

**Roxbury Community College**  
**Board of Trustees Meeting**  
Steven Tompkins, Chairman

**Agenda**

1. Call to Order
2. Welcome and Introductions
3. Report of the Student Trustee, Ms. Fantasia James
4. Report of the President, Dr. Valerie Roberson
5. Public Comment
6. Consent Agenda
7. Report of the Chairman, Sheriff Steve Tompkins
8. Executive Session
9. Adjournment

**Roxbury Community College  
Board of Trustees  
April 21, 2020**

**RESOLUTION**

This resolution is for the approval of the procedures provided by the Roxbury Community College Foundation for implementing the Public Higher Education Endowment Incentive Program.

**WHERE AS,**

- In accordance with Massachusetts General Laws, Chapter 15A, Section 15E, and Chapter 142 of the Acts of 2019, there is reestablished the Public Higher Education Endowment Incentive Program (“Program”).
- The Program shall be administered by the Roxbury Community College Foundation (RCCF) as defined in Massachusetts General Laws, Chapter 15A, Section 37, in accordance with the guidelines issued by the Massachusetts Board of Higher Education.
- The RCCF is required under the Acts of 2019 to have written procedures to administer the matching funds and to seek approval of these procedures by the Board of Trustees of the College by June 15, 2020.

**NOW THEREFORE,**

It is resolved by the Roxbury Community College Board of Trustees to approve the procedures developed by its Foundation to administer the Program pursuant to Massachusetts General Laws, Chapter 15A, Section 15E, and Chapter 142 of the Acts of 2019 and the Board of Higher Education’s Endowment Incentive Program Guidelines as presented.

# **Roxbury Community College Foundation**

## **Procedures for Implementing the Public Higher Education Endowment Incentive Program**

### 1. Introduction

These Procedures for Implementing the Public Higher Education Endowment Incentive Program are made and adopted by the Board of Trustees of Roxbury Community College pursuant to Chapter 15A, §15E of the General Laws and Chapter 142 of the Acts of 2019. Their purpose is to implement the Public Higher Education Endowment Incentive program (the “Program”) that is constituted by Chapter 15A, §15E and Chapter 142 of the Acts of 2019; and they are to be interpreted and applied consistently with the requirements of those statutory provisions and the guidelines promulgated by the Board of Higher Education. It has been declared to be the policy of the Commonwealth to encourage private fundraising by the Community Colleges and to assist such fundraising through a matching program to be known as the Public Higher Education Endowment Incentive Program, which shall not result in direct or indirect reductions in the Commonwealth’s appropriations to the Colleges for the operations or for capital support.

### 2. Maintenance of the Endowment

#### (a) The Foundation Endowment

As a condition of its being granted and retaining certification under Chapter 15A, §37(a) of the General Laws, Roxbury Community College Foundation (the “Foundation”) shall maintain one or more trust funds or trust accounts that shall (collectively) denominate the Roxbury Community College Foundation Endowment Fund. All monies and other assets held in or upon the terms of such Fund shall, as a condition thereof, be held and applied (by gift to the College or otherwise) for academic purposes approved by the Roxbury Community College Board of Trustees.

A \$1 match for every \$2 generated from new endowment pledges made and accepted in accordance with the Case Management and Reporting Standards and Management Guidelines for Educational Fundraising after July 1, 2019 and before June 30, 2021, subject to the following requirements will be eligible:

- 1) for a new endowment donor (defined as a donor who has not previously pledged endowment funds during the past three fiscal years) the full amount of said donor’s pledges made and accepted during the relevant time period is eligible for the match;
- 2) for a prior endowment donor (defined as a donor who has previously pledged endowment funds during the past three fiscal years), the amount of eligible matching funds shall be limited to the amount of said donor’s pledges made

and accepted during the relevant time period that exceeds the average donation amounts from said donor during the past three fiscal years.

(b) Definition: “Academic Purposes”

The phrase “academic purposes” shall have in these Procedures the meaning ascribed to it by Chapter 15A, §15E of the General Laws and Chapter 142 of the Acts of 2019. A gift made to the College or to the Foundation endowments for academic purposes shall include, but not be limited to, a gift given in to an endowment in support of any of the following:

- (i) student scholarships;
- (ii) endowed professorships, STEM programming, or chairs;
- (iii) the acquisition of library holdings, laboratory equipment and other materials and equipment that support or facilitate teaching, learning, study, research or the like;
- (iv) the acquisition or development, including the construction of classrooms, laboratories, libraries, study halls or any other like facilities that support or facilitate teaching, learning, study, research or the like;
- (v) teaching, practica, lectureships, visiting professorships and like activities and programs;
- (vi) research and other scholarly activities undertaken by members of the faculty, by other members of the professional staff or by students;
- (vii) programming in the arts and humanities;
- (viii) funds to increase diversity and inclusion on public higher education campuses;
- (ix) funds that increase persistence and completion rates;
- (x) funds that encourage innovative financial aid strategies, including income share arrangements;
- (xi) early college programs; and

In addition, the Board of Higher Education may, at its discretion, approve such other purposes that may be proposed by a public institution of higher education, provided that the institution can

demonstrate that the proposed purpose is: 1) consistent with system-wide goals and campus mission statements; and 2) the campus proposal is supported by measurable goals and metrics.

3. Donations Eligible for Matching Funds

(a) Donations to the College

The Board of Trustees, at its sole discretion, shall decide whether to accept or to decline to accept every gift, testamentary or other, that is proffered to the College for any trust or other account therein of which the Board of Trustees is trustee or custodian. As a condition of its accepting any such gift, the Board of Trustees may, upon such terms as are acceptable to it and to the donor, undertake to preserve the donor's anonymity consistently with the requirements of the law, and it shall thereafter do all such things as are lawful and appropriate to honor its undertaking.

Unless in any particular case a donor shall otherwise require or the Board of Trustees shall otherwise determine, the College may receive, upon the terms of such trust or other account therein as is appropriate, every gift of money or other property that is required or permitted to be made exclusively for academic purposes. An accurate record shall be made of every donation, which record shall identify the donor or donors of the gift, the amount or value thereof, the date of its acceptance and the date of its receipt, the nature of the gift (whether restricted or unrestricted), and where applicable, the terms of any restriction; such record shall contain such additional information as the Board of Trustees may think appropriate. Every record shall be kept so that the anonymity of any donor requesting the same shall be preserved.

Within sixty (60) days following the close of each quarter of the Commonwealth's fiscal year, the President shall make to the Board of Trustees of the College a report containing a summary of the aggregate value thereof, of all donations made that are eligible for matching funds during the whole of such quarter; provided only that the report so made the following close of the fourth quarter of each such year shall contain as well a summary record, with a statement of aggregate value thereof, of all donations made that are eligible for matching funding during such year. Each such report shall contain such additional information as the Board of Trustees may require. Nothing in this paragraph shall require, authorize or permit the disclosure, at a public meeting of the Board of Trustees or otherwise, of the identity of any donor whose donation is or was conditioned on the preservation of his, her or its anonymity.

(b) The Foundation Endowment

Every person soliciting funds or any other thing of value on behalf of the Foundation shall, when doing so, conspicuously disclose to the potential donor (I) that the donation sought is sought as one to be made for the benefit of the College through the

Foundation and not directly to the College, and (II) that the donor's identity will not be publicly disclosed if the donor makes a written request to that effect.

The Foundation, at its sole discretion, shall decide whether to accept or to decline to accept every gift, testamentary or other, that is proffered to it for its Endowment Fund or for any other trust or account therein of which it is trustee or custodian. As a condition of its accepting such gift, the Foundation may, upon such terms as are acceptable to it and to the donor, undertake to preserve the donor's anonymity consistently with the requirements of law, and it shall thereafter do all such things as are lawful and appropriate to honor its undertaking.

Unless in any particular case a donor shall otherwise require, the Foundation may receive and hold in its Endowment Fund, upon the terms of such trust or other account therein as is appropriate, every gift of money or other property that is required or permitted to be used exclusively for academic purposes. An accurate record shall be made of every donation, which record shall identify the donor or donors of the gift, the amount or value thereof, the date of its acceptance and the date of its receipt, the nature of the gift (whether restricted or unrestricted), and, where applicable, the terms of any restriction; such record shall contain such additional information as the Foundation may think appropriate. Every record shall be kept so that the anonymity of any donor requesting the same shall be preserved.

Within sixty (60) days following the close of each quarter of the Commonwealth's fiscal year, the Foundation shall make to the President of the College a report containing a summary record, with a statement of the aggregate value thereof, of all donations made that qualify for matching funds during such quarter; provided only that the report so made following the close of the fourth quarter of such year shall contain as well a summary record, with a statement of the aggregate value thereof, of all donations made to the Foundation's Endowment Fund during the whole of such year. Each such report shall contain therein such additional information as the President of the College may require. Nothing in this paragraph shall require, authorize or permit the disclosure of the identity of any donor whose donation is or was conditioned on the preservation of his, her or its anonymity.

4. Certification to the House and Senate Committees on Ways and Means via the Board of Higher Education

Not less frequently than annually, the Treasurer of the Foundation shall make and submit to the President of the College a statement certifying the aggregate value of all donations made for academic purposes to the Foundation's Endowment Fund. Not less frequently than annually, the Board of Trustees shall make and submit to the Board of Higher Education a statement certifying the aggregate value of all donations made for academic purposes that are eligible for matching funds during the fiscal period (annual or other) to which the statement pertains. Every such statement shall conform to the requirements of Chapter 15A, §15E of the General Laws and shall contain such information in support thereof as the Committees may require.

Every such statement shall be made and submitted so that the anonymity of any donor requesting the same shall be preserved.

5. Delegation

The Board of Trustees may at any time and from time to time delegate to the President of the College the authority to do anything or make any decision that it is required or permitted to do or make under these Procedures; provided only that the statement required to be made pursuant to paragraph 4 shall in all cases be made by the Board of Trustees unless the provisions of Chapter 15A, §15E, otherwise permit.

6. Amendments

The Procedures may be amended by the Board of Trustees.

7. Filing

A copy of these Procedures shall be filed with the House and Senate Committees on Ways and Means no later than June 15, 2020. Any amendments thereto shall be filed when adopted.

Donations Eligible for the Massachusetts Endowment Match Incentive  
April 21, 2020

Donation Purpose	Amount
Student Support	\$ 75,700.00
STEM	\$ 6,000.00
Haynes Family	<u>\$245,027.91</u>
Total	\$326,727.91



**Roxbury Community College**  
Board of Trustees  
May 12, 2020

**RESOLUTION**

**Minutes, February 18, 2020**

***WHERE AS,***

Roxbury Community College Board of Trustees maintains minutes of all meetings in compliance with the Massachusetts Open Meetings Act.

***NOW THEREFORE,***

It is resolved by the Roxbury Community College Board of Trustees to approve the Minutes of the Board of Trustees, February 18, 2020 as presented.

**Roxbury Community College**  
**Board of Trustees**  
**Summary**  
**February 18, 2020**  
**6:00PM**

**Board of Trustee Members Present:** Steven W. Tompkins, Fantasia James, Amanda Fernandez, Mark Culliton, Betty Francisco, Sheriece Perry, Israul Marrero, Amanda Schaeffer

**Absent:** Josiane Martinez

**Guests:** John McColgan, Chair Department of Mathematics;

**RCC Cabinet:** Valerie Roberson, President; Kimberly Rogers, Vice President Academic Affairs & Student Affairs; Kevin Hepner, Vice-President, Administration and Finance; Cecile Regner, Vice President, Institutional Effectiveness; Mishawn Davis-Eyene, Executive Director, Development

**CALL TO ORDER**

The meeting was called to order by Chairman Tompkins.

**MINUTES**

The Board voted unanimously, and by acclamation, to approve the Minutes of the September 26, 2019 meeting and the Minutes of the November 19, 2019 as presented.

**REPORT OF THE CHAIRMAN**

Chair Tompkins reported that he accepted the Bellwether Finalist Award for 2020 on behalf of Roxbury Community College, February 1, 2020. RCC earned the award for its innovation in the category of Instructional Programs and Services for the Co-Requisite Mathematics curriculum. The Bellwether Award recognizes RCC as a leader among community colleges in the US. Chair Tompkins congratulated the faculty and administration for their work, and expressed his confidence in the forward progress. Chair Tompkins encouraged the trustees to carry this good work forward. Professor John McColgan, Chair of the Math Department was recognized for the excellent work of the faculty.

Chair Tompkins announced the end of the term of Trustee Josianne Martinez, and thanked her for the tireless work on the board. Chair Tompkins welcomed new trustee, Shereice M. Perry, Esq.

The Board voted unanimously, and by acclamation, to approve the Resolution - Revision of the Board of Trustee By-Laws.

The Board voted unanimously, and by acclamation, to approve the Resolution - Election on the Board Officers.

### **STUDENT TRUSTEE REPORT**

Trustee Fantasia James she noticed a change in the campus climate in a positive direction. She highlighted Tiger Club babysitting during BPS vacation week, OER and the Suggestion Box.

### **BOARD COMMITTEE REPORTS**

#### Academic & Student Affairs

Dr. Kimberly Rogers, Vice President for Academic & Student presented the update for the Academic & Student Affairs. This report included the JrCERT site visit for the Radiological Technology Program; Rowland Foundation Grant to address food insecurity; Smart Building Technology Ribbon Cutting; Colvin Hotels contract training; RCC student finalist for Jack Kent Cooke Foundation scholarship.

The Board voted unanimously, and by acclimation, to approve Resolution New Program Intent to Offer.

#### Institutional Effectiveness

VP Regner presented student demographic data, enrollment and outreach activities. Assistant Kandley Val answered questions related to outreach to men of color. General discussion on data to improve recruitment, completion and effectiveness metrics.

#### Human Resources

President Roberson introduced new employees Danielle Freeman (IT), Darryl Dauphin (IT), and Sarah Montoya (Early Childhood Education)

#### Finance & Administration

Kevin Hepner, Vice President for Finance & Administration presented the first quarter Financial Reports. General discussion regarding progress toward meeting fiscal goals.

The Board voted unanimously, and by acclimation to approve Resolution to accept additional grant revenues for FY20.

The Board voted unanimously, and by acclimation, to approve Resolution FY21 Fee Schedule.

#### Development

Mishawn Davis-Eyene, Executive Director of Development presented an update on fundraising and grant activity.

The Board voted unanimously, and by acclamation, to approve Resolution Gifts Received September 1, 2019 – January 1 2020.

The Board voted unanimously, and by acclamation, to approve Resolution RCCF Memorandum of Understanding.

**PUBLIC COMMENT**

Public comments were presented by Mr. Kodjo Agblekpe; Ms. Barbara Washington.

**PRESIDENT’S REPORT**

Dr. Valerie Roberson reported on NECHE accreditation; Community Relations; Partnerships with Business and Industry; Black History Month celebration; Growth in Student Engagement Activities. Dr. Roberson informed the board on upcoming media and public speaking events. President Roberson recognized the accomplishments of Phi Theta Kappa and earning the REACH 2020 Award. She informed the board about the upcoming visit of the Commonwealth Education Committee delegation.

**ADJOURNMENT**

The meeting was adjourned by Chair Tompkins at 8:05PM. The Board voted to go into Executive Session.

There was need for the Board to go into Executive Session. Roll call vote was conducted:

Steven W. Tompkins	Yes
Amanda Fernandez	Yes
Mark Culliton	Yes
Betty Francisco	Yes
Sheriece Perry	Yes
Israul Marrero	Yes
Amanda Schaeffer	Yes
Fantasia James	Not present. Excused to attend to family matter.

**Roxbury Community College**  
**Board of Trustees**  
**Report of the Student Trustee**  
**May 12, 2020**

Good evening, my name is Fantasia James. I am serving as the RCC Student Trustee for the 2019-2020 academic year. Serving as the Student Trustee has given me the opportunity to represent student concerns at RCC and learn from student trustees across the Commonwealth. Thank you for this opportunity to share my reflections on the past academic year.

**ACCOMPLISHMENTS**

1. Increase in OER – free Open Educational Resources to save students money
2. Tiger Club – free babysitting during BPS school holidays to support student-parents attend classes
3. Students are working hard to complete this semester while the school is forced in remote learning due to COVID-19
4. IT has been a great support to RCC students in making sure that remote learning is a success and bridging the gaps of miscommunications between students and faculty

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**ISSUES FOR FUTURE BOARD CONSIDERATION**

1. *Reopening under COVID-19*
2. Student and faculty support post COVID-19
3. Revisit policy on grading policy and grade audit regulations
4. Update student emails to make sure all are receiving School communications
5. Student Trustee should have access to student email for student engagement, student issues and to back up faculty and student communications
6. Signage for the reopening of the cafeteria is important because there are foods mixed with pork(i.e. the chicken tenders) Students have the right to know what's in their food for both nutrition and religious reasons

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Thank you to Chairman Tompkins and all of the Board members for your hard work and mentorship.

This concludes my report.

## Academic and Student Affairs Update—May 2020

### Overview

- Course Conversion to Remote Learning
  - 100% of credit courses converted to remote learning as a result of COVID- 19.
  - 82% of noncredit courses made the conversion. Courses that require a hands-on component (phlebotomy, medical assisting) could not be converted.
- Faculty and Staff Training
  - Approximately 30 virtual training sessions were provided to faculty and staff to prepare for remote learning.
  - Faculty have engaged in peer mentoring to support each other by sharing materials, leading virtual training sessions, and providing one-on-one individualized tutoring.
- Academic Support
  - Tutors have provided 361 appointments remotely and via Zoom
  - Librarians provide reference services virtually, in real time via chat
  - The College purchased 50 hotspots for individuals without internet access
  - Student Accessibility Services (91) has checked in with students via email, Zoom, and Google Voice.
- Other Supports/Webinars
  - The Community College Credit Building Initiative (CCCBI), a partnership between the United Way and RCC, kicked off the week of April 27<sup>th</sup>. CCCBI will hold webinars twice/week entitled, "Improving your Money Management Skills During this Difficult Time".
- Campus Services
  - Advising has conducted more than 200 online, video, and phone appointments.
  - Admissions holds regular online information sessions.
  - Financial Aid assists with the FAFSA via Zoom, processed spring disbursements.
  - Testing will offer college placement testing remotely, effective May 4, 2020.

\*\*\*Commencement has been postponed until December 4, 2020.

### Student Engagement

- The Student Government Association continues its regular meetings, remotely.
- Student Clubs (Science Club, Phi Theta Kappa, Sister 2 Sister, Anime) meet remotely.
- Students have engaged in virtual activities such as Hogwarts Virtual Escape Room, Bingo Quarantine Style, and a Poetry Slam
- 5 Health and wellness newsletters have been created by Assistant Dean Jelani Townsell
- Creation of an E-sports platform: 19 students are participating in the group

### Radiologic Technology Program Update

- The College has submitted its response to the report of findings by the radiologic technology accrediting agency, Joint Review Committee on Education in Radiologic Technology (JRCERT) that arose from the unannounced site visit in February 2020.
- The new program director for radiologic technology will join the College officially on June 1, 2020, but has provided support to the program on a contract basis since March 2020.

### Nursing Program Update

- The Director of Nursing resigned April 3<sup>rd</sup>. The search for a new director is underway.

- Work on the initial application to BORN continues with a consultant to enable the College to submit in a timely fashion after a new director is on board.
- 100% pass rate for students who took the NCLEX from January 1-March 31, 2020.

#### Smart Building Technology Program

- Building Operator Certification (BOC) courses were converted online; RCC is the first college in the US to offer BOC as an online program. Two additional online BOC cohorts are scheduled in May 2020.
- Leadership in Energy and Environment Design (LEED) and WELL certification classes are being converted to online offerings.

#### Center for Workforce Development

- RCC will participate in a national pilot with Google and Jobs for the Future to train 12-15 students as IT Help Desk technicians. Training will begin in the fall.
- RCC will partner with Massachusetts Rehabilitation Commission to create a CISCO Certified Network Associate (CCNA®) for individuals with disabilities. This program will launch in September 2020.

#### Student Achievements

- A week-long Social Media Campaign to celebrate RCCs Phi Theta Kappa All MASS Team (week of April 27, 2020)
- Internship Showcase will take place on May 8, 2020 via Zoom.
- Student Honors Project presentations are scheduled for the week of May 11, 2020.
- The Student Awards Celebration will take place on May 11, 2020.

#### Grant Funding

- The Rowland Foundation awarded RCC an additional \$25,000 as emergency assistance to students during the COVID-19 pandemic.
- The Louis Stokes Alliance for Minority Participation (LSAMP) program grant, which aims to increase the numbers of students of color in STEM, is permitting RCC to redirect \$10,000 towards the purchase of laptops that the student participants can keep.



**YOUR FUTURE  
IS OUR FOCUS**

**ROXBURY**  
COMMUNITY COLLEGE

# Roxbury Community College: A Community Resource Committed to Serving All, During and After the COVID-19 Pandemic

Roxbury Community College (RCC) is an educational institution dedicated to providing opportunities to all learners, regardless of educational past. The College's 16-acre, 6-building campus includes the Reggie Lewis Track & Athletic Center, and the College is committed to using all facilities and resources to support community needs. RCC responded to the COVID-19 pandemic by transitioning all spring courses to remote learning. All summer courses will be offered online, to minimize on-campus foot traffic during the summer months.

RCC's goal is to aid our community to recover from the economic effects of COVID-19 by remaining accessible and affordable to all, offering high-quality instruction and job training, and providing robust community resources.

RCC has made a remarkable shift to convert to remote operations and instruction. We've successfully:

- Provided countless hours of training to faculty and staff;
- Converted all courses to remote learning to support the students currently enrolled;
- Used technology to continue providing our students with connections;
- Provided computers and hotspots to students in need; and
- Continued to engage students and community members to understand the issues, and to provide information on available resources and options for economic recovery.

It is anticipated that Federal Stimulus funds will provide only half of the costs of this nearly \$2M effort.

## Invest Now for Economic Recovery Later

Now is the time to further investments in community colleges, like RCC. History shows that recovery from recessions requires individuals to be retrained and retooled for where the new jobs are. RCC is poised to assist individuals to prepare for the jobs that our community needs, including healthcare workers and other first responders. RCC also provides entrepreneurs with the skills to sustain their businesses, and recover fully from the effects of this health crisis.



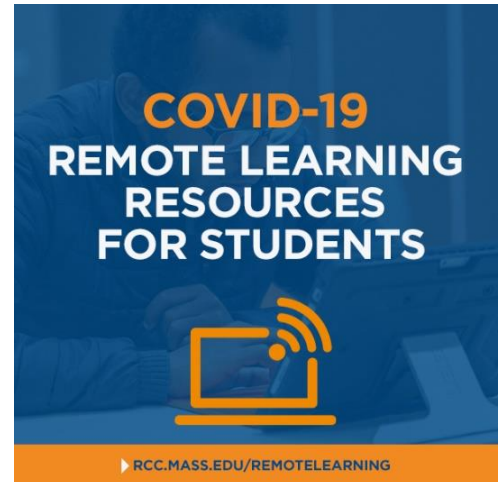


# Communications, Marketing & External Affairs Board of Trustees Report, May 2020

Although the COVID-19 pandemic has presented a plethora of unforeseen challenges, the Office of Communications, Marketing & External Affairs has remained flexible and nimble. Under the leadership of Dr. Valerie Roberson, the Office has effectively informed internal and external constituents, modified the summer marketing plan to reach a broader audience, pivoted the focus of the WCVB campaign, and continued to prioritize engagement with community partners.

## COVID-19 Communications

- Beginning the first week of March 2020, the College added a COVID-19 notification bar with links to the RCC Coronavirus page, the CDC website, and the MA Department of Public Health website. This notification will remain in place until the pandemic has passed.
- All COVID-19 communications to faculty, staff, and students can be viewed at [www.rcc.mass.edu/coronavirus](http://www.rcc.mass.edu/coronavirus).
- All remote learning resources available to students are located at [www.rcc.mass.edu/remoteteaching](http://www.rcc.mass.edu/remoteteaching).



## Media Placements

RCC signed a contract with Teak Media in January 2020 to increase earned media and brand awareness. This bulleted list includes all media placements facilitated by Teak, from January 2020 – present:

- [BNN interview, Dr. Valerie Roberson](#) - promoting Center for Smart Building Technology Ribbon Cutting - January 31, 2020
- [Baystate Banner](#) – Article on Center for Smart Building Technology Ribbon Cutting Ceremony - February 5, 2020
- [Boston Herald](#) – Article includes information on Roxbury Community College’s response to Coronavirus - March 28, 2020
- [The Boston Globe](#) – Article used RCC as an example of how community colleges are loaning laptops, tablets, and internet hot spots to students – April 5, 2020
- [The Boston Business Journal](#) – Article quoted Dr. Valerie Roberson on the challenges presented by COVID-19 and how RCC is making plans to offer some summer classes remotely – April 7, 2020
- [BNN interview, Dr. Valerie Roberson](#) - Discussion on how the College is handling the COVID-19 pandemic.
- [Comcast Newsmakers interview](#) - Dr. Valerie Roberson – interview provided a broad overview of academic programs and services at RCC, highlighting affordability – filmed in early March 2020, aired April 13, 2020.
- [Education Dive](#) – Op-ed by Dr. Valerie Roberson about how community colleges can not only survive COVID-19, but use the experience to better position their schools for the future – April 27, 2020.

# President Speaks: COVID-19 lessons are preparing community colleges to better serve their communities

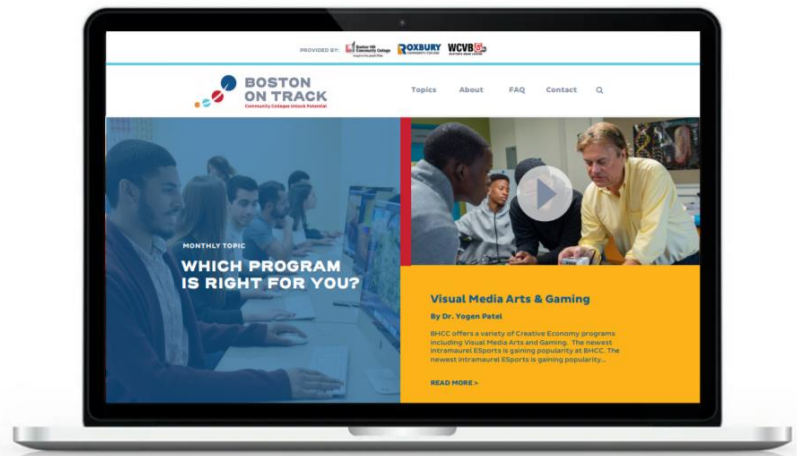
Prioritizing students' needs, enhancing communication and ensuring instruction translates to the job market are all critical, one president explains.



## WCVB/Zizzo Campaign – Officially Branded as “Boston On Track”

The development of the WCVB/Zizzo campaign was finalized and website development was underway when the COVID-19 pandemic struck. As a result of the pandemic, we pivoted the first month of the campaign to focus on both College’s response to COVID-19, and the role that Boston’s community college’s will have in offering affordable, online courses to students of all ages impacted by the pandemic. The June topic is now Programs of Study, and the July topic is now The Benefits of Community Colleges.

As camera crews are not presently allowed on-campus, the first commercials were recorded by RCC’s and BHCC’s presidents, using computers, on Wednesday, 4/29/2020.



The campaign is set to launch on May 18, 2020. The campaign includes commercials on WCVB, a website, and paid social media advertisements (including YouTube). The campaign will reach a broad audience, with a special focus on reaching influencers (parents/guardians, corporate partners, potential donors, etc.).

## Social Media – Organic

Although the general focus of RCC’s social media strategy remains centered on posting audience-specific content, the Office has made a sincere effort to increase postings about positive RCC news and has increased efforts to share community resources. This strategy has been successful, with growth shown on our 3 primary profiles:

- **Twitter** (28-day summary as of April 30, 2020): 53.3% increase in tweets, 41.8% increase in engagement, 14.6% increase in profile visits, 11 new followers
- **Facebook** (28-day summary as of April 30, 2020): 15% increase in page views, 36% increase in organic post reach, 9% increase in followers
- **Instagram** (4-week summary as of April 30, 2020): 24 new followers. Note: reach has increased 4000%, but this is likely due to paid ads.

**Top Tweet** earned 1,239 impressions

The Boston Public Health Commission (@HealthyBoston) recently launched a mapping tool to help Boston residents find locations offering COVID-19 testing. To view the site nearest you, visit: [bit.ly/350wJwf](https://bit.ly/350wJwf). [pic.twitter.com/040ygOFjxP](https://pic.twitter.com/040ygOFjxP)



Children's Health Center	337 Washington Street Dorchester, MA 02122	(617) 623-8311
The Clinics Center	25 Everett Street Boston, MA 02116	(617) 442-8800
Colgate Health	733 Schenck Avenue Dorchester, MA 02122	(617) 742-2262
Harvard Street Neighborhood Health Center	362 West Hill Avenue Dorchester, MA 02122	(617) 826-3600
Wahasset Community Health Center	1275 State Hill Avenue Dorchester, MA 02122	(617) 298-0061
Woburn Street Health Center	740 Woburn Street Woburn, MA 02158	(617) 407-7500
East Boston Neighborhood Health Center	75 East Boston Boston, MA 02128	(617) 588-5887
Wentworth Center Health Center	47 Oak Grove Street Dorchester, MA 02122	(617) 368-3007
Wendell Street Health Center	200 Wendell Street Dorchester, MA 02122	(617) 754-2100
Weymouth and Weymouth's Parkland Community Pharmacy at Hyde Park	247 Hyde Park Avenue Hyde Park, MA 02130	(617) 364-9888
Weymouth and Weymouth's Hospital	21 Park Street Weymouth, MA 02158	(617) 732-9300
Weymouth Hospital	2100 Weymouth Avenue Dorchester, MA 02122	(617) 298-4000
Weymouth State Hospital	25 First Street Weymouth, MA 02158	(617) 738-2000
Dr. Elizabeth Medical Center	238 Cambridge Street Boston, MA 02114	(617) 798-3000
Tully Medical Center	367 Washington Street Boston, MA 02118	(617) 638-7214

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## Summer Marketing & Plans for Fall Marketing

In light of the increased number of community members in need of employment, data showing that high school graduates are hesitant to invest in the cost of courses at 4-year schools, and a general business need for strong summer enrollment to offset the costs of RCC’s transition to remote learning, the Office pivoted the marketing plan to heavily promote registration in summer courses. The following marketing initiatives are presently in place to promote summer registration:

- **Paid Facebook and Instagram campaigns for:**
  - Summer Registration:
    - One ad for traditional RCC audience – message: Enroll at RCC and get started on a new career!
      - Metrics to date: 435 link clicks, 25,288 reach, 115,520 impressions
    - One ad for students enrolled at 4-year schools in the Boston area – message: Save Money. Stay Local. Earn Transferable Credits.
  - The Child Development Associate Plus Program – An ad designed to increase registrants for the virtual information session on May 12<sup>th</sup>.
    - Metrics to date: 166 link clicks, 14,579 reach, 37,890 impressions, 19 registrants.
  - Smart Building Technology:
    - Ad promoting online BOC course: 639 post engagement, 3,196 reach, 6,001 impressions
    - Ad promoting online GPRO course: 335 link clicks, 25,118 reach, 63,051 impressions
- **Paid Google Search, Display and Remarketing Ads promoting summer registration for online courses.** Metrics to Date (as of April 30, 2020):
  - Search: 350 clicks, 5,712 impressions
  - Display: 127 clicks, 83,000 impressions
  - Remarketing: 35 clicks, 18,500 impressions
- **Bay State Banner**
  - Print ads from the week of April 20, 2020 – week of May 18, 2020
  - Sponsored content – 5 unique 300-word articles, promoted on Banner’s social media profiles
  - Digital advertisements on Banner website – 100,000 impressions





- [Internet Radio Advertisements promoting summer registration](#) on Pandora and Spotify, targeted at 18-24-year-olds in Dorchester, Roslindale, Jamaica Plain, Mattapan, Roxbury.
  - Estimated reach on Spotify is 35,000+ with a frequency over 5 within the defined geo-target.
  - Estimated reach on Pandora is about 13,000+ - No frequency estimate is currently available, but it's likely about the same.
  - Fall advertisements also recorded – placements will be based on actual metrics from the summer campaign.

## Recognizing the Class of 2020

The 2020 Commencement Ceremony has been postponed until December 4, 2020. The Office of Communications, Marketing and External Affairs, in collaboration with colleagues across the College, is executing the following initiatives to showcase the success of the Class of 2020:

- A large banner with the names of graduates and a note of congratulations will be installed on the Columbus Avenue side of Building 1. Installation should be completed by June 30, 2020.
- Two-page advertisements with the names of graduates and a note of congratulations have been placed in the following newspapers: Bay State Banner, Jamaica Plain Gazette, Dorchester Reporter, Mission Hill Gazette, El Mundo, South Boston Today, Somerville Times, Patriot Ledger & the Boston Herald.
  - The ads will run during the week of May 18, 2020.
- A video montage of congratulatory messages to the Class of 2020 will be posted to the RCC website and shared with graduates by the end of May.
- Graduates will receive a care package with their diplomas and RCC-branded gifts in late June. Graduates will be encouraged to take pictures with their diplomas and gifts, and share the photos on social media.



## Community Relations

Over the past academic year, the Office has increased government and community relations efforts significantly. Highlights include:

- **Joint Committee on Ways and Means Hearing for Economic Development, Housing and Labor** – A public hearing for executive office dignitaries to explain the Governor's FY21 budget proposal to members of the Ways and Means Legislative Committee.
- **Judicial Listening Session**- Massachusetts judges held the first court-organized listening session for the Greater Roxbury Community. During the listening session, Massachusetts' judges heard from community members about ways to improve the justice system and the experiences of diverse communities when they come to Massachusetts courts.
- **Chuck Turner Memorial** – The memorial service for former City Councilor Chuck Turner was held at RCC's Media Arts Center. The service was so well attended the Media Arts Center reached capacity within the 1st hour; the gymnasium at the Reggie Lewis Center was used for overflow, with RCC's IT office helping to provide livestreaming support.
- **Census 2020 Public** – RCC's Director of Governmental and Community Affairs oversaw efforts to increase census responses from the Greater Roxbury Community by:
  - Coordinating the community college data collection efforts;
  - Attending various meetings at City Hall; and
  - Connecting with the other subcommittees such as medical institutions and nonprofit organizations.
  - The College also provided space on campus for census "train the trainer meetings" and had census staff table at various community events in preparation for the 2020 census.
- **COVID-19 outreach efforts** in the past few weeks have included:
  - Providing regular updates to the RCC community from the city of Boston;
  - Communicating with state and federal officials regarding efforts RCC has taken to combat the spread of COVID-19 (including a willingness to have space on campus be used as a testing location or for another purpose);
  - Communicating directly with the Boston Public Health Commission to learn about how we can help to combat racial disparities in the treatment for COVID-19;
  - Attending virtual meetings that offered support for areas such as helping small businesses survive COVID-19; and,
  - Connecting with different community organizations and individuals who had events scheduled with RCC for general check-ins and to reassure them that their events will be rescheduled once the pandemic passes.



Mission: To provide a nurturing environment that transforms lives through excellence and innovation

Enrollment Status	Spring 2018		Spring 2019		Spring 2020	
	Count	%	Count	%	Count	%
<b>All Students</b>	<b>2,307</b>		<b>2,241</b>		<b>1,845</b>	
Credit	1,842	79.8%	1,824	81.4%	1,495	81.1%
<i>Degree-Seeking</i>	1,747	94.8%	1,706	93.5%	1,398	93.5%
<i>Not Degree-Seeking</i>	95	5.2%	118	6.5%	97	6.5%
Non-Credit	465	20.2%	417	18.6%	350	18.9%

### RCC STUDENTS ARE DIVERSE

SP 2020 Race/Ethnicity	Count	Percent
<b>Credit Students</b>	<b>1,495</b>	
<i>Black</i>	872	58.3%
<i>Latinx</i>	314	21.0%
<i>Two or More</i>	28	1.9%
<i>Unknown</i>	51	3.4%

SP 2020 Gender	Count	Percent
<b>Credit Students</b>	<b>1,495</b>	
<i>Male</i>	513	34.3%
<i>Female</i>	976	65.3%
<i>Unknown</i>	6	0.4%

Top 10 Neighborhoods	Count	Percent
<b>All Students</b>	<b>1,845</b>	
Dorchester	383	20.8%
Roxbury	150	8.1%
Hyde Park	134	7.3%
Mattapan	116	6.3%
Roslindale	67	3.6%
Jamaica Plain	54	2.9%
South End	43	2.3%
<b>Total from Top Zips</b>	<b>947</b>	<b>51.3%</b>

SP 2020 Entrance Status	Count	Percent
<b>New Students</b>	<b>240</b>	
<i>First-Time</i>	871	67.1%
<i>Transfer</i>	475	15.4%
<i>Re-Admit</i>	3	1.3%
<i>Non-Degree</i>	39	16.3%

83% of RCC students receive a Pell Grant.  
 The average amount awarded is \$3,043.

**Roxbury Community College**

Board of Trustees

May 12, 2020

**RESOLUTION**

**Foundation Gifts February 1 – March 31, 2020**

***WHERE AS,***

Roxbury Community College Board of Trustees bears fiduciary responsibility for the oversight of the Roxbury Community College Foundation, and

The Roxbury Community College Foundation makes regular and periodic financial reports to the RCC Board of Trustees,

***NOW THEREFORE,***

It is resolved by the Roxbury Community College Board of Trustees to approve the funds received by the RCC Foundation for the period February 1 – March 31, 2020 as presented.

**RCC Foundation**  
**Feb - Mar Gifts to the College**  
**As of March 31, 2020**

<b>Date</b>	<b>Purpose</b>	<b>Amount</b>
2/4/2020	Dividend Income	\$ 5,409.70
2/4/2020	Haynes Family Celebration	\$ 1,000.00
2/4/2020	Haynes Family Celebration	\$ 1,000.00
2/24/2020	General Donation	\$ 700.00
2/24/2020	Haynes Family Celebration	\$ 33,333.33
3/20/2020	Dividend Income	\$ 5,409.70

\$  
**46,852.73**



**Donations Eligible for the Massachusetts Endowment Match Incentive**  
**4-May-20**

<u>Donation Purpose</u>	<u>Amount</u>
Student Support	\$ 82,590.00
STEM Scholarship	6,000.00
Haynes Family Celebration	<u>245,028.41</u>
Total Available for Match	<u><u>\$ 333,618.41</u></u>
Total Potential Match	<u><u>\$ 166,809.21</u></u>
Maximum Match Allowed	<u><u>\$ 166,667.67</u></u>

**Roxbury Community College**  
**OPEN PO's REPORT**  
**Feb 29, 2020**

po_num	Cost	APPR	po_dte	vendor_name	trans_amt
Total	Center				1,882,073.73
43553	4025	9111	7/2/2019	W.B. Mason	191.95
43555	2010	9111	7/2/2019	W.B. Mason	48.09
43578	2030	9111	7/10/2019	Boston Water & Sewer Comm	31,906.84
43579	2030	9111	7/10/2019	Buckeye Cleaning Centers	3,092.08
43580	2030	9111	7/10/2019	Exxon Mobil	735.46
43581	2030	9111	7/10/2019	HOME DEPOT CREDIT SERVICES	643.85
43582	2030	9111	7/10/2019	H.T. Berry Co.	10,976.95
43583	2030	9111	7/10/2019	Imperial Dade	6,479.28
43584	2030	9111	7/10/2019	Lowe's Plumbing & Heating	5,768.51
43586	2030	9111	7/10/2019	Northeast Electrical Distribut ors	6,395.92
43587	2030	9111	7/10/2019	Pitney Bowes	6,000.00
43588	2030	9111	7/10/2019	Pitney Bowes	5,352.04
43589	2030	9111	7/10/2019	Unifirst Corporation	1,444.71
43590	2030	9111	7/10/2019	Verizon	1,285.35
43591	2030	9111	7/10/2019	Verizon	471.42
43592	2030	9111	7/10/2019	Cicconi & Sons Construction Co . Inc	56,700.00
43593	2020	9111	7/10/2019	Campus Works, Inc,	183,096.00
43595	3030	9111	7/10/2019	Ready Refresh by Nestle	88.17
43608	2030	9111	7/11/2019	EVERSOURCE	219,731.64
43609	2030	9111	7/11/2019	Pasek Corporation	7,006.38
43610	2030	9111	7/11/2019	Mr. Drain, Inc.	475.00
43614	6600	9149	7/11/2019	HOME DEPOT CREDIT SERVICES	6,076.86
43621	2030	9111	7/18/2019	Office Depot	500.00
43638	2030	9111	7/18/2019	National Grid	959.41
43639	2020	9111	7/18/2019	Randstad Technologies LLC	822.50
43640	2020	9111	7/18/2019	TPX Communications	3,961.41
43641	3040	9111	7/18/2019	Northeast Laboratory Services	4,298.83
43642	3040	9111	7/18/2019	VWR International	6,018.66
43643	3040	9111	7/18/2019	Bio-Rad Laboratories, Inc.	1,432.09
43644	3040	9111	7/18/2019	Dash Medical Gloves, Inc	1,141.80
43645	3040	9111	7/18/2019	Carolina Biological Supply Co	2,705.62
43649	3040	9111	7/18/2019	Tropical Foods International I nc.	136.61
43650	3040	9111	7/18/2019	Brookline Ice Co. Inc	140.00
43651	3040	9111	7/18/2019	Boston Wholesale Flowers	95.00
43653	3010	9111	7/18/2019	Office Depot	245.25
43658	4030	9111	7/22/2019	W.B. Mason	47.20
43659	4000	9111	7/22/2019	W.B. Mason	31.76
43661	2010	9111	7/22/2019	W.B. Mason	27.20
43664	2030	9111	7/23/2019	Ameresco, Inc	30,296.00
43665	2030	9111	7/23/2019	FM Generator	6,171.51
43676	1015	9111	7/24/2019	Ricoh USA, Inc.	9,493.06
43695	2020	9111	7/26/2019	Cogent Communications, Inc	8,399.30
43696	2010	9111	7/26/2019	RTD Logistics	195.60
43699	2050	9111	7/29/2019	Cintas Corporation	2,376.00
43700	2050	9111	7/29/2019	Ameritel Communications	862.00
43701	4030	9111	7/29/2019	W.B. Mason	58.96
43702	1040	9111	7/29/2019	Accent Banner, LLC	5,736.00
43709	3030	9111	7/31/2019	Simona Hankins	65.34
43711	1040	9111	7/31/2019	Proforma Eagle, Print & Promot ions	294.00

43713	3110	9111	7/31/2019	Midwest Tape, LLC	233.34
43719	3110	9111	7/31/2019	Midwest Library Service	457.07
43720	3110	9111	7/31/2019	GOBI Library Solutions from EB SCO	12,367.13
43721	7000	0121	7/31/2019	Nitco-Floor Maintenance Solutions(Northland Indust Ti	1,566.76
43722	7000	0121	7/31/2019	Johnson Controls	2,798.00
43723	7000	0121	7/31/2019	JC Ehrlich Co Inc./ Watch All	1,436.00
43724	7000	0121	7/31/2019	Fire Code Design, LLC	1,245.75
43727	7000	0121	7/31/2019	Pasek Corporation	4,175.75
43729	2020	9111	8/1/2019	Jenzabar, Inc.	58,100.25
43741	2030	9111	8/5/2019	Helbling & Associates, Inc.	6,167.00
43744	3035	9111	8/5/2019	Stacy Farias	251.71
43747	1040	9111	8/5/2019	Massmedia, Inc.	97,605.52
43752	7000	0120	8/7/2019	Boston Water & Sewer Comm	6,211.67
43753	7000	0120	8/7/2019	National Grid	7,840.50
43754	7000	0121	8/7/2019	H2ONLY	120.00
43757	1040	9111	8/7/2019	Creative Networks Protocol Inc .	13,602.16
43768	3110	9111	8/8/2019	Rittenhouse Book Distributors, Inc.	2,872.45
43769	2010	9111	8/8/2019	Nelnet Business Solutions, Inc .	6,045.50
43781	2030	9111	8/8/2019	Mobile Mini, Inc	514.60
43782	2030	9111	8/8/2019	Eagle Elevator Company	639.50
43784	7000	0121	8/9/2019	Lowe's Plumbing & Heating	5,000.00
43785	7000	0120	8/9/2019	Trane US Inc.	4,909.89
43786	3040	9111	8/14/2019	Office Depot	1,004.52
43787	3044	9111	8/14/2019	Office Depot	350.57
43788	3026	9111	8/14/2019	Office Depot	332.53
43789	3020	9111	8/14/2019	Office Depot	339.20
43790	3037	9111	8/14/2019	Office Depot	311.30
43794	2030	8110	8/14/2019	R.P. O'Connell, Inc.	57,150.06
43797	2050	9111	8/14/2019	Securitas Security Svcs USA, Inc	408,949.53
43798	2030	9111	8/14/2019	Johnson Controls	8,486.02
43799	2030	9111	8/14/2019	Nalco Co. LLC	1,201.03
43808	7000	0121	8/15/2019	Securitas Security Svcs USA, Inc	26,507.82
43838	2030	9111	8/23/2019	JC Ehrlich Co Inc./ Watch All	7,902.00
43852	3030	9111	8/23/2019	Assessment Technologies Institute	300.00
43854	3035	9111	8/23/2019	American Red Cross	46.91
43861	2010	9111	8/26/2019	W.B. Mason	101.00
43870	2020	9111	8/28/2019	Creative Networks Protocol Inc .	6,649.26
43871	2030	9111	8/29/2019	Gentle Giant Moving Co., Inc	81.75
43898	4010	9111	9/9/2019	Rebecca's Cafe	745.00
43902	3043	9111	9/10/2019	Rebecca's Cafe	142.50
43903	3043	9111	9/10/2019	Rebecca's Cafe	142.50
43904	2030	9111	9/10/2019	W.B. Mason	6.28
43907	1015	9111	9/10/2019	W.B. Mason	1,990.00
43908	2030	9111	9/10/2019	R.P. O'Connell, Inc.	499.94
43919	2010	9111	9/11/2019	W.B. Mason	46.72
43941	2010	9111	9/13/2019	W.B. Mason	72.10
43943	3037	9111	9/13/2019	W.B. Mason	57.07
43963	4030	9111	9/17/2019	W.B. Mason	226.74
43964	7000	0121	9/17/2019	Ricoh USA, Inc.	108.92
43968	7000	0121	9/19/2019	Eagle Elevator Company	2,065.00
43991	2030	9111	9/23/2019	UPS	3,929.48
43993	4010	9111	9/23/2019	W.B. Mason	494.40
44001	2040	9111	9/24/2019	Totsaporn Intarabumrung	298.41
44013	4030	9111	9/27/2019	W.B. Mason	32.13
44014	4030	9111	9/27/2019	W.B. Mason	94.04

44024	4000	9111	10/2/2019	W.B. Mason	104.31
44026	1050	9111	10/2/2019	Jason Wright	417.50
44042	1040	9111	10/2/2019	Proforma Eagle, Print & Promot ions	1,326.50
44046	2010	9111	10/3/2019	W.B. Mason	117.32
44048	4070	9111	10/3/2019	Cavalier Coach Corporation	1,951.00
44049	4070	9111	10/3/2019	Cavalier Coach Corporation	766.00
44067	2050	9111	10/4/2019	Good Harbor Techmark, LLC	2,700.00
44071	3030	9111	10/8/2019	Rebecca's Cafe	990.00
44072	4070	9111	10/8/2019	Precision Athletic Training	1,677.42
44075	3040	9111	10/8/2019	Office Depot	581.98
44080	7000	0121	10/9/2019	JAW Waste Services LLC	4,461.36
44084	1050	9111	10/10/2019	Jason Wright	255.60
44088	4025	9111	10/11/2019	W.B. Mason	54.55
44091	4070	9111	10/11/2019	Caroline Wutka	55.00
44098	4070	9111	10/15/2019	Local Motion of Boston	637.00
44099	4070	9111	10/15/2019	Rebecca's Cafe	90.00
44100	4010	9111	10/15/2019	Jostens	12.15
44119	6700	9149	10/16/2019	VWR International	793.18
44120	4070	9111	10/16/2019	Jakoya Wilkins	25.00
44123	4050	9111	10/16/2019	W.B. Mason	10.53
44130	7000	0121	10/18/2019	Likarr Maintenance Systems	1,407.82
44134	4030	9111	10/21/2019	W.B. Mason	26.60
44144	1040	9111	10/21/2019	Granite Print	387.40
44150	3040	9111	10/21/2019	Triumvirate Environmental	18,289.00
44164	7000	0121	10/25/2019	Unisan	1,697.67
44171	2010	9111	10/28/2019	W.B. Mason	62.73
44175	4051	9111	10/29/2019	W.B. Mason	26.48
44178	4070	9111	10/30/2019	Braima Samati	116.00
44194	4070	9111	10/30/2019	Braima Samati	188.50
44195	4070	9111	10/30/2019	Braima Samati	188.50
44202	4070	9111	11/1/2019	Albert Hayle	221.00
44212	4070	9111	11/5/2019	W.B. Mason	16.58
44215	1050	9111	11/5/2019	Jenzabar, Inc.	150.00
44220	3030	9111	11/5/2019	Rebecca's Cafe	197.00
44227	4070	9111	11/7/2019	Jakoya Wilkins	28.00
44246	1050	9111	11/12/2019	Jason Wright	102.89
44254	1050	9111	11/15/2019	Jason Wright	55.10
44255	1040	9111	11/15/2019	W.B. Mason	157.19
44256	1040	9111	11/15/2019	W.B. Mason	9.97
44259	2010	9111	11/15/2019	W.B. Mason	62.47
44270	2010	9111	11/20/2019	W.B. Mason	49.28
44272	4000	9111	11/20/2019	Rebecca's Cafe	80.00
44281	2030	9111	11/21/2019	Jet-A-Way Waste Services	2,113.55
44287	4010	9111	11/21/2019	W.B. Mason	43.19
44291	4070	9111	11/21/2019	Jakoya Wilkins	44.00
44292	4070	9111	11/21/2019	Albert Hayle	68.00
44315	1015	9111	12/2/2019	W.B. Mason	25.20
44317	1015	9111	12/2/2019	W.B. Mason	26.06
44318	3040	9111	12/2/2019	Triumvirate Environmental	1,385.00
44321	3110	9111	12/2/2019	Office Depot	2.63
44326	7000	0121	12/2/2019	Proforma Eagle, Print & Promot ions	1,240.00
44327	7000	0121	12/2/2019	Cicconi & Sons Construction Co . Inc	27,200.00
44332	3040	9111	12/4/2019	W.B. Mason	12.57
44334	3040	9111	12/4/2019	W.B. Mason	41.87
44340	1040	9111	12/4/2019	Proforma Eagle, Print & Promot ions	690.00

44341	3030	9111	12/4/2019	Montilio's Baking Co. Inc	266.99
44349	3037	9111	12/5/2019	B&H Photo-Video, Inc	48.92
44353	4070	9111	12/6/2019	Albert Hayle	68.00
44400	6600	9149	12/16/2019	Proforma Eagle, Print & Promot ions	73.00
44402	1015	9111	12/16/2019	Cam Office Services, Inc.	531.30
44405	1040	9111	12/16/2019	Concept3D	3,288.00
44406	1040	9111	12/16/2019	Proforma Eagle, Print & Promot ions	515.00
44425	3043	9111	12/20/2019	Northwest Energy Efficiency Co uncil	412.99
44427	2000	9111	12/20/2019	Rebecca's Cafe	241.50
44430	6600	9149	1/3/2020	W.B. Mason	5.16
44432	4010	9111	1/3/2020	W.B. Mason	172.37
44437	1040	9111	1/3/2020	Baystate Banner	6,700.00
44449	2000	9111	1/7/2020	Office Depot	500.00
44452	1015	9111	1/7/2020	Cam Office Services, Inc.	531.30
44453	2050	9111	1/7/2020	Walnut Printing Specialties	2,045.00
44466	6600	9149	1/8/2020	Office Depot	1,500.00
44478	4070	9111	1/9/2020	Saleena Nadiyah Rashed	96.00
44479	4070	9111	1/9/2020	Jakoya Wilkins	64.00
44480	4070	9111	1/9/2020	Albert Hayle	160.00
44487	7000	0121	1/13/2020	Likarr Maintenance Systems	1,453.34
44489	7000	0121	1/13/2020	DELL MARKETING L.P.	949.61
44491	7000	0121	1/13/2020	Unisan	1,003.46
44496	3030	9111	1/15/2020	W.B. Mason	108.45
44497	2010	9111	1/15/2020	W.B. Mason	12.12
44498	1040	9111	1/17/2020	Teak Media & Communication	32,790.72
44516	2050	9111	1/17/2020	Lane Printing & Advertising In c	484.00
44523	6600	9149	1/21/2020	Massmedia, Inc.	900.00
44526	1000	9111	1/21/2020	Follett, Inc.	47.81
44532	1000	9111	1/22/2020	Follett, Inc.	6.28
44536	4070	9111	1/24/2020	Albert Hayle	96.00
44541	1040	9111	1/24/2020	Rebecca's Cafe	802.00
44544	1040	9111	1/24/2020	Montilio's Baking Co. Inc	286.00
44565	3024	9111	1/29/2020	CDW Government	48.42
44572	2010	9111	1/29/2020	W.B. Mason	44.72
44573	7000	0121	1/29/2020	Likarr Maintenance Systems	3,141.25
44574	7000	0121	1/29/2020	MFAC, LLC	423.00
44588	1000	9111	2/3/2020	Follett, Inc.	483.00
44590	2010	9111	2/3/2020	W.B. Mason	21.48
44591	3035	9111	2/3/2020	Shannon Cavalieri	61.72
44592	3035	9111	2/3/2020	Janet Rafuse	52.61
44597	4000	9111	2/4/2020	W.B. Mason	73.40
44600	6700	9149	2/4/2020	DELL MARKETING L.P.	48,353.80
44601	4070	9111	2/4/2020	Albert Hayle	40.00
44608	1000	9111	2/6/2020	Follett, Inc.	500.01
44609	6600	9149	2/6/2020	Base Labs, Inc.	125,000.00
44611	2030	9111	2/7/2020	Likarr Maintenance Systems	115.82
44612	3043	9111	2/7/2020	Johnson Controls	6,300.00
44613	6600	9149	2/7/2020	Hampden Engineering Corp	24,764.00
44643	4070	9111	2/11/2020	Rebecca's Cafe	745.30
44649	6600	9149	2/12/2020	DELL MARKETING L.P.	972.00
44652	4070	9111	2/12/2020	Albert Hayle	44.00
44653	4070	9111	2/12/2020	Albert Hayle	44.00
44656	4050	9111	2/13/2020	Peak Event Services	7,295.23
44659	3043	9111	2/13/2020	Rebecca's Cafe	142.50
44664	2010	9111	2/18/2020	Follett, Inc.	200.00

44665	2010	9111	2/18/2020	Massachusetts Correctional Ind	29.95
44671	7000	0121	2/20/2020	Verizon	450.83
44676	3037	9111	2/20/2020	B&H The Professional's Source	1,499.59
44679	6600	9149	2/20/2020	Office Depot	6,513.45
44684	3035	9111	2/24/2020	W.B. Mason	76.16
44687	6600	9149	2/24/2020	W.B. Mason	750.83
44688	2010	9111	2/24/2020	James Chatterton	58.29
44694	4030	9111	2/26/2020	W.B. Mason	95.55
44696	7000	0121	2/26/2020	Likarr Maintenance Systems	1,723.10
44697	2030	9111	2/26/2020	K1 Roofing LLC	2,500.00
44699	2020	9111	2/26/2020	W.B. Mason	82.66
44703	2000	9111	2/27/2020	Kimberly Rogers	45.84
44705	2040	9111	2/27/2020	Mark L. Irvings	1,217.00
44709	4050	9111	2/27/2020	Rebecca's Cafe	86.40
44710	4051	9111	2/27/2020	Rebecca's Cafe	168.00
44711	4030	9111	2/27/2020	Massachusetts Correctional Ind	29.95
44713	4070	9111	2/28/2020	Saleena Nadiyah Rashed	39.00
44714	4010	9111	2/28/2020	Ready Refresh by Nestle	139.85
44715	6800	9149	2/28/2020	Zizzo Group, Inc.	100,000.00
44717	3110	9111	2/28/2020	Springshare, LLC	1,392.00
44718	2020	9111	2/28/2020	University of Massachusetts	500.00
44719	2030	9111	2/28/2020	Proforma Eagle, Print & Promot ions	2,664.00
44721	6600	9149	2/28/2020	DEMCO, Inc.	3,419.93
44722	6600	9149	2/28/2020	GOBI Library Solutions from EB SCO	4,500.00
44724	6600	9149	2/28/2020	Follett, Inc.	324.23

**Roxbury Community College**  
**Ages Accounts Payable**  
**AP Subsidiary Code P7**

February 29, 2020

Vendor Name	Amount	Current	30-60 Dys	61-90 Dys	91-120 Dys	>120 Dys
<b>TOTAL FOR 67 VENDORS</b>	<b>(855,848.36)</b>	<b>(328,150.03)</b>	<b>(259,957.40)</b>	<b>(141,833.91)</b>	<b>(62,213.16)</b>	<b>(63,693.86)</b>
Ameresco, Inc	(20,773.00)	-	-	(20,773.00)	-	-
Baker Commodities, Inc	(1,150.00)	(1,150.00)	-	-	-	-
Bio-Rad Laboratories, Inc.	(1,294.11)	(215.76)	(1,078.35)	-	-	-
Boston Water & Sewer Comm	(867.08)	(867.08)	-	-	-	-
Bunker Hill Community College	(63,174.00)	-	-	-	-	(63,174.00)
Campus Works, Inc,	(138,778.75)	(4,606.75)	(75,240.00)	(58,932.00)	-	-
Carey Consultants, Inc	(421.50)	(421.50)	-	-	-	-
Carolina Biological Supply Co	(3,777.47)	(157.23)	(3,620.24)	-	-	-
CDW Government	(545.59)	(513.59)	(32.00)	-	-	-
Chatterton, James	(58.29)	(58.29)	-	-	-	-
Cicconi & Sons Construction Co. Inc	(2,800.00)	-	(2,800.00)	-	-	-
Cintas Corporation	(396.00)	(396.00)	-	-	-	-
Clifton, Kaela L	(265.25)	(265.25)	-	-	-	-
Cogent Communications, Inc	(2,690.00)	(2,690.00)	-	-	-	-
Creative Networks Protocol Inc.	(494.74)	-	(494.74)	-	-	-
CS Ventilation	(875.00)	-	-	(875.00)	-	-
DELL MARKETING L.P.	(25,133.63)	(25,133.63)	-	-	-	-
Double Tree by Hilton	(931.56)	(931.56)	-	-	-	-
Eagle Elevator Company	(8,155.00)	(2,550.00)	(5,605.00)	-	-	-
Eastbay Team Sales	(1,427.00)	(1,427.00)	-	-	-	-
EBSCO Information Services	(1,816.30)	-	(1,816.30)	-	-	-
EVERSOURCE	(195,697.16)	(76,712.66)	(60,492.24)	(58,492.26)	-	-
Follett, Inc.	(32,767.08)	(32,767.08)	-	-	-	-
GOBI Library Solutions from EBSCO	(5,369.81)	(1,025.94)	(4,343.87)	-	-	-
Grainger	(527.64)	(200.43)	(327.21)	-	-	-
Gray, Sabrina	(174.71)	(174.71)	-	-	-	-
H.T. Berry Co.	(1,304.23)	(1,232.32)	(71.91)	-	-	-
Imperial Dade	(3,654.02)	(3,654.02)	-	-	-	-
Jackson Glass	(742.85)	(367.00)	(375.85)	-	-	-
JC Ehrlich Co Inc./ Watch All	(1,365.00)	-	(1,365.00)	-	-	-
Jenzabar, Inc.	(66,259.25)	(63,575.25)	-	(2,684.00)	-	-
Linda Caputi, Inc.	(4,124.96)	(4,124.96)	-	-	-	-
Louis, Emmanuela	(465.85)	-	-	-	-	(465.85)
Marcelin, Carl D	(64.46)	(64.46)	-	-	-	-
Mark J. Shultz	(1,800.00)	-	(1,800.00)	-	-	-
Massachusetts Bay Transportation Authority	(1,152.00)	-	(1,152.00)	-	-	-
Massachusetts Correctional Ind	(149.75)	(119.80)	-	(29.95)	-	-
Massachusetts Society of Radiologic Technologis	(2,720.00)	(2,720.00)	-	-	-	-
Mobile Mini, Inc	(1,686.00)	(708.86)	(977.14)	-	-	-
Mr. Drain, Inc.	(375.00)	-	(375.00)	-	-	-
Nelnet Business Solutions, Inc.	(1,041.45)	-	(1,041.45)	-	-	-
Northeast Laboratory Services	(2,871.67)	(2,122.26)	(749.41)	-	-	-
Northwest Energy Efficiency Council	(4,262.41)	-	(4,262.41)	-	-	-
O'Connor & Drew	(500.00)	(500.00)	-	-	-	-
Office Depot	(254.75)	39.99	(294.74)	-	-	-
Pocket Nurse	(765.03)	(244.73)	-	(47.70)	(472.60)	-
Positive Promotions	(674.85)	(674.85)	-	-	-	-
Proforma Eagle, Print & Promotions	(1,224.69)	(1,084.69)	(140.00)	-	-	-
Quality Matters	(400.00)	(400.00)	-	-	-	-
Quest Diagnostics Clinical Labs. Inc.	(33.00)	-	(33.00)	-	-	-
Rebecca's Cafe	(2,825.75)	(2,655.75)	(170.00)	-	-	-
Ricoh USA, Inc.	(2,943.59)	(4.87)	(2,938.72)	-	-	-

Rogers, Kimberly	(600.79)	(600.79)	-	-	-	-
RTD Logistics	(47.04)	(47.04)	-	-	-	-
Securitas Security Svcs USA, Inc	(195,013.95)	(67,481.01)	(65,949.44)	-	(61,583.50)	-
Sentry Custom Security Inc.	(149.00)	-	(149.00)	-	-	-
Stephen Chrzan	(950.00)	-	(950.00)	-	-	-
Teak Media & Communication	(16,709.28)	(8,359.28)	(8,350.00)	-	-	-
Tompkins, Stephen	(724.00)	(724.00)	-	-	-	-
TPX Communications	(11,507.38)	(11,507.38)	-	-	-	-
Triumvirate Environmental	(585.00)	(585.00)	-	-	-	-
Unifirst Corporation	(2,671.67)	(1,008.44)	(1,663.23)	-	-	-
Verizon	(191.25)	(191.25)	-	-	-	-
Vernon Library Supplies	(277.08)	(277.08)	-	-	-	-
VWR International	(6,532.93)	(393.62)	(6,085.30)	-	-	(54.01)
W.B. Mason	(1,093.12)	(496.85)	(439.21)	-	(157.06)	-
Waldo	(4,774.64)	-	(4,774.64)	-	-	-



## **Roxbury Community College**

Board of Trustees

May 12, 2020

### **Resolution**

This resolution is for the adoption of a new Fee Schedule for students that seek to enroll in credit courses and programs of study.

#### ***WHERE AS:***

- An annual review of fees are both appropriate and prudent to ensure compliance with all pertinent Commonwealth legislation and policies;
- College faculty, staff, and administrators conduct a comprehensive review of resources needed for instruction and their associated costs;
- Additional review of fees was required do to the College's response to the Covid19 pandemic; and
- There is a need to keep costs as low as possible for RCC students.

#### **NOW THEREFORE,**

It is resolved by the Roxbury Community College Board of Trustees that the attached Fee Schedule shall be effective for the Academic Year beginning Fall, 2020. The President or her designee shall take the necessary steps to implement the Fees as voted.

**Roxbury Community College  
Fee Schedule (Revised)  
FY 2021**

	<b>Current Fees</b>	<b>Approved February 2020</b>	<b>Revised</b>
<b>Tuition</b>			
MA Resident	\$26 per credit hour	\$26 per credit hour	\$26 per credit hour
Regional Resident	\$39 per credit hour	\$39 per credit hour	\$39 per credit hour
International & Non Resident'	\$247 per credit hour	\$247 per credit hour	\$247 per credit hour
<b>Campus Fees</b>			
Registration	\$30	\$0	\$0
Campus Fees	\$185 per credit hour	\$200 per credit hour	\$215 per credit hour
Student Activity	\$50 per semester	\$50 per semester	\$50 per semester

**Change to Credit Course Fees Approved in February**

HUM 163 - Photography I		\$50 per course	\$100 per course
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**Roxbury Community College**

**Financial Report  
Fiscal Year 2019-2020**

**For Eight Months Ended February 29, 2020**

**April 15, 2020**

**Roxbury Community College  
Interim Financial Report  
Fiscal Year 2019-2020**

**For the 8 Months Ended**

**February 29, 2020**

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**Roxbury Community College  
Draft Financial Report**

**Notes and Comments**

The enclosed financial reports represent the results of operations for the college for the period ended February 29, 2020. They include estimates and accruals which are subject to change such as the allowance for doubtful accounts and accrued student financial aid.

**Summary Statement of Revenue and Expenses  
Budget to Actual  
For the Eight Months Ended February 29, 2020  
With Year End Projection Numbers**

	FY 2020 Approved Budget	Budget for 8 months ending 2/29/2020	Actual for 8 Months Ending 2/29/2020	Year End Projections 6/30/2020	Variance of Year End Projections over approved budget
<b><u>Operating Revenue-Exclusive of Financial Aid</u></b>					
Tuition and Fees	\$ 9,054,231	\$ 8,256,679	\$ 7,414,100	\$ 7,428,593	\$ (1,625,638)
State Appropriation	16,233,437	12,779,391	12,776,689	16,317,956	84,519
Grants, Government Contracts, and Contributions	1,400,185	1,208,135	985,973	1,445,892	45,707
Reggie Lewis Retained Revenue	450,000	300,000	242,779	300,000	(150,000)
Campus Rentals, Commissions, Other Fees	350,200	291,874	114,187	120,160	(230,040)
Energy Credits/Solar and Demand Response	-	-	264,347	264,347	264,347
<b>Total Operating Revenue</b>	<b>\$ 27,488,053</b>	<b>\$ 22,836,079</b>	<b>\$ 21,798,075</b>	<b>\$ 25,876,948</b>	<b>\$ (1,611,105)</b>
<b><u>Operating Expenses-Exclusive of Student Refunds</u></b>					
Personnel Costs	\$ 19,691,758	\$ 12,473,835	\$ 11,805,599	\$ 18,200,886	\$ 1,490,872
IT Operational Costs	1,675,389	1,148,647	1,159,537	1,695,389	(20,000)
Facility Maintenance and Repairs	1,333,885	851,348	831,243	1,333,885	-
Energy Costs	797,500	509,636	506,006	747,500	50,000
Program Operations	2,157,619	1,343,617	1,297,847	2,282,600	(124,981)
Administrative Costs	1,041,242	596,999	594,753	1,011,242	30,000
Interest on CEIP Loan (*)	288,688 (*)	192,460	192,667	289,154	(466)
<b>Total Operating Expenses</b>	<b>\$ 26,986,081</b>	<b>\$ 17,116,542</b>	<b>\$ 16,387,652</b>	<b>\$ 25,560,656</b>	<b>\$ 1,425,425</b>
<b>Net Increase in Operating Reserves</b>	<b>\$ 501,972</b>	<b>\$ 5,719,537</b>	<b>\$ 5,410,423</b>	<b>\$ 316,292</b>	<b>\$ (185,680)</b>
<b>Total Expenses and Increase in Operating Reserves</b>	<b>\$ 27,488,053</b>	<b>\$ 22,836,079</b>	<b>\$ 21,798,075</b>		

(\*) The interest payments on the CEIP loan will be covered by funds received from utility energy credits.

## **Operating Revenues**

For the first eight months of the fiscal year the College was under budget on expected operating revenues by \$1,038,004. The College did not meet its fall and spring enrollment projections. Please note that the College was awarded an additional \$1,066,576 in grants not included in the approved board budget that will be received during the second half of the fiscal year.

## **Operating Expenses**

The positive budget variance on total operating expenses of \$728,890 is largely driven by the personnel line item. Management held back on some positions to see what the fall enrollment numbers were going to look like before moving forward with hires. Several searches were unsuccessful and positions will need to be reposted.

## **Net Increase in Operating Reserves**

The overall operating results for the first eight months of the fiscal year behind budget by \$309,114. This difference is due to timing of the new grants that were received in March and April.

## **Statement of Net Position (*Balance Sheet*) Comments**

### **Working Capital**

Working Capital is the difference between current assets and current liabilities, which as of 2/29/2020 were.

	<b><u>February 29, 2020</u></b>	<b><u>February 28, 2019</u></b>
Current assets	\$8,822,619	\$8,280,837
Current Liabilities	<u>\$3,944,494</u>	<u>\$3,684,407</u>
Working Capital	<u>\$4,878,125</u>	<u>\$4,596,430</u>
Current Ratio	2.24:1	2.24:1
Benchmark Current Ratio	2:1	

### **Accounts Payable**

As of February 29, 2020 75% of the college's trade accounts payable were outstanding less than 60 days. Overall the College's current liabilities decreased 12% since July 1, 2019.

**Long-Term Liabilities**

The largest component of Long-term liabilities is a Capital Energy Investment Program (CEIP) loan from the state Department of Capital Management and Maintenance. The CEIP loan is the portion of the costs of the energy saving improvements that the college is responsible for and will be repaid from savings from the energy initiatives including the solar and geothermal projects over 20 years. The first payment on the loan was due on January 2020. Because the College did not start receiving the SREC credit payments from the state until the fall of 2019, which represents 41% of the estimated savings that were to be available for the loan payments we have requested that the first payment on the loan be pushed back until January 2021. DCAMM adjusted the due date on the payment for June 2020.

**Capital Expense Budget  
Fiscal Year Ending June 30, 2020**

	<b>FY 2020 Budgeted <u>Expenditures</u></b>	<b>Actual for Period Ending <u>2/29/2020</u></b>
<b>From DCAMM Deferred maintenance Major Projects</b>		
Main Campus Renovations	<u>\$ 4,500,000</u>	<u>\$ 120,001</u>

**Roxbury Community College**  
**Statement of Net Position (Balance Sheet)**  
**As Of:**

	<b>6/30/2019</b>	<b>2/29/2020</b>
<b>Assets</b>		
<b>Current Assets</b>		
Cash	\$ 59,549	\$ 1,230,532
Deposits Held By state Treas	10,956	296,731
Cash Held By State	571,520	2,544,491
<b>Total Cash - Cash Equivalent</b>	<b>\$ 642,025</b>	<b>\$ 4,071,754</b>
Accounts Receivable	2,646,148	4,750,865
<b>Total Current Assets</b>	<b>\$ 3,288,173</b>	<b>\$ 8,822,619</b>
<b>Capital Assets, net</b>	<b>\$76,472,512</b>	<b>\$73,805,848</b>
<b>Deferred Outflows of Resources</b>	<b>\$ 4,771</b>	<b>\$ 4,771</b>
<b>Total Assets and Deferred Outflows of Resources</b>	<b><u>\$79,765,456</u></b>	<b><u>\$82,633,238</u></b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
AP & Accrued Expenses	\$ 1,700,092	\$ 2,151,712
Due To Students	383,998	167,166
Accrued Payroll	530,396	530,396
Accr Comp Absence	1,025,304	1,058,377
Accrued Workers Comp	36,843	36,843
Student Deposits & Unearned Revenues	117,910	-
<b>Total Accrued Expenses &amp; Other Current Liabilities</b>	<b>\$ 3,794,543</b>	<b>\$ 3,944,494</b>
<b>Long Term Liabilities</b>		
LT Accrued Compensated Absences	\$ 290,680	\$ 290,680
LT Accrued Workers Comp	132,940	132,940
Provisions Financial Aid	400,000	400,000
Net Pension Liability	1,745	1,745
Note Payable	9,638,812	9,638,812
<b>Total Long Term Liabilities</b>	<b><u>\$10,464,177</u></b>	<b><u>\$10,464,177</u></b>
Deferred Inflows of Resources	677,743	677,743
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b><u>\$14,936,463</u></b>	<b><u>\$15,086,414</u></b>
<b>Net Position</b>		
Investment in Capital Assets, net	\$66,833,700	\$64,287,033
Unrestricted	(2,004,707)	3,259,791
<b>Total Net Position</b>	<b><u>\$64,828,993</u></b>	<b><u>\$67,546,824</u></b>
<b>Total Liabilities and Net Position</b>	<b><u>\$79,765,456</u></b>	<b><u>\$82,633,238</u></b>



**Roxbury Community College**  
**Income Statement for the periods ended:**

	<b>Fiscal Year</b>	<b>8 Months</b>	<b>Annual Budget</b>	<b>Budget for 8</b>	<b>Actual for 8</b>	<b>Favorable</b>
	<b>Ending</b>	<b>Ending</b>	<b>for FY 2020</b>	<b>Months Ending</b>	<b>Months Ending</b>	<b>(Unfavorable)</b>
	<b>6/30/2019</b>	<b>2/28/2019</b>		<b>2/29/2020</b>	<b>2/29/2020</b>	<b>Variations</b>
<b>Operating Revenues</b>						
Tuition and fees - Credit	\$ 8,186,842	\$ 8,142,224	\$ 8,304,231	\$ 7,704,231	\$ 6,850,136	\$ (854,095)
Tuition and fees - Corporate Ed	581,870	468,756	750,000	552,448	563,964	11,516
Less: Scholarships and fellowships	<u>(4,456,670)</u>	<u>(4,033,729)</u>	<u>(4,325,000)</u>	<u>(3,700,000)</u>	<u>(2,264,875)</u>	<u>1,435,125</u>
Net tuition	<b>\$ 4,312,042</b>	<b>\$ 4,577,251</b>	<b>\$ 4,729,231</b>	<b>\$ 4,556,679</b>	<b>\$ 5,149,225</b>	<b>\$ 592,546</b>
Financial Aid (Federal, State, Private)	5,270,288	4,274,967	5,160,011	4,492,511	2,897,862	(1,594,649)
Grants, Government Contracts, and Contributions	1,497,030	466,904	1,400,185	1,208,135	985,973	(108,726)
Campus Rentals, Commissions, Other Fees	560,816	324,479	350,000	291,674	114,087	(177,587)
Reggie Lewis Retained Revenue	<u>469,760</u>	<u>238,249</u>	<u>450,000</u>	<u>300,000</u>	<u>242,779</u>	<u>(57,221)</u>
<b>Total Operating Revenues</b>	<b><u>\$ 12,109,936</u></b>	<b><u>\$ 9,881,850</u></b>	<b><u>\$ 12,089,427</u></b>	<b><u>\$ 10,848,999</u></b>	<b><u>\$ 9,389,926</u></b>	<b><u>\$ (1,345,637)</u></b>
<b>Operating Expenses</b>						
Personnel Costs	\$ 18,119,636	\$ 11,793,856	\$ 19,691,758	\$ 12,473,835	\$ 11,805,599	\$ 668,236
Administrative Expenses	918,544	610,643	1,041,242	596,999	594,753	2,246
Program, Facil & Op Supplies	754,334	348,704	726,385	427,138	417,377	9,761
Energy Costs, Utilities & Space Rentals	811,892	458,930	797,500	509,636	506,006	3,630
Consultant Services	777,407	534,654	814,900	618,206	629,185	(10,979)
Program Op Expenses	1,209,105	783,457	1,119,360	781,199	841,955	(60,756)
Program Equipt Purchases	144,602	23,964	673,520	322,704	322,673	31
Program Lease, Rentals & Mtce	150,458	93,422	224,750	149,714	124,994	24,720
Construction Improvements	528,006	298,309	607,500	424,210	413,866	10,344
Entitlement Programs	524,722	343,660	175,000	90,000	83,373	6,627
IT Expenses	796,619	545,357	860,489	530,441	530,352	89
Scholarships and Fellowships	<u>1,219,731</u>	<u>387,000</u>	<u>800,000</u>	<u>825,000</u>	<u>703,764</u>	<u>121,236</u>
<b>Total Operating Expenses</b>	<b><u>\$ 25,955,056</u></b>	<b><u>\$ 16,221,956</u></b>	<b><u>\$ 27,532,404</u></b>	<b><u>\$ 17,749,082</u></b>	<b><u>\$ 16,973,897</u></b>	<b><u>\$ 775,185</u></b>
<b>Net operating Income (Loss)</b>	<b><u>\$ (13,845,120)</u></b>	<b><u>\$ (6,340,106)</u></b>	<b><u>\$ (15,442,977)</u></b>	<b><u>\$ (6,900,083)</u></b>	<b><u>\$ (7,583,971)</u></b>	<b><u>\$ (570,452)</u></b>
<b>Non Operating Revenues (Expenses)</b>						
State Appropriations - Net	\$ 15,883,720	\$ 13,028,604	\$ 16,233,437	\$ 12,779,391	\$ 12,776,689	\$ (2,702)
Investment Income/(Loss)	300	200	200	200	100	(100)
Energy Credits/Solar and Demand Response			-	-	264,347	264,347
Interest Expense	<u>-</u>	<u>-</u>	<u>(288,688)</u>	<u>(192,460)</u>	<u>(192,667)</u>	<u>(207)</u>
<b>Net Non Operating Revenues (Expenses)</b>	<b><u>\$ 15,884,020</u></b>	<b><u>\$ 13,028,804</u></b>	<b><u>\$ 15,944,949</u></b>	<b><u>\$ 12,587,131</u></b>	<b><u>\$ 12,848,469</u></b>	<b><u>\$ 261,338</u></b>
<b>Increase/(Decrease) in Operating reserves</b>	<b><u>\$ 2,038,900</u></b>	<b><u>\$ 6,688,698</u></b>	<b><u>\$ 501,972</u></b>	<b><u>\$ 5,687,048</u></b>	<b><u>\$ 5,264,498</u></b>	<b><u>\$ (309,114)</u></b>
<b>Investment in Fixed Assets</b>						
Depreciation Expense	\$ (3,874,923)	\$ (2,000,000)	\$ (4,000,000)	\$ (2,666,668)	\$ (2,666,668)	\$ -
Capital Grants	-					
State appropriations - Capital	<u>6,338,947</u>	<u>18,581</u>	<u>4,500,000</u>	<u>-</u>	<u>120,001</u>	<u>120,001</u>
<b>Net Increase in Fixed Assets</b>	<b><u>\$ 2,464,024</u></b>	<b><u>\$ (1,981,419)</u></b>	<b><u>\$ 500,000</u></b>	<b><u>\$ (2,666,668)</u></b>	<b><u>\$ (2,546,667)</u></b>	<b><u>\$ 120,001</u></b>
<b>Increase (Decrease) in Net Position</b>	<b><u>\$ 4,502,924</u></b>	<b><u>\$ 4,707,279</u></b>	<b><u>\$ 1,001,972</u></b>	<b><u>\$ 3,020,380</u></b>	<b><u>\$ 2,717,831</u></b>	<b><u>\$ (189,113)</u></b>

**Roxbury Community College**  
**Statement of Changes in Net Position**

	<b>Fiscal Year Ending</b>	<b>Actuals for 8</b>
	<b>6/30/2019</b>	<b>Months Ending</b>
	<u>6/30/2019</u>	<u>2/29/2020</u>
<b>Unrestricted Net Assets - Beginning</b>	\$ (4,043,607)	\$ (2,004,707)
Change in Net Position from Operations	<u>2,038,900</u>	<u>5,264,498</u>
<b>Unrestricted Net Assets - Ending</b>	<u>\$ (2,004,707)</u>	<u>\$ 3,259,791</u>
<b>Investment in Capital Assets - Beginning</b>	\$ 64,369,676	\$ 66,833,700
Additions to Capital Assets	6,338,947	120,001
Less: Depreciation Expense	<u>(3,874,923)</u>	<u>(2,666,668)</u>
<b>Investment in Capital Assets - Ending</b>	<u>\$ 66,833,700</u>	<u>\$ 64,287,033</u>
<b>Total Net Position</b>	<u><u>\$ 64,828,993</u></u>	<u><u>\$ 67,546,824</u></u>

**Roxbury Community College**  
**Cash Flow Statement**  
**For the 8 Months Ending February 29, 2020**

<b>Net Income/(Deficit) before Capital Appropriation--From Income Statement</b>	\$	5,384,499
<b>Adjusted balance Before Changes in Assets and Liabilities</b>	\$	5,384,499
<b><u>Change in assets</u></b>		
Accounts receivable	\$	(2,104,717)
Net Purchase of capital assets		-
<b><u>Change in Liabilities</u></b>		
Accounts payable and Accrued Expenses	\$	234,788
Accrued payroll		-
Accrued Comp Absence and Workers Comp		33,073
Student Deposits and Unearned Revenue		(117,910)
Change in Pension related accruals		<u>(4)</u>
<b>Cash inflows from operations</b>	\$	3,429,729
Cash--Beginning of Period		<u>642,025</u>
<b>Cash--End of Period--Per Statement of Net Position</b>	\$	<u><u>4,071,754</u></u>

**Roxbury Community College**  
**COVID-19 ReOpening Survey**  
**Staff Comments**  
(unedited)

Place hand sanitizer at entrances (exist) and communal areas.

Take into consideration the elderly employees.

Provide sanitizer spray, wipes, gloves and masks.

Test everyone.

RCC needs to provide PPE to all staff.

Perhaps start going back to the building a few days a week so the building is operating with less people on a rotating schedule.

Employees that receive students. would be good to have a window protection like they are doing in some supermarkets.

RCC should require PPE if the school has the ability to provide it to everyone.

Resource used for cleanliness.

I am old enough to be at risk.

Risk of buildings be open to the public which allows for spread of COVID.

Stagger the hours so we are not all their at the same time.

Fear of contracting virus.

There is no covid-19 vaccine yet (precautions are important)

No barriers, as I am eager to get back to work.

Age.

Will the air filters be treated any differently?

I understand that some people are private and may not want to divulge an hidden health problems but they should know everyone around us are affected. Honesty is prime to keep us all safe. Be well.

We should start with a small group from each department/office for the first 2 weeks of re-opening campus buildings.

I do not think we have adequate Facilities staff to meet the sanitation needs of a campus that active. How will we ensure spaces like bathrooms are cleaned often enough to be non-transmittal?

I miss the community, but would rather know that we are all safe before we come together again. Please be cautious in making decisions, keeping in mind that many students work in jobs where they may be exposed (e.g. healthcare facilities).

I think all classrooms and offices should be cut down to a 50% occupancy until COVID cases have significantly lower numbers. If work can be done remotely then I recommend this for as long as possible to prevent potential spread.

Immediate communication, as the Governor and CDC make announcements ALL Employees are notified immediately. Immediate communication as to any new case(s) of the COVID19 on campus be communicated.

Please consider the second wave as the main focus for reopening. Perhaps following the example of private institutions.

Should not open campus buildings until at least Fall when we know more about the potential second wave of COVID-19 that is expected to come through.

Campus should not open until the fall at the very least. Strongly urge offering remote/online only for fall semester.

Wait until the Fall for a full opening. Gives more time to process the ongoing scientific facts and more time for effective planning in phases.

Thank you for providing this survey. It is clear that the rest of our summer courses will be online perhaps with Summer II session offered online with some hybrid possibilities. Some students need to feel part of a group in order to succeed. However, staff and faculty could return to work wearing PPE, keeping social distance and not having any large meetings. Some folks are anxious to get back to the office and feel more productive and have less stress.

I think that if we reopen but continue to take precautions and social distance ourselves, we should be fine. Online classes are okay but a lot of students pick RCC over BHCC because they don't want to do online class. For teachers, it might be easier to adjust to online teaching. Have a smaller classroom number would be better. Also, the virus peak date keeps moving in MA. We should keep an eye on that when making the decision to reopen. Lots of us take the orange line, where the virus can be contracted from. On a side-note, I miss RCC, my house is getting boring day by day and I hope we can reopen sooner than later.

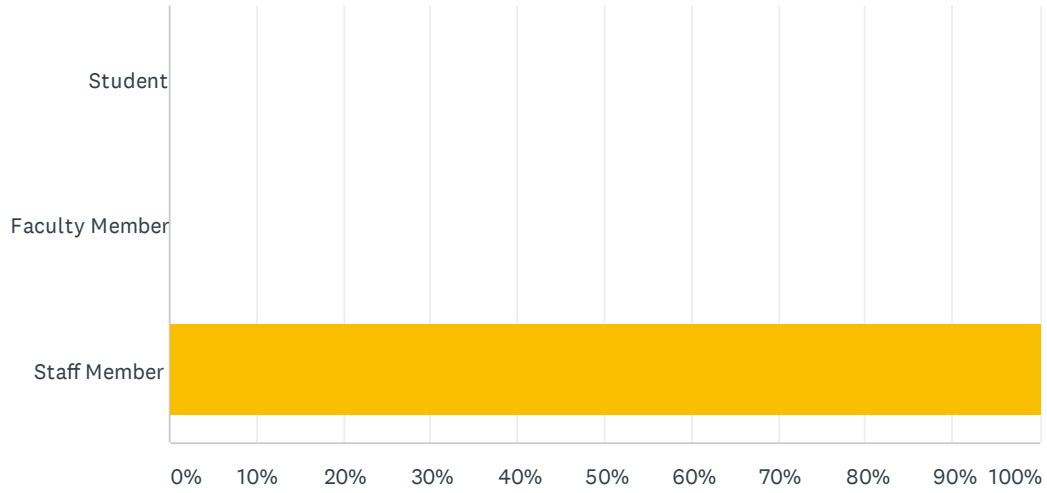
Just don't. Not until they flatten the curve or have a vaccine.

I think it's most important to prioritize the health and safety of everyone who works and studies at RCC. At this point, we've already transferred many of our operations to a remote model, so it won't cause too much more inconvenience to wait to reopen until we can be sure that everyone will be safe. For staff, perhaps returning to campus could be voluntary for a certain amount of time as the buildings begin to

reopen. I know some staff members would prefer to work in their offices, but others are being very productive at home and would feel safer staying home longer.

# Q1 I am a...

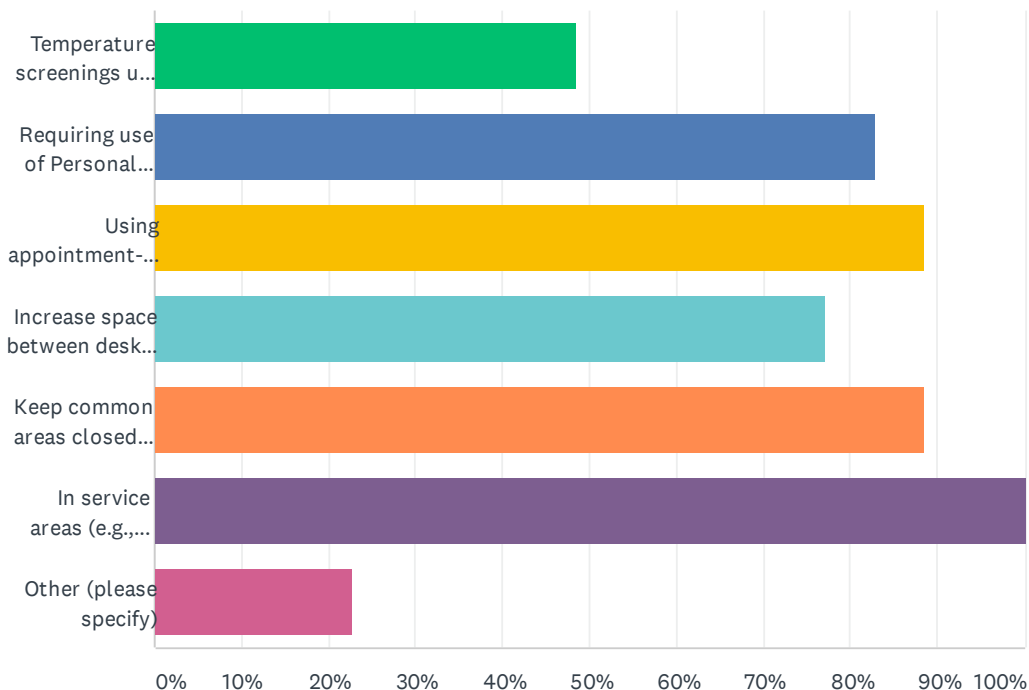
Answered: 37 Skipped: 0



ANSWER CHOICES	RESPONSES	
Student	0.00%	0
Faculty Member	0.00%	0
Staff Member	100.00%	37
TOTAL		37

## Q2 What strategies should RCC employ when it opens campus buildings to staff and students? Please check all that apply.

Answered: 35 Skipped: 2

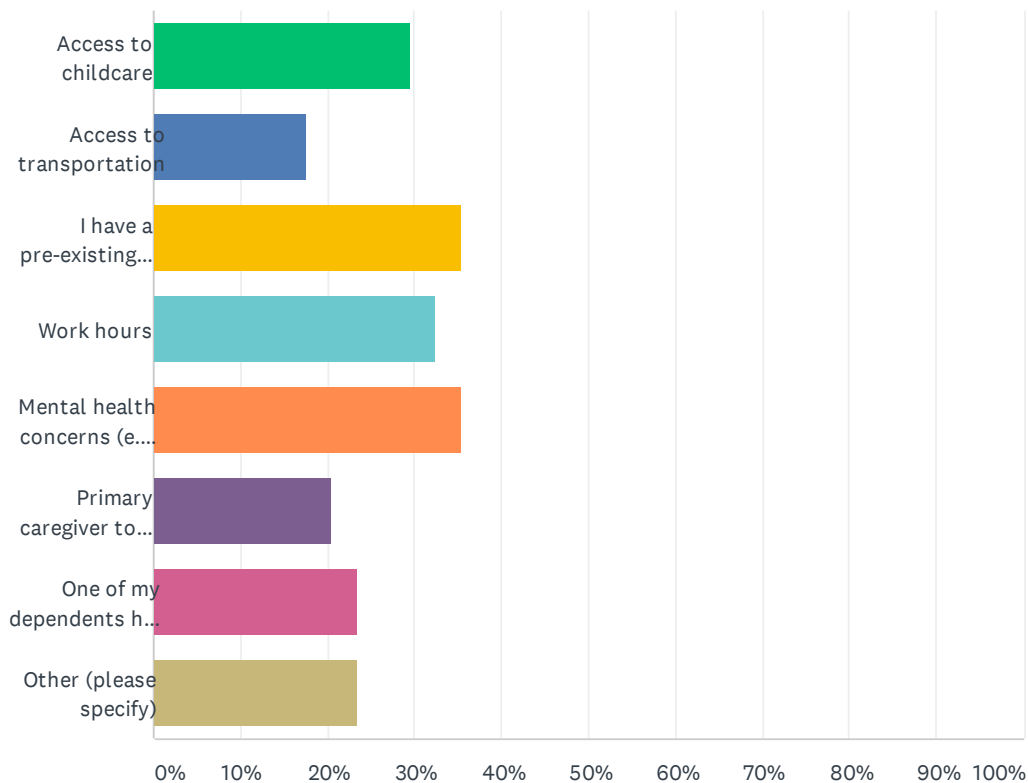


ANSWER CHOICES	RESPONSES	
Temperature screenings upon entering campus	48.57%	17
Requiring use of Personal Protective Equipment (PPE) like gloves and masks	82.86%	29
Using appointment-only model to reduce the number of people on campus	88.57%	31
Increase space between desks in offices and classrooms	77.14%	27
Keep common areas closed (e.g., Student Commons) to limit gatherings of people	88.57%	31
In service areas (e.g., Advising), disinfect surfaces between appointments	100.00%	35
Other (please specify)	22.86%	8
Total Respondents: 35		



### Q3 Of the following, what are the top three barriers to you returning to campus? Choose up to 3 options.

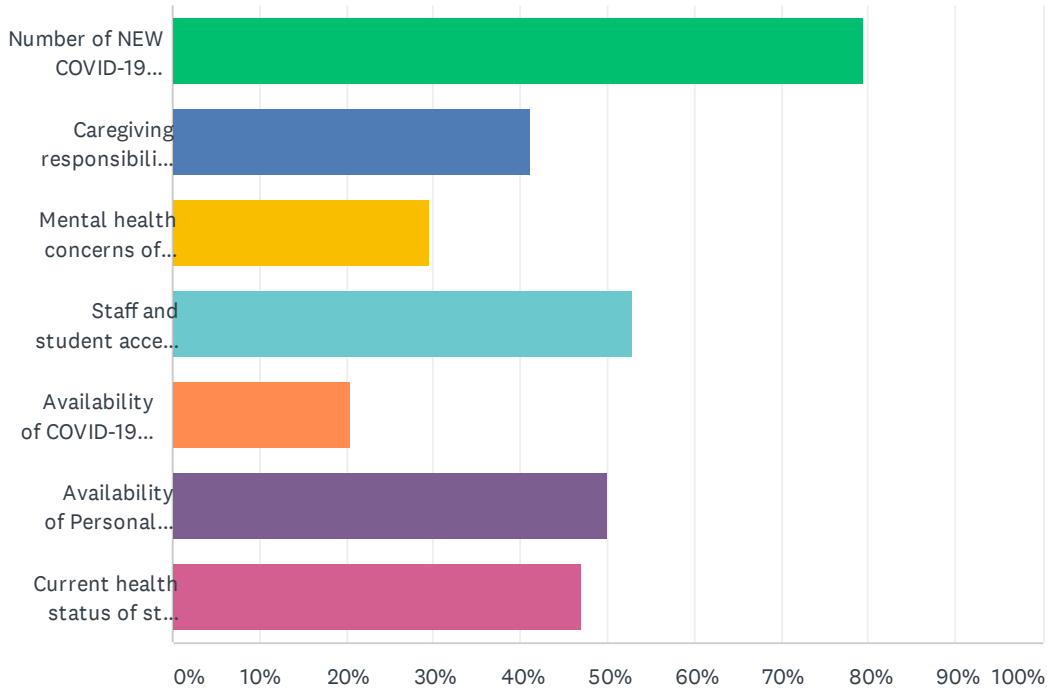
Answered: 34 Skipped: 3



ANSWER CHOICES	RESPONSES	
Access to childcare	29.41%	10
Access to transportation	17.65%	6
I have a pre-existing health condition	35.29%	12
Work hours	32.35%	11
Mental health concerns (e.g., anxiety, depression)	35.29%	12
Primary caregiver to an adult	20.59%	7
One of my dependents has a pre-existing health condition	23.53%	8
Other (please specify)	23.53%	8
Total Respondents: 34		

Q4 Of the following, which three factors should RCC pay MOST attention to when considering opening campus buildings to staff and students.  
Please check only three.

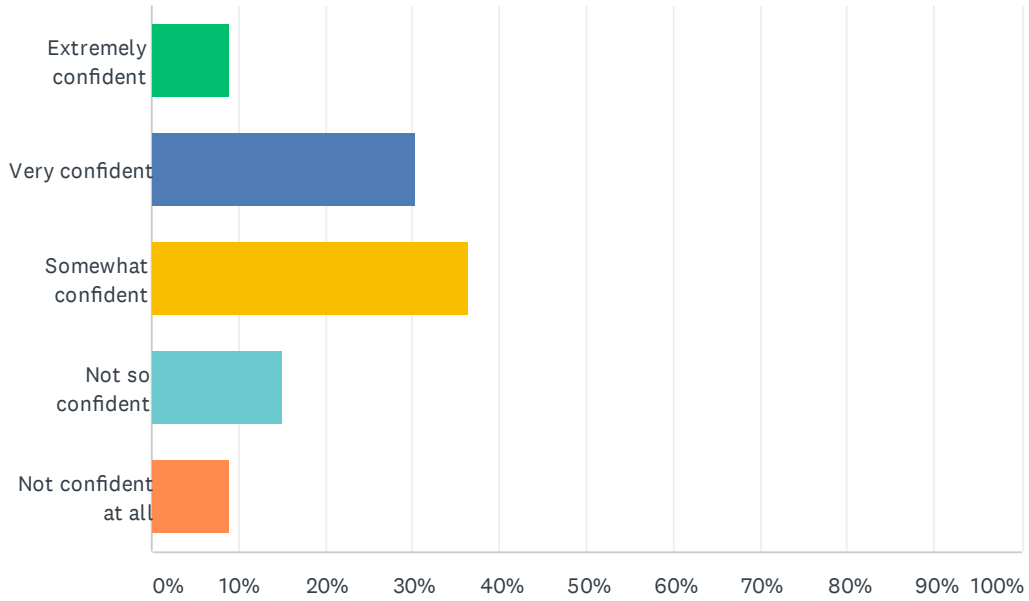
Answered: 34 Skipped: 3



ANSWER CHOICES	RESPONSES	
Number of NEW COVID-19 (Coronavirus) cases in the Boston area	79.41%	27
Caregiving responsibilities of staff and students	41.18%	14
Mental health concerns of staff and students (e.g., anxiety, depression)	29.41%	10
Staff and student access to resources (e.g., financial, childcare, transportation)	52.94%	18
Availability of COVID-19 (Coronavirus) testing in the Boston area	20.59%	7
Availability of Personal Protective Equipment (PPE), like gloves and masks	50.00%	17
Current health status of staff and students (e.g., pre-existing conditions)	47.06%	16
Total Respondents: 34		

### Q5 As of now, how confident are you in the ability of RCC leadership to make the right decision on opening college buildings?

Answered: 33 Skipped: 4



ANSWER CHOICES	RESPONSES	
Extremely confident	9.09%	3
Very confident	30.30%	10
Somewhat confident	36.36%	12
Not so confident	15.15%	5
Not confident at all	9.09%	3
<b>TOTAL</b>		<b>33</b>

Q6 What other thoughts do you have about the process of re-opening campus buildings?

Answered: 15 Skipped: 22

**Roxbury Community College**  
**COVID-19 ReOpening Survey**  
**Student Comments**  
(unedited)

Test every student upon entry/exit.

The majority of what people are impacted.

All carpeted floors must be wet dry vacuumed regularly. Increase central air circulation x 3, especially in restrooms. Change air filters regularly.

Look into what other schools and colleges are doing and follow suit.

Only online classes till covid is officially over.

Should not re open.

Free health screenings & on-campus testing.

Until a vaccine is available.

I am currently out of the USA, and cannot return.

None.

I lost my job right now due to covid19.

Putting younger siblings at risk.

Domestic poor air quality and exercise imbalance.

Limit exposure risk.

Going outside still isn't safe.

Good.

Just hope everything is the right decision to do.

No other opinions.

The impact on the African-American and majority of the student and where they leave and the static of hot spots being carrier keep our unan community safe. Remain remote, please.

Safest decision it is to wait to be completely cleared with the virus before opening the Campus.

I think the spring and summer session should be held remotely. I don't think the covid spread would decrease by the summer time.

Children have childhood diseases, the homeless have tuberculosis and hepatitis. Birds and dogs may have unknown diseases and viruses, but the absents of birds is a sign that something could be wrong with the air.

At least for now business should be conducted online. Hopefully staff are not impacted and still can earn their salary.

I think the school should be remote for at least the entire summer – potentially the fall, but that decision can be made a little later. RCC took much longer to come to any decisive action regarding COVID-19 than many other schools and organizations. Considering many students are in more vulnerable situations, it is highly important that the school protects the students, faculty and greater Boston community by doing remote learning this summer.

I have no other thoughts.

I think schools should only reopen when covid is extremely decreased an I feel a second wave hit is going to become worse my guess is second hit will be fall time, I hope during this time only have online classes is the safest way.

Please re-open the campus as soon as you can.

If the campus chooses to reopen, What happens to the people that are a little sick and if they come to the school because they have to and cause others to get sick? Even if it is a little cold.

As much as I miss school and friends; If I don't have childcare, I cannot attend lectures in class. That is one of my biggest obstacles.

The school should remain closed.

With the campus opening after the graduation ceremony; would the graduating class be granted some sort of pardon on their course balances/compensation for not only the delayed graduation to now DEC 2020 but also the online transition courses during the last semester of their college careers??

Until there is a cure.

Carriers. (People testing positive with no symptoms)

I don't think they should open until the pandemic is definitely over. It is too much of a risk. Even is no one is positive anyone can get it from being in contact and that's too high of a risk.

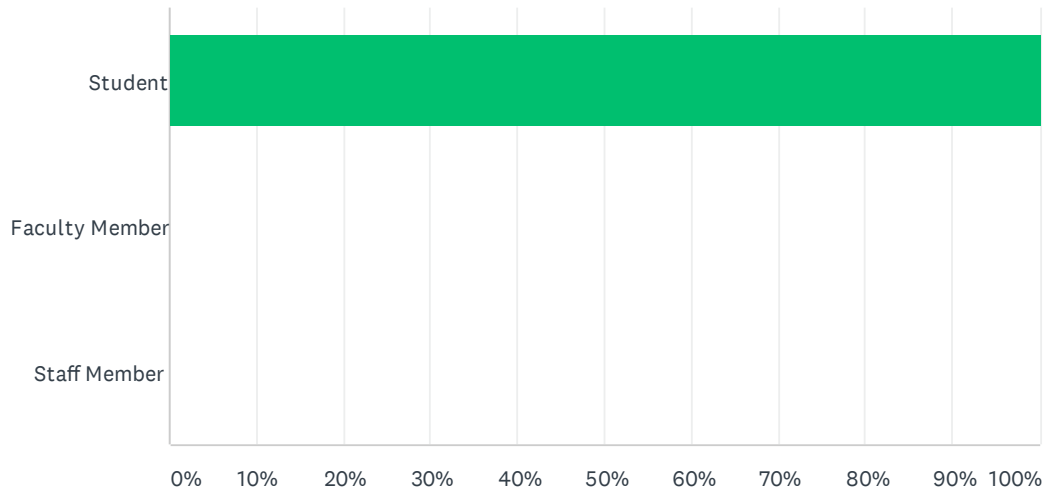
I think we should follow state guidelines, I work in the hospital and there are a lot of people who no symptoms but are also a carrier of covid-19.

I honestly like the idea of having online classes, the remote learning helped many who couldn't afford childcare or transportation.

I feel like campus buildings should be opened in the fall semesters, COVID19 is still a threat, and school should remain closed until the peak (Atleast) has passed. Most students take public transportation and the numbers of workers for mbta has risen to over 100. Remote learning is seeming to work as of right now. I believe time should be taken and this should be decided very carefully, this cold lead a potential spike.

# Q1 I am a...

Answered: 64 Skipped: 0

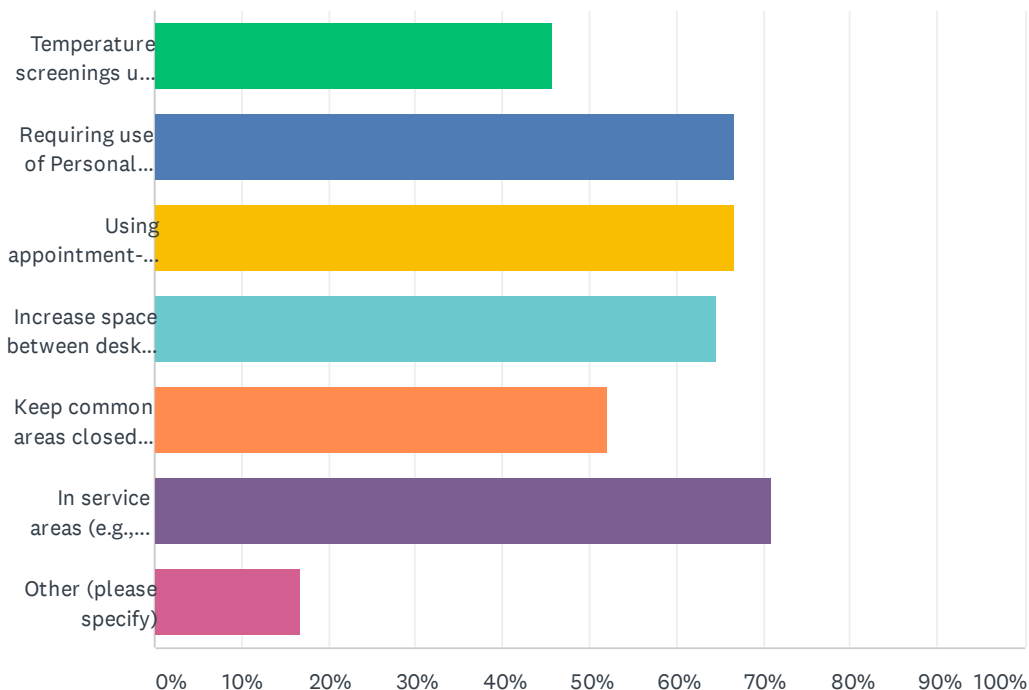


ANSWER CHOICES	RESPONSES	
Student	100.00%	64
Faculty Member	0.00%	0
Staff Member	0.00%	0
TOTAL		64



## Q2 What strategies should RCC employ when it opens campus buildings to staff and students? Please check all that apply.

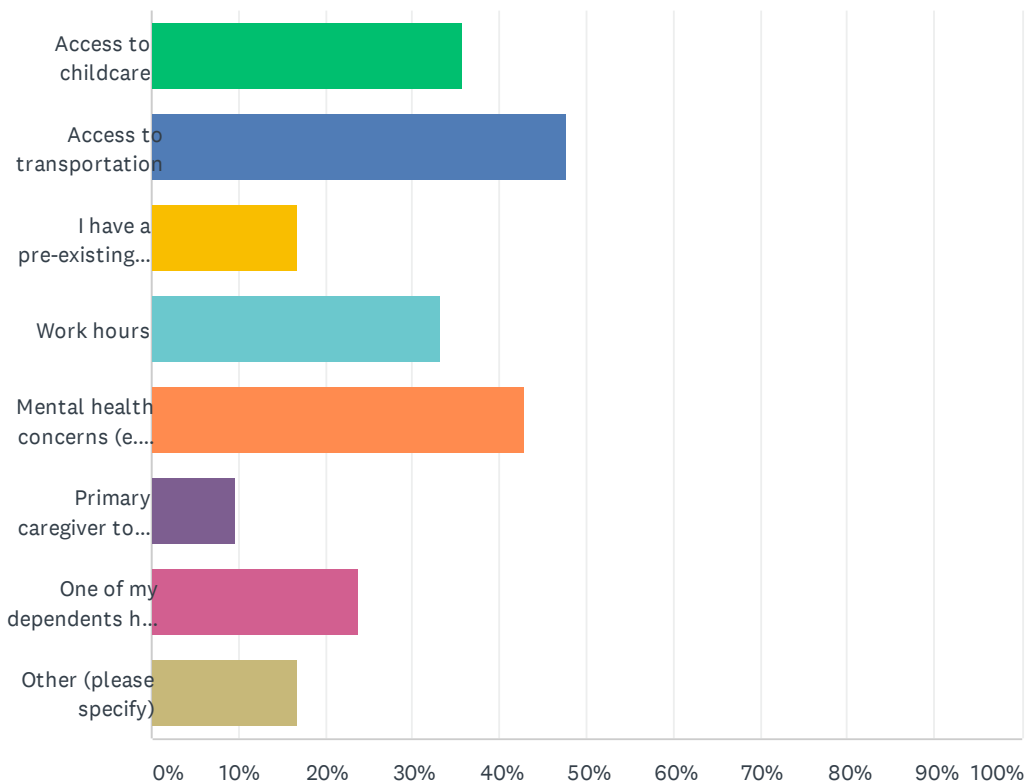
Answered: 48 Skipped: 16



ANSWER CHOICES	RESPONSES	
Temperature screenings upon entering campus	45.83%	22
Requiring use of Personal Protective Equipment (PPE) like gloves and masks	66.67%	32
Using appointment-only model to reduce the number of people on campus	66.67%	32
Increase space between desks in offices and classrooms	64.58%	31
Keep common areas closed (e.g., Student Commons) to limit gatherings of people	52.08%	25
In service areas (e.g., Advising), disinfect surfaces between appointments	70.83%	34
Other (please specify)	16.67%	8
Total Respondents: 48		

### Q3 Of the following, what are the top three barriers to you returning to campus? Choose up to 3 options.

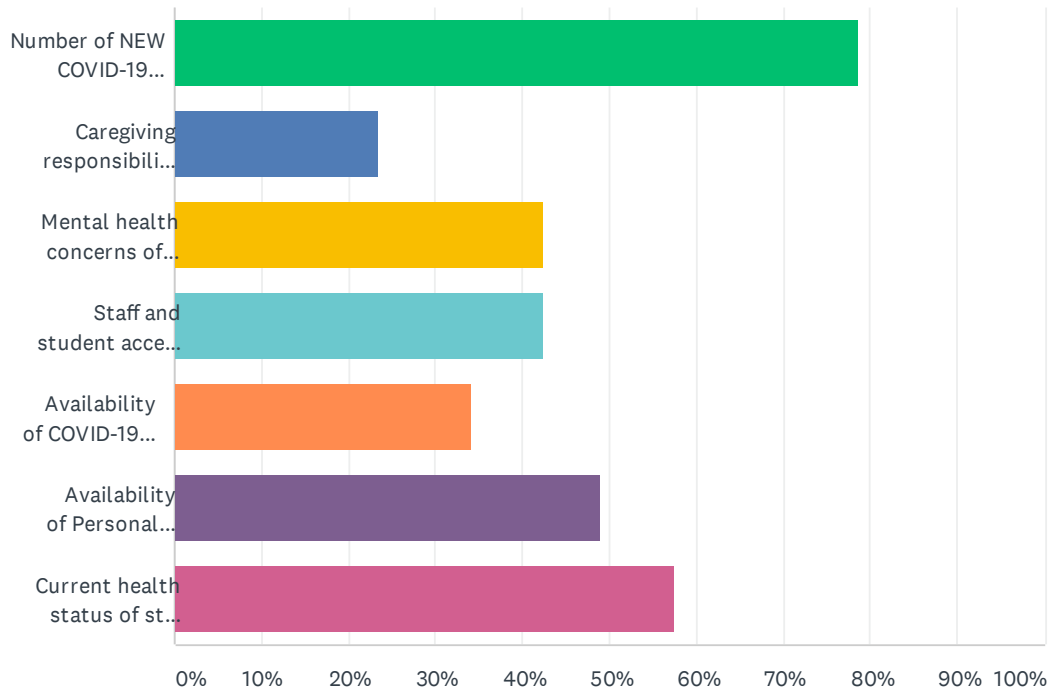
Answered: 42 Skipped: 22



ANSWER CHOICES	RESPONSES	
Access to childcare	35.71%	15
Access to transportation	47.62%	20
I have a pre-existing health condition	16.67%	7
Work hours	33.33%	14
Mental health concerns (e.g., anxiety, depression)	42.86%	18
Primary caregiver to an adult	9.52%	4
One of my dependents has a pre-existing health condition	23.81%	10
Other (please specify)	16.67%	7
Total Respondents: 42		

Q4 Of the following, which three factors should RCC pay MOST attention to when considering opening campus buildings to staff and students.  
Please check only three.

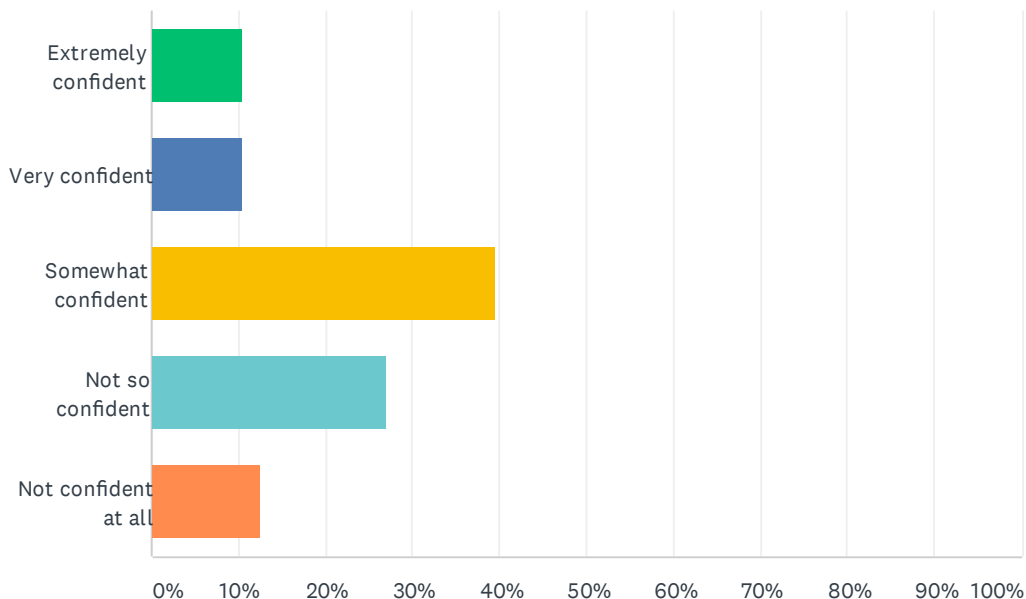
Answered: 47 Skipped: 17



ANSWER CHOICES	RESPONSES	
Number of NEW COVID-19 (Coronavirus) cases in the Boston area	78.72%	37
Caregiving responsibilities of staff and students	23.40%	11
Mental health concerns of staff and students (e.g., anxiety, depression)	42.55%	20
Staff and student access to resources (e.g., financial, childcare, transportation)	42.55%	20
Availability of COVID-19 (Coronavirus) testing in the Boston area	34.04%	16
Availability of Personal Protective Equipment (PPE), like gloves and masks	48.94%	23
Current health status of staff and students (e.g., pre-existing conditions)	57.45%	27
Total Respondents: 47		

### Q5 As of now, how confident are you in the ability of RCC leadership to make the right decision on opening college buildings?

Answered: 48 Skipped: 16



ANSWER CHOICES	RESPONSES	
Extremely confident	10.42%	5
Very confident	10.42%	5
Somewhat confident	39.58%	19
Not so confident	27.08%	13
Not confident at all	12.50%	6
<b>TOTAL</b>		<b>48</b>

Q6 What other thoughts do you have about the process of re-opening campus buildings?

Answered: 23 Skipped: 41

**Roxbury Community College  
COVID-19 ReOpening Survey**

**Faculty Comments  
(unedited)**

Allow faculty the discretion to choose in advance whether they run their courses as fully online, hybrid, or in person with the fall-back option of going remote.

Disinfect surfaces after classes sessions are over day and evening classes.

I honestly don't even wanna come back if I'm gonna get sick an die, just fire me I'll make twice I'm making now weekly!

Only allowing them in if they have an appointment to be onsite.

Does this question pertain to faculty, as we aren't mentioned here in this question. Question #1 divided employees into staff and faculty, but this question mention classrooms, which would be faculty.

The safety of myself and my students.

Readiness of school to provide above precautions.

I want to wait until it is safe.

My husband has a pre-existing condition.

Pay us more money!!!!!!!!!!!!!!

Safety/security.

Nothing.

One person can easily spread it to everyone.

Fear of contagion.

Concern that protective measure won't be followed.

I believe that as a school we need to deeply consider the benefit of taking as may classes online as possible, and making that decision ASAP. If we only run the classes in person that are totally necessary to run in person, we will reduce the number of people on campus at any given time to a more manageable level. If we do no move classes to a completely online format, I fear that (in addition to health concerns) we will risk major enrollment issues.

This is a tough situation. I do not envy the decision-makers.

Continue the virtual online classes with the option of Microsoft Teams and/or Zoom for day and evening classes. (Hybrid format for those who are not fully teaching online.) Throughout the summer & Fall 2020 semester. (This is PART of the teaching and learning time)

Appointment only may be the way to go. Thanks for all you do.

I don't believe they should be reopened for the remainder of the semester and perhaps beyond.

Just that as it have been reported, we need to see the curve come down after the peak; the numbers of hospitalizations and the number of covid-19 people with the virus is way down. It just complicated to say, because we don't know who are carriers of the virus. I believe precaution will be taken by the College, but it's just the unknown that worries me. Thank you.

Hahahaha. DUMB. This virus moves so fast an rapidly. So I can bring it home to my loved ones? Fire me!!!!

The leadership should play by ear by following the guidance of the Commonwealth as well as what other area schools do.

We should be very careful as a lot of people continue to test positive. I have a friend that tested positive and another friend whose uncle died to the coronavirus within the last week. I think it is beginning to hit closer to home then people realize. In some cities in Mass you cannot enter a store without wearing a face mask or scarf or the employee will be fined \$110. If this is that serous in other cities and towns in Mass we should be very cautious. Also many business are still not open for a reason. Some people who rely on public transportation and child care do not have those resources available. Most importantly our health is the most important think if we put ourselves at risk of spreading and getting a disease what does that say about the importance of people's health?

This decision of re-opening doesn't come easy. Just one person can easily spread it every single person in that college. Our goal should be keeping the numbers down in hopes of th Covid vanishing and keeping both are students and faculty / staff safe.

I would have no problem with re-opening campus buildings for official college business (not for classes) as long as adequate protective and safety measures are in place. The College should follow the orders and guidelines provided by the Governor. Respectful my submitted.

Hybrid classes (part online part in-person) to limit the number of students on campus, have staff alternative days/weeks on campus to have less people.

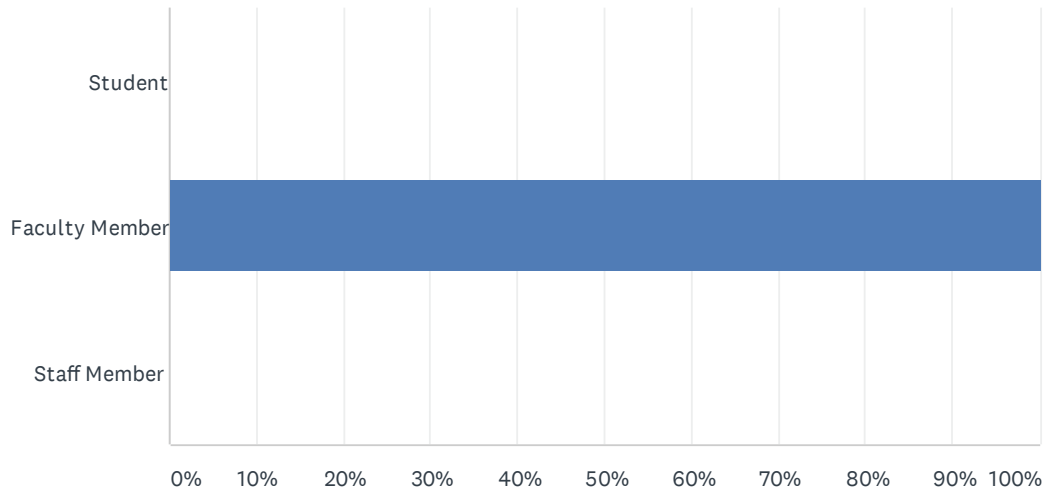
The student population as a whole is low-risk for complications with COVID-19. For this reason, the campus should be opened as soon as legally possible. The complication is that some students and many of the faculty and staff fall into the high-risk category. I believe that we would be best served by CHOICE. Nobody should come to campus who believes doing so would put them at risk, not for a grade and not for a job. Mandatory attendance on campus seems implausible at the time being. It is my hope that we will find a middle ground, the place where staff and students alike can manage remotely OR assume the risk by returning to campus.

What if someone is sick but doesn't have a fever? Covid-19 has a myriad of symptoms. Can we ask them to go home if they are coughing in class/the shared office space?



# Q1 I am a...

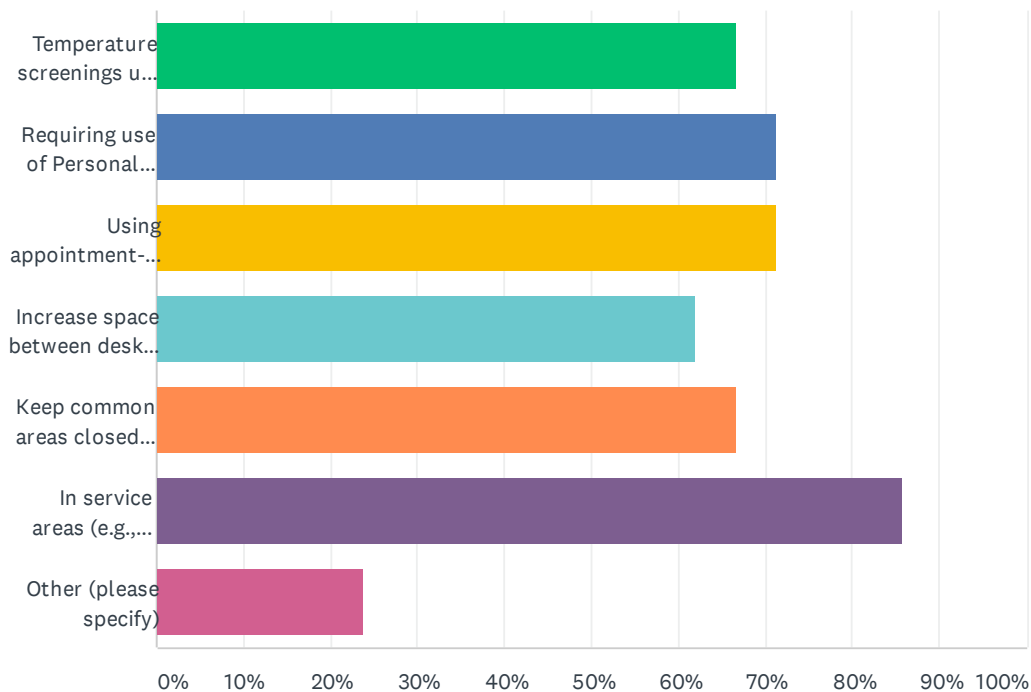
Answered: 24 Skipped: 0



ANSWER CHOICES	RESPONSES	
Student	0.00%	0
Faculty Member	100.00%	24
Staff Member	0.00%	0
TOTAL		24

## Q2 What strategies should RCC employ when it opens campus buildings to staff and students? Please check all that apply.

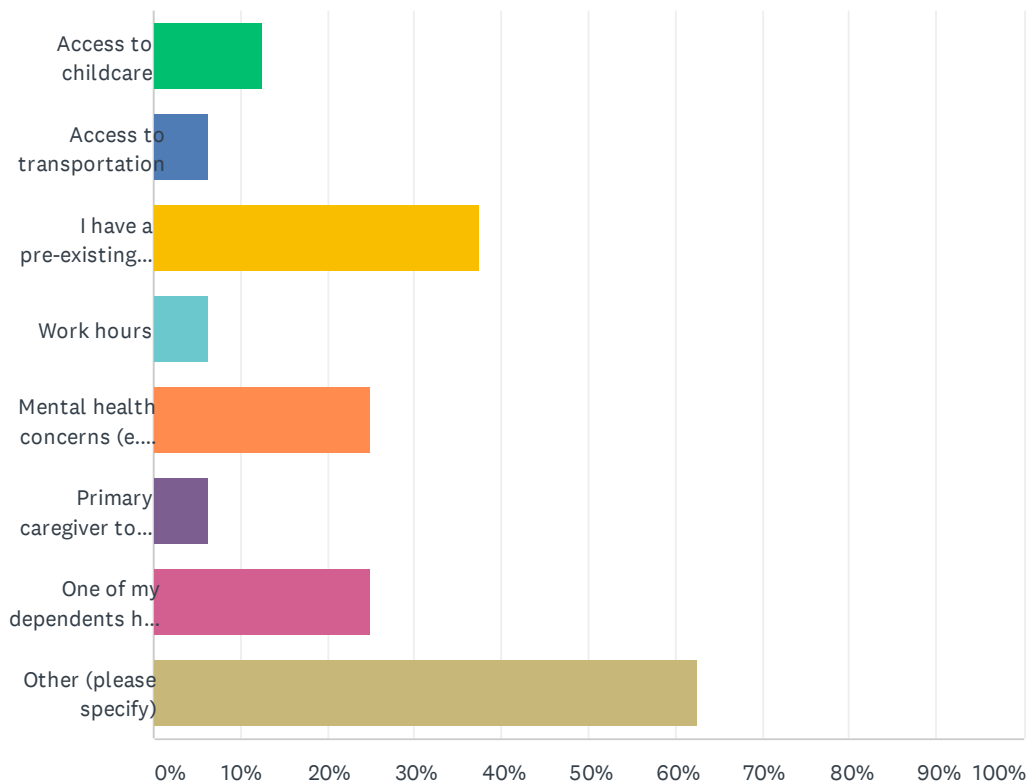
Answered: 21 Skipped: 3



ANSWER CHOICES	RESPONSES	
Temperature screenings upon entering campus	66.67%	14
Requiring use of Personal Protective Equipment (PPE) like gloves and masks	71.43%	15
Using appointment-only model to reduce the number of people on campus	71.43%	15
Increase space between desks in offices and classrooms	61.90%	13
Keep common areas closed (e.g., Student Commons) to limit gatherings of people	66.67%	14
In service areas (e.g., Advising), disinfect surfaces between appointments	85.71%	18
Other (please specify)	23.81%	5
Total Respondents: 21		

### Q3 Of the following, what are the top three barriers to you returning to campus? Choose up to 3 options.

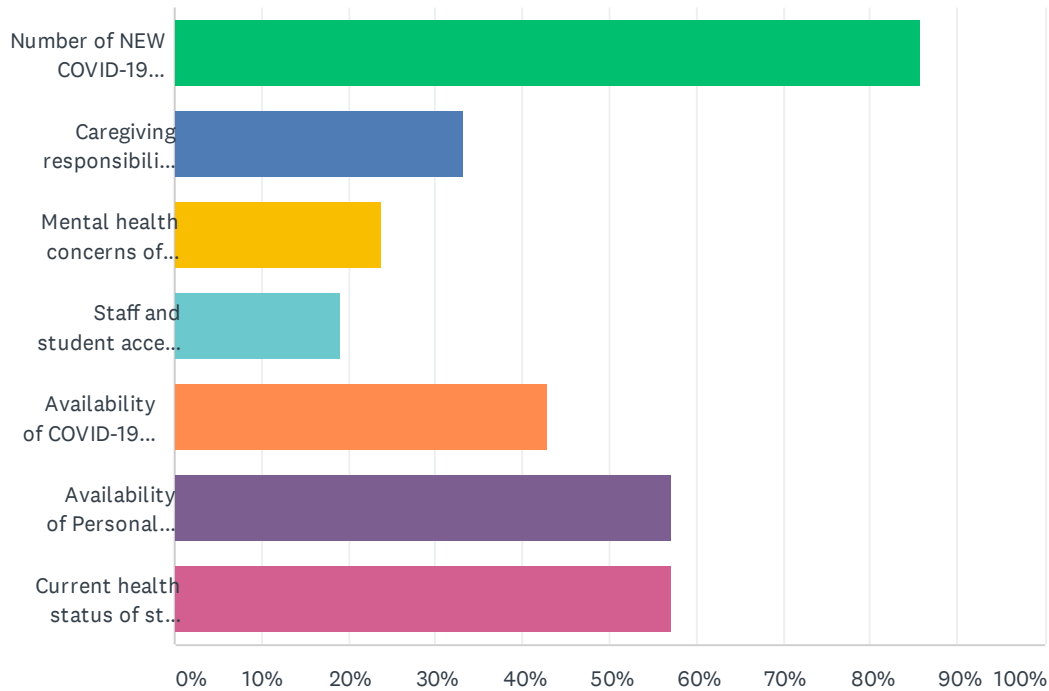
Answered: 16 Skipped: 8



ANSWER CHOICES	RESPONSES	
Access to childcare	12.50%	2
Access to transportation	6.25%	1
I have a pre-existing health condition	37.50%	6
Work hours	6.25%	1
Mental health concerns (e.g., anxiety, depression)	25.00%	4
Primary caregiver to an adult	6.25%	1
One of my dependents has a pre-existing health condition	25.00%	4
Other (please specify)	62.50%	10
Total Respondents: 16		

Q4 Of the following, which three factors should RCC pay MOST attention to when considering opening campus buildings to staff and students.  
Please check only three.

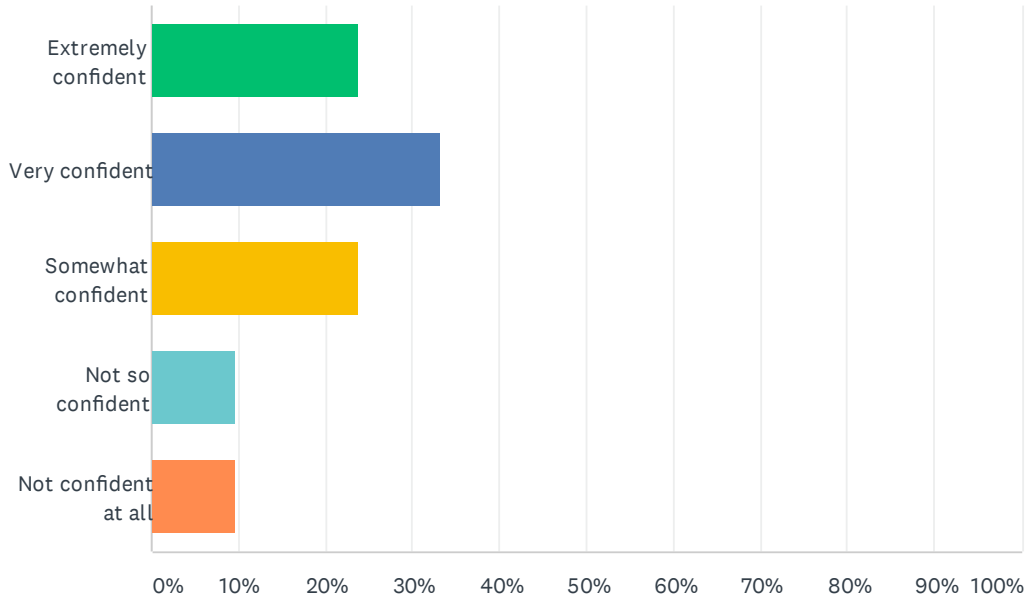
Answered: 21 Skipped: 3



ANSWER CHOICES	RESPONSES	
Number of NEW COVID-19 (Coronavirus) cases in the Boston area	85.71%	18
Caregiving responsibilities of staff and students	33.33%	7
Mental health concerns of staff and students (e.g., anxiety, depression)	23.81%	5
Staff and student access to resources (e.g., financial, childcare, transportation)	19.05%	4
Availability of COVID-19 (Coronavirus) testing in the Boston area	42.86%	9
Availability of Personal Protective Equipment (PPE), like gloves and masks	57.14%	12
Current health status of staff and students (e.g., pre-existing conditions)	57.14%	12
Total Respondents: 21		

### Q5 As of now, how confident are you in the ability of RCC leadership to make the right decision on opening college buildings?

Answered: 21 Skipped: 3



ANSWER CHOICES	RESPONSES	
Extremely confident	23.81%	5
Very confident	33.33%	7
Somewhat confident	23.81%	5
Not so confident	9.52%	2
Not confident at all	9.52%	2
<b>TOTAL</b>		<b>21</b>

Q6 What other thoughts do you have about the process of re-opening campus buildings?

Answered: 14 Skipped: 10

Timeline for Presidential Evaluation  
FY20  
**DRAFT**

**May 12** – Board Meeting – Review timeline with Board of Trustees. Identify ad hoc board committee.

**May 26** – Ad hoc board committee reviews evaluation format

**May 29** – Evaluation instrument delivered to Board and Cabinet members

**June 4** – Board returns evaluation

**June 8** – Summary evaluation submitted to Board Chair for review and feedback

**June 12** – Final draft and supporting information submitted to Board members for review

**June 16** – Board Meeting – President’s Evaluation and Recommendation

**June 30** - Results forwarded to Commissioner



# Board of Trustee Report

May 12, 2020

1234 Columbus Avenue  
Roxbury Crossing, MA 02120  
Tel: 617-427-0060 | [www.rcc.mass.edu](http://www.rcc.mass.edu)







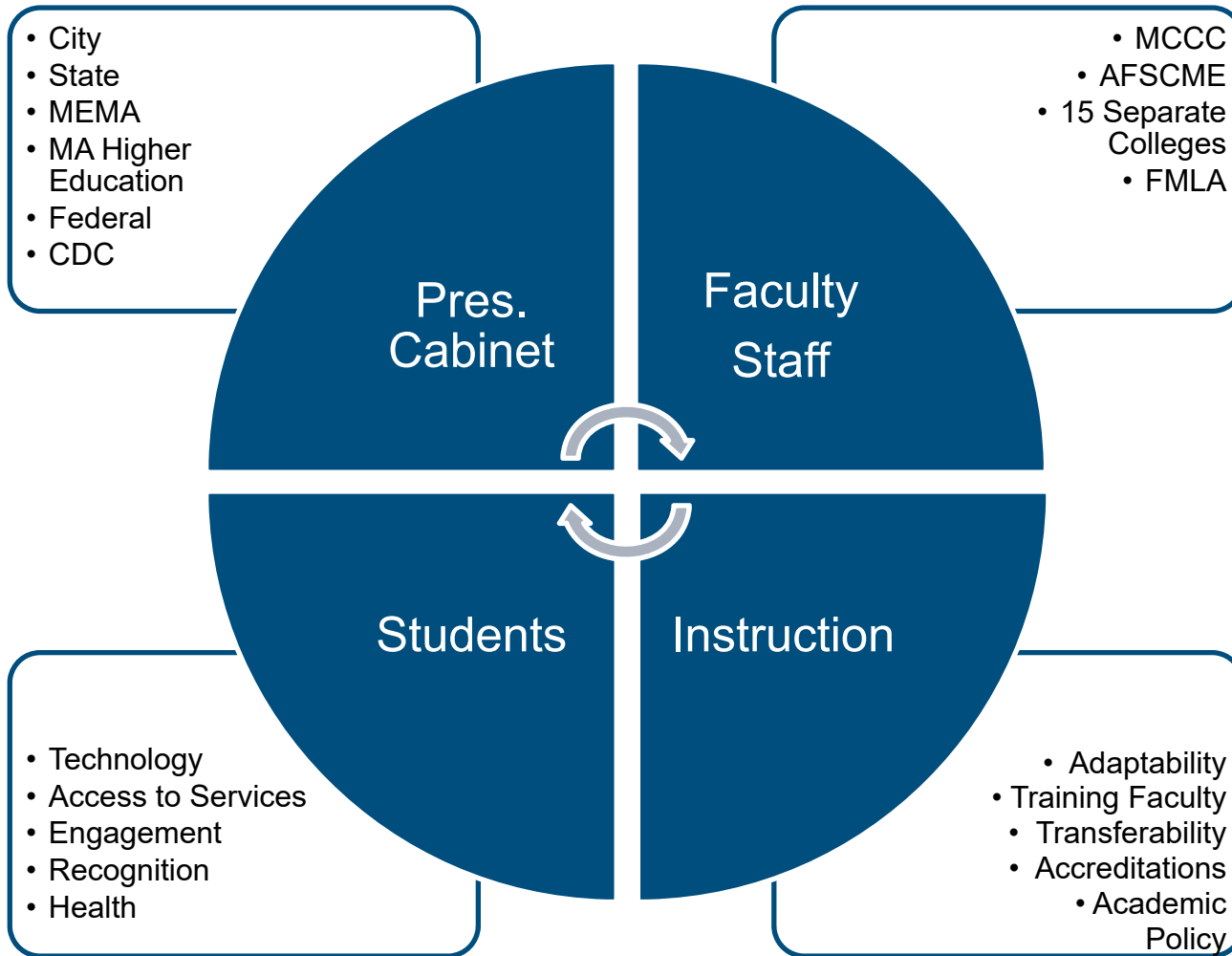
# Fantasia James

Student Trustee

# President's Report

- Start of COVID19 Response Plan
  - March 13, 2020
- Business as Usual within COVID19
- Future Plans

# COVID-19



## Business as Usual in COVID Context

- Nursing

- Pass rate = 89% (last year listed on BORN website)
- Graduating class (Dec, 2019) = 100%
- Director Challenge

# Business as Usual in COVID Context

## BORN Nursing Administrator

The program administrator shall:

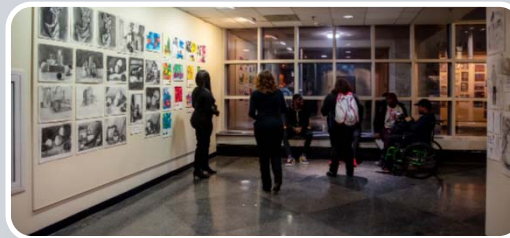
1. hold a current Massachusetts Registered Nurse license in good standing;
2. possess an earned masters' degree in nursing or an earned entry level doctorate in nursing;
3. possess a minimum of 5 years full-time nursing experience, or its equivalent, within the last 8 years, with at least 3 years experience in nursing education; and
4. maintain expertise appropriate to administrative responsibilities.

# Business as Usual in COVID Context



## Programs

- Rad Tech
- Smart Building – 1<sup>st</sup> on-line
- CISCO; Help Desk



## Institutional

- Building 2
- Security Grant
- NECHE



## Marketing

- TEAK
- WCVB – 5/18/20
- Ads: Workforce Emphasis

# Foundation

- Endowment Incentive Matching Funds
  - \$2.4M for 15 colleges = \$166,667
  - RCC = \$166,809
- Current Donations
  - Donations through March 31, 2020 = \$46,853
  - COVID: Rowland Foundation - \$25,000

# Revenues

Approved FY 2020	Year End Projection	10% Reduction in State Appropriation And Tuition/Fees and No Rental Income	15% Reduction in State Appropriation and Tuition/Fees and No Rental Income	Greatest Reduction Difference
\$27,488,053	\$25,876,948	\$23,082,133	\$21,894,806	\$3,982,142

FY `20 - `21 - Additional Revenue:

- CARES Stimulus = \$800,000 – Invest in Technology/Services and Training for Students and Staff
- Security Grant – Invest in Securing Campus - \$175,000

FY `20 - `21 - Reductions in Expenses:

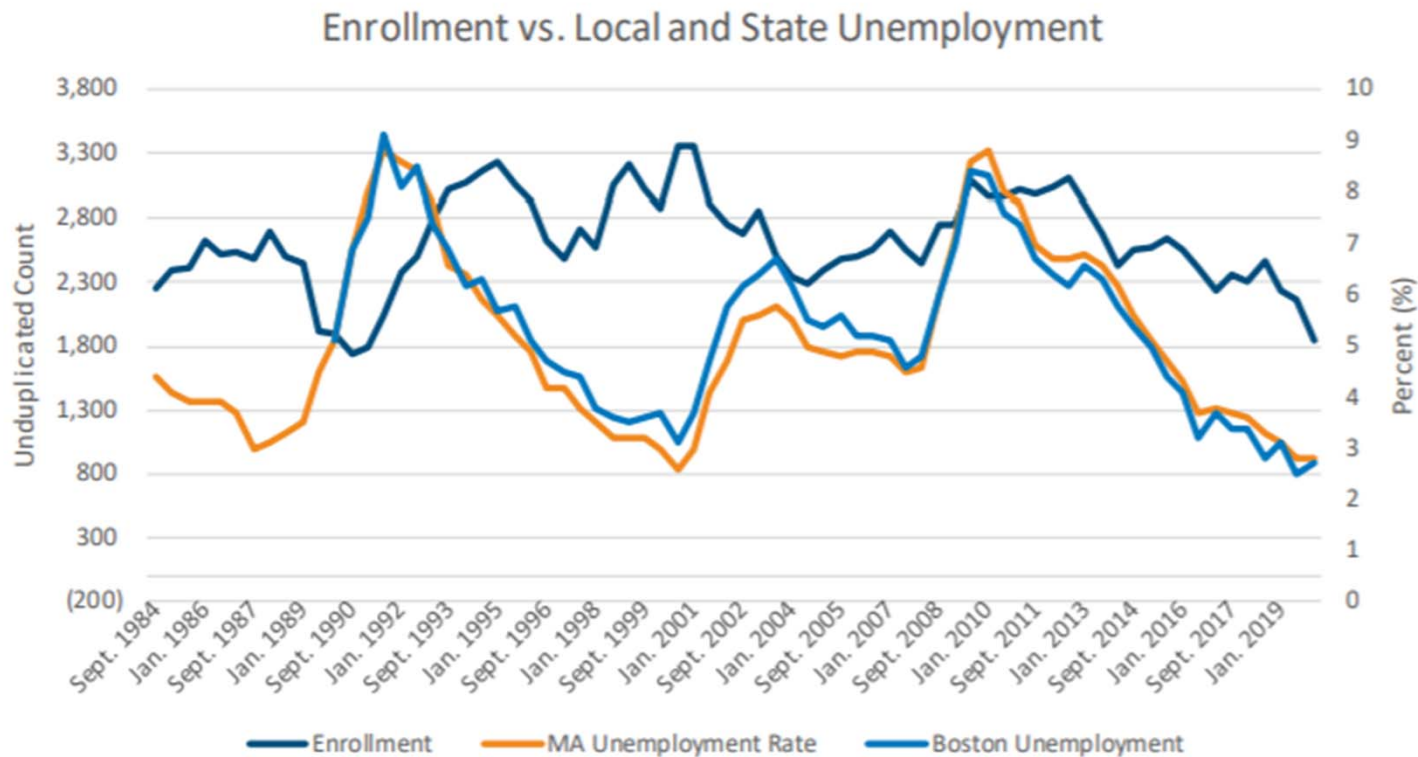
- Contracted Service: Security
- Energy and Facility Costs
- Travel and Food
- Nursing



# Advocacy & Concerns

- Legislative Outreach
  - Level Funding
  - Community Colleges are Essential for Economic Recovery
- Reopening Committees
  - RCC
  - City
  - Governor's 4 Phase for Reopening
- Fund-Raising
  - Need-Based Scholarships
  - Workforce Training Scholarships

# Past Recession and Enrollment Trend



# Future Plans

## Repopulating Campus - What should we do:

- **Require PPE**
  - S1; F2; St3
- **Provide Services - Appointment Only**
  - S2; F2; St2
- **Increase Spacing in Classrooms**
  - S3; F1
- Disinfect Surfaces Between Services
  - St1
- Keep Common Areas Closed
  - St2
- Take Temperatures at Entry
  - F3

# Future Plans

## Repopulating Campus - Barriers to Return:

- Access to Transportation
  - S1
- **Mental Health (anxiety, depression)**
  - S2; F3; St1
- Access to Childcare
  - S2
- Work Hours
  - S4
- **Pre-Existing Condition**
  - 2 (37%); St1
- One of my Dependents has a Pre-Existing Condition
  - F3
- Other
  - F1

# Future Plans

Repopulating Campus - Indicators that We Should Consider:

- ***New Cases in Boston***
  - S1; F1; St1
- ***PPE Availability***
  - S2; F2; St3
- Current Health of Students & Staff (Pre-Existing Conditions)
  - F2
- Mental Health
  - S3
- ***Student and Staff Access to Resources*** (Financial; Childcare; Transportation)
  - S3; St2
- Testing Availability
  - F3

# Student Zip Codes Compared to COVID Cases

Zip Code	Unduplicated Count (PT + FT)	Positive COVID Cases	Rate per 10,000	% of City Total (1,233 cases)
02124	272	175	21.6	14.2%
02119	259	78	18.1	6.3%
02121	233	131	20.4	10.6%
02136	223	104	30.4	8.4%
02126	190	72	24.3	5.8%
02125	158	131	20.4	10.6%
02131	131	73	21.6	5.9%
02130	98	52	12.9	4.2%
02118	74	70	19.6	5.7%
02120	69	78	18.1	6.3%
02122	67	175	21.6	14.2%

# Looking Forward

- Staff
  - Pre-existing Illnesses and Ages (26% of workforce aged 60 or above)
  - Access to Support and Resources
  - Training in Technology
  - Hiring
- Students
  - Technology - **laptops for students**
  - Access to Services (Food, Mental Health; Project Access)
  - Flexibility (Childcare, Transportation, Work Hours)

# Looking Forward

- New Students
  - Not Going Away (Fear of Second Wave in Fall)
  - Workforce Training
- Delivery of Instruction
  - More Remote Learning
  - Innovation (No Boundaries: on-line labs; spread days of instruction)
  - Flexibility
  - Increase Programming for Employment
  - Practical Skills



# Consent Agenda

- Minutes from Board Meeting - February 18, 2020
- Minutes from the Executive Committee – April 21, 2020
  - Approved the Matching Grants Process Recommended by the Foundation
  - Approved Eligible Gifts – \$326,728 (\$163,364)
- Foundation: Gifts to the College - February 1, 2020 through March 31, 2020
  - \$46,852.73 (Includes \$6,608 additional match eligible donations)
- Addendum to the Fee Schedule
  - Increase of \$15 per credit hour fee
  - One course fee in humanities



# Sheriff Steve Tompkins

Chairman of the Board of Trustees