

Board for State Academic Awards

Charter Oak State College
Connecticut Distance Learning Consortium

Minutes of Meeting January 21, 2010

Members Present: L. Winkler, E. Janney, J. Long, M. Nicastro, J. Padilla, J. Whitcomb, N. Whitehead, L. Wildman

Staff Present: E. Klonoski, S. Adams, G. Claffey, K. Corcoran, C. Williams

Guests Present: Scott Ciecko (DHE), Carolyn Rogers-Ward (AFSCME President), Deb Flinn (Financial Aid), Carolyn Hebert (Director of Marketing)

1. Call to Order

At 12:15 p.m., L. Winkler called the meeting to order noting that Kathleen Richards apologizes for not being able to attend today's meeting as she has a conflict with her work's retreat.

2. Approval of Minutes of Meeting of November 19, 2009

On a motion made by J. Padilla and seconded by J. Long, the Board APPROVED the Minutes of November 19, 2009.

J. Whitcomb ABSTAINED as he was not present at that meeting.

3. Action Items

COSC

A. Conferral of Degrees

On a motion made by J. Padilla and seconded by J. Whitcomb, the Board APPROVED Resolution 10-1, Conferral of Degrees.

B. Recommendation of Honorary Doctorate Candidate

L. Winkler noted that each year the Board receives a recommendation from the Honorary Degree committee for a person to be awarded the Honorary Doctoral degree at the June Commencement. The committee includes John Whitcomb, Eric Janney, Pat Farquharson (Dean of Faculty), Susan Ives (Student Association) and Ed Klonoski. The committee is recommending Astrid Hanzalek to receive the Honorary Degree. In 1973, as a member of the Education Committee, Ms. Hanzalek was instrumental in helping to create the Board for State Academic Awards. Later, she decided that it would be interesting to serve on the Board that she helped to create and to see firsthand its progress. Ms. Hanzalek served on the Board of Trustees for 12 years. She played a very important role during her tenure on the Board and then as Chairwoman; having guided and helped the Board and staff through a NEASC accreditation, State budget cuts, initiatives created around early childhood and the Women in Transition program, the creation of the CTDLC, and much more. L. Winkler thanked the committee members for serving and asked for comments.

E. Janney and J. Padilla noted that both were pleased that Ms. Hanzalek's name was being put forth to receive this prestigious award, and the mentioned that there were a number of exceptional candidates.

E. Klonoski reported that Ms. Hanzalek would be available to receive the award at the June 6 commencement and would be honored to give the Commencement Address.

On a motion made by E. Janney and seconded by J. Padilla, the Board APPROVED Resolution 10-02, Honorary Doctorate Candidate for Astrid Hanzalek.

C. Military Fee Proposal

L. Winkler reported that staff is proposing a revised fee for military active duty members, given the increase in the number of colleges competing in the military market. The current fee is an obstacle for potential students because it requires out-of-pocket expenses which are non reimbursable through military tuition assistance. Therefore, staff is recommending that for all active duty military the academic services fee be bundled with graduation, registration, and course fees into a flat course enrollment fee of \$250 per credit hour. This rate is the maximum per credit hour cost that can be paid entirely by the military tuition assistance offered.

M. Nicastro asked about costs to the College, noting that this is a positive move not only in terms of increasing the number of active duty military students, but for public relations.

C. Williams responded that staff believes this will help to attract more active duty military students to the College as well as to bring positive outcomes from the public and the General Assembly. Although the College would incur some costs, the other aspects outweigh those issues.

On a motion made by J. Long, seconded by E. Janney, the Board APPROVED Resolution 10-3, Comprehensive Military Fee, effective the Fall 2010 semester.

D. Approval of Maintenance Contract for Jenzabar ERP System

L. Winkler explained that this recommendation is to extend the Jenzabar contract for another three years. The current contract expires on March 31, 2010 and staff would like to renew the software maintenance contract. Staff has negotiated this contract for a \$95,000 savings over the list price.

On a motion made by J. Long, seconded by J. Whitcomb, the Board APPROVED Resolution 10-4 Renewal of the Jenzabar contract for another three years that would not exceed \$250,000.

BSAA

E. Approval of Document Imaging Software

L. Winkler explained that although the College is able to provide anytime, anywhere courses and other enhancements for our students, the one problem that staff continues to experience is a large number of transcripts which rely on paper copies and thus account for significant work. Staff has determined that the purchase of document imaging software could help over

the long term to create a digital repository of all student records and thereby allow efficient and secure access to these records for staff, faculty and the student. The first goal would be to complete incoming transcripts for document imaging. Staff is in the process of seeking a vendor who could provide the software needed and implement the services to assist in accomplishing this first goal. Eventually, staff hopes to have all student records entirely digital.

G. Claffey further responded that this enhancement would help to allow staff the necessary time to transfer to automation thereby providing better efficiencies. By making the purchase at this point, staff expects to achieve a strong discount rate as well as to secure a contract that would secure multiple years of maintenance.

On a motion made by J. Whitcomb and seconded by M. Nicastro, the Board APPROVED Resolution 10-5, Purchase of Document Imaging Software.

F. Revision of Purchasing Guidelines

L. Winkler reported that upon reviewing the November 2009 Purchasing Guidelines, C. Williams noticed that the language staff requested for the Board's approval in November 2009, is now causing a problem when purchasing small items. The language in question is under *2B- Bidding and Competition*. The language, as written, states that at least two quotes are required for ANY purchase, which has the effect of increasing staff time to execute smaller purchases. L. Winkler further reported adequate controls are in place to apply discretionary use of quotes or bids for purchases less than \$10,000 without requiring quotes for all purchases. Staff recommends deleting the first sentence in Section 2B.

On a motion made by M. Nicastro and seconded by J. Whitcomb, the Board APPROVED Resolution 10-6, Revision of Purchasing Guidelines.

4. Personnel Items

G. COSC Positions

L. Winkler requested that J. Long present the Personnel Items.

J. Long reported that the Personnel Committee met earlier in the morning and is recommending approval of two positions, an Academic Dean and a part-time Academic Clerk Typist. New initiatives and programs (the Master's degree, increases in number of online courses which require the hiring of additional faculty, more instructional oversight, and additional student support) have caused a need for the Provost to have additional assistance in these areas. Additionally, continued changes in the use of Jenzabar to support student success have created a need to reinforce the advising and academic staffs. The positions would have approximately a \$160,000 impact on the budget, but with the intended fee increases in fall 2010, this amount would not cause a financial burden on the institution.

On a motion made by L. Winkler and seconded by E. Janney, the Board APPROVED Resolution 10-7, Charter Oak State College Personnel Positions.

H. CTDLC Positions

J. Long reported that the CTDLC has had an increased workload in the instructional design work and are now finding a need to hire another person either for part-time or full-time depending on the finances at the time of the hire. In addition, there are two position descriptions which need language revisions. The CTDLC is requesting the approval of four new job descriptions of which only one would have a slight increase in salary.

On a motion made by J. Whitcomb and seconded by E. Janney, the Board APPROVED Resolution 10-8, Approval of Positions and Position Descriptions for the CTDLC.

J. Long went on to report that the Personnel Committee discussed with staff a number of job descriptions that have slight language revisions but no budgetary impact. In addition, the individuals in those positions are not opposed to the modifications. Therefore, the Personnel Committee proposes that in those instances where there are only incidental language revisions, that the position descriptions would not have to go to the full Board for its approval. Instead, the Personnel Committee would review the changes and inform the Board as such.

The Board members agreed that this action is acceptable.

5. Reports & Discussion Items

A. Marketing Report

L Winkler recognized C. Hebert to provide the Marketing Report.

C. Hebert provided an overview about the spring marketing campaign, noting that the staff is going to try a new idea by running some radio ads immediately before the term 2 online courses begin. In addition, staff would purchase additional online advertising and increase the College's efforts for e-mail campaigns as well as targeting segments of populations.

L Wildman suggested that when purchasing online advertising, staff be cautious in not getting positioned around postsecondary institutions that are not accredited or equal to Charter Oak's high standards. Appearing next to institutions that are not accredited could, over time, hurt the reputation and quality of the College. The Board members concurred.

C. Hebert responded that the advertising purchases would only be with highly reputable higher education websites.

The Board received the report.

B. CTDLC Report

D. Goldsmith reported that discussions still continue with the Unified School District to find alternative modes of education for ex-offenders and youth in prison. Staff continues to review the Support Help Desk ticketed requests in order to determine if cases are being closed within one day. The report came back with a 90% approval record. The eTutoring collaboration across the country continues to grow. In the Board folders is an article about the FIPSE Grant

that the CTDLC, partnering with other Community Colleges, received to create an online adult center.

The Board received the report.

C. Financial Reports

C. Williams reported that the College continues to be doing well financially. Based on the Spring distance learning enrollments, we are above where we were last year at this time. The CTDLC continues to experience less revenue, but have their expenditures well controlled.

The Board received the report.

D. Financial Aid Report

D. Flinn presented the Financial Aid report noting that the College is seeing a rise in the number of students in need of aid. Already this academic year the Financial Aid office has awarded aid to 578 students. Last year at this time, the College had awarded aid to 474 students. D. Flinn presented the Board with documents that explain the financial aid process.

The Board received the report.

E. Enrollment Management Reports

S. Adams noted that these reports show that more and more Charter Oak students are taking our courses.

The Board received the report.

F. Update on NEASC Interim Report

S. Adams presented the Board with a draft of the NEASC Interim Report, indicating that it will be finalized and sent to NEASC at the end of January. The College will need to do a substantive change document to NEASC before the Master's degree is completed. S. Adams noted that Board members should feel free to send her comments about the draft report.

The Board received the report.

G. Update on Master's Degree

S. Adams updated the Board on the progress of the Master's degree, noting that Dr. Sandra Morgan, a member of Charter Oak State College Core Faculty, is being hired on a contract basis to work with faculty at Eastern CT State University to begin planning out the joint degree.

The Board received the report.

6. Chairman's Report

L. Winkler reminded all members that the 2010 BSAA schedule is in the Board books. The Board retreat will be held on April 15, at the Water's Edge in Old Saybrook. Plans are to have a

facilitator for the retreat. The next step is to create an agenda and outcomes for the meeting. Board members should feel free to send comments and ideas to Lenny or E. Klonoski.

L. Winkler went on to report that she brought J. Padilla's concerns over the Foundation investments and other areas to Rebeka Scalia, the Foundation Board chair. Both she and R. Scalia look forward to a joint meeting in the spring. The Foundation Board members will be participating in E. Klonoski's evaluation as he is Executive Director of the Foundation. Letters and evaluation forms have been sent to the Foundation Board members.

L. Winkler announced that she would be meeting with Mike Meotti, Commissioner of DHE.

L. Winkler reported that she had a phone meeting with Governor Rell to pursue getting the \$2.5 million in bond funds that were appropriated by the General Assembly in last year's session on the Bond Agenda. These funds are for the planning and design of a new building. The Governor has indicated that she would try to put it on the March or April Bond Agenda.

Lastly, L. Winkler reported that there is a copy of an article in the Meriden Record Journal about the College's C-CAP program. M. Woodman has arranged for a meeting with Ben Cozzi, President of the Operating Engineers, Shirley Adams and Maryanne LeGrow to discuss expanding the C-CAP program to other union organizations around the state as well as across the nation.

7. Executive Director's Report

- E. Klonoski thanked L. Winkler for her tenacity and help in trying to get the \$2.5 million on the Bond Agenda.
- The Legislative session is beginning and the CTDLC has been asked to testify on it Results Based Accountability (RBA) for its adult diploma program.
- The College is seeing new students coming with fewer credits – the average number of credits was 86 and now it is around 75. Additionally, more students are taking the College's online courses.
- Staff has sent the Executive Cabinet proposals for funding new projects and initiatives.
- Staff have been appointed to help create a vision.
- The College just signed Mohegan Sun as its newest Corporate Partner.
- L. Winkler recommended a meeting with the CT Hospital Association and that has been arranged for February 2nd.
- A new program is being initiated encouraging staff to take the College's online courses.
- The Charter Oak State College Foundation will hold its fundraiser in April at the CT Science Center. An Innovation Award will be given as part of the event.

8. Other Business

No further business.

9. Adjournment

At 1:30 p.m., on a motion made by E. Janney and seconded by J. Whitcomb, the Board ADJOURNED.

Secretary – January 21, 2010

55 Paul J. Manafort Drive, New Britain, CT 06053-2150 Telephone: 860.832.3876 Fax: 860.832.3828
E-mail: eklonoski@charteroak.edu Websites: www.charteroak.edu www.ctdlc.org
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