

STCC Board of Trustees
COMMITTEE ON INTERNAL AND EXTERNAL RELATIONS
Monday, November 4, 2019 at 5:00 p.m.

Present: Committee Chair Frank Quigley, Trustee Chair Marikate Murren, Trustee William Johnson, Trustee Betty Sposito, Student Trustee Yanira Aviles, and Dr. John Cook

Guest Presenters: Dr. Geraldine de Berly, VP of Academic Affairs; Denise Hurst, VP of Advancement and External Affairs; Dean of Institutional Research and Co-Chair of self-study; and Christina Atwater, Associate Professor of Business and Co-Chair of self-study.

- I. Call to Order - Committee Chair Frank Quigley called the meeting of the Committee on Internal and External Relations to order at 5:00 p.m.
- II. Roll Call – Five out of Six Committee members present; constituting a quorum.
- III. President’s Perspective

a. Key Updates Academic Affairs – Dr. Geraldine de Berly, VP of Academic Affairs

Dr. de Berly updated the committee on ongoing work focused on Course Management Scheduling. Currently, course scheduling is done in silos and mostly planned out for a short-term period. The goal is to strategically move into long-term course planning across all programs and for at least a two-year cycle, which will assist with projecting the number of sections needed for courses such as Math and English. With this in mind, Dr. de Berly suggests investing in a scheduling system. A scheduling system will help map out the courses offered through programs, therefore, will assist with issues such as course cancellations, not having courses available for students when needed, amongst other. We are currently working with faculty to do what is best for students. We are looking closely into programs offerings to avoid duplications, and to better project anticipated enrollment. We are being analytical in regards to under enrolled courses. Working with advisors and faculty across programs to avoid working in silos.

Online courses: Last year we offered over 100 online courses, different from ‘section’. This year we are up to 150 and the goal is to double this number for the following year. Looking into other options such as hybrid courses. As we expand the offering of online options, we will also need to provide training to faculty. Thankful of having two full-time course designers on campus that are assisting with all the logistics when incorporating online courses. Working also with Marketing and IT. Looking into providing new computers to faculty.

Dr. Cook updated the committee on the status of the search for an Assistant Vice President of Workforce. The search committee narrowed down to three strong and viable candidates. Candidates are coming to campus and meeting with Dr. Cook in the following few weeks.

b. Key Updates Advancement and External Affairs – Denise Hurst, VP of Advancement & External Affairs

Denise provided a handout in which she highlights the four departments/offices under her area: Community Engagement, Marketing and Communications, Multicultural Affairs, and STCC Foundation.

Community Engagement: Western Mass Legislative Advocacy in support of Building 20 relocation - Representative Joseph Wagner, and other delegates attended a Legislative Breakfast held on Friday, November 1. The event was held in Building 20 and Legislators had the opportunity to tour programs

operating in the Building and to discuss the needs to relocate such programs. Also strategically working towards funds from the Economic Development Bill Support, FY21-FY22; and the Mass Infrastructure Grant Support, FY21-FY22.

Marketing and Communications: Public in general are commenting on the noticeably increase of marketing strategies highlighting STCC in all areas of communications, such as TV commercials, billboards, readersrave.com, and information on STCC's website. Included on the website: a section titled *I Hire STCC Grads*. This section highlights testimonials of Alums and Employers. In addition, STCC's landing web page includes a link to information about "Smart Start", highlighting STCC's value affordability. Also highlighted in this presentation is the news about STCC receiving the "Best Local College" Reader Raves 2020 Award. For the past 10 years, UMASS received the Best Local College Award and this year STCC defeated UMASS.

STCC Foundation Giving History: STCC Foundation helps support and provide scholarships to students. The information provided shows history of amounts received from donors and gifts since FY2015 through FY2019. Noted are a few years in between of decrease and instability, and an increase starting on FY2019. The Foundation is re-connecting and strengthening relations with old and new donors. On October 22, the Foundation launched the Major Gift Campaign - first after 10 years. Announced at this event was the naming of the Touhey Family Welcome Center at the Student Learning Commons. Named after Brian Tuohey, a longtime and generous STCC Foundation Donor and supporter.

c. NECHE Accreditation Process – Suzanne Smith, Dean of Institutional Research, and Christina Atwater, Associate Professor of Business

Dr. Cook introduced Dean Smith and Professor Atwater who will update the committee on the NECHE Accreditation process. To promote inclusivity and transparency throughout the process, staff and faculty were encouraged to self-select the standard committee they preferred. In addition, the use of Blackboard as the platform to gather information and data needed for the report, allows access to the entire campus community.

Suzanne and Christina provided an overview of the structure of committee teams. There are nine committees (one for each standard), and two co-chairs lead each committee. Co-Chairs were strategically selected to lead areas that are not necessarily tied to their area of expertise, allowing for a different perspective. The plan kicked off at the August Professional Development day for faculty and staff. Pat O'Brien, Senior Vice President of the NECHE Commission was the guest speaker at the PD Day. After her presentation in regards to the accreditation process, Pat met separately with the 18 co-chairs. Moving forward with the plan, a series of six committee meetings are scheduled throughout the academic year, with the first meeting scheduled on September 18. Standard committees are set up in BlackBoard as courses, each standard as a separate course. This allows committee member to write, and upload information specific to their assigned standard. Also uploaded in BlackBoard is the Data First Forms, an excel document provided directly from NECHE to collect required supporting data. There is still opportunity to add volunteers if any of the Trustees would like to participate in the process.

d. Personnel updates Dr. Cook updated the Board on most recent personnel status – Within the Full-time new hires Dr. Cook pointed out the hiring of Nicole Esposito, Assistant Dean for Liberal Arts and Professional Studies; Aimee Dalenta, Assistant Professor and Program Chair of Early Childhood Education; and Katara Robinson, Director of Gateway. In Full-Time Separations, we lost two Assistant VP, and one VP. Search Committees are currently working on possible candidates to fill these positions.

IV. [Motion 2020-02] Sabbatical leave request: Theresa Przybylowicz

Trustee Betty Sposito moved that the Committee on Internal and External Relations of Springfield Technical Community College recommend to the Board of Trustees the approval of the sabbatical leave request from Theresa Przybylowicz, Professor of Nursing, at full pay, for the spring 2020 semester, contingent upon the Senate budget for Springfield Technical Community College. Committee Chair Frank Quigley seconded the motion, and unanimously approved.

V. [Motion 2020-03] STCCAC appointment: Kelly Fellner

Student Trustee Yanira Aviles moved that the Committee on Internal and External Relations of Springfield Technical Community College recommend to the Board of Trustees, pursuant to the provisions of Chapter 273, Section 125 Acts of 1994, approves the appointment of Superintendent Kelly Fellner to the Springfield Technical Community College Assistance Corporation Board of Directors for a 3-year term, from September 27, 2019 through September 27, 2022. Trustee William Johnson seconded the motion, and unanimously approved.

VI. [Motion 2020-04] STCCAC Re-Appointment of Ricky Swaye

Trustee William Johnson moved that the Committee on Internal and External Relations of Springfield Technical Community College recommend to the Board of Trustees, pursuant to the provisions of Chapter 273, Section 125 Acts of 1994, approves the re-appointment of Ricky Swaye to the Springfield Technical Community College Assistance Corporation Board of Directors for a 3-year term, from September 27, 2019 through September 27, 2022. Trustee Chair seconded the motion, and unanimously approved.

VII. Old Business - None

VIII. New Business - None

IX. Next Meeting Date and Time: Monday, January 6, 2020

X. Adjournment: Trustee William Johnson moved to adjourn the meeting at 6:05 p.m., seconded by Committee Chair Frank Quigley, approved unanimously.

Respectfully submitted by Nanette Flores