

# Board for State Academic Awards

Charter Oak State College  
Connecticut Distance Learning Consortium

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## Minutes of Meeting January 18, 2007

**Members Present:** A. Hanzalek, E. Alquist, J. Long, J. Padilla, M. Smegielski, J. Titley, N. Whitehead

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

**Guests:** D. Goldsmith and Carolyn Rogers (CTDLC), Jason Jakubowski (COSC), Sue Israel (COSC Distance Learning Office)

### 1. Call to Order

Astrid Hanzalek, Vice Chairperson, led the Board meeting as Chandler Howard was out of the State on business.

A. Hanzalek called the meeting to order at 12:20 p.m. and appointed J. Titley as Acting Secretary.

### 2. Approval of Minutes of Meeting of November 16, 2006

On a motion made by J. Long and seconded by J. Padilla, the Board APPROVED the Minutes of November 16, 2006.

A. Hanzalek reported that an item needed to be added to the agenda. The item for consideration is approval of the Enrollment Services part-time position along with the position description.

On a motion made by J. Padilla and seconded by J. Long, the Board APPROVED adding an item to the Agenda.

### 3. Action Items

COSC

#### A. Conferral of Degrees

On a motion made by M. Smegielski and seconded by E. Alquist, the Board APPROVED Resolution 07-01, Conferral of Degrees.

## **B. Recommendation of Honorary Doctorate Candidates**

A. Hanzalek reported that the Honorary Degree Committee met and discussed the candidates for the Honorary Doctoral Degree. Once again this year, there were many outstanding nominees.

M. Harris reported that the Committee is recommending Juan Figueroa and Diane Smith. Mr. Figueroa is President of the Universal Health Care Foundation, which is actively seeking to expand healthcare access for all individuals in Connecticut. He served for five years as a State Representative from Hartford. Additionally, Mr. Figueroa served as general counsel for the Puerto Rican Legal Defense and Education Fund in New York City. His work has focused on access and opportunity which are also twin goals of Charter Oak.

M. Harris went on to report that Diane Smith is co-host of the Morning Show on WTIC-AM. She produces programs for CT Public Television including her show – “Positively CT.” Ms. Smith actively promotes Connecticut Business and Tourism and has been a volunteer spokesperson for Easter Seals and women’s health issues. She has been recognized with numerous awards over her distinguished career. M. Harris further reported that both candidates would be available to attend the Commencement ceremonies.

J. Padilla, a member of the Honorary Degree Committee, reported that there was an impressive list of candidates this year and that the Committee had difficulty determining which two candidates would be best to receive the Honorary Degree. The Committee believes that both candidates bring a different perspective to the College and the degree being awarded.

On a motion made by E. Alquist and seconded by M. Smegielski, the Board APPROVED Resolution 07-02, Awarding the Doctor of Humane Letters, Honoris Causa, to Juan Figueroa and Diane Smith.

The Board members discussed which candidate might be asked to give the Commencement Address. The Board members agreed that it is a very difficult choice because both individuals bring high-quality to this degree. The Board members finally determined that Diane Smith should be asked to give the address.

## **C. Strategic Planning Process**

A. Hanzalek reported that the last five-year Strategic Plan was approved by the Board in 2002. The proposal before the Board for its approval is an outline for a new planning process. In addition, staff is suggesting that a Board member participate on the Steering Committee in order to assure that the Board’s perspective is fully included in the new plan. Additionally, the Board members should consider devoting time at each Board meeting between March and November to discuss topics related to the plan.

M. Harris shared information with the Board about the consultant, Linda Campanella, from SOS Consulting who will conduct surveys, act as a facilitator at various meetings, and oversee focus groups and interviews. Ms. Campanella has worked with

a number of clients on planning including institutions of higher education. M. Harris reiterated the importance of the Board's involvement in this process.

The Board members discussed the overall process and the preferred meeting date and time for an initial discussion. It was decided that the best day and time would be Thursday, April 5 at 12 noon at the College. J. Padilla volunteered to be the Board's liaison.

On a motion made by J. Titley and a seconded by M. Smegielski, the Board APPROVED Resolution 07-03, Proposed 2007 Strategic Planning process.

#### **D. Personnel Item**

A. Hanzalek explained that this new part-time position, Associate, Enrollment Services, is in response to the College's increased applications. Staff believes that the increase is due largely to the recent successful advertising campaigns. This position will have evening hours from 5–10 p.m. The continuation of the position will be based on the successful conversion from applicants to matriculants.

On a motion made by J. Padilla and seconded by J. Titley, the Board APPROVED Resolution 07-04, Approval of the Position, Associate, Enrollment Services, and the Position Description.

#### **4. Reports & Discussion Items**

##### **A. E-tutoring Report**

A. Hanzalek announced that Dr. Diane Goldsmith and Carolyn Rogers from the CTDLC would present a demonstration of the e-tutoring platform.

D. Goldsmith explained that the e-tutoring project initially began with writing and math online tutoring. Recently, this has become a collaborative effort among other institutions both in and out-of-state. The CTDLC is the facilitator of this initiative and has created its own platform as well as provide hosting services. The partnership allows institutions to determine what subjects to tutor.

C. Rogers went on to explain that e-tutoring is now offered past midnight, seven (7) days a week. Each participating institution pays a fee and provides information to its own students in order to encourage student use. Each institution hires and supervises its own tutors that are then available to all institutions / students that are in the partnership. The CTDLC currently has over thirty participating institutions across the nation. The recent statistics show that the usage is increasing with over 4,000 tutoring sessions as of Fall 2006 provided by forty-three tutors.

##### **B. New Business Development Progress**

A. Hanzalek introduced Jason Jakubowski.

J. Jakubowski reported to the Board on recent activities with regard to the business development outreach as well as some of the College's newly formed partnerships. He discussed the change in our latest partnership with PSEI for which the College

will be hiring an enrollment counselor who will be traveling around the country to promote the partnership. This position is being funded by a change in the formula for distributing revenue from PSEI courses. The College is considering an online certificate in Labor Studies with AFSCME Council 4 and a program in Public Administration for which the College expects to have an aggressive marketing campaign in all 50 states. J. Jakubowski further reported that conversations are underway with Briarwood College to hopefully expand that partnership. Over the next six months, the College's major focus would be to discuss possible initiatives with corporations.

C. Marketing Report

H. White reported that the College just completed a very successful major radio advertising campaign. Staff has received many inquiries from prospective students. The insert in State employee's paychecks has also been very successful in terms of the number of inquiries.

The Board received the report.

D. Financial Report

The Board received the report

E. Financial Aid Report

H. White reported that the Financial Aid statistics are included in the Marketing Report. Staff will continue to provide the Board with a separate list of the various grant awardees (State grants, Student Association, Pell grants, Foundation, etc.)

The Board received the report.

F. Enrollment Management Reports

The Board received the report.

G. CTDLC Report

The Board received the report.

H. Adjunct Faculty Report

The Board received the report.

**5. Chairman's Report**

On behalf of the Board, A. Hanzalek announced that Susan Israel and Harry White are being presented State Awards for ten years of service in state government.

M. Harris went on to tell about the two awardees:

- **Sue Israel, Coordinator of Distance Learning**, has been in State service for almost eleven years. Prior to coming to Charter Oak State College, she worked at Northwestern Connecticut Community College. Sue Israel has seen the College's distance learning program grow from just a few enrollees and one online course, to over 150 courses – that run 5, 8 and 15-weeks. During her tenure, the department has grown from a staff of one (herself) to now three and a-half staff members plus a Director.

**Harry White, Dean of Development, Marketing and Enrollment Services**, has been with the College for just over ten years. Harry White, also, has seen many changes and developments in the College and its growth since first coming on board as an Admissions Advisor. Harry White helped to write the successful federal Distance Education Demonstration Program proposal for the CTDLIC and Charter Oak's first Title IV participation agreement, oversaw the development of two new College logos and related marketing materials, and as Executive Director of the Charter Oak State College Foundation, he has helped grow the Foundation's endowment from just over \$14,000 to over \$1 million in assets. Harry's wide range of responsibilities includes management of admissions, marketing and student financial aid.

M. Harris congratulated both staff for their years of dedicated service to the State of Connecticut and the College.

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

M. Harris reported on the following:

- The College responded to the factual contents of the NEASC Report. Overall, the NEASC Report was very supportive of the College and its staff and faculty. This will be a useful tool as the College plans for the future and begins to write the strategic plan.
- Per the Board's suggestion, the College is in the process of hiring a marketing consultant. The Request for Proposals has been posted and the committee will review the proposals in early February.
- Per E. Alquist's suggestion, staff is in the process of registering the College's logo and tagline with the Federal Trademark Office.
- The Governor's Budget will be presented the first Wednesday in February.
- The Pandemic Planning is being led by E. Klonoski with help from many staff members.

## **7. Other Business**

No further business.

## **8. Adjournment**

At 2:15 p.m., on a motion made by E. Alquist and seconded by M. Smegielski, the Board ADJOURNED.

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**Secretary**  
**January 18, 2007**