



City of Rochester Hills

CANDIDATE QUESTIONNAIRE

NAME _____

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU WANT TO SERVE (please check the boxes):

Appointed by Mayor, Confirmed by City Council

- Advisory Traffic & Safety (meets monthly)
- Board of Review (meets as needed)
- Brownfield Redevelopment Authority (meets 4 times a year)
- Citizens Pathway (meets as needed)
- Construction/Fire Prevention Board of Appeals* (meets as needed)
- Diversity, Equity & Inclusion Committee (meets as needed)
- Local Development Finance Authority (meets 4 times a year)
- Naming Standing Committee (meets as needed)
- Planning Commission* (meets monthly)
- Rochester Hills Museum Foundation (meets monthly)

Appointed by City Council

- Building Authority (meets 3 times a year)
- Cemetery Citizen Advisory Committee (meets 2-4 times a year)
- Deer Management Advisory Committee (meets 2 times a year)
- Elections Commission (meets prior to each Election)
- Green Space Advisory Board (meets monthly)
- Historic Districts Commission* (meets monthly)
- Historic Districts Study Committee (meets as needed)
- Human Resources Technical Review Committee (meets yearly)
- Liquor License Technical Review Committee (meets as needed)
- Older Persons' Commission (meets monthly)
- Public Safety & Infrastructure Technical Review Committee (meets as needed)
- Retiree Health Care Trust – Board of Trustees (meets as needed)
- Rochester Avon Recreation Authority (meets monthly)
- Rochester Hills Museum Foundation (meets monthly)
- Trailways Commission (meets monthly)
- Water System Advisory Council (meets yearly)
- Zoning/Board of Appeals* (meets monthly)

** Denotes paid positions. Candidates will be required to complete a Form I-9, Employment Eligibility Verification, as required by the Federal Government.*



City of Rochester Hills

CANDIDATE QUESTIONNAIRE

NAME _____ COUNCIL DISTRICT _____

DATE _____ ROCHESTER HILLS RESIDENT FOR _____ YEARS

OCCUPATION _____

INTERESTS/REASONS/QUALIFICATIONS (Specifically list the reasons you are interested in serving on this/these committees and any qualifications you have for being on this/these committees:

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU HAVE or currently SERVE on (List Municipalities and years):

ELECTIVE OFFICES THAT YOU HAVE HELD:

OTHER ORGANIZATIONS you have been or are involved with:

Relevant EDUCATION to the committee(s) you are interested in:

HOBBIES/INTERESTS

ADDITIONAL INFORMATION

In addition, you may attach/email your resume/CV if desired.

Leigh Settlemoir Dzwik, Ph.D., PHR

Educational Experience

Oakland University December 2016
Doctor of Philosophy Degree in Educational Leadership
Cognate in Higher Education Administration

Dissertation Title: Higher Education Department Chairs and
Academic Human Resource Decision Making: Does Unionization Matter?

Chair: Jana Nidiffer
Committee: Julia B. Smith, Nancy M. Brown

Wayne State University December 2003
Master of Business Administration Degree
Specializations in Personnel/Human Resources and Industrial Relations

Oakland University August 1998
Bachelor of Science Degree in Human Resources Administration
Specialization in Training and Development

Unique Leadership Experience

ACE Spectrum Aspiring Leaders Program 2016
HERS Wellesley Leadership Institute 2014-2015

Certifications

Human Resources Certification Institute March 2020 to Present
Senior Professional in Human Resources (PHR)

Quality Online Teaching Certification April 2018
Oakland University

Submitted/In Preparation Manuscripts

Dzwik, L.S. (in preparation). Human Resources in Higher Education Program Curriculum: A Conceptual Model.

Dzwik, L.S. (in preparation). Department Chairs' Perceptions of Union Membership on Academic Human Resource Decision Making.

Conference Papers

Nolen, A.L., Dzwik, L.S., Vander Putten, J., Hampton, H. (2019) A Content Analysis of Department Chair Qualifications: What has changed in 20 Years? Paper presented at the American Educational Research Association 2019 Conference, Toronto, Canada.

Dzwik, L.S. (2018). A Test of Loyalty: Department Chairs' Considerations When Making Academic Human Resource Decisions. Paper presented at the Mid-Western Educational Research Association 2018 Conference, Cincinnati, OH.

Dzwik, L.S. (2017). A Review of Human Resources in Higher Education Program Curriculum. Paper presented at the Mid-Western Educational Research Association 2017 Conference, Evanston, IL.

Settlemoir, L. (2007). Recognizing the Basic Education Necessary for an Academic Human Resource Administrator. Paper presented at the College and University Professional Association for Human Resources 2007 National Conference, Baltimore, MD.

Conference Presentations

A Content Analysis of Department Chair Qualifications: What has changed in 20 Years? American Educational Research Association 2019 Conference, Toronto, Canada. April 7, 2019.

A Test of Loyalty: Department Chairs' Considerations When Making Academic Human Resource Decisions. Mid-Western Educational Research Association 2018 Conference, Cincinnati, OH. October 24-26, 2018.

How to Establish Campus Support for Work-Life Balance. Michigan ACE Women's Network Conference. June 5, 2018.

A Review of Human Resources in Higher Education Program Curriculum. Mid-Western Educational Research Association 2017 Conference, Evanston, IL. October 20, 2017.

Continuing the Line of Inquiry: When Research Findings Raise New Questions. Oakland University School of Education and Human Services Graduate Research Symposium, Rochester, MI. May 6, 2017.

Department Chairs' Perceptions of Union Membership on Academic Human Resource Decision Making. National Center for the Study of Collective Bargaining in Higher Education and the Professions 2017 National Conference, New York, NY. March 28, 2017.

Identifying Cultural Differences in Academic HR Administration. College and University Professional Association for Human Resources 2007 National Conference, Baltimore, MD. November 9, 2007.

Teaching Experience

ED7540 – Resource Management in Higher Education; Summer 2019
HRD303/3410 – Ethics in HRD; Fall 2007; Winter 2018
HRD306 – Introduction to Human Resource Development; Summer 2017
HRD3210 - Group/Team Development and Leadership; Fall 2018; Fall 2019; Fall 2020
HRD401 - Change Process and Organizational Analysis; Fall 2012

Teaching Assistantship
HRD303 – Ethics in HRD with Mark Doman; Winter 2007

Courses Revised

ED7540 - Resource Management in Higher Education

Committees/Service

Oakland University

- Academic Affairs Administrative Operations Committee – 2002 to Present
- Academic Council - 2008 to Present
- Administrative Bargaining Team for Faculty Contract Negotiations – 2006; 2009; 2012
- Administrative Bargaining Team for Clerical/Technical Contract Negotiations - 2017
- All-University Fund Drive Academic Affairs Co-Chair – 2004 and 2005
- All-University Fund Drive Academic Affairs Chair – 2006
- AP Assembly Secretary – 2007 to 2008
- Assistant Dean's Group - 2011 to Present
- Banner Operating Committee – 2007 to 2013
- Banner Shared Data Committee – 2003 to 2013
 - Banner Duplicates Subcommittee – 2003 to 2007
- Compression/Inversion Joint Committee – 2006 to 2007
- Department Chairs & Program Directors Group - 2010 to 2013
- Emergency Preparedness Committee – 2004 to 2007
- HR Banner Committee – 2002 to 2006
- Human Resources Advisory Council – 2002 to 2007
- Internship Supervisor, BS Human Resource Development Student – Winter 2008; Winter 2010; Winter 2012
- Internship Supervisor, MA Higher Education Leadership Student – Winter 2018
- Lean Payroll Process Committee - 2006 to 2008
 - Manual Timecard Process – 2006 to 2008
 - Edit Process Subcommittee Chair – 2007
- Mentor, PhD Higher Education Leadership Student – 2018 to Present
- Higher Education Recruitment Consortium (HERC)
 - Institutional Representative - 2008 to 2013
- Provost's Office Emergency Response Team - 2012 to 2013
- Students, Administrators, & Faculty for Equality Campus Ally – 2015 to Present
- SARS Advisory Committee – 2003 to 2004
- School of Education and Human Services Executive Committee – 2013 to Present
- Security Advisory Council – 2003 to 2013
- Sexual Orientation & Gender Identity Strategic Planning Committee – 2014 to 2015
- Taste of Africa Gala – 2007
- Threat Assessment Committee - 2008 to 2013
- Welcoming Committee – 2004 to 2013

Non-Oakland University

- Academy of Human Resource Development (AHRD) Faculty Development SIG Steering Committee Member – 2019 to Present
- American Educational Research Association (AERA) Proposal Reviewer – 2017 to Present
- American Educational Research Association (AERA) Graduate Student Proposal Reviewer – 2016
- College and University Professional Association for Human Resources (CUPA-HR) National Public Policy Committee – 2019 to Present
- Michigan Chapter of the Women’s Network of the American Council on Education (ACE) Annual Conference Session Facilitator - 2016
- Michigan College and University Professional Association for Human Resources (MICUPA-HR) Board Secretary – 2007 to 2009
- Mid-Western Educational Research Association Division J Vice Chair – 2018 to Present
- University of Arkansas, Little Rock, Seed Grant Proposal Reviewer - 2018

Professional Memberships

- Academy for Academic Personnel Administration (AAP) - 2008 to Present
- Academic for Human Resource Development (AHRD) – 2019 to Present
- American Educational Research Association – 2006 to Present
- Association for the Study of Higher Education – 2006 to 2018
- College and University Professional Association for Human Resources (CUPA) National Chapter – 2003 to present
- Michigan Chapter of the Women’s Network of the American Council on Education (ACE) – 2007 to present
- Michigan College and University Professional Association for Human Resources (MICUPA-HR) – 2003 to present
- Mid-western Educational Research Association – 2017 to Present
- Society for Human Resources Management (SHRM) – 2002 to 2003

Media Mentions

Bonnell, L. (March 6, 2018). Education Today segment regarding issues of access and lactation rooms. WWJ Radio.

<http://mms.tveyes.com/MediaCenterPlayer.aspx?u=aHR0cDovL21lZGhY2VudGVyLnR2ZXllcy5jb20vZG93bmxvYWRnYXRld2F5LmFzcHg%2FVXNlcklEPTI3NTY0MSZNREIEPTk0NTAyODQmTURTZWVkPTg1NjlmVHlwZT1NZWRpYQ%3D%3D>

Administrative Experience

Assistant Dean
School of Education and Human Services (SEHS)
Oakland University - Rochester, Michigan

May 2013 to Present

- Manage the financial activity (\$24M) for the School of Education and Human Services.
- Develop, analyze, forecast and assure sound financial management of the school by administering SEHS departmental and office budgets.
- Prepare annual new budgets and reports.
- Initiate and authorize all fund transfers and expense reclassifications involving SEHS accounts to assure optimum and appropriate use of funds in compliance with accepted accounting procedures and avoid account deficits.
- Authorize and approve expenditures and payments and provide periodic financial reports.
- Serve on the Dean's Leadership Team and the School's Executive Committee.
- Oversee the School's technology support system, including staff, strategy, controls, and purchasing.
- Oversee the School's facilities, including space allocation, construction projects, and maintenance.
- Serve as the School's human resource point of contact for both faculty and staff matters of importance.
- Oversee the SEHS employees' personnel process for human resource actions pertaining to hiring, changing and terminating (1300 academic and other personnel actions per year). Actions include, full-time and part-time requests for faculty and non-faculty, i.e. letters of offer, change of status forms, stipends.
- Provide problem solving resolutions and alternatives for entering SEHS monthly electronic payroll input.
- Oversee the Banner transactions for Identifying, resolving, correcting and auditing payroll issues per discrepancy registers under very tight time lines. Responsible for accurate preparation of 12 payrolls per year, which involves the disbursement of more than \$9 million dollars in gross pay per year.
- Supervise the maintenance of the human resource employee information to assure accurate files.
- Supervise the Financial Analyst/Business Manager on fulfilling the responsibilities of the position.
- Supervise clerical staff and student assistants as assigned.

- Oversee financial management of grants, contracts, scholarships and external funding within the school in conjunction with the oversight authority of the Office of Grants, Contracts, and Sponsored Research and other university offices.
- Represent SEHS on various school and university committees and to external agencies as assigned.

Assistant Vice President, Academic Human Resources January 2008 to May 2013
 Office of the Senior Vice President for Academic Affairs and Provost
 Oakland University – Rochester, Michigan

- Serve as a key advisor to the Senior Vice President for Academic Affairs and Provost on faculty and academic administration matters.
- Provide leadership and direction for the University and its academic employees regarding personnel matters by managing a comprehensive human resource administration including recruitment, employment, and retention services, benefits management and counseling, salary administration and job evaluation, professional development, performance management, records management, labor and employee relations, succession planning, and human resource information systems.
- Ensure consistent and equitable application of personnel policies and government regulations throughout the University by advising senior administrators about the applicable policies and regulations, and enforcing the personnel rules and regulations of the University.
- Counsel academic employees and supervisors (such as deans and academic administrators) regarding disciplinary and grievance procedures by providing information on personnel policies and regulations, recommending a plan of action, and resolving misunderstandings.
- Develop personnel policies, practices and procedures for approval by the University administration by determining causes of personnel concerns, reviewing and analyzing reports, applicable regulations, professional literature, and statistical data concerning all aspects of personnel administration.
- Contribute to the enhancement of the quality of the work environment within the University by advising and supervising the implementation and administration of employee programs, including automating and maintaining operations and processing systems, communicating relevant information about programs and services to all levels of management throughout the University, working with consultants and vendors, interpreting policies and state and federal laws, and working with advisory committees to conduct studies analyzing the pros and cons of new and alternative initiatives.
- Provide opportunities for professional development, improved organizational effectiveness and productivity, and work related training for University academic employees by supervising the development of training strategies that ensure the effective delivery of appropriate training and development programs.

- Facilitate decision-making regarding promotions, annual salary increases, terminations, or similar personnel actions for academic employees through the administration of the academic employee processes corresponding to each group.
- Ensure the accuracy and accountability of personnel information on all University employees by supervising the maintenance of personnel records and verifying personnel actions for faculty and academic employees, and for submission to the Board of Trustees.
- Promote a positive image of the University by participating national, state and local professional associations.
- Develop competent, productive and effective personnel staff by supervising, directly and through delegation, professional and clerical employees.
- Represent the department and serves as a resource by participating on various University committees including Academic Council, Academic Affairs Administrative Operations Group, and the Threat Assessment Committee.
- Promote effective employer-employee relations with bargaining unit employees by providing direction on contract interpretations and participating in labor negotiations and grievance resolutions with relevant labor representatives and the union.
- Promote effective employer-employee relations with non-bargaining unit employees by providing direction on policy interpretations and participating in personnel and mediation meetings.
- Oversee changes to faculty salary fund distributions throughout the year and coordinate faculty salary adjustments and deferred compensation journal vouchers at fiscal year-end.

Coordinator, Academic Human Resources
Office of the Senior Vice President for Academic Affairs and Provost
Oakland University – Rochester, Michigan

August 2002 to January 2008

- Serve as a key advisor to the Senior Vice President for Academic Affairs and Provost on faculty and academic administration matters.
- Supervise and coordinate the faculty payroll process, including approval of electronic payroll submissions; review one-time and special pay requests to insure compliance with University and division policies.
- Assist in reconciling the faculty salary budgets for the division, including preparation of accounting journal vouchers and problem solving with the division budget manager and Controller as required.
- Review of all faculty personnel forms: change of status, special pay forms, and termination/leave of absence forms for the division.
- Oversee academic benefit administration processes and programs; serve as a key problem solver on customer service issue.
- Gather and analyze data from various resources for use in internal and external reports, such as yearly AAUP, CUPA, IPEDS and other salary surveys as requested at the national, state or University levels.
- Conduct academic unit workload analysis for use by the Provost.

- Assist with the administration of the faculty contract, including advising Deans and Assistant Deans in application or interpretation.
- Advise Deans and Assistant Deans on application or interpretation of existing policies and procedures relative to academic human resource administration.
- Develop or assist with the development of new policies and procedures relative to academic human resource administration.
- Supervise reporting of faculty personnel actions/information items to the Board of Trustees.
- Supervise the maintenance of hiring records; assist to insure compliance with hiring practices, policies and all applicable laws to attain a diverse, quality faculty.
- Identify faculty retention strategies using newly created exit interview instrument for departing faculty members and department chairpersons.
- Participate in faculty grievance hearings with the Oakland branch of the AAUP.
- Serve on Oakland's administrative negotiation team to settle new contracts with the Oakland branch of the AAUP; maintain records and correspondence in relation to those meetings.
- Supervise the maintenance of personnel and sabbatical request records.
- Coordinate and chair bi-monthly Academic Affairs Administrative Operations Committee meetings; oversee website development of committee page.
- Ensure compliance with the document retention policy for all faculty employment documents handled by the Provost's office.
- Manage the faculty reemployment, tenure and promotion process to ensure compliance with the AAUP contract.
- Assist in coordinating special events for faculty, including the annual retirement dinner and annual retired faculty member event.
- Develop website for Academic Human Resources.
- Create a PeopleAdmin site for academic hiring and develop training.

Human Resources/Benefits Administrator September 2000 to September 2001
 Human Resources Administrator November 1999 to September 2000
 Textron Automotive Company – Clinton Township, Michigan

- Screening, recruitment, and placement of hourly employees.
- Execute all department, shift, and staffing transfers for hourly employees.
- Assist in the recruitment of salaried employees.
- Post job bids and check eligibility.
- Conduct salaried and hourly new hire orientations.
- Enroll new employees in benefit plans and provide benefit orientations.
- Process benefit status changes and review claims.
- Interface with employees for questions, information, and problem solving.
- Complete unemployment filings and perform investigations relative to eligibility to receive such benefits.

Software Proficiencies

Banner
Google Email and Calendar Systems
LiveText
Microsoft Word
Microsoft Excel
Microsoft Access
Microsoft PowerPoint
Moodle
PeopleAdmin