



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

**SERC  
Classroom  
25 Industrial Park Road  
Middletown, CT  
Monday, May 23, 2016  
1:00 p.m. – 4:00.m.**

**Regular Meeting  
Minutes**

**Present:** Elizabeth Brown, Salvatore Menzo (left the meeting at 2:14 p.m.), Richard Porth, Charlene Russell-Tucker (joined the meeting by telephone at 2:05 p.m. and left the meeting at 2:14 p.m.), Thomas Swan, and Jennifer Tooker

**Absent:** George A. Coleman, Jeffrey Leake, Agnes Quinones, Diane Ullman

**Others Present:** 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, Michelle Weaver, Legislative Liaison, Sonja Pasquantonio, Human Resources Coordinator, and Jennifer LeBrun, SERC Executive Assistant

**I. Call to Order**

The meeting was called to order by Jennifer Tooker at 1:12 p.m.

**II. Public Comment**

No public comment.

**IV. Updates from Ingrid M. Canady, Interim Executive Director**

**a. Dismantling Racism Conference**

Ms. Canady provided members of the board with a summary of the event and key highlights. There were over 300 participants in attendance and Glenn Singleton's presentation was well received.

There was general discussion.

b. Legislative Updates

Ms. Weaver provided an update of the legislative session to members of the board. There are currently no bills impacting SERC's current legislative quasi-public status.

There was general discussion.

c. Fiscal Report

SERC's Fiscal and Administrative Officer, Mr. Derek Stubbs, provided monthly fiscal update to the Board Members.

There was general discussion.

d. Staffing Update

Ms. Canady provided an update regarding staff attrition.

There was general discussion.

e. Medical Benefits Updates

Ms. Pasquantonio provided an update on the Medical Benefit Options being offered to SERC staff. Additional information regarding the options and choices will be made available to all board members via email.

There was general discussion.

Jennifer Tooker proposed a motion to go out of agenda in order for minutes and hear Committee Reports.

Motion: Salvatore Menzo

Second: Elizabeth Brown

Vote on Motion:

In favor: 6 (Brown, Menzo, Porth, Russell-Tucker, Swan, and Tooker)

Opposed: 0

Abstained: 0

**III. Approval of Minutes of the April 25, 2016 Regular Board Meeting**

Motion to approve minutes from April 25, 2016 Regular Board Meeting.

Motion: Ms. Brown

Second: Mr. Porth

Vote on Motion:

In favor: 3 (Brown, Porth, Tooker)

Opposed: 0

Abstained: 3 (Menzo, Russell-Tucker, Swan)

**VII. Committee Reports**

a. Finance Committee

Agenda item tabled.

b. Operations Committee

Ms. Brown, Operations Committee Chair, presented the SERC Affirmative Action Policy, FOIA Fee Policy, FOIA Fee Waiver Application and the SERC Employee Handbook for discussion and possible action.

Motion to Approve Affirmative Action Policy.

Motion: Richard Porth

Second: Salvatore Menzo

Vote on Motion:

In favor: 6 (Brown, Menzo, Porth, Russell-Tucker, Swan, and Tooker)

Opposed: 0

Abstained: 0

Motion to Approve FOIA Fee Waiver.

Motion: Richard Porth

Second: Salvatore Menzo

Vote on Motion:

In favor: 6 (Brown, Menzo, Porth, Russell-Tucker, Swan, and Tooker)

Opposed: 0

Abstained: 0

Motion to Approve FOIA Fee Waiver Application.

Motion: Richard Porth

Second: Salvatore Menzo

Vote on Motion:

In favor: 6 (Brown, Menzo, Porth, Russell-Tucker, Swan, and Tooker)

Opposed: 0

Abstained: 0

Motion to Approve revisions and updates to the SERC Employee Handbook.

Motion: Thomas Swan

Second: Salvatore Menzo

Vote on Motion:

In favor: 6 (Brown, Menzo, Porth, Russell-Tucker, Swan, and Tooker)

Opposed: 0

Abstained: 0

**V. Items for Discussion**

a. SERC Operational Budget 16-17 Fiscal Year

Ms. Canady provided the board with the projected operation budget for the 16-17 fiscal year for board review. Ms. Canady shared that she expects more concrete figures by the June 27, 2016 Board of Directors Meeting.

Ms. Tooker requested additional information specific to the budget breakdown. Ms. Canady will provide this information before the June meeting.

There was general discussion.

b. Partnership Development – Focus/Direction

Agenda item tabled.

**VI. Executive Session**

There was no executive session.

**VII. Updates from George Coleman, Vice-Chair**

Agenda item tabled.

**VIII. Adjournment**

Meeting adjourned at 3:05 p.m.

Submitted by:

Jennifer LeBrun, SERC Executive Assistant