

# Board for State Academic Awards

Charter Oak State College  
Connecticut Distance Learning Consortium

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**CT Distance Learning Consortium**  
**85 Alumni Road, Newington**

**Minutes of Meeting**  
**September 24, 2009**

**Members Present:** L. Winkler, E. Janney, M. Nicastro, K. Richards

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

**Guests Present:** Scott Ciecko (DHE), Carolyn Rogers-Ward (AFSCME President), Barry Vroeginday

## **1. Call to Order**

L. Winkler called the meeting to order at 12:20 p.m. and announced that John Padilla is traveling on business, Jerry Long has a conflict, and Nancy Whitehead is out of state. L. Winkler appointed John Whitcomb to serve as Acting Secretary.

At this point in the meeting, L. Winkler reported that the Agenda needs to be amended to add a Resolution concerning the appointment of a replacement faculty for the Math, Science and Technology Committee.

On a motion made by J. Whitcomb and seconded by E. Janney, the Board APPROVED Amending the Agenda to Add Resolution 09-30.

## **2. Discussion of Election of Officers**

L. Winkler explained that according to the BSAA Bylaws, Officers are to be elected in September of the odd-numbered years. Due to vacancies, those positions need to be filled. The following members are being put forth for Officers for two year terms: Jerry Long as Vice Chair and John Padilla as Secretary.

On a motion made by E. Janney and seconded by J. Whitcomb, the Board APPROVED the nominations of Jerry Long as Vice Chair and John Padilla as Secretary for the Board of Trustees.

## **3. Approval of Minutes of Board Meeting July 30, 2009**

On a motion made by M. Nicastro and seconded by K. Richards, the Board APPROVED the Minutes of July 30, 2009.

## **4. Action Items**

Charter Oak State College

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## A. Conferral of Degrees

On a motion made by E. Janney and seconded by M. Nicastro, the Board APPROVED Resolution 09-27, Conferral of Degrees.

### BSAA

## B. Approval to purchase technology equipment, software and training from selected vendor(s) at a cost not to exceed \$350K for FY 2010

L. Winkler reported that the College and the CTDLC have not received Bond Funds under the Capitol Equipment Purchase Fund (CEPF) since FY 2007. At that time, the BSAA received \$500,000. We are still awaiting \$507,598 for FY 08 and \$635,700 for FY 09. In April 2009, staff attempted to obtain an emergency allotment in the amount of \$425,000, but that did not happen. After this Board mailing was distributed, staff learned that the BSAA FY 2008 CEPF Funds are scheduled for approval for Friday, September 25 at the Bond Commission meeting. The BSAA is to receive the full amount of its FY 08 CEPF request (\$507,598). This is good news because it means that the BSAA will not have to expend as much of its ESA funds, at this point in time, in order to support the much needed technology equipment. But, the Board of Trustees is required to approve this request for purchase of software and equipment that could cost upwards of \$350,000.

G. Claffey further explained that this request includes upgraded servers to support over 100,000 students, 80 schools, colleges and universities as well as the guidelines for servers and what is needed should we experience a base-line infrastructure problem. This expenditure will help the BSAA to come in line with objectives that are needed in the event of a disaster. The purchase will support three key projects: desktop / laptop replacement, virtualization of desktops, and servers and storage to support disaster recovery. G. Claffey went on to explain about the BSAA's *warm site location* and the back-up recovery system.

E. Janney questioned whether or not the *warm site location* in Springfield, MA is in too close proximity to the College/CTDLC and should staff consider other locations.

G. Claffey responded that a group of colleges coordinated through the Northeast Research and Education Network (NEREN) had combined to facilitate a group purchase of disaster recovery equipment and services in a shared co-location model. The NEREN project, called *SafeHarbor*, offered significant discounts - upwards of 50% of what other locations cost. While the space in Springfield didn't meet the typical 50 mile radius in distance for a remote Disaster Recovery site, the financial benefits as well as the collaborative higher education model, made *SafeHarbor* a good choice for the BSAA.

On a motion made by E. Janney and seconded by J. Whitcomb, the Board APPROVED Resolution 09-28, Purchase of IT Equipment, software, and training from selected vendors at a cost not to exceed \$350,000.

## 5. Personnel Committee Report

### C. Approval of Clerk/Typist Position

L. Winkler reported that because the new position requires much more of a need for data entry work, it would be a part of the NP-3 Union. Staff believes that this position will relieve the Registrar's professional staff from doing data entry work.

E. Janney asked if the BSAA AFSCME Union has been informed and if there could be any complexities involved with only one employee being in a different union.

C. Rogers-Ward reported that the BSAA AFSCME Union employees have approved this decision and that they view no problems with only one employee being in a different union.

C. Williams further noted that the wage increases for the NP-3 union are governed on a State-wide basis and the BSAA would not have the governing authority.

On a motion made by E. Janney and seconded by K. Richards, the Board APPROVED Resolution 09-29, Clerk/Typist position and position description.

At this point in the meeting, L. Winkler announced that the Board would discuss Resolution 09-30, which was added to the Agenda at the beginning of the meeting.

S. Adams explained that the current Chair of the Math, Science and Technology Committee, Dr. Robert Zabek, is retiring from the State Community College system. Because of the policies governing 120 days for state employees who are retiring, he is required to wait one year in order to be able to serve on the College's Core Faculty and Distance Learning Faculty. Therefore, Dr. Kristine Larsen has agreed to serve in Dr. Zabek's stead for one year as Chair of the Committee and would also be serving on the Academic Council. One year from now, staff will discuss Dr. Zabek's options.

On a motion made by J. Whitcomb and seconded by K. Richards, the Board Approved Resolution 09-30, Faculty Appointment of Dr. Kristine Larsen as Chair of Math, Science and Technology Committee.

## **6. Reports and Discussion Items**

### **A. Charter Oak State College Distance Learning Report**

L. Winker introduced Dr. Barry Vroeginday to present the College's Annual Distance Learning Report. Each year at this time, staff presents an overview about the online courses, the numbers of students enrolled in the courses and new features of the courses.

Dr. Barry Vroeginday presented the Distance Learning report for the 2008-2009 academic years. He reported that staff's goal is to all of the online courses in the same format. The College has a new concentration in Human Resource Management and hired a library consultant to review the online library resources that the College provides for its students and faculty. Dr. Vroeginday presented a report showing the increase in the numbers of our matriculated students who are taking our online courses. Additionally, the College is seeing an increase in the number of students taking the certificate and credential courses. The use of eTutoring has increased significantly.

The Board received the report.

## **B. Charter Oak State College Strategic Plan Update**

E. Klonoski reported that staff continues to work on completing the goals of the Strategic Plan and are in the process of answering the six questions which he set forth: how are we going to increase our matriculated student head count, what will make the Charter Oak online courses distinct, what are students entering Charter Oak expecting to receive, do we have the right skill sets doing the right work, are we using Jenzabar and related technologies to improve our service and work flow and what are our best guesses about the economic and political environment in which we are operating? E. Klonoski went on to note that the current economic landscape is right for an affordable, flexible postsecondary education. The College needs to work on scalability, efficiencies, and to determine why students come to us and what they are seeking once at the College. Staff continues to use our technologies in efficient and powerful ways.

The Board received the report.

## **C. NIEER (National Institute for Early Education Research) Hartford Preschool for All Randomized Trial Study**

L. Winkler reported that over the last year, the College has been involved with ECHERS, which is an early childhood rating system. The funding for that project came from the General Assembly via DHE. When the funding ended this past August, the project came to a conclusion. The College was approached by agencies that knew of our work with ECHERS and indicated that funding might be available from a Pew Grant to do somewhat of the same type of work. This new initiative would focus on Hartford pre-schools. The College was awarded the grant and staff will now be involved in a trial study with the Hartford Preschool children. The staff person who oversaw ECHERS will be involved in this project.

The Board received the report.

## **D. Marketing Report**

E. Klonoski reported that the staff will present a data analysis of where our students are coming from and which media outlets they listened to in order to get to us. In the latest marketing campaign, prospective students were directed to a different home-page with information that was easier to discern. The College will be launching a new website which will have the look and feel of a portal. We are pleased to announce that the College has its own online store that features clothing, mugs, laptop bags and more. The web address is: [www.shop.charteroak.edu](http://www.shop.charteroak.edu).

The Board received the report.

L. Winkler provided E. Klonoski with the names of some nonprofit organizations and businesses that he could follow up with discussions for further outreach.

## **E. Financial Reports**

C. Williams reported that it is too early in the fiscal year to draw much of a conclusion. But, the matriculations are up from this point last fiscal year and general revenue is above what was anticipated. The CTDLC does not have the same drive as the College for new enrollments as the College and therefore its general revenue has not increased as much percentage wise.

The Board received the report.

## **F. Enrollment Reports**

S. Adams reported that although the matriculations are up, they are not as high as when the College supported Bridgepoint Education.

The Board accepted the report.

## **G. Financial Aid Report**

S. Adams reported that the College's student financial aid needs continue to grow. The College has seen an increase thus far of 18% above last year's requests.

The Board accepted the report.

## **H. CTDLC Reports**

D. Goldsmith reported that this and future CTDLC Board reports would focus around the strategic plan. Staff is reviewing quantitative data and benchmarks. The annual CTDLC President's breakfast featured a seminar about cyber security was very successful and drew a good crowd.

John Whitcomb noted that he attended the President's Breakfast and that the presentation about cyber security was very well done and there was a large amount of useful information.

D. Goldsmith reported that the CTDLC hired an account executive that formerly was at IBM and also has a wealth of K-12 experience and in community marketing.

The Board accepted the report.

## **I. Adjunct Faculty Report**

The Board accepted the report.

## **7. Chairman's Report**

L. Winkler announced that the next **BSAA Meeting will be held on November 19**, as the fourth Thursday in November is Thanksgiving. The **January Board meeting will need to be moved to the third Thursday (January 21, 2010)** because several Board members will not be able to attend.

L. Winkler went on to announce that she is having discussions with E. Klonoski regarding a Board retreat, which is likely to be held later in February or April. The Board retreat would not be scheduled on the same day as the Board meeting. Board members will be polled to determine if they would prefer a dinner or day retreat.

## **8. Executive Director's Report**

E. Klonoski announced that the proposal for online courses for incarcerated youth was in the final budget document. The CTDLC will be working with the Department of Corrections in order to bring this initiative to fruition.

E. Klonoski went on to report that it is time for Board members and others in the Charter Oak community to review possible suggestions for individuals to be recommended for an Honorary Degree. E. Klonoski noted that he would send to all new Board members, the Policies and Procedures for an Honorary Doctorate.

E. Janney requested that E. Klonoski forward the policies and procedures for naming of an Honorary Degree candidate to the new Board members.

L. Winkler noted that she would finalize the Honorary Degree committee at the November Board meeting.

## **9. Other Business**

No further business.

## **10. Adjournment**

At 2:15 p.m., on a motion made by M. Nicastro and seconded by K. Richards, the Board VOTED to ADJOURN.

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**Secretary**  
**September 24, 2009**