

**RECOMMENDATION TO THE UNIVERSITY OF LOUISVILLE BOARD OF TRUSTEES
PERSONNEL COMMITTEE REGARDING POSITION DESCRIPTIONS FOR
SENIOR VP FOR FINANCE AND ADMINISTRATION AND
VICE PRESIDENT FOR STRATEGY AND GENERAL COUNSEL**

Personnel Committee - February 13, 2014
Board of Trustees – February 13, 2014

RECOMMENDATION:

The President recommends the Board of Trustees approve the attached position descriptions for the

- Senior Vice President for Finance and Administration/Chief Operating Officer (SVP/COO)
- Vice President for Strategy and General Counsel

Committee Action:

Passed: X

Did not Pass:

Other:

Date:

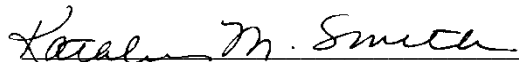
Board Action:

Passed: X

Did not Pass:

Other:

Date:


Assistant Secretary

Senior Vice President for Finance and Administration / Chief Operating Officer
Position Description

The Senior Vice President for Finance and Administration / Chief Operating Officer (SVP/COO) reports to the Executive Vice President & University Provost on matters of day-to-day operations related to finance, business affairs, human resources, information technology, internal audit & institutional compliance, student affairs and other campus operations. Additionally, the SVP/COO reports to the Office of the President on policy, long term planning, and strategic budgeting.

Functional Areas of Responsibility

- Monitoring and accounting for the revenues and expenses required in the normal operation of the University, its subsidiaries, and its auxiliaries
- Performing treasury operations including cash management, accounts payable and disbursements for the University and its affiliated corporations and issuance of bonds
- Reporting costs and revenue, and preparing periodic and end of year financial statements
- Preparing and overseeing the annual operating and biennial budget request for the University and its subsidiaries; overseeing the budgeting process to insure the budget supports the University's strategic plan
- Auditing the financial operation of the organization and reporting irregularities to the President
- Ensuring the University has appropriate and effective internal controls, and that they are operating properly
- Supervising the Office of Internal Audit and Compliance
- Maintaining and improving the Physical Plant for the University; monitoring and controlling utility expenses
- Managing the investments of the University and its subsidiaries, including retirement of long and short term debt obligations
- Managing, monitoring, and controlling the acquisition and disposition of moveable inventory (including all purchasing functions)
- Ensuring university personnel comply with university policies
- Managing the services necessary to maintain efficient and effective operations for a 24-7 university and to meet the demands of its students, faculty, and staff
- Coordinating and managing personnel and policy necessary to insure the security of the physical plant, inventory, employees, and students
- Administering all capital construction contracts and projects, purchasing, inventories, sales of surplus properties, and bidding procedures

- Supervising the University's policies on risk and insurance management
- Serving as liaison with state agencies regarding auditing, purchasing, accounting, and other related matters
- Insuring the operation of the financial and administrative units fulfill the mission of the University

Job Requirements

- Minimum: MBA/MPA or equivalent.
- Preferred: Ph. D. in academic discipline with faculty experience.
- Relevant academic / not-for-profit / or other experience.

Direct Reports

- Vice President for Human Resources
- Vice President for Information Technology
- Vice President for Student Affairs
- Associate Vice President for Audit Services & Institutional Compliance
- Associate Vice President for Finance and Administration
- Associate Vice President for Subsidiaries, Auxiliaries, and Related Entities
- Senior Associate Vice President for Business Affairs

Vice President for Strategy & General Counsel Position Description

The Vice President for Strategy and General Counsel reports directly to the President, and serves as a member of the President's management team and chief counsel for the University.

Functional Areas of Responsibility

- Serving the Office of the President as advisor on key strategic issues of the University.
- Advising the Office of the President in coordination of legal activities of the university and affiliated entities of the University.
- Coordinating the legal representation of the University, including providing a full range of legal services to the University, assuring the University is in compliance with federal and state statutes and regulations, and advising in the development of University policy and procedures as appropriate.
- Negotiating and approving contractual arrangements for outside legal counsel and monitoring related legal expenses to assure efficient application of resources through professional services agreements.
- Coordinating and overseeing the Office of Governmental Relations.
- Advising the Office of the President, as needed, with interpreting corporate regulations affecting the University's Boards and Commissions, reviewing agenda and minutes for appropriate legal presentation, and examining initiatives for distribution to the University's boards and internal governing bodies.
- Advising the University's Records Custodian regarding all matters related to Open Records Requests.

Job Requirements

Juris Doctorate from an accredited school of law and admission to the Kentucky Bar or eligibility to practice law in the State of Kentucky through a reciprocal arrangement in another state.

Direct Reports

- a. Legal counsel employed in the Office of VP for Strategy & General Counsel focusing on employment, contract, and compliance law.
- b. Legal counsel employed in other administrative offices representing the University in areas of specialization, such as academic affairs and research, health affairs, technology transfer, commercialization, and intellectual property rights.
- c. External legal counsel engaged through professional services agreements, to augment as needed the internal services available to the University.
- d. Other paralegal, professional, and administrative support for the Office of the Vice President for Strategy & General Counsel.