

**Roxbury Community College**  
**Board of Trustees**  
*Gerald Chertavian, Chair*  
**Meeting Minutes**  
*February 16, 2016*

**Board of Trustees Members:**

**Present:** Michael Curry, *Vice Chair*; Glynn Lloyd, *Treasurer*; Mark Culliton, *Secretary*; Jeffrey Greenberg; Josiane Martinez, Amanda Fernandez; Hlee Yang.

**Absent:** Gerald Chertavian, *Chair*; Mayra Leith; Steven Tompkins; Amanda Schaefer

**Others Present:**

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

The Vice Chair, acting as chairman, called the meeting to order and determined that a quorum was present.

**I. Approve Minutes, November 17, 2015**

Vice Chairman Curry asked for a motioned to approve the minutes.

Upon a motion duly made by Trustee Greenberg and seconded by Trustee Martinez the minutes were approved as presented.

**II. Special Introduction**

The Vice Chairman introduced Michael Mizzoni, the Director of Trustee Relations for the Massachusetts Board of Higher Education. He replaces Jennifer Perkins.

Mr. Mizzoni addressed the board, formally introducing himself and offering himself as a resource the Roxbury Community College Board of Trustees.

**III. Public Comment**

Prior to the beginning of the public comment section the Vice Chairman read the entire RCC statement on procedures for offering public comment to the Board of Trustees.

- One (1) noted request to address the board, one (1) additional request to address the Board of Trustees during the meeting, total of two (2) public speakers.

*Topics:* Kwanzaa & Community sentiment regarding President Roberson's Administration (1 *Speakers*)  
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**Sadiki Kambon, Director, Black Community Information Center, Inc. (Kwanzaa & Community Sentiment)**

- Mr. Kambon began by stating he spoke on behalf of the community and his comments were reflective of the spirit in the neighborhood. He acknowledged past problems in previous administrations at RCC. While he was initially hopeful Dr. Roberson would be able to turn RCC around he has now lost confidence in her ability to do so. He cited situations with Campus Works, the 40<sup>th</sup> anniversary of Kwanzaa and the celebration of Malcom X's birthday as examples. He believes the college misrepresented the reasons his organizations could not utilize space on campus in 2014 and 2015 for Kwanzaa celebrations. He stated Dr. Roberson is a vehicle for outside forces to take control of the campus as part of a greater conspiracy. He urged the Board to meet in executive session to allow President Roberson to resign or be fired.

**Minister Rodney Mohammed, Community Representative (Community Sentiment)**

- Minister Rodney informed the Board on he is watching this situation at Roxbury Community College very closely. He informed the Board that if there is a conspiracy for outside interests to gain control of the College they will be responsible and he hopes they are watching as well. He stated that this conversation was not over.

#### **IV. Board Reports**

**Academic and Student Affairs (Cecile Regner, Vice President and Dr. Jeffrey Greenberg)**

Vice President Regner began by informing the Board that today was the first day of the spring access session. Students will register through Thursday. She hoped to have hard numbers on spring enrollment by the end of the week. Overall spring enrollment numbers are off mark from last spring.

Vice President Regner shared that the college has received provisional NEASC accreditation for 10 years. The college expects a full accreditation pending a 2017 site review. We know we have work to do around the assessment of student learning. The Nursing program has been accredited and we hope to have good news on the Radiation Technology re-accreditation. Their re-accreditation visit occurred in the fall semester with a decision expected in March.

Vice President Regner introduced new staff members to the college. Ben Anilus is a new member of the mathematics faculty. Joe Sikowitz is a new librarian on campus. Valerie Atherley was not present but she will be a new IT faculty member. Valerie D. Brenneman is new member of the math faculty.

Trustee Culliton asked if there was an explanation for the spring enrollment numbers.

Vice President Regner stated that last spring the college saw a positive growth in enrollment, but we are down this semester along with all other community colleges in the state. She attributed this trend to an improving economy and more available jobs. She explained that internal processes within academic affairs are much improved including financial aid. Academic affairs is struggling with students trying to add hours for work. We are trying to determine why students are moving from full time to part time. We are trying to expand high school outreach through the dual enrollment program, but this program saw a 40% cut by the state, despite RCC previously doubling the number of students involved.

Trustee Cullitan asked about efforts to recruit primarily from the local community.

Vice President Regner explained we are tracking those efforts, but we did not yet have a much historical numbers to identify trends. We are increasing the number of semesters that the college does have useful data to utilize. This academic year we have initiated high school counselor breakfasts to keep them up to date at what is occurring at RCC and encouraging them give RCC a second look. The next will occur in March.

#### **Finance and Budget (VP Kevin Hepner and Glenn Lloyd, Trustee)**

Trustee Lloyd began by stating that revenue numbers in the Finance committee's report are down due to lower enrollment. However net operating funds are running ahead of projection when compared to last year. On the net income side we are ahead of projections.

VP Hepner began by explaining that he will be designing a supplement report that covers tuition, fees and financial aid. This is being done in an effort to make the finance committee report more readable. He stated that overall the college is ahead of budgeting projections. He highlighted the notes on the financial statement, focusing on capital work. He noted \$220 million of funding that the college has utilized for work on campus. He reviewed the 4 capital construction/renovation projects that will be occurring on campus with funding appropriated by the Division of Capital Asset Management (DCAMM).

VP Hepner explained that over the winter break 3 computer labs were refurnished, all the stairwells in building 3 were painted and bathrooms in building 3 were thoroughly cleaned and painted. Also during the break preparations for construction have begun in building 4, including cleaning out storage areas.

The \$2 million elevator modernization project has gone out to bid, and we are awaiting the resolution of a complaint filed to the Attorney General on sub-contract bidding. The energy project has gone out to bid, but the bids have come in significantly over budget. The college is going back over the bids with consultants and DCAM to see if the scope can be reduced. Finally the main campus renovation is pegged at \$43 million. We working with architects, and DCAM has approved the schematics and we're hoping it will go out to bid in April.

VP Hepner explained a proposed course fee proposal included in the Board member's packets. The fees are meant to offset the cost of classes with a high number of consumable equipment, such

as science labs. He worked with VP Regner and her staff to arrive at the proposed fees, which would go into effect for the fall 2016 semester and were designed by studying fees at sister institutions. This does not increase base fees, only course fees.

Upon a motion duly made by Trustee Lloyd and seconded by Trustee Martinez the Board voted to approve the proposed course fees for the Fall 2016 Semester (See Attachment 1).

Trustee Culliton asked if the college will end the fiscal year in the black.

Vice President Hepner stated presumably yes and also drew attention to the first draft of the 5 year financial projections included in the Board packet. This document is a reflection of the strategic plan approved at the last board meeting.

Trustee Lloyd urged the Board and College to pressure DCAM to ensure an inclusive, competitive bidding process for the main campus renovation contract.

**Institutional Advancement** *(VP Lorita Williams and Josiane Martinez, Trustee)*

**Vice President Williams**, began by handing out new marketing collateral pieces that highlights the community partnerships RCC has established. This is the first of two pieces we are developing. She then reported on the grant revenue coming in through the Advancement office and anticipates exceeding the budgeted revenue amount and getting closer to budget stretch goal. She provided updates on new partnership programs with CVS, St. Mary's and Colaberry. She also walked the board through the profit numbers on the Advancement offices' programs.

Vice President Williams walked the Board through the grants awarded to RCC as of Feb 1, 2016 and the number of grants that the college has applied for and are still awaiting a decision.

Trustee Lloyd encouraged the Advancement Office to keep doing what it's doing.

Trustee Culliton asked why not increase the number of students in popular non-academic programs.

Vice President Williams responded that several programs have waiting lists and they are trying to bring more capacity online as efficiently as possible. The ability to bring more students into the program is dependent on having jobs to places them into at the completion of their training.

President Roberson reminded the Board that the college is not reimbursed federally for non-academic classes and the fees charged for programs run by the advancement office are designed to cover the cost of the class.

Trustee Martinez reported on the legislative strategy for the college and the FY' General Appropriations Act. She provided a brief history of the funding of the RLTAAC and the college. With the possibility of another budget shortfall for the college the Advancement committee has come up with three (3) options for the board to consider. The college could request additional one time funding from the state, those this is not likely. The college could request that the line item

previously used to support just the RLAC be re-established. Additionally RCC will be requesting an increase in its retained revenue cap up to \$650,000 from the current \$529,000 and changes the account language to ensure the RLAC is able to generate more revenue to confront a funding shortfall which affects the RCC budget.

Vice President Hepner stated that separating the line items will demonstrate that the College's FTE costs are not being adequately funded by the state. By removing the amount needed to budget the RLAC from the college's appropriation it will show that our true budget appropriation. The true number is buried and this will un-bury it.

Vice Chairman Curry asked what the preferred options for moving forward?

Trustee Martinez stated she believes asking for the line items to be separated and increasing and amending the retained revenue cap are more likely.

Trustee Culliton asked why not hit the current retained revenue cap first.

President Roberson explained it would take additional investment to generate more funds into the retained revenue account. If we make that investment and hit the current cap anything above that is sent to the Massachusetts general fund.

Trustee Greenberg asked if we can hit the new cap amount.

President Roberson stated that with changes to the retained revenue language she is more confident in rising additional funds for the account. She stated that she has met with some legislators and so far they seem to understand the college's position.

Trustee Culliton asked when the line items were initially collapsed.

Vice President Hepner explained it was done by Governor Patrick in 2007.

Vice Chairman Curry asked if conversations had begun with the administration and what their thoughts were.

Vice President Hepner responded that conversation had begun and reminded the Board that the State Auditor had also asked for a clarification. Making these changes would be beneficial on several fronts.

Trustee Greenberg asked what was unclear in the current retained revenue language.

President Roberson stated that the current language would be interpreted to mean that fees for RCC athletic events would be part of the retained revenue income. This means the college is losing out on revenue for its own events. She stressed this is the first step in a multi-year process to solidify the finances of both institutions. She is hopeful the Massachusetts State Track Coaches Association will join the college's efforts in re-establishing the RLAC's line item and in future advocacy for funding.

Trustee Greenberg asked if there was room to reduce the RLTAAC's budget.

Vice President Hepner explained that the increase cost associated with the RLTAAC was related to depreciation expense and other allocations the college makes to keep the center running. This is the first year that the Reggie will be assessed depreciation expense.

Trustee Culliton asked what the Advancement committee was looking for in way of an approval.

President Roberson stated the current conversation was sufficient. She reminded the Board of the College's Legislative breakfast on April 12, 2016.

Vice Chairman Curry stated the Board supports the legislative strategy moving forward.

**Human Resources (HR Officer Patricia West and Mark Culliton, Trustee)**

**Patricia West** gave an update on the projects that are ongoing in Human Resources. The Board was given a copy of the presentation used at the January All College meeting. Professional development is a key priority of Human Resources. In light of the NEASC study and the strategic plan approved by the Board of Trustees HR is working to establish training sessions that meet the needs of the RCC community. Part of this effort includes the creation of an HR Dashboard. It remained a work in progress.

Trustee Culliton added that student engagement surveys were critical to ensuring that a baseline of performance and satisfaction is established at the College.

Trustee Lloyd requested that information from the HR dashboard be made a regular part of the HR report, specifically related to compliance with training mandates.

**V. Report of the President, Dr. Valerie Roberson**

Dr. Roberson began her report by informing the Board of her work as a higher education representative of the local stakeholders meeting to make recommendations on the Madison Park Technical Vocational School in Roxbury. She has also been appointed to a taskforce on campus safety & violence prevention and is the only community college representative. She anticipates this taskforce will conclude its work by June 2016.

Dr. Roberson informed the Board that the Strategic Plan approved at the November Board meeting has been submitted to the Board of Higher Education. A sub-committee of the full board (BHE) will review the plan before moving it along to the full board for final approval. She is hopeful it will be completed in time for the next meeting of the Board of Higher Education.

President Roberson then addressed an article that appeared in the January 18<sup>th</sup> edition of the Boston Globe which dealt with a State Auditor's finding that concerned the IT department at RCC. President Roberson wished to refute some misinformation contained in the article and have her comments added as part of the official record of the Board of Trustees;

President Roberson began by reminding the Board of Trustees of their meeting in August of 2015 regarding bringing Campus Works to RCC as well as discussing where the College stood in terms of its IT department. The College came to understand that by the time the data breach had occurred essential work that should have been done by our IT staff had not been done. RCC's systems were dangerously unsecure. Despite the College having paid for several upgrades to the Jenzebar system, those upgrades were never installed. The College was concerned that it did not have the right staff in place to begin the process of upgrading and securing our systems.

As with any negotiation with unionized employees, the College went through a thorough and mandated process that generally takes a couple of months as a best case scenario and in RCC's case it was protracted into 8 months before the College and AFSCME came into an agreement over concerns. There were originally 6 employees of the AFSCME union here at RCC in the IT department. They challenged the College's action on the grounds that they viewed it as privatization of service. The College did not share that view, as its only goal was to quickly resolve the IT challenges that it had been experiencing due to the vulnerability of its systems. The College felt we needed to bring in extra help to fix the problem as quickly as possible. Once the problem had been resolved RCC would identify better qualified individuals to take over the necessary IT roles. Following the complaint of members of the AFSCME union the College voluntarily went through the process for privatization of service despite the College's consistent position that bringing Campus Works to RCC was for a limited scope and not privatization.

Referencing a letter dated Nov 17, 2015 from Auditor Bump to the President's office, President Roberson stated that the College satisfied the financial requirements of the Auditor's office for its contract with Campus Works and further if the College did intend to go through with a full privatization that it should we have an open bidding process. Following a number of petitions, protests and objections the College re-approached AFSCME to inform them that the College would not privatize, and reminded them that it ever intended to pursue this route. A different solution was arrived at wherein the College would hire candidates for positions at RCC quicker than previously anticipated and that Campus Works would be utilized only in a managerial and consultant role to help the College solve the integration problems with its IT functions and that RCC was doing that as quickly as possible. President Roberson reminded the Board that the College's inability to meet many of the online reporting requirements of the federal government led to the problems the college has experienced relating to being placed on Heightened Cash Management and problems with efficiently dispersing financial aid. She stated that these problems will continue until we have the right staff in place in our IT department.

President Roberson continued, stating that it was decided that those individuals hired as RCC IT employees would fill newly designed roles. Based on our own research and best practices from other community colleges we found that the work was better suited to roles in the MCCC union which already has a presence on campus. We are now advertising for 3 MCCC positions and 1 Non Unit Professional position. We have reduced the amount of work needed across the college. The work being done by Campus Works involves redesigning and reintegrating our systems. When that work is completed they will leave RCC.

Again referring to the Auditor's letter the President noted that public higher education institutions are exempt from procurement regulations. The temporary Campus Works contract did not have to bid out. She thanked the Board for allowing her to set the record straight concerning the Auditor's concerns over RCC's use of Campus Works.

Lastly, the President informed the Board of two upcoming dates. On Tuesday April 12<sup>th</sup> RCC will host a legislative breakfast for area legislators. This will take place in the Great Room at 7:30 AM. On Thursday April 7<sup>th</sup> beginning at 1:30 PM RCC will be holding a campus celebration to mark the beginning of several campus wide construction and renovation projects. She hoped board members could attend both ceremonies.

**VI. Report of the Chairman, Michael Curry (Acting as Chair)**

Vice Chairman Curry informed the Board that due to Chairman Chertavian's absence there would be no formal chair's report. He did make a statement concerning comments made during the public comment portion of the meeting. He noted that several of the community members who spoke or came to listen had since left the meeting. He stated that the members of the Board of Trustees take very seriously the autonomy and reputation of this board. He stated there are no designs for outside groups to take control of RCC.

There was no new business or need for executive session.

**VII. Adjourn**

**7: 34 PM**



# Attachment 1 – Resolution 1

## Roxbury Community College Student Fee Increase Proposal

In order to improve the effectiveness of the Roxbury Community College Radiologic Technology Program the staff of the program is recommending the implementation of two sets of tools to help better prepare students for successful completion of the Registry exam.

The first tool is the St. Catherine University developmental testing program. This is a series of Registry review exams for our senior students to prepare for the registry. Many programs are using this developmental testing program. The cost is based on the number of students using the program and the number of months.

The second tool is the Trajecsys report system – this is radiography clinical recordkeeping in the cloud. All of the clinical papers – two inch binder worth – would be paperless. The clinical instructors would need less time for filling out forms and we can track the student in real time. There are many colleges using this already and it was initially developed for Radiologic Technology Programs but it is also being utilized by other health science programs. We recently met with a representative and everyone is very excited about the possibility of being able to use this program at RCC.

Proposed new fees:

Testing prep fee: \$27 per semester for radiology technology students in their senior year (beginning in September of 2016)

Trajecsys fee: \$37.50 per semester for all radiology technology students beginning in summer of 2016. This fee will be billed directory by the company to the student and collected through the book store.

This resolution is for the approval of an amendment to the Fee Schedule for the fees charged for credit and noncredit programs offered by the college.

WHERE AS:

- An annual review of fees are both appropriate and prudent to ensure compliance with all pertinent Commonwealth legislation and policies; and
- It has been determined that adding additional support tools for the radiology technology program would improve student success.

NOW THEREFORE,

It is resolved that the Roxbury Community College Board of Trustees has approved the addition of two new fees for the Radiology Technology program to the Fee Schedule which shall be effective beginning with all summer of 2016 course offerings. The President or her designee shall take the necessary steps to implement the Fees as voted.