

**BOARD OF TRUSTEES**

**UNIVERSITY OF THE DISTRICT OF COLUMBIA**

**UDC RESOLUTION 2016 - \_\_\_\_\_**

**SUBJECT: Appointment of Patricia Cornwell Johnson as Vice President of Human Resources**

**WHEREAS**, pursuant to the District of Columbia Comprehensive Merit Personnel Act, D.C. Code §1-608.01a (b)(1), the Board of Trustees has the authority to issue rules and regulations embodying principles of merit and equal employment governing appointment, classification, and salary administration; and

**WHEREAS**, pursuant to 8B DCMR §210.1, the President may make an executive appointment to appoint highly qualified and experienced executive talent to senior administrative positions; and

**WHEREAS**, pursuant to 8B DCMR §208.1, 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**, Ms. Patricia Cornwell Johnson has been recommended to serve as the Vice President of Human Resources at the University of the District of Columbia, based on her knowledge, past accomplishments, and experience in extensive leadership roles in Human Resources; and

**WHEREAS**, after review of her credentials, it has been determined that she is well-qualified for such position and that the recommended salary adequately reflects the job duties and experience;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the University of the District of Columbia approves the appointment of Ms. Patricia Cornwell Johnson as the Vice President of Human Resources at the University of the District of Columbia effective June 1, 2016.

Approved by the Executive Committee:

April 26, 2016

Ratified by the Board of Trustees:

May 5, 2016

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Elaine A. Crider  
Chairperson of the Board



Office of the Chief Financial Officer

## FISCAL IMPACT STATEMENT

**TO:** The Board of Trustees

**FROM:** Office of the Chief Financial Officer (UDC) *David L. Frazier*

**DATE:** April 13, 2016

**SUBJECT:** Executive Appointment of Patricia Cornwell as Vice President of Human Resources

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### Conclusion

The Office of the Chief Financial Officer has 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 Patricia Cornwell Johnson to the position of Vice President of Human Resources.

### Background

The proposed resolution is to appoint Patricia Cornwell Johnson as Vice President of Human Resources with the University of the District of Columbia effective June 1, 2016. This is an executive appointment in accordance with the District of Columbia Municipal Regulations, 8 DCMR, Chapter 2. It should be noted that under District of Columbia law, this appointment is required to be an "at will" appointment, serving at the pleasure of the President and terminable at any time without appeal or right to compensation.

### Financial Impact

The salary under this appointment will be Level 1A, Step 9 of the non-union administrative salary schedule, paying \$166,105.00 per year. The employee will be fully eligible for cost of living increases in accordance with applicable University policy. She 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 the employee salary to her Teacher Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) retirement. The employee 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.

The Office of the Chief Financial Officer at the University of the District of Columbia has approved this request based upon the information provided. We do not anticipate any risks at this time.

April 27, 2016

Patricia Cornwell Johnson, JD

**Re: Executive Appointment, Vice President of Human Resources**

Dear Ms. Cornwell Johnson:

Pursuant to 8 DCMR, Chapter 2, I am pleased to offer you an executive appointment as Vice President of Human Resources with the University of the District of Columbia, effective June 1, 2016. This appointment is an "at will" appointment, serving at the pleasure of the President and terminable at any time without appeal or right to compensation.

Your salary under this appointment will be Level 1A Step 9 of the non-union administrative salary schedule, paying \$166,105.00 per year. You will be fully eligible for cost of living increases in accordance with applicable University policy. You will also be eligible for and may participate in the University of the District of Columbia's 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 your initial appointment. The University will contribute seven percent (7%) of your salary to your Teacher Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) retirement account. Your leave accrual rates are as follows: annual leave accrual will be seven (7) hours per pay period and sick leave accrual will be four (4) hours per pay period.

As Vice President of Human Resources, you will perform the duties and responsibilities of the position as directed by the Chief Operating Officer.

If you accept this offer and the terms set forth in this appointment letter, please return an executed original of this letter to the Office of Human Resources. If you have any questions,

please feel free to contact Mr. Troy LeMaile - Stovall, our Chief Operating Officer, (202) 274 - 7237.

Sincerely,

Ronald F. Mason, Jr., J.D.

cc: Troy LeMaile – Stovall, Chief Operating Officer  
Department of Human Resources  
Karen Hardwick, General Counsel  
Personnel files

I accept the terms and conditions of the foregoing executive appointment as Vice President of Human Resources at the University of the District of Columbia.

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Signature

\_\_\_\_\_  
Date