

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
ASSISTANCE CORPORATION
EXECUTIVE COMMITTEE MEETING**

January 26, 2021
8:00 a.m.

MINUTES

Voting Members Present: Russell Denver, Chair
 Dr. John B. Cook, Secretary
 Ricky Swaye
 David Brown
 Ellen Freyman

Also Present: Paul Stelzer, President, Appleton Corporation
 Shinead Vasquez, Accountant, Appleton Corporation
 Brendan Greeley, President, R.J. Greeley, Inc.
 Jennifer Murphy, Senior Property Manager, Springfield Technology Park
 Andrea Nathanson, Vice President/CFO, STCC

Exhibits

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

- Exhibit 1 – Draft minutes from December 1, 2020 meeting
- Exhibit 2 – Financial Reports – December, 2020

Call to Order

Mr. Russell Denver called meeting to order at 8:00 a.m. and roll call was taken.

Approval of Minutes

Mr. Ricky Swaye made a motion to approve the minutes from the December 1, 2020 meeting. The motion was seconded by Mr. David Brown. Minutes were unanimously approved through roll call.

Management Report

Mr. Paul Stelzer introduced Ms. Andrea Nathanson to the committee. Ms. Nathanson is the new Vice President of Administration/CFO for Springfield Technical Community College.

Ms. Shinead Vasquez presented the financial report as of December 31, 2020. The total revenue at year end was \$2,609,192 which is under budget by \$16,536 and the total operating expense is \$1,676,197 which is under budget by \$206,928. The net surplus at year end was \$947,530.

Mr. Ricky Swaye made a motion to approve the FY 2021 second quarter financial report. Mr. David Brown seconded the motion. Vote: Unanimous.

Mr. Paul Stelzer presented the management report. Mr. Stelzer continues to work with both the Division of Capital Asset Management and Maintenance (DCAMM) and Dr. Cook regarding the Health Sciences project. The first draft of the readiness study should be complete in the near future.

Mr. Stelzer has also been in contact with DCAMM regarding the \$2.5M bond payment. The payment is expected to be issued in May, 2021.

Mr. Stelzer informed the committee that the Technology Park was approached by Baystate Health recently. Baystate Health is interested in using the Liberty Mutual space for seven months as a vaccine site. Dr. Cook noted

that if this location does not work, the gym at Springfield Technical Community College (STCC) is available for use. In addition, STCC Nursing student are available to administer the vaccinations.

Mr. Brendan Greeley presented a leasing update. He is working on a Request for Proposal (RFP) for the Springfield Housing Authority which is due January 28, 2021. Mr. Greeley will need approval from the Executive Committee before submitting the RFP. The leased space will house the authority's rental assistance office.

Mr. Ricky Swaye made a motion to approve the submission of the RFP for the Springfield Housing Authority. The motion was seconded by Mr. David Brown and approved unanimously via roll call.

Next Meeting

The next Springfield Technical Community College Assistance Corporation Executive Committee Meeting will be held on April 7, 2021

Adjournment:

A roll call was taken to adjourn the meeting 8:38.