



UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN  
BOARD OF REGENTS

RESOLUTION NO. 16-16

**RELATIVE TO CREATING THE POSITION OF DIRECTOR, EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND TITLE IX/ADA (AMERICANS WITH DISABILITIES ACT) COORDINATOR) AND REVISING THE LIST OF ADMINISTRATIVE POSITIONS AND ADMINISTRATIVE SALARY SCHEDULE**

**WHEREAS**, the University of Guam (University) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) serving the post-secondary needs of the people of Guam and the region; and

**WHEREAS**, the governance and well-being of the University is vested in the Board of Regents (BOR); and

**WHEREAS**, pursuant to GCA 16112, the BOR is authorized to adopt rules and regulations governing the compensation of academic personnel; and

**WHEREAS**, on May 22, 2003, the BOR approved Resolution No. 03-09, relative to Establishing Administrative Positions at the University of Guam, and on June 19, 2003, approved Resolution No. 03-16, Relative to Establishing and Adopting the Policy for Administrative Salary and a Revised Salary Schedule at the University of Guam; and

**WHEREAS**, the University administration has adopted the 2003 College and University Professional Association for Human Resources (CUPA-HR) administrative compensation surveys as its benchmark for best practice in establishing academic administrator positions and salaries; and

**WHEREAS**, the G2G implementation plan directs the provision of the Equal Employment Opportunity (EEO) services move to another unit in conformance with best practices for smaller universities; and


**WHEREAS**, the President appointed an ad hoc Task Force to address the strategical alignment of the EEO, Title IX, and ADA services to best meet the needs of the University; and

**WHEREAS**, the ad hoc Task Force recommends the creation of the position of the Director, EEO and Title IX/ADA Coordinator within the recommended strategic alignment to replace the position of Institutional Compliance Officer; and


**WHEREAS**, the President and the Academic, Personnel and Tenure Committee reviewed and recommend the aforementioned changes and revisions to the BOR for approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Regents hereby approves the creation of the position of Director, Equal Employment Opportunity and the Title IX/ADA Coordinator and the revised list of Administrative Positions and Administrative Salary Schedule, which is herein attached.

Adopted this 21<sup>st</sup> day of April, 2016.

  
\_\_\_\_\_  
Antoinette D. Sanford, Chairperson

ATTESTED:

  
\_\_\_\_\_  
Dr. Robert A. Underwood, Executive Secretary

**UNIVERSITY OF GUAM**  
**POSITION DESCRIPTION: DIRECTOR, EEO AND TITLE IX / ADA COORDINATOR**  
**SALARY RANGE: \$60,424 - \$90,636**

**POSITION NARRATIVE:**

The Director, EEO and Title IX / Americans with Disabilities Act (ADA) Coordinator, under the general direction of the Chief Human Resources Officer (CHRO), is responsible for managing the development, implementation, and coordination of, but not limited to, the following programs: Equal Employment Opportunity, Non-discrimination/non-harassment compliance, Title IX, and Disability accommodations for students and employees.

**DUTIES AND RESPONSIBILITIES:**

Primary duties and responsibilities shall include, but not be limited to the following:

- Serve as the University's EEO and Title IX Officer, and ADA Coordinator;
- Monitor and advocate for the University's commitment to equal opportunity and affirmative action and compliance with federal and territorial nondiscrimination laws, guidelines and policies;
- Develop and update University policies, rules, regulations, and procedures in the areas of EEO, Title IX, and ADA;
- Manage the investigation process and/or informally resolve complaints in the areas of EEO, Title IX, and ADA for the University;
- Keep management abreast of current EEO, Title IX, and ADA requirements and other program developments;
- Coordinate University programs and responsibilities to assure compliance with the Americans with Disabilities (ADA) Act, Sec. 503 and 504 of the Rehabilitation Act of 1973, and other federal and territorial laws and regulations pertaining to persons with disabilities;
- Develop, promote and conduct activities, programs and workshops on or off campus to educate students and employees on equal opportunity, Title IX, and ADA policies as well as issues related to diversity;
- Supervise EEO Counselors and administrative support personnel and organize regular Counselor meetings and training;
- Prepare and update Affirmative Action Plan, and monitor compliance and progress toward goals;
- Maintain statistical and other EEO, Title IX, and ADA records and prepare reports;
- Perform other duties as assigned.

**MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of federal and local regulatory statutes, guidelines and directives relevant to EEO, Title IX, and ADA.
- Experience in writing policies, rules, regulations, and procedures in the areas of EEO, Title IX, and ADA.
- Demonstrate ability to administer, supervise, evaluate and/or coordinate services for persons with disabilities in a higher education setting.
- Ability to investigate and analyze complaints and alleged discrimination while maintaining objectivity and fairness and treating confidentiality, accordingly.
- Ability and experience in developing and implementing training programs.
- Demonstrate skills in verbal and written communication.
- Demonstrate skills in interpersonal relations working with diverse groups of individuals.
- Ability to develop and implement compliance and grievance procedures, complaint investigation documentation, and mediation in a higher education setting.
- Ability to establish and maintain positive working relationships with other personnel in dealing with EEO, Title IX, and ADA issues.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in business/public administration or related field from a U.S. accredited college/university or foreign equivalent PLUS four (4) years of experience in planning, developing, coordinating and implementing programs, activities in EEO, Title IX, ADA, and Affirmative Action Programs.
- Ability to communicate and work effectively with the public, students, employees, and government officials.

Updated March 2016

The University of Guam is an equal opportunity employer and provider

Preferred Qualifications:

- Professional work experience in the legal and other investigatory processes, federal equal opportunity law and disability compliance, and knowledge and experience involving compliance responsibilities in academic institutions, to include a demonstrated understanding of relevant laws and regulations.
- Any certification or licensure in counseling, social work, psychology, or related.

Director, EEO and Title IX / ADA Coordinator Position Description approved by:

 APR 21 2016

Robert A. Underwood, President

Date

Administrator's Salary Scale  
Approved by Board of Regents Resolution No. 16-07  
Amended on 03/03/16

POSITION TITLE	Quartile 1 80%-90% Range	Quartile 2 90%-100% Range	Quartile 3 100%-110% Range	Quartile 4 110%-120% Range
<b>Office of the President</b>				
President	\$ 96,914 \$	\$ 109,029 \$	\$ 121,143 \$	\$ 133,257 \$
Legal Counsel	\$ 61,599 \$	\$ 69,299 \$	\$ 76,999 \$	\$ 84,699 \$
Director, Integrated Marketing Communications	\$ 68,050 \$	\$ 76,556 \$	\$ 85,062 \$	\$ 93,568 \$
Executive Assistant to the President	\$ 84,402 \$	\$ 94,952 \$	\$ 105,502 \$	\$ 116,052 \$
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 34,233 \$	\$ 36,334 \$	\$ 38,436 \$	\$ 40,538 \$
Institutional Compliance Officer	\$ 53,454 \$	\$ 60,135 \$	\$ 66,817 \$	\$ 73,499 \$
International Program Development (Coordinator, Director)	\$ 32,973 \$	\$ 37,094 \$	\$ 41,216 \$	\$ 45,338 \$
Web Master	\$ 58,682 \$	\$ 66,018 \$	\$ 73,353 \$	\$ 80,688 \$
Director, Development and Alumni Affairs				
<b>Office of Academic and Student Affairs</b>				
Senior Vice President, Academic and Student Affairs	\$ 109,768 \$	\$ 123,489 \$	\$ 137,210 \$	\$ 150,931 \$
Assistant Vice President of Graduate Studies, Research and Sponsored Programs	\$ 84,278 \$	\$ 94,812 \$	\$ 105,347 \$	\$ 115,882 \$
Dean, College of Liberal Studies and Social Sciences	\$ 99,150 \$	\$ 111,543 \$	\$ 123,937 \$	\$ 136,331 \$
Dean, College of Natural and Applied Sciences	\$ 91,509 \$	\$ 102,947 \$	\$ 114,386 \$	\$ 125,825 \$
Dean, School of Education	\$ 97,046 \$	\$ 109,176 \$	\$ 121,307 \$	\$ 133,438 \$
Dean, School of Business and Public Administration	\$ 88,482 \$	\$ 99,543 \$	\$ 110,603 \$	\$ 121,663 \$
Associate Director, Western Pacific Tropical Research Center	\$ 79,320 \$	\$ 89,235 \$	\$ 99,150 \$	\$ 109,065 \$
Associate Director, Cooperative Extension Service	\$ 82,438 \$	\$ 92,742 \$	\$ 103,047 \$	\$ 113,352 \$
Dean, Enrollment Management and Student Success	\$ 70,014 \$	\$ 78,766 \$	\$ 87,518 \$	\$ 96,270 \$
Associate Dean, EMSS and Registrar	\$ 75,666 \$	\$ 85,125 \$	\$ 94,583 \$	\$ 104,041 \$
Associate/Assistant Deans	\$ 57,691 \$	\$ 64,903 \$	\$ 72,114 \$	\$ 79,325 \$
Grants Officer	\$ - \$	\$ - \$	\$ - \$	\$ - \$
Director/Coordinator:	\$ - \$	\$ - \$	\$ - \$	\$ - \$
Learning Resources	\$ 50,538 \$	\$ 56,855 \$	\$ 63,172 \$	\$ 69,489 \$
Graduate Studies	\$ 90,944 \$	\$ 102,312 \$	\$ 113,680 \$	\$ 125,048 \$
Centers of Excellence and Research Institutes				
Financial Aid	\$ 51,932 \$	\$ 58,424 \$	\$ 64,915 \$	\$ 71,407 \$
Residence Halls	\$ 51,665 \$	\$ 58,123 \$	\$ 64,581 \$	\$ 71,039 \$
Student Resource Center (one-stop center)				
Student Services / Student Life	\$ 42,128 \$	\$ 47,394 \$	\$ 52,660 \$	\$ 57,926 \$
Summer School and Off-Campus Programs	\$ 53,107 \$	\$ 59,746 \$	\$ 66,384 \$	\$ 73,022 \$
Director of Academic Assessment / Institutional Research	\$ 64,170 \$	\$ 72,191 \$	\$ 80,212 \$	\$ 88,233 \$
Director of Micronesian Area Research Center (MARC)	\$ 62,929 \$	\$ 70,795 \$	\$ 78,661 \$	\$ 86,527 \$
Director, Professional and International Programs	\$ 66,996 \$	\$ 75,371 \$	\$ 83,745 \$	\$ 92,120 \$
Associate Dir, PIP Telecommunications and Distance Education and Outreach	\$ 45,613 \$	\$ 51,314 \$	\$ 57,016 \$	\$ 62,718 \$
Associate Dir, PIP Professional Development and Lifelong Learning Center	\$ 44,898 \$	\$ 50,510 \$	\$ 56,122 \$	\$ 61,734 \$
<b>Office of Administration and Finance</b>				
Vice President, Administration and Finance	\$ 110,978 \$	\$ 124,851 \$	\$ 138,723 \$	\$ 152,595 \$
Chief Information Officer	\$ 66,430 \$	\$ 74,734 \$	\$ 83,038 \$	\$ 91,342 \$
Director, Computer Center/Technology Resources	\$ 52,762 \$	\$ 59,338 \$	\$ 65,915 \$	\$ 72,548 \$
Associate Budget and Administrative Process Officer	\$ 67,050 \$	\$ 73,431 \$	\$ 79,812 \$	\$ 86,193 \$
Chief Human Resources Officer	\$ 69,251 \$	\$ 75,431 \$	\$ 81,612 \$	\$ 87,793 \$
Director, Development and Lifelong Learning Center	\$ 65,099 \$	\$ 71,279 \$	\$ 77,459 \$	\$ 83,639 \$
Comptroller/Chief Financial Officer	\$ 52,600 \$	\$ 59,175 \$	\$ 65,750 \$	\$ 72,325 \$
Associate Comptroller / Bursar	\$ 65,802 \$	\$ 74,027 \$	\$ 82,252 \$	\$ 90,477 \$
Chief Plant and Facilities Officer				
Director/Manager/Coordinator:				
Campus Facilities	\$ 45,024 \$	\$ 50,652 \$	\$ 56,280 \$	\$ 61,908 \$
Campus Construction Projects	\$ 43,660 \$	\$ 49,118 \$	\$ 54,575 \$	\$ 60,033 \$
Bookstore and Auxiliary Services	\$ 52,047 \$	\$ 58,553 \$	\$ 65,059 \$	\$ 71,565 \$
Athletic Director	\$ 54,058 \$	\$ 60,816 \$	\$ 67,573 \$	\$ 74,330 \$
Internal Auditor	\$ 58,835 \$	\$ 66,190 \$	\$ 73,544 \$	\$ 80,898 \$

\*Scale is managed by UOG Human Resources Office; Draft 03/16

## Summary on EEO/ADA/Title IX Office Transformation

As of April 4, 2016

### Background Information:

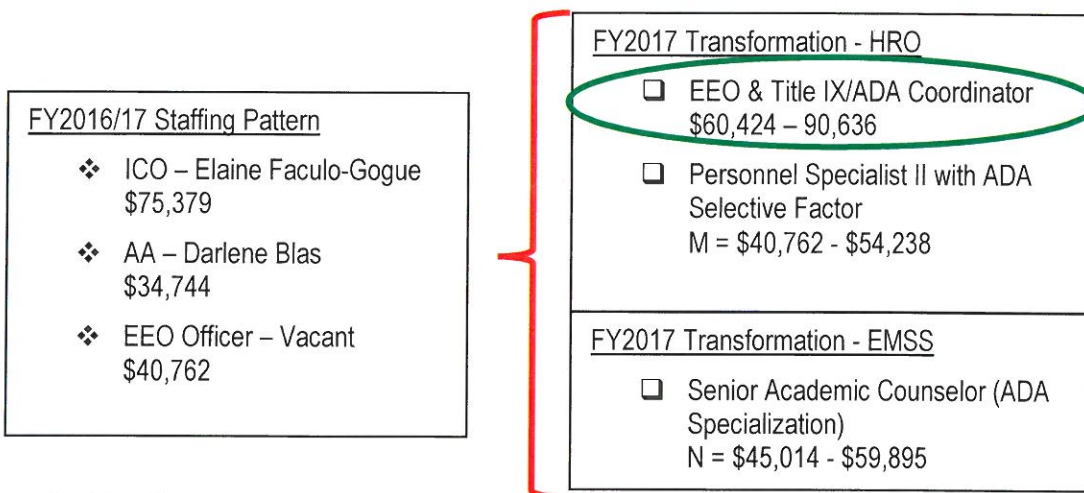
**-Dec 10, 2013:** As part of the G2G initiative, the President's Office provided responses to inquiries as to how UOG compared to UOG Peer Institutions. UOG Peer Institutions for the Institutional Compliance Office equivalent showed EEO and Title IX functions generally assigned under the President/Chancellor Office or *Human Resource Office*. The ADA functions were consistently assigned under the *Office of Student Affairs*.

**-May 22, 2014:** The G2G Implementation Plan called for completing transformation by the end of the Fall 2014 Semester - the provision of the EEO services to be moved to another unit in conformance with best practices from small universities.

**-Mar 3, 2016:** The President authorized an Ad Hoc Task Force to develop a proposed transformation plan and timeline for his consideration. Members included:

- Troy McVey – Facilitator. SVP Office.
- Dr. Michael Gunn, Dean, EMSS.
- Larry Gamboa, CHRO.
- Elaine Faculo-Gogue, ICO (retired Apr 1, 2016).
- David Okada, CPO (and Interim ICO, Effective Apr 1, 2016).

**-Apr 4, 2016:** The Ad Hoc Task Force completed a proposed transformation plan and timeline which was briefed to the SVP and VPAF, and approved by the President. **Part of the completion process included changing the Administrator's Salary Scale.** This change includes converting the current Institutional Compliance Officer position under the Office of the President, to the Director, EEO and Title IX / ADA Coordinator position under the Chief Human Resources Officer. Overall transformation is as follows:



### **-Transformation Timeline:**

- Apr 2016:** Prepare proposed resolution and position description for BOR AP&T review and approval (Apr 14, 2016). Then BOR review and approval (Apr 21, 2016).
- May 2016:** HRO and EMSS to start recruitment actions for three positions. Effective date of hire in Oct 2016.
- Sep 2016:** Develop displacement plan for AA in current EEO/ADA/Title IX Office and logistics transfer plan.
- Oct 2016:** Upon inprocessing of new personnel, transition files and actions. Establish hand-off date of responsibilities.
- Nov 2016:** Inactivate old EEO/ADA/Title IX Office, complete logistics transfers, and re-assign existing AA to displaced position.

### **Recommendation:**

-Approve proposed Administrator's Salary Scale that deletes the old ICO position under the President's Office and adds the new EEO and Title IX / ADA Coordinator position under the CHRO.