

Roxbury Community College
Board of Trustees
Gerald Chertavian, Chair
Meeting Minutes
February 26, 2019

Board of Trustees Members:

Present: Gerald Chertavian (Chairman) (Participating via Phone); Sheriff Tompkins (Vice Chair); Betty Francisco (Treasurer); Mark Culliton (Secretary); Jeff Greenberg; Deborah Adesiji (student trustee); Chrystal Kornegay; Amanda Fernandez; Josiane Martinez; Amanda Schaefer (Participating via Phone); Israul Marrerro

Absent:

Others Present:

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

I. Call to Order:

Vice Chairman Tompkins called the meeting to order at 6:03 PM.

II. Approval of Minutes: Nov 13, 2018

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

III. Report of the President

Dr. Roberson began her report by noting recognitions the College had recently received:

- ***Reader's Digest* recognized RCC as the least expensive college in Massachusetts** - For residents of Massachusetts, the annual cost of attendance (tuition & fees) at [Roxbury Community College](#) is \$4,980. For out-of-state students, the cost is \$11,610. RCC participates in MassTransfer, which guarantees full transfer of at least 60 credits towards a bachelor's degree at a state university or UMass campus, and, in some cases, guaranteed admission and tuition discounts.
- ***Diverse Magazine* (formerly Black Issues in Higher Education) – RCC produces among the top 100 minority graduates in 13 categories.** (handout) Notably, we rank 4th in the nation for African American graduates with associate degrees in biology; 20th in English and 29th in Accounting.

Next, Dr. Roberson informed the Board of presentations led by RCC faculty and staff at the League of Innovation Conference in New York. The presentations highlighted RCC's Co-requisite math pilot (data from the pilot showed an initial success rate of 64%) which was expanded in fall 2018 (data now shows a

success rate of 63%), the Nursing Department's LPN and RN combined curriculum and RCC's Special Education program, K.E.E., which currently enrolls 14 students.

She noted that RCC would be visited by a team from the New England Commission on Higher Education (NECHE) in March. The team will be on campus beginning with dinner on Sunday, March 24th at 6pm and will stay through March 27th. The issues being evaluated are finances, administrative capacity and planning. Additionally, the nursing program recently had a visit from the Massachusetts Board of Registration in Nursing (BORN) and their report is due on March 13th.

She informed the Board that she and Vice President Hepner have met with DCAMM to discuss the progress of restoring the Dudley House. She cautioned the total timeline to completion runs through 2022.

The President then recapped her time in Washington D.C. earlier this month as part of the American Association of Community College Trustees Legislative Summit. She also thanked Student Trustee Deborah Adesiji for her outstanding representation of RCC at the conference and during legislative visits.

Finally, Dr. Roberson shared new commercials that the College had developed as part of the spring 2019 enrollment marketing campaign. The commercials target 25-45 year olds in the immediate service area and ran from 12/31/18 – 1/20/19.

IV. Public Comment

Matthew Nicholson – Was not present.

Jacquolyn Payne-Thompson – Professor Thompson began by noting that she was a former RCC trustee. She asked why the placement of public comment on the agenda had shifted since her time as a trustee. She also noted she acknowledged the College was in a better position than in earlier years but thought more could be done to address dissatisfaction among the faculty and students.

Keith McDermott – Mr. McDermott informed the Board of a conversation he had with the parent of a former RCC student. The student had trouble obtaining a transcript so she could transfer. Mr. McDermott theorized the problems the student was having might be due to the College still being Heightened Cash Management Status 2 (HCM2). He also pointed out that he had a conversation with a high-level elected official who he would not name, who asked if Sheriff Tompkins was still on the Board at RCC.

Sheriff Tompkins noted that he had not received any phone calls from Mr. McDermott or any high-level elected officials concerning RCC

Mr. McDermott commented that he had a new phone and no longer had the Sheriff's number.

V. Committee Reports

Administration & Finance (*Vice President Hepner*)

Vice President Hepner introduced David Dilulis and Kieth Goldie from O'Connor & Drew, the audit firm utilized by the College.

Mr. Goldie noted the College had made tremendous progress over the last several years and this year had only two audit exceptions, one of which is shared with every other community college in Massachusetts.

By a motion of Trustee Culliton and seconded by Trustee Tompkins the resolution accepting the A-133 audit was passed unanimously.

By a motion of Trustee Greenberg and seconded by Trustee Fernandez the resolution accepting the Mass Office of Student Financial Assistance (MOSFA) audit was passed unanimously.

Trustee Culliton asked a clarifying question on the College's HCM2 status and how it relates to students.

Dr. Roberson responded that, in reference to the concern brought by Mr. McDermott, the College's HCM2 status was in no way involved in that circumstance. She outlined the steps the College had taken to overhaul the financial aid process and the outstanding items that are still within the purview of the US Department of Education.

Dr. Roberson then asked for the board's approval on updated fees for credit and non-credit academic programs and space rentals on campus. She noted under the new fees the College would no longer be charging an admissions fee, but there would be increases in some lab courses.

Trustees Francisco and Martinez noted the high demand for ESOL classes in Boston and hoped increased fees in this area would not discourage students from applying.

Vice President Williams noted the College recently started offering weekend classes for ESOL, in addition to day and evening to meet this demand. Increased fees will help the College add more classes as needed.

By a motion of Trustee Culliton and seconded by Trustee Greenberg the resolution approving updated campus fees was passed unanimously.

Human Resources (Director Patricia West)

Director West shared the results of the annual human resources data report, which outlines statistics on the workforce of RCC. She noted different trends over the past three years in terms of race, gender and number of RCC employees.

Advancement (Vice President Lorita Williams)

There were no outstanding advancement matters to consider.

Academic and Student Affairs (Vice President Cecile Regner)

President Roberson shared data on the 2018 fall enrollment numbers for the College. She noted that once again RCC was bucking the current trend in MA community colleges by slightly increasing enrollment while others are seeing declines.

VI. Foundation Report

President Roberson began by sharing a report with the Board noting the donations received by the College between November 1, 2018 and January 31, 2019.

The board acknowledged the report on donations.

The President also presented a resolution for an additional member to the RCC Foundation Board of Directors, Grace Lee.

By a motion of Trustee Marrero and seconded by Trustee Fernandez the resolution for additional Foundation Board members was passed unanimously.

VII. Executive Session

There was no need to enter executive session.

VIII. Adjourn

7:41 PM

Roxbury Community College

Board of Trustees

February 26, 2019

Resolution

This resolution is for the acceptance of the Federal A-133 audited of the College for Fiscal Year 2018, from July 1, 2017 until June 30, 2018, as prepared by O'Conner & Drew.

WHERE AS,

- The Board of Trustees appointed O'Conner & Drew as the College's audit firm; and
- The audit enables the College administration to identify areas of concern and to improve its financial operations; and
- Federal regulations require organizations that receive more than \$500,000 in federal financial support to engage an audit firm to conduct a compliance audit under standards described in Circular A-133 issued by the US office of Management and Budget; and
- The A-133 audit enables the Board to exercise its fiduciary responsibility to ensure the financial health and growth of the College.

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees that the A-133 audit for Fiscal Year 2018 is accepted.

Roxbury Community College

Board of Trustees

February 26, 2019

Resolution

This resolution is for the acceptance of the Massachusetts Office of Student Financial Assistance (MOSFA) audit of the College for Fiscal Year 2018, from July 1, 2017 until June 30, 2018, as prepared by O’Conner & Drew.

WHERE AS,

- The Board of Trustees appointed O’Conner & Drew as the College’s audit firm; and
- The audit enables the College administration to identify areas of concern and to improve its financial operations; and
- State regulations require colleges to engage an audit firm to conduct a compliance audit under standards described in the MOSFA regulations; and
- The MOSFA audit enables the Board to exercise its fiduciary responsibility to ensure the financial health and growth of the College.

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees that the MOSFA audit for Fiscal Year 2018 is accepted.

Roxbury Community College

Board of Trustees

February 26, 2019

Resolution

This resolution is for the adoption of a new Fee Schedule to determine the fees charged for credit courses and programs offered by the college and for facility rentals and expenses associated with all events planned with external vendors, organizations, and individuals who wish to use Roxbury Community College for events, conferences, meetings and programs.

WHERE AS:

- An annual review of fees are both appropriate and prudent to ensure compliance with all pertinent Commonwealth legislation and policies; and
- A comprehensive review of applicable fees has been presented for review to ensure that fee charges are appropriate for our students and external constituents; and
- An expanded College scheduling committee has been established and is responsible for evaluating all requests for space rentals and making recommendations to the President regarding events.

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees that the attached Fee Schedules shall be effective for all contracts entered into as of July 1, 2019 and for all course offerings beginning in the Fall of 2019. The President or her designee shall take the necessary steps to implement the fees as voted.

Roxbury Community College

Board of Trustees

Feb 26, 2019

Resolution

This resolution is to accept the appointment of new members of the Roxbury Community College Foundation Board of Directors, per the terms of the Foundation By-Laws.

WHERE AS:

- The Roxbury Community College Board of Trustees wishes to satisfy the requirements of a mandated Receivership of the Roxbury Community College Foundation Inc, and

WHERE AS:

- As part of the duties of the Board of Trustees they must approve the appointment of new Directors to the Foundation Board, and

WHERE AS:

- The new candidates for Foundation Board Director have demonstrated a commitment to Roxbury Community College, it's students and the Roxbury Community, and

WHERE AS:

- The careful management of the Foundations funds and accounts is crucial to the continued successful operation of essential services at Roxbury Community College.

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees that Grace Lee be appointed to a term to the Roxbury Community College Foundation Board of Directors.