



## State Education Resource Center (SERC)

**SERC Classroom**  
**25 Industrial Park Road**  
**Middletown, CT**  
**Monday, May 22, 2017**  
**1:00 p.m. – 4:00 p.m.**

### Regular Meeting Minutes

**Present:** Elizabeth Brown, George A. Coleman, Salvatore Menzo (Dr. Menzo arrived at 1:14 p.m. and left the meeting at 2:25 p.m.), Richard Porth (Mr. Porth arrived at 1:14 p.m.), Charlene Russell-Tucker, and Tom Swan (Mr. Swan left the meeting at 1:45 p.m.)

**Absent:** Jeff Leake, Agnes Quinones, Jennifer Tooker and Diane Ullman.

**Others Present:** Alice Henley, Director of Program Development, Wendy Simmons, Director for Development, Community Affairs and Equity, Carol Sullivan, Director of Library Programs and Services, Michelle Weaver, Legislative Liaison, Sonja Pasquantonio, Coordinator of Human Resources, Matt Dugan, Director of Program Services, and Jennifer LeBrun, SERC Executive Assistant.

#### I. **Call to Order**

The meeting was called to order by Interim Chair, George A. Coleman at 1:14 p.m.

#### II. **Public Comment\***

No public comment.

#### III. **Approval of Draft Minutes of the April 24, 2017 Regular Board Meeting**

**“Motion to approve minutes from the April 24, 2017 Regular Board Meeting.”**

Motion: Ms. Brown

Second: Mr. Porth

Vote on Motion:

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

Opposed: 0

Abstained: 0

IV. **Items for Discussion**

No items for discussion.

V. **Action Items**

No items requiring action.

VI. **“Mr. Coleman proposed a motion to move out of order on the agenda”.**

Motion: Mr. Swan

Second: Ms. Brown

Vote on Motion:

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

Opposed: 0

Abstained: 0

VII. **Agency Updates from Alice Henley, Director of Program Development, SERC**

a. SERC’s Location Update

It has been decided that in order to meet the June 30, 2017 move date required by the leasing agent at 25 Industrial Park Road, SERC will temporarily move its Library and all staff to its Administrative Offices at 100 Roscommon Drive. All equipment and furniture will either be moved to storage or sold at auction.

In addition, Dr. Henley informed Board Members that Ms. Canady is involved in ongoing conversations with the leasing agents from 25 Industrial Park Road and 100 Roscommon Drive. Decisions on each lease are pending upon approval from OPM. Ms. Canady can continue all negotiation conversations once approval has been granted.

There was general conversation.

b. Fiscal Operations Update

i. Budget

Dr. Henley reviewed the current financial statement with members of the Board.

There was general conversation.

**VIII. Updates from George A. Coleman, Interim Chair**

**a. Executive Director Evaluation**

Mr. Coleman shared that as Interim Chair of the SERC Board of Directors he is required to create the evaluation for the SERC Executive Director. He has been working with Sonja Pasquantonio, SERC's Coordinator of Human Resources, to complete the document. Mr. Coleman will share the evaluation with all Board Members for their input once it is completed.

There was general conversation.

**b. Dismantling Racism Conference**

Mr. Coleman expressed his appreciation to the SERC staff for all of the hard work that went into the Dismantling Systemic Racism Conference held on May 10, 2017. Dr. Wendy Simmons, SERC's Director of Development, Community Affairs and Equity, shared that there were over 350 participants in attendance. This number included Students, Educators and Family Members. SERC will sponsor and host a follow-up session on June 1, 2017.

Board Members suggested that it may be beneficial to videotape all future conferences.

There was general conversation.

**IX. Agency Updates from Alice Henley, Director of Program Development, SERC**

**c. Program Update: Library Services**

Carol Sullivan, SERC's Director of Library Programs and Services, provided information to the Board around the scheduled temporary move of the SERC Library from 25 Industrial Park Road to SERC's Administrative Offices at 100 Roscommon Drive. There was discussion about the criteria that was used during the process of downsizing collections, books, and other resources. Ms. Sullivan stated that once discards have been approved the materials will be available to state agencies, colleges and schools.

Ms. Sullivan also presented and discussed the key purposes/services of the SERC Library. The four key points discussed were: Library as a Destination; Online Resource Sharing; Collaboration & Partnership; and Patron Community Support.

Dr. Menzo suggested the Ms. Sullivan present this information to the Special Education Directors at their next scheduled meeting. Mr. Coleman suggested that SERC Library cards be given to all members of the Education Committee of the General Assembly and discussed the importance of cultivating partnerships.

There was general conversation.

X. **SERC Foundation Update**

- a. Update from Wendy Simmons, Director of Development, SERC

Agenda Item Tabled.

XI. **Adjournment**

Meeting was adjourned at 2:31p.m.

Submitted by: Jennifer LeBrun, SERC Executive Assistant