

**A04 Office of the President**

<b>Box #</b>	<b>Sub-series</b>	<b>Sub-sub series</b>	<b>Description</b>	<b>Date(s) Scanned</b>	<b>Notes</b>
1			Governance Records	n.d., 1973, 1978-1979	
1			Memo from RCC Executive Staff	1988	2013-007
1			President's/Administrative Council/Cabinet	1990-1991	2013-007. Covers Presidents Jones, Ancrum, and Brown.
				1992	
				1993-1995, 1998	
				2000-2001	
1			Executive Council Operating Guidelines	2000	2013-007
1	<b>Grants</b>		Title III	1982	2013-007
1			Title III	1983	2013-007
1			Title III	1984	2013-007
1			Title III	1985	
1			Records of various grants. 2 folders	1986-2002	2013-007
1			Title III	1987	
1			Title III	1988	
1			Perkins Mental Retardation Assistant/Mental Health Assistant Grants	1989, 1990	2013-007
1			Student Support Services Program Grant 90-93	1990	
			Title III	1990	2013-007
1			Balfour Grant Supporting Material	1990-1994	
1			Student Support Services Grant Continuation Application 91-92	1991	
			Title III	1991	2013-007
1			Student Support Services Grant	1992	
1			Student Support Services Grant Continuation Application 92-93	1992	
1			Title III	1992	
1			Title III	1993	
2			Balfour Grant Charette	1996	
2			Balfour Grant "Toward Revitalizing Faculty Development" Report	1998	
2			Campus Performance Improvement Program Grant - RX. RN. RCC Phase II Final Report	1998	
2			Balfour Grant Report	1999	
2			Campus Performance Improvement Program Grant Letter	1999	2014-005
2			Balfour Grant Report FY 2000	2000	2013-007
2			Balfour Grant Report	2002	
2			Balfour Grant Report	2003	
2			FIPSE Grant Project Report	2004	
2			Title III	2004	
2			Title III Meeting Notes	2004	2014-001

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2		UMASS	2006, 2007	2013-007
2		MA Community College & Workforce Development Transformation Agenda Records	2011-2012	2014-005
2		Title III report, minutes, budget, email	n.d., 2011-2013	
2		Walmart PRESS for Completion	2012	2014-005
2		MA Community College & Workforce Development Transformation Agenda Quarterly Report	2013	2014-005
2		Performance Incentive Fund final report	2013	2014-005
2		Title III Newsletters	2011-2014	
2	<b>Institutional Self-Study/Accreditation</b>	Accreditation announcement	n.d.	
2		New England Association of Schools and College (NEASC) Policy Statement on Institutional Effectiveness	n.d.	
2		Records related to re-accreditation	n.d., 1985-1990	
2		American Association of Community and Junior Colleges' Report on RCC to the MA Board of Regional Community Colleges	1974	
2		NEASC Evaluation Report of RCC	1981	
2		RCC Institutional Self-Study Report to NEASC	1981	
2		NEASC Certificate of Membership	1983	
2		NEASC Report on RCC's Institutional Self-Study Report	1985	2 copies labeled "original" = 2013-007
2		NEASC Accreditation Team Exit Report Summary, Self-Study Report Recommendations	1985	
2		RCC Institutional Self-Study Report to NEASC	1985	
2		Summary of 1985 Self-Study Report	1985	
2		NEASC Accreditation Letter to RCC	1986	
2		Letters from NEASC to RCC	1987, 1990	2013-007
2		Report to NEASC for a Focused Evaluation Visit to RCC	1990	
2		NEASC Report on a Focused Evaluation of RCC	1990	1 = 2013-007
2		Institutional Response to Report on a Focused Evaluation of RCC, Submitted to NEASC	1990	2013-007
2		Blue Ribbon Committee Report to the President and Board of Trustees of RCC	1991	
2		Records related to RCC's Fifth Year Interim Report to NEASC	n.d., 1991-1992	2013-007
2		NEASC Report on a Focused Evaluation of RCC, Exit Interview, Accreditation Information	1992	
2		RCC Fifth Year Interim Report to NEASC and supporting material	1992	One copy of report = 2012-014
2		NEASC New Policies and Procedures	1993	

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2		National Initiative for Leadership & Institutional Effectiveness' Cultural, Environmental, Structural, and Technical Assessment Report of RCC	1994	
2		National Initiative for Leadership & Institutional Effectiveness' Personal Assessment of the College Environment Report of RCC	1994	
2		NEASC Evaluation Report of RCC, RCC's response, RCC Summary of NEASC Visit Team Recommendations, NEASC report to RCC after campus visit	1995	Melnick D: see Arrangement and Description - 2011 Report for all
2		RCC Self-Study Report to NEASC	1995	Melnick D
2		Executive Summary - Enhanced Educational Quality through Educational Reform 1996-2000	1996	
3		RCC's Responses to the Focused Visit Report of the NEASC Evaluation Team	1997	
3		RCC Focused Visit Progress Report to NEASC	1997	Melnick D
3		RCC Focused Visit Report to NEASC; revised first draft and memos	1997	
3		RCC Fifth Year Report to NEASC, NEASC response	2000	Melnick D
3		NEASC Standards for Accreditation	2001	Melnick D
3		MA Board of Registration in Nursing Letter to RCC	2003	
3		RCC Self-Study Committee Membership Letters	2003	Melnick E
3		NEASC Self-Study workshop materials and notes. W/CD	2003	Melnick E
3		Appointment letter of steering committee chair	2003	Melnick E
3		List of self-study committee chairpersons	2003	Melnick E
3		President Gomes' accreditation announcement and responses from RCC	2003	Melnick E
3		NEASC "Preparing for Re-Accreditation" presentation	2003	Melnick E, B
3		Agendas and Minutes of Accreditation Steering Committee Meetings	2003-2005	Melnick C
3		Self-Study Committee co-chair's monthly planners	2003-2005	Melnick B
3		Preface to RCC's 2005 Institutional Self-Study Report	2004	Melnick B
3		Accreditation Steering Committee Schedule for review of drafts	2004	Melnick F
3		NEASC Visiting Team Chair Agenda	2004	Melnick G
3		Projected Expenses for Self-Study Year 2	c. 2004	Melnick F
3		Re-accreditation Progress Report to Board of Trustees	2004	
3		Draft of RCC Institutional Self-Study Report for NEASC	2005	
3		RCC Institutional Self-Study Report for NEASC	2005	Melnick H, A
3		NEASC Re-Accreditation announcement	2005	Melnick I
3		NEASC Membership Roster	2005	Melnick I
3		Accreditation Update for the Board of Trustees	2005	
3		Records of 2005 NEASC Accreditation: emails, memos, agendas, correspondence, appointments, etc.	2005	Melnick H

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3			RCC 2005 Institutional Self-Study: Process and Guide to Archives by Barbara Melnick	2006	Melnick A, B
3			RCC Institutional Focused Visit Report to NEASC	2007	
3			RCC Fifth Year Interim Report to NEASC	2010	
3			Letters from NEASC to RCC	2011, 2014	2014-005
7			Resources for RCC NEASC self-study teams	2013-2015	Given to the library by Self-Study Coordinator Sterling Giles
3/Shelf			RCC NEASC Accreditation Self-Study	2015	Given to the library by Self-Study Coordinator Sterling Giles. <b>1 copy includes inserts of corrections made after printing. 3 copies on shelf are ex-Reserves copies.</b>
8			NEASC Self-Study Document Room	2015	Given to the library by Self-Study Coordinator Sterling Giles. Includes printout of document lists from FX. See digital archives for digital document room records saved from FX.
3			NEASC Accreditation Letter to RCC	2015	
3	<b>Presidents</b>	<b>Walter Smith</b>	Correspondence	1975-1977	
3		<b>Kenneth W. Haskins</b>	Memo	1980	
3			<i>Education and Inequality: The Case of Roxbury Community College.</i> Article published in <i>Debate &amp; Understanding</i> , A journal of the Study of Minority Americans' Economic, Political, Social and Religious Development	Summer 1983	
3		<b>Brunetta Wolfman</b>	Boston Secondary Schools	n.d., 1980-1982	
3			Doctoral Program in Higher Ed. with UMass Boston	1980	
3			President's Council. 2 folders.	1982-1984	
3			Articulations	1983	
3			Equity Study	1983	
3			UMass Doctoral Program in Higher Ed.	1983	
3			Records; memos, correspondence, etc.	1983-1987	2013-007
3			General Correspondence, memos	1983-1988	
3			Meetings with the Board of Regents. 2 folders	1984-1985	
3			Boston Public Schools Ethnic Diversity Task Force	1985	
4			Correspondence with Bd. of Trustees	1985-1986	
4			Correspondence RE: DCE	1986	
4			Correspondence RE: MFA's donation of Shaw Transparency	1986-1990	
4		<b>William B. D. Thompson</b>	Memos	1988, 1989	
4		<b>Walter Howard</b>	Records and publications	n.d., 1989-1991	2013-007
4			Correspondence	1989-1990	
4			Leadership Meeting Minutes	1990	2013-007

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4			Planning Retreat Workshop records	1990		2013-007
4			Memo, Press Release	1990-1991		2014-005
			Friends of RCC Records	1990		<b>Restricted</b> - Contains personal contact information
4		<b>Hubie Jones</b>	Records	1992		2013-007
4			RCC Progress Report	1992		2013-007
4		<b>Ron Ancrum</b>	Records	1992		2013-007
4		<b>Grace Carolyn Brown</b>	RCC Leadership - A Response	n.d.		2013-008
4			Records of the Adult Education Committee	n.d., 1993-1994		2014-008. Pres. Brown was a member of the Committee
4			Records	1992-1997		2013-007
4			Records Pertaining to Pell Grant Audit	1996		2017 or 2018 donation; located in anonymous folder labelled "Library"
4			Correspondence	1995-1996		
4			Correspondence. 3 folders	1996		2013-007. This is a year's worth of correspondence with lists of contents. Some letters may contain restricted information.
4			Press Release	1996		2013-008
4			Thank You Statement	1996		2013-008
4			Memos	1998-2000		2014-001
4		<b>Randolph W. Bromery</b>	Memos	2002		
4		<b>Terrence Gomes</b>	Letter, stamps, and poster from Senator Edward Kennedy	2005		2014-008
4		<b>Valerie Roberson</b>	Letter to NEASC	2013		2014-005
4			Records of the Boston Private Industry Council	2014		2014-008. Pres. Roberson is a member of the Council
4			Upcoming Events	2014		2014-008
4			Fay Chandler and John Wilson material	2015		
4	<b>Reports</b>	<b>Annual reports</b>	Department input into annual report	1982		
4			Annual reports	1993/1994-1997, 1999-2000, 2005-2011	x	2011 Report is 2013-009. 1 copy of 2007 report is 2014=010
4		<b>Non-RCC reports</b>	Unknown report, RCC section	1975		
4			Records of audits	1983-1993		2013-007
4			MA Bd. Of Higher Ed. Evalaution of 1985 Campus Plan Update	1985		2013-007
4			US Dept. of Ed's Office of the Inspector General audit	1987		2013-007
4			State Auditor's report on RCC	1987		2013-007
4			US Dept. of Ed. Audit records	1988		2013-007
4			Black Agenda Project	1990		
4			MA Dept. of Public Welfare Program Performance and Audit Unit review of RCC's Assisted Placement Program	1990		2013-007
4			MA Art in Public Places: MA Cultural Council	1991		

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4			Analysis and Review of State Auditor Reports Covering Period 1987-1991	1992	Prepared by Arthur D. Shea, Consultant
4			State Ethics Commission Opinion	1992	2013-007
4			Consulting Partners report to RCC	1993	Subject of report is the Business Office
4			Report on Accounting and Management Systems	1993	Submitted by Arthur D. Shea, Consultant
4			Joint Task Force on UMass and Community College Relations	1994	
4			National Initiative for Leadership and Institutional Effectiveness (NILIE)	1994	2013-007
4			Black Legislative Caucus Dinner	1995	
4			Measuring Success: MA Higher Ed. Coordinating Council	1995	
4			Access and Quality: Improving the Performance of MA Community College Dev. Ed. Programs	1997	
4			State Auditor's Report on RCC 95-96	1997	2013-007
4			Roxbury Club Review	1998	
5			Review of Computer and Information Science/Technology Programs for the MA Bd. of Higher Ed.	1999	
5			Tech Ed 99: Nat'l Science Foundation	1999	
5			MA government's budget reports on RCC	2000-2013	
5			Performance Measurement Report Roxbury Community College 1999-2000, 2004, 2005	2001, 2004, 2005	2014-010
5			The Vision Project Summary of Educational Work 2010-2011	2011	2013-009
5			State Auditor's Report on RCC	2012	
5			Report of Independent Counsel to the Board of Trustees of Roxbury Community College	2013	Digital too
5			The Vision Project Annual Report	2013, 2014	2013=2014-008
5		<b>RCC Reports</b>	Academic and Administrative Computing - A Study	n.d.	
5			Evaluation of the Planning of the New Campus	n.d.	
5			RCC Process for Institutional Development, Planning, Implementation and Accountability	n.d.	
5			Student Grievance Procedure	n.d.	
5			President's Report to the Local Advisory Board of RCC	1979	
5			Personnel Manual	1980	
5			Report to the Special Commissioner on the Reorganization of Higher Education	1980	
5			RCC's response to the State Auditor's Report on the Activities of RCC, memo	1987	
5			Records related to the US Dept. of Education's Audit Reports of RCC	1987-1988	
5			Report to the Trustees	1987, 1991	

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5		Procedures Manual	1988	2013-007
5		Requal Employment Opportunity Report	1988	
5		Academic Excellence	1989	
5		Demographics Statistical report	1989	
5		RCC Marketing Report, Analysis and Strategies	1989	2013-007
5		Curriculum Standards	1991-1992	
5		Leadership Transition at Roxbury Community College: Some Thoughts and Concepts. By Charles Rubin, Jr.	c. 1992	2013-007
5		RCC Electronic Focus Group on Student Retention	1992	1 copy=2014-008. Report funded by RCC Foundation
5		RCC Management Information Systems (MIS) Study	1992	
5		Administrative Computing Report	1993	
5		Informational Update	1993	
5		Legislative Briefing	1993	
5		Prospectus	1993	
5		RCC/Massachusetts English Literacy Demonstration Project: Haitian Students Research Project. By Barbara Greene	1993	2013-007
5		RCC/Multicultural Middle College High School Partnership	1993	
5		Collaboration, Grant Proposals, and Business and Industry Projects and Projected New Academic Programs	1994	2013-007
5		Fair Share Task Force Report	1994	
5		Legislative Briefing	1994	
5		Report to the President on the Governance System of RCC	1994	
5		Research and Information Bulletin	1994	
5		Response to follow-up work on results of single audit report of 1993	1994	
5		State Auditor's reports on RCC	1994-1998	2013-007
5		Report on RCC's Services for Students with Disabilities	1997	
5		Legislative Briefing	1998	
5		Report to the Massachusetts House and Senate Ways and Means Committee "Roxbury Community College Technology Purchase and Maintenance Schedule"	2001	
5		Gateway to the Dream...Forging Collaborative Relationships with Business and Industry	2004	2013-00
6		Community College Survey of Student Engagement Institutional (CCSSE) Report	2008, 2009	2014-008
6	<b>Strategic Plans</b>	Action Plans for Year One	n.d.	From FX
6		Themes and Implementation Matrices	n.d.	2013-009
6		Update of Campus Plan	1983	
6		A Plan for RCC 1983-1988	1983	One copy has additional papers, including a Management Plan and RCC enrollment profile
6		Annual Review of the 5 Year Campus Plan	1985	

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6			Management Objectives reports, memos	1985	
6			Status of Goals and Objectives for RCC. Report 1985	1985	2013-007
6			Five Year Plan 1988-1993	1987	2013-007
6			FY '88 Goals and Objectives	1988	
6			Interim Report on the 5-Year Plan	1988	
6			Records related to strategic planning	1992	2014-008, 2013-007
6			Strategic Planning Workbook. 2 copies. Copy 1 in two folders	1992	Copy 2 possibly from Nancy Teel.
9			RCC Mission Implementation Plan	1993	
9			Strategic Plan 1993-1998	1993	
9			Established Institutional Priorities FY 94-FY 98	c. 1994	2013-007
9			Five-Year Capital Plan FY 1994-1998	1994	
9			A Strategic Planning Process for RCC	1995	
9			Five Year Strategic Planning Process for Roxbury Community College 1999-2004: A Progress Report at the Midpoint	1999	From binder at circ
9			RCC Action Plan	1999	
9			Institutional Effectiveness Plan FY 2002-2012	2001	2013-007. Draft
9			Education Alliance Strategic Planning Project, Faculty Mtg. Summary	2003	
9			Education Alliance Strategic Planning Project, RCC Staff Mtg. Summary	2003	
9			Education Alliance Strategic Planning Project, Bd. Of Trustees Mtg. Summary	2003	
9			Education Alliance Strategic Planning Project, Business, Civic, Community Leaders Mtg. Summary	2003	
9			Mission Implementation Plan FY 2003	c. 2003	
9			Mission Implementation Plan FY 2004	2003	
9			RCC Departmental Mission Statements	2003	Melnick
9			Education Alliance Strategic Planning Project, Student Gov't Assn, RCC Alumni, RCC Foundation Mtg. Summary	2004	
9			Education Alliance Strategic Planning Project, BoT Mtg.	2004	
9			Strategic Plan 2004-2009	2004	
9			Strategic Plan 2004-2009 - Theme 1 and Year 1 Plans	n.d., 2004	
9			Strategic Plan 2010-2015	2010	
9			Strategic Plan Actions Plans for Year 1	2011	From FX
9			Summary of the 2015-2020 Strategic Plan	2016	Handed out at Fall 2016 All-College Meeting