

BOARD OF TRUSTEES

UNIVERSITY OF THE DISTRICT OF COLUMBIA

UDC RESOLUTION 2016 - _____

SUBJECT: Executive Appointment of Dr. Tony E. Summers as Acting Provost for the University of the District of Columbia Community College

WHEREAS, pursuant to 8B DCMR §210.2, each person selected by the President for an executive appointment shall be qualified on a description of their position or their roles and responsibilities and shall be approved by the Executive Committee; and

WHEREAS, pursuant to 8B DCMR §210.4 and 212.3 a person serving in an “acting” status for an executive appointment shall be limited to one (1) year; and

WHEREAS, pursuant to 8B DCMR §210.6 The Board shall determine Executive compensation for administrators and non-administrators at Grade level 1A and above, upon recommendation of the President through the Executive Committee or appropriate committee as determined by the Board Chair; and

WHEREAS, after review of his credentials it has been determined that he is qualified for such position, Dr. Summers has been recommended to serve as the Acting Provost for the University of the District of Columbia Community College, based on his knowledge, past accomplishments, and extensive 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. Tony E. Summers as the Acting Provost for the University of the District of Columbia Community College effective February 15, 2016, consistent with the terms and conditions of his appointment letter.

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 19, 2016

SUBJECT: Appointment of Dr. Tony E. Summers as Acting Provost at the Community College

Conclusion

It is projected that there are sufficient unrestricted funds in the budget allocation of the Community College to cover the cost of the salary and benefits associated with the appointment of Dr. Tony E. Summers to the position of Acting Provost at the Community College.

Background

The proposed resolution is to appoint Dr. Tony E. Summers as the Acting Provost of the Community College effective February 15, 2016. The salary under this appointment will be Level 01 Step 1 of the non-union administrative salary schedule, paying \$183,350.00 per year. This is a temporary position. Upon the appointment of a permanent Provost, Dr. Summers will revert to his permanent position of Associate Provost at the Community College. This position will be fully eligible for cost of living increases in accordance with applicable University policy. Dr. Summers 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 his initial appointment. The University will contribute the equivalent of seven percent (7%) of Dr. Summers' salary to his Teacher Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) retirement. Dr. Summers' 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, within the Community College. The Acting Provost of the Community College 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 Classification Description

Job Title: Provost for the Community College

FLSA: Exempt

Occupational Series/Pay Plan/Grade: AD0301/0058/Grade: 01

CBA Status: Non- Union (executive appointment)

Job Code: 700842

GENERAL DESCRIPTION OF THE JOB:

This position will perform those functions specifically delegated by the President by statute and bylaws, policies and directives of the Board of Trustees of the University of the District of Columbia. The Provost will be responsible for the efficient operation and management of the branch campus University of the District of Columbia Community College (UDCCC), including its educational programs and budget; and will fully inform the President of the University of the District of Columbia in a timely fashion of any matter which may materially affect the ability of the University to meet its mission and obligations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Participate in the development and implementation of the philosophy, goals, and policies of the University of the District of Columbia Community College;
- Serve as the Chief Administrative Officer of the assigned college and assume responsibility for its educational program and budget;
- Work closely with President and Executive Team to identify and assess the needs of the Community College as they pertain to the shared support services;
- Formulate short and long-term development plan as part of the overall university plan;
- Provide constructive interpretation of University and college philosophies, policies, and procedures for faculty, staff, and students;
- Provide leadership for the college in developing and maintaining a balanced educational program appropriate to the specific needs of the community;
- Recommend the assignment and termination of college personnel;
- Provide a climate which encourages instructional innovation;
- Assure outreach goals and priorities are publicized and marketed;
- Develop initial organizational structure of leadership team and detailed department positions;
- Develop new academic workforce development programs that meet the needs of the District's workforce;
- Administer the college budget as approved;
- Provides leadership and direction for the Workforce Development Program;

MINIMUM JOB REQUIREMENTS:

1. Earned Doctorate required.
2. Five (5) years full-time administrative experience including management of educational programs and budget development community college experience required.
3. 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 capital.
- Expert knowledge and skills to analyze and resolve conflicts in policy and program objectives or problems that may occur in very complex or controversial transactions involving negotiations.
- 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:

Expectations of the job

Incumbent functions under the general direction of the President of the University of the District of Columbia. The supervisor provides direction with assignments in terms of broadly defined mission or functions. The incumbent has responsibility for planning, designing and carrying out tasks, projects or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program.

Guidelines consist of general administrative and operational policies, manuals directives and regulations, program goals and objectives, management, organization and policy theories. Further, incumbent receives guidance through the rules and resolutions of the Board of Trustees, University of the District of Columbia, as well as pertinent public laws that may affect the operations of the University.

The incumbent is required to be innovative and to exercise seasoned judgment in selecting the appropriate guidelines and in the interpretation and adaptation to matters under study. Assignments require performing a broad range of university-wide management duties involving operational and academic management, probing, innovative analysis of program effectiveness and recommendation of new, specialized processes to eliminate or control operational risks. As a recognized educator, the incumbent provides solutions to difficult and controversial problems that may occur.

Personal contacts are both internal and external with senior officials from Government, the University and the private sector. Contacts are for the purpose of providing and receiving information, interpreting regulations and guidelines and gaining approval.

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.

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.

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.

Physical Demands

The work may be sedentary. However, the work requires standing for an extended period of time, bending, reaching, and carrying light items such as books and papers.

Work Environment

The work includes the everyday risks and discomforts of an office setting.

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

Employee Signature

Date

Supervisor Signature

Date

The University of the District of Columbia is an Equal Opportunity Employer (EOE).
Revised 01/2016