

Board for State Academic Awards

Charter Oak State College
Connecticut Distance Learning Consortium

Minutes of Meeting

January 22, 2009

Present: A. Hanzalek, J. Long, J. Titley, L. Wildman, Nancy Whitehead, L. Winkler

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

Guests: S. Ciecko (DHE), M. Wojtyna (Vice President AFSCME Local 1214)

1. Call to Order

A. Hanzalek convened the meeting at 12:15 p.m.; reminding members that the BSAA meeting dates are now the fourth Thursday of every other month, with the exceptions of July and November. Meeting dates are posted in the Board books.

2. Approval of Minutes of Meeting of November 20, 2008

A. Hanzalek asked for a motion to approve and second the Minutes of November 20, 2008.

On a motion made by J. Long and seconded by L. Winkler, the Board APPROVED the Minutes of November 20, 2008.

At this point in the meeting, A. Hanzalek called on S. Adams who had just returned from the Board of Governor's meeting.

S. Adams announced that the Board of Governor's for Higher Education just approved the College offering a graduate degree. The College still has several approval processes – revision of our State Statute, NEASC approval, and finally we are required to go back to DHE to have the actual program approved. But this is a first step that is important to the entire approval process.

3. Action Items

COSC

A. Conferral of Degrees

On a motion made by J. Long and seconded by L. Winkler, the Board APPROVED Resolution 09-01, Conferral of Degrees.

B. Recommendation of Honorary Doctorate Candidates

A. Hanzalek reported that the Honorary Degree Committee met to discuss the candidates. The Committee is recommending Stan Simpson, editorial writer for the *Hartford Courant*, and Dr. Merle Harris as the 2009 Honorary Degree candidates.

E. Klonoski noted that both candidates are thrilled to have this honor and are able to attend the June Commencement.

On a motion made by L. Winkler and seconded by J. Long, the Board APPROVED Resolution 09-02, 2009 Honorary Doctorate Candidates.

4. **Personnel Items**

A. Hanzalek called on John Titley to present the personnel items as discussed at the Personnel Committee meeting.

C. Personnel Changes

J. Titley reported on the proposed personnel revisions, explaining that late in February 2008, several positions were identified that had evolved over time to a point where the classification appeared inappropriate. Staff believed that four employees should be reclassified at a higher level and, therefore, requested Fred Owen, the BSAA personnel consultant, to review the requests for reclassifications for the appropriate level of pay. Mr. Owen recommended that the four Director 1 positions should be reclassified to Director 2 level. Executive Management is requesting that the Board reclassify those positions. The Personnel Committee agrees with this request. The job descriptions are attached. There is a budget impact of \$34,000 for the four positions.

J. Titley further reported that the final personal request is a title change for one staff that would also have the responsibility of outreach to Alumni. There is no change in salary.

On a motion made by J. Long and seconded by J. Titley, the Board APPROVED Resolution 09-03, Personnel Changes.

D. Executive Management Salaries for FY 2010

John Titley went on to explain Connecticut's fiscal situation is getting progressively worse. At this point, the Board has not acted on FY 10 Executive Management pay increases and the Executive Management is requesting that management forego increases for FY 10. The Board's Personnel Committee understands that it would be fiscally responsive to act in favor of this request. J. Titley noted that the other four exempt management staff has offered to do the same. The Personnel Committee is recommending not to act on the other four exempt employees until later in the fiscal year to see how the budget deliberations progress.

J. Titley further reported that the Executive Management and the four Exempt Management staffs have accepted to take a furlough day in FY 09.

J. Titley reported the Personnel Committee also discussed Ed Klonoski's review and noted that the Board members are more than pleased with his performance.

On a motion made by J. Long and seconded by L. Winkler, the Board APPROVED Resolution 09-04, Freeze in Executive Management Salaries for FY 2010.

5. Reports & Discussion Items

A. Marketing Report

E. Klonoski reported that the spring marketing campaign seemed to get a good response from the public. The College ran numerous radio advertisements and staff continues to track prospective students and how they come to us. We are finding that the radio ads are much more effective than the newspaper advertisements. Additionally, E. Klonoski reported that he appeared on four radio stations during the week of January 12.

The Board received the report.

B. CTDLC Strategic Plan

D. Goldsmith explained the process for the CTDLC's Appreciative Inquiry. Five essential goals have been developed. Unfortunately, this document was completed prior to the economic downturn. The CTDLC partners are still looking for collaborations for cost savings as well as for staff development. The goals have objectives, but benchmarks need refinement. Additionally, the staff is looking for new markets as well as how to adapt to current programs with immediate needs.

D. Goldsmith went on to mention the primary goals including:

- Developing outreach for educational opportunities like the negotiated contract with iTunes University for all of higher education and K-12;
- Collaborating – in areas such as eTutoring;
- Marketing more aggressively to outside sources about their cost effective services; and
- Professional development for staff in order to keep the technical staff up to date on the latest technology.

Unfortunately, with the recent and further expected budget reductions, the CTDLC will not be able to hire an Executive Accountant. In addition, some of the national seminars that provide a marketing tool are being curtailed and instead staff is doing webinars. On a more positive note, the CTDLC believes that they offer a multitude of opportunities – especially in the hosting area - that could provide cost effective avenues for agencies and businesses. D. Goldsmith suggested that staff update the Appreciative Inquiry to include the benchmarks and present the entire document at the next Board meeting for its approval.

L. Wildman noted that IBM and other businesses have IT staff that might be made available to assist in a variety of technical arenas. D. Goldsmith responded that she would be in touch with her about the CTDLC's needs.

The Board members commented that the CTDLC has many talented staff and that the Appreciative Inquiry Document is well thought-out and structured.

The Board received the report.

C. Financial Reports

C. Williams reported that the College is still ahead in its revenue sources and under budget in its expenditures. The CTDLC revenue is not coming in as expected in the projected area; but expenditures are under budget at this point. Both organizations will need to use the Reserve Funds as part of the FY 10 budgets.

The Board received the report.

D. Financial Aid Report

The Board received the report.

E. Enrollment Management Reports

The Board received the reports.

F. CTDLC Report

D. Goldsmith reported that the CTDLC received a \$200,000 grant with Eastern CT Workforce Board. Because the revenue side of the budget is down, coupled with the 5% rescissions, the CTDLC is actively pursuing outside grants. The CTDLC will use a significant portion of its reserve funds for the FY 10 budget.

D. Goldsmith further reported that the CTDLC recognizes the need to hire an Executive Account Manager, given the need to recruit outside clients. Actually, staff interviewed the perfect candidate. Unfortunately, funding restrictions and freeze on hiring will prevent the CTDLC from hiring at this point. The candidate has indicated that he can remain in his current position and the CTDLC will wait to see how the budget issues work out. Staff is also trying to figure out ways in which the CTDLC might have the candidate do some small amount of marketing work for them and not be a permanent employee at this point.

The Board reiterated that marketing is important to both organizations. The Board is hopeful that the CTDLC can find a way to hire an Executive Accountant.

The Board received the report.

6. Chairman's Report

A. Hanzalek thanked John Padilla and Jerry Long for their work on the Honorary Degree Committee, noting that they have chosen two excellent candidates.

7. Executive Director's Report

Ed Klonoski reported on the following activities:

- Attended the Middlesex and MetroHartford Board meetings;
- Jason Jakubowski will represent the College on the New Britain Chamber;
- The College / CTDLC will be once again participate in the *Race in the Park* in May;
- The Foundation is applying for a Casey Foundation Direct Services Grant for the WIT program;

- The Admissions staff, Carole Weisberg and Marlene Woodman has been meeting with staffs at DSS and Head Start centers to discuss the benefits of Charter Oak State College. The early care center head teachers and assistant teachers are under Federal and State mandates to earn a degree;
- Senator DeFronzo has introduced a bill for the BSAA for \$2 million in funding for design of a new building; and
- Meetings are being arranged with members of the General Assembly.

8. Other Business

No further business

9. Adjournment

At 2:15 p.m., on a motion by L. Winkler and seconded by J. Long, the Board ADJOURNED.

Secretary
January 22, 2009