



**State Education Resource Center (SERC)**

**SERC Community Room**

**25 Industrial Park Road**

**Middletown, CT**

**Monday, September 26, 2016**

**3:00 p.m. – 4:00 p.m.**

**Regular Meeting Minutes**

**Present:** Elizabeth Brown, George A. Coleman, Jeffrey Leake, Richard Porth, Jr., Charlene Russell-Tucker, Jennifer Tooker, and Diane Ullman (joined by telephone at 2:30 p.m. left meeting at 4:00 p.m.).

**Absent:** Salvatore Menzo, Thomas Swan, and Agnes Quinones

**Others Present:** Ingrid M. Canady, Interim Executive 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, Fiscal and Finance Administrative Officer, Michelle Weaver, Legislative Liaison, Sonja Pasquantonio, Human Resources Coordinator, and Jennifer LeBrun, SERC Executive Assistant

**I. Call to Order**

The meeting was called to order by Interim Chair of the Board, George Coleman at 3:24 p.m.

**II. Public Comment\***

No public comment.

**III. Approval of Draft Minutes of the August 22, 2016 Regular Board Meeting**

Motion to approve minutes from the August 22, 2016 Regular Board Meeting.

Motion: Elizabeth Brown

Second: Richard Poth, Jr.

Vote on Motion:

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

Opposed: 0

Abstained: 0

**IV. Executive Session**

- a. Personnel Matters
- b. Personnel Search Committee Report

Motion to enter into Executive Session.

Motion: Jennifer Tooker  
Second: Elizabeth Brown

Vote on Motion:

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

The Board voted unanimously to enter into Executive Session at 3:30 p.m. and adjourned Executive Session at 4:05 p.m.

**V. Action Items**

- a. Motion to adopt “the recommendation of the Search Committee with respect to the hiring of an Executive Director with a 90 day On-boarding process.”

Motion: Elizabeth Brown  
Second: Richard Porth, Jr.

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Porth, Russell-Tucker, and Tooker)  
Opposed: 0  
Abstained: 0

- b. Motion is made “to empower the Board, through the Interim Chair of the Board, to offer the position and engage in the process for hiring an Executive Director as adopted by the Board.”

Motion: Jeffrey Leake  
Second: Elizabeth Brown

In favor: 6 (Brown, Coleman, Leake, Porth, Russell-Tucker, and Tooker)  
Opposed: 0  
Abstained: 0

**VI. Updates from George A. Coleman, Interim Chair of the Board or Items for Discussion**

- a. Update on Meeting with Commissioner Wentzell and Co-Chairs of the CT State Board of Education.

Mr. Coleman shared an updated from the September 20, 2016 meeting with Commissioner Wentzell, Co-Chairs of the CT State Board of Education Mr. Allan Taylor and Mrs. Theresa Hopkins-Staten, Chief Financial Officer Kathy Dempsey, Chief Operating Officer Charlene Russell-Tucker, SERC Finance Committee Chair Jennifer Tooker, and Interim Executive Director Ingrid M. Canady. Mr. Coleman stated that the meeting was very productive. SERC will continue to aid the CSDE on their five-year plan with a focus on equity. The CSDE and SERC agreed to meet more frequently.

There was general discussion.

b. Developing Tomorrow's Professional's (DTP) Program Update

Mr. Coleman shared information regarding the Developing Tomorrow's Professionals Program and Breakfast Celebration. The event was held on Thursday, September 22, 2016 at the Aqua Turf Club in Southington, CT. There was a large turnout and it was a wonderful event for all in attendance.

SERC was acknowledged with two awards for its assistance and dedication to the program.

There was general discussion.

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

a. Fiscal Report

SERC Fiscal and Finance Administrative Officer, Mr. Derek Stubbs, provided monthly fiscal update to the Board Members. The CT State Department of Education auditors will begin its audit of SERC in November 2016.

**VIII. SERC Foundation Update**

a. Update from Jeffrey Leake, Chair

Dr. Wendy Simmons, SERC Foundation Director, provided a brief update to the board regarding their upcoming meeting scheduled for November the 1, 2016. In addition Dr. Simmons shared with the board that currently is developing structures that will assure that the foundation is ready to submit grants that have a quick turnaround submission deadlines.

**IX. Committee Reports**

a. Finance Committee

No report was given.

**X. Adjournment**

Meeting adjourned at 4:42 p.m.

September 26, 2016  
Board of Directors Regular Meeting

Submitted by:  
Jennifer LeBrun, SERC Executive Assistant