

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

The Three Hundred and Thirteenth Meeting of the Bunker Hill Community College Board of Trustees was held January 22, 2018 in Room E-175 on the Charlestown Campus.

Present: William Walczak, Chair
R. Kelly Cameron
Stephen Chan
Cam Do
Cathy Guild
Paul Holzer (phone)
Sanjeev Yadav
President Pam Eddinger
Provost/Vice President James Canniff
Vice President John Pitcher
Associate Provost Clea Andreadis
Executive Assistant George Hallsmith
5 College Employees

Absent: David Wai-Tai Chang
James Klocke
Colleen Richards-Powell
Amy Young

Guests: Matt Noyes, Director of Trustee & Governmental Relations
Carmen Vega-Barachowitz, Outgoing Trustee

I. CALL TO ORDER

Board Chair Walczak called the meeting to order at 6:05 p.m. He welcomed those in attendance, asked everybody to briefly introduce themselves, and then asked Trustee Cameron to read the Mission statement.

II. PUBLIC COMMENTS

- None

III. INTRODUCTION OF GUEST

Board Chair Walczak introduced Mr. Matt Noyes (Director of Trustee & Governmental Relations, Massachusetts Department of High Education), who was present to observe the Board of Trustees meeting.

IV. BOARD CHAIR'S REPORT

**Resolution to Thank and Acknowledge Outgoing Trustee:
Ms. Carmen Vega-Barachowitz**

Board Chair Walczak welcomed Ms. Carmen Vega-Barachowitz, outgoing Trustee, and thanked her for her service to the Board for over four years. Although Ms. Vega-Barachowitz is stepping down from the College Board, she will continue to serve the College as a member of the Foundation Board of Directors. Board Chair Walczak moved and read the following resolution:

Whereas, Carmen Vega-Barachowitz was appointed by the Governor of the Commonwealth of Massachusetts to the Board of Trustees of Bunker Hill Community College on June 17, 2013.

Whereas, Carmen Vega-Barachowitz served on the Board of Trustees from June 2013 to October 2017, and served as Secretary of the Board of Trustees.

Whereas, Carmen Vega-Barachowitz has displayed extraordinary commitment to and involvement with the College, exemplified by her participation on the Presidential Evaluation Committee.

Whereas, Carmen Vega-Barachowitz has earned the deep appreciation of the Board for her excellent service in advancing the scholarship work of the Bunker Hill Community College Foundation.

Whereas, Carmen Vega-Barachowitz has successfully secured multiple, significant donations for scholarship support for BHCC students.

Whereas, Carmen Vega-Barachowitz has volunteered her time and service in support of the BHCC Foundation annual fundraising gala.

Be it Resolved, that the Board of Trustees expresses its gratitude for the service of Carmen Vega-Barachowitz in the public's interest, and conveys its best regards for her future endeavors.

ACTION: Moved by Walczak; Seconded by Guild.

“The Board of Trustees approves the above resolution.”

The Motion Passed Unanimously.

Ms. Vega-Barachowitz thanked the Board and said it has been a privilege to serve the College and its students. She said she always makes a point of taking the train and walking with students in and out of the College. Ms. Vega-Barachowitz acknowledged Board Chair Walczak and President Eddinger and thanked them for all they do for the College. Board Chair Walczak presented gifts to Ms. Vega-Barachowitz and invited all present to break for cupcakes and a chance to wish her well.

Introduction of New Trustee: Mr. Sanjeev Yadav

Board Chair Walczak welcomed Mr. Sanjeev Yadav, new Trustee. Mr. Yadav said he is honored and excited to join the Board.

Slate of Board Officers

Board Chair Walczak said, with the completion of the term of Carmen Vega-Barachowitz, the Secretary position is now vacant. At the March 19 Board of Trustees meeting, the Board will take under review a slate of Board Officers. Any nominations should be forwarded to Executive Assistant Hallsmith.

V. MINUTES OF PREVIOUS MEETINGS

ACTION: Moved by Cameron; Seconded by Do.

“The Board of Trustees accepts the minutes of the Committee of the Whole meeting held on January 8, 2018, and the minutes of the Board of Trustees meeting held on November 20, 2017.”

The Motion Passed with One Abstention.

VI. COMMITTEE REPORTS

None

VII. STUDENT TRUSTEE’S REPORT

BHCC College Choir Concert

BHCC Choir presented its first concert on November 30th. This lively concert was directed by Professor Laura Prichard. The students of MUS120 and guests from Boston-area choirs performed vocal music from the USA, South Africa, Venezuela and Western Europe. The concert also featured special guest soloists. This event brought many people from different cultures to celebrate international diversity and the beginning of the holiday season.

Winter Wanderland

Several departments such as the Student Activities Office, Special Events, Community Engagement and the Nursing Department came together to hold a College-wide event called Winter Wanderland on Thursday, December 7th. The Health Fair took place in the Main Lobby, providing useful knowledge for students about blood pressure screenings, diabetes, nutrition, healthy living displays and stress management. The Volunteer Holiday Party brought fellow volunteers together to celebrate their wonderful efforts. A selfie-station photo booth was placed on campus so students could take pictures and create wonderful memories. Music was provided by the Music Club. This was a great event to get together and have fun. It was also a great opportunity for different departments to promote what they do.

Student Clubs Updates

As the semester came to an end, student clubs held several events in order to connect people and entertain them during the busy final weeks. Some notable events included History and Government Club Speaker Series and African Night by African Students Union.

The History and Government Club presented their own Civic Engagement Speaker Series: The Future of Massachusetts. Town Hall with Setti Warren, Candidate for Governor, and State Representatives, Joseph D. McKenna and Matthew Murray were held on November 29th and December 5th respectively. The club hopes to promote knowledge and awareness of our political system and democracy among students on campus. This shall result in a stronger, more engaged community and democracy.

On Wednesday Dec 13th, the African Students Union presented African Night to showcase, promote and share the rich diversity of African traditions and cultures by featuring African food, dancers, poetry and skits. This event is

also intended to raise awareness, debunk the stereotypes and myths perpetuated about Africans.

Student Leader Planning Summit

On January 9th and 10th, the Student Activities Office presented the Student Leader Planning Summit. This provided a wonderful opportunity for 30 student leaders to come together as a team, learn how to collaborate effectively and recharge our batteries for a new semester.

Sessions were presented on time management, speed collaboration, branding our leadership, communication strategies, event planning and budget requests. Through the activities, we learned helpful tips and techniques for improving our leadership skills and navigating challenges that students face as leaders.

The summit provided an opportunity to get an overview of what will happen, and when, at the College for the Spring Semester. After generating ideas for student events, we concluded our time by selecting dates on the calendar. Everyone selected the dates for their first club meetings and other events this semester.

Student Advisory Council Mid-Year Retreat

On January 20th, Susan Benitez, our SGA President, and I attended the Student Advisory Council Mid-Year Retreat. The Student Advisory Council is a statewide organization that meets every month, which is made up of the Student Government presidents and Student Trustees for the 29 Public Higher Education Institutions in Massachusetts. We addressed the challenges and opportunities for Public Higher Education and learned how to plan strategy and build our advocacy toolkit. We also created the Student Committee for Policy and Public Relations, and discussed the resolutions for the spring semester.

VIII. PRESIDENT'S REPORT

Strategic Plan 2017-2023 Touchpoint II with Board of Higher Education Strategic Planning Committee, January 16, 2018

President Eddinger provided an overview of the Strategic Planning process and ultimate review and approval by the Massachusetts Department of Higher Education (DHE). There are three levels of the approval process (three touchpoints). The first takes place in a meeting with the Commissioner of Higher Education. The second touchpoint is with the DHE Strategic Planning Committee, which we just completed on January 16. The third touchpoint is submission of the final draft of the Strategic Plan to the DHE.

President Eddinger referred to the document "Outline of BHCC Strategic Plan, 2017-2023 – December 6, 2017 Draft," which was included in Board book materials.

The Outline covers:

- Purpose of Strategic Planning
- Process of Strategic and Associated Planning
- Activities and Sources Informing Planning
- Timeline
- Vision, Mission and Values
- Environmental Scans
- College Goals and Strategies
- Assessment

There was opportunity for discussion and Q&A.

Final Goals: 2018-2024

President Eddinger provided an overview of the document “Bunker Hill Community College Goals and Strategies, 2018-2024 – December 6, 2017 Final Draft,” which was included in Board book materials.

The document covered the following Goals and strategies related to the achievement of these Goals:

- Foster Student Success
- Strengthen Career, Transfer and Workforce Readiness
- Advance Diversity, Inclusion and Equity
- Build Partnerships and Pathways
- Develop the College’s Infrastructure

ACTION: Moved by Guild; Seconded by Yadav.

“The Board of Trustees approves the Finals Goals 2018-2024.”

The Motion Passed Unanimously.

There was opportunity for discussion and Q&A. Discussion included a question about how we will know that we are succeeding. President Eddinger pointed out the description in the document about assessment. President Eddinger also said that we should consider conducting a Board retreat, where College Goals could be discussed more fully. This would be a good idea especially with a Board now consisting of mostly new members.

Open Educational Resources (OER) Fee

Associate Provost Clea Andreadis reported on Open Educational Resources (OER) and a proposal to implement an OER Z course fee. Associate Provost Andreadis’s background document (“BHCC Open Educational Resources [OER] Background”), which was included in Board book materials, covered the following topics:

1. What is OER?
2. BHCC Goals for OER Work
3. Work to Date
4. Sustainability Plan

There was opportunity for discussion and Q&A. Topics discussed included the success rate in OER courses (79% in 46 sections) and the possible impact of an OER fee on the bookstore.

ACTION: Moved by Chan; Seconded by Cameron.

“The Board of Trustees approves the implementation of an OER Z course fee not to exceed \$30 per enrolled student per course, beginning in the fall 2018 semester.”

The Motion Passed Unanimously.

Sponsorships:

- a. Isabella Stewart Gardner Museum Red Party, Wednesday, January 31, 2018.
The President requests approval of the expenditure of \$300 for the purchase of two tickets to the Isabella Stewart Gardner Museum Red Party.
- b. Boston Chinatown Neighborhood Center Chinese New Year Banquet, Friday, March 2, 2018.
The President requests approval of the expenditure of \$2,000 for the purchase of a table of ten for the Boston Chinatown Neighborhood Center Chinese New Year Banquet.

ACTION: Moved by Guild; Seconded by Do.

“To approve the above sponsorship expenditure requests.”

The Motion Passed with One Recusal (Chan).

Financial Reports and Grants Update:

Vice President Pitcher provided financial reports for five months, ending November 30, 2017. He gave an overview of the document *FY2017 and FY2018 Consolidated Budget Status, 11/30/2017* which had been included in materials provided to Board members prior to the meeting. Operating revenue FY2018 actual (\$39,400,522) is at 49% of the FY2018 budget. Operating expenses FY2018 actual (\$30,493,822) are at 38% of the FY2018 budget. There was opportunity for discussion and Q&A.

Vice President Pitcher provided a report on plant fund expenditures for five months, ending November 30, 2017. He gave an overview of the document *Plant Fund Activity for 2018, 11/30/2017*, which had been included in materials provided to Board members prior to the meeting. Project expenditures FY2018 are at \$1,247,700, with a FY2018 budget of \$4,657,557. There was opportunity for discussion and Q&A.

Vice President Pitcher provided an informational report on Grants Revenue and Expenses, giving an overview of the document *Grants Revenue and Expenses – Fund 3 Restricted Funds, 9/30/2017*, which had been included in materials provided to Board members prior to the meeting. YTD expenses are \$1,037,692 with a balance of \$5,273,512. The report presented broke down grants by Federal Grants, State Grants and Local/Private Grants. There was opportunity for discussion and Q&A.

ACTION: Moved by Cameron; Seconded by Guild.

“The Board of Trustees approves the Financial Reports for Five Months, ending November 30, 2017 and the Plant Fund Activity Report for Five Months, ending November 30, 2017.”

The Motion Passed Unanimously.

Vice President Pitcher concluded his report with a brief update on student parking and water testing in the H Building. He also said that there will be a Grants Update at the next Board of Trustees meeting on March 19th, with Executive Director (Grants Department) joining the meeting.

IX. ADJOURNMENT

ACTION: Moved by Guild; Seconded by Cameron.

“To adjourn the meeting.”

The Motion Passed unanimously.

The Board of Trustees meeting adjourned at 7:25 p.m.

Respectfully submitted,

George C. Hallsmith
Assistant Secretary