

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

The Three Hundred and Fourth Meeting of the Bunker Hill Community College Board of Trustees was held September 19, 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 25 College employees  
Cathy Guild  
Antoine Junior Melay  
Colleen Richards Powell  
Richard C. Walker, III

**Absent:** James Klocke

**I. CALL TO ORDER**

Chair Walczak called the meeting to order at 6:05 p.m.

At the beginning of each Board meeting, the BHCC Vision Statement is read. First Vice Chair Young read the Statement tonight.

**II. PUBLIC COMMENTS**

- None

**III. TRUSTEE INTRODUCTIONS AND ACKNOWLEDGEMENTS**

Chair Walczak welcomed David Tai-Wai Chang and asked him to introduce himself. Trustee Chang stated that he had been born in China and educated in Hong Kong. He came to the U.S. to attend college. He worked in research and technical management in the greater Boston area in atmospheric and environmental sciences. Since his retirement, he has dedicated his time to serving Boston's Chinatown community, serving on the board of the Asian American Civic Association (AACA) and the Chinese Historical Society of New England (CHSNE).

Chair Walczak also welcomed Loretta Marie Ajiambo Esibi as the new Student Trustee and asked her to introduce herself. Trustee Esibi stated that she was born in Kenya and became an American citizen two years ago. She is a business administration major and will graduate in May 2017. She has served as a Senator and Vice President of the Student Government Association and is currently the President of Alpha Kappa Mu.

Chair Walczak acknowledged former trustees Hung Goon and Marita Rivero for their service to Bunker Hill Community College. The following statements were read into the record.

**Resolution**

*Thank you to Hung T. Goon for his service to Bunker Hill Community College*

*Whereas, Hung T. Goon was appointed by the Governor of the Commonwealth of Massachusetts to the Board of Trustees of Bunker Hill Community College on January 24, 2011 and served through March 2015.*

*Whereas, Hung T. Goon as a member of the Board of Trustees, provided consistent and valuable advice as the lead of the Fiscal Affairs committee throughout his term.*

*Whereas, Hung T. Goon has provided outstanding service to building and fostering relationships between the Boston Chinatown community and the College.*

*Whereas, Hung T. Goon has earned the deep appreciation of the Board for his public service.*

*Be it resolved that the Board of Trustees expresses its gratitude for the service of Hung T. Goon in the public's interest, and conveys its best regards for his future endeavors.*

**Resolution**

*Thank you to Marita Rivero for her service to Bunker Hill Community College*

*Whereas, Marita Rivero was appointed by the Governor of the Commonwealth of Massachusetts to the Board of Trustees of Bunker Hill Community College on April 19, 2012.*

*Whereas, Marita Rivero served from April 2012 to March 2016 including as Chair of the Board of Trustees, providing faithful stewardship and guidance.*

*Whereas, Marita Rivero has provided outstanding service to the College, encouraging inclusive excellence and promoting the College's partnership with the Museum of African American History, WGBH and numerous institutions of note in the Greater Boston area.*

*Whereas, Marita Rivero has earned the deep appreciation of the Board for her public service and her advocacy for the community college movement.*

*Be it resolved that the Board of Trustees expresses its gratitude for the service of Marita Rivero in the public's interest, and conveys its best regards for her future endeavors.*

**IV. MINUTES OF PREVIOUS MEETING**

**ACTION:** Moved by Melay; Seconded by Walker.

“To accept the minutes of the Board of Trustees meeting held on Monday June 20, 2016.”

The Motion Passed Unanimously.

**V. COMMITTEE REPORTS**

- None

**VI. STUDENT TRUSTEES'S REPORT**

Student Trustee Esibi noted several concerns that had been communicated to her by students. These were referred to College administrators for resolution.

**VII. BOARD CHAIR'S REPORT**

Chair Walczak stated that the Presidential Evaluation Committee will meet after the Board meeting. The evaluation will be presented at the Committee of the Whole meeting on October 3, 2016

**VIII. PRESIDENT'S REPORT**

*OneStop—Melissa Holster, Executive Director, Student Financial Services and Kevin Stevens, Director of Student Services.*

Ms. Holster and Mr. Stevens gave a presentation on the OneStop Project. OneStop is a multi-tiered approach to guiding students to information they need when they need it. The first tier is a Welcome Center which provides basic information; much of this information is also available to students on-line and through self-service. Students may also be referred to other departments such as LifeMap, Advising, or Academic Affairs. The second tier provides comprehensive transaction and problem solving assistance with registration, payments and financial aid. The third tier is back office processing and support for Academic Records, Student Payments and Financial Aid.

The OneStop team is comprised of a Steering Committee; an Operations Planning Group and six subcommittees: Business Process Redesign; Change Management; Communications; Human Resources & Cross Training; Physical Planning and Virtual OneStop.

The BHCC OneStop is on target to open in July 2017 with many milestones along the way including the hiring of a Director, space planning, training, construction and technology upgrades.

**Sponsorships**

*Expenditure Approval: Boston Branch NAACP Annual Fund Dinner, October 1, 2016*

The College requested the approval of the expenditure of \$500 for a half-page sponsorship which includes a half-page ad in the program book and 2 tickets to the event.

*Expenditure Approval: English for New Bostonians: Raising our Voices Breakfast, October 24, 2016*

The College requested the approval of the expenditure of \$500 for a Friend-level sponsorship which includes two tickets to the event and the College's name in the program book and on the screen. Additionally, the College requested approval to purchase two additional tickets at \$50.00 each for a total of \$600.

*Expenditure Approval: MGH Institute of Health Professions Annual Gala, October 27, 2016*

The College requested the approval of the expenditure of \$1,500 toward a full-page color ad and two tickets to the event.

*Expenditure Approval: USS Constitution Museum Chairman's Dinner and Awards Ceremony, October 27, 2016*

The College requested the approval of the expenditure of \$500 for a Lieutenant-level sponsorship which includes two tickets to the event and a listing in the program book.

**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.

## **IX. ADJOURNMENT**

**ACTION:** Moved by Walker; Seconded by Melay.

“To adjourn the meeting.”

The Motion Passed unanimously.

The Board of Trustees' meeting adjourned at 6:50 p.m.

Respectfully submitted,

Carmen Vega Barachowitz  
Secretary

Molly B. Ambrose  
Assistant Secretary