

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES

COMMITTEE on INTERNAL and EXTERNAL RELATIONS
President's Conference Room, Garvey Hall, Building 16, Room 235

Monday, November 16, 2015 at 5:00 p.m.

Minutes of the Minutes

Present William Abrashkin
Maria Gonçalves, Chair of the Board of Trustees
Denise Pagán-Vega, Chair of the Committee on I/E Relations
Benigno Padilla, Student Trustee

Also Present Ira H. Rubenzahl, President
Michael Suzor, Assist to the President,
Michelle, LeDoux, Staff Assistant, Office of the President
Kamari Collins, Interim VP of Student and Multicultural Affairs
Arlene Rodriguez, Vice President of Academic Affairs
Joseph DaSilva, Vice President of Administrative Services
Louisa Davis-Freeman, Dean of Admissions
Joan Nadeau, Senior Director of Human Resources
Jennifer Sánchez, Interim Director, Gateway to College High School Program

Excused Absence Dora Robinson

I. Call to Order

Trustee Pagán-Vega called the meeting to order at 5:02p.m.

II. Report of Gateway to College

Jennifer Sánchez, Interim Director of the Gateway to College High School program, gave an update on recruitment efforts, the quality of the program, developing students' skill-set and increasing their level of knowledge, and continuing to build a solid relationship with the Springfield Public Schools. The program's focus is on retention and completion. The students are exposed to new experiences through community service and events planning.

III. Report on New Hires

Joan Nadeau, Sr. Director of Human Resources, reported on new hires for management and professional staff. Allen Delude was hired as Facilities Project Manager and reports to Maureen Socha, Senior Director of Facilities. Leila Haddad was hired as Staff Associate for the Online Learning program and report to Debbie Bellucci, Dean of Business Services. Leila replaces Dan Misco, who recently took a teaching position. Wei Chen, was hired as a Technical Specialist/System Administrator and reports to Robert Trusch, Senior Director of IT Infrastructure. Melissa Morsen was hired as Senior Staff Assistant for the Workforce Readiness program and reports to George Kohout, Director of the Adult Basic Education program and Workforce Readiness.

IV. Analysis of Enrollment Trends

Louisa Davis-Freeman, Dean of Admissions, reported on enrollment trends. The average age of our students is 26. The breakdown of the student population based on race or ethnicity is as follows:

- African-American – 16 percent
- Latino – 27 percent
- White 47 percent

Enrollment of incoming students for this 2015 fall semester was “flat”. The challenge is in retraining students who are currently enrolled. The Admissions department is working closely with the Enrollment Management department on developing strategies and implementing initiatives to retain students. Nationwide, part-time enrollment numbers are slightly higher than full-time enrollment.

V. Opportunities to Increase Enrollment

Louisa Davis-Freeman, Dean of Admissions, stated that after an enrollment analysis of how we measure enrollment and cost, follows opportunities to increase enrollment. It is a collaborative effort that includes the Admissions department, the Student and Multicultural Affairs department, and other departments on campus on enrollment operations and strategies. The Admissions department is reaching out to the community-based agencies even more than before, and is scheduling enrollment events. An Admissions Coordinator will be hired and will be responsible for conducting recruitment activities that will promote an increase in enrollment.

VI. Report on 3rd Annual Statewide Trustee Conference

Dr. Rubenzahl and Trustee Johnson, in representation of the board, attend the 3rd Annual Statewide Trustee Conference at UMass Lowell. Trustee Johnson served on a panel that reported on, “*What I Wish I Had Known When I Was First Appointed*”. Dr. Rubenzahl collaborated on a panel that focused on Strategic Planning. There was great representation of Trustees from various state boards at the event.

VII. [MOTION] Authorization to Contact Governor Baker

Trustee Pagán-Vega moved the recommend the following to the full board:

[MOVE]

That the Springfield Technical Community College Board of Trustees, authorizes the Chair of the Board of Trustees, to write to the Honorable Charlie Baker, Governor of the Commonwealth, to encourage a resolution of the MCCC/MTA contract.

Trustee Gonçalves seconded the motion and it was unanimously approved.

VIII. [MOTION] Approval of MOU between the STCC Board of Trustees and the STCC Foundation

Trustee Gonçalves moved to recommend the following to the full board:

[MOVE]

That the Springfield Technical Community College Board of Trustees approves the Memorandum of Understanding (MOU) between the STCC Board of Trustees and the STCC Foundation Board, and further authorizes the Chair of the Board of Trustees to sign the document on behalf of the Board.

Trustee Pagán-Vega seconded the motion and it was unanimously approved.

IX. Old Business

America's College Promise Act

Trustee Gonçalves provided the committee members with an update on the letter that was addressed to 9 U.S. Massachusetts Representatives (Congressmen and Congresswomen), and 2 U.S. Massachusetts Senators (Elizabeth Warren and Ed Markey). Caitlin Hodgkins, Legislative Aide to Congressman McGovern, responded via email to Michael Suzor, Assistant to the President, indicating that “*Congressman McGovern is an original cosponsor of America's College Promise Act, H.R. 2962*”, and that Congressman McGovern “*is very concerned about college affordability...*”. The committee recommend to have Congressman McGovern as a commencement speaker.

X. New Business

Trustee Appointments – Dr. Rubenzahl stated that the governor's office will email letters to campuses regarding the appointments of new Trustees. An official announcement will be made after the letters are received. Mr. Frank Quigley was nominated as the new Trustee Alum. The Office of Trustee Relations has confirmed that his background check paperwork has been submitted for processing.

XI. Date of Next Committee Meeting

The next Committee on Internal and External Relations meeting will be held on Monday, January 25, 2016 at 4:00 p.m., prior to the full Board of Trustees' meeting.

XII. Adjournment

Trustee Gonçalves made a motion to adjourn the meeting at 5:55 p.m., seconded by Trustee Abrashkin and unanimously approved.

Respectfully submitted by: Wanda Castellano