



State Education Resource Center
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06457
Ingrid M. Canady
Executive Director

State Education Resource Center (SERC)

SERC
Executive Directors Office
100 Roscommon Drive, Suite 110
Middletown, CT
Monday, June 3, 2019
10:00 A.M. to 11:00 A.M.

SPECIAL MEETING MINUTES

- Present:** George A. Coleman, Liz Brown (joined by telephone), Richard Porth (joined by telephone), Tom Swan (joined by telephone) and Agnes Quinones (joined by telephone).
- Absent:** Samaia Hernandez Mounds, Jeff Leake, Salvatore Menzo, and Charlene Russell-Tucker.
- Others Present:** Ingrid M. Canady, Executive Director, Michelle Weaver, Consultant/Legal Counsel/ Legislative Liaison (joined by telephone), Glen Hale, Chief Financial Officer, and Jennifer LeBrun, SERC Executive Assistant.

I. Call to Order

The meeting was called to order by Chairperson, George A. Coleman, at 10:04 a.m.

II. Approval of the 2019-2020 SERC Operational Budget

Mr. Hale provided a detailed comparison of the 2018-2019/2019-2020 SERC Operational Budgets. Each line item was reviewed in detail.

The 2019-2020 Budget accounted for program costs for all grants and as per board members' request, the budget included a separate line for all costs associated with any future agency relocations.

There was general conversation.



“Motion to approve the 2019-2020 SERC Operational Budget”

Motion: Ms. Brown
Second: Dr. Quinones

Vote on Motion:
In favor: 5 (Brown, Coleman, Porth, Quinones, Swan)
Opposed: 0
Abstained: 0

III. **Approval of Facilities Manager Position**

Mr. Coleman shared that SERC attended a workshop with DAS on May 29, 2019, and that the session was very informational regarding all leasing and property related transactions.

The Facilities Manager position was reviewed. This position will coordinate the operations between multiple SERC locations and will be the SERC liaison with DAS. SERC hopes to fill the position by late July/early August.

There was general conversation.

“Motion to approve Facilities Manager Position”

Motion: Mr. Porth
Second: Dr. Quinones

Vote on Motion:
In favor: 5 (Brown, Coleman, Porth, Quinones, Swan)
Opposed: 0
Abstained: 0

IV. **Adjournment**

Meeting was adjourned at 10:25 a.m.