

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
ASSISTANCE CORPORATION
BOARD OF DIRECTORS MEETING**

August 17, 2021
8:00 a.m.

MINUTES

Voting Members Present: Russell Denver, Chair
David Brown
Daniel Keenan
Ellen Freyman
Dr. Cook
Timothy Sneed
Phil Dromey
Amy Glynn
Kelly Fellner

Also Present: Paul Stelzer, President, Appleton Corporation
Brendan Greeley, President, R.J. Greeley, Inc.
Jennifer Murphy, Senior Property Manager, Springfield Technology Park
Andrea Nathanson, Vice President/CFO, STCC
Jeff Fialky, Corporate Attorney, Bacon Wilson

Exhibits

During the course of this meeting, the following exhibits were distributed and/or reviewed:

- Exhibit 1 – Draft minutes from June 22, 2021

Call to Order

Mr. Russell Denver called meeting to order at 8:00 a.m. and roll call was taken. Mr. Russell began the meeting by introducing Mr. Timothy Sneed to the group. Mr. Sneed was appointed to a three year term with the STCCAC Board of Directors in June, 2021.

Approval of Minutes

A motion was made to approve the June 22, 2021 minutes by Mr. David Brown. The motion was seconded by Mr. Daniel Keenan and approved unanimously via roll call.

Management Report

Mr. Paul Stelzer informed the committee that the second installment of the bond bill in the amount of \$2.5 million is expected to arrive any day now. He will send the committee an email if there are any updates regarding this subject.

Ms. Jennifer Murphy informed the committee that she has seen increased activity at the Technology Park. The Department of Revenue is seeing clients Tuesday, Wednesday and Thursday all day. In addition, there is more traffic at the Old Armory Grill. The Technology Park expects to see an additional increase in traffic in September when both schools are expected to reopen.

The final funds from the first installment of the bond bill will be spent to update signage around the Technology Park. Mr. Denver asked what larger projects are planned once the second installment is received. Ms. Murphy informed the Board that one of the larger projects scheduled to be completed is an upgrade to the HVAC in Building 101.

Ms. Amy Glynn requested information on the public health policy at the Technology Park. Ms. Murphy informed her that there is a mask mandate for any unvaccinated individuals as well as additional sanitation of bathrooms and high touch areas.

Mr. Brendan Greeley presented the leasing report. Mr. Greeley is in the process of negotiating a 15-year lease with GSA (Federal Public Defenders Office) and hopes to have a signed lease in the near future. Mental Health Associates is very interested in the old O'Connell Care space (103-1). This space will be used as a mental health clinic. Generally, activity is very good considering the time of year and he expects to see things pick up in the fall.

Mr. Denver asked when GSA is expected to take occupancy. Per Mr. Greeley expects it to be at least five months before they occupy the space.

Mr. Stelzer informed the Board that he is keeping a close eye on the Develop Springfield project. The closing date is scheduled for mid-September. He will have an update at the October board meeting.

Dr. Cook presented an update on the School of Health relocation. EDM is currently performing a fit test at the Technology Park to determine what programs would be best to transition from Building 20 at STCC to the Technology Park. Unfortunately, the College cannot afford to move over every program currently in Building 20. The EDM fit test should be complete by mid-September. A new funding submission will be sent to DCAMM in December, 2021 for the completion of this project.

Mr. Stelzer noted that EDM is on schedule and that he received a first cut of their initial report August 16 which he forwarded to Mr. Christopher Scott, Dean School of Health and Patient Simulation for review. Once completed, it will be sent to Ms. Andrea Nathanson, CFO/Vice President of Administration for review.

Ms. Glynn asked if CARES funding can be used to fund the move of programs from Building 20 to the Technology Park. Per Dr. Cook, the CARES funding cannot be used for capital projects.

New Business

At this point, Mr. Stelzer, Ms. Murphy and Mr. Greeley excused themselves from the meeting so the Management RFP could be discussed (8:30 a.m.)

Next Meeting

The next Springfield Technical Community College Assistance Corporation Executive Committee Meeting will be held on Tuesday, October 19.