



## **State Education Resource Center (SERC)**

### **SERC Telephone Conference**

**Monday, June 19, 2017**

**11:30 a.m. – 12:30 p.m.**

### **Meeting Minutes**

- Present:** George A. Coleman, Jeffrey Leake, Richard Porth, Tom Swan, and Jennifer Tooker
- Absent:** Elizabeth Brown, Salvatore Menzo, Agnes Quinones, Charlene Russell-Tucker, and Diane Ullman.
- Others Present:** Ingrid M. Canady, Executive Director, Michelle Weaver, Legislative Liaison, and Jennifer LeBrun, SERC Executive Assistant.

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

The meeting was called to order by Interim Chair, George A. Coleman at 11:30 a.m.

#### **II. Updates from Ingrid M. Canady, SERC Executive Director**

##### **a. SERC's Location Update**

##### **i. Relocation Phases**

Ms. Canady informed members of the Board that SERC is currently in the fourth stage of its location change. SERC has successfully relocated the SERC Library from 25 Industrial Park Road to 100 Roscommon Drive, Middletown, CT. The SERC Library has transferred a small portion of its resources including, instructional materials and testing materials. The online library has been up and running without any interruption during the transition. All other Library resources that will be part of the reduced collection have been placed in storage until SERC's new permanent location is found. All patrons and stakeholders will be alerted to the opening date and hours of the temporary SERC Library location by the first week of July.

SERC will continue to use 25 Industrial Park Road, Middletown, CT, as its primary mailing address with the exception of Banking and other fiscal information which is being mailed directly to 100 Roscommon Drive. All other mail will be rerouted to 100 Roscommon Drive, Middletown, CT, by

the USPS.

There was general discussion.

ii. OPM Approval

Ms. Canady informed members of the Board that SERC has received letter of approval for Interim Space Request, and Interim Funding Request from OPM. With this approval, SERC is now positioned to begin a search for a permanent location. Ms. Canady indicated that Mr. Paul Hinsch, Policy Director of Asset Management has been extremely instrumental and supportive during this process.

There was general discussion.

iii. Future SERC Location

SERC is hoping to secure a permanent location by October 2017. All building options must be ADA Compliant and include ample parking (150 parking spots). Ms. Canady provided a list of three options that are currently being considered, but the search is still ongoing. SERC is open to additional location options and is reaching out for further site recommendations.

SERC is currently looking at the following locations:

1. 25 Industrial Park Road
2. 100 Roscommon Drive
3. 645 South Main Street, Middletown, CT (Department of Labor)

There was general discussion

There was discussion about reviewing the MOU between SERC and the SERC Foundation at the next Board meeting.

b. Staffing Update

SERC welcomes to Karanne Farling, as its part-time Grant Writer. Karanne will officially join SERC on June 27, 2017.

Karanne has a wide range of grant writing experience and is familiar with the federal and state funding processes.

SERC will begin its second round of interviews for the part-time Controller position.

There was general discussion.

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

a. Board Membership Update

Mr. Coleman shared that Dr. Diane Ullman has resigned from the SERC Board of Directors effective June 30, 2017. The Connecticut State Board of Education will be contacted regarding the appointment of a new member. Dr. Ullman's resignation letter will be shared with Board Members.

There was general discussion.

IV. **Adjournment**

Meeting was adjourned at 12:20 p.m.

**Next Regular Meeting of the SERC Board of Directors: August 21, 2017**

Submitted by: Jennifer LeBrun, SERC Executive Assistant