

AGENCY OF EDUCATION  
Barre, Vermont

**TEAM:** Finance

**ACTION ITEM:** Will the State Board of Education vote to expend State funds necessary to ensure the proper storage and availability of the Burlington College records?

**RECOMMENDED ACTION:** That the State Board of Education vote to expend State funds necessary to ensure the proper storage and availability of the Burlington College records.

**STATUTORY AUTHORITY:** 16 VSA § 175(e)

**BACKGROUND INFORMATION:** At its July meeting the State Board approved a resolution directing the Agency to obtain and store the records of the now closed Burlington College. To do this two staff members spent three days on site preparing records for transport to the Agency office building. A moving company was hired to move the records from the Burlington college site to the Agency Office. Two other staff members are spending part of each work day organizing student records so that record requests from students can be met in the short term and so that the records will be in acceptable order before assigning them to another institution to be managed in the long term. In addition, AOE IT staff are spending part of each work day on the electronic records (servers) recovered from Burlington College. The Agency will track these costs and the various operating expenses to report them to the Board, the Administration and the Legislature.

This action is being requested to authorize payment for invoices from February through May to Campus Café Software, the vendor that licensed the student record system to the college. The most recent student records are held in this system and the State cannot gain access to them until the past due amounts are paid. Burlington College has no funds remaining. Additionally the Agency needs to pay the monthly license cost for the next three to six months so that student record requests can be processed until a permanent home for the records is assigned.





**POLICY IMPLICATIONS:** This is an unusual undertaking and has not been necessary before. The Agency plans to ask the Legislature to adopt legislation that will prevent this situation from occurring again.

**COST IMPLICATIONS** (i.e., Monetary Resources; Staff Resources):

\$ 6,962.20 - Total costs of past due amount to Campus Café ( past due invoice amounts below).

\$11,100.00 - Estimate for six months (maximum) license agreement to access Campus Cafe at \$1850/month.

\$18,062.20 - Total

Burlington College							
Ref. Number	A/R Code	Date	Amount	Invoice	Payment	Days	
1111887	IN	5/1/2016	\$1665.03	\$1665.03	\$0.00	100	
1111862	IN	4/1/2016	\$2032.39	\$2032.39	\$0.00	130	
1111837	IN	3/1/2016	\$1632.39	\$1632.39	\$0.00	161	
1111813	IN	2/1/2016	\$1632.39	\$1632.39	\$0.00	190	

Payments not to be charged against the State Board of Education budget.

**STAFF AVAILABLE:**

Bill Talbott