

## **Aon Hewitt**

### **WMU Job Evaluation Meeting Schedule and Recommended Attendees**

**Aon Hewitt Assumptions:**

- Job evaluation is a high-level executive exercise.
- Aon Hewitt will actively facilitate the process as this is our area of expertise. When needed, Aon Hewitt and/or Warren Hills will serve as a “tie breaker.”
- In general, attendees should be executives. Directors (staff compensation system) will attend on a limited, exception basis as subject matter experts.
- No employee, including directors serving as subject matter experts will be involved in the evaluation of their own position.
- Additional attendees should be approved by Warren Hills in advance of the meetings.
- Project Team member Amy Brimmer to attend all meetings. Director HR Services and HR Representatives and will attend meetings involving their assigned departments.
- The meeting order matters. We have planned the order based on several considerations including number of benchmarked positions and other anchor positions.
- Office Administrative (administrative support) positions will be placed by Aon Hewitt according to an office administrative matrix. Placements will be reviewed in vice-presidential meetings.
- Marketing and communications positions will be placed by Aon Hewitt according to the marketing and communications matrix. Placements will be reviewed in vice-presidential meetings.
- Decentralized Information Technology positions will be placed by Aon Hewitt and reviewed initially by Academic Affairs. Placements will be reviewed in subsequent vice-presidential meetings.

<b>Executive Area/Attendees</b>	<b>Time</b>
<p><b>Aon Hewitt Overview: President, Provost, Vice Provost, Vice Presidents, Assistant/Associate Vice Presidents, Assistant/Associate Vice Provosts and Invited Directors as specified below:</b></p> <ul style="list-style-type: none"> <li>▪ Senior executives to be involved in job evaluation process: <ul style="list-style-type: none"> <li>– John Dunn, President</li> <li>– Diane Anderson, Vice President for Student Affairs</li> <li>– Kathy Beauregard, Director, Intercollegiate Athletics</li> <li>– James Gilchrist, Vice Provost for Academic Operations and CIO</li> <li>– Tim Greene, Provost and Vice President for Academic Affairs</li> <li>– Carol Hustoles, Vice President for Legal Affairs and General Counsel</li> <li>– Dan Litynski, Vice President for Research</li> <li>– Robert Miller, Associate Vice President for Community Outreach</li> <li>– Cheryl Roland, Executive Director, University Relations</li> </ul> </li> </ul>	30 minutes

Executive Area/Attendees	Time
<ul style="list-style-type: none"> <li>– Greg Rosine, Vice President for Government Affairs and University Relations</li> <li>– Jim Thomas, Vice President for Development and Alumni Relations</li> <li>– Jan Van Der Kley, Vice President for Business and Finance and CFO</li> <li>– Martha Warfield, Vice President for Diversity and Inclusion</li> </ul> <p>▪ Other executives to be involved in job evaluation process:</p> <ul style="list-style-type: none"> <li>– Robert Armbrister, Executive Director, Development and Alumni Relations</li> <li>– Jane Baas, Associate Dean, Lee Honors College</li> <li>– Jody Brylinsky, Associate Provost, Institutional Effectiveness</li> <li>– Jonathan Bush, Chairperson, English</li> <li>– Christopher Cheatham, Associate Dean, College of Education and Human Development</li> <li>– Thomas Comer, Director, Internal Audit</li> <li>– Barbara Cockrell, Associate Dean, University Libraries</li> <li>– Satish Deshpande, Associate Dean, Haworth College of Business</li> <li>– Paul Engelmann, Assistant Dean, College of Engineering and Applied Sciences</li> <li>– Dawn Gaymer, Associate Provost, Extended University Programs</li> <li>– Shari Glaser, Director, Parent and Family Programs</li> <li>– Harold Glasser, Executive Director for Campus Sustainability</li> <li>– Dan Guyette, Dean, College of Fine Arts</li> <li>– Keith Hearit, Interim Dean, College of Arts and Sciences</li> <li>– Lynn Kelly-Albertson, Executive Director, Career and Professional Development</li> <li>– Paula Kohler, Associate Vice President, Research</li> <li>– Carla Koretsky, Dean, Lee Honors College</li> <li>– Ming Li, Dean, College of Education and Human Development</li> <li>– Lisa Marshall, Director, Sindecuse Health Center,</li> <li>– Scott Merlo, Director, Public Safety</li> <li>– Suzie Nagel, Associate Vice President, Student Affairs</li> <li>– Kay Palan, Dean, Haworth College of Business</li> <li>– Vernon Payne, Associate Vice President, Student Affairs</li> </ul>	

Executive Area/Attendees	Time
<ul style="list-style-type: none"> <li>– David Powell, Dean, College of Aviation</li> <li>– Tim Ready, Director, Lewis Walker Institute</li> <li>– David Reinhold, Associate Provost, Assessment and Undergraduate Studies</li> <li>– Joseph Reish, Dean, University Libraries</li> <li>– Colleen Scarff, Executive Director, University Budgets</li> <li>– Wolfgang Schlör, Associate Provost, Haenicke Institute for Global Education</li> <li>– C. Dennis Simpson, President, Faculty Senate</li> <li>– Rebecca Solomon, Director of Administration, Haenicke Institute for Global Education</li> <li>– Susan Stapleton, Dean, Graduate College</li> <li>– Peter Strazdas, Associate Vice President, Facilities Management</li> <li>– Christopher Tremblay, Associate Provost, Enrollment Management</li> <li>– Edmund Tsang, Interim Dean, College of Engineering and Applied Sciences</li> <li>– Patti VanWalbeck, Associate Vice President, Business and Finance</li> <li>– Earlie Washington, Dean, College of Health and Human Services</li> <li>– Evelyn Winfield-Thomas, Executive Director, Office of Institutional Equity</li> <li>– Tom Wolf, Chief Technology Officer</li> </ul> <p>▪ Directors serving as subject matter experts for specific meetings (staff compensation positions so will not be present for placement of their own positions):</p> <ul style="list-style-type: none"> <li>– Gordon Bolar, General Manager, WMUK</li> <li>– Regina Buckner, Director, Library Operations</li> <li>– Carrie Cumming, Registrar</li> <li>– Mark Delorey, Director Student Financial Aid</li> <li>– Judy Gipper, Director, University Dining Services</li> <li>– Dachea Hill, Director, Admissions and Orientation</li> <li>– Andrew Holmes, Executive Director Technology, Extended University Programs</li> <li>– Jeff Long, Director, Accounting Services</li> </ul>	

Executive Area/Attendees	Time
<ul style="list-style-type: none"> <li>– Randy Ott, Director, Center for Academic Support Programs</li> <li>– Tracy Pattok, Director, Institutional Research</li> <li>– Janice Quakenbush, Director Business Operations, Student Affairs</li> <li>– Steve Palmer, Director, Residence Life</li> <li>– Monty Porter, Senior Associate Athletic Director</li> <li>– Amy Seth, Director, Recreation Programs and Facilities</li> <li>– Chad Stec, Director, DOSA Information Services</li> <li>– Cathy Smith, Director, Administrative Services</li> <li>– Baiba Stepe, Director, Auxiliary Enterprises</li> <li>– Paul Terzino, Director, Bernhard Center</li> <li>– Tiffany White, Director, Operations</li> <li>– Toni Woolfork-Barnes, Director, First-Year Experience Programs</li> </ul> <ul style="list-style-type: none"> <li>▪ Human Resources staff to be involved in job evaluation process: <ul style="list-style-type: none"> <li>– Warren Hills, Associate Vice President for Human Resources</li> <li>– Amy Brimmer, HR Analyst</li> <li>– Felicia Crawford, Director, Human Resources</li> <li>– Gretta Clay, HR Representative</li> <li>– Angela Daniels, HR Representative</li> <li>– Allison Haan, HR Representative</li> <li>– Peggy Miller, HR Representative</li> <li>– José Vasquez, HR Post Graduate Intern</li> </ul> </li> </ul>	
<p><b>Provost and VP Academic Affairs—Office of Information Technology and Decentralized IT</b></p> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Tom Wolf, Chief Technology Officer</li> <li>▪ Cathy Smith, Directory Administrative Services</li> </ul>	90 minutes

<b>Provost and VP Academic Affairs—Office of the Provost</b> <ul style="list-style-type: none"> <li>▪ Tim Greene, Provost</li> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director Administrative Services (SCS position so not present for placement of own position)</li> </ul>	30 minutes
<b>University Relations</b> <ul style="list-style-type: none"> <li>▪ Cheryl Roland, Executive Director of University Relations (SCS position so not present for placement of own position)</li> </ul>	60 minutes
<b>Provost and VP Academic Affairs—Enrollment Management</b> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director Administrative Services</li> <li>▪ Christopher Tremblay, Associate Provost</li> <li>▪ Carrie Cumming, Registrar (SCS position so not present for placement of own position)</li> <li>▪ Mark Delorey, Director Student Financial Aid (SCS position so not present for placement of own position)</li> <li>▪ Dachea Hill, Director, Admissions and Orientation (SCS position so not present for placement of own position)</li> <li>▪ Toni Woolfork-Barnes, Director, First-Year Experience Programs (SCS position so not present for placement of own position)</li> </ul>	60 minutes
<b>Provost and VP Academic Affairs—Institutional Effectiveness</b> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director Administrative Services</li> <li>▪ Jody Brylinsky, Associate Provost</li> </ul>	30 minutes
<b>Provost and VP Academic Affairs—Assessment and Undergraduate Studies</b> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director Administrative Services</li> <li>▪ David Reinhold, Associate Provost</li> <li>▪ Randy Ott, Director, Center for Academic Success Programs (SCS position so not present for placement of own position)</li> </ul>	30 minutes

<b>Provost and VP Academic Affairs—Extended University Programs</b> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director, Administrative Services</li> <li>▪ Dawn Gaymer, Associate Provost</li> <li>▪ Andrew Holmes, Executive Director Technology (SCS position so not present for placement of own position)</li> </ul>	60 minutes
<b>Provost and VP Academic Affairs—Haenicke Institute</b> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director of Administrative Services</li> <li>▪ Wolfgang Schlör, Associate Provost</li> <li>▪ Rebecca Solomon, Director of Administration</li> </ul>	30 minutes
<b>Provost and VP Academic Affairs—University Libraries</b> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director of Administrative Services</li> <li>▪ Joseph Reish, Dean, University Libraries</li> <li>▪ Barbara Cockrell, Associate Dean, University Libraries</li> <li>▪ Regina Buckner, Director Library Operations (SCS position so not present for placement of own position)</li> </ul>	30 minutes
<b>Provost and VP Academic Affairs—Institutional Research</b> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director of Administrative Services</li> <li>▪ Tracy Pattok, Director Institutional Research (SCS position so not present for placement of own position)</li> </ul>	15 minutes
<b>Provost and VP Academic Affairs—WMUK Radio</b> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director Administrative Services</li> <li>▪ Gordon Bolar, General Manager, WMUK (SCS position so not present for placement of own position)</li> </ul>	15 minutes

<b>Provost and VP Academic Affairs—Office for Sustainability</b> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director Administrative Services</li> <li>▪ Harold Glasser, Executive Director for Campus Sustainability</li> </ul>	15 minutes
<b>Provost and VP Academic Affairs—Faculty Senate and Lewis Walker Institute</b> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director Administrative Services</li> <li>▪ Tim Ready, Director, Lewis Walker Institute</li> <li>▪ C. Dennis Simpson, President, Faculty Senate</li> </ul>	15 minutes
<b>Office of the President—Office of the President and University Ombuds</b> <ul style="list-style-type: none"> <li>▪ John Dunn, President</li> <li>▪ Warren Hills, Associate Vice President for Human Resources</li> </ul>	30 minutes
<b>Office of the President—Intercollegiate Athletics</b> <ul style="list-style-type: none"> <li>▪ Kathy Beauregard, Director Intercollegiate Athletics</li> <li>▪ Monty Porter, Senior Associate Athletic Director (SCS position so not present for placement of own position)</li> <li>▪ Warren Hills, Associate Vice President for Human Resources</li> </ul>	60 minutes
<b>VP Business and Finance—Facilities Management</b> <ul style="list-style-type: none"> <li>▪ Jan Van Der Kley, Vice President</li> <li>▪ Peter Strazdas, Associate Vice President</li> </ul>	60 minutes

<b>VP Business and Finance—Auxiliary Enterprises</b> <ul style="list-style-type: none"> <li>▪ Jan Van Der Kley, Vice President</li> <li>▪ Patti VanWalbeck, Associate Vice President</li> <li>▪ Baiba Stepe, Director, Auxiliary Enterprises (SCS position so not present for placement of own position)</li> </ul>	30 minutes
<b>VP Business and Finance—Accounting Services, Business Services, Corporate Reporting and Taxation, Grants and Contracts, Investments and Endowment Management, Logistical Services, Office of the Vice President/Associate Vice President</b> <ul style="list-style-type: none"> <li>▪ Jan Van Der Kley, Vice President</li> <li>▪ Patti VanWalbeck, Associate Vice President</li> <li>▪ Jeff Long, Director, Accounting Services (SCS position so not present for placement of own position)</li> </ul>	90 minutes
<b>VP Business and Finance—Human Resources</b> <ul style="list-style-type: none"> <li>▪ Jan Van Der Kley, Vice President</li> <li>▪ Warren Hills, Associate Vice President</li> </ul>	30 minutes
<b>VP Business and Finance—Public Safety</b> <ul style="list-style-type: none"> <li>▪ Jan Van Der Kley, Vice President</li> <li>▪ Scott Merlo, Director, Public Safety</li> </ul>	30 minutes
<b>Office of the President—Internal Audit, University Budgets and Institutional Equity</b> <ul style="list-style-type: none"> <li>▪ Thomas Comer, Director, Internal Audit</li> <li>▪ Colleen Scarff, Executive Director, University Budgets</li> <li>▪ Evelyn Winfield-Thomas, Executive Director, Institutional Equity</li> </ul>	30 minutes
<b>VP Government Affairs, AVP Community Outreach and VP Legal Affairs</b> <ul style="list-style-type: none"> <li>▪ Greg Rosine, Vice President</li> <li>▪ Bob Miller, Associate Vice President for Community Outreach</li> <li>▪ Carole Hustoles, General Counsel</li> <li>▪ Warren Hills, Associate Vice President</li> </ul>	30 minutes



<b>VP Diversity and Inclusion</b> <ul style="list-style-type: none"> <li>▪ Martha Warfield, Vice President</li> <li>▪ Tiffany White, Director, Operations (SCS position so not present for placement of own position)</li> </ul>	60 minutes
<b>VP Development and Alumni Relations</b> <ul style="list-style-type: none"> <li>▪ Jim Thomas, Vice President</li> <li>▪ Robert Armbrister, Executive Director</li> </ul>	60 minutes
<b>VP Research</b> <ul style="list-style-type: none"> <li>▪ Dan Litynski, Vice President</li> <li>▪ Paula Kohler, Associate Vice President</li> </ul>	60 minutes
<b>VP Student Affairs—Business Operations, Office of Student Conduct, Office of the Associate Dean, Office of the Associate Vice President for Student Affairs, Office of the Vice President, and Parent and Family Programs</b> <ul style="list-style-type: none"> <li>▪ Diane Anderson, Vice President</li> <li>▪ Suzie Nagel, Associate Vice President</li> <li>▪ Vernon Payne, Associate Vice President</li> <li>▪ Shari Glaser, Director, Parent and Family Programs</li> <li>▪ Janice Quakenbush, Director, Business Operations (SCS position so not present for placement of own position)</li> </ul>	30 minutes
<b>VP Student Affairs—Information Services</b> <ul style="list-style-type: none"> <li>▪ Diane Anderson, Vice President</li> <li>▪ Suzie Nagel, Associate Vice President</li> <li>▪ Vernon Payne, Associate Vice President</li> <li>▪ Janice Quakenbush, Director, Business Operations</li> <li>▪ Chad Stec, Director, DOSA Information Services (SCS position so not present for placement of own position)</li> </ul>	15 minutes

<p><b>VP Student Affairs—University Recreation</b></p> <ul style="list-style-type: none"> <li>▪ Diane Anderson, Vice President</li> <li>▪ Suzie Nagel, Associate Vice President</li> <li>▪ Vernon Payne, Associate Vice President</li> <li>▪ Janice Quakenbush, Director, Business Operations</li> <li>▪ Amy Seth, Director, Recreation Programs and Facilities (SCS position so not present for placement of own position.)</li> </ul>	<p>15 minutes</p>
<p><b>VP Student Affairs—Residence Life and WMU Apartments</b></p> <ul style="list-style-type: none"> <li>▪ Diane Anderson, Vice President</li> <li>▪ Suzie Nagel, Associate Vice President</li> <li>▪ Vernon Payne, Associate Vice President</li> <li>▪ Janice Quakenbush, Director, Business Operations</li> <li>▪ Steve Palmer, Director, Residence Life (SCS position so not present for placement of own position)</li> </ul>	<p>30 minutes</p>
<p><b>VP Student Affairs—Sindecuse Health Center</b></p> <ul style="list-style-type: none"> <li>▪ Diane Anderson, Vice President</li> <li>▪ Lisa Marshall, Director, Sindecuse Health Center</li> <li>▪ Suzie Nagel, Associate Vice President</li> <li>▪ Vernon Payne, Associate Vice President</li> <li>▪ Janice Quakenbush, Director, Business Operations</li> </ul>	<p>60 minutes</p>
<p><b>VP Student Affairs—Career and Student Employment Services</b></p> <ul style="list-style-type: none"> <li>▪ Diane Anderson, Vice President</li> <li>▪ Lynn Kelly-Albertson, Executive Director Career and Professional Development</li> <li>▪ Suzie Nagel, Associate Vice President</li> <li>▪ Vernon Payne, Associate Vice President</li> <li>▪ Janice Quakenbush, Director, Business Operations</li> </ul>	<p>30 minutes</p>

<p><b>VP Student Affairs—Dining Services</b></p> <ul style="list-style-type: none"> <li>▪ Diane Anderson, Vice President</li> <li>▪ Judy Gipper, Director, University Dining Services (SCS position so not present for placement of own position)</li> <li>▪ Suzie Nagel, Associate Vice President</li> <li>▪ Vernon Payne, Associate Vice President</li> <li>▪ Janice Quakenbush, Director, Business Operations</li> </ul>	30 minutes
<p><b>VP Student Affairs—Bernhard Center, Catering, Student Activities and Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Diane Anderson, Vice President</li> <li>▪ Paul Terzino, Director, Bernhard Center, (SCS position so not present for placement of own position)</li> <li>▪ Suzie Nagel, Associate Vice President</li> <li>▪ Vernon Payne, Associate Vice President</li> <li>▪ Janice Quakenbush, Director, Business Operations</li> </ul>	30 minutes
<p><b>Provost and Vice President Academic Affairs—College of Aviation (Aviation-specific positions only, remaining positions to be reviewed in all-college meeting below)</b></p> <ul style="list-style-type: none"> <li>▪ James Gilchrist, Vice Provost</li> <li>▪ David Powell, Dean, College of Aviation</li> <li>▪ Cathy Smith, Director Administrative Services</li> </ul>	30 minutes
<p><b>Provost and Vice President Academic Affairs—Colleges</b></p> <ul style="list-style-type: none"> <li>▪ Tim Greene, Provost</li> <li>▪ Jim Gilchrist, Vice Provost</li> <li>▪ Cathy Smith, Director Administrative Services</li> <li>▪ Warren Hills, Associate Vice President for Human Resources</li> <li>▪ Jane Baas, Associate Dean, Lee Honors College</li> <li>▪ Jonathan Bush, Chairperson, English</li> <li>▪ Christopher Cheatham, Associate Dean, College of Education and Human Development</li> <li>▪ Satish Deshpande, Associate Dean, Haworth College of Business</li> <li>▪ Paul Engelmann, Assistant Dean, College of Engineering and Applied Sciences</li> </ul>	60 minutes

<ul style="list-style-type: none"> <li>▪ Dan Guyette, Dean, College of Fine Arts</li> <li>▪ Keith Hearit, Interim Dean, College of Arts and Sciences</li> <li>▪ Carla Koretsky, Dean, Lee Honors College</li> <li>▪ Ming Li, Dean, College of Education and Human Development</li> <li>▪ Kay Palan, Dean, Haworth College of Business</li> <li>▪ Tracy Pattok, Director, Institutional Research</li> <li>▪ David Powell, Dean, College of Aviation</li> <li>▪ Susan Stapleton, Dean, Graduate College</li> <li>▪ Edmund Tsang, Interim Dean, College of Engineering and Applied Sciences</li> <li>▪ Earlie Washington, Dean, College of Health and Human Services</li> </ul>	
<p><b>Final Review of All Positions</b></p> <ul style="list-style-type: none"> <li>▪ Executives involved in job evaluation process (see list from first meeting, page 1)</li> <li>▪ Human Resources staff involved in job evaluation process (see list from first meeting, page 1)</li> <li>▪ Note: Directors serving as subject matter experts (i.e. those holding staff compensation system positions themselves) are <b>excluded</b> from this final review.</li> </ul>	60 minutes