

# **Marywood University**

## **Policies and Procedures**

### **The President's Council**

#### **Policy Statement:**

**The President's Council was established to facilitate improved communication and sharing of information among all constituencies, to provide education on topics of importance to the community for advocacy and for strategy.**

**Administration will share information on the broad issues that impact the annual institutional budget. Administration will provide information regarding the budgetary process and related issues and the budget planning process. The President's Council will serve as a forum for discussion of budgetary issues of interest to the University community and for evaluating the budget process.**

**Consisting of the following administrators/ officers, the purpose of the Council is to report what transpired at the meetings to the members of their respective departments to ensure that both a vertical and horizontal flow of communication will take place throughout the community.**

**Planning will be a strong component of this Council's work.**

#### **Membership and Selections:**

- **President of the University**
- **Vice President for Finance and Administration**
- **Vice President of Operations**
- **Vice President for Mission Services**
- **Vice President for University Advancement**
- **Vice President for Enrollment Management**
- **Vice President for Student Experience**
- **Academic Deans**
- **Associate Provost**
- **Associate Provost for Global Education**
- **Assistant Provost for Research and Sponsored Programs**
- **Associate Vice President for Finance and Administration**

- Associate Vice President for Mission Services
- Dean of Students
- Registrar
- University Secretary and General Counsel
- Director of Athletics and Recreation
- Executive Director of Conferences, Events and Auxiliary Services
- Executive Director of Enrollment Management
- Director of Library Services
- Executive Director of Institutional Equity and Inclusion/ Title IX Coordinator
- Director of Human Resources
- Executive Director of Marketing
- Senior Director of Development and Annual Giving
- Director of Alumni Engagement
- Director of Graduate Admissions
- Director of Student Engagement
- Director of Health Services
- Director of Undergraduate Admissions
- Chief Information Officer
- President of Faculty Senate
- President of the Staff Senate

**Term:**

All members are ex officio

**Meetings:**

The President's Council will usually meet quarterly at the call of the President of the University.

**Reports to:**

President

**Annual Report:**  Yes  No

**Minutes of Meetings:**  Yes  No Minutes are saved electronically in the President's Office archive files only.

## **Policy History:**

**History 11-29-2016** The President of the University established this Committee effective January 2017 in the SRA Report: Final 29 November 2016.

**7-1-2018** Titles updated to reflect current organizational chart: Dean of Students (Asst VP for Student Life), Director of Human Resources (Assoc VP for HR), Director of Marketing and Communications (Assoc VP for Mktg & Comm), Assistant Provost (Assoc VP for Planning & Institutional Effectiveness), Director of Information Technology (CIO), Director of Institutional Equity & Inclusion (Director of Diversity)

**12-12-2019** Titles updated to reflect current organizational chart: Director of Equity and Inclusion/Title IX Coordinator (Director of Institutional Equity & Inclusion and Title IX Coordinator); Director of Graduate Admissions, Director of Undergraduate Admissions (Senior Director of University Admissions)

**2-21-2020** Titles updated to reflect current organizational chart: Add Director of Student Engagement; Director of the Office of Student Success (Assistant Vice President for Student Success)

**9-15-2021** Titles updated to reflect current organizational chart: Delete Vice President for Business Affairs and Treasurer, Assistant Vice President for Building and Grounds, and Controller and Assistant Treasurer and replace with Interim Vice President for Financial Affairs and Treasurer, and Interim Vice President of Operations; delete Director of Mission and Campus Ministry and replace with Vice President for Mission Services; and change Director of Conference Events Services to Director of Conferences, Events and Auxiliary Services.

**1-13-2021** Two additions to Membership were made: Director of Student Health Services and Assessment Coordination & Communication Specialist. Title updated from Interim Director of the Office of Institutional Equity & Inclusion | Title IX Coordinator to Director of the Office of Institutional Equity & Inclusion/Title IX Coordinator.

**2-16-2021** Deleted the title of Director of the Office of Student Success Services. Added the title of Assistant Provost for Student Success.

**2-23-2021** Deleted the title of Director of Library Services and changed title to Assistant Provost/Interim Library Director.

**12-23-2021** Clarification of membership and addition of the Documentation Requirements Section approved by the President of the University.

**8-30-2023** The President of the University approved revisions to the purpose

**and function as recommended by The President's Council at their August 30, 2023.**

**8-30-2023 Membership titles were updated and approved by the President of the University.**