

# BOARD OF GOVERNORS FOR HIGHER EDUCATION

Minutes of the Meeting  
June 15, 2004

Department of Higher Education  
Hartford, CT

Members Present: W. Bevacqua, J. Gatling, H. Penner, R. Lane,  
A. Meyer, J. Reynolds

Members Absent: D. Brennan, P. McCann Vissepó, F. Ridley, A. Vertefeuille

Members of the Public: G. Blett, Briarwood College; L. Brooks, Briarwood College; T. Esposito, Briarwood College; K. Gradowski, Briarwood College; A. Kiernan, Briarwood College; B. Laskowski, Briarwood College; J. LeConche, Briarwood College; D. Podhajski, Briarwood College; R. Rausch, Briarwood College; A. Sturtz, CSU

## 1. Call to Order

H. Penner called the meeting to order at 10:53 a.m.

## 2. Approval of Minutes

W. Bevacqua moved and J. Gatling seconded the motion to approve the minutes of the May 26, 2004 meeting. The motion passed unanimously.

## 3. Public Participation

None.

## 4. Report of the Board Chairman

Chairman Penner thanked Commissioner Lewis and staff members for their presentations. H. Penner reminded the Board members that their lunch would focus on a discussion of policy and planning issues

## 5. Report of the Commissioner

Commissioner Lewis noted that the Board members received in their packets guidelines for both the capital and operating budgets. These will help to generate the development of constituent unit budgets.

V. Lewis stated that Teikyo Post University in Waterbury, has notified the Department that it is in the process of changing ownership. This is expected to be completed around September 2004.

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V. Lewis also noted the General Assembly enacted legislation last session requesting the Department of Higher Education to conduct studies on nursing supply and demand, and on the rising cost of textbooks.

6. Commissioner's Consent Calendar

A. Meyer moved and J. Gatling seconded the motion to approve the extended Commissioner's Consent Calendar, consisting of the following:

- a) Teikyo Post University – accreditation of a program in Finance, to be offered online, leading to a Bachelor of Science degree and to a Certificate

RESOLVED that the Board of Governors accredit a program in Finance, leading to the Bachelor of Science (B.S.) degree and to a Certificate, offered online by Teikyo Post University, for a period of time concurrent with institutional accreditation.

- b) University of New Haven – licensure of a program in Information Technology leading to a Bachelor of Science degree

RESOLVED that the Board of Governors license a program in Information Technology leading to the Bachelor of Science degree, to be offered by the University of New Haven, until June 2006.

- c) University of New Haven – program modification: approval to offer a program in Mechanical Engineering leading to the Master of Science degree in New London

RESOLVED that the Board of Governors approve a program in Mechanical Engineering leading to the Master of Science degree, to be offered by the University of New Haven, at its off-campus site in New London.

- d) Albertus Magnus College – accreditation of a Master of Business Administration degree for the New Dimensions Program offered in East Hartford

RESOLVED that the Board of Governors accredit a program in Business Administration, leading to the Master of Business Administration (MBA) degree, offered by Albertus Magnus College through its New Dimensions program in East Hartford, for a period of time concurrent with institutional accreditation.

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- e) Briarwood College – licensure of a program in Criminal Justice leading to the Bachelor of Science degree

RESOLVED that the Board of Governors approves the licensure of a program in Criminal Justice leading to the Bachelor of Science (B.S.) degree to be offered by Briarwood College, with the stipulation that the College should submit progress reports on the following subjects by April 1, 2005:

- Low faculty salary and its possible effect on faculty retention;
- Search for the academic dean;
- Search for faculty members with a criminology background;
- A library collection development plan;
- Steps to improve the overly stretched student affairs and services and the development of a comprehensive vision and implementation plan.

- f) Briarwood College – licensure of a program in Funeral Service Management leading to the Bachelor of Science degree

RESOLVED that the Board of Governors approves the licensure of a program in Funeral Service Management leading to the Bachelor of Science (B.S.) degree to be offered by Briarwood College, with the stipulation that the College should submit progress reports on the following subjects by April 1, 2005:

- Low faculty salary and its possible effect on faculty retention;
- Search for the academic dean;
- A library collection development plan;
- Steps taken to improve overly stretched student affairs and services and development of a comprehensive vision and implementation plan.

- g) Gibbs College – licensure of a program in Digital Film Making and Multimedia leading to an Associate of Applied Science degree

RESOLVED that the Board of Governors approves the licensure of a program in Digital Film Making and Multimedia leading to the Associate in Applied Science (A.A.S.) degree to be offered by Gibbs College, with the stipulation that the College should submit progress reports on the following subjects by April 1, 2005:

- Evaluation of teaching of ethics;
- A clear articulated library collection development plan;
- Evaluation of general education contents in writing, mathematics and science

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- h) Gibbs College – licensure of a program in Pharmacy Technology leading to an Associate of Applied Science degree

RESOLVED that the Board of Governors approves the licensure of a program in Pharmacy Technology leading to the Associate in Applied Science (A.A.S.) degree to be offered by Gibbs College, with the stipulation that the College should submit progress reports on the following subjects by April 1, 2005:

- Evaluation of the teaching of ethics;
- Evaluation of courses in microbiology, pharmacy law, chemistry, and non-sterile pharmaceutical compounding;
- Evaluation of student internship in the community and institutional sectors;
- Evaluation of general education contents in writing, mathematics and science;
- Evidence of faculty and program coordinator with strong background in pharmacy;
- A library collection development plan.

- i) University of Connecticut – licensure of a program in Audiology leading to the Doctor of Audiology degree

RESOLVED that the Board of Governors license a program in Audiology leading to the Doctor of Audiology degree (Au. D.), to be offered by the University of Connecticut, until June 2006.

The motion passed unanimously.

7. Report of the Standing Advisory Committee

V. Lewis indicated that the Standing Advisory Committee will send a member as part of the Connecticut team to the Changing Directions Integrating Higher Education Financial Aid and Financing Policy – Technical Assistance Workshop to be held in Denver, late June.

8. Other Business

None.

9. Adjournment

W. Bevacqua moved and R. Lane seconded the motion to adjourn at 11:03 a.m.

Respectfully submitted,

Constance Fraser  
Secretary

FINANCE & ADMINISTRATION COMMITTEE  
BOARD OF GOVERNORS FOR HIGHER EDUCATION

RECORD OF MEETING

Department of Higher Education  
Hartford, CT  
May 26, 2004

Members Present: W, Bevacqua, J. Gatling, R. Lane, H. Penner, F. Ridley

Other BGHE

Present: V. Lewis, A. Meyer, J. Reynolds

1. Call to Order

Chairman Bevacqua called the meeting to order at 9:50 a.m.

2. Approval of the Finance & Administration Committee Minutes for the March 31, 2004 Meeting

A motion was made by F. Ridley, seconded by J. Gatling, to approve the minutes of the March 31, 2004 meeting. The motion passed unanimously.

3. Executive Session

On a motion made by H. Penner, seconded by J. Gatling, the Committee unanimously voted to enter into Executive Session at 9:52 a.m. with Commissioner Lewis in attendance for discussion on personnel matters.

The Committee returned to public session at 10:16 a.m.

On a motion made by H. Penner, seconded by J. Gatling, the Committee, subject to its responsibilities as contained in Section 10a-5 of the Connecticut General Statutes, unanimously voted to approve the promotions of professional staff listed in Exhibit A, adjustments to job duties and compensation, listed in Exhibit B, and one-time merit awards listed in Exhibit C. Further, that continuing contracts be offered to confidential employees and to Department managers as listed in Exhibit D, with all personnel actions to be effective with the pay period including July 1, 2004. Finally, that the compensation ranges for department professional job classifications be increased by three percent as of October 1, 2004 to reflect cost of living changes over a two-year period, as listed in Exhibit E.

#### 4. Action Items

##### a. Operating Fund Quarterly Reports for the Nine-Month Period Ending March 31, 2004

M. Johnson reviewed the staff report noting that, at this point in the fiscal year revenue and expenditure activity is on target with budget projections. Units have reported 80-85 percent of budgeted revenue and have expended approximately 75 percent. M. Johnson also noted that expenditures on personal services are slightly lower than expected mainly due to slower than anticipated filling of the Early Retirement Incentive Program (ERIP) vacancies. The University of Connecticut has projected a surplus of approximately \$900,000, Connecticut State University (CSU) has projected a \$1.8 million surplus, and the Community-Technical College System (CTC System) expects a surplus of approximately \$1.3 million. All units are in compliance with administrative expenditure caps.

Chairman Bevacqua commented with regard to the status of the budgets with reference to concerns raised by the Board in the past. Chairman Bevacqua commended the constituent units for their positive response to those concerns.

Commissioner Lewis noted that a report with regard to the ERIP, which will be presented to the Board in the fall, calls for 10 percent of replacements to be in critical workforce areas. That report will reflect the effect of those replacements.

H. Penner motioned to accept the Commissioner's recommendation to approve the operating fund quarterly reports for the nine-month period ending March 31, 2004, for the University of Connecticut, University of Connecticut Health Center, Connecticut State University, Community-Technical College System and the Board of State Academic Awards for submission to the Office of Policy and Management and the Appropriations and Education Committees. J. Gatling seconded, the motion passed unanimously.

##### b. Connecticut Aid to Public College Students Grant Program FY 2005 Allocation Formula

M. Johnson presented the staff report noting that the Connecticut Aid to Public College Students (CAPCS) program has never been fully funded. Funding for this year is down 19 percent; however the General Assembly did approve a three percent increase scheduled for next year.

The distribution of the \$16.5 million of CAPCS funds would be for the fiscal year beginning this July. The formula for the distribution of funds is based on the data submitted each year to the U.S. Department of Education for federal campus-based financial aid. It is the intention of the Department to pursue a more reliable data source as part of Phase II of the WICHE Changing Directions grant. The federal filing requirement is phasing out and the department needs a data system to fairly and equitably distribute the funds.

M. Johnson noted that last years appropriation was received very late, therefore the department relied on the same distribution of funds as FY 2003. For FY 2005, Southern Connecticut State University (SCSU) made an error in its data submission which resulted in a significant increase in federal student aid funds to the University. Therefore, the

Commissioner is recommending that the FY 2003 formula be used again adjusting the SCSU allotment downward to reflect the increase in federal aid. The resultant surplus would be redistributed among other campuses.

F. Ridley motioned to accept the Commissioner's recommendation to allocate the Connecticut Aid to Public College Students grant appropriation for FY 2005 proportioning the existing formula to mitigate the impact of data errors. J. Gatling seconded, the motion passed unanimously.

## 5. Information Items

- a. Highlights – FY 2005 Operating and Capital Budget Recommendations for Higher Education

M. Johnson presented the highlights of the FY 2005 operating and capital budget recommendations for higher education.

The budget increases student financial aid funding by \$481,192 for the CAPCS program and \$452,025 for the Connecticut Independent College Student Grant (CICSG) program. It includes the Governor's reduction of \$23.1 million for the second year of ERIP. It also includes the Governor's recommended additional block grant support of \$3.0 million divided between CSU and the CTC System, but eliminates \$1.0 million in recommended support for the UConn Health Center.

J. Ciarleglio presented an update with regard to find legislative action on various bills. Commissioner Lewis thanked J. Ciarleglio for her work with the legislature in the interest of higher education.

Commissioner Lewis noted that the nursing bill gave additional funding to address shortage areas and that the Department is working with the Office of Workforce Competitiveness for students who will work or teach in the field as well as students to teach in the field. Commissioner Lewis commended the CTC System for the expansion of their nursing programs.

## 6. Adjournment:

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Mary K. Johnson  
Secretary

ACADEMIC AFFAIRS AND PLANNING  
Minutes of the Meeting  
June 15, 2004

Committee

Members Present: R. Lane, A. Meyer, H. Penner, J. Reynolds

Committee

Members Absent: F. Ridley, A. Vertefeuille, P. McCann Vissepo

Other BGHE

Members Present: W. Bevacqua, J. Gatling, V. Lewis

1. Call to Order

In the absence of Chairman Vertefeuille, H. Penner asked R. Lane to chair the Academic Affairs and Planning Committee for the day. R. Lane called the meeting to order at 9:35 a.m.

2. Approval of the Academic Affairs Committee Minutes for the May 26, 2004 Meeting

On a motion was made by A. Meyer, seconded by W. Bevacqua, the Committee unanimously voted to approve the minutes of the May 26, 2004 meeting.

3. Commissioner's Consent Calendar

On a motion made by A. Meyer, seconded by W. Bevacqua, the Committee unanimously voted that the following items be forwarded to the full Board's Consent Calendar.

- a. **Teikyo Post University – Accreditation of a program in Finance, to be offered online, leading to a Bachelor of Science degree and to a Certificate**
- b. **University of New Haven – Licensure of a program in Information Technology leading to a Bachelor of Science degree**
- c. **University of New Haven – Program Modification: approval to offer a program in Mechanical Engineering leading to the Master of Science degree in New London**

4. Action Items

- a. **Albertus Magnus College – Accreditation of a Master of Business Administration degree for the New Dimensions Program offered in East Hartford**

J. Zdanys reviewed the staff report and introduced Sr. Charles Marie Brantl and Dr. William Schulz, Vice President for Academic Affairs, who represented the College.

After discussion, W. Bevacqua moved approval to accredit a program in Business Administration, leading to the Master of Business Administration degree, to be offered by

Albertus Magnus College through its New Dimensions program in East Hartford, for a period of time concurrent with institutional accreditation and to forward the item to the Commissioner's Consent Calendar. J. Gatling seconded, and the motion passed unanimously.

**b. Briarwood College – Licensure of a program in Criminal Justice leading to the Bachelor of Science degree**

J. Zdanys reviewed the staff report and introduced President Lynn Brooks and Tony Esposito, Program Director, who represented the College.

After discussion, W. Bevacqua moved approval to license a program in Criminal Justice leading to the Bachelor of Science degree to be offered by Briarwood College, until June 30, 2007, and to forward the item to the Commissioner's Consent Calendar, with the stipulation that the College should submit progress reports on the following subjects by April 1, 2005:

- Low faculty salary and its possible effect on faculty retention;
- Search for the academic dean;
- Search for faculty members with a criminology background;
- A library collection development plan;
- Steps to improve the overly stretched student affairs and services and the development of a comprehensive vision and implementation plan.

J. Reynolds seconded, and the motion passed unanimously.

**c. Briarwood College – Licensure of a program in Funeral Service Management leading to the Bachelor of Science degree**

J. Zdanys reviewed the staff report and introduced President Lynn Brooks and Bernard Laskowski, Program Director, Mortuary Science, who represented the College.

After discussion, A. Meyer moved approval to license a program in Funeral Service Management leading to the Bachelor of Science degree to be offered by Briarwood College, until June 30, 2007, and to forward the item to the Commissioner's Consent Calendar, with the stipulation that the College should submit progress reports on the following subjects by April 1, 2005:

- Low faculty salary and its possible effect on faculty retention;
- Search for the academic dean;
- A library collection development plan;
- Steps to improve the overly stretched student affairs and services and the development of a comprehensive vision and implementation plan.

W. Bevacqua seconded, and the motion passed unanimously.

**d. Gibbs College – Licensure of a program in Digital Film Making and Multimedia leading to an Associate of Applied Science degree**

J. Zdanys reviewed the staff report and introduced Ted Havelka, Vice President of Admissions and Marketing, and Scott Barnett, Program Director for Digital Film Making and Multimedia, who represented the College.

After discussion, A. Meyer moved approval to license a program in Digital Film Making and Multimedia leading to the Associate of Applied Science degree to be offered by Gibbs College, until June 30, 2007, and to forward the item to the Commissioner's Consent Calendar, with the stipulation that the College should submit progress reports on the following subjects by April 1, 2005:

- Evaluation of teaching of ethics;
- A clear articulated library collection development plan;
- Evaluation of general education contents in writing, mathematics and science.

J. Reynolds seconded, and the motion passed unanimously.

**e. Gibbs College – Licensure of a program in Pharmacy Technology leading to an Associate of Applied Science degree**

J. Zdanys reviewed the staff report and introduced Ted Havelka, Vice President of Admissions and Marketing, and Anthony Volpe, Program Director for Pharmacy Technology, who represented the College.

After discussion, A. Meyer moved approval to license a program in Pharmacy Technology leading to the Associate of Applied Science degree to be offered by Gibbs College, until June 30, 2007, and to forward the item to the Commissioner's Consent Calendar, with the stipulation that the College should submit progress reports on the following subjects by April 1, 2005:

- Evaluation of teaching of ethics;
- Evaluation of courses in microbiology, pharmacy law, chemistry, and non-sterile pharmaceutical compounding;
- Evaluation of student internships in the community and institutional sectors;
- Evaluation of general education contents in writing, mathematics and science;
- Evidence of faculty and program coordinator with strong background in pharmacy;
- A library collection development plan.

H. Penner seconded, and the motion passed unanimously.

**f. Hartford Seminary – Reaccreditation of the Seminary**

J. Zdanys noted that no representative was present and asked the committee to postpone consideration of the Seminary's application until September. The committee unanimously voted to table this item until the September 15, 2004 meeting.

**g. University of Connecticut – Licensure of a program in Audiology leading to the Doctor of Audiology degree**

J. Zdanys reviewed the staff report and introduced Dean James Henkel, Professor Frank Musiek, and Debra Moncrieff, Assistant Professor, who represented the University.

After discussion, H. Penner moved approval to license a program in Audiology leading to the Doctor of Audiology degree, to be offered by the University of Connecticut, until June 2006, and to forward the item to the Commissioner's Consent Calendar. J. Reynolds seconded, and the motion passed unanimously.

## 5. Progress Reports

### **a) Gibbs College – Progress Report for the licensed program in Computer Programming, leading to an Associate of Applied Science degree**

J. Zdanys presented the update, noting that the program has had enrollments lower than expected at the time of licensure. However, the College stated in its submitted progress report that enrollments for classes beginning in July and October would be higher. The College has implemented all of the recommendations from the Board of Governors’.

### **b) Gibbs College – Progress Report for the licensed Fashion Design and Merchandising program, leading to an Associate of Applied Science degree**

J. Zdanys presented the update, noting that the program has had substantially higher enrollments than anticipated at the time of licensure. In response, the College has hired additional faculty for the program.

## 6. Information Item

J. Zdanys presented the Monthly Update, noting that Millennium Graduate College has requested a six-month delay on the review of their application.

## 7. Adjournment

The meeting adjourned at 10:55 a.m.

Respectfully submitted,

Jonas Zdanys, Secretary