

Roxbury Community College
Board of Trustees
Gerald Chertavian, Chair
Meeting Minutes
Feb 21, 2017

Board of Trustees Members:

Present: Gerald Chertavian, *Chair*; Michael Curry, *Vice Chair*; Glynn Lloyd, *Treasurer*; Mark Culliton, *Secretary*; Jeffrey Greenberg; Jusu Coker; Amanda Fernandez; Sheriff Tompkins

Absent: Josiane Martinez, Myra Leith, Amanda Schaefer

Others Present:

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

The Chair called the meeting to order at 6:08 PM and determined that a quorum was present.

I. Moment of Silence

President Roberson informed the board of the loss of Jovani Davon Jeudy, nephew of Board member Mayra Leith. The board observed a moment of silence.

II. Report of the President

President Roberson began by delivering a PowerPoint presentation, reflecting some good news for the College. The presentation on student retention and completion was presented at the Boston Foundation earlier in the month. One key finding in the presentation indicates that at least 60% of our students come in needing extra academic assistance or remedial education. The College has focused on ensuring these students have opportunities for success including mandatory orientation and college success courses. The College is also working with Project Access to ensure students are getting the assistance they need with housing and healthcare. The College has also started a male support group. Opportunities for students to receive counseling and to gain access to mental health services have also been provided. Tutoring is available for students in all subject areas in addition to services provided at the library. New staff has been added including a director of disability services.

The results of these efforts are present when examining three year trends. Part-time student retention improved from 29% in 2012 to 39% in 2014. Full-time student retention improved from 46% in 2012 to 58% in 2014. In terms of graduation rate, the rate for community colleges are tied to students who complete their degree in 3 years' time, but we also include the 2 year number. The cohort from 2009 to 2010 graduation rate has increased from 9% to 10%. Students are staying to complete their degrees. What we see among our students is a very high transfer rate of 36%.

Students have new organizations of student leadership available to them. One example Dr. Roberson is most proud of is the 18 men enrolled in our program at the pre-release center in Roslindale, MA. Within 6 months' time 7 of these students completed their HiSet exam in the pre-release center and are now taking college-level courses.

Trustee Curry asked if it was possible to track the reasons behind the transfer rate to determine why students leave. He would also like to know how many students have been served by the new programs and how they are progressing academically.

III. Report of the Chairman

The Chairman began by stating that the College continues to improve with the clean submission of financial documents for financial aid, a true change from 3 years ago. This is in the service of our students. He also welcomed new employees present at the board meeting.

The Chairman also thanked Trustees Lloyd and Tompkins individually for their service to the board and the community. Small gifts were presented to the departing Trustees.

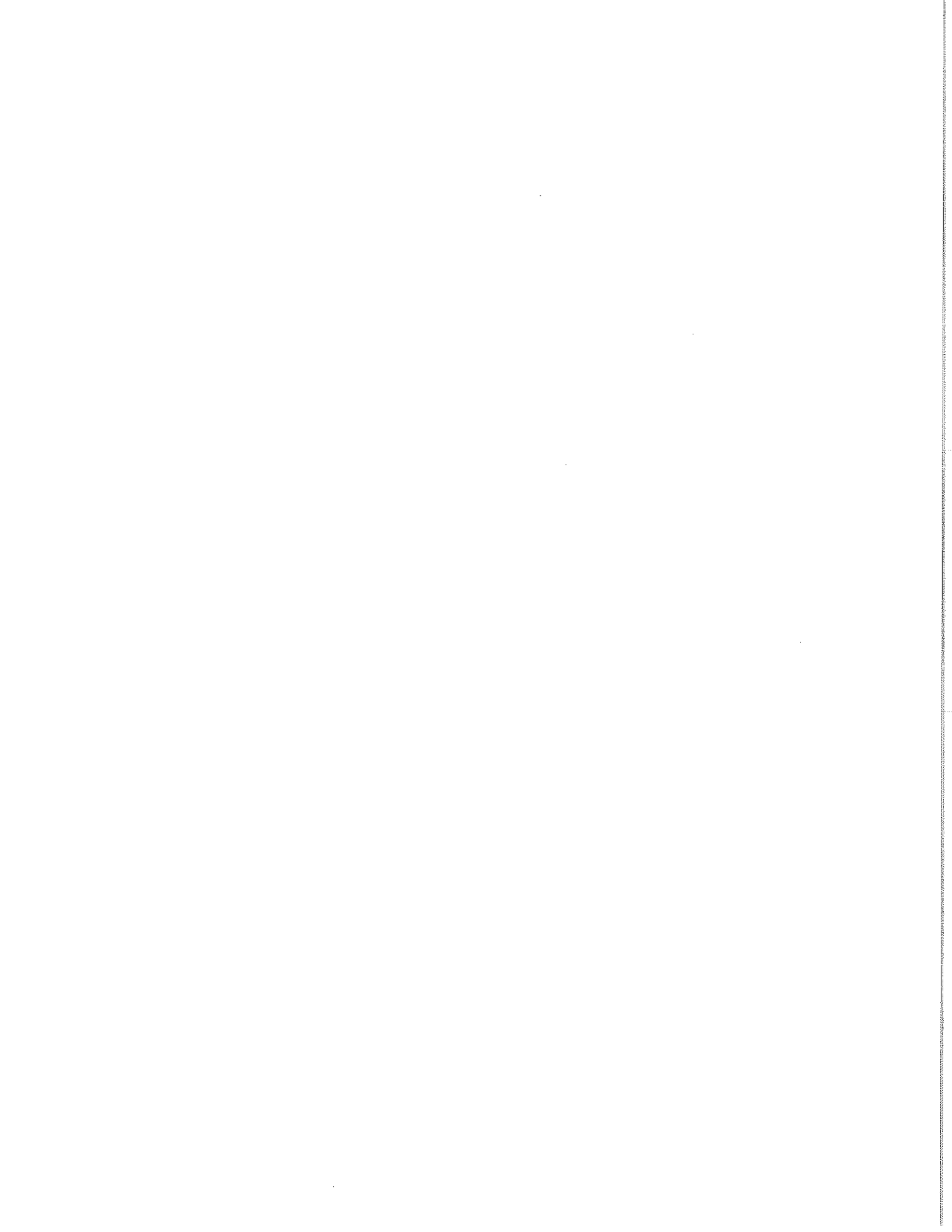
Trustee Culliton echoed the Chairman's statements and also offered his thanks to both Trustees Tompkins and Lloyd.

Sheriff Tompkins stated it had been an honor and a privilege to be a member of this board and that it has been a highlight of his career. He stated he joined the board in a period of transition and that the board knew it would be a difficult time of change. He stated it has been more difficult than anticipated. He stated to the Board and the administration and to the community that we live in a difficult time right now, reflected with what is going on in Washington DC with the ridiculous partisan divide. He stated that it's shameful. He stated he'd like to parallel that to what is going on right now at RCC. A lot of change has occurred on campus, it is a beautiful diamond in the rough in this community of color. He stated that we, as people, no matter the color of our skin need to find some common ground and move this institution forward. He reminded the audience that he is the Sheriff of Suffolk County and that every single day he deals with men and women who will never have the opportunity to deal with higher education. He stated humbly that the community has to find a way to work with this board and work with this administration to find common ground to move the institution forward. He concluded by stating that the times are changing in Roxbury and we need to recognize where we are at and where we want to be, put the *Boston Globe* aside and do the right things for our kids.

Trustee Lloyd stated it had been a privilege serving on this board and he has witnessed the passion the community has for this institution. He noted that positive steps had been taken to rectify the problems at the College and that we must do better to communicate that. The College of today is much better than it was prior to the transition several years ago.

IV. Public Comment

- a. Minister Rodney Muhammad began by stating there were still a lot of concerns. He stated that Keith McDermott should be in his former position, he should have never been fired and the question is asked that why is it that there are so many black students on this campus that are dissatisfied? Why are so many staff members fired? Why does this administration have the mindset that it's either my way or the highway? If the community was engaged than probably we wouldn't be having this conversation right now, so it should have been a relationship a long time ago. How come we don't have any black contractors in the rebuilding of this college? Gotta have a backbone, can't be spineless. Think about that. Some of the issues were resolved and we appreciate that, but I wonder if that's not to sugar coat the situation now, because the heat is on. RCC represents, or should represent the black communities concerns and we're tired of other people hiding behind black skin controlling the black college. Say it the way it is, don't sugar coat it. RCC is either going to be a black college or say what it really is. Those are some of the thoughts in the community and they are watching. We will not go to sleep on the watch.
- b. Dale Robinson – Not Present
- c. Sadiki Kambon began by asking for more than 3 minutes based on the current situation. He is the voice of discontent from the community members. He stated that the PowerPoint presentation and the pretty picture painted by the administration...there have been crises in the past. They welcomed Dr. Roberson hoping it would be a turning point and this has turned into the worst crisis. It is the worst crisis because we have been deceived or lied to. Kwanzaa was a focal point of the anger and resentment in the community towards RCC. We have been disrespected by this administration. Ms. Williams told us the use of the Reggie Lewis was non-negotiable. We have a corrupt regime denying the community access to facilities they should have access to. We have 4,000 to 5,000 students from Roxbury, Dorchester and Mattapan who should be coming to RCC but are instead going to Bunker Hill Community College. He took issue with members of the board having offices on campus. He said we don't believe anything this administration or board says. Out in the street, the sentiment is that this administration cannot be trusted. We are glad to hear that the Malcom X breakfast and Kwanzaa will be a permanent part of the RCC schedule. Numbers do not matter, PowerPoints do not matter, the sentiment of the community is the only thing that matters. We want the Reggie Lewis to remain under the auspices of Roxbury Community College, but we want another administration running the College. Ok I am closing up. This is not about Sadiki, but about this College being in crisis.
- d. Reverend Raymond Hammond offered his thanks to Sheriff Tompkins for setting the tone and Minister Muhammad for reminding us to stay within our time limit. I think it is clear to everyone that this college has been through a rather rocky period lately and it is my understanding that efforts are underway to resolve this issues in a manner all parties can agree to. The future of not just Roxbury Community College, but the future of all of is at stake. The longer we are in contention with each other the less time we have to do the work that really needs to be done. Less



time to keep turning around an institution that has struggled for years, even decades to be what it was supposed to be and less time devoted to students who we see are now graduating at greater rates. Less time partnering with local businesses and sectors to pursue partnerships. I am happy to say that there are some of us who are excited to see the progress made. I hope we've had enough of the history of public fighting and feuding. Tonight could be the night we get back to the business of running RCC for the benefit of the students. I hope tonight does not diminish the attempts to the Board and the administration to bring RCC out of a gloomy past.

- e. Robert Lewis Jr., Not Present
- f. Gregory Davis, Not Present
- g. Miguel Coran, Not Present
- h. Abdimalig Mohamed began by thanking the board for its time and explaining he was an RCC alumnus and former employee of the IT department and claimed he lost his job to due to the outsourcing of the department. He wants an update or an explanation on the security breach that occurred in the IT department in 2015.
- i. Shirley Johnson, Not Present
- j. Donna Lewis began by explaining that she too is disturbed by the things she is hearing. She continued that as a community it is good to hear the good and the bad. Years ago when the Reggie Lewis Center was named after her husband in collaboration with the Massachusetts State Coaches Association it was an honor. This is a beacon in the community. We have to find common ground and the RCC Board and administration is not the enemy. We all have to get on the same page. She explained she was here tonight because this facility might be turned over to...we don't even know. The institution is for the community to make sure the young folks get a good education. We should be an example and find common ground. We should not get involved in personnel matters because we don't know everything or have all the facts. This is not our house. I'm here to say that when I dissolved the Reggie Lewis Foundation I gave money to Northeastern University and Roxbury Community College because I trusted those two institutions. I trust them today and I will trust them tomorrow. We all have to come together. A little contention is good, but we all have to get on the same page and move forward together. I pray this institution stays with Roxbury Community College. Let's all work together as a community, as a college and with the Mass State Track Coaches Association. This facility serves three constituencies and we need to continue to do that and support each other. We need to stop fighting and it is bothersome to me that this fighting occurs in this facility.

V. President Roberson Response

President Roberson took this opportunity to say she hears every comment made. She knows that there are sometimes where there is not always agreement but she wants people to understand that as President she feels their concern and she is committed to working with all the constituencies that the College serves. She said she plans to continue to communicate with those who speak during public comment to ensure they are receiving the information they request and so that the College has the opportunity to make its position known. She pledged to listen to every comment.

VI. Approve Minutes, Dec 13, 2016

Minutes were approved upon a motion made by Trustee Greenberg and seconded by Trustee Curry.

VII. Board Reports

Academic and Student Affairs (VP Cecile Regner and Dr. Jeffrey Greenberg)

Vice President Regner began by directing to the Board members to their packets, specifically the informational reports on community outreach, internships and transfer activities. Replying to Trustee Curry VP Regner stated that they did track transfers as part of information collected by student support services and would be happy to provide that information at the next board meeting.

Trustee Curry asked for information on how data for student assessment surveys are gathered.

Vice President Regner states she would provide that information.

She then asked Trustee Coker to introduce a member of the Roxbury Community College Student Government Association. He welcomed SGA Secretary Kariana Isaac.

Ms. Isaac briefed the Board on SGA activities from the previous semester and their plans for next semester.

Chairman Chertavian and Trustee Culliton thanked Secretary Isaacs for her report and leadership on campus.

Vice President Regner invited Jim Homes of Skansa to make a presentation on a new program he is developing with RCC dealing with smart building technology.

Mr. Jones explained that he has convened a consortium of areas businesses to create a curriculum in sustainable energy building management. He explained that he became aware of a profound shortage of people with the skills necessary to manage many of the new high performance or "green" buildings being constructed in Boston. In response, he gathered a working group and contacted RCC to convene an effort among contractors, hospitals, higher education institutions, government institutions, energy companies and controls companies. Several of the companies involved need a trained workforce and are willing to financially support the effort. The immediate

graduate, if a program can be set up, would be titled building automation systems technician with a starting salary between \$50,000 and \$100,000. This is the opportunity we want to provide. The curriculum is based on best practices from several other programs from around the country. It is both academic and hands on training.

Chairman Chertavian thanked Mr. Jones for his willingness to work with the College.

Trustee Lloyd also thanked Mr. Jones and asked if RCC would have to invest in the creation of a lab for the program?

Mr. Jones responded that he envisions a gated process where a facility won't be necessary to start and local facilities could be used. He doesn't believe that the College will have to purchase equipment or software.

President Roberson added that the College is also looking for grant opportunities to facilitate the program. She believes the College might have spaces on campus to house donated equipment.

Trustee Fernandez stated that she hopes that this program will attract the most underserved students and that scholarships will be made available to them.

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

Vice President Hepner began his report with an update on ongoing construction projects on campus. He invited Fred Manigan and Charles Kelsey from the Division of Capital Asset Management & Maintenance to address the board.

Mr. Manigan and Mr. Kelsey spoke to the Board on contractor and employee recruitment. They stated that the MBE participation goal for the elevator project is 5% due to the complexity of the project and with most MBE contractors there are not a lot of qualified subcontractors. DCAMM believes the firms chosen for the elevator project will meet their MBE goals.

On the sustainable energy project, Ameresco was chosen as the contractor. The MBE goal for this project is 10.4% among the subcontractors. Several MB's are listed on this project for current and future work.

On the major renovations project, WT Rich is the general contractor and the MBE goal is 10.4% as well. They have awarded \$1.7 million to MBE firms and \$3.8 million for WBE firms.

Chairman Chertavian asked how the percentage for MBE and WBE work is arrived at for state projects.

Mr. Kelsey responded that they try to increase the percentages through "item one work" which involves nontrade contractors. The goals are set by the state.

Trustee Curry asked about the subjectivity due to a lack of qualified subcontractors on particular jobs.

Mr. Kelsey responded that there is a baseline state goal, but DCAMM can increase that percentage using item one work, but they work with general contractors to try and help them meet these goals.

Trustee Curry asked if DCAMM works with organizations such as the Mass Black Contractors or similar organizations.

Mr. Kelsey responded that WT Rich will be meeting with the Mass Black Contractors to talk about the RCC projects and DCAMM sends bid packets out to those organizations so they are aware.

Trustee Curry asked about instances where the general contractor will say one thing and then do something else. Can you speak to situations like that and what monitoring is in place?

Mr. Kelsey responded that contracts are required to submit a schedule of participation, followed by a signed letter of intent between the contractor and subcontractor which defines scope of work and dollar amount. This is followed by subcontractor agreements. DCAMM explains their participation goals to contractors before work begins and there are on site monitors in place as well to do compliance checks.

Trustee Lloyd asked DCAMM to reiterate what it has done to ensure the best representation possible given RCC's unique status in Boston.

Mr. Kelsey responded that per the general laws of the state of MA DCAMM work must go to the lowest bidder. 10.4% is the minimum goal, but they are always stressing for general contractors to exceed that goal. WT Rich has always exceeded their MBE goal.

Trustee Curry asked whether DCAMM weighs in on the percentage of funds that are directed to MBE's.

Mr. Madigan responded that DCAMM takes the lowest bid and must work with that. DCAMM would work with a subcontractor if they felt they were being underpaid.

Vice President Hepner directed to the Board to the packet and the financial report for 6 months ending Dec 31, 2016. The College is running slightly off of budget, possibly due to low enrollment. This is being experienced at several other community colleges. The College is still waiting for Eversource to hook the solar canopy into the electric grid. It may be summer before the canopy is connected to the grid.

Human Resources (HR Director Patricia West and Amanda Fernandez, Trustee)

Director West began by describing an early retirement incentive provided by the state and available to RCC employees. There are 50 employees who qualify and if they take advantage they'd retire by June 30th. At least 2 other community colleges are offering this program. They must have 20 years of service regardless of age or 55 years of age with any years of service.

President Roberson explained that this is an incentive that would allow the College to save money going forward.

Director West concluded by informing the board of several new hires and welcoming those present.

VIII. Campus Rental Fee Structure

President Roberson informed the Board that a resolution had been prepared dealing with academic course fees and rental fees for campus facilities for fiscal year 2018. The last time the Board approved the rental fees was in 2014. The increase in course fees are very modest. We are also instituting a \$5 student activities fees to help defer the cost of commencement. This fee can also help with student engagement and student life, assisting with retention.

Concerning the rental fees, Dr. Roberson explained that new rental fees were added after gaining a better sense of how the rental space works on campus. The College will continue to waive fees for groups in need of free space as recommended by the college's scheduling committee.

Trustee Curry asked how the uncertainty and subjectivity can be removed in how much groups are charged that need a reduced rate.

President Roberson informed the Board that the administration looks to examples from other schools as well as past practices. Going forward the fee assessed will be what is being approved tonight, or it will be waived 100% or there are discounts included in the fee structure for not for profit institutions. The scheduling committee will make these recommendations to the president's office and Dr. Roberson gives final approval.

Trustee Curry asked for a community voice be included in these deliberations.

President Roberson agreed and also reminded the Board that part of the new fee policy is to guarantee the Malcom X Breakfast and Kwanzaa celebration as free community events. She also explained that sometimes the College will accept a joint sponsorship agreement of an event in lieu of rental fees.

Trustee Culliton raised a concern over a new policy of charging admissions to track events at the RLTAAC.

President Roberson responded that she had a positive meeting with the Mass State Track Coaches Association and this was discussed. There are more conversations that need to be had with the track leagues, the state auditor and the state's athletic directors.

Trustee Culliton asked that since conversations still needed to happen on the track admission fees did the decision have to be made now. He asked what the rush was in this situation. He'd feel more comfortable if those conversations had already happened.

President Roberson explained that fees are generally approved in February to allow for rental contracts to be generated for the next fiscal year. She suggested that in this case the Board approve all other fees and not the admissions fee at this time.

A motion was made by Trustee Greenberg to accept the amended Board resolution and was seconded by Trustee Fernandez. The motion was passed unanimously.

IX. Executive Session

There was a motion made to enter executive session. The chairman wished the general public a good evening and thanked them for their attendance. The time was 8:15 PM.

X. Adjourn ***8:47 PM***

Roxbury Community College

Board of Trustees

February 21, 2017

Resolution

This resolution is for the adoption of a new Fee Schedule to determine the fees charged for facility rentals and expenses associated with all events planned with external vendors, organizations, and individuals who wish to use Roxbury Community College for events, conferences, meetings and programs.

WHERE AS:

- An annual review of fees is both appropriate and prudent to ensure compliance with all pertinent Commonwealth legislation and policies; and
- A comprehensive review of applicable fees has been presented for review to ensure that fees charges are appropriate for our external constituents; and
- An expanded College scheduling committee has will been established and is responsible for evaluating all requests for space rentals and making a recommendation to the President regarding events.

NOW THEREFORE,

It is resolved by the Roxbury Community College Board of Trustees that the attached Fee Schedule shall be effective for all contracts entered into after July 1, 2018. The President or her designee shall take the necessary steps to implement the Fees as voted.

Roxbury Community College

New Space Rental Fees

Facility:

Reggie Lewis Center – Daily Facility Rental: \$8,000.00 per 12 hours (additional hours after 12 billed @ hourly rates) plus event staff, security, and additional fees as required

Reggie Lewis Center – Half Day Facility Rental: \$4,000.00 per 6 hours (additional hours after 6 billed @ hourly rates) plus event staff, security, and additional fees as required

Roxbury Community College, Smart Classroom - \$50.00 per 4 hours

Support Staff:

Event Manager	\$30.00 per hour
Sound Technician	\$35.00 per hour
Lighting Technician	\$35.00 per hour
IT/AV Technician	\$50.00 per hour
Athletic Trainer	\$35.00 per hour
Custodian	\$20.00 per hour

Additional Event Fees:

Utility Cost	\$60.00 per day
Lynx Timing System Operator	\$300.00 one day/\$400.00 per two days
Trash Removal	\$175.00 per event
Overhead Projector	\$30.00 per day
Portable Sound System	\$40.00 per day
Up to 4 microphones	\$20.00 per day
More than 4 microphones	\$45.00 per day
TV and DVD:	\$30.00 per day
Jumbotron Use:	\$80.00 per day
E-board Usage:	\$200.00 per week
Stage (@ Reggie):	\$50.00 per event – small stage \$100.00 per event – large stage
Specialty Lighting	Estimated per event
Clean Up Crew	Estimated per event
Grand Piano Tuning	Estimated per event
Symplex Technician	Estimated per event
Administrative Fee	3% of Grand Total of Full Fee Addendum

Existing Space Rental Fees

Reggie Lewis Track and Athletic Center:

Entire Fieldhouse	\$250 per hour/2 hour min. plus event staff, security & additional fees
Infield Only	\$30 per court/2 hour min. plus event staff, security & additional fees
Gymnasium	\$125 per hour plus event staff, security & additional fees
RLTAC Room 211	\$25 per hour/2 hour min. plus event staff, security & additional fees
RLTAC Room 217	\$25 per hour/2 hour min. plus event staff, security & additional fees
RLTAC Room 214	\$30 per hour/2 hour min. plus event staff, security & additional fees
RLTAC Room 216	\$30 per hour/2 hour min. plus event staff, security & additional fees
RLTAC Room 218	\$30 per hour/2 hour min. plus event staff, security & additional fees
RLTAC Dance Studio	\$35 per hour/2 hour min. plus event staff, security & additional fees

Media Arts Center:

Main Stage Theater	\$300.00 per hour/4 hour minimum
Fine Arts Great Room	\$100 per hour
Resnikoff Gallery	\$75.00 per hour

Additional Fees:

Event Staff	\$25 per hour (when applicable)
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All other spaces on campus may be rented on a contractual basis, based on availability, at the rate of \$8 per square ft.

Parking lots are offered on a contractual basis, based on availability, at the rate of \$6 per space per day

All college space rental fees may be adjusted or waived, as approved by the College President, based on the connection of the event with the mission of the College and the usefulness of the event to the RCC students and/or community.

Eliminated Space Rental Fees

League Meet Fees

3-4hrs High School League Meets:

3-6 teams	\$ 600
7-9 teams	\$ 900
10 or more teams	\$1,100

1 Day/Weekend H.S. Championships/Invitational	\$1,500*
1 Day Collegiate Meet	\$1,750*
Lynx Timing System	\$ 250 Day/\$400 2 days

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

Additional Fees:

Main Stage equipment	
Grand Piano Tuning	\$95 (must use our piano tuner)
Entertainment License	\$50 (approx.) – Prices set by City of Boston
Custodial Fee	\$150 per worker/event (when applicable)
Security	
Boston Police Detail	\$150 per detail/event (when applicable; non-negotiable) – Prices set by City of Boston

contractor	Campus Security	\$125 per detail (when applicable) – <i>Prices set by security</i>
	Insurance Binder:	\$400 (approx.) Client must present an insurance binder for \$1mm for the auditorium.

RLTAC Membership Fees

New RLTAC Membership Fees

Day Pass	\$10.00 per day, per individual
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Existing RLTAC Membership Fees

Full-time College Student (Must be over 18 years old)	\$ 50 per Semester
General Membership	\$ 80/ 3 months
	\$150/ 6 months
	\$250/12 months
Senior Citizens (65 or older)	\$ 30/ 3 months
	\$ 60/ 6 months
Track Pass	\$120/Track Season (Nov. 15 th – April 15 th)

Eliminated RLTAC Membership Fees

RCC Student	\$ 10 per Semester
RCC Faculty	\$ 90 per Semester