



PRESIDENT'S REPORT

TO THE

BOARD OF TRUSTEES

MARCH 27, 2014

4200 CONNECTICUT AVENUE, NW

WASHINGTON, DC 20008

Report Date: February 28, 2014

Academic Affairs

Rachel M. Petty, Ph.D.

Interim Provost and Vice President for Academic Affairs (VPAA)

Programs and Accreditation Updates:

In advance of our report to the Academic Affairs Committee, we would like to briefly share the following updates for the full Board:

- President Lyons accepted a recommendation to officially terminate the UDC Program at the Modern Academy in Maadi (MAADI), Cairo, Egypt. This was a decision that has been several years in the making: After examination of the communications records, breaches in academic integrity, a failure of MAADI officials to adhere to deadlines and meet obligations, a failure of MAADI to address past-due tuition remittance, as well as transfer funds to address current charges, and the UDC's inability to provide in-residence oversight of this program, it was recommended that this partnership be terminated. In addition to the noted problems, the existing partnership and breaches in integrity have posed a serious threat to our regional accreditation, Middle States Commission on Higher Education (MSCHE), as well as our specialized accreditations (i.e., with ABET—formerly known as the Accreditation Board for Engineering and Technology—and AACSB—formerly known as Association to Advance Collegiate Schools of Business. Therefore, for these reasons, UDC officially terminated this agreement, via written and electronic notice, which shall become effective three (3) months from the date of the written notice (March 12, 2014).
- Self-Study Initiative team has submitted our design for this undertaking to MSCHE, in advance of a pre-accreditation site visit by one of their representatives, scheduled for all-day April 2, 2014, on the Van Ness Campus. The schedule includes a luncheon meeting with the UDC Board of Trustees (Noon – 12:45 p.m.)—an invitation has already been or will be forwarded to Trustees through the President's Office.
- We are pleased to report that the National Architectural Accrediting Board (NAAB) has notified UDC's President and the Dean of the College of Agriculture, Urban Sustainability, and Environmental Sciences (CAUSES) that our proposed professional architecture program of Master of Architecture has been formally granted initial candidacy, for a period effective from January 1, 2013, and with the understanding that the program must achieve accreditation by 2019.
- We would also like to report that the Associate Degree Program in Nursing (RN Program) has received notification from the DC Board of Nursing of conditional approval of the program through December 2015.

Community College

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

Acting CEO

Office of the Acting C.E.O.

Over the past month, the activities of this office have included meetings with the Deputy Mayor of Education and the Interim Director of D.O.E.S. (Department Of Employment Services), F. Thomas Luparello to discuss the possibility of a new MOU between DOES and the Workforce Development and

Lifelong Learning Division. A meeting was also held onsite at the Community College to discuss the future of the LPN (Licensed Practical Nursing) program. Additionally, the Acting CEO took part in a photo session for a profile of the MOCI (Men of Color Initiative) in Society Magazine for its March 2014 publication.

Other meetings/events included attendance at the Achieving the Dream (ATD) 2014 conference in Orlando, FL and an invitation to a special session for ATD Community College Presidents to meet with White House Advisor on Education (R. Rodriguez). Topics discussed at this session included the: (1) recommended amendments to current federal financial aid guidelines to lessen hardship on community college and HBCU students; (2) recommended modification in federal grant guidelines that would provide funding to community colleges for capacity- building; and (3) recommended that the White House consider policies that would streamline paperwork requirements for certain federally-funded programs (i.e., Workforce, Title IV) targeting community colleges. All-College assemblies were also convened to provide updates to faculty and staff to provide updates on Community College-wide activities, and the Middle States Self-Study process.

Academic Affairs

A team of UDC-CC faculty and staff attended the 10th Annual Achieving The Dream Institute in Orlando, FL. The team learned additional best practices in areas ranging from elimination of late registration, mandatory orientation, redesign of developmental education, employer partnerships, developing culture of evidence, etc. The team also met with its data coach and college coach to review successes and challenges experienced thus far this academic year.

The D.C. CCA (Complete College America) team held a final strategy meeting to discern the implementation plan for its STEM Careers project, funded by the Helmsley Foundation. The team is making final preparations before it departs for the CCA March Academy to join the remaining four state teams also awarded a grant. The CCA team will focus on four educational programs – Cyber security, IT, Engineering, and Computer Science – to help increase the number of graduates in these fields.

The second initiative undertaken by the D.C. CCA team is implementation of the adaptation of the Accelerated Study in Associate Programs (ASAP) model successfully launched several years ago by the CUNY community college system. The ASAP model is highly touted by CCA as a high impact practice that provides full wraparound services to first generation, low income community college students that excels in retention and graduation results. The CCA team met with the CUNY consultants to finalize the work plan for the next 12-18 months. The consultants will provide technical assistance for the duration of the project.

The UDC-Community College (Offices of Academic Affairs and Workforce Development and Lifelong Learning) are part of a STEM project with the National Alliance for Partnerships in Equity (NAPE). The project collaborators are the UDC-CC, OSSE, McKinley Tech, and Anacostia. Together, the project team will work on initiatives designed primarily to increase the number of girls and women in STEM fields and occupations; as well, the team will work on increasing the number overall of underrepresented minorities in STEM fields. The second planning training session was held at OSSE with a NAPE consultant. The final plan will be completed within the next few weeks.

Workforce Development and Lifelong Learning (WDLL)

The Student Success Initiative, which is only one year old, has greatly improved retention and completion as evidenced by course completions below. The division has experienced an eight percent (8%) increase in completion to sixty-three percent (63%).

Term (FY)	Course Enrollments	Course Completions	Course Completion
FY2010	2,127	676	32%
FY2011	2,372	1,345	57%
FY2012	3,481	1,905	55%
FY2013	3,907	2,471	63%

Fall 2013, which falls in FY14, not only resulted in an even higher course completion rate, but also the largest graduating class in the history of the Division with 929 students! Note: the reason the course completion number is higher is because some students were enrolled in more than one course.

Semester	Course Enrollments	Course Completions	Course Completion (%)
Fall 2013	1,715	1,190	69%

In addition to record numbers in terms of enrollment and completion, WDLL's transitions efforts are also producing impressive results. 22 students have enrolled in the Associate's or Bachelor's degree programs at the University, which is a higher number than the largest feeder high school sent to UDC last year. The first person to take advantage of WDLL's degree audit services has already completed her Associate's Degree. The day she picked up her Associate's Degree, she began her Bachelor's program in Electrical Engineering and has vowed to continue her education and obtain a Master's degree from UDC.

The latest version of the WDLL newsletter, The Torch, is now available. Only in its third publication, a source of pride is that the newsletter is 90% student-produced! This is a clear indicator that the Student Success Initiative is indeed working!

WDLL was awarded \$350,000 from the DC Workforce Intermediary (WIC) for Hospitality Job Training Services. UDC is the fiduciary agent and the grant is a continuation of a partnership with Goodwill of Greater Washington and Progressive Partners.

Over \$3 million in grant proposals have been submitted. Awaiting responses from over \$3M in submitted grant proposals.

WDLL is implementing "Harris Teeter Fridays" to support the upcoming opening of the Harris Teeter store at Yards Park. A partnership has been established with the Forest City Workforce Intermediary, the project developer, to ensure as many DC residents as possible are placed at the new Harris Teeter. "Harris Teeter Fridays" launched on February 28th and included the head of HR from the Harris Teeter Corporation, John Gaulden. He gave an overview of the company, and the 150+ jobs that will be

available at the new DC store. The series will continue through May, and include workshops on resume writing, interview skills and conclude with real time job application sessions.

WDLL is working in partnership with the DMPED St. Elizabeth's East team to provide job training programs at their upcoming Innovation Hub (iHub). The iHub will serve as a premier digital inclusion center and includes a mid-term (10 years) reuse of the chapel on the St. Elizabeth's campus.

One critical concern is that WDLL does not currently have sufficient funding to offer a summer 2014 semester.

Office of Student Achievement

Since October 2013 the Office of Counseling and Disability Services (OCDS) has collaborated with the Office of Academic Affairs in coordinating presentations for faculty during the January 2014 UDC-CC Faculty Professional Development.

On January 8, 2014 OCDS facilitated a presentation on "Handling Students with Disabilities: Disclosure, Confidentiality, Accommodations, and Accessibility." OCDS coordinated with a representative (Marlene Jones-Kinney) from the Chief Office of Quality Assurance and Federal Compliance (Department on Disability Services)-DC Rehabilitation Services Administration to facilitate the presentation in conjunction with OCDS. The presentation was presented to 28 (+) faculty members and administrators. This presentation was a major accomplishment in providing an environment for faculty to openly ask questions regarding handling an array of situations pertaining to students. This presentation also clearly outlined the roles and services of OCDS to faculty, hopefully opening the opportunity for more students, faculty and staff to utilize OCDS.

The Career Service Center Career Information Resources and Technology added a new part-time job search resource known as Shift Gig (<http://www.shiftgig.com/>). Two hundred twenty-four jobs and internships were posted in the month of January; forty-four Career Assessments completed; eight Career Workshops completed which covered various topics; and continuous updates to the main lobby kiosk and the community college website.

- A total of 124 individual appointments (104 services and 20 counseling services) were facilitated from OCDS. Over sixty students were served by OCDS Outreach Initiatives: OCDS Information Kiosk and Condom Distribution Program.
- Dr. Jackson and Ms. White conducted a presentation on OCDS services during the Nursing Department's January 13, 2014 Orientation.
- In the month of January, the Career Service Center provided students with the following services: Career Counseling Sessions - 38; Career Presentations - 15; Career Workshops - 17; Career Resources - 47; General College Questions: 62
- At the end of January, 2,824 students registered at UDC-CC (pre-drop)
- 331 student visits to the tutoring center (January 13 to 31)
- 729 students were identified for degree audits as they near graduation. Student Success Specialists are now verifying classes completed and preparing for advising students before early registration.

As for staff professional development, Mr. Moffett attended a Post-Secondary and Career Conference, as well as the Stratford University Career Fair.

On January 24, 2014 Ms. White met with representatives from the nursing department (Professor Cato & Professor Stella; later met w/ Dr. Akpuaka) regarding partnering in the writing and facilitation of the FC2 Female Condom College Health Mini-Grant Program. As a result, Ms. White and the nursing department agreed to pursue this grant opportunity. Ms. White also communicated with Dr. Sislena Ledbetter, Director of UDC Counseling Center regarding the grant and discussed whether this grant provided opportunities to collaborate between campuses.

External Relations Activities, Partnership Sponsored Programs for this office this month included:

- Dr. Jackson served on the hiring committee for OSA's Office Manager search
- Dr. Jackson and Dr. Peters attended the weekly Disability Resources Center (DRC) Advisory Group on the Van Ness campus facilitated by UDC DRC and UDC Legal Counsel-January 15, 2014.
- Dr. Jackson and Ms. White attended the UDC Universal Learning Workshop-January 10, 2014.
- Ms. White attended the UDC Self-Study Assembly- January 6, 2014.

The Career Service Center has partnered with Employers/Community Partners to provide students with the following:

- Posting 224 Jobs or Internships Announcements;
- Career Development Event or Opportunity Announced: 13;
- Spring Career Fair Registrations: March 28th, 10:00am-4:00pm, 30 employers/colleges have already signed up, announced via Facebook and community college webpage;
- On-Campus Recruitment Events Scheduled: GAP Inc. partnership for career workshops, scholarships, and interviewing for management positions will begin March 8th and 22nd on Saturdays at the Community College & various dates at the Backus Campus with fashion merchandising students; In talks with the Smithsonian for Career Workshops

Student Affairs

Valerie L. Epps, Ph.D.

Vice President for Student Affairs

Counseling Center

GRANTS

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

- The Campaign 9:30 student organization promoted its mission and recruited incoming students at New Student Orientation on January 8 and January 9
- Campaign 9:30 held an interest meeting to introduce the program to prospective members and interested students on January 17th at 2pm.
- Campaign 9:30 partnered with Community Education Group (CEG) and Health Services to plan for a campus HIV/AIDS testing event on February 4, 2014
- Recruitment and planning to staff the project (a coordinator and assistant) are in progress

FIPSE (Fund for the Improvement of Postsecondary Education) Grant \$600,000
(last year- of 3 year grant)

- Prepared for the upcoming focus groups in February
- Prepared grant proposals to secure funding for continuation of the program. Staff participated in numerous meetings and collaborations in order to pursue continuation of the program
- Concluded presentations on the project research findings are planned: February 18, 2014 at the George Washington University Black Student Union
- Dr. Ledbetter will present, February 28, 2014, 3rd Annual African American Symposium on Disabilities in Arizona

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

- Will provide suicide prevention education to the faculty, staff, and students and will include targeted programming for military veterans, residence life students, and the GLBTQ population. The Principal Investigator participated in SAMHSA-sponsored training in January. Staff planning (Project Director) for the project is in progress
- Student run mental health awareness student group will be critical in the second and third years of the grant in the efforts to change the campus culture regarding mental health and improve campus suicide prevention by hosting informational campaigns, educational seminars, and peer outreach. As noted, the Counseling Center's HBCU-Centers for Excellence in Behavioral 2012-2013 mini-grant project initiated the process of the formation of UDC's first student mental health awareness club, which was chartered at UDC in Fall 2013

Active Minds

- UDC student mental health organization was recognized as an official chapter by Active Minds, Inc. (<http://www.activeminds.org/>), a national non-profit organization for developing and supporting campus chapters of a student-run mental health awareness, education, and advocacy. The UDC application was approved and the student group now has full Active Minds chapter status.
- Active Minds Chapter promoted its organization and mental health awareness to incoming students at New Student Orientation on the 8th and 9th of January, 2014
- Active Minds mental health awareness student chapter hosted an interest meeting for prospective members on January 17th at noon
- The Counseling Center submitted a Continuation Application (SM61495, SAMHSA CONT14) in order to request a second year of funding for the suicide prevention campus program, \$97,390

Community Outreach and Partnerships

- UDC Cable Television: A Healthy Mind: Dr. Ledbetter interviewed Dr. Elspeth Cameron Ritchie, Chief Clinical Officer of the D.C. Behavioral Health on "A Healthy Mind;" an ongoing television series which showcases community experts on a wide variety of mental health topics relevant to the DC and UDC communities. Dr. Ritchie discussed suicide and mental health issues facing military veterans. Dr. Ritchie, an internationally recognized expert on trauma, was an Army Psychiatrist for 24 years and was recently featured in Time magazine
- Youth Bullying Prevention Task Force: Dr. Ledbetter participated in the Mayor's Youth Bullying Prevention Task Force meeting on January 27, 2014

- DC Coalition Against Domestic Violence (DCCADV): Dr. Ledbetter participated in an advanced training session entitled Social Justice and the Violence Against Women Movement on January 15th at the DCCADV Coalition office. Dr. Ledbetter also attended a pre-grant consortium meeting regarding a multidisciplinary approach to violence against women prevention and intervention

Career Services

- Continued workshops and identifying skills needed by students for jobs in targeted fields often collaborated with faculty to present in the classroom
- Conducted informational sessions and assistance with completing application requirements for internships has drawn over 25 participants (Urban Alliance Program and Thurgood Marshall)
- Built partnerships with employers to increase job opportunities, nearly 80 employer contacts added to Firebird Jobs database; Number of jobs added to Firebird Jobs – 188; Number of times students logged into Firebird Jobs – 337

TRIO/ CPP

- Assisted high school students with college applications, 51 participated thus far
- Assisted high school students in completing necessary items for college admission such as the FAFSA, DC One APP and/or other financial aid applications for college; registering for the SAT and/or ACT; *All Juniors are required to take the SAT at least once this year and seniors are also required to take it before graduation*
- Assisted students with essays and scholarships: MLK, Jr., Joe Riley, Tom Joyner, Ron Brown, Gates Millennium, & DCCAP Business Scholarship, 20 assisted
- Tutored students of the District which primarily occurs in our middle schools – Cardozo, Lincoln and Johnson MS; 168 participants
- Presented various workshops to students at target schools
- Conducted individual counseling to students to resolve obstacles that hinder secondary education as an option, both personal and student related issues
- Talent Search Recruitment(TS) coordinator and counselors have partnered with high school principals, administrative staff, and organizations to gain access to students – making presentations and collecting applications

Residence Life/Housing

- Interviewed candidates for the Director of Residence Life position
- Housing is at full capacity with the exception of temporary vacancy for new director
- Summer assessment for housing needs and rates continued
- Future financial needs reviewed

Department of Intercollegiate Athletics

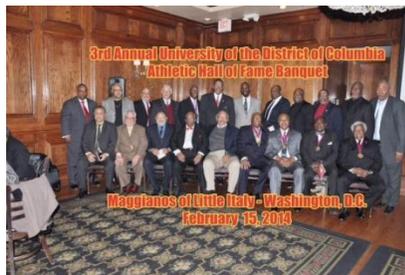
Patricia Thomas

Director, Intercollegiate Athletics

One hundred forty-five (145) alumni, faculty, staff, family and friends gathered at Maggianos Little Italy to celebrate the third annual Athletics Hall of Fame dinner and induction ceremony. WOL radio

celebrity James “Butch McAdams” (University of the District of Columbia ’81) served as Master of Ceremonies for the evening. Established during the university’s 160th Anniversary in 2011, the Athletics Hall of Fame honors outstanding individuals who have significantly contributed to the rich athletics success and history of the University and its legacy institutions, and who contributed to the community after graduation. The 2014 Athletics Hall of Fame inductees include:

- Dr. Gerald Boyd (DCTC ’63) – Basketball student-athlete
- Valerie Curtis (UDC ’96) – Basketball student-athlete and coach
- Earnest Green (DCTC ’69) – Basketball student-athlete and coach
- Robert Jefferson (DCTC ’71) – Basketball student-athlete
- Harold Benjamin Plummer (DCTC ’64) – Football student-athlete and coach



Friends gather following the Hall of Fame Ceremony

Community service and outreach continue as strategic priorities for the department.

Teamwork cluster students from H. D. Woodson High School in the District, were special guests during men’s and women’s basketball “senior night” on February 26, 2014. The students were accompanied by Teamwork Cluster educator and University of the District of Columbia alumnus Gail Jones and staff. The students had a great time enjoying their first college athletics event.

Graduating seniors on the men’s and women’s basketball teams, women’s track and field team and cheerleading squad were recognized throughout the evening.

On February 21, 2014, the men’s and women’s tennis teams assisted “Food and Friends” staff prepare meals for delivery. The non-profit agency provides assistance to men, women and children living with Aids/HIV. The teams will join “Hands On DC” for the second year by participating in the “March Mural Madness” on March 8, 2014.

For the second year, men’s soccer student-athletes visited St. Coletta of Greater Washington to work with children facing disabilities in the “Kids Enjoy Exercise Now” (KEEN) program. The team will return to St. Coletta on April 5, 2014.

The University received national level attention with NCAA Faculty Athletics Representative Dr. Thomas Bullock being featured in the winter 2014 edition of “Champion Magazine” published by the National College Athletics Association (NCAA). Director of Athletics, Patricia Thomas was recently named to the NCAA Division II Women’s Basketball Committee. As part of her role on the national committee, Thomas chairs the East Region Advisory Committee. Thomas also serves as Chair of the East Coast Conference Women’s Basketball Committee.

In athletics action, the Women's Indoor Track and Field Team won the East Coast Conference (ECC) Indoor Track and Field Championship for the second consecutive year on February 22, 2014. Head Coach Alton McKenzie was recognized as ECC Coach of the Year for the second time, and senior Kaydian Jones (Journalism) was named co-outstanding athlete of the meet having won the 200 meter and long jump events and ran the lead on the winning 4x400 meter race. The following student-athletes received all conference honors:

First Team All East Coast Conference:

- Sophomore Brittany Okon (Health Education) – 60 meter dash
- Senior Kaydian Jones (Journalism) – long jump, triple jump, 200 and 400 meters
- Junior Jerily Benjamin (Health Education) – 400 meters
- Sophomore Marlena Wright (Journalism) – 500 meters
- Junior Kimoy Mais (Mass Media) – 500 meters
- Freshman Charmaine Sweeney (History), Sophomore Christina Baker (Psychology), Senior Jasmine Smith (Architecture), Junior Jerily Benjamin (Health Education) – 4 x 200 meters
- Senior Shauna-Kay Creary (Accounting) – High Jump

Second Team All East Coast Conference:

- Senior Jasmine Smith (Architecture) – 60 meter dash
- Junior Jerily Benjamin (Health Education) – 200 meters
- Freshman Charmaine Sweeney (History) – 400 meters
- Senior Shauna-Kay Creary (Accounting) – Long Jump

Office of Human Resources

Myrtho Blanchard, MALD

Vice President, Human Resources

The Office of Human Resources (OHR) is a key stakeholder in nearly every aspect of Vision 2020. OHR's role is critical in hiring, developing, and retaining 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 stipulate these credentials as a condition of employment. Furthermore, OHR is an active participant in the Self Study phase of our reaccreditation process.

During the past five months, OHR has continued 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:

- Attended this year's Washington HR Leadership Summit
- Attended the 2013 MSCHE Annual Conference
- DC Chamber's 2013 Annual Meeting & Chairman's Inaugural Luncheon 12/12.
- CEB HR Leadership Council
- Met with Director of DCHR, Shawn Stokes to discuss UDC participation in Empower Hour Luncheon-m UDC will conduct the March 19th session.
- Continue to participate in the Strategic Planning Committee
- Collaborating with the office of Advancement on change management at the University
- Managed the full recruitment process for the General Counsel position at UDC
- Begun search process for CEO position at the Community College
- Begun full search of Deans for College of Arts and Sciences and School of Business and Public Administration
- Participated in mediation and arbitration with the faculty Union NEA
- Co-negotiator in ongoing AFSCME negotiations
- Preparing for negotiations and will serve as a witness at PERB in response to the Employees International Union (SEIU) efforts to organize Adjuncts at the University

Classification and Total Compensation:

- Provided subject matter expertise for the development of the University's Vision 2020 goals.
- In December 2013, hired a new Director of Classification and Total Compensation to define, propose and implement changes to the University's compensation philosophy, classification and compensation guidelines, pay structures, reward and recognition programs, and correlating policy modifications.
- Formed a partnership with the District of Columbia's Human Resources department to implement the Classification Reform Project for Compensation Units 1 & 2.

Human Resources Information Systems (HRIS) and Payroll:

- Working collaboratively with Budget to identify clearly the University's true vacancies. The University is managing approximately 60 unrestricted funded vacancies consistently during this fiscal year, as well as grant vacancies.
- Worked collaboratively with the Office of Pay and Retirement Services (OPRS) to ensure all non-union employee COLA's were processed properly and that retro payments were received on time.
- Worked alongside Institutional Research in preparation for the American Association of University Professors Faculty Compensation Survey. This survey is a detailed analysis of faculty salaries and benefits.
- Modified the PeopleSoft (HR) system to enable HR to track faculty tenure status in preparation for accreditation and proper record retention.
- **It's tax time!** Managed the distribution of student employees W-2s and assisted current and former employees obtain duplicate copies and understand the contents of their W-2s.

- Completed a successful Payroll audit with KPMG. The only citation was for personnel actions that had received Budget approval after the employee had begun working. The examples were Adjuncts faculty's personnel action delays. OHR continues to work with appropriate units to ensure that we minimize these occurrences through effective planning.
- Met with Office of the Chief Technology Officer (OCTO) and OPRS to reduce the leave liability of the University. Special criteria will be developed to identify the true liability is with the different types of employees within the institution.
- Worked with Berkshire Associates to provide the data for the University's Affirmative Action Plan (AAP). The AAP is a management tool to ensure equal employment opportunities. It analyzes the makeup of our workforce to ensure equality in every aspect of the employment process.
- Continue to work aggressively to process personnel actions, terminal leave payouts, and additional pay requests on a timely basis for the University as they reach HRIS.

Recruitment, HR Compliance, Employee and Labor Relations

Recruitment:

The Recruitment unit has focused on streamlining the 52 process to expedite hiring, including asking all departments to submit their renewal and adjunct 52s 6-8 weeks before the effective date. A new tracking mechanism was created to manage the 52 process. As a result there are fewer complaints about the length of time it takes to get positions posted. To further assist hiring managers, an SOP on the steps in the hiring process was created and is being distributed. HireRight was selected as the new vendor to perform background checks. The selected candidate submits their background check authorization online, which greatly shortens the timeframe and minimizes errors since their information is no longer being manually entered into the computer. Since October 2013, other accomplishments in the Recruitment unit include:

- Hired 41 new staff
- Posted 30 positions
- Processed 15 Exit Interview forms
- Processed 64 requests for Remitted Tuition
- Completed 50 Employment Verifications
- Processed more than 400 Form 52s
- Completed and processed more than 100 I-9 forms (faculty, staff, and students)
- Submitted and reviews more than 100 background checks through HireRight
- Created and/or updated SOPs for the Recruitment and Hiring processes
- Serve as key point of contact for all non-executive appointments at the Flagship, and relay all hiring related communication to hiring managers
- Ensure abolished employees are contacted for positions they may qualify for

Labor and Employee Relations:

The new Director of Employee and Labor Relations (ELR) joined UDC in September 2013. Since coming on board, she has completed a policy draft on Background Checks and a policy draft on the reporting of Arrests, Charges, and Convictions. ELR has been actively involved in helping managers address performance and attendance issues within their chains of command. Additionally, ELR is actively involved in negotiating a new Agreement with AFSCME, and is in preliminary conversation with the Public Employee Relations Board (PERB) and SEIU 500 regarding an interest in organizing UDC adjunct faculty into a union. Since October 2013, ELR also has:

- Investigated five (5) employee relations complaints

- Consulted with employees and/or managers on more than two dozen employee relations issues
- Prepared eight (8) reprimands, letters of counseling, and/or Performance Improvement Plans
- Reviewed and entered 259 Performance Management Records (PMRs) received for FY13 into a tracking log. For overall performance ratings below 3.0, ELR consulted with the employee's manager to determine the level of deficiency and the best way to address the deficiency, if needed
- Drafted a new AFSCME CBA as the basis for management's negotiations with the Union, and attend monthly Labor Management Committee meetings
- Conducted training with recently promoted Public Safety officers on how to manage employee leave issues
- Terminated one (1) employee
- One recommendation for proposed termination is currently being grieved at the first step, and another is being grieved at arbitration
- Began preliminary steps toward a full audit of all faculty, adjunct, and staff Official Personnel Files in advance of Middle States
- ELR is taking a more active role in faculty personnel matters to help promote consistency of policy application across the University
- Hired two (2) PATHs interns to help people transitioning back into the workforce gain valuable work experience
- Respond to information request from the Office of General Counsel

HR Compliance (EEO, ADA, and Absence Management):

In the absence of an HR Compliance Officer, the Director of Labor and Employee Relations has been handling most of these duties and responsibilities. The accomplishments include:

- Investigation of a sexual harassment complaint between two students
- Two current investigations; 1) a harassment complaint at UDC-CC; 2) a sexual harassment complaint at the Flagship
- Closing out of a sexual harassment complaint from a student against an adjunct professor (UDC-CC)
- Two (2) ADA accommodation requests

Benefits, Training, and Professional Development:

Benefits:

Benefits administration services are a central component of employee satisfaction and retention.

- Provided walk-in benefits consultations two days each week, and appointments for new employees and retirees three days each week.
- Researched Remitted Tuition eligibility requirements for Title III and Land Grant employees
- Administered DC and Federal FMLA while managing an active caseload of 60 employees since March 2013.
- Facilitated the annual 35 day Benefits Open Enrollment Period including an Open Enrollment Fair for all employees at UDC
- Coached and counseled employees regarding Retirement annuities, health and life insurance, and processed requests and researched inquiries
- Assisted employees needing to reinstate their health insurance or other benefits coverage when it is dropped from PeopleSoft or provider records.
- Counseled beneficiaries through the processing of Death Claim forms

- Paid monthly employee health insurance and disability insurance premiums
- Provided University contribution amounts for active employee TIAA CREF retirement accounts to DCHR
- Collaborated with DCHR, TIAA CREF, and ING to schedule three Retirement Workshops

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.

- Conducted ten “Welcome to UDC: Home of the Firebirds” orientation sessions for 41 new employees so far this fiscal year.
- Provided an in depth on the job orientation for the new Director of Labor and Employee Relations in Human Resources
- Provided an in depth on the job orientation for the new Director of Classification and Total Compensation in Human Resources.

Performance Appraisal Process Forms and Training:

Through the newly revised PMR process, OHR has provided a mechanism to evaluate the roles and responsibilities of all employees at all levels

- Provided individual coaching for managers and employees regarding the proper use of job descriptions with the Performance Planning process and tools to set clear performance expectations for the FY14 Performance Cycle.

Compliance Training:

- All employees are required to complete a course called Unlawful Harassment Prevention at least once every three years.
- OHR now requires that all candidate interview committee members complete a training course called Lawful Hiring, to comply with the legalities of the interview process. During FY 14 so far, we have administered the Lawful Hiring training for 53 interview committee members.
- Collaborated with the Office of Information Technology, and the Office of Contracting and Procurement to coordinate four Banner Training sessions and enrolled over 35 participants.

Partnerships with DCHR and the Center for Learning and Development:

- Partnered with DCHR to hire two interns. One, from the District of Columbia Leadership Program (DCLP), is a graduate student from the UDC SBPA. The other was from the One City Fellows program.
- The DCHR Center for Learning and Development has introduced a new Learning Management System for all employees of the District. Served on an advisory committee to oversee the development and implementation of that system.
- DCHR offers a one hour Lunch Time Training each month called Empower Hour. UDC’s Office of Human Resources is partnering with UDCCC to facilitate a series of Empower Hour sessions that will market UDC’s programs at all levels to the 30,000 employees of the District.

Risk Management:

- Facilitated training for OSHA's revised Hazard Communication Standard (HCS) that aligns with the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals. All employees who handle hazardous materials (lab managers, technicians, research scientists, investigators, etc.) were required to be trained on the new standard.
- Conducted fire and life safety inspections of the University's thirty-five (35) student housing units.
- Coordinated the insurance renewal process for the University's commercial general liability, professional liability and excess liability policies with Conner Strong & Buckelew. The renewal process included identifying new risk exposures and removing exposures no longer applicable to the University. United Educators will continue to provide coverage for these policies.
- Liaised with Conner Strong and Buckelew in the search and selection of a new educator's legal liability insurance carrier due to non-renewal of this policy by United Educators. AIG has been selected as the new carrier.
- Qualified for a Risk Management Premium Credit of 4 percent (%) by utilizing the Risk Management tools offered online by United Educators.
- Awarded a \$500 Risk Grant by United Educators to support initiatives that reduce risks at the University.
- Received a dividend distribution of 4 percent (%) of the University's Subscriber Savings Account (SSA) balance after renewal of liability policies with United Educators.
- Completed and submitted the 2013 National Biennial RCRA Hazardous Waste Report to the District Department of the Environment's Hazardous Materials Branch. As a large quantity generator, UDC is required by EPA to report the nature, quantities, and disposition of hazardous waste generated on-site.

University of the District of Columbia Community College:

OHR continues to support the growth of the UDCCC through guidance and collaboration with the dedicated UDCCC HR staff, which resulted in the following:

- Recruited 21 positions. Five were local funded, and sixteen were grant funded. This resulted in the hiring of eleven new employees for the community college.
- Processed two resignations and five terminations
- Responded to 8 Employment Verifications
- Processed more than 250 SF-52 Request for Personnel Actions
- OHR leadership goes on monthly onsite visit to the Community College.