

# Board for State Academic Awards

Charter Oak State College  
Connecticut Distance Learning Consortium

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## Minutes of Meeting January 17, 2008

**Members Present:** A. Hanzalek, E. Alquist, J. Long, M. Smegielski, J. Padilla, J. Titley, J. Whitcomb

**Staff Present:** M. Harris, S. Adams, G. Claffey, D. Goldsmith, E. Klonoski, H. White, C. Williams

**Guest Present:** J. Jakubowski, President AFSCME

### 1. Call to Order

At 12:30 p.m., A. Hanzalek called the meeting to order.

### 2. Approval of Minutes of Meeting of November 2007

On a motion made by E. Alquist and seconded by J. Whitcomb, the Board APPROVED the Minutes of November 15, 2007.

### 3. Election of Officers

E. Alquist reported that the Nominating Committee is recommending John Titley as Vice Chairman and Jerry Long as Secretary of the BSAA.

On a motion made by M. Smegielski and seconded by J. Whitcomb, the Board APPROVED the recommendations of John Titley as Vice Chairman and Jerry Long as Secretary of the BSAA.

### 4. Action Items

#### COSC

#### A. Conferral of Degrees

A. Hanzalek reported that although the new student database was just implemented, staff was able to draw a list of the January graduates; therefore, the Board is able to approve the Conferral of Degrees at this meeting.

S. Adams noted that the faculty performed an audit of all the January graduates for the Board's approval.

On a motion made by E. Alquist and seconded by J. Padilla, the Board Approved Resolution 08-01, Conferral of Degrees.

## **B. Recommendation of Honorary Doctorate Candidate**

M. Harris reported that the Honorary Degree committee met and discussed the many outstanding candidates who were nominated for this year's Honorary Doctorate. The committee is recommending Chandler Howard as this year's Honorary Degree candidate. Mr. Howard's 12 years of service to the College and CTDLC, while at the same time working at very demanding jobs, and his commitment to the community and the State of Connecticut makes him an outstanding choice.

On a motion made by M. Smegleksi and seconded by B. Alquist, the Board APPROVED Resolution 08-02, Recommendation of an Honorary Doctorate Candidate.

## **C. Request for Capital Budget**

A. Hanzalek called on C. Williams to present the Capital Budget Request.

C. Williams reported that it is evident, upon completion of the feasibility study, that there is a need for a new building to house both Charter Oak State College and the CTDLC. Staff is requesting the Board's approval of a bond request in the amount of \$14,605,302 for the design and construction. C. Williams explained that space problems became evident in 1999 when we first moved into the current building because the building was planned without the CTDLC. (It had not yet been formed when the original plans were made). Both organizations continue to seek additional space on Alumni Road or portable space if needed. C. Williams explained that the latest study is a ten-year space needs program and that three building sites were evaluated. The recommended site is on State land under control of Central Connecticut State University and is being supported by Central.

The Board members discussed the fact that the request is estimated in 2008 construction dollars and recommended that staff should make a request with inflation considered. A. Hanzalek recommended that Board members might consider assisting with the recommended bond funding by calling either the Governor's Office and/ or members of the General Assembly.

On a motion made by E. Alquist and seconded by J. Padilla, the Board APPROVED Resolution 08-03, Bonding Request as AMENDED to include language regarding inflationary dollars.

## **D. Approval of Additional Member to Core Consulting Faculty**

S. Adams reported that a vacancy on the Social and Behavioral Science Committee requires an immediate need for a faculty replacement with nursing expertise. Dr. Linda Wagner has been nominated because of her expertise in the nursing profession, as well as her understanding of the workforce needs in that area. Her nomination has been approved by the President's Advisory Council (PAC) and the Academic Council.

On a motion made by J. Whitcomb and seconded by J. Long, the Board APPROVED Resolution 08-04, Appointment of Dr. Linda Wagner through September 30, 2010.

## CTDLC

### **E. Approval of Fees**

A. Hanzalek called on E. Klonoski to present the CTDLC Fees Request.

E. Klonoski explained that when the Board approved the CTDLC FY 08 budget, it was noted that some of the CTDLC fees might need to be reconsidered in light of possible budget deficits. With this in mind, the CTDLC is proposing fee increases in e-portfolio and the hourly rate for web application development. The fees for ePortfolio for new users would go into effect on July 1, 2008, but for current users would not be effective until January 1, 2009. New fees for web application development would be effective July 1, 2008.

E. Klonoski further explained that the two sets of fees would be more equitable for the smaller institutions that are using ePortfolio. Additionally, although it appears these fees will not cover a deficit, a healthy amount remains in the CTDLC surplus funds.

On a motion made by J. Long and seconded by J. Padilla, the Board APPROVED Resolution 08-05, CTDLC Fee Changes.

## **4. Personnel Items**

A. Hanzalek called on J. Titley to present the Personnel Committee Report.

### **E. Approval of Job Descriptions and Positions for Implementation of Strategic Plan (COSC)**

J. Titley announced that Jerry Long and Beth Alquist are the newly appointed members of the Personnel Committee. He then went on to explain the rationale for the proposed Charter Oak State College job descriptions and position requests for the Dean of Institutional Advancement and Dean of Enrollment Services. Throughout the strategic planning process, the Board has continued to encourage staff to better develop its marketing strategy and branding of the College. The changes will be important for implementing the College's *Blueprint for the Future*.

On a motion made by J. Padilla and seconded by J. Long, the Board APPROVED Resolution 08-06, New Management Job Descriptions (COSC) and related positions.

### **F. Approval of Job Descriptions and Positions (CTDLC)**

J. Titley went on to explain that the job descriptions and positions being requested by the CTDLC will be filled in-house which will provide upward career ladders for staff. All of the positions have been approved by the consultant.

On a motion made by M. Smegielski and seconded by J. Long, the Board APPROVED Resolution 08-07, Personnel Changes, CTDLC.

## **5. Search Committee Report**

J. Titley reported that there were approximately 50+ applications for the Executive Director/Presidential search. Those applications have been narrowed down to 15 potential candidates who the BSAA Search Committee thought important enough to be reviewed more closely. Those applications were provided to the Search Advisory Committee and together the two committees developed recommendations for interviews. The Search Advisory Committee has representatives from the faculty, Charter Oak State College, the CTDLA, the Foundation Board, alumni and the Student Association. Interviews are set for six candidates.

## **6. Reports & Discussion Items**

### **A. CTDLA Report**

E. Klonoski provided information about the CT Virtual High School and showed the TV interview about the program.

D. Goldsmith provided an update about eTutoring and its improvements and then went on to explain the CTDLA's process for strategic planning. An important part of that process will be a large meeting of the Steering Committee in February and then a summit to be held on May 2.

### **B. Marketing Report**

H. White presented the dashboard report and Facebook information. Facebook is being tested for the College's audience, although this market is slightly younger than the current average age of the Charter Oak student. Staff is hopeful of capturing a younger audience who is interested in taking online courses. The committee has set benchmarks for the regular dashboard reports.

The Board received the report.

### **C. Enrollment Management Reports**

S. Adams distributed the Enrollment Reports, explaining that the implementation of the new student database has required staff to do some of the reports by hand. Staff expects a new approach to be presented at the March meeting.

The Board received the report.

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

H. White reported that the Financial Aid office has new software, Powerfaids, and we will be able to develop additional information about students who are requesting aid. This may help us to serve these students better.

The Board received the report.

### **E. Financial Reports**

The Board received the reports.

## **F. COSC Grant Report**

S. Adams distributed a report that details all of the new grants that the College has recently received this past year, the largest being the ECHERS grant.

The Board received the report.

## **G. Audit Report**

C. Williams communicated that the recent BSAA Audit Report did not find major problems and that corrective measures have already been implemented, including improved internal controls.

## **H. BSAA 2008 Meeting Dates**

A. Hanzalek noted that the BSAA 2008 meeting dates are in the Board folders.

## **7. Chairman's Report**

A. Hanzalek noted that the Governor sent a letter requesting that all members of Boards and Commissions have copies of the Connecticut State Statutes that pertain to each institution. The Statutes overseeing the BSAA are included in the white folders and will be included in every agenda book for each meeting.

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

M. Harris reported on the following:

- Jenzabar. After three years of discussions and the recent implementation of the new student information database, Jenzabar is up and running. The College received funds from the State to help defray a portion of the costs. The good news is that we are \$45,000 under budget. M. Harris complimented George Claffey on a job well done. Additionally, she commended the entire IT staff on doing a remarkable job in putting together all of the very complicated pieces. Charter Oak State College is now part of a huge network of other institutions around the country using the same database. M. Harris noted that the Board might see some delays in regular reports until all of the processes are finalized.
- ARC program (Alternative Route to Certification for Early Childhood). M. Harris announced that Shirley Adams and Amy Watson have provided wonderful support in finalizing all of the many approvals for this program. The State Department of Education and the Board of Governors for Higher Education were amazed that Amy Watson was able to complete the program approvals in such a short timeframe.
- Master's Degree. The College continues to work with Western Connecticut State University on a proposal.

- Building Update. Staff will be attending a neighborhood meeting to explain about the College and the CTDLC and why we have chosen the site off of Barbour Road for a new building.

**9. Other Business**

No further business.

**10. Adjournment**

At 2:45 p.m., on a motion made by J. Padilla and seconded by E. Alquist, the Board  
ADJOURNED.

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**Secretary**  
**January 17, 2008**