

**BUNKER HILL COMMUNITY COLLEGE**  
**Board of Trustees Committee of the Whole Meeting**  
**Monday, September 10, 2018**  
**6 p.m. Charlestown Campus – Innovation Lab, Room E-230**

**Minutes**

Present:	R. Kelly Cameron	President Pam Eddinger
	David Tai-Wai Chang	Provost James Canniff
	James Klocke	Vice President John Pitcher
	Trinh Nguyen	Associate Vice President Molly Ambrose
	Mohamed Sidime	Associate Vice President Jeff Ginsberg
	William Walczak	Executive Assistant George Hallsmith
	Paris Wallace	Director Danielle Leek

Absent: Stephen Chan, Cathy Guild, Paul Holzer, Sanjeev Yadav

**I. CALL TO ORDER**

Board Chair Walczak called the meeting to order at 6:10 p.m. and welcomed those present.

The meeting took place in the new Innovation Lab. As part of the College's commitment to advancing the digital arc, the Teaching & Learning Instructional Technology Center (TLITC) was merged with BHCC online to form a new department of Academic Innovation & Distance Education (AIDE). AIDE's mission is to advance the College's goals by providing innovative and effective instructional design, digital teaching and learning resources and timely support that help students, instructors and staff succeed. The AIDE team is located in the College's new Innovation Lab – a redesigned teaching center that features new furniture, hardware and digital tools to inspire innovation. The Innovation Lab is open seven days per week and provides in-person, phone, email and virtual teaching and learning design consultations to the BHCC community.

**II. PUBLIC COMMENTS**

None

**III. PRESIDENT'S REPORT**

President Eddinger shared and described two brochures, *Bunker Hill Community College 2018-2019 Speakers* and *Bunker Hill Community College Convocation 2018, August 30, 2018*. She provided a brief overview of the speakers who will be coming to campus in the next year, and also described the recent College Convocation, which kicked off the new academic year. President Eddinger also spoke about some College initiatives and the College Goals.

There was opportunity for discussion and Q&A.

President Eddinger also said that the 2019 calendar of Board of Trustees meetings and Committee of the Whole meeting is being reviewed and we are considering

convening fewer Committee of the Whole meetings. A proposed calendar will be presented to the Board at the September 24 Board of Trustees meeting.

**Budget Presentation:**

Vice President Pitcher and Associate Vice President Ginsberg provided a budget presentation (FY19 Final Budget Presentation and Fee Recommendation). This report included:

- Status of FY18 Budget
- Recommendations of Proposed Fee Increase
  - a. FY19 Shortfall/Surplus After Associated Fee Increase (\$8/\$10/\$12)
  - b. FY17 Unduplicated Headcount vs. FY19 State Appropriation
  - c. FY17 Unduplicated Headcount vs. FY19 Projected Tuition & Fees
  - d. Historical Funding: State Support vs. Fees (FY06-FY19 Cost per FTE: State Support vs. Student Support
  - e. Fee Increase Impact on Pell
  - f. How Much Does it Cost to Attend BHCC?
- Review of FY19 Budget
  - a. FY19 Budget Assumptions
  - b. FY19 Sources of Revenue
  - c. FY19 % of Operating Revenue - \$87.9 mm
  - d. FY19 Expenditures by Function
  - e. FY19 % of Operating Expenses - \$87.9 mm
- Financial Health Analysis of Reserves

There was opportunity for discussion and Q&A. A final budget and fee recommendation will be presented to the Board at the October 24 Board of Trustees meeting.

**Innovation Lab:**

Danielle Leek, Director of Academic Innovation and Distance Education, provided a tour and description of the Innovation Lab. Board members had the opportunity to comment and ask questions.

**IV. ADJOURNMENT**

**ACTION:** Moved by Chang; Seconded by Nguyen.  
“To adjourn the meeting.”

The Motion Passed unanimously.

The meeting adjourned at 7:25 p.m.