

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE  
ASSISTANCE CORPORATION  
EXECUTIVE COMMITTEE MEETING**  
President's Conference Room, STCC  
Tuesday, October 9, 2018 - 8:00 a.m.

**MINUTES**

Voting Members Present:           Ricky Swaye, Chair  
  Dr. John B. Cook, Secretary  
  Russell Denver

Also Present:                        Brendan Greeley, Partner, R.J. Greeley, Inc.  
  Paul Stelzer, President, Appleton Corporation  
  Michael Suzor, Assistant to the President, STCC  
  Joseph DaSilva, Vice President/CFO, STCC  
  Jennifer Murphy, Regional Property Manager  
  Karen Smith, Partner, Cohn Reznick, LLP

**Exhibits**

During the course of this meeting the following exhibits were distributed and/or reviewed:

- Exhibit 1 - August 14, 2018 STCCAC Executive Committee Meeting Minutes
- Exhibit 2 – 2018 STCCAC Financial Statements

**Call to Order**

Chair Ricky Swaye called meeting to order at 8:00 a.m.

**Approval of Minutes**

Mr. Russell Denver made a motion to approve the August 14, 2018 STCCAC Executive Committee Meeting Minutes. Mr. Rickey Swaye seconded the motion. Vote: Unanimous.

**Year End Audit Presentation**

Ms. Karen Smith, Partner at Cohn Reznick distributed copies of the STCCAC Financial Statements – June 30, 2018. Ms. Smith touched upon a few items in the financials including a decrease in assets and liabilities as well as an increase in non-recurring repairs and utilities. Overall, it was a clean report with no audit adjustments.

**Dr. John Cook made a motion to approve the June 30, 2018 Financials Statements. Mr. Russell Denver seconded the motion. Vote: Unanimous.**

**Management Report**

Mr. Paul Stelzer presented the Management Report. He started by thanking everyone who helped contribute to the successful audit this year.

The Assistance Corporation plans to request \$2M from the bond this year to make necessary building repairs. One improvement that has already been made, the new chiller, should help to decrease our electricity expenses.

Dr. Cook requested an update on the change in STCCAC board structure. Ms. Murphy indicated that the bill is still sitting in Ways & Means. The Ways & Means committee currently has no chair which. Therefore, getting bills passed is more difficult. Ms. Murphy will update the Board when more information is available.

Mr. Brendan Greeley presented the Committee with an update on leasing and marketing at STCCAC. Focus Springfield is still a possible candidate for the 15,000 square feet in 104-1. In addition, the state has shown interest in awarding STCCAC the five-year lease for Environmental Police.

RJ Greeley continues to market the available space through a number of marketing mediums such as rjgco.com, MassEcon, Broker Mailers, Business West and the NE Real Estate Journal.

**Next Meeting**

The next Springfield Technical Community College Assistance Corporation Executive Committee Meeting will be held on Tuesday, **December 5, 2017**.

**Adjournment:**

The meeting was adjourned at 8:55 a.m.