

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
ASSISTANCE CORPORATION
EXECUTIVE COMMITTEE MEETING**
Tuesday, October 13, 2020 - 8:00 a.m.

MINUTES

Voting Members Present: Ricky Swaye, Chair
 Russell Denver
 David Brown
 Ellen Freyman
 Dr. John Cook

Also Present: Brendan Greeley, Partner, R.J. Greeley, Inc.
 Jennifer Murphy, Senior Property Manager, Springfield Technology Park
 Dorothy Ungerer, Interim Controller
 Karen Smith, Partner, Cohn Reznick, LLP
 Paul Stelzer, President, Appleton Corporation
 Shinead Vasquez, Accountant, Appleton Corporation

Exhibits

During the course of this meeting the following exhibits were reviewed:

- Exhibit 1 - August 11, 2020 STCCAC Executive Committee Meeting Minutes
- Draft copy of FY 2020 STCCAC Financial Statements

Call to Order

Chair Ricky Swaye called meeting to order at 8:00 a.m. Due to the current COVID-19 situation, the meeting was held via zoom meeting platform.

Approval of Minutes

Mr. David Brown made a motion to approve the August 11, 2020 STCCAC Executive Committee Meeting Minutes. Ms. Ellen Freyman seconded the motion. Vote: Unanimous.

Year End Audit Presentation

A draft copy of the STCCAC Financial Statements for June 30, 2020 was emailed to the Committee prior to the meeting. Ms. Karen Smith, Partner at Cohn Reznick informed the Committee that the June 30, 2020 audit was unmodified and no significant deficiencies were noted. She also noted that audit process went smoothly.

Mr. Ricky Swaye made a motion to approve the June 30, 2020 draft Financials Statements. Dr. John Cook seconded the motion. Vote: Unanimous.

Management Report

Mr. Brendan Greeley presented the Committee with an update on leasing and marketing at the Technology Park. Mr. Greeley noted that the market remains slow for office space. There are some prospects which Mr. Greeley will continue to reach out to and report back at the next meeting.

Mr. Paul Stelzer presented the Management Report. He started by thanking everyone who helped contribute to the successful audit this year. At the STCCAC Board meeting, a report prepared by CohnResnick Real Estate for the Technology Park will be discussed. The report notes four possible scenarios for the Technology Park including the STCC Health Sciences program moving to the park. Mr. Stelzer continues to work with Dr. Cook, Denise Hurst and Chris Scott and a space programming meeting will be held with DCAMM next week.

Next Meeting

The next Springfield Technical Community College Assistance Corporation Executive Committee Meeting will be held on Tuesday, December 1.

Adjournment:

The meeting was adjourned at 8:55 a.m.