

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES**

REGULAR MEETING

Monday, October 26, 2020

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

Minutes of Meeting

Present at Roll Call: Marikate Murren, Chair
Jynai McDonald, Secretary
Alessande Anderson, Student Trustee
Maurice Lindsay, Alumni Trustee
Vicky Crouse, Trustee
Steve Grande, Trustee
Eric Hagopian, Trustee
William Johnson, Trustee (joined a few minutes after roll call)
Elizabeth Oleksak-Sposito, Trustee
Jeff Sattler - Trustee
MacArthur Starks, Jr., Trustee

Also Present: Dr. John B. Cook, President;
Suzanne Smith,
Christina Atwater
Kathryn K.C. Senie

I. Call to Order

Trustee Chair Marikate Murren called the meeting to order at 5:01 p.m.

II. Roll Call

Ten out of Eleven Trustees attended the meeting, constituting a quorum.

III. Approval of Minutes – Board of Trustees Retreat/Regular Meeting – September 25, 2020

Trustee William Johnson moved to approve the minutes from September 25, 2020 Board of Trustees Retreat/meeting, seconded by Steve Grande. After no further discussion, minutes were unanimously approved through roll call.

IV. Trustee Committee Reports

Ad Hoc Committee / Programs Discontinuations– Tuesday, October 6, 2020

Committee Chair, Trustee Vicky Crouse referred to the October 6 meeting report to address the topics discussed at the meeting. On this first meeting Committee members focused on determining what information was to be requested from administration in order to assess the decision made in regards to programs discontinuations and to determine any future actions by Trustees. The list of information was gathered and administration submitted information requested by the deadline of October 21. The Ad Hoc Committee is scheduled to meet tomorrow, October 27 to review the information received.

Trustee Jynai McDonald moved to approve the report of the October 6 Ad Hoc Committee, seconded by Trustee Mac Starks. After a move for discussion, Trustee Bill Johnson suggested clarification of a line on page 1, section III: Items to Discuss, beginning of paragraph 3:

“Trustees feel that Board members did not receive sufficient information...”

Trustee Johnson disputed that not all Board members feel that they did not receive sufficient information and should be noted for future reference. After discussion the line was amended to:

“Several Committee members feel that the Board did not receive sufficient information....”

Motion to accept meeting minutes as amended, moved by Jynai McDonald, and seconded by Trustee Betty Sposito. Unanimously approved through roll call.

Board Chair Marikate Murren informed the full Board that she received a request from Dr. Renae Gorman asking to speak at the Ad Hoc Committee. Since the Ad Hoc Committee is scheduled to meet tomorrow, Chair Murren forwarded the request to the Ad Hoc Committee Co-Chairs to be handled at tomorrow’s meeting. (Note: content of Dr. Gorman’s request was not stated at this meeting).

Audit Committee – Tuesday, October 13, 2020

Trustee Steve Grande, who Chaired the October 13th Audit Committee, reported that at the meeting, Auditors Michael Cosgrove and Lisa DiGuisto, from O’Connor and DREW PC presented required communications and highlights of STCC and STCC Foundation drafts of Financial Statements. In addition, Karen Smith, Audit Partner from CohnReznich presented a draft of the STCCAC Financial Statements.

A motion was made by Trustee Grande that the Springfield technical Community Collee Board of Trustees Audit Committee, pursuant to the provision of Section 22, Chapter 15A, moves to recommend to the Board of Trustees Committee on Ways and Means the approval of the FY2020 Financial Statements and Audit as presented.

Trustee Eric Hagopian moved to approve the report of the October 13, Audit Committee, seconded by Trustee Jeff Sattler, and after no further discussion, unanimously approved through roll call.

Committee on Ways and Means– Tuesday, October 13, 2020

Trustee Steve Grande, who chaired the October 13th Committee on Ways and Means meeting referred to the meeting report and provided an overview. At the meeting President Cook introduced Interim CFO Edmund Rutkowski to the Committee.

Also discussed was the FY2020 Audit update in regards to the Audit and Financial Statements presented at the Audit Committee meeting and moved to the Committee on Ways and Means for approval. As so, Trustee Steve Grande moved that the Springfield Technical Community College Committee on Ways and Means, pursuant to the provisions of Section 22, Chapter 15A, approve the FY 2020 financial statements and audit as presented. The motion was seconded by Trustee Sattler and unanimously approved through roll call.

Also included, under the FY Budget Detail, COVID-19 grant language parameter, upon request of Trustee Jynai McDonald. Also discussed at the meeting were the usual Cash Flow Projection and FY 2021 Revenue & Spending Report through September 2020.

Trustee Jynai McDonald moved to approve the report of the October 13, Committee on Ways and Means, seconded by Trustee Eric Hagopian. Unanimously approved through roll call.

V. Old Business

VI. New Business

VII. President’s Perspective – Dr. John B. Cook

A few notes before presentations:

- Stay tuned, close to having institutional emails for Trustees. This has been a goal of the Board of Higher Education.
- In regards to the Audit, unrestrictive net amount is \$10.2 million as of the conclusion of FY2020.
- A slight note of caution regarding STCCAC (Tech Park), they too are issued an unmodified opinion, clean audit. They are discreet from the College – financials are not co-mingled. The Tech Park lost one of their key tenants. We are hoping to invite to our next Board meeting the incoming Board Chair, Russel Denver, Paul Stelzer, President of Appleton - the company that manages the Tech Park, to talk about details of moving Building 20 to the Tech Park and about the impact of this project.

- Looking forward to tomorrow's Ad Hoc Committee meeting. Trustees received materials in advance. Materials also available in BoardPaq. President Cook encouraged Ad Hoc Committee Members to take a close look into the 2007 report included in the packet, issued to the Ways and Means Committee.
- Note on priorities and important key areas:
 - Budget and enrollment management – complex and dynamic management as enrollment declines and state support is uncertain.
 - COVID management – Operations and instructional components are defined by COVID. Dr. Cook is having conversations/house calls with twelve groups throughout the college. Difficult times for employees yet they are doing incredible work.
 - Accreditation: The NECHE is scheduled to perform our assessment in April. Accreditation allows us to access federal financial aid for our students, gives us the opportunity to examine ourselves and reflect on future plans.
 - B/20 Project: Imperative to vacate B/20, move to the Tech Park, to stabilize our School of Health.
 - Equity agenda – Ensuring that we are anti/racism institution. Trustee Jynai McDonald partnered with three administrators from our College.

a. Accreditation (NECHE / Self-Study) – by Suzanne Smith, Dean of Institutional Research, and Christina Atwater, Professor of Business

Dr. Cook introduced the Co-Chairs of the STCC NECHE / Self-Study, Suzanne Smith, Dean of Institutional Research; and Christina Atwater, Professor of Business Administration.

The presentation included the following:

- Timeline: Where we stand and what's to come.
- Overview of findings. This area is divided by challenges and strengths for each one of the nine standards.
- Most of the presentation focused on Standard 3 – Organization and Governance as it pertains to the Board of Trustees. Included was a set of questions developed by the committee for Trustees' consideration for the future.
 - Additional information in regards to Committee Meeting
 - Channels of Communications (Standard 3.9) – examples of communications and what the plan is moving forward in particle with other bodies such as AUC.
 - Open Meeting Law Compliance (self-reflection)
 - Periodic Review of the CEO
 - Delegation of Authority and Risk Management, Standard 3.11
- Changes to Standard 3 are taking effect in 2021 and will help with projections for the Board. Changes are highlighted within each sub-standard:
 - 3.3 – The governing board is the legally constituted body **ultimately responsible for the institution's quality** and integrity. Example: Recent events

- 3.7 –The Board is effective in helping the institution make **strategic decisions and confront unforeseen circumstances** – Example COVID-19
- 3.8 – The Board systematically develops, ensures, and enhances its own effectiveness through orientation, professional development, **effective self-assessment**, and **regular evaluation including and external perspective**. **The Board addresses its goals for diversity within its membership.** – Consider self-assessment tools provided by Mass Board of Higher Ed.
- Next steps and ways to communicate.
Co-Chairs will send out a survey this week and are committed to attend the November 23 full Board meeting.
Dr. Cook added, that on the January meeting, Trustees are expected to endorse the self-study. Co-Chairs will also email Trustees a copy of the Standard 3 self-study, a link to the NECHE standards where standards are outlined.

b. Campus Repopulation / COVID-19 Outlook, by Dr. K.C. Senie, Assistant Vice President of Human Resources

Dr. Cook introduced Dr. K.C. Senie, recently appointed Assistant Vice President of Human Resources. Dr. Senie presented an overview of Campus operational management during COVID. The presentation provided an overview of actions taken since the Governor’s Executive order outlining the reopening phases during COVID. A workgroup convened and meets at a regular basis to plan and discuss detailed protocols and guidelines included in our repopulation plan. STCC repopulation plan aligns with COVID-19 Higher Education control plan and it also follows Campus Safety Guidelines/Attestation. In addition the presentation included an overview of the campus repopulation expenses adding up to \$174,249, which include costs of cleaning, COVID-19 Testing, PPE/Safety, and Screening. In response to the question, are we doing enough? Dr. Senie assures that the workgroup is taking proactive steps to stay ahead, as for instance, we are doing surveillance testing and this is something that not too many institutions are doing.

Upon the question, are we doing enough? Dr. Cook provided a few examples: Nursing staff are concerned about the stay at home order, they feel safe coming to campus and are pleased with the protocols we have in place such as thermal scanning. Most recently we received a visit from three Representatives and they were impressed with the protocols we have in place. It is important to educate our delegation of the cost involved in having these protocols in place. Also in mind and in anticipation of the winter we might have to invest on staffing the Pearl Street entrance for easy access. Trustee Eric Hagopian asked if the state provides any funding to alleviate the cost. Dr. Cook informed that most recently, tied to the Representatives’ visit to campus, the State provided approximately \$500k emergency relief aid to address COVID costs. The problem is that money lost from enrollment decline is more difficult to match.

Chair Marikate Murren commended the hard work done by STCC to keep the campus safe as much as possible.

VIII. Chair's Report – Marikate Murren

Chair Marikate Murren informed that Trustee Jynai McDonald agreed to serve as the Vice-Chair to the STCC Board of Trustees.

Chair Murren moved a motion that the Springfield Technical Community College Board of Trustees name Trustee Jynai McDonald Vice-Chair of the STCC Board of Trustees. Motion seconded by Trustee Mac Starks. Unanimously approved through roll call.

The Secretary position is now vacant.

IX. Date of next Board of Trustees meeting – Monday, November 23, 2020

- X. Adjournment** – Meeting called to adjourn at 6:30 p.m. moved by Trustee Vicky Crouse, seconded by Trustee and unanimously approved through roll call.

Marikate Murren
Chair, STCC Board of Trustees