

## **Minutes**

### **Rescheduled Regular Meeting of the Board of Trustees**

**Wednesday, February 21, 2018 – 4:30 p.m.**

#### **Trustees Present:**

Christopher Bell, Chair  
Esther Barazzone  
Charlene Drew Jarvis  
James Dyke  
Reginald Felton  
Diandra Jackson  
Ronald Mason, ex-officio  
Errol Schwartz  
Jerome Shelton  
Anthony Tardd

#### **Trustees Absent:**

Elaine Crider  
Gabriela Lemus  
Gwendolyn Lewis  
Barrington Scott  
Joshua Wyner

#### **Executive Cabinet:**

Evola Bates, Chief of Staff  
William Latham, Chief Student Development and Success Officer  
Troy Lemaile-Stovall, Chief Operating Officer  
Karen Hardwick, General Counsel  
Tony Summers, Chief Community College Officer

#### **Other Participants:**

Odie Donald, Executive Director, D. C. Department of Employment Services  
Arlene King-Berry, Chairperson, Faculty Senate

#### **Staff Participants:**

Maria Byrd, Executive Director, Office of Planning and Institutional Effectiveness (OPIE)  
Carl Moore, Assistant Chief Academic Officer  
Rodney Trapp, Vice President, Institutional Advancement  
Beverly Franklin, Executive Secretary, Office of the Board of Trustees

#### **Call to Order and Roll Call**

Chair Bell called the meeting to order at 4:42 p.m. Ms. Franklin called the roll and a quorum was present. Chair Bell reported that at the November 28<sup>th</sup> Board of Trustees meeting, an executive session was held. All matters acted upon in the executive session were appropriate. Chair Bell explained that the start time for the Board meeting was changed to 4:30 p.m. due to the Mayor's budget planning meeting which was scheduled to be held at 6:30 p.m. in the Student Center.

#### **Approval of the Minutes – November 28, 2017**

The Board of Trustees approved the minutes of the November 28, 2017 meeting with one abstention.

#### **Action Items**

##### **Operations Committee**

*Ambrose Contract (Cable TV).* Operations Committee Chair Jerome Shelton presented the contract for UDC-TV. The committee recommended approval of a contract with Ambrose for the UDC TV station to build the university's programming inventory for the television station.

There was a brief discussion regarding the programming guide. It was suggested and agreed that the Administration would pursue the use of an intern to keep the program guide updated.

A question was raised regarding a threshold for when contracts are considered by the Board of Trustees. The Ambrose contract is a multi-year contract which is why it technically comes before the Board. Chair Bell read a portion of the resolution into the record.

**Motion:**

*UDC Resolution No. 2018-01: Approval of Proposed Multi-Year Contract (3 years) GF-2017-P-0152 Based on Firm Fixed Price Established in Base Year for Audio-Visual Educational Television Programs*

WHEREAS, pursuant to D.C. Official Code §38-124.01, the Board of Trustees (the "Board") of the University of the District of Columbia (the "University") has the authority and responsibility to procure and contract for goods and services; and

WHEREAS, the University recognizes that the University of the District of Columbia Cable Television has a minimum need to transmit broadcast/cable/Internet live stream of cable channel UDC-TV to Comcast Channel 98, RCN and Verizon FIOS Channel 19; and

WHEREAS, Ambrose Video Publishing is the publisher of audio-visual programming for the educational market and is the copyright holder for the Program Titles set forth on Schedule A of the attached contract summary. The content and the rights that will be granted to the University under the proposed contract may be obtained only through purchase from Ambrose Video Publishing; and

WHEREAS, the Board has reviewed the proposed contract terms, as well as all necessary certifications from the administration; and

WHEREAS, the Board is satisfied that the proposed contract represents the proper culmination of the University's procurement process.

NOW THEREFORE BE IT RESOLVED, that the University is hereby authorized to forward to the Council of the District of Columbia for its approval the proposed multi-year contract number GF-2017-P-0152.

The resolution was unanimously approved.

*Work Plan for Fiscal Year 2018: Teaching and Learning Support.* The Board reviewed the work plan. Trustee Jarvis asked about baseline figures for some of the Key Performance Indicators (KPIs). Ms. Byrd reported her office has done baseline data in some areas, such as student success. They are working on some baselines across-the-board. Trustee Jarvis asked that when known, the baseline figures should be included in the KPIs. The Board approved the work plan. Chair Bell noted [regarding the Work Plans] where possible, base measures would be inserted so that the growth and success that is achieved in those areas may be measured.

**Academic and Student Affairs Committee**

*Work Plans for Fiscal Year 2018: Advanced Teaching and Learning Methods (Modern Learning Tools and Pedagogy); The Advanced Academy (Faculty Handbooks and Contracts); Curriculum Pathways (Academic Program Coordination)*

Dr. Tardd reported the committee met on January 23<sup>rd</sup>, reviewed three work plans and agreed to move them forward to the full Board for consideration. He noted the committee was looking to have expected outcomes added. President Mason explained that some items did not have the KPIs. It was agreed that when the quarterly reports are done, they would have the KPIs with the progress included. The Board approved the three work plans.

## **Student Outcomes Committee**

### *Work Plans for Fiscal Year 2018: Student Development Success*

President Mason reported the committee had a vigorous discussion regarding the work plan including the establishment of baselines. Some goals were added including transfer students. Per the instruction of the committee, the items discussed were reflected in the plan. The Board approved the work plan.

Trustee Felton asked about the availability of quarterly report indicators. President Mason explained that the Office of Planning and Institutional Effectiveness has worked with the chiefs through the entire process to establish the goals and objectives. OPIE will track them to determine progress made and how close we come to the KPIs. Ms. Byrd reported there is a tracking mechanism that identifies if we are on track with the progress. If the timeline has not been met, there would be an explanation which would be provided to the Board for discussion. President Mason noted that at the end of the quarter, the Administration will inform the trustees regarding the status of the goals being met.

## **Report of the Chairperson**

Chair Bell reported there was a vigorous discussion at the last Board of Trustees meeting regarding the strategic plan. He thanked the trustees who participated in a working session where they discussed the status of the plan, the direction and asked questions.

Chair Bell mentioned the Founders' Day program where Dr. Crider received the Myrtilla Miner Award. Previous recipients of this award included Trustees Jarvis and Schwartz. Chair Bell also expressed continued support and confidence in the District of Columbia Public School graduates.

A motion was made and approved to add to the agenda, under New Business, a presentation from Faculty Senate Chair Arlene King-Berry.

## **Report of the President**

President Mason presented the Fact Book (Office of Planning and Institutional Effectiveness) to the Board of Trustees. He also spoke about the recently published Legacy magazine.

President Mason provided a summary of the FY17 work plans and discussed what has been accomplished under those work plans. He also presented what he considered the most significant outcomes in each of the work plans.

President Mason reported that announcements were sent to the ANCs regarding the equity imperative. ANC3F passed a resolution that was sent to the Mayor expressing support for UDC. The resolution will be sent to the Board.

President Mason informed the Board that the university has done well with past federal funds audits. Therefore, there will not be an audit this year.

## **Committee Reports**

### *Executive Committee*

No committee report.

### *Committee of the Whole*

No committee report.

### *Audit, Budget and Finance Committee*

General Schwartz reported the committee did not meet. A joint meeting is scheduled with the Operations Committee for March 27.

### *Academic and Student Affairs Committee*

No additional report.

- Alumni Task Force – Trustee Shelton reported that on February 10<sup>th</sup> the Masons kicked off the Founders’ Week Gala activities with a \$15,000 donation and two basketball game victories. On Wednesday, the alumni attended a Hall of Fame basketball game. On Founders’ Day, the Omega Psi Phi, Omicron Gamma Chapter was on campus and had a luncheon with a guest speaker. On Friday, the Athletics Hall of Fame Induction Dinner was held. The inductees into the Seventh Hall of Fame Class were Bennie F. Adams, Jr., Phillip Stevens, Carolyn Wells, Alice Butler, and Edwin B. Henderson. Trustee Shelton also reported that five alums will be bringing GED graduates to the university to present them with their diplomas and encourage them to enroll and attend the university.
- *Communications Task Force* – Trustee Jackson reported the students met with Dr. Latham and discussed a number of issues including how we market UDC, problems with the Perkins Food Service, IT issues at the community college, closing Building 41 and exchanging the libraries, and an issue regarding Heritage Hall being renovated with artwork. She reported that Mr. Perkins spoke about a \$2,500 stipend for students for catering meals each semester. The IT issues pertained to Wi-Fi not being accessible in different areas and smartboards not working.

President Mason reported the Anacostia Museum is putting a “DC in the 70s” display in Heritage Hall. The display is not permanent. He also discussed the closing of Building 41 which the Administration is in the process of emptying. Capital funds are needed to fix the building’s problems.

### *Community College Committee*

Dr. Tardd noted that Mr. Donald gave a presentation several months ago regarding establishing pathways from workforce to the community college and beyond. Dr. Summers reported that during the past year, UDC has worked diligently with the Department of Employment Services and Mr. Donald. Approximately \$19 million is available to rebuild and train citizens to refurbish, enhance and restore DC’s infrastructure. They are working with several companies including PEPCO and WMATA. Mr. Donald gave a detailed presentation to the Board of Trustees regarding the D.C. Infrastructure Academy.

### *Operations Committee*

Trustee Shelton reported the committee will have a number of items to discuss at the next meeting, including food service. He briefly spoke about the calendar of events for government relations and reported that the president will be meeting with the City Council regarding the budget. He also reported the mayor has identified part of Building 41 as an early childhood facility. He stated the Chief Operating Officer Report would be sent to the Board so that the trustees will know what is on the committee agenda.

### *Committee on Student Outcomes*

In the absence of Trustee Wyner, Chair Bell reported the next committee meeting will be held on May 23.

**Unfinished Business**

President Mason reminded the Board that the university’s performance hearing will be held on Tuesday, February 27, 2018.

**New Business**

Mr. Trapp thanked everyone for their participation in the fundraising effort throughout the year. He reported the university has a challenge grant from the City Council to match every gift to the two Foundations (Law School Foundation and UDC Foundation) up to \$1.5 million. If \$3 million is raised, the university will receive the \$1.5 million. Mr. Trapp announced that the third week of March is a campus wide philanthropy week.

Mr. Trapp presented, for appointment to the UDC Foundation Board of Directors, Mr. Marc Battle who is an alum of the university and has supported university activities for many years. Last December, the Foundation’s Board of Directors nominated Mr. Battle. The Board of Trustees approved the nomination of Marc Battle to the UDC Foundation Board of Directors.

Faculty Senate Chair Arlene King–Berry briefly spoke to the Board of Trustees. She presented a request for an ex-officio seat on the Board of Trustees for a faculty representative selected by the Faculty Senate.

**Closing Remarks**

Chair Bell recognized David A. Clarke School of Law Dean, Shelley Broderick, who will be stepping down as Dean of the Law School. He thanked her for her service.

General Schwartz noted a technical correction to the November 28, 2017 minutes to reflect the correct last name for Trustee Gabriela Lemus under the *Trustees Present* category.

The meeting adjourned at 6:12 p.m.

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Secretary’s Signature

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Date