

Board for State Academic Awards

Charter Oak State College
Connecticut Distance Learning Consortium

Minutes of Meeting

July 29, 2010

Members Present: L. Winkler, E. Janney, M. Nicastro, K. Richards, L. Wildman,
J. Whitcomb, N. Whitehead

Staff: E. Klonoski, S. Adams, K. Corcoran, G. Claffey, K. Corcoran, D. Wilkie,
C. Williams

Guests: C. Rogers (AFSCME), Nancy Brady (DHE)

1. Call to Order

L. Winkler called the meeting to order at 12:15 p.m. and appointed J. Whitcomb as Acting Secretary.

L. Winkler noted that an item should be added to the Agenda for Executive Session around Executive Management compensation.

On a motion made by J. Whitcomb and seconded by E. Janney, the Board APPROVED Adding an Item to the Executive Session Agenda.

2. Approval of Minutes of May 27, 2010 Meeting

On a motion made by K. Richards and seconded by L. Wildman, the Board APPROVED the Minutes of May 27, 2010.

3. Approval of Minutes of June 10, 2010 Special Meeting

On a motion made by E. Janney and seconded by K. Richards, the Board APPROVED the Minutes of the Special Meeting held on June 10, 2010.

4. COSC Action Items

A. Conferral of Degrees

L. Winkler announced that the list of graduates can be found in the Board's white folders.

On a motion made by E. Janney and seconded by L. Wildman, the Board APPROVED Resolution 10-20, Conferral of Degrees

B. Approval of Adjunct Consulting Faculty

L. Winkler explained that the Adjunct Faculty are engaged by the College when a member of the Core Faculty is not available for a specific academic need.

On a motion made by K. Richards and approved by E. Janney, the Board APPROVED Resolution 201-21, Adjunct Consulting Faculty.

C. Approval of Core Consulting Faculty

L. Winkler announced that the new faculty appointments are recommended to the President who recommends the names to the Board of Trustees. These recommendations are based on the proposals from the Provost, the President's Advisory Committee, and the Academic Council. All have been reviewed by staff and chairs of the committees.

On a motion made by E. Janney and seconded by K. Richards, the Board APPROVED Resolution 10-22, Core Consulting Faculty.

5. BSAA Personnel Committee

J. Long was unable to attend the meeting; therefore J. Whitcomb provided the Personnel Committee's report explaining that the four positions being requested are for Charter Oak State College. Two positions are in the IT area, one is in Administration and Finance and the other in Academic Affairs to support the WIT and CTWAGE programs. The position for the Administration and Finance area would be 25 hours/week and the others would be full-time.

C. Williams went on to explain that the IT positions would support the web portal upgrade for potential students and make it easier to maneuver. Additionally, the changes to the Acorn Portal would require configuration with Jenzabar, the current student information system. Currently, the College does not have an employee with the skill set to accomplish this task. The other IT position would support project management initiatives to work with project managers within the College develop planning metrics and a dashboard which would outline project progress on a monthly basis. Lastly, there will be some needs for training staff during implementation of the document imaging as well as upgrades to Microsoft Office 2010. The position for WIT/CTWAGE would be expanded from part-time to full time in order to address the growing needs for support in both of these initiatives. The division of Administration and Finance continues to handle additional financial transactions as a result of the enrollment increases and the migration of the CTDLC payables in FY 2010.

On a motion made by J. Whitcomb and seconded by E. Janney, the Board APPROVED Resolution 10-23, Charter Oak State College Personnel Items.

6. BSAA Action Items

At this point in the meeting, L. Winkler turned the discussions over to C. Williams to provide an overview about the budget items being proposed.

C. Williams presented highlights of the FY2010 College activities around the strategic plan, organizational development, academic program enhancements, and College operations. The College has greatly expanded its funding for market research, added three new employees, held two peer college hosted events, updated the distance learning course shells, joined the National Student Clearing House, received the CEPF funds and established a new vision message. The distance learning course registrations continue to show growth and were up 21%. The College also saw the highest number of matriculated students (1830) during FY 2010 in the past three years. The ESA expenditure was the highest in the history of the College.

C. Williams further reported that the College ended FY 2010 with a \$745,000+ gain. In preparing the FY2011 budget, staff based its projections on several assumptions: continued growth in distance learning registrations and in matriculations and fees and services remaining competitive. Personnel costs continue to be the greatest driver in expenditures, followed by professional fees, technology and marketing. The projected FY2011 ending fund balance is \$2.5 million.

Fund Balance Summary

C. Williams explained the designated reserves contain designated area set-asides such as disaster recovery, continuity of operations, building operations, funds to support current year budget payroll, and compensated absences. Given the set-asides for these areas, in actuality, the undesignated reserves are \$300,000+. C. Williams further reviewed the FY 2010 and FY 2013 projections and revenue forecasts.

On a motion made by J. Whitcomb and seconded by M. Nicastro, the Board APPROVED Resolution 10-24 Projected ESA Expenditure Budget for FY 2011.

COSC Fee Changes for FY 2011 and 2012

In determining fee increases, staff utilizes the CPI and HEPI (Higher Education Price Index). For FY 2011 Staff is recommending that the Credit Registry Fee be increased from \$230 for State residents to \$300 and from \$345 to \$405 for nonresidents. Proposed fee increases for FY 2012, average around a 3% increase.

E. Janney questioned the larger increase in credit registry fee for in-state students as opposed to a lesser percentage for out-of-state students.

C. Williams responded that the out-of-state students had a higher increase over the past several years and that the difference between resident and on-resident costs for this service mirrors the difference for other fees.

On a motion by K. Richards and second by J. Whitcomb, the Board APPROVED Resolution 10-25, COSC Fee Changes.

COSC Faculty Compensation FY 2012

C. Williams explained that staff is requesting a 3 % increase in FY 2012 for faculty compensation. Beginning in FY 2012, staff recommends increases on an annual basis. The faculty rates were frozen in FY 2010.

On a motion made by J. Whitcomb, seconded by K. Richard, the Board APPROVED Resolution 10-26, Faculty Compensation.

FY 2012 & FY 2013 Budget Projections

C. Williams provided a snapshot of FY 2012 and FY 2013 projections. The major drivers are the same as in previous years – academic service fees and distance learning fees and expenditures. Personnel costs, information technology and marketing continue to be the major expenditure drivers.

On a motion made by J. Whitcomb and seconded by M. Nicastro, the Board APPROVED Resolution 10-27, Operating Fund Receipts, Expenditures and Fund Balance.

Overview of CT Distance Learning Consortium FY 2010 Expenditure Plan

D. Goldsmith presented the CTDLC's budget and provided an overview about FY 2010. She noted that the CTDLC is reevaluating its business plan given the changing times. Thirteen years ago, the CTDLC was one of only a few institutions with an online learning venue. Today, many more organizations and institutions are offering online education and providing a variety of online services.

D. Goldsmith announced that the CTDLC will not be presenting fee increase at this point in time as further discussions are needed. For FY 2010, the CTDLC became part of the STEM jobs portal, was awarded a three-year FIPSE grant for the adult success center, was awarded a Davis Grant to create a multi-media supplementary instructional materials, launched its third eTutoring with Ohio Learning Network, added the first Moodle customers, and joined the State Virtual School Leadership.

D. Goldsmith reported that the projected loss for FY 2010 was \$150,000 but the actual is \$125,000. The CTDLC's revenues and expenditures were down. The CTDLC's sources of revenue are the State, the virtual learning services, technical services and the eSuite activities. The ESA revenue drivers are consulting, instructional design and working with other states to create national values. Staff continues to work to move its services into an emphasis on consulting rather than hosting. Additionally, staff is reviewing the K-12 services.

D. Goldsmith reported that staff has adult success stories, will begin a scaled-down prison project and will expand eTutoring. Lastly, staff will present fee revisions later in January after a more comprehensive study.

On a motion made by J. Whitcomb and seconded by E. Janney, the Board APPROVED Resolution 10-28, CTDLC FY 2011 Projected Expenditures.

Fund Balance Summary

D. Goldsmith reported on the CTDLC's undesignated reserves; explaining that \$47,000+ will be used to support the FY 2010 budget, \$194,000+ for continuity of operations, \$150,000 for disaster recovery and \$34,000+ for compensated absences. The CTDLC will end the year with undesignated reserves at \$230,000+.

FY 2012 & FY 2013 Budget Projections

On a motion made by E. Janney and seconded by M. Nicastro, the Board APPROVED Resolution 10-30, 5 Year Statement of Operating Fund Receipts, Expenditures and Fund Balance.

BSAA Capital Budget Request FY 2012 & FY 2013

G. Claffey reported that the Board normally approves a five year Capital Budget Request. But given the decline of the overall State budget, E. Klonoski has decided to present only a two year Capital

Budget request for CEPF Funds. The BSAA is still waiting to receive \$600,000+ from the FY 2009 CEPF funds. In addition, the General Assembly and the Governor did not allocate CEPF funds for FY 2011. The Capital Budget request speaks to online collaboration and availability.

G. Claffey reported that the BSAA continues to do equipment replacement. Currently, staff is reviewing costs associated with purchase of a new telephone system and hope to have this in place

On a motion made by J. Whitcomb and seconded by M. Nicastro, the Board APPROVED Resolution 10-31, FY 2012 and FY 2013 BSAA Capital Budget Request.

BSAA – Security Product

G. Claffey reported that the BSAA is recommending a Security Project Purchase that would not exceed \$150,000. This purchase would provide upgrades and renewals to the existing firewall as well as anti-spam and intrusion devices.

On a motion made by M. Nicastro, seconded by E. Janney, the Board APPROVED, Resolution 10-32, Security Product Purchase.

7. Reports & Discussion Items

A. CTDLC Report

The Board received the report.

B. Financial Aid Report

L. Winkler noted that this document represents a comprehensive report about the Financial Aid that was distributed during FY2010. It includes information on the various sources of aid - Pell, State Aid, College Waivers, and Foundation Grants – along with Federal Loans.

The Board received the report.

C. Marketing Report

E. Klonoski reported that the Fall marketing campaign is ready to begin. Carolyn Hebert will present a comprehensive report at the September Board meeting.

The Board received the report.

D. Enrollment Management Reports

The Board received the reports.

E. Financial Reports

The Board received the reports.

F. Adjunct Faculty Report

The Board received the report.

G. Affirmative Action

L. Winkler noted that this report is a follow-up from the Commission on Human Rights regarding the BSAA's Affirmative Action Report.

8. Chairman's Report

L. Winkler announced that the Commencement ceremony and activities were wonderful and that staff did a great job in making the day so special for so many graduates, their family and friends. She thanked the Board members who attended and congratulated Lisa Wildman on her speech and earning a degree.

9. Executive Director's Report

E. Klonoski thanked L. Winkler for being instrumental in getting the design and planning funds for a proposed new building on the State Bond Agenda. This would not have been accomplished without L. Winkler's support and assistance. E. Klonoski further reported that he has been meeting with leadership around the state and that the College has increased its corporate partnerships. E. Klonoski and D. Goldsmith met with Alex Johnston, Executive Director of ConnCAN, to discuss the virtual high school and Marlene arranged meetings with Rodney Smith from AT&T and Mayor John DeStefano. Rebecka Scalia's husband, Frank, has arranged meetings with Kaman and Barnes Group.

10. Other Business

Having no further business, L. Winkler asked for a motion to go into Executive Session to discuss personnel items.

AT 2: 15 P.M., on a motion made by J. Whitcomb and seconded by K. Richards, the Board VOTED to go into Executive Session.

11. Executive Session

12. Adjournment

At 3: p.m., on a motion made by J. Whitcomb and seconded by L. Wildman, the Board ADJOURNED.

Secretary
July 29, 2010