

**BOARD OF TRUSTEES  
UNIVERSITY OF THE DISTRICT OF COLUMBIA  
UDC RESOLUTION NO. 2019-39**

**SUBJECT: NOTICE OF PROPOSED RULEMAKING, AMENDMENTS TO  
CHAPTER 4, BUDGET AND FINANCE, SECTION 446, PRE-  
EMPLOYMENT TRAVEL**

**WHEREAS**, pursuant to D.C. Official Code § 38-1202.01(a), the Board of Trustees (“Board”); has the power to adopt, prescribe, amend, repeal, and enforce bylaws, rules, and regulations it considers necessary for the governance and administration of the University of the District of Columbia (“University”); and

**WHEREAS**, pursuant to D.C. Official Code § 38-1202.06(13), it is the duty of the Board to perform such duties and make such regulations as may be necessary to carry out the purposes of the University and that such regulations are adopted in accordance with the provisions of D.C. Official Code § 2-505(a); and

**WHEREAS**, the Board seeks to amend and adopt a new section in the regulatory framework provided in Title 8B of the District of Columbia Municipal Regulations (DCMR), Chapter 4, Budget and Finance, to add a Section 446 to provide authority to the University to reimburse certain applicants for reasonable travel expenses incidental to travel to the University for final pre-employment interviews.

**NOW, THEREFORE BE IT RESOLVED**, that the Board hereby takes proposed rulemaking action to amend Chapter 4 of Title 8B of the DCMR, to add a new Section 446, Travel for Final Pre-Employment Interviews, to provide authority to reimburse certain applicants for travel to the University for final pre-employment interviews as indicated in the Notice of Proposed Rulemaking attached hereto as Exhibit A; and

**BE IT FURTHER RESOLVED**, that the Acting General Counsel of the University is hereby directed to publish this Notice of Proposed Rulemaking in the D.C. Register as soon as practical for a comment period of not less than thirty (30) days, in accordance with the provisions of D.C. Official Code Section §2-505 (a).

Submitted by the Operations Committee

August 27, 2019

Approved by the Board of Trustees

September 10, 2019



Christopher Bell  
Chairperson of the Board

**EXHIBIT A**

**UNIVERSITY OF THE DISTRICT OF COLUMBIA**

**NOTICE OF PROPOSED RULEMAKING**

The Board of Trustees of the University of the District of Columbia, pursuant to the authority set forth under the District of Columbia Public Postsecondary Education Reorganization Act Amendments effective January 2, 1976 (D.C. Law 1-36; D.C. Official Code §§ 38-1202.01(a); 38-1202.06(13) (2012 Repl.) hereby gives notice of its intent to amend Chapter 4 (Budget and Finance) of Subtitle B (University of the District of Columbia) of Title 8 (Higher Education) of the District of Columbia Municipal Regulations (DCMR) in not less than 30 days from the date of publication of this notice in the *D.C. Register*.

The purpose of the proposed rule is to allow the University in certain situations approved by the President, to reimburse reasonable travel expenses for candidates traveling to the University for final, pre-employment interviews in order to strengthen the University's competitive position in pursuit of talented candidates.

The Board of Trustees will take final action to adopt these amendments to the University Rules in not less than 30 days from the date of publication of this notice in the *D.C. Register*.

**Chapter 4, BUDGET AND FINANCE, of Title 8-B DCMR, UNIVERSITY OF THE DISTRICT OF COLUMBIA, is amended by adding a new Section 446 as follows:**

**DCMR Chapter 4, BUDGET AND FINANCE**

**446 TRAVEL FOR FINAL PRE-EMPLOYMENT INTERVIEWS**

446.1 The University may reimburse an applicant for reasonable travel expenses incurred incidental to final pre-employment interviews for specifically designated positions, approved by the President.

446.2 Reasonable travel expenses will be reimbursed in accordance with the University's travel policies and procedures.

All persons desiring to comment on the subject matter of the proposed rulemaking should file comments in writing not later than 30 days after the date of publication of this notice in the *D.C. Register*.

Comments should be filed with the Office of General Counsel, Building 39, Room 301-Q, University of the District of Columbia, 4200 Connecticut Avenue, N.W., Washington, D.C. 20008.

Comments may also be submitted by email to [OfficeofGC@udc.edu](mailto:OfficeofGC@udc.edu). Individuals wishing to comment by email must include the phrase "Comment to Proposed Rulemaking: Travel Reimbursement for Pre-Employment Interviews" in the subject line.

RULEMAKING TRANSMITTAL FORM

TYPE OF RULEMAKING ACTION: \_\_\_\_\_ EMERGENCY RULES  
\_\_\_\_\_ FINAL RULES  X  PROPOSED RULES \_\_\_\_\_ COMBINED

DATE AND TIME RECEIVED  
Office of Documents use only

AGENCY: University of the District of Columbia

AGENCY REPRESENTATIVE: Avis Marie Russell

ADDRESS: 4200 Connecticut Avenue NW, Washington DC 20008

TELEPHONE: 202-274-5400

TITLE AND DESCRIPTION OF RULES:

Notice of Proposed Rulemaking – To allow the reimbursement of certain applicants for reasonable travel expenses incurred incidental to their final pre-employment interviews.

If this rulemaking action will amend or repeal existing rules, give a complete citation to the rules being amended or repealed:

Amending: 8B DCMR §446

FINAL RULES ONLY: Give the D.C. REGISTER citation and date of publication of the Notice of Proposed Rulemaking for these rules: \_\_\_\_\_ DCR \_\_\_\_\_ DATE: \_\_\_\_\_

COMPLETE CITATION to the statute, regulation, or other legal authority which specifically authorizes the issuance of the substance of these rules:

DC Code §§38-1202.01(a) and 38-1202.06 (8)

LEGAL CERTIFICATION: I certify that I have reviewed the attached rulemaking and, in my opinion, the substance of the text of the rules is legally sufficient.

FINAL  X  CONDITIONAL

SIGNED: *Avis Marie Russell* PHONE: 202-274-5400

NAME: Avis Marie Russell

TITLE: Acting General Counsel

PROMULGATOR: Name and title of the person legally authorized to adopt and promulgate these rules (or the name of the board or other body authorized to adopt rules by vote):

Christopher Bell

TITLE: Chairperson, Board of Trustees

COMPLETE CITATION to the statute, regulation, order, or other legal authority that specifically authorizes this person or agency to adopt and promulgate these rules:

DC Code §§38-1202.01(a) and 38-1202.06(8)

SIGNATURE OF THE PERSON AUTHORIZED TO ADOPT RULES OR ATTEST TO THE ADOPTION OF RULES

DATE OF APPROVAL OR VOTE: 9/10/2019

APPROVAL OR ATTEST: *Chris Bell*

TITLE: Chairperson

PHONE: 202-274-6528

Office of Documents use only:  
THIS NOTICE PUBLISHED AT:

VOL \_\_\_\_\_ DCR \_\_\_\_\_ DATE \_\_\_\_\_

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## FISCAL IMPACT STATEMENT

**TO:** Board of Trustees

**FROM:** Managing Director of Finance *David A. Franklin*

**DATE:** September 10, 2019

**SUBJECT:** DCMR Change – Title 8B, Sections 446 – Pre-Employment Travel

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### Conclusion

It is concluded that there is no significant fiscal impact associated with the Board of Trustees' authority to adopt, prescribe, amend, repeal, and enforce bylaws, rules, and regulations that it believes necessary for the governance and administration of the University.

### Background

Pursuant to 8B DCMR, the Board of Trustees intends to revise its regulations to allow the University, acting through the approval of the President, to reimburse travel expenses, in accordance with University policy, incurred by candidates for certain designated positions during and in connection with their final pre-employment interview trips to the University.

This expansion of the University's authority to provide reimbursement of travel-related expenses has been determined to be essential in ensuring the University will remain competitive in its recruitment of talented faculty and administrators.

### Fiscal Impact

While the addition of circumstances in which travel expense reimbursement may be offered naturally will result in increased expenses for the University, the University expects the impact of its expanded use of travel reimbursement to be immaterial and can be absorbed through the operating budget. Travel expenses for pre-employment interviews are subject to the University's existing travel expense policy. In all cases, expenses will be reimbursed only if reasonable.<sup>1</sup>

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<sup>1</sup> In FY2017, the University spent \$4,634.17 for 11 individuals to attend final interviews; in FY2018, the University spent \$1,893.56 for 5 individuals to attend final interviews; and in FY2019, the University spent \$6,763.14 for 12 individuals to attend final interviews.

**This request has been approved based upon the information provided. There are no anticipated risks at this time.**