



Office of the Provost
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-3035

Date: March 5, 2018

To: Mr. Craig Woolley

From: Dr. Thomas Sudkamp, Provost

Topic: Additional Responsibilities and Salary Adjustment

Thank you for your outstanding leadership as Chief Information Officer. The innovations and customer service orientation that you have led in the Computing and Telecommunications Services were commended by a Faculty Senate resolution. In recognition of your accomplishments and ability, several additional units and responsibilities have been or will be added under the purview of the CIO. These include:

- The Office of Institutional Research and the Office of Business Analytics were combined and moved under the CIO in 2017.
- The Data Governance Committee was constituted in 2016 by the Provost to ensure data accuracy and oversee all data gathering and reporting across campus. The CIO leads this initiative.
- Following the recommendations of the IT/Web Efficiency Committee, the organizations and activities listed below will be moved under the auspices of CaTS and your authority:
 - All university desktop and workstation engineering and support
 - Server/network/storage administration for the College of Engineering and Computer Science
 - Learning Management System support
 - Student Union/Event Services Video technology services

Additional areas may be incorporated into this reorganization to gain further efficiencies

- Because of the increasing reliance on digital channels, Communications and Marketing will report to the CIO beginning in spring 2018.
- You will provide administrative oversight for the University's continuing effectiveness and efficiency reviews, including the state mandated annual Affordability and Efficiency report.

Salary: Your compensation as CIO is \$185K base salary, a \$10K bonus was allowed in your CIO offer letter, and a \$7,500 per year car allowance. Consequently, your total compensation is approximately \$202,500. With the additional duties and reporting units described above, beginning on April 1, 2018, your new base salary will be \$240,000. All compensation will be in base salary; there will no longer be a bonus or car allowance.

I look forward to your continued contributions and leadership at the university.

Traxler, Becky

From: Schrader, Cheryl B.
Sent: Tuesday, March 20, 2018 12:13 PM
To: Sudkamp, Thomas A.
Cc: Mickey-Boggs, Shari
Subject: CIO

Tom

I approve the salary increase associated with additional duties and responsibilities that have been added to the CIO position. Thank you for helping recognize and develop our innovative leaders.

Warmest regards,
Cheryl

Personnel Action Form

Human Resources
(937) 775-2120

Woolley, Craig

Name (Last, First, MI)

UID Number/SSN (New Only)

986599
NBAPOSN

April 1, 2018

Job Start Date

Job Stop Date

Organization Name

PAR 26 12 42

Affirmative Action Number

Campus Address/Campus Phone Number

City Work Loc. (other than main campus)

Job Title

\$240,000

Annual Base Salary

99/39 UC 5/11
Position Class Number Salary Band

\$20,000

Base Monthly/Hourly Rate

☐ Essential Employee

Position FTE ☐ Emergency Responder

\$

Monthly Stipend Rate (If Applicable)

Employment Type

Faculty

☐ Fiscal (12 month)

☐ Academic (9 month)

☐ Tenure Track

☐ Non-Tenure Track

☐ AAUP

☒ Unclassified

☐ Unclassified Hourly

☐ Classified

☐ Certified

☐ Provisional

☐ Classified PTOC

☐ Retiree

☐ Bargaining Unit

Contract Type

☒ Continuing Employment

☐ Special Contract

☐ Interim Appointment (6 month)

☐ Visiting Scholar / Faculty

☐ Visiting NTT

☐ Auxiliary

☐ One-Time Payment (bonus/award)

☐ Gross

☐ Net

Employment Status

☐ Superseding Appointment

☐ New Hire / Re-hire

☐ Leave ☐ with pay

☐ without pay

☐ returning from leave

☐ Termination / Separation

☐ Retirement

☐ Promotion

☐ Demotion

☐ Job Reclassification (Title/Pay Grade)

☐ Transfer

☐ Job Audit

☐ Job Audit with grade change

☐ Special Salary Adjustment- Market

☐ Special Salary Adjustment- Other

☐ Other Data Change

SCANNED

MAY 03 2018

Initial: upm

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Acct						
Program						
Activity						
Funding Source						
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$ <u>240,000</u>	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$	\$	\$	\$	\$	\$
Percent of Salary						

Reallocation ☐

Funding JV or Position Number

Position Incumbent Name (if applicable)

Comments/Additional Information: Salary Adjustment due to added responsibilities. See attached memo from Provost and email from President

Timesheet / Leave Report Approver (Name, UID):

Action Code WCO6
ECLS 21
Earn Code
Cert. Date

*Shaded areas for HR use ONLY

Chair/Dir. Approval/Date

Dean/VP Approval/Date

Business Mgr Approval/Date

Budget/RSP Approval/Date

HR Approval/Date

Payroll Approval/Date

23 March 2018
3/23/18
4/9/18
3/18/18
4/11/18

Personnel Action Form

Human Resources
(937) 775-2120

Reca 7248
Budget 44

WOOLLEY, CRAIG

Name (Last, First, MI)

1 APRIL 2019

Job Start Date

Affirmative Action Number

CIO

Job Title

\$

Annual Base Salary

UID Number/SSN (New Only)

30 APRIL 2019

Job Stop Date

130D LIBRARY X / 775-4008

Campus Address/Campus Phone Number

Position Class Number

Salary Band

\$

Base Monthly/Hourly Rate

986599

NBAPOSN

CaTS ADMINISTRATION

Organization Name

MAIN CAMPUS

City Work Loc. (other than main campus)

100%

☐ Essential Employee

Position FTE

☐ Emergency Responder

\$

Monthly Stipend Rate (If Applicable)

Employment Type

☐ Faculty

☐ Fiscal (12 month)

☐ Academic (9 month)

☐ Tenure Track

☐ Non-Tenure Track

☐ AAUP

☒ Unclassified

☐ Unclassified Hourly

☐ Classified

☐ Certified

☐ Provisional

☐ Classified PTOC

☐ Retiree

☐ Bargaining Unit

Contract Type

☐ Continuing Employment

☐ Special Contract

☐ Interim Appointment (6 month)

☐ Visiting Scholar / Faculty

☐ Visiting NTT

☐ Auxiliary

☒ One-Time Payment (bonus/award)

☐ Gross

☒ Net

Employment Status

☐ Superseding Appointment

☐ New Hire / Re-hire

☐ Leave ☐ with pay

☐ without pay

☐ returning from leave

☐ Termination / Separation

☐ Retirement

☐ Promotion

☐ Demotion

☐ Job Reclassification (Title/Pay Grade)

☐ Transfer

☐ Job Audit

☐ Job Audit with grade change

☐ Special Salary Adjustment- Market

☐ Special Salary Adjustment- Other

☐ Other Data Change

Salary Distribution	Distribution 1	Distribution 2	Distribution 3	Distribution 4	Distribution 5	Distribution 6
Index						
Fund						
Org						
Acct						
Program						
Activity	CW					
Funding Source	CEHS					
Academic salary (2 sem)	\$	\$	\$	\$	\$	\$
Academic stipend (2 sem)	\$	\$	\$	\$	\$	\$
Fiscal year salary	\$	\$	\$	\$	\$	\$
Fiscal year stipend	\$	\$	\$	\$	\$	\$
Special contract salary	\$ 200.00	\$	\$	\$	\$	\$
Percent of Salary						

Reallocation ☐

Funding JV or Position Number

Position Incumbent Name (if applicable)

Comments/Additional Information: CEHS AWARD FOR EXTERNAL SUPPORT STAFF. RECIPIENT IS TO RECEIVE THE FULL \$200 SO PLEASE GROSS UP AS NECESSARY.

Timesheet / Leave Report Approver (Name, UID):

Action Code

ECES

Earn Code

Cert. Date

Shaded areas for HR use ONLY

Chair/Dir. Approval/Date

Dean/VP Approval/Date

Business Mgr Approval/Date

Budget/RSP Approval/Date

HR Approval/Date

Payroll Approval/Date

[Signature] 3/20/19

[Signature] 3-19-19

[Signature] 3/29/19

[Signature] 4/4/2019

4/4/2019