

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE  
ASSISTANCE CORPORATION  
BOARD OF DIRECTORS MEETING**  
Brian Corridan Conference Room  
Tuesday, February 6, 2018 - 8:00 a.m.

**MINUTES**

Voting Members Present:           Ricky Swaye  
                                          Russell Denver  
                                          Dr. John Cook  
                                          Ellen Freyman  
                                          Amy Glynn (via telephone)  
                                          James Woolsey

Also Present:                         Jennifer Murphy, Regional Property Manager, Appleton Corporation  
                                          Teresa Thomas, Controller, Appleton Corporation  
                                          Jeff Fialky, Corporate Attorney, Bacon Wilson  
                                          Brendan Greeley, Partner, R.J. Greeley, Inc.  
                                          Paul Stelzer, President, Appleton Corporation  
                                          Michael Suzor, Assistant to the President, STCC

**Exhibits**

During the course of this meeting, the following exhibits were distributed and/or reviewed:

- Exhibit 1 – February 6, 2018 Board of Directors meeting minutes
- Exhibit 2 – March 31, 2018 Financial Report

**Call to Order**

Chair Ricky Swaye called meeting to order at 8:00 a.m.

**Roll Call**

A roll call was taken with the following voting members present: Ricky Swaye, Russell Denver, Ellen Freyman, Amy Glynn (via telephone), Dr. John Cook and James Woolsey.

**Approval of Minutes**

Mr. Russell Denver made a motion to approve the February 6, 2018 STCCAC Board of Directors Meeting Minutes. Dr. John Cook seconded the motion. Vote: Unanimous

**Financial Report**

Ms. Teresa Thomas, Controller, Appleton Corporation presented the Board with the STCCAC financial report as of March 31, 2018. The total Operating Expense Revenue is under budget by \$79,774; the rent revenue is over budget by \$48,122 and the Operating & Maintenance line is over budget by \$36,605. The Tenant & Building Improvement line is over budget by \$309,900 due in part to repairs to the elevators and the chiller.

**Management Report**

Mr. Paul Stelzer informed the Committee that Teresa Thomas, Controller will be leaving her position in the near future. She is currently working part time until her replacement, Shinead Vasquez, is up-to-speed. Shinead is a graduate of STCC and has been working for Appleton for seven years.

Mr. Stelzer presented the Board with an update on the bond bill. If approved, the money from the bill will be used to repair elevators, slate roofs, the second chiller, parking lot improvements and to line all the sewers that are not yet done. A list of unfunded needs will be presented to the Board at the June 2018 meeting.

**Leasing/Vacancy Report**

Mr. Brendan Greeley, Partner, R.J. Greeley, Inc. presented the Board with a leasing report. Mr. Greeley continues to work with Focus Springfield as a possible tenant. Building 101 has acquired a new tenant, Behavior Services of Western MA and O'Connell Care will be vacating space in 103 at the end of June. A number of prospective clients have viewed the space O'Connell Care will be vacating.

**Next Meeting**

The next Springfield Technical Community College Assistance Corporation Board of Directors Meeting will be held on Tuesday, June 26, 2018.

**Adjournment:**

The meeting was adjourned at 8:55 a.m.