

Roxbury Community College
Board of Trustees
Gerald Chertavian, Chair
Meeting Minutes
June 26, 2018

Board of Trustees Members:

Present: Gerald Chertavian; Mark Culliton; Betty Francisco; Jeff Greenberg; Josiane Martinez; Amanda Schaefer

Absent: Deborah Adesiji (student trustee); Amanda Schaefer; Chrystal Kornegay; Israul Marerro; Sheriff Tompkins

Others Present:

Valerie Roberson, *President*; Cecile Regner, *Vice President*; Kevin Hepner, *Vice President*; Lorita Williams, *Vice President*; Patricia West, *HR Chief/Officer*

I. Call to Order:

Chairman Chertavian called the meeting to order at 6:04 PM.

II. Approval of Minutes: April 10, 2018

By a motion of Trustee Fernandez and second by Trustee Greenberg, the minutes were approved.

III. Public Comment

There were no participants for public comment.

IV. President's Report

President Roberson began her presentation by presenting to the Board a slide show featured at a College Foundation event on June 19, 2018 (Appendix A).

The slide show presentation focuses on student services, academic programs and the mission of the College. The presentation also featured information on the profile of the student body, as well as retention and graduation rates for not only first-time full-time students, but also first-time part-time, continuing full-time students and continuing part-time students. The presentation also touched on pass success rates for the RCC nursing and rad tech program. Finally, the presentation also featured newly renovated spaces on campus including the new Library, Student Commons and Health Sciences Building. Dr. Roberson concluded the presentation by stating academic and operational goals for the next academic year.

In addition to the presentation the president shared a portion of a promotional video using footage from the 2018 Commencement exercises.

Following the promotional video Dr. Roberson directed the Trustees attention to three collateral pieces at their seats. She explained that these pieces were from the College's Foundation breakfast event on June 19th. The keepsake book and passport book will be used at future events and as admission and marketing pieces to showcase the newly renovated portions of campus. The 3rd item was a keychain made in house by RCC's 3-D Printing Technology, which was also display on the 19th.

Chairman Chertavian thanked those Board members that had attended the breakfast and asked the president her estimate on attendance.

Dr. Roberson responded that there were at least 100 people present on June 19th.

Trustee Culliton added he thought it was a great event and heard a lot of positive feedback.

V. Report of the Chairman

Chairman Chertavian commented on recent efforts that he and President Roberson had taken to engage with the Massachusetts Competitive Partnership. He stated that the MACP was made up of the leading CEO's in Boston and they set policies to assist with the development of the state's economy. He further stated that there was interest in partnering with RCC in the development of a healthcare and workforce development program. He noted previous RCC administrations had not been successful in developing a program with the MACP, but he was confident this time would be a success. He concluded by asking for an update by Dr. Roberson on the status of the RCC Foundation.

Dr. Roberson responded by first reminding the Board of the actions they had taken to decertify the RCC Foundation, which lead to the resignation of the Foundation's Board of Directors. Following this action to the College worked with the Attorney General's Office on the appointment of a receiver, Judge Leslie Harris, who would act in place of the Foundation Board while he presents his findings and recommendations on the future of the RCC Foundation. She noted during this time Judge Harris can accept donations on behalf of the Foundation, pay an outstanding debts of the Foundation and is also conducting an audit of Foundation resources. She also reminded the Board that the Boston Foundation had agreed to accept donations to the RCC Foundation while Judge Harris completes his review. His options are to recommend the current Foundation Board be reappointed with new members, the current Foundation be dissolved and a new foundation established, or the Foundation be dissolved with no replacement. The President noted the 3rd option was not viable as the College needs a fundraising arm. Judge Harris expects to complete his review within 90 days.

VI. Committee Reports

Academic and Student Affairs (VP Cecile Regner)

Vice President Regner began by introducing Dr. Jose Silva of the RCC Nursing Department to expand further on the president's comments about the nursing program. VP Regner noted that Dr. Silva had previously been employed full-time at Bunker Hill Community College before applying at RCC.

Dr. Silva offered a presentation on RCC's nursing program, which included plans to offer my courses on weekends and weeknights, and the continued successful pass rate of nursing and rad tech students.

Trustee Francisco asked what the average salary for nursing students was once completing the program.

Dr. Silva responded that RN's could be making up to \$65,000 while LPN's would earn more in the \$45,000 a year range.

Trustee Greenberg noted that most hospitals do not accept associate nursing degrees, which is why transfer to a BSN program was so critical.

Trustee Francisco also asked if RCC's nursing program was limited by capacity.

Dr. Silva responded that while the State Board of Registration of Nursing must be informed of every nursing student RCC takes, the capacity issue has more to do limited classroom, laboratory space and instructors.

Trustee Greenberg asked if there were different admission requirements for RN students versus LPN students.

Vice President Regner responded that there were not and all students admitted to either program are nursing students.

Trustee Francisco asked how RCC's 90% nursing pass rate compared to other institutions.

Vice President Regner responded that the national pass rate was in the 80% range.

Chairman Chertavian asked how low the pass rate was at Quincy College and did that contribute to their nursing program's closure?

Vice President Regner responded she understood their pass rate to be in the 50% range and that she believed a large factor contributing to the closure of Quincy College's nursing program was enrolling too many students and noted that the closure had displaced over 300 students. She also noted their admission criteria were not as stringent as RCC's.

Dr. Roberson added that part of the problem with admitting more nursing students is potentially jeopardizing the pass rate of the institution if too many are admitted without adequate qualifications.

Vice President Regner then presented the Board with updated information on summer enrollments as well as projected numbers for the fall 2018 semester.

She noted that for Summer 2018 the number of students enrolled for unduplicated headcount is at 636 students representing a 17% YTD increase over summer 2017. Fall 2018 unduplicated enrollment current stands at 837 students representing a 58% increase of when compared to year to date numbers from 2017.

Vice President Regner also shared the enrollment strategies for the fall 2018 semester including an aggressive goal of 2,140 students made up of new students, continuing students and transfers. As noted earlier the current enrollment for fall 2018 is 837 students. Other strategies include increasing seats in selective admissions programs, curriculum improvements, scheduling, service improvements and outreach to prospective students.

Trustee Martinez asked what the deadline to enroll was for the fall 2018 semester.

Vice President Regner responded that we will accept students right up until the first day of the fall semester which this year is September 5th.

Trustee Francisco noted that enrollment appeared to be low compared to the fall goal.

Vice President Regner responded that there were peaks and valleys in the enrollment period, but noted that many students will come in later in the summer based on past practices.

Trustee Martinez offered to share a schedule of outdoor festivals and events that she has compiled with the College for use in enrollment outreach efforts.

Vice President Regner noted staff had been reassigned to the enrollment center to increase outreach efforts but welcomed any input on events that might be a good opportunity. She also directed the Board's attention to the broadcast technology media van, which has been branded with RCC logos to increase visibility and marketing opportunities in the area.

Trustee Martinez commented that the students are the best resource the school has and they should be focused on digital media.

Trustee Fernandez commented that it would be very helpful to host conferences or workshops that target young people to get them to campus to see the resources available here. Trustees Francisco and Martinez expressed support for this idea and encouraged the idea of using competitions.

Administration & Finance (Vice President Hepner)

Vice President Hepner began by reviewing the April financial statement, noting year end projections which show the College slightly ahead of budget for fiscal year 2018. He then turned to the presentation of the proposed FY 19 budget.

He noted the budget they have represents going back to core components and also includes the gap budget. He reminded the Board that while the College had been doing its best the last several fiscal years of living within its means, it had no addressed its debt and that debt is catching up with us. He also stated that beyond owing money to vendors the school is hit hard when members of its aging workforce retire, causing the school to cover payouts for sick and vacation time. These potential payouts show on our balance sheets as potential liabilities. In this past year the College had to pay out half a million dollars to covers these costs. These payouts drain the College's reserves preventing payments on long term debt.

He stated the operating revenues would be at \$25.8 million, exclusive of financial aid. This represents a conservative number. This is the tentative budget and once the legislature has finalized the budget the Board will consider a final budget in September. One the expense side of the budget personnel costs represent the lion's share, taking up almost 80% of the budget.

Trustee Culliton ask what was the plan to catch up on the College's debt.

Vice President Hepner responded that his goal was to chip away at the debt 25% each fiscal year. He stated that he and the President had been reviewing numbers and to reach the 25% goal it would mean reducing payables by \$500,000 in the next fiscal year.

He noted that being on Heightened Cash Monitoring status 2 also hurts the College. He informed the Board that for the fall 2017 semester, we did not receive financial aid money until December of 2017. He noted that he will be speaking with the US Department of Education to request a line of credit to offset the disruption caused by HCM 2.

Trustee Greenberg asked if there was a way to borrow against the money owed by the Dept. of Education.

Vice President Hepner responded that in the past the College did have a private line of credit with a bank, but was advised this was not appropriate for a state entity. He also noted that to get off of HCM2 there must be no outstanding audits or issues with the College that the Dept. of Education might take issue with. He hoped that when the preliminary A-133 audit is released in September it will show fewer audit exceptions allowing the College to make its case for removal from HCM2 status.

By a motion of Trustee Greenberg and seconded by Trustee Martinez the resolution approving the FY '19 Tentative Budget was approved unanimously.

Institutional Advancement *(Vice President Lorita Williams)*

Vice President Williams shared a report on external events held on campus at the Reggie Lewis Center and the Media Arts Center, as well as the amount of free space given away by the College to community groups.

She then presented a resolution detailing the donations received by the College between April and June of this year for the Board's approval.

By a motion of Trustee Martinez and seconded by Trustee Culliton the resolution accepting the report of monies donated to the College was approved unanimously.

She informed the Board that the 4th Annual Roxbury Rocks community celebration would be taking place on July 21st and she encouraged the Board to attend.

Lastly, Vice President Williams presented the latest edition of the RCC Gazette, a piece of marketing material distributed to 70,000 homes in the Boston area.

Human Resources (HR Director Patricia West)

Director West began by introducing new employees present at the Board meeting.

She then referred the Board members to their packets to review new and current employee profile data. She noted how the numbers broke out, especially with demographic data. She stated that the College must do better among the full-time faculty and that there was a plan in place to recruit more minority faculty members, especially among science and nursing faculty.

Trustee Culliton ask if the goal was for the employee demographic profile to match that of the student body.

Director West responded that the goal was for the employee demographic numbers to be closer to the student numbers, noting the current 60% minority staff numbers and 87% minority student number.

She also presented a list of open full-time positions currently posted on the RCC website.

Trustee Fernandez then briefed the Board on the results of President Roberson's performance appraisal for the last year. She presented the full performance appraisal as well as an executive summary to the Board.

She noted that the Board sees so much progress. The process used was an abbreviated version of the more comprehensive review used the previous year. They used survey responses for the Board of Trustees and Cabinet members. Data from the Commonwealth's Vision Project was also considered. Finally, the President's self-evaluation was used.

Trustee Fernandez reported that key questions asked related to the President's major goals for the year, how well were goals pursued and which had the most positive outcomes. The second question was on the big three statewide priorities and making the College more accessible and affordable as well as closing gaps in quality and achievement with college completion rates. The final question involved continuingly trying improve external engagement.

She stated that Board recognized a mix of positive contributions this year, citing renovations and work on the Foundation. She noted there was still work to do in areas like enrollment, completion rates, increasing number of certificates and degrees awarded and revenue goals.

Finally she reported a recommend merit compensation increase of 80% of the maximum for the President's salary for the next fiscal year.

Trustee Culliton stated he was supportive of the recommendation.

Trustee Francisco asked if there would be performance goals for next year.

Trustee Fernandez responded that there were on page 7 of the larger report.

Dr. Roberson noted that when she set her goals for the next year she did not have the completed to budget to guide her and reserves the right to make modifications based on the final FY'19 budget approved by the Board at that time. She noted that in current fiscal year lack of resources can explain why some goals were not met. She also added that she believed the College had made significant progress on the statewide goals.

Chairman Chertavian added his thanks to Trustee Fernandez and his support for Dr. Roberson and her team for the coming academic year.

Trustee Greenberg noted that he supported Dr. Roberson setting tough goals for herself and College and expressed optimism that with adequate resources the College could reach them.

Trustee Martinez stated her support for Dr. Roberson and understood the situation she arrived into. She informed the Board that she believes enrollment is critical and believes all resources should be used to support this goal.

Dr. Roberson thanked the Board for their support and also thanked her team for their assistance.

By a motion of Trustee Culliton and seconded by Trustee Greenberg the resolution approving the presidential evaluation of Dr. Roberson was approved unanimously with an 80% recommendation for maximum salary increase.

VI. Executive Session

There was no need to enter executive session. Chairman Chertavian thanked those in attendance.

VII. Adjourn

8:03 PM

Roxbury Community College

Board of Trustees

June 26, 2018

RESOLUTION

This resolution is for the preliminary approval of the operating College Budget for Fiscal Year 2019, from July 1st 2018 until June 30, 2019.

WHERE AS,

- An Annual Review of the budget is prudent to endure compliance with all pertinent Commonwealth legislation and policies; and
- A comprehensive review of expected revenues and expenditures is needed to ensure that the College is operating within a balanced budget; and
- The College administrators will be responsible for evaluating all expenditures and requests and ensuring that the College is operating within this budget; and
- The FY '19 General Appropriations Act of the Commonwealth has yet to be signed by the Governor

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees that the attached preliminary budget shall be effective July 1, 2018 through June 30, 2019. The President or her designee shall take the necessary steps to implement the budget as voted.

Roxbury Community College

Board of Trustees

June 26, 2018

Resolution

This resolution is to accept a report of all donation made to Roxbury Community College since April 1, 2018.

WHERE AS:

- Roxbury Community College has been gifted several donations since the last meeting of the Board of Trustees, and

WHERE AS:

- As part of the duties of the Board of Trustees must acknowledge these donations, and

WHERE AS:

- The Roxbury Community College Board has been furnished with a report on donations received; and

WHERE AS:

- These funds are instrumental to the continued operation of essential services at Roxbury Community College.

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees accept a report from the Development Office detailing the gifts received by the College since April 1, 2018.

Roxbury Community College Donations 5/1/2017 to 3/31/2018

Donation Type	<u>Donation Amount</u>
General Donation	\$60,106.70
Boston Marathon	\$ 50,429.95
Commemorative Chair	\$1020.00
Sweet Honey in the Rock	\$34,280.50
Media Arts Campaign	\$250.00
Roxbury Community College	\$1,350.00
Science Technology Engineering Mathematics Scholarships	\$257.50
Student Support Services	\$700.00
Jimmy Velasquez Scholarship Fund	\$130.00
In- Kind Donation	\$240.00
TOTAL:	\$148,764.65

Roxbury Community College

Board of Trustees

June 26, 2018

Resolution

This resolution is for the adoption of the Presidential Evaluation for Dr. Valerie Roberson that covers Academic Year 2018, from July 1, 2017 until June 30, 2018.

WHEREAS:

- An annual review of the President is prudent to ensure College compliance with all pertinent Commonwealth legislation and policies and advancement of the College goals; and
- The Board of Trustees conducted an evaluation consisting of the following components: a survey of the Board and Sr. Administrators, President self-evaluation, and the Vision Project Dashboard; and
- The Board of Trustee is satisfied with the overall performance of the President.

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees that the contract of the President, for Academic Year July 1, 2018 through June 30, 2019, be recommended to Dr. Carlos Santiago, Commissioner of Higher Education. If funds for an increase are available, The Board recommends an increase of 80% of the maximum.