

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

The Three Hundred and Tenth Meeting of the Bunker Hill Community College Board of Trustees was held September 18, 2017 in Room E-175 on the Charlestown Campus.

Present: William Walczak, Chair
Amy Young, Vice Chair
Carmen Vega-Barachowitz, Secretary
R. Kelly Cameron
Stephen Chan
David Tai-Wai Chang
Cam Do
Paul Holzer
President Pam Eddinger
Provost/Vice President James Canniff
Vice President John Pitcher
Associate Vice President Jeff Ginsberg
Assistant Secretary George Hallsmith
SGA President Susan Benitez
4 College Employees

Absent: Cathy Guild
James Klocke
Colleen Richards Powell

Guests: Antoine Junior Melay
Richard Walker III

I. CALL TO ORDER

Chair Walczak called the meeting to order at 6:10 p.m. He asked Trustee Cameron to read the Vision statement.

II. PUBLIC COMMENTS

- None

III. BOARD CHAIR'S REPORT

WELCOME AND INTRODUCTIONS OF NEW TRUSTEES

Chair Walczak introduced two new Trustees, R. Kelly Cameron and Paul Holzer.

Trustee Cameron is the Career Development Officer at the Center for Real Estate, MIT School of Architecture and Planning. Prior to that, he served for six years as Assistant Director, Office of Cooperative Education, Northeastern University College of Professional Studies. He has a B.S. in Aviation and Management from Bridgewater State College, and a M.S. in Leadership from Northeastern University. Additionally, he is a doctoral candidate in Educational Leadership, K-12 at Northeastern University.

Trustee Holzer is the Chief Executive Officer and Co-Founder of Dynamic Solutions Systems, LLC. He served as a United States Navy Seal Officer for ten years. He has a B.S. in Mechanical Engineering from the University of Florida, a M.S. in Naval Architecture and Marine Engineering from MIT, and is a M.D. candidate at the Dartmouth Geisel School of Medicine.

Both Trustees Cameron and Holzer made brief remarks, expressing that they are honored to serve on the Board and look forward to working with the Board and everybody at the College.

RESOLUTIONS TO THANK OUTGOING TRUSTEES

Chair Walczak acknowledged and thanked outgoing Trustees Antoine Junior Melay and Richard Walker, III for their service to the Board of Trustees.

Chair Walczak read the following resolution:

Whereas, Antoine Junior Melay was appointed by the Governor of the Commonwealth of Massachusetts to the Board of Trustees of Bunker Hill Community College on September 6, 2011.

Whereas, Antoine Junior Melay served on the Board of Trustees from September 2011 to September 2017, and served on the Audit and Finance Committee.

Whereas Antoine Junior Melay has displayed extraordinary commitment to and involvement with the College, exemplified by his participation in multiple AACC and ACCT conferences.

Whereas, Antoine Junior Melay has represented Bunker Hill Community College Alumni and provided outstanding service to the community.

Whereas, Antoine Junior Melay 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 Antoine Junior Melay in the public's interest, and conveys its best regards for his future endeavors.

ACTION: Moved by Walczak; Seconded by Young.

“To accept the resolution honoring the service of Antoine Junior Melay to the Bunker Hill Community College Board of Trustees.”

The Motion Passed Unanimously.

Chair Walczak read the following resolution:

Whereas, Richard C. Walker III was appointed by the Governor of the Commonwealth of Massachusetts to the Board of Trustees of Bunker Hill Community College on August 1, 2007.

Whereas, Richard C. Walker III served on the Board of Trustees from August 2007 to September 2017, having served two full terms, in addition to his service on the Audit and Finance Committee.

Whereas, Richard C. Walker III, as Senior Vice President of the Federal Reserve Bank of Boston, was instrumental in the creation of the Invest in College Success pilot program and later co-presented with President Pam Eddinger on the program at the 2015 ACCT Leadership Congress.

Whereas, Richard C. Walker III 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 Richard C. Walker III in the public's interest, and conveys its best regards for his future endeavors.

ACTION: Moved by Walczak; Seconded by Cameron.

“To accept the resolution honoring the service of Richard C. Walker III to the Bunker Hill Community College Board of Trustees.”

The Motion Passed Unanimously.

There followed a break for refreshments and an opportunity for Board members and others present to thank and acknowledge outgoing Trustees Melay and Walker. Board Chair Walczak and President Eddinger presented gifts and framed resolutions to outgoing Trustees Melay and Walker.

IV. MINUTES OF PREVIOUS MEETING

ACTION: Moved by Vega-Barachowitz; Seconded by Young.

“To accept the minutes of the Board of Trustees meeting held on Monday, June 19, 2017.”

The Motion Passed Unanimously.

ACTION: Moved by Holzer; Seconded by Kelly.

“To accept the minutes of the Committee of the Whole meeting held on Monday, September 11 2017.”

The Motion Passed Unanimously.

V. COMMITTEE REPORTS

- None

VI. STUDENT TRUSTEES'S REPORT

Student Trustee Cam Do provided a report.

From July 10-12, the Student Activities Office offered the annual Student Leadership Retreat. This year's theme was “Definitive Leadership: Intentions, Agreements and Contracts.” This provided a wonderful opportunity for 50 newly elected student

leaders from the SGA, student clubs and New Student Mentors to come together as a team, explore our potential, and define what our leadership will be. The retreat was based on two books: The Four Agreements, by Don Miguel Ruiz, and Mindset: The New Psychology of Success, by Dr. Carol Dweck.

Sessions were presented on leadership styles, communication skills, event planning, presentation skills, leading with inclusion, and developing a growth mindset.

The retreat taught us the importance of Being Impeccable with Our Word, and understanding Context before Content, as we confront issues and solve problems. The Retreat concluded with each of us writing our own personal contract for what we commit to as leaders for the upcoming academic year.

On August 10, we had a Student Leader Planning Day and Ice Cream Social. Thirty student leaders representing the SGA, student clubs, mentors, service leaders and sports teams exchanged ideas and discussed ways these different groups can work together to improve campus life this year.

Last week was the start of classes. Over 1,100 students have already been helped through the Textbook Assistance Program. And, once again, Orientation Mentors were in the Main Lobby helping students find their way around campus so that they have a positive and successful start of the new year.

President Eddinger and members of the Executive Staff met with the Student Trustee and members of the Student Government Association to discuss the fee increase that will be considered tonight. All of the members of the SGA understand and support this increase, and appreciate how we will be able to continue to do as much as we do while remaining so affordable.

The Student Trustee also started working closely with the new Student Government President, Susan Benitez. There have been meetings with several directors and leaders on campus such as Associate Provost Clea Andreadis, to expand the Open Educational Resources courses. Student leadership is very grateful for the support. There have also been visits to local colleges and universities, to explore how services are provided to students, and to help inform the work to be done this year at BHCC.

VII. PRESIDENT'S REPORT

Sponsorships:

- a. *Jordan Boys and Girls Club in Chelsea, 7th Annual BBQ Fundraiser, Thursday, August 31, 2017*
The President requests approval of the expenditure of \$175 for the purchase of a half-page ad and two tickets to the Jordan Boys and Girls Club in Chelsea 7th Annual BBQ Fundraiser.
- b. *HarborCov 13th Annual Taste of Chelsea, Monday, September 18, 2017*
The President requests approval of the expenditure of \$1,500 for the purchase of a Connoisseur-level sponsorship, which includes the College's name on the website and in program book, and two tickets to the HarborCov 13th Annual Taste of Chelsea.
- c. *English for New Bostonians Raising Our Voices Breakfast, Tuesday, October 17, 2017*
The President requests approval of the expenditure of \$500 for the purchase of a Sustaining sponsorship, which includes two tickets to the Raising Our Voices Breakfast.

- d. *USS Constitution Museum Chairman's Dinner and Awards Ceremony, Wednesday, October 18, 2017*
The President requests approval of the expenditure of \$500 for the purchase of a Lieutenant-level sponsorship, which includes recognition in the program book and two tickets to the Chairman's Dinner and Awards Ceremony.
- e. *MGH Institute of Health Professions Grand Opening Reception, Thursday, October 19, 2017*
The President requests approval of the expenditure of \$1,500 for the purchase of a full-page ad, two tickets, plus an additional two tickets to the Grand Opening Reception.
- f. *Black Ministerial Alliance of Greater Boston Dinner and Awards Gala, Thursday, October 26, 2017*
The President requests approval of the expenditure of \$550 for the purchase of a quarter-page ad plus one ticket to the Dinner and Awards Gala.
- g. *Mayor's Office for Immigrant Advancement We Are Boston Gala, Thursday, November 30, 2017*
The President requests approval of the expenditure of \$1,000 for the purchase of a Citizen-level sponsorship, which includes a quarter-page ad and two tickets to the We Are Boston Gala and VIP Reception.
- h. *Hyde Square Task Force Making Change Happen Breakfast, Thursday, December 7, 2017*
The President requests approval of the expenditure of \$500 for two tickets to the Making Change Happen Breakfast.

Prior to voting on the above expenditure approvals, Trustee Holzer recused himself from the vote on the USS Constitution Museum Chairman's Dinner and Awards Ceremony. Trustee Vega-Barachowitz recused herself from the vote on the MGH Institute of Health Professions Grand Opening Reception.

ACTION: Moved by Vega-Barachowitz; Seconded by Chan.

"To approve the above sponsorship expenditure approval - *USS Constitution Museum Chairman's Dinner and Awards Ceremony.*"

The Motion Passed with one recusal.

ACTION: Moved by Young; Seconded by Cameron.

"To approve the above sponsorship expenditure approval - *MGH Institute of Health Professions Grand Opening Reception.*"

The Motion Passed with one recusal.

ACTION: Moved by Chan; Seconded by Vega-Barachowitz.

"To approve the above remaining sponsorship expenditure approvals."

The Motion Passed Unanimously.

Parking Update:

Vice President Pitcher provided an update about campus parking. The student parking lots (1 and 2) are owned by the City of Boston. We are in negotiations for an annual lease while the City is in the process of deciding how to use the land in the future. The Division of Capital Asset Management and Maintenance (DCAMM) commissioned a study to show that the College needs the student parking and more in the future. Options illustrated by the Parking Study included incentive programs to reduce traffic, a possible new parking structure, and a range of solutions to be developed in consultation with our campus constituents. The Board will be briefed as the situation develops.

Financial Reports: FY 2018 Final Budget Presentation and Approval:

Vice President Pitcher and Associate Vice President Ginsberg presented a financial report and final FY 2018 budget presentation.

The presentation included an overview of FY 2018 Budget Assumptions; FY 2018 Projected Total Tuition and Fees vs. FTE; FY 2018 Sources of Revenue; and FY 2018 Expenditures by Function.

We ended FY 17 with a \$3.7 million surplus. This was due to additional tuition and fees revenue of \$2.6 million, supplemental appropriation of \$600,000, other net revenue of (\$100,000), for a net revenue of \$3,100,000; under expenditures, unfilled budgeted positions ended at \$2 million, operational efficiencies at \$600,000, and IT efficiencies at \$500,000.

FY18 Budget Assumptions include an FY18 Baseline Budget (Budget Surplus from FY17) of \$3.7 million, net revenue of \$900,000, and net expenditures of \$4.6 million, resulting in a projected ending budget deficit of \$0.

Sources of revenue are expected to be Tuition and Fees (\$50,100,000); State Appropriation (\$25,900,000); Grants (\$7,300,000); Other Revenue (\$5,500,000), for total revenue of \$88,800,000.

Expenditures by function are expected to be Instructional Personnel (\$26,500,000); Support Personnel (\$26,700,000); Operational Expenses (\$6,200,000); Facilities (\$12,900,000); Information Technology (\$6,800,000); Instructional Expenses (\$2,400,000); and Grants (\$7,300,000), for total expenses of \$88,800,000.

Recommendation of Proposed Fee Increases: The recommendation presented was to increase the high cost course fee from \$35 to \$50 per credit, i.e., a \$15 per credit increase. There was also a recommendation to increase the general course fees from \$176 per credit to \$186 per credit, i.e., a \$10 per credit increase. The recommendation is to implement a \$20 per credit increase over two years. There was discussion about the budget implication of these proposed increases.

There was opportunity for discussion and Q&A. President Eddinger said that the goal established four years ago to eliminate the deficit has been met. Board Chair Walczak introduced the following motion.

ACTION: Moved by Vega Barachowitz; Seconded by Young.

“The President recommends that the Board of Trustees approves a \$10 per credit hour increase for general course fees, and a \$15 per credit hour increase for high-cost course fees, effective in the Spring 2018 semester. The President also recommends that the Board of Trustees approves the FY 2018 Budget.”

The Motion Passed Unanimously.

President Eddinger acknowledged the work of all staff, and in particular the fine work of Vice Presidents Pitcher and Canniff. Although we have made good progress over the last four years, we must keep in mind that the College budget is impacted by a number of factors (including State funding), and we must remain diligent in budget management, gatekeeping, excellent academic management, and a mindset of excellent stewardship, efficiency and creativity.

Vice President Pitcher distributed a document titled *BHCC Plant Fund Activity for FY 2018* and provided an overview of major campus projects and capital additions. These include Student Central (Design and Construction Phase I); Masonry Repairs-Charlestown; Move Student Success Center/Construct Engineering Lab; Replace Classroom and Office Signage-Charlestown; Renovations-175 Hawthorne St.; H Building Expansion; Childcare/International Center Design; Renovations-70 Everett Ave., Chelsea; among others. There was opportunity for discussion and Q&A.

Board of Trustees Calendar

President Eddinger provided a calendar update, referring briefly to the September 2017 Calendar Updates. She also referred to the proposed Schedule of 2018 Committee of the Whole/Board of Trustees Meetings. Board Chair Walczak presented the following motion.

ACTION: Moved by Cameron; Seconded by Holzer.

“To Approve the Schedule of 2018 Committee of the Whole/Board of Trustees Meetings.”

The Motion Passed Unanimously.

VIII. ADJOURNMENT

ACTION: Moved by Chan; Seconded by Young.

“To adjourn the meeting.”

The Motion Passed unanimously.

The Board of Trustees meeting adjourned at 7:17 p.m.

Respectfully submitted,

Carmen Vega Barachowitz
Secretary

George C. Hallsmith
Assistant Secretary