

**BOARD OF TRUSTEES  
BUNKER HILL COMMUNITY COLLEGE  
MINUTES OF MEETING (Revised 3/10/2016)**

The Three Hundredth Meeting of the Bunker Hill Community College Board of Trustees was held on January 25, 2016 in Room E-175 on the Charlestown Campus.

**Present:** William Walczak President Eddinger  
Amy Young Provost/Vice President Canniff  
Colleen Richards Powell Vice President/CFO Pitcher  
Carmen Vega-Barachowitz Assistant Secretary Ambrose  
Sondos Alnamos 20 College employees  
Hung Goon  
Cathy Guild  
Antoine Junior Melay  
Marita Rivero  
Richard C. Walker, III

**Absent:** James Klocke

**I. CALL TO ORDER**

Chair Walczak called the meeting to order at 6:05 p.m. He welcomed Dr. Carlos Santiago, Massachusetts Commissioner of Higher Education and Dr. Patricia Marshall, Deputy Commissioner for Academic Affairs and Student Success.

At the beginning of each Board meeting, the BHCC Vision, Mission and Values Statement is read. First Vice Chair Young read the Statement tonight.

Chair Walczak invited Commissioner Santiago to address the meeting. Dr. Santiago began by notifying the Trustees of some changes to the presidential evaluation process. For this year, the data dashboards would be available in April and the President's evaluation would be due in June. This would allow the Commissioner to discuss the goals for the coming year with the President. This conversation would be shared with the Trustees.

Dr. Santiago stated that he had spent the day at Bunker Hill Community College meeting with senior administrators, students, faculty, staff and community partners. He said that his meeting with the students was the highlight of his day and he expressed his appreciation to everyone he had met today. He applauded the College's efforts toward student success and noted that there was much left to do. He noted that higher education in the Commonwealth was at a crossroad. It was the third year of declining numbers of traditionally aged college students; many colleges have seen steep declines in their enrollment. Also community college enrollments are counter cyclical with the economy; as the economy improves, students may not choose to attend a community college. There is also an upcoming shortage of highly educated employees as more than one million workers in Massachusetts are age fifty five or older. Community colleges will be important in addressing this skills and employment gap. The Commonwealth has undertaken several initiatives to address this issue including early college design clearly aligned with the K-12 system so that students can move more rapidly through the system. The Commonwealth will also increase need-based aid to students and improved pathways from community colleges to four year institutions. In six disciplines, students who complete 60 credits will be able to transfer to

any public higher education institution. Articulation agreements will be state-wide not college-specific. They are also exploring using the student's high school GPA as an alternative to Accuplacer in determining whether students should be placed in a developmental mathematics course or whether they are capable of taking college-level mathematics. This is an important problem to solve as requiring students to take developmental courses is keeping them from succeeding.

The role of the Board of Higher Education is policy development and funding. The Board recognizes and respects the individual character of each college. In response to a question from Trustee Walker, the Commissioner stated that fiscal year 2016/17 will be a tight year with level funding of colleges in the state budget. In response to a question from Trustee Rivero regarding workforce development, the Commissioner responded that the early college initiative was part of this effort, particularly the use of internships to create relationships with the business sector.

## **II. PUBLIC COMMENTS**

- None

## **III. MINUTES OF PREVIOUS MEETINGS**

**ACTION:** Moved by Rivero; Seconded by Walker.

“To accept the minutes of the Board of Trustees meeting held on Monday November 16, 2015.

The Motion Passed Unanimously.

**ACTION:** Moved by Vega-Barachowitz; Seconded by Melay.

“To accept the minutes of the Committee of the Whole meeting held on Monday January 11, 2016.

The Motion Passed Unanimously.

## **IV. STUDENT TRUSTEE REPORT**

Student Trustee Alamos reported that during the winter break, student leaders attended the 2016 Student Activities Winter Leadership Retreat which was held from January 6-8 at the Cape Codder Hotel in Hyannis, MA. Fifty student leaders from the SGA, Club Presidents and Orientation Mentors attended.

The theme was “The Messenger: from Personal Mythology to Rising Strong: Experiences that Transform How We Learn, Live and Lead.” The theme addressed the messages we give and receive as well as the stories we tell ourselves about what is and is not true about our potential and our future. The theme also addressed the concept of Rising Strong, taking what we have learned from our first semester, reflecting on that and developing a plan to finish strong.

Things have been very busy since the semester began. They had mentors in the hallways and main lobby during the first week to continue helping students find their way around campus and answer questions. They have three Student Involvement Fairs planned for this week to

introduce students to student activities, athletics, internships and volunteer opportunities on campus.

Today, Student Trustee Alamos and several student leaders had the pleasure of having lunch with Dr. Carlos Santiago, Commissioner of Higher Education. They enjoyed the discussion and thanked the College for the opportunity.

There are many events and activities planned for the rest of the semester which will be covered in future reports.

**V. BOARD CHAIR'S REPORT**

Chair Walczak reported that several Trustees would be attending the Association of Community College Trustees (ACCT) National Legislative Summit to be held in Washington in February. He also reported that he had been speaking with other Board Chairs on how they can work together to promote the work of community colleges across the Commonwealth. He mentioned that there was a new housing development project for Charlestown and he had reached out to the developer to connect BHCC to the project. He noted that there were many hindrances to college success including housing and food insecurity and would be looking for additional ways that the College could help students deal with these issues.

**VI. PRESIDENT'S REPORT**

President Eddinger introduced Dr. Alice Murillo, Associate Provost, Chelsea Campus and Dr. Wayne Wormley, Interim Dean of Professional Studies and Workforce Development.

*Financials for Five Months, ending November 30, 2015.*

Vice President Pitcher reported that the Trustees had approved a budget of \$74 million for fiscal year 2016. Actual revenue plus accounts receivable is \$58.5 million (79% of budget). As of November 30, 2015, the College had actual and encumbered expenses of \$25 million which is 23% of budget. He noted that the FY2015 budget had included a negative fund balance of \$1.8 million and that the FY2016 budget included a negative fund balance of \$830,000. If enrollment remains steady, it may be possible that next year there will be a positive fund balance.

*Plant Fund Activity for four months ending November 30, 2015*

Vice President Pitcher reported that the College has 5.4 million in total plant projects and capital additions of which \$2.6 million has been expended or encumbered. Plant funds not spent in this fiscal year will be carried over into fiscal year 2017.

**ACTION:** Moved by Walker; Seconded by Melay.

“To approve the financials as presented.”

The Motion Passed Unanimously.

*Expenditure Items:*

*Expenditure Approval: Greater Boston Chamber of Commerce 2016 Pinnacle Awards*

The College requested approval of the expenditure of \$300.00 for two tickets to the event.

*Expenditure Approval: New England Chinese-American Professional Association Chinese New Year Gala and Community Enrichment Forum.*

The College requested the approval of the expenditure of \$1,000 for a Silver-level sponsorship which includes two tickets to the event and a quarter-page ad in the program book and website.

*Expenditure Approval: Boston Chinatown Neighborhood Center Chinese New Year Banquet.*

The College requested the approval of the expenditure of \$2,000 for a table of ten and a quarter-page ad in the program book.

*Expenditure Approval: uAspire Night Out featuring the 2016 First One Awards*

The College requested the approval of the expenditure of \$2,500 for two tickets to the event.

*Expenditure Approval: Mass Insight Education 4<sup>th</sup> Annual Partners in Excellence Award Celebration.*

The College requested the approval of the expenditure of \$1,000 for two VIP tickets to the event.

*Expenditure Approval: JVS Elevate Gala*

The College requested the approval of the expenditure of \$1,800 for 4 tickets to the event and a half page ad in the program book.

**ACTION:** Moved by Walker; Seconded by Melay.

“To approve the expenditure approvals as requested above and reviewed at the Board of Trustees’ meeting.”

The Motion Passed unanimously

*Updates and Presentations:*

**Emergency Operations Plan—President Eddinger, Chief of Police Robert Barrows, Executive Director of Integrated Marketing and Communications Karen Norton.**

Karen Norton described BHCC’s crisis communication plan and noted the various ways the College communicates with faculty, staff and students including the website; text, voice mail and email messages; social media, television and radio. These communications are an integral part of the College’s Emergency Operations Plan.

Chief Barrows described the College’s process and activities since the fall of 2014 when the College engaged the services of TRC Solutions with Simon van Leeuwen as the Project Manager and Planning Lead. Between fall 2014 and fall 2015, there were multiple stakeholder meetings, two table top drills, one with the Executive Staff and one with the Emergency Management Team. They also prepared an After Action debrief report on the 2015 snow storms. Additionally,

there have been two active shooter presentations by Boston Police for faculty, staff and student leaders.

The Emergency Operations Plan is available on the Public Safety Webpage and the Portal. The plan has four sections: pre-event mitigation; post-event recovery; preparedness and response. The plan is established in accordance with state, federal, executive actions, statutes, and authorities for Emergency Management; the National Incident Management System (NIMS); and the Incident Command System (ICS). The Emergency Management Team is headed by John Pitcher, Vice President of Administration and Finance/CFO; he is the Incident Command Officer. The four components of the team are: Public Safety Officer; Operations/logistics; Planning/Finance and Public Information Officer.

Annexes to the Emergency Operations Plan include functional annexes such as evacuation; shelter in place; accounting and reunification; health and medical; psychological and after action reporting. Incident annexes include natural notice events; natural no notice events; hazmat; active shooter; bomb threat; mass casualty incident; pandemic; demonstrations and protests and utility failure.

President Eddinger stated that the conversations currently taking place about the question of arming the BHCC police force are in the context of total emergency preparedness for the College. Having an Emergency Preparedness Plan protects the College from liability. Training for faculty and staff in emergency procedures is available on the Portal and the Public Safety Department will continue to give safety presentations. The College has close partnerships with the Boston and Chelsea Police Departments as well as with the State Police.

In response to a question from Trustee Walker regarding students, Chief Barrows responded that the Police Department gives information to all students regarding safety and about being observant of their surroundings. They initiated an “Ask a Cop” program in the Main Lobby during the first two weeks of school where they staff a table and give out safety information and remind students of the resources on the website.

## **VII. ADJOURNMENT**

**ACTION:** Moved by Walker; Seconded by Alnamos

“To adjourn the meeting.”

The Motion Passed Unanimously.

The Board of Trustees' meeting adjourned at 7:15 p.m.

Respectfully submitted,

Carmen Vega Barachowitz  
Secretary

Molly B. Ambrose  
Assistant Secretary