

Springfield Technical Community College

Minutes of Meetings: April 12, 2021

Special Board of Trustees Meeting with the New England Commission of Higher Education

Present: Board Chair & Trustee Marikate Murren, Vice Chair Jynai McDonald, Board Secretary Elizabeth Oleksak-Sposito, Alumni Trustee Maurice Lindsay, Trustee Vicki Crouse, Trustee Jeffrey Sattler, Trustee William Johnson and Trustee MacArthur Starks, Jr.

Also present: NECHE Accreditation Visiting Team Chair Dr. Richard Hopper, Mr. Charles Cleary, Dr. Rosemary Costigan, Ms. Sarah Gager, Mr. Barry Garside, Dr. Liaquat Khan, Dr. Tanya Millner, Ms. Sandra Rimetz, and DHE Observer, Ms. Elena Quiroz-Livanis

A Special Meeting of the Board of Trustees was called to order by Trustee Chair Marikate Murren at 5:00 p.m.

Chair Murren introduced Dr. Richard Hopper, President of Kennebec Valley Community College (Maine), and Chair the NECHE Accreditation Visiting Team.

Dr. Hopper introduced the other visiting team members, the Department of Higher Education Observer, and described the accreditation process, role of the visiting team, and accreditation timetable. Standard 3 in particular (Organization and Governance) was discussed, and it was noted that the meeting was being held in accordance with the Massachusetts Open Meeting Law, as required when a quorum of the Board convenes. Questions & Answers with Trustees concluded the gathering.

Meeting adjourned at 5:41 through roll call.

Committee on Ways and Means

Present: Trustees MacArthur Starks, Jr., Marikate Murren, Jynai McDonald, Jeffrey Sattler, Vicki Crouse, Maurice Lindsay, Elizabeth Oleksak-Sposito and William Johnson.

Also present: President John B. Cook & CFO/Vice President of Administration, Andrea Nathanson

The meeting of the Committee on Ways and Means was called to order by Trustee Starks at 5:42 p.m.

FY 2021 Budget Review and Update

Cash Flow Projection

Controller Dorothy Ungerer presented the College's cash flow status and projection for FY 2021. The College currently has approximately \$9,000,000 available at TD Bank. Based upon factors that include changes to the enrollment forecast, projected year end cash balance is approximately \$2,000,000.

FY 2021 Revenue and Spending Report through March 2021

Jason Cohen, Senior Director of Finance and Budgets, reported on FY 2021 Revenue and Spending through March 2021. The current forecast shows revenue exceeding expenses by approximately \$2,000,000 at year end. Going forward, Trustee Starks requested an account of the previous months' projection for comparison purposes.

FY 2021 Facilities Project Report

Mr. Cohen presented the Facilities Project Report reporting spending through March 31, 2021. The total amount spent as of March 31 was \$1,052,678. Facilities expects to spend an additional \$2,000,000 by year end and will roll forward approximately \$2,000,000 to FY 2022.

Practice point: FY 2022 budget needs moved within FY 2021 budget balance

Andrea Nathanson, CFO/Vice President of Administration described the practice whereby STCC seeks to address next year budget requests (FY 2022) within the confines of the current fiscal year budget (FY 2021). An approach utilized for a number of years, examples of investments brought forward when budget conditions are favorable include equipment upgrades for academic programs. The positive budget balance will also be used to fund a Building 20 safety assessment in advance of Fall Semester, as well as marketing infusion for reinstated programs. It was expressed that seeing more detail regarding the amounts and timing of facilities projects would be helpful. Deb Avery, Senior Director of Facilities, will be invited to attend the May Ways and Means meeting to provide further detail regarding the 5-year facilities plan and capital/facilities needs and planning.

FY 2022 Budget Discussion/Preparation

President Cook provided an overview of the ongoing FY 2022 budget drafting process, and noted that Draft #2, still showing a deficit, is an example of the work still ahead for the college. Key assumptions still in place include a student fee freeze, but that Draft #3 presented in May to the Committee is expected to be balanced, even as there is still guidelines about federal (American Rescue Plan) funds, and we may not have heard from Massachusetts/DCAMM about the Building 20/School of Health relocation capital project.

Enrollment Projection/Model

Suzanne Smith, Dean of Institutional Research, shared the enrollment projection and model for FY 2022. Scenarios built include a range of decline from about – 7.4% to 16.2%. The Committee asked for further information about enrollment projections by program, which Dean Smith noted she will gladly provide in follow-up. Further conversation about what efforts the college was making to address declines occurred, and it was noted that marking will be presented to the full Board at the end of April, and the Internal/External Committee hears from administrators about initiatives/efforts.

Draft #2/FY 22 Budget and Key Assumptions

Vice President Nathanson presented Draft #2 of the FY 2022 budget, showing a net deficit of (\$477,000), and how without federal COVID-relief funding, the net deficit would exceed \$5 million. Significant changes from Draft #1 to #2 include a reduction in tuition/fee revenue based on a more-firm enrollment projection. Support from the STCC Foundation was also reduced given the amount of federal funding on hand. The draft includes CRRSSA funds, and Ms.

Nathanson described how various components of budgeted revenue and expense related to federal/ COVID funding. The final draft (Draft #3) of the FY 2022 budget will be presented at the May Ways and Means Committee meeting, and it is expected to include a motion for the Committee to recommend a budget to the full Board.

IT 5-Year Plan and FY22 Capital Projects

Mary Kaselouskas, CIO/Assistant Vice President presented the IT Master Plan and 5-Year Capital Budget. Past emergency spending was described, as were Master Plan goals and alignment to strategies specific to security, infrastructure and key function areas. Key for STCC is the continued effort to intentionally plan and budget for IT needs, especially given the changes over the past year in function (heavy emphasis on technology), and impacts for an expected repopulation of campus.

Date of the next meeting

May 10, 2021 @ 5:00

Adjournment

A roll call vote was taken to adjourn at 6:45 p.m. Approved by Trustees Murren, Starks, Crouse, Lindsay and Sattler.

Respectfully submitted by,
Carolyn DeLiefde