

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

April 5, 2022
8:00 a.m.

MINUTES

Voting Members Present: Dr. John B. Cook, Secretary, Springfield Technical Community College
Russell Denver, Chairman
Ellen Freyman, First Vice Chairman
Daniel Keenan

Absent: David Brown

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
Matt Flink, Regional Facilities Director, Appleton Corporation
Stephanie Hunter, Tenant Services Coordinator, Springfield Technology Park

Exhibits

N/A

Call to Order

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

Approval of Minutes

A motion was made to approve the January 25, 2022 minutes by Dr. Cook. The motion was seconded by Ellen Freyman and approved by Russell Denver via roll call.

Management Report

Ms. Jennifer Murphy gave the board an update on the current leasing status of the Park: MHA is currently under construction & is expected to be moved in by May 15th. Rent commencement is June 1st.

The vaccination clinic has closed the testing site as of April 1st and have reduced their hours for vaccines and boosters to 2 days a week.

The Park is still awaiting the approval of the ARPA application submitted a month ago for \$600,000.00 in funds that will be put towards paying down some of the mortgage, tenant space improvements, and for operating expenses.

Mr. Russel Denver mentioned whether or not the board of directors and executive committee members are to start holding in person meetings again as of July 1st of this year. Mr. Paul Stelzer informed Russel that he would look into that.

Mr. Paul Stelzer mentioned that the state is still evaluating the grant for \$1.5 million dollars and is working with DCAMM on this.

Mr. Brendan Geeley, President, R.J. Greeley Co. gave the board an update on the current proposed lease status of the Park: A lease proposal was recently submitted for DDS (The Department of Developmental Services) to take the former Liberty Call Center space in B111-2. DDS has a requirement of 30,000 square feet. Mr. Greeley mentioned that CSO is interested in expanding into the other half of the B102-2 space, which will be proposed for another 10 year lease.

Mr. Greeley also mentioned that SEA (The Springfield Education Association) is interested in possibly leasing the former Fairfax Data Systems space and part of the former Liberty Law space in B111-4. STCCAC will have to replace the carpet.

Mr. Greeley also updated the members on the B101 leases: AFGE has just signed a 3 year lease and we are currently working on a 2 year extended renewal lease for both the Department of Labor Standards and the Environmental Police.

Shinead Vasquez, Accountant, Appleton Corporation informed the board that we currently have \$458,893.00 in Escrow and \$63,718.00 in cash.

Mr. Stelzer informed the board that we are monitoring cash flow very closely.

New Business – STCC School of Health Relocation

Dr. John B. Cook mentioned that the Executive Office of Education is looking at the Capital Bond Bill request filed with DCAMM and EOE. STCC has received some positive impressions of the proposal from the Executive Office of Education and is looking forward on speaking publicly in regards to the possible award the next meeting.

Next Meeting

The next Springfield Technical Community College Assistance Corporation Executive Committee Meeting will be held on Tuesday, June 21, 2022.