

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

The Three Hundred and Fifth Meeting of the Bunker Hill Community College Board of Trustees was held October 17, 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
Loretta Marie Ajiambo Esibi Assistant Secretary Ambrose
David Tai-Wai Chang 15 College employees
Cathy Guild
Antoine Junior Melay
Colleen Richards Powell
Stephen Chan

Absent: James Klocke; Richard C. Walker, III

I. CALL TO ORDER

Chair Walczak called the meeting to order at 6:15 p.m.

II. PUBLIC COMMENTS

- None

III. TRUSTEE INTRODUCTION

Chair Walczak introduced Stephen Chan as the newest Board Member. Mr. Chan is currently Vice President of Strategy and Operations at the Boston Foundation where he leads the overall development, implementation and review of its long-term strategic direction as well as the day-to-day operations of the senior management team. He has served as an Advisor to Mayor Thomas M. Menino where he led the Boston Food Policy Council and launched the Mayor's Office of Food Initiatives. He also helped design and support various public-private initiatives to grow financial empowerment, boost college completion, foster school-community partnerships and build family economic security. Mr. Chan received his MBA from Harvard Business School, MPA from Harvard Kennedy School and BA with honors in Public Policy from Stanford University. He serves on numerous boards including the Boston Chinatown Neighborhood Center, Associated Grant makers and Asian-American Pacific Islanders in Philanthropy.

Trustee Chan said he was honored to have been appointed a Trustee of Bunker Hill Community College and that he is moved by the College's mission and the inspiring and important work done here. He is particularly interested in the integration of cultures and communities within the College and the College's connection to Chinatown. He is excited to support the agenda of Bunker Hill Community College.

Chair Walczak asked Trustee Chan to read the College's Mission, Vision and Values statement.

IV. MINUTES OF PREVIOUS MEETING

ACTION: Moved by Melay; Seconded by Richards Powell.

“To accept the minutes of the Board of Trustees meeting held on Monday September 19, 2016 and the minutes of the Committee of the Whole meeting held on October 3, 2016.”

The Motion Passed Unanimously.

V. COMMITTEE REPORTS

- None

VI. STUDENT TRUSTEES'S REPORT

Student Trustee Esibi thanked President Eddinger for being able to attend the ACCT conference. She noted that the SGA had made the Library a priority including better lighting, more carrels and connectivity. She thanked Trustee Melay and Provost Canniff for visiting the Library with her after the last Board of Trustees' meeting. The lighting should be completed in November and the new carrels should arrive in January. A second priority of the SGA is to achieve a better understanding of how the Student Activity Fee is allocated

VII. PRESIDENT'S REPORT

FY2017 Final Budget Presentation and Approval—Vice President Pitcher

Vice President Pitcher briefly reviewed the budget presentation he had given at the October 3, 2016 meeting of the Committee of the Whole. The FY 2017 budget has a projected deficit of \$2.1 million. The budget includes \$1.5 million in revenue from the full-year fee increase implemented in spring 2016 and \$1.8 million in revenue from the recommended \$14 fee increase to be implemented in spring 2017. The budget also includes a projected 2.2% decline in student enrollment and \$300,000 in Foundation support. Total revenue is projected at \$3.9 million. Expenses include the Chelsea lease and move; shuttle bus net expenses; One-Stop Center renovations; net salary increases and adjustments and \$1.5 million for approved AUP innovations.

Sources of revenue include tuition and fees, state appropriation, performance funding (state); grants, other revenue and funds from reserve for a total of \$85,000,000. Expenditures by function include instructional personnel; support personnel; operational expenses; facilities; information technology; instructional expenses and grants for a total of \$85,000,000.

In response to a question regarding the balancing of the budget by using reserves, Vice President Pitcher stated that the amount left in reserves would be 14-15% of the budget. A range of 10-15% is considered adequate.

Vice President Pitcher reviewed the fees charged by other community colleges which showed that even with the \$14 per credit hour increase; BHCC would still be the most affordable. He also showed the change in the percentage of state funding from 2006 to 2016. In 2006, state funding paid more than half of the expense of attending college; today, students pay 67% of the cost.

Vice President Pitcher noted that the FY2017 Final Budget had been included in the Trustee packets. He drew particular attention to the history of the budget deficit from 2013. The College had been able to decrease the deficit until the 2017 budget due to one-time expenses related to leases and moves in Chelsea and Chinatown and an additional move to H building. Additionally, there are one-time expenses related to the new shuttle bus contract and renovation of the B lobby for the One-Stop Center.

Vice President Pitcher responded to questions about workforce development and commissions in the budget. He also responded to a question about the decline in enrollment. There are three reasons: demographic, i.e. fewer high school graduates; the improvement in the economy as community college enrollment is counter cyclical with the economy and the “poaching” of developmental students by the state universities. In response to a question about international students, Vice President Pitcher noted that the College has 971 international students for this fall who greatly enrich the life of the College.

ACTION: Moved by Melay; Seconded by Vega Barachowitz

“To approve the FY2017 Final Budget and an increase of the per credit hour fee by \$14 effective in the spring 2017 semester.”

The Motion Passed unanimously.

Sponsorships

Expenditure Approval: Chelsea Chamber of Commerce Pot O 'Gold Drawing and Dinner, October 19, 2016

The College requested the approval of the expenditure of \$950 for a Member-level sponsorship and three individual tickets.

Expenditure Approval: New England Center and Home for Veterans Leave No One Behind Gala, November 2, 2016

The College requested the approval of the expenditure of \$825 for the purchase of three individual tickets.

Expenditure Approval: Somerville Chamber of Commerce Powderhouse Annual Awards and Dinner, November 9, 2016

The College requested the approval of the expenditure of \$3,000 for a Major Presenting level Sponsorship.

Expenditure Approval: Mayor's Office for Immigrant Advancement 11th Annual We are Boston Gala, November 29, 2016

The College requested the approval of the expenditure of \$2,900 for a Dream Seeker-level sponsorship.

Expenditure Approval: Hyde Square Task Force Making Change Happen Breakfast, December 6, 2016

The College requested the approval of the expenditure of \$1,100 for a quarter-page ad and four tickets.

ACTION: Moved by Young; Seconded by Melay.

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

The Motion Passed unanimously.

Updates

President Eddinger reported that the College had been awarded a \$1.7 million grant from the U.S. Department of Education’s Asian American and Native American Pacific Islander-Serving Institution (AANAPISI) program. The funds, to be awarded over five years, will impact the College’s large and growing population of Asian-American and low-income English-language learners.

President Eddinger is on the national board of Achieving the Dream (ATD); ATD is conducting a survey on institutional capacity and there is a section of leadership for trustees to complete. Participation is voluntary; Executive Assistant Hallsmith will send out the link to the survey.

President Eddinger showed a video depicting the C-Town Business Early College Pathway. The Pathway provides classroom instruction, internship opportunities and entrepreneurial project-based learning in the areas of business and entrepreneurship. Through dual enrollment at BHCC, Charlestown High School students will simultaneously earn a high school diploma and 30 college credits in four years beginning in the 9th grade.

VIII. BOARD CHAIR’S REPORT

Chair Walczak asked Trustees who had attended the recent ACCT conference in New Orleans to report on their experience.

Trustee Guild reported that she enjoyed her visit to Delgado Community College where the programs of study have a more vocational focus.

Trustee Melay attended a presentation on encouraging students who had dropped out to re-enroll and complete their program. Once their program was completed, the students were given job placement assistance.

Chair Walczak reported on the Department of Higher Education retreat as reported by J.D. LaRock, the Chair of the Board of Trustees at North Shore Community College and Community College sector representative on the Board of Higher Education.

Items discussed included the following:

- Expanding early college;
- Enhancing strategic plans with a more rigorous review with attention to revenue, business plans and entrepreneurship;
- Emphasis on completion and persistence

Enrollments are trending down. The number of high school graduates is down and international and out-of-state students are choosing to attend four year institutions.

Community colleges will be adopting the Voluntary Framework of Accountability indicators of completion as they better reflect the community college student experience than the IPEDS indicators. The Voluntary Framework includes all students, not just full-time.

President Eddinger will bring the Voluntary Framework of Accountability to the next meeting of the Board of Trustees for an official vote and validation.

IX. ADJOURNMENT

ACTION: Moved by Walker; Seconded by Melay.

“To adjourn the meeting.”

The Motion Passed unanimously.

The Board of Trustees' meeting adjourned at 7:10 p.m.

Respectfully submitted,

Carmen Vega Barachowitz
Secretary

Molly B. Ambrose
Assistant Secretary