

STCC Board of Trustees
COMMITTEE ON INTERNAL AND EXTERNAL RELATIONS

Monday, November 7, 2022 at 5:00 p.m.
Zoom Meeting, Live Streamed via STCC YouTube Channel

Present: Board Chair Marikate Murren, Committee Chair Jynai McDonald, Student Trustee Glerisbed Garcia-Figueroa, and Betty Sposito.

Also attending: Dr. John B. Cook, President

Presenters: Dr. Geraldine de Berly, Vice President of Academic Affairs
Darcey Kemp, Vice President of Student Affairs
Andrea Nathanson, Vice President of Administration/CFO
Mary Kaselouskas, Vice President/CIO
Dr. Shai Butler, Vice President of Advancement & External Affairs
Gladys Franco, Assistant Vice President of Workforce Development

- I. **Call to Order:** Committee Chair Jynai McDonald called the meeting of the Committee on Internal and External Relations to order at 5:01 p.m.
- II. **Roll Call:** The following Committee Members were present at Roll Call: Committee Chair Jynai McDonald, Student Trustee Glerisbed Garcia-Figueroa, Trustee and Trustee Betty Sposito. Board Chair Marikate Murren joined the meeting at 5:04 p.m.
- III. **Divisional Updates**

As a mode of introduction, Dr. Cook noted that tonight's presentation by Cabinet Members is similar to a recent presentation at the most recent All-College Town Hall meeting. The presentation provides a comprehensive crosswalk of the work being done across divisions.

Academic Affairs: Dr. Geraldine de Berly, VP of Academic Affairs

Dr. de Berly noted that the first point is in regards to the EMSI Gap Analysis report, shared in advance with Trustees. The report includes data based on programs and relationships to employment levels/demands vs levels of supply. Programs Review was also discussed, including the necessity given NECHE standards; STCC has been conducting comprehensive program review since 2018, and based on a five year cycle. Noted were programs being reviewed this year. Mass Skills grants also discussed; \$1.24M awarded since 2019 – covering equipment (but not installation, nor IT staffing expenses). Money awarded has been directed towards dental hygiene, mechanical engineering technology, robotic, SIMS, and most recently for HVAC/energy systems. Recently we also applied for another \$239K for SIMS.

Student Affairs: Darcey Kemp, VP of Student Affairs

Darcey provided an update on SUCCESS Funds and on NECHE Standard 5 projection. Related to SUCCESS, Darcey reminded Trustees that SUCCESS stands for Supporting Urgent Community College Equity through Student Services, noting that more than \$2.2M have been awarded since April 2021. The resources allocated are intended to be spent primarily on personnel, and with a

direct connection to supports and services that improve student outcomes. Darcey spoke about the number of support staff hired, projects/programs, and of the growth in programs such as MILES and LEADS. In regards to NECHE standard 5 projection of centralizing tutoring services, Darcey noted that this need was identified through the process of NECHE self-study. The goal of centralization came from a student point of view. To ease students with the type of tutoring support needed, we now have a refreshed academic/support/tutoring webpage, which serves as a one stop for students. Students fill out just one form and the student will be addressed by the appropriate service area.

Administration and Finance: Andrea Nathanson, VP of Administration/CFO

The two major areas presented by Andrea focus on the current fall enrollment, which is positively holding steady, and on a Strategic Cost Containment – required for sustainability. In regards to enrollment, we budgeted -7% from last year, yet enrollment is currently projecting even compared to last year, which is good news. This projection may result in \$.5million increase in revenue over what was budgeted. Important to note is that this year’s budget we included a \$4m from reserves to offset the deficit, which with the current projection the deficit may go down to \$3.5m. This brings us to the cost containment plan which relates to the financial future of the college. This plan pertains to reducing expenses of \$4m through the next 4 year period. For FY24 budget we need to look to reduce expenses by \$1m. With salary expense being more than 50% of our expenses, we need to be prepare to reduce salary expenses.

Questions:

A question arose in regards to the increase of 18+ employees with the use of SUCCESS funds. How does this plan to reduce salaries apply in this situation? President Cook shared that SUCCESS money is used primarily for student-engaged positions, not administrators. Funding is fairly prescriptive in use, and there are certainly restrictions, but it allows us to staff in a way the college could not otherwise afford. Dr. Cook noted that our current Full-time employee salary budget is about \$27m. These positions are not included in the \$27m; and yes, salary and classification are held in accordance with the two collective bargaining agreements.

Information Technology: Mary Kaselouskas, VP/CIO

In regards to Sustainable funding, Mary spoke about what is covered by the \$8m budget in the IT 5-Year Capital Plan. These funds are supporting the upgrade, and replacement of legacy systems. In addition to supporting IT operations, new strategic initiatives, flexible classrooms and digital technologies. In the spring of 2023, we are expecting upgrades to this plan. Included in the slide is a link to the IT projects portal. The second area is information security, in regards to the focus on people. Data indicate that most IT incidents are caused by human error. We have implemented an annual security training. We just completed our first year with a completion rate of 75%. In addition, coming in 2023, required by cybersecurity insurance is the implementation of the Multi-Factor Authentication (MFA). The third and last topic is reducing complexity. The goal is to have fewer systems, by reducing redundancy. As noted in the slide: Streamline workflow and automate business processes to improve efficiencies, consolidate systems to optimize resources and support.

Advancement & External Affairs: Dr. Shai Butler, VP of Advancement & External Affairs

In the area of Advancement, Dr. Butler reiterated the successful 55th Gala & Awards celebration. The STCC Foundation raised over \$110,000K, over 220 supporters attended the event, which

included 27 sponsoring organizations. Delta Dental recently awarded \$12,500 towards student scholarships, and \$12,500 from the community foundation. We have been invited to apply for funding with two corporate organizations. While small funds, it is important to note that these are new relationships. Advancement is also working on the process of building the major gifts plan as well as building our alumni network. In regards to Marketing and Communications, Dr. Butler announced that Eli Freund, the new Director of Marketing who joined STCC for over a month. A call out to Academic and Student Affairs for partnering in efforts to drive enrollment. In the area of External Affairs and Community Engagement, the office of community engagement had a successful summer college for kids program. We are working with community partners on future programs that appeal to youth. Most recently, in partnership with HCC, STCC sponsored an end of gala event for the 2022 Puerto Rican Studies Association conference, attended by over 120. Other events mentioned were the Mentoring Matters 5k race and fair, and STCC representation at the Judge Boyle 5k run. We continue to work with local legislatures to keep STCC top on mind. Dr. Butler recapped several on campus visits/events with Legislatures. Most recently Senator Warren and Representative Ayanna Presley visited STCC to talk about student debt cancellation.

As Trustee Representative at the Strategic Planning Task Force, Trustee Betty Sposito noted that on November 16, CampusWorks is holding a workshop focused on evaluating STCC's core value. Trustee Sposito is impressed with the amount of work in regards to Strategic Planning.

Workforce Development: Gladys Franco, AVP of Workforce Development

In regards to building the foundation through Adult Education and ESOL, Gladys Franco noted that Workforce development is working on the next iteration of the CALC Grant (\$1m+). This grant supports community members in their transition from non-credit to credit, HSET preparation, and to improve the quality of support, services and outcomes. We also hired a new Assistant Director of the Springfield Adult Learning Center. This will also allow to increase the number of seats with in site programs in collaboration with organizations such as Head Start and Indian Orchard Citizen Council. Looking also into expanding opportunities for contextualized learning through grants such as Mass Step, which we are applying for in January. Workforce Development is also clarifying pathways and connecting opportunities from the non-credit to credit programs in alignment with regional priority trades. Education and Training Funds (ETF) provides \$735k to build capacity and overall wraparound services towards student success. We also have the Community Mitigation Grant to build computer literacy and to support student who complete the program to continued education. We are also working on nurturing the regional healthcare workforce. We recently opened the new CNA Lab in B27 with an investment of over \$1m from the college. TRAIN Grant also available to support wraparound services.

IV. Strategic Planning Update – Trustee Betty Oleksak-Sposito, Trustee Representative to Strategic Planning Task Force (Provided updated during the Advancement and External Affairs presentation)

V. Cyber Center of Excellence (\$1.46 M Award) – President Cook & Mary Kaselouskas

STCC was granted \$1.46m as the employee of record for the Cyber Center of Excellence at Springfield Union Station. Dr. Cook noted the importance of STCC being in the center of this effort, and the value for the college, including access by our students and faculty (i.e. lab

environment as well as future place of work). We are expecting additional security funds, more to come.

VI. President's Perspective – Dr. John B. Cook

a. Personnel Report

Dr. Cook provided a few highlights in regards to Personnel. Eli Freund, Director of Communications & Marketing joined STCC, formerly of the UConn School of Engineering. Also noted were recent promotions. Dr. Cook noted that Vin Grasetti, retired Athletic Coordinator, is back to cover part-time, overseeing Athletics given the recent vacancy.

b. STCC Foundation/College Connection

Dr. Cook prompted Trustees that we are in need of naming a Trustee liaison to serve as a member of the STCC Foundation Board. As you recall, our former Trustee Frank Quigley '77 was a member of the Foundation Board during his service as STCC Alumni Trustee, and continues to serve in the Foundation Board after his Trustee term ended.

**Recent Advancement: Delta Dental/\$12,500 (student scholarship)
KPMG/\$25,000 (plus up to \$500,000 in matching)**

KPMG, a global tax consultant organization awarded STCC with \$25,000. Although this is modest amount, there is an opportunity of matching by employees of up to \$500,000. Dr. Cook also noted that STCC is one of five awardees, of over 200 applicants. Business Faculty member Rhoda Belemjian flagged this opportunity and along with the Assistant Dean of LAPS, Emilie Clucas Leaderman helped moved this along. What KPMG liked is the specificity that STCC is engaging in student success with programs such as MILES and LEADS programs.

c. [Gratitude and Grit Video](#)

The meeting concluded with the showing of the Gratitude and Grit video projected at the 55th Gala event.

VII. Old Business

VIII. New Business

IX. Next meeting date and time: Monday, February 6, 2023, at 5:00 p.m.

X. Adjournment (Roll Call) – Committee Chair Jynai McDonald called to adjourn the meeting at 6:01 p.m., unanimously approved via roll call.

Respectfully submitted by,
Nanette Flores