

BOARD OF TRUSTEES

UNIVERSITY OF THE DISTRICT OF COLUMBIA

UDC RESOLUTION 2016 - _____

SUBJECT: Extension of the Appointment of Dr. Marilyn Hamilton as Acting Dean for Academic Affairs at the Community College of the University of the District of Columbia (UDCCC)

WHEREAS, pursuant to 8 DCMR §212.1, all Dean of academic colleges positions shall be filled by executive appointment; and

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

WHEREAS, Dr. Hamilton has been recommended to continue to serve as the Acting Dean for Academic Affairs at the Community College of the University of the District of Columbia, based on her knowledge, past accomplishments, and extensive experience; and

WHEREAS, Dr. Hamilton is currently serving as the Acting Dean, for Academic Affairs at the Community College of the University of the District of Columbia and the Board has determined that the acting appointment should be extended based on extenuating circumstances;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the University of the District of Columbia approves the extension of the appointment of Dr. Marilyn Hamilton as the Acting Dean for Academic Affairs at the Community College of the University of the District of Columbia effective April 1, 2016 for a period not to exceed one (1) year consistent with the terms and conditions in the appointment letter.

Approved by the Executive Committee:

March 22, 2016

Ratified by the Board of Trustees:

April 26, 2016

Elaine A. Crider
Chairperson of the Board



Fiscal Impact Statement

TO: The Board of Trustees

FROM: Office of the Chief Financial Officer (UDC) *Donald L. Riedel*

DATE: March 7, 2016

SUBJECT: Executive Appointment - Extension as Acting Dean for Academic Affairs at the Community College of the University of the District of Columbia - Ms. Marilyn Hamilton

Conclusion

It is projected that there are sufficient unrestricted funds in the Community College of the University of the District of Columbia to cover the cost of the salary and benefits associated with the re-appointment of Ms. Marilyn Hamilton to the position of Acting Dean for Academic Affairs at the Community College of the University of the District of Columbia.

Background

The proposed resolution is to re-appoint Ms. Marilyn Hamilton as the Acting Dean for Academic Affairs - Community College of the University of the District of Columbia. Ms. Hamilton is currently serving as the Acting Dean of Academic Affairs at a salary of \$110,551.00 per year. This re-appointment is effective April 1, 2016 until a suitable replacement has been identified.

Financial Impact

The funding will come from unrestricted operating funds of the University, within the Community College of the University of the District of Columbia, specifically the vacant Dean of Academic Affairs - Community College position. The annual salary and benefits for this position are budgeted at \$142,279 for FY 2016. The Acting Dean for Academic Affairs at the Community College of the University of the District of Columbia position is an "at will" executive appointment and can be terminated at any time without appeal or rights to compensation.

**Re: Executive Appointment, Acting Dean, for Academic Affairs at the
Community College of the University of the District of Columbia (UDCCC)**

Dear Ms. Hamilton:

Pursuant to 8 DCMR, Chapter 2, I am pleased to extend your executive appointment as Acting Dean for Academic Affairs at the University of the District of Columbia Community College, effective April 1, 2016 for a period not exceed one (1) year. Pursuant to District of Columbia Municipal Regulations, 8 DCMR §210.3, this is an “at will” appointment and you will serve at the pleasure of the President. Persons serving under executive appointment have no job tenure or protection in such positions and may be terminated at any time without appeal or right to compensation.

Your salary under this appointment will be Level 2B Step 06 of the non-union administrative salary schedule, currently paying \$110,551.00 per year. You will continue to be fully eligible for cost of living increases in accordance with applicable University policy. You 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 this appointment. The University will continue to 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, seven (7) hours per pay period and sick leave accrual, four (4) hours per pay period. As Acting Dean for Academic Affairs, you will continue to perform the duties and responsibilities of the position as directed by the Provost for the University of the District of Columbia Community College.

Upon termination of this appointment, you may be re-appointed to your current position as Assistant Dean, and maintain reversionary rights to the position of Instructor, at a salary and grade comparable to other employees in that same position and with all associated compensation and benefits.

If you accept this offer, please return an executed original of this letter to the Office of Human Resources. If you have any questions, comments or concerns, please contact Myrtho Blanchard, Vice President for Human Resources at (202) 274-5946.

Best regards,

Ronald F. Mason
President

cc: Myrtho M. Blanchard, Vice President, Human Resources
Dr. Tony E. Summers, Provost for the University of the District of Columbia Community College (UDCCC)
Files

I accept the terms and conditions of the foregoing executive appointment as Acting Dean for Academic Affairs at the University of the District of Columbia Community College.

Signature

Date