



Enclosure 2e  
February 27, 2014

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LAWRENCE PURTILL

MATHIES SANTOS, LT. COL. (RET.)

To: Members of the Board of Education

From: Clark Greene, Authorized Officer 

Date: February 21, 2014

RE: Recommendations of the Personnel Review Committee (PRC)  
on behalf of the University of Rhode Island

The Personnel Review Committee is recommending that the Board approve a reclassification and the establishment of a new classification at the University of Rhode Island:

**Motion:** THAT the Board of Education approves the Personnel Review Committee's recommendations.

**Background:**

Per the University's request of June 26, 2013 to reclassify the position Assistant Executive Secretary, University-National Oceanographic Laboratory System "UNOLS", (Grade 12) (NUNC) (\$49,149 -- \$104,705) to Deputy Executive Secretary, UNOLS, (Grade 13) (NUNC) (\$53,047 -- \$113,010), and its request of January 17, 2014 to establish a new classification, Executive Director, RI Small Business Development Center, Research & Economic Development, (Grade 14) (NUNC) (\$57,158 - \$122,365).

As a result of the review process, the Personnel Review Committee is recommending that the Board approve the following:

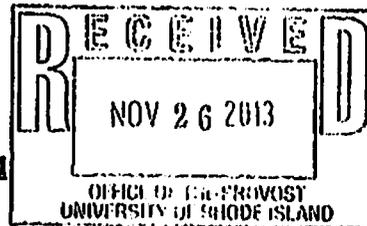
**At the University of Rhode Island:**

1. **Reclassification:** Assistant Executive Secretary, University-National Oceanographic Laboratory System "UNOLS", (Grade 12) (NUNC) (\$49,149 -- \$104,705) to Deputy Executive Secretary, UNOLS, (Grade 13) (NUNC) (\$53,047 -- \$113,010)
2. **New Classification:** Executive Director of the RI Small Business Development Center, Research & Economic Development, (Grade 14) (NUNC) (\$57,158 - \$122,365)

Accordingly, it is recommended:

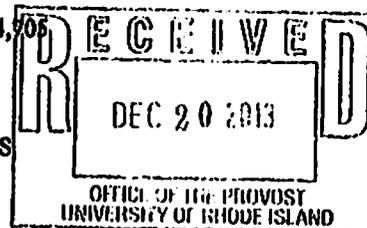
THAT the Board of Education approves the Personnel Review Committee's recommendations.

**THE UNIVERSITY OF RHODE ISLAND  
NON-CLASSIFIED CHANGE IN POSITION REQUEST FORM**



**EMPLOYEE/POSITION INFORMATION:**

Name: Annette Desilva	Title: Assistant Executive Secretary, UNOLS
Salary: \$69,207	Department: GSO Research
Grade: 12	Salary Range: \$49,149 - \$104,708
Union Status: NUNC	General Revenue: NO
Union Appeal: NO	Administrative Action: YES



**REQUEST:**

- A. Reclassify: (change in title/ grade/job description)**  
 New Title: Deputy Executive Secretary, UNOLS  
 New Pay Grade: 13                      New Salary Range: \$53,047 - \$113,010  
 New Union: (remains NUNC)
- B. Upgrade: (change in job description/grade)**  
 New Pay Grade:                      New Salary Range:
- C. Establish New Classification:**  
 Title:  
 Pay Grade:                      Salary Range:

**ATTACH THE FOLLOWING DOCUMENTS (if applicable):**

1. Supervisor's statement of justification
2. Old position description
3. New position description
4. Organizational Chart
5. Summary of differences between old/new job descriptions.

Approval/Disapproval	<u>[Signature]</u>	11/26/2013
	Originator's Signature	Date
Approval/Disapproval	<u>[Signature]</u>	11/25/13
	Dean's/Director's Signature	Date
Approval/Disapproval	<u>[Signature]</u>	12/24/13
	Provost's/Vice President's Signature	Date
Approval/Disapproval	<u>[Signature]</u>	
	Director, Personnel Services' Signature	Date
Approval/Disapproval	<u>[Signature]</u>	
	President's Signature	Date

\* OLD AND NEW JOB DESCRIPTIONS NOT ATTACHED. ORIGINALLY



## UNIVERSITY-NATIONAL OCEANOGRAPHIC LABORATORY SYSTEM

Graduate School of Oceanography – University of Rhode Island  
220 South Ferry Road, Narragansett, Rhode Island 02882  
(401) 874-6825 Fax (401) 874-6167 [www.unols.org](http://www.unols.org) [office@unols.org](mailto:office@unols.org)

26 June 2013

Ms. Laura Kenerson

Director, Personnel Services- Univ. of Rhode Island

Dear Laura,

Thank you for meeting with me and Dean Corliss on Wednesday June 12, 2013 to discuss the position description for Ms. Annette De Silva within the UNOLS organization.

Through a competitive award process, GSO/URI was granted an award in May 2009 to host the University-National Oceanographic Laboratory System office. This cooperative agreement is supported by NSF, NOAA, ONR, USGS and BOEM as a five year award. In April 2013, our performance to date was reviewed by our funding agencies, and based on our outstanding performance; we have been notified that URI/GSO will be awarded a second five year award for May 2014 to April 2019.

The success of the UNOLS office can be attributed to the dedicated UNOLS staff and Ms. Annette De Silva stands out in this regard.

With tightening federal budgets, our agency partners have turned to UNOLS with ever increasing frequency to help manage and facilitate many large projects. Based on a successful track record of efficient operations, the agencies have tasked UNOLS to develop, facilitate, and provide follow-up on numerous critical efforts. In simple terms, UNOLS, and in particular, Annette, are trusted to do an exemplary job, often times under budget, and with the respect and trust of the oceanographic community. Due to the complex nature and critical timing of these projects, it requires the supervision and leadership of two UNOLS staff members. Annette De Silva has been called upon countless times as Assistant Executive Secretary to assist the Executive Secretary to equally share in these requirements and the demands placed upon UNOLS. In recent years Annette has responded to continuous requests to provide advice, guidance, and supporting documentation on fleet utilization. This level of responsibility has enabled agencies to make informed decisions on the fleet size and make-up. In the last year NSF asked UNOLS to form a steering committee for the Ocean Observatory Initiative, a 25 year oceanographic infrastructure. Annette took this responsibility on without hesitation and the committee is now advising the federal agencies on this large financial commitment. We have been asked to serve on NOAA's strategic planning steering committee, as well as an inter-agency working group on facilities and infrastructure. Again, Annette fully participates in this effort.

Annette has also taken the lead on early career workshops which will help to maintain a vibrant community of oceanographic scientists. These programs have been enthusiastically embraced and are a credit to Annette's vision and dedication to oceanographic research. These tasks and additional responsibilities were not part of Annette's original job description, and as a result, her job position has significantly changed over the last few years.



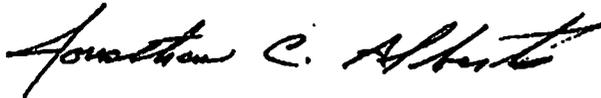
**UNIVERSITY-NATIONAL OCEANOGRAPHIC LABORATORY SYSTEM**

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Annette has done an outstanding job in all respects as UNOLS Assistant Executive Secretary. However her role and the responsibility and professionalism now required have changed significantly in the past few years. I would like to request that her job title be changed to UNOLS Deputy Executive Secretary and that she be compensated with an increase of ten percent to her current salary.

I look forward to discussing this with you and thank you very much for all your assistance in this matter.

Sincerely,



Jonathan C. Alberts  
UNOLS Executive Secretary  
University of Rhode Island/Graduate School of Oceanography

Encl: Revised Position Description (suggested)

The University-National Oceanographic Laboratory System (UNOLS) founded in October 1971 is a consortium of 59 academic institutions with significant marine science programs that either operate or use the U.S. Academic Research Fleet of oceanographic research vessels. In October 2011, we celebrated our 40<sup>th</sup> anniversary as the world leader in oceanographic facilities. The 19 research vessels in the UNOLS Fleet stand as the largest and most capable Fleet of oceanographic research vessels in the world. Our mission is and has been for 40 years to provide a primary forum through which the ocean research and education community, research facility operators and the supporting Federal agencies work cooperatively to improve access, scheduling, operation, and capabilities of current and future academic oceanographic facilities.

The standing goals of UNOLS are to:

- *Promote broad, coordinated access to oceanographic research facilities*
  - Maintain a system and procedures that facilitate and promote broad access to research vessels and other major ocean science facilities.
  - Support coordinated, efficient and effective scheduling of research vessels and facilities.
- *Support continuous improvement of existing facilities*
  - Foster co-operation among facility operators, funding agencies and research scientists with the goal of continuously improving the quality and capability of existing ocean science facilities and the quality, reliability and safety of their operation.
- *Plan for and foster support for the oceanographic facilities of the future*
  - Provide leadership and broad community input to the process of planning for and supporting the improvement, renewal and addition of facilities required to support the ocean sciences in the future

The UNOLS office is competed every five years among all the UNOLS member institutions. In May 2009, the University of Rhode Island's Graduate School of Oceanography, (GSO) was awarded after a five year award to host the UNOLS Office at GSO. Our proposal was highly rated based in large part by the team of GSO employees who would make up the UNOLS team. In April 2013 after a thorough review of the UNOLS staff performance over a four year period, the federal agencies made the formal recommendation that the UNOLS Office should remain at GSO for a second five year term from May 2014 to April 2019.

UNOLS owes its success to a unique management strategy. The UNOLS office staff of five full time and two part time employees are governed by the UNOLS Council. The Council consists of volunteer members of the oceanographic community of seagoing scientists, vessel operators and marine technicians, ensures that ship and equipment schedules are coordinated to make efficient use of finite resources. It is the responsibility of the UNOLS office at GSO to facilitate the close integration between the users of the Fleet and the academic institutions that operate the research vessels and to assist the federal agencies by maintaining clear channels of communication. The UNOLS office is responsible for various outreach efforts to help promote the next generation of oceanographic scientists and technicians. It is through the dedication of the UNOLS office and members that has made the U.S. oceanographic research program work so well and earns the respect it enjoys.

OLD

Class Code:..... .0249  
Position #: (NUNC).....  
Developed by:.....  
Reviewed by:....Bash;JC  
Approved by:.....  
Date:.....3/91;5/97;4/01

THE UNIVERSITY OF RHODE ISLAND

Position Description

**TITLES:** Assistant Executive Secretary UNOLS  
**DIVISION:** Academic Affairs (Marine Programs)  
**REPORTS TO:** Executive Secretary UNOLS  
**GRADE:** 12

**BASIC FUNCTION:**

Assist the Executive Secretary in the operation of the UNOLS Office at Moss Landing Marine Laboratories, supporting the UNOLS Chair, elected officials, representatives of member institutions of the UNOLS organization, and the federal funding agencies supporting facilities for ocean science. Help set the direction and goals for the UNOLS Office and the UNOLS organization, primarily through support of the elected council and committees of UNOLS and through direct support of sea going scientists, ship operating institutions and federal funding agency program managers. Act in the place of the Executive Secretary when necessary by attending meetings or responding to requests for information when required. Will have primary responsibility for support of the Deep Submergence Science Committee (DESSC) and the Research Vessel Technical Enhancement Committee (RVTEC) and will share responsibility with the Executive Secretary for support of the Fleet Improvement Committee (FIC) and the UNOLS Council. Responsible for maintaining a database of ship utilization statistics from reports submitted by operators, used to provide analyses of ship use trends and to provide reports to the National Science Foundation (NSF) and other funding agencies as required. Serve as the editor of the UNOLS News. Serve as the PI for the subcontract between San Jose State University Foundation and the University of Rhode Island for support of the UNOLS Office, ensuring proper expenditure and accounting of funds provided under this subcontract. Assist in the preparation of proposals.

**DUTIES AND RESPONSIBILITIES:**

Assist in the organization and support of UNOLS meetings by arranging meeting locations, develop agenda, notify members, provide travel funding to principles, assist in conducting the meetings and provide the membership with minutes and reports of these meetings.

Assist in the coordination of national oceanographic facilities.

Provide support to the operations and management of national oceanographic facilities.

Assist in the development of UNOLS positions and policies.

Provide, upon request, information to UNOLS institutions and the funding agencies.

Facilitate communications throughout the UNOLS organization.

Assist in contracting special services to the member institutions.

Provide support activities of the UNOLS Fleet Improvement Committee.

Provide support to the UNOLS Deep Submergence Science Committee.

Provide support to the UNOLS Research Vessel Technical Enhancement Committee.

Provide support for International Marine Technician Committee when hosted by U.S. institutions.

Archive ship operational utilization data and create reports and analyses of data when requested.

Prepare GPRA report for NSF.

Serve as editor of UNOLS News and assist with the preparation of journal articles.

Represent UNOLS at meetings in place of the Executive Secretary as necessary.

Serve as PI for subcontract from SJSUF/MLML for UNOLS office support.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

**QUALIFICATIONS:**

Bachelor's degree required, Master's degree in Marine Affairs preferred. Also required: five years' experience in marine-related research support; experience in the use of personal computers and database management; demonstrated ability to understand and synthesize information and to write reports on this information in a clear and concise form.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

**NEW**

Class Code:.....Dep Dir  
Position #: (NUNC).....  
Develped by:.....  
Reviewed by:..Bash;JC;JA  
Approved by:.....LK  
Date:3/91;5/97;4/01;1/14

**THE UNIVERSITY OF RHODE ISLAND  
Position Description**

**TITLES:** Deputy Executive Secretary UNOLS  
**DIVISION:** Academic Affairs (Marine Programs)  
**REPORTS TO:** Executive Secretary UNOLS  
**GRADE:** 13  
**SUPERVISES:** May supervise staff assigned to assist

**BASIC FUNCTION:**

Serve as an integral member of the UNOLS organization, assisting the Executive Secretary in all operations of the UNOLS Office at the University of Rhode Island. Support the UNOLS Chair, federal funding agencies supporting facilities for ocean science, elected officials of the UNOLS committees, as well as representatives of member institutions of the UNOLS consortium. Help set the direction and goals for the UNOLS Office and UNOLS organization, primarily through support of the elected UNOLS Council and committees. Provide lead support in creating proposal, supplements, and other university-required documentation.

**DUTIES AND RESPONSIBILITIES:**

Provide direct support to sea-going scientists, marine personnel at member institutions, and federal funding agency program managers.

Act on behalf of the UNOLS Executive Secretary in his/her absence in all matters relating to the UNOLS Office, including attending meetings and/or responding to requests for information.

Along with the Executive Secretary, support the UNOLS Council in all matters.

Has primary responsibility for supporting activities of the Deep Submergence Science Committee (DESSC), Fleet Improvement Committee (FIC), Research Vessel Technical Enhancement Committee (RVTEC), Scientific Committee for Oceanographic Aircraft Research (SCOAR), and the Ocean Observing Science Committee (OOSC).

Using reports submitted by operators, maintain a database of ship utilization statistics which are used for analysis of ship-use trends required by National Science Foundation, Office of Naval Research, National Oceanic and Atmospheric Administration, and other governmental entities.

Serve as editor of the UNOLS newsletter.

Assist with creating budgets and tracking financial statements. Reconcile all accounts.

Serve as Co-PI on awards from the federal agencies that support the UNOLS Office.

Assist in the organization and support of UNOLS meetings by arranging meeting locations, developing agenda, notifying members, providing travel funding to principals, assisting in conducting the meetings and providing the membership with minutes and reports of these meetings.

Provide support and coordination to the national oceanographic facilities.

Assist in the development of UNOLS policies and procedures.

Provide, upon request, information to federal funding agencies, UNOLS institutions and members, as well as to the general public.

Facilitate communications throughout the UNOLS organization. Provide lead support on the UNOLS Annual Reports and other UNOLS publications.

Assist in procurements, contracts and purchase orders. Maintain and track personnel documents for all UNOLS employees.

Maintain competency in University policies and procedures, including Cayuse, PeopleSoft, and P-Card procedures.

Provide and facilitate support for the UNOLS standing committees to include the UNOLS Council, Fleet Improvement Committee, Deep Submergence Science Committee, Scientific Committee for Oceanographic Aircraft Research, Ocean Observing Science Committee, as well additional committees as required.

Archive ship operational utilization data and create reports and analyses of data when requested. Provide GPRA reports to NSF.

**OTHER DUTIES AND RESPONSIBILITIES:**

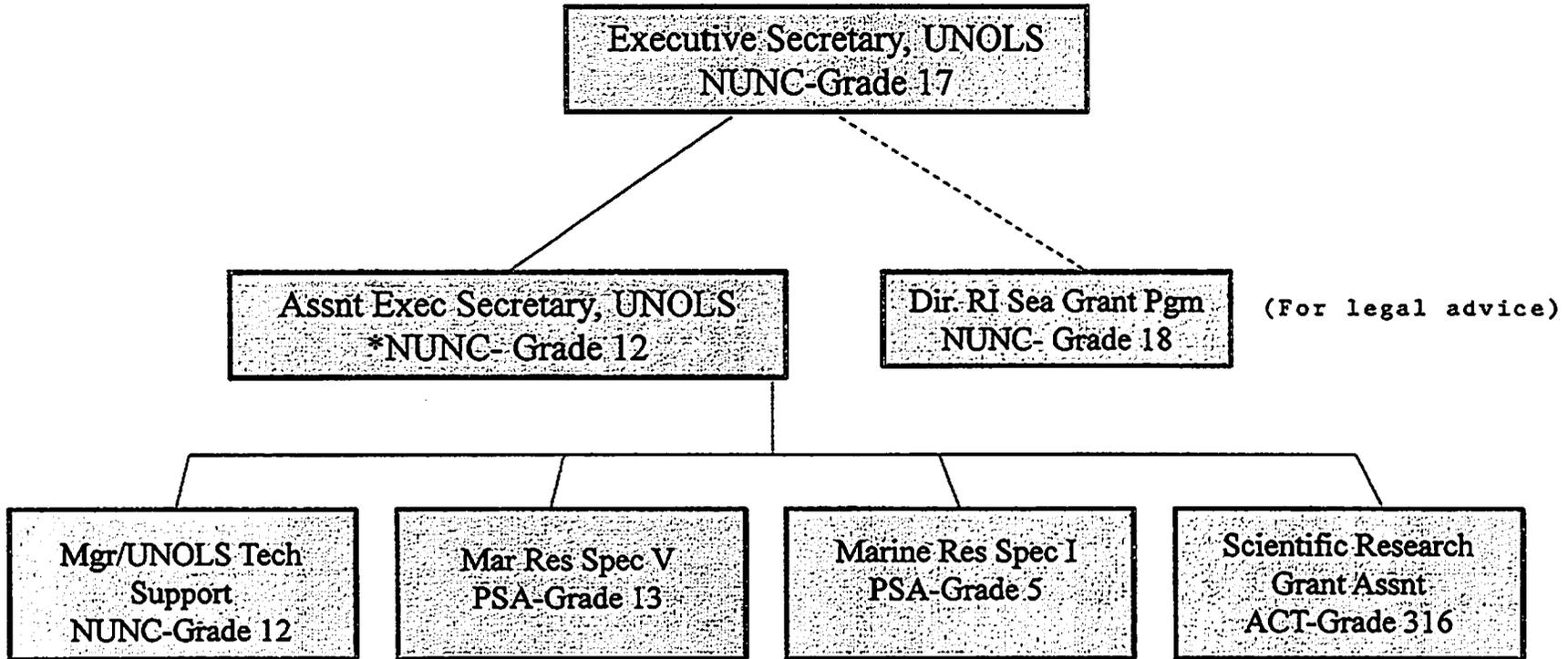
Perform other duties as required.

**QUALIFICATIONS:**

**Required:** Bachelor's degree; five years' experience in marine-related research support; demonstrated experience in the use of personal computers and database management software; demonstrated ability to understand and synthesize information and to write reports on this information in a clear and concise form; demonstrated strong interpersonal skills; demonstrated strong written and oral communication skills; demonstrated ability to organize, coordinate and supervise staff assigned to assist; demonstrated ability to work with diverse groups. **Preferred:** Master's degree in Marine Affairs; experience with Cayuse, PeopleSoft, and P-Card procedures.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

# UNOLS Organizational Chart



\* Proposed change in title/grade to Deputy Executive Secretary, UNOLS- NUNC/Grade 13

February 9, 2014

**THE UNIVERSITY OF RHODE ISLAND**  
**NON-CLASSIFIED CHANGE IN POSITION REQUEST FORM**

**EMPLOYEE/POSITION INFORMATION:**

Name: \_\_\_\_\_ Title: Exec. Dir., RI Small Business Development Ctr.  
Salary: \_\_\_\_\_ Division: Research & Economic Development  
Grade: 14 Salary Range: \$57,158 - \$122,365  
Union Status: NUNC General Revenue: NO  
Union Appeal: NO Administrative Action: YES

**REQUEST:**

- A. **Reclassify:** (change in title/ grade/job description)  
New Title: \_\_\_\_\_  
New Pay Grade: \_\_\_\_\_ New Salary Range: \_\_\_\_\_  
New Union: \_\_\_\_\_
- B. **Upgrade:**  
New Pay Grade: \_\_\_\_\_ New Salary Range: \_\_\_\_\_

C. **Establish New Classification:**

Title: Executive Director, RI Small Business Development Ctr.  
Pay Grade: 14 Salary Range: \$57,158 - \$122,365

**ATTACH THE FOLLOWING DOCUMENTS (if applicable):**

1. Supervisor's statement of justification
2. Old position description
3. New position description
4. Organizational Chart
5. Summary of differences between old/new job descriptions

Approval/Disapproval \_\_\_\_\_  
Originator's Signature \_\_\_\_\_ Date 01/30/14

Approval/Disapproval \_\_\_\_\_  
Dean's/Director's Signature \_\_\_\_\_ Date

Approval/Disapproval \_\_\_\_\_  
Provost's/Vice President's Signature \_\_\_\_\_ Date 1/30/2014

Approval/Disapproval \_\_\_\_\_  
Director, Personnel Services' Signature \_\_\_\_\_ Date 1/30/14

Approval/Disapproval \_\_\_\_\_  
President's Signature \_\_\_\_\_ Date 1/31/14

THE  
UNIVERSITY  
OF RHODE ISLAND  
DIVISION OF RESEARCH  
AND ECONOMIC  
DEVELOPMENT

Carlott Administration Building, Suite 601, 78 Lower College Road, Kingston, RI 02881 USA  
p: 401.874.4676 f: 401.874.4632 [uri.edu/home/research](http://uri.edu/home/research)

THINK BIG  WE DO™



January 17, 2014

Re: SBDC Positions

Budget Office:

Re: Justification for URI SBDC Lead Center Budget under Office of Small Business Development

Under the leadership of President Dooley, URI applied for and was awarded a SBA federal grant for \$574,667 to operate the Small Business Development Center (SBDC) for Rhode Island. This grant as well as the SBDC started January 1, 2014.

URI's role of its SBDC is to leverage URI faculty and students and the research and business experience and talent to help small business throughout the state be successful in creating new opportunities for the people in Rhode Island. The goal is for URI to actively facilitate economic growth and job creation in the state.

URI will partner with Bryant University and the URI Research Foundation to create three Centers; Northern (Bryant), Providence (URIRF at EDC), and Southern (URI, Kingston at College of Business). Each Center will have a Center Director responsible for coordinating SBDC counseling with clients.

The Office of Small Business Development was created by Gerald Sonnenfeld, Vice President, under the Division of Research and Economic Development. The SBA funding includes the salaries and benefits and other expenses for the State Director, Assistant State Director and Center Director in the Office of Small Business Development.

Because the SBDC was launched on January 2, 2014, it is urgent that the budget is available for URI to fulfill its grant obligations to the SBA and the people of Rhode Island.

James K. Petell

Interim State Director  
Office of Small Business Development

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Executive Director, Small Business Development Center  
**DIVISION:** Division of Research and Economic Development  
**REPORTS TO:** Associate Vice President for Research, Intellectual Property Management and Commercialization  
**GRADE:** 14 (BOE)  
**SUPERVISES:** Professional and support staff

**BASIC FUNCTION:**

The statewide Executive Director of the RISBDC provides leadership and oversight for state-wide policy, program development and implementation for the SBDC Network, comprised of three regional centers throughout the State; works with key stakeholders in the political, governmental, business, and academic communities to support the needs of new and existing small businesses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 
- ~~Operate a program of high quality management counseling and educational training programs to pre-venture and existing small businesses in Rhode Island through a statewide network of service centers.~~
  - Recruit and manage network of statewide Center Directors and counselors.
  - Establish management controls, operational procedures and financial controls in compliance with applicable Small Business Administration, state, federal and university requirements.
  - Foster a close working relationship with key stakeholders in the federal, state and local government, economic development entities, private sector trade associations, academic communities, chambers of commerce, professional organizations, and other groups which support RISBDC activities.
  - Oversee the customer client information system to track counseling and training activity and report quarterly assessments of service quality, impact, and efficiency to the SBA.
  - Ensure that the RISBDC meets all goals established by the RI District Office of the US SBA.
  - Ensure compliance with all state, federal and university reporting requirements.
  - Lead efforts to acquire Association of Small Business Development Centers (ASBDC) accreditation.
  - Convene and manage an active Advisory council to support the RISBDC.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- MBA, MPA or advanced degree from an accredited institution focusing on business, management or economics.
- At least seven (7) years working with, managing or counseling small businesses.
- At least four (4) years personnel supervision and management.
- Demonstrated success implementing operational, management and financial controls.
- Demonstrated experience in market research, financing, financial statement analysis, business law, financial analysis and cash flow projections.
- Demonstrated experience in budgeting and contract management.
- Demonstrated excellence in client service, presentation, verbal and written communication skills.
- Ability to work flexible hours and travel to national meetings.

**DESIRED QUALIFICATIONS:**

- Experience in acquiring and/or maintaining Association of Small Business Development Centers (ASBDC) accreditation.
- Demonstrated success in obtaining funding from private and public sources.
- Federal contract management experience preferred.
- Experience with programs assisting small businesses and entrepreneurs at the federal, state, and local levels.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

**RI Small Business Development Center  
January 2014**

