

Roxbury Community College
Board of Trustees
Gerald Chertavian, Chair
Meeting Minutes
November 14, 2017

Board of Trustees Members:

Present: Mark Culliton; Amanda Fernandez; Israul Marrero; Betty Francisco; Jeff Greenberg; Josiane Martinez; Amanda Schaefer; Chrystal Kornegay

Absent: Gerald Chertavian, Sheriff Tompkins, Remmianna Hearn

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:

Trustee Culliton, acting as chair, called the meeting to order at 6:01 PM. A moment of silence was observed for Julius (Jack) Herbin and Luis Marrero.

II. Approval of Minutes: June 20, 2017

By a motion of Trustee Fernandez and seconded by Trustee Culliton the minutes were approved.

III. Public Comment

There were no guests requesting to address the Board.

IV. Audit Presentation

David DiIulis, O'Connor & Drew began by introducing his colleagues Emily and Keith. He indicated they had good news to share. The College in compliance with the reporting deadline this year for financial statements. O'Connor & Drew began in May/June to begin the planning for the audit. The financial statement component of the audit was completed in September. There have been significant improvements from last year. Once approved the final audit will be sent to the state. He read the required communications then discussed the financial statement broadly. He did note that this year they did have audited numbers from the RCC Foundation Board but these are not the final FY'17 numbers and the final audit was sent unmodified. There were no significant deficiencies in the internal control report. There were no disagreements from RCC management. The capital asset amount increased by \$20 million, and the pension liability went down \$450,000. Overall the College is down to 4 single audit findings from 12 findings last year. There will be another liability placed on the pension for next year as a result of state action on OPEB liability. The College's heightened cash management status continues to account for some of the remaining findings.

President Roberson indicated that the College will be requesting that it be removed from HCM2 status.

Mr. DiIulis thanked the administration for their cooperation.

Trustee Greenberg complimented Vice President Hepner and the Financial Aid Office on their success in reducing deficiencies.

President Roberson thanked the team from O'Connor & Drew.

Vice President Hepner reminded the board that a vote was necessary to accept the audit report. He explained that this was a completed report, despite the absence of Foundation Board data.

By a motion made by Trustee Fernandez and seconded by Trustee Martinez the Financial Statement Audit was approved unanimously with an amendment noting approval is contingent on approval by the RCC Foundation Board for their numbers.

V. Trustee Presentation

Departing Trustee Michael Curry offered remarks on his tenure as an RCC trustee. He commented that the school had come a long way under Dr. Roberson's tenure. He first came onto the board at the invitation of Governor Patrick during a time of trouble for the campus. He mentioned growing up nearby and knowing the tremendous impact the College has had on the Roxbury neighborhood. He has been a critic of nonprofit boards where members don't engage and he knows that this has never been a problem on the RCC board. Even at times when he's bumped heads with other members and staff, he knew that every member there was dedicated. He was still excited Dr. Roberson was here and said he's only a call away if she or the board need anything.

Trustee Culliton presented Trustee Curry with a certificate honoring his service. All trustees joined in thanking Michael for his service and commitment.

VI. Committee Reports

Academic and Student Affairs (VP Cecile Regner)

Vice President Regner began informing the board that SGA president William Reyes resigned his seat to focus on school work and Vice President Denise Williams has assumed the role of president.

She then presented an enrollment report to board members using data from the Department of Higher Education. She noted the integrity of our data has been in struggle for the 4 years she has been here, but she is confident in at least the last 2 years of data. Data before this time is more difficult to re-create as policies on reporting were very fluid and contradictory. She also provided that Massachusetts does not have an official reporting date for data, thus making comparison of

data between schools problematic. The numbers provided for fall 2017 are preliminary based on RCC's reporting date.

Concerning those numbers she stated we are down 25 to 30 percent in instructional space due to renovations and construction. In response the College is doing more with less, including expanded scheduling to have the same number of seats.

She also walked the board through national enrollment trends and how the factors involved are related to RCC's enrollment. She also spoke of positive factors like the opening of the Health Sciences building as well as the Student Commons.

Trustee Fernandez asked if the school marketed to parents.

VP Regner responded that we market to households and visit Boston Public High Schools as often as they allow us along with other community based organizations. Literature is sent to tens of thousands of homes in our immediate community.

Trustee Culliton asked if the numbers were concerning to VP Regner and what were her plans to rectify them?

VP Regner responded that there were a number of retention initiatives the College is using and the data from these efforts has driven personnel decisions in order to devote resources to proven programs. The enrollment center is at full strength. She noted early registration began this week for the spring 2018 semester. The full capacity of the school is 3,000 students for traditional learning, but improvements to the IT system translate into opportunities for online learning as well.

Finally VP Regner stated she could use 3 to 4 more full-time counselors to keep pace with the number of events we are asked to participate in. Advising is also an area we are struggling with to get better student to adviser ratios, which is a retention issue. An open house is being planned for the new library to invite community members to campus.

VP Regner thanked the board for their attention to the report.

Institutional Advancement *(Vice President Lorita Williams)*

Vice President Williams began by presenting enrollment information for the non-credit side of the campus. She noted the difference between Corporate and Community Education as compared to the Life Long Learning and presented year to date numbers on enrollment and revenue. The phlebotomy program remains quote popular, in addition to ESOL numbers.

Trustee Martinez asked for demographic data on who was enrolling in ESOL classes.

VP Williams noted there were large numbers of immigrants and skewed more toward Latinas. ESOL is often a bridge between the credit side and non-credit side.

Trustee Fernandez asked what the level of education of enrollees was.

VP Williams responded she did not have that data immediately available but they work to encourage transfer to the credit side.

VP Williams then asked the Board to approve updated fees for the Reggie Lewis Center, noting that subsequent discussions with the Massachusetts High School Track Leagues had rendered some of the potential fees approved in February of 2017 to be no longer needed. This is in addition to approving an athletic training fee not previously approved. The athletic trainer fee is in keeping with state standards and is an amount the leagues are accustomed to paying. Finally the resolution also codifies rates for banner advertisements in the Reggie Lewis Center.

By a motion of Trustee Fernandez and seconded by Trustee Greenberg the motion was passed unanimously.

Lastly VP Williams presented to the Board a proposal for the creation of an advisory committee for the Reggie Lewis Center that would advise the Board of Trustees. She indicated that the College was meeting with several stake holders to get their feedback before it returns in February for a final approval.

Trustee Martinez asked how much this committee would be involved in determining priority use of the center.

VP Williams responded that it would not, it only acts in an advisory capacity twice a year.

President Roberson reminded the board that this was a good faith effort to address the concerns of legislators who were considering the creation of a separate board.

Administration & Finance *(Vice President Hepner)*

Vice President Hepner began by referring the Board to the 1st quarter financial report. He noted the income statement which has new coding to assist new trustees with understanding the financial accounting of the College in relation to aid from the federal government.

He explained the state's changes to the process to apply for FY'19 capital funds noted the board must approve the submission due in December. This approval is in the form of a resolution.

By a motion of Trustee Greenberg and seconded by Trustee Kornegay the motion was passed unanimously.

Human Resources *(HR Director Patricia West)*

Director West introduced new employees who have joined the College since the September board meeting.

VII. President's Report

The President began by reminding the board that the new Board Retreat date was February 2, 2018 and was excited to engage with new and old trustees and discuss committee assignments and function.

She also informed Trustees that there would be an upcoming conference in December hosted by the Department of Higher Education, including a new trustee's orientation. This is in addition to the American Community Colleges Trustees conference occurring in February of next year. This could be a new way to tap into federal grant funding.

She also provided an update from NEASC, concerning the lingering concerns from our 2015 site visit. The president of the Higher Education Commission from NEASC had reached out to Dr. Roberson in late October to inform her that only 1 concern remains from the initial 5. That concern is financial stability, which the College is working to address through removing the HCM2 status. However, NEASC is now concerned about retention and completion numbers for community colleges. We will be receiving a new concern for not meeting a 15% graduation rate for first-time, full-time students. This is a small population here at RCC so the measure has a lot of variance to it. The College will need to have another site visit to review out strategies for increasing our retention rates. The good news is that it's a small population we will have to work with to see improvements.

Finally, the College was recognized as one of the top 100 CLEP centers in the nation.

VIII. Executive Session

There was no need to enter executive session. Trustee Culliton, acting as Chair, wished the general public a good evening and thanked them for their attendance.

IX. Adjourn

8: 06 PM

Roxbury Community College

Board of Trustees

November 14, 2017

RESOLUTION

This resolution is for the acceptance of the Audited Financials of the College for Fiscal Year 2016, from July 1, 2016 until June 30, 2017, 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 2016 is accepted, pending final approval from the Roxbury Community College Foundation Inc, for the purposes of the final FY 2017 numbers.

Roxbury Community College

Board of Trustees

November 14, 2017

Resolution

This resolution is for the adoption of amendments to the facility advertising and rental fee schedule approved on February 21, 2017.

WHERE AS:

- A facility rental fee schedule was approved by the Board of Trustees on February 21, 2017; and,
- Amendments must be made to this schedule to allow the College to collect mutually-agreed upon fees from MA high school track leagues; and,
- Amendments must also be made to the rates at which organization can hang banner advertisements in the field house.

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees that the attached amendments to the Fee Schedule shall be effective for all contracts entered into as of November 1, 2017. The President or her designee shall take the necessary steps to implement the Fees as voted.

Roxbury Community College
Amendments to Space Rental & Advertising Fees

League Meet Fees

3-4hrs High School League Meets:

3-6 teams	\$ 600.00
7-9 teams	\$ 900.00
10 or more teams	\$1,100.00
1 Day/Weekend H.S. Championship/Invitational *	\$1,500.00

*Utilities, Event Staff, Security, Custodians & other Operational needs are additional and billed @ hourly at market rate.

Athletic Trainer: \$40.00 per hour

RLTAC Fieldhouse Banner Advertisements:

Platinum Level	\$7,5000 per year – 14'x7' banner
Gold Level	\$5,000 per year – 12'x6' banner
Silver Level	\$2,500 per 6 months – 12'x6' banner
Expo Space in Main Lobby	\$1,000 per day

Roxbury Community College

Board of Trustees

November 14, 2017

Resolution

This resolution is for the adoption of Roxbury Community College's application to the Division of Capital Asset Management & Maintenance for the Major Grant program.

WHERE AS:

- The Division has requested of all campuses complete a plan to address capital needs; and,
- The College, under the direction of President Roberson, has prepared an application and is prepared to submit such a report; and,
- Said application requires approval by the Board of Trustees; and,
- Such a plan will enable the College to address critical capital needs that were not covered in the current renovations; and,

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees that the attached application to the Division of Capital Asset Management & Maintenance be approved for submission. The President or her designee shall take the necessary steps to ensure the application is submitted within a reasonable timeframe.