

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

January 25, 2022  
8:00 a.m.

**MINUTES**

Voting Members Present:           Russell Denver, Chair  
David Brown  
Daniel Keenan  
Ellen Freyman  
Dr. Cook

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

**Exhibits**

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

- Exhibit 1 – Draft minutes from December 7, 2021

**Call to Order**

Mr. Russell Denver called meeting to order at 8:00 a.m. and roll call was taken. All members of the Executive Committee were in attendance.

**Approval of Minutes**

**A motion was made to approve the December 7, 2021 minutes by Ms. Ellen Freyman. The motion was seconded by Dr. Cook and approved unanimously via roll call.**

**Management Report**

Mr. Paul Stelzer began his presentation by introducing Mr. Matt Flink, Regional Facilities Director for Appleton Corporation to the committee. Mr. Flink gave the committee a brief update on his background.

Shinead Vasquez, Accountant, Appleton Corporation presented the second quarter financials to the Executive Committee. As of December 31, 2021 the total revenue was \$1,924,785 which was \$59,815 over budget. The total operating expenses were \$1,694,892 which were \$60,267 over budget.

**A motion to accept the financials was made by Ms. Ellen Freyman and seconded by Mr. Dan Keenan and approved unanimously via roll call.**

Ms. Jennifer Murphy gave the committee an update on the COVID testing site being held at the Technology Park. Due to the understaffing and crowding at the Eastfield Mall site, the state requested that Cataldo open a second testing site at the Technology Park. The testing site is open by appointment only and cannot exceed 800 tests over an eight hour period. The plan is to operate this site only until the Eastfield Mall site can get the staffing levels needed to run efficiently. Ms. Freyman asked how the testing site is being advertised. Ms. Murphy noted that in addition to television coverage, Mayor Sarno held a press conference to announce the opening of the site. In addition, signage has been put up around the site. Mr. Brown asked if the Technology Park was receiving any funding for expenses to

run the site. Ms. Murphy informed him they are receiving \$11,000 per month for expenses. Mr. Stelzer thanked Ms. Murphy for doing such a great job handling the opening of the site.

Dr. Cook presented an update on the School of Health project. He informed the Committee that the College submitted their proposal on December 20, 2021. The process is very competitive with a total of 20 proposals submitted. Only five or six of these proposals will receive the funding they are requesting. The American Rescue Plan Act (ARPA) funding cannot be used to fund any DCAMM projects. The College will receive a portion of the \$44M all community colleges are receiving. These funds can be used to cover food, housing, etc. for students.

Mr. Stelzer informed the Committee that the Assistance Corporation auditors, CohnReznick, have informed him that their fee for services will increase from \$17,000 last year to \$23,000 this fiscal year. In addition, a \$4,000 one-time charge for GASB 87 will also be due this year.

Mr. Brendan Greeley emailed a copy of the leasing report to the committee prior to the meeting. There were no questions from the group regarding the report.

### **Next Meeting**

The next Springfield Technical Community College Assistance Corporation Executive Committee Meeting will be held on Tuesday April 5, 2022.