

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE  
BOARD OF TRUSTEES

REGULAR MEETING  
The Captain Charles Leonard House  
663 Main Street, Agawam, MA 01001

Friday, September 30, 2016  
8:50 a.m.

**Minutes of the Meeting**

**Present:** Christopher Johnson, Chair  
Debra Kaylor, Vice Chair  
Maria Crouse  
Maria Gonçalves  
Debra Kaylor  
Eric Hagopian  
William Johnson  
Franklin Quigley  
Monica Pryzbyla, Student Trustee

**Also Present:** John B. Cook, President  
Arlene Rodriguez, Vice President of Academic Affairs  
Joseph DaSilva, Vice President of Administrative Services/CFO  
Jeremiah Riordon, Interim Vice President of Workforce Training  
Kamari Collins, Vice President of Student and Multicultural Affairs  
Michael Suzor, Assistant to the President  
Kim Noel, Circulation Manager/AFSCME Unit I Chief Steward  
Mike Cassesse, Maintainer/AFSCME Unit II Chief Steward  
Erica Eynouf, Reference Systems Librarian/Professional Association Rep.  
Daniel Hebert, Professor of Criminal Justice/Professional Association Rep.  
Rob Rodgers, Adjunct Faculty/Grievance Officer  
Nick Camerota, Adjunct Faculty/AUC Coordinator  
John Reynolds, Events Coordinator, Facilities Department

**Excused Absence/s:** Steven Grande  
Rosa Maldonado-Brown  
MacArthur Starks

**I. Call to Order**

Trustee Johnson called the meeting to order at 8:50 a.m.

**II. Approval of Minutes - Regular Meeting – June 27, 2016**

Trustee Gonçalves moved to approve the minutes of the meeting of Monday, June 27, 2016, seconded by Trustee Kaylor, and unanimously approved.

### III. Trustee Committee Reports

#### **Committee on Internal/External Relations**

[Committee Report] Meeting held Monday, September 19, 2016

Trustee Quigley agreed to take on the role of Chair of the Committee on Internal and External Relations. He gave a brief summary of the committee meeting. Trustee Hagopian moved to approve the committee report, seconded by Trustee Gonçalves, and unanimously approved.

#### **[MOTION #2017-01]**

#### **Approval of Sabbatical Leave Request**

Trustee Hagopian inquired about a specific purpose. President Cook explained the process. The decision was made in a prudent manner, and took into account if a faculty member had or had not, previously, been granted a sabbatical leave.

Trustee Quigley moved to approve the following:

#### **[MOVE]**

*That the Board of Trustees of Springfield Technical Community College approves the Sabbatical Leave Request of Gail Olmsted, Professor of Business Administration, at half-year with full pay.*

Trustee Gonçalves seconded the motion, and it was unanimously approved.

#### **[MOTION #2017-02]**

#### **Approval of Re-Appointment of Ricky Swaye to the Springfield Technical Community College Assistance Corporation Board of Directors**

Trustee Quigley moved to approve the following:

#### **[MOVE]**

*That the Board of Trustees of Springfield Technical Community College, pursuant to the provisions of Chapter 273, Section 125 Acts of 1994, approves the re-appointment of Ricky Swaye to the Springfield Technical Community College Assistance Corporation Board of Directors for a 3-year term, from September 30, 2016 through September 30, 2019.*

Trustee William Johnson seconded the motion, and it was unanimously approved.

#### **Committee on Ways and Means**

[Committee Report] Meeting held Monday, September 12, 2016

Trustee Kaylor reported that the committee started the meeting reviewing the numbers through August. There were no actual expenditures to review due to it being the beginning of the fiscal year and classes had recently started. Summer session was down 130 credits. Enrollment numbers are not final at this point in time. Student Financial Aid

disbursements will happen in October. The renovations to building 20 have been completed and came in under budget. Building 19 will be secured and sealed (weatherized) for the winter months. The Audit Committee will convene on Thursday, October 13, 2016 at 4:00 p.m. for the annual audit. Auditors, O'Connor & Drew, are looking at how the College is spending the state's money. Downey, Sweeney, Fitzgerald and Co. will conduct the audit for the STCC Foundation. Financial statements for the STCC Assistance Corporation will be available. Trustee Hagopian moved to approve the committee report, seconded by Trustee Gonçalves, and unanimously approved.

**[MOTION #2017-03]**

**Approval of Reimbursement of Relocation Expenses**

Trustee Kaylor moved to approve the following:

**[MOVE]**

*That the Board of Trustees of Springfield Technical Community College, pursuant to Board of Higher Education Standards for the Expenditures of Trust Funds, approves the reimbursement of relocation expenses incurred by Dr. John B. Cook, President, in the amount of \$212.84.*

Trustee Hagopian seconded the motion, and it was unanimously approved.

**IV. Old Business**

None.

**V. New Business**

**VI. President's Report**

President Cook addressed the College's historic trend with enrollment. "Relative to the economy", the 55,000 confirmed credits may not be achieved due to the projected decline in enrollment. President Cook is working closely with cabinet members to make sure people know what the College is doing to try to fill the gap by November. The College budgeted to be down 6 percent, but is actually down 9 percent. The budget may have to be readjusted. We are trying to manage \$500,000. Today, September 30, 2016, is what is known as freeze date. Trustee Johnson shared that the state's budget is bleaker than reported in the media. Vice President DaSilva stated that the Department of Higher Education will take on most of the burden. He does not anticipate the C9 cuts filtering down to the community colleges. President Cook is looking to see where the sister community colleges stand. As it pertains to the College's trend over the last three years that may just be the uniqueness of who we are.

It is prudent and important to continue to fill vacancies as they come up. Three Clinical Learning instructors were hired, an evening Academic Advising Coordinator, as well as eight new staff members. Facilities and operations are a daily conversation. Thomas Therrien was promoted to the position of Director of Operations. He works directly with Maureen Socha, Senior Director of Facilities.

We have done well with our first restructure. Diligence and consultation were used in implementing entrenchments. The College will be hiring an Executive Director of Advancement. President Cook met

with the Executive Committee of the STCC Foundation to talk about everything pertaining to Advancement.

The College has a new website that will be launched in November. It will be more representative of our front door. When we say that “technical” is our middle name, we will talk more about that.

The Health Information Technology accreditation site visit is scheduled for October.

We will be sending invites, to include dignitaries, for the Groundbreaking event for building 19. The event will take place on Tuesday, October 18 at 3:00 p.m.

## **VII. Chair’s Report**

Trustee Johnson stated that as we approach the coming academic year, there are going to be changes on how the Board meetings are run. Other than simply meeting in the 7<sup>th</sup> floor conference room of Scibelli Hall, Trustees are invited to visit the campus. Starting in October and in the coming months, the Board of Trustees will take a look at the progress of building 19. The purpose will be to get the Trustees out of the conference room and to have them engage with the campus, and to see what is going on. It will be beneficial for the Trustees to see what the College is doing, first hand, instead of simply hearing about it through reports. Trustee Johnson asked members of the Board to wear comfortable shoes during the campus tours. Every month, a portion of the meeting will be dedicated to touring the campus. Trustees will tour specific areas of the campus in order to learn more about the College. Trustees are asked to contact President Cook or Trustee Johnson to let either of them know if they are interested in learning about a specific program. The College is engaged in lots of exciting things, but the Board does not get to see them. The focus will be placed on walking and seeing something valuable, and getting better acquainted with what is happening on campus. Chair Johnson stated that Trustees are here to support the College in order to get a better understanding and see the great work that is happening, and actually see what is going on. Trustees need to push the community outreach component. The Board needs to push to make the connections. By statute, Trustees are appointed by the governor to serve 2, five-year terms. Chair Johnson and Trustee Gonçalves are the longest serving members of the Board. Trustee Johnson would like to focus on having new members appointed to the Board before his tenure comes to an end.

## **VIII. New Business**

No new business.

## **IX. Date of Next Board Meeting – Monday, October 31, 2016**

The next regular meeting of the Board of Trustees is scheduled to convene on Halloween Day, Monday, October 31, 2016 at 5:00 p.m. in Scibelli Hall, building 2, rooms 703-704.

## **X. Adjournment**

Trustee Hagopian moved to adjourn the meeting at 9:29 a.m., seconded by Trustee Gonçalves, and unanimously approved.



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Christopher Johnson  
Chair  
STCC Board of Trustees