

# Board for State Academic Awards

Charter Oak State College  
Connecticut Distance Learning Consortium

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**May 15, 2008**

## **Minutes of Meeting**

**Members Present:** A. Hanzalek, J. Padilla, J. Titley, J. Whitcomb, N. Whitehead

**Staff:** E. Klonoski, S. Adams, G. Claffey, K. Corcoran, D. Goldsmith, C. Williams

**Guests:** J. Jakubowski (President, AFSCME, Local 1214), S. Ciecko, DHE

### **1. Call to Order**

A. Hanzalek called the meeting to order at 12:20 p.m. and appointed John Padilla as Acting Secretary.

A. Hanzalek announced that there are several Resolutions which staff are requesting be added to the agenda. Those Resolutions are as follows: 08-19, First Time Matriculation Fee Discount and Elimination of the Comprehensive Fee; 08-22, Adjustment for Stipend for Provost; 08-23, Annual Management Staff Allowances; 08-24, Executive Management and Confidential Annual Salary Increases; and 08-25, Virtual Learning Center Courseware Purchase.

On a motion made by J. Whitcomb and seconded by J. Titley, the Board APPROVED adding Resolutions 08-19, 08-22, 08-23, 08-24, and 08-25 to the Agenda.

### **2. Approval of Minutes of Meeting March 15, 2008**

On a motion made by J. Titley and seconded by N. Whitehead, the Board APPROVED the Minutes of the March 15, 2008 BSAA Meeting.

### **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 J. Whitcomb and seconded by J. Padilla, the Board APPROVED Resolution 08-17, Conferral of Degrees.

## **B. Comprehensive Corporate Fee**

J. Jakubowski reported that based on recent work with corporations and in an attempt to integrate our programs into Connecticut's businesses, the College is proposing a Comprehensive Corporate Fee. This same type of fee has worked well with the Aetna Partnership and staff would like to promote it to other larger Connecticut businesses. After meetings with members of the business community, staff have found two key road blocks in trying to achieve some of the College's benchmarks: (1) inability to gain entry in a corporation to speak with the appropriate person and (2) difficulty for the corporate business offices to understand and process the College's fee structure. The proposed fee structure would simplify the procedure and make it easier for corporations to understand and process a reimbursement. The College would continue to honor the corporation's minimum grade policy and establish a contract that would allow the Admissions' staff to attend education fairs and to promote the College. J. Jakubowski further reported that the proposed Resolution establishes one fee at \$294 per credit with no other fees (matriculation, graduation, online registration, etc.) Students would be required to take at least 18 Charter Oak State College credits. If College fees are revised, the per credit fee could be raised.

J. Jakubowski explained that staff tested this proposal at a recent MetroHartford Alliance meeting and since that presentation; staff has had inquiries from five of those corporations that are pursuing a possible partnership.

On a motion made by J. Padilla and seconded by J. Whitcomb, the Board Resolution 08-18, Establishing a Charter Oak State College Corporate Partnership Program.

## **C. Fee Revisions**

C. Williams explained that this proposal calls for the adoption of a first time matriculation fee discount and elimination of the Comprehensive Fee. The main reason for this proposal is that since the installation of Jenzabar, staff has found the possibility of potential errors for managing this type of fee. Therefore, in order to accommodate the Jenzabar accounting system, staff proposes creating a first time matriculation fee which would still offer the students a discount but would be aligned according to semesters as opposed to a year of work.

On a motion made by N. Whitehead and seconded by J. Titley, the Board APPROVED Resolution 08-19, First Time Matriculation Fee and Abolishing the Comprehensive Fee.

## CTDLC

### **D. LMS Hosting**

K. Corcoran reported that the Learning Management System (LMS) hosting began in 1998 in order to support higher education initiatives. Since that time, significant growth in usage expansion has occurred with the Learning Management Systems. In fact, growth has been so prevalent that most of the institutions hosted by the CTDLC use their LMS across their entire institutions serving online, hybrid, and on-ground courses. With this development, there have also come needed additional services. Therefore, the CTDLC is recommending a new pricing model for the various LMS services.

K. Corcoran further explained the uniform pricing system and the cost increases for current customers. Since the LMS services initiated, there have been no significant increases and the CTDLIC has not charged for many of its services. The rates for new customers would be effective July 1, 2008 and for current customers January 1, 2009. This action would provide enough notice for current customers when developing new budgets. With the exception of a couple of software companies, there are no other LMS hosting services available.

On a motion made by J. Titley and seconded by J. Padilla, the Board APPROVED Resolution 08-20, Pricing Structure of the LMS Hosting.

A. Hanzalek reported that at this point in the meeting the Board would discuss proposed Resolution, 08-25, Use of funds for the CT Virtual High School for purchase of perpetual online courses.

D. Goldsmith reported that staff is uncertain whether or not the General Assembly will approve carry-forward funds for any State agency. Therefore, staff proposes using those funds to purchase additional course-ware for perpetual online courses in order to be able to reduce costs for school districts for the fall term. The amount requested for purchase of perpetual licenses would be up to \$225,000.

On a motion made by J. Whitcomb and seconded by J. Padilla, the Board APPROVED Resolution 08-25

## BSAA

### **E. Emergency On-call Cell phones for Employees**

A. Hanzalek explained that currently the Board supports about thirteen (13) Emergency Response Team staff that are provided with telecommunication devices (Blackberries) and are asked to monitor servers and respond to emergencies on off hours. In addition, the BSAA supports combinations of management employees and union employees, with the approval of the Executive Director, who are also provided Blackberries.

G. Claffey further explained that recent changes in the IRS regulations that govern an employer payment of employee cellular telephone expenses require that certain conditions be met in order for the payment to be excluded from the employee's gross income as a working condition fringe benefit. Leaving the plan as it is currently written would require the BSAA/staff to document every call, including personal calls, while still leaving some tax questions unanswered. Across higher education, institutions are moving to this type of reimbursement program due to the complex tax situation. The plan would institute a two-year commitment and staff will be required to submit their monthly bills for reimbursement.

On a motion made by J. Padilla and seconded by J. Titley, the Board APPROVED Resolution 08-21, Telecommunication Device Reimbursement Policy.

### **3. BSAA – Personnel Committee**

J. Titley presented the Personnel Committee’s report indicating that the three proposed Resolutions for discussion and action are: 08-22, Adjusted Stipend for new Provost position; 08-23, Management Staff Allowances for FY 09; and 08-24, Increases in Management /Confidential Salaries for FY 09.

J. Titley explained that with the newly created Provost position, the Personnel Committee has also agreed to an adjusted stipend.

On a motion made by N. Whitehead and seconded by J. Padilla, the Board APPROVED Resolution 08-22, Adjusted Stipend for the newly created Provost Position.

J. Titley explained that Resolution 08-23 proposes the annual Executive Management Staff Allowances, which calls for an increase in the President’s Expense Allowance to \$6,000.

On a motion made by J. Whitcomb and seconded by J. Padilla, the Board APPROVED Resolution 08-23, FY 09 Executive Management Staff Allowances.

J. Titley reported that Resolution 08-24 lays out a modest increase in salaries for Management / Confidential employees for FY 2009. The increases average about \$350 per person and are in line with the union increases.

On a motion made by J. Padilla and seconded by J. Whitcomb, the Board APPROVED Resolution 08-24, Increases in Management / Confidential Salaries for FY 09.

### **4. Reports & Discussion Items**

#### **A. Legislative Update**

M. Woodman reported that the session ended on time with the General Assembly deciding to operate with the “biennium budget” passed in FY 08 for the FY 09 budget. Unfortunately, this means that the CT Parenting funds will not be allocated, the CT Virtual High School will not be appropriated its second year of funding from surplus funds, and the funding in the proposed Bonding Bill for design of a new building will not be appropriated. On another note, the College and the CTDLC will be partners, with funding, with the WorkPlace (the Fairfield area Workforce Investment Board) assisting to develop online courses to address the subprime mortgage crisis. We were able to get the necessary language into the Education Statute that was required in order for the State Department of Education to issue the 90-day certificates for the Alternate Route to Certification for Early Childhood.

#### **B. Virtual Student Orientation**

A. Hanzalek called on Linda Larkin, Director of Academic Affairs, to demonstrate the new online Student Orientation. The Academic Advisors and IT staff have been designing this site for a couple of years. This is another method to reach our students but maintain the high touch for which students commend the College. The online Student Orientation is

available until graduation and is based on six questions that new students regularly raise.

### **C. CTDLC Report**

D. Goldsmith reported that the strategic planning day was a huge success. Collaborators, faculty, Board members, Presidents of Colleges, teachers, and other interested parties' came to discuss areas where they view the CTDLC should direct its energies. The event brought new audiences who also discussed the need for the CTDLC to enter more into the K-12 arena. In the fall, the Board will receive five proposals for the Board's review.

J. Whitcomb suggested that perhaps another avenue for the CTDLC to link with ePortfolio would be an online resource entitled *Intern Here*; a website where students can register for internships. This resource is being funded by the Office of Workforce Competitiveness. D. Goldsmith agreed that this would be an important link to potential resources.

Astrid congratulated the staff for a job well done in planning the day's events.

### **D. Financial Aid Report**

The Board accepted the report.

### **E. Financial Reports**

The Board accepted the reports.

### **F. Enrollment Management Reports**

S. Adams reported that the College has met 90% of its matriculation goal for this year. The Board will see some new reports including one that has the distance learning students cross checked with matriculated students in order to determine the number of students who are not matriculated, but taking the College's online courses. Staff has determined that the distance learning students are largely matriculated with Charter Oak and are taking one or two of our courses. We also have 139 students who are taking a full course load. We are now able to obtain data that can potentially help the College with marketing.

### **G. Adjunct Faculty Reports**

The Board accepted the report.

## **5. Chairman's Report**

A. Hanzalek announced that Commencement will be held on June 1. Brunch begins at 11:15 a.m. and Chandler Howard will be receiving the Honorary Doctorate. The July Board meeting will be held on **Thursday, July 31** at 12 noon. This meeting is always held the last Thursday of the month in order to accommodate the end of the year reports and will also include

approvals for the biennium budgets. This will be a critical meeting and we hope that all Board members will be able to attend.

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

E. Klonoski reported on the following College activities:

- Charter Oak State College had a booth at the SHRM conference. John Whitcomb took staff around to introduce to the SHRM members.
- A very productive meeting was held with the Insurance / Finance Cluster at the Metro Hartford Alliance.
- Four staff attended the MetroHartford Alliance Government Reception held at the Bushnell.
- Carolyn Caggiano and Jason Jakubowski recruited a team for *New Britain's Race in the Park*. The CTDLA/COSC boasted the second largest team in the event.
- Carolyn Hebert is increasing the College's visibility with the media including an in-person meeting with Arielle Levin Becker, Education reporter, *The Hartford Courant*. Carolyn will present a marketing plan to the Board at its July meeting.
- Carolyn Hebert scheduled radio interviews on WMRD 1150 AM (Middletown) and WINY-AM out of Putnam. Both interviews went very well.
- On April 5, *The Torrington Register Citizen* ran a profile piece about the new Presidential appointment.
- CT Charts-A-Course and the College sponsored the 6<sup>th</sup> Annual CT Director's Credential Event. There were a record number of students – 70 - earning the credential this year.
- Congratulations to Nancy Whitehead - she earns her B.A. (with honors) and will be speaking at the Commencement Ceremony. We are requesting that the Governor appoint Nancy Whitehead as the Alumni Member to the Board.
- We are recommending two new members to the Foundation Board for its July meeting - Matt Fluery, a Charter Oak Alumni who is the Finance Director at the Science Museum and Christopher Clark who currently serves as the Training Consultant for The Phoenix.

## **7. Other Business**

No further business.

## **8. Adjournment**

On a motion made by J. Whitcomb, the Board ADJOURNED at 2 p.m.

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**Secretary**  
**May 15, 2008**