

Board of Trustees

Meeting Minutes

November 17, 2020

6:00PM

BOARD OF TRUSTEES IN ATTENDANCE: Steven Tompkins, Chair; Amanda Fernandez, Vice Chair; Betty Francisco, Secretary; Jeff Greenberg, Board Liaison; Izzy Marrero; Amanda Schaeffer.

ABSENT: Sheriece Perry, Trustee

RCC CABINET: Valerie Roberson, President; Kevin Hepner, Vice-President, Administration and Finance; Officer; Cecile Regner, Vice President for Institutional Effectiveness; Pamela Lomax, Executive Vice President, Compliance & Operations; Patricia West, Chief Human Resources Officer;

GUESTS: Dave Dilulis, Zach LaFlash, Sarah Simmons, O'Connor and Drew; Jordan Emily Smock, Director of Marketing

CALL TO ORDER

The meeting was called to order by Chairman Tompkins. A quorum was present.

President's Report

Dr. Roberson reported action to ensure the college was structured to meet all compliance standards as the HCM2 Monitoring status ends. Pamela Lomax has been appointed Executive Vice President for Compliance & Operations.

The president reported the difficulty in identifying the Student Trustee. The legislative criteria requires students to carry a full time course load. The majority of RCC students are part time and do not meet the eligibility requirements. The president will interview students to identify a 'student liaison' as an interim step. The 'student liaison' is a nonvoting member, but brings the student voice to the board.

COVID-19 Report on the low number of students and employees who have informed the college of COVID illness. RCC works with Partners for contact tracing. RCC has a partnership with Whittier Health Center to provide surveillance COVID testing. This is open to the community and is optional for RCC employees. RCC has been approached by MEMA to use the RLAC for a field hospital.

Marketing Report. Jordan Emily Smock, Director of Marketing, summarized the progress made to date on the marketing plan. Clear Channel clear fencing and billboard generated interest through the RCC website. Click rates strong with the 18-24 years demographic. WCVB ads are running. Media hits are up with positive coverage of the new Nursing Program, and end of HCM2. Work continues on preparation for the 2nd Annual Legends of Roxbury fundraiser on December 3. Technical sound issues with WCVB ads in the Zoom.

Academics and Student Life

Cecile Regner, VP, Institutional Effectiveness gave the Academic & Student Affairs in the absence of Dr. Kimberly Rogers. The Massachusetts BORN approved the initial application for the Associate Degree in Nursing in October.

RCC hosted the statewide Teaching, Learning, Student Development Conference in October 2020. The conference was postponed in April 2020 during the lockdown and delivered virtually in the fall. Over 700 participants for the conference theme of Diversity and Equity in Higher Education.

Other activities of note include STEM Week, Hispanic Heritage Month program information was shared.

Institutional Effectiveness

Enrollment report. Enrollment is down. COVID-19 impact on students is significant. Students are reducing the number of credit hours they are able to take. Continuing student are a priority for Spring semester enrollment. The additional financial resources that include Grad Last Mile, Foundation scholarships to help student complete degrees. Dual enrollment is strong and RCC has already exceeded the headcount goals. The 48% increase in new applications is evidence of the marketing outreach. Work continues to improve out technical support and transition to software. Other business processes will also need modifications to improve services in the remote environment.

Chair Tompkins encouraged the Board members to share the ads on their social media networks to support recruitments. Trustee Francisco suggested the focus of outreach be on why this is a good time to continue higher education. Trustee Fernandez encouraged a workforce focus to people who need to learn new skills. She also encouraged RCC to pursue dual enrollment/early college with high schools. Messaging toolkit will be sent to the Trustees.

Human Resources

Patricia West, Director of Human Resources, presented the new employees.

Administration and Finance

Kevin Hepner introduced Dave Dilulis, O'Connor & Drew for the required reporting of the independent audit. O'Connor & Drew issued an unmodified opinion; internal control report was also a clean report. No finding of fraud. Clery Act liability removed and end of HCM2 was recognized. Zach LaFlash presented the highline issues of the financial statements. Clean and unmodified opinion.

Kevin Hepner, VP Finance & Administration, highlighted the improvement in the sustainability ratios used to measure institutions of higher education financial health.

Trustee Culliton lead a discussion of the new proposal from DCAMM regarding the Dudley House. The first attempt was to find a developer interested in a 99 year lease. This did not result in any interest. As a result, DCAMM is requesting that the RCC Board consider a sale of the property. General agreement

of the need to find a good solution for the maintenance and use for the Dudley House. Roxbury community concerns must be taken into consideration as to any disposition of the property. President Roberson shared the DCAMM timeline for implementation. The next step is for legislative support to move forward. In order to accomplish this, Dr. Roberson stated that a proactive communication outreach was needed to include the community voice. Trustee Culliton brought the recommendation for the Board to approve DCAMM moving forward with the first stage.

President Roberson clarified that the amount of the Clery settlement was paid by the Commonwealth. She encouraged all to share the information about the December fundraising, Legends of Roxbury.

CONSENT AGENDA

Resolutions

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| 1. Minutes of the September 2020 Board of Trustees Meeting | APPROVED |
| 2. FY20 Financial Audit | APPROVED |
| 3. Gifts Received by the College | APPROVED |
| 4. DCAMM proposal for sale of state property - Dudley House | APPROVED |

Marrero motion, second.

Roll Call Vote on Consent Agenda

Trustee	Vote
Culliton	Aye
Fernandez	Aye
Francisco	Aye
Greenberg	Aye
Marrero	Aye
Perry	-
Schaeffer	Aye
Tompkins	Aye

All resolutions in the Consent Agenda are approved.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

The meeting was adjourned.