

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**AD HOC COMMITTEE MEETING – PROGRAMS DISCONTINUATIONS**

Tuesday, October 6, 2020

Zoom/Live Streamed in STCC YouTube Channel

5:00 p.m.

**Minutes of Meeting**

Present at Roll Call: Vicky Crouse, Committee Co-Chair, Trustee  
Elizabeth Sposito, Committee Co-Chair, Trustee  
Bill Johnson, Trustee  
Maurice Lindsay, Alumni Trustee  
Jynai McDonald, Trustee  
Jeffrey Sattler, Trustee  
MacArthur Starks, Jr, Trustee

Unable to attend: Eric Hagopian

Also Present: Dr. John B. Cook, President, and President's Cabinet Members

**I. Call to Order**

At 5:02 p.m., Co-Chair Vicky Crouse called a motion to open the meeting. The motion was seconded by Trustee Mac Starks.

**II. Roll Call**

Seven out of eight Committee members present, constituting a quorum.

**III. Items to discuss – Co-Chairs Vicky Crouse and Betty Sposito**

Co-Chair Vicky Crouse initiated the meeting acknowledging Trustees who volunteered to be in the Committee to discuss program discontinuations. In preparation for this meeting, Co-Chairs met with the General Counsel Ken Tashjy to discuss Open Meeting Law and parameters to conduct this meeting.

Co-Chair Betty Sposito offered an overview of the topics brought up for discussion which include discussion on scope and parameter of committee review of the discontinued programs, determine specific documentation needed to review the decision, and establish a meeting schedule and timeframe for completion of the review.

Some Trustees feel that Board members did not receive sufficient information on how the decision of discontinuing seven programs was made. As Trustee Mac pointed out, Trustees need information and analysis process from leaders in order to determine if the decision made was adequate or not, and if modifications can be made. With

comprehensive information in hand, the Committee will make the decision to whether or not move recommendations of reconsidering the programs to the Committee on Ways and Means, and eventually to the Full Board.

List of information requested includes:

- Communications and recommendations between Administration and Program Chairs.
- Capital expense to continue the program.
- Competitive analysis of who else offers the program within the region (90 miles radius)
- Percentage of students who enroll, and eventually complete the program.
- Ten year enrollment history and trends. Taking in consideration the capacity of enrollment of each program. Percentage by capacity vs. head count.
- Prospective industry analysis (note: competitors marketing programs that STCC closed)
- Teach out cost and how many students.
- Community conversation and concerns. Any further communications or meetings with community leaders and employers?
- Ten year data regarding job information and job placements, if available.
- Which are associate degree and which are certificates? Include length of certificate (12 months, etc.)
- Demographic history of students enrolled in each program (at least three years).
- Programs losses for all programs for the past five years.

The list will be sent to Dr. Cook and he will involve his Cabinet and staff at his discretion. The information due in two weeks, on October 21. This will give the Committee a week to review before meeting on the 27<sup>th</sup>. President Cook will present the information gathered as the main agenda item.

**IV. Other Business**

**V. Date of Next Meeting: Tuesday, October 27, at 5:00 p.m.**

**VI. Adjournment:** At 6:04 p.m. Trustee Bill Johnson called a motion to adjourn, Trustee Jeff Sattler seconded the motion, and unanimously approved through roll call.

Respectfully submitted by,  
Nanette Flores