



State Education Resource Center (SERC)

Operations Committee Meeting

**SERC Administrative Offices, Conference Room 1
100 Roscommon Drive, Basement Level
Middletown, CT 06457
Monday, October 19, 2015
1:00 p.m. – 3:00 p.m.**

Members Present: Elizabeth Brown
Richard Porth, Jr.

Others Present: Alfred P. Bruno, Legal Counsel, SERC
Amy Clark, Research and Development Coordinator, SERC
Jennifer LeBrun, Executive Assistant to the Interim Executive Director and
SERC Board of Directors, SERC
Wendy Simmons, Director for Development, Community Affairs, and Equity
Carol Sullivan, Director of Library Programs & Services

Members Absent: Agnes Quinones

The meeting was called to order at 1:08 p.m.

I. SERC Foundation

Dr. Simmons provided Committee Members with a background on the SERC Foundation. Information regarding the Foundations' funding sources, priorities and the appointment of the SERC Foundation Board of Directors was discussed in detail. Dr. Simmons suggested that one member of the Fiscal Committee and one member of the Program Committee be appointed to the SERC Foundation Board of Directors. Dr. Simmons responded to numerous questions asked by the Board of Directors at the September 28, 2015 meeting. Committee Members requested additional information. This additional information will be provided to the Operations Committee by Wednesday, October 21, 2015. Ms. Brown will present this information at the Board of Directors Meeting scheduled on October 26, 2015.

II. Review and Approval: Board Committees: Purpose & Responsibilities Manual

The Committee Members reviewed and discussed the manual. Ms. Brown asked that Mr. Bruno add additional general language as a final bullet. Once the addition is made, the manual will be sent to the leads of the Program and Fiscal Committees for their input and approval. The full Board of Directors will vote on the approval of this document at the October 26, 2015, Regular Meeting.

III. Operations Committee Mission/Charge

The Committees purpose and responsibilities were reviewed as outlined in the Purpose and Responsibilities Manual.

IV. Charge Implementation Considerations

Agenda item not discussed at this meeting.

VI. Next Steps

Ms. Brown will review the additional Foundation information to be submitted by Dr. Simmons.

At 2:15 p.m. the meeting was adjourned.

Recorded by Jennifer LeBrun, Executive Assistant to the Interim Executive Director and SERC Board of Directors