



**State Education Resource Center (SERC)  
Board of Directors Meeting**

**Meriden Board of Education 3<sup>rd</sup> Floor  
22 Liberty Street  
Meriden, CT**

**Monday, October 26, 2015  
1:00 p.m. – 4:00 p.m.**

**Regular Meeting Minutes**

**Present:** Chairman Mark Benigni, Elizabeth Brown, Vice Chairman George A. Coleman, Jeffrey Leake, Richard Porth (Mr. Porth joined the meeting at 1:14 p.m.), Agnes Quinones, and Diane Ullman (Dr. Ullman joined the meeting at 1:22 p.m.).

**Absent:** Charlene Russell-Tucker, Thomas Swan and Jennifer Tooker.

**Others Present:** Ingrid M. Canady, Interim Executive Director; Alfred P. Bruno, SERC General Counsel, Matthew Dugan, Director of Program Service, Alice Henley, Director of Program Development, Kimberly Mearman, Ph.D., Interim Associate Director, Wendy Simmons, Ph.D., Director for Development, Community Affairs and Equity, Carol Sullivan, Director for Library Programs & Services, Derek Stubbs, Chief Financial Officer, Jennifer LeBrun, SERC Executive Assistant

**Item #1: Call to Order**

The meeting was called to order by Chairman Benigni at 1:09 p.m.

**Item #2: Approval of Draft Minutes of the September 28, 2015 Board Meeting**

Motion to approve minutes from September 28, 2015 Regular Board Meeting.

Motion: Ms. Brown  
Second: Dr. Quinones

Vote on Motion:

In favor: 7 (Benigni, Brown, Coleman Leake, Porth, Quinones, Ullman)  
Opposed: 0  
Abstained: 0

**Item #3: Report from Ingrid M. Canady, Interim Executive Director, SERC**

Ms. Canady shared that Board Members Steven McKeever and Eileen Zeigler have resigned from their positions on the SERC Board of Directors. SERC is currently awaiting an appointment from the Governor's Office. Ms. Canady advised that Mr. Bruno, SERC Legal Counsel, is waiting to hear back from the Governor's Office representative.

b. Diversity Training State Board of education (SBOE)/State Department of Education Leadership Team (SDE)

Ms. Canady and Dr. Wendy Simmons provided a Diversity Training to the CT State Board of Education (SBOE) and State Department of Education (SDE) Leadership Team on September 30, 2015. Ms. Canady shared that the workshop was well received. The minutes from the workshop were provided for to all board members to review. Ms. Canady stated that SBOE has asked that SERC continue to work with them as part of their five year strategic plan. SERC is happy to assist and has provided SBOE Members and SDE Leadership Team with numerous resources on diversity.

There was general discussion.

c. Fiscal Report

SERC's Fiscal and Financial Administrative Officer, Mr. Derek Stubbs, provided updated fiscal reports to Board Members. Current information was shared on the specific funds that SERC has received from CSDE, grants, and other funding sources.

There was a general discussion.

**Item #5: Item for Action**

Motion to accept Resolution to appoint Kim Mearman, Interim Associate Director for Program Development, as an additional temporary authorized signatory for SERC. Resolution read into the record by Mr. Bruno.

**Additional Temporary Signature Authority**

WHEREAS, Ingrid M. Canady is SERC's Interim Executive Director and has responsibility for the administration of agency affairs and technical activities, including the authority to sign all contracts, agreements, official documents, and negotiable instruments relating to the business of SERC, until an Executive Director is selected and installed by the Board;

WHEREAS, it is prudent business practice to name an additional temporary signatory on behalf of SERC with authority to sign all contracts, agreements, official documents, and negotiable instruments relating to the business of SERC while Ingrid M. Canady is out on medical leave beginning on November 11 until her return to work; and

SERC Board of Directors WHEREAS, the SERC Board of Directors appoints Kim Mearman, Interim Associate Director for  
Minutes of Regular Meeting Program Development, as an additional temporary authorized signatory for SERC.  
October 26, 2015

NOW, THEREFORE, BE IT RESOLVED: That Kim Mearman, Interim Associate Director for Program Development, is temporarily empowered to execute and deliver all contracts, agreements,

official documents, and negotiable instruments on behalf of SERC for the time period that Ingrid M. Canady is out on medical leave.

Motion: Mr. Coleman  
Second: Mr. Leake

Vote on Motion:

In favor: 7 (Benigni, Brown, Coleman Leake, Porth, Quinones, Ullman)  
Opposed: 0  
Abstained: 0

**Item #6: Executive Session**

a. Personnel Matters

Motion to enter into Executive Session

Motion: Dr. Quinones  
Second: Ms. Brown

Vote on Motion:

In favor: 8 (Benigni, Brown, Coleman Leake, Porth, Quinones, Ullman)  
Opposed: 0  
Abstained: 0

The Board voted unanimously to enter into Executive Session at 1:41 p.m.

Present in executive session were Board Chairman Mark Benigni and members Elizabeth Brown, Vice Chairman George A. Coleman, Jeffrey Leake, Richard Porth, Jr., Agnes Quinones, and Diane Ullman. Also invited to go into part of executive session was Ingrid M. Canady, Interim Executive Director (Ms. Canady left Executive Session at 2:07 p.m.).

Motion to exit Executive Session -- no motions or actions taken.

Motion: Ms. Brown  
Second: Mr. Porth

Vote on Motion:

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In favor: 7 (Benigni, Brown, Coleman Leake, Porth, Quinones, Ullman)  
Opposed: 0  
Abstained: 0

The Board voted unanimously to exit Executive Session at 2:34 p.m.

**Item #6: Committee Reports**

a. Finance

No Report

b. Operations

Ms. Brown shared that the Operations Committee met on Monday, October 19, 2015. A document outlining the Foundations' Governance Structure and Programmatic Priorities developed by Dr. Wendy Simmons was shared with all members.

There was general discussion.

c. Programs

Mr. Coleman reported that he had a brief conversation with Kimberly Mearman, Ph.D., SERC Interim Associate Director, on Wednesday, October 21, 2015. They discussed a meeting schedule for the Program Committee and SERC's five year plan. No actions or decisions were made.

**Item #7: Items for Discussion**

a. SERC Lease Negotiations/January 2017

Agenda item tabled.

b. Board of Directors Retreat – Rescheduled Date

Agenda item tabled.

c. Board of Directors Regular Meeting Dates (Schedule)

Agenda item tabled.

**Item #8: Adjournment**

The meeting was unanimously adjourned at 2:50 p.m.

Submitted by:

Jennifer LeBrun, Board Recording Secretary