

# Board for State Academic Awards

Charter Oak State College  
Connecticut Distance Learning Consortium

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## Minutes of Meeting March 15, 2008

**Members Present:** A. Hanzalek, E. Alquist, J. Titley, N. Whitehead, J. Whitcomb, L. Winkler

**Staff Present:** E. Klonoski, S. Adams, K. Corcoran, D. Goldsmith, C. Williams, H. White

**Guests:** J. Noonan (OPM) and J. Jakubowski (AFSCME President)

### 1. Call to Order

At 12:20 p.m., A. Hanzalek called the meeting to order, announcing that Jerry Long was unable to attend. Therefore, John Whitcomb was appointed as Temporary Secretary.

A. Hanzalek announced that Michael Smegielski submitted his letter of resignation due to outside commitments. Mr. Smegielski will be missed by both the Board and the staff. A. Hanzalek will send a letter of thanks to Mr. Smegielski accepting his resignation and thanking him for his service.

A. Hanzalek introduced Lenny Winkler to the group. Although Ms. Winkler attended the November meeting, some staff may not yet have met her.

E. Klonoski introduced Kevin Corcoran who oversees the entire services end and learning management systems for the CTDLC.

A. Hanzalek announced that Harry White is retiring at the end of March and to that end she would like to add an item to the Agenda - Resolution 08-16, thanking Harry White for his service to the College.

On a motion made by E. Alquist and seconded by J. Titley, the Board APPROVED adding Resolution 08-16 to the Agenda.

### 2. Approval of Minutes of Meeting January 19, 2008

On a motion made by J. Titley and seconded by J. Whitcomb, the Board APPROVED the Minutes of January 19, 2008.

### 3. Approval of Minutes of Special Meeting February 4, 2008

On a motion made by J. Whitcomb and seconded by J. Titley, the Board APPROVED the Minutes of the Special Meeting of February 4, 2008.

#### **4. Approval of Executive Session Minutes February 4, 2008**

On a motion made by L. Winkler and seconded by J. Whitcomb, the Board APPROVED the Minutes of the Executive Session of the Special Meeting held on February 4, 2008.

#### **5. Action Items**

##### **COSC**

##### **A. Conferral of Degrees**

A. Hanzalek announced that the list of graduates can be found in the Board's white folders.

On a motion made by E. Alquist and seconded by J. Whitcomb, the Board APPROVED Resolution 08-11, Conferral of Degrees.

##### **B. Approval of Policy for Charter Oak State College Faculty Engaged in Consulting or Research with a Public or Private Entity**

A. Hanzalek explained that this policy has come about due to legislation enacted last year by the General Assembly stating that "a member of the faculty or a member of a faculty bargaining unit of a constituent unit of the State System of Higher Education may enter into a consulting agreement or engage in a research project with a public or private entity, provided such agreement or project does not conflict with the member's employment with the constituent unit, as determined by policies established by the board of trustees for each constituent unit."

S. Adams explained that the College's Assessment Committee is its Institutional Review Board (IRB). Members of the Board of Trustees for each constituent unit of higher education are required to establish policies to ensure that any such member who enters such a consulting agreement or engages in such a research project follows set procedures.

On a motion made by J. Whitcomb and seconded by L. Winkler, the Board APPROVED Resolution 08-12, Policy for Charter Oak College Faculty Engaged in Consulting or Research with a Public or Private Entity.

##### **CTDLC**

##### **C. Purchase of Perpetual Licenses for CT Virtual Learning Center**

D. Goldsmith reported that the purchase of the perpetual licenses is for the CT Virtual Learning Center (VLC). The VLC was launched on January 23, 2008 with 41 course offerings and 101 enrollments from 49 school districts. The VLC uses commercially available software which is selected for its excellent quality and approved by the State Department of Education (SDE). Teachers are then trained to offer these courses. The VLC intends to maximize State funding by purchasing perpetual licenses that will become long term investments and will reduce the cost per enrollment for districts as the program moves to a self-sustaining model.

D. Goldsmith went on to explain that depending on the availability of courseware, an expenditure of between \$150,000 and \$200,000 is expected. Funding will come from the \$850,000 Virtual Learning Center appropriation that was approved by the General Assembly in the last session. Purchase of this courseware will be subject to the State's competitive bidding process.

On a motion made by E. Alquist and seconded by L. Winkler, the Board APPROVED Resolution 08-13, Purchase of Perpetual Licenses not to exceed \$200,000.

## **6. Personnel Committee Report**

A. Hanzalek called on J. Titley to provide the personnel committee report.

### **D. Approval of Job Descriptions and Positions (COSC & CTDLC)**

J. Titley reported that at the last Board meeting, Dr. Shirley Adams was appointed as Provost and, therefore, there is a need for a new job description for those responsibilities. There is also a revised position description for the Director of Financial Aid because the supervisor is now the Provost. Other job description revisions and salary changes include Assistant Director Financial Aid and two CTDLC positions that are related to the restructuring and new leadership appointments with the promotion of E. Klonoski to Executive Director, BSAA and President Charter Oak State College. The reclassification of the Assistant Director Financial Aid was reviewed and approved by the College's consultant, Fred Owen. Additionally, the Personnel Committee discussed the title for the new Executive Director of the CTDLC and agrees that this title seems to most satisfactorily describe the position and responsibilities without confusion.

J. Titley further explained that the new position descriptions reflect the CTDLC Leadership changes with the promotion of E. Klonoski. E. Klonoski is recommending and the Personnel Committee is approving, Dr. Diane Goldsmith as Executive Director and Kevin Corcoran as Associate Executive Director of the CTDLC. J. Titley further recommended that the Job Descriptions and Positions Resolution be amended to add an effective date for new CTDLC leadership team.

On a motion made by E. Alquist and seconded by L. Winkler, the Board APPROVED Resolution, 08-14 Job Descriptions and Positions as AMDENDED.

### **E. Approval of Salary Ranges for Executive Management**

J. Titley went on to explain that the Revised Salary Ranges before the Board for its approval, adds a salary line for the new Provost position.

On a motion made by L. Winkler and seconded by J. Whitcomb, the Board APPROVED Resolution 08-15, Revised Salary Ranges for Executive Management.

At this point in the meeting A. Hanzalek read the Board Resolution thanking Harry White for his service to the College.

On a motion made by J. Titley and seconded by E. Alquist, the Board APPROVED Resolution 08-16, Commending Harry White for his service to the College.

H. White thanked the Board and the staff for the support to him and gave some parting remarks.

## **7. Reports & Discussion Items**

### **A. Legislative Update**

E. Klonoski reported about the following actions at the General Assembly:

- Staff and students testified at the Appropriations Public Hearing regarding the budgets for Charter Oak and the CTDLC;
- Staff testified on the College's potential role in the proposed Allied Health Bill, about the College's CT WAGE program, and before the Education Committee about the CT Virtual High School;
- Amy Watson testified on the Alternate Route to Certification for Early Childhood;
- The Higher Education Committee is proposing possible funding for the College to develop the CT Parenting Credential; and
- Staff continues to work with the Bonding Subcommittee to get \$2 million in design funds added to the mid-term bond package.

### **B. Student Orientation Presentation**

Astrid introduced Linda Larkin, Director of Academic Affairs, who was going to demonstrate the new online student orientation. Unfortunately, the technology equipment in the Fleet Conference Room was not working. Therefore, the presentation will be scheduled for the next Board meeting.

### **C. Affirmative Action Update**

A. Hanzalek called on Cliff Williams to provide an overview about the Affirmative Action Report and the goals for the upcoming year.

C. Williams reported that the goal candidates for this year remain the same as last year – African-American males and females and Hispanic males and females. Staff continues to work to attract more capable goal candidates into the searches and to add more organizations that could assist with outreach. Staff has plans to revamp the recruitment efforts over the coming year and, if necessary, to increase funding for advertisements and outreach.

### **D. CTDLC Report**

D. Goldsmith reported that the CTDLC is partnering with NERCOMP to sponsor an ePortfolio conference at Eastern CT State University on March 28. There is already a very large registration. The conference will host 24 workshops. Carolyn Rogers attended a conference in Seattle to work with institutions on the west coast that are interested in eTutoring initiatives.

## **E. Enrollment Management Reports**

S. Adams announced that the enrollment and management reports have a new format that also shows the College's goals and benchmarks. Staff continues to work to get the needed information and documentation out of the Jenzabar Student Information System. Hopefully, for the next Board meeting, staff will be able to add to the chart the total number of matriculated students from the beginning of the year.

## **F. Financial Reports**

C. Williams announced that staff continues to work to get the Financial Reports out of the Jenzabar System. Financial trends in both organizations are on target for revenue for this time of the year and expenditures are a little lower than expected.

## **G. Financial Aid Reports**

H. White indicated that the latest Financial Aid Reports are from Powerfaids, the new software system. This system is able to provide much more documentation than was previously available.

## **H. Adjunct Faculty Report**

# **8. Chairman's Report**

A. Hanzalek announced the she, John Whitcomb and Lenny Winkler went before the Legislative Nominations Committee for approval for the BSAA. Commencement is scheduled for Sunday, June 1 at Central CT State University. Brunch begins at 11:15 a.m. Chandler Howard will receive the Honorary Doctorate, and it is hoped that all can attend. Lastly, there are several letters from member of the General Assembly congratulating the Board on choosing E. Klonoski at the new Executive Director, BSAA and President, Charter Oak State College.

# **9. Executive Director's Report**

E. Klonoski announced the following:

- Press releases are included in the Board's white folders;
- Staff have attended meetings with the MetroAlliance Leadership Council, State Department of Education about high school reform, and with Susan Winkler about the IFS cluster initiatives;
- Staff continues to work with Webster Bank to make a more friendly fee program and to pitch other executives about the advantages of their employees matriculating with Charter Oak State College;
- The Inauguration – and 35<sup>th</sup> Anniversary of the College - will be around the Shea Lecture series and include a Foundation fundraiser. Staff is working to get Robert Reich as the speaker;
- Merle Harris has been appointed as Acting Executive Director of the Foundation until a new Dean is hired;

- Shirley Adams was part of writing the Robert Woods Johnson grant which the College is a part of and which was just approved for funding;
- DHE singled out Charter Oak State College for reaching benchmarks in its minority recruitment / graduation numbers; and
- The CTDLG Summit will be held on May 2 and all are invited to attend.

**10. Other Business**

No further business.

**11. Adjournment**

At 2:15 p.m., on a motion by J. Titley and seconded by N. Whitehead, the Board  
ADJOURNED.

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**Secretary**  
**March 15, 2008**