



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

**SERC
Classroom
25 Industrial Park Road
Middletown, CT
Monday, April 25, 2016
1:00 p.m. – 4:00.m.**

**Regular Meeting
Minutes**

Present: Elizabeth Brown (left the meeting at 2:25 p.m.), Vice Chair George A. Coleman, Jeffrey Leake, Richard Porth, Jr., Agnes Quinones, Jennifer Tooker

Absent: Salvatore Menzo, Charlene Russell-Tucker, Thomas Swan, Diane Ullman

Others Present: Gary Pescosolido, Chief Fiscal/Administrative Services, CSDE, Ingrid M. Canady, Interim Executive Director, Alfred P. Bruno, General Counsel, Matthew Dugan, Director of Program Service, Wendy Simmons, Ph.D., Director for Development, Community Affairs and Equity, Carol Sullivan, Director for Library Programs and Services, Derek Stubbs, Chief Financial Officer, Kristy Giacco, Office Manager, Cortney Troup, Program Manager for Publications, Media and Web, and Jennifer LeBrun, SERC Executive Assistant

I. Call to Order

The meeting was called to order by Vice Chair George A. Coleman at 1:06 p.m.

II. Public Comment

No public comment.

III Approval of Minutes of the March 28, 2016 Regular Board Meeting

Motion to approve minutes from March 28, 2016 Regular Board Meeting.

Motion: Jeffrey Leake
Second: Agnes Quinones

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Porth, Quinones, Tooker)
Opposed: 0

Abstained: 0

IV. Items for Discussion

- a. 25 industrial Park Road/Potential Move – Gary Pescosolido, Chief Fiscal/Administrative Services, CSDE

Mr. Pescosolido shared preliminary information with members of the Board regarding the processes to facilitate a possible move of SERC’s administrative offices back to 25 Industrial Park Road.

There was general discussion.

- b. Board of Directors Code of Ethics Revision

Mr. Bruno shared the revised version of the Board of Directors Ethical Conduct Policy with members.

Motion to approve revisions to Policy.

Motion: Elizabeth Brown

Second: Richard Porth, Jr.

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Porth, Quinones, Tooker)

Opposed: 0

Abstained: 0

- c. SERC 15-16 annual Report/Content Ideas

Ms. Canady shared the format of the 14-15 SERC Annual Report. SERC is posting the Report on the SERC website instead of printing. Board Members engaged in a discussion around the areas of focus they would like represented as SERC engages in the preparation of the 15-16 Annual Report. Dr. Quinones specifically suggested that the Annual report be translated into a few different languages if possible. The members of the board engaged in a discussion regarding the purpose of the document and the targeted audience. Ms. Canady agreed to look into fees for translation services.

Any questions regarding the current Report should be directed to Cortney Troup, Program Manager for Publications, Media and Web.

V. Updates from Ingrid M. Canady, Interim Executive Director

- a. Update on In-District Contracts

Dr. Alice Henley provided an update regarding the number of contracts, topics, districts and dollar amounts SERC has contracted with this fiscal year, in addition to contracts currently being developed for the upcoming fiscal year. Ms. Brown suggested that SERC survey districts to see what their needs may be for the upcoming year.

b. Update on Meeting with Senator Gayle Slossberg

Ms. Canady and Vice Chair Coleman met with Senator Gayle Slossberg on April 13, 2016. Senator Slossberg was very interested in the history of SERC, future plans of the agency and SERC's Equity work. Ms. Canady provided Senator Slossberg with a Legislative Summary and additional SERC documents.

Vice Chair George A. Coleman proposed a motion to go out of agenda order to allow Ms. Brown to provide Operation Committee meeting updates.

Motion: Jeffrey Leake
Second: Elizabeth Brown

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Porth, Quinones, Tooker)
Opposed: 0
Abstained: 0

VII. Committee Reports

a. Operations Committee

Ms. Brown, Operations Committee Chair, shared the highlights of the Operations Committee Meeting regarding the policy/procedures for hiring the SERC Executive Director. She informed members that the Committee expressed interest in establishing an Executive Search Committee for the position.

The Operations Committee also approved the SERC Affirmative Action Policy Statement, SERC Freedom of Information Act Fee Policy, and SERC Fee Waiver Application with recommended edits.

Motion to appoint the SERC Board of Directors as the Executive Search Committee.

Motion: Agnes Quinones
Second: Richard Porth, Jr.

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Porth, Quinones, Tooker)
Opposed: 0
Abstained: 0

Motion for the Executive Search Committee to enter into Executive Session to discuss the hiring of a SERC Executive Director.

Motion: Elizabeth Brown
Second: Richard Porth, Jr.

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Porth, Quinones, Tooker)
Opposed: 0
Abstained: 0

The Board voted unanimously to enter into Executive Session at 2:06 p.m.

Present in executive session were members Elizabeth Brown, Vice Chair George A. Coleman, Jeffrey Leake, Richard Porth, Jr., Agnes Quinones, Jennifer Tooker. Alfred P. Bruno was invited into Executive Session by Vice Chair Coleman.

The Board voted unanimously to exit Executive Session at 2:35 p.m.

Motion to have the Executive Search Committee proceed with a search for the SERC Executive Director.

Motion: Jeffrey Leake
Second: Agnes Quinones

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Porth, Quinones, Tooker)
Opposed: 0
Abstained: 0

There was general discussion.

V. Updates from Ingrid M. Canady, Interim Executive Director

c. New Health Benefits as a Quasi-Public

Ms. Canady shared the new benefit options that may be available to SERC employees due to SERC's status as a quasi-public agency. The new option will be presented to SERC staff for feedback before any change is made.

There was general discussion.

d. Fiscal Report – Derek Stubbs

SERC's Fiscal and Administrative Officer, Mr. Derek Stubbs, provided a fiscal update and current fiscal balance sheet to Board Members. Board Members will discuss the 16-17 Budget at the May Board of Directors meeting.

There was general discussion.

VI. Updates from George Coleman, Vice Chair

a. SERC Foundation – Jeffrey Leake, Chairman, SERC Foundation Board of Directors

Mr. Leake informed members that The SERC Foundation Board of Directors met on April 11, 2016. Foundation Board Members created a mission statement and a vision statement for the SERC Foundation. The mission and vision statements were shared with SERC Board Members.

There was general discussion.

VIII. **Adjournment**

Motion to adjourn.

Motion: Agnes Quinones

Second: Jeffrey Leake

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Porth, Quinones, Tooker)

Opposed: 0

Abstained: 0

The meeting was adjourned at 3:30 p.m.

Submitted by:

Jennifer LeBrun, SERC Executive Assistant