

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**REGULAR MEETING**

Monday, May 24, 2021

Zoom/Live Streamed via STCC YouTube Channel

5:00 p.m.

**Minutes of Meeting**

Present: Marikate Murren, Chair  
Jynai McDonald, Vice Chair  
Elizabeth Oleksak-Sposito, Secretary  
Maurice Lindsay, Alumni Trustee  
Alessande Anderson, Student Trustee  
Jeff Sattler - Trustee  
William Johnson, Trustee  
MacArthur Starks, Jr., Trustee

Unable to attend: Vicky Crouse, Trustee

Also Present: Dr. John B. Cook, President  
Mary Wiseman, Instructional Designer  
Kyle Kraus, Instructional Designer  
Marisha Marks, Instructional Designer  
Dr. Tracey Trottier, Senior Director of Assessment  
Nanette Flores, Executive Assistant to the President & Board Clerk

**I. Call to Order**

Trustee Chair Marikate Murren called the meeting to order at 5:02 p.m.

**II. Roll Call**

The following Trustees were present at roll call: Trustee Chair Marikate Murren, Trustee Vice Chair Jynai McDonald, Trustee Secretary Elizabeth Sposito, Alumni Trustee Maurice Lindsay, Student Trustee Alessande Anderson, Trustee William Johnson, Trustee Jeff Sattler and Trustee MacArthur Starks. Eight present, constituting a quorum.

### **III. Approval of Minutes – Board of Trustees Regular Meeting – April 26, 2021**

Trustee Bill Johnson moved to approve the minutes from the April 26, 2021 Board of Trustees meeting, seconded by Trustee Elizabeth Sposito and unanimously approved through roll call.

### **IV. Trustee Committee Reports**

#### **a. Committee on Internal and External Relations – May 3, 2021**

Committee Chair Jynai McDonald proceeded to report on the May 3, Committee on Internal and External Relations meeting. At this meeting, the All Unit Congress (AUC) leaders talked about their participation at the most recent accreditation/NECHE visit. In addition, they shared an article in regards to Governance and performance during a crisis. Also discussed was the prospective of gathering data from exit interview. Other topic discussed was the most recent town hall; Committee Chair McDonald received a link of the recording, as requested.

Also described during the meeting by President Cook was the next steps as part of accreditation including a draft report issued to the college which will be available to check for accuracy. Concluding the meeting, Dr. Vanessa Hill, inaugural Foundation Innovation Fellow, described the initiative to reform developmental mathematics, and the contribution this type of effort provides to the goals of STCC to be an anti-racist institution.

Trustee Maurice Lindsay moved to approve the minutes from the May 3, 2021 Committee on Internal and External, seconded by Trustee Bill Johnson and unanimously approved through roll call.

#### **b. Committee on Ways and Means – May 10, 2021 & Investment Sub-Committee – May 6, 2021**

Committee Chair Mac Starks proceeded to report, first on the May 6, Investment Sub Committee Report, as presented by Mike Chase from DiMeo Schneider and Associates. Trustee Starks followed with a brief overview of the May 10, Committee on Ways and Means meeting. A meaningful discussion about the FY 2022 budget occurred, but without a formal vote to approve given further discussion with STCC auditors.

Trustee Betty Sposito moved to approve the minutes from the May 10, 2021 Committee on Ways and Means including the May 6, 2021 Investment Sub Committee report, seconded by Trustee Jeff Sattler and unanimously approved through roll call.

**[Motion 2021-10] FY Student Fees**

Trustee Betty Sposito moved:

*That the Springfield Technical Community College Board of Trustees freeze College fees for FY 2022 at the same level as FY 2021 in recognition of the economic hardship faced by our students due to the pandemic.*

The motion was seconded by Trustee Jeff Sattler and unanimously approved through roll call.

**c. Special Meeting of the Committee on Ways and Means – May 17, 2021**

Committee Chair Mac Starks proceeded to report on the May 17, 2021, Special meeting of the Committee on Ways and Means. Before voting to approve FY 2022 Budget motion, this meeting was called to gain clarification from STCC auditors on how COVID relief funds would be applied in FY 2021. The discussion and questions to auditors focused on moving forward use of federal funds from FY 2021 to FY 2022, and the resulting additional surplus (from STCC fees, not federal funds) that results. The auditors (O'Connor & Drew P.C.) discussed the approach in more detail, the legality and appropriateness, and described the practice as in-line with similar institutions.

Trustee Bill Johnson moved to approve the minutes from the May 17, 2021, seconded by Trustee Alessande Anderson and unanimously approved through roll call.

**[Motion 2021-11] FY 2022 Budget**

Trustee Betty Sposito moved:

*That the Springfield Technical Community College Board of Trustees, pursuant to the provision of Section 22, Chapter 15A, approve the FY 2022 College Spending Plan and the FY 2022 Trust Fund Budgets, and further authorizes the President of the College and/or his designee(s) to take any and all prudent steps necessary to award contracts for capital projects.*

The motion was seconded by Trustee Bill Johnson and unanimously approved through roll call.

**V. Old Business**

Trustee Chair Murren noted Trustee Jeff Sattler has offered to more directly serve as liaison between the Board and the college specific to capital projects (IT and Facilities). President Cook confirmed a meeting is being scheduled. Chair Murren commended Trustee Sattler's willingness to working with administration. This effort

aligns with NECHE standard in regards to continued open conversations and collaboration, and is important to STCC looking multiple years into the future.

## VI. New Business

### a. 2021-2022 Board of Trustees Meetings Schedule

In regards to the 2021-2022 meetings schedule, a few changes noted: the Committee on Internal and External Relations will have two Fall Semester meetings, and then in Spring, will enable an April meeting for Tenure recommendations to be considered in advance of the full Board. Also included is a Board of Trustees retreat on Friday, September 24, from 9a.m. – 2p.m.

#### [Motion 2021-12] 2021-2022 Board of Trustees Meetings Calendar

Trustee Bill Johnson moved:

*That the Springfield Technical Community College Board of Trustees approve the 2021-2022 Board of Trustees Meeting Calendar.*

The motion was seconded by Trustee Jynai McDonald and unanimously approved through roll call.

### b. 5th Year/Comprehensive Presidential Evaluation

A five-year comprehensive Presidential evaluation is required, and the STCC Board of Trustees are seeking a consultant to help with the process, as well as tools, used for this undertaking. Chair Murren will further share details with the Board regarding Committee structure, timing, participation by all Trustees, and use of Open Meeting for process. As part of the process, Boards of Trustees forward any evaluation to the Commissioner of Higher Education; it is not uncommon to request an extension (typically completed in June) from the Commissioner to allow additional time to gather the information needed for an extensive review.

### c. FY 2022 Committees (From ByLaws: “each committee shall consist of five Trustees”)

By way of a prompt, in advance of next year, Chair Murren will work on identifying membership, and we hope to receive appointments for vacancies.

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

Dr. Cook began by first expressing appreciation to Trustees for approving the FY 2022 Budget, and for the freezing of student fees. He noted the level of investment by our Trustees and willingness to spend significant time in meetings, such as the most recent

request for a Special Committee on Ways and Means. Also expressed appreciation to STCC's CFO Andrea Nathanson and her team for the level of details, forecasting, and comprehensiveness brought to the financial/budget work this year.

President Cook also provided information on end-of-year activities, upcoming events, including pinning ceremonies, a graduation parade on campus, and the virtual commencement. He also spoke about the lifting of COVID emergency orders by Governor Baker, effective on July 15. The Campus Repopulation Work Group is working on using the summer to transitioning us into fall. When asked about vaccine mandates, it was noted that neither for students nor employees does STCC have a vaccine requirement, and we are trying to get a vaccination clinic to STCC. As part of ongoing conversations in regards to campus operations, Cabinet members, AUC, MCCC, and AFSCME leaders are meeting to walkthrough campus and discuss topics related to transitioning operations.

**a. Presentation by the STCC Center for Online & Digital Learning (CODL) – Mary Wiseman, Instructional Designer; Kyle Kraus, Instructional Designer; Marisha Marks, Instructional Designer; and Dr. Tracey Trottier, Senior Director of Assessment**

Moving into our final presentation, Dr. Cook introduced members of the CODL – Center for Online & Digital Learning. Welcome to Dr. Tracey Trottier and our three Instructional Designers, Mary Wiseman, Kyle Kraus and Marisha Marks. Dr. Cook noted that no other Community College in Massachusetts has invested this level of support with faculty. The presentation described the history of CODL, having been established in 2018. Goals met during the first eighteen months before COVID, and the CODL 5-year plan, framed the early presentation. Mary Wiseman spoke about the Online Development Program (ODP), which consists of training faculty new to online teaching. It is a self-paced online course with 1-on-1 support and optional workshops. During the pandemic, faculty were going through this process while developing up to five courses. Dr. Tracey Trottier provided data on the number of faculty who have completed the ODP and the amount of courses created during the FY 2021 (2020-2021). With the support of Instructional Designers, faculty built 617 courses. In March of 2020, the Center had a weekend to prepare for a week-long workshops held in person 'elbow to elbow' from March 16 to 20, 2020. Marisha Marks talked about faculty challenges and on the various tools used to guide students based on each course's individual and unique needs. To conclude the presentation, CODL continues their important work, and is moving forward with Universal Design for Learning (UDL) that brings a focus to diversity, equity and inclusion development, and promotes a culture of digital literacy.

Dr. Cook and Trustees praised the impressive accomplishments of the CODL staff. As noted by Mary Wiseman and Staff, although the CODL are under Academic Affairs, the center works in close collaboration with IT (Information Technology), which includes Scott Lambert, Blackboard Administrator. It is truly a team and

interdepartmental collaboration – with all hands on deck. Dr. Cook pointed out that the scale of excellence and quality of the work is incredible.

**VIII. Chair’s Report – Trustee Marikate Murren**

The state of emergency lifting most likely bring us back to meeting face-to-face. Dr. Cook will keep us updated on next month’s meeting. More to come with the Comprehensive Presidential Evaluation. We will follow up with the conversations with Trustee Sattler in regards to Capital projects.

**IX. Date of next Board of Trustees meeting – Monday, June 28, 2021**

- X. Adjournment** – Meeting called to adjourn at 6:04 p.m. moved by Trustee Bill Johnson, seconded by Trustee Alessande Anderson. Unanimously approved through roll call. Marikate Murren, Jynai McDonald, Elizabeth Oleksak-Sposito, Alessande Anderson, Maurice Lindsay, William Johnson, and Jeff Sattler.

  
Marikate Murren  
Chair, STCC Board of Trustees

  
Elizabeth Oleksak-Sposito  
Secretary, STCC Board of Trustees