



**State Education Resource Center (SERC)**

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

**Monday, June 27, 2016  
1:00 p.m. – 4:00 p.m.**

**Regular Meeting Minutes**

**Present:** Elizabeth Brown, Vice Chair George A. Coleman, (Mr. Coleman left the meeting at 1:41 p.m. and returned at 1:50 p.m.), Jeffrey Leake, Agnes Quinones (Ms. Quinones left the meeting at 2:30 p.m.), Thomas Swan (Mr. Swan left the meeting at 2:20 p.m.), and Jennifer Tooker.

**Absent:** Salvatore Menzo, Richard Porth, Jr., Charlene Russell-Tucker, and Diane Ullman

**Others Present:** Ingrid M. Canady, Interim Executive Director, Kimberly Mearman, Ph.D., Interim Associate Director, Matthew Dugan, Director of Program Services, Wendy Simmons, Ph.D., Director for Development, Community Affairs and Equity, Carol Sullivan, Director for Library Programs and Services, Derek Stubbs, Chief Financial Officer, Michelle Weaver, Legislative Liaison, Maxine Zukowski, SERC Executive Assistant, and Jennifer LeBrun, SERC Executive Assistant

**I. Call to Order**

The meeting was called to order by Vice Chair George A. Coleman at 1:05 p.m.

**II. Public Comment\***

No public comment.

**III. Approval of Draft Minutes of the May 23, 2016 Regular Board Meeting**

Motion to approve minutes from May 23, 2016 Regular Board Meeting.

Motion: Elizabeth Brown

Second: Agnes Quinones

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Quinones, Swan, Tooker)

Opposed: 0

Abstained: 0

**IV. Action Items**

a. Approval of SERC Operational Budget 16-17 Fiscal Year

Mr. Stubbs and Ms. Canady presented the projected SERC Operational Budget for the 16-17 Fiscal Year. The budget reflects SERC's 55 staff members.

There was general conversation.

Motion to approve SERC Operational Budget 16-17 Fiscal Year.

Motion: Agnes Quinones  
Second: Elizabeth Brown

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Quinones, Swan, Tooker)  
Opposed: 0  
Abstained: 0

b. Approval of Auditing Firm Proposal, CohnReznick

Mr. Stubbs provided information on the Request for Proposal (RFP) process and the auditing firm that was selected. The Finance Committee approved the 3 year proposal from CohnReznick. The Finance Committee will schedule a phone conference with CohnReznick prior to the start of the audit. The firm will meet with the full Board of Directors when the audit is complete.

Motion to approve Auditing Firm Proposal, CohnReznick.

Motion: Elizabeth Brown  
Second: Thomas Swan

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Quinones, Swan, Tooker)  
Opposed: 0  
Abstained: 0

**V. Updates from Ingrid M. Canady, Interim Executive Director, SERC**

a. Fiscal Report

SERC's Fiscal and Administrative Officer, Mr. Derek Stubbs, provided monthly fiscal update to the Board Members.

There was general discussion.

b. Program Updates

Dr. Mearman reviewed SERC's current Funding Plan. The funding sources discussed include State Agency Contracts, Fee for Service Contracts, Fee-Based Registration, Grants, and Private Funds. In addition, Dr. Mearman provided information on the projected in-take from LEA contracts and SERC events. SERC will be hosting 60 statewide events, 33 of which are currently planned.

There was general discussion.

c. Staffing Updates

Ms. Canady shared that Michelle Weaver, J.D., has agreed to serve as SERC's General Counsel. Ms. Weaver will assume all responsibilities served by the previous General Counsel to the Board of Directors.

There was general discussion.

**VI. Items for Discussion**

a. Partnership Development-Focus/Direction

Mr. Coleman provided a list and information on SERC's Current Partners and Developing Partners. He has asked that members review and provide any additional agencies that may not have been included. Board Members can forward additional agencies to Jen LeBrun. Ms. LeBrun will update the list and redistribute it at the August 2016 Regular Meeting.

There was general discussion.

b. July Regular Meeting

The decision was made to cancel the July 25, 2016 Board of Directors. The next regular meeting date is August 22, 2016.

c. Board of Directors Priorities and Next Steps

Members reviewed the priorities that were established at the Board of Directors Retreat. Mr. Coleman asked members to review and provide feedback at the August 22, 2016 meeting.

There was general discussion.

**VII. Updates from George A. Coleman, Vice-Chair**

**a. Next Steps Regarding Chair Appointment**

Mr. Coleman shared that he has left two voicemail messages with the Governor's office regarding the appointment of the Chair to the SERC Board of Directors.

There was general discussion.

**b. Executive Director Search Update**

SERC Executive Assistant, Maxine Zukowski provided an update on the hiring process for the SERC Executive Director Position. The position was posted on June 9, 2016. The initial screening process will be handled by the Human Resources Department.

Human Resources will be contacting Board Members regarding next steps.

There was general discussion.

**VIII. SERC Foundation Update**

**a. Update from Jeffrey Leake, Chair**

Mr. Leake shared information from the SERC Foundation Board of Directors Meeting held on Monday, June 13, 2016. He stated that there have been presentations to Board Members regarding possible grants and the Foundation's readiness to solicit funds.

There was general discussion.

**IX. Committee Reports**

- a. Finance Committee – No Report
- b. Operations Committee – No Report
- c. Program Committee – No Report

**X. Adjournment**

Meeting adjourned at 3:20 p.m.

Submitted by:  
Jennifer LeBrun, SERC Executive Assistant