

**BSAA Meeting
July 28, 2011**

Minutes of Meeting

Present: E. Janney, J. Long, J. Whitcomb, K. Richards, M. Nicastro (via phone)

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

Guests: S. Maynes (OPM)

1. Call to Order

J. Long was appointed BSAA Chairperson in L. Winkler's absence. J. Long called the meeting to order at 12:20 p.m. J. Long appointed K. Richards as Acting Secretary as J. Padilla is unable to make the meeting.

J. Long requested approval of changing the agenda to permit E. Klonoski to update the board on legislative and union concession updates first.

On a motion made by J. Whitcomb and seconded by K. Richards, the Board APPROVED the Change to the Order of the Agenda.

2. Executive Director's Update

E. Klonoski announced the first six members of the new Board of Regents, including former COSC President Merle Harris. He emphasized that these first six appointments are clearly accomplished individuals and that is enormously reassuring. Klonoski relayed that because the union concession vote failed the organization is proceeding with the necessary measures to balance its budget which now includes an 8.35% reduction in the state allotment. This reduction required eliminating four positions (3 currently filled positions and 1 vacant position that will not be filled). E. Klonoski issued 3 layoff notices last week in accordance with AFSCME contract's requirements. A new vote on the clarification to the initial concession plan will occur on Aug 15-16, 2011. If this vote is approved by a simple majority of the state's bargaining units, then the layoff notices will be rescinded.

Chris Cook is the New Student Representative to the BSAA Board and is running for Student Representative for the New Board of Regents.

The COSC Foundation will be conducting the Shea Lecture and Fundraiser on Oct 27, 2011.

Angela Chapman has accepted the position as Executive Assistant to the President filling the vacancy left by Marlene Woodman in March 2011.

Compliance with State Authorizations to conduct online education in individual states is underway. COSC has 22 states approval to conduct business in their state and the remaining states are in progress.

3. Approval of Minutes of May 26, 2011 Meeting

On a motion made by E. Janney and seconded by J. Whitcomb, the Board APPROVED the Minutes of May 26, 2011.

4. Approval of Minutes of June 10, 2011 Executive Session

During the June 10, 2011 meeting, the board reviewed/approved the amended contract with our AFSCME bargaining unit.

On motion made by E. Janney seconded by J. Whitcomb, the Board APPROVED the Executive Session Minutes of June 10, 2011.

5. Action Items

COSC

A. Conferral of Degrees

On a motion made by J. Whitcomb and seconded by E. Janney, the Board APPROVED Resolution 11-18, Conferral of Degrees.

B. Approval of Adjunct Consulting Faculty

The Board reviewed a list of faculty members that the college has requested be reappointed as adjunct consulting faculty for a 3 year term beginning August 1, 2011 and ending on July 31, 2014.

On a motion made by J. Whitcomb and seconded by K. Richards, the Board APPROVED Resolution 11-19, Approval of Adjunct Consulting Faculty.

C. Approval of Core Consulting Faculty

The Board reviewed a list of faculty members that the college has requested be reappointed and new appointments all of whom will serve as core consulting faculty.

On a motion made by E. Janney and seconded by J. Whitcomb, the Board APPROVED Resolution 11-20, Approval of Core Consulting Faculty.

6. BSAA Action Items

A. College FY 2012 Budget

Williams discussed the highlights of FY 2011 in terms of completion of Strategic Planning, Academic Program and College Operations Enhancements. FY 2011 was the highest ESA revenue in the history of the college-- \$8,052,514 (a 17% increase from FY 2010). The projected revenue and expenditures for FY 12 were presented along with a recommendation to approve the FY 12 budget.

On a motion made by J. Whitcomb and seconded by K. Richards, the Board APPROVED Resolution 11-21, ESA Expenditure Budget.

B. College Four-Year Statement of Revenue, Expenditures, & Fund Balance

C. Williams presented the actual/anticipated revenue, expenditures and fund balance based on the College Four-Year Statement of Revenue, Expenditures, & Fund Balance. Total expenditures for FY 2012 are estimated to be \$9,010,194, Anticipated Revenue is estimated at \$8,288,206 and the Anticipated Fund Balance is \$3,224,790.

On a motion made by E. Janney and seconded by J. Whitcomb, the Board APPROVED Resolution 11-22, Four-Year Statement of Revenue, Expenditures, & Fund Balance.

C. College Resolution for Designated Reserves

C. Williams discussed how the reserves are allocated. The current Fund Balance is \$2,879,616 with \$2,763,200 being dedicated to specified purposes and the remaining balance of \$116,416 being unreserved.

On a motion made by K. Richards and seconded by J. Whitcomb, the Board APPROVED Resolution 11-23, FY 2012 Designated Reserves.

D. CTDLC FY 2012 Budget

K. Corcoran discussed the highlights of the CTDLC activities in FY 2011. Highlights include: CTDLC launched the first online course within the CT correctional system; CTDLC successfully launched the Department of Environmental Protection's first online course offering; and the CTDLC signed a five-year agreement to support the Connect-Ability program. CTDLC's FY12 state appropriations have been reduced by nearly 14%. These cuts coupled with the lack of labor concessions among the state's bargaining units have created a large personnel burden for CTDLC. The FY 2012 ESA Revenue projections are \$1,248,650. The FY 2012 ESA Expenditures Plan is \$1,418,317.

On a motion made by J. Whitcomb and seconded by K. Richards, the Board APPROVED Resolution 11-24, ESA Expenditure Budget.

E. CTDLC Four-Year Statement of Revenue, Expenditures, & Fund Balance

K. Corcoran presented the actual/anticipated revenue, expenditures and fund balance based on the College Four-Year Statement of Revenue, Expenditures, & Fund Balance. Total expenditures for FY 2012 are estimated at \$1,418,317. Anticipated Revenue is estimated at \$1,248,650 and the Anticipated Fund Balance is \$398,621.

On a motion made by E. Janney and seconded by K. Richards, the Board APPROVED Resolution 11-25, Four-Year Statement of Revenue, Expenditures, & Fund Balance.

F. CTDLC Resolution for Designated Reserves

K. Corcoran discussed how the CTDLC reserves are allocated. The current Fund Balance is \$568,288 with \$543,131 being designated for specified purposes and with the remaining balance of \$25,131 being unreserved.

On a motion made by J. Whitcomb and seconded by K. Richards, the Board APPROVED Resolution 11-26, Designated Reserves.

7. Reports & Discussion Items

A. CTDLC Report

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. Summer enrollment is up from previous years due in large part to the creation of a second summer term this year. The college served 2,778 matriculated students. While lower than goal, it is 7% more than FY 2010. This is the highest number in the last four years.

The Board accepted the report.

D. Marketing Report

E. Klonoski reported that the College will be launching a major marketing campaign from August to October 2011. Several 30-second television spots will be available on Comcast and Cox cable networks. Online ads and Google search will be available on Facebook, Courant.com, theday.com, WFSB.com, Stamfordadvocate.com, and Yahoo.com. E. Klonoski presented the television commercials for the board to review.

The Board accepted the report.

E. Financial Aid Reports

The Board accepted the reports.

F. Adjunct Faculty

Nothing to report.

8. Chairman's Report

Nothing to report.

9. Adjournment

At 2:10 p.m., on a motion made by E. Janney and seconded by K. Richards, the Board Adjourned.

Secretary
July 28, 2011