

# Board for State Academic Awards

Charter Oak State College  
Connecticut Distance Learning Consortium

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## Minutes of Meeting July 26, 2007

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

**VIA Telephone:** C. Howard

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

**Guests:** J. Jakubowski (COSC AFSCME President), Scott Ciecko (DHE)

### 1. Call to Order

C. Howard was out of town and indicated that he would call into the meeting at a later time. Therefore, A. Hanzalek, Acting Chairperson, called the meeting to order at 12:15 p.m.

A. Hanzalek reported that several items need to be added to the agenda pertaining to management staff allowances and purchase of a Storage Area Network for the College and CTDLC.

On a motion made by J. Long and seconded by M. Smegielski, the Board APPROVED the items being added to the agenda.

### 2. Approval of Minutes of Meeting of May 17, 2007

A. Hanzalek pointed out that on Page 3, under item 5, the word *Society* should be added so that the title reads *Alpha Sigma Lambda Society Induction*.

On a motion made by J. Titley and seconded by J. Long, the Board APPROVED the Minutes as Amended.

### 3. COSC Action Items

#### A. Conferral of Degrees

A. Hanzalek reported that the list of graduates is found in the Board's white folders and that an analysis about the 2006-2007 graduating class was included in the Board mailing.

On a motion made by V. Socci and seconded by M. Smegielski, the Board APPROVED Resolution 07-12, Conferral of Degrees.

## **F. Amendment to the College Bylaws**

A. Hanzalek indicated that Item F, Amendment to the College Bylaws, ought to be addressed prior to the deliberation about the Faculty Appointments and Reappointments since the Board should discuss staff's recommendation to increase the membership of the Distance Learning Committee prior to approving the list of faculty on said committee.

A. Hanzalek explained that the Amendment to the College Bylaws concerns increasing the number of faculty who currently serve on the Distance Learning Committee from sixteen to twenty. With the growing number of online courses that must be evaluated, the current number of faculty cannot maintain the existing workload.

On a motion made by V. Socci and seconded by J. Long, the Board APPROVED Resolution 07-17, Amendment to the College Bylaws.

## **B. Faculty Appointments and Reappointments**

S. Adams reported that the candidates for appointment and reappointment have been evaluated in accordance with accreditation standards. In addition, the list of recommendations meets the requirements set forth by the Board's Bylaws and the College's commitment to Affirmative Action.

On a motion made by E. Alquist and seconded by M. Smegielski, the Board APPROVED Resolution 07-13, Faculty Appointments and Reappointments

## **C. Approval of Adjunct Consulting Faculty**

A. Hanzalek explained that the Adjunct Consulting Faculty offer academic services that the regularly appointed faculty are unable to provide. Before the Board for its approval is the list of faculty who have served for two to three years and now are being considered for reappointment. Staff has evaluated their performance and is recommending reappointments.

On a motion made by M. Smegielski and seconded by N. Whitehead, the Board APPROVED Resolution 07-14, Adjunct Consulting Faculty.

## **D. Approval of Honorary Degree Committee**

A. Hanzalek explained that every two years the Board approves the appointment of members to the Honorary Degree Committee to review and make recommendations for honorary degree recipients. The members for consideration to the Honorary Degree Committee are:

John Padilla (BSAA member), Jerry Long (BSAA member), Dr Julius Rubin (Consulting Faculty member), and Kathie Read, President of the Student Association. The President also serves on the Committee.

On a motion made by M. Smegielski and seconded by N. Whitehead, the Board APPROVED Resolution 07-15, Honorary Degree Committee.

**E. Proposed Changes to the Student Code of Conduct**

A. Hanzalek explained that the revisions to the Student Code of Conduct address when a student does not meet the requirements of a sanction for academic misconduct. The Assistant Attorney General is recommending new language.

On a motion made by N. Whitehead and seconded by J. Long, the Board APPROVED Resolution 07-16, Proposed Changes to Student Code of Conduct.

**G. Fee Waiver Policy**

A. Hanzalek reported that since being granted Federal and State Financial Aid, Charter Oak State College has provided a greater number of fee waivers for students. In order to receive State Aid, the College must comply with a formula set forth in the State statutes, which bases the appropriation on the amount set aside by the College in the previous fiscal year. In FY 07, the College set aside 5.3% of the designated fees and provided waivers of \$59,111. Staff wants to be sure to waive at least that amount for FY 08. Therefore, we are increasing the set aside to 7%. The statute will allow a state grant up to 15%.

On a motion made by M. Smegielski and seconded by J. Padilla, the Board APPROVED Resolution 07-18, Fee Waiver Policy.

**4. BSAA Personnel Committee**

John Titley provided the Personnel Committee's report, explaining that the first item for discussion relates to the new base salary for a promoted employee.

On a motion made by J. Long and seconded by M. Smegielski, the Board APPROVED Resolution 07-19, Revision to the Policy on Promotional Wage Adjustments.

J. Titley explained that the next item deals with the approval of positions, position descriptions and a position reclassification. He described the new positions and the funding sources explaining that some of the positions are in response to the NEASC accreditation report, as well as the need to increase marketing. In terms of the two CTDLC positions, one responds to the recently approved new funding from the General Assembly for the K-12 online initiative and the other will assist in the operation of the distance learning services. J. Titley reported that later in the meeting the Board would discuss the budgetary impact of these positions and if the Board makes changes in the budget, the approved position would not be filled.

M. Harris further explained that some of the positions are grant funded, some are a result of funding the College received from the General Assembly, and other positions will be paid from the ESA surplus.

The Board members discussed the budgetary impact of the new positions, noting that the marketing positions are critical for the growth of the College.

On a motion made by E. Alquist and seconded by V. Socci, the Board APPROVED Resolution 07-20, New Positions and Position Descriptions.

J. Titley reported that the following personnel items for discussion were those added to the agenda at the onset of the meeting. The first is a request for an increase in the salary for the CIO related to additional on-call responsibilities. The on-call stipend would be folded into his salary.

On a motion made by E. Alquist and seconded by V. Socci, the Board APPROVED Resolution 07-23, Increase in Salary for the CIO.

The next item is a recommendation from the Personnel Committee to increase the management salaries by 5.7% for FY 08, retroactive to the first pay period of the fiscal year.

On a motion made by V. Socci and seconded by E. Alquist, the Board APPROVED Resolution 07-24, Increase in Management Salaries.

J. Titley explained that the final recommendation from the Personnel Committee concerns an increase in management staff allowances for the purchase of optional benefits along with an increase in the President's expense allowance.

On a motion made by E. Alquist and seconded by V. Socci, the Board APPROVED Resolution 07-25, Increase in Management Staff Allowances.

## **5. BSAA Action Items**

### **J. COSC ESA Expenditure Plan**

A. Hanzalek asked C. Williams to summarize the FY 08 Revenue and Expenditure Plans for Charter Oak State College.

C. Williams explained that the expenditure plan is based on the appropriation received from the General Assembly and the projected revenue from other sources. The FY 07 Budget expenditures were less than previously projected because the College had delays in the Jenzabar implementation and the Alumni Road renovations. Therefore, the College ended FY 07 with about \$157,000 in additional surplus dollars. For FY 08, the budget calls for modest fee increases. Some of the driving forces in the budget include collective bargaining, software purchases, faculty fee increases, and the Alumni Road renovations. The reserve funds have set-asides for disaster recovery, building contingency and support of the FY 08 continuity of operations.

On a motion made by M. Smegielski and seconded by N. Whitehead, the Board APPROVED Resolution 07-21, COSC ESA Expenditure and Revenue Plans for FY 08.

## **K. CTDLC ESA Expenditure Plan**

E Klonoski presented the CTDLC FY 08 Expenditure and Revenue Plans; reporting that the organization did not meet its FY 07 revenue goals. The good news is that the Virtual Learning Center was funded by the General Assembly and if, over the next two years that initiative is successful it could be very productive for the CTDLC. The eTutoring, ePortfolio and other eSuite activities continue to show growth and have become positive revenue sources. Later in the year, staff will review the CTDLC fee structure to determine whether or not fee increases or revisions are required. E. Klonoski went on to explain that a portion of the CTDLC Reserve Funds will be used for disaster recovery, continuity of operations, and VISTA, Blackboard and other software licenses.

On a motion made by J. Padilla and seconded by J. Titley, the Board APPROVED Resolution 07-22, CTDLC ESA Expenditure and Revenue Plans for FY 2008.

At this point in the meeting, A. Hanzalek reported that the additional item concerning the purchase of the Storage Array Network System (SAN) would be taken up for discussion.

E. Klonoski explained that because both organizations have not yet received FY 07 Bond Funds, staff has been unable to purchase a new Storage Array Network (SAN) System. The old system has been running since 2003 and is in dire need of replacement. The IT team has been in negotiations with two vendors and has been able to secure some very agreeable purchase prices. But, unfortunately because the bond funds have not been allocated staff is unable to proceed further. In order not to lose the advantageous prices, as well as to make the critical upgrades, staff is requesting permission to proceed with the purchase, which would not exceed \$200,000, using Reserve Funds. Those funds would be replaced once the bond funds are allocated. In the meantime, staff will continue to work with the Office of Policy and Management (OPM) to reiterate the necessity for the release of the FY 07 bond funds.

On a motion made by M. Smegielski and seconded by E. Alquist, the Board APPROVED, Resolution 07-26, Purchase of a SAN System.

## **6. Reports & Discussion Items**

### **A. Marketing Report**

C. Williams provided a summary of the recommendations of the Marketing Study that was completed by SEM Works and forwarded to the Board members in June. C. Williams also summarized the College's strategy and execution for increasing visibility and student communications for FY 08.

The Board received the report.

### **B. Financial Aid Summary Report**

H. White explained that the report summarizes the financial aid activities for FY 07 which shows an increase in the number of students applying for financial aid.

The Board received the report.

C. CTDLC Report

The Board received the report

D. Business Development Report

The Board received the report.

E. Financial Reports

The Board received the report.

F. Enrollment Reports

The Board received the report.

G. Adjunct Faculty Report

The Board received the report.

**7. Executive Session**

A. Hanzalek reported that Executive Session is unnecessary because all issues were dealt with during the open meeting.

**8. Chairman's Report**

C. Howard, who had called into the meeting earlier, announced that Dr. Harris would be retiring in mid-January 2008. He noted that the BSAA will have huge shoes to fill. Although everyone wants Merle to feel good about her retirement, she is going to be very difficult to replace. The Board members being appointed to the Presidential Search Committee are E. Alquist, J. Titley, A. Hanzalek, and V. Socci. J. Titley will chair the committee. An Advisory Search Committee will be formed with representation from the faculty, the Foundation, the Student and Alumni Associations and staff. Any other Board members wishing to serve are welcome.

**9. Executive Director's Report**

M. Harris reported three items to report:

- General Assembly Update. Charter Oak State College received funding for the CT WAGE, the Early Childhood position, and full funding for State Student Financial Aid. The CTDLC received its funding request for the CT Virtual High School. The General Assembly has not yet voted on a FY 08 bond package.
- WIT Program. Charter Oak State College is receiving a national award from the AAUW and a \$5,000 donation for its WIT program. Representatives from the

National AAUW will be at the College in the fall to make the announcement and to formally present the check. A letter about the award was also sent to Governor Jodi Rell.

- The Foundation's Annual Report is included in the Board's white folders. The graph about the growth in the Endowment Funds is very positive.

J. Padilla noted his concern regarding the need for benchmarks for the Foundation's assets.

**10. Other Business**

No further business.

**11. Adjournment**

At 2:30 p.m., on a motion made by E. Alquist and seconded by J. Titley, the Board voted to ADJOURN.

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**Secretary**  
**July 26, 2007**