

BOARD OF TRUSTEES

UNIVERSITY OF THE DISTRICT OF COLUMBIA

UDC RESOLUTION 2016-_____

SUBJECT: Appointment of Dr. Valerie Epps as Special Assistant to the President of the University of the District of Columbia

WHEREAS, pursuant to 8B DCMR §210.1, an executive appointment may be made to appoint highly qualified and experienced executive talent to senior administrative positions, as well as to provide flexibility in making top administrative appointments; and

WHEREAS, pursuant to 8B DCMR §210.6, the Board determines the amount of compensation for each executive appointee at Grade Level 1A or above, through the Executive Committee or appropriate committee as determined by the Board Chair; and

WHEREAS, after review of her credentials it has been determined that Dr. Valerie Epps is well-qualified for such position and has been recommended to serve as Special Assistant to the President of the University of the District of Columbia, based on her knowledge, past accomplishments, and experience; and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the University of the District of Columbia approves the appointment of Dr. Valerie Epps as Special Assistant to the President of the University of the District of Columbia effective February 16, 2016 and ending May 31, 2016.

Submitted by the Executive Committee: February 1, 2016

Approved by the Board of Trustees:

February 9, 2016

Elaine A. Crider
Chairperson of the Board



Office of the Chief Financial Officer

Donald L. Rickford
Chief Financial Officer

FISCAL IMPACT STATEMENT

TO: The Board of Trustees

FROM: Donald L. Rickford *DLR*
Chief Financial Officer (UDC)

DATE: January 21, 2016

SUBJECT: Appointment of Dr. Valerie Epps as Special Assistant to the President

Conclusion

It is projected that there are sufficient unrestricted funds in the budget allocation of the University of the District of Columbia's FY2016 budget to cover the cost of the salary and benefits associated with the appointment of Dr. Valerie Epps to the position of Special Assistant to the President.

Background

The proposed resolution is to appoint Dr. Valerie Epps as the Special Assistant to the President effective February 16, 2016 and ending May 31, 2016. The salary under this appointment will be Level 1A Step 07 of the non-union administrative salary schedule, paying \$159,062.00 per year. This position will be fully eligible for cost of living increases in accordance with applicable University policy. Dr. Epps will also be eligible for and may participate in University of the District of Columbia health insurance, life insurance, retirement, and disability programs in the same manner and under the same conditions as regular administrative employees hired on or about the date of her initial appointment. The University will contribute the equivalent of seven percent (7%) of Dr. Epps' salary to her Teacher Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) retirement. Dr. Epps' leave accrual rates are as follows: annual leave accrual of seven (7) hours per pay period and sick leave of four (4) hours per pay period.

Financial Impact

The funding will come from unrestricted operating funds of the University. The cost associated with this appointment will be \$59,707.89. The Special Assistant to the President position is an "at will" executive appointment and can be terminated at any time without appeal or rights to compensation.



University of the District of Columbia Job Description

Job Title: Special Assistant to the President
Occupational Series/Pay Plan/Grade: 0301/01/1A
FLSA: Exempt
Job Code: TBD

GENERAL DESCRIPTION OF THE JOB:

This position will perform those functions specifically delegated by the President by statute and by the bylaws, policies and directives of the Board of Trustees of the University of the District of Columbia.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists in directing the planning, development and implementation of programs covering student financial assistance, career development, health services, counseling, compensatory education, alcohol abuse, veteran affairs, student program development, etc. As the situation warrants, modifies existing subprogram objectives and structures to enhance the degree of professionalism and number and type of services rendered. Devises innovative and creative ways to effectively conduct student affairs at the University of the District of Columbia, with complete leeway to deviate from traditional systems and approaches. Assures proper promotion and publicity of various subprogram services to encourage participation and involvement of the entire student population. Constantly evaluates the effectiveness of each program area through consultation with respective management officials, review of budget documents and special and periodic reports which contain statistics relating to program usage or involvement, etc.
- Assists in the coordination and collaboration with community organizations or groups, civic minded private citizens and representatives of institutions of higher learning on the general development and enhancement of student life in the Washington, D.C. area. In cooperation with other college and university officials, together with student leaders, develops policies and directives necessary to encourage students to initiate and maintain an effective people's government (student government). Attends local and national conferences and seminars to stay abreast with the constantly changing philosophies and trends involving student affairs programs. In this connection, provides resources information to student groups in planning, implementing and evaluating their activities. Arranges and chairs conferences for presentation of the University student affairs programs and represents the President on pertinent matters.
- Serves as liaison between the President and student groups on Student Affairs involvements.

- Assists in establishing and overseeing the operating budget of the assigned programs and assures that proper mechanisms are in effect for the utilization and control of obligated funds.
- Performs other related duties as assigned.

MINIMUM JOB REQUIREMENTS:

1. Earned Doctorate required. Master's degree in an educational field plus broad range of experience on a professional level in higher education may be considered in lieu of Doctorate.
2. Five (5) years of demonstrated success at a senior leadership level in higher education or other complex organization required.

REQUIRED COMPETENCIES:

- A demonstrated record of organizational leadership, strategic planning, and sound management of fiscal, facility and diverse human capita.
- Ability to organize and lead academic operations and cultivate a student-centered environment that promotes excellence.
- Demonstrated abilities in communication and interpersonal skills that will enable the successful candidate to effectively represent the institution with internal and external constituencies.
- Demonstrated success in fostering collaboration, openness, and responsiveness.
- Demonstrated skills in fiscal management and resource development.
- Extensive experience in managing, leading, and providing direction to a diverse professional and administrative staff in academia.

STANDARDS & EXPECTATIONS:

1. Expectations of the job:

Work consists of a variety of complex inter-related tasks. The Incumbent is expected to function with considerable independence on all assignments and to use initiative and seasoned judgment in arriving at sound conclusions and recommendations. Recurring contacts are made with students, staff members, faculty, administrators and the general public, as well as with staff of institutions are University partners. Contacts are established to open channels of communication and acquire information for decision making and disseminations to others. Normal physical dexterity is required. The work is generally performed in an office setting.

2. Development and Counseling:

Employee is expected to participate in activities that will help in the development of his/her career, and help in the performance of the job. Employee may seek counseling from the immediate supervisor.

3. Training:

Training is available to help improve the skill and knowledge level, and for updates on the latest techniques, methods and theories that are being used in the industry.

4. Knowledge of UDC Rules and Regulations:

The position requires a solid understanding of the policies and procedures of the Board of Trustees, the University, as well as applicable Federal and D.C. government laws. The university provides all training required by OSHA to ensure employee safety. The University of the District of Columbia is an Equal Opportunity Employer (EOE).

Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.

Employee Signature

Date

Print Name

Date

Supervisor Signature

Date

Print Name

Date

The University of the District of Columbia is an Equal Opportunity Employer (EOE).