

**BSAA Meeting
May 26, 2011**

Minutes of Meeting

Present: L. Winkler, E. Janney, T. Keating, J. Long, M. Nicastro, J. Whitcomb, N. Whitehead

Staff: Ed Klonoski, S. Adams, G. Claffey, K. Corcoran, D. Goldsmith, D. Wilkie, C. Williams, B. Krynski

Guests: S. Cieko (DHE), C. Rogers (AFSCME)

1. Call to Order

L. Winkler called the meeting to order at 12:24 p.m. L. Winkler appointed E. Janney as Acting Secretary as J. Padilla is unable to make the meeting.

L. Winkler requested approval of adding Executive Session to the Agenda to discuss contract adjustments required by the recent SEBAC concession proposal.

On a motion made by J. Long and seconded by J. Whitcomb, the Board APPROVED the Addition of an Executive Session to the Agenda.

2. Approval of Minutes of March 24, 2011 Meeting

On a motion made by J. Long and seconded by E. Janney, the Board APPROVED the Minutes of March 24, 2011.

3. Approval of Minutes of March 24, 2011 Executive Session

On motion made by E. Janney seconded by M. Nicastro, the Board APPROVED the Executive Session Minutes of March 24, 2011.

4. Action Items

COSC

A. Conferral of Degrees

On a motion made by J. Long and seconded by J. Whitcomb, the Board APPROVED Resolution 11-10, Conferral of Degrees.

B. Revision to Student Code of Conduct

The COSC Student Code of Conduct needed to be updated to make it clearer that falsifying information on the application is a violation and to address the current national problem with cyber bullying.

On a motion made by E. Janney and seconded by N. Whitehead, the Board APPROVED Resolution 11-11, Revision to COSC Student Code of Conduct.

C. Revised P-Card Policy

To amend the Board policy regarding the use of the Purchase Card to reflect our current use and match the State's policies on the appropriate uses of the card..

On a motion made by J. Whitcomb and seconded by E. Janney, the Board APPROVED Resolution 11-12, P-Card Policy.

D. Payment Plan Revision and Finance Charges

Discussed change in the number of payments available in a payment plan (four to five); an increase in the payment plan threshold from \$400 to \$500; and the introduction of a finance charge (\$20 dollars to .833% per month) to replace the manually applied late fee.

On a motion made by J. Long and seconded by J. Whitcomb, the Board APPROVED Resolution 11-13, Payment Plans and Finance Charges.

E. Write-Off Policy for Unpaid Student Balances

In order to remove student receivable balances that cannot be collected from accounts receivables, the following recommendations will allow for an appropriate reduction of the college's account receivable total : 1) < \$99 for 9 months will be written off. 2) \$100-\$400 12 months will be written off. 3) \$500+ 24 months will be written off with the approval of the CFAO.

On a motion made by E. Janney and seconded by J. Whitcomb, the Board APPROVED Resolution 11-14, Write-Off Policy for Unpaid Student Balances with J. Long opposed to the resolution.

F. Replacement Faculty for Two Positions

Due to the resignations of two faculty members on the Social and Behavioral Science Committee, we are recommending the appointments of Susan McReynolds Capasso and Lauren Doninger to the Charter Oak State College Core Faculty. Their terms will be 6/1/2011—9/30/14.

On a motion made by J. Long and seconded by E. Janney, the Board APPROVED Resolution 11-15, Replacement Faculty for Two Positions.

5. Personnel Items

C. Williams reported that the Personnel Committee met to review the creation of three new positions and three reclassifications within COSC and CTDLC. The creation of the Administrative Assistant to the President Position was in response to both Marlene Woodman leaving the previous Government Relations/Assistant to the President Position and the CT Legislature approving the creation of a Single Board of Regents for all State Colleges. Therefore, Charter Oak State College no longer needed the Government Relations position but the Assistant to the President was required. The creation of the part-time Research Associate was to provide continuity within the Institutional Effectiveness department. This position was previously held by Graduate Assistant Interns. Continual turnover in the position caused time consuming retraining each the year. The creation of Director of Service Delivery is in response to the need to focus attention on managing CTDLC client expectations throughout the

project/customer lifecycle. All three reclassifications were based on the recommendation of an independent workforce consultant that reviewed the work efforts of the members performing those positions.

The board made the decision to approve each of the positions/reclassifications individually.

On a motion made by J. Whitcomb and seconded by J. Long, the Board APPROVED New Personnel Position, Administrative Assistant to the President with T. Keating abstaining from vote.

On a motion made by J. Long and seconded by J. Whitcomb, the Board APPROVED New Personnel Position Research Associate.

On a motion made by M. Nicastro and seconded by J. Whitcomb, the Board APPROVED New Personnel Position, Director of Service Delivery

On a motion made by E. Janney and seconded by J. Whitcomb, the Board APPROVED Reclassification of Personnel Position, Director of Enterprise Systems.

On a motion made by J. Whitcomb and seconded by M. Nicastro, the Board APPROVED Reclassification of Personnel Position, Document Imaging Project Leader & Associate, Finance & Administration

On a motion made by J. Whitcomb and seconded by E. Janney, the Board APPROVED Reclassification of Personnel Position, of two employees from Internet II to Internet Programmer III.

L Winkler noted that the Personnel Committee approved these new positions and reclassifications and is so informing the Board.

Due to changes to Resolution 11-16 made after being sent to Board Members a motion to approve a substitute amendment to the Resolution. On motion made by J. Long and seconded by J. Whitcomb, the board APPROVED the substitute amendment to Resolution 11-16, Personnel Changes.

On motion made by M. Nicastro seconded by J. Whitcomb, the Board APPROVED Resolution 11-16, Personnel Changes.

6. Recognition

The Charter Oak staff recommended that Marlene Woodman be presented with a Commendation for Meritorious Service.

On motion made by J. Long seconded by E. Janney, the Board APPROVED Resolution 11-17, Commendation for Marlene Woodman.

7. Reports & Discussion Items

A. CTDLC Report

D. Goldsmith reported that the CTDLC has successfully launched a new K12 Student Information System for the Vermont Virtual High School. CTDLC built a Net Price Calculator for Charter Oak State College. Demonstration of the calculator was conducted by D. Wilkie.

The Board accepted the report.

B. Financial Reports

The Board accepted the reports.

C. Enrollment Management Reports

S. Adams reported that research is underway to determine why Spring Semester applications, enrollment and renewals were down from previous years. Preliminary metrics will be available for July Board meeting. Summer enrollment is up from previous years. June Graduation will be the largest number of attendees in the history of the June Ceremony.

The Board accepted the report.

D. Marketing Report

E. Klonoski reported that the College programs page is now the second most visited page at CharterOak.edu. Reports show that social networking sites are becoming a very effective tool to communicate with perspective students. Projects are underway for website redesign. The Portal Redesign project will allow better analytics on where students are going within the portal. The Content Management System project will allow near real-time updates by each business unit.

The Board accepted the report.

E. Financial Aid Reports

The Board accepted the reports.

F. Adjunct Faculty

The Board accepted the reports.

8. Chairman's Report

L. Winkler read letter from Tim Bannon asking current board members if they would be interested in serving on the Newly Created Consolidated Board of Regents. Contact L. Winkler for more information. L. Winkler read a thank you letter from Marlene Woodman. L. Winkler congratulated D. Goldsmith on her upcoming retirement from State Service.

9. Executive Director's Report

E. Klonoski reported that there is still uncertainty on how the New Board of Regents will be constructed or when it will begin. E. Klonoski suggested that the BSAA Board will probably be active until January 2012. E. Klonoski asked BSAA members if they would still be able to serve until the New Board of Regents is active. E. Klonoski reported that next fiscal year budget has a 10% reduction from the previous year and is still pending Union approval. State Authorization

Letters have been sent to all 49 states to show good faith effort to determine what must be done to conduct online learning in each state. The US Department of Education has extended the deadline to be compliant until 2014. E. Klonoski will be attending a Higher ED Conference on July 6, 2011 at the Harvard Business School. Shea Lecture is on October 27, 2011. The Goodspeed Opera House Event was a tremendous success.

10. Executive Session

At 2:05 pm., on a motion made by J. Long and seconded by E. Janney, the Board VOTED to go into Executive Session to discuss the SEBAC agreement.

11. Adjournment

At 2:15 p.m., on a motion made by J. Long and seconded by E. Janney, the Board Adjourned.

Secretary
May 26, 2011