

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

**UDC RESOLUTION NO. 2019 -**

**SUBJECT: Appointment of Deborah Sullivan as Vice President, Talent Management of the University of the District of Columbia**

**WHEREAS**, pursuant to 8B DCMR §210.2 the President is authorized to make executive appointments to designated positions in the Education Service in accordance with the provisions of 8B DCMR §§210 and 212; and

**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 Operations Committee; and

**WHEREAS**, pursuant to 8B DCMR §208.1, the Board determines executive compensation for administrators and non-administrators at Grade Level 1A and above, upon recommendation of the President through the Operations Committee or appropriated committee as determined by the Board Chair; and

**WHEREAS**, Ms. Sullivan has been recommended to serve as the Vice President, Talent Management, Office of the President on her knowledge, past accomplishments and experience, and;

**WHEREAS**, after review of her credentials, it has been determined that Ms. Sullivan is well qualified for such position and that the recommended salary adequately reflect 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. Sullivan as Vice President, Talent Management, Office of the President effective January 16, 2020, consistent with the terms and conditions of her appointment letter.

Submitted by the Operations Committee:

February 18, 2020

Approved by the Board of Trustees:

March 3, 2020

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Christopher Bell  
Chairperson of the Board



Ronald F. Mason, Jr.  
*President*

Deborah T. Sullivan  
[REDACTED]

January 29, 2020

Re: Executive Appointment, Vice President, Talent Management at the University of the District of Columbia


Dear Ms. Sullivan:

Pursuant to 8B DCMR §§210 through 212, I am pleased to offer you an executive appointment as Vice President, Talent Management at the University of the District of Columbia, effective January 16, 2020, pending Board of Trustee approval. Pursuant to District of Columbia Municipal Regulations, 8B DCMR §210, an appointment to an educational service position is “at will” which means you will serve at the pleasure of the President. Persons serving under an executive appointment have no job tenure or protection in such positions and may be terminated at any time without appeal or right to compensation. As Vice President, Talent Management, you will perform the duties and responsibilities of the position as directed by the President.

Your salary under this appointment will be \$176, 221.00 (Grade 1A, Step 9) on the non-union Administrative Service Salary Schedule. You will be fully eligible for cost of living increases in accordance with applicable University policy. You remain eligible for and may participate in the 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 contribute seven percent (7%) of your salary to your Teachers Insurance Annuity and Association (TIAA) 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.

If you accept this offer, please return an executed original of this letter to the Office of Talent Management. If you have any questions, comments or concerns, please contact Tina Twyman, Human Resources Manager, at (202) 274-7178 or via email [tina.twyman@udc.edu](mailto:tina.twyman@udc.edu).

Sincerely,



Ronald F. Mason, Jr.  
President

cc: Tina Twyman, Human Resources Manager, Office of Talent Management  
Official Personnel File

I accept the terms and conditions of the foregoing executive appointment as Associate General Counsel at the University of the District of Columbia.



Signature



Date



Ronald F. Mason, Jr.  
*President*

**To:** UDC Executive Committee  
UDC Board of Trustees

**From:** Ronald F. Mason, Jr.  
President

**Date:** January 29, 2020

**Subject:** Appointment Justification for Deborah Tatum Sullivan, Vice President, Talent Management

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Pursuant to DCMR 8B § §210.2, this memorandum serves as the official recommendation for appointing Deborah Tatum Sullivan as Vice President, Talent Management, for the University of the District of Columbia (UDC).

One of the objectives expressed in The Equity Imperative is empower the University to be a leader in public higher education. The Equity Imperative acknowledges the need to provide for the future health and stability of the University. An element of meeting this objective is ensuring the continuity of effective leadership in the Office of Talent Management.

Ms. Sullivan joined the University September 1, 2016, as Assistant Vice President (AVP), Human Resources, and has lead the Office of Talent Management since September 1, 2019, during the retirement transition of Ms. Patricia Johnson, Vice President, Talent Management. In her role as the AVP, Ms. Sullivan was directly responsible for personnel services to support the University's workforce, including talent acquisition, staffing, human resources incormation systems, benefits, payroll, compensation, classification, and records management. As AVP, she actively engaged and supported strategic efforts related to policy development, workforce planning, grants management, managerial training, employee and labor relations, and employee retention. During her tenure, she worked diligently with crossfunctional teams external and internal to the University, including District of Columbia Human Resources (DCHR), Office of Pay and Retirement Services (OPRS), Office of the Chief Technology Officer (OCTO) and University operation units to improve overall services for employees. Her direct work with the offices of the Office of the Chief Financial Officer (OCFO) and Research and Sponsored Programs and Academics resulted in successive years of clean financial audits and full resolution of the National

Science Foundation audit in the areas of staffing and payroll. Ms. Sullivan also played critical roles in completing negotiations with both the UDCFA/NEA and SEIU unions.

She is a progressive and creative leader who employs a collaborative approach to problem-solving. She has forged effective relationships across internal and external units to proactively address and manage talent drivers to allow University to meet its strategic goals and objectives.

Ms. Sullivan has the requisite academic credentials, demonstrated expertise and experience to lead the Office of Talent Management. Ms. Sullivan has had an outstanding career in both the human resources and education arenas serving in progressively responsible leadership positions to include:

- Baltimore City Schools
  - Interim Chief, Human Capital
  - Executive Director, Organizational Development
- Prince George's County Public Schools
  - Director, Human Resource Strategy and Workforce Planning
  - Director, Employee Performance
  - Director, Human Resource Operations & Staffing
  - Special Projects Officer/Senior Recruitment Specialist
- Richland County Public Schools
  - Coordinator, Recruitment and Retention

Ms. Sullivan has lead and managed large and small human resource teams and developed high levels of expertise in all areas of human capital operations, development and support and has held positions where she reports to the Chief Executive and the governing board.

Ms. Sullivan's earned degrees include MS degrees from Miami University, OH, and BA degrees from The Ohio State University. Ms. Sullivan also holds certifications from the Society of Human Resource Management (SHRM) Senior Certified Professional (SHRM-SCP) and Senior Professional Human Resources (SPHR) for senior-level practitioners.

Ms. Sullivan is indeed highly qualified and well-suited to serve as Vice President, Talent Management for the University of the District of Columbia. Her appointment will provide stability to the Office of Talent Management and the University. I am confident that Ms. Sullivan will continue to have a positive impact on the University's talent management functions and operations.

# **DEBORAH TATUM SULLIVAN**

## **PROFESSIONAL SUMMARY**

Results-oriented professional with a highly diversified background in human capital strategies, personnel administration, training and employment support services in public and private sectors. Over 30 years of experience in urban public K-12 and higher education settings. Proven track record for producing positive results designing and implementing effective staffing, recruitment, retention, workforce development strategies and project management. Collaborative and driven problem solver; strong interpersonal skills. Demonstrated proficiency with technology including the selection, design and implementation of evaluation and human resources technologies. Perceptive, creative and able to turn vision into reality. Sets a positive personal example and demonstrates an unequivocal commitment to service and professionalism. Team oriented; excellent communication and presentation skills. Committed to student success and achievement.

## **HUMAN RESOURCE/HUMAN CAPITAL EXPERIENCE**

**University of the District of Columbia**

**2016 - Present**

### **Assistant Vice President, Office of Talent Management**

Provides leadership and management for operational and strategic services supporting the University's workforce of up to 1300 employees in the areas of talent acquisition, staffing, position management, HRIS, benefits, payroll, classification, compensation and records management. Oversees and manages data collection, data management, audits and, workforce reporting. Collaborates with internal units and external DC Government agencies to improve personnel services and increase human resource efficiencies. Supports strategic planning, assists with driving organizational effectiveness and supports all major University initiatives. Provides management and leadership for the talent team and outside consultants. Facilitates and provides guidance to leaders, managers and employees in HR related matters. Creates and implements policies and procedures according to federal, state and District laws. Establishes short-term and long-term goals, strategic planning and budgeting. Leverages external networks and resources to achieve goals and objectives in support of the University's strategic plan.

**Baltimore City Public Schools, Maryland**

**2015 – 2016**

### **Interim Chief Human Capital Officer**

Provided leadership, direction and guidance for the strategic initiatives and day to day operations of the Human Capital Office. Led the overall mission to find, support and retain great talent for all positions in the organization to meet the mission of high student achievement for all students. Developed and implemented strategic goals in recruitment, selection, induction, deployment, performance management, employee and labor relations and professional development for all employees with a strong focus on teacher and principal effectiveness. Engaged in focused efforts and process improvement in the areas of compensation, classification, HRIS, data quality and data management and benefits. Drove work embedded in the school system's human capital strategy linked to internal and external stakeholders to build support and engagement for successful strategy implementation.

### **Executive Director Organizational Development**

Plans and directs all aspects of the school district's organizational development function. Provides direct oversight and supervision of Employee Effectiveness/Performance, Teacher Support and Development and Leadership Development teams. Leads the design, development and implementation of professional development and training programs, facilitates change management initiatives and reviews all programming to ensure adherence to organizational goals and objectives. Responsible for continually building the organization's training and support structures to focus on building a high functioning engaged workforce. Measures and reports workforce productivity, performance and outcomes to gauge program successes. Collects, reviews, analyzes and prepares reports on workforce data and metrics.

**Director, Human Resources Strategy & Workforce Planning**

Planned, organized and coordinated strategic human resources/human capital work facilitating alignment with the organization's strategic plan, mission, vision and goals. Directed focused work to increase and guide the system's investment of resources supporting all phases of the employment lifecycle, teacher and leader effectiveness, efficient human resources processes/systems and improved customer service. Collaborated with the Employee Performance & Evaluation and Talent Development offices to design and implement programs to build employee capacity and support the creation of a high performing workforce delivering services to students. Served on evaluation, succession planning, and leadership development work groups focused on improving the design and implementation of employee support systems. Served as a human resources advisor for the Principal Pipeline work and leadership development programs supported by the Wallace Foundation and implemented by the Talent Development Offices. Supervised key human resources offices including Compensation & Classification, Data Quality/HRIS, Employee Services, and Recruitment & Retention. Developed the human capital components of the strategic plan to support focus areas of: Academic Excellence, a High Performing Workforce and Organizational Effectiveness. Oversaw four Maryland Approved Alternative Preparation Programs to include teacher training. Supervised human capital data collection, analyses and reporting of patterns and trends.

**Director, Human Resource Operations & Staffing/Recruitment Officer**

Provided leadership, strategic direction and guidance for the day to day operations of the Certification, Recruitment, Records Management & Verification and Staffing offices. Supervised recruitment, selection, hiring, credentialing and retention of talent in all positions to support increased student achievement and meet organizational goals. Coordinated data collection, analyses and reporting. Served on a variety of work groups to support workforce development. Provided training, support and advised principals on all phases of the employment lifecycle. Worked collaboratively with Employee and Labor Relations staff, General Counsel and union partners to resolve employment issues. Assisted with the development and design of a complete human resources reorganization and served as the implementation lead supported by the Urban Schools Human Capital Academy.

**Director, Employee Performance**

Directed, coordinated and provided oversight for district's employee evaluation systems, the development of performance-based standards and monitoring of all evaluation services from initial design through implementation. Performed focused work to ensure strategic and organizational alignment to meet human capital goals and objectives for increased effectiveness and productivity. Successfully lead teams that designed and implemented a rigorous teacher evaluation system including multiple measure components and supported similar work for principal evaluation. Developed and implemented systems and technology to track evaluation data used to inform training and development. Organized and worked collaboratively with working groups comprised of all stakeholders assisting with decisions of evaluation practice, procedures and tools for performance assessment and to inform professional development, support systems and contract negotiations with union partners. Assisted with establishing criteria for career progression and leadership roles. Directed and supervised the 17.1M Teacher Incentive Fund (grant sponsored) pay for performance program to include collaborating with the Curriculum & Instruction and Professional Development offices to design and implement professional development components for teachers and principals related to the instructional framework, instructional strategies by content areas, student achievement and teacher leadership. Collected, examined and reported data trends in talent management to include performance evaluations, succession planning, rewards, recruiting, selection, retention, leadership and employee development. Worked closely with 10 large urban districts and the Gates Foundation on teacher effectiveness and human capital reform.

**Special Projects Officer/Senior Recruitment Specialist**

Redesigned recruitment work streams creating a seamless broad-based teacher recruitment model enhancing the human capital work of the organization. Directed recruitment and sourcing activities to hire 1400 teachers annually through international, national, regional and state recruitment activities. Served as the Human Resource liaison on multiple district committees to increase and promote increased collaboration and alignment with the district's overall human capital strategies. Facilitated training and worked directly with principals on sourcing, hiring and supporting talent to provide high quality instruction and increase student achievement. Served as the project lead and worked with external consultants to develop and present the PGCPs Empowering Effective Teaching proposal for the Bill and Melinda Gates Foundation "Deep Dive Districts" national competition (district awarded 2.5M). Assisted with the development of the US Department of Education Race to the Top (Breakthrough Maryland) initial planning document and proposals to private funders to support the work of improving teaching and learning through human capital reform, performance management and professional development.

**Richland County School District One, Columbia, South Carolina**

**1995 - 2007**

**Coordinator, Recruitment and Retention**

Designed and implemented district's comprehensive recruitment and retention initiatives and programs based on the strategic plan, market forecasts, budget allocations and departmental/school needs, adjusting based on trend data. Researched, prepared and submitted grants to public and private entities to secure resources in support of staff training and development (District received 7.6 M from federal and private funders). Served as the primary grant project officer for three major programs including a 4.7M Teacher Quality grant with the University of South Carolina. Collaborated with university partners to design and implement teacher and principal professional development to improve performance and student outcomes. Served as the Human Resources technology project lead, researched, designed and implemented an end to end paperless human resource system that included an applicant tracking system and an enterprise document management/workflow system. Coordinated and participated in local, regional, national and international recruitment initiatives. Conducted principal training on recruitment initiatives, trends, interviewing, selection, retention and available technology to facilitate the hiring process. Collected, analyzed and reported data, patterns and trends for recruitment ROI, hiring timelines and retention. Developed and presented human resource policies to the Board of Education. Designed and implemented an innovative district grow-your-own teacher recruitment program for high school students and paraprofessionals.

**Personnel Technician**

Served as the primary hiring official for four critical support operations (Custodial, Food Service, Maintenance, and Transportation). Reconfigured the end to end employment process to address efficiencies in sourcing, recruiting, screening, testing, interviewing, hiring, onboarding and orientation. Worked collaboratively with departmental directors to provide professional development, mitigate and resolve employment and performance concerns, and complete performance evaluations. Implemented professional development and training with teachers and bus drivers resulting in increased collaboration and communication between staff and increased instructional time for students.

**United States Army Job Assistance Center, Hanau, Germany/Vicenza, Italy, Vienna, VA  
1991-1994**

**Job Assistance Center Site Manager**

Assisted with sourcing and hiring over 50 site managers and over 500 career counselors as part of the RCI, Inc. team contracted to staff all US Army Job Assistance Centers worldwide in conjunction with the Army Career and Alumni Program (ACAP). Managed and supervised the transition support operations of four Job Assistance Centers serving the Hanau, Germany military community of 27,000. Developed a visionary and comprehensive menu of services and the training curriculum for transitioning military personnel and family members that included career development seminars, workshops, and counseling. Services resulted in the highest client ratings and placement percentages out of 50 worldwide sites for three consecutive years. Developed and implemented innovative recruitment strategies attracting potential clients for services and diverse employers for the center's job bank and network. Negotiated contracts with international companies and work unions for support services. Served as site MIS administrator. Selected and employed all professional and support staff for four offices.



**Miami University Graduate School, Oxford, Ohio**

**1987 – 1989**

**Minority Student Affairs Recruitment and Retention Coordinator, Graduate School**

Assisted the Dean and Associate Dean with developing and implementing an innovative recruitment and retention program for minority graduate students. Designed and implemented a diversity student support program and facilitated diversity training for university staff. Participated in national and international recruitment events in search of best-fit applicants. Planned and coordinated campus visits for prospective candidates. Evaluated and reviewed admission and assistantship applications, providing recommendations and referrals to prospective departments. Interviewed candidates. Tracked budgets and prepared statistical reports on minority recruitment and retention programs. Served as the Graduate School liaison to academic departments to collaboratively improve minority student programs and retention efforts. Recruitment efforts resulted in an 11% increase in admission and a 47% increase in retention and graduation of minority graduate students.

## **INSTRUCTIONAL EXPERIENCE**

**Teacher, Speech Pathologist, Principal, District Administrator**

Richland County School District One, Columbia, South Carolina 1994 – 1995

Department of Defense Schools, Hanau, Germany 1990 -1991

Fort Knox Schools, Fort Knox, Kentucky 1989 – 1990

Miami University, Instructor, Oxford, Ohio 1987 - 1989

Columbus Public Schools (Columbus Speech and Hearing Center), Columbus, Ohio 1985 – 1987

The Ohio State University, Columbus, Ohio 1985 - 1987

Miami University Speech Clinic, Oxford, Ohio 1983-1985

Paulding County Schools, Dallas Georgia 1982-1983

Franklin County Board of MR/DD Columbus, Ohio 1981 - 1982

## **EDUCATION**

M.S. Education Administration/College Student Personnel Services, Miami University

M.S. Speech Pathology, Miami University

B.A. Speech and Hearing Sciences, The Ohio State University

B.A. Elementary Education, The Ohio State University

## **CERTIFICATIONS**

SHRM-SCP and SPHR

Gallup Certified Strength Coach

Maryland State Department of Education, Advanced Professional Certificate (APC, Admin II)

Ohio State Department of Education (Professional, Admin)

## **ORGANIZATIONS**

Society of Human Resource Management

College and University Professional Association for Human Resources

Higher Education Recruitment Consortium

National Association of School Personnel Administrators (Student Affairs Administrators)

American Association of School Personnel Administrators



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

**Job Title:** Vice President, Talent Management  
**Occupational Series/Pay Plan/Grade:** 301/DS0058/9  
**FLSA:** Exempt  
**Job Code:** 701219

**GENERAL DESCRIPTION OF THE JOB:**

Incumbent functions as the Vice President of Talent Management, in the Office of Talent Management, Office of the President at the University of the District of Columbia and as such performs the following duties.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Responsible for planning, developing, coordinating and administering a comprehensive human resources management program for the University of the District of Columbia, which includes the following activities: recruitment, selection and placement, employee benefits, position classification, employee relations, performance and records administration, human resources development, compensation, EEO/AA programs, employee assistance programs, related administrative and clerical functions.
- Advises, guides and counsels employees and supervisors on all matters pertaining to human resources management.
- Conducts a continuing analysis and evaluation of the human resources program in order to maintain a high degree of effectiveness and identify areas in need of improvement.
- Responsible for the research, development and implementation of all personnel policies, regulations and procedures of the University. This includes the establishment of the necessary internal procedures for creating faculty or staff input into the policies required to assure maximum participation in all phases of program development.
- Establishes and maintains personal contacts and cooperative working relationships with personnel officials both within and outside the District Government to facilitate coordination between the District and the University.
- Represents the University with employee organizations that would have an effect upon any phase of human resources management for salary and employee management.
- Directs recruitment and placement activities for all employee and faculty.
- Advises University officials on human resources management matters concerning both educational and non-educational employees, including interpretation of governing laws, regulations and standards.
- Keeps apprised of staffing needs and studies of educational organizations.
- Participates in University-wide budget reviews and is required to establish basic guidelines of position approvals and staffing requirements in the budget preparation stage. Is responsible for providing leadership in the development of all aspects of the management information as it pertains to human resources management.
- Supervises a subordinate staff of human resources professionals and specialists involved in the daily operations of the Human Resources Office.

**OTHER DUTIES:**

- Performs other related duties as assigned.

### **MINIMUM JOB REQUIREMENTS:**

- Master's degree in a Human Resource Development, administration or in a related field required;
- Eight to ten years of progressively responsible leadership position in human resource management, human capital, organizational development or related leadership positions;
- Experience with employment law and compliance on state and federal levels;
- SHRM or HRIC certification preferred

### **REQUIRED COMPETENCIES:**

- A general understanding of the systems, methods and administrative machinery of the university for accomplishing day-to-day activities.
- Knowledge of human resources management principles, human resources policies and procedures, analytical, fact-finding and administrative skills.
- Knowledge of the organization and function of the District of Columbia government, its various agencies, boards and commissions, as appropriate.
- Ability to work effectively when confronted with emergencies.
- Administrative skills in planning, organizing and managing a large workforce.
- Demonstrated ability to gain cooperation and support from faculty and other individuals when attempting to initiate programs.
- Demonstrated ability to work cooperatively and harmoniously with people of diverse interests, temperament and expectations.
- Knowledge of the organization, mission and programs under the jurisdiction of the University of the District of Columbia.
- Skill in oral and written communication to develop and present cogent arguments for the acceptance of controversial points of view.
- The ability to analyze programs and sound judgment in assessing the practical implications of alternative solutions.
- Administrative skills in planning, organization, time management, etc.
- Knowledge of the organizational structure of the university as well as knowledge of composition of the work force by occupational categories, relative to grade levels, race, sex and other relevant characteristics.
- Ability to develop effective communications between management and employee groups in order to gain acceptance of human resources programs.
- Creativity in devising solutions to human resource management problems that impact on organizational programs.

### **Supervisory Controls**

The incumbent works under the general direction of the Chief Operating Officer. Direction is received in terms of broad policy objectives. Activities are performed substantially without prior clearance. Accomplishments are appraised primarily on the basis of overall adequacy in the attainment of broad objectives.

### **Guidelines**

Guidelines consist of the Board of Trustees policies and regulations, District of Columbia government rules, regulations and policies. The incumbent utilizes appropriate Federal laws, regulations and policies.

### **Complexity**

Incumbent is responsible for planning, developing, coordinating and administering a comprehensive human resources management program in the University of the District of Columbia. The incumbent is expected to utilize foresight in contemplating projected growth of the institution with a view to

adequately meeting its needs, applying a very high degree of initiative, creative thinking and professionalism in the various day-to-day operations of the office.

### **Scope and Effect**

The decisions and judgments made by the incumbent and the work accomplished under his/her direction have far reaching effects and serve as a major contributing factor for the success of the human resources program within the University, D.C. Office of Human Resources, outside agencies, other universities and colleges and the University community.

### **Personal Contacts**

Personal contacts are with top executive staff, middle managers, supervisors, employees, union representatives, students, faculty and the University community.

### **Purpose of Contacts**

Contacts are for the purpose of obtaining or passing on information or requests, interpret policy decisions and recommendations on operational matters.

### **Physical Demands**

The position requires no special physical demands.

### **Work Environment**

Work is performed primarily in an office setting.

## **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 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.

**To:** The Board of Trustees

**From:** Managing Director of Finance *David A. Franklin*

**Date:** March 3, 2020

**Subject:** Executive Appointment of Deborah Sullivan as Vice President of Talent Management

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### **Conclusion**

It is projected that there are sufficient unrestricted funds in the budget allocation of the University of the District of Columbia's FY2020 budget to cover the cost of the salary and benefits associated with the appointment of Deborah Sullivan to the position of Vice President of Talent Management at the University of the District of Columbia.

### **Background**

The proposed resolution is to appoint Deborah Sullivan to the position of Vice President of Talent Management at the University of the District of Columbia. The position has been vacant since January 15, 2020. Mrs. Sullivan's executive appointment will be effective January 16, 2020 and it is in accordance with the District of Columbia Municipal Regulations, 8B DCMR §§210 through 211. 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 for this appointment will be Grade 1A, Step 9 of the non-union administrative salary schedule, paying \$176,221 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, the 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 the employee's salary to her Teacher Insurance Annuity Association (TIAA) 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.

This request has been approved based upon the information provided.