

Board for State Academic Awards

Charter Oak State College
Connecticut Distance Learning Consortium

BSAA

Minutes of Meeting May 27, 2010

Members Present: L. Winkler, J. Long, M. Nicastro, K. Richards, J. Whitcomb,
N. Whitehead, L. Wildman

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

Guests: S. Maynes (OPM), S. Ciecko (DHE), C. Rogers (AFSCME)

1. Call to Order

L. Winkler called the meeting to order at 12: 20 p.m. J. Padilla was unable to attend the meeting, therefore L. Winkler appointed K. Richards as Temporary Secretary.

E. Klonoski introduced Shelly Maynes from OPM, the BSAA's Budget Analyst.

2. Approval of Minutes of March 2010 Meeting

On a motion made by K. Richards and seconded by M. Nicastro, the Board APPROVED the Minutes of the March 25, 2010.

3. Action Items

COSC

A. Conferral of Degrees

On a motion made by J. Long and seconded by J. Whitcomb the Board APPROVED Resolution 10-13, Conferral of Degrees.

BSAA

B. Change in Faculty Employment Status

L. Winkler noted that at the March meeting, the Board members were presented an overview about the potential liability due to faculty being classified as independent contractors, as opposed to employees. Neither the Auditors of State Accounts, which audits the BSAA every two years, nor the Attorney General, who must sign off on PSA's in excess of \$3,000, have ever raised an issue on the classification of faculty.

C. Williams went on to explain that Shipman and Goodwin has preliminarily indicated that the BSAA's liability on federal and state taxes could span a four year period. There is also a possibility that the Comptroller's Office would seek to recover State Retirement contributions for State employees who contracted with the College. In April, the General Assembly increased penalties for misclassifying employees as independent contractors. Therefore, staff is requesting the authority to work with Shipman & Goodwin on the negotiation strategies and settlements with the IRS, DOR, and the Comptroller around the change in faculty status from contractors to employees.

On a motion made by J. Long and seconded by K. Richards, the Board APPROVED Resolution 10-18, Authorizing staff to work with Shipman and Goodwin on negotiation strategies around faculty who were employed as independent contractors.

4. Personnel Items

J. Long presented the Personnel Committee report explaining that the following items are requested by staff: increases for Non Union Staff for FY 11, a full time clerical position, the expansion of a 30 hour Assistant II position to 40 hours (COSC), and a half-time Associate Director position (CTDLC).

J. Long further explained that the Executive Staff is seeking a 2.75% increase for FY 11 with no AI in January 2011. This approach would show restraint during an upcoming fiscal year that is likely to remain fiscally unsecure for the State of Connecticut.

On a motion made by J. Whitcomb and seconded by L. Winkler, the Board APPROVED Resolution 10-15, Executive Staff Increases for FY 11.

J. Long reported that the Personnel Committee has met several times around a particular Charter Oak State College personnel request. At the last Personnel Committee meeting, an item was tabled because there was disagreement with the Union around the Executive Committee's request to change a position from AFSCME to the NP-3 Union. But, with the resignation of a 32-hour employee whose position supported the Academic and Foundation areas, there is now dilemmas around completing the additional workload in both areas. Therefore, staff proposes that a current 32-hour position be increased to a 40-hour position in order to help support the Foundation's clerical duties while the requested new position would support the Academic area. One position will be AFSCME and the other the NP-3 Union.

J. Long went on to report that the Personnel Committee has approved both requests. The AFSCME Union is in favor of increasing the 32-hour position to a 40-hour week for a current position as well as the creation of the new position for Academic Affairs.

On a motion made by J. Whitcomb and seconded by K. Richards, the Board APPROVED Resolution 10-16, Charter Oak State College position and position descriptions.

J. Long explained that the final personnel item is a request for a year long, part-time position for the CTDLC that would be funded under the new FIPSE Grant for the Adult Success Center.

D. Goldsmith further explained that staff believes there is significant room for growth in this arena especially in working with and creating additional regional and/or statewide consortia around eTutoring. The fiscal model for eTutoring is also dependent on the addition of new schools and consortia. There is an initial fee charged for all new schools. However, this would also require additional staff time to market and demonstrate the program while at the same time maintaining a consistent level of supervision over the program to ensure the program's high standards.

J. Whitcomb remarked that the ending date for the new part-time position is incorrect. The ending date for the grant funded position should read *August 11, 2011*.

On a motion made by J. Whitcomb and seconded by L. Winkler, the Board APPROVED Resolution 10-17, Associate Director of the Northeast eTutoring Consortium (part-time), as AMENDED.

5. Reports & Discussion Items

A. Legislative Update

M. Woodman provided a report on the activities around the Legislative session including bills and budget issues. Several bills speak to jobs and green technology of which state-wide task forces are required and that it would be good visibility for the College / CTDLIC to have E. Klonoski serve on at least one task force.

The Board received the report.

B. Charter Oak Vision Statement

E. Klonoski reported that a Visioning Team has been appointed. That team was charged with exploring statements that could help to move the College forward and that could be internally and externally directed. The following statement is being communicated to staff, students, alums and faculty: *Charter Oak State College: a dynamic community of online learners advancing the nation's workforce one graduate at a time*. E. Klonoski also discussed the academic programs that the College we might want to consider developing as we explore how to move the College forward.

The Board received the report.

C. Retreat Follow-up

E. Klonoski recounted that at the retreat the Board members recommended that the Executive Staff develop a short – but comprehensive- joint statement which could be circulated to state and federal representatives when providing an overview about the College and the CTDLIC.

E. Klonoski noted that a draft statement is in the Board books for members to review and to provide ideas or revisions. The statement speaks to both the College and the CTDLIC's

experiences in online learning for high school through postsecondary education; as well as the services around those online learning needs.

The Board received the report.

D. Marketing Report

The Board received the report.

E. Financial Aid Report

L. Winkler announced that the Financial Aid office has awarded 656 students with financial aid for FY 2010 thus far. That represents over 200 more awards than the previous fiscal year. The Financial Aid office continues to work on distributing aid to students for the summer courses. In July, the Board will be presented with an end of the year recap around financial aid.

The Board received the report.

F. Financial Reports

C. Williams explained that an issue has arisen over credit card charges (convenience fees). The Attorney General's staff revealed that according to State Statute the convenience fee is prohibited to Connecticut students. At this point, staff is seeking ways, probably through increasing various fees, to address a potential loss of upwards of \$70,000 in the next fiscal year. Over the course of the next few weeks, staff will assess means to distribute that charge over our current fees. Once that is evaluated, a conference call will be arranged with the Board members to discuss and vote on a recommendation. Unfortunately, because staff needs to complete College publications over the next several weeks, staff will need to finalize a revised fee prior to the July meeting.

The Board accepted the report.

G. Enrollment Management Reports

L. Winkler noted that the College has 1,756 matriculated students – the highest in the last three years. For FY 2010, there are 690 new matriculated students.

The Board accepted the reports.

H. CTDLC Report

D. Goldsmith reported that the CTDLC Report continues to show the progress for its strategic plan. The CTDLC just launched a new website which is geared more to the business arena - selling services and a marketing focus. Staff will be meeting with the Davis Grant funders in hopes of receiving a grant renewal. Lastly, D. Goldsmith announced that Carolyn Rogers is managing the FPISE Adult Center grant with four other institutions (some from Connecticut and some from outside the State).

The Board accepted the report.

I. NEASC Documents -- Organization & Governance

S. Adams reported that at the Board retreat she noted that the College's NEASC Interim approval is slated for 2011. Because most of the Board members are new to this process, included in the Board's books are the documents that NEASC sets forth for the Board of Trustees.

The Board received the report.

J. Adjunct Faculty Report

The Board received the report.

K. Foundation Audit Report

L. Winkler announced that State Auditors are performing the Foundation audit for FY 2009. The Board members can find the Foundation's FY 2008 completed audit in the Board books.

The Board received the report.

6. Chairman's Report

L. Winkler announced that June 6 is Commencement and that Astrid Hanzalek will receive the Honorary Degree Award. Lisa Wildman is the student speaker.

L. Winkler announced that the July Board meeting will be held **on Thursday July 29** in order to accommodate the end of the Fiscal Year reports as well as the budget documents that need to be prepared for the Board.

7. Executive Director's Report

E. Klonoski announced the following:

- The College received renewal approval for the Early Childhood ARC program,
- The Foundation has raised \$8,000 in sponsorships for the fundraising event on May 14,
- E. Klonoski attended forums around the gubernatorial candidates,
- E. Klonoski travelled to DC with the Bristol Chamber and met Congressional members and their staffs,
- E. Klonoski met with Mary Jane Foster, a Charter Oak graduate, about outreach in Fairfield County business arena, and
- The College signed a Corporate Partnership Agreement with Natchaug Hospital.

8. Other Business

No further business.

9. Adjournment

On a motion made by K. Richards and seconded by J. Long, the Board ADJOURNED at 1:30 p.m.

Secretary
May 27, 2010