

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

The Three Hundred and Seventeenth Meeting of the Bunker Hill Community College Board of Trustees was held September 24, 2018 in Room E-175 on the Charlestown Campus.

Present: William Walczak, Chair
R. Kelly Cameron
Stephen Chan
David Wai-Tai Chang
Cam Do
Cathy Guild
Paul Holzer
James Klocke
Trinh Nguyen
Mohamed Sidime

President Pam Eddinger
Provost James Canniff
Associate Vice President Jeffrey Ginsberg
Executive Assistant George Hallsmith
4 staff members

Absent: Paris Wallace, Sanjeev Yadav

I. CALL TO ORDER

Board Chair Walczak called the meeting to order at 6:04 p.m., and welcomed all present.

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

II. PUBLIC COMMENTS

None

III. CONSENT AGENDA

- a.** Minutes of Previous Meetings:
Board of Trustees Meeting of June 18, 2018
- b.** Action Items from June 18, 2018 Board of Trustees Meeting:
1. Minutes of the Board of Trustees Meeting of April 23, 2018
 2. FY19 Preliminary Spending Budget
 3. Financial Reports for Eleven Months, ending May 31, 2018
 4. Plant Fund Expenditures for Eleven Months, ending May 31, 2018
 5. Past Sponsorships
 - i. South Cove Manor at Quincy Point Annual Meeting and Dinner
 - ii. The Neighborhood Developers 40th Anniversary Celebration
- c.** Current Sponsorships
- iii. HarborCOV Taste of Chelsea
 - iv. Chelsea Chamber of Commerce Annual Government Breakfast
 - v. Chinese Historical Society of New England Annual Meeting and Dinner

- vi. New England Center and Home for Veterans Leave No One Behind Gala
- vii. The New England Council Annual Dinner
- viii. MGH Institute of Health Professions Celebration of Community
- ix. The Mayor's Office for Immigrant Advancement We Are Boston Gala
- x. Hyde Square Task Force Making Change Happen Breakfast
- xi. Museum of African American History Living Legends Gala

ACTION: Moved by Klocke; Seconded by Holzer.

“The Board of Trustees approves the above Consent Agenda, which includes the resolutions considered at the June 18, 2018 Board of Trustees meeting, held without a quorum of members present.”

The Motion Passed Unanimously.

IV. BOARD CHAIR'S REPORT

Board Chair Walczak spoke briefly about a recent diversity ranking in *The Chronicle of Higher Education* (COHE). Bunker Hill Community College was named one of the “Colleges with the Greatest Racial and Ethnic Diversity.” The list appeared within COHE’s *Almanac of Higher Education 2018-19*, an annual data report showcasing best in class for enrollment, completion, research and diversity. In this report, BHCC ranked 9th in the country.

Board Chair Walczak also spoke briefly about a grant received by the College. The Richard and Susan Smith Family Foundation awarded \$2.4 million to Bunker Hill Community College to establish the Early College program, marking the largest private grant awarded in the College’s history.

Board Chair Walczak introduced the new Student Trustee, Mohamed Sidime. Mr. Sidime had the opportunity to briefly introduce himself.

V. COMMITTEE REPORTS

None

VI. STUDENT TRUSTEE'S REPORT

Student Trustee Sidime reported.

Summer Retreat: From July 23-25, 50 newly elected student leaders (including the Student Government Officers, Club Presidents, Orientation Mentors, as well as some students from the Faces of Leadership Conference) and myself attended the 2018 Summer Student Leadership Retreat, which is held at the Cape Codder Hotel in Hyannis, MA. Not only were we trained in critical leadership skills, the focus was on problem solving and project management: we were divided into groups and were given the task of examining some of the real issues and concerns that we will face as leaders. This format allowed us to network and develop good working relationships with each other, so that we can have a successful year.

A couple of weeks later, all of the leaders reconnected at the Event Planning Summit, hosted by Student Leadership and Engagement. This time, over 30 leaders came together to plan the fall calendar and discuss ways to collaborate this year.

Swearing In: On August 23, I attended a swearing in for all of the new Student Trustees at the Massachusetts Statehouse. After the swearing in, there was a luncheon at the Department of Higher Education, where the staff of the DHE introduced themselves and gave us some advice and suggestions for how to be effective in our positions. Dean Elkins attended this event with me, and gave me some additional insight into the role of the Trustee.

Food Pantry: One of the things all of the student leaders are excited about is the creation of the food pantry. Besides giving food and assistance to students, it will also provide the opportunity for students to work and serve in leadership roles. A group has been formed that is being coordinated by Dean Elkins. This group is developing the structure, branding and organization of the pantry.

Student Leadership Retreat: At our next meeting, I will update you on the Massachusetts Student Advisory Council (SAC) Retreat and Leadership Elections. This will be held on Thursday, October 4; I will be attending along with Joan Garcia, the Student Government President. As you might know, the Student Advisory Council is made up of the Student Trustees and Student Government Presidents from the 29 Public Institutions in Massachusetts. They meet monthly to network and discuss common concerns and issues.

VII. FINANCIAL REPORTS

FY19 Final Budget and Fees:

Associate Vice President Jeffrey Ginsberg presented on FY19 Final Budget and Fees. This report included:

- Review of FY19 Budget
- FY19 Budget Assumptions
- FY17 Unduplicated Headcount vs. FY19 Projected Tuition & Fees
- FY19 Sources of Revenue
- FY19 Expenditures by Function

There was opportunity for discussion and Q&A.

ACTION: Moved by Cameron; Seconded by Chan.

“The Board of Trustees approves the FY2019 Final Budget and the Board reaffirms a \$10 per credit hour increase for general course fees effective in the Spring 2019 semester, voted as a part of a two-year increase plan in FY18.”

Mr. Klocke amended the motion to reflect a “\$12 per credit hour increase for general course fees.” The new motion before the Board was:

“The Board of Trustees approves the FY2019 Final Budget and the Board reaffirms a \$12 per credit hour increase for general course fees effective in the Spring 2019 semester, voted as a part of a two-year increase plan in FY18.”

There was discussion about the amendment to the motion. Mr. Sidime said he supported the \$10 increase to the general course fees, and opposed the proposed \$12 increase. There was a suggestion to perhaps consider the \$12 increase during future course fees discussions. After discussion, Mr. Klocke withdrew his amendment and the original motion was taken under consideration.

ACTION: Moved by Cameron; Seconded by Chan.

“The Board of Trustees approves the FY2019 Final Budget and the Board reaffirms a \$10 per credit hour increase for general course fees effective in the Spring 2019 semester, voted as a part of a two-year increase plan in FY18.”

The motion was approved unanimously.

VIII. PRESIDENT’S REPORT

Enrollment Status: President Eddinger provided a brief update about enrollment. Currently, the College’s enrollment status is 2.5% down from the same time last year. Relative to peer institutions, the College’s enrollment status is comparatively good. The enrollment status of other Massachusetts community colleges ranges between 5% and 20% down from the same time last year.

Revised Board of Trustees Meeting Calendar: The Board was presented with a revised calendar of Board of Trustees meetings for 2019. After review, there was a sense of the Board to approve the proposed calendar of Board of Trustees and Committee of the Whole meetings for 2019.

Framework for Monthly Updates – Advancing Our College Goals: 2018-2019

Major Initiatives and Milestones: President Eddinger distributed the document “BHCC Goals, Strategies, Initiatives 2018-2019” and, based on those goals, strategies and initiatives, described how she will provide updates to Board members at future Board of Trustees meetings. President Eddinger and relevant staff member(s) will select a goal and related strategies/ initiatives, and provide an update/report on these at future Board meetings in the future. There was opportunity for discussion and Q&A.

Board Self-Assessment: President Eddinger provided a brief overview of the Board self-assessment process. The last assessment survey was administered in Spring 2017. Because a large number of Board members are new to the Board of Trustees, we have not conducted a Board self-assessment this year. The next survey will take place in Spring 2019. Board members will receive notifications from Executive Assistant Hallsmith as we get closer to the date of the survey.

Other Business: President Eddinger provided a brief update on the issue regarding the student parking lots on campus. At this time, the City of Boston has indicated that nothing will happen in the next two to three years re: developing the site of the parking lots. We will continue to engage in discussions about development possibilities moving forward, including with the Division of Capital Asset Management and Maintenance (DCAMM). President Eddinger said that the Board will receive updates as this issue develops.

IX. ADJOURNMENT

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

Respectfully submitted,

Trinh Nguyen
Board Secretary

George C. Hallsmith
Assistant Board Secretary