

**BOARD OF TRUSTEES**  
**UNIVERSITY OF THE DISTRICT OF COLUMBIA**

**UDC RESOLUTION 2015-\_\_\_\_\_**

**SUBJECT:**     **Appointment of Troy A. LeMaile - Stovall as Executive Vice President at the University of the District of Columbia**

**WHEREAS**, pursuant to the District of Columbia Comprehensive Merit Personnel Act, D.C. Code §1-601.01 *et seq.*, the Board of Trustees has the authority to fill positions within the University; 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 §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**, Mr. Troy A. LeMaile - Stovall has been recommended to serve as Executive Vice President at the University of the District of Columbia, based on his knowledge, past accomplishments, and experience serving as Interim President at Zeneth Education Group; Executive Vice President and Chief Operating Officer at Howard University; and Senior Vice President of Finance and Operations at Jackson State University. Mr. LeMaile – Stovall is also the Founder and Managing Member of LeMaile Stovall LLC since 2001.

**WHEREAS**, after review of his credentials it has been determined that he 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 Mr. Troy A. LeMaille - Stovall as Executive Vice President at the University of the District of Columbia effective September 1, 2015.

Approved by the Executive Committee:

September 3, 2015

Ratified by the Board of Trustees:

December 8, 2015

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

**DATE:** August 19, 2015

**SUBJECT:** Executive Appointment as Executive Vice President - Troy A. LeMaile - Stovall

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### Conclusion

The Office of the Chief Financial Officer of the District of Columbia projects that there are sufficient unrestricted funds in the University's Office of the President to cover the cost of salary and benefits associated with the appointment of Troy A. LeMaile - Stovall to the position of Executive Vice President with the University of the District of Columbia (UDC.)

### Background

The proposed resolution is for the approval of Executive Appointment as Executive Vice President with the University of the District of Columbia effective September 1, 2015. 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 7 of the non-union administrative salary schedule, paying \$235,930.00 per year. This position will continue to be fully eligible for cost of living increases in accordance with applicable University policy. It will also continue to 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 the initial appointment. The University will contribute seven percent (7%) of the employee salary to the Teacher Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) retirement account. The

employee leave accrual rates are as follows: 7 hours per pay period and 4 hours per pay period of sick leave.

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



## **University of the District of Columbia Job Description**

**Job Title:** Executive Vice President

**Grade:**

**FLSA:** Exempt

**Union Status:** Non-Union

**Job Code:** XXXXX

### **GENERAL DESCRIPTION OF THE JOB:**

The Executive Vice President is responsible for the overall direction and efficient administrative operations of the University in support of its mission, core values, and Vision 2020, the University's long-term strategic plan. The Executive Vice President will provide direct oversight of Human Resources (Payroll); Enrollment Management; Information Technology; Procurement; and, Facilities and Real Estate. The Executive Vice President will work closely with the CFO to strengthen relationships between the District Office and the University.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Responsible for the overall management of all University operations and service functions, including providing strong leadership and oversight of system operations, developing systems and processes that support the University functions; and developing operational strategies to align resources that support University functions;
- Identify, develop, and execute strategic short and long-term operations and optimization goals that align with University priorities;
- Lead in the planning, budget development and creation and assessment of institutional effectiveness measure;
- Responsible for the supervision of the leadership in all administrative and operations areas of the University including, Human Resources (Payroll), Enrollment Management, IT, Procurement, Auxiliary Services, and Facilities and Real Estate;
- Partner with the CFO to achieve fiscal sustainability through advocacy, transparency, and Strategic planning; and
- Create and sustain an open and collaborative planning process that involves all constituent groups in order to set priorities, allocate limited resources, and address critical infrastructure and facilities' needs.

### **OTHER DUTIES:**

1. Other duties as assigned.

### **MINIMUM JOB REQUIREMENTS:**

- Earned MBA from accredited institution; and
- Minimum of 8 years executive level experience required.

### **REQUIRED COMPETENCIES:**

- Demonstrated leader, visionary
- Strategic planner-ability to see the "big" picture
- Goal oriented

- Able to solve problems
- Fiscal experience
- Great communications skills

## **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 of University partners. Contacts are established to open channels of communication and acquire information for decision making and disseminations to others.

### **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).

### **5. Physical Demands:**

Normal physical dexterity is required including sitting, walking, standing and bending. The work is sedentary. Work is mostly performed in an office setting frequently having a great deal of activity and traffic. However, the work requires carrying of light items such as books and papers, local traveling to various work sites.

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

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Employee Signature

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Date

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Print Name

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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Revised: 8/13/15