

**BOARD OF TRUSTEES
BUNKER HILL COMMUNITY COLLEGE
MINUTES OF MEETING**

The Three Hundred and Third Meeting of the Bunker Hill Community College Board of Trustees was held on June 20, 2016 in Room E-175 on the Charlestown Campus.

Present: William Walczak President Eddinger
Amy Young Provost/Vice President Canniff
Carmen Vega Barachowitz Vice President/CFO Pitcher
Sondos Alnamos Assistant Secretary Ambrose
Hung Goon 15 College employees
Cathy Guild
James Klocke
Antoine Junior Melay
Colleen Richards Powell
Richard C. Walker, III

Absent: Marita Rivero

I. CALL TO ORDER

Chair Walczak called the meeting to order at 6:00 p.m.

At the beginning of each Board meeting, the BHCC Vision, Mission and Values Statement is read. Chair Walczak read the Statement tonight.

II. PUBLIC COMMENTS

- None

III. MINUTES OF PREVIOUS MEETINGS

ACTION: Moved by Melay; Seconded by Walker.

“To accept the minutes of the Board of Trustees meeting held on Monday April 25, 2016.”

The Motion Passed Unanimously.

ACTION: Moved by Richards Powell; Seconded by Young.

“To accept the minutes of the Committee of the Whole meeting held on Monday May 9, 2016.”

The Motion Passed Unanimously.

IV. COMMITTEE REPORTS

Audit and Finance Committee

Trustee Melay reported for the Audit and Finance Committee on the selection of the College's auditor for the next five years. The Audit and Finance Committee met at 5:30 p.m. on June 20, 2016; other members of the Committee are Trustees Goon and Walker.

Trustee Melay reported that PACE-Partnership to Advance Collaboration and Efficiency had facilitated an auditor selection process that prepared an RFP, advertised for bids and summarized the bid results. This process included representatives from the community colleges and the state universities. At BHCC, Comptroller Tafawa, Associate Comptroller Nagage, Assistant CFO Ginsberg and Vice President/CFO Pitcher reviewed the bid results and recommended that the College continue the audit relationship with O'Connor and Drew for the next five (5) years, including a revised agreement for the current year resulting in a \$4,000 savings. Their bid was the lowest bid within the "A" grade submissions; grade "A" submissions were experienced with assurance/audit services and include Massachusetts state universities and/or community colleges.

ACTION: Moved by Melay; Seconded by Walker.

“To accept the recommendations of the Audit and Finance Committee to renew and extend contract auditing services for the five years ending June 30, 2016, 2017, 2018, 2019 and 2020 with O’Conner and Drew P.C.”

The Motion Passed Unanimously.

V. STUDENT TRUSTEE REPORT

Student Trustee Alnamos reported that there had been a very active campaign for Student Government and Student Trustee this year. Twenty students ran for 13 positions. Elections were held from May 2-4 on the Charlestown and Chelsea campuses and 1,300 students voted.

Student Trustee Alnamos introduced the newly elected Student Trustee, Loretta Marie Ajiambo Esibi. Loretta came to BHCC in the fall of 2014 as a Business major. She has previously served as Vice President of the Entrepreneur Club and was a Senator-at-Large on the SGA last year. She currently serves as an Orientation Mentor and has been an active member of Alpha Kappa Mu and the Commonwealth Honors Program. In addition to serving as Student Trustee next year, Loretta has also been elected President of Alpha Kappa Mu.

Student Trustee Alnamos thanked the Trustees for the mentoring and support which had been offered to her. She noted that a title like Student Trustee can seem intimidating and was at first but the enthusiasm and encouragement she was given made being Student Trustee a truly memorable experience. She stated that she was confident that she was turning the position of Student Trustee over to someone special and she also knew that she was leaving her successor in good hands.

Chair Walczak thanked Ms. Alnamos for her service to the Board of Trustees and to the College.

VI. BOARD CHAIR’S REPORT

Presidential Evaluation-Update

Chair Walczak reported that the Presidential Evaluation Committee had met and discussed the evaluation process. Executive Assistant Hallsmith would be sending out the evaluation questionnaire to President Eddingers’s direct reports and other senior

administrators. The evaluation must be completed by October. The members of the Evaluation Committee are James Klocke, Colleen Richards Powell, Carmen Vega-Barachowitz, Amy Young and Richard C. Walker, III. The Committee would be working on the evaluation over the summer.

Board Self-Evaluation-Update

Chair Walczak reported that more than half of the Trustees had completed the Board Self-Evaluation. The deadline would be extended to July 1st. Executive Assistant Hallsmith will send out a reminder.

Board Meeting Calendar-CY2017

The proposed meeting schedule for 2017 is as follows:

January

COW: January 9

BOT: January 23

March

COW: March 6

BOT: March 20

April

COW: April 3

BOT: April 24 (held in Chelsea)

May

COW: May 8

BOT: May 22

June

COW: June 5

BOT: June 19

September

COW: September 11

BOT: September 18

October

COW: October 2

BOT: October 16

November

COW: November 6

BOT: November 20

ACTION:

Moved by Young; Seconded by Vega-Barachowitz.

“To Approve the CY 2017 Board of Trustee and Committee of the Whole meeting schedule as proposed.”

The Motion Passed Unanimously.

Chair Walczak commented on what a wonderful experience his first BHCC commencement had been. He stated that it was fun to hand out diplomas and learn a bit

about each of the graduates. He gave kudos to the members of the College Community who had organized the event.

VII. PRESIDENT'S REPORT

Association of Community College Trustees (ACCT) Conferences

ACCT holds two conferences each year with a national community college focus. This year's fall conference will be from October 5-8 in New Orleans. The early bird registration deadline will be coming up soon. There is also a Symposium on October 4 focusing on trends in higher education. Trustees who are interested should let Executive Assistant Hallsmith know.

The second meeting will be held in February 2017 in Washington D.C.

Commissioner Santiago memo on Changes to Leave Time Policies

President Eddinger distributed a memo from Commissioner Santiago regarding changes to leave time policies for Non Unit Professional (NUP) employees. She stated that there had been an issue regarding the final severance payment to the retiring president of Bridgewater State University resulting in these changes.

The changes include the elimination of the practice of converting excess vacation time into sick leave; the forfeiture of excess vacation days annually on January 1st; the reduction of the maximum number of vacation days to fifty (50) and the standardization of the number for personal days for all NUP's

Associate Vice President Ambrose will distribute the notice to NUP employees at BHCC.

College Vehicle Lease

ACTION: Moved by Young; Seconded by Walker.

“To continue to pay all expenses for the lease, operation and upkeep of a mid-sized automobile throughout President Eddinger's tenure as President of the College.”

The Motion Passed Unanimously.

Strategic Planning

✓ Commonwealth of Massachusetts Strategic Framework

The Executive Office of Education has asked the Department of Capital Asset Management (DCAM) and other agencies to participate in capital planning. The process has a regionalization focus, i.e. one new building could be used by several colleges.

✓ Campus Strategic Planning Cycle

Next year (2016/2017) will be “Year Zero” for campus planning as the College engages in planning with the external community. This planning process will assist the College in establishing new goals for annual planning. The annual plans are integrated with the College's goals and with the budget. These new goals will guide the College for the next six years and assist the College in preparing for the 2020 NEASC reaccreditation study.

Sponsorships

Expenditure Approval: USS Constitution Museum’s Boarding Party and Collections Open House

The College requested the approval of the expenditure of \$500 for the Steward Level sponsorship which included four tickets to the event.

Expenditure Approval: Massachusetts League of Community Health Centers Annual Awards Gala

The College requested the approval of the expenditure of \$700 for four individual tickets at \$175 each to the Gala.

Expenditure Approval: YWCA Boston’s 150th Anniversary Gala

The College requested the approval of the expenditure of \$500 for the purchase of two individual tickets.

ACTION: Moved by Walker; Seconded by Richards Powell.

“To approve the expenditure approvals as requested above and reviewed at the Board of Trustees’ meeting.”

The Motion Passed unanimously.

Financial Reports—Vice President/CFO John K. Pitcher

Financials for Ten Months, ending April 30, 2016

Vice President Pitcher reported that the College is on track for revenue and expenses. The projected budget deficit of \$831,000 will probably be around \$500,000. The College has expended 76% of budget and has received 91% of budgeted revenue. Overall, revenue is down about 2% although summer session revenue is up by 3%. Expenses are slightly below budget.

Plant Fund Activity for ten months ending April 30, 2016

Vice President Pitcher reported that the Plant Fund is on budget; any surplus would roll into next year He drew the Trustees attention to emergency plaza repairs which is fully funded by DCAM and to the renovation of A-200 and the relocation of the campus police office.

ACTION: Moved by Melay; Seconded by Walker.

“To Approve the Financial Reports for Ten Months and the Plant Fund Expenditures for Ten Months, all ending April 30, 2016, as presented

The Motion Passed Unanimously.

FY17 Preliminary Budget—Vice President/CFO John K. Pitcher

Vice President Pitcher reviewed the FY2017 budget assumptions. The FY2017 baseline budget includes a budget deficit from FY2016 of \$550,000. Net projected revenue of \$3,506,000 includes \$180,000 Funding Formula Increase; \$1,534,000 FY1016 Full Year Fee Increase; \$1,692,000 FY2017 Spring General Course Fee Increase-\$12/credit hour; \$1,000,000 Summer 1 Revenue Adjustment and a negative \$900,000 Enrollment Change-2% Decline. Net projected expenses of \$4,396,000 include \$500,000 Chelsea Lease and Related Expenses; \$300,000 Shuttle Bus Net Expense; \$1,500,000 Net Salary Adjustments; \$150,000 Plant Fund Increases (Maintains 5% Requirement); \$296,000 Non-Salary Increases; \$1,900,000 Systems & Operational Process

Improvements; and Merchant Fee Savings of \$250,000. The FY2017 budget has an estimated budget deficit as of 6/30/2017 of \$1,440,000.

Vice President Pitcher indicated that even with a \$12 per credit hour increase effective in spring 2017, BHCC would still be the most affordable community college. He also reviewed a chart which showed the decline in state support per student. In FY2006, state support per FTE student was \$3700 with student support per FTE of \$3100; by contrast, in FT2017, the state support per FTE student is projected to be \$3,057 with student support per FTE of \$5,765.

ACTION: Moved by Melay; Seconded by Walker.

“To Approve the FY17 Preliminary Budget.”

The Motion Passed Unanimously.

VIII. ADJOURNMENT

ACTION: Moved by Richards Powell; Seconded by Klocke.

“To adjourn the meeting.”

The Motion Passed unanimously.

The Board of Trustees' meeting adjourned at 7:00 p.m.

Respectfully submitted,

Carmen Vega Barachowitz
Secretary

Molly B. Ambrose
Assistant Secretary