

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

The Three Hundred and Fifteenth Meeting of the Bunker Hill Community College Board of Trustees was held April 23, 2018 in the First Floor Conference Room on the Chelsea Campus.

Present: William Walczak, Chair
R. Kelly Cameron
Stephen Chan
David Wai-Tai Chang
Cam Do
Cathy Guild
Paul Holzer
Trinh Nguyen
Paris Wallace
Sanjeev Yadav
President Pam Eddinger
Provost James Canniff
Vice President John Pitcher
Executive Director Melissa Holster
Executive Assistant George Hallsmith
3 staff members

Absent: James Klocke

Guests: Kristen Almquist, Assistant Principal, Grade 11-12, Chelsea High School

I. CALL TO ORDER

Board Chair Walczak called the meeting to order at 6:05 p.m., and asked all present to briefly introduce themselves.

Board Chair Walczak asked Trustee Wallace to read the College mission statement.

II. PUBLIC COMMENTS

- None

III. INTRODUCTION OF GUEST

Board Chair Walczak introduced Kristen Almquist (Assistant Principal, Grade 11-12, Chelsea High School), who represented Dr. Mary Bourque, Superintendent of Chelsea Public Schools.

Ms. Almquist described a unique pilot program approved by the Chelsea City Council that would allow qualifying students at Chelsea High School an opportunity to finish their Associate's Degree after high school. The program is a partnership with Bunker Hill Community College. It is seen by City Manager Tom Ambrosino and the School Department as a logical extension of the dual enrollment program at the high school that allows students there to take college level courses at BHCC. Many students after graduation do not have the financial resources to continue on and finish the Associate's Degree toward which they have been working.

The pilot program would use \$150,000 in the first year, and would be open to students who have completed 12 credits while still in high school within the dual enrollment program. They also must remain Chelsea residents while receiving the benefit.

If a student applies for and gets a Pell Grant, BHCC will provide a subsidy as well and will waive tuition for the student as part of their end of the bargain.

Ms. Almquist said that 80-90 students are eligible and at least 50 are expected to participate. Several Board members expressed their appreciation for the program and there followed discussion and opportunity for Q&A.

IV. ACTION ITEMS FROM PREVIOUS MEETINGS

The Board of Trustees meeting of March 19, 2018 was convened without a quorum of members present. Therefore, a number of resolutions could not be voted upon at that meeting. Those action items follow:

- Resolution to thank and acknowledge Outgoing Trustees, Ms. Colleen Richards Powell and Ms. Amy Young
- Financial Reports and Plant Fund Expenditures for Eight Months, ending February 28, 2018
- Sponsorships:
 1. Chelsea Chamber of Commerce 90th Anniversary Gala Harbor Cruise and Installation of Officers, Wednesday, March 28, 2018
 2. Jewish Vocational Service Elevate Gala, Thursday, May 10, 2018
 3. Phoenix Charter Academy Network Ignite the Future Gala, Thursday, May 10, 2018

ACTION: Moved by Chang; Seconded by Cameron.

“The Board of Trustees approves all of the resolutions considered at the March 19, 2018 Board of Trustees meeting, which was held without a quorum of members present (those resolutions are summarized above and the exact wording of the resolutions can be found in the minutes of the March 19, 2018 Board of Trustees meeting).”

The Motion Passed Unanimously.

V. BOARD CHAIR’S REPORT

Slate of Board Officers: Board Chair Walczak presented the following slate of Board Officers proposed for terms through 2019:

First Vice-Chair:	R. Kelly Cameron
Second Vice-Chair:	Paul Holzer
Secretary:	Trinh Nguyen

Board Chair Walczak asked for additional nominations from the floor. No additional nominations were presented.

ACTION: Moved by Guild; Seconded by Chan.

“The Board of Trustees accepts the slate of Board Officers as presented, with a term of each officer through 2019.”

The Motion Passed Unanimously.

President Eddinger said, with the recent completion of Board members' terms, we also need to fill slots on the Audit and Finance Committee. After discussion and a request for expressions of interest to serve, the following Board members were identified as members of the Audit and Finance Committee:

- Paul Holzer
- Sanjeev Yadav
- Cathy Guild

Board of Trustees Retreat (June 1-2, 2018): Board Chair Walczak asked Executive Assistant Hallsmith to update the Board about plans re: the Board of Trustees Retreat to be held on June 1-2. Executive Assistant Hallsmith provided an update, indicating that the Retreat will take place at the Warren Conference Center and Inn in Ashland. More logistical details will follow.

VI. MINUTES OF PREVIOUS MEETINGS

ACTION: Moved by Do; Seconded by Guild.

The Board of Trustees accepts the minutes of the Board of Trustees meetings held on January 22, 2018 and March 19, 2018, as well as the minutes of the Committee of the Whole meeting held on March 5, 2018.”

The Motion Passed Unanimously.

VII. COMMITTEE REPORTS

None

VIII. STUDENT TRUSTEE'S REPORT

Faces of Leadership Conference

On March 30, Dr. Jamie Washington, President and Co-Founder of the nationally recognized Social Justice Training Institute, came to BHCC for our first-ever college-wide student leadership conference. Never before have 155 students come together around the common goal of getting training. This experience contained exceptional sessions, high quality materials, and actionable content. The curriculum for the conference addresses four critical areas of leadership that empower the next generation of student leaders: leadership as identity, leadership as dialogue, leadership as social change and leadership as engagement.

Rally Against Sexual Violence

On April 10, seven students, including SGA President Susan Benitez and I, attended the Student Rally Against Sexual Violence at the Massachusetts State House. We joined students from more than 20 different public, private, and community colleges in Massachusetts, as well as survivors' advocacy groups including Jane Doe, Inc., the Boston Area Rape Crisis Center, End Rape on Campus, Know Your IX, and the organization NO MORE. We advocated for two bills:

- H.4159 requires every Massachusetts college and university to administer an anonymous sexual assault climate surveys to their students.

- S.2203 ensures that the sexual assault reporting and response requirements set by the Obama administration not only stay in place, but are made stronger than ever before.

We also had an important meeting with Speaker of the House Robert DeLeo's office and made sure that the legislature received the message loud and clear: these bills deserve a vote.

SGA Updates

Throughout the month of April, SGA is hosting the second annual Academic Olympiad Competition. A wide range of different tests are offered: from General Chemistry, Physics, Biology to Computer Science. The first place winner of each completion will receive a \$500 scholarship and all students who participated will receive a Certificate of Completion.

Meanwhile, SGA is also hosting a series of student events called The Chill Out Series. Through various fun activities, both SGA and student clubs will be able to get students engaged on campus with their fellow students. For example, on April 17, students took and printed photos at the photo booth and decorated the photo frames with available stickers. On April 18, artists were invited to our campus and students could get their own caricature for free of charge.

Phi Theta Kappa Annual Convention

From April 19 to April 21, Phi Theta Kappa New England Regional Officers and I attended the Annual Convention Catalyst, which was held at Kansas City Convention Center in Kansas City, Missouri. This convention is a once-in-a-lifetime opportunity, as it's the Phi Theta Kappa Honor Society (PTK) Centennial Celebration. We listened to keynote speakers, celebrated everyone's accomplishments and elected new International Officers. New England is a 4-star region and has won a Regional Award for our College Completion Project.

IX. PRESIDENT'S REPORT

Equity Work Group: President Eddinger said that we are beginning College-wide work toward a more equity-minded culture, in hopes of improving our interactions with one another as colleagues and with our students. To achieve that goal, we have called for the formation of an Equity Work Group (EWG) that will lead the efforts for the next two years as we enter a time of transition and planning. We are asking the EWG, with the guidance of an expert consultant to 1. help write the leadership profile of the next Diversity and Inclusion Officer; and, 2. help identify an outside expert to conduct a climate assessment, and plan for a sustained, College-wide professional development program.

The cultural assessment and the reimagining of the leadership profile are critical milestones as we embark upon a new phase of our journey toward equitable practices, social justice and fairness.

Audits: Vice President Pitcher provided a brief overview and introduced Melissa Holster, Executive Director of Student Financial Services. Included in the Board book materials were the following documents:

- **BHCC Independent Accountants' Report on Compliance Pursuant to the Massachusetts Office of Student Financial Assistance Attestation Guide, June 30, 2017**
- **BHCC Independent Auditors' Reports as Required by the Uniform Guidance and *Government Auditing Standards* and Related Information, June 30, 2017**

Executive Director Holster provided an overview of the above reports, including:

- **BHCC Independent Accountants' Report on Compliance Pursuant to the Massachusetts Office of Student Financial Assistance (MOSFA) Attestation Guide, June 30, 2017**
 1. Independent Accountants' Report on Compliance with Specified Requirements Applicable to the Massachusetts Office of Student Financial Assistance Program Cluster;
 2. Schedule of Findings and Questioned Costs;
 3. Management's Response to Current Findings;
 4. Summary Schedule of Prior Findings;
 5. Opinion on Financial Statements and Supplementary Schedule of Population, Items Tested and Findings for Massachusetts Office of Students Financial Assistance Program Cluster
 6. Schedule of Population, Items Tested and Findings for Massachusetts Office of Students Financial Assistance Program Cluster

- **BHCC Independent Auditors' Reports as Required by the Uniform Guidance and *Government Auditing Standards* and Related Information, June 30, 2017**
 1. Independent Auditors' Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance;
 2. Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*;
 3. Schedule of Expenditures of Federal Awards;
 4. Notes to the Schedule of Expenditures of Federal Awards;
 5. Schedule of Findings and Questioned Costs;
 6. Required Auditee Information:
 - a. Management's Summary Schedule of Prior Audit Findings
 - b. Management's Corrective Action Plan

- **Office of Management and Budget (OMB) Circular A-133 and Government Auditing Standards and Related Information**

Executive Director Holster also provided an overview of A-133 and MOSFA audit findings, including reasons for the findings and corrective action plans for each. There was opportunity for discussion and Q&A.

ACTION: Moved by Cameron; Seconded by Yadav.

“The Board of Trustees approves the audits listed above.”

The Motion Passed Unanimously.

Financial Reports and Grants Report:

Vice President Pitcher provided financial reports for nine months, ending March 31, 2018. He gave an overview of the document *FY2017 and FY2018 Consolidated Budget Status, 3/31/2018* which had been included in materials provided to Board members prior to the meeting. Operating revenue FY2018 actual (\$69,543,963) is at 87% of the FY2018 budget. Operating expenses FY2018 actual (\$54,600,056) are at 68% of the FY2018 budget. There was opportunity for discussion and Q&A.

Vice President Pitcher provided a report on plant fund expenditures for nine months, ending March 31, 2018. He gave an overview of the document *Plant Fund Activity for 2018, 3/31/2018*, which had been included in materials provided to Board members prior to the meeting. Project expenditures FY2018 are at \$2,254,708, with a FY2018 budget of \$4,657,557. There was opportunity for discussion and Q&A.

Vice President Pitcher provided an informational Grants Report for Nine Months, ending March 31, 2018. Vice President Pitcher gave an overview of the document *Grants Revenue and Expenses – Fund 3 Restricted Funds, 3/31/2018*, which had been included in materials provided to Board members prior to the meeting. YTD expenses are \$3,148,821 with a balance of \$3,544,152. Grant to Date expenses are \$9,573,172 with a Grant to Date Balance of \$7,526,177. 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 Guild; Seconded by Chang.

“The Board of Trustees approves the Financial Reports for Nine Months, ending March 31, 2018 and the Plant Fund Activity Report for Nine Months, ending March 31, 2018.

The Motion Passed Unanimously.

There was a discussion about the formatting/presentation of the financial reporting and the way these reports are presented to the Board. After some discussion, it was agreed that staff will consider future formatting/presentation of financial reporting, with the goal to develop formatting/presentation that is clear and most helpful to Board members’ understanding of the College’s financial position.

Sponsorships:

Prior to the consideration of Sponsorships, Board Chair Walczak recused himself from the discussion. Trustee Cameron served as Acting Board Chair during this discussion.

1. uAspire First One Awards, Wednesday, April 4, 2018. The President requests approval of the expenditure of \$1,000 for the purchase of an individual table sponsorship to the uAspire First One Awards, which includes two tickets to the event.
2. Chelsea Rotary Club Murder Mystery Dinner, Thursday, April 26, 2018. The President requests approval of the expenditure of \$315.15 for the purchase of three tickets to the Chelsea Rotary Club Murder Mystery Dinner.
3. South End Kicks 2018, Thursday, May 3, 2018. The President requests approval of the expenditure of \$500 for the purchase of two Kicks tickets to the South End Kicks event.
4. Asian American Commission of Massachusetts Unity Dinner, Thursday, May 3, 2018. The President requests approval of the expenditure of \$1,000 for the Purchase of a Table Host sponsorship, which includes a table of ten at the Asian American Commission of Massachusetts Unity Dinner.
5. Freedom House Champions of Freedom, Friday, May 11, 2018. The President requests approval of the expenditure of \$1,000 for the purchase of two tickets to the Freedom House Champions of Freedom event.
6. Greater Boston Chamber of Commerce Annual Meeting, Tuesday, May 15, 2018. The President requests approval of the expenditure of \$3,000 for the purchase of a table of ten at the Greater Boston Chamber of Commerce Annual Meeting.
7. ROCA Inc., Annual Breakfast, Monday, May 21, 2018. The President requests approval of the expenditure of \$1,000 for the purchase of two tickets to the ROCA Inc., Annual Breakfast.
8. Boston Public Schools Valedictorians Luncheon, Tuesday, May 29, 2018. The President requests approval of the expenditure of \$500 for the purchase of two tickets to the Boston Public Schools Valedictorians Luncheon.
9. MIRA Coalition Give Liberty a Hand Gala, Thursday, June 7, 2018. The President requests approval of the expenditure of \$500 for the purchase of two tickets to the MIRA Coalition Give Liberty a Hand Gala.

ACTION: Moved by Chan; Seconded by Guild.

“The Board of Trustees approves the above sponsorship expenditure requests.”

The Motion Passed with One Abstention.

X. CLOSED SESSION

The Board of Trustees met in Closed Session to discuss:

- Presidential Service Award
- Trustees Service Award
- Maurice F. O'Shea Board of Trustees Academic Award

The Board of Trustees reconvened in Open Session.

XI. ADJOURNMENT

The Board of Trustees meeting adjourned at 7:30 p.m.

Respectfully submitted,

George C. Hallsmith
Assistant Secretary