



Operations Committee Meeting Minutes

**SERC Classroom
25 Industrial Park Road
Middletown, CT 06457**

**Monday, April 25, 2016
12:00 p.m. – 1:00 p.m.**

Present: Elizabeth Brown (Chair), George A. Coleman, Richard Porth, Jr., and Agnes Quinones

Others Present: Alfred P. Bruno, SERC General Counsel, Carol Sullivan, Director for Library Programs and Services, Jennifer LeBrun, SERC Executive Assistant, and Sonja Pasquantonio, Human Resources Coordinator

I. Call to Order

The meeting was called to order by Elizabeth Brown at 12:05 p.m.

II. Discussion of Policy/Procedures for Hiring Executive Director

The Committee discussed the policies/procedures and hiring options for the SERC Executive Director vacancy. Applicants will apply on-line and Ms. Pasquantonio will screen all resumes. The Committee expressed interest in establishing an Executive Search Committee. The Board of Directors will vote on the selection of the final candidate. The interview process will be handled by the SERC Human Resources Department.

There was general discussion.

III. Discussion and take possible action regarding the SERC Affirmative Action Policy Statement, SERC Freedom of Information Act Fee Policy, and SERC FOIA Fee Waiver Application

Mr. Bruno reviewed each of the documents disseminated to the Committee. It was suggested that additional language be added the SERC Affirmative Action Policy to

include veterans as well as identify a SERC contact within the Policy. Mr. Bruno will make the suggested edits.

There was discussion around the SERC Freedom of Information Act Fee Policy and the Fee Waiver Application. Mr. Bruno was asked to add language to the Fee Policy document to assure that the Executive Director has decision-making authority. Mr. Bruno suggested adding language to the document stating “the Executive Director or designee.” The Committee agreed with the suggestion.

Motion to approve the SERC Affirmative Action Policy Statement, SERC Freedom of Information Act Fee Policy and SERC Fee Waiver Application with suggested edits.

Motion: Agnes Quinones
Second: Richard Porth, Jr.

Vote on Motion:

In favor: 4 (Brown, Coleman, Porth, Quinones)
Opposed: 0
Abstained: 0

IV. Next Steps

Identify various funding sources.

V. Adjournment

Motion to adjourn.

Motion: Agnes Quinones
Second: Richard Porth, Jr.

Vote on Motion:

In favor: 4 (Brown, Coleman, Porth, Quinones)
Opposed: 0
Abstained: 0

The meeting was adjourned at 1:00 p.m.