

# Board for State Academic Awards

Charter Oak State College  
Connecticut Distance Learning Consortium

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## Minutes of Meeting

May 17, 2007

**Board Members Present:** C. Howard, E. Alquist, J. Long, J. Padilla, M. Smegielski, J. Titley

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

**Guests Present:** V. Walters (Director, COSC Financial Aid), Scott Ciecko (DHE), John Noonan (OPM), Linda Campanella (SOS Consulting)

### 1. Call to Order

C. Howard called the meeting to order at 12:15 p.m. and appointed Jerry Long as Acting Secretary. He welcomed Linda Campanella, SOS Consulting, attending the meeting in order to answer questions about the College's preliminary Strategic Plan document.

C. Howard announced that John Padilla is assuming a new position with the Annie E. Casey Foundation as its Senior Fellow in Connecticut. The Annie E. Casey Foundation has a long history of working to meet the needs of today's vulnerable children and families. Mr. Padilla will be responsible for developing and leading the Foundation's strategy.

C. Howard called on George Claffey to show the tape of the TV-30 interview of Ed Klonoski and Nancy Whitehead that was done a few weeks ago.

### 2. Approval of Minutes of Meeting March 15, 2007

On a motion made by M. Smegielski and seconded by J. Long, the Board APPROVED the Minutes of March 15, 2007.

### Action Items

#### COSC

##### A. Conferral of Degrees

S. Adams announced that there will be about 593 graduates this year (staff is still waiting for transcripts and grades from several students). At the July meeting, S. Adams will provide the Board with an overview of the graduates.

On a motion made by J. Padilla and seconded by M. Smegielski, the Board **APPROVED** Resolution 07-07, Conferral of Degrees.

## B. Framework for Planning

C. Howard explained that the Framework for Planning document before the Board for its approval has been developed through the Strategic Planning process. It is a vision for the College as it moves forward and reflects discussions and survey results with input from the Board, staff, alumni, students and community stakeholders. The Framework for Planning includes a vision statement, planning goals and strategic objectives that will be the basis for the development of action steps and measurable outcomes.

M. Harris reported that the document may need some revisions and fine-tuning as staff and others complete discussions.

Ms. Campanella underscored that the document includes preliminary goals and a vision statement that are still being finalized. There was a long list of goals that were pared down to reflect College priorities. The plan is a reflection of the contributions of many individuals with differing viewpoints and ideas that came together to form one cohesive document.

The Board members commented that although the strategic planning process is a challenge, this document includes good, solid ideas. Furthermore, it is evident from the document that Board comments were clearly heard and included, especially as it relates to marketing.

On a motion made by J. Long and seconded by J. Padilla, the Board APPROVED Resolution 07-08, Framework for Planning.

## CTDLC

### C. Fee Changes

C. Howard reported that in May 2005, the Board approved a flat participation fee for the CTDLC's eTutoring program with the proviso that additional fees would need to be established as usage increased. In July 2006, the usage in the eTutoring program began to expand and the CTDLC proposed a fee usage based on FTE's (full time equivalencies). This formula would have constituted a fairly significant fee increase for many institutions; therefore, in 2006-2007 the institutions were charged only 50% of the increase. After further review, it became evident that it would be more equitable to base the fee on usage and not on overall FTES. Before the Board, is a new pricing based on the number of sessions used. This change is expected to affect only five of the 31 participating institutions for the 2007-2008 academic year.

On a motion made by J. Long and seconded by J. Titley, the Board APPROVED Resolution 07-09, CTDLC eTutoring Fees.

## BSAA

### D. Board Ethics Policy

C. Howard reported that in March, a draft of the Board Ethics Policy was distributed to the members for their review and consideration. The purpose of the policy is to address possible conflicts of interest that could occur and how these situations would be handled. John

Titley and Beth Alquist redrafted the policy that is now before the Board for its discussion and approval.

J. Titley reported that the policy has some flexibility for the Chairman, but reflects the major issues that the General Assembly addressed when passing its legislation. J. Titley and E. Alquist explained the policy, clarifying the meaning of *undue influences* as well as the reasons for leaving some room for the Chairman's judgment of a situation.

The Board discussed one possible revision, the addition of the word undue that should be added to Prohibited Activities, Section C. That sentence will now read: *Use of influence. Except for those decisions that are subject to the direct authority of the Board, no Board member shall attempt to unduly influence the hiring of employees or the awarding of consulting or other contracts.*

On a motion made by J. Titley and seconded by E. Alquist, the Board APPROVED, Resolution 07-10, BSAA Ethics Policy as AMENDED.

#### **4. BSAA – Personnel Committee**

##### **E. Position Re-classification**

J. Titley presented the report for reclassification of a full-time position (Associate Director, Learning System Administrator), explaining that Fred Owen was asked to review the position. Mr. Owen has recommended a reclassification to one position higher.

On a motion made by J. Padilla and seconded by E. Alquist, the Board APPROVED Resolution 07-11, Personnel Change.

#### **5. Alpha Sigma Lambda Society Induction**

S. Adams explained that because C. Howard is unable to attend the Commencement, his induction into the Sigma Lambda Society is being held at today's Board meeting.

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

##### **A. Criteria for Granting Preferred Lender Status and Financial Aid Code of Conduct**

M. Harris presented an overview about this item, explaining that there have been various problems across the country involving some institutions and preferred lending issues. Charter Oak State College has not been involved in any of the issues that have been uncovered at other institutions. The Connecticut Attorney General has suggested language for a Student Financial Aid Code of Conduct. That language is being reviewed by Connecticut institutions of higher education. The staff wanted the Board members to understand how Charter Oak would go about opening up the preferred lender status. M. Harris further reported that being on an institution's preferred lender list does not, in any way, limit a student's option for using only that list of lenders.

M. Harris distributed a document entitled: Preferred Lender Status. Velma Walters, Director of Financial Aid, indicated that there will be a statement on the website indicating that the College receives no goods or personal gain, etc. from any of the preferred lenders and that a student is not obligated to use a lender from that list.

B. Accreditation

M. Harris presented an update on the College's accreditation. Charter Oak State College is not scheduled for another full NEASC visit until 2016. Staff will need to submit a follow-up report in 2010 and a fifth year interim report in 2011.

M. Harris reported about the marketing consultant's preliminary report because it relates to the College's Strategic Plan. A full report would be available in June. The Marketing Consultant conducted a comprehensive visit at the College that included staff interviews and a student focus group. The firm also conducted telephone interviews of inquiries and applicants. In addition, the firm examined our print materials and website. The marketing consultant believes that the College should focus on distance learning and that we need to look at new markets and how to cultivate new students. Because funding is limited, we should not be scattered in our marketing plan and also utilize Internet marketing.

C. Legislative Update

M. Harris announced that the General Assembly still has not enacted a State Budget.

D. COSC Student Financial Aid Report

The Board received the report.

E. CTDLC Report

The Board received the report.

F. Financial Reports

The Board received the report.

G. Enrollment Management Reports

The Board received the report.

H. Adjunct Faculty Report

The Board received the report.

**7. Chairman's Report**

C. Howard reminded the Board members that Commencement is on Sunday, June 3. All members are invited to attend.

**8. Executive Director's Report**

M. Harris announced the following College initiatives:

- Charter Oak has been asked to complete two studies for the State of Connecticut. One study is to determine the steps needed for an LPN to move into an RN position and how to provide more credit in that transition. The second study is to review the CNA program to determine how to make the steps less cumbersome for an individual to move from a CNA position into allied health.
- Staff is also coordinating a collaborative effort in early childhood education to develop an alternate route to early childhood certification. Staff hopes to complete the planning phase by year's end in order to begin the pilot program in January 2008. The project will be modeled after other Alternate Route to Certification programs that are now being overseen by the Department of Higher Education.

**9. Other Business**

No further business.

**10. Adjournment**

On a motion made by E. Alquist the Board VOTED to ADJOURN at 1:45 p.m.

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**Secretary**  
**May 17, 2007**