

An excerpt from the minutes of the meeting on February 25, 2005 of the Finance and Administration Committee of the CSU Board of Trustees.

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3. ACTION ITEMS

A. *Resolution concerning Pre-Employment Background Verification Policy at the Connecticut State University System*

Mr. Johnson reported that this policy will help CSU to make better employee hiring decisions. Implementation will also help to avoid liability. The Request for Proposal went out a year ago and a contract was granted to Sterling Testing Systems out of New York, who helped to develop the policy. Sterling is affiliated with Jackson & Lewis, a national employment law firm.

As no policy has been in place to this point, Mr. Johnson gave a brief overview of how the process will work and what costs will be involved. All new hires will be subject to background investigation.

Trustee Krapek asked for a list of prices of various checks. The level and depth of investigation will vary, dependent upon the nature of the position and the information gathered. Sterling offers a three-tiered pricing system. For basic, entry-level position investigations, the cost will be under \$100. Mid-level checks will cost \$167. Higher-level checks (i.e., Presidential investigations) are expected to cost approximately \$300. The average cost per employee hired is expected to be around \$150. The Chancellor referred to page 53 of the report for specific details.

Eastern has begun to use the service. The remaining units are slated to begin using the process as soon as the Board of Trustees approves the policy. Many other state agencies already conduct these types of investigations.

Trustee Messina asked how many new hires could be expected in a given year. Mr. Johnson replied that the ERIP replacements have skewed the numbers in the recent past, but if a 5% turnover rate were approximated, that would equal 250 employees a year, based on 3,000 full-time and 2,000 part-time employees.

Trustee Sholtis suggested that on page 56, section 6d, the policy language be changed to "... (including but *not* limited to, alcohol-related violations)..."

Trustee Messina made a motion that the policy be approved, as amended. Trustee Sholtis seconded. The motion was approved unanimously

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