



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

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RESOLUTION

concerning

THE CENTER FOR INFORMATION SERVICES

at

Southern Connecticut State College

September 4, 1981

- WHEREAS, Trustees Resolution #81-4 which established the Center for Information Services at Southern Connecticut State College provided that the Center should be self-sustaining on the basis of users fees and grants, and
- WHEREAS, The Center has established the appropriate relationships with data bases and has begun to receive requests for data searches which can provide appropriate learning experiences for graduate students and simultaneously generate income to meet the expenses of the Center, and
- WHEREAS, The Center has sufficient resources derived from users fees and grants to continue to operate for another six-months, therefore, be it
- RESOLVED, That the Center for Information Services at Southern Connecticut State College may continue to operate, and be it
- RESOLVED, That at the meeting of the Trustees to be held in March 1982, the Trustees will review the functioning of the Center including income and expenses, and will determine whether the Center for Information Services will be discontinued as of April 30, 1982, or will be continued beyond that date.

A Certified True Copy:

A handwritten signature in cursive script, reading "James A. Frost".

James A. Frost
Executive Director

SOUTHERN CONNECTICUT STATE COLLEGE
New Haven, Connecticut

August 13, 1981

TO: Dr. Thomas Porter
Executive Officer for Academic and Student Affairs

FROM: Dr. Robert Nowlan *RN*
Vice President for Academic Affairs

SUBJECT: Status Report on the Center for Information Services

The "Center" was given approval to operate for a period of six months (BR #81-64, May - October, 1981) with a review scheduled by the Trustees in September, 1981.

Grants received for the project: Connecticut State Department of Education, \$15,000.; Special Education Resource Center, \$7,000.

CENTER ACTIVITY
(May 4 - August 7, 1981)

Search Services

Forty-four on-line searches were conducted during this period. State Department of Education personnel requested 12 searches, while SERC personnel requested two searches. Other users included public school teachers and administrators, college faculty and administrators, graduate students, an attorney, a Board of Education member, and a Foundation worker. Of the 44 searches, 29 were conducted during the third month of service.

Orientation Sessions

Eight sessions were conducted during this period for a total of 60 people. Sessions were focused on creating an awareness of "Center" activities. Five of the eight sessions were conducted during the third month of service.

On-Line Training

One training session was conducted for two librarians. Sessions represent continuing education activity for professionals.

RECEIVED

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FINANCIAL INFORMATION

The financial summary sheet shows, in two parts, actual income and expenditures for May 4 - August 7, 1981, and projections for the period August 8 - October 31, 1981. Projections are a "no growth" estimate.

Income for the six month period is projected at \$29,142.00 (\$22,000. on hand at the start of the project). Expenditures are projected at \$10,743.00. Anticipated funds remaining after six months total \$18,399.*

SUMMARY

The project, initiated during a "slack period" for public schools, has provided indications of growth in both search services and orientation sessions. Growth should be steady as we move into public school fall activities. For example, the State Department of Education, beginning in September, will conduct regional meetings for school personnel, dealing with eleven vital areas of the curriculum. The result is expected to be an intensified search for information by all school districts in Connecticut. It is assumed that the "Center" will be directly involved in this activity.

Since funds available for the next six month period will be \$18,399. and expenditures are estimated to be \$5,179., adequate funds will be available to continue the project.

RECOMMENDATION

Based upon a balance of \$18,399. it is recommended that the Center for Information Studies be authorized to continue offering service through April 31, 1982. The present incumbent (Librarian I) will be re-employed on a six month terminal basis.

*The sum of \$7,000. has been returned to the State Department of Education per Federal regulations. The project will be granted \$7,000. on or about October 1, 1981.

Status Report CONT.
 Center for Information Services
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CENTER FOR INFORMATION SERVICES

May 4, 1981 - August 7, 1981 (Actual)

INCOME		EXPENDITURES	
<u>Grants</u>		<u>Personnel</u>	\$3,450.
C.S.D.E.	\$15,000.	<u>Postage</u>	50.
S.E.R.C.	7,000.	<u>Position Adv.</u>	193.
<u>Deposit Accounts</u>	1,804.	<u>Xerox (lease)</u>	296.
<u>Search Services</u>	1,567.	<u>Data Base Use</u>	1,579.
<u>Training Seminars</u>	200.		
Sub-Total	<u>\$25,571.</u>	Sub-Total	<u>\$5,568.</u>

August 8, 1981 - October 31, 1981 (Projected)

Grants	0	* <u>Personnel</u>	3,450.
Deposit Accounts	1,804.	<u>Postage</u>	50.
Search Services	1,567.	<u>Position Adv.</u>	0
Training Seminars	200.	<u>Xerox</u>	96.
		<u>Data Base Use</u>	1,579.
Sub-Total	<u>3,571.</u>	Sub-Total	<u>5,175.</u>
TOTAL	<u>\$29,142.</u>	TOTAL	<u>\$10,743.</u>

*The present incumbent has a six month terminal appointment.

cc: Dr. Frank Harrison
 Dr. Rocco Orlando
 Dr. Emanuel Prozano