

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES**

REGULAR MEETING

Monday, April 29, 2019
Scibelli Hall, Building 2, 7th Floor
5:00 p.m.

Minutes of Meeting

Present: Christopher Johnson, Chair
Franklin Quigley, Vice Chair
Marikate Murren, Secretary
Steven Grande, Trustee
Jeffrey Sattler, Trustee
Vicky Crouse, Trustee
William Johnson, Trustee
Karolyn Burgos-Toribio, Student Trustee

Unable to Attend: Elizabeth Oleksak-Sposito, Trustee
MacArthur Starks, Jr., Trustee
Eric Hagopian, Trustee

Also Present: Dr. John Cook, President

I. Call to Order

Chair, Christopher Johnson called the meeting to order at 5:05 p.m.

II. Roll Call

Roll call was taken with the following members of the STCC Board of Trustees present: Chair, Christopher Johnson; Vice Chair, Frank Quigley; Secretary, Marikate Murren; Trustees: Steve Grande, Jeffrey Sattler, Vicky Crouse, William Johnson, and Karolyn Burgos Toribio. Eight members were present constituting a quorum.

III. Approval of Minutes – Regular Meeting – March 25, 2019

Vice Chair Frank Quigley moved to approve the minutes from March 25, 2019 meeting, seconded by Steve Grande, and unanimously approved.

IV. Trustee Committee Reports

Committee on Ways and Means Meeting held on April 8, 2019.

In the absence of Committee Chair MacArthur Starks, Trustee Marikate Murren proceeded to address the report from the April 8 Committee on Ways and Means. Report includes budget perspective updates on the following:

Cash Flow Projection: Approximately \$2.8 million available at TD Bank North. Amount is expected to track downward through the end of the fiscal year.

FY 2019 Revenue & Spending Reports through March 2019: Sources of funds are as expected with the exception of investment earnings, which continue to be low to budget. Retirement payouts are higher than expected due to the number of retirements this year. Operational expenses are projecting high due to emergency expenses associated with lightning strike earlier this year.

FY 2020 Draft Budget #2: Revised budget report is based on projected 92,206 credits, which represents 7.6% decrease to the FY 2019 actual enrollment.

Vice Chair Frank Quigley moved to approve the Committee on Ways and Means report from April 8, 2019 meeting, seconded by Steve Grande, and unanimously approved.

MOTIONS:

[Motion 2019-12] FY 2020 Student Fees:

Trustee Marikate Murren moved that the Springfield Technical Community College Board of Trustees, pursuant to the provision of Chapter 15A, Section 22, authorize the President of the College, John Cook and/or his designee(s), to take any and all prudent steps necessary to increase the General Education Fee by \$6.00 per credit, the Capital Improvement Fee by \$4.00 per credit, the Allied Health/Health Programs Fee by \$75 per semester, and the Health Sciences Course Fees by \$25 per course effective for the Fall 2019 Semester (Exhibit A)

Trustee Jeff Sattler seconded the motion, seven Trustees approved, one opposed.

[Motion 2019-13] PSY-260 Field Practicum Course Fee

Trustee Steve Grande moved that the Springfield Technical Community College Board of Trustees, pursuant to the provision of Chapter 15A, Section 22, authorize the President of the College, John Cook and/or his designee(s), to take any and all prudent steps necessary to establish a Field Practicum Course Fee for the PSY 260 at a rate of \$200 per course, effective for Fiscal Year 2020.

Background: The School of Liberal and Professional Studies recommends a course fee of \$200 for PSY 260 Field Practicum. Students enrolled in either the Human Services/Social Work (HSSWA.AA) program, or the Applied Psychology (APSY.AA) program, take PSY 260. Part of agency/organization policy specific to the hosting of students is typically the requirement that all individuals complete a national background check, as well as drug testing. With an expected combined enrollment of 100-150 student, and at a cost of approximately \$200 per student, the ability to defray this expense by the college is beneficial.

Trustee Marikate Murren seconded the motion, and it was unanimously approved.

[Motion 2019-14] Uses of Reserves: Value Stream Consulting

Trustee Vicky Crouse moved that the Springfield Technical Community College Board of Trustees, pursuant to the provision of Section 22, Chapter 15A, authorize an increase to the following trust fund budget and utilization of the trust reserves to procure the services of a value stream consultant:

1. General Education Trust Fund budget sources of funds and uses of funds for FY 2020 in the amount of \$50,000.

Background: The Board of Trustees have actively encouraged the college to consider benefits from “value stream mapping” to aid in efforts to realize efficiencies and cost savings. Hiring a consultant to facilitate value stream work ensures expertise, as STCC examines key service/business/operations areas, and to find and leverage value across offices and department. It is anticipated that a consultant will help identify 3x savings given the cost to fund their consultant work, and a Request for Proposals (RFP) process will be used to solicit competitive bids. Given the trend of declining enrollment, STCC is exploring multiple avenues to ensure efficiencies, raise productivity, and enhance the student experience.

It should be noted that this \$50,000 will need to be divested from the College’s investment portfolio which is managed by Fiduciary Investment Advisors.

Vice Chair, Frank Quigley seconded the motion, and it was unanimously approved.

[Motion 2019-15] Use of Reserves: eSignature

Trustee Marikate Murren moved that the Springfield Technical Community College Board of Trustees, pursuant to the provision of Section 22, Chapter 15A, authorizes an increase to the following trust fund budget and utilization of the trust reserves to purchase eSignature technology:

General Education Trust Fund Budget sources of funds and uses of funds for FY 2020 in the amount of \$50,000.

Background: There are many opportunities to leverage electronic interface, including eForms and eSignature technology. Key areas that will utilize eSignature include the Registrar, Student Financial Services, and offices who approve and sign contracts.

Specifically, the Registrar will utilize this technology for attendance verification; Student Financial Services has great use for eSignature with both students and parents. As a note, the \$50,000 will need to be divested from the College's investment portfolio managed by Fiduciary Investment Advisors.

Trustee Steven Grande seconded the motion, seven Trustees in favor, one opposed.

V. Old Business – None

VI. New Business

[Motion 2019-16] Tenure Recommendations

Chair Christopher Johnson moved that the Springfield Community College Board of Trustees, pursuant to the provision of Section 22c, Chapter 15A, approve the Granting of Tenure as listed on Appendix A.

Vice Chair Frank Quigley seconded the motion, seven Trustees in favor, one abstained.

DRAFT: 2019-2020 Board of Trustees Meetings Calendar

The 2019-2020 Board of Trustees Meetings Calendar was presented to the Board for approval. Noted by Dr. Cook, the usual dates of the Committee on Ways and Means were swapped with the meeting dates of the Committee on Internal and External Relations. Ways and Means will be meeting on the second week, closer to mid-month instead of meeting closer to the beginning of the month. This will allow additional time to work on financial/budget documents being presented at the meeting. The 2019-2020 calendar was unanimously approved.

VII. President's Perspective – Dr. John Cook

Budget wise: Difficult decisions and budget conversations continue. A balanced budget is being presented at the next Committee on Ways and Means meeting scheduled on Monday, May 6.

Campus Master Plan: The Campus Master Plan is currently open for comments/feedback. Gathering data from meetings, Campus and Student Survey. Outcomes will be shared at the next Internal & External meeting being held on May 13 and a motion prepared to wrap up endorsement by the Board.

Accreditation: Preparing for March 2021 NECHE Accreditation site visit. Report will cover three semesters worth of data.

Marketing Discussion

Dr. Cook introduced Denise Hurst, VP of Advancement and External Affairs, and Keith Paul, Director of Communications and Marketing.

The purpose of the presentation is to help develop a conversation on putting together a comprehensive plan for Marketing and Branding. The three mayor points of the plan focus on Affordability, Metrics, and Digital Spending. Denise noted that efforts of developing effective marketing strategies include meeting with Legislatures from different districts and shared a sample of a flyer prepared for Senator Anne M Gobi titled Worcester, Hampden, Hampshire, and Middlesex Grads Start Smart at STCC. The flyer shows stats relative to students completing degrees at STCC from Gobi's Senatorial District. Conclusion: further conversations to determine Marketing targets and what types of marketing strategies to use.

- VIII. Chair's Report** – Christopher Johnson - Reminder: Commencement Ceremony and all related activities throughout the month of May.
- IX. Building Tour** – Amy H. Carberry Fine Arts Gallery – Guided by Richard Greco, Dean of Liberal and Professional Studies. Board of Trustees departed at 6:10 p.m. to the Gallery, located in Building 28.
- X. Date of next Board of Trustees meeting** – Monday, May 20 , 2019
- XI. Adjournment** – At 6:41 p.m., Vice Chair moved to adjourn the meeting, seconded by Trustee Bill Johnson, and unanimously approved.



Christopher C. Johnson
Chair, STCC Board of Trustees