

**Executive Director, Academic Resources
Gina Strebel**

- Academic Budget
- Academic Personnel
- Merit/Roster Process & Administration
- Strategic Budget Planning & Development
- Budget Oversight
- Direct Budget Oversight – Vice Provosts, Colleges, (Schools of Law and Dental, indirect)
- Reorganization Coordination
- All Acad. Budget & Finances issues and oversight

**Academic Budget, Finance
& Administration**

**Academic Human Resources,
Employment Contracts & Compensation**

**Program Officer II
Chelsea Herrington**

- Effort Buyouts
- Part-Time Instruction Budgets
- Chair Stipend data, calcs.
- Special projects
- Self-supporting budgets & training
- Student Fee Review & Budget Program

**Business & Finance Manager
Sherry Marks**

- Manage EVP & Provost, VPAA, & VPFPR budgets/accounts
- Manage/Liaison P-Cards
- Review Vice Prov. & Dean's Host/Travel/Reimbursements
- Data Expense Reports
- Coordinate Acad. Budgets with Colleges & Vice Provost

**Director, Academic Resources
Debbie Powell**

- Stand-in Executive Director of Academic Resources as needed
- Recruitment/Hiring – Offer letters
- Employment Documents/Contracts
- Compensation & ECC
- Academic HR Coordination – UNLV HR
- Merit/Roster Process & Administration
- NSHE/BoR HR documentation/submissions

**Administrative Assistant IV
Carla Zimmerman**

- Executive Reception/support
- Office Management
- Employment Documents/Contracts
- Employee Data/Files
- ECC Process & Data
- Merit Process & Data

**Executive Vice President & Provost
Office for Academic Resources
February 2015**