Roxbury Community College Archives

The RCC Archives is the central repository for records in various formats – manuscript, audio-visual, and digital – that document the history, mission, programs, and policies of RCC. Its mission is to collect, preserve, and make accessible these records, and to promote an understanding of the RCC legacy, past, present, and future. The Archives contains records from 1968 – present and consistently accessions new records.

The Archives is divided into 16 series or categories that reflect the originating department or type of records created. In the fall of 2014, RCC President Roberson announced the reorganization of the college's administration. 4 new series were created as a result of these changes, and some series stopped being in use. The Archives also contains past and current electronic records for the College, which are not listed here. Please contact the RCC Archivist, Ralph Holley, for more detailed information about the Archives holdings: rholley@rcc.mass.edu, 857-701-1387. You can also see some these records online on our Internet Archive and Flickr pages.

A01: College History

Documents a number of important events in RCC's history, including its founding.

Box 1:

- RCC/Franklin Park Community College Advisory Board
- RCC Funding Crisis
- The proposed merger between RCC and Bunker Hill Box 2, Oversized Folder:
- Newspaper articles about RCC

A02: College Events

Documents RCC's academic, faculty/staff, and student events from 1975 to the present.

Box 1:

- Anniversaries
- Commencement
- Convocation
- Other College events

Box 2:

- Honors Assembly
- Inaugurations
- Nurses' Pinning Ceremony
- Other College events

A03: Board of Trustees

Documents the activities of the College's Board of Trustees and Board of Trustees' Committees.

Box 1:

- Committee Records and Reports

Box 2:

- Committee Records and Reports
- Board of Trustees

Box 3:

- Board of Trustees

A04: Office of the President

Documents the activities of the Office of the President, including the governing of the College and its interaction with external agencies.

Box 1:

- Grants

Box 2:

- Grants
- Institutional Self-Study

Box 3:

- Institutional Self-Study
- Presidential Papers

Box 4:

- Annual Reports
- Presidential Papers
- RCC and non-RCC Reports

Box 5:

- RCC and non-RCC Reports

Box 6:

- Strategic Plans

Box 7:

- Institutional Self-Study

Box 9:

- Strategic Plans

A05: Academic Affairs (1973 - Summer 2014)

Documents the activities of the Department of Academic Affairs.

Boxes 1-5:

- Academic Divisions

Box 6:

- Academic Divisions
- Articulation and Transfer Agreement

Box 7:

- Center for Student Success

Box 8:

- Faculty & Staff Dissertations, Handbooks, Newsletters, and other publications

Box 10:

- LRC/Library

Boxes 11-16:

- Academic Divisions

Box 17:

- LRC/Library

Box 18:

- Programs & Projects

Box 19:

- Reports & Manuals

A06: Division of Administration and Finance (1974 – Summer 2014). See A14 below.

Documents the financial and administrative activities of the College.

Box 1:

- Budgeting and Finance Operations
- Facilities and Public Safety
- Human Resources and Hiring (1983 – Summer 2014). See A16 below.

Box 3:

- Human Resources and Hiring (1983 – Summer 2014). See A16 below.
- Massachusetts Community College Council (MCCC) and AFL-CIO Agreements, Records, and Reports

A07: Division of Enrollment Management and Student Affairs (1975 – Summer 2014)

Documents the departments that provide support to RCC students, as well as student activities.

Box 1:

- Admissions
- Athletics
- Financial Aid
- Health Services
- RCC Publications:
  - Academic Calendars
  - Catalogs

Box 2:

- RCC Publications:
  - Catalogs
  - Course Schedules

Box 3:

- RCC Publications:

- Course Schedules

Box 4:

- RCC Publications:
  - Course Schedules
  - Student Handbooks

Box 5:

- RCC Publications:
  - Student Handbooks
  - Yearbooks

Box 6:

- RCC Publications:
  - Yearbooks

Box 7:

- Student Publications: Class Publications, Gateway Gazette Newspaper, Unity Speaks Newspaper

Box 8:

- Student Publications: Class Publications, Gateway Gazette Newspaper, Unity Speaks Newspaper
- Student Activities Office

A08: Reggie Lewis Track and Athletic Center (1992 – Summer 2014). See A15 below.

Named for basketball great Reggie Lewis, this series consists of material related to the Reggie Lewis Track and Athletic Center.

Box 1:

- Annual Report
- Articles
- Groundbreaking

A09: Information Technology (1992 – Summer 2014). See A14 below.

Documents the work of the College's IT Department.

Box 1:

- Newsletters
- Reports

A10: Acuerdo, College Assemblies, and College Committees

Documents the activities of Acuerdo, the college's body of governance. Acuerdo is comprised of eleven standing committees.

Box 1:

- ACUERDO Standing Committees:
    - Academic Policy, Advising and Retention, Affirmative Action

Boxes 2-4:

- ACUERDO Standing Committees:
    - Curriculum

Box 5:

- ACUERDO Standing Committees:
    - Curriculum
    - Facilities and Sites, Financial Aid, Graduation Planning, LRC/Library, Research and Evaluation, Scholarship and Honors, Student Affairs
- College Assemblies: Administrative, All-College, Classified/Confidential, Faculty, Professional Staff

Box 6:

- College Assemblies: Administrative, All-College, Classified/Confidential, Faculty, Professional Staff

- College Committees: Athletics, Blue Ribbon, By-Laws, Catalog, Caribbean Conference, Faculty Affairs, Greater Access, Presidential Search, Recruitment Task Force, Sexual Harassment, Steering
- Task Forces: Alcohol Policy, Developmental Education, Governance

A11: Roxbury Community College Foundation

Documents the activities of Roxbury Community College Foundation, which was established in 1983 as a private, tax-exempt organization separate from the College.

Box 2:

- Committees
- Correspondence Box 3:
- Fundraising
- Scholarships & Scholarship Breakfasts

A12: RCC Audio-Visual

Series contents include cassette tapes, autographs, DVDs, negatives, campus blueprints and maps, photographs, slides, plaques, fliers and posters, and VHS tapes. This series documents RCC campuses, events, lectures, athletics, faculty, staff and students. Slides and photographs from this series are added to the Library's Flickr page on a regular basis.

A13: Academic and Student Affairs (Fall 2014 -)

Documents academic and student life of the college.

Box 1:

- Advising Athletics
- Transfer Services
- Career Planning
- Admissions
- Financial Aid
- Professional Studies, Arts & Sciences
- Honors Program
- Library

A14: Business and Administration (Fall 2014 -)

Documents the financial and administrative activities of the College.

- Budget Management

- Student Accounts
- Facilities
- Security
- IT (Fall 2014 -)

A15: Advancement and Community Engagement (Fall 2014 -)

Documents the departments responsible for growth of the college and its role in the community.

- Reggie Lewis Track and Athletic Center (Fall 2014 -)
- Media Arts Department
- Marketing
- Corporate and Community Education
- Development/Fundraising
- Institutional Research
- Alumni

A16: HR (Fall 2014 -)

Documents the human resources department at RCC.

- Benefits
- Hiring
- Professional Development