

# CT BOARD OF REGENTS FOR HIGHER EDUCATION

MINUTES – REGULAR MEETING - 10:00 a.m., Thursday, June 25, 2015  
Curran Community Room, Gateway Community College, New Haven, CT

## REGENTS PARTICIPATING

Nicholas M. Donofrio, Chair  
Yvette Meléndez, Vice Chair  
Stephen Adair\*  
Robert E. Brown\*  
Naomi K. Cohen  
Lawrence J. DeNardis  
Matt Fleury

Sarah Greco  
David R. Jimenez  
William J. McGurk  
JoAnn Price  
Elease E. Wright  
Craig S. Lappen

## REGENTS ABSENT

Richard J. Balducci  
Eugene L. Bell  
Sharon Palmer\*  
Merle W. Harris

Catherine H. Smith\*  
Diane Wentzell\*  
Jewel Mullen\*

*\*ex-officio, non-voting member*

## BOR STAFF

Gregory W. Gray, President  
Estela Lopez, interim Provost & Senior Vice President, Academic and Student Affairs  
Elsa M. Nuñez, VP State Universities & President, Eastern Connecticut State University  
Erin A. Fitzgerald, Associate Director of Board Affairs/BOR Secretary  
Erika Steiner, BOR Chief Financial Officer

## UNIVERSITY/COMMUNITY COLLEGE PRESIDENTS

James Lombella, Asnuntuck Community College  
Wilfredo Nieves, Capital Community College  
Paul Broadie, Housatonic Community College  
Anna Wasescha, Middlesex Community College  
Gena Glickman, Manchester Community College  
Daisy Cocco De Filippis, Naugatuck Valley Community College  
Barbara Douglass, Northwestern Connecticut Community college  
Carlee Drummer, Quinebaug Valley Community College  
Mary Ellen Jukoski, Three Rivers Community College  
Cathryn Addy, Tunxis Community College  
Edward Klonoski, Charter Oak State College  
John W. Miller, Central Connecticut State University  
Mary Papazian, Southern Connecticut State University  
James W. Schmotter, Western Connecticut State University

## GUESTS

John Clark, incoming WCSU President

## CALL TO ORDER

Chairman Donofrio called the meeting to order at 10:10 a.m. and declared a quorum present.

## ADOPTION OF AGENDA

**On a motion by Regent Fleury with a second by Regent Greco, the agenda was unanimously adopted.**

### **GCC PRESIDENT DORSEY KENDRICK**

At Chairman Donofrio's invitation, Gateway Community College President Dorsey Kendrick welcomed the Board of Regents to Gateway and offered brief remarks and a presentation regarding the many exciting initiatives underway at Gateway Community College. .

### **BOR PRESIDENT GREGORY W. GRAY**

President Gray provided updates regarding the following:

- Enrollment
- Budgetary issues
- Introduced incoming WCSU President John Clark
- Expressed appreciation for outgoing WCSU President Jim Schmotter and announced he had conferred emeritus status on Dr. Schmotter in conformance with board policy and in recognition of President Schmotter's exemplary service on behalf of the university and the system.
- Introduced interim Provost and Senior Vice President of Academic & Student Affairs, who, in turn, introduced the following individuals to present on the items listed below
  - **P20WIN Employment & Wage Outcome Report** – presented by Jan Kiehne, BOR Office of Research & System Effectiveness, Institutional Research Specialist
  - **Integrated Library System (ILS) Project CSUS Library Directors Coalition** – presented by Matt Hall, Asnuntuck Lib. Director and Veronica Kenausis, WCSU Library Director

### **APPROVAL OF MINUTES**

**On a motion by Regent DeNardis, seconded by Regent Jimenez, the May 21, 2015 meeting minutes were unanimously approved as submitted.**

### **CONSENT AGENDA**

Chairman Donofrio called for a motion on the Consent Agenda. **On a motion by Vice Chair Melendez, seconded by Regent McGurk, the items listed on the Consent Agenda below were unanimously approved.**

#### **Program Terminations**

- Communication – BA – Central CSU
- Criminal Justice - Certificate – Quinebaug Valley CC
- Aviation Maintenance Technology - AS – Three Rivers CC
- Technology Studies: Wastewater Option – AS – Three Rivers CC

Wastewater - Certificate – Three Rivers CC  
Wastewater, Advanced – Certificate – Three Rivers CC  
Gerontology - Certificate – Manchester CC

**Program Modifications**

English – BA – Eastern CSU  
Theatre – BA – Eastern CSU  
Library Science – Master – Southern CSU  
Early Childhood course modifications  
Asnuntuck CC  
Northwestern CT CC

**Accreditation**

Cybersecurity – BA – Charter Oak SC

**New Programs**

Computer-Aided Manufacturing Certificate – Manchester CC  
Computer Networking – AS and Certificate – Capital CC  
Computer Networking Cyber Security Option – AS and Certificate – Capital CC  
Media Studies – BA – Central CSU  
Strategic Communications – BA – Central CSU  
Respiratory Therapy – BS – Southern CSU  
Computed Tomography (CT) Certificate – Middlesex CC  
Mammography (M) Certificate – Middlesex CC

**Institutional Accreditation**

Norwalk CC  
Central CSU

**Amendment to Pre-Employment Background Verification Policy**

**RESOLUTIONS ON CONSENT:**

**Program Terminations**

**Communication – BA – Central CSU**

**RESOLVED:** That the Board of Regents for Higher Education approve the discontinuation of a program in Communication leading to a Bachelor of Arts degree at Central Connecticut State University with a three-year phase out period and program termination on May 31, 2019.

**Criminal Justice - Certificate – Quinebaug Valley CC**

**RESOLVED:** That the Board of Regents for Higher Education approve the discontinuation of a program in Criminal Justice leading to a Certificate at Quinebaug Valley Community College with a phase out period to June 30, 2017

**Aviation Maintenance Technology - AS – Three Rivers CC**

**RESOLVED:** That the Board of Regents for Higher Education approve the discontinuation of the program Aviation Maintenance Technology leading to an Associate of Science degree at Three Rivers Community College with a phase out period to June 30, 2017.

**Technology Studies: Wastewater Option – AS – Three Rivers CC**

**RESOLVED:** That the Board of Regents for Higher Education approve the discontinuation of the Technology Studies: Wastewater Option Program leading to an Associate of Science degree, and the Wastewater Certificate at Three Rivers Community College with a phase out period to June 30, 2017:

**Wastewater, Advanced – Certificate – Three Rivers CC**

**RESOLVED:** That the Board of Regents for Higher Education approve the discontinuation of the program “Wastewater, Advanced” leading to a Certificate at Three Rivers Community College effective July 1, 2015.

**Gerontology - Certificate – Manchester CC**

**RESOLVED:** That the Board of Regents for Higher Education approve the discontinuation of the program “Gerontology” leading to a Certificate at Manchester Community College effective July 1, 2015.

**Program Modifications**

**English – BA – Eastern CSU**

**RESOLVED:** That the Board of Regents for Higher Education approve modification of a program in English leading to a Bachelor of Arts degree at Eastern Connecticut State University to substantially change the curriculum.

**Theatre – BA – Eastern CSU**

**RESOLVED:** That the Board of Regents for Higher Education approve modification of a program in Theatre leading to a Bachelor of Arts degree at Eastern Connecticut State University to substantially change the curriculum.

**Library Science – Master – Southern CSU**

**RESOLVED:** That the Board of Regents for Higher Education approve modification of a program in Library and Information Science leading to a Master of Library and Information Science (MLIS) degree at Southern Connecticut State University substantially changing the curriculum.

**Early Childhood course modifications**

**Asnuntuck CC**

**RESOLVED:** That the Board of Regents for Higher Education approve modifications of the Early Childhood Teacher Credential program at Asnuntuck Community College to align competencies and adhere to the Connecticut Office of Early Childhood standards.

**Northwestern CT CC**

**RESOLVED:** That the Board of Regents for Higher Education approve modifications of the Early Childhood Teacher Credential program at Northwestern Connecticut Community College to align competencies and adhere to the Connecticut Office of Early Childhood standards.

**Accreditation**

**Cybersecurity – BA – Charter Oak SC**

**RESOLVED:** That the Board of Regents for Higher Education approve accreditation of the program Cybersecurity leading to a Bachelor of Science (B.S.) degree at Charter Oak State College for a period of time concurrent with institutional accreditation.

## **New Programs**

### **Computer-Aided Manufacturing Certificate – Manchester CC**

**RESOLVED:** That the Board of Regents for Higher Education license and accredit a program in Computer Aided Manufacturing leading to a Certificate at Manchester Community College.

### **Computer Networking – AS and Certificate – Capital CC**

**RESOLVED:** That the Board of Regents for Higher Education license a program in Computer Networking leading to an Associate of Science (A.S.) degree at Capital Community College for a period of three years until June 30, 2018, and be it further

**RESOLVED:** That the Board of Regents for Higher Education license a program in Computer Networking leading to a Certificate at Capital Community College for a period of three years until June 30, 2018.

### **Computer Networking Cyber Security Option – AS and Certificate – Capital CC**

**RESOLVED:** That the Board of Regents for Higher Education license a program in Computer Networking: Cyber Security Degree Option leading to an Associate of Science(A.S.) degree at Capital Community College for a period of three years until June 30, 2018, and be it further

**RESOLVED:** That the Board of Regents for Higher Education license a program in Cyber Security leading to a Certificate at Capital Community College for a period of three years until June 30, 2018.

### **Media Studies – BA – Central CSU**

**RESOLVED:** That the Board of Regents for Higher Education license and accredit a program in Media Studies leading to a Bachelor of Arts (B.A.) degree at Central Connecticut State University.

### **Strategic Communications – BA – Central CSU**

**RESOLVED:** That the Board of Regents for Higher Education license and accredit a program in Strategic Communication leading to a Bachelor of Arts (B.A.) degree at Central Connecticut State University.

### **Respiratory Therapy – BS – Southern CSU**

**RESOLVED:** That the Board of Regents for Higher Education, license a program in Respiratory Care leading to a Bachelor of Science (B.S.R.T.) degree at Southern Connecticut State University for a period of three years until June 30, 2018.

### **Computed Tomography (CT) Certificate – Middlesex CC**

**RESOLVED:** That the Board of Regents for Higher Education, license and accredit a program in Computed Tomography leading to a Certificate at Middlesex Community College.

### **Mammography (M) Certificate – Middlesex CC**

**RESOLVED:** That the Board of Regents for Higher Education, license and accredit a program in Mammography leading to a Certificate at Middlesex Community College.

**Institutional Accreditation**

**Norwalk CC**

**RESOLVED:** That the Board of Regents for Higher Education accept NEASC actions and grant accreditation to Norwalk Community College until September 30, 2020

**Central CSU**

**RESOLVED:** That the Board of Regents for Higher Education accept NEASC actions and grant accreditation to Central Connecticut State University until June 30, 2019

**Amendment to Pre-Employment Background Verification Policy**

WHEREAS, The Board of Regents for Higher Education, in accord with the Connecticut State Colleges and Universities, comprised of seventeen institutions and a System Office, is committed to providing a safe learning and working environment for its students, faculty and staff, and

WHEREAS, the Board of Regents for Higher Education adopted policy regarding “Pre-Employment Background Verification at the Connecticut State Colleges and Universities” on October 9, 2014, and revised such policy on January 15, 2015; and

WHEREAS, The Connecticut State Colleges and Universities seek to hire employees of the highest integrity in order to maintain a safe educational community, and

WHEREAS, A need has been identified to expand the pre-employment background verifications to CSCU student worker positions that are deemed to be security- or safety-sensitive due to the nature of the work performed, and

WHEREAS, A need has been identified to expand the pre-employment background verifications to CSCU employees who are internal candidates for a transfer or promotion to positions that handle DCL3 data, now therefore be it

**RESOLVED,** That the Board of Regents formally amends its policy by adopting the attached (↓) revised policy regarding “Pre-Employment Background Verification” effective immediately.

**Pre-employment Background Verification Policy - Connecticut State Colleges and Universities**

**Introduction/Purpose:**

The Connecticut State Colleges and Universities System (“CSCU”) is committed to providing a safe learning and working environment for its students, faculty and staff. Therefore, in order to ensure the hiring of employees of the highest integrity and to maintain a safe educational community, the CSCU System, comprised of its seventeen institutions and the System Office, will conduct pre-employment background investigations on all individuals for whom employment is to be tendered.

This policy sets forth the requirements and guidelines for performing such background investigations.

**Scope:**

Upon adoption by the Board of Regents for Higher Education, all full-time and part-time external candidates for employment with a CSCU institution or the System Office, as well as potential re-hires with a break in service of more than one year, shall undergo a pre-employment background investigation pursuant to this policy as part of the employment screening process. This policy covers all full-time and part-time employees, including University Assistants, Educational Assistants, Adjuncts/Lecturers and other temporary and contracted employees.

This policy shall also apply to the following student worker positions (including graduate assistant or graduate intern positions), beginning with hiring for the fall 2015 semester:

- Resident Assistants;
- Students assigned to the Public Safety Department;
- Students who handle DCL3 data as defined in the CSCU Data Management Standards (DCL3 is protected confidential data, which comprises identity and financial data);
- Students who have a fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget; or
- Students deemed by the institution's chief human resources officer to be in safety- or security-sensitive positions.

It is understood that there is movement in the CSCU workforce between institutions (including the System Office) due to transfer and promotional opportunities, as well as dual employment situations. This policy applies to these situations as detailed below:

The following CSCU employees shall be covered by this policy:

- CSCU employees who *apply for and are offered a transfer or promotional opportunity to a different CSCU institution* and have not already undergone a background investigation.
- CSCU employees who are candidates for *transfer or promotion to a management/confidential professional position*.
- CSCU employees who are candidates for *transfer or promotion to positions that handle DCL3 data, have a fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget*.

The following CSCU employees shall not be covered by this policy:

- CSCU employees who *apply for transfer or promotion within the same institution*.
- CSCU employees who *transfer to or become dually employed at a different CSCU institution and have already had a background investigation* done at the former CSCU institution.
- Former CSCU employees who are *rehired at the same or different CSCU institution after a break in service of less than one year and have already undergone a background investigation*.

**Policy:**

No external employment candidate may begin work for an institution or the System Office until the appropriate screenings have been completed. The background investigation may reveal certain information that may disqualify the candidate from further consideration for the position. Special circumstances may, on occasion, require an applicant to start work before all pre-employment background checks are completed. Such exceptions may occur only with prior approval by the chief human resources officer at the institution, or the Vice President for Human Resources at the System Office. Written notification will be sent to the applicant that continued employment is contingent upon completion of a pre-employment background investigation acceptable to the institution or the System Office.

Elimination of a candidate from consideration for hiring on the basis of information revealed by the background investigation must be reviewed and approved by the chief human resources officer at the institution, or by the Vice President for Human Resources at the System Office. Access to the background

investigation report shall be handled with the strictest confidence and be limited to the President and the chief human resources officer or their designees at the institution or the President of the Board of Regents for Higher Education or Vice President for Human Resources at the System Office or their designees.

**Procedure:**

The CSCU System shall select and contract with an approved background investigation vendor. All institutions and the System Office must utilize the approved designated background investigation vendor for pre-employment background investigations and shall comply with this procedure.

*1. Notification & Authorization*

Candidates will be informed during the pre-employment process that selection is subject to completion of a background investigation acceptable to the institution or the System Office. Applicants who have been designated as finalists for positions will be provided a disclosure and will be required to consent to a background investigation. Applicants will be required to provide information for use by the approved background investigations vendor. The institution's or System Office's chief human resources officer or designee will initiate all background investigations.

*2. Collecting Background Information*

Before awarding the position, the institution or System Office will conduct the following Level I pre-employment background check of all candidates (for non-student worker positions):

**Level I Screening**

- Social Security Trace or SSN Validation: CBSV (Consent Based SSN Verification);
- Prior Employment Verification (prior 7-10 years);
- Education Verification (highest degree attained or highest education level if no degree attained);
- Professional Reference Checks;
- County/Statewide Criminal Search (where lived, worked, attended school – as obtained from disclosure form or Social Security Trace);
- Federal Criminal Search (where lived, worked, attended school – as obtained from disclosure form or Social Security Trace); and
- Multi-Jurisdictional Criminal Search (includes National Sex Offender).

Before awarding the position, the institution or System Office will conduct the following Level II pre-employment background check on all candidates for executive-level positions (Dean and above) and at the option of the institution or System Office other positions that direct a substantial operational unit as designated by the institution's or System Office's chief human resources officer or president:

**Level II Screening for Executive–Level Positions**

- Includes all elements of the Level I Screening; AND
- Motor Vehicle Record;
- State/Federal Civil Litigation;
- Credit Verification (in accordance with state and federal laws); and
- Media Search.

Before awarding the position, the institution or System Office will conduct the following Level III pre-employment background check on all candidates for the following student worker positions (including graduate assistant or graduate intern positions): (1) Resident Assistants; (2) Those in the Public Safety Department; (3) Those who handle DCL3 data as defined in the CSCU Data Management Standards; (4) Those who have a fiduciary responsibility, handle cash or credit transactions, or have a primary



responsibility related to finance or budget; or (5) other positions that are deemed by the institution's chief human resources officer to be safety- or security-sensitive positions:

### **Level III Screening for Student Workers**

- Social Security Trace or SSN Validation: CBSV (Consent Based SSN Verification);
- County/Statewide Criminal Search (where lived, worked, attended school - as obtained from disclosure form or Social Security Trace);
- Federal Criminal Search (where lived, worked, attended school – as obtained from disclosure form or Social Security Trace); and
- Multi-Jurisdictional Criminal Search (includes National Sex Offender )

In addition, candidates for designated positions may also be subject to the following types of screenings, depending on the requirements of the position:

### **Position-Specific Screening**

- Motor Vehicle Record (for positions that require driving as part of the job);
- Credit Verification (for positions that have a fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budgets, in accordance with state and federal laws);
- Professional Licensing Check (for any positions that require a professional license); and
- International Screening – criminal search and credential verification, as needed.

Prior employment verification, education verification, professional reference checks and media searches may be conducted by the background investigations vendor or the institution/System Office at the option of the institution/System Office.

### **3. *Use of Background Investigation Results***

Listed below are examples of factors that may disqualify an applicant for employment. This list is not an all-inclusive list, but is provided merely as examples):

- Inconsistency of information provided by the candidate versus that obtained by the background investigation. (Examples might include, but not be limited to, significant differences in prior employment dates, education obtained, or licenses held.)
- Omissions of significant information by the candidate. (Examples might include, but not be limited to, failure to disclose being dismissed for cause or loss of certifications qualifying the applicant for the position.)
- Unsatisfactory information uncovered by the background investigation. (Examples might include, but not be limited to the following: Felony or misdemeanor convictions related to the position applied for; unsatisfactory job performance on a prior job; poor attendance or disciplinary problems on a prior job; record of moving violations (for a job requiring driving an institution or state vehicle); credit history that would indicate an inability to manage finances or which would create undue personal financial pressure (for jobs handling management of significant financial resources).

### **4. *Fair Credit Reporting Act ("FCRA") Compliance:***

The FCRA and the regulations promulgated thereunder are intended to give a candidate for employment the opportunity to correct any factual errors in his or her consumer report, as defined in the FCRA, before an adverse employment action is taken. The candidate must be provided notice of any disqualifying information revealed by the consumer report, including, but not limited to, credit history information, and a reasonable period of time to correct discrepancies.

When the institution or System Office receives information in a consumer report that will potentially disqualify a candidate from consideration, the institution or System Office will comply with the following FCRA protocol:

- The candidate shall be sent a letter notifying him/her that the institution or System Office has received disqualifying information from the consumer report.
- To the letter shall be attached a copy of the report and a summary of the candidate's rights under FCRA and any relevant state required forms.
- The notification shall be sent to the candidate before any adverse employment action may be taken based on the consumer report.
- After five (5) business days, barring the receipt of any new information that changes or clarifies the consumer report and eliminates any discrepancies, the institution or System Office shall send the candidate a second letter rejecting his/her candidacy based on the disqualifying information generated by the consumer report.

Services of the approved background investigation vendor may be utilized to produce the adverse action notifications, or the institution or the System Office, may produce the notifications themselves.

5. *Record Retention:*

All information obtained, as part of a background investigation, shall be held in strictest confidence. Documentation of a successfully completed background investigation shall be retained for the appropriate retention period for employment records promulgated by the State of Connecticut and by institution or System Office personnel search policies and procedures. The detailed background investigation report shall be retained by the approved background investigation vendor in compliance with state and federal retention requirements and shall not be included in an employee's personnel file. Unauthorized disclosure of information gathered through the background investigation will not be tolerated and may subject the discloser to disciplinary action.

6. *Use/Review Criteria:*

- a. Criminal Convictions: The institutions and the System Office will not knowingly hire applicants who have been convicted of job-related crime within the allowable reportable time period for reporting such offenses. This time period is normally seven (7) years. This also applies to those situations when the date of disposition, release, probation, or parole (whichever is most recent) relating to the crime occurred within the past seven (7) years.

Pursuant to Connecticut General Statutes Sections 46a-79 and 46a-80, in determining whether conviction of a criminal offense will disqualify an applicant for a particular position, the following three factors will be considered:

- The nature of the offense and its relationship to the position;
- The degree to which the applicant has been rehabilitated; and
- The length of time elapsed since conviction.

Notification of rejection of employment will be sent via registered mail and will specifically describe the evidence presented and state the reason(s) for disqualification.

- b. Pending Criminal Charges: If the institution or System Office becomes aware that the applicant has criminal charges that are currently pending, but no court disposition has yet been made, the institution or System Office shall assess the criminal charges on a case-by-case basis to determine if the charges are job-related or would otherwise impact the potential employee's ability to serve in the position.

Pursuant to Connecticut General Statutes Section 46-80(d), no record of arrest that was not followed by conviction, or record of conviction that has been erased, shall be considered in connection with an application for employment.

- c. Accelerated Rehabilitation: The institution or System Office is not prohibited from considering accelerated rehabilitation or other alternative dispositions when evaluating an applicant. The institution or System Office shall consider the accelerated rehabilitation as it would a pending charge.
- d. Motor Vehicle Records Check: Motor vehicle records which evidence a revoked or restricted driver's license, invalid driver's license, or traffic violations (including, but not limited to, alcohol-related violations) shall be reviewed as they relate to positions requiring driving duties and in conjunction with all other factors disclosed by the background investigation.
- e. Credit History: An applicant's credit history shall be reviewed as it relates to jobs requiring financial responsibilities. An applicant's credit history shall be considered in conjunction with all other factors disclosed by the background investigation and shall not be a solely determining factor in denying employment.

**Statutory/Administrative Regulation:**

Fair Credit Reporting Act  
Connecticut General Statutes, Sections 31-51i, 46a-79, 46a-80, 46a-80(d), 46b-146,  
54-760, 54-142a

**Responsible Function Area:**

Office of Human Resources

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**ACADEMIC & STUDENT AFFAIRS COMMITTEE**

Naomi Cohen, reporting out for ASA Committee Chair Harris, provided a brief introduction of the action item concerning the Reverse Transfer Policy after which, **on a motion by Regent Lappen and a second by Regent McGurk, the following resolution concerning the Reverse Transfer Policy passed unanimously.**

- RESOLVED, that a REVERSE TRANSFER policy be initiated for the fall of 2015, whereby the four CSU state universities and Charter Oak State College Institutional Research staff compile and send a list to each respective community college, of all students who meet the eligibility criteria for a reverse transfer degree, as defined by the academic council, and
- RESOLVED that each CSU/COSC institution or CT community college, as appropriate, notify all such eligible students inviting them to apply to their previously attended community college to earn an associate's degree, and
- RESOLVED, that the system's Academic Council oversee the implementation of the attached policy process. ↓

## **REVERSE TRANSFER POLICY PROCESS**

At least once each year, the five baccalaureate institutions (ECSU, CCSU, SCSU, WCSU and COSC) would compile a list of CT community college transfers who are enrolled in their institutions with the following definition of eligibility for reverse transfer:

- Currently enrolled and matriculated in a baccalaureate degree program
- Have transferred from a CT community college within the past 2 years and have **NOT earned an associates' degree**
- Have transferred into the university a minimum of **45** credits from a single CT community college
- Where students have earned additional credits at other colleges/universities beyond the 45 credits above, the community college where the student earned the highest no. credits would be identified for reverse transfer
- Have completed a minimum of **15** credits at the baccalaureate institution

The above definition will be adjusted over time to include a broader number of students, however initially this will intentionally define a more manageable number of eligible students and to modify these criteria gradually. There are likely to be a larger number of requests at the beginning of this process, therefore the goal is to avoid creating a burden on Admissions and Registrars staff across the college system.

The list, broken down by CT community college, would include

- Student first and last name, and Date of Birth
- Student mailing and email addresses
- Selected baccalaureate degree program and number of earned credits
- If known, the student's CT community college ID no.

This annual list would give each community college a sense of the number of students who may be eligible under this process.

### **CSU/COSC responsibilities**

The five baccalaureate institutions agree to send a letter/email to each student identified, inviting them to apply to their primary CT community college for reverse transfer, and will include with this letter/email a transcript request form, to be completed by the student. The transcript will then be sent from the university/state college to the CT community college.

A standard reverse transfer form and FAQ has been developed (see attached), modeled after a similar form already in use by COSC, which will ask the student to give their permission under FERPA to transfer this information for purposes of reverse transfer and also apply to graduate if they meet the requirements for the degree.

### **Student Responsibilities**

If the student chooses to, they will e/mail this form to their selected CT community college making arrangements, as stated above, with the university/state college for an official transcript to be sent directly from the university/state college to the community college.

### **Community College responsibilities**

Each receiving CT community college would evaluate the credits on the transcript using their normal transfer credit evaluation process.

A degree audit would be completed by the receiving community college to determine whether the student has met all outstanding requirements for the degree selected by the student. It is anticipated that in many cases, students would be most likely eligible for an A.S. degree in general studies, but the student can earn any degree for which they meet the degree requirements.

The community college would notify the student of their status of completing the selected degree and if any requirements remain unmet, to list those requirements in their letter to the student.

The college would award the degree to the student at the next conferral date of the college.

### **Timeline for AY 2015-2016**

For the first year, the 4-year institutions will send letters/emails to all students eligible by September 25th 2015, for those potentially eligible students who were enrolled in spring 2015, and again by January 1st 2016, for those who were enrolled in the fall 2015. This will assist with contacting a potentially larger group of eligible students in the first year.

Starting in AY 2016-2017 and thereafter, the 4-year institutions will only need to send letters by January 1st of that academic year.

Upon recommendation from the Admissions and Registrars councils, these dates would have student applications arriving during February each year, which is when degree audits typically are reviewed and completed for spring graduation. In the first year, it is understood that the student applications would likely arrive in both October and February.

## **FINANCE AND INFRASTRUCTURE COMMITTEE**

Following an overview of the **proposed resolution concerning the FY 2015-16 Institutional Authorized Expenditure Levels for the Connecticut State Colleges and Universities** by Finance & Infrastructure Committee Chair Matt Fleury, **on a motion by Regent Fleury and a second by Regent Greco, the following resolution passed unanimously.**

### **FY 2015-16 Institutional Authorized Expenditure Levels for the Connecticut State Colleges and Universities**

WHEREAS, Pursuant to the provisions of Section 10a-8 of the Connecticut General Statutes, "...the Board of Regents for Higher Education shall be deemed the budgeted agency for the Connecticut State University System, the regional community-technical college system and Charter Oak State College. The

Board of Regents for Higher Education shall develop a formula or program-based budgeting system to be used by each institution in preparing operating budgets.;...” and

WHEREAS, Each college, university and the System Office submits a fiscal year budget proposal to the Board of Regents for its approval, and

WHEREAS, Each college, university and the System Office has submitted budgets for FY 2015-16 to the Board of Regents which are summarized in Attachments A through C, and

WHEREAS, The Board of Regents has reviewed and discussed the budget proposals with the institutions’ Presidents and the BOR President, and finds the FY 2015-16 budgets appropriate to the System’s present fiscal circumstances, and

WHEREAS, The Board approves an overall spending level for all funds except for federal and private grants, bond funds and intra/inter agency funds, therefore be it

RESOLVED, That each President shall ensure adherence to the approved budget plan, maintaining expenditure control within the spending caps established, and be it further

RESOLVED, That while expenditures are authorized up to the limit of the budgets summarized in Attachments A through C (attached hereto), the System may be subject to further reductions of up to 1.5%, and be it further

RESOLVED, That Presidents are encouraged to seek further economies in their operations during FY 2015-16, and be it further

RESOLVED, That the Board of Regents may request that each institution, the System Office or Systemwide, submit a progress report on their budgets at any time during the year as desired.

**CSCU 2020 Update (info only; no vote)**

Committee Chair Fleury also advised that the Committee received a copy of most recent report updating members on the CSCU capital projects, a copy of which was also provided to all Board members with the distribution of the agenda packet and a larger, easier-to-read print out at the meeting.

**OPPORTUNITY TO ADDRESS THE BOARD**

The following Gateway Community College students addressed the Board:

- Kevin Coiro
- Kitty Alexander
- Angel Cox
- Laurren Robinson
- Felicia Hill

**ADJOURNMENT**

**Chairman Donofrio declared the meeting adjourned at 11:56 am.**

Submitted,

Erin A. Fitzgerald, Associate Director, Office of Board Affairs  
Secretary of the CT Board of Regents for Higher Education

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# MEETING HANDOUTS/ PRESENTATIONS/ ATTACHMENTS

Posted online at <http://www.ct.edu/regents/minutes>

- **P20WIN Employment & Wage Outcome Report** – presented by Jan Kiehne, CSCU System - Office of Research & System Effectiveness, Institutional Research Specialist
- **Integrated Library System (ILS) Project from CSUS Library Directors Coalition** – presented by Matt Hall, Asnuntuck Lib. Director and Veronica Kenausis, WCSU Library Director



# Employment & Wage Outcomes

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For Graduates of Connecticut Community Colleges,  
State Universities & Charter Oak State College

*Developed through P20 WIN*



CONNECTICUT STATE  
COLLEGES & UNIVERSITIES  
BOARD OF REGENTS FOR HIGHER EDUCATION

# From where did this data come?

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**The Board of Regents is the Administrative Agency** for the Preschool through Twenty & Workforce Information Network (P20 WIN)

**P20 WIN enables linkage of data** between state agencies for the purpose of auditing or evaluating publically funded education programs.

**Through this network we conducted a study** with the Connecticut Department of Labor to identify employment and wage outcomes for our students

# Reports include information about:

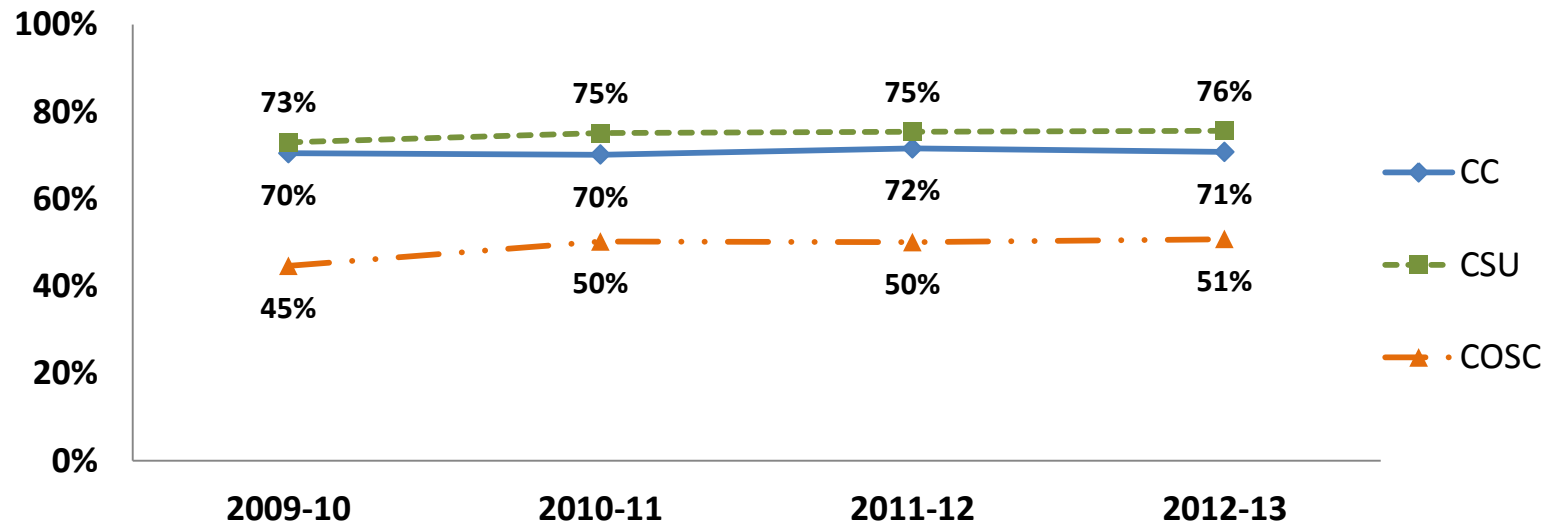
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- Graduates from 4 cohorts: 2009-10 → 2012-13
- All 17 CSCU institutions
- Employment outcomes
- Average wages
- Data at four points in time, before and after graduation
  - By sector
  - By Institution
  - By program of study
  - By degree level
  - By demographic category



# Majority of our Graduates are Employed in Connecticut

Percent employed\* in Connecticut 3 quarters after graduation

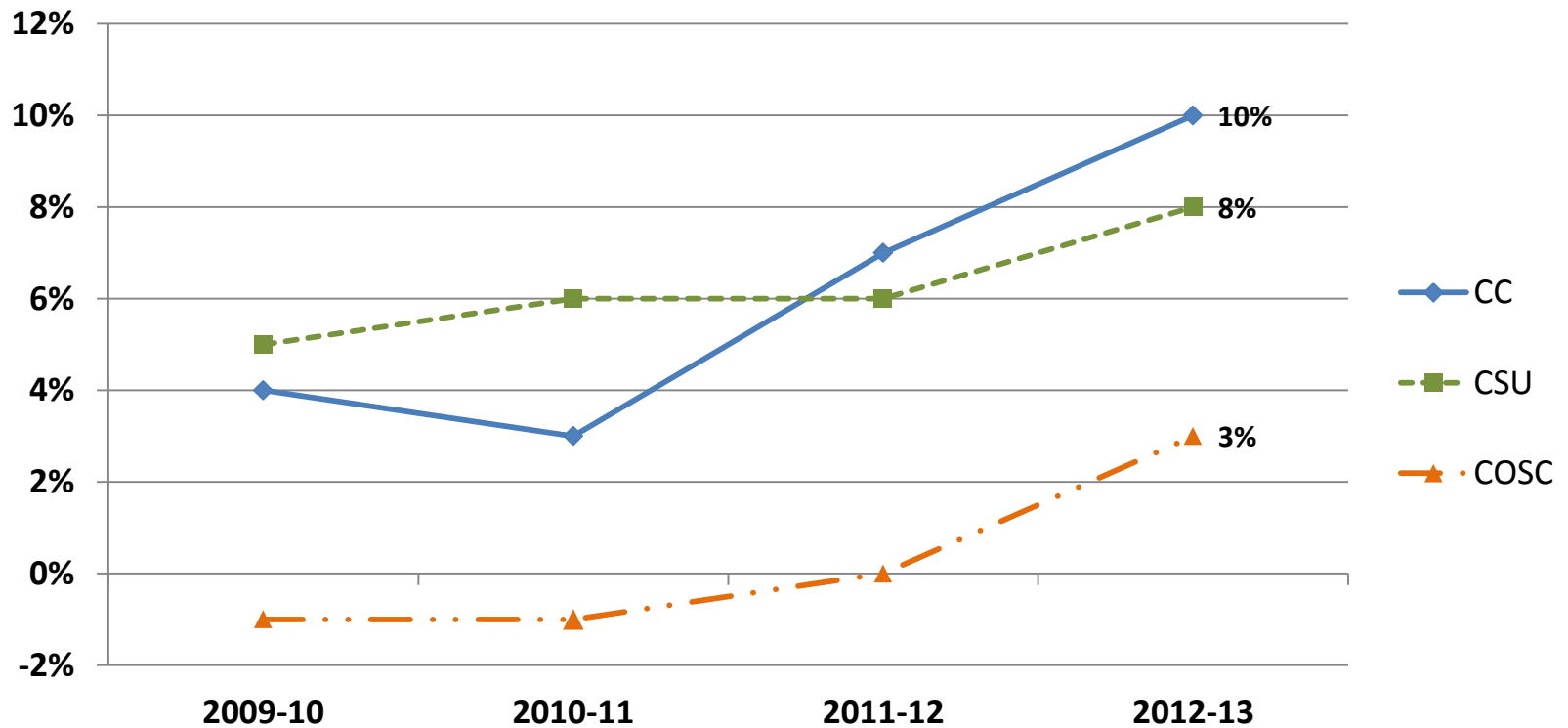


**\*Actual employment rate is higher. Figures do not include:**

- Individuals in school and not working
- Individuals working out of State
- Self employed or employed in job not covered by Unemployment Insurance law

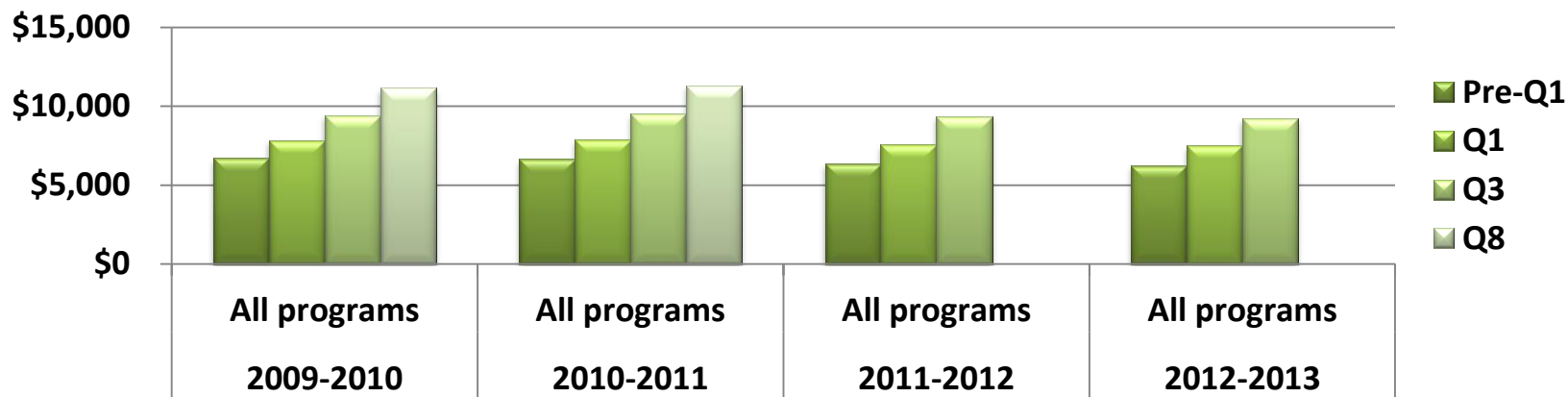
# Employment rates have increased

Change in percent employed from 1 quarter prior to 1 quarter post graduation

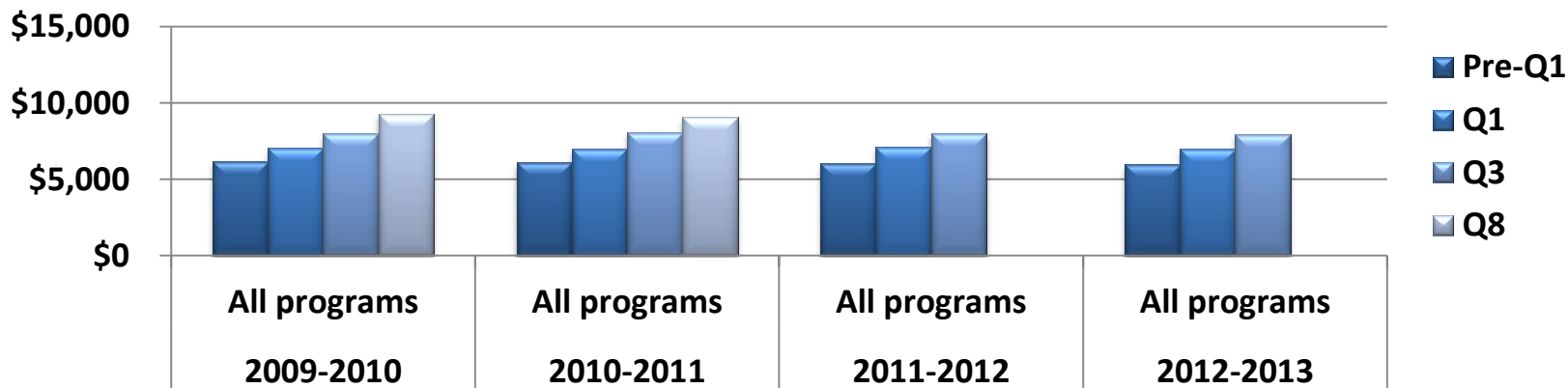


# Average wages increase over time

## State University graduates

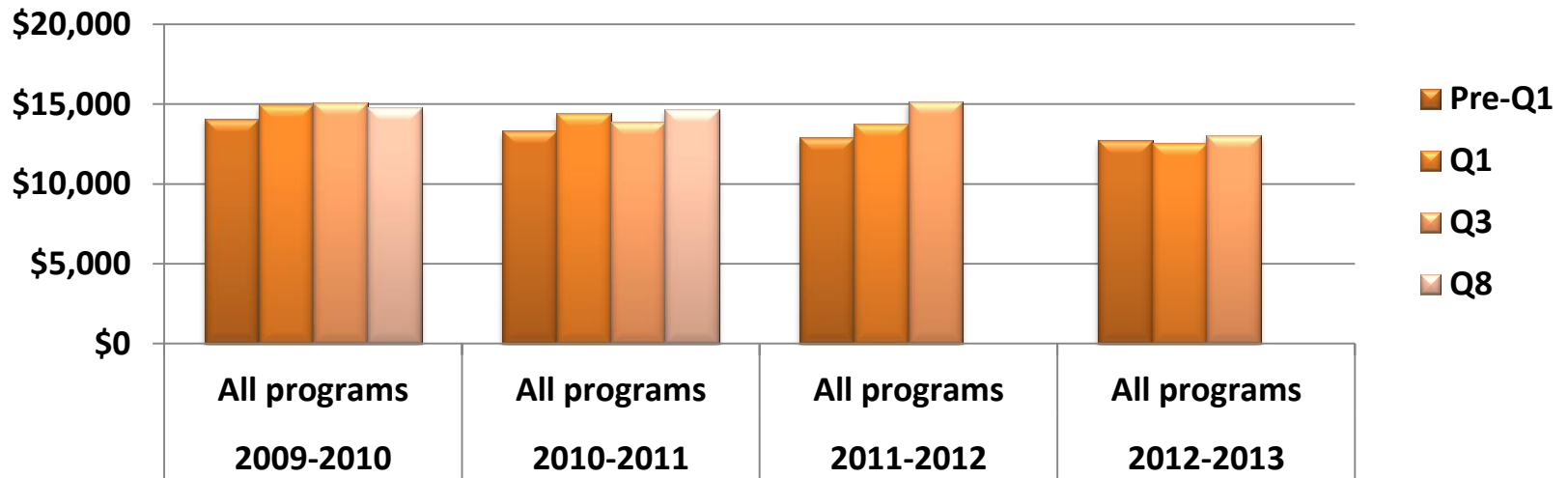


## Community College graduates



# Average wages increase over time

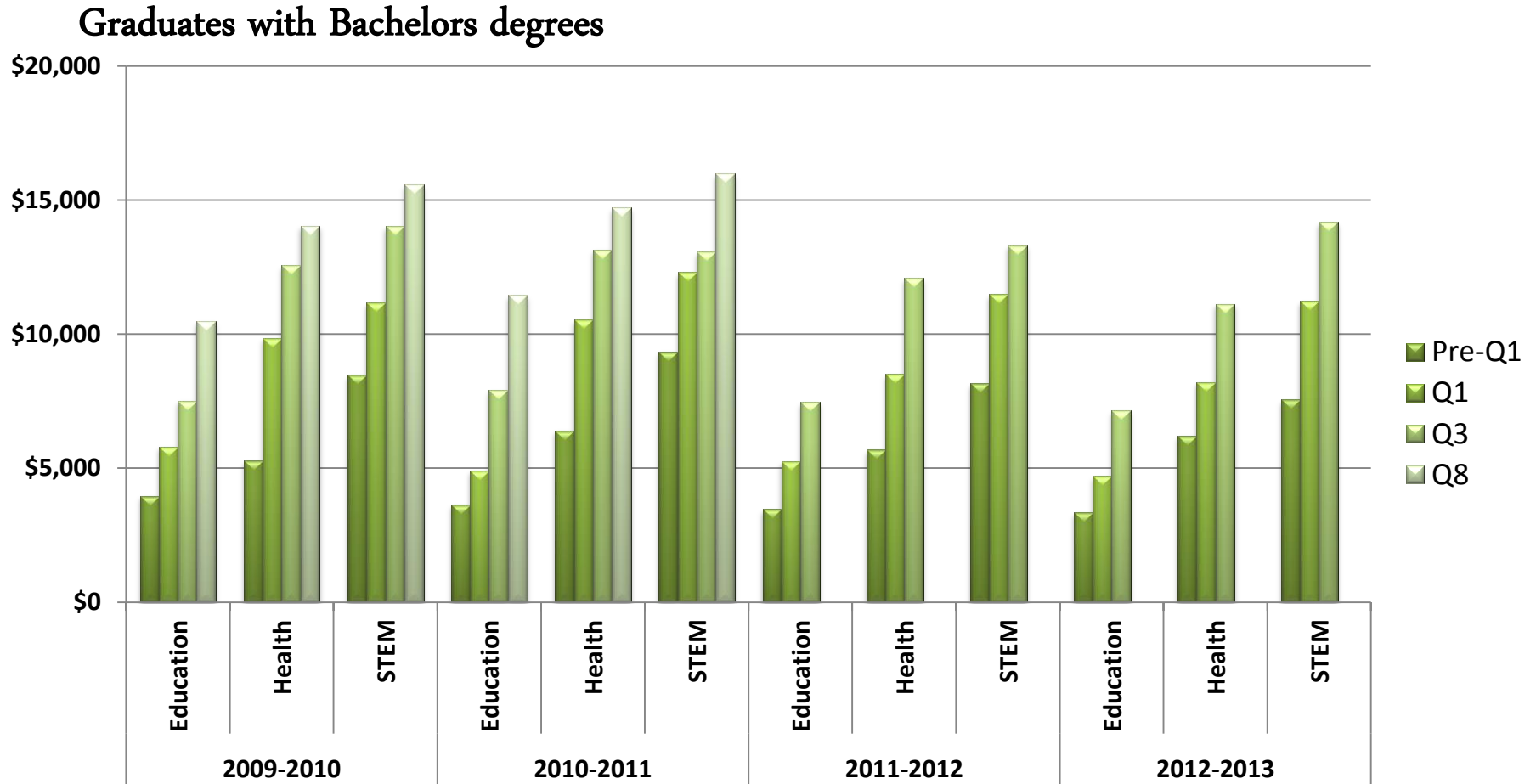
## Charter Oak State College



- Pattern less obvious and overall salaries are higher than for CC and CSU graduates
- COSC students typically older and have prior work experience.
- The effect of the completion of their degree may be seen over time.

# Average wages increase overtime by program area

*Example: Connecticut State University High Demand fields*





# There's more

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- The report covers a few system level findings
- Each institution has copies of the data for local analysis
- We can repeat and improve upon this study
- Results will come with time and resources



# For further information

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# CSCU Libraries

## Integrated Library System (ILS) Project

June 25, 2015



Update prepared for CSCU Board of Regents  
Presented by Matt Hall (ACC) and Veronica Kenausis (WCSU)

# CSCU Library Collaboration

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- CSCU Library Directors' Council meeting since 2011
  
- Collaboration on:
  - Collections
  - Information literacy
  - Staff exchange of expertise
  - Digital projects
  - ***Integrated Library System (ILS) - aka the library catalog, and all the associated functions: circulation, internal interlibrary loan, ordering, etc.***



# Current System Configuration

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- **CSUs:** One shared system among CSUs and State Library from vendor Innovative Interfaces
- **CCs:** Twelve individual systems, not shared, from vendor ExLibris
- **Charter Oak:** No individual library system



# Goal of the CSCU ILS Project

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- Single shared system
- Streamlined processes and workflow
- Enhanced search capabilities
- Seamless service for CSCU students
- Staff focused on direct student service



# ILS Project Timeline

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- 2015 milestones reached:
  - April 17 – RFP released
  - May 18 – responses received
  - June 15 – 24 – vendor demonstrations
  
- Still to come:
  - July 2015 – Recorded demos available to library staff
  - August 24 – final recommendation to BOR
  - Fall 2015 – award of contract
  - Fall 2015 through summer 2016 – system implementation, training, & testing
  - Fall 2016 – go live date



# Steps to Implementation

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- Identify and employ an experienced Migration Project Management librarian
- Clean up, “normalize,” and de-duplicate bibliographic data
  - CCs have over 875,000 bibliographic records and over 750,000 individual items in 12 separate systems
  - CSUs over 1.4 million bibliographic records and over 2.25 million items (books, journals, etc.)
  - Combined systems have over 1.6 million Authority records ( i.e. headings in prescribed format
- Load and share patron and vendor data
  - Records for all of the authorized users of the 17 libraries
  - Records for every individual and dealer and agency from which the libraries purchase





# Steps to Implementation

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- **Coordinate location codes, loan rules, record matching**
  - What we loan to whom and for how long
  - Shared policies
- **Staff training across all functional modules**
  - Cataloging, acquisitions, electronic resources management, interlibrary loan, etc.
- **External system integration**
  - Banner, Blackboard, LibGuides, more



# Questions?

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