

Board for State Academic Awards

Charter Oak State College
Connecticut Distance Learning Consortium

BSAA

Minutes of Meeting May 28, 2009

Members Present: A. Hanzalek, J. Long, J. Padilla, J. Titley, J. Whitcomb, N. Whitehead, L. Winkler

Staff Present: E. Klonoski, K. Corcoran, D. Goldsmith

Guest: C. Rogers (AFSCME Local 1214 President)

1. Call to Order

A. Hanzalek called the meeting to order at 12:15 p.m. She announced that the following people are unable to attend because of other commitments: S. Adams is serving on an evaluation team for Post University, E. Alquist was called into court, and G. Claffey is at a Jenzabar Conference in D.C. and meeting with staff from Connecticut's Congressional Delegation about funding possibilities for various initiatives.

A. Hanzalek noted this is her last meeting as a Board member. She has served twelve years on the Board and very much enjoyed being a part of the College and the CTDLC. She commented that in 1971, as a State Representative on the Education Committee, she helped to write and encourage the passage of the legislation that laid the foundation for the College. She added that it has been a wonderful experience to have been asked to come back to serve on the Board of Trustees of an institution that she helped to initiate. A. Hanzalek further noted that this is also John Titley's last meeting after having served for twelve years. Beth Alquist, who has served one term, will not be seeking reappointment as her job responsibilities have increased and she is unable to devote the amount of time she believes is required of Board members.

J. Titley remarked that he, too, was fortunate to participate in being a part of the growth of the College over these last twelve years. He played a role in the creation of the CT Distance Learning Consortium and has been proud to be a part of that important initiative for the State. He will miss being on the Board, but believes that it is now time to hand over the rein to a new member who can carry forth the duties and responsibilities.

A. Hanzalek reported that J. Long has agreed to serve as Chair of the Personnel Committee.

At this point, A. Hanzalek asked for a motion to Amend the Agenda in order to Add Resolution 09-16, Purchase of Technology Equipment in Excess of \$50,000.

On a motion made by J. Long and seconded by J. Padilla, the Board APPROVED Amending the Agenda.

2. Approval of Minutes of Meeting March 26, 2009

On a motion made by J. Padilla and seconded by L. Winkler, the Board APPROVED the Minutes of March 26, 2009.

3. Approval of Minutes of Special Meeting April 21, 2009

A. Hanzalek noted that a correction is needed in the Minutes of the Special Meeting from April 21, 2009. In item 2, under the fifth bullet, the sentence should read: ... *except for those hired after July 1, 2009.*

On a motion made by L. Winkler and seconded by J. Long, the Board APPROVED the Minutes of the Special Meeting on April 21, 2009 as CORRECTED.

4. Action Items

COSC

A. Conferral of Degrees

On a motion made by J. Padilla and seconded by J. Titley, the Board APPROVED Resolution 09-09, Conferral of Degrees.

B. Fee Revisions FY 10

C. Williams reported that the Fees Committee met earlier this month to discuss four (4) fee revisions for FY 10. Those include the CCAP fee, equalizing the academic services fee for Associate and Bachelor degree candidates, increasing the distance learning course registration to \$45, and the elimination of 10% credit of the Academic Services fee if a student successfully completes six (6) credits or more during the same semester.

J. Titley noted that the request for the new Associate degree fee is almost a 50% increase and might be rather steep for our students. He suggested that staff might want to reevaluate this fee increase.

J. Whitcomb questioned what the student(s) actually get for the fee and the reasoning behind the increase.

C. Williams explained that the College does not serve many Associate degree candidates. He responded that once a student pays the matriculation fee, the next year the fee is a renewal and far less expensive. Students receive academic advisement – types of courses, exams, etc. in order to take towards degree completion.

On a motion made by J. Long and seconded by L. Winkler, the Board APPROVED Resolution 09-10, Fee Revisions for FY 10.

C. Faculty Deferral of Fees

E. Klonoski explained that because the BSAA staff (as well as other State employees) is taking a wage freeze for FY 10, it is considered appropriate that faculty should have the same deferral imposed. Therefore, staff recommends a wage freeze for the Core and Distance Learning Faculty for FY 10.

J. Titley questioned if staff have notified faculty about the faculty wage freeze for FY 10.

E Klonoski responded that faculty would be informed about this decision at the upcoming meetings.

On a motion made by J. and seconded by J. Long, the Board APPROVED Resolution 09-11, Faculty Deferral of Fees.

At this point in the meeting, A. Hanzalek announced that the Board would take up the additional item on the agenda.

E. Klonoski explained that staff is requesting authorization for the purchase of technology equipment that could be in excess of the \$50,000 limit. Most of the desktops are over five (5) years old and have seen their usage. Most of the older desktops will be replaced with laptops.

On a motion made by L. Winkler and seconded by J. Whitcomb, the Board APPROVED Resolution 09-17, Purchase of Technology Equipment in Excess of \$50,000.

CTDLC

E. Approval of Strategic Plan

D. Goldsmith summarized the CTDLC Strategic Plan explaining that the organizations, agencies and partners that they work with want to be assured that the CTDLC remains on the cutting edge of technology. In addition, the CTDLC wants to be a resource for a variety of new initiatives and pedagogy and to act as a collaborator. The CTDLC's motto is *to build it once and to share it with others*. Upcoming challenges will be sufficient funding for marketing the CTDLC, supporting the staff to ensure that the professional dollars are available for training, and to remain on the cutting edge of technology enhancements.

The Board members discussed the importance of marketing and reiterated that the CTDLC needs to be sure to devote sufficient resources to this area. The Board reminded the CTDLC that the College continually struggled for marketing dollars and that the Board has always been supportive of allocating additional funds towards this vital area. In addition, the Board discussed the possibility of exploring the renaming of the CT Distance Learning Consortium as they are really not only working in Connecticut but across the nation.

D. Goldsmith noted that Kevin Corcoran is leading a team to determine how best to market the CTDLC.

A Hanzalek congratulated D. Goldsmith and her staff for presenting a document that is well thought out and encompasses a constructive vision for the CTDLC.

D. Goldsmith noted that Carolyn Rogers and other CTDLC staff helped to formulate the document.

On a motion made by J. Long, and seconded by J. Titley, the Board APPROVED Resolution 09-12, The CTDLC Strategic Plan.

5. Reports & Discussion Items

A. Legislative Update

M. Woodman reported that a round of thanks goes to L. Winkler for her help in trying to secure the bond funds for a new building. L. Winkler spoke with the Co-Chair of the Finance, Revenue and Bonding Committee as well as other key staff about our request. At this point, we are still waiting final legislative approval for the Statute change regarding the College offering a Master's degree. Additionally, other early childhood bills that could be important to the College are still waiting final action by the House and the Senate. There is language in one bill that could be helpful for the Virtual High School as it relates to the acceptance of credits across all of Connecticut's high schools for online courses. This language has been on several bills and still awaits final action. M. Woodman went on to note that it is highly unlikely that a budget will be enacted before the session ends on June 3.

J. Padilla recommended that E. Klonoski investigate potential funding sources that are available through the Federal Stabilization Funds. He reported that Casey Foundation is working with agencies, nonprofits and cities in order to secure funds through collaborative efforts. Those grants are coming out quickly; therefore organizations need to keep in contact with the Governor's Office and continually look at the website. He reiterated that funding could be available for the College / CTDLC, but that one needs to be proactive, be willing to collaborate, have some foresight, and reach out to administrators who are overseeing the incoming grants.

B. Marketing Report

E. Klonoski reported that C. Hebert will be attending the July meeting in order to provide a breakdown of the marketing campaign.

C. CTDLC Report

The Board accepted the report.

D. Financial Aid Report

The Board accepted the report.

F. Financial Reports

C. Williams reported that both the College and the CTDLC have been conservative in expenditures in an attempt to save dollars given the State's economic downturn. Additionally, not moving as expeditiously to Alumni Drive has saved a great deal of money. On the revenue side, the College's Distance Learning course enrollments have once again exceeded its goals. The CTDLC's Virtual High School has had to institute a fee for services and those revenues will track lower than expected. In addition, the CTDLC lost the Community Colleges as a vendor. Given these and other challenges, the CTDLC has been very carefully tracking and watching its expenditures.

The Board accepted the report.

G. Enrollment Management Reports

The Board accepted the report.

H. Adjunct Faculty Reports

The Board accepted the report.

6. Chairman's Report

A. Hanzalek reminded the Board that Sunday, June 7 is Commencement.

7. Executive Director's Report

E. Klonoski reported that Goodwin College would be partnering with Charter Oak to have their students taking our courses and that we would be able to build other courses for their students that Goodwin's faculty can teach. E. Klonoski further reported that S. Adams has proposed that Charter Oak offer some of our online courses for the public institutions in light of the high number of retiring faculty coupled with the State budget cuts. He will be meeting with Commissioner Mike Meotti in late July to discuss the proposal.

At this point, E. Klonoski presented A. Hanzalek and J. Titley with resolutions and gifts for their tenures on the Board. E. Klonoski also noted that we have a Resolution and small token of our appreciation for Beth Alquist who was unable to attend today's meeting.

On a motion made by L. Winkler and seconded by J. Long, the Board APPROVED Resolutions 09-13, 09-14, and 09-15 Thanking Astrid Hanzalek, John Titley and Beth Alquist for their years of service to the College and the CTDLC.

8. Other Business

No further business.

9. Adjournment

On a motion made by L. Winkler and seconded by J. Long, the Board Adjourned at 2 p.m.

Secretary
May 28, 2009