

**A06 Administration and Finance**

Box #	Sub-series	Sub-sub-series	Description	Date(s)	Scanned	Notes
1			Campus Maps	n.d.		
1			Internal Control Plan	n.d.		
2			RCC Cash Sales Journal	1974		2014-004
1			Evaluation of Administrators	1979		
1			Administrative Policies, reports, memos	1984-1992		
1			Lease for Father's Inc	1990		2013-007
1			Detailed Technology Design for RCC	1994		
1			Financial Statements and Management's Discussion and Analysis	2004		
1	<b>Budget &amp; Finance</b>		Contract for Services	n.d.		
1			Trust Funds Policy/Procedures and Guidelines Purpose	n.d.		
1			DEE/DCE Fiscal memos, letters, contracts	1986-1988		
1			Fiscal Affairs Report	1990		
1			Emergency Meeting Re: Budget	1990		
1			Tuition and Fee Schedule	1991		
1			Investment and Cash Management Policy Guidelines	1992		2013-007
1			Memos, letters, requests	1992-1993		
1			Purchasing Policies and Procedures	1993		
1			Internal Control Manual	1996		
1			Trust Funds Report	1996		
1			Year End Fiscal Summary	1996		
1			Little Feats Request for Propoal and brochure	2000		2013-007
1	<b>Facilities &amp; Public Safety</b>		Brochure	n.d.		
			<i>Evaluation of the Planning of the New Campus</i>	n.d.		
1			Technical Drawings	n.d.		Photocopies
1			<i>Facilities Planning Guide for the Community College System</i>	1969		
1			Memos, work order	1975, 1976, 1985, 1986, 1996		
1			Southwest Corridor Campus records	1976-1985		
2			Roxbury Community College Southwest Corridor Site Evaluation Report	1977		
2			Permanent Site Location for Roxbury Community College Report	1978		Restricted
2			Southwest Corridor Development Plan	1979		
1			RCC: Site and Facilities Documents	1980		Artificial collection. Documents from 1973-1980.
1			Move to Boston State Campus	1981-1982		
1			Southwest Corridor Project - MBTA	1982		
1			Program Specifications for the New Campus	1983		2013-007. 2 folders
1			Records related to the new campus	1985, 1986		2013-007
1			Security	1985-1986, 1990-1992		

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1		Furniture and Equipment Specifications	1987	
1		Employee Handbook	1988	
1		Smoking Policies	1988, 1992	
1		Incident/Security Reports (Restricted)	1990, 1991, 1996	
1		Parking Plan	1992	2013-007
1		Annual Security Report	1992, 2003	
1		Emergency Policy Statement and Procedures	1993	
1		Records related to the new campus	1993, 1994	2013-007
1		RCC/RLTAC Annual Report Fiscal Year 1998	1998	2013-007
1		RCC Natatorium Options	1999	2013-007
1		Facilities Infograms	2001	2013-007
1		Facilities Inventory: A Report on Space Availability, Utilization and Needs Assessment	2001	
1		Facilities Infogram	2002	2013-007
1		RCC 10-Year Strategic Capital Program by Priorities	2002	
1		Facilities Infogram	2003	
1		Progress Report Nov/Dec 2003	2004	
1		Vision	2004	
1		Facilities Infogram: 2004 Year-End Edition	2005	
1		Facilities Infogram: End of FY 2006 Facilities Report	2006	2013-007
1		Parking Permit Application	2013	
1	<b>HR</b>	Forms	1985	
1		Policies and Procedures	1990	
1		Fall 1991 Semester Report	1992	2013-007
1		Recruitment and Hiring Policy	1995	2013-007
1		Affirmative Action & Diversity Plan	1996	
1		Sexual Harassment Policy	1996	
1		Recruitment and Hiring Policy	2000	2013-007
1		Forms	2011	
1		Employment Opportunity	2008	2014-001
1		Employment Opportunities	2012	Printed from higheredjobs.com; job ads were not sent out from HR, only the link to highedjobs.
3	<b>Union Contracts</b>	MCCC/MTA/Mass Board of Regional Community Colleges Collective Bargaining Agreement. 1977-1980	1977	
3		MCCC/MTA/NEA Agreement. 1983-1986	1983	2012_001
3		MCCC/MTA/NEA Agreement. 1986-1989	1986	2013-007
3		MCCC/MTA/NEA Agreement: DCE. 1990-1993	1990	2012_001
3		MCCC/MTA/NEA Agreement: Full and Part-time Day Faculty and Professional Staff. 1990-1993	1990	2012_001
3		MCCC/MTA/NEA Agreement: DCE. 1996-1998	1996	1 copy = 2012-001
3		MCCC/MTA/NEA Agreement: Full and Part-time Day Faculty and Professional Staff. 1995-1998	1996	2012-001

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3			AFL-CIO Agreement. 1997-1999	1997	
3			MCCC/MTA/NEA Agreement: Day and DCE Units. Overview and Outline.	1998	1 copy = 2013-009
3			AFL-CIO Agreement. 1999-2001	1999	2013-007
3			MCCC/MTA/NEA Agreement: DCE. 2000-2003	2000	
3			MCCC/MTA/NEA Agreement: Full and Part-time Day Faculty and Professional Staff. 1999-2002	2000	1 copy = 2012-001
3			AFL-CIO Agreement. 2001-2004	2001	
3			MTA/MCCC Memorandum of Agreement (DCE)	2001	2013-009
3			MCCC/MTA/NEA Agreement: DCE. 2005-2008	2005	Bound copy = 2013-006
3			MCCC/MTA/NEA Unofficial Agreement: Full and Part-time Day Faculty and Professional Staff. 2006-2009	2006	
3			MCCC/MTA/NEA Agreement: Full and Part-time Day Faculty and Professional Staff. 2006-2009	2006	2013-006
3			MCCC Memorandum of Agreement	2009	
3			MCCC/MTA/NEA Agreement: DCE. 2009-2012	2010	
3			MCCC/MTA/NEA Agreement: Full and Part-time Day Faculty and Professional Staff. 2010-2013	2010	
3			MCCC/MTA/NEA Agreement: Full and Part-time Day Faculty and Professional Staff. 2013-2015	2013	
3			MCCC Day Unit 2013-2015 Contract Summary Cards	2013	From Ted (Union Treasurer) in Library
3			AFL-CIO Agreement. 2014-2017	2014	
3			MCCC/MTA/NEA Agreement: Full and Part-time Faculty and Professional Staff. 2015-2018	2015	From Ted (Union Treasurer) in Library
3		<b>MCCC Records</b>	RCC/MCCC/MTA Compliance Report	2004, 2005, 2006, 2007	2014-005
3			RCC/Stand up for RCC buttons	n.d., 2014	The latter obtained at union mtg.