

STCC Board of Trustees
COMMITTEE ON INTERNAL AND EXTERNAL RELATIONS
Monday, May 13, 2019 at 5:00 p.m.

Present: Committee Chair Frank Quigley, Board of Trustee Chair Christopher Johnson, Trustee Betty Sposito, Student Trustee Karolyn Burgos-Toribio, Dr. John Cook, Joe DaSilva, and Maureen Socha

Committee Chair Frank Quigley called the meeting of the Committee on Internal and External Relations to order at 5:00 p.m.

Campus/Master Plan

Joe DaSilva, Vice President of Administration/CFO and Maureen Socha, Assistant Vice President of Facilities updated the Committee on the Campus Master Plan. A few things happening after introducing the Campus Master Plan early in the spring. Since then, the Master Plan has been introduced and discussed at the following meetings:

- All Unit Congress (AUC) – on January 30
- AFSME – on March 15
- Cabinet attended Department meetings – on February 27
- Presented to Student Government – on April 3

In addition, a campus and student survey was sent out to Faculty, staff and students asking for suggestions/comments. The survey was open for two weeks 4/8/19 – 4/24/19. Received 120 responses (88 students, 32 Faculty or Staff); 13 out of 120 included feedback (6 students, 8 Faculty or Staff).

Summary of Comments:

- Feedback on moving allied health was split between concern and support.
- Making STCC a non-smoking campus was highlighted.
- Updating classroom technology (and staying current with technology in general) was commented on by both students and faculty.
- Concerns were noted on the accuracy of space utilization data.
- There were a few comments about shifting class offerings, class start and end times.
- It was noted that Building 19 should offer food to attract students.
- There was interest in the longer-term plan for other moves.

Dr. Cook noted before presenting endorsement motion, DCAMM is sponsoring further assessment/consultation before determining or looking into moving B/20 off campus. Preliminary feedback from State level Consultant is to continue with Road Map.

[Motion 2019 – 18] College Mater Plan/Addendum – Motion to Endorse

Board Chair Christopher Johnson moved that the Springfield Technical Community College Board of Trustees Committee on Internal and External Relations recommends the endorsement of the College Master Plan and authorizes the President of the College and/or his designee to take any and all reasonable steps necessary to adopt the College Master Plan.

Trustee Betty Oleksak-Sposito seconded the motion, and unanimously recommended to move to the full Board.

Summer “College for Kids” Youth Programming

Dr. Cook presented a draft of a one page/2 sided promotional Brochure designed for STCC’s Summer “College for Kids” Youth Programming containing a selection of programs and registration information. Similar programs were offered at STCC over a decade ago. Lidya Rivera, Director of Community Engagement, is the key organizer of this program with support from Denise Hurst, VP of Advancement and External Affairs, and Keith Paul, Director of Marketing. The brochure is comprehensive, depicts STCC branding and provides depth of information regarding costs to families or if grant funded.

President’s Perspective

a. Personnel updates

Dr. Cook updated the Board on most recent personnel status.

b. Accreditation Discussion/New England Commission on Higher Education (NECHE)

Included in the meeting packet is an excerpt of Accreditation Standard 3 – Organization & Governance. Dr. Cook pointed out that Standard 3 relates directly to governance board, which pertains to the importance of having our own Board of Trustees. Dr. Cook specifically pointed out standard 3.4, 3.5, and 3.7. The Accreditation Site visit is scheduled for March of 2021. The report will cover data from three full semesters and will be written by December of 2020. [Full Standards for Accreditation](#) (copy of full standards also uploaded in Boardpaq).

c. Fall 2019 program enrollment – Early View

Dr. Cook distributed a handout titled *Key Enrollment/Budget Data Point*, prepared based on enrollment data of the largest programs from the fall of 2018 to compare and track Fall 2019 enrollment data for the same set of programs. Fields used to compare: Headcount, Credit count, (only) New to STCC.

	Headcount	Credit Count	New to STCC	(based on 15 largest programs)
Fall 2018	4,921	47,538	953	~40%/2,000 students
Fall 2019 Goal	4,514	43,604	917	
Fall 2019 (as of 5.13.2019)	1,961	20,369	252	

Conversations occurring based on this information: What to do to fortify numbers? Where are the opportunities to recruit students? How does STCC establish deeper relationships with school districts: Springfield, Chicopee, Agawam and Westfield? Dr. Cook noted that Early College is important when establishing deeper relationships between STCC and School Districts.

Old Business - None

New Business - None

Next Meeting Date and Time: Monday, November 4, 2019

Adjournment: Trustee Betty Sposito moved to adjourn the meeting at 5:45 p.m., seconded by Board Chair Christopher Johnson, approved unanimously.

Respectfully submitted by,
Nanette Flores

Excerpt: STANDARD THREE - Organization and Governance

The institution has a system of governance that facilitates the accomplishment of its mission and purposes and supports institutional effectiveness and integrity. Through its organizational design and governance structure, the institution creates and sustains an environment that encourages teaching, learning, service, scholarship, and where appropriate, research and creative activity. It demonstrates administrative capacity by assuring provision of support adequate for the appropriate functioning of each organizational component. The institution has sufficient independence from any other entity to be held accountable for meeting the Commission's Standards for Accreditation.

3.1 The authority, responsibilities, and relationships among the governing board, administration, faculty, staff, and sponsoring entity (if any) are clearly described in the institution's by-laws, or an equivalent document, and in a table of organization that displays the working order of the institution. The board, administration, staff, and faculty understand and fulfill their respective roles as set forth in the institution's official documents and are provided with the appropriate information to undertake their respective roles.

Governing Board

3.3 The governing board is the legally constituted body ultimately responsible for the institution's quality and integrity.

3.4 The board demonstrates sufficient independence to ensure it can act in the institution's best interest. The board assures representation of the public interest in its composition and reflects the areas of competence needed to fulfill its responsibilities. Two-thirds or more of the board members, including the chair, are free of any personal or immediate familial financial interest in the institution, including as employee, stockholder or shareholder, corporate director, or contractor.

3.5 Members of the governing board understand, accept, and fulfill their responsibilities as fiduciaries to act honestly and in good faith in the best interest of the institution toward the achievement of its educational purposes in a manner free from conflicts of interest.

3.6 In multi-campus systems organized under a single governing board, the division of responsibility and authority between the system office and the institution is clear. Where system and campus boards share governance responsibilities or dimensions of authority, system policies and procedures are clearly defined and equitably administered.

3.7 The board has a clear understanding of the institution's distinctive mission and exercises the authority to ensure the realization of institutional mission and purposes. The board approves and reviews institutional policies; monitors the institution's fiscal condition; and approves major new initiatives, assuring that they are compatible with institutional mission and capacity. These policies are developed in consultation with appropriate constituencies. The board assures that the institution periodically reviews its success in fulfilling its mission and achieving its purposes. It regularly reviews the institution's systems of enterprise risk management, external audits, regulatory compliance, internal controls, and contingency management.

3.8 The board systematically develops, ensures, and enhances its own effectiveness through orientation, professional development, and periodic evaluation. Its role and functions are effectively carried out through appropriate committees and meetings.

3.9 Utilizing the institutional governance structure, the board establishes and maintains appropriate and productive channels of communication among its members and with the institutional community.

3.10 The board appoints and periodically reviews the performance of the chief executive officer whose full-time or major responsibility is to the institution.

3.11 The board delegates to the chief executive officer and, as appropriate, to others the requisite authority and autonomy to manage the institution compatible with the board's intentions and the institution's mission. In exercising its fiduciary responsibility, the governing board assures that senior officers identify, assess, and manage risks and ensure regulatory compliance.