

Board for State Academic Awards

Charter Oak State College
Connecticut Distance Learning Consortium

BSAA

Minutes of Meeting March 26, 2009

Members Present: A. Hanzalek, E. Alquist, J. Long, J. Titley, J. Whitcomb, L. Winkler

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

Guests Present: J. Noonan (OPM), S. Ciecko (DHE), Michelle Wojityna (Vice President, AFSCME Local 1214)

1. Call to Order

A. Hanzalek called the meeting to order at 12:20 P.M; noting that John Padilla is unable to attend because he was called to a meeting at the General Assembly. In addition, Lisa Wildman has financial deadlines for IBM and is also attending an evening event at the College entitled - *Networking as a Tool for Professional Development*. Ms. Wildman has helped to organize this event.

A. Hanzalek reported that the CTDLC is requesting an item be added to the Agenda regarding fee revisions for FY 10.

On a motion made by J. Long and seconded by E. Alquist, the Board APPROVED adding Resolution 09-07, CTDLC FY 10 Fee Revisions to the Agenda.

At this point in the meeting, A. Hanzalek announced that as directed by the Freedom of Information Act regarding public board meetings, the Board will have a **Private Meeting** after the conclusion of the Board meeting to hear a report from Cliff Williams and Ed Klonoski about collective bargaining issues.

2. Approval of Minutes of Meeting January 22, 2009

On a motion made by J. Long and seconded by L. Winkler, the Board APPROVED the Minutes of January 22, 2009.

3. Action Items

COSC

A. Conferral of Degrees

On a motion made by J. Long and seconded by L. Winkler, the Board APPROVED Resolution 09-05, Conferral of Degrees.

4. Personnel Committee Report

J. Titley presented the Personnel Committee's Report, explaining that the CTDLC is requesting a new position. Actually, this position is coming as a transfer from the Department of Information Technology (DOIT) as part of the CT Education Network (CEN). The position was administratively placed at the Department of Higher Education (DHE) but DHE has chosen not to continue this arrangement. The job responsibilities are better aligned with the CTDLC and all parties agree that the position would be best served within the CTDLC. This transfer would only occur once an MOU is signed. All costs associated with the position would be transferred to the BSAA.

On a motion made by J. Whitcomb and seconded by J. Long, the Board APPROVED Resolution 09-06, Network Program Manager for CTDLC.

New Item: CTDLC Revised Fees

D. Goldsmith explained that the CTDLC is requesting a revised Membership Fee. Last July, the BSAA approved raising the CTDLC Membership Fee to \$750. Now, given the State's budget crisis, staff believes that it would be prudent to change the fee to \$650 for those institutions that pay prior to July 31, 2009.

On a motion made by E. Alquist and seconded by J. Long, the Board APPROVED Resolution 09-07, Revised CTDLC Membership Fee for FY 10.

5. Reports & Discussion Items

A. Legislative Update

M. Woodman presented a legislative overview explaining that the General Assembly continues to struggle with an ever increasing deficit. Staff has been meeting with many new members as well as key legislators in order to make our case for maintaining higher education's budget. All of higher education has been asked to defend our reserve dollars. The Appropriations Committee expects to vote out a first budget by April 2. Our request for the statutory change for the College to offer a Master's degree has been favorably reported out of committee, but it now in the Higher Education Revisors Bill that also includes UCONN's language to sell license plates. Unfortunately, that language has a fiscal note; therefore, we need to work out our next step in the process. The BSAA's request for \$2 million in bond funds had a public hearing before the Higher Education Committee. It is still questionable as to what will or will not happen with a bond package.

B. Affirmative Action Report

C. Williams reported on the BSAA's Affirmative Action Plan that has been filed with CHRO. BSAA met the SBE purchasing set-aside goals for the year, but did not meet its MBE goals. Achieving both goals is expected next year. Additionally, the BSAA did not have any goal candidate hires during the plan year yet agency diversity was achieved through 1 full-time and 3 part-time hires. A goal candidate was offered a position that

she declined. Staff believes additional outreach is needed in this area and has committed to spend more resources to search and find new recruitment sources.

The Board received the report.

C. CTDLC Report

D. Goldsmith reported that the CTDLC wrote a grant application to the Davis Foundation. The Davis Foundation members will be visiting the CTDLC in April. Grant awards will be acknowledged in May. The contract with iTunes University was signed for all of Connecticut's higher education institutions. Because the CTDLC has not been able to hire an Account Manager, G. Claffey, K. Corcoran, and D. Goldsmith are out selling the CTDLC services. D. Goldsmith went on to report that the CTDLC's Appreciative Inquiry would be completed for the May Board meeting. Many benchmarks might need revisions given that the economic climate has changed so drastically. The CTDLC's eTutoring continues to grow; K. Corcoran and G. Claffey are negotiating contacts with software companies not only for higher education but for other State agencies; and staff is reviewing the expansion of the ePortfolio platform that might be used in a venue outside of higher education arena - possibly for dislocated and /or laid-off workers.

D. Marketing Report

E. Klonoski reported that he met with Grace Merritt, the new education reporter for the *Hartford Courant* and will be meeting later today with the new reporter for the *New Britain Herald*. A copy of the College's online course brochure is available for distribution. The Distance Learning Catalog has a new, leaner look and web tracking so that that it will be a far more effective marketing tool while costing less to prepare, publish and mail.

The Board accepted the report.

E. Financial Reports

C. Williams reported that the College received another rescission for FY 09; bringing us up to the 5% that can be taken by the Governor without the approval of the General Assembly. Further FY 09 rescissions will need the approval of the General Assembly.

The Board accepted the reports

F. Enrollment Management Reports

S. Adams reported that the number of matriculated students is increasing slightly. Matriculated renewal students are at 78% of goal for this year. The Distance Learning enrollments continue to grow. The College is 15% above last year at this time. Staff is continuing its review of who our "visiting distance learning students" are in order to find out how to better promote their demographics to others.

The Board accepted the report.

G. Financial Aid Report

The Board accepted the report.

H. Adjunct Faculty Report

The Board accepted the report.

6. Chairman's Report

A. Hanzalek reminded the Board members that Commencement is Sunday, June 7.

7. Executive Director's Report

E. Klonoski reported that this week is Student Information Week. Linda Larkin put together some great events that focus around helping students in this downturn economy. On Monday evening a representative from the State Department of Labor came to talk about putting together a resume in this economic climate; on Tuesday, Professor Gerber held a lecture about Abraham Lincoln; and this evening will be talking about networking with representatives from IBM.

- iTunes event attracted over 200 guests from all across higher education and the K-12 arena. It was a great event and drew a lot of people who are very interested in moving into this mode of teaching with technology.
- Honored at the New Britain Chamber event for new CEO's.
- The Alumni Study Group from UCONN is helping the College to find out how we can better use our alumni for recruitment.
- We hope to have the July issue of *Connections* in a new and improved face that will also be attractive to our Alumni.
- The BSAA annual Race in the Park for Breast Cancer will be held on May 9.

8. Other Business

The Board had no further business.

9. Adjournment

At 1:30 p.m. on a motion made by L. Winkler and seconded by J. Titley, the Board
ADJOURNED.

Secretary
March 26, 2009