

# Meredith Weiss

160 Ridge Road, Chapel Hill, NC 27599  
(919) 962-4706 | mlweiss@email.unc.edu

---

## CHIEF ADMINISTRATIVE AND INFORMATION TECHNOLOGY OFFICER (CAO/CIO) ADJUNCT FACULTY MEMBER

---

Chief Administrative and Information Technology Officer with a proven ability to build, manage, and lead financial, technological, and human resource teams. Track record for designing and delivering cost-effective, high-performance information technology solutions. Astute strategic financial manager with long range fiscal planning, fundraising, and budgeting experience. Excellent communicator adept at building key alliances with both internal and external organizational stakeholders. A team player who enjoys creating a positive work environment, practicing evidence-based management, and balancing competing requests in order to make decisions in the organization's best interest. Dedicated scholar and adjunct faculty member who loves teaching and strives to strengthen students' analytical and decision making skills while building their management and leadership confidence.

Proven track record for significant strategic fiscal planning in healthy and in turnaround organizational settings.	Strategic planner that positions information technology (IT) to drive attainment of organizational goals.
Over \$35 million in endowment funds managed.	Dedicated to excellence in teaching, scholarship, and service.
Budget responsibility in excess of \$20 million.	Adjunct faculty member with excellent teaching evaluations.
Skilled leader of teams ranging in size from 3 to 130.	Productive, collaborative scholar committed to a career of inquiry and significant academic contribution.

### Education

Ph.D., Information Science, University of North Carolina at Chapel Hill	May 2010
M.B.A., Summa Cum Laude (4.0) North Carolina Central University	May 2005
M.I.S., Summa Cum Laude (4.0) North Carolina Central University	May 2005
B.S., Cum Laude Institutional Management, Business Administration, University of Delaware	May 1995

### Career History

**The University of North Carolina School of Law, Chapel Hill, NC** 2004 -present  
**Associate Dean for Administration, Finance and Information Technology (CAO)** 2006

- Supervise, lead, and coordinate the operations of UNC School of Law's Finance, Human Resource, Information Technology, Faculty Support, Reception, and Facilities Departments.
- Work with the assistant deans and directors in the development and execution of strategic policies, budgets and priorities in line with the School's mission and goals.
- Oversee endowment and quasi-endowment funds totaling over \$35 million.
- Advise the Dean on matters relating to finance, budget planning, technology, human resources, and resource allocation.
- Collaborate with the Dean and associate deans in developing School policy and strategy.
- Serve on University committees and consult with University departments on campus-wide initiatives.

**The University of North Carolina School of Information and Library Science, Chapel Hill, NC** 2008-current  
**Adjunct Instructor**

- Teach both face-to-face and distance education courses to graduate and undergraduate students.

**The University of North Carolina School of Law, Chapel Hill, NC** 2004  
**Assistant Dean for Information Technology (CIO)**

- Led and managed the Information Technology Department at the School of Law.
- Aligned IT with academic and business goals.
- Built governance structure to ensure all stakeholders had input in and accountability for technology decisions and initiatives.

- Prepared students for the technological demands of law practice and provided them the access to technology required to succeed in law school.
- Provided faculty the tools needed to leverage available technology in order to excel in classroom and research environments.
- Implemented current, reliable, supportable, secure, affordable, and easy-to-use information technology architecture that effectively leveraged internal and on-campus resources to increase support, service quality, information availability, and data security.
- Implemented technologies which improved internal and external communications, promoted faculty achievement, and strategically marketed the School and its programs and centers.
- Collaborated with department, program, committee, administrative, and center personnel to proactively identify and implement technologies that assisted them in achieving departmental and school wide goals, in enhancing current programs, in managing information, in increasing productivity, and in creating new revenue streams for the School of Law.
- Served on University committees including IT Directors, Enterprise Resource Planning (ERP), Faculty Technology, and Dean Search.

**Chapel Hill-Carrboro City Schools, Chapel Hill, NC**

2001

**Web Architect**

- Managed the web-based projects of 17 schools and the central administration office.
- Planned, developed, programmed, and managed school district's Internet and intranet web sites. Programmed software for administrative web applications.
- Produced multimedia promotional products.
- Worked with the technology team to implement Citrix digital divide programs using thin client (Citrix) environments.

**A Southern Season, Chapel Hill, NC**

1999

**Web Master/Marketing Assistant**

- Managed \$1,000,000+/year e-commerce Web site.
- Developed statistical sales analysis on Web sales.
- Aided in the design of magazine and newspaper advertisements.
- Wrote and published company newsletters. Assisted copy editor in catalog production.

**Brinker International, Cary, NC**

1995

**General Manager Romano's Macaroni Grill**

- Developed and managed a \$3,500,000+/year budget.
- Grew top line sales and bottom line profit through customer satisfaction and proper business execution.
- Lead and managed eight person management staff. Hired, trained, managed and motivated staff of 130.
- Ensured proper ordering and budget adherence.
- Managed human resource, finance, facilities, marketing, kitchen, and front of house operations.

**Dissertation**

Information Technology Management in Higher Education: An Evidence-Based Approach to Improving Chief Information Officer Performance

**Refereed Publications**

Weiss, M. (2008). "Results-Based Interaction Design: Partnering Marketing and Interaction Design to Improve Academic Website Development". *EDUCAUSE Quarterly*, 31 (4), pp. 42-49. (<http://net.educause.edu/ir/library/pdf/EQM0847.pdf>)

Weiss, M. & Hanson-Baldauf, D. (2008). "E-Mail in Academia: Expectations, Use, and Instructional Impact". *EDUCAUSE Quarterly*, 31 (1), pp. 42-50. (<http://www.educause.edu/ir/library/pdf/EQM0817.pdf>)

---

**Book Chapters**

Weiss, M. & Hanson-Baldauf, D. (2009). "E-Mail in Academia". For *Computers in Society*, edited by Paul de Palma. McGraw-Hill/Osborne

---

**Presentations**

"Give Away the Servers: Outsourcing IT" - Conference Presentation June 2005  
CALI (The Center for Computer-Assisted Legal Instruction)

---

**Other Publications**

Learning Module: Digital Library Intellectual Property Rights  
Digital Library Curriculum Development (Barbara Wildemuth, UNC PI; Jeff Pomerantz, UNC Co-PI; Ed Fox, VA Tech PI; funded by NSF)- <http://curric.dlib.vt.edu/> (2006)

---

**Publications In Progress**

Women, Power, and Information Agency Leadership *Expected Fall 2010*

Results-Based Interaction Design – A 2010 case study

Organizational Quality Metrics Show Promise in Predicting Technology Organization Success

Creating High Performance Technology Teams In Higher Education

The Evolving Role of the Chief Information Officer - A review of the past twenty years

Executive Technology Leadership – Today's Chief Information Officer

Dispelling the Myths - User Satisfaction in 2010

Chief Information Officer Evaluation and Selection

Experimenting and Prototyping in Technology Organizations – Evidence-based management in practice *Expected Spring 2011*

On Information: the Information Sciences and Professions by José-Marie Griffiths with Meredith Weiss

Creating a High-Performance Information Technology Culture: How Do You Know One Exists?

---

**Teaching**

University of North Carolina at Chapel Hill

INLS 490 – Evidence-Based Management *Fall 2008*

INLS 585 – Management for Information Professionals *Summer & Fall 2009*

*Spring, Summer, Fall 2010*

INLS 795 – Professional Field Experience *Summer & Fall 2009*

INLS 890 – Leadership in Theory and Practice *Fall 2009*

INLS TBD – Contemporary Issues in Information Technology (IT) Organizations *Fall 2010*

---

**Professional Affiliations**

Academy of Management -  
Organizational Behavior and Technology & Innovation Management Divisions

American Society for Information Science and Technology (ASIS&T)

EDUCAUSE - to advance higher education by promoting the intelligent use of IT

Association for Library and Information Science Education (ALISE)

The Center for Computer-Assisted Legal Instruction (CALI)

*McKinsey Quarterly* - Executive Panelist

---

## Service

### UNC Service

#### School of Law Search Committees

- Dean UNC School of Law – member
- Assistant Dean for Finance UNC School of Law – chair
- Associate Dean for Advancement UNC School of Law – chair
- Assistant Dean for Information Technology UNC School of Law – chair
- Assistant Dean for Communications UNC School of Law – member

#### Other School of Law Committees

- Information Technology Committee – chair
- Crisis Response Committee – chair
- Self Study Committee – member

#### University-wide Committees

- Enterprise Resource Planning
  - Academic Issues Advisory Group – member
  - School Contact Group – member
  - Deans and Department Reporting Group – member
  - Human Resources Stakeholder - member
- Diversity Committee – member
- Information Technology Directors – member
- University Business Managers – member
- Finance Advisory Council – member
- Human Resource Business Process Group – member
- Current Issues and Operations Group – member

### Non-Profit Board Service

Safe Schools NC, Treasurer

---

## Awards and Honors

### Awards/Fellowships

- A.R. Zipf Fellow - Council on Library and Information Resources (2008)
- Future Faculty Fellow – UNC Chapel Hill (2008)
- University of North Carolina at Chapel Hill Information Technology Award (2006)
- Dean's Award for Outstanding M.B.A. Student (2005)
- UNC Excellence in Management Award Nominee (2005)
- Employee Forum Peer Recognition Award Nominee (2005)
- "Cool School" Award for Web Site Design given by EducationWorld.com (2003)
- 

### Honor Societies

- President ETA SIGMA DELTA Honor Society (Undergraduate)
- Delta Mu Delta (Graduate)

### Scholarships

- Two Time Minority Presence Grant Recipient (Graduate)
- Graduate Student Associate Scholarship Recipient (Graduate)

### Dean's Recognition

- *Undergraduate*: Fall 1993 – Spring 1995 Dean's List Every Semester
  - *M.B.A./M.I.S.*: Dean's List Every Semester
-