

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Regular Meeting
Monday, January 30, 2023 at 5:00 PM
Zoom / Live Streamed via STCC YouTube Channel

Minutes of Meeting

Present: Marikate Murren, Chair
Jynai McDonald, Vice-Chair
Elizabeth Oleksak-Sposito, Secretary
Tonia Butler Perez, Trustee
Samalid Hogan, Trustee
Bill Johnson, Trustee
Norman Roldan, Trustee
Jeff Sattler, Trustee
MacArthur Starks, Jr., Trustee

Unable to attend: Glerisbed Garcia-Figueroa, Student Trustee

Also Present: Dr. John B. Cook, President
Nanette Flores, Executive Assistant to the President & Board Clerk

I. Call to Order

Trustee Chair Marikate Murren called the meeting to order at 5:06 p.m.

II. Roll Call

The following Trustees were present at roll call: Trustee Chair Marikate Murren, Trustee Vice Chair Jynai McDonald, Trustee Secretary Elizabeth Oleksak-Sposito, Trustee Tonia Butler Pérez, Trustee Samalid Hogan, Trustee Bill Johnson, Trustee Norman Roldan, Trustee Jeff Sattler, and Trustee MacArthur Starks. Nine Trustees present, constituting a quorum.

III. Approval of Minutes – Board of Trustee Meeting – Monday, January 30, 2023

Trustee Norman Roldan moved to approve the minutes from the January 30th Board of Trustees meeting, seconded by Trustee Jynai McDonald. After no further discussion, unanimously approved via roll call.

IV. Committee Reports

a) Committee on Ways and Means, held on Monday, January 9, 2023

Committee Chair Mac Starks referred to the January 9th Committee on Ways and Means report to inform the full Board on topics discussed. The first topic discussed was the FY2022

Single Audit presented by Jonathan Tudryn, Assistant VP of Administration and Controller. It was noted that there were no current or prior year finding. This was followed by a motion recommending that the Ways and Means present a motion to the full Board for approval of the FY2022 Single Audit & Agreed Upon Procedures. Also noted under this topic was the merger between O'Connor & Drew PC, and the firm Withum Smith, and Brown.

Other topics discussed were the FY 2023 1st Quarter Trust Fund Report, followed by the regular topics under Financial Update and Outlook, which include Cash Flow Projection, FY 2023 Enrollment Update, and the FY 2023 Budget Outlook. These topics were followed by the President's Perspective.

Trustee Jynai McDonald moved to approve the report from the January 9, 2023 Committee Ways & Means; seconded by Trustees Elizabeth Oleksak-Sposito and Norman Roldan. After no further discussion, unanimously approved.

[MOTION 2023-02] FY2022 Single Audit

Recommended by the Committee on Ways and Means.

Subject: FY 2022 Single Audit & Agreed Upon Procedures

Trustee Elizabeth Oleksak-Sposito moved: That the Springfield Technical Community College Board of Trustees, pursuant to the provision of Section 22, Chapter 15A, approves the FY2022 Single Audit & Agreed Upon Procedures as presented (included in the meeting packet).

Seconded by Trustee Tonia Butler Pérez, and unanimously approved through roll call.

V. Endorsement of Progress Report for NECHE Focused Visit

Board Chair noted that the progress report for the upcoming NECHE visit was sent to Trustees in advance for review. President Cook proceeded with a brief overview of the progress report shared with Trustees that if endorsed through motion, will be submitted to the NECHE team for their visit in early March. Dr. Cook summarized some of the action steps taken in response to NECHE's Notice of Concern: the hiring of a consultant; work by the consultant to gather insight/perspective from stakeholders/governance bodies; formal vote by Trustees to clarify governance by establishing a Shared Governance Council; and revision by the Trustees themselves, of Board By-Laws. Dr. Cook shared that Dr. Mary Ellen Jukoski, President of Three Rivers Community College (CT), will Chair the NECHE focused visit. Dr. Jukoski and Dr. Cook met recently on campus, per NECHE's custom of a preliminary visit between the NECHE Chair and the President of the institution.

[MOTION 2023-03] Endorsement of Progress Report (Accreditation)

Trustee Jynai McDonald moved: That the Springfield Technical Community College Board of Trustees endorses submission to the New England Commission of Higher Education (NECHE), the Focused Visit Report as prepared and presented.

Seconded by Trustees Elizabeth Oleksak-Sposito and Samalid Hogan, and after no further discussion, unanimously approved through roll call.

VI. President's Perspective – Dr. John B. Cook

Dr. Cook spoke about the upcoming ACCT Legislative Summit, scheduled from February 5-8, in Washington DC. This year Dr. Cook, along with Trustees McDonald and Butler Perez, are joining a considerable contingent of MA Community College Trustees and Presidents. This will give us an opportunity to have in-person advocacy with federal legislators, including the Massachusetts delegation specific to federal policies that impact community colleges.

The President also provided a brief update on enrollment: good news, but not-out-of-the-woods news, is that enrollment is up a bit from last year for Spring Semester (about 5%), but not nearly at pre-pandemic levels.

a) December 2022 Institutional Award (\$5.95 million)

Dr. Cook recapped information about five supporting awards received in December for a total amount of \$5.95 million. These include \$1m-STEM Tech Career Academy (State); \$3m – Union Station/Cyber Center of Excellence (Federal via Congressman Neal: Information Technology); \$180k – Hunger-Free Campus Initiative (State/ via Student Affairs); \$1.17m – Community Adult Learning Center –CALC (State/ Workforce Development); \$600k – Nursing Pathways (State/School of Health and Patient Simulation)

Also noted is the incredible work done by Faculty and administrators related to these awards, and all who have worked towards these funds that don't address over-head costs, but give room to try innovative and creative approaches to meeting our mission.

b) Recent Campus Visit by Higher Education Commissioner Noé Ortega

Dr. Noé Ortega was recently appointed by the Board of Higher Education; Commissioner Ortega is the former Secretary of Education for Pennsylvania. While on campus, Commissioner Ortega had the opportunity to meet with the Strategic Planning Workforce including Trustee Oleksak-Sposito, as well as meet with Students and staff from MILE/LEAD. STCC also showcased the SIMs Medical Center, EMT/Ambulance lab, the Dental Clinic, as well as Mechanical Engineering Technology (CNC, CMM and related labs in the Tech Park).

c) Strategic Planning (see “Age Matters” article from Inside Higher Education)

With the undergoing of the Strategic Planning process, Dr. Cook shared with Trustees an article titled “Age Matters”. Noted that the article discusses the complexities of enrollment and depicts the landscape in higher education.

Trustee Oleksak-Sposito spoke about the videos presented by the Strategic Planning Team at the Professional Development Day. Upon Trustee Oleksak-Sposito's prompt, the videos will be shared with Trustees.

d) FY2024 Budget Outlook/Key Drivers

Included in the packet are slides presented at Ways and Means to show how much time and effort into preparing FY24 budget. Administration and Finance will present to the Committee on Ways and Means three drafts of the FY24 budget, one in March, the second in April, and the third and final in May. Hopefully for a full Board approval in May. Dr. Cook noted that we are looking closely into the following key drivers:

- i. Enrollment Projection (Retention)** – which ties to revenue.
- ii. Student Fees (Rate Setting)** – Administration is looking into possibly increasing program/course specific fees. Exploring strategies to continue offering students the most affordable rates, without having to take out loans to pay for fees.
- iii. Institutional Aid (STCC Foundation Support)** – Dr. Cook discussed the feasibility of continue using Foundation support, nonetheless, the Foundation will continue supporting the scholarships portion of their support.

VII. Chair’s Report, Trustee Marikate Murren

Appreciated the work of Trustee Jynai McDonald in leading the Ad Hoc By-Lays Committee. Also noted the upcoming NECHE visit in early March in which we will be able to showcase progress. The Strategic Planning is shaping up and appreciated Trustee Oleksak-Sposito in her role as the Board Liaison in the Strategic Planning Workforce.

VIII. Old Business

- a) Upcoming Trustee meetings:** Dr. Cook noted, please plan ahead as there is a move into meeting in person, and noting that the February Internal and External Committee meeting will be held virtually, and so is the March Committee on Ways and Means meeting. The March Full Board meeting will be held in-person.

- b) Adoption of Revised Trustee By-Laws** Trustee Jynai McDonald

Trustee Jynai McDonald covered a few key areas in the process of revising the By-Laws. The Ad Hoc Committee met five times with a participation of four Trustees. Committee Chair McDonald went over the top revisions such as adding delegation of authority wording, definition of Committees, and moving the annual retreat to the spring. A new Committee was added, therefore, the number of members in a committee came down to three members per committee. Also revised/clarified was the role of the Board Chair in standing committees. The Board Chair serves as an ex-officio member in each standing committee. As so, the Board Chair will not vote unless needed to reach quorum. Typo on page 9, under article VI was noted and revised before motion approval.

Trustee Betty Sposito noted that now we have a great working document, and a great base for future revisions.

[MOTION 2023-04] Adoption of Revised Trustee By-Laws

Trustee Tonia Butler Perez moved: That the Springfield Technical Community College Board of Trustees adopts the revised Bylaws, as prepared and presented, by the Ad Hoc Bylaws Committee.

Seconded by Trustees Bill Johnson, and Norman Roldan. A question arose before roll call. Was the document reviewed by a third party such as legal counsel? Dr. Cook noted that there was no need since nothing rose to the level of statute. After no further discussion, the motion was unanimously approved through roll call.

IX. New Business

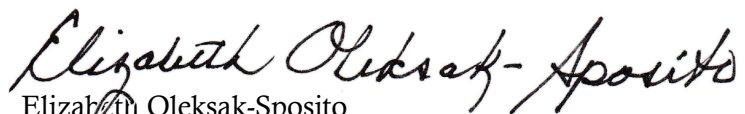
None

X. Date of Next Board Meeting – Monday, February 27, 2023 in zoom

XI. Adjournment

Meeting was called to adjourn at 5:55 p.m., Trustee Jynai McDonald moved to adjourn the meeting, seconded by Trustee Norman Roldan and unanimously approved via roll call.


Marikate Murren
Chair, STCC Board of Trustees


Elizabeth Oleksak-Sposito
Secretary, STCC Board of Trustees