, assessment, and promotion of diversity and inclusion programming.
2. Working closely with the University’s Diversity Council, academic departments and administrative units across the University, provide critical guidance and support for the development of departmental action plans, as called for in the Diversity Task Force report.
3. In collaboration with the Office of Institutional Research and Effectiveness provide needs assessment, generate and analyze relevant data, provide expertise in the development of effective practices, and help evaluate the programs and practices put forward as part of individual departmental action plans.
4. Partner with other diversity officers, and with other administrators and faculty across the University, to facilitate the successful implementation of new programs such as mentoring and pipeline programs.
5. Collaborate with the Office of Institutional Equity (OIE) and representatives from other university offices for recommendations and assistance in the coordination of diversity training, education and outreach programming for faculty, students, and staff.
6. Work with Graduate School and other offices to provide high-level support for federal and foundation grant proposals, which ODI may undertake as part of university diversity.
7. Partner with other administrators and faculty across the University, to facilitate the successful implementation of new programs including mentoring and pipeline programs.
8. Reviews University policy for consistency with the Chief Diversity Officer’s direction, recommending changes in policy, as needed.
9. Educates and advises employees, departments, and collective bargaining representatives on diversity and inclusion issues related to policies, procedures, and State and Federal regulations.
10. Provide direct management support for the CDO’s communications, marketing and branding efforts, including website content development, social media and event planning.
11. Serves as fiscal officer for the department and manages approved budget with broad authority.
12. Other duties as required.
Qualifications:

1. An advanced degree or extensive Higher Education experience (Ph.D. a plus).
2. Seven to nine years of management experience within a higher education diversity and inclusion area.
3. Broad knowledge of best practices in diversity and inclusion programming and training.
4. Experience overseeing diversity and inclusion training and education programs for a variety of constituencies.
5. Effective project management, organization, and analytical skills.
6. Ability to manage multiple projects simultaneously.
7. Ability to understand the needs of the campus and to work collaboratively with students, faculty, and staff across the institution and with peer institutions.
8. Excellent interpersonal skills.
9. Demonstrated commitment to diversity and inclusion.

10/03/2019
Assistant/Associate Vice President/ Chief Diversity and Inclusion Officer for UConn Health

Position Summary

University of Connecticut (UConn) Health and the University of Connecticut are pleased to invite inquiries, nominations and applications for the inaugural role of Assistant/Associate Vice President (AVP) for Diversity and Inclusion/Chief Diversity and Inclusion Officer (CDIO) at UConn Health. This is an executive position that reports dually to Dr. Andrew "Andy" Agwunobi, Chief Executive Officer, UConn Health, and Executive Vice President for Health Affairs, and Dr. Frank Tuitt, Vice President and Chief Diversity Officer, University of Connecticut. The AVP/CDIO will be responsible for providing transformative leadership, vision and direction for critical diversity, equity, and inclusion efforts in UConn Health’s pursuit of inclusive excellence.

Founded in 1881, UConn is among the Nation’s Top 25 Public Universities, according to US News & World Report. UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. With its main campus in Farmington, UConn Health is home to the UConn School of Medicine, UConn School of Dental Medicine, UConn John Dempsey Hospital, Outpatient Pavilion, Musculoskeletal Institute and Surgery Center, Procedures Center, nine off-campus sites, and eight additional community locations across the state. UConn Health is home to more than [XX] student, trainee, faculty and staff members of the Husky community.

Since its founding in 1961, UConn Health has been committed to human health and well-being, and in just over 50 years, has established a strong foundation of innovative education, high quality and accessible clinical care, and groundbreaking research.

The AVP/CDIO will work closely with academic, research, and clinical care leaders across the organization to identify and advance diversity, equity and inclusion strategic priorities for students, trainees, faculty, staff, patients, families and community members. This work will align with and further advance UConn Health’s mission of helping people achieve and maintain healthy lives and restoring wellness/health to maximum attainable levels.

Core Responsibilities

- Enhance communication and engagement among stakeholders
- Encourage collaboration across the organization
- Identify exemplary practices and leverage collective resources
- Bolster diversity, equity, inclusion and retention

Key Opportunities and Expectations

- Articulate diversity, equity and inclusion strategic priorities and actions
- Develop performance metrics
- Implement and monitor progress
- Establish and enforce accountability
This is an opportunity for a recognized leader in the science and practice of diversity to join an organization and broader university community that has demonstrated its commitment to diversity, equity and inclusion in various tangible ways. In July 2020, UConn named Dr. Frank Tuitt, Vice President and Chief Diversity Officer. Dr. Tuitt has over two decades of higher education administration experience and most recently served as chief diversity officer at the University of Denver. The UConn Health AVP/CDEIO will work closely with Dr. Tuitt and be a thought partner, strategic leader and implementer across UConn Health.

The ideal candidate will have a documented history of successfully developing, implementing and advancing strategic diversity, equity and inclusion initiatives in a matrixed organization. They will utilize proven methodologies, innovative programming, and a data-driven, analytics-based approach to drive a culture of transformation, assessment and accountability. UConn seeks candidates whose personal and professional experiences reflect a commitment to and knowledge of the higher education landscape. A terminal degree is preferred, but not required.

Additional information about the UConn Health can be found at https://health.uconn.edu. For more information about how to nominate a candidate or apply for this position please visit [website]

About UConn Health

At UConn Health, we offer our employees opportunities within a dynamic, intellectually stimulating environment of education, research, and patient care.

UConn Health is comprised of the nationally recognized School of Medicine and Dental Medicine, John Dempsey Hospital, and UConn Medical Group. As UConn Health continues to grow, employment opportunities are available in multiple locations throughout the state.

The University of Connecticut Health Center is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

Accommodations for Applicants with Disabilities

Applicants with disabilities may request reasonable accommodations under the Americans with Disabilities Act (ADA). We can explore accommodations to help applicants with the application process, during the interview as well as the hiring process itself. UConn Health engages in an interactive process with each person making a request for accommodations and reviews the requests on an individualized, case-by-case basis. Please contact ADA Case Manager at 860-679-2831 or via e-mail at Kristin Donofrio to request an accommodation.

Non-Discrimination Policy

Commitment to Diversity, Inclusion and a Respectful Workplace
UConn is committed to providing equal employment opportunities to all its employees and applicants for employment. All applicants will receive consideration for employment without regard to race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disabilities, past/present history of a mental disorder), prior conviction of a crime (or similar characteristic), workplace hazards to reproductive systems, gender identity or expression, or other factors which cannot lawfully be the basis for employment actions.
COMPENSATION SALARY INFORMATION - BENCHMARKING DATA

Employee Profile

Action: New Hire
Current Department: Office of Diversity and Equity/UConn Health Center
Position Title/Level: Chief Diversity and Inclusion Officer-UCH/Associate Vice President
Reports to: Frank Tuitt, Chief Diversity Officer/Vice President

Recommended Salary for Associate Vice President*:

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*50% range spread using average external market 50th percentile

Recommended Salary for Assistant Vice President**:

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*50% range spread using average external market 25th percentile

Position Overview

Under the administrative review of the University’s Chief Diversity Officer, the Chief Diversity and Inclusion Officer (CDIO) will be responsible for providing transformative leadership, vision and direction for critical diversity, equity, and inclusion efforts in the UConn Health Center’s pursuit of inclusive excellence.

External Benchmark Data

CUPA 2020 Chief Diversity Officer [168000]
Manages and oversees diversity programs and services at the institution. Responsibilities typically include helping to build diverse student, faculty, and staff populations; creating opportunities to engage diverse ideas inside and outside the classroom; and providing programs and services that emphasize the importance of a diverse and inclusive campus environment.

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*Data aged at 2.8%, an 8% geographic differential, and a 15% discount for scope applied
### Internal Benchmark Data

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