



State Education Resource Center (SERC)

**SERC Classroom
25 Industrial Park Road
Middletown, CT
Monday, February 27, 2017
1:00 p.m. – 4:00 p.m.**

Regular Meeting Minutes

Present: Elizabeth Brown, George A. Coleman, Salvatore Menzo (joined the meeting by telephone at 1:00 p.m. and left at 1:53 p.m.), Richard Porth, Agnes Quinones, Charlene Russell-Tucker (joined the meeting at 1:10 p.m.), Tom Swan (joined the meeting by telephone at 1:09 p.m. and left at 3:15 p.m.) and Jennifer Tooker (joined the meeting by telephone at 1:00 p.m. and left at 2:30 p.m.).

Absent: Jeffrey Leake and Diane Ullman

Others Present: Ingrid M. Canady, Executive Director, Carol Sullivan, Director of Library Programs and Services, Director for Program Development, 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*

No public comment.

III. Approval of Draft Minutes of the January 30, 2017 Regular Board Meeting

“Motion to approve minutes from the January 30, 2017 Regular Board Meeting.”

Motion: Ms. Brown
Second: Dr. Quinones

Vote on Motion:
In favor: 6 (Brown, Coleman, Menzo, Porth, Quinones, and Tooker)
Opposed: 0
Abstained: 0

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

“Motion to approve reorder of agenda items”

Motion: Dr. Quinones
Second: Ms. Brown

Vote on Motion:
In favor: 7 (Brown, Coleman, Menzo, Porth, Quinones, Swan and Tooker)
Opposed: 0
Abstained: 0

V. Action Items

a. “Motion to Adopt Resolution to give Executive Director Authority to Engage in Negotiation Regarding SERC’s Physical Space.”

Authorizing Executive Director to Engage in Negotiation Regarding SERC’s Physical Space

WHEREAS, subsection b of CGS 10-357a requires the Chairperson of the Board of Directors, with the approval of its members, to appoint an Executive Director of SERC;

WHEREAS, subsection b of CGS 10-357a empowers the Executive Director to supervise the administrative affairs and technical activities of the center in accordance with the directives of the board;

WHEREAS, subsection a of CGS 10-357b empowers the center to acquire real property subject to approval, review or regulation pursuant to title 4b of the Connecticut general statutes;

WHEREAS, the needs of the center require that its physical space is reorganized and reassigned;

WHEREAS, the Executive Director has knowledge of the needs for physical reorganization and reassignment of materials and personnel;

NOW, THEREFORE, BE IT RESOLVED by the SERC Board of Directors that the Executive Director is empowered to:

1. Engage in negotiations to secure, rearrange and reorganize the physical space of the center.
2. Implement the necessary rearrangement and reorganization of the physical space of the center.
3. Reorganize and reassign the physical location of materials and personnel according to center needs.

There was general discussion.

Motion: Dr. Quinones

Second: Mr. Porth

Vote on Motion:

In favor: 8 (Brown, Coleman, Menzo, Porth, Quinones, Russell-Tucker, Swan and Tooker)

Opposed: 0

Abstained: 0

b. "Motion to Approve of Telework Policy."

The Operations Committee met on February 23, 2017. Ms. Brown and Mr. Coleman shared the revisions that were made the current Telework Pilot Policy and disseminated a list of frequently asked questions to Board Members. An updated Telework Policy was also distributed.

There was general discussion.

Motion: Dr. Quinones

Second: Ms. Russell-Tucker

Vote on Motion:

In favor: 8 (Brown, Coleman, Menzo, Porth, Quinones, Russell-Tucker, Swan and Tooker)

Opposed: 0

Abstained: 0

VI. 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: Mr. Porth

Vote on Motion:

In favor: 7 (Brown, Coleman, Porth, Quinones, Russell-Tucker, Swan and Tooker)

Opposed: 0

Abstained: 0

The Board voted unanimously to enter into Executive Session at 2:25 p.m. and adjourned Executive Session at 3:15 p.m. with no motions or actions taken.

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

VII. Adjournment

The meeting was adjourned at 3:20 p.m.

Submitted by:

Jennifer LeBrun, SERC Executive Assistant