

**Roxbury Community College  
Board of Trustees  
Steven Tompkins, Chair  
September 26, 2019**

**MINUTES**

**Present:**

Steve Tompkins (Chairman); Mark Culliton; Amanda Fernandez; Betty Francisco; Jeff Greenberg; Israul Marrero; Fantasia James

**Absent:**

Josiane Martinez; Amanda Schaeffer; Kevin Hepner (Vice President Administration & Finance); Cecile Regner (VP Institutional Effectiveness)

**Others Present:**

Valerie Roberson (President); Kevin Hepner (VP Administration & Finance); Kimberly Rogers (Vice President for Academic & Student Affairs); Pat West (Chief HR Officer); Jordan Emily Smock (Director of Marketing); Jason Wright (Director of Data Analytics)

**1. Call to order**

Chairman Tompkins called the meeting to order.

**2. Approval of Minutes**

ACTION: Amended Minutes Board of Trustees meeting 4.30.19 - APPROVED  
ACTION: Minutes 6.25.19 - APPROVED

**3. Report of the President**

Dr. Roberson presented an update on the approval status of the Nursing Program. New Nursing Director was approved by BORN in July 2019. The pre-application for reinstatement has been submitted. 100% students who completed the new Nursing curriculum passed the NCLEX-RX. This demonstrates that the curriculum changes the college initiated provided a positive result. Transition plans for students were developed with local colleges and universities who agreed to open admissions to accept eligible students. We identified more seats than students who were interested. The Board will be asked to approve a refund policy for students.

The College implemented organizational changes with the beginning of the Fall 2019 semester. The Office of Institutional Effectiveness was created as a result of recommendations from the NECHE site visit in spring 2019. Workforce programs will be incorporated into college procedures from admission and registration. This organizational change creates administrative efficiencies, improves policy compliance and enables flexibility in credit and non-credit programming.

#### 4. **Report of the Chairman**

ACTION: Resolution to defer Committee Assignments – APPROVED

Chair Tompkins summarized his conversations with external constituencies regarding the college. Chair Tompkins stated his confidence in the quality of the college while acknowledging there are issues that should be corrected. Chair Tompkins stated his commitment to working collaboratively with the community. He stated that the college administration and the board of trustees were in place and committed to the college success. He expressed the hope that community members would be open to this dialog and work together. Public comments would be moved to the end of the board meetings so that members of the community would be present to hear the reports. Chair Tompkins noted the progress of the college over the years, and stated that the only way the college will move forward is with input from the community.

#### 5. **Report of the Student Trustee**

Student trustee Fantasia James reported complaints from students regarding interaction with faculty. Students did not feel safe, or comfortable disagreeing with faculty in class. Trustee James shared a personal experience. Trustee James placed a suggestion box for students in the library so that students may share issues confidentially.

Chair Tompkins supported Trustee James in her efforts to facilitate communication with students, and expressed his commitment to providing a safe, accountable, transparent learning environment.

Trustee Culliton offered some suggestions as to student outreach techniques.

Trustee Fernandez asked about the college procedures regarding student evaluation of instruction. President Roberson explained the course evaluation process, classroom observations according to collective bargaining agreements, and additional campus climate survey, for example Community College Survey for Student Engagement (CCSSE).

#### 6. **Board Committee Reports**

- **Human Resources**

ACTION: 2018-2019 CEO evaluation - APPROVED

Ms. West introduced new RCC employees present in the audience

Chief HR Officer Patricia West presented the HR Dashboard that displays employee distribution by bargaining unit, demographics, new hires and transitions. President Roberson provided clarification on temporary employees, particularly RLTA event staff.

Chair Tompkins suggested preferred nomenclature in reporting ethnicity.

Trustee Culliton acknowledged the improvement in representation among the teaching staff and encouraged the administration to continue its efforts.

Trustee Fernandez summarized the process for the annual performance evaluation of the President. This evaluation included information from Trustees, cabinet, and the DHE performance measures. Dr. Roberson provided reflection on the successes and challenges of the past year. President Roberson accepted responsibility for the challenges and gave credit to faculty and staff for the successes including enrollment increases, elimination of developmental math, and end of receivership for the Foundation. She is optimistic that the foundation of the college positions it for success in the future.

Chair Tompkins provided his summary comments and Trustee Fernandez stated her appreciation for Dr. Roberson's leadership, accountability and transparency.

- Finance and Budget

ACTION: Student reimbursements *with amendment* - APPROVED

ACTION: FY2020 Budget – APPROVED

President Roberson presented the financial report. Trustee Greenberg requested clarification on the reimbursement plan. Trustee Francisco, Trustee Marrero recommended that the college not require students to apply for reimbursement for Nursing courses.

In FY19, the college came in under budget in actual operating expenditures based on unaudited reports. The Board requested that the college reduce debt by 25% in FY 19. RCC was able to reduce the debt by 50% or \$1million. This was due primarily to conservative budgeting, enrollment increase and energy savings. President Roberson explained expenses that were booked including Perkins loan resolution, Nursing student reimbursements.

President Roberson summarized the budget assumptions for FY2020 Budget. RCC is presenting a balanced FY2020 budget. Trustee question regarding lobbying efforts to increase state funding. Trustee Culliton requested that contract training be identified separately so the trustees can see change over time.

- Development

ACTION: Gifts Received 7.1.19 - 8.30.19 – APPROVED

Director of Development, Mishawn Davis-Eyene, presented the gifts received through August 30, 2019. She outlined some initiatives that her office would be taking to streamline donations.

Chair Tompkins asked about the expected net fundraising revenue from the Haynes Family Celebration endowed scholarship. Trustee question about the life insurance policy that was given to the RCC Foundation as a sustaining endowment. Trustee Culliton summarized his seven years of experience with the RCC Foundation Board and recognized the accomplishment and positive progress.

- Marketing

Director of Marketing, Jordan Smock, presented the Marketing Plan for the 2019-2020 academic year that includes social media, traditional print and electronic media buys and billboards. Data are collected and analyzed to determine ROI and target marketing expenditures.

Chair Tompkins encourages the college to be proactive in messaging and controlling the narrative of the college accomplishments. Trustee Francisco asked about the employers who would be interested in students completing Smart Building Technology programs. President Roberson explained the business and industry advisory board and its role in the development of programs that were requested by employers.

- Academic and Student Affairs

Vice President, Academic & Student Affairs, Dr. Kimberly Rogers, make her first presentation to the Board. This presentation focused on partnerships with colleges/universities, Partners Healthcare, HEART Consortium, Collegebound Dorchester, Year Up.

Chair Tompkins asked questions about the three-year Year Up partnership. President Roberson explained that RCC faculty teach the curriculum and Year Up provides the wrap-around support services for students aged 18-24 years. Chair Tompkins provided some information on a future partnership between Suffolk County Department of Corrections and Year Up. Dr. Rogers described the food insecurity assistance that would be initiated as the result of the Rowland Foundation. New internships sites include the Boston Police Department Crime Lab. Study abroad in France and Palestine expanded in the past year. Men's Soccer is undefeated. One Book, One College book, *Between the World and Me*, by Coates.

Chair Tompkins suggested a baseball team and sports management in future planning.

- Institutional Effectiveness

Jason Wright, Director of Data Analytics, presented the Enrollment Dashboard. The Office of Institutional Effectiveness is responsible for all aspects of institutional research, planning and compliance. Trustee Greenberg asked a question regarding the preliminary Fall 2019 headcount. Trustee Culliton asked a question regarding the format of the Enrollment Dashboard. The Enrollment Dashboard can be adjusted to meet the Board's needs.

7. Public Comment

Sadiki Kambon expressed his dissatisfaction with the college administration. The Friends of RCC have an adversarial relationship with the college. He expressed his desire to remove the college administration. He was concerned that local young people do not choose to attend RCC.

Ms. Miranda Gomez is a former Nursing student who was not able to continue her education. She expressed dissatisfaction with the Dean of Student Life, Director of Nursing, faculty, information about the program, and reimbursement. She presented her point of view regarding the cheating issue in one of her classes. Ms. Miranda Gomez requested that all students receive a reimbursement. Chair Tompkins asked some questions to clarify his understanding.

Ms. Tiffany Reis is former Nursing student who was not able to continue her education. She expressed dissatisfaction with the Director of Nursing and other college staff. Ms. Reis played an audio tape of an unprofessional interaction with the Director. She expressed dissatisfaction with Ms. Cecile Regner and the President. She expressed that she felt afraid to talk with faculty and staff. She expressed that students felt afraid of retaliation.

**8. Executive Session**

The Board adjourned to Executive Session.

**9. Adjourn**