

Guests: DCAMM

1. Call to Order

2. President's Report
 - Institutional Effectiveness
 - Enrollment Dashboard
 - Academics and Student Life
 - *New Programs: Anesthesiology Technology RESOLUTION
 - Human Resources
 - Introduction of New Employees Dashboard
 - Administration and Finance
 - Facilities and Capital Projects
 - Update on Building 2
 - New Awards and Projects
 - DCAMM: Dudley House Presentation
 - Financials
 - FY20 Year End Report
 - Payments to-date
 - *FY21 Budget RESOLUTION
 - *Non-Credit Fee Changes RESOLUTION
 - *Foundation: Gifts to the College RESOLUTION

 - Marketing Update

3. Consent Agenda
 - a. Resolution – June 16, 2020 Minutes
 - b. Resolution - New Program Approval Intent to Offer
 - c. Resolution - FY21 Final Budget
 - d. Resolution - Non Credit Program and Course Fee Schedule
 - e. Resolution - RCCF Report Gifts to the College

4. Report of the Chairman
5. Public Comment
6. Executive Session
7. Adjournment



Office of Institutional
Effectiveness

Fall 2020 Enrollment Dashboard

Student Attribute	Fall 2017	Fall 2018	Fall 2019	Fall 2020 Unofficial*
Male	31.7%	31.1%	33.5%	32%
Female	68.3%	68.7%	66.1%	67.8%
Other	0.0%	0.2%	0.4%	0.2%
Black/African American	59%	57.9%	58.6%	59%
Latinx	21%	19.4%	20.0%	20.5%
White	7.1%	7.1%	10.7%	9.8%
Average Age	32	33	31	30
Total Headcount Credit & Non-Credit	2221	2311	2170	1480

Sections by Type	Fall 2017	Fall 2018	Fall 2019	Fall 2020 Unofficial*
All Sections	370	375	369	302
Evening	89	100	85	-
Weekend	29	45	16	-
Distance	8	10	21	298

*Fall 2020 Registration continues through October 2, 2020

Fall Term – September 2

Autumn Access Term – September 14

Mid Autumn Term – September 28



Top High Schools attended by Fall 2020 Students

Rank	High School
1	Non US High School
2	GED High School Equivalency
3	Madison Park Technical Vocational High School
4	English High School
5	West Roxbury High School
6	Brighton High School
7	Jeremiah E. Burke High School
8	Charleston High School
9	Boston Latin Academy
10	Cambridge Rindge & Latin

Top Neighborhoods of Fall 2020 Students

Rank	Neighborhood
1	Dorchester
2	Roxbury
3	Hyde Park
4	Mattapan
5	Roslindale

Roxbury Community College
Academic and Student Affairs
September 2020 Board of Trustees Meeting

Nursing

- The College submitted its completed application to BORN on September 11, 2020. It is anticipated that RCC will be invited to present its new curriculum at the October BORN meeting.

Radiologic Technology

- The College received an extension of its full accreditation award until June 30, 2022 from the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the December 2020 site visit has been cancelled.
- The hiring of the new program director, Gary L'Abbe, effective June 1, 2020, and his proficiency in curriculum design and program administration, has addressed certain issues outlined by JRCERT during the unannounced February 2020 site visit.

Anesthesiology Technology

- RCC intends to start a new associate degree program in anesthesia technology to address local workforce needs and prepare current technicians for the certification exam soon to be required by the American Society of Anesthesia Technologists (ASATT).
- Goal is to admit the first class for Fall 2021
- Dr. Sana Ata, department head of anesthesiology at Lahey Health, will serve as the inaugural director of anesthesiology technology, assist with the selection of clinical sites, recruitment of students, development of the curriculum, and the ASATT accreditation process.

Faculty/Student News

- More than 150 credit and noncredit faculty completed professional development workshops to enhance skills on online course design, engagement, and assessment.
- Seven (7) new full-time faculty joined RCC this fall representing the Business, Early Childhood Education, Engineering, English, History, and Math departments.
- RoxSTARS
- The library held weekly Office 365 workshops for faculty and staff; upgraded research guides; held virtual library instruction; purchased an outdoor book drop and seat reservation system; established a COVID-19 archive to preserve the experiences of the RCC community during the pandemic; and organized a working on understanding copyright for September 18th.
- Our Library Director, Bill Hoag, was elected President of Higher Education Libraries of Massachusetts (HELM).
- RCC was approved by the US Department of Education to offer a special, financial aid-eligible term. "Late Autumn Access" begins September 28th and ends December 31st.

Technology

- RoxSTARS - IT and the Library have distributed 62 laptops since the start of the fall semester and a total of 27 hotspots to students and faculty since March 2020.
- The Distance Education Committee, composed of six (6) faculty and three (3) administrators, was created and met for the first time in July 2020. During their monthly meetings, the committee addresses initiatives, training and technology needs, and policy development.

- The College has adopted Turnitin Feedback Studio and Zoom Proctoring as resources to assist faculty with maintain academic integrity during its online course offerings.

New Partnerships

- RCC launched new partnerships with Massachusetts Rehabilitation Commission, offering the credit-based CISCO Certified Network Associate Training Program; 1199 SEIU to offer their members credit-bearing courses to fulfill prerequisites for allied health programs; Community Academy, an alternative high school in Jamaica Plain, where the staff, students, and their parents take a course together; and MASS Facilities Association for their employees to take a course on Best Practices for Facilities Related to COVID-19.

Other

- RCC is hosting the annual Teaching, Learning Student Development Conference, virtually, on Friday, October 16th, from 9am-2pm. This year's theme is: Employing an Anti-Racist Lens to Build Inclusive College Curriculum and Student Services.
- The keynote speaker is Dr. Estela Mara Bensimon, Dean's Professor of in Educational Equity at the USC Rossier School of Education and Director of the Center for Urban Education, which she founded in 1999. Dr. Bensimon developed the Equity Scorecard—a process for using inquiry to drive changes in institutional practice and culture.
- For the first time, TLSD will be offered at no charge to participants.

Roxbury Community College

Human Resources Report

New Hires

May 2020-August 2020

Jalal Ghaemghami
Coordinator, Instructional Technology

Bryan Jones
Registrar

Gary L'Abbe
Director, Radiologic Technology

Lauren Miller
Program Manager
Center for Workforce Development

Alexandra Valdez
Academic Counselor

Jeffrey Van Dreason
Dean, Arts, Humanities & Social Sciences

Stephanie Victoria
Director, Nursing

Robert Williams
Assistant Director, Human Resources

Veronique Helenon
Assistant Professor
PhD History
Ecole Des Haute Etudes en Sciences Sociales

Gregory Karas
Assistant Professor
EdD Business
Northeastern University

Jennifer Kearns-Fox
Assistant Professor
ABD Early Childhood Education
American International College

Kamila Kehoe
Assistant Professor
PhD English
Cornell University

Nanci Kopecky
Assistant Professor
MA Mathematics
Governors State University

Sharlene Malcolm
Assistant Professor
ABD Business
Walden University

Fahmil Shah
Assistant Professor
MA Electrical Engineering
Boston University

HUMAN RESOURCES DASHBOARD - FIRST QUARTER FY21

GENDER

	% FY '21			FY '20			Hires			Promotions			Separations		
	Male	Female	% Female	Total	Total		Male	Female	% Female	Male	Female	% Female	Male	Female	% Female
Administrators (NUP)	26	27	51%	53	50		2	1	33%	1	0	0%	0	1	100%
Faculty: Full-time	22	25	53%	47	40		1	5	83%	1	0	0%	1	5	83%
Faculty: Part-time	82	94	53%	176	169		0	0	0%	0	0	0%	0	0	0%
Professional Staff	9	15	63%	24	24		0	0	0%	1	0	0%	0	0	0%
Support Staff (AFSCME)	22	25	53%	47	48		0	0	0%	0	0	0%	1	0	0%
Totals	161	186	54%	347	331		3	6	67%	3	0	0%	2	6	75%

FY20 STUDENT BODY 587 1158 66.10%

RACE/ETHNICITY

	% of FY '21								FY '20		Hires			Promotions			Separations		
	Asian	Black	Latinx	Am Indian	White	2 or more	Unidentified	% of Color	Total	Total	# of Color	%	Total	# of Color	%	Total	# of Color	%	
Administrators (NUP)	2	30	4	0	13	0	4	68%	53	50	3	2	67%	1	1	100%	1	1	100%
Faculty: Full-time	2	16	3	1	23	0	2	47%	47	40	6	2	33%	1	1	100%	6	2	33%
Faculty: Part-time	13	65	11	0	84	0	3	51%	176	169	0	0	0%	0	0	0%	0	0	0%
Professional Staff	2	10	5	0	5	0	2	71%	24	24	0	0	0%	1	0	0%	0	0	0%
Support Staff (AFSCME)	2	25	11	0	6	0	3	81%	47	48	0	0	0%	0	0	0%	1	1	100%
Totals	21	146	34	1	131	0	14	58%	347	331	9	4	44%	3	2	67%	8	4	50%

FY20 STUDENT BODY 0 1026 351 0 118 44 72 85.20%



DIVISION OF
CAPITAL ASSET
MANAGEMENT &
MAINTENANCE

ROXBURY
COMMUNITY COLLEGE

Dudley House Roxbury Community College

Roxbury Community College Board of Trustees | September 22, 2020

Property Ownership and Use History

- Year 1825: Built for David Dudley, grandson of Thomas Dudley (2nd Governor Of Massachusetts). It was two story in height with the characteristic of late Federal style houses. The House remained in the Dudley Family until 1897
- Year: 1897: The House was sold to Roman Catholic Archbishop of Boston as a rectory for All Saints Church. A third story and a hip roof were added.
- Year 1968: The land was taken by The Commonwealth of Massachusetts Department of Public Works for Highway purposes
- Year 1970: The property was leased to F.I.R.S.T Inc., the residential Recovery and education center for drug addiction.
- Year 1980: DPW transferred the control of the land to the Board of Regents of Public Higher Education for use of the Roxbury Community College
- Year 1985: RCC Campus broke ground for the new campus
- Year 1988: RCC Campus construction completed

The Dudley House long-term lease project proposal was approved by the Asset Management Board (AMB) on July 16, 2019 and an RFP resulted in one proposal from Historic Boston, Inc. (HBI) that failed to meet the RFP criteria.

Summary of HBI Proposed Redevelopment Plan

- Construction of Seven Market-Rate Apartments
- Complete Historic Rehabilitation of the Dudley House
 - mix of 1, 2 and 3-bedroom units
- During five-year tax credit compliance period, units would be rentals and building would be operated and maintained by HBI
- Upon completion of tax credit compliance period HBI would sell the apartments as condominiums
- **Project costs will exceed \$4.65 Million** (including est. \$300,000 purchase cost of Archdiocese property)

Funding Sources:

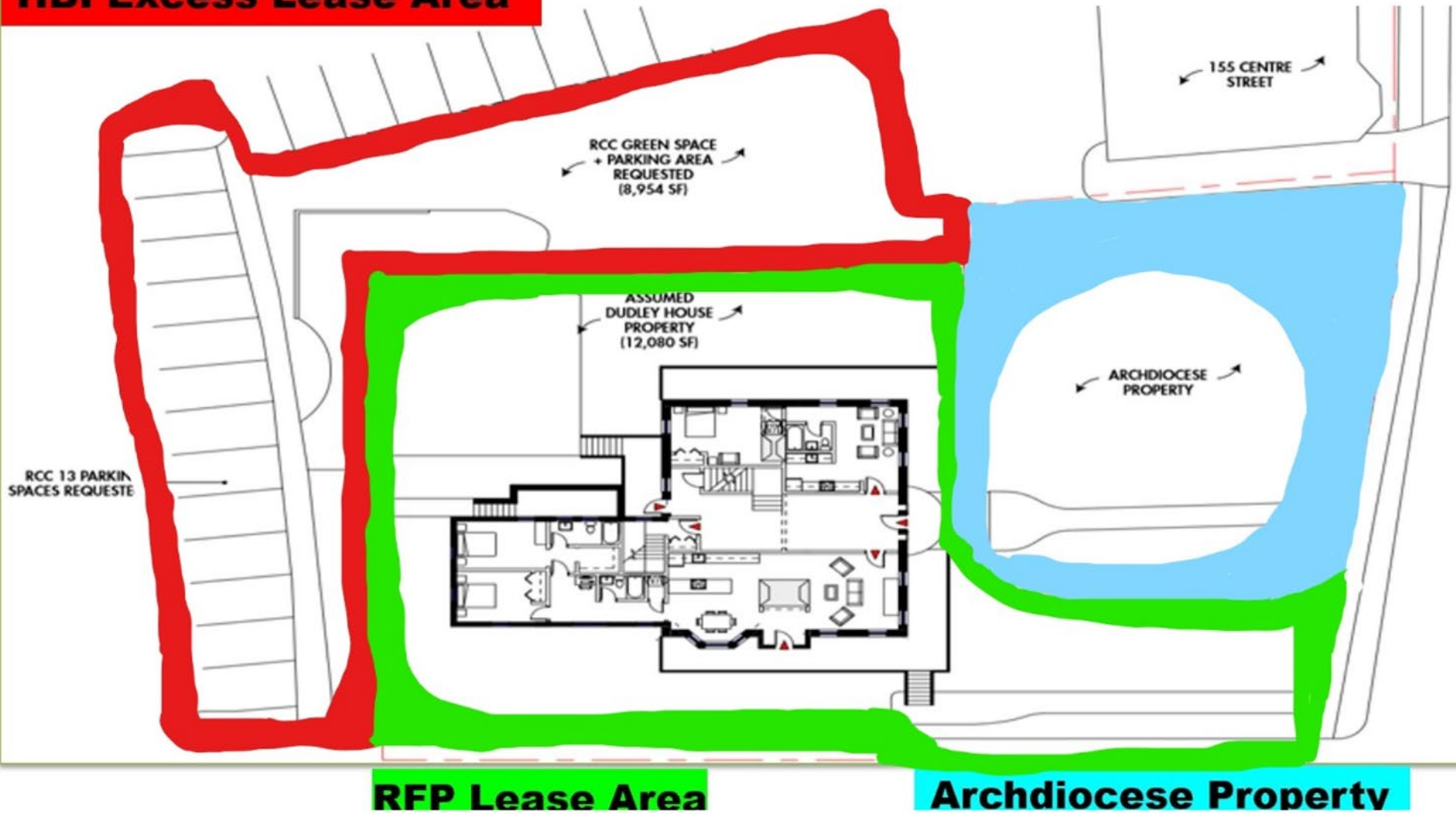
28%	Federal and State Historic Rehabilitation Tax Credits
8.5%	City of Boston's Community Preservation Act funds
45%	HBI Debt

Summary of HBI Proposed Terms

- **Lease Rental Rate:** \$1.00 with no increases
- **Lease Term:** 99 years with option for additional 99 years and right of first refusal to purchase
- **Lease Area:** Increase of 8,954 SF (making the total lease area 21,034)
- **Financing Gap:** Estimated at \$1,200,000
 - **Commonwealth Investment:** 50% of gap for 10-year period
 - **HBI payment to Commonwealth:** 30% of net sale proceeds (Estimated at \$483,535) upon sale of condos (Estimated in 2030)

Proposed Increased Premises

HBI Excess Lease Area



Items Non-Conforming to RFP Criteria

1. Partnership with Commonwealth – \$600,000 investment by Commonwealth
2. Increased Term (total 198 years with option, essentially a sale)
3. Increased lease area (8,954 SF including 13 RCC parking spaces)

Feedback from HBI

HBI has confirmed that it is **financially infeasible** for it to redevelop the Dudley House based on an underlying leasehold.

- Leasehold is unattractive to prospective financiers, limiting available debt options.
- Leasehold is unattractive to prospective condo buyers, limiting number of buyers and impacting value.

HBI has indicated that it could produce a feasible market rate housing development if it owned the property rather than leased it.

Cost of Carrying Dudley House

- RCC has ongoing cost for maintenance of the property including snow removal, landscaping and security. RCC has also expended funds on securing the building from intruders.
- W T Rich was hired by DCAMM to secure and shore up the building at a cost of \$33,000. The building has deteriorated since then and requires additional work.
- RCC at risk for the liability inherent in holding a deteriorating building.

Previous Attempts to Restore

2004: Legislation

Legislation authorizing a directed sale of the Dudley House to the Harvard Street Neighborhood Health Center for use in the treatment of individuals recovering from substance abuse was drafted. The legislation did not move forward.

2019/2020: RFP

RFP seeking proposals for redevelopment under long-term lease was issued. DCAMM received only one proposal despite extensive advertising and outreach to 650 local development firms.

Recommendation to RCC Board

DCAMM recommends that the Board approve the sale of the Dudley House

- Attempts to preserve the building have been non-productive
- Sale likely the only feasible way to preserve and redevelop the property
- Legislation would be drafted in collaboration with RCC and Legislative Delegation. DCAMM recommends directed legislation to HBI.
- Sale puts property back into productive use

Questions

1. Would RCC reap revenues from sale?
 - This will be determined by the legislature's recommendation. DCAMM supports RCC receiving revenue from a sale, there is precedence.
2. How will sale be coordinated with Archdiocese acquisition?
 - DCAMM will not be involved in Archdiocese property acquisition. The Archdiocese has indicated that it is willing to sell to the Dudley House developer, that would be between those two parties.
3. Can we ensure there will be clearly delineated parcels, buffer zone, fence and no parking encroachment into RCC lot?
 - The parcel will be subdivided. Cars parked on RCC lot can be towed. We can consider language requiring buyer to provide fence or buffer.

Next Steps

If RCC votes to approve sale of the Dudley House

- Draft legislation in collaboration with RCC and legislative delegation
- Target for filing of legislation – By Q1 2021 or sooner

Roxbury Community College

**Financial Report
Fiscal Year 2019-2020**

**For Year Ended June 30, 2020
(Unaudited)**

September 22, 2020

**Roxbury Community College
Interim Financial Report
Fiscal Year 2019-2020
(Unaudited)
For the Year Ended**

June 30, 2020

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**Roxbury Community College
Draft Financial Report**

Notes and Comments

The following financial reports represent the results of operations for the College for the year ended June 30, 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 Year Ended June 30, 2020
(Unaudited)**

	FY 2020 Approved Budget	Unaudited Year End Actuals 6/30/2020	Variance from approved budget
<u>Operating Revenue-Exclusive of Financial Aid</u>			
Tuition and Fees - Credit	\$ 8,304,231	\$ 7,181,489	\$ (1,122,742)
Tuition and Fees - Non-Credit	750,000	534,253	(215,747)
State Appropriation	16,233,437	16,350,956	117,519
Grants, Government Contracts, and Contributions	1,400,185	2,781,632	1,381,447
Reggie Lewis Retained Revenue	450,000	349,269	(100,731)
Campus Rentals, Commissions, Other Fees	350,200	149,769	(200,431)
Energy Credits/Solar and Demand Response	-	302,466	302,466
Total Operating Revenue	\$ 27,488,053	\$ 27,649,834	\$ 161,781
<u>Operating Expenses-Exclusive of Student Refunds</u>			
Personnel Costs	\$ 19,691,758	\$ 18,255,646	\$ 1,436,112
IT Operational Costs	1,675,389	1,756,939	(81,550)
Facility Maintenance and Repairs	1,333,885	1,014,204	319,681
Energy Costs	797,500	694,360	103,140
Program Operations	2,157,619	2,896,771	(739,152)
Administrative Costs	1,041,242	844,762	196,480
Interest on CEIP Loan (*)	288,688 (*)	289,154	(466)
Total Operating Expenses	\$ 26,986,081	\$ 25,751,836	\$ 1,234,245
Net Increase in Operating Reserves	\$ 501,972	\$ 1,897,998	\$ 1,396,026
Total Expenses and Increase in Operating Reserves	\$ 27,488,053		

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

Operating Revenues

For the fiscal year, the College was awarded \$1,381,447 in grants after the budget was approved. This enabled administration to manage decreases in projected enrollment revenue in credit and non-credit programs. The College also received \$302,466 in energy credits that were not included in the approved budget.

Operating Expenses

Given the shortfalls in enrollments, the College administration held on replacing personnel vacancies and decreased expenses. However, the increase in grant revenue enabled the College to increase purchases in IT (EEC and Perkins grants) and program operations (CARES Act direct aid to students) in accordance with the grant awards which explains the negative variance in these two line items. Instructional classrooms and computer labs were updated with these funds.

Net Increase in Operating Reserves

The overall operating results for the fiscal year is reflecting a positive variance of \$1,396,026. To strengthen the financial health of the College the strategic plan set a goal of an annual 3% operating margin. In fiscal year 2019, we achieved a 7.2% operating margin and in FY 2020 a 6.9% operating margin was achieved.

As a result of these two strong fiscal years, the College has been able to settle its past debt two years ahead of the benchmarks set by the Board of Trustees.

Statement of Net Position (*Balance Sheet*) Comments

Working Capital

Working Capital is the difference between current assets and current liabilities highlighted as follows:

	<u>June 30, 2020</u>	<u>June 30, 2019</u>
Current assets	\$5,529,154	\$3,288,173
Current Liabilities	<u>\$5,176,863</u>	<u>\$3,794,543</u>
Working Capital	<u>\$ 352,291</u>	<u>\$(506,370)</u>
Current Ratio	1.07:1	.87:1
Benchmark Current Ratio	2:1	

Accounts Payable/Current Liabilities

As of June 30, 2020, 75% of the College's trade accounts payable were outstanding less than 60 days. The increase in overall current liabilities at June 30 is the result of unearned revenue

received the last week of June for FY 2021 of \$790,000. These were grant funds, raised by the College, which were unexpended by the State Department of Capital Management and Maintenance (DCAMM) in the last campus renovations. These funds are restricted for capital purchases.

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 (DCMM). 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 with a 3% interest rate. The total loan amount is \$9,638,812 with annual principle and interest payments of \$647,880. The first payment was made in June 2020.

A portion of the Long-Term liabilities includes the \$400,000 accrual made in 2013 as a potential liability associated with the 2013 financial aid program review (HCM2). The balance of Long-Term liabilities represents accrued employee benefits.

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

	FY 2020 Budgeted <u>Expenditures</u>	Actual for Period Ending <u>6/30/2020</u>
From DCAMM Deferred maintenance		
Major Projects		
Main Campus Renovations	<u>\$ 4,500,000</u>	<u>\$ 3,796,367</u>

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

	6/30/2019	6/30/2020
Assets		
Current Assets		
Cash	\$ 59,549	\$ 923,420
Deposits Held By state Treas	10,956	854,869
Cash Held By State	571,520	554,407
Total Cash - Cash Equivalent	\$ 642,025	\$ 2,332,696
Accounts Receivable	2,646,148	3,196,458
Total Current Assets	\$ 3,288,173	\$ 5,529,154
Capital Assets, net	\$ 76,472,512	\$ 76,268,879
Deferred Outflows of Resources	\$ 4,771	\$ 65,086
Total Assets and Deferred Outflows of Resources	\$ 79,765,456	\$ 81,863,119
Liabilities		
Current Liabilities		
AP & Accrued Expenses	\$ 1,700,092	\$ 1,571,441
Due To Students	383,998	371,721
Accrued Payroll	530,396	657,603
Accr Comp Absence	1,025,304	1,059,408
Accrued Workers Comp	36,843	29,841
Student Deposits & Unearned Revenues	117,910	1,128,134
Current Portion of Note Payable	-	358,715
Total Accrued Expenses & Other Current Liabilities	\$ 3,794,543	\$ 5,176,863
Long Term Liabilities		
LT Accrued Compensated Absences	\$ 290,680	\$ 283,836
LT Accrued Workers Comp	132,940	134,121
Provisions Financial Aid	400,000	400,000
Net Pension Liability	1,745	74,128
Note Payable	9,638,812	8,921,382
Total Long Term Liabilities	\$ 10,464,177	\$ 9,813,467
Deferred Inflows of Resources	677,743	349,431
Total Liabilities and Deferred Inflows of Resources	\$ 14,936,463	\$ 15,339,761
Net Position		
Investment in Capital Assets, net	\$ 66,833,700	\$ 66,988,782
Unrestricted	(2,004,707)	(465,424)
Total Net Position	\$ 64,828,993	\$ 66,523,358
Total Liabilities and Net Position	\$ 79,765,456	\$ 81,863,119

Roxbury Community College
Income Statement for the periods ended:

	Fiscal Year Ending 6/30/2019	Annual Budget for FY 2020	Actual for Fiscal Year Ending 6/30/2020	Favorable (Unfavorable) Variances
Operating Revenues				
Tuition and fees - Credit	\$ 8,186,842	\$ 8,304,231	\$ 7,181,489	\$ (1,122,742)
Tuition and fees - Corporate Ed	581,870	750,000	534,253	(215,747)
Less: Scholarships and fellowships	(4,456,670)	(4,325,000)	(4,702,384)	(377,384)
Net tuition	\$ 4,312,042	\$ 4,729,231	\$ 3,013,358	\$ (1,715,873)
Financial Aid (Federal, State, Private)	5,270,288	5,160,011	5,312,871	152,860
Grants, Government Contracts, and Contributions	1,497,030	1,400,185	2,781,632	1,381,447
Campus Rentals, Commissions, Other Fees	560,816	350,000	149,469	(200,531)
Reggie Lewis Retained Revenue	469,760	450,000	349,269	(100,731)
Total Operating Revenues	\$ 12,109,936	\$ 12,089,427	\$ 11,606,599	\$ (482,828)
Operating Expenses				
Personnel Costs	\$ 18,119,636	\$ 19,691,758	\$ 18,255,646	\$ 1,436,112
Administrative Expenses	918,544	1,041,242	844,762	196,480
Program, Facil & Op Supplies	754,334	726,385	489,903	236,482
Energy Costs, Utilities & Space Rentals	811,892	797,500	694,360	103,140
Consultant Services	777,407	814,900	979,990	(165,090)
Program Op Expenses	1,209,105	1,119,360	1,223,416	(104,056)
Program Equipt Purchases	144,602	673,520	327,088	346,432
Program Lease, Rentals & Mtce	150,458	224,750	164,470	60,280
Construction Improvements	528,006	607,500	524,301	83,199
Entitlement Programs	524,722	175,000	1,028,277	(853,277)
IT Expenses	796,619	860,489	776,949	83,540
Scholarships and Fellowships	1,219,731	800,000	763,997	36,003
Total Operating Expenses	\$ 25,955,056	\$ 27,532,404	\$ 26,073,159	\$ 1,459,245
Net operating Income (Loss)	\$ (13,845,120)	\$ (15,442,977)	\$ (14,466,560)	\$ 976,417
Non Operating Revenues (Expenses)				
State Appropriations - Net	\$ 15,883,720	\$ 16,233,437	\$ 16,350,956	\$ 117,519
Investment Income/(Loss)	300	200	300	100
Energy Credits/Solar and Demand Response		-	302,466	302,466
Interest Expense	-	(288,688)	(289,164)	(476)
Net Non Operating Revenues (Expenses)	\$ 15,884,020	\$ 15,944,949	\$ 16,364,558	\$ 419,609
Increase/(Decrease) in Operating reserves	\$ 2,038,900	\$ 501,972	\$ 1,897,998	\$ 1,396,026
Investment in Fixed Assets				
Depreciation Expense	\$ (3,874,923)	\$ (4,000,000)	\$ (4,000,000)	\$ -
Capital Grants	-			
State appropriations - Capital	6,338,947	4,500,000	3,796,367	(703,633)
Net Increase in Fixed Assets	\$ 2,464,024	\$ 500,000	\$ (203,633)	\$ (703,633)
Increase (Decrease) in Net Position	\$ 4,502,924	\$ 1,001,972	\$ 1,694,365	\$ 692,393

Roxbury Community College
Statement of Changes in Net Position

	Fiscal Year Ending 6/30/2019	Fiscal Year Ending 6/30/2020
Unrestricted Net Assets - Beginning	\$ (4,043,607)	\$ (2,004,707)
Change in Net Position from Operations	2,038,900	1,897,998
Principle payment on note payable	-	(358,715)
Unrestricted Net Assets - Ending	\$ (2,004,707)	\$ (465,424)
Investment in Capital Assets - Beginning	\$ 64,369,676	\$ 66,833,700
Additions to Capital Assets	6,338,947	4,155,082
Less: Depreciation Expense	(3,874,923)	(4,000,000)
Investment in Capital Assets - Ending	\$ 66,833,700	\$ 66,988,782
Total Net Position	\$ 64,828,993	\$ 66,523,358

Roxbury Community College
Cash Flow Statement
For the Year Ended June 30, 2020

Net Income/(Deficit) before Capital Appropriation--From Income Statement	\$	1,897,998
Adjusted balance Before Changes in Assets and Liabilities	\$	1,897,998
<u>Change in assets</u>		
Accounts Receivable	\$	(550,310)
Net Purchase of Capital Assets		-
<u>Change in Liabilities</u>		
Accounts Payable and Accrued Expenses	\$	(140,928)
Accrued Payroll		127,207
Accrued Comp Absence and Workers Comp		27,102
Student Deposits and Unearned Revenue		1,010,224
Change in Long-Term Liabilities		(650,710)
Purchase of fixed assets		(29,912)
Cash inflows from operations	\$	1,690,671
Cash--Beginning of Period		<u>642,025</u>
Cash--End of Period--Per Statement of Net Position	\$	<u><u>2,332,696</u></u>

Roxbury Community College
FY 2021 Non-Credit Course Tuition Rates

Workforce Development Courses	Code	FY'20	FY'21
Business Communications	CSA 089	\$ 200	\$ 250
Clinical Medical Assistant Part 1 - Clinical Medical Assisting**	CSA 303	\$ 3,000	\$ 1,200
Clinical Medical Assistant Part 2 - CMA Phlebotomy**	CSA 305	N/A	\$ 1,200
Clinical Medical Assistant Part 3 - CMA EKG**	Needs code	N/A	\$ 600
Clinical Medical Assistant Part 4 - Externship**	CSA 319	N/A	\$ -
Google IT Support Professional Certificate	CSA 826	N/A	\$ 1,500
Grant Writing 1	CSA 010	\$ 300	\$ 300
Intermediate Grant Writing	CSA 031	\$ 350	\$ 300
Medical Billing and Coding	CSA 539	\$ 1,899	\$ 1,500
Pharmacy Technician Part 1	CSA 522	\$ 1,825	\$ 1,500
Pharmacy Technician Part 2- Externship**	CSA 533	\$ -	\$ 500
Phlebotomy Part 1	CSA 523	\$ 1,525	\$ 1,500
Phlebotomy Part 2 - Externship**	CSA 532	\$ -	\$ -
Project Management*	CSA 827	N/A	\$ 300
Real Estate Pre-Licensing	CSA 037	\$ 350	\$ 500
Veterinary Tech Assistant	CSA 535	\$ 1,395	\$ 1,000
Lifelong Learning Courses			
Public Speaking	CSA 022	\$ 85	\$ 100
Knitting 1	CSA 028	N/A	\$ 25
Knitting 2	CSA 029	N/A	\$ 25
TEAS Science	CSA 034	\$ 125	\$ 125
TEAS Math	CSA 035	\$ 125	\$ 125
TEAS Eng/R	CSA 036	\$ 125	\$ 125
Spanish	CSA 047	\$ 200	\$ 225
Stress Reduction, Relaxation, and Mindfulness	CSA 052	N/A	\$ 75
Talking Nutrition: French Kids Eat Everything	CSA 054	N/A	\$ 60
Home Staging	CSA 062	\$ 100	\$ 150
Art Animation on Smartphones	CSA 117	N/A	\$ 200
ESOL Level 1	CSA 801	\$ 375	\$ 450
ESOL Level 2	CSA 802	\$ 375	\$ 450
ESOL Level 3	CSA 803	\$ 375	\$ 450
ESOL Level 4	CSA 804	\$ 375	\$ 450
ESOL Level 5	CSA 805	\$ 375	\$ 450
ESOL Level 6	CSA 806	\$ 375	\$ 450
ESOL Advanced Reading & Writing	CSA 808	\$ 375	\$ 450
HiSET Science & Social Studies (Combination)	CSA 811	\$ 125	\$ 200
HiSET Reading & Writing	CSA 812	\$ 275	\$ 300
HiSET Math	CSA 813	\$ 275	\$ 300
HiSET Science	CSA 818	N/A	\$ 100
HiSET Social Studies	CSA 819	N/A	\$ 100
Goal Setting & Productivity	CSA 824	N/A	\$ 40
Cape Verdean Creole	CSA 828	N/A	\$ 225
Classical Music Appreciation	CSA 829	N/A	\$ 60
Event Planning	CSA 903	\$ 250	\$ 250
Kid's Summer Tech Week	CSA 916	\$ 165	\$ 165
Kid's Summer Tech II	CSA 917	\$ 140	\$ 140

Smart Building Technology Center			
BOC Level 1 (Certification Prep)	CSA 322	\$ 1,895	\$ 1,895
BOC Level 2 (Certification Prep)	CSA 451	N/A	\$ 1,895
BPI Building Science Principles (Certification Prep)	CSA 329	N/A	\$ 204
WELL (Certification Prep)	CSA 460	N/A	\$ 272
LEED v4 (Certification Prep)	CSA 468	N/A	\$ 272
G PRO Fundamentals of Building Green (Certification Prep)	CSA 830	N/A	\$ 238
G PRO Operations & Maintenance Essentials (Certification Prep)	CSA 831	N/A	\$ 476
FAA Remote UAS Drone Pilot License (Certification Prep)	CSA 835	N/A	\$ 272
Passive House Training (Certification Prep)	CSA 475	N/A	\$ 1,850
HERS Training Component (Certification Prep)	CSA 476	N/A	\$ 1,899
BAS Fundamentals	CSA 477	N/A	\$ 1,020
Intro to BAS Controllers	CSA 478	N/A	\$ 1,050
Best Practices for Facilities O&M during COVID-19	CSA 833	N/A	\$ 272
BAS Control Devices and Applications	New		\$ 1,020
BAS Networking	New		\$ 1,020
Health and Wellness Programs			
Body Back In Motion	HEA 001	N/A	\$ 45
Sensational Seniors	HEA 002	N/A	\$ 30
Functional Fitness	HEA 003	N/A	\$ 45
Boot Camp	HEA 004	N/A	\$ 45
High/Lo Impact With Step	HEA 005	N/A	\$ 45
Zumba	HEA 006	N/A	\$ 45
Basketball Skills Development	HEA 007	N/A	N/A
Yoga	HEA 008	N/A	\$ 45
Strength and Conditioning	HEA 009	N/A	\$ 45
Other Special Programs			
KEE Program	Per Semester		\$ 750

**Indicates a course that was separated into its component parts and extended over two semesters

Roxbury Community College
Tentative Budget for Fiscal Year 2021

September 22, 2020

Proposed Operating Budget for the Fiscal Year Ending June, 30, 2021

Revenue Assumptions

- 10% decrease in credit enrollment
 - FY 2020 projected actual 30,328 registered credits
 - FY 2021 projected 27,300 registered credits
- 10% decrease in non-credit programming revenue
- State Appropriation budgeted per numbers provided by DHE fiscal staff
- Grants: only budgeting for what we know
 - LSAMP \$ 65,000
 - Bridges to Baccalaureate 25,000
 - Perkins 166,712
 - EEC 120,000
 - Casa Merna 10,000
 - Work Force Development 50,000
 - Dual Enrollment 40,000
 - STEM Starter 265,000
 - Boston Foundation 50,000
 - HI-Set Testing Center Support 7,339
 - National Science Foundation 8,553

- Reggie Lewis revenue budgeted for 6 months
- Rental Income only includes rent for parking lot three which is being rented to Department of Children and Families and Mass College of Arts
- Energy credits are projected from discounted FY 2020 amounts.
- Please note that the Board approved increasing the base college per credit fee to \$215 which is anticipated to add an additional \$687,000 in revenue.

Expense Assumptions

- 10% decrease in utility costs
- 10% decrease in facility maintenance supplies
- 25% decrease in travel and food costs
- Reggie event staff only for half a year
- Personnel costs includes union contract mandated increases
- Construction and improvements costs meet state mandated 5% of base appropriation
- Interest expense on state energy loan included

Additional Comments

On July 28, 2020 The State of Massachusetts passed a three-month interim budget level with FY 2020 actual spending extending the one month budget previously passed for the month of July through October 31.

This tentative budget does not include the additional COVID-19 funding the College has been awarded through the CARES Act institutional support grant of \$838,572 and the state GEER grant of \$282,975.

Capital Projects

In addition to the operating budget RCC has received the following capital grants to fund capital projects during FY 2021.

DCAMM Small Projects Grants	
Science Lab Hood Replacement	\$ 165,000
Outside Electronic Message Board	120,000
Media Arts Projection Upgrades	40,000
Outside Lighting Upgrades	50,000
Seaport Economic Council – New Physics Lab	200,000
Grant Funds Unspent in Last Campus Renovations	<u>790,000</u>
Total Capital Grant Funding FY 2021	<u>\$1,365,000</u>

Summary Operating Budget by Major Source and Use of Funds

	FY 2019 Actuals	FY 2020 Approved Budget	FY 2020 Unaudited Actuals	FY 2021 Budget
<u>Operating Revenue-Exclusive of Financial Aid</u>				
Tuition and Fees--Credit	\$ 8,186,842	\$ 8,304,231	\$ 7,181,489	\$ 6,906,924
Tuition and Fees--Non-Credit	581,870	750,000	534,253	513,000
State Appropriation	15,883,720	16,233,437	16,350,956	16,386,241
Grants, Government Contracts, Contributions	1,497,030	1,400,185	2,781,632	794,677
Reggie Lewis Retained Revenue	469,760	450,000	349,269	200,000
Campus Rentals, Commissions, Other Fees	561,116	350,200	149,769	118,200
Energy Credits/Solar and DemandResponse	-	-	302,466	289,154
Total Operating Revenue	\$ 27,180,338	\$ 27,488,053	\$ 27,649,834	\$ 25,208,196
<u>Operating Expenses-Exclusive of Student Refunds</u>				
Personnel Costs	\$ 18,119,636	\$ 19,691,758	\$ 18,255,646	\$ 18,733,985
IT Operational Costs	1,574,026	1,675,389	1,756,939	1,650,000
Facility Maintenance and Repairs	1,282,340	1,333,885	1,014,204	1,178,000
Energy Costs	811,892	797,500	694,360	750,000
Program Operations	2,435,000	2,157,619	2,896,771	1,750,000
Administrative Costs	918,544	1,041,242	844,762	850,000
Interest on CEIP Loan	-	288,688	289,154	289,154
Total Operating Expenses	\$ 25,141,438	\$ 26,986,081	\$ 25,751,836	\$ 25,201,139
Net Increase in Operating Reserves	\$ 2,038,900	\$ 501,972	\$ 1,897,998	\$ 7,057
Summary of Capital Sources and Uses of Funds				
State Appropriations: Capital	\$ 6,338,947	\$ 4,500,000	\$ 3,796,367	\$ 4,000,000
Depreciation Expense	(3,874,923)	(4,000,000)	(4,000,000)	(4,000,000)
Change in Investments in Fixed Assets	\$ 2,464,024	\$ 500,000	\$ (203,633)	\$ -
Total Increase in Net Position	\$ 4,502,924	\$ 1,001,972	\$ 1,694,365	\$ 7,057

**Roxbury Community College
Open Purchase Order Report**

As of: **Jun 30, 2020**

po_num	Cost	APPR	po_dte	vendor_name	trans_amt
Total	Center				1,292,126.01
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	27,179.07
43580	2030	9111	7/10/2019	Exxon Mobil	566.92
43584	2030	9111	7/10/2019	Lowe's Plumbing & Heating	5,166.01
43586	2030	9111	7/10/2019	Northeast Electrical Distribut ors	5,237.50
43587	2030	9111	7/10/2019	Pitney Bowes	3,101.70
43590	2030	9111	7/10/2019	Verizon	91.54
43593	2020	9111	7/10/2019	Campus Works, Inc,	137,322.00
43595	3030	9111	7/10/2019	Ready Refresh by Nestle	77.39
43608	2030	9111	7/11/2019	EVERSOURCE	37,195.70
43609	2030	9111	7/11/2019	Pasek Corporation	7,006.38
43610	2030	9111	7/11/2019	Mr. Drain, Inc.	100.00
43621	2030	9111	7/18/2019	Office Depot	500.00
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	1,827.06
43642	3040	9111	7/18/2019	VWR International	5,510.34
43643	3040	9111	7/18/2019	Bio-Rad Laboratories, Inc.	408.20
43644	3040	9111	7/18/2019	Dash Medical Gloves, Inc	163.80
43645	3040	9111	7/18/2019	Carolina Biological Supply Co	655.91
43649	3040	9111	7/18/2019	Tropical Foods International I nc.	66.61
43650	3040	9111	7/18/2019	Brookline Ice Co. Inc	(127.50)
43651	3040	9111	7/18/2019	Boston Wholesale Flowers	45.00
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	5,951.80
43696	2010	9111	7/26/2019	RTD Logistics	7.44
43699	2050	9111	7/29/2019	Cintas Corporation	1,188.00
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	266.67
43713	3110	9111	7/31/2019	Midwest Tape, LLC	28.69
43719	3110	9111	7/31/2019	Midwest Library Service	457.07
43720	3110	9111	7/31/2019	GOBI Library Solutions from EB SCO	8,983.10
43721	7000	0121	7/31/2019	Nitco-Floor Maintenance Soluti ons(Northland I ndust Ti	1,186.39
43722	7000	0121	7/31/2019	Johnson Controls	2,523.00
43723	7000	0121	7/31/2019	JC Ehrlich Co Inc./ Watch All	872.00
43724	7000	0121	7/31/2019	Fire Code Design, LLC	1,245.75
43727	7000	0121	7/31/2019	Pasek Corporation	3,667.80
43729	2020	9111	8/1/2019	Jenzabar, Inc.	12,525.00
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.	61,811.51

43752	7000	0120	8/7/2019	Boston Water & Sewer Comm	876.58
43757	1040	9111	8/7/2019	Creative Networks Protocol Inc .	13,602.16
43769	2010	9111	8/8/2019	Nelnet Business Solutions, Inc .	1,886.65
43782	2030	9111	8/8/2019	Eagle Elevator Company	89.50
43784	7000	0121	8/9/2019	Lowe's Plumbing & Heating	4,452.50
43785	7000	0120	8/9/2019	Trane US Inc.	4,909.89
43786	3040	9111	8/14/2019	Office Depot	921.15
43787	3044	9111	8/14/2019	Office Depot	218.43
43788	3026	9111	8/14/2019	Office Depot	286.45
43789	3020	9111	8/14/2019	Office Depot	230.98
43790	3037	9111	8/14/2019	Office Depot	230.99
43794	7000	8110	8/14/2019	R.P. O'Connell, Inc.	57,650.00
43797	2050	9111	8/14/2019	Securitas Security Svcs USA, I nc	286,181.67
43808	7000	0121	8/15/2019	Securitas Security Svcs USA, I nc	16,703.82
43838	2030	9111	8/23/2019	JC Ehrlich Co Inc./ Watch All	3,205.00
43852	3030	9111	8/23/2019	Assessment Technologies Instit ute	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 .	4,670.37
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	637.00
43991	2030	9111	9/23/2019	UPS	3,911.23
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
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	2,540.34
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	732.11
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	4,815.18
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
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	400.00
44327	7000	0121	12/2/2019	Cicconi & Sons Construction Co . Inc	24,400.00
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	228.25
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	548.00
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
44449	2000	9111	1/7/2020	Office Depot	474.66
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	5,000.00
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
44496	3030	9111	1/15/2020	W.B. Mason	108.45
44497	2010	9111	1/15/2020	W.B. Mason	12.12
44516	2050	9111	1/17/2020	Lane Printing & Advertising In c	484.00
44523	6600	9149	1/21/2020	Massmedia, Inc.	720.08
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
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
44574	7000	0121	1/29/2020	MFAC, LLC	423.00
44590	2010	9111	2/3/2020	W.B. Mason	21.48
44591	3035	9111	2/3/2020	Shannon Cavalieri	61.72
44597	4000	9111	2/4/2020	W.B. Mason	73.40
44601	4070	9111	2/4/2020	Albert Hayle	40.00
44611	2030	9111	2/7/2020	Likarr Maintenance Systems	115.82
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
44678	6600	9149	2/20/2020	Office Depot	2,142.00
44679	6600	9149	2/20/2020	Office Depot	6,513.45
44688	2010	9111	2/24/2020	James Chatterton	58.29
44710	4051	9111	2/27/2020	Rebecca's Cafe	168.00
44713	4070	9111	2/28/2020	Saleena Nadiyah Rashed	39.00
44721	6600	9149	2/28/2020	DEMCO, Inc.	21.75
44722	6600	9149	2/28/2020	GOBI Library Solutions from EB SCO	3,506.91
44724	6600	9149	2/28/2020	Follett, Inc.	324.23
44726	4030	9111	2/28/2020	Jenzabar, Inc.	5,587.50
44730	4050	9111	3/2/2020	W.B. Mason	58.51
44735	2010	9111	3/3/2020	W.B. Mason	386.95
44737	1015	9111	3/3/2020	W.B. Mason	2,316.00
44738	3030	9111	3/3/2020	W.B. Mason	183.86
44744	4030	9111	3/5/2020	W.B. Mason	1.16
44745	2030	9111	3/5/2020	Pitney Bowes	45.00
44747	4025	9111	3/5/2020	W.B. Mason	27.79
44748	5004	9111	3/5/2020	Hill-Rom	53.78
44753	6600	9149	3/6/2020	Proforma Eagle, Print & Promot ions	59.00
44754	6600	9149	3/6/2020	W.B. Mason	37.65
44755	2000	9111	3/6/2020	Office Depot	7.49
44760	3015	9111	3/9/2020	Proforma Eagle, Print & Promot ions	73.00
44761	3035	9111	3/9/2020	Rebecca's Cafe	469.00
44765	6600	9149	3/9/2020	W.B. Mason	83.78
44770	7000	0121	3/9/2020	CPR BOSTON.ORG	550.00
44772	4070	9111	3/10/2020	Mark Gyurina	110.00
44774	4070	9111	3/10/2020	Jacob Brichta	55.00
44784	4050	9111	3/10/2020	Cedar Grove Gardens Inc	817.00
44785	4000	9111	3/10/2020	Rebecca's Cafe	1,613.75
44789	4051	9111	3/11/2020	Asanteman Kente Works	5,500.00
44794	4050	9111	3/12/2020	Fun Enterprise, Inc.	700.00
44795	4050	9111	3/12/2020	Terry Hanley Audio Systems	8,075.00
44796	6600	9149	3/12/2020	W.B. Mason	101.22
44797	4050	9111	3/12/2020	Boston Community Access & Prog ramming Foundat io	2,000.00
44800	7000	0121	3/17/2020	Likarr Maintenance Systems	619.10
44809	6600	9149	3/26/2020	CDW Government	2,613.51
44819	2020	9111	3/27/2020	DELL MARKETING L.P.	56,428.00
44820	2020	9111	3/27/2020	DocuSign	2,500.00

44821	7000	0121	3/30/2020	W.B. Mason	141.00
44825	3110	9111	4/10/2020	T-Mobile USA Inc	2,650.27
44829	1050	9111	4/13/2020	Bunker Hill Community College - PACE	4,642.00
44835	1040	9111	4/27/2020	Baystate Banner	6,935.10
44837	6600	9149	4/28/2020	National Assoc for the Educ. o f Young Childre n	900.00
44839	4070	9111	4/30/2020	Sterling Printing	160.00
44840	2020	9111	4/30/2020	Zoom Video Communications, Inc	7,500.00
44846	2040	9111	5/8/2020	Office Team	1,264.90
44848	6600	9149	5/8/2020	W.B. Mason	50,961.60
44852	6600	9149	5/13/2020	Office Depot	2,590.76
44853	2030	9111	5/13/2020	Casey Engineered Maintenance, Inc	950.04
44854	4070	9111	5/14/2020	ParsonsKellogg, LLC	806.18
44861	2030	9111	5/27/2020	Eagle Elevator Company	868.00
44862	2030	9111	5/27/2020	Johnson Controls	8,000.00
44863	4030	9111	6/1/2020	Massachusetts Correctional Ind	29.95
44864	4070	9111	6/1/2020	Russell Rixham	165.00
44865	2040	9111	6/1/2020	Inside Higher Ed, Inc.	3,399.00
44868	4051	9111	6/3/2020	Rebecca's Cafe	168.00
44870	3110	9111	6/3/2020	Kanopy LLC	200.00
44872	1040	9111	6/8/2020	Proforma Eagle, Print & Promot ions	10,997.00
44875	6600	9149	6/8/2020	EBSCO Information Services	2,374.31
44877	4070	9111	6/9/2020	Rebecca's Cafe	467.50
44880	2030	9111	6/10/2020	Simplex Chemical/Simplex Jan	864.00
44881	2030	9111	6/10/2020	Grainger	39.78
44883	6600	9149	6/11/2020	W.B. Mason	35,327.20
44884	2030	9111	6/12/2020	W.B. Mason	606.20
44885	2030	9111	6/12/2020	Arborway Tree Care	3,400.00
44891	2030	9111	6/15/2020	K1 Roofing LLC	9,525.00
44892	5004	9111	6/15/2020	Medline Industries, Inc.	1,380.00
44901	3110	9111	6/23/2020	Demco, Inc.	3,804.99
44902	2030	9111	6/23/2020	Keane Fire & Safety	1,251.85
44903	5004	9111	6/23/2020	Pocket Nurse	2,334.40
44904	2020	9111	6/23/2020	Ockers Company	6,430.00
44905	3024	9111	6/23/2020	Mya Bowen	45.77
44907	6600	9149	6/25/2020	ENE Systems	175,000.00
44908	3043	9111	6/26/2020	Northwest Energy Efficiency Co uncil	7,000.00
44910	6600	9149	6/26/2020	Massmedia, Inc.	7,700.00

**Roxbury Community College Foundation
Gifts Received for Fiscal Year 2020**

Date	Purpose	Amount
7/1/2019	Dividend Income	\$ 5,409.70
7/9/2019	Roxbury Rocks Sponsor	\$ 500.00
8/1/2019	Dividend Income	\$ 5,409.70
8/30/2019	Haynes Family Celebration	\$ 6,000.00
9/3/2019	Dividend Income	\$ 5,409.70
9/10/2019	Haynes Family Celebration	\$ 25,000.00
9/13/2019	Haynes Family Celebration	\$ 400.00
9/13/2019	Haynes Family Celebration	\$ 400.00
9/17/2019	Haynes Family Celebration	\$ 1,000.00
9/20/2019	Haynes Family Celebration	\$ 100.00
9/20/2019	Haynes Family Celebration	\$ 1,000.00
9/27/2019	Haynes Family Celebration	\$ 25.00
9/27/2019	Haynes Family Celebration	\$ 200.00
9/27/2019	Haynes Family Celebration	\$ 50.00
9/27/2019	Haynes Family Celebration	\$ 50.00
9/27/2019	Haynes Family Celebration	\$ 100.00
9/27/2019	Haynes Family Celebration	\$ 500.00
10/1/2019	Haynes Family Celebration	\$ 206.00
10/2/2019	Haynes Family Celebration	\$ 410.00
10/4/2019	Haynes Family Celebration	\$ 2,500.00
10/4/2019	Haynes Family Celebration	\$ 1,000.00
10/4/2019	Haynes Family Celebration	\$ 1,000.00
10/4/2019	Haynes Family Celebration	\$ 1,000.00
10/4/2019	Haynes Family Celebration	\$ 100.00
10/4/2019	Haynes Family Celebration	\$ 250.00
10/4/2019	Haynes Family Celebration	\$ 1,000.00
10/4/2019	Dividend Income	\$ 5,409.70
10/4/2019	Haynes Family Celebration	\$ 500.00
10/4/2019	Haynes Family Celebration	\$ 150.00
10/5/2019	Haynes Family Celebration	\$ 206.00
10/8/2019	Haynes Family Celebration	\$ 206.00
10/9/2019	Haynes Family Celebration	\$ 410.00
10/10/2019	Haynes Family Celebration	\$ 510.00
10/11/2019	Haynes Family Celebration	\$ 1,250.00
10/11/2019	Haynes Family Celebration	\$ 100.00
10/11/2019	Haynes Family Celebration	\$ 1,250.00
10/11/2019	Haynes Family Celebration	\$ 2,500.00

10/11/2019	Haynes Family Celebration	\$ 5,000.00
10/14/2019	Haynes Family Celebration	\$ 2,510.00
10/14/2019	Haynes Family Celebration	\$ 400.00
10/16/2019	Haynes Family Celebration	\$ 103.00
10/17/2019	Haynes Family Celebration	\$ 206.00
10/17/2019	Haynes Family Celebration	\$ 410.00
10/18/2019	Haynes Family Celebration	\$ 1,000.00
10/18/2019	Haynes Family Celebration	\$ 2,500.00
10/18/2019	Haynes Family Celebration	\$ 250.00
10/18/2019	Haynes Family Celebration	\$ 2,510.00
10/21/2019	Haynes Family Celebration	\$ 206.00
10/22/2019	Haynes Family Celebration	\$ 100.00
10/22/2019	Haynes Family Celebration	\$ 25,000.00
10/22/2019	Haynes Family Celebration	\$ 1,000.00
10/22/2019	Haynes Family Celebration	\$ 206.00
10/25/2019	Haynes Family Celebration	\$ 1,000.00
10/27/2019	Haynes Family Celebration	\$ 410.00
10/28/2019	Haynes Family Celebration	\$ 206.00
10/28/2019	Haynes Family Celebration	\$ 206.00
10/28/2019	Haynes Family Celebration	\$ 410.00
10/30/2019	Haynes Family Celebration	\$ 410.00
10/31/2019	Haynes Family Celebration	\$ 51.50
11/1/2019	Haynes Family Celebration	\$ 610.00
11/1/2019	Haynes Family Celebration	\$ 206.00
11/1/2019	Haynes Family Celebration	\$ 2,510.00
11/1/2019	Haynes Family Celebration	\$ 206.00
11/4/2019	Haynes Family Celebration	\$ 7,500.00
11/4/2019	Haynes Family Celebration	\$ 200.00
11/4/2019	Haynes Family Celebration	\$ 1,000.00
11/4/2019	Haynes Family Celebration	\$ 2,500.00
11/4/2019	Dividend Income	\$ 5,409.70
11/4/2019	Haynes Family Celebration	\$ 500.00
11/4/2019	Haynes Family Celebration	\$ 410.00
11/4/2019	Haynes Family Celebration	\$ 410.00
11/4/2019	Haynes Family Celebration	\$ 200.00
11/4/2019	Haynes Family Celebration	\$ 25.00
11/4/2019	Haynes Family Celebration	\$ 10,000.00
11/6/2019	Haynes Family Celebration	\$ 206.00
11/6/2019	Haynes Family Celebration	\$ 410.00
11/6/2019	Haynes Family Celebration	\$ 410.00
11/7/2019	Haynes Family Celebration	\$ 206.00

11/7/2019	Haynes Family Celebration	\$ 206.00
11/7/2019	Haynes Family Celebration	\$ 1,010.00
11/7/2019	Haynes Family Celebration	\$ 2,510.00
11/8/2019	Haynes Family Celebration	\$ 206.00
11/8/2019	Haynes Family Celebration	\$ 206.00
11/8/2019	Haynes Family Celebration	\$ 206.00
11/9/2019	Haynes Family Celebration	\$ 206.00
11/9/2019	Haynes Family Celebration	\$ 200.00
11/10/2019	Haynes Family Celebration	\$ 510.00
11/14/2019	Haynes Family Celebration	\$ 250.00
11/14/2019	Haynes Family Celebration	\$ 200.00
11/14/2019	Haynes Family Celebration	\$ 1,000.00
11/14/2019	Haynes Family Celebration	\$ 100.00
11/14/2019	Haynes Family Celebration	\$ 100.00
11/14/2019	Haynes Family Celebration	\$ 100.00
11/14/2019	Haynes Family Celebration	\$ 100.00
11/14/2019	Haynes Family Celebration	\$ 100.00
11/14/2019	Haynes Family Celebration	\$ 100.00
11/14/2019	Haynes Family Celebration	\$ 200.00
11/14/2019	Haynes Family Celebration	\$ 100.00
11/14/2019	Haynes Family Celebration	\$ 400.00
11/14/2019	Haynes Family Celebration	\$ 50.00
11/14/2019	Haynes Family Celebration	\$ 250.00
11/14/2019	Haynes Family Celebration	\$ 200.00
11/14/2019	Haynes Family Celebration	\$ 25.00
11/14/2019	Haynes Family Celebration	\$ 50.00
11/14/2019	Haynes Family Celebration	\$ 100.00
11/14/2019	Haynes Family Celebration	\$ 1,000.00
11/14/2019	Haynes Family Celebration	\$ 500.00
11/14/2019	Haynes Family Celebration	\$ 5,000.00
11/14/2019	Haynes Family Celebration	\$ 2,500.00
11/14/2019	Haynes Family Celebration	\$ 5,000.00
11/14/2019	Haynes Family Celebration	\$ 5,000.00
11/14/2019	Haynes Family Celebration	\$ 1,000.00
11/14/2019	Haynes Family Celebration	\$ 500.00
11/14/2019	Haynes Family Celebration	\$ 10,000.00
11/14/2019	Haynes Family Celebration	\$ 50.00
11/15/2019	Haynes Family Celebration	\$ 25.75
11/15/2019	Haynes Family Celebration	\$ 25.00
11/15/2019	Haynes Family Celebration	\$ 25.00

11/15/2019	Haynes Family Celebration	\$ 40.00
11/15/2019	Haynes Family Celebration	\$ 50.00
11/15/2019	Haynes Family Celebration	\$ 25.00
11/15/2019	Haynes Family Celebration	\$ 206.00
11/15/2019	Haynes Family Celebration	\$ 20.00
11/15/2019	Haynes Family Celebration	\$ 20.00
11/18/2019	Haynes Family Celebration	\$ 100.00
11/18/2019	Haynes Family Celebration	\$ 100.00
11/18/2019	Haynes Family Celebration	\$ 250.00
11/18/2019	General Donation	\$ 50.00
11/19/2019	Haynes Family Celebration	\$ 100.00
11/20/2019	Haynes Family Celebration	\$ 510.00
11/20/2019	Haynes Family Celebration	\$ 5,000.00
11/26/2019	Haynes Family Celebration	\$ 100.00
11/26/2019	Haynes Family Celebration	\$ 5,000.00
11/26/2019	Haynes Family Celebration	\$ 500.00
11/26/2019	General Donation	\$ 350.00
12/5/2019	Dividend Income	\$ 5,409.70
12/5/2019	Haynes Family Celebration	\$ 2,500.00
12/16/2019	Haynes Family Celebration	\$ 25.00
12/16/2019	Haynes Family Celebration	\$ 25,000.00
12/19/2019	Haynes Family Celebration	\$ 510.00
12/20/2019	Haynes Family Celebration	\$ 300.00
12/20/2019	Haynes Family Celebration	\$ 10,000.00
12/27/2019	Haynes Family Celebration	\$ 500.00
12/27/2019	Haynes Family Celebration	\$ 2,500.00
12/27/2019	Haynes Family Celebration	\$ 100.00
12/27/2019	STEM Scholarship	\$ 6,000.00
12/27/2019	SBT Program	\$ 1,000.00
12/27/2019	RCC Food Security Program	\$ 50,000.00
1/3/2020	Dividend Income	\$ 5,409.70
1/3/2020	Haynes Family Celebration	\$ 100.00
1/8/2020	Claudia O. Tucker Scholarship Fund	\$ 500.00
1/8/2020	Kid's Coding Club Program	\$ 200.00
1/21/2020	Haynes Family Celebration	\$ 2,000.00
1/31/2020	Haynes Family Celebration	\$ 400.00
1/31/2020	Haynes Family Celebration	\$ 5,000.00
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
3/3/2020	Haynes Family Celebration	\$ 100.00
3/3/2020	Dividend Income	\$ 5,409.70
3/30/2020	General/ Student Support	\$ 103.00
Total Previously Approved		<u>\$ 364,866.88</u>

4/1/2020	General/ Student Support	\$ 103.00
4/6/2020	General/ Student Support	\$ 51.50
4/21/2020	General/ Student Support	\$ 51.50
4/29/2020	General/ Student Support	\$ 1,010.00
4/29/2020	General/ Student Support	\$ 510.00
4/29/2020	General/ Student Support	\$ 257.50
4/29/2020	General/ Student Support	\$ 2,010.00
4/30/2020	General/ Student Support	\$ 510.00
4/30/2020	General/ Student Support	\$ 510.00
5/1/2020	General/ Student Support	\$ 51.50
5/2/2020	General/ Student Support	\$ 25.75
5/2/3030	General/ Student Support	\$ 100.00
5/3/2020	Dividend Income	\$ 5,409.70
5/3/2020	Dividend Income	\$ 5,409.70
5/4/2020	General/ Student Support	\$ 510.00
5/4/2020	General/ Student Support	\$ 1,010.00
5/4/2020	General/ Student Support	\$ 2,010.00
5/4/2020	General/ Student Support	\$ 257.50
5/4/2020	General/ Student Support	\$ 510.00
5/15/2020	Student Support	\$ 100.00
5/15/2020	State Endowment Incentive Fund	\$ 166,666.67
5/21/2020	Student Support Grant	\$ 25,000.00
6/3/2020	Dividend Income	<u>\$ 5,409.70</u>
Total to be approved		<u>\$ 217,484.02</u>

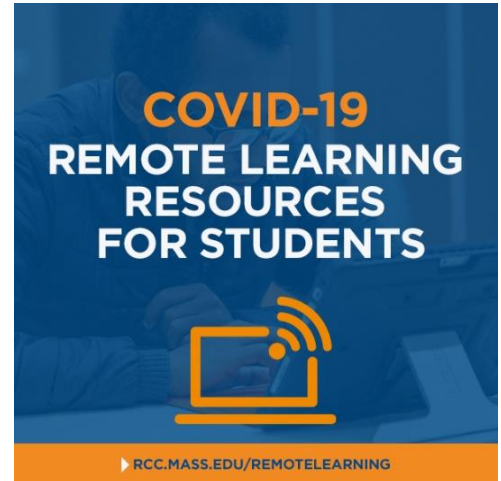
Total for Fiscal Year FY 2020 \$ 582,350.90

Communications, Marketing & External Affairs Board of Trustees Report, September

Although the COVID-19 pandemic has presented 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, executed a robust fall marketing plan (with targeted ads based on program audience), executed the first Boston on Track campaign, and continued to prioritize engagement with community partners.

COVID-19 Communications

- The Reopening Committee (comprised of faculty and staff members) developed a Four-Phase Plan for College access, aligned with [the state's guidelines for reopening higher education](#).
 - The four-phase plan, protocols, guidelines and training materials are available at www.rcc.mass.edu/campusaccess.
- All COVID-19 communications to faculty, staff, and students can be viewed at www.rcc.mass.edu/coronavirus.
- All remote learning resources available to students are located at 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 May – August 2020:

- [WBUR Radio Boston](#). COVID challenges for community colleges. August 31
- [Boston Magazine](#). Education in age of COVID-19. August 25
- [Boston Globe](#). Technology for Distance Learning. August 22
- [South Boston Today](#). RoxSTARS technology program. August 22
- [The Somerville Times](#). RoxSTARS technology program. August 19
- [Mission Hill Gazette](#). RCC Fall Plans. August 18
- [IngenioUS podcast](#). V. Roberson interview. August 18
- [Dorchester Reporter](#). How Community Colleges Can Prosper op-ed. August 6
- [Chronicle of Higher Education](#). List of college fall plans. July 29
- [Boston Business Journal](#). Race Ahead: Boston's colleges, nonprofits and businesses work together to promote diversity. July 24
- [Boston Globe](#). Op-Talk featuring V. Roberson and P. Eddinger, How COVID-19 & race are reshaping higher education.
- [DigBoston](#). Community Colleges Are Model for COVID Preparation. July 20
- [Boston Globe](#). College Fall Plans List. June 30
- [Boston Herald](#). Community College challenge. June 6
- [WBUR Edify](#). V. Roberson interview on Coronavirus update. May 20
- [WGBH](#). Coronavirus online learning update. May 1



WCVB/Zizzo Campaign – Metrics from Campaign 1: Boston On Track

The first Boston Track campaign launched on May 18, 2020 and ran through August 13, 2020. The campaign website, www.bostonontrack.com will remain live and the second campaign is set to launch in mid-November 2020.

Standout metrics:

- 14,655,000 total Television impressions
- 2,100,686 total digital impressions
- 2,445 clicks on WCVB site
- 94,813 total video views on social media
- 2,175 users visited bostonontrack.com

The tentative topics for campaign 2 are workforce development programs (with tv ads on non-credit programs and healthcare programs), transfer, and the value of Boston’s community colleges. A full report of campaign 1 metrics is available in the Board of Trustees Teams folder.



EQUITY AND ACCESSIBILITY

EVERYONE CAN AFFORD A
COMMUNITY COLLEGE
EDUCATION

Fall Enrollment Marketing (From July 1, 2020 through Mid-September 2020)

In light of the strong numbers from our summer marketing campaign, the marketing office primarily promoted fall enrollment through digital marketing initiatives. Distinct messaging was developed for each audience: the traditional RCC credit audience (25-44 year-olds in the immediate service area), 18-24 year-olds within a 60-mile radius of RCC, prospective Early Childhood Ed students, Non-credit (workforce) prospective students and prospective Smart Building Technology students. The following marketing initiatives are presently in place to promote fall registration efforts—all initiatives will continue through 9/28/2020 (the first day of Mid-Autumn Semester classes):

- **Paid Google Search, Display and Remarketing Ads** - Metrics to Date for best-performing campaigns ([click here for full, interactive dashboard](#), static pdf version also saved in Teams):
 - Fall 2020 credit enrollment:
 - Search (College/Fall ad group): 22,297 impressions, 1,729 clicks, **7.24% CTR**
 - Display
 - Topics: 368,346 impressions, 850 clicks, .23% CTR
 - Specific Placements: 226,095 impressions, 232 clicks, .1% CTR
 - Remarketing: 224,246 impressions, 586 clicks, .26% CTR
 - Early Childhood Education
 - Display: 998,887 impressions, 1,507 clicks, .15% CTR
 - Search (CDA credential group): 876 impressions, 37 clicks, **4.22% CTR**
 - Smart Building Technology
 - Search:
 - BOC-Facility Group: 13,350 impressions, 185 clicks, 1.39% CTR
 - LEED Cert Test Prep Group: 1,140 impressions, 55 clicks, **4.82% CTR**
 - BOC-Green Group: 4,083 impressions, 54 clicks, 1.32% CTR
 - Display: 169,697 impressions, 185 clicks, .11% CTR

- **Billboards with Geofencing** – This summer, Clear Channel offered geofencing with all billboard purchases. We purchased 5 billboards in the immediate service area, all of which displayed print ads for fall enrollment. However, we developed 3 personas for 1) credit-programs 2) non-credit healthcare programs and 3) the Early Childhood Ed program and served program-specific ads to users with those personas, within 3 miles of each billboard. We assigned personas based on the population of relevant businesses near the billboard. For example, the billboard in Hyde Park is located near many medical offices, so we sent healthcare program ads to the user devices within 3 miles of the Hype Park billboard.



- [Click here to see the billboard locations on Google Earth](#)
- Metrics:
 - Overall: 1,000,386 impressions, 3,178 link clicks, .32% CTR.
 - Early Childhood Ed: 273,989 impressions, 1,030 clicks, .38% CTR
 - Fall Enrollment (credit programs): 333,059 impressions, 937 clicks, .28% CTR
 - Non-credit healthcare: 393,338 impressions, 1,211 clicks, .31% CTR

- [Internet Radio Advertisements promoting fall \(credit\) registration](#) on Pandora and Spotify. Pandora ads targeted at 18-24-year-olds in Dorchester, Roslindale, Jamaica Plain, Mattapan, Roxbury. Spotify ads targeted to 18-34-year-olds in Dorchester, Roslindale, Jamaica Plain, Mattapan and Roxbury.
 - Spotify: 237,750 ads served, 58,413 reach, 327 clicks, .14% CTR
 - Pandora: 111,093 impressions, 68,358 listeners reached, **98.2% Average LTR**, .17% CTR
 - Full reports available on Board of Trustees Teams group
- [Paid Facebook and Instagram campaigns for:](#)
 - Fall Registration:
 - One carousel ad for traditional RCC audience:
 - Metrics to date: 207 link clicks, 17,644 reach, 64,343 impressions
 - One carousel ad for 18-24 year-olds:
 - Metrics to date: 411 link clicks, 36,024 reach, 168,583 impressions
 - Workforce Development – Google/CompTIA program – promoting certificate that leads to well-paying job.
 - Metrics: 234 link clicks, 18,492 reach, 43,477 impressions
 - The Child Development Associate Plus Program – An ad designed to increase registrants for the virtual information sessions throughout the summer
 - Metrics: 184 link clicks, 9,972 reach, 41,675 impressions
 - Smart Building Technology:
 - Ad promoting info session: 5 On-Facebook Purchases, 11,672 reach , 29,005 impressions
 - Ad promoting all fall non-credit programs (to date): 1,107 post engagements, 11,547 reach, 20,867 impressions
- [Bay State Banner](#)
 - Print ads from the week of July 24, 2020 – week of September 10, 2020, including three full-page advertorials
 - Sponsored content – 3 unique 700-word articles, promoted on Banner’s social media profiles



Community Relations

Over the summer, the Office continued with on-campus community relations efforts in a limited capacity. Both on-campus events adhered to the state’s COVID-19 guidelines for outdoor, group gatherings.

- [Voter Registration Drive with Patriots/Kraft Group](#)– On Saturday, August 8, 2020, RCC co-hosted a voter registration drive (under the Solar Canopy in Parking Lot #1) with the Patriots/Kraft Group, Be the Change and Rock the Vote. The event was well attended, received significant media coverage, and provided the College with an opportunity to begin a long-standing relationship with the Kraft Group. Additionally, college staff were able to secure signed memorabilia (signed by former Patriots Willie McGinest, Ty Law and Tedy Bruschi) for Foundation auctions.
- [Judicial Listening Session](#)-RCC co-hosted a Census Sign-Up/Voter Registration drive with the City of Boston and the US Census Bureau on Friday, 9/11. Mayor Walsh attended, and Dr. Valerie Roberson joined Mayor Walsh and Rep. Malia for a press conference during the event. The College continues to receive positive press for hosing this sign-up event.

ROXBURY COMMUNITY COLLEGE

Board of Trustees

Meeting Minutes

June 16, 2020

6:00PM

BOARD OF TRUSTEES IN ATTENDANCE: Steven Tompkins, Chair; Amanda Fernandez, Vice Chair; Mark Culliton, Treasurer; Betty Francisco, Secretary; Jeff Greenberg, RCCF Liaison; Fantasia James, Student Trustee; Israul Marrero; Sheriece Perry

ABSENT: Amanda Schaeffer

RCC CABINET: Valerie Roberson, President; Kimberly Rogers, Vice President Academic Affairs & Student Affairs; Kevin Hepner, Vice-President, Administration and Finance; Patricia West, Chief Human Resources Officer; Cecile Regner, Vice President for Institutional Effectiveness

GUESTS: David Djulis, O'Connor & Drew, PC; Zachary Laflash, O'Connor & Drew, PC, Matt Noyes, MCAD

CALL TO ORDER

The meeting was called to order by Chairman Tompkins. A quorum was present.

PRESIDENT'S REPORT

COVID-19 and Black Lives Matter - Summary of the college's activities since the May 2020 meeting and general discussion among Trustees. Importance of support for employees and students; RCC role as a thought leader in equity agenda, anti-racism collective action. The transition to remote learning accelerated due to COVID-19 resulted in positive action with faculty completing training in online. RoxSTARS program in development to provide laptops and hotspot to students who will need one for Fall 2020 semester. Project Access links students to social service benefits. RCC has provided financial support for students experiencing food insecurity through Instacart cards purchased with grant funds.

Recognition of Student Trustee – President Roberson expressed thanks and acknowledgement for the service of Student Trustee Fantasia James during the 2019-2020 academic year. Ms. James expressed her appreciation for the experience and the opportunity to represent the students. She will continue to be engaged with RCC as she completes her degree program in Fall 2020.

FINANCE COMMITTEE REPORT

FY19 A-133 Audit - David Djulis, O'Connor & Drew, PC introduced Zachary Laflash, O'Connor & Drew PC to present the A-133 Audit for FY2019. RCC internal controls were not tested in this audit. HCM2 status continues. No significant findings resulting in an unmodified opinion or clean audit. Five minor issues were noted. College administration provided corrective actions. This audit was submitted to the federal office clearinghouse, and it was accepted.

FY21 Preliminary Budget – The FY21 Preliminary Budget approval gives the college spending authority over the summer. The final FY21 Budget will be presented in at the September Board meeting. FY21 The

FY21 Preliminary Budget is conservative and based on a 10% overall reduction. The ongoing impact of the pandemic on enrollment and all college operations is difficult to predict. The state appropriation is expected to remain even for FY21. Adjustments have been made for loss of rental auxiliary revenue from RLTA rentals, closing of the food service vendor (Rebecca's) and on-campus bookstore (Follett) that are awarded.

RCC will use the tuition and fee schedule approved by the board in February 2020. There are ongoing negotiations with MCCC to determine faculty compensation impact of COVID on working conditions. The full cost of compensation will be known at the conclusion of the impact bargaining being conducted at the state level. COVID creates challenges and opportunities for the future direction of the college. Enrollment patterns and strategies are not reliable predictors since students are waiting for Boston Public Schools and university deadlines. The RCC Fall schedule can accommodate increases and workforce training programs have planned expansion of capacity. The virtual environment alleviates that space constraints of some in-person classes, such as our IT and science labs. More students can be enrolled in one section since the physical size of the RCC laboratory or classroom is no less of a limitation.

Chair Tompkins and other trustees encourage the college to plan for the retention of online students. President Roberson advised the board on the development of a college plan to provide laptop/internet access for all students. The investment in Quality Matters training for faculty to master online teaching over the summer will improve instruction. RCC will maintain the Athletics program to keep student-athletes engaged and ready whenever competitive play is resumed. Flexible, asynchronous delivery of instruction and other hybrid models will open access to students well into the future.

PRESIDENT'S EVALUATION

Trustee Amanda Fernandez summarized the results of the President's FY20 Evaluation. The areas of strength include:

- External engagement
- Fiscal management
- Response to COVID-19

The Board encourages the President to continue to work on Enrollment, Workforce Development Programs, Anti-Racism/Equity Agenda, Remote Learning under the pandemic in the coming year.

Trustee Fernandez presented the recommendation to extend the employment contract for Valerie R. Roberson for one year, and to award the maximum merit increase.

Trustee Fernandez advised the board that DHE did not fund an FY21 merit increase pool for administrators. Further, the base salary of the RCC President is below that of peers in the Commonwealth. Chair Tompkins will bring the issue for discussion with the Commissioner of Higher Education to address compensation parity.

REPORT OF THE CHAIRMAN

Chair Tompkins encouraged the college to take advantage of opportunities created by COVID-19 on higher education. Working closely with the Foundation to raise the additional funds for college programs to meet student needs. Chair Tompkins encouraged the trustees to continue in their role as

ambassadors in the community. He looks forward to the college's progress in the Nursing Program application with BORN noting the importance of RCC as provider of health care professionals of color in the Commonwealth. Chair Tompkins noted that the college addressed past fiscal issues and was looking forward to the growth of the college.

President Roberson responded to Trustee James about retention activities if RCC continues to deliver instruction remotely. RCC has enhanced new student orientations, advising and technology workshops to assist students. Continued improvements to ensure a positive learning experience will be implemented as unexpected issues arise. The college Reopening Committee will continue to work over the summer months, monitoring MEMA, Governor and City of Boston recommendations. The CDC and state public health office information is up to date and available.

CONSENT AGENDA

- | | |
|--|----------|
| 1. Resolution - Minutes BOT Minutes May 12, 2020 | Approved |
| 2. Resolution – A-133 Audit | Approved |
| 3. Resolution – FY21 Preliminary Budget | Approved |
| 4. Resolution – Extension of Employment Contract - President | Approved |

Trustee Greenberg made the motion to approve all resolutions of the Consent Agenda. Trustee Francisco seconded the motion to approve the Consent Agenda.

Roll Call Vote on Consent Agenda

Trustee	Vote
Culliton	Aye
Fernandez	Aye
Francisco	Aye
Greenberg	Aye
James	Aye
Marrero	Aye
Perry	Aye
Tompkins	Aye

All resolutions in the Consent Agenda are approved.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

The meeting was adjourned by Chair Tompkins at 7:09PM

Betty Francisco

Secretary RCC Board of Trustees

Roxbury Community College

Board of Trustees

September 22, 2020

Consent Agenda

- Approval of the Minutes, Board of Trustees Meeting, June 16, 2020
- Approval of Resolution, Intent to Offer New Degree Program, Anesthesiology Technology
- Approval of Resolution, FY2021 Budget (tentative)
- Approval of Resolution, Non-Credit Program & Course Fees
- Approval of Resolution, Roxbury Community College Foundation Gifts to the College
- Approval of Resolution, DCAMM Proposal for Sale of Dudley House

Roxbury Community College
Board of Trustees
September 22, 2020

RESOLUTION

Minutes
Board of Trustees Meeting
June 16, 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, June 16, 2020 as presented.

Roxbury Community College
Board of Trustees
September 22, 2020

RESOLUTION

INTENT TO OFFER NEW DEGREE PROGRAM
Anesthesiology Technology

This resolution is for the approval of the intent to offer a new academic program at Roxbury Community College, as required by the Massachusetts Board of Higher Education.

WHERE AS,

Roxbury Community College has researched the employer need for this associate degree leading to employment. This new associate degree program is developed in partnership with area hospitals, and incorporates all professional qualifications and accreditation standards.

Anesthesiology Technology

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees approves the administration to move forward with this new program for implementation in FY21 pending successful approval of the Massachusetts Department of Higher Education. The President or her designee shall take the necessary steps to implement this resolution.

Roxbury Community College
Board of Trustees
September 22, 2020

Resolution

Approval FY2021 Budget (Tentative)

This resolution is for the acceptance of the FY2021 Budget as prepared for presentation to the Board. Due to the COVID-19 pandemic, the Commonwealth of Massachusetts has released one fourth of the annual appropriation at the time of this Board meeting. The FY21 Budget is tentative based on the final appropriation of the Commonwealth of Massachusetts.

WHERE AS:

- The Board of Trustees has a fiduciary responsibility for the expenditure of public funds;
- The annual operating budget is balanced based on information available at the time of preparation;
- The FY2021 budget is prepared meeting all state and federal requirements;
- The Board of Trustees Finance Committee reviewed the FY2021 Budget, and

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees that the FY2021 Budget is accepted. Any modifications of the budget will be presented to the Board of Trustees for approval.

Roxbury Community College

Board of Trustees

September 22, 2020

Resolution

This resolution is for the adoption of a new Fee Schedule for students that seek to enroll in non-credit lifelong learning, workforce development, health and wellness, and other special programs.

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; 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
Board of Trustees
September 22, 2020

RESOLUTION

Foundation Gifts

Fiscal Year 2020
and
Fiscal Year 2021 through August 31, 2020

WHEREAS,

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 April 1 – June 30, 2020 for the fiscal year ended June 30, 2020 and the period of July 1 – August 31, 2020 of fiscal year 2021 as presented.

**Roxbury Community College
Board of Trustees
September 22, 2020**

Resolution

Approval of DCAMM Proposal for Sale of Dudley House

This resolution is for the acceptance of the proposal submitted by Massachusetts Department of Capital Assets Management (DCAMM) for the sale of the Dudley House property