

System Chief Business Officer - B. J. Crain

The Texas A&M University System

Position Description--January 13, 2010

Reporting Structure:

- Dual reporting to the Chancellor and President of Texas A&M University with consideration to an executive oversight committee* consisting of System member CEOs.
- Percentage of effort is 40% Texas A&M University, 60% A&M System.

Job Duties:

- Serve as the Chief Business Officer (CBO) for The Texas A&M University System and the primary financial/business advisor to the Chancellor and the Board of Regents;
- Direct strategic financial/business initiatives and activities for the Board of Regents, Chancellor, System Member Chief Executive Officers (CEOs) and Chief Financial Officers(CFOs);
- Facilitate and coordinate the development and implementation of a System-wide shared services plan for business services to focus on best practices, cost savings and efficiencies in support of inter-campus/agency cooperation and strategic excellence;
- Serve as the Chair of the A&M System CFO Council;
- Provide reports, recommendations, assessments, forecasts, and summaries to the Chancellor as needed on behalf of The Texas A&M University System CFO Council;
- Facilitate and coordinate the development of System-wide financial and business services policy and practices, as necessary;
- Foster collaborative partnerships for strategic financial and business services initiatives and practices among the A&M System members, the other systems and institutions of higher education in Texas, and other federal, state, and private entities;
- Represent the A&M System at the state and national level on matters related to finance and business activities, including liaison with A&M System CFOs and public and private organizations;
- Continuously monitor federal and state legislation with financial and/or business services activities, and facilitate the development of responses, recommendations, and internal controls needed to ensure System-wide compliance;
- Serve as the CBO of the A&M System Offices and Texas A&M University, and
- Other duties as assigned

*The Executive Oversight Council's goal is not to provide operational direction, but to provide input into strategic initiatives, participate in performance appraisals and ensure accountability of the individuals responsible for each shared services function.

Chief Communications Officer – Jason Cook

The Texas A&M University System

Position Description – January 13, 2010

The Chief Communications Officer for The Texas A&M University System also serves in the capacity of Vice President for Marketing and Communications at Texas A&M University.

Reporting Structure:

- Dual reporting to the Chancellor and President with consideration to an executive oversight committee* consisting of System member CEOs.
- Percentage of effort is 80% Texas A&M University, 20% A&M System.

Job Duties:

- Serve as the Chief Communications Officer for the A&M System and strategic communications advisor to the Chancellor and Board of Regents;
- Direct strategic marketing and communications initiatives and activities for the Board of Regents, Chancellor, and System Member CEOs and marketing and communications personnel across the System;
- Facilitate and coordinate the development and implementation of a System-wide shared services plan for marketing and communications to focus on best practices, cost savings and efficiencies in support of inter-campus/agency cooperation and strategic excellence;
- Serve as the Chair of the A&M System Communications Council and to-be-formed System Collegiate Licensing Council and leverage best practices across all member institutions of the A&M System.
- Provide reports, recommendations, assessments and summaries to the Chancellor as needed on behalf of the A&M System Communications Council and System Collegiate Licensing Council;
- Facilitate and coordinate the development of System-wide communications policy and practices, as necessary;
- Foster collaborative partnerships for strategic marketing and communications initiatives and practices among the A&M System members, the other Systems and Institutions of Higher Education in Texas, and other federal, state, and private entities; and
- Represent the A&M System at the state and national levels on matters related to communications; including liaison with A&M System communications officers and public and private organizations.
- Note: Duties as Vice President for Marketing and Communications at Texas A&M University are included on a separate Position Description.

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Chief Safety Officer – Chris Meyer
The Texas A&M University System
Position Description – January 13, 2010

The Chief Safety Officer for the Texas A&M University System also serves in the capacity of Assistant Vice President in the Office of Safety Security at Texas A&M University.

Reporting Structure:

- Dual reporting to the Chancellor and Texas A&M University Associate Vice President for Risk and Compliance with consideration to an executive oversight committee* consisting of System member CEOs.
- Percentage of effort is 80% Texas A&M University, 20% A&M System.

Goals:

- Serve as the System's single point of contact for functional reporting from components in the following areas
 - Environmental health and safety
 - Emergency management
 - Law enforcement and security
- Improve system-wide efforts to identify and share best practices at Texas A&M and elsewhere in higher education in each area above
- Facilitate and encourage the sharing of subject matter expertise to achieve improvements in service and efficiency
- Direct and facilitate increased oversight and operational reviews in each of the areas identified

Job Duties:

- Serve as the Chief Safety Officer for The Texas A&M University System including the Office of the Chancellor and the Board of Regents to include the following duties
 - Serve as the functional reporting point for each component in the System in matters related to Environmental Health and Safety, Emergency Management and Law Enforcement and Security;
 - Serve as the single point of contact for the A&M System Office of the Chancellor and the Board of Regents for inquiries, coordination and shared services for matters related to Environmental Health and Safety, Emergency Management and Law Enforcement and security
- Establish an effective communication network amongst component safety officers, emergency managers and Police Chiefs that facilitates communication but that respects existing lines of authority and normal component reporting procedures.
- Coordinate and support regular meetings of the Risk Management and Safety Council and the System Police Chiefs Council to facilitate the sharing of best practices among components.
- Provide reports, recommendations, assessments and summaries to the Chancellor as needed on behalf of safety.
- In conjunction with component safety officers, the Executive Oversight Council and the Office of the Chancellor, assess System safety and develop a shared services proposal.

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Chief Information Officer – Pierce Cantrell

The Texas A&M University System

Position Description – January 13, 2010

The Chief Information Officer for the Texas A&M University System also serves in the capacity of Vice President and Associate Provost for Information Technology at Texas A&M University.

Reporting Structure:

- Dual reporting to the Chancellor and the Provost and Executive Vice President of Academics at Texas A&M University with consideration to an executive oversight committee* consisting of System member CEOs;
- Percentage of effort is 80% Texas A&M University and 20% Texas A&M University System.

Job Duties:

- Serve as the Chief Information Officer for The Texas A&M University System and the primary Information Technology (IT) advisor to the Chancellor and Board of Regents;
- Directs strategic information technology initiatives for the Board of Regents, Chancellor, System member CEOs, and information technology personnel across the System;
- Serve as Chair of the A&M System CIO Council;
- Serve as the executive leader for the System Office of Business Computing Services.
- Serve as the executive leader for the System Office of Business Computing Services, which supports System-wide administrative applications including HR/Payroll, Finance, Data Warehouse, and Reporting and Business Intelligence tools. Business Computing Services also provide microcomputer and network support for the System Offices;
- Serve as the Chair of the A&M System CIO Council and as a member of both the A&M System IT Governance Council and the Telecommunications Council;
- Serve as the leader of IT shared services initiatives System-wide, and the single point of contact for these initiatives for the Board of Regents, Chancellor, System Member CEOs, CFOs, and CIOs;
- Represent The Texas A&M University System at the state and national level on IT related matters;
- Facilitate and coordinate the development of a System-wide IT Strategic Plan to include future plans for the business and academic administrative systems;
- Continuously monitor federal and state IT legislation, and facilitate the development of responses, recommendations, and internal controls needed to ensure System-wide compliance;
- Facilitate and coordinate the development of System-wide IT policy and practices in areas such as IT security and privacy, identity management, system development, disaster recovery, business continuity, and telecommunications;
- Facilitate and coordinate the development of IT standards, metrics, and best practices to support inter-campus/agency cooperation and strategic excellence;
- Facilitate and coordinate the establishment of processes for the systematic assessment of the System's IT performance to include risks related to information resource security, reliability, disaster recovery, business continuity, and regulatory compliance;
- Coordinate the assessment of System-wide IT needs and priorities;
- Facilitate and coordinate the development and implementation of a System-wide shared services plan for IT;
- Develop plans and budgets needed to support the IT shared services plan;
- Facilitate and coordinate System-wide site licenses and purchase agreements;
- Foster collaborative partnerships for strategic IT initiatives and practices among the System's CIO's, the other Systems of Higher Education in Texas, the Texas Digital Library, and other federal, state, and private entities;
- Participate and collaborate with academic leadership and the System CIO's in obtaining external grant support for information technology and networking initiatives;

- Provide reports, recommendations, assessments, forecasts, and summaries to the Chancellor as needed on behalf of The Texas A&M University System CIO Council;
- Develop plans and budgets needed to support the functions of A&M System Business Computing Services;
- Monitor the System Offices' IT needs.
- Other duties as assigned

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