



**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES**

REGULAR MEETING
Monday, November 27, 2017
Building 2, 7th Floor, 5:00 - 6:00 p.m.

Minutes of the Meeting

Present: Christopher Johnson, Chair of the STCC Board of Trustees
Franklin Quigley, Trustee
William Johnson, Trustee
Marikate Murren, Trustee
Elizabeth Oleksak-Sposito, Trustee
Jeffrey Sattler, Trustee
MacArthur Starks, Trustee
Karolyn Toribio, Student Trustee

Also Present: Dr. John B. Cook, President
Dr. Barb Chalfonte, Vice President of Institutional Effectiveness
Kamari Collins, Vice President of Student and Multicultural Affairs
Rima Dael, Executive Director of Institutional Advancement and Foundation
Joseph DaSilva, Vice President of Administration/CFO
Joan Murphy, Senior Director of Human Resources
LaRue Pierce, Assistant Vice President of Student Affairs/Dean of Students
Gerardo Zayas, Acting Vice President of Academic Affairs
Joan Gravel, Director of Marketing & Communications
Michael Suzor, Assistant to the President
Jonathan Tudryn, Controller
Doroth Ungerer, Senior Accountant
Dawn West, Executive Assistant to the President
Nicholas Camerota, Professor, Social Sciences Department
Irma Garcia-Zingarelli, Admissions Counselor
Daniel Hebert, Professor, Criminal Justice Department
Bob Rodgers, Adjunct Faculty, Business Administration
Brian Krawiec, STCC Student

I. Call to Order

Chairman Johnson called the meeting to order at 5:05 pm.

II. Roll Call

The roll was taken with the following STCC Board of Trustees members present: Chairman Christopher Johnson, Franklin Quigley, William Johnson, Marikate Murren, Elizabeth Oleksaki-Sposito, and Karolyn Toribio. Chair Johnson announced that seven members were present constituting a quorum. Chairman Johnson adjourned the meeting at 5:08 to participate in a tour of the

Electrical Engineering Technology Program. Trustee MacArthur Starks joined the meeting at 5:10 as the board members were departing for the tour of the Electrical Engineering Technology Program. Trustee Jeffrey Sattler arrived at 5:20 and was escorted to Building 20 to join the tour.

III. Tour/ Electrical Engineering Technology Program (B20)

Chair Christopher Johnson adjourned the meeting at 5:08 PM. The Board members toured the Electrical Engineering Technology Program, Building 20. The meeting reconvened at 5:55 pm at the conclusion of the Electrical Engineering Technology Program.

IV. Approval of Minutes – Regular Meeting November 27, 2017

Chair Christopher Johnson moved to approve the minutes of the November 27, 2017, and seconded by Trustee William Johnson and unanimously approved.

V. Trustee/Committee Reports:

Committee on Internal and External Relations: (Meeting held on November 13, 2017)

Trustee Frank Quigley, Chair of the Committee on Internal and External Relations reported to the Board of Trustees on the status of the application submission process for the new Health Science Associate in Science Degree Program to the Department of Higher Education. The Curriculum Committee has approved the Health Science Associate in Science Degree Program and it is moving forward. A draft of the proposed curriculum and a detailed timeline on the status of the new Health Science Program, as well as the number of students currently enrolled in the Pre-Health Program at Springfield Technical Community College (*see attached*).

Committee on Ways & Means: (Meeting held on November 13, 2017)

Trustee Christopher Johnson chaired the meeting and reported on the budget projections: The College currently has approximately \$665,000 at TD Bank. The \$2,100,000 that was divested earlier this fiscal year has been returned and reinvested with Fiduciary Investment Advisors (FIA). The projections indicate that no additional divesting will be needed prior to the end of the fiscal year. Chair Johnson reported on the revenue and expenditure figures through October 2017. The sources of funds are as expected at this time of the year. Fuel and electric are trending low due to a mild fall, but the water/sewer is high for this time of year.

Trustee Johnson stated that the audited revenue and expenditure figures are reported through June 2017, and are better than expected. The College did not need to use reserves to renovate Building 20, Suite 112 or for the build out for laser electro-optics equipment. The build out for the laser electro-optics equipment came in under budget. He explained that the fourth quarter FY 2017 Trust Fund Reports and Vendor Expenditures over \$20,000 as required by the Board of Higher Education Trust Fund Guidelines were presented and that the reports were comparable to prior year activity and fell in line with expectations.

VI. Motion 2017-20: Approval of Sabbatical Leave Request - Professor Barbara Washburn

The Board members discussed Professor Barbara Washburn's Sabbatical Leave Request. Trustee Quigley responded to the question of Professor Washburn's project as it relates to writing a book and the issue of Intellectual Property and Royalties. Professor Washburn clarified that she is not writing a book during her planned sabbatical. Trustee William Johnson is satisfied with the clarification of the planned work during Professor Washburn's sabbatical leave.

Trustee Christopher Johnson moved that Professor Washburn's sabbatical leave request be approved. The motion was seconded by Trustee Starks and unanimously approved.

VII. Old Business - None

VIII. New Business – None

IX. President’s Report – Dr. John B. Cook

President Cook briefed the Board of Trustees on the development of Health Science Guided Pathway. It is imperative to develop an open access program that will allow students to have career and transfer opportunities for a pathway to a Health Science Degree. There are approximately 1,000 students currently enrolled in pre-health, particularly because this program does not differ from General Studies. There remains an important need to build a pathway from workforce certificates like CNA, and Phlebotomy, to a degree program with definition and clarity so that students can get a better understanding of health professions and various careers.

He also discussed the infrastructure planning that is underway. Members of the President’s Cabinet will be scheduling meetings with deans and department chairs to discuss the current use of space and how the College will work to improve the utilization of the space in Building 19.

Dr. Cook reported that the spring enrollment numbers are being monitored. The College has been notified by the State that the budget has been completed. There are changes to the Community College appropriations, and collective bargaining was not included in the budget process. Dr. Cook will work with Finance how tuition and fees are affected as a result of the current budget.

X. Chair’s Report – Trustee Christopher Johnson

Trustee Christopher Johnson explained that this would be the final Board of Trustee’s meeting until the end of January 2018, as there are no meetings in December. In addition, he let the new members know that the Board does not meet in July and August. The election of a Vice-Chair and Secretary will be held on Monday, January 29, 2018. In addition, Trustee Johnson encouraged the continuation of campus tours for the members of the Board that allows them to visit the college’s departments and interact with faculty and students.

XI. Date of Next Board Meeting – Monday, January 29 at 5:00 pm

XII. Adjournment

Chair Johnson moved to adjourn the meeting at 6:50 p.m., seconded by Trustee Frank Quigley and unanimously approved.



Christopher C. Johnson
Chair, STCC Board of Trustees