

**Roxbury Community College**  
**Board of Trustees**  
*Gerald Chertavian, Chair*  
**Meeting Minutes**  
*April 26, 2016*

**Board of Trustees Members:**

**Present:** Gerald Chertavian, *Chair*; Jeffrey Greenberg; Josiane Martinez; Hlee Yang.

**Absent:** Michael Curry, *Vice Chair*; Glynn Lloyd, *Treasurer*; Mark Culliton, *Secretary*; Mayra Leith; Steven Tompkins; Amanda Schaefer; Amanda Fernandez;

**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 6:03 PM and determined that a quorum was not present.

**I. Approve Minutes, November 17, 2015**

Minutes were not approved due to a lack of quorum.

**II. Public Comment**

There were six (6) noted request to address the board. The Chair informed individuals they would be given 3 minutes to speak before the Board.

*Topics:* RCC's Public Safety Contract (3 *Speakers*)

MCC Union & Academic Credentials (1 *Speaker*)

Kwanzaa & Community sentiment regarding President Roberson's

Administration (1 *Speakers*)

Community sentiment regarding President Roberson's administration (1 *Speaker*)

**Khalid Smalls, SEIU 32 BJ (RCC Public Safety Contract)**

- District Coordinator for Strategic Partnerships for SEIU 32 BJ for MA, NH & RI, representing cleaners and security members. She presented to the Board that she was there to ensure good jobs are secured for security officers.

**Robinson Romulus, Former USAA Employee (Public Safety Contract)**

- Not Present

**John McColgan, RCC MCCC President (Academic Credentials)**

- Professor McColgan spoke on unrest in the DCE unit of the RCC MCCC chapter related to Human Resources requiring completed employee files.

**Sadiki Kambon, Director, Black Community Information Center, Inc. (Kwanzaa & Community Sentiment)**

- Mr. Kambon began by stating he wished he was here under better circumstances and that he wished more members of the Board of Trustees were present. He said he really did not know Dr. Roberson and there was a weapon with bullets in the chamber. He stated the trigger people are the Roberson administration. The bullets in the chamber are the Governor, Secretary Peyser and Commissioner Santiago. He stated that the Baker administration would not be investing \$47 million into a campus that was intended to be used by black and Latino people.

**Reverend Raymond Hammond, Bethal AME Church of Boston (Community Sentiment)**

- Reverend Hammond apologized to President Roberson on behalf of the Roxbury Community for the treatment she has received by isolated members of the community. He also praised the work that has been accomplished at RCC since she began as President. He read a statement (included) and applause followed.

Applause followed.

**Chris Womach (RCC Public Safety Contract)**

- Not Present

**III. Special Presentation, Auditor's Report (Dave Deoulis, Steve**

- The auditors presented the final report on FY 2015, including financial statements and the A133 audit, which was submitted in a timely fashion, being due on March 31<sup>st</sup> 2016. An advance copy of the audit was provided to the board. The number of findings has diminished year to year and the auditors believe the college has the processes in place to prevent further findings.

The auditors are required to present certain findings to the board. The reviewed the various auditing standards the college will be held to as a public institution of higher education that receives a certain level of federal funding. The audit utilized sampling versus individual record examination. They examined the internal control centers of the college as well. There were no significant changes to policy or adjustments to be reported, nor were there any disagreements with management or other auditors. The college's specific risks were past non-compliance. There was an adverse opinion on financial aid and one modified opinion on student aid. The 2014 audit had 5 concerning findings, including an unreconciled bank

account, which was corrected in the 2015 audit. Two findings in the 2015 audit were two and those can be eliminated for the FY 2016 audit.

On the A133, side the number of findings between 2014 and 2015 were the same as 2015, but the pervasiveness of the findings were due to past issues. Other findings were isolated and were reported due to the federal reporting guidelines, not on individual finding materiality. Progress is being made. Going from 5 findings to 2 is pretty significant.

Discussion followed between the board members and auditors

#### **IV. Board Reports**

##### **Academic and Student Affairs (Cecile Regner, Vice President and Dr. Jeffrey Greenberg)**

###### Enrollment Information

Year to date enrollment is down slightly from last year. Dialogue has begun on strategies to increase enrollment. The MA Department of Public Health has given both of our nursing programs full accreditation. The Honors Program at RCC which had previously not been approved by the state has been recommended for approval. We expect this to happen at the next meeting of the Board of Higher Education.

###### Transfer Services

Efforts are underway to ensure our processes are in place to enable students to take advantage of transfer agreements. The nursing program was mentioned as an example of a transfer program wherein a student that is accepted into the RCC program is also accepted into the nursing program at UMASS Boston. This eliminates the need to retake clinical work.

###### Lady Tigers Recognition

The Board of Trustees formally welcomed and recognized the Roxbury Community College Women's Basketball team for their NJCAA Division 3 National Championship. The entire team along with coaching and support staff was recognized. The Chairman and board thanked the team and congratulated them on their victory. President Roberson also took this opportunity to recognize Vice President Regner as the team's truest fan, for her unwavering support of the Lady Tigers.

###### Faculty Rank Promotion

Various members of the faculty were recognized for their advancement in rank.

Trustee Greenberg read a resolution (Appendix A) informing the Board of 5 faculty members who have earned promotions.

Vice President Regner informed the board this resolution was informational and a vote was not being requested.

Discussion followed among board members.

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

Review of Year to Date Financial Statements

Vice President Hepner began with a review of the financial statements for the eight months ending February 29, 2016. These statements were reviewed by the Finance Committee.

FY 2017 Budget

The review of budgets for the college has begun and initial numbers look encouraging in the first drafts. The process is being driven by program reviews. Vice President Hepner noted several one-time costs associated with upcoming campus renovation projects.

Construction Up-dates

- Elevator
  - Contract awarded and signed, all 5 campus elevators will be replaced. The replacement schedule should be available next week. He noted that cubicles had been donated to the college which will allow offices to be relocated to first floor locations while the elevators are offline.
- Energy Project
  - Rebid, DCAMM has decided to make more funding available eliminating the need for a reduction of scope. Solar canopies will be installed this fall.
- Main Campus Renovations
  - The bid will be going out in June with construction expected to begin in August.

Discussion followed between Chairman Chertavian and Vice President Hepner.

Vice President Hepner concluded by discussing a board resolution for utilizing O'Connor & Drew for the college's three year auditing contract. O'Connor & Drew received a positive rating from PACE, the state consortium of public institutions of higher education. They specialize in auditing community colleges in Massachusetts. 14 of the 15 community colleges will be going with O'Connor & Drew. The resolution could not be considered due to a lack of quorum, and the matter was held for the next meeting of the Board of Trustees.

**Institutional Advancement** *(VP Lorita Williams and Josiane Martinez, Trustee)*

Grants

Vice President Williams began by informing the Board that the college had received the Stem Starter Academy grant from the MA Dept. of Higher Education for \$250,000. The grant is to increase student interest in STEM areas and to increase the number of students completing postsecondary degrees or certificates in STEM disciplines.

Media Arts received a \$1,000 grant to purchase a new portable stereo system from a new partner, Castle of Our Skin.

### Scholarship Reception – April 5<sup>th</sup>

The Advancement Department hosted a scholarship reception which was the first time in three years. Over 30 scholarships were awarded and about 100 family members and friends attended.

### New Workforce Partnerships

The following new partnerships were announced and discussed:

Small Business Administration (SBA)

MCAT Testing

CVS – Expanded Relationship

### EVENTS

#### Pakistani Delegation – April 4<sup>th</sup>

Vice President Williams informed the board that the college hosted 20 college administrators from Pakistan who were here to learn about the community college system in the United States.

#### Groundbreaking Ceremony – April 7<sup>th</sup>

The groundbreaking event and reception was very successful thanks to the groundbreaking committee. Speakers included Mayor Marty Walsh; DCAMM Commissioner, Carol Gladstone; State Representative Elizabeth Malia; City Councilor Tito Jackson; Trustee Vice Chairman, Michael Curry and our student trustee, Hlee Yang. Over 200 individuals including community members, staff, and students attended the event.

#### Media Arts Events

The Media Arts Center held two “Friend Raising” events in preparation for the June 3<sup>rd</sup> launch of the media arts renovation campaign. The first featured the play, *Death of a Salesman* which ran from Feb 26<sup>th</sup> – March 5<sup>th</sup>.

#### Upcoming Event

Media Arts renovation campaign will have its kickoff – June 3<sup>rd</sup>.

The Latino College Success Conference will be held at RCC on June 25<sup>th</sup>.

#### Foundation – status

The administration had presented a list of concerns regarding collaboration to the Foundation Board. The list was included in board packets. A meeting has been scheduled with our trustee liaison to the Foundation, Mark Culliton, the administration, and the Foundation Executive Board to address the concerns. The meeting has been scheduled for May 4, 2016.

#### Of Special Interest

Two RCC students, Diana & Angelica Cardona (one who participated in the noncredit Entrepreneurship program and one who is registered in the business AS program) received the ILC Immigrant Entrepreneur of the Year Award. The sisters were also invited to submit a Shark Tank audition tape.

## **Human Resources (HR Officer Patricia West and Mark Culliton, Trustee)**

### Survey Results

Director West began by walking the Board through the results of the Training and Professional Development Survey administered to college employees. These results will be used to determine the trainings for FY 2017.

### Adjunct File Audit

The HR department is auditing the files of faculty members. The files for full time faculty members are in good shape. There is missing information from the adjunct faculty files. The HR office is working with adjunct faculty to complete their files. The office has offered to cover the expenses for those who claim to have submitted their documents before but some still have no credentials in their files.

Discussion followed between Chairman Chertavian, President Roberson and Director West.

### President's Performance Evaluation Timeline

Director West informed the Board that the process on the president's evaluation has begun.

### New Employees

The following new employees were recognized:

Erik Silva - Maintainer

Brandi Jenkins - Maintainer

Michelle Thomas - Academic Councilor

Jessica Rezil, Coordinator of Cooperative Education

Denita Washington – Administrative Assistant

Ian Higginbottom – IT Help Desk

## **V. Report of the President, Dr. Valerie Roberson**

President Roberson began by personally recognizing new employee Jessica Rezil. She reminded the Board that this was a position that took a long time to file to ensure the right person was selected.

President Roberson began her formal report by discussing the re-establishment of relations with the college's legislative delegation. The college hosted a legislative breakfast on April 12<sup>th</sup>. The President has visited with roughly 15 legislators while her chief of staff has taken additional meetings on her behalf, meeting with legislative staff.

The result of these new connections is the advancement of a new strategy concerning the state budget. Working with the advancement committee the college was successful in securing a re-established line item for the Reggie Lewis center and changes to the center's retained revenue account in the House version of the FY '17 budget. Many legislators reported that this was the first time they could remember hearing from RCC.

President Roberson also reported on beginning a new dialogue with the Black & Latino Caucus and briefed them on the RCC campus security contract bid and the college's effort to ensure that all adjunct faculty credentials are on file.

Concerning the campus security contract, President Roberson assured the Board that any contract that the college awards will give employees a livable wage. We are stipulating in the contract that guards have to make at least \$13 an hour and supervisors have to make \$16 an hour. All comments received by the college concerning a contract are considered, and all state regulations are followed. President Roberson reiterated that choosing campus security is among the most critical decisions that she will make on behalf of the college.

President Roberson briefed the Board on RCC's Heightened Cash Management 2 status. She and Vice President Regner continue to work with the Boston office of the US Department of Education to address the department's outstanding issues. She reminded the Board that the HCM2 status came about as a result of a program review conducted in May of 2013. A submission is due at the end of this month and President Roberson will keep the Board up to date on this process.

#### **VI. Report of the Chairman**

Chairman Chertavian began his report by commenting that it is clear that after a few years the administration and faculty are working together to get the college in a stronger position. It is not a short road, but he promised that it is the right road, it is a just road and it is one we can walk down confidently for the benefit of the young people and adults who come to this institution for quality education.

He applauded the President, administration and faculty for knowing that the sole reason we are here, is that we care about the students, their education and the reasons they came to RCC, and that trumps everything. The only thing we can keep doing everyday is to focus on our students. It is about doing the right things right.

The Chairman also stressed that he appreciates that President Roberson has never been Pollyanna or glossed over the challenges that face the institution as she presents pragmatic solutions.

#### **VII. Executive Session**

Upon a motion from Trustee Martinez, the Board moved into Executive Session. The motion was seconded by Chairman Chertavian.

#### **VIII. Adjourn**

**8: 00 PM**

## **Statement of Reverend Raymond Hammond, Bethal AME Church of Boston**

Let me first apologize for the tone and the language of some of the comments that have been made in the past by those who say they speak for the Roxbury community. Let me assure you that there are other voices in this community and we believe that, even if we disagree with you, that is not a basis for ever abusing, bullying, disrespecting, or intimidating you. We've seen too much of that in the latest round of sad events masquerading as Presidential debates. And too many of us, especially people of color, have been abused, disrespected and bullied, to ever turn around and do the same thing to others. We find it especially disgraceful to have that behavior directed toward a leader and a woman like yourself, President Roberson. Again, on behalf of the overwhelming majority of people in this community, I apologize.

Let me also take this opportunity to thank you and thank this board for the hard work of turning around an institution which has struggled for years, even decades, to be the educational gem that all of us want it to be. We want to see our children graduate at a rate well beyond the 6% that was reported a number of years ago. We want them to be equipped with the knowledge and skills they will need, not only to find 21<sup>st</sup> century jobs, but to be 21<sup>st</sup> century citizens and leaders in this community. We want them to have the chance to connect with the world-class health centers right down the street, the high-tech and biotech and financial services centers that are little more than a stone's throw from here. And we want them to use those skills not only in those places of employment but in strengthening and building the community all around this college.

So thank you for your hard work in securing:

Accreditations for the College, as well as the Nursing, Radiology Technician and Honors program)

Significantly reduced debt levels and a more stable financial footing for RCC

A strategic plan

A host of long-needed partnerships with employers, 4-year colleges, and the Small Business Administration

A Re-engagement Center that assists youth offenders in completing high school and finding work

As you've noted there is still much to do in addressing student enrollment, learning outcomes, financial assistance, and a host of other issues. Nonetheless, we deeply appreciate your courage and patience in helping to bring RCC out of a gloomy past and into the brighter light of a greater future. We are on our way. And for that we say "Thank You."

## **Appendix A**

### **Roxbury Community College**

Board of Trustees

April 26, 2016

#### **RESOLUTION**

This resolution is to inform the board of rank promotion for five (5) Roxbury Community College full-time faculty.

#### **WHERE AS,**

These Roxbury Community College faculty are recommended for rank promotion having met the length of service requirement, as verified by the Office of Human Resources. This length of service entitles them to rank promotion under the collective bargaining agreement.

**John McColgan – Associate Professor**

**Rhonda Gray – Professor**

**Michelle Howard-Harrell – Professor**

**Stacey Olson – Professor**

**Nikolas Sucher - Professor**

Roxbury Community College looks forward to their continuing contributions to teaching, learning, service to the college and greater Boston community.

#### **NOW THEREFORE,**

It is resolved by the Roxbury Community College Board of Trustees that these faculty receive rank promotion.