

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**Board of Trustee Regular / Annual Meeting
Monday, April 24, 2023 at 5:00 PM
Ira H. Rubenzahl Learning Commons, B19/Forum**

Minutes of Meeting

Present: Marikate Murren, Chair
Jynai McDonald, Vice-Chair
Elizabeth Oleksak-Sposito, Secretary
Glerisbed Garcia-Figueroa, Student Trustee
Tonia Butler-Perez, Trustee
Samalid Hogan, Trustee
Bill Johnson, Trustee
Norman Roldan, Trustee
Jeff Sattler, Trustee

Unable to Attend: MacArthur Starks, Jr., Trustee

Also Present: Dr. John B. Cook, President
Andrea Nathanson, CFO & Vice President of Administration
Nanette Flores, Executive Assistant to the President & Board Clerk

I. Call to Order

Trustee Chair Marikate Murren called the meeting to order at 5:04 p.m.

II. Roll Call

The following Trustees were present at roll call: Trustee Chair Marikate Murren, Trustee Vice Chair Jynai McDonald, Trustee Secretary Elizabeth Oleksak-Sposito, Student Trustee Glerisbed García-Figueroa, Trustee Tonia Butler Pérez, Trustee Samalid Hogan, Trustee Bill Johnson, Trustee Norman Roldan, and Trustee Jeff Sattler. Nine Trustees present, constituting a quorum.

III. Brief Reception & Hors D’Oeuvres

After brief reception, meeting resumed at 5:17 p.m.

IV. Approval of Minutes – Board of Trustee Meeting – Monday, March 27, 2023

Trustee Jynai McDonald moved to approve the minutes from the March 27th Board of Trustees meeting, seconded by Trustee Betty Sposito. After no further discussion, unanimously approved.

V. Committee Reports

a) Committee on Internal and External Relations – Held on April 3, 2023

Committee Chair Jynai McDonald referred to the April 3rd Committee on Internal and External report to inform the full Board on topics discussed. Topics include an overview of SUCCESS Funds and associated initiatives/programs presented by the Vice President of Student Affairs, Darcey Kemp and members of her leadership team.

Also discussed was an outlook of Shared Governance Council (SGC). Under Personnel Reports, Dr. Cook shared that the position of Assistant Vice President of Advancement is posted, in addition, the last two finalists for the position of Chief Academic Officer/Vice President of Academic Affairs are scheduled to come to campus this week. This year's Tenure promotions were discussed and a motion to move promotions forward to the full Board was approved.

Trustee Norman Roldan moved to approve the minutes from the April 3rd Committee on Internal and External Relations meeting, seconded by Trustee Tonia Butler. After no further discussion, unanimously approved.

After the approval of the April 3rd Internal and External Relations meeting minutes the following motion on tenure recommendations was presented to the full Board.

[MOTION 2023-05] Tenure Recommendation
Trustee Samalid Hogan moved:

That the Springfield Technical Community College Board of Trustees, pursuant to the provision of Section 22 (c), Chapter 15A, approves granting Tenure as listed on Appendix A.

The motion was seconded by Trustees Norman Roldan and Tonia Butler Perez and unanimously approved.

b) Committee on Ways and Means – Held on April 10, 2023

In the absence of Committee Chair MacArthur Starks, Trustee Jeff Sattler referred to the April 10th Committee on Ways and Means report to inform the full Board on topics discussed. Topics included the regular financial update and outlook including cash flow projections and an FY 2023 Budget Outlook. Also presented was the 2nd round of the FY2024 Budget, anticipating a balanced budget at the May meeting. Trustee Sattler highlighted CFO Nathanson's note in response to Trustees' prior questions on how a possible enrollment increase would affect the budget in terms of increase of operational and salary expenses. CFO Nathanson provided an example based on an unlikely enrollment increase of 38%, bringing credits leveled to FY20, noting that the current operational infrastructure would be able to absorb such growth, and on the instructional side, capacity would likely be best absorbed by adjunct faculty.

Trustee Norman Roldan moved to approve the minutes from the April 10th Board Committee on Ways and Means meeting, seconded by Trustee Samalid Hogan. After no further discussion, unanimously approved.

VI. FY 2024 Budget Review – Presented by Andrea Nathanson, CFO & VP of Administration; and Hon. Jeffrey Sattler, Trustee and Member of Committee on Ways & Means.

CFO Andrea Nathanson provided a progress update, highlighting the timeline, objectives, status, and the goal of a final Trustee vote in May to approve the college spending plan, trust fund budgets, and any fee increases.

This followed with a discussion of the use reserves in support of operations. As Dr. Cook noted, this outlook provides a key baseline demonstrated status before COVID, compared to current outlook. NECHE saw the work done from the management of federal funds received during COVID, and fiscal acumen was recognized during accreditation. Noted how money from reserves provides a safety net by way of Trustees because forecasting remains complex and uncertain.

In the FY24 Budget Review – Draft #2, Summary of Major Assumptions, CFO Nathanson went over current budget assumptions. These include a conservative approach to state appropriation estimates (increase of \$250k for FY24); a conservative FY24 budget goal (at 73,294 credits based on the average decline of 4.5%); a \$10 per credit increase contingent on no fee stabilization funding from the state (implemented in 2024); no expected contribution from STCC Foundation; an increase of 2% for staffing/salary expenses; operational expenses shown as an increase of 5% for inflation; and a combined budget of \$4.6M for STCC IT/Facilities Capital/Projects.

CFO Nathanson and Trustee Sattler went over the revenue and expense key assumptions and noted that totals are close to being balanced and reconciled for the balanced FY24 budget. Dr. Cook noted the importance of keeping a conservative approach when setting expectations because of the timing difficulty during the year to accommodate short falls. The team concluded with the next steps toward reconciliation, which includes a draft of the language for consideration regarding a mandatory increase of \$10 per-credit fee, and noted avenues for reduction of reserve request such as collective bargaining funding, favorable increase in formula funding, and favorable increase in enrollment.

VII. Presentation of Strategic Plan – Presented by Dr. John B. Cook, President; and Hon Jynai McDonald, Trustee & Chair, Committee on Internal & External Relations.

Dr. Cook and Trustee McDonald co-presented the Strategic Plan: Momentum 2023-2028 for Trustee endorsement. The presentation included an overview of the process and timeline leading to this final edition, noting that the process kicked off at an All-College Town Hall in April of 2022, followed by a series of taskforce committee meetings and workshops throughout the year with a working group of approximately 30 students, faculty and staff. The mission/vision were affirmed; also noted and discussed is how our plan draws from the Department of Higher Education (DHE) to frame use of a racial/equity lens. Three of the goals reviewed in detail included a) Lead the Educational Ecosystem; b) Elevate our Technical Mission; and

c) Reimagine STCC for a Sustainable Future. Each goal was presented with a sample of one of the objectives tied to the goal, and set of measures for the objective:

Goal: “Reimagine STCC for a Sustainable Future”

Objective (5.3): Optimize and plan campus space utilization to enhance the student and employee experience.

Outcomes/Measures: updating the Campus Master Plan, completed mini-Master Plan for B27 (WFD), space utilization metrics, and School of Health relocation by 2026.

As noted in the presentation there is a total of 23 Objectives across the Plan. Also included in the slides is a copy of the DHE scorecard showing a key set of DHE metrics included for measuring outcomes. To conclude, Dr. Cook thanked all staff/faculty/and administrators involved in the elaborate strategic planning process, and went over key next steps: review by the Department of Higher Education, approval by the Massachusetts Board of Higher Education (and Secretary of Education); and STCC “Professional Day” launch (8/31/2023) with all faculty and staff.

[MOTION 2023-06] Endorsement of Strategic Plan: Momentum 2023-2028
Trustee Norman Roldan moved:

That the Springfield Technical Community College Board of Trustees endorses the 2023-2028 Strategic Plan, as prepared and presented.

The motion was seconded by Trustee Elizabeth Sposito-Oleksak and unanimously approved.

VIII. President’s Perspective – Dr. John B. Cook

- a) April All-College Town Hall (4/26): The FY24 Budget and Strategic Planning presentations used at today’s Board meeting will be shared at the April 26th Town Hall meeting.
- b) April lunch with Department Chairs/Curriculum Coordinators (4/28)
- c) Pending Housing Agreement (TBD): Housing/dorm opportunity with a local college (more to come)

IX. Chair's Report – Trustee Marikate Murren

a) Presidential Evaluation

Board Chair Marikate Murren announced that the Executive Committee is meeting in zoom on Thursday, April 27 at 5:00pm to discuss the 2022-2023 Presidential evaluation process.

X. Old/New Business

Old Business: If the Budget is approved in May, there is a probability that the first Capital and Facilities Committee meeting will meet in person, on Monday, June 12.

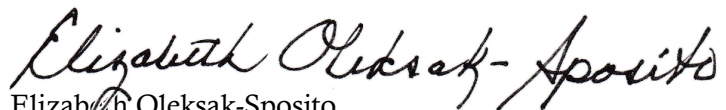
New Business: As a new member of the STCC Foundation Board, Trustee Tonia Butler Perez informed the full board of fundraising matching campaign sponsored by STCC Foundation. The campaign link will be forwarded to Trustees.

XI. Date of Next Annual Board Meeting – Monday, May 22, 2023 in-person B19/Forum

XII. Adjournment

At 6:21 p.m., Trustee Norman Roldan moved to adjourn the meeting, seconded by Trustee Jynai McDonald, and unanimously approved.


Marikate Murren
Chair, STCC Board of Trustees


Elizabeth Oleksak-Sposito
Secretary, STCC Board of Trustees