



**PRESIDENT'S REPORT**

**TO THE**

**BOARD OF TRUSTEES**

**JUNE 10, 2014**

**4200 CONNECTICUT AVENUE, NW**

**WASHINGTON, DC 20008**

**Report Date: May 30, 2014**



## **Academic Affairs**

***Rachel M. Petty, Ph.D.***

***Interim Provost and Vice President for Academic Affairs (VPAA)***

### **Summary**

The month of May is always an extremely active period for Academic Affairs, and even more so this year as faculty and staff also continued a very energetic pace on the Vision 2020 strategic plan's path.

The University's major event every year is our Spring Commencement, which was held May 10<sup>th</sup> at the DC Convention Center. Including Summer/Fall 2013 and spring 2014, our graduates totaled 701 persons (excluding the law school) who qualified to participate in UDC's 37<sup>th</sup> Annual Commencement. Honorary degrees were awarded to three significant members of our community and society, including the Honorable William Spaulding, who as a member of the original DC City Council is credited with crafting the 1975 law that consolidated the three predecessor institutions which established the University of the District of Columbia. (His daughter, Dr. Angelyn Flowers, is currently a professor at UDC, directing our Homeland Security program.) The others were Marie Johns and Mary Frances Berry. Please see the summary on our Web site for more information about this event, at:

[http://www.udc.edu/news/37th\\_annual\\_commencement\\_recap](http://www.udc.edu/news/37th_annual_commencement_recap).

The University immediately segues into the first of two summer sessions, the first of which began one week after graduation. Almost 2,000 students are currently enrolled in the six-week session (see the chart at the end of this summary for a breakdown by degree level and the schools/colleges); registration for the second is currently underway). We expect to be able to announce the hiring of a new recruitment and enrollment manager within the next few weeks, whose job it will be to help increase our application, matriculation, and retention numbers University-wide.

As reported in our prior briefs this year, the academic team is especially focused on the monumental undertaking and details related to the Middle States' reaffirmation of UDC's accreditation, through our Self-Study Initiative. The organizing team is currently helping both academic and non-academic units to develop, collect, and analyze the data needed to assess our progress and our impact, University-wide. Half-day workshops were just conducted (May 29 – 30) for those faculty and staff charged with coordinating the assessment of their department/unit were led by W. Allen Richman (Interim Dean, Office of Planning, Assessment, and Institutional Research, and Director of Outcomes Assessment & Institutional Effectiveness, Prince George's Community College).

At the same time, the deans, my staff and I conducted a 1-1/2 day retreat (held on campus), designed to set the academic agenda for 2014-2015. Our objectives were to: (1) Provide a forum and process for reflection and dialogue on critical academic and management issues occurring during the current Academic Year (AY) 13-14; (2) Provide a forum for working collectively to identify and project Academic Affairs Goals and processes for attainment for AY 14-15; Create a collaborative approach to addressing and resolving University wide academic issues impacting faculty, students, and quality instruction (i.e. curricula, advisement, faculty development, service, and outreach); and Facilitate an environment of collegial dialogue and fellowship. Now, we will generate and implement a more concrete plan that has been informed by the many ideas and recommendations that the team shared, which I will report upon in the future.

In the next report, we will update you on the many teaching, research, and service endeavors that are underway, University-wide, and demonstrate our on-going commitment to meeting the goals of Vision 2020. In this regard, for instance, the University has received several grants/awards in the past two months that would serve to illustrate our progress, including but not limited to: (1) The Department of Human Services (DHS) recently increased its award to the School of Business and Public Administration (SBPA) for the “Paving Access Trails for Higher Security” (PATHS) program which provides training and employment support services to DHS Temporary Assistance for Needy Families (TANF) participants, from a total of \$2,000,000 to \$2,561,474 for FY 2014 and increasing the total number of TANF participants to receive PATH services from 500 to 700. The PATHS training programs include Hospitality, Home Health Aide, Office Assistant (OA), Certified Nursing Assistant (CNA) and Childcare Development Associate (CDA) training. The PATHS staff will provide job skills workshops for up to 700 participants. (2) The agreement between UDC’s Early Childhood Leadership Institute (ECLI) and the DC Office of the State Superintendent of Education (OSSE) was renewed for this year to continue developing and providing professional development resources and activities for the early childhood workforce (\$684,000). (3) A new research grant (for \$547,336) was awarded to the Biology department for a project on biomarkers in prostate cancer that will afford our students as well as faculty the research opportunity and experience.

We are very excited about our next steps and the ongoing collaboration with other divisions of UDC and look forward to future updates

**VPAA Chart: Enrollment for the First Six-week Session of Summer 2014**

<b>College/School</b>	<b>Total</b>
Coll. of Agriculture, Urban Sustainability & Environmental Sciences (CAUSES)	75
College of Arts & Sciences (CAS)	437
Community College (UDC-CC)	1,070
David A Clarke School of Law (LAW)	149
School Business & Public Admin (SBPA)	148
School of Engineering & Applied Sciences (SEAS)	54
<b>Grand Total</b>	<b>1,933</b>

<b>Degree Level</b>	<b>Total</b>
<b>2 Yr</b>	<b>1,070</b>
<b>4 Yr</b>	<b>603</b>
<b>GR</b>	<b>111</b>
<b>LW</b>	<b>149</b>
<b>Grand Total</b>	<b>1,933</b>

## Community College

**Calvin E. Woodland, Ed.D., Psy.D.**

**Acting CEO**

Student Success planning activities included hosting our Achieving The Dream Leadership and Data Coaches to assess the Community College's progress in advancing our retention and graduation rates for the past four years. Based on the review of student longitudinal data, it was noted that many of our students continue to struggle to complete their Developmental Math sequence of courses. Achieving The Dream (ATD) has helped the College focus on strategies that engage students prior to entry into the College. These strategies include: preparing high school students for collegiate culture through a Dual Enrollment program, and ACCUPLACER preparation while students are still in high school

In collaboration with the DC Fire and Emergency Medicine Departments and the Community Colleges' Division of Nursing and Allied Health, an application has been submitted by the Community College for candidacy with the Commission on Accreditation of Allied Health Education Programs.

Several Leadership Team meetings have been held over the past month to address the following issues:

- Review of 2014-2015 strategic priorities;
- Implementation Plan for UDC-CC's Complete College America STEM Initiative;
- Reconciliation of P-Accounts with support from the Business Office;
- Staffing and programming support for student activities;
- Budget support to support expanded Continuing Education programming for the University;
- Facilities planning for expansion of the Bertie Backus campus site; and
- Vacant positions remaining to be filled.

The CEO also participated on a panel discussion of the Community College's Complete College America's STEM initiative at the annual American Association of Community Colleges (AACC) convention in April with Dean Jackson and the Assistant Dean of Academic Affairs, Marilyn Hamilton. Other programmatic activities included speaking at the Mortuary Science, Respiratory Therapy, and Nursing pinning ceremonies.

Other activities and meetings included attending the National Association for Partnership Equity (NAPE) recognition luncheon where Dean Ford and her team received national recognition of the division of Workforce Development and Lifelong Learning achievements in promoting collaborative teamwork and partnership initiatives in the larger community. Several meetings were also held with Dean Peters to review the new process that will be implemented for allocation of the Student Activity Fee effective the 2014-2015 academic year.

### **Office of Academic Affairs**

This month was a very busy one for the Office of Academic Affairs. Several Pinning Ceremonies were held for the graduates from their respective programs which included: The Allied Health programs in Nursing, Respiratory Therapy, and Mortuary Science. A total of 52 students received 'pins' in recognition of their completion of the degree requirements of their programs.

Respiratory Therapy: 11 students

Mortuary Science: 11 students

Nursing: 30 students, from a total of (47) students who were eligible to receive their pins; the remaining 17 students are repeating a class during summer session and upon successful completion will earn their pin.

### **New Degree, Certificate, and Revised ESL Programs**

A new certificate program in Paramedicine was approved by the Faculty Senate. Also receiving approval, from the Office of the Provost, were the modifications to the courses offered in the English as a Second Language (ESL) program. These programs will be in effect this fall.

The MOU (Memorandum of Understanding) with the DC Fire and EMS Department was signed by both parties and the first meeting of the Committee was held on May 20, 2014. There are currently 18 EMS personnel enrolled in classes to prepare them to pass the entrance exam, HOBET (Health Occupations Basic Entrance Test).

### **Student Success Initiatives**

The Office submitted its annual report of its activities regarding the college readiness and placement test preparation programs. We will share their feedback when we receive it, which should be sometime next month.

### **Summer Courses**

There are 150 course sections across degree programs being offered during the summer sessions I and II. The current enrollment is 2,277 (number of registrations in the summer courses).

### **Grants**

The National Science Foundation awarded a grant of \$199,989.00 to the University of the District of Columbia for support of the project entitled "Nanotechnology Education Workforce Development." This project is under the direction of Hailemichael Seyoum, Tarak Bhar, Bushra Norman, Kate Klein, and Esther Ososanya. The award is effective July 1, 2014 and expires June 30, 2016. This grant aims to introduce the field of nanotechnology to prospective STEM majors at the Community College and flagship UDC campus.

Drs. Seyoum, Bhar, and Norman recently attended a four-day workshop at Pennsylvania State University to be introduced to the process of developing a nanotechnology program at the college level. A follow up workshop focused on curriculum design is scheduled for August 2014.

Parties to the grant met on Wednesday, May 22, 2014 at the Community College. Strategies and timelines for grant objectives were developed. Creation of a certificate program in nanotechnology was discussed. Penn State University's proven model of their robust nanotechnology program will be the blueprint for development of the program at UDC-CC and UDC.

### **Workforce Development and Lifelong Learning (WDL)**

WDL's Summer session started on Tuesday, May 27th with 42 courses. A total of 736 students are enrolled for the Summer session. The schedule can be found at:

<http://cc.udc.edu/docs/wd/WDL%20Class%20Schedule%20Sum14.pdf>.

On June 19th 2014, the WDLL Division will present at the Association of Public and Land-grant Universities 2014 HBCU Student Success Summit. The session title: "Focus on the Student: Increasing Completion Rates and Transitioning Students from Non-credit Programs to Degree Programs." Kim R. Ford, Dean, and David Lloyd, Assistant Director of Student Success, will be presenting.

On July 25th 2014, the Division will hold its annual All-Staff retreat. The all-day retreat is titled "Phase 2: Growth and Expansion." The retreat will be held at the UDC main campus.

### **Office of Student Achievement**

#### *Major Accomplishments of Program Goals/Objectives*

The Office of Career Services (OCS) has developed a career partnership with GAP Inc., and as a result, Gap Inc. awarded scholarships to two UDC-CC students. The scholarship winners are Monique Turner and Jameelah Unuajefe, each received a \$1,000 scholarship. Other partnerships include Guardian Life Insurance Group, Morgan State, and Streetwise Partners Inc. The Guardian Life Insurance has submitted a proposal to offer BSEF 214-C Personal Finance course to Community College students to help with financial literacy and as a business elective course. Streetwise Partners Inc. collaborated with Mr. Moffett for the coordination of the Deloitte Impact Day Field Trip.

On April 17, 2014 the UDC-CC Office of Counseling & Disability Services (OCDS) and UDC-CC Nursing Department hosted the 1st Annual Wellness Fair on the 801 North Capitol Campus. The UDC-CC Wellness Fair was organized to provide students an opportunity to obtain information regarding several facets of health and self-care from various community health organizations in DC and within the UDC/UDC-CC community (UDC Health Services, 9:30 Campaign & OCDS). Some of the community entities in attendance were: Whitman Walker Health, Planned Parenthood, Sasha Bruce, and Rehabilitation Services Administration, to name a few. The UDC-CC Wellness Fair had educational information tables and giveaways from community partners, blood pressure screenings, fitness demonstrations, and self-care poster sessions (presented by UDC-CC Nursing students). The event was a great success and will become an annual staple for the Community College!

On April 24, 2014 OCDS participated in the University's Grand Open House held on the Van Ness Campus on Dennard Plaza. OCDS provided informational materials about the office and self-help materials on self-care and wellness. The Grand Open House was set-up as an outdoor information fair during which prospective students visited vendor tables to obtain information about the UDC-CC. The event was festive and well organized, but unfortunately not well attended.

#### *Number of Students Served/Programs/Workshops Scheduled During April/May*

As of May 13, 1,060 students registered for summer 2014 classes and 920 students registered for 2014 classes. Each of these incoming students were required to meet with their Advisors at UDC-CC to ensure that students were enrolling in the proper classes.

The Tutoring Center had 403 student visits in the month of April and 62 in May (\*tutoring ended May 9th). Between March 25th and May 16th, the Student Success Team proctored the ACCUPLACER for 152 students out of 175 appointments made, for a yield of 87%.

The Office of Career Services (OCS) posted 1,371 (146 in May) Job and Internship announcements, completed 215 (23 this month) career assessment plans, 4 career workshops (1 career development, 1 program major workshops, 1 Resume, Cover, and Thank You Letter workshop, and 1 Job, Internship, or

Work-study position workshop). A total of 145 students were seen in the OCS for the month of April. Appointments included 27 career counseling sessions, 23 career assessments, 42 career presentations, 6 career workshops, and 47 for career resources. In addition, the OCS presented 2 career services presentation to faculty and staff.

The Office of Counseling and Disability Services (OCDS) facilitated 52 individual appointments (23 disability services, 29 counseling services (33 scheduled). Over 150 students were served by OCDS Outreach Initiatives: HIV Testing (04/03/14), Wellness Fair (04/17/14), Open House (04/24/14), and the Information Kiosk and Condom Distribution Program.

#### **Professional Development Activities, Presentations or Conferences**

Dr. Peters, Ms. White, Mr. Moffett, Ms. Oyuyo, Mr. Touhey, and Ms. Yarborough attended and volunteered at the 2014 AACCC (American Association of Community Colleges) Annual Convention in Washington, DC, April 5-8, 2014.

#### **Commencement**

A total of 254 students applied for graduation, and approximately 177 were cleared and participated in the Commencement exercises on Saturday, May 10, 2014.

#### **Grant Proposals Funded or other New Funding Sources**

On April 11, 2014 Ms. White (principle investigator) was awarded the \$1,000.00 FC2 Company Grant that was submitted in February on behalf of OCDS, UDC-CC Nursing Department (partner) and UDC-CC.

#### **External Relations Activities, Partnership Sponsored Programs**

The Student Success Team (SST) and OCS participated in the SGA election committee for the 2014-2015 school year.

The Office of Student Achievement (OSA) worked closely with the student organizations/clubs at their end of the semester pinning and induction ceremonies. Mortuary Science Induction was May 5, 2014 at the Van ness Campus. Acting CEO Dr. Woodland and Dean of Academic Affairs Marilyn Hamilton were attendance. The Respiratory Therapy Pinning and Induction ceremony was held on Tuesday, May 6, 2014 and the Nursing Department Pinning and Induction ceremony was held on Thursday, May 8, 2014.

Dr. Hermina Peters, Adviser to the National Society of Collegiate Scholars (NSCS) facilitated the first Annual Induction Ceremony for the NSCS held on April 24, 2014. A total of 26 students were inducted. The NSCS members also gave awards to their Distinguished Members, which ranged from faculty members to distinguished individuals in the Washington, DC community. The distinguished members were Professor Robin Cook, Professor Beverly Bennett Roberts, Dr. Elsa Williams, and Father John Adams. UDC Board Member Jerome Shelton was the keynote speaker and delivered a very insightful address. The students commented that they related to him very well and were delighted with his comments. Dr. Elaine Crider, Board Chair, was also in attendance.

## Student Affairs

**Valerie L. Epps, Ph.D.**

**Vice President for Student Affairs**

### **HEALTH SERVICES**

- Health Services has some air quality concerns that are being addressed by Office of Facilities and Real Estate and the Office of Human Resources, Risk Management.

#### **Health Insurance**

- United Health Care Sick Accident and Illness plan has been selected by the UDC to continue to offer low cost quality health insurance to our students. Student health insurance premium will increase by 5% for 2014-2015 academic year. For example, the cost of annual coverage (August '14 – August '15) will go up from \$1133.00 to \$1189.00. The premium increase is due to Affordable Care Act mandated changes and fees.
- Health Insurance enrollment for spring 2014 – 477 new students enrolled in Student Health Insurance Plan (SHIP).
- Health insurance reimbursements – UHS received \$1,460.00 in April for health insurance claims from services rendered to students with SHIP (February – March 2014). The grand total collected to date for the 2013-2014 academic year is \$25,006.00 to be used for medical supplies and equipment.

#### **Activities, Outreach and Community Partnerships**

- *April is National STD Awareness Month.* In view of this, UDC University Health Services in collaboration with Community Education Group (C.E.G) and Campaign 9:30 provided STD education, HIV testing, and performed a sobriety testing under the influence demonstration for students, staff and faculty. This event was well attended by students.
- *First Annual UDC-Community College Wellness Fair.* UHS participated in this event held by the community college's disabilities center to enhance awareness and promote our health services in addition to providing education materials on several health topics. We also distributed a number of free UHS marketing items and corporate provided products. This event was attended by approximately 100 students.
- *CORE Surveys – Alcohol and Substance Abuse Surveys.* UHS in collaboration with the Counseling Center are conducting the CORE survey for University of the District of Columbia students regarding alcohol and substance use. Students who visited the health center were asked to volunteer to complete the survey. Participants received an incentive – Campaign 9:30 t-shirt for their participation. Greater than 75 surveys were completed.
- *K2 Substance Abuse Workshop.* Nurse Practitioner Afua Ossei attended this event hosted by DC DOH held in the counseling center conference room to learn about an emerging substance of abuse popular amongst teens and young adults.

#### **Clinical**

- April 2014 - 289 health center visits (102 Student Health Plan Insured), 16 scheduled clinic visits.

## **COUNSELING CENTER**

### **GRANTS**

#### Campaign 9:30 (3 year-\$893,041 grant)

- Group session and interactive presentation conducted by the Department of Health regarding substance abuse and risks associated with K-2, synthetic marijuana
- Administration of the CORE Alcohol and Other Drug Survey and workshop pre-and post-tests conducted throughout Alcohol Awareness Week

#### FIPSE (Fund for the Improvement of Postsecondary Education) Grant \$600,000

(last year- of 3 year grant)

- HBCU Disability Consortium Advisory Board meeting was held on April 3, 2014
- FIPSE Program staff attended the Transition K-12 Program at Alabama State University to provide students with an opportunity to view the project website and provide feedback regarding the accessibility of the site to users. To date, the FIPSE program has utilized this assessment process in three states: Washington D.C., Alabama, and Arizona.
- The FIPSE project is planning a Disability Symposium for August 13, 2014 at UDC's Van Ness Campus. All consortium schools and relevant disability and education agencies will be invited to participate.
- The FIPSE team attended the Alabama State University transition conference on May 2, 2014. They received feedback on the beta website "Black Disabled and Proud."

#### Garrett Lee Smith Campus Suicide Prevention Grant (3 year, \$306,000 grant)

- "Stress Busters" program was held in April - Active Minds collaborated with Veterans Affairs (25 students participated)
- Active Minds awareness campaigns and tabling activities occurred in April - 25 students expressed an interest in the student mental health education and advocacy program.

### **New Student Orientation**

- Planning for New Student Orientation 2014-2015 is well underway – Several Orientation Steering Committee and full committee meetings were held in May. Revisions of the Orientation website and Flight Manual are in progress. The following dates have been established - June 26 - Readmit Students, July 16 - Transfer Students, July 23 - First Time in College Student. The Orientation Fair will be held Monday, August 18, 2014 and the Abbreviated Orientation Program is going to be held August 18-21, 2014.
- The Virtual Orientation program is in "draft" mode, with intentions of adopting the program in Spring 2015 if not sooner. The proposed dates for New Student Orientation in Spring 2015 are: November 5 - Readmit Students, November 12 - Transfer Students, November 19 - First Time in College Students

### **Clinical Services and Administration**

- 141 appointments were scheduled for counseling services
- The reputation of the clinical training at the Counseling Center and collaboration with the George Washington University Professional Psychology Program has resulted in an increase in clinical externs (4) for the 2014-2015 academic year
- Dr. Rajeev Sharma, 4<sup>th</sup> year Psychiatric Resident and therapist intern at UDC, received an award from the Washington Center for Psychoanalysis

- Revision of Standard Operating Procedures – In Progress

## **FINANCIAL AID**

### 12-13 A-133 Single Audit Update

- Final A-133 audit report will be provided by KPMG in June 2014 as part of the District Cluster Report
- UDC will be working with the USDE’s Minority Serving Initiatives Team to address any challenges as a result of the audit  
“Financial Literacy” Committee was created to imbed financial literacy into UDC’s Orientation, freshman college-prep coursework, and other outreach sessions

## **RESIDENCE LIFE/ HOUSING**

- Completed summer transition of apartments which included cleaning/painting of units
- Conducted furniture inventories and charted a list for damages and replacement
- Expected to gain \$150,000 this summer due to summer group conferences and interns
- Fall training will conclude for housing staff, we expect 100% capacity

## **STUDENT LIFE AND SERVICES**

### Career and Professional Development

- The statistics below represent programs and services as well as student contacts made by the Office of Career and Professional Development.
- The Office of Career and Professional Development during the month April 2014 provided sessions on the following topics: Resume Critique, Job Search, Cover Letter Critique, Exploring a Major, Career Explorations, Career Assessments, General Information/Referrals, Interview Preparation, How to Write a Resume, How to Write a Cover Letter, Job Application Writing Assistance Provided and References (Conducted Profile Verification and Updates), and Workshops entitled “Developing Interviewing Skills”, “Mastering the Job Search Using Firebird Jobs”, and “Acquiring Networking Skills.” There were a total number of 213 student contacts.

### USGA and GSGA

- Five newly elected student leaders are participating in the 2014 NASAP (National Association of Student Affairs Professionals) Student Leadership Institute: “*Rethinking Leadership: The Power of Imagination, Creativity and Change*” being held at Savannah State University, Savannah, Georgia from May 27 – June 2, 2014.

## **Department of Intercollegiate Athletics**

***Patricia Thomas***

***Director, Intercollegiate Athletics***

The Department of Athletics ended the 2013-2014 academic year achieving goals consistent with the core values of academic success, athletics contributions and community involvement.

### **Academic Excellence**

Twenty-four graduating seniors were celebrated during a reception in the gymnasium on Friday, May 9, 2014. The senior class achieved a 3.35 cumulative grade point average for the spring, 2014 semester and earned a 3.24 overall grade point average (GPA). Four seniors achieved perfect 4.0 grade point averages for the year.

On May 1, 2014 the department held its annual Student-Athlete Recognition luncheon in the gymnasium. Student-Athletes were recognized for their academic and athletics accomplishments over the year. Dr. Connie Webster spoke on behalf of the Provost, and Alumnus Bennie Adams (DCTC class of 1966), presented the Reslyn Woodruff Henley Memorial Award to senior track and field standout Kaydian Jones. The Henley Award is presented annually to the senior student-athlete who has exhibited high character, loyalty and has demonstrated the ability to inspire student-athletes to perform in a manner that reflects favorably upon the University. Academic accomplishments for the year include the following:

- 36 student-athletes achieved Dean's List status earning at least a 3.5 GPA
- 11 student-athletes achieved 4.0 GPA's for fall and spring semesters
- 86 student-athletes made the Director's List, earning at least a 3.0 GPA for the year
- Men's tennis student-athlete Miguel Uzcategui (Electrical Engineering) was named to the Capital

One First Team Academic All-District team as voted by the College Sports Information Directors of America (COSIDA). This award recognizes the nation's top student-athletes for performances academically and athletically. Uzcategui graduated with a 3.94 GPA and was named East Coast Conference male scholar-athlete of the year. Last year he became the first male student-athlete in University history to be named an Academic All-American.

### **Athletics Excellence**

- The women's outdoor track and field team captured its first ever East Coast Conference outdoor track and field championship held in Lakewood, New Jersey on April 19, 2014.
- At the prestigious Penn Relays, the women's 4x400 meter relay team won its preliminary heat with a time of 3:47.18 on April 25, 2014. The next day, the team finished 6th in the finals with a time of 3:44.99 earning a Penn Relays plaque. The squad was the second fastest NCAA Division II relay team at the meet.
- The track & field program's 4x100 and 4x400 meter relay teams earned United States Track & Field/Cross Country Coaches Association All Region honors as announced on May 12, 2014. The 4x100 meter team includes senior Shauna-Kay Creary (Accounting), senior Jasmine Smith (Architecture), sophomore Simone Grant (Health Education) and freshman Brittany Okon (Health Education). The 4x400 meter team includes senior Kaydian Jones (Journalism), junior Jerily Benjamin (Health Education), sophomore Marlena Wright (Journalism) and sophomore Simone Grant (Health Education).
- The 4x400 meter relay team qualified for the 2014 NCAA Outdoor Track and Field Championships held May 22-24, 2014 at the Grand Valley University track and field stadium in Allendale, Michigan. The squad is currently ranked 12th in the nation.
- Men's Tennis senior Miguel Uzcategui (Electrical Engineering) earned First Team All East Coast Conference (ECC) honors for the second year in a row. He lead the team playing #1 singles to a

5-1 record in the ECC as the team was ranked 6th in the East Region and 2nd seed in the ECC Championship.

- Freshman men's lacrosse student-athlete Chase Fraser (Elementary Education) received ECC Honorable Mention accolades. In the University's inaugural season, Fraser led all NCAA Division II freshmen with 31 goals and 6 assists.
- The University hired Rodger Colbert as assistant men's lacrosse coach. Colbert brings a wealth of experience to the Athletic Department staff. He was a high school and college All-American in lacrosse at the Peedie School ('97) and Georgetown University ('01), played professionally for six years and recently earned a master's degree in Education from Harvard.

### **Campus and Community Involvement**

For the third consecutive year, a University of the District of Columbia student-athlete received the prestigious East Coast Conference Excellence in Community and Character Award.

During the East Coast Conference awards banquet held on the campus of the University of Bridgeport on May 12, 2014, senior track & field standout Kaydian Jones (Journalism) received the award from Commissioner Robert Dranoff. The two year team captain, and two time ECC Outdoor Track & Field Student-Athlete of the Year served as an officer on the Student-Athlete Advisory Committee, served as President of the University's Chapter of Delta Sigma Theta and received the Reslyn Henley Award, the highest award presented to a student-athlete.

The University of the District of Columbia Cheerleading squad volunteered at the Capital Area Kidney Walk on May 17, 2014. Joining co-captains Rashida Wise and Quine` Blackman, April Washington, Labrina Long, Rayshonda Wallace, Katrina Reynolds and Emani Parks greeted and assisted walkers at the start and finish lines. The group was led by Coach LeVita Bassett who also serves the University as Management Liaison Officer in the Office of Facilities Management.

Throughout the month of April 81 individuals comprised nine teams representing students from the Community College, Flagship, Law School and University staff that participated in intramural basketball. Team "Only The Family" won the championship. Student Frankey Grayton won the 3 point shooting contest and student Ricardo Dickens was most valuable player of the intramural all-star game.

## **University Advancement**

*Michael C. Rogers*

*Vice President, University Advancement*

Functions include: Development, Fundraising, and Advancement, Communications and Marketing, Information Technology, Web Services, Government Relations, Alumni Relations, and Strategic Planning

Please note that corresponding Vision 2020 Goals and Objectives are listed under each item.

### **Communications and Marketing**

Status Report on the "Where Lives Are Changed" Campaign

- Goal 3, Objective 1 (Increase Educational Opportunity for D.C. Residents)
- Goal 2, Objective 3 (Campus Engagement)
- Appendix B (Enrollment Plan w/ Focus on D.C. Residents)

- Appendix D (Financial Plan's Enrollment Targets)

The University's first major advertising campaign, entitled "Where Lives Are Changed" was launched on April 1st, as previously reported. Since then, over 325 radio spots have run on major metro-area stations (including an average of nearly three Spanish-language spots per day); 20 print ads have run in major publications including the Express, Informer, and El Tiempo Latino, two alternating runs of more than 300 poster-sized ads have been placed in MetroBus system; two alternating runs of billboards have been placed in eight different MetroRail stations; 180 poster-sized ads have been placed on MetroRail cars on the Green, Orange, Blue, and Red lines; five billboards have been placed at bus shelters strategically located near D.C. public schools; and our Facebook ad has been viewed more than 3.5 million times, generating a 28.58% increase over the prior period in links to udc.edu from Facebook.

The current campaign is scheduled to end in June 2014, but may be extended if funding is available. The "Where Lives Are Changed" brand will continue to be utilized as the University's primary marketing theme.

### **Information Technology**

#### **Project Management Unit**

- Goal 1, Objective 1 (Leader in Online Learning)
- Goal 1, Objective 3 (Student-centered Learning Environments)
- Goal 5, Objective 2 (Innovative Solutions to Improve Operations)

The Office of Information Technology's Project Management Unit's (PMU) scope includes providing process management, business analysis and operational readiness guidance to units using the Banner enterprise resource planning (ERP) system. This function includes management of the Banner User Group (BUG), which has wide representation from all business units of the University, is actively engaged in long term strategic planning, and fosters campus-wide collaboration to identify the top institutional priorities.

The most noted PMU project is the Ellucian Recruiter Project, we have been engaged in the implementation of the Recruiter Customer Relationship Management software (CRM). This CRM will bolster the recruitment and admissions life-cycle by streamlining the admissions operations while enhancing the prospective student experience. This project has an estimated "go-live" date of July 30th. This project has required IT project leadership and collaboration with the Office of Admissions. We have created the hardware design, setup several new servers, upgraded our current Banner infrastructure, and provided business process design guidance.

Over the past few months there have been several upgrades to our ERP system and other database applications. Banner has undergone several upgrades; the technical team has planned, tested and installed over twenty (20) major Banner upgrades in all Banner environments. The upgrades were driven by Recruiter implementation, as well as compliance with Ellucian support for Banner versions. These upgrades included interactions between multiple servers and components.

The University's payment system, Touchnet, was upgraded to support the current Banner infrastructure and the upcoming additional modules. The upgraded features and functionality to the payment gateway

provides our cashiering office and student users a more streamlined payment experience when making credit and debit card transaction via the Internet and online cashier office visits.

Our document management system (BDMS) and its storage component Application Extender (AX) required upgrading during the month of May 2014. The upgrades were needed in preparation for the implementation of the newly acquired Recruiter module of Banner. Expanded University-wide training on the use of BDMS began December 2013, and continues to date with the Offices of Admissions, Registrar, Finance and Records Management.

The Oracle Server database application has been upgraded to include, updated test, development and production Oracle databases from major release from 11.2.0.1 to 11.2.0.4. These upgrades and additional university business requirements have also required that we create new WebLogic servers for use with Recruiter and existing Banner modules.

There have been several internally-developed Banner enhancements which were released to production recently. One of the most critical projects for the School of Law was the Blind Grading enhancement, which enables the School of Law to comply with national regulatory testing requirements. Another major project was the Purge Protect enhancement, which has been created and implemented, to protect students from being dropped from classes if payment arrangements have been established prior to the first day of classes. To ensure the Registrar's Office is equipped to produce University designed transcripts, the Evisions/Transcript Enhancement project was established and successfully completed. The PMU worked in support of Evisions and the Office of the Registrar to install and support transcript changes requested by the Registrar, replacing the standard Banner transcript functionality. Ongoing enhancement projects are the ACH for Finance, as well as an in-house Payroll interface to reduce reliance on third-party consultants.

With the onset of Banner, there is no longer a business requirement for SIS+ or the University mainframe. We are working on the second phase of the de-commissioning project. Most recently, we have configured and maintained an Oracle environment for the migration of legacy mainframe data. Our next step is to begin testing the migration and identifying a tool to retrieve the legacy data after the migration from the mainframe is completed.

The security, audit, and compliance project is underway. We have remediated most of the findings, we are still waiting to receive confirmation that the funding has been secured for the three positions that are required for full remediation. Further, we are working with ERP specialists to review and enable all ERP system functionalities. We are also making policy changes to reflect new system functions and/or changes. The unit has been working with Procurement to secure an IT risk assessment vendor, to evaluate our systems and provide recommendations for improvement.

The PMU supports the Research Academy for Integrated Learning (RAIL) and the Blackboard Learning Management System (LMS), both key functions for developing increased online learning capability. Recently, the Blackboard Production platform upgrade to Service Pack13 was implemented by Blackboard engineers in coordination with our PMU.

The PMU has worked extensively with the Offices of Financial Aid, Registrar and the Provost Office to prepare the University for the new reporting requirement from the Department of Education. These new requirements are being driven by the 150% loan disbursement rule.

The Office of Information Technology and the Office of the Vice President of Student Affairs has engaged Document Systems, Incorporated (DSI) to assist in establishing a records management program for the University. An Executive Engagement Session (workshop) is being planned to build leadership buy-in for establishing and supporting a records management program.

### **Disaster Recovery Plan**

- Goal 5, Objective 2 (Innovative Solutions to Improve Operations)

In the past 45 days, the Office of Information Technology (OIT) has continued to work towards the launch of our Disaster Recovery site at Washington Regional Library Consortium (WRLC); presently we are scheduling our final data path installation and beginning to plan and coordinate with Dell for the installation of the storage area network at the Disaster Recovery facility. At this point OIT is on schedule for an FY 14 launch date of basic tier 1 service level replication for the University's data center.

In addition to the Disaster Recovery build and installation at our off site location, OIT is also working with Campus Services to coordinate the installation of redundant electrical capabilities within the Building 41 datacenter. While this is still in the developmental phase, a deployment date of July 5th has been targeted as this will correspond with the planned service outage necessary to repair a damaged electrical bus bar located on the B1 level of building 41.

### **IT Infrastructure Enhancements**

- Goal 1, Objective 3 (Student-centered Learning Environments)
- Goal 5, Objective 2 (Innovative Solutions to Improve Operations)

Efforts to improve the state of the network at PR Harris are continuing to evolve and OIT has worked extensively with the Dean Kim Ford of Workforce Development and the site administrators at PR Harris to compile a list of necessary requirements.

Members of the OIT staff, as well as a consulting crew from NFF, Inc. have performed a site assessment and initial walkthrough with Dean Ford regarding the current and future states of PR Harris and determined locations for the installation of new services and equipment. A comprehensive bill of materials is due to OIT within the next 10 days which will provide an accurate estimate of the financial commitment that OIT and the Community College need to make to begin the installation of the new cable and wireless infrastructures.

This project continues to be on track for a phased completion prior to the start of the Fall 2014 semester. Dean Ford has been a critical player in the success of this project and continues to stay engaged with OITs progress on this front.

### **Improving IT Customer Service**

- Goal 2, Objective 2 (Improve Communication)
- Goal 5, Objective 2 (Innovative Solutions to Improve Operations)

While the end of the Spring semester and the start of the Summer session has produced an overall increase in the support workload, we continue to deplete our backlog of service requests and to

streamline our processes to create a more sustainable approach to efficiently routing and addressing customer service requests.

### **Network Infrastructure Stability**

- Goal 1, Objective 1 (Leader in Online Learning)
- Goal 5, Objective 2 (Innovative Solutions to Improve Operations)

OIT has recently received the first round of new Cisco 3850 switches for Buildings 32 and 42 and is coordinating with our vendor to schedule the installation of the new equipment. This installation will mark the beginning of the implementation of our new networking standard and the continued enhancement of our network infrastructure.

### **Enterprise Architecture**

- Goal 5, Objective 2 (Innovative Solutions to Improve Operations)
- Goal 5, Objective 3 (More Functional Physical Infrastructure)

OIT has launched our comprehensive network assessment with NFF, Inc. and are developing the Statement of Work for the engagement.

This assessment will result in the development of a complete set of network drawings and product inventories for the existing campus environment. Also this project will help OIT to identify the state of the current “as-is” environment, the proposed architecture for the “to-be” environment and a migration plan. The primary objective of this effort is to create a roadmap for OIT to follow during the transformation of our network. This project is on track for its anticipated FY 14 year end completion.

### **Development, Fundraising, and Advancement**

UDC Hosting LGW Youth Leadership Program

- Goal 3, Objective 3 (Strong Relationships with Stakeholders)

The University will be hosting LGW for their Youth Leadership [YLGW] Closing and Graduation Program on Friday, June 20th and is acknowledged as the lead sponsor. There are currently 75 youth enrolled in the program from across the District and throughout the region. Parents of the participants, community stakeholders and LGW senior staff will attend the Closing and Graduation Program – followed by an evening reception.

### **Alumni Relations**

2014 Alumni Legacy Brunch

- Goal 3, Objective 3 (Strong Relationships with Stakeholders)

The 2014 Alumni Legacy Brunch, saluting the Golden Jubilee Class of '64 was held on Sunday, May 18th on the Van Ness Campus. Among those in attendance were 13 of the 102 members of the DC Teachers College Class of 1964. Formal presentations were made by the President, Vice President for Institutional Advancement, Foundation Board, Board of Trustees, National Alumni Society and the Secretary of the District of Columbia who brought greetings on behalf of the Mayor. Each honoree received a 50th Anniversary medal – and a special gift bag which included the University's commemorative coffee table book.

## Spring 2014 Commencement

- Goal 3, Objective 3 (Strong Relationships with Stakeholders)

The Office of University Advancement partnered with the National Alumni Society for 2014 spring commencement to distribute UDCNAS membership information to all graduates and signed up 55 new members. Prior to marching, UDCNAS made individual presentations to graduates from the associate, baccalaureate, graduate and law programs.

## Strategic Planning

### Cultural Transformation Workshop

- Goal 5, Objective 2 (Innovative Solutions to Improve Processes)
- Goal 2, Objective 3 (Campus Engagement)

On May 12th, over 50 members of the University community gathered for a day-long cultural transformation workshop coordinated between the Office of University Advancement and the Office of Human Resources. The workshop was premised on the idea that organizational culture and subcultures impact every part of operations and without addressing organizational culture, even the most thought-out plans will face many tough challenges in implementation. The group, which included students, faculty, staff, and administrators, assessed the University's existing cultural landscape, identified what was at stake if our culture does not evolve, and finally reached consensus on what the University's culture should be.

A report with results of the May 12th workshop, including an assessment of the session by participants, has been created and is available for dissemination. Further cultural transformation activities will depend on budget availability.

## Government Relations

### Additional Mayor's Scholars Funds Made Available by OSSE

- Goal 3, Objective 1 (Increase Educational Opportunity for D.C. Residents)
- Appendix B (Enrollment Plan w/ Focus on D.C. Residents)
- Appendix D (Financial Plan's Enrollment Targets)

The Office of the State Superintendent has granted the University an additional \$50,000 to support scholarships for lower income students who are enrolled in the summer semester. The funding is provided under the Mayor's Scholars Fund program, which functions as the District's primary "last dollar aid" tuition scholarship program. The Office of University Advancement has worked closely with the Office of the State Superintendent and the University's Office of Financial Aid to obtain Mayor's Scholars Fund grants, identify eligible recipients, and develop detailed outcome reports. Prior to the summer award, the University received \$300,000 for the fall and spring semesters under the program.

## Human Resources

**Myrtho M. Blanchard, MALD**  
**Vice President, Human Resources**

The Office of Human Resources (OHR) is a key stakeholder in nearly every aspect of Vision 2020. Our role is central to the hiring, developing, and retaining of each employee, current and future that will be required to achieve the Vision.

OHR is committed to providing excellent service to all UDC employees to attract and hire strong, effective executives, managers, faculty, and staff who act in a fair, ethical and transparent fashion to facilitate the accomplishment of the University's mission and strategic goals.

OHR promotes success at the University through services related to employment, compensation, personnel information, payroll, benefits, compliance, training, professional development, employee relations, and labor relations.

In preparation for the Middle States Commission on Higher Education (MSCHE) visit leading to the reaccreditation of the University, OHR has begun consolidating all official human resources documents (many faculty documents were housed outside of OHR, including evaluations) and insuring that all official transcripts and licenses are on file for all positions that require these credentials as a condition of employment. Furthermore, OHR is an active participant in the Self Study phase of our reaccreditation process.

OHR continues to improve business processes in each functional area. This streamlining is helping to make OHR a more efficient operation to better serve our internal and external customers.

### **Office of the Vice President:**

- Presented a proposed Compensation Plan, Performance Management Plan, Background Check Policy, DCMR 2 propose changes to the Audit Administration Governance Committee of the Board for consideration.
- Attended Board of Trade HR Round Table.
- Attended the City Wide Labor Union Meeting at the OLRCB
- Conducted Labor Management Monthly Meetings with AFSCME's Representatives
- Conducted HR/OGC weekly meetings to address labor and other matters needing legal consideration.
- Continue to collaborate with Advancement on the University Cultural Assessment Project.
- Establish search committee, and advise members and applicants as well as interested parties in the CEO position of the Community College.
- Investigated ER matters and advise President on resolution.
- Investigated several complaints and ER concerns brought to the VP's office.
- Continue to collaborate with OGC and external counsel in managing SEIU's effort to organize adjunct faculty. Elections will be held in the fall.
- Collaborate with OGC and Provost in managing the 2014 faculty RIF
- Advise Provost, CEO, Deans, Directors and others on labor and employee relations matters.
- Collaborate on University Assessment in preparation of Middle States' visit

- Conducted final interviews for HR Compliance Officer.

### **Classification and Compensation**

The Director of Classification & Total Compensation is continuing to partner with the District of Columbia's Human Resources department to implement the classification reform project for Compensation Units 1 & 2. Additionally, she is collaborating with Segal Consulting to develop an implementation strategy for the non-union, non-faculty classification and compensation reform.

The annual Confidential Financial Disclosure Statements are being collected from applicable employees.

The current Performance Management process was analyzed to determine the root causes for low compliance. Proposed recommended program and policy changes were presented to the Audit, Administration, and Governance Committee in May.

### **Recruitment**

The Recruitment unit is continuing to concentrate on streamlining the 52 process to expedite hiring. Focus is also on the fall hiring of faculty and adjuncts, as well as preparing for the influx of NTEs that expire on September 30<sup>th</sup>. Since the last report at the end of March 2014, the Recruitment unit activities include:

- Completed 17 new hires (Faculty/Staff), one hire was an employee whose position was abolished.
- Posted 36 positions.
- Processed 6 Exit Interview forms.
- Processed 42 requests for Remitted Tuition.
- Processed and tracked 314 - 52 forms.
- Processed 35 I-9 forms for new hire adjuncts, staff, and students.
- Processed 35 Hire Right background checks.
- Scheduled, attended, and/or facilitated meetings with multiple managers and director and members of search committees to answer hiring questions and/or to help expedite the hiring process.
- Met with budget analysts to streamline the 52 submission process.
- Hired an HR-admin assistant for our recruitment division.
- Sent out memos to departments in regards hiring process.

### **Benefits**

Benefits administration services are a central component of employee satisfaction and retention. The Benefits Unit provides the following services:

- Walk-in benefits consultations two days each week and appointments for new employees and retirees three days each week.
- Administers DC and Federal FMLA while managing an active caseload of 70 employees since March 2013.
- Coaches and counsels employees regarding Retirement annuities, health and life insurance, processed requests and researched inquiries.
- Assists employees needing to reinstate their health insurance or other benefits coverage when it is dropped from PeopleSoft or provider records.

- Counsels beneficiaries through the processing of Death Claim forms.
- Pays monthly employee health insurance and disability insurance premiums.
- Provides University contribution amounts for active employee TIAA CREF retirement accounts to DCHR.
- Collaborates with TIAA CREF, and ING to deliver monthly Retirement Benefits Workshops.

### **Employee and Labor Relations (includes HR Compliance)**

Responsibility for the Recruitment Unit was moved to the Classification and Total Compensation unit. Since the previous report submitted in early April 2014:

#### Employee and Labor Relations

- The Director of Employee and Labor Relations (ELR) revised the policy draft on Background Checks.
  - Presented proposed policy to the AAGC for consideration at the June Board meeting
  - The section in the background policy draft concerning the reporting of Arrests, Charges, and Convictions was separated from the policy and is being reviewed as an independent policy by OGC for legal sufficiency
- PERB ruled that a vote by adjunct faculty on whether or not to organize into a local SEIU union will be held in the fall semester. ELR/OHR:
  - Submitted a proposed definition of who was eligible for the proposed bargaining unit
  - Generated a list of potential bargaining unit members
  - Drafted a notice to adjuncts regarding the potential petition to unionize
- Completed a multi-session grievance presentation to the Independent Review Panel regarding the proposed termination of an employee for performance
- Investigated complaints received from faculty, staff, and students
- Responded to H1B sponsorship request
- Completed the first draft of the ELR unit performance based goals
- Completed the Position Description Questionnaire as part of the upcoming classification Reform
- Responded to information requests from the Office of General Counsel

#### HR Compliance (EEO, ADA,)

Second interviews were held for candidates for the HR Compliance Officer vacancy. In the absence of the HR Compliance Officer, the Director of Employee and Labor Relations has been handling most of the duties and responsibilities. Current activities include:

- Received a request for an ADA accommodation
- Met with an EEO Officer from another DC agency regarding a complaint filed by an employee after her ADA accommodation request was denied
- Completed and closed out the sexual harassment EEO complaint and investigation
- The Director attended the Citywide Cultural Competency and Diversity training

### **Training and Professional Development:**

Orientations for New Employees University wide:

It is essential that we help new UDC employees get acclimated quickly, and to help them steer their way through the many activities required of a new employee. Since April 1 we conducted two “Welcome to UDC: Home of the Firebirds” orientation sessions for 5 new employees.

Compliance Training:

OHR added two training programs to the list of courses required of all employees at UDC.

1. **Ethics for DC Employees** – An online course that is required annually to educate employees of the District of Columbia Government on the 10 principles of ethical conduct.
2. **Gay, Lesbian, Bisexual, and Transgender (GLBT) Cultural Competency Training Online** – An online course that is required annually to provide participants with fundamental knowledge, attitudes, and behaviors needed to interact positively and respectfully with gay, lesbian, bisexual and transgender employees and District residents.

OHR also requires all employment interview committee members to complete a training course called Lawful Hiring to assure that they comply with the legal requirements of the interview process.

- Administered the Lawful Hiring training for 38 interview committee members since April 13, 2014.

Partnerships:

- Participate on a UDC Re-accreditation Self-Study Task Force Subcommittee to assess the effectiveness of the University’s planning, resource allocation, and institutional renewal processes.
- Partnering with the Office of Advancement on a project to assess and reshape the UDC culture, participated in a Cultural Alignment Session that established a view of the current UDC culture and began to define elements of a preferred culture to be created.
- Collaborated with the Office of the Chief Financial Officer Accounts Payable department to plan and market a Banner Finance - Accounts Payable Expo; a three session training series including AP processes in Banner, closing the Fiscal Year, direct payment types, and UDC travel policy and procedure.
- Participated on a DCHR Training Coordinator User Group to provide feedback to the Center for Learning and Development about the Effectiveness of their training programs.
- Partnering with the University Health Center to implement a Work@health a training program sponsored by the Center for Disease Control to learn how to create an employee Wellness program at UDC.

New Initiatives:

- Worked with the Office of Sponsored Programs, the Title III office, and CAUSES to extend remitted tuition eligibility to full time Title III and Land Grant AES and CES employees.
- Member of an improvement team to establish data standards for the University to ensure the accuracy and consistency of information collected and reported across the University.

**Risk Management Activities:**

- Removed biological waste from 801 N. Capitol site. The University is required to handle and dispose of all hazardous wastes that are generated in our laboratories (chemistry, biology,

research. etc.) and facilities in accordance with the EPA regulation - 40 CFR Part 262 *Standards Applicable to Generators of Hazardous Waste*.

- Requested twelve certificates of insurance from Conner Strong & Buckelew to show proof of licensed professional liability coverage.
- Submitted one (1) new claim to Conner Strong & Buckelew for initial reporting to the appropriate insurance carrier.
- Hosted the annual summer and Enrichment Camps meeting for departments that would be hosting minors on campus during the summer. The purpose of this annual meeting is to ensure that minors under the care of the University are protected as well as mitigate risks for the University.
- Barbara Williams, Health and Safety Specialist, completed the 8-hour course Hazardous Waste Site Worker Refresher at All American Environmental Services, Inc. This refresher course addressed the training needs of hazardous waste technicians specified by the Occupational Health and Safety in 29 CFR 1910.120. The standard was developed to protect workers that may be exposed to hazardous waste at hazardous waste sites and at EPA licensed waste treatment, storage and disposal facilities; as well as workers responding to emergencies involving hazardous materials, such as spills.
- Barbara Williams, Health and Safety Specialist, attended the Hazardous Waste Management Training Course for Generators at Environmental Management Services, Inc. This refresher course meets the training requirements for RCRA 40 CFR 265.16 annual review and DOT 49 CFR 172.704 (c) (2) for compliance with hazardous waste (EPA/RCRA) and hazardous materials transport (DOT/HMTA) regulations.