

Board of Trustees
Regular Meeting of the Audit, Administration and Governance Committee
Tuesday, January 14, 2014 – 5:00 p.m.
MINUTES

Trustees Present:

Jerome Shelton, Chair
Christopher Bell
James Lyons, ex-officio

Trustees Absent:

Kendrick Curry
Joseph Askew
Alejandra Castillo
Gabriela Lemus

Staff Participants:

Michael C. Rogers, Vice President, Institutional Advancement
Myrtho Blanchard, Vice President, Human Resources
Smruti Radkur, Office of the General Counsel
Krishna Saraiya, Internal Auditor
Denise Slaughter, substituting for the Executive Secretary, Board of Trustees

Call to Order and Roll Call

Chair Shelton called the meeting to order at 5:10 p.m. Due to the lack of a quorum, no official actions were taken at this meeting.

Minutes

Due to the lack of a quorum, the approval of the October 21, 2013 minutes was deferred until the next regularly scheduled committee meeting.

Vice Presidents' Reports

Mr. Rogers provided an oral report that updated the Board on various matters, including:

- The Strategic Plan: Vision 2020: Since its approval by the Board on November 19, 2013, the plan has been submitted to the D.C. City Council for their review and consideration. He indicated the staff is proceeding with next steps needed for implementation of the plan and that there will be items coming before the Board for necessary actions (e.g., a request for tuition increase, and an investment plan, and the proposed roll-out of UDC's on-line and continuing education programs).
- Public Relations: Have enlisted the services of a public relations firm to help develop and implement a campaign for the fall.
- Government Relations: He reported that Councilman Catania has submitted a proposal for a scholarship fund that would go to D.C. residents, called the DC Promise Act. It would be a companion grant to the existing DC Tag (which residents could not use to attend UDC). Thomas Redmond, UDC Director of Government Relations, was called upon to report to the Board, and told them that the bill had this same day been voted out of committee. If passed, the fund would provide for a \$50 million allocation for this purpose.
- Founders' Day and Alumni Update: He noted that there is an all-out push on to get as many alumni as possible to attend the event on February 20, 2014. In addition, he is working on reestablishing an alumni office on campus and will keep the Board updated on those efforts.

Internal Auditor Report

Most of the discussion centered around the Audit Plan for Fiscal Year 2014 (October 1, 2013 – September 30, 2014) which Ms. Saraiya presented, which outlined the primary areas she would be reviewing, including, but not limited to, Time and Attendance Procedures; Hiring and Terminations; Student Records and Registration; and Housing and Residential Service. The Board asked her if she thought she would be able to accomplish such a robust schedule, and she observed that she was at capacity and cannot anticipate what other audit priorities may come that will supersede those already planned. Trustee Shelton noted that, at one time, the University's financial audit had also been a report that was submitted to this Committee, and he asked Ms. Saraiya to confer with the Acting Chief Financial Officer, Donald Rickford, about the matter of bringing that report back to this Committee's oversight.

Conflict of Interest

Ms. Radkur submitted a draft Policy on Conflict of Interest for the UDC Board. It is informed by the "Board of Ethics and Government Accountability Establishment and Comprehensive Act of 2011" (BEGA). Board members and she engaged in a brief discussion concerning self-reporting and the steps needed before the formal adoption of the policy. She indicated that President Lyons had provided a sample policy from another university that she would share with the Board upon request. In the meantime, the Board will be conducting the usual annual Board submission and that Ms. Franklin, Board Secretary, would be contacting them to collect that information.

Pre-Employment and Background Check Policy

Ms. Blanchard presented a policy document that explained the purpose and guidelines that would ensure UDC is in compliance with the Protection of Children Act of 2004, a policy that adopted by UDC in 2008 when UDC implemented background checks for any faculty, staff, student, or volunteer working in specific positions and areas. When asked who pays for these checks, she said that the University does, as is standard practice.

New Business

Chair Shelton asked the UDC-CC's Workforce Development dean, Kim Ford, to share with the attendees some of the exciting updates and experiences he had heard about at one of their recent meetings. She spoke at some length about the new strategies, programs, supports, and tactics that they are using to increase the number of students enrolling and completing not only the Workforce programs and Associate Degrees, but also beyond.

President Lyons let the members present know that he would be scheduling a joint-meeting of the Audit and Student Affairs Committees to provide an update on a 3-yr. provisional certification recently issued by the federal government to UDC's Title IV grant.

The meeting adjourned at 5:57 p.m.

The final minutes will be available following the next regularly scheduled Audit, Administration and Governance Committee meeting (February 25, 2014).