

**BUNKER HILL COMMUNITY COLLEGE**  
**Board of Trustees Committee of the Whole Meeting**  
**Monday, November 6, 2017**  
**6 p.m. Charlestown Campus – Room B-321**

**Minutes**

Present: William Walczak  
Cam Do  
R. Kelly Cameron  
Paul Holzer (Phone)  
Amy Young

President Pam Eddinger  
Provost James Canniff  
Vice President John Pitcher  
Associate Vice President Molly Ambrose  
Executive Assistant George Hallsmith  
Executive Director Steven Roller  
Executive Director Gary Bigelow  
Associate Director Nancy Angoff  
SGA President Susan Benitez

Absent: Stephen Chan, David Tai-Wai Chang, Cathy Guild, James Klocke,  
Colleen Richards Powell, Carmen Vega-Barachowitz

Guests: Debi McDonald, NBBJ  
Shreya Sannapureddy , NBBJ

**I. CALL TO ORDER**

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

**II. PUBLIC COMMENTS**

- None

**III. E-BUILDING RESOLUTION**

Vice President Pitcher presented a report on a proposal to modernize/renovate the E-Building. In 2008, the State issued a \$44 million bond for construction projects. When the MBTA suffered setbacks, however, this funding became unavailable to community colleges. Now, possible funding will be made available and we have a December 22 submission deadline for a proposal to be submitted to Massachusetts Division of Capital Asset Management and Maintenance (DCAMM). We are working with DCAMM and NBBJ Architects on design and a construction timeline for the project.

Vice President Pitcher introduced Debi McDonald and Shreya Sannapureddy of NBBJ, who gave an overview of the document *BHCC Facilities Modernization Study, October 2017*, which provided photographs, design schematics and floor layouts. The project includes the possibility of the following work, with corresponding square footage (SF) space gain indicated in parentheses:

E-Building, First Floor:

- Remove Grand Stair (450 SF) and remove offices at atrium (586 SF)
- Reorganize tutoring/math faculty offices/language lab/writing space (7,775 SF)
- Create student seating space (300 SF)
- Faculty offices relocation – 22 offices (2,223 SF)

E-Building, Second Floor:

- Remove Grand Stair and fill in floor (2,300 SF)

- Move out childcare, reorganize Disabilities/International/Student Success/College Connection/Single Stop/Veterans Center/LifeMap (15,500 SF)
- Create new student space (2,463 SF) and new shared conference rooms (890 SF)

E-Building, Third Floor:

- Remove Grand Stair and fill in floor (1,250 SF)
- Move out math faculty offices (2,400 SF)
- Reorganize Library (21,330 SF) with consolidated books storage (8,000 SF)
- Create new quiet study and group study rooms

E-Building, Fourth Floor:

- Remove Grand Stair and fill in floor to create new student space (1,100 SF)

This project is intended to convert existing space, not to build new space. There was opportunity for discussion and Q&A. Staff members (Executive Director of the Grants Department Steven Roller, Executive Director of Facilities Management Gary Bigelow and Associate Director of the Grants Department Nancy Angoff) joined to provide background and answer questions re: grants development and facilities management/planning aspects of the project.

Vice President Pitcher then discussed the following draft resolution that will be considered by the Board at its November Board of Trustees meeting:

***DRAFT RESOLUTION***

*Whereas, Bunker Hill Community College intends to submit a Major Project Capital Request (MPCR) under the Higher Education Capital Project Program for renovations; and,*

*Whereas, the project will involve primarily the E building, with the goal of fostering student success and retention, with expanded and renovated student and learning resource spaces and increased instructional spaces; and,*

*Whereas, the total project is estimated at approximately \$28,100,000, of which \$2,600,000 will be funded by the College; and,*

*Whereas, included in this proposal is the authority to borrow up to \$5,000,000 from the Massachusetts State College Building Authority, if the funding awarded through the MPCR is less than \$25,500,000; then,*

*Be it resolved, that the Board of Trustees approves the submission of a proposal to the Massachusetts Division of Capital Asset Management and Maintenance (DCAMM) for the above.*

There was opportunity for discussion and Q&A. Topics discussed included student input into the process of design considerations; the ramifications of disruption and space displacement caused by construction; and planning contingencies in case of unexpected delays. At this time, it is anticipated that construction would begin in May 2020, take place in four phases and completed by Fall 2021.

**IV. ACHIEVING THE DREAM (ATD) INSTITUTIONAL CAPACITY ASSESSMENT TOOL (ICAT) SURVEY**

President Eddinger informed Board members that, as in the past, they will be invited to complete the Institutional Capacity Assessment Tool (ICAT) survey. According to the document *Achieving the Dream's Institutional Capacity Framework and Assessment Tool*, which was distributed to Board members, the institutional capacity framework, “takes a comprehensive approach to directly addressing the emerging needs of the field to improve success for all students and to position colleges to undertake large-scale reforms such as pathways and successfully prepare for accreditation.”

President Eddinger referred to the seven identified capacity areas, which include Leadership and Vision; Data and Technology; Equity; Teaching and Learning; Engagement and Communication; Strategy and Planning; and Policies and Practices.

Board members will be asked to complete the Leadership and Vision portion of the survey. President Eddinger also discussed the document *Institutional Capacity Assessment Tool: Version 1.0 – Updated August 22, 2016*, which included an overview and detail specifically for the Leadership and Vision portion of the survey.

The survey will be sent to Board members this week, with a link, instructions and a deadline. President Eddinger said she will share with Board members the full compiled results of the survey, when available.

**V. BOARD CHAIR'S REPORT**

Board Chair Walczak said he has received a letter re: the presidential evaluation from the Office of the Commissioner of Higher Education. Board Chair Walczak discussed the appropriate rate of presidential compensation. There was opportunity for discussion and Q&A. This will be added to the agenda for the November 20<sup>th</sup> Board of Trustees meeting.

**VI. ADJOURNMENT**

**ACTION:** Moved by Young; Seconded by Cameron.”  
To adjourn the meeting.

The Motion Passed unanimously.

The meeting adjourned at 7:05 p.m.