UNIVERSITY OF

THE DISTRICT OF COLUMBIA

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BOARD OF TRUSTEES

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STUDENT AFFAIRS COMMITTEE MEETING

+ + + + +

Thursday,

January 16, 2014

The meeting convened at 6:00 p.m.,

Errol Schwartz, Chair, presiding.

BOARD OF TRUSTEES MEMBERS PRESENT:

ERROL SCHWARTZ, Chair

CHRISTOPHER BELL (via telephone)

KENNETH ISAACS

JEROME SHELTON

ALSO PRESENT:

MARIA BYRD, Office of Information Technology

JAMES CONTRERAS, Director of Financial Aid

JOEL LIMERICK, President and CEO of Document
    Systems, Inc. (DSI)

SMRUTI RADKAR, Assistant General Counsel

MICHAEL SINDRAM

DENISE SLAUGHTER, Provost's Office

MARC STROTHERS, Interim Director of Residence
    Life

C O N T E N T S

1   P R O C E E D I N G S

2   6:15 p.m.

3   CHAIR SCHWARTZ: The time is now

4   6:15 on the 16th of January.

5   Ms. Slaughter, could you call the

6   rolls for this committee meeting.

7   MS. SLAUGHTER: Yes, sir. Errol

8   Schwartz, Chair.

9   CHAIR SCHWARTZ: Here.

10   MS. SLAUGHTER: Christopher Bell.

11   MEMBER BELL: Present.

12   MS. SLAUGHTER: Jerome Shelton.

13   MR. SHELTON: Present.

14   MS. SLAUGHTER: Kenneth Isaacs.

15   MR. ISAACS: Present.

16   MS. SLAUGHTER: That's four

17   members, sir.

18   CHAIR SCHWARTZ: So we have a

19   quorum. Thank you much.

20   The first order of business is to

21   modify the agenda. We have someone who would

22   like to provide testimony. So I'm making a

1   motion to modify the agenda, to add that item

2   right after the Records Management

3   presentation.

4   MR. ISAACS: Second.

5   CHAIR SCHWARTZ: All in favor?

6   (Chorus of ayes)

7   CHAIR SCHWARTZ: The ayes have it.

8   The agenda is now modified.

9   Item No. 3 is approval of the

10   minutes. The minutes are not available this

11   evening, so we will bypass that item, and

12   we'll get on to Item No. 4, which is

13   Admissions and Enrollment.

14   MEMBER EPPS: I will speak briefly

15   on that topic. The semester enrollment is

16   going well. The figures are not available for

17   us right now because they're still enrolling

18   students. Normally, the enrollment in the

19   spring is slightly less than fall semesters.

20   But we'll be reporting out the final numbers

21   to you, once they become available.

22   CHAIR SCHWARTZ: And you're doing

1   interim reports to the president as--

2   MEMBER EPPS: Yes; yes.

3   CHAIR SCHWARTZ: Okay.

4   MEMBER EPPS: The president

5   receives, during this time, almost a daily

6   report.

7   CHAIR SCHWARTZ: Okay. So I will

8   look to the president to provide that at the

9   next meeting coming up.

10   MEMBER EPPS: Yes.

11   CHAIR SCHWARTZ: Financial Aid?

12   MEMBER EPPS: Mr. Contreras, will

13   you kindly provide us with a short report.

14   MR. CONTRERAS: Absolutely, Dr.

15   Epps. James Contreras, director of Financial

16   Aid. I provide a report regrading the

17   financial aid disbursed for the 2013 fall

18   semester. We've disbursed over $27 million.

19   MEMBER EPPS: Hold on. Trustee

20   Bell, can you hear Mr. Contreras?

21   MEMBER BELL: Actually, I cannot

22   hear him. I'm sorry.

1   MS. SLAUGHTER: I can't either.

2   MR. CONTRERAS: Okay. Do you want

3   me to--

4   MEMBER BELL: It's not clear,

5   right now.

6   MEMBER EPPS: Okay. Perhaps you

7   need to come over here.

8   MR. CONTRERAS: Okay.

9   CHAIR SCHWARTZ: Thank you.

10   MEMBER EPPS: Thank you.

11   MEMBER BELL: Thank you.

12   MR. CONTRERAS: This past fall

13   semester, we disbursed over $27 million in

14   financial aid to approximately--making 4900

15   student award offers to over 4,400 graduates,

16   so we're two hundred--graduates, and over two

17   hundred--and 293 law school students.

18   Normally, when I do the

19   presentation I want to focus on, briefly, cash

20   management, customer service, and program

21   compliance.

22   I provided sort of a breakdown of

1   those numbers, in terms of how much federal

2   aid, institutional and industry gave, for your

3   review, and a pie chart on that.

4   This past semester, we continued

5   to look at process improvements in the

6   Financial Aid Office. We've put in a call

7   center, so that students weren't placed on

8   hold, or had delayed calls when we have a rush

9   of incoming students. So to balance the

10   student contact in person versus on the phone,

11   would be out of the call center. We also added

12   an online chat to our Web site, and we're

13   going to continue to make process improvements

14   in that area as well.

15   We are also having a number of

16   financial aid awareness sessions. We're

17   working with DC OSSE and the U.S. Department

18   of Education, where we will host, on March

19   15th, which is a Saturday, a FAFSA College

20   Expo. The intent of the expo is to encourage

21   students to complete the FAFSA early. We'll

22   have continuous online FAFSA completion

1   sessions, in addition to DC OSSE providing

2   updates on their programs as it relates to DC

3   Tag, the mayor's opportunity fund, and the

4   latest proposal on the DC Promise.

5   The U.S. Department of Education

6   will also provide a presentation on financial

7   aid, some of the changes, that include the

8   Pell maximum lifetime limit, the 150 percent

9   maximum loan limits, and other change and

10   updates to the federal student aid programs.

11   We also have DC-CAP promoting

12   their program, and we also have invited a

13   number of area colleges and universities to

14   participate in the college fair. We so we have

15   20 universities registered, to date. We look

16   forward to providing that event in March, as

17   well as having continuous sessions for

18   students here on campus.

19   In terms of federal reporting, we

20   did so at the phys-op. We are working on our

21   annual IPEDS report, which is due in February,

22   and we should have that finalized here in the

1   next coming weeks. We are in the process of

2   also liquidating the federal Perkins loan

3   program.

4   We recently completed our

5   recertification for the program participation

6   in the Federal Student Loans Program, Federal

7   Student Aid Programs, and that certification

8   was for three years, and I think Dr. Epps

9   wanted to kind of sort of "chime in." I think

10   we're going to have a separate meeting to kind

11   of go over that recertification and what it

12   means at a later time.

13   Is that correct, Dr. Epps?

14   MEMBER EPPS: That's correct.

15   CHAIR SCHWARTZ: Could you tell me

16   something about the federal Perkins loan

17   program. What's that?

18   MR. CONTRERAS: The federal

19   Perkins loan program was a program that was a

20   student loan program provided by the Federal

21   Government. They stopped awarding the program,

22   and universities only had the option of

1 reallocating, returning funds. So if the

2 university had loaned out a $100,000, and

3 students were making the minimum repayment of

4 maybe $50, if, in a given year they had 5,000

5 or $10,000, they can reallocate that money,

6 but there was going to be no more continued

7 contributions from the Federal Government in

8 the program.

9   The program had sat dormant, and

10 upon my arrival, as director, about a year and

11 a half ago, we decided, with the Finance

12 Office, that it would cost more to operate the

13 program as it's no longer receiving continued

14 federal funding. So the intent was to

15 liquidate it, which means we assign the loans

16 to the Federal Government, and they collect on

17 the loans, or the students send the loan

18 payments to them, rather than us having a

19 third party servicer, and they collect the

20 money on behalf of the university.

21   In addition to that, students in

22 the Perkins loan program had a higher cohort

1 default rate than the federal direct loan

2 program. So the intent was, while we're

3 having a harder time of having students pay

4 this back, although we will continue to do

5 default management, and that was one of my

6 other agenda items, for students in this

7 program, we decided to liquidate it.

8 We had 60 borrowers in repayment,

9 and thirty of them were delinquent, or going

10 in to default, which kind of led to the higher

11 cohort default rate.

12 So our numbers weren't high,

13 proportionally, but percentage-wise, it

14 appeared that they were higher than what

15 needed to be. But we just felt that it would

16 be best to liquidate, rather than continue to

17 administer a program that was no longer being

18 federally funded.

19 CHAIR SCHWARTZ: Okay. Thank you.

20 MR. CONTRERAS: Segueing that in

21 to the cohort default rate, this new year,

22 just as an FYI, the Department of Education

1   will transition in to what they call a three

2   year cohort default rate instead of a two year

3   cohort default rate, which means for a number

4   of schools--as you know, student loan seem to

5   be the "hot button issue" nowadays with $1.2

6   trillion in student loan borrowing, and

7   there's an increase in student loan defaults,

8   and students repaying, and UDC is a victim of

9   that, and we see our cohort default rate

10   rising. So as a result, we are enhancing our

11   default prevention plan, which will include

12   more sessions, one-on-one counseling sessions

13   as students withdraw or graduate, informing

14   students of their rights and responsibilities

15   of repaying the student loan, repayment

16   options, such as income contingent repayment,

17   and depending on their programs, various ways

18   they can pay off that loan, such as the

19   Americorps community service, and teacher loan

20   forgiveness program.

21   So we're going to kind a increase

22   that awareness. There's really no reason to be

1   defaulting on this loan, and if you can't pay

2   it, there's always deferment, forbearance

3   options.

4   We did provide online sessions. In

5   fact, the Department of Education has online

6   sessions, and they sent an e-mail out

7   informing students to take advantage of the

8   new income contingent repayment. But we feel

9   that--I think more one-on-one discussion needs

10   to be given to the students.

11   And we are working with our loan

12   servicer, through the Department of Education,

13   to identify students that are on the

14   delinquent list, so that we can provide them

15   with these options, and give them a link that

16   says, look, if you're having a financial

17   hardship, it takes less than five minutes to

18   go online, and say, hey, I'm having a

19   hardship, I can't pay my bill, and get a

20   deferment or forbearance, and there's various

21   reasons and options, either in school,

22   financial hardship, medical, and I think they

1   just need to be more fully informed, because

2   I really don't think there's any reason any

3   student should be on default. But I think

4   they're scared of the loan, or something, and

5   so they're not repaying, which is causing the

6   higher rate. But we're going to do what we

7   can, as part of the default plan, to make sure

8   students are informed, so that we can lower

9   that rate, not only to the benefit of the

10   university but to the benefit of the student.

11   And that's my report in a

12   nutshell. Any questions?

13   CHAIR SCHWARTZ: What's our

14   default rate at this time?

15   MR. CONTRERAS: Well, when we had

16   the two year rate, it was at 7 percent. Now

17   with the three year rate, it goes up to 14.2

18   percent, which is our draft 2010. The official

19   2011 cohort default rate won't come out till

20   February.

21   Now you'll notice too--you may

22   notice on my report, that in 2010, we had 12

1   million, student lending. This past 12-13

2   year, we had approximately 20 million. So that

3   sort of the law of averages is, you know, the

4   higher amount, there's going to be a larger

5   proportion. But it could offset. So if we have

6   more students in repayment, and even though

7   there may be an increase in students

8   defaulting, the number might lower. So it's

9   really kind of "a numbers game" as to how

10   that's going to average out.

11   But it did increase as a result.

12   And that's not uncommon. In fact, I gave a

13   presentation to the president's cabinet, that

14   shows that UDC's default rate is on average

15   with what's going on in the nation.

16   So a lot of schools experienced a

17   decrease, and part of it too--were a number of

18   factors. You know, the recession. Students

19   graduating, unable to find employment in

20   their, you know, their related programs, so

21   they're somewhat underemployed, and I think is

22   why President Obama implemented the income-

1 contingent repayment.

2   So I think we'll probably see some

3 leveling off. It may increase slightly, but I

4 think once we get the word out on these

5 options for repayment, we will see some level-

6 -

7   CHAIR SCHWARTZ: Professor

8 Shelton.

9   MEMBER SHELTON: I was going to

10 ask a question about the students paying full

11 tuition. Your numbers indicate that in 2011-

12 12, there's 634 full-time pay 6:28:58* tuition

13 students. In 12-13, we had 483, and in 13-14,

14 we had 501. Do we know where those--you know,

15 who those students are? Are we looking at

16 those students and trying to determine--

17 because we spend so much time with the need

18 group.

19   Is there anyone looking at the

20 demographics of the students who are able to

21 pay their own tuition, or who pay outside of

22 the grants, and other support systems? Dr.

1   Epps?

2   MEMBER EPPS: Sorry. I was reading

3   my report. You caught me that time.

4   MEMBER SHELTON: Dr. Contreras has

5   been dealing specifically with the most in-

6   need students, but we have 10 percent who

7   don't apparently need support.

8   Is anybody looking at that number,

9   to see where they're coming from, what they're

10   registering for, and try to increase that?

11   MEMBER EPPS: We will. We do k now

12   that--and Mr. Contreras has made presentations

13   on, and when anybody has asked me my ideas, we

14   did pass on that we needed to have more

15   scholarships for students, one, on emergency

16   basis, and for those students who don't

17   qualify for aid but still have a need.

18   MEMBER SHELTON: Well, that's why

19   I'm asking, are these 10 percent, or, you

20   know, 11 to 10 percent students--are they

21   getting--are they scholarship? Are they

22   athletes? Are they musicians? You know, who

1   they are. Because, you know, we started a

2   program for the first time in athletics, and

3   we didn't give scholarships, and when I saw

4   the number, I'm trying to figure out where

5   else are these tuition-paying students?

6   What brings tuition-paying

7   students here? because we need full tuition-

8   paying students. With Dr. Contreras' concern,

9   and our concern about the delinquency, you

10 have to be able to demonstrate an improvement

11 in other avenues of student enrollment.

12   MEMBER EPPS: And also the number

13 of--and that's very true in terms of like more

14 scholarships for students as well.

15   MR. CONTRERAS: But if I can

16 interject. I think one of the trends of self-

17 paying students are international students.

18   MEMBER SHELTON: Okay. That's what

19 I was trying to find out, what--

20   MR. CONTRERAS: And we find more

21 students competing for that.

22   MEMBER SHELTON: --the sourcing is

1   for that group--that percentage. What's the

2   strongest source? I have no way of knowing. So

3   it would be something we have to look at.

4   MEMBER EPPS: Right. And I'll get

5   you those details.

6   MEMBER SHELTON: Okay. We've got

7   to generate as much student population as we

8   can, so we can control our budget, get more

9   control of our budget. So if we have

10   something that works and brings in independent

11   money, we need to explore that, and try to

12   expand it.

13   MEMBER EPPS: Right, because our

14   institutional money that we were, you know,

15   able to contribute, is drying up as well.

16   MEMBER SHELTON: It's real out

17   there.

18   MEMBER EPPS: But I will get you a

19   breakdown of that 10 percent.

20   MR. CONTRERAS: Are there any

21   other questions?

22   MEMBER ISAACS: I have one

1   question quick. Why was the law school numbers

2   excluded from the student loan under the 2013-

3   14 financial aid disbursements?

4   MR. CONTRERAS: Yes. We listed the

5   law school at 8.6 million, and law school

6   eight. But I did provide, or you should have

7   received a breakdown, that I'll be happy to

8   give to you, if you didn't, that sort of shows

9   the percentage, and all of the programs, as to

10   how much is going in in each area.

11   The law school's a different

12   branch. I mean, they have their own like

13   branch and OP ID number. So we provide the

14   numbers but we, yeah, we didn't include any

15   overall totals. But just for your information,

16   for the law school actually--I looked at that

17   earlier myself--and their borrowing for the

18   year is at, let's see, seven--they have about

19   a little over 8 million in student loans.

20   MEMBER ISAACS: Well, is that 8

21   million the fourth item on this sheet?

22   MR. CONTRERAS: Yes. In terms of

1   law school aid? No. No. That was--

2   CHAIR SCHWARTZ: It was 3.9?

3   MR. CONTRERAS: Yes. This past

4   year for the law school, yeah, they gave away

5   4.5 million in the unsubsidized loan, 3

6   million in the Grad Plus loan, and then the

7   difference was foundation, scholarships,

8   remitted tuition, and the work study program.

9   CHAIR SCHWARTZ: Okay.

10   MR. CONTRERAS: So yeah, the

11   majority of it was student loans, because

12   that's--

13   MEMBER ISAACS: That's right.

14   MR. CONTRERAS: --what they're

15   eligible to receive. But we did give away

16   about a million dollars in foundation,

17   remitted tuition scholarship programs.

18   MEMBER ISAACS: Okay. And if I

19   could get a copy of that--

20   MR. CONTRERAS: Oh, yes. I'll

21   leave this--

22   MEMBER SHELTON: My question in

1   support of that is why did you not do the same

2   type of listing for all the categories? I

3   mean, you did, two, four, six, seven, eight

4   distribution categories, and you didn't do the

5   same thing for each other. I'd like to have

6   seen all of them listed, so that I can see all

7   of them over the three year period you were

8   describing. Okay?

9   MR. CONTRERAS: Okay. Actually, I

10   have it like in this summary sheet, and then

11   I have the breakdown of all the programs, in

12   great detail. I apologize. I did send that

13   off, but I apologize if you didn't get that,

14   cause that would have provided you with the

15   detail of what we disbursed, and what's

16   pending disbursement for the spring semester.

17   CHAIR SCHWARTZ: We would

18   appreciate getting a copy of that by e-mail,

19   if you will.

20   MR. CONTRERAS: Absolutely. I'll

21   send it.

22   MEMBER SHELTON: And there was

1   somewhere, we were mentioning the default

2   rate. There hasn't been a significant in the

3   default numbers, or it hasn't had the

4   analyzing of--you know, at one point, I think

5   we were around 13 or so percent.

6   MR. CONTRERAS: Yes. We were

7   actually at 7.2 percent in the two year cohort

8   default rate. Now when it goes to three year,

9   and it's going on the draft 2010 year, it

10   jumps to 14.2 percent.

11   Now as I mentioned, that's as of

12   2010 when we only have 12 million in student

13   loan debt. Now for 12-13, we had approximately

14   19 million. So when the 2012 comes up, we're

15   going to sort of see a change ,and there are

16   a lot of variables that can result, either in

17   an increase or decrease. Just more students

18   borrowing, if there's more in default, but

19   because we have more borrowers, that can lower

20   the default rate, economy improving, people

21   getting jobs and being able to repay it, the

22   income contingent option. So I think there's

1   a lot of variables that can tip it, either

2   way, but I think with the university's

3   approach and the default prevention plan that

4   we're implementing, I think our efforts will

5   be instrumental in lowering, at least at the

6   university level.

7   MEMBER SHELTON: Thank you.

8   CHAIR SCHWARTZ: Thank you.

9   MR. CONTRERAS: Thank you.

10   CHAIR SCHWARTZ: Our favorite

11   topic, Housing.

12   MEMBER EPPS: Okay. First of all,

13   I would like to announce that Tawanna Lee, who

14   was our director of Residence Life, is no

15   longer at the university, and has moved on to

16   the University of Notre Dame. We certainly

17   wish her well.

18   In the meantime, we had Marc

19   Strothers Marc, will you stand, please--who

20   has picked up the torch, and is running the

21   Residence Life on a interim basis, in addition

22   to--as part of his other responsibilities.

1   We do have a wonderful RA staff,

2   and our lead RA is a student from the law

3   school, Travis Bills, and we have several

4   other, at least three other RAs, and they are

5   doing a wonderful job.

6   I have not had to get up at 3:00

7   o'clock in the morning, and run over to see

8   what's going on. They have certainly done a

9   excellent job in assisting the students to

10   move in.

11   Currently, even in your report, it

12   says we have two vacancies, but we do have

13   three vacancies, and those are for women only.

14   So I think we are doing well with

15   that, and we have posted the position. We have

16   formulated a Search Committee, and we are

17   reviewing--they've gone through their

18   training, had to be trained to serve on the

19   Search Committee, and they all have gone

20   through their training, and they will probably

21   start interviewing student candidates next

22   week.

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 1                    MEMBER SHELTON:  Are we doing

 2       anything--I'm sorry.

 3                    CHAIR SCHWARTZ:  Go ahead.

 4                    MEMBER SHELTON:  --doing anything

 5       to work on the three vacancies?

 6                    MEMBER EPPS:  Yes. We are. We do

 7       have a waiting list.

 8                    MEMBER SHELTON:  Okay. That's what

 9       I was--we have--

10                    MEMBER EPPS:  Yes. But, you know,

11       some of the students don't tell us till the

12       last minute, that they're not coming. And so

13       we do have a wait list and they have been

14       calling--

15                    MEMBER SHELTON:  To contact--

16                    MEMBER EPPS:  Yes, to contact

17       students to let them know that we do--

18                    MEMBER SHELTON:  And that would be

19       on a half-year, or whatever it is?

20                    MEMBER EPPS:  Yes. Absolutely.

21                    MEMBER SHELTON:  Okay.

22                    MEMBER EPPS:  We're also starting
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1   to market for the summer, and we have had some

2   interest in groups, more of a interest in

3   groups who are interested in talking about

4   coming to the university for camps, or

5   internships. One group was even inquiring

6   about 2015, and that is how far they like to

7   schedule out, which is a good thing for us, to

8   help us to be better planners.

9   CHAIR SCHWARTZ: What's our fill

10   rate now for the rooms that we have.

11   MEMBER EPPS: I think it's 44.

12   Marc, we have 4400? Yes. For students.

13   CHAIR SCHWARTZ: No. Rooms.

14   MEMBER EPPS: Oh. Rooms? We have a

15   total of one hundred and--

16   CHAIR SCHWARTZ: We have the

17   Archstone.

18   MEMBER EPPS: We have ten rooms in

19   Archstone, and we have, I think it was like

20   31--31. Yes. That is 31 units. I'm sorry. Ten

21   units in the Consulate.

22   CHAIR SCHWARTZ: Consulate. Okay.

1   MEMBER EPPS: And 31 units in the

2   Archstone. And the staff is certainly--I've

3   asked them to prepare for us how many males,

4   females, how many are local, how many are

5   international. So we'll get those statistics

6   to you. I can say, of those students that are

7   in there, 70 are student athletes. We have 58

8   athletes in the Archstone and 12 in the

9   Consulate. So out of the total students, we

10 have about 144, as of today, that have checked

11 in, and so we can see the distribution is

12 really equal. Almost equal.

13   MEMBER SHELTON: I'm sorry. Could

14 you clarify? How many units do we have

15 available in the Consulate? I heard you say

16 that there was 31 students but--

17   MEMBER EPPS: No. 31 units.

18   MEMBER SHELTON: I'm sorry?

19   MEMBER EPPS: There are 10 units

20 in the Consulate. Eight are for students, and

21 two units for RAs.

22   MEMBER SHELTON: And how many

1   students did each unit accommodate ,of those

2   eight units?

3   MEMBER EPPS: In the Consulate,

4   would accommodate for students, five per room,

5   except for the two RA rooms.

6   MEMBER SHELTON: Okay.

7   MEMBER EPPS: So we have forty.

8   MEMBER SHELTON: Okay. Thank you.

9   CHAIR SCHWARTZ: And the

10   Consulate? How many

11   MEMBER EPPS: In the Consulate--

12   CHAIR SCHWARTZ: I'm sorry. The

13   Archstone.

14   MEMBER EPPS: Archstone. That's

15   okay. I get confused too. In the Archstone,

16   we have four students per apartment, except

17   for there's one apartment that has three beds

18   in it, because it's a smaller one.

19   MEMBER SHELTON: And you may have

20   said this as well. This is Trustee Shelton

21   again. But so there's a few vacancies in the

22   Consulate. Is there a wait list for those

1   vacancies? Do you anticipate having a problem

2   filling those remaining spaces in the

3   Consulate?

4   MEMBER EPPS: We are contacting

5   students on that list, on that waiting list,

6   and we are very hopeful that we'll be able to

7   have 100 percent occupancy.

8   MEMBER SHELTON: Okay.

9   MEMBER EPPS: So we're hopeful.

10   CHAIR SCHWARTZ: So how many

11   vacancies do we have?

12   MEMBER EPPS: We have three

13   vacancies for women.

14   CHAIR SCHWARTZ: Three women?

15   MEMBER EPPS: Yes.

16   MEMBER SHELTON: And just one more

17   question on that point.

18   MEMBER EPPS: Sure.

19   MEMBER SHELTON: When we approved

20   the Consulate, I think we gave you guys the

21   latitude to go up to 15 units, if the demand

22   was there. But what you're saying is, is that

1   you chose to rent 10 units at this time;

2   right?

3   MEMBER EPPS: Yes; at this time.

4   MEMBER SHELTON: Okay.

5   MEMBER EPPS: Yes. We were trying

6   to field the interest, and make sure that we

7   say we can do, when we decide to ,you know, to

8   add other ones. But we will be talking with

9   the staff, seeing how the applications are

10 coming in for the next year, before we ask

11 you, or commit to any more. So we will be

12 reviewing that very shortly, just as soon as

13 we get our students in, so that we can--if we

14 need more units, we can work with Facilities,

15 do that in a timely manner.

16   CHAIR SCHWARTZ: And you have the

17 approval to--

18   MEMBER EPPS: We have your

19 approval to do it; right. But if we have the

20 interest, then we will work with Facilities

21 to--

22   CHAIR SCHWARTZ: And say again.

1   What's your waiting list looking like?

2   MEMBER EPPS: Marc, can you tell me

3   how many students are on the waiting list?

4   MR. STROTHERS: There are--

5   MEMBER EPPS: Come up to the mike.

6   And introduce yourself, please.

7   MR. STROTHERS: I do apologize.

8   There are exactly--

9   CHAIR SCHWARTZ: Your name, please.

10   MR. STROTHERS: Strothers. Marc

11   Strothers. Assistant to the vice president for

12   Student Affairs. There are, as we speak,

13   there are 28 students that we have on the

14   waiting list for housing.

15   CHAIR SCHWARTZ: So they're

16   currently enrolled, and they're waiting for

17   rooms.

18   MEMBER EPPS: Rooms. That's

19   correct.

20   CHAIR SCHWARTZ: So you can

21   exercise the option of going out to those five

22   units at the Consulate at any time?

1   MEMBER EPPS: Yes.

2   MEMBER SHELTON: If they're

3   available.

4   MEMBER EPPS: Yes. We will have to

5   check with Facilities, to make sure that they

6   are available, and that the students are still

7   interested.

8   CHAIR SCHWARTZ: Okay.

9   MEMBER SHELTON: There's got to be

10   a plan in place for checking to see what next

11   year's residents will be, I presume, and is

12   there a written plan for recruiting for the

13   next fall semester? How are we in the

14   discussions about looking for students who

15   want housing in the--next fall? Is there--

16   MEMBER EPPS: Marc is at a

17   disadvantage at this point because Mrs. Lee's

18   resignation was just effective December 31st.

19   So we have practically new staff, in terms of

20   the RAs, as well as the director, we lost some

21   RAs, along with Mrs. lee. But like I say, we

22   do have excellent candidates in the pool, and

1   we're hoping with our--not hoping--but I know

2   that with the expertise that I saw among the

3   candidates, that we will be making--we're

4   hoping to have some great new ideas for

5   recruiting and marketing.

6   MEMBER SHELTON: We have to plan

7   for the next group that's coming.

8   MEMBER EPPS: Absolutely.

9   MEMBER SHELTON: That was the

10 direction of my question. Because--

11   MEMBER EPPS: And we are working

12 very closely with the Office of Admissions, to

13 make sure that when students apply for

14 admission, that they know that we have housing

15 available.

16   CHAIR SCHWARTZ: Yes, and I'm

17 trying to get ahead of the demand, trying to

18 see what the demand is, and if we have

19 students on the waiting list, and we have an

20 option to increase the rooms by five, and it

21 looks like there are five persons per room in

22 the Consulate.

1   MEMBER EPPS: Yes.

2   CHAIR SCHWARTZ: So that's 25

3   persons we can take care of.

4   MEMBER EPPS: Absolutely.

5   CHAIR SCHWARTZ: And we need to

6   know, before coming to the board of trustees,

7   to know, if there a demand for rooms.

8   MEMBER EPPS: Right.

9   CHAIR SCHWARTZ: And how many. And

10   start negotiations with the Consulate, to see

11   if we can increase our capacity.

12   What's our relationship like with

13   the Consulate and the Archstone? Are we--

14   MEMBER EPPS: I'm laughing at that

15   because you're so timely. I think the

16   Consulate management is much more student-

17   friendly than that of the Archstone, and if I

18   were to say there were a plan, that I would

19   work with Facilities about, it would be--one

20   of the plans would be to decrease the number

21   of units there, slowly decrease the number of

22   units that we have in the Archstone, and

1   increase in the Consulate, or another property

2   on Connecticut Avenue, or close to the

3   university. That's what's in the back of my

4   mind. Because there was a meeting that the

5   Archstone staff had with Mr. Strothers

6   recently.

7   MR. STROTHERS: Tuesday.

8   MEMBER EPPS: Tuesday. And it

9   seems like they would like to be more strict,

10   or stricter, in terms of our students, and

11   enforce a--

12   MR. STROTHERS: That's right.

13   MEMBER EPPS: Three strike policy.

14   MR. STROTHERS: Policy.

15   MEMBER EPPS: You want to say a

16   little bit about that, Marc?

17   MR. STROTHERS: Yes. Three strike

18   policy. If there's any type of alleged

19   violations to the Archstone's policies, then

20   they want to--you know, some implementation

21   for having them removed from the premises.

22   MEMBER EPPS: And their staff used

1   to investigate, if there was something, like

2   a noise violation, that--

3   MR. STROTHERS: Right; right.

4   MEMBER EPPS: --if one of the

5   neighbors would call.

6   MR. STROTHERS: Right.

7   MEMBER EPPS: They no longer want

8   to do that. They changed management, by the--

9   not management. But they changed the manager

10   that we were working with, and so this was a

11   brand new thing. They have a list of new rules

12   that they want to implement.

13   MEMBER BELL: I'm sorry. Just for

14   the sake of clarity. This is Dr. Bell. Did

15   you say that if there's three alleged

16   violations--

17   MEMBER EPPS: Yes.

18   MR. CONTRERAS: --or three

19   confirmed violations?

20   MR. STROTHERS: Well, as we say,

21   confirmed violations.

22   MR. CONTRERAS: Okay. Thank you.

1   MR. STROTHERS: You're welcome.

2   MEMBER EPPS: But our students do

3   go through training and orientation. In fact,

4   there is one scheduled for tonight.

5   MR. STROTHERS: 8:00.

6   MEMBER EPPS: At 8:00 o'clock

7   tonight, for all of the residents, and Marc

8   will review what the rules are in terms of

9   occupancy and--

10   MR. STROTHERS: Safety.

11   MEMBER EPPS: And the safety

12   regulations.

13   MR. STROTHERS: Rules, regulations,

14   policy, safety, hygiene, health.

15   CHAIR SCHWARTZ: And these rules

16   are in line with the management's philosophy

17   of occupancy?

18   MR. STROTHERS: Yes. And that was

19   part of the purpose of having that meeting

20   with the Archstone staff on Tuesday. We wanted

21   to make sure that we were "all on the same

22   page," of, you know, discussion, and to

1   reiterate to the students, you know, just

2   community--you know, community awareness,

3   safety, health, noise violations. I'm going to

4   talk about the code of student conduct, and

5   the results of, you know, the code of student

6   conduct, since I do that.

7   We're going to cover everything

8   tonight.

9   CHAIR SCHWARTZ: Okay.

10   MEMBER SHELTON: The violations at

11   the housing are in violation of our code of

12   student conduct?

13   MR. STROTHERS: That is correct,

14   sir.

15   MEMBER SHELTON: And we have a

16   three strike rule for our code of student

17   conduct? Or we have a hearing process?

18   MR. STROTHERS: There's a hearing

19   process for the code of student conduct. There

20   is a hearing process.

21   MEMBER SHELTON: The management is

22   asking for a eviction for three violations of

1   the code of student conduct?

2   MR. STROTHERS: No. Three of their.

3   CHAIR SCHWARTZ: Are their conduct

4   rules in alignment with ours?

5   MR. STROTHERS: That's something we

6   have to tweak, and to, you know, to further

7   look into, because the way it's looking, it's

8   a little off-kilter. So we're going to have

9   to, you know, make sure that that's all

10   aligned.

11   MEMBER EPPS: I will be meeting

12   with them on that.

13   CHAIR SCHWARTZ: Our code of

14   student conduct is our process for dealing

15   with student behavior.

16   MR. STROTHERS: That's correct.

17   MEMBER SHELTON: We have a rental

18   agreement or a lease agreement with a entity--

19   MR. STROTHERS: Right.

20   MEMBER SHELTON: --that is

21   identifying violations of our code of student

22   conduct, or identifying violations of their

1   code of conduct. In the District of Columbia,

2   it is very difficult to remove a resident from

3   housing, and for us to be moving down the line

4   of suggesting that we would be moving students

5   out, puts us in, I think, potentially in

6   violations of the laws of moving people out of

7   your house. And especially when they've paid

8   us their--you know--paid us.

9   MR. STROTHERS: The money. Sure.

10   MEMBER EPPS: That's right.

11   MEMBER SHELTON: But if they're in

12   violation of our code of students conduct,

13   that is a different process.

14   MR. STROTHERS: Process. That's

15   correct.

16   MEMBER SHELTON: And so I guess

17   we're negotiating because we want to stay in

18   the Archstone. But don't we have--we only have

19   a one year agreement with the Archstone.

20   MEMBER BELL: No. We have a one

21   year agreement that's subject to, I think up

22   to four renewals, and I'm not sure--I hear

1   your concern, Trustee Shelton, but I'm not

2   sure that even if a student was removed from

3   the housing, that that would be a per se

4   violation under our code of conduct.

5   But if they were removed for

6   failure to pay rent, or what have you, or not

7   timely payment, I don't know that that would

8   automatically mean that they would then be

9   removed for non-academic performance at the

10   university. I think it would have to be

11   reviewed.

12   MEMBER EPPS: Some of the things

13   that one of the RA--well, one of the things

14   that one of the RAs stated, as well, was this

15   violation could be like in the computer room,

16   or somebody could say, if they were too noisy,

17   they'd ask them, what room are you? and you

18   know as well as I do, if you were making

19   noise, you wouldn't tell them your right room

20   anyway.

21   And so we don't know--I mean, it

22   could be a guest there. It could be someone

1 from another room. So we will have to sit down

2 and orient the new manager to our university

3 policies, because she is brand new. The

4 management, in the past, has not been as

5 strict. So that's something that Marc and the

6 RAs had a meeting with this person. I have not

7 met with her yet. And that was just--

8   MR. STROTHERS: Tuesday.

9   MEMBER EPPS: Two days ago. Yes.

10 Two days ago. We have a little friend-making

11 to do, and orientation to the university's

12 policies.

13   CHAIR SCHWARTZ: And what I heard

14 you say earlier, Dr. Epps, is that you will be

15 meeting with her soon.

16   MEMBER EPPS: Oh, yes.

17   CHAIR SCHWARTZ: Trustee Isaacs.

18   MEMBER ISAACS: So what's

19 controlling here? Is Archstone able to just

20 tell our students: You violated our policies

21 and you have to leave?

22   MEMBER EPPS: No.

1   MR. STROTHERS: No.

2   MEMBER EPPS: No.

3   MEMBER ISAACS: It's we're still

4   in control of--

5   MEMBER EPPS: We're still in

6   control.

7   MR. STROTHERS: Yes.

8   MEMBER EPPS: Yes. And we have

9   been using the judicial hearing method--

10   MR. STROTHERS: Process.

11   Absolutely.

12   MEMBER EPPS: --to discipline our

13   students.

14   MEMBER ISAACS: I just wanted to

15   make sure, because if they were able to put

16   our students out, and that creates--

17   MR. STROTHERS: Yes, not--they

18   can't do it arbitrarily. No. They just can't

19   do it arbitrarily. No.

20   MEMBER ISAACS: Okay; okay.

21   MEMBER BELL: I think we should be

22   careful, because I don't think that we've

1 denied them their ability, if a tenant is

2 violating apartment procedures, to be removed

3 or evicted. But that doesn't necessarily have

4 to correspond with a removal or eviction from

5 the university as well as the student.

6 So I would imagine there are

7 things that a student could be in violation of

8 their lease, that would not necessarily lead

9 to their removal as a student from the

10 university, or conversely, if they're doing

11 things at that apartment that violated the

12 lease, it could result in the removal as well.

13 I think there would be have to be

14 a hearing under those circumstances, to see,

15 but I do think they have the right, for

16 violations of their community policies, to

17 have a student removed. And I think even if

18 a student is removed, we're "on the hook."

19 MEMBER EPPS: Well, what we've

20 done is to, if students like "tear up things,"

21 and is to charge that back to the student. But

22 we do have a hearing. But thank you very much.

1   We'll also check up on that as well.

2   CHAIR SCHWARTZ: Okay. Any other

3   discussions on housing?

4   MEMBER EPPS: That's it.

5   CHAIR SCHWARTZ: Okay.

6   MEMBER EPPS: Unless Chairman

7   Bell, or Trustee Bell, chairman of Facilities

8   Committee--I don't think that Trustee Schwartz

9   was attending the Facilities meeting. But at

10   that meeting, you did speak about the

11   Facilities meeting--the Facilities Committee

12   supporting the solicitation of the Facilities

13   team working on a developer--to find a

14   developer for possible on-campus housing.

15   Did I state that correctly?

16   MEMBER BELL: Yes. That's correct.

17   There was concern stated by Barbara Jumper, as

18   well as the president, that they were a little

19   unclear about what the board's commitment was

20   to housing, and what I tried to make clear is

21   that the board of trustees has always been

22   committed to student housing, and that

1   commitment is evidenced by the master plan

2   that has been approved. Barbara wanted to

3   know, that based on that approval, if she

4   could have the ability to go ahead and start

5   discussions with the State Department and city

6   council members about future plans for

7   housing.

8   And we all agreed that that is

9   allowable, that that's a prerogative and

10   operation of the university that doesn't have

11   to come to the university's board of trustees

12   approval.

13   But that if you were taking

14   concrete steps towards how they, you know,

15   wanted to expend dollars, in an amount that

16   was above, or that required board approval,

17   that you would have to come back and do that.

18   And so we didn't want her to think

19   that there was a lack of commitment to

20   housing, but, rather, the board is concerned

21   that there is an adequate supply of students,

22   and the student population would be able to

1   support housing, if it's one day approved to

2   be built on the university campus. And so

3   that's what we gave her the authorization to

4   do, was to pursue that, knowing full well that

5   it would have to satisfy certain criteria for

6   it to become a reality.

7   CHAIR SCHWARTZ: And that's in

8   line with what we voted on, and I think that's

9   a good thing. My area questions--we're looking

10   at a number of students participating in the

11   housing plan, and I wanted to make sure that

12   there was enough students to support that

13   action, and then we can talk about sizing, or

14   footprint for housing, to make sure we are

15   building housing with a capacity to support

16   the need.

17   MEMBER BELL: Exactly.

18   CHAIR SCHWARTZ: Okay. That

19   concludes the discussion on housing. We'll now

20   move to Records Management.

21   MEMBER EPPS: Trustee Schwartz, I

22   would like to invite Maria Byrd to the podium.

1   She has been very instrumental in working on--

2   working with me--

3   CHAIR SCHWARTZ: Maria, if you

4   could just come to the mike here. Have a seat,

5   please.

6   MEMBER EPPS: --on records

7   management. We have a consultant here tonight

8   that will also--that she will introduce, who

9   has been working on updating me, and the

10   president's cabinet in regard to what our

11   Records Management needs were. And so we've

12   had a team of people working with the

13   consultant, and we will follow up, after you

14   hear the results of his presentation, with our

15   university staff, in terms of helping them to

16   realize where we are in the process of

17   streamlining and making sure that our Records

18   Management program is up to par with the

19   federal, and also city rules and regulations.

20   Also federal laws.

21   CHAIR SCHWARTZ: Thank you for

22   being here.

1   MS. BYRD: Thank you. Good evening.

2   Maria Byrd, Office of Information Technology.

3   First and foremost, as Dr. Epps

4   has stated, we're starting our way on a

5   Records Management project, which, for the

6   university, is a "very big deal," a very big

7   process. Not only are we looking at bringing

8   those records that are in warehouses, and also

9   in various buildings across campus, but

10   looking at our current information that we

11   have, and data we have, and paper we have, to

12   get those scanned in the system.

13   So we're looking at, really, how

14   to address some documents that could date back

15   to the early to mid 1900s, all the way to

16   those documents that we're working with today.

17   We do have a current scanning

18   process, which is used with our Banner system,

19   that we're looking to keep intact. But we do

20   have other documents, such as board

21   resolutions, maybe president speeches, some

22   documents that might not fall in to what we

1   currently scan our Banner system, which is

2   mostly financial aid information, admissions,

3   finance, and things of that nature.

4   So we had a consultant come on

5   board to review kind of where we are, and what

6   do we need to do? What are we not complying

7   with?

8   We all know Middle States is

9   coming up very soon, and I know Records might

10   not be a big part of it, but being able to

11   know that we've filed our records

12   appropriately, indexed them appropriately,

13   that we've stored them accurately, that we

14   have a retention policy, that we know how long

15   things need to be stored, even though for

16   universities a lot of things are indefinite

17   cause of people's records.

18   But this will really ensure that

19   when we get FOIA requests, we're able to

20   respond with those in a timely manner, and

21   also that we're not hit with any fines for not

22   providing things that we're legally obligated

1   to provide. So I will now call up Mr. Joel

2   Limerick of DSI, who conducted a couple week

3   review, his team did, on our Records

4   Management process.

5   MS. SLAUGHTER: Sir, please press

6   the button and introduce yourself.

7   MR. LIMERICK: Certainly. My name

8   is Joel Limerick. I'm the president and CEO of

9   DSI. We were, as Maria mentioned so

10   eloquently, and Dr. Epps also mentioned, we

11   were engaged for a couple of weeks to come on

12   site and review the current state, and make

13   some recommendations for going forward in

14   terms of the next steps.

15   And so I wanted to first, just

16   clarify the objectives of the study. The

17   first was to identify and recommend steps

18   required to modernize the UDC Records

19   Management infrastructure and policies, and

20   the second was to recommend, make

21   recommendations for restarting the Office of

22   Records Management, their scanning operation,

1 based on best practices and a modernized

2 infrastructure.

3   So I do want to say that we were

4 heartened to find that there were already some

5 good things going on.

6   For instance, in 2009 and 2010,

7 there was a draft Records Management policy

8 statement that was created, which was moving

9 in the right direction. There was also a

10 pretty well-thought-out records retention and

11 disposition program document, that it looks

12 like the university has already sort of made

13 some movements towards designing the program.

14   There are some things that we

15 would recommend, because right now, the

16 university is not in compliance with certain

17 executive orders. That designed program was

18 never implemented, and so the university is in

19 a situation now, where the mayor's order,

20 2007-50, the university would not be in

21 compliance with that.

22   So I did want to just say a quick

1   summary of what the report found. That the--

2   MEMBER BELL: I'm sorry. This is

3   Trustee Bell. I'm sorry to interrupt you, but

4   I did want to get confirmation.

5   At the last meeting, I had asked

6   whether or not our independent agency status

7   meant that we have to comply in full, or in

8   the same manner as other agencies that were

9   subject to that executive order. So I was just

10   curious. Or that mayor's order. I'm just

11   curious as to if the Office of General Counsel

12   was able to look in to that.

13   MR. LIMERICK: No. We did not get

14   an official comment from that, but the

15   independent status--the university can--the

16   mayor's order is directed to executive

17   agencies, and so technically, UDS could--it's

18   not--UDS is not an executive agency from what

19   I understand.

20   But there are some pretty good

21   guidelines in that order, as well as federal

22   directives, and that pretty much baseline,

1   some things that the university ought to do in

2   order to have a records program that protects

3   the university from liabilities.

4   CHAIR SCHWARTZ: So we are not in

5   violation, but there are some best practices

6   that we can--

7   MR. LIMERICK: That's a better way

8   to put it; yes. And--

9   MEMBER BELL: And thanks for--I'm

10   sorry. I clearly want us to have a retention

11   policy, but my concern is that we might have

12   retention requirement that might differ, based

13   on grants and other things that we have, where

14   we'll need to be more expansive, or whether

15   the template that the city is providing may

16   not fit our needs.

17   So I just wanted to make sure that

18   we're mindful of that. So that's why I raise

19   the question.

20   MR. LIMERICK: Absolutely. And

21   these orders, from the president's executive

22   order, President Obama, to the mayor's orders,

1   they're very broad and general. I think if I

2   was going to really summarize what we

3   discovered, is that UDC is very close to

4   having a well-functioning Records Management

5   Program, but there are some implementation

6   steps that, for some reason, have never been

7   taken. And so there is a design. You do have

8   an Office of Records Management. There is an

9   ERP system, which can be leveraged, and there

10   is some technology, which is outdated, which

11   could be upgraded.

12   And so the university is not--it's

13   not as far away as it may seem, but there re

14   some basic things, like making sure that every

15   department has an actual records coordination

16   who's trained, making sure that the retention

17   schedules are delineated and made official,

18   and adopted, in an official way, by the

19   leadership of the university, and also

20   upgrading some of the technology that's

21   outdated.

22   So that's kind of a--that's really

1   the overview of sort of--and I can skip over

2   some of the slides here. I'm going to go down

3   to the Current Challenges, just to maybe

4   reiterate those. There's no approved

5   university-wide records policy, or records

6   schedule for retention or destruction.

7   There was a design, as we

8   mentioned. We have included in the actual

9   report, in the appendix, some forms. But the

10   actual implementation of that would require

11   the different departments to fill out a

12   survey, appoint a representative who's

13   responsible for coordinating with the records

14   manager. These are basic things that the

15   university ought to move quickly to do.

16   The student records, in

17   particular, are in multiple places. You have

18   some records, as Ms. Byrd mentioned, in

19   Banner. You have some records in Legacy

20   Imaging System, and there are also records in

21   over a 1,000 boxes, 1052 boxes in Building 1.

22   multiple rooms in Building 41, Taylor Street,

1   in a warehouse. They're also in some of the

2   other warehouses available to UDC, and also in

3   the Learning Resource Center.

4   And so these records ought to be

5   cataloged, indexed, and digitized, I guess in

6   the form of backfile conversion, so that you

7   can make sure that you have the best available

8   copy, those are available for court, those can

9   be your official copy, and make sure that

10   you're not vulnerable to have unauthorized

11   access to student records, or fail to find a

12   student record based on some legal, or some

13   sort of inquiry.

14   Also the Office of Records

15   Management has a scanning system which has

16   been held up, and we estimate there's about

17   853 boxes of documents related to just about

18   every function in the university, from

19   procurement to legal. I think there's four

20   boxes related to the board of trustees.

21   There are admission records. There

22   are student records. All of these are--the

1 plan was to scan them, but they have been

2 unable to scan, based on some relatively

3 simple technology issues that could be fixed.

4 And so in terms of opportunities,

5 there are standards on the federal side for

6 electronic recordkeeping, that have been sort

7 of adopted in to the civilian world. The Joint

8 Interoperability and Technology Command,

9 within DOD, set up a standard for electronic

10 recordkeeping. Industry has mostly adopted

11 that. It's DOD 5015.

12 Implementing an electronic records

13 management system, that would then supplement

14 the functionality of Banner, would be

15 something that we would see as an opportunity

16 for the university. Defining the records

17 management policies and procedures, the

18 disposition schedules, and also educating

19 staff, so that every one of, I think there's

20 36 different parts of the organization ,would

21 have someone that was aware of records

22 management policies, what is a record, what

1   their obligations are, how it should be

2   indexed, and how it should be retained, and

3   when it's time to dispose of it, what that

4   process is.

5   And so there's an opportunity to

6   make sure that every department, or every

7   office in the university has a trained person

8   who coordinates with the Office of Records

9   Management.

10   And obviously, there's also these

11   boxes that are on paper, which effectively

12   make them lost to some of the things that you

13   all are looking for, and to restart that

14   scanning effort, which has sort of atrophied,

15   over time, from the technology side, would be

16   something that we would strongly suggest.

17   In terms of the implementation

18   team, we wanted to put, elevate this from the

19   report, because it's not rocket science, and

20   really, what needs to happen is there would be

21   a project manager. We estimate it's about a

22   year-long project.

1   You would have an actual records

2   manager, subject matter expert, who would work

3   with you to finalize and update, and get these

4   retention schedules made official, and signed

5   off on, and also to help train some of these

6   representatives that would then report back in

7   to the Office of Records Management.

8   And someone who understands the

9   technology enough to integrate with the good

10   work that you've already done with your ERP

11   system, and connect the records management

12   functionality to a lot of the data that you're

13   already creating at Banner.

14   The legal counsel would have to be

15   involved, at least a couple of steps, for

16   certifying that these are the disposition

17   schedules, and also doing any updates along

18   the way. And then we have a couple of

19   suggestions in terms of someone would have to

20   be on site in the Records Center, scanning.

21   And so we've had discussions with

22   a couple of strategies. One would be having

1   contracted support for a period of time, and

2   then rebuilding the actual Scan Center, so

3   that it can function on a day forward basis.

4   Or maybe doing a larger backfile conversion,

5   and then turning the keys to that system back

6   over to the Office of Records Management.

7   And then perhaps the most

8   important cast of characters would be these

9   records management coordinators, who would be

10   positioned inside of each organization within

11   the university in order to maintain this

12   program.

13   CHAIR SCHWARTZ: So it seems we

14   have a couple of tasks at hand. First of all,

15   the numerous boxes of records to be scanned,

16   and putting in place a retention and

17   disposition policy that talks to the duration

18   of keeping records, etcetera.

19   Is your recommendation that we

20   filter the paper records before scanning, or

21   scanning and then filter?

22   MR. LIMERICK: Yes. It's a good

1   question. So time is money, often, and so

2   it's a matter of whether it's worth allocating

3   time to sifting through the records, or I

4   mean, the process of scanning these days with

5   certain equipment is less than a second, and

6   so depending on the quality, and there's a lot

7   of factors that--but, you know, storage is

8   pretty cheap.

9   So I would suggest getting it all

10   digitized. That way, you know it's in a

11   digital repository. You know you can get rid

12   of the paper. D.C. is a jurisdiction that has

13   allowed the best available copy to be a

14   digital copy, and so that can be admitted in

15   to court. So it would be hard for me to sleep

16   at night, knowing that student records, and

17   other records are strewn throughout the

18   university.

19   MEMBER SHELTON: The question is:

20   How much and how long?

21   MR. LIMERICK: One year and--

22   MEMBER SHELTON: You suggest that

1 in a year, that you can bring us up online,

2 digitally?

3 MR. LIMERICK: Right. So there are

4 2.6 million pages, we're estimating, across

5 the entire universe of stuff. One scenario

6 that we were thinking is maybe, we are a

7 vendor, would help out with 750,000 or so

8 pages, and then depending on what the

9 leadership decides, turn the rest of the

10 project over to Office of Records Management.

11 But at that point, you would have

12 benchmarks and quality control, and a bunch of

13 stuff that you would know about the data.

14 Another scenario would be to just get rid of

15 all 2.6 million pages, and then turn it over

16 for scanning, a lot of which would be done

17 through Banner, and then also at the Records

18 Management Office.

19 MEMBER SHELTON: How much?

20 MR. LIMERICK: Yes. Someone did

21 suggest that you might mention that. It was

22 about an $893,000 number for a one-year

1   project.

2   MEMBER SHELTON: A million dollars

3   to fix it; right?

4   MR. LIMERICK: That's exactly

5   right.

6   MEMBER SHELTON: That includes the

7   equipment?

8   MR. LIMERICK: That includes the

9   equipment, the software, the integration and

10   conversion.

11   MEMBER SHELTON: And it would be

12   integrated with Banner? All of it would be

13   integrated? Or it would be two separate

14   systems?

15   MR. LIMERICK: No. So that the--it

16   would be integrated with Banner. Most people

17   in the university would not know that you had

18   a Records Management system behind Banner. But

19   obviously your Office of Records Management

20   would still be updating things, and then in

21   the agencies that--or the parts of UDC that

22   are using Banner, they would also be updating

1   things.

2   MS. BYRD: So just to clarify,

3   Trustee Shelton, within Banner, we have a BDMS

4   system, and so basically you would have these

5   two repositories, one that is actually Banner,

6   and then the other one that's Records

7   Management, and so when someone would retrieve

8   the data, they would be retrieving it from

9   that top layer, which is the BDMS, and so both

10   of those systems would feed in to BDMS.

11   So they wouldn't know that it's as

12   Joel has mentioned.

13   MEMBER SHELTON: And what is the

14   strategy for corrupted paperwork? You know,

15   eaten, digested. You know. Wet.

16   MR. LIMERICK: Right. There's only

17   so much that can be done if a hard copy is--we

18   did a project, a few years ago, for the

19   recorder of deeds, and those records went back

20   to the beginning of the jurisdiction. And so

21   there are different scanners--from what we

22   found, you don't necessarily need some of

1   these more advanced scanners for delicate

2   documents. Most of your documents could go on

3   a roll feeder without being destroyed.

4   But of course if you have 2.6

5   million pages, there are going to be some

6   instances where--

7   CHAIR SCHWARTZ: You have a

8   question, Trustee Bell?

9   MEMBER BELL: Yes. I'm sorry. It

10   was breaking up a little bit towards the end.

11   I assume that within the scanning

12   protocol, there's a way to distinguish

13   private, nonpublic information, so that we

14   don't have to worry about inadvertent

15   disclosures, and things like that. Is that

16   included within this?

17   MR. LIMERICK: Yes. Yes and no.

18   MEMBER BELL: You're breaking-- as

19   you're speaking, I can't hear you, so maybe

20   that is--

21   MR. LIMERICK: Oh. Yes and no. Is

22   that--so we were doing some--that particular

1   issue impacts the amount of time it takes to

2   prepare the documents for scanning. So if you

3   would imagine, for scanning at the folder

4   level, that's the fastest, and therefore the

5   least expensive. If we are opening a folder

6   and classifying particular documents--so let's

7   say there's a five or six page application,

8   there's a ten page student loan document,

9   there are health records. If we're classifying

10   at that level, it increases the cost because

11   there's more time to prepare for scanning.

12   But it also enables you to do a

13   more elegant security layer, so that you can

14   say these records are health records, so

15   they're HIPAA, they're locked down. But this

16   application, maybe a wider range of people can

17   see.

18   CHAIR SCHWARTZ: A word about the

19   software and the upgrades that may be required

20   in this network you're proposing. Is it

21   proprietary software? Or it's not?

22   MR. LIMERICK: No; absolutely not.

1   We haven't done any proprietary systems since

2   the mid '90s. These are all off-the-shelf

3   packages.

4   CHAIR SCHWARTZ: Okay.

5   MR. LIMERICK: Banner actually has

6   some modules that could be exploited, so--

7   MEMBER SHELTON: So Dr. Epps, what

8   are you asking us to do today?

9   MEMBER EPPS: I'm asking you to--

10   there are a few other documents I'd like for

11   you to read, in terms of where we are as a

12   university and the policies that we already

13   had in place, that were draft and were never

14   adopted. So I'd like to bring all of this

15   together. I'd like to survey offices, and also

16   have them take a look at the policy and see

17   what we need to add, and what their

18   recommendations are, and probably bring

19   together our team again, and then come to you

20   with a full-blown proposal, to make sure that

21   we've addressed all the issues.

22   CHAIR SCHWARTZ: Making sure that

1   each office has the prescribed number of

2   personnel for implementation of this proposal,

3   and we'll have to procure the equipment, the

4   scanning equipment, because that's not in

5   place.

6   MR. LIMERICK: Yes. That's

7   correct. It's aged out of usefulness.

8   MS. BYRD: So for the back project,

9   you're saying that's included in your project,

10   but after, once we're turning the keys over

11   and when we're developing our office, yes, we

12   would need to--

13   MEMBER SHELTON: You need to

14   consider how much it will save us in rental

15   space, as part of your submission, since we

16   have it in so many unique places.

17   Also I agree that we definitely

18   need to step up the Records Management

19   recovery, because there's a lot--there's too

20   many places that it's housed in, and I worry

21   about Dunbar's history, that I used to

22   control. So I'm worried about where it is now,

1   that the new Dunbar has been established. So

2   I'd hate to see the UDC teachers' history get

3   misapplied somewhere, and Washington Tech, and

4   all those--

5   MR. LIMERICK: There's a lot of

6   history here.

7   MEMBER SHELTON: Yes. A lot of

8   history.

9   CHAIR SCHWARTZ: I guess we look

10   forward with the full-blown proposal being

11   presented to this committee first, and then to

12   the board of trustees.

13   MEMBER EPPS: Right.

14   MR. LIMERICK: We thank you for

15   the opportunity to work with the university.

16   It's been a great pleasure.

17   CHAIR SCHWARTZ: Thank you much.

18   Thank you for you being here.

19   MS. BYRD: Thank you.

20   MEMBER BELL: Thank you.

21   MEMBER EPPS: Oh. I'm sorry.

22   Stacie was looking at me. I think she--was

1   there something that you wanted to add ,and to

2   the question that Trustee Bell had.

3   CHAIR SCHWARTZ: Do you want to

4   step forward and just--

5   MS. MILLS: Hello, Trustee Bell.

6   This is Stacie Mills from the Office of

7   General Counsel. I just wanted to confirm the

8   answer to the question that you raised

9   regarding the university's obligation under

10   the mayor's order. As stated, I'm confirming

11   that the university is not subject to the

12   mayor's order that was cited, the 2007-50. But

13   that order was essentially direction pursuant

14   to the Public Records Management Act.

15   So while we're not subject to that

16   specific order, there are of course retention

17   policy, and statutes that dictate the length

18   of time that we need to keep certain records.

19   So what I understand this process to be is a

20   synthe--

21   CHAIR SCHWARTZ: That word.

22   MS. MILLS: That word that I--of

1   all of those retention record policies in to

2   one university policy, and just organizing

3   that. But just to confirm. You're absolutely

4   correct. The university is not subject to

5   mayor's orders, generally, and we are

6   certainly not subject to that mayor's order.

7   But it's an order pursuant to the code, and a

8   statute that is in force.

9   MEMBER BELL: Okay. Thank you very

10   much. I appreciate that.

11   MS. MILLS: You're welcome.

12   MEMBER EPPS: Trustee Schwartz,

13   I'd like to recognize Wayne Sparks, who is the

14   manager for the Records Management Office.

15   He's practically a one-man show, and he has

16   operated, the best he could, with the

17   equipment that we had, that often went out,

18   and had to buy a new server. One time, we had

19   so much soft--I mean, we were so full, in

20   terms of the server, that he couldn't even log

21   on to copy anything else. So that's the kind

22   of shape that we're in, and we really do--

1   we've just been doing temporary patches, and

2   he's done a great job with the staff that he

3   had, which are all part-time people, about

4   three or four part-time--two. He corrected me.

5   About two part-time people who are students,

6   I believe.

7   Title III. They're higher than the

8   Title III, part time.

9   CHAIR SCHWARTZ: Let me thank you

10   for the work that you're doing, and hopefully

11   help is on its way. Thank you.

12   If there are no more questions on

13   Records Management, we will move to item

14   number eight, which is the testimony.

15   Customarily, we would have a written testimony

16   but none was provided to the Board. Therefore,

17   you're allowed three minutes to present your

18   case.

19   Mr. Michaelson. Either one is

20   fine. Just go ahead. State your name for the

21   record.

22   MS. SLAUGHTER: No, sir. Press

1   that middle button. The green light.

2   　　　　　　CHAIR SCHWARTZ: Okay. It's on.

3   　　　　　　MR. SINDRAM: Good evening,

4   General. all those within the sound of my

5   voice. Michael Sindram, disabled veteran, who

6   served our country more than most. In

7   preparation for this session, I had Councilman

8   Mendelson's staff, committee, forward hard

9   copy, written documents, and I'd like to go

10 through them briefly.

11 　　　　　　We have a fall 2006 transcript.

12 4.0 GPA. I was in the paralegal studies class.

13 Four classes, enumerated accordingly.

14 　　　　　　Spring 2007. Again paralegal

15 studies, four courses, 4.0 GPA. That means,

16 General, straight A. I took my studies here

17 very seriously. Attended class religiously,

18 did all the written assignments. No excuse

19 about "the dog ate my homework."

20 　　　　　　You have here a letter from Dean

21 Petty, having made the dean's list.

22 　　　　　　You have a letter from a

1   wheelchair nun, Disabled Catholics in Action,

2   and her name happens to be Mary Jane Owen. And

3   I want to highlight, briefly. This letter is

4   dated September 10th, 2007.

5   [Reading from Ms. Owen's letter:]

6   Upon arrival a few minutes before

7   the scheduled meeting I introduced myself to

8   Mr. Strothers and a security officer sitting

9   with him. I gave both my business card and

10   told them why I was there. Mr. Strothers

11   immediately suggested I had a negative

12   impression of him. Mr. Strothers immediately

13   arose from his seat and in a shockingly harsh

14   voice told Michael he had an envelop for him

15   and as I turned I saw him thrust it into

16   Michael's hand.

17   Mr. Strothers began to scream

18   loudly and the security officer to write up a

19   report asserting that Michael had just

20   threatened him with bodily harm. He repeated

21   those demands repeatedly as he stood over

22   Michael yelling at the top of his voice and he

1   wanted the security officer to take action

2   against Michael. Michael had made no move

3   toward Mr. Strothers, who stood over him

4   apparently threatening that he, himself, had

5   a gun and a knife. Quote, unquote.

6   Suddenly, his tantrum focused on

7   me--speaking about Strothers. He asserted I

8   had no right to be there and should get out.

9   He was almost incoherent in his abuse. I then

10   reminded him I was a witness to his

11   unprofessional behavior which further engaged

12   me. Him. I felt personally threatened and

13   afraid.

14   Again, General, we're talking

15   about a wheelchair nun, had no stake in this

16   dogfight.

17   This exhibit is a memorandum from

18   the Disability Resource Center, and it's

19   marked off, Extended time for testing (double

20   time) and Hard copies of all class material,

21   in parens, (Disability Resource Center can

22   assist in this task). That's where the snafu

1 came in, and that's where Strothers

2 continually ran interference.

3 Specifically, there was a

4 commercial law class, and the instructor was

5 borrowed from the law school. She was taking

6 her bar exam. Bar exam is very in depth, and

7 it's very time-consuming. So the instructor--

8 and commercial law is very hypertechnical had

9 no time for students. What that instructor had

10 orchestrated was an online course, and I

11 actually "pushed the envelope." I'm a disabled

12 veteran, cybernetically-challenged, and I paid

13 for tender moments of bonding in the

14 classroom. Not for online.

15 Well, it came to the point that

16 Mr. Strothers ran interference. And it came

17 also to a point for me to remain in the

18 university, I had to undergo a psychiatric

19 evaluation. You have an additional exhibit

20 from Dr. Richard Rosse, chief of psychiatry,

21 the VA Medical Center.

22 Now the game that Strothers was

1   playing was, well, we got the report from the

2   psychiatrist. It's the wrong date. Gotta do it

3   again. And I want to read the relevant part

4   on the record.

5   [Reading from cited letter:]

6   This letter is written by Richard

7   B. Rosse, MD, Board Certified in Psychiatry

8   and Chief of Psychiatry, Washington, D.C. VA

9   Medical Center. This writer has been

10   practicing in this Medical Center for the past

11   25 years.

12   Mr. Michael Sindram, a patient at

13   this medical center, has signed a release of

14   information allowing this writer to discuss

15   his current mental state, and, quote,

16   certifies to his emotional mental status is

17   such that he is not likely to become

18   physically or verbally aggressive with

19   students, staff and or faculty on campus.

20   Unquote. I so do certify to the above.

21   The patient has no history of

22   violence against self or others, which is the-

1   -which in the mental field is thought to be

2   the best predictor of future violence. He

3   provides multiple letters of reference from

4   faculty attesting to his meritorious and

5   appropriate behavior in their classrooms;

6   hence there is no pervasive pattern of

7   violence or other inappropriate behavior.

8   It is clear that the behaviors

9   described in the University of The District--

10   and so on, so forth.

11   He does not consume alcohol. He

12   has no history of substance or alcohol abuse

13   in the current medical record.

14   CHAIR SCHWARTZ: Okay. Mr.

15   Sindram, you have one minute to summarize.

16   MR. SINDRAM: Thank you, General.

17   CHAIR SCHWARTZ: You have gone

18   four minutes so far.

19   MR. SINDRAM: There is a--there's a

20   letter from Councilmember Bowser dated

21   February 6, 2008. It mentions Clifton Coates,

22   who was the veteran representative at the

1   time. To my understanding there's been on

2   response thereto.

3   I took it upon myself to write to

4   President Sessoms, at the time, March 12th,

5   2009. Falling on tin ears. No reply.

6   January 29, 2010, to President

7   Sessoms.

8   The point I raise is the Student

9   Handbook--I've heard it here--and I carefully

10   listened too to Mr. Strothers about the

11   housing--that if you have three violations,

12   where it had to be corrected--actually, the

13   time that I extended--and I understand the

14   Student Handbook clearly indicates that the

15   vice president of Student Affairs is to

16   orchestrate and oversee any kind of

17   disciplinary action.

18   Strothers, in my case--and this

19   boils down to a personality clash--said: I'm

20   going to take over. And so he did.

21   But the handbook, at the time,

22   clearly indicates it's the president, and

1   president alone, has to make the final

2   determination. That has yet to happen. You've

3   got an affidavit from one of my classmates for

4   one of the courses. It's self-explanatory,

5   where a instructor failed to show up, I made

6   noise, and hence was kicked out "under the

7   bus."

8   You know, there was a time,

9   General, you had to go to the back of the bus.

10 I can't even get on.

11   CHAIR SCHWARTZ: Ten seconds.

12   MR. SINDRAM: I'll pass up,

13 Veterans of Foreign War, for you.

14   CHAIR SCHWARTZ: Okay. Thank you.

15   MR. SINDRAM: Spiritual vitamin.

16 And remember me, the veteran. I don't know

17 what we're going to accomplish here--and I

18 trust that you have the hard copies--we're

19 going to accomplish here. But I'm telling you-

20 -I see the same demon in this room--right--

21 that demonized me, a 4.0 GPA student, a

22 disabled veteran who has served our country

1   more than most. General, leave no veteran

2   behind.

3   CHAIR SCHWARTZ: Thank you much.

4   MR. SINDRAM: You're welcome.

5   CHAIR SCHWARTZ: That concludes

6   item number eight. Dr. Epps, any other

7   business for this evening?

8   MEMBER EPPS: No. But I would like

9   to recognize Jane Darko. Jane, will you stand.

10   Jane is the director of our Student Health

11   Center, and she has resigned her position at

12   the end of this month. She is moving on to

13   private practice. But Jane has given us--how

14   many years, Jane? Twelve. Twelve years of

15   service.

16   CHAIR SCHWARTZ: Thank you very

17   much for your service to the university.

18   MEMBER SHELTON: Thank you.

19   CHAIR SCHWARTZ: Did you sign the

20   order?

21   MEMBER EPPS: Not yet.

22   CHAIR SCHWARTZ: Thank you so much

1 for your support. Thank you.

2   MEMBER SHELTON: Good luck to you.

3   MEMBER EPPS: And we do currently

4 have a search going on that is posted on our

5 Web site, and we have a committee, and we have

6 completed our interviews, and will be making

7 a recommendation.

8   CHAIR SCHWARTZ: Does that search

9 committee--needs to be trained also?

10   MEMBER EPPS: Yes. They were

11 trained. They were certified.

12   CHAIR SCHWARTZ: Is this vacancy

13 number four? You wrote two. Then you added

14 one. Is this a fourth vacancy?

15   MEMBER EPPS: We have many. That

16 might be the fourth one. We have two RA

17 vacancies, and the director of the Health

18 Center, and then also Jane. So that you're

19 right. That's four.

20   CHAIR SCHWARTZ: So should I be

21 concerned about the Office of Civil Affairs

22 and making sure that it's fully staffed? Or do

1   you have that in hand?

2   MEMBER EPPS: We have that in hand.

3   CHAIR SCHWARTZ: Let the record

4   show that Dr. Epps stated that she has it in

5   hand. Okay.

6   MEMBER EPPS: Thank you. That

7   concludes my report.

8   CHAIR SCHWARTZ: I want to thank

9   all of you for--Trustee Bell, are you there?

10   He left us. Okay.

11   MEMBER BELL: I'm here. I'm sorry.

12   I was talking. It was on mute. I'm here.

13   CHAIR SCHWARTZ: I want to thank

14   all of you for participating tonight. I want

15   to thank all of you for being here. Thank you

16   very much and good night.

17   MEMBER BELL: Thank you.

18   MEMBER SHELTON: Thank you.

19   CHAIR SCHWARTZ: We are adjourned.

20   [Whereupon, at 7:37 p.m., the

21   meeting was adjourned.]

22

breakdown 6:22 19:19 20:7 22:11
breaking 67:10,18
briefly 4:14 6:19 75:10 76:3
bring 64:1 69:14,18
bringing 50:7
brings 18:6 19:10
broad 56:1
budget 19:8,9
building 48:15 57:21,22
buildings 50:9
built 48:2
bunch 64:12
bus 82:7,9
business 3:20 76:9 83:7
button 12:5 52:6 75:1
buy 73:18
bypass 4:11
Byrd 1:15 48:22 50:1,2 57:18 66:2 70:8 71:19

C

C 2:1 3:1
cabinet 15:13 49:10
call 2:3,4 3:5 7:6,11 12:1 37:5 52:1
calling 26:14
calls 7:8
camps 27:4
campus 8:18 48:2 50:9 79:19
candidates 25:21 33:22 34:3
capacity 35:11 48:15
card 76:9
care 35:3
careful 44:22
carefully 81:9
case 74:18 81:18
cash 6:19
cast 62:8

cataloged 58:5
categories 22:2,4
Catholics 76:1
caught 17:3
cause 22:14 51:17
causing 14:5
center 7:7,11 58:3 61:20 62:2 77:18 77:21 78:21 79:9 79:10,13 83:11 84:18
CEO 1:16 52:8
certain 48:5 53:16 63:5 72:18
certainly 24:16 25:8 28:2 52:7 73:6
certification 9:7
certified 79:7 84:11
certifies 79:16
certify 79:20
certifying 61:16
Chair 1:9,11 3:3,8 3:9,18 4:5,7,22 5:3,7,11 6:9 9:15 11:19 14:13 16:7 21:2,9 22:17 24:8 24:10 26:3 27:9 27:13,16,22 29:9 29:12 30:10,14 31:16,22 32:9,15 32:20 33:8 34:16 35:2,5,9 38:15 39:9 40:3,13 43:13,17 46:2,5 48:7,18 49:3,21 55:4 62:13 67:7 68:18 69:4,22 71:9,17 72:3,21 74:9 75:2 80:14 80:17 82:11,14 83:3,5,16,19,22 84:8,12,20 85:3,8 85:13,19
chairman 46:6,7
Challenges 57:3
change 8:9 23:15

changed 37:8,9
changes 8:7
characters 62:8
charge 45:21
chart 7:3
chat 7:12
cheap 63:8
check 33:5 46:1
checked 28:10
checking 33:10
chief 78:20 79:8
chime 9:9
Chorus 4:6
chose 31:1
Christopher 1:12 3:10
circumstances 45:14
cited 72:12 79:5
city 47:5 49:19 55:15
Civil 84:21
civilian 59:7
clarify 28:14 52:16 66:2
clarity 37:14
clash 81:19
class 75:12,17 77:20 78:4
classes 75:13
classifying 68:6,9
classmates 82:3
classroom 78:14
classrooms 80:5
clear 6:4 46:20 80:8
clearly 55:10 81:14 81:22
Clifton 80:21
close 36:2 56:3
closely 34:12
Closing 2:20
Coates 80:21
code 39:4,5,11,16 39:19 40:1,13,21 41:1,12 42:4 73:7
cohort 10:22 11:11 11:21 12:2,3,9

14:19 23:7
collect 10:16,19
college 7:19 8:14
colleges 8:13
Columbia 1:1 41:1
come 6:7 14:19 32:5 47:11,17 49:4 51:4 52:11 69:19
comes 23:14
coming 5:9 9:1 17:9 26:12 27:4 31:10 34:7 35:6 51:9
Command 59:8
comment 54:14
commercial 78:4,8
commit 31:11
commitment 46:19 47:1,19
committed 46:22
committee 1:5 3:6 25:16,19 46:8,11 71:11 75:8 84:5,9
community 12:19 39:2,2 45:16
competing 18:21
complete 7:21
completed 9:4 84:6
completion 7:22
compliance 6:21 53:16,21
comply 54:7
complying 51:6
computer 42:15
concern 18:8,9 42:1 46:17 55:11
concerned 47:20 84:21
concludes 48:19 83:5 85:7
concrete 47:14
conduct 39:4,6,12 39:17,19 40:1,3 40:14,22 41:1,12 42:4
conducted 52:2
confirm 72:7 73:3

confirmation 54:4
confirmed 37:19,21
confirming 72:10
confused 29:15
connect 61:11
Connecticut 36:2
consider 70:14
Consulate 27:21,22 28:9,15,20 29:3 29:10,11,22 30:3 30:20 32:22 34:22 35:10,13,16 36:1
consultant 49:7,13 51:4
consume 80:11
contact 7:10 26:15 26:16
contacting 30:4
contingent 12:16 13:8 16:1 23:22
continually 78:2
continue 7:13 11:4 11:16
continued 7:4 10:6 10:13
continuous 7:22 8:17
contracted 62:1
Contreras 1:16 5:12,14,15,20 6:2 6:8,12 9:18 11:20 14:15 17:4,12 18:8,15,20 19:20 20:4,22 21:3,10 21:14,20 22:9,20 23:6 24:9 37:18 37:22
contribute 19:15
contributions 10:7
control 19:8,9 44:4 44:6 64:12 70:22
controlling 43:19
convened 1:9
conversely 45:10
conversion 58:6 62:4 65:10
coordinates 60:8

coordinating 57:13
coordination 56:15
coordinators 62:9
copies 77:20 82:18
copy 21:19 22:18
58:8,9 63:13,14
66:17 73:21 75:9
correct 9:13,14
32:19 39:13 40:16
41:15 46:16 70:7
73:4
corrected 74:4
81:12
correctly 46:15
correspond 45:4
corrupted 66:14
cost 10:12 68:10
council 47:6
Councilman 75:7
Councilmember
80:20
counsel 1:18 54:11
61:14 72:7
counseling 12:12
country 75:6 82:22
couple 52:2,11
61:15,18,22 62:14
course 67:4 72:16
78:10
courses 75:15 82:4
court 58:8 63:15
cover 39:7
created 53:8
creates 44:16
creating 61:13
criteria 48:5
curious 54:10,11
current 50:10,17
52:12 57:3 79:15
80:13
currently 25:11
32:16 51:1 84:3
Customarily 74:15
customer 6:20
cybernetically-ch...
78:12

D

D 3:1
D.C 63:12 79:8
daily 5:5
Dame 24:16
Darko 83:9
data 50:11 61:12
64:13 66:8
date 8:15 50:14
79:2
dated 76:4 80:20
day 48:1 62:3
days 43:9,10 63:4
DC 7:17 8:1,2,4
DC-CAP 8:11
deal 50:6
dealing 17:5 40:14
Dean 75:20
dean's 75:21
debt 23:13
December 33:18
decide 31:7
decided 10:11 11:7
decides 64:9
decrease 15:17
23:17 35:20,21
deeds 66:19
default 11:1,5,10
11:11,21 12:2,3,9
12:11 14:3,7,14
14:19 15:14 23:1
23:3,8,18,20 24:3
defaulting 13:1
15:8
defaults 12:7
deferment 13:2,20
Defining 59:16
definitely 70:17
delayed 7:8
delicate 67:1
delineated 56:17
delinquency 18:9
delinquent 11:9
13:14
demand 30:21
34:17,18 35:7
demands 76:21

demographics
16:20
demon 82:20
demonized 82:21
demonstrate 18:10
denied 45:1
DENISE 1:20
department 7:17
8:5 11:22 13:5,12
47:5 56:15 60:6
departments 57:11
depending 12:17
63:6 64:8
depth 78:6
described 80:9
describing 22:8
design 56:7 57:7
designed 53:17
designing 53:13
destroyed 67:3
destruction 57:6
detail 22:12,15
details 19:5
determination 82:2
determine 16:16
developer 46:13,14
developing 70:11
dictate 72:17
differ 55:12
difference 21:7
different 20:11
41:13 57:11 59:20
66:21
difficult 41:2
digested 66:15
digital 63:11,14
digitally 64:2
digitized 58:5
63:10
direct 11:1
directed 54:16
direction 34:10
53:9 72:13
directives 54:22
director 1:16,21
5:15 10:10 24:14
33:20 83:10 84:17

Disability 77:18,21
disabled 75:5 76:1
78:11 82:22
disadvantage 33:17
disbursed 5:17,18
6:13 22:15
disbursement
22:16
disbursements 20:3
disciplinary 81:17
discipline 44:12
disclosures 67:15
discovered 56:3
discuss 79:14
discussion 13:9
38:22 48:19
discussions 33:14
46:3 47:5 61:21
dispose 60:3
disposition 53:11
59:18 61:16 62:17
distinguish 67:12
distribution 22:4
28:11
District 1:1 41:1
80:9
document 1:16
53:11 68:8
documents 50:14
50:16,20,22 58:17
67:2,2 68:2,6
69:10 75:9
DOD 59:9,11
dog 75:19
dogfight 77:16
doing 4:22 25:5,14
26:1,4 45:10
61:17 62:4 67:22
74:1,10
dollars 21:16 47:15
65:2
dormant 10:9
double 77:19
Dr 5:14 9:8,13
16:22 17:4 18:8
37:14 43:14 50:3
52:10 69:7 78:20

83:6 85:4
draft 14:18 23:9
53:7 69:13
drying 19:15
DSI 1:17 52:2,9
due 8:21
Dunbar 71:1
Dunbar's 70:21
duration 62:17

E

E 2:1 3:1,1
e-mail 13:6 22:18
earlier 20:17 43:14
early 7:21 50:15
ears 81:5
eaten 66:15
economy 23:20
educating 59:18
Education 7:18 8:5
11:22 13:5,12
effective 33:18
effectively 60:11
effort 60:14
efforts 24:4
eight 20:6 22:3
28:20 29:2 74:14
83:6
either 6:1 13:21
23:16 24:1 74:19
electronic 59:6,9,12
elegant 68:13
elevate 60:18
eligible 21:15
eloquently 52:10
emergency 17:15
emotional 79:16
employment 15:19
enables 68:12
encourage 7:20
enforce 36:11
engaged 52:11
77:11
enhancing 12:10
enrolled 32:16
enrolling 4:17
enrollment 2:10

4:13,15,18 18:11
ensure 51:18
entire 64:5
entity 40:18
enumerated 75:13
envelop 76:14
envelope 78:11
Epps 4:14 5:2,4,10
5:12,15,19 6:6,10
9:8,13,14 17:1,2
17:11 18:12 19:4
19:13,18 24:12
26:6,10,16,20,22
27:11,14,18 28:1
28:17,19 29:3,7
29:11,14 30:4,9
30:12,15,18 31:3
31:5,18 32:2,5,18
33:1,4,16 34:8,11
35:1,4,8,14 36:8
36:13,15,22 37:4
37:7,17 38:2,6,11
40:11 41:10 42:12
43:9,14,16,22
44:2,5,8,12 45:19
46:4,6 48:21 49:6
50:3 52:10 69:7,9
71:13,21 73:12
83:6,8,21 84:3,10
84:15 85:2,4,6
equal 28:12,12
equipment 63:5
65:7,9 70:3,4
73:17
ERP 56:9 61:10
Errol 1:9,11 3:7
especially 41:7
essentially 72:13
established 71:1
estimate 58:16
60:21
estimating 64:4
etcetera 62:18
evaluation 78:19
evening 4:11 50:1
75:3 83:7
event 8:16

evicted 45:3
eviction 39:22 45:4
evidenced 47:1
exactly 32:8 48:17
65:4
exam 78:6,6
excellent 25:9
33:22
excluded 20:2
excuse 75:18
executive 53:17
54:9,16,18 55:21
exercise 32:21
exhibit 77:17 78:19
expand 19:12
expansive 55:14
expend 47:15
expensive 68:5
experienced 15:16
expert 61:2
expertise 34:2
exploited 69:6
explore 19:11
expo 7:20,20
extended 77:19
81:13

F

Facilities 31:14,20
33:5 35:19 46:7,9
46:11,11,12
fact 13:5 15:12 38:3
factors 15:18 63:7
faculty 79:19 80:4
FAFSA 7:19,21,22
fail 58:11
failed 82:5
failure 42:6
fair 8:14
fall 4:19 5:17 6:12
33:13,15 50:22
75:11
Falling 81:5
far 27:6 56:13
80:18
fastest 68:4
favor 4:5

favorite 24:10
February 8:21
14:20 80:21
federal 7:1 8:10,19
9:2,6,6,16,18,20
10:7,14,16 11:1
49:19,20 54:21
59:5
federally 11:18
feed 66:10
feeder 67:3
feel 13:8
felt 11:15 77:12
females 28:4
field 31:6 80:1
figure 18:4
figures 4:16
filed 51:11
fill 27:9 57:11
filling 30:2
filter 62:20,21
final 4:20 82:1
finalize 61:3
finalized 8:22
finance 10:11 51:3
financial 1:16 2:12
5:11,15,17 6:14
7:6,16 8:6 13:16
13:22 20:3 51:2
find 15:19 18:19,20
46:13 53:4 58:11
fine 74:20
fines 51:21
first 3:20 18:2
24:12 50:3 52:15
52:17 62:14 71:11
fit 55:16
five 13:17 29:4
32:21 34:20,21
68:7
fix 65:3
fixed 59:3
focus 6:19
focused 77:6
FOIA 51:19
folder 68:3,5
follow 49:13

footprint 48:14
forbearance 13:2
13:20
force 73:8
Foreign 82:13
foremost 50:3
forgiveness 12:20
form 58:6
forms 57:9
formulated 25:16
forth 80:10
forty 29:7
forward 8:16 52:13
62:3 71:10 72:4
75:8
found 54:1 66:22
foundation 21:7,16
four 3:16 22:3
29:16 41:22 58:19
74:4 75:13,15
80:18 84:13,19
fourth 20:21 84:14
84:16
friend-making
43:10
friendly 35:17
full 16:10 18:7 48:4
54:7 73:19
full-blown 69:20
71:10
full-time 16:12
fully 14:1 84:22
function 58:18 62:3
functionality 59:14
61:12
fund 8:3
funded 11:18
funding 10:14
funds 10:1
further 40:6 77:11
future 47:6 80:2
FYI 11:22

G

G 3:1
game 15:9 78:22
general 1:18 54:11

56:1 72:7 75:4,16
77:14 80:16 82:9
83:1
generally 73:5
generate 19:7
getting 17:21 22:18
23:21 63:9
give 13:15 18:3
20:8 21:15
given 10:4 13:10
83:13
go 9:11 13:18 26:3
30:21 38:3 47:4
57:2 67:2 74:20
75:9 82:9
goes 14:17 23:8
going 4:16 7:13
9:10 10:6 11:9
12:21 14:6 15:4
15:10,15 16:9
20:10 23:9,15
25:8 32:21 39:3,7
40:8 52:13 53:5
56:2 57:2 67:5
81:20 82:17,19
84:4
good 27:7 48:9 50:1
53:5 54:20 61:9
62:22 75:3 84:2
85:16
Gotta 79:2
Government 9:21
10:7,16
GPA 75:12,15
82:21
Grad 21:6
graduate 12:13
graduates 6:15,16
graduating 15:19
grants 16:22 55:13
great 22:12 34:4
71:16 74:2
green 75:1
group 16:18 19:1
27:5 34:7
groups 27:2,3
guess 41:16 58:5

71:9
guest 42:22
guidelines 54:21
gun 77:5
guys 30:20

H

half 10:11
half-year 26:19
hand 62:14 76:16
    85:1,2,5
handbook 81:9,14
    81:21
happen 60:20 82:2
happens 76:2
happy 20:7
hard 63:15 66:17
    75:8 77:20 82:18
harder 11:3
hardship 13:17,19
    13:22
harm 76:20
harsh 76:13
hate 71:2
health 38:14 39:3
    68:9,14 83:10
    84:17
hear 5:20,22 41:22
    49:14 67:19
heard 28:15 43:13
    81:9
hearing 39:17,18
    39:20 44:9 45:14
    45:22
heartened 53:4
held 58:16
Hello 72:5
help 27:8 61:5 64:7
    74:11
helping 49:15
hey 13:18
high 11:12
higher 10:22 11:10
    11:14 14:6 15:4
    74:7
highlight 76:3
HIPAA 68:15

history 70:21 71:2
    71:6,8 79:21
    80:12
hit 51:21
hold 5:19 7:8
homework 75:19
hook 45:18
hopeful 30:6,9
hopefully 74:10
hoping 34:1,1,4
host 7:18
hot 12:5
house 41:7
housed 70:20
housing 2:14 24:11
    32:14 33:15 34:14
    39:11 41:3 42:3
    46:3,14,20,22
    47:7,20 48:1,11
    48:14,15,19 81:11
hundred 6:16,17
    27:15
hygiene 38:14
hypertechnical
    78:8

I

ID 20:13
ideas 17:13 34:4
identify 13:13
    52:17
identifying 40:21
    40:22
III 74:7,8
imagine 45:6 68:3
Imaging 57:20
immediately 76:11
    76:12
impacts 68:1
implement 37:12
implementation
    36:20 56:5 57:10
    60:17 70:2
implemented 15:22
    53:18
implementing 24:4
    59:12

important 62:8
impression 76:12
improvement
    18:10
improvements 7:5
    7:13
improving 23:20
inadvertent 67:14
inappropriate 80:7
include 8:7 12:11
    20:14
included 57:8
    67:16 70:9
includes 65:6,8
incoherent 77:9
income 12:16 13:8
    15:22 23:22
incoming 7:9
increase 12:7,21
    15:7,11 16:3
    17:10 23:17 34:20
    35:11 36:1
increases 68:10
indefinite 51:16
independent 19:10
    54:6,15
indexed 51:12 58:5
    60:2
indicate 16:11
indicates 81:14,22
industry 7:2 59:10
information 1:15
    20:15 50:2,10
    51:2 67:13 79:14
informed 14:1,8
informing 12:13
    13:7
infrastructure
    52:19 53:2
inquiring 27:5
inquiry 58:13
inside 62:10
instance 53:6
instances 67:6
institutional 7:2
    19:14
instructor 78:4,7,9

82:5
instrumental 24:5
    49:1
intact 50:19
integrate 61:9
integrated 65:12,13
    65:16
integration 65:9
intent 7:20 10:14
    11:2
interest 27:2,2 31:6
    31:20
interested 27:3
    33:7
interference 78:2
    78:16
interim 1:21 5:1
    24:21
interject 18:16
international 18:17
    28:5
internships 27:5
Interoperability
    59:8
interrupt 54:3
interviewing 25:21
interviews 84:6
introduce 32:6 49:8
    52:6
introduced 76:7
investigate 37:1
invite 48:22
invited 8:12
involved 61:15
IPEDS 8:21
Isaacs 1:12 3:14,15
    4:4 19:22 20:20
    21:13,18 43:17,18
    44:3,14,20
issue 12:5 68:1
issues 59:3 69:21
item 2:2 4:1,9,11,12
    20:21 74:13 83:6
items 11:6

J

James 1:16 5:15

Jane 76:2 83:9,9,10
    83:13,14 84:18
January 1:8 3:4
    81:6
Jerome 1:13 3:12
job 25:5,9 74:2
jobs 23:21
Joel 1:16 52:1,8
    66:12
Joint 59:7
judicial 44:9
Jumper 46:17
jumps 23:10
jurisdiction 63:12
    66:20

K

k 17:11
keep 50:19 72:18
keeping 62:18
Kenneth 1:12 3:14
keys 62:5 70:10
kicked 82:6
kind 9:9,10 11:10
    12:21 15:9 51:5
    56:22 73:21 81:16
kindly 5:13
knife 77:5
know 12:4 15:3,18
    15:20 16:14,14
    17:20,22 18:1
    19:14 23:4 26:10
    26:17 31:7 34:1
    34:14 35:6,7
    36:20 38:22 39:1
    39:2,5 40:6,9 41:8
    42:7,18,21 47:3
    47:14 51:8,9,11
    51:14 63:7,10,11
    64:13 65:17 66:11
    66:14,15 82:8,16
knowing 19:2 48:4
    63:16

L

lack 47:19
larger 15:4 62:4
latest 8:4

modernized 53:1
modified 4:8
modify 3:21 4:1
modules 69:6
moments 78:13
money 10:5,20
  19:11,14 41:9
  63:1
month 83:12
morning 25:7
motion 4:1
move 25:10 48:20
  57:15 74:13 77:2
moved 24:15
movements 53:13
moving 41:3,4,6
  53:8 83:12
multiple 57:17,22
  80:3
musicians 17:22
mute 85:12

N

N 2:1,1 3:1
name 32:9 52:7
  74:20 76:2
nation 15:15
nature 51:3
necessarily 45:3,8
  66:22
need 6:7 14:1 16:17
  17:6,7,17 18:7
  19:11 31:14 35:5
  48:16 51:6,15
  55:14 66:22 69:17
  70:12,13,18 72:18
needed 11:15 17:14
needs 13:9 49:11
  55:16 60:20 84:9
negative 76:11
negotiating 41:17
negotiations 35:10
neighbors 37:5
network 68:20
never 53:18 56:6
  69:13
new 11:21 13:8

33:19 34:4 37:11
  37:11 43:2,3 71:1
  73:18
night 63:16 85:16
noise 37:2 39:3
  42:19 82:6
noisy 42:16
non-academic 42:9
nonpublic 67:13
Normally 4:18 6:18
notice 14:21,22
Notre 24:16
nowadays 12:5
number 7:15 8:13
  12:3 15:8,17 17:8
  18:4,12 20:13
  35:20,21 48:10
  64:22 70:1 74:14
  83:6 84:13
numbers 4:20 7:1
  11:12 15:9 16:11
  20:1,14 23:3
numerous 62:15
nun 76:1 77:15
nutshell 14:12

O

O 2:1 3:1
o'clock 25:7 38:6
Obama 15:22
  55:22
objectives 52:16
obligated 51:22
obligation 72:9
obligations 60:1
obviously 60:10
  65:19
occupancy 30:7
  38:9,17
off-kilter 40:8
off-the-shelf 69:2
offers 6:15
office 1:15,20 7:6
  10:12 34:12 50:2
  52:21 54:11 56:8
  58:14 60:7,8 61:7
  62:6 64:10,18

65:19 70:1,11
  72:6 73:14 84:21
officer 76:8,18 77:1
offices 69:15
official 14:18 54:14
  56:17,18 58:9
  61:4
offset 15:5
Oh 21:20 27:14
  43:16 67:21 71:21
okay 5:3,7 6:2,6,8
  11:19 18:18 19:6
  21:9,18 22:8,9
  24:12 26:8,21
  27:22 29:6,8,15
  30:8 31:4 33:8
  37:22 39:9 44:20
  44:20 46:2,5
  48:18 69:4 73:9
  75:2 80:14 82:14
  85:5,10
on-campus 46:14
once 4:21 16:4
  70:10
one-man 73:15
one-on-one 12:12
  13:9
one-year 64:22
ones 31:8
online 7:12,22 13:4
  13:5,18 64:1
  78:10,14
OP 20:13
opening 2:6 68:5
operate 10:12
operated 73:16
operation 47:10
  52:22
opportunities 59:4
opportunity 8:3
  59:15 60:5 71:15
option 9:22 23:22
  32:21 34:20
options 12:16 13:3
  13:15,21 16:5
orchestrate 81:16
orchestrated 78:10

order 2:3 3:20
  53:19 54:9,10,16
  54:21 55:2,22
  62:11 72:10,12,13
  72:16 73:6,7
  83:20
orders 53:17 55:21
  55:22 73:5
organization 59:20
  62:10
organizing 73:2
orient 43:2
orientation 38:3
  43:11
OSSE 7:17 8:1
ought 55:1 57:15
  58:4
outdated 56:10,21
outside 16:21
overall 20:15
oversee 81:16
overview 57:1
Owen 76:2
Owen's 76:5

P

P 3:1
p.m 1:9 3:2 85:20
packages 69:3
page 2:2 38:22 68:7
  68:8
pages 64:4,8,15
  67:5
paid 41:7,8 78:12
paper 50:11 60:11
  62:20 63:12
paperwork 66:14
par 49:18
paralegal 75:12,14
parens 77:21
part 14:7 15:17
  24:22 38:19 51:10
  70:15 74:8 79:3
part-time 74:3,4,5
participate 8:14
participating 48:10
  85:14

participation 9:5
particular 57:17
  67:22 68:6
parts 59:20 65:21
party 10:19
pass 17:14 82:12
patches 74:1
patient 79:12,21
pattern 80:6
pay 11:3 12:18 13:1
  13:19 16:12,21,21
  42:6
paying 16:10 18:8
  18:17
payment 42:7
payments 10:18
Pell 8:8
pending 22:16
people 23:20 41:6
  49:12 65:16 68:16
  74:3,5
people's 51:17
percent 8:8 14:16
  14:18 17:6,19,20
  19:19 23:5,7,10
  30:7
percentage 19:1
  20:9
percentage-wise
  11:13
performance 42:9
period 22:7 62:1
Perkins 9:2,16,19
  10:22
person 7:10 43:6
  60:7
personality 81:19
personally 77:12
personnel 70:2
persons 34:21 35:3
pervasive 80:6
Petty 75:21
philosophy 38:16
phone 7:10
phys-op 8:20
physically 79:18
picked 24:20

pie 7:3
place 33:10 62:16
    69:13 70:5
placed 7:7
places 57:17 70:16
    70:20
plan 12:11 14:7
    24:3 33:10,12
    34:6 35:18 47:1
    48:11 59:1
planners 27:8
plans 35:20 47:6
playing 79:1
please 24:19 32:6,9
    49:5 52:5
pleasure 71:16
Plus 21:6
podium 48:22
point 23:4 30:17
    33:17 64:11 78:15
    78:17 81:8
policies 36:19 43:3
    43:12,20 45:16
    52:19 59:17,22
    69:12 73:1
policy 36:13,14,18
    38:14 51:14 53:7
    55:11 57:5 62:17
    69:16 72:17 73:2
pool 33:22
population 19:7
    47:22
position 25:15
    83:11
positioned 62:10
possible 46:14
posted 25:15 84:4
potentially 41:5
practically 33:19
    73:15
practice 83:13
practices 53:1 55:5
practicing 79:10
predictor 80:2
premises 36:21
preparation 75:7
prepare 28:3 68:2

68:11
prerogative 47:9
prescribed 70:1
present 1:10,14
    3:11,13,15 74:17
presentation 4:3
    6:19 8:6 15:13
    49:14
presentations
    17:12
presented 71:11
president 1:16 5:1
    5:4,8 15:22 32:11
    46:18 50:21 52:8
    55:22 81:4,6,15
    81:22 82:1
president's 15:13
    49:10 55:21
presiding 1:9
press 52:5 74:22
presume 33:11
pretty 53:10 54:20
    54:22 63:8
prevention 12:11
    24:3
private 67:13 83:13
probably 16:2
    25:20 69:18
problem 30:1
procedures 45:2
    59:17
process 7:5,13 9:1
    39:17,19,20 40:14
    41:13,14 44:10
    49:16 50:7,18
    52:4 60:4 63:4
    72:19
procure 70:3
procurement 58:19
Professor 16:7
program 6:20 8:12
    9:3,5,6,17,19,19
    9:20,21 10:8,9,13
    10:22 11:2,7,17
    12:20 18:2 21:8
    49:18 53:11,13,17
    55:2 56:5 62:12

programs 8:2,10
    9:7 12:17 15:20
    20:9 21:17 22:11
project 50:5 60:21
    60:22 64:10 65:1
    66:18 70:8,9
Promise 8:4
promoting 8:11
property 36:1
proportion 15:5
proportionally
    11:13
proposal 8:4 69:20
    70:2 71:10
proposing 68:20
proprietary 68:21
    69:1
protects 55:2
protocol 67:12
provide 3:22 5:8,13
    5:16 8:6 13:4,14
    20:6,13 52:1
provided 6:22 9:20
    22:14 74:16
provides 80:3
providing 8:1,16
    51:22 55:15
Provost's 1:20
psychiatric 78:18
psychiatrist 79:2
psychiatry 78:20
    79:7,8
Public 72:14
purpose 38:19
pursuant 72:13
    73:7
pursue 48:4
pushed 78:11
put 7:6 44:15 55:8
    60:18
puts 41:5
putting 62:16

_____
Q
_____
qualify 17:17
quality 63:6 64:12
question 16:10 20:1

21:22 30:17 34:10
    55:19 63:1,19
    67:8 72:2,8
questions 14:12
    19:21 48:9 74:12
quick 20:1 53:22
quickly 57:15
quorum 3:19
quote 77:5 79:15

_____
R
_____
R 3:1
RA 25:1,2 29:5
    42:13 84:16
RADKAR 1:18
raise 55:18 81:8
raised 72:8
ran 78:2,16
range 68:16
RAs 25:4 28:21
    33:20,21 42:14
    43:6
rate 11:1,11,21
    12:2,3,9 14:6,9,14
    14:16,17,19 15:14
    23:2,8,20 27:10
read 69:11 79:3
reading 17:2 76:5
    79:5
ready 2:8
real 19:16
reality 48:6
realize 49:16
reallocate 10:5
reallocating 10:1
really 12:22 14:2
    15:9 28:12 50:13
    51:18 56:2,22
    60:20 73:22
reason 12:22 14:2
    56:6
reasons 13:21
rebuilding 62:2
receive 21:15
received 20:7
receives 5:5
receiving 10:13

recertification 9:5
    9:11
recession 15:18
recognize 73:13
    83:9
recommend 52:17
    52:20 53:15
recommendation
    62:19 84:7
recommendations
    52:13,21 69:18
record 58:12 59:22
    73:1 74:21 79:4
    80:13 85:3
recorder 66:19
recordkeeping 59:6
    59:10
records 2:16 4:2
    48:20 49:6,11,17
    50:5,8 51:9,11,17
    52:3,18,22 53:7
    53:10 55:2 56:4,8
    56:15 57:5,5,13
    57:16,18,19,20
    58:4,11,14,21,22
    59:12,16,21 60:8
    61:1,7,11,20 62:6
    62:9,15,18,20
    63:3,16,17 64:10
    64:17 65:18,19
    66:6,19 68:9,14
    68:14 70:18 72:14
    72:18 73:14 74:13
recovery 70:19
recruiting 33:12
    34:5
reference 80:3
regard 49:10
regarding 72:9
registered 8:15
registering 17:10
regrading 5:16
regulations 38:12
    38:13 49:19
reiterate 39:1 57:4
related 15:20 58:17
    58:20

relates 8:2
relationship 35:12
relatively 59:2
release 79:13
relevant 79:3
religiously 75:17
remain 78:17
remaining 30:2
Remarks 2:6,20
remember 82:16
reminded 77:10
remitted 21:8,17
removal 45:4,9,12
remove 41:2
removed 36:21
   42:2,5,9 45:2,17
   45:18
renewals 41:22
rent 31:1 42:6
rental 40:17 70:14
repay 23:21
repaying 12:8,15
   14:5
repayment 10:3
   11:8 12:15,16
   13:8 15:6 16:1,5
repeated 76:20
repeatedly 76:21
reply 81:5
report 5:6,13,16
   8:21 14:11,22
   17:3 25:11 54:1
   57:9 60:19 61:6
   76:19 79:1 85:7
reporting 4:20 8:19
reports 5:1
repositories 66:5
repository 63:11
representative
   57:12 80:22
representatives
   61:6
requests 51:19
require 57:10
required 47:16
   52:18 68:19
requirement 55:12

Residence 1:21
   24:14,21
resident 41:2
residents 33:11
   38:7
resignation 33:18
resigned 83:11
resolutions 50:21
Resource 58:3
   77:18,21
respond 51:20
response 81:2
responsibilities
   12:14 24:22
responsible 57:13
rest 64:9
restart 60:13
restarting 52:21
result 12:10 15:11
   23:16 45:12
results 39:5 49:14
retained 60:2
retention 51:14
   53:10 55:10,12
   56:16 57:6 61:4
   62:16 72:16 73:1
retrieve 66:7
retrieving 66:8
returning 10:1
review 7:3 38:8
   51:5 52:3,12
reviewed 42:11
reviewing 25:17
   31:12
Richard 78:20 79:6
rid 63:11 64:14
right 4:2,17 6:5
   19:4,13 21:13
   31:2,19 35:8
   36:12 37:3,3,6
   40:19 41:10 42:19
   45:15 53:9,15
   64:3 65:3,5 66:16
   71:13 77:8 82:20
   84:19
rights 12:14
rising 12:10

rocket 60:19
roll 2:4 67:3
rolls 3:6
room 29:4 34:21
   42:15,17,19 43:1
   82:20
rooms 27:10,13,14
   27:18 29:5 32:17
   32:18 34:20 35:7
   57:22
Rosse 78:20 79:7
rule 39:16
rules 37:11 38:8,13
   38:15 40:4 49:19
run 25:7
running 24:20
rush 7:8

───────────
S
───────────
S 2:1 3:1
safety 38:10,11,14
   39:3
sake 37:14
sat 10:9
satisfy 48:5
Saturday 7:19
save 70:14
saw 18:3 34:2 76:15
saying 30:22 70:9
says 13:16 25:12
scan 51:1 59:1,2
   62:2
scanned 50:12
   62:15
scanners 66:21
   67:1
scanning 50:17
   52:22 58:15 60:14
   61:20 62:20,21
   63:4 64:16 67:11
   68:2,3,11 70:4
scared 14:4
scenario 64:5,14
schedule 27:7 57:6
scheduled 38:4
   76:7
schedules 56:17

59:18 61:4,17
scholarship 17:21
   21:17
scholarships 17:15
   18:3,14 21:7
school 6:17 13:21
   20:1,5,5,16 21:1,4
   25:3 78:5
school's 20:11
schools 12:4 15:16
Schwartz 1:9,11
   3:3,8,9,18 4:5,7
   4:22 5:3,7,11 6:9
   9:15 11:19 14:13
   16:7 21:2,9 22:17
   24:8,10 26:3 27:9
   27:13,16,22 29:9
   29:12 30:10,14
   31:16,22 32:9,15
   32:20 33:8 34:16
   35:2,5,9 38:15
   39:9 40:3,13
   43:13,17 46:2,5,8
   48:7,18,21 49:3
   49:21 55:4 62:13
   67:7 68:18 69:4
   69:22 71:9,17
   72:3,21 73:12
   74:9 75:2 80:14
   80:17 82:11,14
   83:3,5,16,19,22
   84:8,12,20 85:3,8
   85:13,19
science 60:19
scream 76:17
se 42:3
search 25:16,19
   84:4,8
seat 49:4 76:13
second 4:4 52:20
   63:5
seconds 82:11
security 68:13 76:8
   76:18 77:1
see 12:9 16:2,5 17:9
   20:18 22:6 23:15
   25:7 28:11 33:10

34:18 35:10 45:14
   59:15 68:17 69:16
   71:2 82:20
seeing 31:9
seen 22:6
Segueing 11:20
self 18:16 79:22
self-explanatory
   82:4
semester 4:15 5:18
   6:13 7:4 22:16
   33:13
semesters 4:19
send 10:17 22:12
   22:21
sent 13:6
separate 9:10 65:13
September 76:4
seriously 75:17
serve 25:18
served 75:6 82:22
server 73:18,20
service 6:20 12:19
   83:15,17
servicer 10:19
   13:12
session 75:7
sessions 7:16 8:1,17
   12:12,12 13:4,6
Sessoms 81:4,7
set 59:9
seven 20:18 22:3
shape 73:22
sheet 20:21 22:10
Shelton 1:13 3:12
   3:13 16:8,9 17:4
   17:18 18:18,22
   19:6,16 21:22
   22:22 24:7 26:1,4
   26:8,15,18,21
   28:13,18,22 29:6
   29:8,19,20 30:8
   30:16,19 31:4
   33:2,9 34:6,9
   39:10,15,21 40:17
   40:20 41:11,16
   42:1 63:19,22

64:19 65:2,6,11
66:3,13 69:7
70:13 71:7 83:18
84:2 85:18
shockingly 76:13
short 5:13
shortly 31:12
show 73:15 82:5
85:4
shows 15:14 20:8
side 59:5 60:15
sifting 63:3
sign 83:19
signed 61:4 79:13
significant 23:2
simple 59:3
Sindram 1:19 75:3
75:5 79:12 80:15
80:16,19 82:12,15
83:4
sir 3:7,17 39:14
52:5 74:22
sit 43:1
site 7:12 52:12
61:20 84:5
sitting 76:8
situation 53:19
six 22:3 68:7
sizing 48:13
skip 57:1
Slaughter 1:20 3:5
3:7,10,12,14,16
6:1 52:5 74:22
sleep 63:15
slides 57:2
slightly 4:19 16:3
slowly 35:21
smaller 29:18
SMRUTI 1:18
snafu 77:22
soft 73:19
software 65:9
68:19,21
solicitation 46:12
somebody 42:16
somewhat 15:21
soon 31:12 43:15

51:9
sorry 5:22 17:2
26:2 27:20 28:13
28:18 29:12 37:13
54:2,3 55:10 67:9
71:21 85:11
sort 6:22 9:9 15:3
20:8 23:15 53:12
57:1 58:13 59:6
60:14
sound 75:4
source 19:2
sourcing 18:22
space 70:15
spaces 30:2
Sparks 73:13
speak 4:14 32:12
46:10
speaking 67:19
77:7
specific 72:16
specifically 17:5
78:3
speeches 50:21
spend 16:17
Spiritual 82:15
spring 4:19 22:16
75:14
Stacie 71:22 72:6
staff 25:1 28:2 31:9
33:19 36:5,22
38:20 49:15 59:19
74:2 75:8 79:19
staffed 84:22
stake 77:15
stand 24:19 83:9
standard 59:9
standards 59:5
start 25:21 35:10
47:4
started 18:1
starting 26:22 50:4
state 46:15 47:5
52:12 74:20 79:15
stated 42:14 46:17
50:4 72:10 85:4
statement 53:8

States 51:8
statistics 28:5
status 54:6,15
79:16
statute 73:8
statutes 72:17
stay 41:17
step 70:18 72:4
steps 47:14 52:14
52:17 56:6 61:15
stood 76:21 77:3
stopped 9:21
storage 63:7
stored 51:13,15
straight 75:16
strategies 61:22
strategy 66:14
streamlining 49:17
Street 57:22
strewn 63:17
strict 36:9 43:5
stricter 36:10
strike 36:13,17
39:16
strongest 19:2
strongly 60:16
Strothers 1:21
24:19 32:4,7,10
32:10,11 36:5,7
36:12,14,17 37:3
37:6,20 38:1,5,10
38:13,18 39:13,18
40:2,5,16,19 41:9
41:14 43:8 44:1,7
44:10,17 76:8,10
76:12,17 77:3,7
78:1,16,22 81:10
81:18
student 1:5 6:15
7:10 8:10 9:6,7,20
12:4,6,7,15 14:3
14:10 15:1 18:11
19:7 20:2,19
21:11 23:12 25:2
25:21 28:7 32:12
35:16 39:4,5,12
39:16,19 40:1,14

40:15,21 42:2
45:5,7,9,17,18,21
46:22 47:22 57:16
58:11,12,22 63:16
68:8 81:8,14,15
82:21 83:10
students 4:18 6:17
7:7,9,21 8:18 10:3
10:17,21 11:3,6
12:8,13,14 13:7
13:10,13 14:8
15:6,7,18 16:10
16:13,15,16,20
17:6,15,16,20
18:5,7,8,14,17,17
18:21 23:17 25:9
26:11,17 27:12
28:6,9,16,20 29:1
29:4,16 30:5
31:13 32:3,13
33:6,14 34:13,19
36:10 38:2 39:1
41:4,12 43:20
44:13,16 45:20
47:21 48:10,12
74:5 78:9 79:19
studies 75:12,15,16
study 21:8 52:16
stuff 64:5,13
subject 41:21 54:9
61:2 72:11,15
73:4,6
submission 70:15
substance 80:12
Suddenly 77:6
suggest 60:16 63:9
63:22 64:21
suggested 76:11
suggesting 41:4
suggestions 61:19
summarize 56:2
80:15
summary 22:10
54:1
summer 27:1
supplement 59:13
supply 47:21

support 16:22 17:7
22:1 48:1,12,15
62:1 84:1
supporting 46:12
sure 14:7 30:18
31:6 33:5 34:13
38:21 40:9 41:9
41:22 42:2 44:15
48:11,14 49:17
55:17 56:14,16
58:7,9 60:6 69:20
69:22 84:22
survey 57:12 69:15
synthe 72:20
system 50:12,18
51:1 56:9 57:20
58:15 59:13 61:11
62:5 65:18 66:4
systems 1:17 16:22
65:14 66:10 69:1

T

T 2:1,1
Tag 8:3
take 13:7 35:3
69:16 77:1 81:20
taken 56:7
takes 13:17 68:1
talk 39:4 48:13
talking 27:3 31:8
77:14 85:12
talks 62:17
tantrum 77:6
task 77:22
tasks 62:14
Tawanna 24:13
Taylor 57:22
teacher 12:19
teachers 71:2
team 46:13 49:12
52:3 60:18 69:19
tear 45:20
Tech 71:3
technically 54:17
technology 1:15
50:2 56:10,20
59:3,8 60:15 61:9

telephone 1:12
tell 9:15 26:11 32:2
    42:19 43:20
telling 82:19
template 55:15
temporary 74:1
ten 27:18,20 68:8
    82:11
tenant 45:1
tender 78:13
terms 7:1 8:19
    18:13 20:22 33:19
    36:10 38:8 49:15
    52:14 59:4 60:17
    61:19 69:11 73:20
testimony 2:18
    3:22 74:14,15
testing 77:19
thank 3:19 6:9,10
    6:11 11:19 24:7,8
    24:9 29:8 37:22
    45:22 49:21 50:1
    71:14,17,18,19,20
    73:9 74:9,11
    80:16 82:14 83:3
    83:16,18,22 84:1
    85:6,8,13,15,15
    85:17,18
thanks 55:9
thereto 81:2
they'd 42:17
thing 22:5 27:7
    37:11 48:9
things 42:12,13
    45:7,11,20 51:3
    51:15,16,22 53:5
    53:14 55:1,13
    56:14 57:14 60:12
    65:20 66:1 67:15
think 9:8,9 13:9,22
    14:2,3 15:21 16:2
    16:4 18:16 23:4
    23:22 24:2,4
    25:14 27:11,19
    30:20 35:15 41:5
    41:21 42:10 44:21
    44:22 45:13,15,17

46:8 47:18 48:8
    56:1 58:19 59:19
    71:22
thinking 64:6
third 10:19
thirty 11:9
thought 80:1
threatened 76:20
    77:12
threatening 77:4
three 9:8 12:1
    14:17 22:7 23:8
    25:4,13 26:5
    29:17 30:12,14
    36:13,17 37:15,18
    39:16,22 40:2
    74:4,17 81:11
thrust 76:15
Thursday 1:7
till 14:19 26:11
time 3:3 5:5 9:12
    11:3 14:14 16:17
    17:3 18:2 31:1,3
    32:22 60:3,15
    62:1 63:1,3 68:1
    68:11 72:18 73:18
    74:8 77:19,20
    78:9 81:1,4,13,21
    82:8
time-consuming
    78:7
timely 31:15 35:15
    42:7 51:20
tin 81:5
tip 24:1
Title 74:7,8
today 28:10 50:16
    69:8
told 76:10,14
tonight 38:4,7 39:8
    49:7 85:14
top 66:9 76:22
topic 4:15 24:11
torch 24:20
total 27:15 28:9
totals 20:15
train 61:5

trained 25:18 56:16
    60:7 84:9,11
training 25:18,20
    38:3
transcript 75:11
transition 12:1
Travis 25:3
trends 18:16
tried 46:20
trillion 12:6
true 18:13
trust 82:18
Trustee 5:19 29:20
    42:1 43:17 46:7,8
    48:21 54:3 66:3
    67:8 72:2,5 73:12
    85:9
trustees 1:3,10 35:6
    46:21 47:11 58:20
    71:12
try 17:10 19:11
trying 16:16 18:4
    18:19 31:5 34:17
    34:17
Tuesday 36:7,8
    38:20 43:8
tuition 16:11,12,21
    18:7 21:8,17
tuition-paying 18:5
    18:6
turn 64:9,15
turned 76:15
turning 62:5 70:10
tweak 40:6
Twelve 83:14,14
two 6:16,16 12:2
    14:16 22:3 23:7
    25:12 28:21 29:5
    43:9,10 65:13
    66:5 74:4,5 84:13
    84:16
type 22:2 36:18

U

U.S 7:17 8:5
UDC 12:8 52:18
    56:3 58:2 65:21

71:2
UDC's 15:14
UDS 54:17,18
unable 15:19 59:2
unauthorized
    58:10
unclear 46:19
uncommon 15:12
underemployed
    15:21
undergo 78:18
understand 54:19
    72:19 81:13
understanding
    81:1
understands 61:8
unique 70:16
unit 29:1
units 27:20,21 28:1
    28:14,17,19,21
    29:2 30:21 31:1
    31:14 32:22 35:21
    35:22
universe 64:5
universities 8:13,15
    9:22 51:16
university 1:1 10:2
    10:20 14:10 24:6
    24:15,16 27:4
    36:3 42:10 43:2
    45:5,10 47:10
    48:2 49:15 50:6
    53:12,16,18,20
    54:15 55:1,3
    56:12,19 57:15
    58:18 59:16 60:7
    62:11 63:18 65:17
    69:12 71:15 72:11
    73:2,4 78:18 80:9
    83:17
university's 24:2
    43:11 47:11 72:9
university-wide
    57:5
unprofessional
    77:11
unquote 77:5 79:20

unsubsidized 21:5
update 61:3
updates 8:2,10
    61:17
updating 49:9
    65:20,22
upgraded 56:11
upgrades 68:19
upgrading 56:20
usefulness 70:7

V

VA 78:21 79:8
vacancies 25:12,13
    26:5 29:21 30:1
    30:11,13 84:17
vacancy 84:12,14
variables 23:16
    24:1
various 12:17
    13:20 50:9
vendor 64:7
verbally 79:18
versus 7:10
veteran 75:5 78:12
    80:22 82:16,22
    83:1
Veterans 82:13
vice 32:11 81:15
victim 12:8
violated 43:20
    45:11
violating 45:2
violation 37:2
    39:11 41:12 42:4
    42:15 45:7 55:5
violations 36:19
    37:16,19,21 39:3
    39:10,22 40:21,22
    41:6 45:16 81:11
violence 79:22 80:2
    80:7
vitamin 82:15
voice 75:5 76:14,22
voted 48:8
vulnerable 58:10

W

wait 26:13 29:22
waiting 26:7 30:5
   32:1,3,14,16
   34:19
want 6:2,19 33:15
   36:15,20 37:7,12
   41:17 47:18 53:3
   53:22 54:4 55:10
   72:3 76:3 79:3
   85:8,13,14
wanted 9:9 38:20
   44:14 47:2,15
   48:11 52:15 55:17
   60:18 72:1,7 77:1
War 82:13
warehouse 58:1
warehouses 50:8
   58:2
Washington 71:3
   79:8
way 19:2 24:2 40:7
   50:4,15 55:7
   56:18 61:18 63:10
   67:12 74:11
Wayne 73:13
ways 12:17
we'll 4:12,20 7:21
   16:2 28:5 30:6
   46:1 48:19 55:14
   70:3
we're 6:16 7:12,16
   9:10 11:2 12:21
   14:6 23:14 24:4
   26:22 30:9 34:1,3
   39:7 40:8 41:17
   44:3,5 45:18 48:9
   50:4,13,16,19
   51:19,21,22 55:18
   64:4 68:9 70:10
   70:11 72:15 73:22
   77:14 82:17,18
we've 5:18 7:6 19:6
   44:22 45:19 49:11
   51:11,13 61:21
   69:21 74:1
Web 7:12 84:5
week 25:22 52:2

weeks 9:1 52:11
welcome 38:1
   73:11 83:4
well-functioning
   56:4
well-thought-out
   53:10
went 66:19 73:17
weren't 7:7 11:12
Wet 66:15
wheelchair 76:1
   77:15
wider 68:16
wish 24:17
withdraw 12:13
witness 77:10
women 25:13 30:13
   30:14
wonderful 25:1,5
word 16:4 68:18
   72:21,22
work 21:8 26:5
   31:14,20 35:19
   61:2,10 71:15
   74:10
working 7:17 8:20
   13:11 34:11 37:10
   46:13 49:1,2,9,12
   50:16
works 19:10
world 59:7
worried 70:22
worry 67:14 70:20
worth 63:2
wouldn't 42:19
   66:11
write 76:18 81:3
writer 79:9,14
written 33:12 74:15
   75:9,18 79:6
wrong 79:2
wrote 84:13

X

Y

yeah 20:14 21:4,10
year 10:4,10 11:21

   12:2,2 14:16,17
   15:2 20:18 21:4
   22:7 23:7,8,9
   31:10 41:19,21
   63:21 64:1
year's 33:11
year-long 60:22
years 9:8 66:18
   79:11 83:14,14
yelling 76:22

Z

0

1

1 2:3 3:1 57:21
1,000 57:21
10 3:10 17:6,19,20
   19:19 28:19 31:1
100 30:7
1052 57:21
10th 76:4
11 3:11 17:20
12 3:12 14:22 16:12
   23:12 28:8
12-13 15:1 16:13
   23:13
12th 81:4
13 3:13 23:5
13-14 16:13
14 3:14 20:3
14.2 14:17 23:10
144 28:10
15 3:15 30:21
150 8:8
15th 7:19
16 1:8 3:16
16th 3:4
17 3:17
18 3:18
19 3:19 23:14
1900s 50:15

2

2 2:6 3:2
2.6 64:4,15 67:4
20 3:20 8:15 15:2

2006 75:11
2007 75:14 76:4
2007-50 53:20
   72:12
2008 80:21
2009 53:6 81:5
2010 14:18,22 23:9
   23:12 53:6 81:6
2011 14:19 16:11
2012 23:14
2013 5:17 20:2
2014 1:8
2015 27:6
21 3:21
22 3:22
24 2:14
25 35:2 79:11
28 32:13
29 81:6
293 6:17

3

3 2:4,8 3:3 4:9 21:5
3.9 21:2
3:00 25:6
31 27:20,20,20 28:1
   28:16,17
31st 33:18
36 59:20

4

4 2:10,10 3:4 4:12
4,400 6:15
4.0 75:12,15 82:21
4.5 21:5
41 57:22
44 27:11
4400 27:12
483 16:13
4900 6:14

5

5 2:12,12 3:5
5,000 10:4
50 2:16
501 16:14
5015 59:11
58 28:7

6

6 2:14 3:6 80:21
6:00 1:9
6:15 3:2,4
6:28:58 16:12
60 11:8
634 16:12

7

7 2:16 3:7 14:16
7.2 23:7
7:37 85:20
70 28:7
75 2:18
750,000 64:7

8

8 2:18,20 3:8 20:19
   20:20
8.6 20:5
8:00 38:5,6
83 2:20
85 2:22
853 58:17

9

9 3:9
90s 69:2

C E R T I F I C A T E

This is to certify that the foregoing transcript

In the matter of: Student Affairs Committee

Before: UDC

Date: 01-16-14

Place: Washington, DC

was duly recorded and accurately transcribed under
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_____
Court Reporter