

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**Board of Trustee Meeting
Monday, October 20, 2025 at 5:00 PM**

Minutes of Meeting

Present: Michael Knapik, Chair & Trustee
Elizabeth Oleksak-Sposito, Vice Chair & Trustee
Dr. William Dávila, Secretary
Caleb Sierra, Student Trustee
Tonia Butler Pérez, Trustee
Samalid Hogan, Trustee
Bill Johnson, Trustee
Anthony Moore, '15 Trustee
Norman Roldan, Trustee
Jeffrey Sattler, Trustee
Laurie Martin '90, Alumni Trustee (joined at 5:07 p.m.)

Also Present: Dr. John B. Cook, President
Gina Yarbrough, Legal Counsel (joined remotely)
Constantia "Dena" Papanikolaou, Chief Legal Counsel (joined remotely)
Nanette Flores, Executive Assistant to the President & Board Clerk

I. Call to Order & Roll Call

Board Chair Michael Knapik called the meeting to order at 5:02 p.m.

The following Trustees were present at roll call: Trustee Chair Michael Knapik, Trustee Elizabeth Oleksak-Sposito, Trustee Dr. William Dávila, Trustee Caleb Sierra, Trustee Tonia Butler Pérez, Trustee Samalid Hogan, Trustee Bill Johnson, Trustee Anthony Moore, Trustee Norman Roldan and Trustee Jeff Sattler. Ten Trustees present at roll call constituting a quorum. Trustee Laurie Martin joined the meeting at 5:07p.m., after roll call.

II. Welcome Remarks – Trustee & Chair, Michael Knapik

Board Chair Michael Knapik welcomed Board Members, Administrators, DHE and BHE Guests, and General Public. Reiterating the news of President Cook's departure in 2026, Board Knapik noted that today's meeting is focused on topics related to the Presidential search for the next President, and here to present on these topics are Attorneys from the Office of Legal Counsel, Gina Yarbrough, and Dena Papanikolaou.

At discretion of the Chairman, Chair Knapik moved to item V. Presidential Transition & Search Process.

V. Presidential Transition & Search Process

Introduced by Chair Knapik, the Chief Legal Counsel from the Department of Higher Education Dena Papanikolaou presented an overview of the Presidential Search Guidelines. Providing Trustees, a “roadmap” focus on the presidential search procedure for STCC’s new President, and highlighting the balance of statutory authority roles of the Board of Higher Education and of the STCC Board of Trustees. Also shared with Trustees, a set of two “at a glance” documents, a flow chart and a table, with touchpoints organized in sequential order.

In 2013 the Board of Higher Education (BHE) implemented guidelines and procedures for the search, selection, appointment and removal of State University and Community College presidents. If followed thoroughly, the guidelines provide Boards of Trustees with touchpoints making sure procedural expectations are clear. One of the initial steps in the process is the appointment of a presidential search committee. The BHE suggests a total of 9 – 13 search committee members including a minimum of three Trustees and one voting member appointed by the Commissioner. The remaining members will consist of at least one individual from each of the major campus constituents and a community representative, appointed by the delegated Board of Trustees Committee.

Dena proceeded to go over the Commissioner’s responsibilities. This includes the appointment of a DHE/BHE member of the search committee – noting that this appointment is already set. The Commissioner must also approve the Presidential profile. Once the Search Committee narrows down the applicant pool to 3 to 5 finalists, the Commissioner has the opportunity to review the applicant pool, looking for diversity, and has the authority to ask for a broader selection without asking for specific applicants. The Commissioner will interview the 3-5 finalist. The opportunity to interview the finalists must be extended to BHE. After the local Board of Trustees votes to recommend one candidate to the BHE, the BHE interviews the recommended candidate and has the final vote for appointment, including terms of appointment. Dena and Gina will assist throughout this final process.

Referring to the two documents (handouts) distributed to Trustees, Dena went over the at-a-glance Flow Chart; and the at-a-glance Table that summarizes the responsibilities of Board of Trustee, Search Committee, DHE, and BHE. From the one-page flow chart, Dena highlighted the step when the Search Committee (SC) “provides a list of 3-5 unranked finalists to the Local Board”. From this point on, the Full Board will take over.

Regarding responsibilities of the Local Board, The Board of Trustees establishes or may delegate to the Executive Committee the charging of the search committee (suggested 9-13 members); the hiring of a search firm, and establishing a budget. Also noting the functions of the search committee: members of the Search Committee are required to receive Open Meeting Law training; and abide to confidentiality and conflict of interest. The search committee, with the assistance of the search firm, prepare the position profile. Review applications to select semi-finalists; then proceed to interview semi-finalist; and conclude with the selection and recommendation of 3-5 finalist for public interviews. The full Board of Trustees will then vote to recommend one candidate to the BHE or delegation of authority to work with DHE. After the local Board vote, the BHE will interview the recommended finalist, and will hold the final vote of appointment and terms of appointment.

Question: Can all Trustees attend the Open meetings or just the Executive Committee?

Summarized response: Meetings involving screening applicants are held in Executive session and are exclusive to Search Committee members. Other meetings such as the meeting for Open Meeting Law Training is open to the public. Reiterating that the full Board will take over the voting and involvement of the 3 to 5 candidates for public interviews.

Regarding question about anticipated timeline, the process should kick off as soon as possible (between December and January), with an expected successful completing in late spring. For a possible start in July, August or September. Suggesting also that meetings should happen when everyone is on campus.

Question about delegation to the Executive Committee, is this a common practice? Yes, delegating authority to the Executive Committee of the Board is a common practice.

VI. Motions for Approval

Trustee Caleb Sierra moved:

[MOTION 2026-03]: Request for Delegation of Authority to the STCC Board Executive Committee to establish a Presidential Search Committee.

Seconded by Trustee Laurie Martin, and unanimously approved via roll call.

Trustee Norman Roldan moved:

[MOTION 2026-04]: Request for Delegation of Authority to the STCC Board Executive Committee for the selection and hiring of the search firm to assist with the Presidential search process.

Seconded by Trustee Bill Johnson, and unanimously approved via roll call.

Trustee Caleb Sierra moved:

[MOTION 2026-05]: Request for Delegation of Authority to the STCC Board Executive Committee for approval of Dr. William Dávila, Trustee & Internal/External Committee Chair, as Chair of the Presidential Search Committee.

Seconded by Trustee Bill Johnson, and unanimously approved via roll call.

VII. Date of Next Meeting: Monday, November 17, 2025

Board Chair Knapik informed that items III and IV on today's agenda are moved to the next Board of Trustees meeting.

VIII. Adjournment

At 5:45 p.m., Chair Knapik called for a motion to adjourn the meeting, seconded by Trustee Samalid Hogan (roll call was not taken.)



Michael R. Knapik
Chair, STCC Board of Trustees



Dr. William Dávila
Secretary, STCC Board of Trustees