

# Board for State Academic Awards

Charter Oak State College  
Connecticut Distance Learning Consortium

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## Minutes of Meeting

September 20, 2007

**Members Present:** A. Hanzalek, E. Alquist, M. Smegielski, V. Socci, and J. Titley

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

**Guests:** John Whitcomb, Jason Jakubowski, Dr. Barry Vroeginday, and Scott Ciecko (DHE)

### 1. Call to Order

A. Hanzalek called the meeting to order at 12:15 p.m. and announced that Governor M. Jodi Rell appointed her as Chair of the BSAA replacing Chandler Howard whose term has expired. A. Hanzalek introduced the newest Board member, John Whitcomb, whose appointment will be official for the November meeting.

A. Hanzalek noted that Mr. Whitcomb resides in Danbury and already has been associated with the College as a member of the Community Stakeholders Group assisting with the development of the College's Strategic Plan. He is President of Whitcomb Business Corporation (an entrepreneurial ventures company), Connecticut State Director of the Northeast Council for the Society for Human Resource Management (SHRM), and Vice Chair of the Governor's State Contracting Standard's Board. Mr. Whitcomb has worked in the health care industry most recently as COO of Logisticare and President of the Adjustco Division of Value Health. He brings a wide breath of knowledge to the Board – including Human Resources, the IT field, and the broader health care industry.

A. Hanzalek further reported that this will be Vincent Socci's last meeting and that the Governor will be appointing a new member.

### 2. Appointment of Nominating Committee for Election of Officers

A. Hanzalek announced that a Nominating Committee needs to be appointed to propose a slate of officers for the next term. The members being appointed to the Nominating Committee are as follows: E. Alquist, J. Padilla and N. Whitehead. E. Alquist will chair the committee and report back to the Board at its November meeting.

### 3. Approval of Minutes of Board Meeting July 26, 2007

On a motion made by E. Alquist and seconded by J. Titley, the Board APPROVED the Minutes of July 26, 2007.

#### 4. Action Items

##### Charter Oak State College

##### A. Conferral of Degrees

On a motion made by M. Smegielski and seconded by J. Titley, the Board APPROVED Resolution 07-27, Conferral of Degrees.

##### B. Revised Public Safety Education Institute (PSEI) Faculty Compensation Schedule

A. Hanzalek reported that in November 2006, the Board approved a schedule of payments for the faculty who are teaching the PSEI courses. Since that time, enrollment in the courses has increased and staff has been asked to review that payment schedule in order to compensate faculty for the additional students. Before the Board is a revised payment schedule for PSEI faculty.

J. Titley informed the Board that there is a possible error in the third paragraph of the Resolution where the wording states: “*For those making \$2000 per student per 3-credit course ....*” The words referencing *per student* probably should be deleted.

S. Adams reported that the reference to *per student* should be deleted.

On a motion made by J. Titley and seconded by V. Socci, the Board APPROVED Resolution 07-28 as AMENDED, Revised PSEI Payment Schedule.

##### BSAA

##### A. Approval of Revised Drug & Alcohol Policy

A. Hanzalek explained that Title IV (Federal Financial Aid) requires every institution have a Drug and Alcohol Policy. This also is required for the receipt of other federal funds. A policy was previously approved in May 2000 and the revised document before the Board was updated to include the CTDLC in order to comply with Federal requirements. The document also has added a reference to the Employee Assistance Program.

On a motion made by V. Socci and seconded by M. Smegielski, the Board APPROVED Resolution 07-29, Revised Drug and Alcohol Policy.

## **5. Personnel Committee Report**

### **D. Approval of Position Description for BSAA President / Executive Director**

J. Titley summarized the Position Description for the Executive Director / President.

On a motion made by M. Smegielski and seconded by V. Socci, the Board APPROVED Resolution 07-30, Position Description for Executive Director / President.

## **6. Report of Search Committee Chair**

J. Titley provided an update about the BSAA Search Committee's process and progress for the Executive Director / President. The BSAA Search Committee and the Advisory Search Committee worked together on the advertisement for the position. The search is in the initial stages. During the next week, the advertisement for the position announcement will be distributed to The Chronicle of Higher Education, Internet sites, and national minority publications. The BSAA Search Committee will begin review of the applications around November 11.

J. Titley further reported that after review of all the applicants, the BSAA Search Committee would hopefully agree on ten top candidates. At that point, the BSAA Search Committee, with advice from the Search Advisory Committee, will reduce those applications to five candidates who will be invited for interviews. However, the BSAA Committee is committed to holding as many interviews as necessary to find the appropriate candidate for the position. Two to three finalists will be invited to meet with the staff and other interested parties. Lastly, the Board is prepared to hold a Special Meeting to appoint a final candidate. The BSAA Search Committee does not want to rush the process as the members are seeking someone with high qualifications who is a good match with the missions of both organizations, and who is committed to being here for the long term.

M. Harris stressed the need for confidentiality during this search process.

## **7. Reports and Discussion Items**

### **A. COSC Strategic Plan Update**

M. Harris outlined the salient points included in the College's Strategic Plan. Staff will present a final plan to the Board for its November meeting. The plan will include a Framework for Planning, planned goals, and a process for accomplishing the goals. Marketing initiatives play a significant role throughout the plan and intersect many areas. Some of the goals include matriculation and how we get students to inquire, our use of technology in the entire process, student services and how we integrate faculty in all of these areas, and finally funding and resources to accomplish these objectives. Fundraising will be a major emphasis for the next president. The College will also look to utilize our

alumni in a larger capacity in order to help market the College. Our fee structure needs to be reviewed regularly in order to assure that Charter Oak remains affordable.

B. CTDLC Strategic Plan Update

A. Hanzalek asked E. Klonoski and D. Goldsmith to provide an overview about the CTDLC's Strategic Planning process.

E. Klonoski and D. Goldsmith reported that the CTDLC is just beginning its Strategic Planning. The CTDLC has hired a consultant to help to oversee the process. Surveys will be completed by staff, outside organizations, institutions and community stakeholders. It is anticipated that the process will be completed by September 2008.

A. Hanzalek reminded the Board members that E. Klonoski and D. Goldsmith have circulated a memo requesting participation by Board members and others who might be interested in serving on the various committees.

C. Distance Learning Report

Dr. Barry Vroeginday provided the Board with an overview about the College's distance learning courses, reporting that we continue to see an increase in the numbers of students opting to take our online courses. B. Vroeginday noted the following: (1) the College's retention rates for the online courses are above the national average, (2) the perioperative nursing course is growing, (3) the distance learning courses generate approximately \$1.3 million in revenue, (4) this semester we introduced our first online language course - Spanish, and (5) new areas of concentration include Public Administration, Interior Design, and Child and Youth Development. Lastly, staff will be redoing the student evaluation form and will continue to work on outcomes assessment and provide more support to "visiting" (nonmatriculated) students.

D. Enrollment Reports

The Board received the report.

E. Marketing Report

The Board received the report.

F. Financial Reports

The Board received the report.

G. CTDLC Report

E. Klonoski announced that the Virtual High School is moving forward and a policy group has been formed. The target is to enroll 500 high school students in online courses for January 2008.

H. Financial Aid Report

The Board received the report.

I. Adjunct Faculty Report

The Board received the report.

**8. Chairman's Report**

A. Hanzalek announced that the next meeting on November 15 when we will honor Chandler Howard and Vincent Socci for their years of service as members of the Board of Trustees.

**9. Executive Director's Report**

M. Harris presented the following:

- A. The Student Financial Aid Code of Conduct will be before the Board at its November meeting.
- B. The National AAUW will be presenting the Foundation with a check for \$5,000 for the WIT program. The presentation and award ceremony will be held on November 19 at 5 p.m. in Founders Hall at Central CT State University. All are invited to attend.
- C. The College will be one of six institutions participating in a webinar entitled *Learning Transparency by Design*. The focus will be a plan for distance learning institutions to evaluate student learning and to make that data available to the public.
- D. M. Harris will participate on a panel in November at the WCET Conference that will also have discussions focusing on assessment and outcomes for students taking online courses.
- E. The Alternate Route to Certification for Early Childhood is progressing. Amy Watson is working with Shirley Adams on this project. Charter Oak continues to do a lot in this area and because we are now recognized, we are being asked to do more.
- F. The College continues to do a lot of work in the health field. Shirley Adams is conducting two studies for the State Career Ladders project.
- G. The College will be offering an online course for first-time homebuyers. Freddy Mac, Sovereign Bank, and First Time Homebuyer Magazine, will be funding this project. The purpose is to help low-income people interested in buying a home to become better versed in the subject matter. They will be doing a lot of the publicity.
- H. The College's logo and trademark are finally approved and registered with the Federal Government. Harry White is to be congratulated and recognized for the amount of time he dedicated to bring this very complicated task to a successful completion.

**10. Other Business**

No further business.

**11. Adjournment**

At 2:30 p.m., on a motion made by M. Smegielski and seconded by E. Alquist, the Board  
ADJOURNED.

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**Secretary**  
**September 20, 2007**