



Connecticut State University System

Developing a State of Minds

BR#03-62



RESOLUTION

concerning

CONTINUATION OF THE INSTITUTE OF TECHNOLOGY AND BUSINESS DEVELOPMENT

AT

CENTRAL CONNECTICUT STATE UNIVERSITY

November 6, 2003

WHEREAS, The Institute of Technology and Business Development was established at Central Connecticut State University as the Institute for Industrial and Engineering Technology by Board Resolution 93-60 reauthorized by BR 98-59, and given its current name in October 2002, and

WHEREAS, The President of Central Connecticut State University has evaluated the work of the Institute of Technology and Business Development and has recommended its continuation, therefore, be it

RESOLVED, That the Board of Trustees for the Connecticut State University System authorizes the continuation of The Institute of Technology and Business Development at Central Connecticut State University and requires that the President submit a report to the Chancellor of the Connecticut State University System evaluating the performance of the Institute and recommending continuance or discontinuance by September 1, 2008, and be it further

RESOLVED, That The Institute of Technology and Business Development at Central Connecticut State University shall go out of existence on December 31, 2008, unless the Board of Trustees acts to the contrary.

A Certified True Copy:

William J. Cibes, Jr.
Chancellor

ITEM

Continue Institute of Technology and Business Development at Central Connecticut State University

BACKGROUND

The Institute of Technology and Business Development was originally established by BR 93-60 as the Institute for Industrial and Engineering Technology to serve the needs of the business and industry in the New Britain area with faculty expertise. Its name was changed in October 2002 to more accurately reflect the Institutes mission and activities.

ANALYSIS

The Institute serves as a vital link between CCSU and the technological and developmental needs of area business. The Institute uses faculty from the schools of Technology and Business, as well as adjunct faculty and consultants, to provide programs and services on a contractual basis. The Institute is completing an organizational and fiscal reorganization to enable it to become more effective and self-sufficient. The university will subsidize the projected deficit through FY 04 when self-sufficiency is expected.

The Institute has set the following goals for next year:

- maintain a level occupancy (approximately 20 companies) for business incubation programming.
- moderate growth in the utilization of the facility in FY04 for conferences and training.
- focus on core competency to drive the applications area toward improved performance.

During 2002-2003 the ITBD served 12 different incubator markets and seven conference markets and delivered five training products. Similar activities are planned for 2003-05.

President Judd has recommended the continuation of the Institute.

CHANCELLOR'S RECOMMENDATION

Approve the continuation of the Institute of Technology and Business Development at Central Connecticut State University with a sunset date of December 31, 2008, if the Center is not recommended for continuation.



C E N T R A L
CONNECTICUT STATE UNIVERSITY

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*C. Esteban
Becky*

MEMORANDUM

TO: Dr. William J. Cibes, Jr.
Chancellor, CSU System Office

FROM: Richard L. Judd
President

DATE: August 12, 2003

SUBJECT: Continuation of Institute of Technology and Business Development

AUG 18

In accordance with Board Resolution #98-59 and the subsequent name change from the Institute for Industrial Engineering and Technology to the Institute of Technology and Business Development (ITBD), enclosed is a report on activities and progress of the ITBD.

Also enclosed is a draft Board Resolution regarding continuance of the ITBD.

I endorse and recommend the continuance of the Institute of Technology and Business Development. Would you please forward my recommendation to the Board of Trustees for their approval. Thank you very much.

RLJ/ww
Encs.

ITBD FY03/04 State of Affairs, for the CCSU BOT & Annual Report

- 1) ILET began Fiscal Year 2003 with a projected deficit of \$500,000 and ended with a deficit of over \$480,000.**
- 2) On November 1, 2002, CCSU changed the management at ILET and hired a new Director. On December 12, 2002, CCSU held a Rededication, with name and signage change to the ITBD(Institute of Technology and Business Development).**
- 3) The name and management change quickly resulted in overall product evaluation, rate revisions, significant staff reductions and alignment of responsibilities and duties. These changes have resulted in a projection of a deficit of \$195,000 for FY04 and a projection of self-sufficiency for FY05 and beyond.**
- 4) The ITBD Advisory Committee has reconstituted its membership and is incorporating a new Advisory Committee Mission Statement, along with new By-Laws.**
- 5) ITBD Incubator Business is growing rapidly by currently serving 22 start-up companies. The Incubator program has benefited over 50 start-up companies, with office space and services. ITBD has increased the available incubator space to over 35,000 square feet and currently Incubators occupy 92%. To improve use of space in the ITBD, we have converted over 3,000 square feet of office space to available incubator space for rent and we are continually searching for ways to increase available rental space.**
- 6) We have implemented a new Incubator Lease Agreement and Life-Cycle Plan complete with scheduled monthly meetings, yearly fee increases and have collected significant fees owed to the ITBD from tenants past due rent. New Incubator requirements include, having \$1,000,000 liability insurance, a business plan and balance sheet. We are currently working on a process for a background/security reference check on all new incubator & tenants to ITBD. Presently, all incubators & tenants are current and up to date with payments.**
- 7) The Conference Center has had its most successful year ever with over 30,000 annual attendees at over 400 events. This resulted in a record with over \$350,000 in revenues. The Conference Center's occupancy rate is over 50%, and projected to increase to nearly 60% FY04.**

- 8) **The Technical Training Center and Manufacturing Applications Center has struggled independently. To improve efficiency and performance, we have combined operations to form one center, The Training & Applications Center. This center is finding new successes in EMS, EMT, Health Care, and manufacturing processes and technologies. The Training and Applications Center still provides the quality, ISO, lean business and manufacturing training, along with engineering assistance that has been successful in past years.**
- 9) **The Procurement Technical Assistance Center at the ITBD has had another very successful year, exceeding established goals. The combined PTAP program has assisted Connecticut companies in receiving over 300 million in government contracts.**
- 10) **ITBD has upgraded its state-of-the-art computer lab and has also linked with Dell Computers for a partnership that will bring advanced computer hardware to ITBD along with Dell training opportunities through the ITBD Training & Applications Center and the ITBD Conference Center.**
- 11) **ITBD has collaborated with the CT DECD to support the Governor's Cluster Initiative in FY04. If awarded, the ITBD will receive \$80,000 from DECD to support this initiative. The ITBD has applied and is currently in the final stages of review, for a \$50,000 grant from The Verizon Foundation to support business training in FY04. The ITBD has also submitted a \$400,000 US DOL/OSHA proposal for safety training to businesses in the lower New England region. This is done in coordination with a current ITBD incubator, who provides safety training in this region.**
- 12) **The ITBD Incubator Program is a member of the NBIA, and was represented by the Managing Director, as a moderator of a session on Community Based Business Incubators at the International Business Incubator Association Conference in Richmond, VA, May 20, 2003. This is a concerted effort to bring national attention to the ITBD Incubator Program.**

RESOLUTION

Concerning

CONTINUATION OF INSTITUTE OF TECHNOLOGY AND BUSINESS
DEVELOPMENT

at

CENTRAL CONNECTICUT STATE UNIVERSITY

October 2, 2003

WHEREAS, The Institute for Industrial and Engineering Technology (IIET) at Central Connecticut State University was established by the Board July 23, 1993 to disseminate technical information and instructional services to businesses and industries so as to enhance economic development, and

WHEREAS, The service portfolio has grown to include services that assist virtually all types of businesses to be competitive and to grow, and

WHEREAS, The current programs at the Institute include the Manufacturing Applications Center (MAC), the Technical Training Center (TTC), the Procurement Technical Assistance Center (PTAC), the Conference Center, and the Incubator Program, and

WHEREAS, The Institute has additionally provided business training to groups from other nations, and

WHEREAS, The name of the Institute was changed to the Institute of Technology and Business Development in 2002 to more accurately reflect the services that it currently provides as it responds to the needs of the business community, therefore be it

RESOLVED, That the Board of Trustees for the Connecticut State University System authorizes the continuation of the Institute of Technology and Business Development at Central Connecticut State University, and be it further

RESOLVED, That the University President be granted the authority to establish and discontinue distinct operating units or "centers" within the Institute, and be it further

RESOLVED, That the administrative head of the Institute shall report to the university administration as designated by the University President, and be it further