

**BSAA Minutes
February 23, 2011**

Members Present: J. Long, E. Janney, M. Nicastro, K. Richards, J. Whitcomb

Staff Present: E. Klonoski, S. Adams, G. Claffey, K. Corcoran, D. Goldsmith, D. Wilkie

1. Call to Order

At 12:25 p.m. J. Long, filling in as Chair for L. Winker who was unable to attend the meeting, called the meeting to order and appointed Kathleen Richards as Temporary Secretary. J. Long reported that the General Assembly's Program Review Committee (PRI) has issued its final report around Higher Education. That report is included in the Board folders. A public hearing is forthcoming. There was also a report about K-12 and Higher Education issued by the Governor's Policy Committee. The CTDLC was mentioned by the Governor's Technology Policy Committee.

J. Long requested that the Agenda be AMENDED to add Resolution 11-8, Revisions to Charter Oak State College Bylaws.

On a motion made by J. Whitcomb and seconded by K. Richards, the Board APPROVED AMENDING the Agenda to ADD Resolution 11-8.

2. Approval of Minutes of Meeting of January 27, 2011

On a motion made by E. Janney and seconded by J. Whitcomb, the Board APPROVED the Minutes of January 27, 2011.

3. Action Items

COSC

A. Fee Changes

J. Long reported that staff has studied different scenarios for various College fees over a number of years. The model being presented to the Board for its approval has become a viable alternative to the old model that depended on the Academic Services fee given the increase in revenue from the College's course enrollment fees.

C. Williams presented an overview of the various fee revisions that were adopted over the years and described the fee changes being requested. The College's fee structure began to change once the College offered online courses and more of our students began taking the College's online courses. Course enrollment fees now represent approximately 73% of ESA revenue stream. The new structure would eliminate the annual academic service fee which would be included in the per credit online fee. A semester based College Fee would be instituted which would also be applied to visiting students. The in-state Distance Learning course fee will be at \$236 p/credit which is still lower than our competitors. The new model is designed to be revenue neutral.

S. Adams went on to explain the various structures around the model fee for the current students and new students coming to Charter Oak. The new fee structure will officially take place July 1, 2011.

On a motion made by E. Janney and seconded by K. Richards, the Board APPROVED Resolution 11-2, Fee Changes.

A. Approval to Purchase “CMS” Software and Training and Services

J. Long explained that with Charter Oak’s growth, its website has moved to over 400 different content pages and now encompasses both the website and social media sites (Facebook, LinkedIn, etc.). Given the College’s dependence on online and social media outlets, it has become apparent that staff needs to be sure that the College’s website continues to help with marketing. In July, COSC issued a public bid to seek proposals for an Enterprise Content Management system in order to facilitate document control, editing, updating etc.

G. Claffey reported that the College has two finalist vendors and that the vendor in addition to the CTDLC staff would be leveraged to help implement the conversion plan. It is expected to take about 90 days to complete.

On a motion made by M. Nicastro and seconded by J. Whitcomb the Board APPROVED Resolution 11-4, Purchase of CMS Software and Training and Services.

BSAA

B. Purchase of VOIP Telephone System

J. Long explained that since the time that the College moved to its New Britain location, it has utilized the CSU System Office and CCSU for its phone service. As the College and the CTDLC have grown, staff has found a need to have its own phone system (callers to COSC are currently listening to CCSU’s announcements). The CTDLC Support Center does not have all of the functions that it requires for its services and both the CTDLC and COSC cannot effectively implement remote offices. As well, in 2010, the CSU system office was issued a \$5 million bond for a new Voice Over IP system for their four campuses. As part of that purchase, CSU will be decentralizing much of its phone system and this will be a detriment to the BSAA. Therefore, staff is requesting authorization to purchase unified communication equipment.

G. Claffey went on to report that Cisco Unified Communication System seems to have a variety of features that could be helpful to staff as well as incoming requests. The features would be significant improvements over the current system by allowing for instant meetings, chats, and easier and more efficient access for telecommuting. The BSAA would receive a significant reduction in costs because of the three year, pre-pay service, warranty and maintenance at \$72,348.

On a motion made by J. Whitcomb and seconded by the K. Richards, the Board APPROVED Resolution 11-6, Purchase of VOIP Telephone System.

Resolution 11-8, Revision of COSC Bylaws (Amended Agenda)

S. Adams explained the need for revision to the Charter Oak State College Bylaws given the change in payment/structure to Charter Oak’s faculty. The revisions also update and explain

each of the three categories of the College's Consulting Faculty: Core Consulting, Teaching and Special Assessment Faculty in order to better clarify the College's faculty. On a motion made by E. Janney and seconded by M. Nicastro, the Board APPROVED Resolution 11-8, Revision of COSC Bylaws

5. Personnel Items

J. Long reported that there are no specific items to speak to at this time.

6. Reports & Discussion Items

A. Undergraduate Program Report

Dr. Dana Wilkie presented the Undergraduate Program Report (formerly the Distance Learning Report); comparing the latest figures to the past years. D. Wilkie reported that the Undergraduate Program continues to see increases in students.

The Board received the report.

B. Marketing Report

The Board received the report.

C. CTDLC Report

D. Goldsmith reported that last week the Financial Literacy course was initiated on February 1 at Robinson Correctional Facility. Staff has worked diligently to initiate this program and thus far have received positive feedback from the students and mentor.

The Board received the report.

D. Financial Reports

The Board received the reports.

E. Enrollment Management Reports

S. Adams reported that the College enrollments are still holding strong and the College sees an increase in online courses. Our students seem to be coming in younger and the visiting students are decline.

The Board received the report.

F. Financial Aid Reports

The Board received the reports.

G. Report on New Building

C. Williams reported that there are stoppages around the land transfer from CCSU to COSC, because the CSU System Office is currently completing a master plan on all

buildings within the four universities. Until that master plan is completed, the land will not be transferred to Charter Oak State College. Therefore, the Department of Public Works will not move forward with the RFP.

7. Chairman's Report

8. Executive Director's Report

E. Klonoski reported that he was invited to and attended a conference in Washington, DC sponsored by the Gates Foundation. The Gates Foundation is interested in developing metrics for success in higher education. The College's six year graduation has reached a new high of 63%. The Fairfield Business Council held a meeting with area presidents and the business community. The College's graduate program continues to wait approval by the Department of Higher Education while the proposed merger is being debated at the General Assembly.

9. Other Business

Having no further business, at 1:45 p.m. on a motion made by E. Janney and seconded by M. Nicastro, the Board VOTED to go into Executive Session.

10. Executive Session

11. Adjournment

On a motion made by K. Richards and seconded by J. Whitcomb, the Board ADJOURNED at 2:17 p.m.

Secretary
February 23, 2011