

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES**

REGULAR MEETING

Monday, November 23, 2020

Zoom/Live Streamed via STCC YouTube Channel
5:00 p.m.

Minutes of Meeting

- Present: Marikate Murren, Chair
Jynai McDonald, Secretary (joined after roll call)
Maurice Lindsay, Alumni Trustee (joined few after roll call)
Vicky Crouse, Trustee
William Johnson, Trustee
Elizabeth Oleksak-Sposito, Trustee
Jeff Sattler - Trustee
MacArthur Starks, Jr., Trustee
- Unable to attend: Alessande Anderson, Student Trustee
Steve Grande, Trustee
Eric Hagopian, Trustee
- Also Present: Dr. John B. Cook, President;
Russell Denver, Esq.,
Paul Stelzer, Appleton Corp (on behalf of STCC Asst. Corp.)
Suzanne Smith, Dean of Institutional Research (NECHE Co-Chair)
Christina Atwater, Prof. of Business Admin. (NECHE Co-Chair)

I. Call to Order

Trustee Chair Marikate Murren called the meeting to order at 5:04 p.m.

II. Roll Call

The following Trustees were present at roll call: Trustee Chair Marikate Murren, Trustee Vicky Crouse, Trustee William Johnson, Trustee Elizabeth Sposito, Trustee Jeffrey Sattler, and Trustee MacArthur Starks. Six out of eleven, constituting a quorum.

III. Approval of Minutes – Board of Trustees Regular Meeting – October 26, 2020

Trustee Vicky Crouse moved to approve the minutes from October 26, 2020 Board of Trustees meeting, seconded by Jeff Sattler. After no further discussion, minutes were unanimously approved through roll call: Trustee Chair Marikate Murren, Trustee Vicky

Crouse, Trustee William Johnson, Trustee Elizabeth Sposito, Trustee Jeffrey Sattler, and Trustee MacArthur Starks.

IV. Trustee Committee Reports

Ad Hoc Committee / Programs Discontinuations– Tuesday, October 27, 2020

Committee Chair, Trustee Vicky Crouse referred to the October 27 meeting held by the Committee, and referred to minutes provided. Included were details including how President Cook prepared a presentation per the Committee request, and walked the Committee through the process and analysis utilized for decision-making specific to discontinued programs. The Committee voted to hold another meeting on November 17th with the motion to “... ask Dr. Cook to bring his recommendations and information on what it would take to bring the programs back.”

Trustee Bill Johnson moved to approve the report of the October 27 Ad Hoc Committee, seconded by Trustee Mac Starks and unanimously approved through roll call.

Ad Hoc Committee / Programs Discontinuations– Tuesday, November 17, 2020

Committee Chair, Trustee Vicky Crouse referred to the November 17 meeting held by the Committee which included comments from Professor Renae Gorman, Chapter President of MCCC (STCC-Professional Association), as well as President Cook in alignment with the Committee request. In the minutes provided to the Board, it was noted that Dr. Cook has shared in advance a memo that provided in advance recommendations to the Committee regarding program reinstatement, and the timing of those actions.

After much discussion the Committee voted on moving two motions:

The first motion is to recommend to the Committee on Ways and Means at the January meeting:

“That the Ad Hoc Committee on Program Discontinuations recommend to the Committee on Ways and Means the reinstatement of all programs except for Cosmetology and Automotive, which will need an extensive review. Recommending to reinstate other programs in Fiscal year 2021-2022 with the use of unrestrictive funds.”

The second motion is to recommend to the Committee on Ways and Means:

“That the Ad Hoc Committee on Program Discontinuations require further review of the cost associated with reinstating and operating the Automotive and Cosmetology programs. To bring a consultant through a RFQ or RFP for further assessment.”

Committee on Internal and External Relations – Monday, November 2, 2020

Committee Chair Jynai McDonald informed the Board that at the start of the meeting Dr. Cook provided context on what the Committee on Internal and External Relations is comprised of. It covers programmatic and operational aspects such as personnel, and key updates from divisions and offices across STCC including Advancement/External Affairs, Academic Affairs, Student Affairs, and Human Resources

Dr. K.C. Senie from the office of Human Resources presented on “STCC Cares” an initiative focused on Health and Wellness for STCC employees. Darcey Kemp from the office of Student Affairs presented on AIA@STCC, the STCC Antiracism and Inclusion Alliance announced during the summer by Dr. Cook. Denise Hurst from the office of Advancement provided key updates on Building 20 major capital project, major gifts campaign, and Communication & Marketing. Dr. Cook provided the personnel report and an update on Accreditation/Self Study that will be conducted April/2021 by the New England Commission of Higher Education (NECHE).

Trustee Vicki Crouse moved to approve the report of the November 2 Committee on Internal and External Relations, seconded by Trustee Mac Starks and unanimously approved through roll call: Trustee Chair Marikate Murren, Trustee Vicky Crouse, Trustee William Johnson, Trustee Maurice Lindsay, Trustee Jynai McDonald, Trustee Elizabeth Sposito, Trustee Jeffrey Sattler, and Trustee MacArthur Starks.

Committee on Ways and Means– Monday, November 9, 2020

Committee Chair Mac Starks reported on the typical topics such as FY 2020 revenue and spending report through June 2020, presented by Jason Cohen. FY 2021 Budget details presented by Dorothy Ungerer. Committee Chair Starks requested a report on the financial impact of seven discontinued programs. Jason Cohen, Senior Director of Finance & Budgets, will prepare this information for the January Ways and Means meeting.

At this meeting Dr. Cook inquired about approaches to building the FY 2022 budget, and asked if the Committee would prefer changes in timing or approach (typical process has included drafts in March and April, with final approval usually sought from Trustees in May). Committee Chair Starks suggested keeping the regular process.

Trustee Maurice Lindsay moved to approve the report of the November 9 Committee on Ways and Means meeting, seconded by Trustee Bill Johnson and unanimously approved through roll call: Trustee Chair Marikate Murren, Trustee Vicky Crouse, Trustee William Johnson, Trustee Maurice Lindsay, Trustee Jynai McDonald, Trustee Elizabeth Sposito, Trustee Jeffrey Sattler, and Trustee MacArthur Starks.

Investment Sub-Committee – Tuesday, November 10, 2020

Committee Chair Mac Starks informed that on November 10 the Investment Sub-Committee met with the Fiduciary Investment Advisor, Mike Chase, who provided the quarterly investment report. Concurred with the Advisors approach during these uncertain times – typically we keep approximately \$1m in short terms however, due to the uncertainty, we currently have approximately \$4.9m, a good strategy in uncertain times in case we need immediate funds. At the meeting Dr. Cook asked FIA to help STCC forecast and project investment at the next quarterly meeting so that we can keep a tight handle of where we are, and how to potentially forecast as part of the FY 2022 budget process.

Trustee Jynai McDonald moved to approve the report of the November 10 Investment Sub-Committee meeting, seconded by Trustee Vicky Crouse and unanimously approved through roll call: Trustee Chair Marikate Murren, Trustee Vicky Crouse, Trustee William Johnson, Trustee Maurice Lindsay, Trustee Jynai McDonald, Trustee Elizabeth Sposito, Trustee Jeffrey Sattler, and Trustee MacArthur Starks.

V. [MOTION] Approval of Appointment: Russell Denver as Chair of the STCC Assistance Corp.

Trustee Chair Marikate Murren moved that the Springfield Technical Community College Board of Trustees, pursuant to the provisions of Chapter 273, Section 125, Acts of 1994, approve the appointment of Mr. Russell Denver as Chair of the Springfield Technical Community College Assistance Corporation for a 3-year term, January 1, 2021- December 31, 2023.

Before finalizing vote on motion, Dr. Cook provided perspective on the appointment of Russell Denver as Chair of the STCCAC, and referred to Mr. Denver's bio that was provided to Trustees, and acknowledged long-standing community engagement, and service as member of the STCCAC.

Motion was seconded by Trustee Jeff Sattler, and unanimously approved through roll call: Trustee Chair Marikate Murren, Trustee Vicky Crouse, Trustee William Johnson, Trustee Maurice Lindsay, Trustee Jynai McDonald, Trustee Elizabeth Sposito, Trustee Jeffrey Sattler, and Trustee MacArthur Starks.

VI. Presentation: Major Capital Project (School of Health Stabilization: Building 20 > Tech Park/STCC AC)

President Cook provided a brief preamble describing the relation between the STCC Board of Trustees and the STCC Assistance Corporation (STCCAC). In 2015 a memorandum of understanding was signed between the STCC Board of Trustees and the STCC Assistance Corporation. As noted in the MOU, the STCC AC was created by

State Legislature; the STCCAC is “an eligible public entity” which allows it to receive State funding or grants.

Russell Denver, who was just voted by motion to serve as Chair of the STCCAC, and Paul Stelzer, President of Appleton Corporation – company that manages the Tech Park, joined Dr. Cook to provide a project presentation specific to the relocation of Building 20 (School of Health). Dr. Cook recapped the ongoing conversations with DCAMM, the local legislative delegation, and the Executive branch, regarding this projection and the needed investment in the STCC School of Health relocation out of Building 20. Russell Denver reiterating that the STCCAC’s will assist the College in any possible way. He then proceeded to talk about an availability of ample vacant space at the Tech Park, and the “win-win” aspect of this project.

Paul Stelzer presented details of important considerations and next steps. The initial plan was to build a new structure and now with the availability of vacant space the conversation is geared towards renovating vacant space vs. new construction. The comparison in cost is \$54m (new construction) vs. \$36m (renovation of vacant space). The Tech Park is working with the college to hold the vacant space until the DCAMM study is complete (expected by December 18, and being presented at the January 25th STCC Board of Trustees), but this cannot be sustained indefinitely.

Russell Denver pointed out that President Cook, by virtue of his position, serves on the STCCAC Board of Directors, and can attest that Dr. Cook has been a strong advocate and champion of this project throughout the conversations and planning process. For STCCAC this is a very important project. The synergy between the School of Health and the Tech Park is very important for the city of Springfield.

Trustees followed up with questions. Is there any demand for the vacant space? Mr. Stelzer responded that yes, there are other tenants interested in the space, however, our mission is clear – our priority is to serve the College. In fact we (STCCAC) survey the College on a yearly basis, in an effort to prioritize STCC’s needs. Other questions referred to timeline and budgets. In regards to timeline, the original timeline shows occupancy by December of 2022, however, in reality it may take into the first half of 2023. The timing will also depend on the approval and funding cycle. In regards to the need to borrow money to leverage funding, if funding is not sufficient. At this point it is uncertain. The request for funding between the two entities (DCAMM and Joint House and Senate) adds up to \$45m.

Chair Marikate Murren expressed gratitude for the presentation and requested that the DCAMM report is forwarded to Trustees once it becomes available by expected date of December 18.

VII. President's Perspective – Dr. John Cook

Dr. Cook provided the following key updates:

- On campus COVID 19 testing – STCC has a contract with AMR to provide on-campus testing. The need for testing includes weekly testing for nursing students in particular, given their clinical rotations.
- Encouraged Trustees to look into the Coronavirus (COVID-19) webpage for updates.
- By January, hopefully we will have updated information on State Appropriation, Building 20 funding, and a view on Spring Semester enrollment.
- Personnel – There are three finalists for the CFO position. Expected to have a CFO onboard by January or February.
- Note to campus and Trustees: Thanksgiving Well Wishes.

VIII. Old Business

NECHE/Survey follow-up – Suzanne Smith, Dean, Institutional Research & Analysis; and Christina Atwater, Professor of Business Administration

Accreditation Co-Chairs Suzanne Smith and Christina Atwater, are back to report on Projections for Board of Trustees based on responses from surveys and founded in Standard 3 which pertains to Governance. Suzanne proceeded to report status updates and walked through the survey questions and responses and suggested projections based on responses. The goal is to include suggested projections in the self-study for Standard 3- Governance. To reiterate, these projections are commitments for the future.

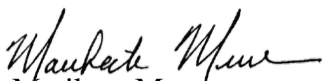
IX. New Business

X. Chair's Report – Trustee Marikate Murren

Thank you to Trustees who participated in the NECHE survey. Will be reaching out to Trustees to follow up on completion of survey. Will look into reviewing bylaws. Thank you to all the presenters. Wishing all a safe and Happy Thanksgiving.

XI. Date of next Board of Trustees meeting – Monday, January 25, 2021

XII. Adjournment – Meeting called to adjourn at 6:30 p.m. moved by Trustee Vicky Crouse, seconded by Trustee Jynai McDonald, and unanimously approved through roll call: Trustee Chair Marikate Murren, Trustee Vicky Crouse, Trustee William Johnson, Trustee Maurice Lindsay, Trustee Jynai McDonald, Trustee Elizabeth Sposito, Trustee Jeffrey Sattler, and Trustee MacArthur Starks


Marikate Murren
Chair, STCC Board of Trustees