

**Roxbury Community College**  
**Board of Trustees**  
*Gerald Chertavian, Chair*  
**Meeting Minutes**  
*November 13, 2018*

**Board of Trustees Members:**

**Present:** Gerald Chertavian (Chairman); Betty Francisco (Treasurer); Mark Culliton (Secretary); Jeff Greenberg; Deborah Adesiji (student trustee); Chrystal Kornegay; Amanda Fernandez

**Absent:** Sheriff Tompkins (Vice Chairman); Josiane Martinez; Amanda Schaefer; Israul Marrerro

**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 6:11 PM.

**II. Approval of Minutes: Sep 25, 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. Committee Reports**

**Human Resources (Director Patricia West)**

Director West welcomed new RCC employees who have been hired since the last Board meeting. She then presented the Board with a quarterly report on recent hires for the College. This data included a breakdown of the RCC workforce with notations on gender, race and employment type.

**Advancement (Vice President Lorita Williams)**

Vice President Williams presented a report to the Board of Trustees featuring recent workforce development initiatives taken on by the Office of Corporate and Community Education. She noted at time CCE was running ahead of the FY'19 budget. She invited Benjamin Helfat from the

Boston Adult Technical Academy to speak on his collaborative efforts with CEE and request support for his efforts to secure further grant funding.

Next, VP Williams introduced two students participating the in the MBTA Management Training program that RCC is facilitating.

Chris Chaney and Mary Carroll described their experiences in the program and their overall satisfaction with the training so far.

The Board welcomed these guests and were encouraged that Ms. Carroll was researching the application process for the RCC Radiation Technology program.

#### **Academic and Student Affairs (Vice President Cecile Regner)**

Vice President Regner informed the Board she had not materials to present at this time.

#### **Administration & Finance (Vice President Hepner)**

Vice President Hepner began his report by introducing Keith Goldie from the auditing firm of O'Connor & Drew to present a required communication and analysis of the College's audited financials for fiscal year 2018.

Mr. Goldie delivered a handout of his required communication to the Board and went through it, noting that RCC's audit exceptions had decreased from 4 to 2, representing a further decrease.

Vice President Hepner then asked the Board to approve a resolution accepting the results of O'Connor & Drew's FY '18 audit.

By a motion of Trustee Kornegay and seconded by Trustee Greenberg the resolution approving the FY '18 Audit was approved unanimously.

Vice President Hepner then presented the finance report on Q1 to the Board for their review, noting that the College was running ahead of its FY '19 budget projections by 6% due to an increase in credit hours.

#### **V. Report of the President**

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

By a motion of Trustee Greenberg and seconded by Trustee Francisco the report was accepted unanimously by the Board.

The President also presented a resolution for additional members to the RCC Foundation Board of Directors including Robert Ward & Mark Culliton.

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

**VI. Report of the Chairman**

The Chairman thanked the President for her report and announced he had no further business to discuss. He wished the Board and guests present a good night and happy holiday season.

**VII. Executive Session**

There was no need to enter executive session.

**VIII. Adjourn**

**7:31 PM**

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## **Roxbury Community College**

Board of Trustees

November 13, 2018

### **Resolution**

This resolution is for the acceptance of the Audited Financials 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 the standards issued by the US office of Management and Budget; and
- The 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 audit for Fiscal Year 2018 is accepted.

## **Roxbury Community College**

Board of Trustees

November 13, 2018

### **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 Mark Culliton and Robert Ward be appointed to terms to the Roxbury Community College Foundation Board of Directors.