FINANCE AND ADMINISTRATION COMMITTEE
Room 123
Connecticut State University System
39 Woodland Street
Hartford, Connecticut

Thursday, May 6, 2010, at 9:30 a.m.

Minutes

TRUSTEES PRESENT
Angelo Messina, Chair
David Panciera
Peter Rosa
John Sholtis, Jr.

TRUSTEES ABSENT
Richard Balducci

SYSTEM OFFICE STAFF
David Carter, Chancellor; Louise Feroe, Senior Vice Chancellor for Academic and Student Affairs; Pamela J. Kedderis, Vice Chancellor for Finance and Administration; David Trainor, Associate Vice Chancellor for Human Resources and Labor Relations (Telephonically); Keith Epstein, Assistant Vice Chancellor for Planning and Technical Services; Trevor Thorington, Assistant Vice Chancellor for Finance and Administration; Mitch Knight, Director of Internal Audit; Rosalie Butler, Administrative Assistant for Finance

UNIVERSITY REPRESENTATIVES
Richard Bachoo, Chief Administrative Officer, CCSU; Larry Wilder, Chief Financial Officer, CCSU; Dennis Hannon, Vice President for Finance and Administration, ECSU; James Blake, Executive Vice President, SCSU; Sean Loughran, Controller, WCSU

GUESTS
Nancy Brady, DHE

With a quorum present, Chairman Messina called the meeting to order at 9:30 am.

1. APPROVAL OF MINUTES FROM THE APRIL 1, 2010 MEETING

The minutes of the April 1, 2010 meeting were unanimously approved, as written.

2. INFORMATION ITEMS

A. CSUS 2020 Progress Report

AVC Epstein provided an update on CSUS 2020 projects.
3. **Action Items**

A. 2010 Promotion and Tenure Recommendations

AVC Trainor provided details on the process for promotion and tenure recommendation and provided Systemwide statistics.

*The promotion and tenure recommendations were unanimously approved on a motion by Trustee Rosa, seconded by Trustee Panciera.*

B. Resolution concerning Tuition and Fee Refund Policy

VC Kedderis explained that all four universities and the System Office had worked together tuition and fee refund policy revisions and that they had been widely vetted. The refund policy was made less stringent for full-time students during the first week of classes, increasing the amount of refund from 60% to 90%. The policy for part-time students was rendered more comparable to those of full-time students, while the separate refund policy for e-learning was eliminated.

*The resolution was unanimously approved on a motion by Trustee Rosa, seconded by Trustee Panciera.*

C. Lease of a portion of the Telecommunications Tower and Surrounding Premises at Western Connecticut State University to T-Mobile Northeast LLC

WCSU Controller Loughran provided details of plans to lease space on an already existing telecommunications tower and surrounds to T-Mobile Northeast LLC. Terms of the lease and revenue to be generated were discussed.

*The resolution was unanimously approved on a motion by Trustee Panciera, seconded by Trustee Rosa.*

D. Relinquishment of care, custody and control of a parcel of land situated in New Britain, Connecticut, to the Connecticut Department of Transportation

Chairman Messina provided a brief overview of DOT’s plans to modify the Cedar Street Bridge in New Britain, in connection with the development of a Bus Rapid Transit facility. He turned to VC Kedderis for further explanation. She advised notice had been received from DOT outlining plans to take 2,342 square feet of land from CCSU in order to create a right of way, in exchange for $7,000. CAO Richard Bachoo indicated the dedicated bus route would be beneficial to CCSU and he was working with DOT on bridge specifications.

*The resolution was unanimously approved on a motion by Trustee Panciera, seconded by Trustee Rosa.*
Other Business:

Chairman Messina reminded Committee members that the FY10-11 Spending Plan Hearings would take place immediately following Executive Committee. He cited State economic forecasts, as well as a recent legislative decision to sweep $13 million (17.7%) in unrestricted net assets from CSUS in FY11.

With no other business to discuss, the meeting was adjourned at 9:45 a.m. on a motion by Trustee Panciera, seconded by Trustee Sholtis.