

# Board for State Academic Awards

Charter Oak State College  
Connecticut Distance Learning Consortium

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## Minutes of Meeting November 15, 2007

**Carmen Anthony's Restaurant  
1770 Berlin Turnpike  
Wethersfield, CT**

**Members Present:** A. Hanzalek, J. Long, J. Padilla, M. Smegielski, J. Titley, J. Whitcomb, N. Whitehead, L. Winkler

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

**Guests:** Scott Chieko (DHE), J. Jakubowski (COSC AFSME President), Linda Campanella (SOS Consulting)

### 1. Call to Order

A. Hanzalek called the meeting to order at 1:20 p.m. and appointed J. Padilla as Temporary Secretary.

A. Hanzalek reported that Governor M. Jodi Rell appointed two new Board members - John Whitcomb who was introduced at the September meeting and Lenny Winkler. Ms. Winkler resides in Groton. In 1988, she was elected to the General Assembly and served as Assistant Minority Leader and the Ranking House member of the Bonding subcommittee. During that time, Ms. Winkler was instrumental in leading many health care initiatives, including the enactment of a law to provide a minimum of 48 hours of hospital coverage for maternity patients. Ms. Winkler also authored Connecticut's Meghan's Law Legislation. Ms. Winkler has a long record of civic involvement and recently was appointed to the Connecticut Public Health Foundation Board of Directors. She is currently employed at Lawrence and Memorial Hospital as an emergency room nurse.

A. Hanzalek administered the Oath of Office to J. Whitcomb and L. Winkler.

A. Hanzalek announced that the Election of Officers will take place at the January 2008 meeting because Beth Alquist, chair of the nominating committee, could not attend today's meeting as she is out of town on business.

A. Hanzalek reported that the following items need to be added to the Agenda: Resolutions 07-40 and 41, Thanking Vincent Socci and Chandler Howard for their 12 years of service to the College and the CTDLC, and Resolution 07-42 Process for January 2008 Conferral of Degrees.

On a motion made by J. Long and seconded by L. Winkler, the Board APPROVED ADDING the items to the Agenda.

## **2. Approval of Minutes of Meeting of September 2007**

On a motion made by J. Long and seconded by N. Whitehead, the Board APPROVED the Minutes of September 20, 2007.

## **3. Action Items**

### COSC

#### A. Conferral of Degrees

On a motion made by J. Long and seconded by J. Whitcomb, the Board APPROVED Resolution 07-31, Conferral of Degrees.

A. Hanzalek reported that Shirley Adams would explain Resolution 07-42, Permitting the Board's approval of the January 2008 Graduates by e-mail or postal mail.

S. Adams explained that in January when the College converts to a new student information system there could likely be a delay in processing the transcripts for graduates. Staff would prefer not to delay the January students until March for graduation approval. Therefore, staff recommends that the list of January graduates be allowed to be sent either by e-mail or postal mail to the Board members for their approval sometime after the January Board meeting. S. Adams further indicated that all students proposed for graduation would be audited by the faculty. Board action would be ratified at the March meeting.

On a motion made by J. Whitcomb seconded by N. Whitehead, the Board APPROVED Resolution 07-42, Process of Approval for January 2008 Graduates.

#### B. Financial Aid Code of Conduct

A. Hanzalek reported that the Financial Aid Code of Conduct is a reaction to findings in New York State regarding conflicts of interest in the student loan industry. The result of that investigation prompted discussions with the Connecticut Attorney General and Connecticut institutions of higher education. Attorney General Blumenthal has requested that each Connecticut college and university governing board adopt a Financial Aid Code of Conduct. The language contained in the document for the Board's approval has been reviewed and approved by the Attorney General's Office.

On a motion made by J. Padilla and seconded by J. Long, the Board APPROVED Resolution 07-32, Financial Aid Code of Conduct.

#### C. Strategic Plan

A. Hanzalek asked M. Harris to provide the Board with an overview about the Strategic Plan.

M. Harris introduced and thanked Linda Campanella for her help and guidance in putting together the College's Strategic Plan. M. Harris explained that in finalizing the Strategic Plan, staff was mindful that a new president would be coming on board and would need to implement the entire plan but could make changes as implementation of the plan progresses.

M. Harris noted that the vision statement is the centerpiece of the plan, stating that the College would like to be the first choice as an institution for adult learners. The plan highlights the College's successes and the importance of maintaining current high student satisfaction levels. Important new goals are to work more aggressively with alumni in order for them to become more involved with the College and to seek additional grant funding from outside sources and the General Assembly. Securing bond funds for a much needed new building is a major initiative. The College wants to raise its profile and to enhance its reputation while keeping fees affordable.

M. Harris summarized the implementation plan including the goals and the importance of outside relationships, strengthening our academic programs, and expanding current offerings to meet the workplace needs. Technology will become ever more critical over the next few years. Therefore, the College will need to leverage its technology infrastructure. In line with this, the College must assure that all staff gets the required training for the new technology and that we find ways to integrate our alumni into this process. A key factor will be to implement an organizational change by adding a new Institutional Advancement Division to the College.

A brief summary of the plan's highlights will be developed and sent to alumni, students, and State and community leaders. Finally, staff would like to have the Board's involvement and ideas in helping to get the word out about the College.

L. Winkler noted that the plan is excellent and suggested that the College sponsor a breakfast meeting with Legislators to announce it. Other Board members commented and indicated that the plan is well thought out.

On a motion made by M. Smegielski and seconded by J. Long, the Board APPROVED Resolution 07-33, Blueprint for the Future - 2007-2012, along with the recommendation for the organizational change.

#### D. Lease of Portable Unit for Office Space

A. Hanzalek explained that both Charter Oak and the CTDLC are running out of space for their employees. Although staff is making some progress with the landlord regarding remediation of leaks and mold in the Alumni Road building, at this point, a back-up plan is needed should the landlord not move ahead with the required repairs.

G. Claffey explained that the best alternative option would be to lease portable units. Therefore, staff is requesting that the Board approve the lease of a portable unit, in case the landlord backs out of his agreement, with an expenditure of funds up to \$70,000 for set-up and installation and \$14,000 per year for lease payments.

On a motion made by J. Padilla and seconded by M. Smegielski, the Board APPROVED Resolution 07-34, Lease of a Portable Unit for Office Space.

E. Fee Changes

A. Hanzalek explained that the Board approved Fee Changes for FY 09 at its July meeting. However, staff is recommending several small revisions for FY 09 in order to support Strategic Plan initiatives.

C. Williams reported that these minor revisions include an additional \$2 per credit increase for both the in-state and out-of-state Distance Learning Fees, and increases in Comprehensive Matriculation Fees and Renewal Fees and Military Partnership Fees incorporating the per credit increase.

On a motion made by J. Long and seconded by N. Whitehead, the Board APPROVED Resolution 07-35, Revised Fee Changes.

BSAA

F. Purchase of Servers

A. Hanzalek reported that as our technology grows both the College and the CTDLC need additional equipment and expanded servers in order to provide long-term benefits and deal with equipment replacement life cycle issues that are a result of delayed bond fund monies.

G. Claffey further explained the Department of Higher Education has asked the BSAA to provide a four-year contract for Virtual Machine Architecture (VMWare). All of these expenses qualify for Capital Equipment Purchase Funds. Partial expenses for this technology purchase will be offset by the DHE contract. ESA funds will be used for the purchase while we wait for CEPF dollars.

On a motion made by J. Long and seconded by N. Whitehead, the Board APPROVED Resolution 07-36, Agreement to purchase VMWare Software not to exceed \$120,000.

**4. Personnel Committee Action Items**

A. Hanzalek announced that Jerry Long and Beth Alquist have agreed to serve on the Personnel Committee.

E. Per Diem for Dr. Merle Harris until Completion of Job Search

J. Titley reported on behalf of the Personnel Committee, explaining that M. Harris would likely need to remain on as Executive Director and President until the search committee has completed its work and the new President assumed the position. Therefore, this Resolution would provide for a per diem for M. Harris.

On a motion made by M. Smegielski and seconded by J. Whitcomb the Board APPROVED Resolution 07-37, Per Diem for Merle Harris.

F. Stipends for Non Bargaining Unit Professional / Technical Positions

J. Titley explained that the Personnel Committee has approved making an equity adjustment for those employees not in the Bargaining Unit.

On a motion made by M. Smegielski and seconded by L. Winkler, the Board APPROVED Resolution 07-38, Stipends for Non- Bargaining Unit Professional/Technical Positions.

G. Approval of New Positions

J. Titley reported that two of the requested Charter Oak positions are grant funded (the ECERS Project / Early Childhood) and one is a part-time position working evening hours in order to provide a wide range of administrative support for both academics and development.

J. Titley went on to further explain that the CTDLC is seeking to create three new positions and to change the descriptions of two other positions in order to find and retain needed personnel. Charter Oak and the CTDLC have been searching for an Instructional designer at the Assistant Director level for approximately five months without success. It has become clear that the backlog of work could be performed by someone at a lower job classification.

On a motion made by J. Long and seconded by M. Semgielski, the Board APPROVED Resolution 07-39, Personnel Additions and Revisions.

At this point in the agenda, A. Hanzalek asked the Board to take up Resolutions 07-40 and 07-41, Thanking Vincent Socci and Chandler Howard for their 12 years of service to the BSAA.

On a motion me by J. Long and seconded by J. Titley, the Board APPROVED Resolution 07-40, Thanking Vincent Socci and Resolution 07-41, Thanking Chandler Howard for their years of service on the Board for State Academic Awards.

A. Hanzalek noted that the formal resolutions would be sent to Chandler Howard and Vincent Socci.

**5. Report on Search Committee**

John Titley reported that, to date, fifty resumes have been received for the President/Executive Director position. The committee believes that the person is going to need extensive fundraising skills and have the ability to negotiate with members of the General Assembly. The committee expects to select at least five candidates for interviews. Those interviews would be set sometime in late January. J. Titley further reported that the Advisory Committee has held a couple of meeting and assisted in developing a rating sheet for applicants.

**6. Reports and Discussion Items**

A. Marketing Report

The committee received the report.

B. Financial Aid Report

The committee received the report.

C. Financial Reports

The committee received the report.

D. CTDLC Report

The committee received the report.

E. Adjunct Faculty Report

The committee received the report.

**7. Chairman's Report**

A. Hanzalek reported that everyone is invited to the AAUW PIE (Promoting Equity in Education) Ceremony that will be held on November 19 at 5 p.m. in Founders Hall at Central CT State University. The National AAUW Educational Fund will be presenting the WIT program with an award check in the amount of \$5,000. A. Hanzalek further noted that over 30 years ago, it was the CT AAUW membership who helped to found Charter Oak State College.

**8. Executive Director's Report**

M Harris, sensitive to the length of the meeting, said that she wanted to make one announcement. Congratulations are in order for the CTDLC for receiving the WOW Award for the eTutoring project at the WCET Conference.

**9. Other Business**

No further business.

**10. Adjournment**

At 3:30 p.m., on a motion made by J. Long and seconded by M. Smegielski, the Board  
AJOURNED.

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**Secretary**  
**November 15, 2007**