



**State Education Resource Center (SERC)
Board of Directors Meeting**

**Meriden Board of Education 3rd Floor
22 Liberty Street
Meriden, CT**

**Monday, November 30, 2015
1:00 p.m. – 4:00 p.m.**

Regular Meeting Minutes

Present: Chairman Mark Benigni, Elizabeth Brown, Vice Chairman George A. Coleman (joined the meeting by telephone), Jeffrey Leake, Richard Porth, Jr., Charlene Russell-Tucker, and Jennifer Tooker (joined the meeting at 1:21 p.m.)

Absent: Agnes Quinines, Thomas Swan, and Diane Ullman.

Others Present: Alfred P. Bruno, SERC General Counsel, Matthew Dugan, Director of Program Service, Kristy Giacco, Office Manager, Alice Henley, Director of Program Development, Kimberly Mearman, Ph.D., Interim Associate Director, Wendy Simmons, Ph.D., Director for Development, Community Affairs and Equity, Carol Sullivan, Director for Library Programs and Services, Derek Stubbs, Chief Financial Officer, and Jennifer LeBrun, SERC Executive Assistant

Item #1: Call to Order

The meeting was called to order by Chairman Benigni at 1:07 p.m.

Item #2: Approval of Draft Minutes of the October 26, 2015 Board Meeting

Motion to approve minutes from October 26, 2015 Regular Board Meeting.

Motion: Ms. Brown

Second: Mr. Porth

Vote on Motion:

In favor: 6 (Benigni, Brown, Coleman Leake, Porth, Russell-Tucker)

Opposed: 0

Abstained: 0

Item #3: Report from Kimberly Mearman, Interim Associate Director, SERC

a. Sustainability Report

Dr. Mearman discussed the SERC Sustainability Plan that was presented on November 19, 2015 to the Connecticut State Department of Education (CSDE). Topics shared included SERC's current status, focus, funding, functions, and staffing.

There was general discussion.

Dr. Merman's presentation is available on the SERC website.

b. Fiscal Report

Item tabled.

c. SERC Foundation Update

Item tabled.

Item #4: Executive Session

Dr. Benigni requested a motion to go out of order and enter into Executive Session.

Motion: Mr. Leake
Second: Ms. Brown

Vote on Motion:

In favor: 7 (Benigni, Brown, Coleman Leake, Porth, Russell-Tucker, Tooker)
Opposed: 0
Abstained: 0

Motion to enter into executive session at 1:25 p.m.

Motion: Mr. Leake
Second: Ms. Brown

Vote on Motion:

In favor: 7 (Benigni, Brown, Coleman Leake, Porth, Russell-Tucker, Tooker)
Opposed: 0
Abstained: 0

Present in executive session were Board Chairman Mark Benigni and members Elizabeth Brown, Vice Chairman George A. Coleman (by telephone), Jeffrey Leake, Richard Porth, Jr., Charlene Russell-Tucker and Jennifer Tooker.

Motion to exit Executive Session with no motions or actions taken at 2:34 p.m.

Motion: Ms. Brown
Second: Ms. Russell-Tucker

Vote on Motion:

In favor: 7 (Benigni, Brown, Coleman Leake, Porth, Russell-Tucker, Tooker)

Opposed: 0
Abstained: 0

Item #5: Item for Action

- a. Approval of SERC Sustainability Plan

Ms. Brown put forth a motion that the SERC Sustainability Plan be sent to the Operations Committee for review and possible edits.

Motion to refer the Sustainability Plan to the Operations Committee for review and possible edits.

Motion: Ms. Brown
Second: Mr. Porth

Vote on Motion:

In favor: 7 (Benigni, Brown, Coleman Leake, Porth, Russell-Tucker, Tooker)
Opposed: 0
Abstained: 0

Item #6: Committee Reports

a. Finance

Item tabled.

b. Operations

Item tabled.

c. Programs

Item tabled.

Item #7: Items for Discussion

- a. **SERC Lease Negotiations/January 2017**

Item tabled.

- b. **Board of Directors Retreat – Rescheduled Date**

Retreat Date is tentatively scheduled for January 25, 2016.

- c. **Board of Directors Regular Meeting Dates (Schedule)**

Regular Meeting Dates were distributed to Board Members.

Item #8: Adjournment

Motion to adjourn.

Motion: Mr. Porth

Second: Mr. Leake

Vote on Motion:

In favor: 7 (Benigni, Brown, Coleman Leake, Porth, Russell-Tucker, Tooker)

Opposed: 0

Abstained: 0

The meeting was adjourned at 2:36 p.m.

Submitted by:

Jennifer LeBrun, Board Recording Secretary