

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

The Three Hundred and Twelfth Meeting of the Bunker Hill Community College Board of Trustees was held November 20, 2017 in Room E-175 on the Charlestown Campus.

Present: William Walczak, Chair
Amy Young, Vice Chair
R. Kelly Cameron
David Tai-Wai Chang
Cam Do
Cathy Guild
Paul Holzer (Phone)
Colleen Richards Powell (Phone)

President Pam Eddinger
Provost/Vice President James Canniff
Vice President John Pitcher
Executive Assistant George Hallsmith
5 College Employees
16 Students

Absent: Stephen Chan
James Klocke
Carmen Vega-Barachowitz

I. CALL TO ORDER

Board Chair Walczak called the meeting to order at 6:05 p.m. He welcomed those in attendance, including the students who later would be joining Board members at the Thanksgiving dinner following the meeting. Board Chair Walczak asked everybody to briefly introduce themselves, and then asked Student Trustee Cam Do to read the Mission statement.

II. PUBLIC COMMENTS

- None

III. COMMITTEE REPORT

Audit and Finance Committee: 2016 Audit Report for Year Ending June 30, 2017

David Dilulis (Principal) and Emily Kerwin (Audit Supervisor) of O'Connor & Drew Public Certified Accountants reported to the Board on the 2016 Audit Report for Year Ending June 30, 2017.

Mr. Dilulis summarized by stating that Bunker Hill Community College has received a clean opinion with no material weaknesses, and acknowledged the College staff members who worked with the audit team and provided excellent support.

Mr. Dilulis's report included an overview of:

- Required Communications

Auditors' Responsibility Under GAAS

Significant Accounting Policies and Transactions
Initial Selection of or Changes in Policies

Significant Transactions
Audit Adjustments and Uncorrected Misstatements

Management's Judgments and Accounting Estimates
Other Communications
Independence
Management Advisory Services/Tax Services
Specific Risks Presumed by Auditing Standards
Pervasive Risk
College's Specific Risks

- New GASB Pronouncements

GASB Statement 75 – Accounting and Financial Reporting for
Postemployment Benefits Other Than Pension

GASB Statement 87 – Leases

- Financial Highlights

In reporting Financial Highlights, Mr. Dilulis referred to the document “Bunker Hill Community College Financial Statements and Management’s Discussion and Analysis, June 30, 2017,” which was distributed to Board members. There was discussion and opportunity for Q&A.

Trustee Young spoke briefly about the deliberations of the Audit and Finance Committee and moved that the following resolution should be approved:

ACTION: Moved by Young; Seconded by Holzer.

“The President recommends that the Board of Trustees accepts the recommendation of the Audit and Finance Committee to approve the FY 2017 College Audit.”

The Motion Passed Unanimously.

IV. STUDENT TRUSTEE’S REPORT

Student Trustee Cam Do provided a report.

CCSLA Conference

On October 19th and 20th, BHCC was represented by the Student Trustee and SGA members at the Community College Student Leadership Association Conference. It was a great meeting with student leaders from across the state. The Keynote Speaker spoke about the VIA Character Strengths Inventory, guiding participants to understand their strengths and live their passion.

Two sessions included “Living Life to Your Fullest Potential” and “Zentangle Mindfulness and Creativity for Self-care.” The first workshop explored how to live

life with full awareness. Attendees learned about and shared their own experience on doing things from the heart, dropping fear and overcoming obstacles. The second workshop featured the process of Zentangle and how it can be used as a mindfulness practice by focusing on self-care, enabling one to be at his/her best when leading others.

Student Advisory Council Leadership Luncheon Retreat

On October 27th, the Student Trustee and SGA President attended the Student Advisory Council Leadership Luncheon 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. New leaders were elected, a meeting schedule for the year was developed, and FY18 goals were identified. Attendees also learned how to be active and engaged in ways to advocate for public higher education through public outreach.

OER Information Luncheon

Many student leaders participated in the Open Educational Resources Information Luncheon on Friday, October 6th. The students enjoyed having in-depth discussions with faculty and staff about OER courses and how it could make a huge difference in their college life. The discussion was very interactive, and the students especially appreciated having the opportunity to get the most out of their classes without having to purchase a costly textbook. At the luncheon, students were shown how to register for OER Courses on the Self-Service website. Overall, there was positive feedback from the students and they are willing to ask their professors to consider utilizing OER materials for their classes.

Family Day

Family Day, sponsored by the Student Activities Office, took place on Saturday, October 21st in the Gym. This was a great event for students and their families to get together and have fun with their kids and the rest of our community. It was also a great opportunity for our clubs to promote what they do. Almost every club was at a table sharing their culture, and music was provided by the Music Club and WBCC. This event brought many people from different cultures together and was a great celebration.

Student Government Association Updates

Last week on November 2ndth, the SGA held a Leadership Meeting with all of the student leaders. The Student Trustee advocated for OER courses, and made a short presentation on this topic to ask for support.

The Student Government President provided several updates to the students about the work that SGA has been doing, and asked for their feedback. They also met with the Director of the International Center; they are working with Unidine to create a dollar menu to provide more affordable food options for students, and suggestions for food items were taken. The SGA Officers present introduced themselves and explained their role to the group.

The SGA President also started taking suggestions from students about what enhancements they would like to see on campus, and provided an update on the statewide conference and retreat that some attended last month. About 30 students attended and participated, many were non-leaders, so we were very happy to see so much interest and participation during this meeting.

V. MINUTES OF PREVIOUS MEETING

ACTION: Moved by Do; Seconded by Chang.

“To accept the minutes of the Board of Trustees meeting held on Monday, October 16, 2017 and the minutes of the Committee of the Whole meeting held on Monday, January 8, 2018.”

The Motion Passed Unanimously.

VI. PRESIDENT’S REPORT

Financial Reports and Grants Update:

Vice President Pitcher provided financial reports for three months, ending September 30, 2017. He gave an overview of the document *FY2017 and FY2018 Consolidated Budget Status, 9/30/2017* which had been included in materials provided to Board members prior to the meeting. Operating revenue FY2018 actual (\$20,386,787) is at 25% of the FY2018 budget. Operating expenses FY2018 actual (\$16,132,521) are at 20% of the FY2018 budget. There was opportunity for discussion and Q&A.

Vice President Pitcher provided a report on plant fund expenditures for three months, ending September 30, 2017. He gave an overview of the document *Plant Fund Activity for 2018, 9/30/2017*, which had been included in materials provided to Board members prior to the meeting. Project expenditures FY2018 are at \$781,948, 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 Do.

“The President recommends that the Board of Trustees approves the Financial Reports for Three Months, ending September 30, 2017 and the Plant Fund Activity Report for Three Months, ending September 30, 2017.”

The Motion Passed Unanimously.

Two Resolutions Regarding Facilities:

Vice President Pitcher referred to the presentation recently made at the November 6th Committee of the Whole meeting 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.

At the November 6th Committee of the Whole meeting, Vice President Pitcher 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.

In order to proceed with this project, Vice President Pitcher indicated that the Board is being asked to consider two resolutions, which follow:

RESOLUTION 1:

Whereas, Bunker Hill Community College intends to submit a Major Project Capital Request (MPCR) under the Higher Education Capital Project Program; 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 \$28,300,000, of which \$2,800,000 will be funded by the College; 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.

RESOLUTION 2:

Whereas, Bunker Hill Community College intends to submit a Major Project Capital Request (MPCR) under the Higher Education Capital Project Program; 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 \$28,300,000, of which \$2,800,000 will be funded by the College; then,

Whereas, included in this proposal is up to \$5,000,000 in loans from the Massachusetts State College Building Authority (MSCBA), then,

Be it resolved, that the Board of Trustees authorizes loans not exceeding \$5,000,000 from the MSCBA if the funding awarded through the MPCR is less than \$25,500,000.

There was opportunity for discussion and Q&A. The Board is asked to approve both resolutions in order to anticipate sources of funding going forward. If funding through the MPCR is less than \$25,500,000, the College will require loans not exceeding \$5,000,000 from the MSCBA.

ACTION: Moved by Chang; Seconded by Guild.

Motion to approve the two resolutions, as worded above.

The Motion Passed Unanimously.

Sponsorships:

- a. Somerville Chamber of Commerce Annual Dinner & Powderhouse Awards, Wednesday, November 8, 2017.
The President requests approval of the expenditure of \$3,000 for the purchase of a Major Presenting Co-sponsorship, which includes a table of eight at the Somerville Chamber of Commerce Annual Dinner & Powderhouse Awards.
- b. Museum of African American History Living Legends Awards Gala, Sunday, December 3, 2017.
The President requests approval of the expenditure of \$2,500 for the purchase of a Eunice Ross sponsorship, which includes four tickets to the Museum of African American History Living Legends Awards Gala.
- c. Hyde Square Task Force Making Change Happen Breakfast, Thursday, December 7, 2017.
The President requests approval of the expenditure of \$600 for the purchase of four tickets to the Hyde Square Task Force Making Change Happen Breakfast.
- d. Dr. Martin Luther King, Jr., Memorial Breakfast, Monday, January 15, 2018.
The President requests approval of the expenditure of \$600 for the purchase of four tickets to the Dr. Martin Luther King, Jr., Memorial Breakfast.

ACTION: Moved by Guild; Seconded by Cameron.

“To approve the above sponsorship expenditure requests.”

The Motion Passed Unanimously.

VII. BOARD CHAIR’S REPORT

Board Chair Walczak informed Board members that the Department of Higher Education’s Annual Statewide Trustees Conference has been rescheduled from December 14, 2017 to March 1, 2018. The conference will be held at 10:30 a.m. to 3 p.m., at the Doubletree Hotel, 5400 Computer Drive, Westborough, MA. Those interested in attending should contact Executive Assistant Hallsmith.

Board Chair Walczak also summarized an article that appeared in the November 19 edition of *The Boston Globe*. The article, titled “7 in New Class of Rhodes Scholars Have Mass. Ties,” features former BHCC student Tania N. Fabo, who now attends Harvard College, where she is studying science.

Presidential Evaluation and Compensation:

Board Chair Walczak spoke about the recent presidential evaluation process and presented a salary market adjustment request from President Eddinger dated October 31, 2017. After discussion, there was a motion that the Board of Trustees should support the request and approve that the request be forwarded to Dr. Carlos Santiago, Commissioner of the Massachusetts Department of Higher Education.

ACTION: Moved by Guild; Seconded by Cameron.

“To approve that the salary market adjustment request from President Eddinger dated October 31, 2017 should be supported by the Board of Trustees, and forwarded to Dr. Carlos Santiago, Commissioner of the Massachusetts Department of Higher Education.”

The Motion Passed Unanimously.

Board Chair Walczak reminded all present that, at the conclusion of the meeting, the Board of Trustees will be joined for a Thanksgiving dinner with members of Student Leadership.

VIII. ADJOURNMENT

ACTION: Moved by Cameron; Seconded by Young.

“To adjourn the meeting.”

The Motion Passed unanimously.

The Board of Trustees meeting adjourned at 6:50 p.m.

Respectfully submitted,

George C. Hallsmith
Assistant Secretary