

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**ANNUAL BOARD OF TRUSTEES RETREAT & REGULAR MEETING**

Friday, September 27, 2019

UMass Center Springfield, Tower Square, 1500 Main Street. Suite 260

Retreat: 9:00 a.m.

Regular Meeting: 12:45 p.m.

**Minutes from Morning Retreat**

Present: Marikate Murren, Chair  
Yanira Aviles, Student Trustee  
Vicky Crouse, Trustee  
Eric Hagopian, Trustee  
Jynai S. McDonald, Trustee  
Franklin Quigley, Trustee  
Jeff Sattler, Trustee

Unable to Attend: Steven Grande, Trustee  
William Johnson, Trustee  
Elizabeth Oleksak-Sposito, Trustee  
MacArthur Starks, Jr., Trustee

Also Present: Dr. John Cook, President  
Dr. Robert Pura  
Ken Tashjy, Esq.

I. Meeting was called to order at 9:00 a.m., followed by welcome and opening remarks by Marikate Murren, Chair, STCC Board of Trustees.

**II. College News & Updates by Dr. John B. Cook, President, STCC**

Dr. Cook welcomed Trustees, Guest Presenters, and attendees in general to the first Board of Trustee meeting of FY2020, which marks Dr. Cook's fourth fall at STCC. Today's meeting includes two presentations, which will be videotaped for future reference. Compared to last fall, this fall started stronger. Enrollment is slightly higher than projected. Great to see the traffic of students in the Student Learning

Commons/Building 19. This past Wednesday, programs and offices located in B/19 held its first “Taste of Building 19” event. The turnout was a success.

NECHE Accreditation process: Site visit is scheduled on the spring of 2021. Staff, faculty, and Administrators are working collaboratively in responding to each standard within the NECHE Framework on describing “What do we do now”; appraising “How well do we do it”; and projecting “How can we improve”.

The Campus Master Plan continues to guide next steps of major facilities projects. In regards to finding solutions with moving programs out of Building 20, Dr. Cook has been meeting with individual programs currently located in B20, and taking notes on individual program needs.

Next week: upcoming announcement on an Early College Agreement with High School of Commerce. High School students will have the opportunity to complete up to 20 college credits.

Additional notes: Value Streaming meetings are ongoing. In regards to budget planning, we are taking in consideration enrollment projections for budget planning, seeking improvement opportunities to what we are doing, and what can be done.

### **III. Presentation by Dr. Robert Pura**

At 9:12 a.m., President Cook introduced Dr. Robert Pura, Retired President of Greenfield Community College, and Former Commissioner of NECHE. Dr. Pura discussed the New England Commission of Higher Education Accreditation process and purpose, and standards. Presentation topics included:

1. Introductions, purposes and expectations.
2. On Accreditation: What is accreditation and why should we care?
3. The Standards for Accreditation (revised in 2016)
4. Self-Study: An elegant system for betterment and accountability.
5. “On Betterment”.

### **IV. Presentation by Kenneth Tashjy, Esq**

At 11:00 a.m., President Cook introduced Esq. Kenneth Tashjy, General Counsel of Massachusetts Community Colleges. Esq. Tashjy discussed law specific to public higher education Boards of Trustees, policy, governance, and the Open Meeting Law.

Presentation topics included:

1. History of the Massachusetts Community Colleges
2. Current Public Higher Education Governance Structure

3. Chapter 15A – BHE and Local Board’s Duties and Authorities
4. Delegation of Authority to President
5. Open Meeting Law
6. Open Meeting Law Scenarios

**V. Retreat presentations ended at 12:13 p.m. Recess for lunch – back to full Board of Trustees meeting at 12:45 p.m.**

**Full Board Meeting Minutes**

**Present:** Marikate Murren, Chair  
Yanira Aviles, Student Trustee  
Vicky Crouse, Trustee  
Eric Hagopian, Trustee  
Jynai S. McDonald, Trustee  
Franklin Quigley, Trustee  
Jeff Sattler, Trustee

**Unable to Attend:** Steven Grande, Trustee  
William Johnson, Trustee  
Elizabeth Oleksak-Sposito, Trustee  
MacArthur Starks, Jr., Trustee

**Also Present:** Dr. John Cook, President  
Dr. Geraldine de Berly, Matt Gravel, Inder Singh, Denise Hurst,  
Keith Paul, Joe DaSilva

**I. Call to Order**

Chair Marikate Murren called the meeting to order at 12:45 p.m.

**II. Roll Call**

Roll call was taken with the following members of the STCC Board of Trustees present: Chair, Marikate Murren; Student Trustee, Yanira Aviles; Trustees: Vicki Crouse, Eric Hagopian, Jynai McDonald, Frank Quigley, and Jeffrey Sattler. Seven members were present constituting a quorum.

**III. Approval of Minutes – Regular Meeting – June 24, 2019**

Trustee Eric Hagopian moved to approve the minutes from June 24, 2019 meeting, seconded by Trustee Vicky Crouse, and unanimously approved.

#### **IV. Trustee Committee Reports**

##### **Committee on Ways and Means Meeting held on September 23, 2019**

In the absence of Committee on Ways and Means Chair, Mac Starks, Trustee Vicki Crouse proceeded to report on the Committee on Ways and Means meeting held on September 23, 2019. Enrollment for summer 2 and fall 2019 slightly higher than projected. Next Committee on Ways and Means meeting is scheduled to be held on Tuesday, October 8.

Trustee Frank Quigley moved to approve the Ways and Means Committee report from September 23, 2019 meeting, seconded by Trustee Vicki Crouse, and unanimously approved.

##### **Investment Sub-Committee Report held on August 8, 2019**

Trustee Vicki Crouse referred to the Investment Sub-Committee Report and noted that the market is volatile and that there are no major changes on investment.

Trustee Frank Quigley moved to approve the Investment Sub-Committee report, seconded by Trustee Vicki Crouse, and unanimously approved.

#### **V. President's Perspective – Dr. John B. Cook**

Dr. Cook introduced Jessica Hill, Interim VP of Student Affairs. A search for the position for VP of Student Affairs is currently in progress. Per Trustees suggestions, Dr. Cook will invite Trustees to participate in ongoing and soon to start search committees for VP and AVP positions.

In regards to accreditation, we have three semesters to put together the report. Co-Chairs Suzanne Smith and Christina Atwater worked on organizing the process and collaborating with teams created for each standard. Dr. Cook suggested Standard 3 – Organization and Governance, as an appropriate standard for Trustees' participation. Dr. Cook will continue setting up individual meetings with each Trustee with the intent to keep them informed of the accreditation process.

Introduction to presentations: The following presentations are illustrative of each key area. Each VP and AVP prepared two slides to present strategic key indicators of their

area, with the purpose of determining what topics are useful to bring to Committee Meetings.

**Academic Affairs**, Presented by Dr. Geraldine de Berly, VP of Academic Affairs:

***High Quality College & Career Pathways*** – Since the spring of 2009, 3,700 high school students have completed free course credits at STCC through Early College programs with no specific tracks. STCC is moving towards establishing purposeful pathways in agreement with local high school, offering high school students, college credits towards a defined program of interest.

***From General Studies to a More Defined Pathway*** - With the growth of interest in STEM programs, the information on the second slide focuses on how to balance general studies options vs. technology options.

**Information Technology**, Presented by Inder Singh, Assistant VP/CIO:

***Formalize Strategic Planning & Implementation*** – The IT Master Plan is not static, improvement is continuous and it is focus in all areas. IT improvements are moving toward streamlining workforce for a more efficient and effective way of maintaining and processing data. The implementation of e-signature is pending recommendation outcomes from Value Streaming Consultant. The Student mobile app launched on August 23 and have received positive feedback.

***IT Investments/Critical Improvements: FY 2019-2020*** – Slide 2 outlines costs of IT initiatives.

**External Affairs**, Presented by Denise Hurst, VP of Advancement and External Affairs:

***Annual Giving/Foundation & Major Gifts Campaign*** – This slide outlines the history of STCC Foundation giving, up to date successes and goals.

***Sample/ Highlighted Marketing Themes: FY 2020*** - The second slide focusses on ongoing Marketing efforts such as the “I Hire STCC Grads” focus campaign, highlighting STCC students and employers. Also mentioned is the 2020 Readers Rave Awards campaign – STCC voted the “Best Local College”. All marketing efforts are helping to create awareness of STCC with the hope of shifting the culture of Community Colleges as a valuable first option.

**Administration/Finance**, Presented by Joe DaSilva, Vice President of Administration and Finance/CEO:

***Continue to Better Align Enrollment Projections with Budget*** – Data included on this slide outlines the work done to help identify the best enrollment projection model that will assist with budget planning.

***Examine Equity Gaps & Increase Diversity*** – Data outlines financial aid distributions to diverse student population with the purpose of looking into retention rates and in figuring out why students leave and how we can help students continue.

**Student Affairs**, Presented by Dr. John B. Cook (VP Search in Progress):

***Continue to Strengthen Connection to High Schools*** – STCC continues to strengthen connections to traditional sources of new students through recruitment in are high schools.

***Continue to Implement Student Success Plan/Close Equity Gap Enhance Student Retention*** – This slide shows disparities of incoming students classified by ethnic backgrounds having to take accuplacer testing based on their GPA.

***Enhance Student Retention through array of initiatives*** - Outline of student support services currently in place to help students excel.

**VI. Old Business** – None

**VII. New Business** - None

**VIII. Chair's Report** – Marikate Murren

Chair Marikate Murren acknowledged faculty and staff present at the meeting. In addition, expressed gratitude to Chris Johnson for all his years of service as Chair of STCC's Board of Trustees. Encouraged all Trustees to attend the October 31<sup>st</sup> DHE Trustees Conference. Also encouraged Trustees in getting involved in search committees for all Cabinet (VPs and AVPs) positions, and Trustees' participation in accreditation process. Chair Murren asked for calls on Board of Trustees open positions for Vice Chair and Secretary.

**IX. Date of next Board of Trustees meeting** – Monday, October 28, 2019, Guest Commissioner Santiago

**X. Adjournment** – Chair Marikate Murren moved to adjourn the meeting at 2:40 p.m., seconded by Trustees Eric Hagopian and Frank Quigley.

  
Marikate Murren  
Chair, STCC Board of Trustees