CALL TO ORDER

Chairman McHugh called the meeting to order at 10:05 a.m. and declared a quorum present.

The Chairman administered the Oath of Office to Dr. Peter M. Rosa, and welcomed him to the Board.
APPROVAL OF MINUTES

Chairman McHugh requested a motion to accept the Regular Session Minutes of October 6, 2005. Fr. Sullivan so moved; Mr. Pugliese seconded the motion and it was approved unanimously.

CHANCELLOR/PRESIDENTS’ REPORTS

Chancellor Cibes remarked that each of the presidents would be reporting on their Fall 2005 enrollment figures. In providing an overview of the enrollment numbers for the CSU System, the Chancellor noted total headcount for the system is down due largely to a decrease in part-time students. The overall pattern, however, indicated continuation of a growth in full time enrollment both in undergraduate and graduate students. Chancellor Cibes also remarked on the growth in undergraduates of color and that 93% of undergraduate students are Connecticut residents.

The presidents distributed written reports and highlighted the contents for the trustees.

President Norton shared Southern’s enrollment data pointing out characteristics relating to residency (93% in-state students), average student age (26) and increased FTE enrollment (over 4,000). Dr. Norton indicated that the numbers concerning retention would be studied to determine why students leave and how to refine and develop approaches to increase retention.

President Carter reviewed Eastern’s 2005 enrollment characteristics, pointing out total enrollment numbers by status and gender, racial/ethnic categories, and student levels and residency. Dr. Carter stated that retention has increased from 71.6% in 2003 to 78% in 2005. Of those students who are dropping out, Dr. Carter noted that they are older students, typically with families and jobs. Dr. Carter also pointed out that 25% of full-time undergraduate students are taking 12 credits per semester, not enough to graduate in four years. Eastern is looking at the enrollment and retention figures to identify strategies for improvement.

President Schmotter noted Western’s report is a snapshot of their current enrollment situation and one that would be used in their continuing efforts to understand the trends and how to best address issues identified therein. Western’s report contained an enrollment progression analysis tracking undergraduates through 2002 to 2005, breaking students by class, GPA, financial need, residence and program type. The conclusion of Western’s enrollment and retention trends suggested that enrolling in PSY 120, having an acceptable GPA in one’s first semester, completing more than 24 credits, living on campus, and being female all increase one’s
chances of continuing on to a second year. Dr. Schmotter stated retention data would continue to be collected and assessed in the years ahead to refine approaches for addressing this issue.

**CHANCELLOR’S CONSENT ITEMS**

Chairman McHugh requested a motion to approve a resolution honoring Bill Detrick upon his departure from the Board after many years of dedicated service. Mr. Balducci moved approval; Fr. Sullivan seconded the motion and it was approved unanimously.

**ACADEMIC AFFAIRS COMMITTEE**

Reporting for Academic Affairs Chairman John Doyle, Ms. Eberhard-Asch stated that the Academic Affairs Committee met on Wednesday, October 26, 2005 at Southern Connecticut State University. The Committee recommended that the Board accept President Schmotter’s recommendation to continue the Westside Nature Preserve Center, the Center for Collaboration, and the Institute for Holistic Health Studies at Western Connecticut State University. Each Center or Institute will continue for five years, when, once again, the President will provide an assessment and recommendation as to whether to continue the Center for a new term.

*Continuation of the Westside Nature Preserve Center.* The Westside Nature Preserve Center was established by the Board in 1993 as a land preserve for instruction and research at the undergraduate and graduate levels through the department of Biological Sciences at WCSU. Over the past five years, in addition to community-based activities drawing over 1,000 participants, the center provided support for biology classes each semester, as well as research opportunities for undergraduate and graduate students. The WNP is a vital and effective component of Western’s teaching, research and public service functions.

Ms. Eberhard-Asch moved the following resolution; Fr. Sullivan seconded the motion and it was approved unanimously.

WHEREAS, The Westside Nature Preserve Center was established at Western Connecticut State University by Trustees Resolution 93-69 and reauthorized by Board Resolutions 94-92 and 2000-98 with a sunset date of December 31, 2005, and

WHEREAS, The President of Western Connecticut State University has evaluated the Center’s operation 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 Westside Nature Preserve Center at Western Connecticut State University and requires that the President of Western submit a report to the Chancellor of
Continued on the Connecticut State University System evaluating the performance of the Center and recommending continuance or discontinuance by September 1, 2010, and be it further
RESOLVED, That the Westside Nature Preserve Center at Western Connecticut State University shall go out of existence on December 31, 2010, unless the Board of Trustees acts to the contrary.

Continuation of the Center for Collaboration. Ms. Eberhard-Asch stated that the Center for Collaboration was established by the Board of Trustees in 1992 to provide services to public and private organizations and community agencies in the field of conflict resolution, team building and consensus decision-making. Over the past five years, the Center has conducted different programs that included an Executive Leadership Institute at WCSU as well as training sessions, consultation, and various workshops for university and community groups. The Center has decided to enhance its assessment process with participant surveys for each future activity.

Ms. Eberhard-Asch moved the following resolution; Fr. Sullivan seconded the motion and it was approved unanimously.

WHEREAS, The Center for Collaboration was established at Western Connecticut State University by Trustees Resolution 92-129 and reauthorized by Board Resolutions 95-81 and 2000-97 with a sunset date of December 31, 2005, and

WHEREAS, The President of Western Connecticut State University has evaluated the Center’s operation 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 Center for Collaboration at Western Connecticut State University and requires that the President of Western submit a report to the Chancellor of the Connecticut State University System evaluating the performance of the Center and recommending continuance or discontinuance by September 1, 2010, and be it further

RESOLVED, That the Center for Collaboration at Western Connecticut State University shall go out of existence on December 31, 2010, unless the Board of Trustees acts to the contrary.

Continuation of the Institute for Holistic Health. The Institute for Holistic Health, established in 2000, promotes improved awareness and understanding of holistic health issues in the greater Danbury area and in the region and collects, assesses and disseminates information to the public schools and the general public. Over the past five years, the Institute has presented almost 70 workshops, a health fair and six programs with speakers. More than 6,500 students, faculty and community participants attended these activities, with demand for programs in this area expected to continue.

Ms. Eberhard-Asch moved the following resolution; Fr. Sullivan seconded the motion and it was approved unanimously.
WHEREAS, The Institute for Holistic Health Studies was established at Western Connecticut State University by Board Resolution 2000-87 with a sunset date of December 31, 2005, and

WHEREAS, The President of Western Connecticut State University has evaluated the Institute’s operation 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 for Holistic Health Studies at Western Connecticut State University and requires that the President of Western submit a report to the Chancellor of the Connecticut State University System evaluating the performance of the Center and recommending continuance or discontinuance by September 1, 2010, and be it further

RESOLVED, That the Institute for Holistic Health Studies at Western Connecticut State University shall go out of existence on December 31, 2010, unless the Board of Trustees acts to the contrary.

Ms. Eberhard-Asch also noted that the committee had received reports from the universities on their Trustee Scholarship programs and Honors Programs. Each of the universities allocates funds to the Trustees Scholarship Program and has indicated the importance of this program in recruiting and retaining student scholars.

STUDENT LIFE COMMITTEE

Reporting for Student Life Chairman Panciera, Ms. Gagne advised that the Student Life Committee met on Wednesday, September 28, 2005 at Western Connecticut State University and took action on the following item:

Guidelines for University Health Programs. Last spring, a provision of the Guidelines for University Health Programs regarding staffing was modified by this body to make it congruent with statutory language. It became obvious that the remaining provisions of the Guidelines had to be updated since they had not been revised since 1976.

The Guidelines for University Health Programs have now been revised to meet national standards, including those based on the Council for the Advancement of Standards (CAS) for College Health Programs and the “Standards of Practice for Health Promotion in Higher Education” from the American College Health Association (ACHA).

The revision that the Student Life Committee is recommending eliminates aspects of the Guidelines that were obsolete and adds to them important components such as planning, staffing, and operating procedures. The Guidelines also include the provision that each Health Service Program should regularly review and evaluate itself using the appropriate national standards.
Ms. Gagne moved the following resolution; Ms. Williams seconded the motion and it was approved unanimously.

WHEREAS, The Board of Trustees continues to provide for the healthful well-being of students and other members of the University community at each of the Universities that comprise the Connecticut State University System, and

WHEREAS, The operation of health services centers at each of the Universities is an important part of providing for such healthful well-being, and

WHEREAS, It is appropriate to update the guidelines adopted nearly 30 years ago in order to reflect current “best practices” in providing university health services, therefore be it

RESOLVED, That BR # 76-32 and BR # 05-7 be repealed and be it further

RESOLVED, That the Board of Trustees’ guidelines which serve as the basis for assuring the healthful well-being of students and other members of the university community be revised in accordance with national standards and consistent with the universities’ educational mission, and be it further

RESOLVED, That the new guidelines, as set forth in the attachment to this resolution, be adopted to provide standards for the operating procedures and management of university health service centers.

Attachment: Guidelines for University Health Programs

Board of Trustees
Connecticut State University System
Guidelines for University Health Services

Introduction

The Board of Trustees’ Guidelines for University Health Programs are provided in the context of encouraging the universities to meet national standards, including those based on the Council for the Advancement of Standards (CAS) for College Health Programs and the “Standards of Practice for Health Promotion in Higher Education” from the American College Health Association (ACHA).

1. Purpose

Consistent with the university’s educational mission, these guidelines serve to help facilitate services that integrate individual health, education for health, prevention of disease, clinical treatment for illness, public health responsibilities and relevant legal requirements. University Health Services are first and foremost designed to meet the health and educational needs of the students and other constituents within the university community.

2. Objectives of University Health Services

- To provide services that meet the standards of the ACHA, which include integration with the learning mission of the university; collaborative practice; cultural competence, theory-based practice; evidence-based practice; and continuing professional development and service.
3 Health Services Planning

The University Health Program should have adequate, suitably located facilities, adequate technology, and equipment to support its mission and goals efficiently and effectively. The facilities required are:

- A patient-friendly reception area.
- A physician’s office and nurse’s service station that provide for confidential interviewing and an examination area with appropriate equipment as needed.
- Examination rooms that provide privacy and general treatment areas supplied with adequate technology and equipment to meet the short-term health needs of patients.
- A secure medical records area that assures compliance with HIPPA and all legal confidentiality demands.
- Bed capacity as experience dictates.

The University Health program should ensure that its facilities, technology, and equipment are accessible for person with disabilities.

4. Staffing

The University Health Services Programs should be staffed adequately by individuals qualified to accomplish their mission and goals. There should be established procedures for staff selection, training and evaluations and set expectations for supervision. Appropriate professional development opportunities should be available to strive to improve the professional competence and skills of all personnel. Such staff should include:

- Director
  In accordance with section 10a-89 of the Connecticut General Statutes, the Board of Trustees of the Connecticut State University System may appoint one or more physicians at the universities in order to provide health services to students and other members of the university community. Such services may be rendered at a designated university health services center which may be managed by a physician, nurse practitioner, licensed counselor or other manager deemed by the university President to be the director of health services.

- Supportive physician(s) as experience dictates.

- Nurse(s) and nurse practitioner(s) in accordance with the university’s needs.

- Clerical staff, student workers, and interns as experience dictate.

Professional staff members must possess an appropriate combination of educational credentials and related work experience.
Student employees and volunteers must be carefully selected, trained, supervised, and evaluated. Degree or credential-seeking interns must be qualified by enrollment in an appropriate field of study and by relevant experience.

5. Operating Procedures

The university President shall be responsible for the administration of the University Health Services and for the approval of operating procedures.

Each university should establish appropriate protocols pertaining to emergencies and responses to catastrophic incidences on a twenty-four a day basis, seven days a week. Such protocols should include procedures for handling large-scale outbreaks of illness, and be consistent with public health requirements.

University Health Services should be poised to collaborate with public health officials and other community officials as dictated by public health needs.

University Health Services should also be poised to work in collaboration with appropriate internal areas.

Staff members should be knowledgeable about and responsive to laws and regulations that relate to their respective responsibilities.

Staff members should use reasonable and informed practices to limit the liability exposure of the institutions, its officers, employees, and agents. Staff members should be informed about institutional policies regarding personal liability and related insurance coverage options.

University Health Services should regularly review and evaluate its Health Services Programs using appropriate national standards.

University program staff members should ensure that services and programs are provided on a fair and equitable basis. Facilities, programs and services must be accessible. Hours of operations and delivery of and access to programs and services must be responsive to the needs of all students and other constituents.

Ms. Gagne also reported that the Student Life Committee discussed the findings of the latest CSU Student Health Survey. The survey found significant decreases in monthly marijuana use on CSU campuses compare to 2000. This decrease closely parallels national trends which reported a downturn in colleges use rates for marijuana and other stimulants. The most dramatic finding of this report was a significant reduction in the rate of cigarette smoking. In 2000, 40% of the student population reported smoking cigarettes in the past month. In 2005, that rate had dropped to 26%, very close to the national average.

The majority of students continue to make low risk drinking choices with 64% consuming three drinks or fewer per week. However binge drinking is still being reported by 45% of CSU students. This parallels a stable national trend.

The committee discussed the impact of prevention work being done by our universities and the importance of continuing educational activities related to improving student health.
The Student Life Committee also received a presentation on effective practices to teach students financial literacy. This topic will be further explored at the joint meeting in January with Academic Affairs.

EXECUTIVE COMMITTEE

Chairman McHugh reported on the following items discussed at the Executive Committee’s meeting on October 28.

Consideration of a policy on Trustee Conflicts of Interest and Ethical Issues was postponed pending reconstitution of State Ethics Committee. Chairman McHugh stated that once the State Ethics Committee has been reformed, this matter would be raised with them to address some questions on this issue.

Regarding the Strategic Plan for the Systemic Initiative, Chairman McHugh personally thanked the presidents for their support of this initiative. He also noted that it has not progressed to the point it needs to and that the Executive Committee discussed their dissatisfaction with the pace of progress on that front. The Chairman indicated he would be sending a letter out expressing the Board’s full support of the systemic security initiative in information technology. While each university has a unique mission, that should not and will not prevent compliance with the Board’s mandate for a systemic approach to maintaining security and managing the IT network to realize cost-effective processes and procedures for providing information technology services. Meetings are going to be held at the system office and each university for IT staff so that everyone will be made aware of the Board’s position on the systemic initiative.

Chairman McHugh stated that the Executive Committee received an update on the advertising marketing plan. Filming is set to begin next week, with spots scheduled to air during local newscasts, sporting events and Sunday news shows. The Chairman congratulated the members of the Marketing & Communications Committee and Dean Golembeski for their successful work in this area.

CHAIRMAN’S REPORT

Chairman McHugh stated that the Chancellor Search is proceeding on schedule. Information regarding the search process overview and the anticipated timeline has been posted on the CSU website at www.ctstateu.edu. The Trustee Search Committee and Systemwide
Advisory Committee first met in October to review the process and timeline. The next joint meeting of the Trustee Search Committee and the Systemwide Advisory Committee is November 9 at the System Office. At that time, A.T. Kearney will present their recommendation for the top candidates. It is anticipated that the announcement of the new Chancellor will be presented at the January Board meeting.

Chairman McHugh remarked on outgoing Trustee Bill Detrick’s outstanding efforts towards advancing the mission of the CSU System and remarked that the luncheon following the BOT meeting would be in his honor.

The Chairman commented on Fr. Sullivan’s recent testimonial, noting that the outpouring of support was a great tribute to Fr. Sullivan and to his many years of service to Southern Connecticut State University.

Chairman McHugh called upon President Miller to present the annual report for Central Connecticut State University.

**PRESIDENT’S ANNUAL REPORT**

President Miller presented a brief overview of Central’s enrollment and retention data noting there were many similarities to the other universities’ reports. He stated the student athletes continue to have the better retention rates and that Central would study these numbers to identify factors which could be spread out to all students to achieve similar success.

President Miller introduced a video that demonstrated accomplishments over the last year. Following the video, Dr. Miller spoke to creating change, meeting new goals and utilizing data-driven processes. President Miller indicated that Central was in the process of establishing a set of goals and that discussions towards that end were currently taking place between students, faculty and staff. He presented a draft document listing some of the proposed measurable goals and indicated that a final document would be ready in the next few months. In concluding his report, President Miller advised the Trustees that Central intended to develop lofty goals and would be working hard to achieve them.

*(Note: former Trustee Bill Detrick arrived at 11:00 a.m.)*

Chairman McHugh presented a framed copy of the Board Resolution honoring former Trustee Bill Detrick to Mr. Detrick. Mr. Detrick spoke briefly of his experiences serving on the CSU Board of Trustees, noting that he was honored to have had the privilege to serve. He thanked all his fellow trustees, particularly Chairman McHugh and Mr. Doyle.

Mr. Motley indicated he wanted to add a postscript to President Miller’s report: Dwight Elementary School in Hartford was recently named a national blue ribbon school and he stated
their visit to CCSU was part of the inspiration and message the students received that college was a definite possibility for them. He thanked Dr. Miller for Central’s participation in this program.

Chairman McHugh reiterated his invitation to the Trustees to join them for luncheon following the meeting to pay tribute to Bill Detrick.

**ADJOURNMENT**

Chairman McHugh reminded the trustees that the open forum sessions with students and faculty would begin following adjournment. Mr. Balducci moved to adjourn; Ms. Eberhard-Asch seconded the motion and the meeting was adjourned at 11:25 a.m.

Respectfully submitted,

Theresa Eberhard-Asch, Secretary