

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES**

REGULAR MEETING

Monday, May 18, 2020

Zoom/Live Streamed in STCC YouTube Channel
5:00 p.m.

Minutes of Meeting

Present at Roll Call: Marikate Murren, Chair
Frank Quigley, Vice Chair
Jynai McDonald, Secretary
Yanira Aviles, Student Trustee
Steve Grande, Trustee
Elizabeth Oleksak-Sposito, Trustee
Eric Hagopian, Trustee
Jeff Sattler - Trustee
William Johnson, Trustee
Vicky Crouse, Trustee (arrived after roll call)
MacArthur Starks, Jr., Trustee (arrived after roll call)

Also Present: Dr. John B. Cook, President;
Karl Ohaus, Value Stream Consultant

I. Call to Order

Chair, Marikate Murren called the meeting to order at 5:03 p.m.

II. Roll Call

At roll call, nine out of eleven Trustees in attendance, constituting a quorum. Trustee MacArthur Starks and Trustee Vicki Crouse joined the meeting a few minutes late.

III. Approval of Minutes – Board of Trustees Regular Meeting – April 27, 2020

Trustee Steve Grande moved to approve the minutes from April 27, 2020 Board of Trustees meeting, seconded by Vice Chair Frank Quigley, and unanimously approved through roll call.

IV. Value Stream Initiative/Presentation – Jon Tudryn, STCC Controller; Joe DaSilva, STCC CFO/Vice President of Administration & Finance; Karl Ohaus, Value Stream Consultant

Vice President DaSilva providing an overview of the value stream consultancy, including the process used to select the consultant. The project was awarded to Lean Transformation Group (Karl Ohaus, Partner) for the amount of \$38,000, which represented the low bid, and was done in accordance with Massachusetts procurement law and policy. VP DaSilva noted expectations and areas of focus. Jon Tudryn, STCC Controller picked up project management/oversight from former STCC CIO/Assistant Vice President Inder Singh, and will be generating a comprehensive report to the President, and for review with Trustees.

Karl Ohaus proceeded with his presentation. First, he acknowledged the team of twenty-five STCC staff that worked with him in this project. As part of the work, the team reviewed 20 new applicants to STCC for Spring Semester 2020, to examine the process to become formally matriculated at the college. Findings from this observation, as well as examination of the value stream were discussed. COVID-19 significantly impacted the project, but savings were reviewed, as well as which strategies have been implemented, and the number still needing consideration (i.e. moving from paper application process to electronic; moving from on-campus new student orientation to virtual). The project identified \$164,052 of total savings, and there remain approximately 20 recommendations for administrators at the college to examine and potentially implement.

Trustee discussion included a request to know if COVID impacts can be segmented from project savings.

V. Trustee Committee Reports

Committee on Internal and External Relations – Monday, May 4, 2020

Internal and External Relations Committee Chair Frank Quigley referred to the report from the May 4 meeting to address the Board. The report included Key Updates from Academic Affairs by VP Geraldine de Berly, and Key updates from Advancement and External Affairs by VP Denise Hurst. Also reported on President’s Perspective by Dr. Cook, which included updates on budget and operational challenges due to COVID 19, and personnel reports.

Trustee Eric Hagopian moved to approve the minutes from May 4, 2020 Committee on Internal and External Relations meeting, seconded by Trustee Jeff Sattler, and unanimously approved through roll call.

Investment Sub Committee Meeting – Thursday, May 7, 2020

Investment Sub Committee Chair Mac Starks referred to the May 7 quarterly Investment Sub Committee report to inform Trustees of the investment portfolio report for the first quarter of 2020. Committee Chair Starks noted three points of discussions. First, the merger between FIA and DiMeo Schneider and Associates, completed on April 1 is going well, and as mentioned in the past, the merger does not affect professional services provided to STCC. Second, the first investment quarter of 2020 was not good due to COVID 19. STCC's portfolio felt the impact but not terribly thanks to the work here at STCC. The long-term investment went down 17%, but the actual benchmark was down 14%. The short-term was up 1.5%. Third, Mike Chase is having conversations with other institutions similar in size to STCC and confirmed that FIA is keeping a close eye on the portfolio and will offer suggestions for any changes that are deemed appropriate. In the meantime, no allocation changes were needed nor made.

Committee on Ways and Means– Monday, May 11, 2020

Committee on Ways and Means Chair Mac Starks referred to the May 11 Ways and Means meeting report to inform the full Board on budget perspectives. Regular budget perspective reports were relatively normal, no major outliers at this point. We talked about the CARES Act and COVID 19. The Committee had an extensive conversation on FY2021 Budget. Many questions came up upon the discussion and the Committee on Ways and Means decided to hold off on approving the FY 2021 budget.

Before presenting motions, Committee Chair Starks noted that ***Motion 2020-08-FY2021 Budget*** was tabled until June meetings due to outstanding questions forced by COVID-19.

Before, moving to motions, Chair Murren called to move the minutes from the May 7, 2020 Investment Sub Committee meeting and the May 11, 2020 Committee on Ways and Means Meetings.

Trustee Steve Grande moved to approve the report from May 7, 2020 Investment Sub Committee meeting, seconded by Trustee Elisabeth Sposito, and unanimously approved through roll call.

Trustee Jynai McDonald moved to approve the May 11, 2020, Committee on Ways and Means meeting report, seconded by Trustee Elisabeth Sposito, and unanimously approved through roll call.

Chair Murren called to move the motions approved and moved by the Committee on Ways and Means.

Motion 2020-07: FY 2021 Student Fees

Trustee Steve Grande moved *“That the Springfield Technical Community College Board of Trustees approves, pursuant to the provision of Chapter 15A, Section 22, the authorization to take any and all prudent steps necessary to increase the General Education Fee by \$8.00 per credit and the Allied Health/Health Programs and Nursing Fee by \$240 per semester effective for the Fall 2020 Semester”*

Trustee Eric Hagopian seconded the motion, and was unanimously approved through roll call.

Motion 2020-09: Endowment Incentive

Trustee Eric Hagopian moved *“That the Springfield Technical Community College Board of Trustees approves the procedures developed by the STCC Foundation to administer the Program pursuant to Mass. General Laws.”*

Trustee Jynai McDonald seconded the motion, and was unanimously approved through roll call.

VI. President’s Perspective

Dr. Cook expressed appreciation to the Board for the continued conversations in regards to difficult fiscal times, and budget uncertainty. He references information previously shared with Trustees in regards to possible operational, instructional, and budget scenarios, with concern raised about state support (appropriations), and enrollment declines related to the coronavirus. Forecasted budget gaps range between approximately \$1.5 million to upwards of \$5 million.

Also discussed was the Massachusetts Reopening Guidelines, the four phase, and timing/communication actions taken by STCC. Dr. Cook also informed that necessarily, the college continues with remote operations, and online instruction, through the end of June. Social distancing is still in effect with specific guidelines/protocols. Also announced was an August virtual celebration for graduates, and the invite to the class of 2020 to the 2021 commencement ceremony. We continue to focus on clarity and communications, including a relaunch of the COVID-19 webpage.

VII. Chair’s Report – Mariakte Murren

Chair Murren expressed appreciation to Trustees who agreed to be part of the Ad Hoc Committee that will conduct the performance evaluation of President Cook. Those Trustees include Jynai McDonald, Betty Oleksak-Sposito, Mac Starks, as well as Chair Murren. The Chair asked for suggestions on process, input, and to connect with her directly regarding the President’s performance evaluation. Chair Murren will ensure a posted open meeting will be conducted by the Ad Hoc Committee, with a goal to formalize the evaluation for Trustee review and vote at the June 22nd Board meeting.

VIII. Old Business - None

IX. New Business

Board agrees to add new meeting dates during the summer to the 2020-2021 meeting schedule. Dr. Cook asked if the Board would like to add regular board meetings and Committee meetings. Discussed was a July and August Ways and Means Committee meeting, as well as a full Board meeting in August (and as needed).

X. Date of next Board of Trustees meeting – Monday, June 22, 2020

XI. Adjournment – Meeting called to adjourn at 6:20 p.m. moved by Trustee Eric Hagopian, seconded by Trustee Bill Johnson and unanimously approved through roll call.



Marikate Murren
Chair, STCC Board of Trustees