

BUNKER HILL COMMUNITY COLLEGE
Board of Trustees Committee of the Whole Meeting
Monday, October 3, 2016
6 p.m. Charlestown Campus – Room B-321

Minutes

Present: William J. Walczak President Eddinger
 Amy Young Provost Canniff
 Colleen Richards Powell Vice President Pitcher
 David Tai Wai Chang Assistant CFO Ginsberg
 Cathy Guild Assistant Secretary Ambrose
 Richard C. Walker, III

Absent: Carmen Vega-Barachowitz, Antoine Junior Melay, Loretta Esibi, James Klocke

I. CALL TO ORDER

Chair Walczak called the meeting to order at 6:10 p.m.

II. PUBLIC COMMENTS

- None

III. CHAIR’S REPORT

Chair Walczak welcomed everyone to the meeting. He noted that that Trustees Guild, Walker, Melay and Esibi would accompany President Eddinger to the ACCT conference to be held in New Orleans later in October.

IV. PRESIDENT’S REPORT

Presidential Evaluation and Goals AY 2016

Chair Walczak presented President Eddinger’s evaluation as prepared by the Presidential Evaluation Committee: Amy Young, James Klocke, Richard C. Walker, III, Carmen Vega-Barachowitz and Colleen Richards Powell.

The evaluation process began on October 15, 2015 when the Board of Trustees approved the President’s goals for the 2015-2016 academic year. On July 18, 2016 President Eddinger submitted her self-evaluation; this document served as the primary document for Board evaluation. On September 12, 2016, the Board’s Committee of the Whole received the Board Chair’s summary of the Presidential Evaluation process and reviewed the President’s goals for 2016-2017. On September 19, 2016, the President’s goals were approved. The Board also listened to and approved the Chair’s final evaluative comments and approved the salary increase recommendation for the President for 2016-2017. On October 3, 2016, the Board approved the Committee’s recommendation and the Board Chair forwarded the evaluation letter and the salary recommendation letter to the Commissioner of Higher Education in compliance with the deadline established.

The Board paid particular attention to the participation of the College and the President in system-level goals as defined in the Vision Project. The Vision goals include:

- Participation/access
- Retention

- Completion
- Closing of the Achievement Gap
- Workforce Alignment

The Board noted that these are well-integrated into the student success focus of the College.

President Eddinger’s Progress Report describes accomplishments in the six critical areas of measurement in assessing institutional effectiveness. Her three-year goals were defined along these categories:

- Student achievement
- Organizational agility
- Fiscal stability
- Facilities planning
- External partnerships
- Workforce preparedness in the context of BHCC’s urban mission

In each of these areas, the President had identified incremental work necessary to reach stability or to pilot new strategies as well as the longer term vision necessary to reach the next critical stage of growth.

The 360 evaluation survey conducted as part of this evaluation cycle was administered to President Eddinger’s direct reports and the next level managers that included associate provosts, deans and executive directors. Notes areas of strength included the President’s commitment to student success, her focus on STEM and workforce development, the relationships she has developed and fostered within Massachusetts as well as nationally and dedication to fiscal responsibility. Areas for further development included greater availability on campus outside of formal, structured events, further refinement of annual planning and additional attention to cultural competency and inclusion work.

The Board of Trustees accepted President Eddinger’s Progress Report and thanked her for her commitment to the College and the Community College movement. The Board approved her goals for 2016-2017 which cover the Planning Year (or year zero) of the College’s six-year long planning cycle. The Board recommended a salary merit increase for President Eddinger in the full amount for presidential level personnel as determined by the Board of Higher Education.

ACTION: Moved by Chang; Seconded by Walker
 “To approve in concept the evaluation and salary recommendation for President Eddinger so that the recommendation may be submitted to the Commissioner of Higher Education by the required date.”

The Motion Passed unanimously.

Final Budget Presentation—John K. Pitcher, Vice President and CFO

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 \$3,980,000 includes \$250,000 Funding Formula increase; \$1,530,000 FY2016 full year fee increase; \$1,800,000 FY 2017 proposed spring fee increase-\$14 per credit hour;

enrollment change—2.2% decline; \$1,000,000 summer one revenue adjustment and \$300,000 in Foundation Support.

Net projected expenses of \$5,580,000 include \$950,000 for Chelsea lease and related expenses; \$300,000 shuttle bus net expenses; \$300,000 One Stop renovations; \$2,000,000 net salary adjustments; \$680,000 non-salary increases; \$1,600,000 systems and operational process improvements and (\$250,000) in merchant fee savings. The FY 2017 budget has an estimated budget deficit as of 6/30/2017 of \$2,150,000.

FY 2017 sources of revenue include tuition and fees-\$47,100,000; state appropriation-\$25,400,000; performance funding formula (state)-\$250,000; grants (federal, state and other)-\$6,500,000; other revenue-\$3,600,000 and funds from reserve-\$2,150,000. FY 17 expenditures by function include instructional personnel-\$26,400,000; support personnel-\$26,400,000; operational expenses-\$5,800,000; facilities-\$8,700,000; information technology-\$7,200,000; instructional expenses-\$3,000,000 and grants-\$6,500,000.

Vice President Pitcher provided an analysis of the College's reserves. The total net position as of 6/30/2115 is \$32,238,564: investment in capital assets-(\$25,390,311); net unrestricted assets-\$6,848,253; net pension liability (GASB 68)-\$7,723,013; net position as of 6/30/2015-\$14,571,266 which is 17% of operating budget. The projected net position on 6/30/17 is \$12,406,929 which is 15% of operating budget. All figures are based on data from the audited FY15 financial statements.

Vice President Pitcher reviewed the fee increase recommendation of \$14 per credit hour to take effect in the spring 2017 semester. Comparative data showed that with a \$14 increase, the College would still be the most affordable of all 15 community colleges. He also reviewed a chart which showed the decline in state support per student since FY06. He also reviewed the impact a \$14 fee increase would have on the projected FY17 shortfall and the impact the fee increase would have on students. All students who waive health insurance would still receive a refund from their Pell grant; students who do not waive health insurance would have to pay an additional \$38.

The final budget including the proposed fee increase will be voted on at the October 17, 2016 Board of Trustees' meeting.

V. EXPENDITURE APPROVALS

Chinese Historical Society of New England, Annual Meeting and Dinner

The College requests the approval of the total expenditure of \$500 for five tickets to the Event.

ACTION: Moved by Young; Seconded by Guild.
"To approve the expenditure approval as requested above."

The Motion Passed with one abstention.

VI. ADJOURNMENT

ACTION: Moved by Richards Powell; Seconded by Young"
"To adjourn the meeting."

The Motion Passed unanimously.

The meeting adjourned at 7:10 p.m.