



State Education Resource Center (SERC)

**SERC Classroom
25 Industrial Park Road
Middletown, CT
Monday, January 30, 2017
1:00 p.m. – 4:00 p.m.**

Regular Meeting Minutes - Draft

Present: Elizabeth Brown, George A. Coleman, Jeffrey Leake (left the meeting at 3:00 p.m.), Salvatore Menzo (joined the meeting at 1:11 p.m. and left the meeting at 3:10 p.m.), Richard Porth (joined the meeting 1:25 p.m.), Agnes Quinones, Thomas Swan (joined the meeting by telephone), Jennifer Tooker and Diane Ullman (joined the meeting by telephone and left the meeting at 2:00 p.m.).

Absent: Charlene Russell-Tucker

Others Present: Ingrid M. Canady, Executive Director, Matthew Dugan, Director of Program Services, Alice Henley, Wendy Simmons, Director of Development, Carol Sullivan, Director of Library Programs and Services, Director for Program Development, Colleen Pillard, Part-Time Temporary Fiscal Staff, Michelle Weaver, Legislative Liaison, Sonja Pasquantonio, Coordinator of Human Resources, and Jennifer LeBrun, SERC Executive Assistant.

I. Call to Order

The meeting was called to order by Interim Chair, George A. Coleman at 1:03 p.m.

II. Public Comment*

Melissa Wrigley and Eben McKnight, SERC Consultants and Gregory Glidden, SERC Webmaster, submitted testimony and spoke to the board on behalf of the SERC Telework Policy Pilot.

There was a general discussion that included questions and answers between Board Members and the above mentioned SERC staff.

Amanda Pickett and Sarah Jones, SERC Consultants, submitted testimony expressing their thoughts and experiences regarding the SERC Telework Policy Pilot. Ms. Pickett and Ms. Jones were not in attendance.

III. Action Items

a. Approval of SERC Telework Policy

No action taken at this time. The Telework Policy Pilot was sent to the Operations Committee for further review.

Agenda item is tabled.

There was general discussion.

IV. Approval of Draft Minutes of the December 19, 2016 Regular Board Meeting

“Motion to approve minutes from the December 19, 2016 Regular Board Meeting.”

Motion: Dr. Quinones

Second: Ms. Brown

Vote on Motion:

In favor: 9 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Swan, Tooker and Ullman)

Opposed: 0

Abstained: 0

V. Mr. Coleman proposed a motion to go out of order on the agenda.

“Motion to approve reorder of agenda items”

Motion: Mr. Porth

Second: Dr. Quinones

Vote on Motion:

In favor: 9 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Swan, Tooker and Ullman)

Opposed: 0

Abstained: 0

VI. Updates from George Coleman, Interim Chair

a. Executive Director Evaluation Tool/Process

Mr. Coleman thanked the subcommittee that worked on the Executive Director Evaluation Tool/Process. The tool that will be used was distributed to all members. There was discussion around who will participate in the evaluation process. Mr. Coleman would like one or two additional Board Members to join the committee of Board Chairs in the evaluation process. It was also suggested that a portfolio of artifacts be added to the criteria. Sonja Pasquantonio, SERC’s Coordinator of Human Resources, will update the

evaluation tool to include the artifact portfolio.

There was general discussion.

b. Progress of Executive Director Contract

The contract is currently in process.

VII. Executive Session

a. Administrative Matter – Agency’s Future Location

“Motion to enter into Executive Session for the Purpose of Discussing Administrative Matter – Agency’s Future Location.”

Motion: Dr. Quinones

Second: Ms. Brown

Vote on Motion:

In favor: 8 (Brown, Coleman, Leake, Menzo, Porth, Quinones, Swan and Tooker)

Opposed: 0

Abstained: 0

The Board voted unanimously to enter into Executive Session at 2:05 p.m. and adjourned Executive Session at 2:49 p.m. with no motions or actions taken.

Present were Board Members Ms. Brown, Mr. Coleman, Mr. Leake, Dr. Menzo, Mr. Porth, Dr. Quinones, Mr. Swan and Ms. Tooker. Also present for all of executive session was SERC Executive Director Ingrid M. Canady.

V. **Items for Discussion**

a. SERC’s Future Location

Agenda item was discussed in Executive Session.

VI. **Updates from Ingrid M. Canady, Executive Director, SERC**

a. Fiscal Operations Update

i. Budget

Ms. Canady and Ms. Pillard reviewed the current financial statements and shared new documents that detail the SERC budget.

There was general discussion.

ii. Auditing

No report.

VII. **SERC Foundation Update**

a. Update from Jeffrey Leake, Chair, SERC Foundation

Ms. Canady shared a report on behalf of Mr. Leake. The January SERC Board of Directors Foundation meeting has been rescheduled to February 7, 2014.

Ms. Canady shared information on the Dismantling Racism Conference being held on Wednesday, May 10, 2017. A flyer was distributed to members.

VIII. **Committee Reports**

a. Finance Committee - No report.

IX. **Adjournment**

Meeting adjourned at 3:19 p.m.