

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**Board of Trustee Regular
Monday, March 25, 2024 at 5:00 PM
Ira H. Rubenzahl Learning Commons, Building 19/Forum**

Minutes of Meeting

- Present: Jynai McDonald, Chair Pro Tempore
Zoya Plunkett-Brown, Student Trustee
Laurie Martin, Alumni Trustee
Tonia Butler-Pérez, Trustee
Bill Johnson, Trustee
Jeff Sattler, Trustee
MacArthur Starks, Trustee
- Unable to Attend: Elizabeth Oleksak-Sposito, Trustee/Secretary
Samalid Hogan, Trustee
Norman Roldan, Trustee
- Also Present: Dr. John B. Cook, President
Nanette Flores, Executive Assistant to the President & Board Clerk

I. Call to Order & Roll Call

Acting Chair Jynai McDonald called the meeting to order at 5:03 p.m.

The following Trustees were present at roll call: Acting Chair Jynai McDonald, Student Trustee Zoya Plunkett-Brown, Alumni Trustee Laurie Martin, Trustee Tonia Butler Pérez, Trustee Bill Johnson, Trustee Jeff Sattler, and Trustee MacArthur Starks. Seven Trustees present, constituting a quorum.

II. Approval of Minutes

a) Board of Trustee Meeting – Monday, February 26, 2024

Trustee Tonia Butler Pérez moved to approve the minutes from the February 26th Board of Trustees meeting, seconded by Trustee Laurie Martin. After no further discussion, unanimously approved.

III. Committee Reports

a) Audit Committee, held on Monday, March 11, 2024

Committee Chair, MacArthur Starks informed Trustees that Auditors Lisa Rotondi and Michael Cosgrove, from WithumSmith & Brown met with the Audit Committee to review the FY 2023 Single Audit as required. As noted in the report, there were three findings identified in the two major programs audited. Noted also that the findings are quite

common and corrective actions have already been implemented. Committee Chair Mac Starks moved Motion 2024-04 recommending the Committee on Ways and Means the approval of the FY 2023 Single Audit as presented.

Trustee Bill Johnson moved to approve the minutes from the March 11th Audit Committee meeting. After no further discussion, unanimously approved.

b) Committee on Ways and Means, held on Wednesday, March 11, 2024

Committee Chair Mac Starks referred to the March 11th Committee on Ways and Means report to highlight topics discussed. Auditor Lisa Rotondi went over the Single Audit findings discussed at the Audit Committee meeting. Motion 2024-04: FY 2023 Single Audit, was moved and unanimously approved by the Committee on Ways and Means.

Another topic discussed is the consolidation of trust funds. As noted in the report, Assistant VP of Administration & Controller, Mr. Jonathan Tudryn described a proposal to consolidate the Health Trust Fund, and the Capital Improvement Trust Fund under the General Education Trust Fund. Motion 2024-05 suggesting the full board consolidation of Trust Funds was unanimously approved by Committee members. This was followed by the usual financial update and outlook topics such as the cash flow projection, the FY2023 revenue and spending projection and the first draft of the FY2025 budget process.

Upon the reporting of the minutes from the March 11th Committee on Ways and Means meeting minutes,

Trustee Jeff Sattler moved [**Motion 2024-05**] that the Springfield Technical Community College Board of Trustees, pursuant to the provision of Section 22 of Chapter 15A, approves the following trust funds be dissolved effective March 25, 2024:

- Health Trust Fund
- Capital Improvement Trust Fund

The Board of Trustees consolidates the unrestricted fund balances and activity from the dissolved *Health Trust Fund and Capital Improvement Trust Fund* to the *General Education Trust Fund* as shown in Attachment A.

Seconded by Trustee Laurie Martin, and unanimously approved.

c) Facilities and Capital Improvement

Committee Chair Trustee Jeff Sattler referred to the March 18th Committee on Facilities and Capital Improvement meeting report to inform the Board of topics discussed. Included on the report are details from the IT and Cybersecurity update presented by VP/CIO Mary Kaselouskas including YTD expenditures, as well as long term contracts. CFO/VP of Administration & Sustainability Andrea Nathanson provided an update on the School of Health relocation as well as campus facilities projects and deferred maintenance. To conclude Trustee Sattler highlighted his suggestion of scheduling

individual campus tours for Committee members in areas of planned or completed capital projects.

Trustee Bill Johnson moved to approve the minutes from the March 18th Facilities and Capital Improvement Committee meeting. Seconded by Trustee MacArthur Starks. After no further discussion, unanimously approved.

IV. **President's Perspective** – Dr. John B. Cook, President

a) FY 2025 Budget Preparation / Conversation

Included in the meeting packet is a modified slide deck with details of the process for preparation of the 1st draft of the FY25 budget. Highlighted in the presentation is a summary of major assumptions based on the budget elements previously discussed: State appropriation funding, enrollment/credits projection, tuition/student fees, staffing levels (excluding SUCCESS/Grant), salary expenses, as well as operational expenses and STCC capital/facilities which includes IT. Noted that the amount of Reserves from the previously endorsed Trustee plan would have been \$2.0M; described the draft approach would be to lower that amount to \$1.5M. Regarding the unrestricted net position and overall cash/investments, FY27 projections are well-ahead of pre-Covid figures.

With the uncertainty of a longer term enrollment trend, FY 2025 budget draft #1 continues to assume a conservative enrollment of 85,900 credits/ -2% from FY24, and the president review the long-term enrollment trends for the college. Continued discussion include a conversation about potentially increasing student fees, noting a potential/forecasted yield of about \$500,000, that can help with arriving at a balanced budget. Discussed Trustees support for increasing FY25 student fees, which overall was met with endorsement.

b) Campus Police & Body-Worn Cameras

President Cook referred to an article, published on March 14, 2024, that described the move by STCC campus police to adopt body-worn cameras. STCC received a Federal grant of approximately \$42,000 and Chief of Police, José Rivera was present at the meeting to respond Trustee questions.

c) Shared Governance Council (SGC):

i. Institutional Policy: Smoke/Tobacco-Free Campus

President Cook presented to Trustees a Smoke/Tobacco-Free Campus proposal generated by the governance process, which included committee work by the All-Unit Congress, review by the Shared Governance Council, and endorsement of the policy change by the president. Dr. Cook discussed elements of the proposal, including the likely area of question regarding enforcement as well as implementation timing given labor contracts. With Trustee approval, both collective bargaining entities (MCCC and AFSCME) will be informed.

Trustee Jynai McDonald moved [**Motion 2024-06**] that the Springfield Technical Community College Board of Trustees, pursuant to the provision of Section 22, Chapter 15A, approves the following policy:

Smoking is prohibited everywhere on the STCC campus, including indoors, on the grounds, and with external parking lots, except in private vehicles.

Related, it is understood that for the purpose of this policy smoking includes any and all burning of tobacco; use of any smoking or vaping equipment; and includes but is not limited to cigarettes, cigars, pipes, e-cigarettes, or vaporizers.

Seconded by Trustee MacArthur Starks, opposed by Bill Johnson, and unanimously approved by six out of seven Trustees.

ii. Operational Policy: Revised Withdrawal Policy

Dr. Cook referred to a March 5th memo informing Trustees of an operational policy action that revised the Withdrawal Policy. A copy of the memo includes those sections that were removed/revised, and again, this action comes by way of governance review that included a committee of the All-Unit Congress, as well as broad consensus achieved at the Shared Governance Council.

V. Chair’s Report – Trustee Jynai McDonald, Chair Pro Tempore

Presidential Evaluation & DHE Annual Evaluation Guidelines (and recorded meeting)

Acting Chair Jynai McDonald shared with Trustees that an Ad Hoc Presidential Evaluation Committee will be formed just like past practice. The Committee will set up the first meeting to review the methodology/process, and is expected to meet in person. Similar to last year’s process, Trustees will receive a template with focal areas/sections, and members of the Committee (Chair, Secretary, Committee Chairs), will then meet one-on-one with other Trustees to gather feedback. The president provides a self-assessment, and with finalization at the June Board meeting, Trustees will meet Department of Higher Education timetable/expectation for submission.

VI. Old Business / New Business

Under Old Business, Trustee Tonia Butler Perez offered comments specific to the Massachusetts Open Meeting Law. There was discussion by a number of Trustees, and Chair Tempore McDonald reminded all Trustees that a good practice is avoiding use of email to communicate to the Board as a whole.

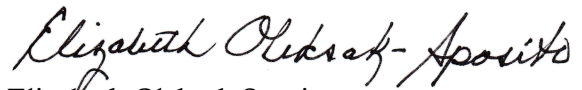
VII. Date of Next Meeting: Trustee Annual Meeting, Monday, April 29, 2024

VIII. Adjournment

At 6:05 p.m., Acting Chair Jynai McDonald called to adjourn the meeting, moved by Trustee Tonia Butler Perez, seconded by Trustee Bill Johnson, and unanimously approved.



Jynai McDonald
Chair Pro Tempore, STCC Board of Trustees



Elizabeth Oleksak-Sposito
Secretary, STCC Board of Trustees