

BOARD OF TRUSTEES

UNIVERSITY OF THE DISTRICT OF COLUMBIA

UDC RESOLUTION 2016 - _____

SUBJECT: Executive Appointment of Dr. William Ulysses Latham as Chief Student Development & Support Officer at the University of the District of Columbia

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 §210.6 The Board shall determine Executive compensation for administrators and non-administrators at Grade level 1A and above, including initial compensation upon appointment and subsequent changes in compensation, upon recommendation of the President through the Executive Committee or as determined by the Board Chair; and

WHEREAS, after review of his credentials it has been determined that Dr. William Ulysses Latham is qualified for such position and has been recommended to serve as the Chief Student Development & Support Officer at the University of the District of Columbia, based on his knowledge, past accomplishments, and extensive experience;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the University of the District of Columbia approves the appointment of Dr. William Ulysses Latham as the Chief Student Development & Support Officer at the University of the District of Columbia 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 27, 2016

SUBJECT: Appointment of Dr. William Ulysses Latham as Chief Student Development and Support Officer

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. William Ulysses Latham to the position of Chief Student Development and Support Officer.

Background

The proposed resolution is to appoint Dr. William Ulysses Latham as the Chief Student Development and Support Officer effective February 15, 2016. The salary under this appointment will be Level 1 Step 3 of the administrative salary schedule, paying \$202,145.00 per year. This position will be fully eligible for cost of living increases in accordance with applicable University policy. Dr. Latham 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 appointment. The University will contribute the equivalent of seven percent (7%) of Dr. Latham's salary to his Teacher Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) retirement account. Dr. Latham's 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 Chief Student Development and Support Officer 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: Chief Student Development and Support Officer
Occupational Series/Pay Plan/Grade: 301/ 01/ 1A
FLSA: Exempt
Job Code: Pending**

GENERAL DESCRIPTION OF THE JOB:

Incumbent serves as Chief Student Development and Support Officer under the general supervision of the President who give policy guidance in terms of desired accomplishments. Is expected to independently direct and supervise the Student Development and Support programs to include operational as well as programmatic functions. Has delegated responsibility for investigating, developing, extending, modifying, or adopting innovative approaches and techniques to establish subprograms which are designed to be more responsive to the needs of the students in the area of administrative control in such matters as time, funds and personnel availability. Effectiveness of incumbent's work is evaluated in terms of adequacy of recurring and special reports, participation in conferences and efficiency and quality of the Student Development and Support program.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Directs 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.
- Coordinates and collaborates 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 development and support programs and represents the President on pertinent matters.

- Serves as liaison between the President and student groups on Student Development involvements.
- Establishes and oversees the operating budget of the assigned programs and assures that proper mechanisms are in effect for the utilization and control of obligated funds. Through subordinate supervisors, provides supervision and or guidance to staff.
- Monitors all on-going activities, services and training to implement change that will facilitate the continued professional development of subordinates.
- With the assistance of subordinate staff, develops criteria and procedures governing the counseling, testing and placement of students of the University. Coordinates with other University offices the preparation and approval of all material concerning student affairs which are to be published in the college catalogue or other official college publications. In cooperation with the Office of Human Resources, ensures that adequate and accurate position descriptions are prepared and maintained for all employees under his/her supervision. Exemplifies professional leadership in staffing subprogram units with quality employees.
- Performs other related duties as assigned.

MINIMUM JOB REQUIREMENTS:

1. Earned Doctorate required.
2. Five (5) years full-time administrative experience including management of educational programs and budget development experience required.
3. Five (5) years of demonstrated success at a senior leadership level in higher education or other complex organization required.

REQUIRED COMPETENCIES:

- Knowledge of the organization, mission and programs under the jurisdiction of the University of the District of Columbia.
- Knowledge of the organization and functions of the District of Columbia Government, its various agencies, boards and commissions, as appropriate.
- Ability to deal effectively and tactfully with individuals from all walks of life including high level management officials in both the public and private sector.
- Ability to work effectively when confronted with emergencies and changing needs.

- Knowledge of applicable Federal and District laws, rules, regulations, policies and procedures.
- Knowledge of the principles, practices and methodology of organization and management.
- Knowledge of administrative procedures and routines of the university.
- Ability to prepare written summaries of lengthy reports and similar types of materials.
- Ability to gather required supportive materials necessary for written responses to inquiries.
- An understanding and appreciation of the diversity of student interests and the ability to use these to establish a climate for maximum growth and development.
- Ability to conduct specific training sessions for students in the area of community volunteer services, leadership seminars and co-curricular activities.
- Ability to provide professional guidance to meet environmental contingencies.

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).

Revised: 1/28/2016