APPENDIX M

RECOMMENDATION FROM PRINCIPAL COMMITTEE ON
ORGANIZATION AND ADMINISTRATION
CONCERNING THE ADMINISTRATIVE COUNCIL
Memorandum

To:         Alan Grubb  
            Faculty Senate President

From:       Debbie Jackson  
            Assistant to the President and Director, 2002 Self-Study

Date:       April 20, 2001

Subject:    Recommendation from Principal Committee on Organization and Administration

Cc:         President Barker  
            Vic Shelburne ✓

The Principal Committee on Organization and Administration, chaired by Vic Shelburne, suggested that the following statement be added to the Faculty Manual for clarification of the role of the President's Administrative Council. The following is being sent to the Faculty Senate for inclusion in the following section of the Faculty Manual:

- Section VI, Councils, Commissions, and Committees Reporting to the President.

**Administrative Council**

The President, as chief executive officer of the University, is charged with administering the University in accordance with the policies adopted by the Board and with primary responsibility for leadership and planning for the institution. In order to effectively and efficiently carry out the charges of the Office of the President and Chief Executive Officer of the University, the President may convene administrative leaders, including, but not limited to those administrators who report directly to the President.

The Administrative Council provides a means for disseminating the findings and reports of these councils, commissions, and committees with the upper level campus administrators, who are charged with responsibility ensuring University policies are implemented. The Administrative Council meetings primarily serve as a staff meeting between the President and those individuals reporting to the President. The Administrative Council assists the President in planning for the University; reports information and action items to the President; provides advice or counsel to the President about activities in each area of the University; and demonstrates leadership in developing, implementing and/or evaluating University policies.

- Reviewed by the Principal Committee on Organization and Administration, April 3, 2001
- Approved by the Administrative Council, April 9, 2001
20 September 2001

MEMORANDUM

TO:        Alan Grubb, President, Faculty Senate
FROM:      Alan Schaffer, Editorial Consultant

RE: Addition to Faculty Manual

This item comes to us from the self-study Committee on Organization and Administration through Debbie Jackson. Since it is not from a Senate committee I think the proper procedure is for you to introduce it under "new business." If accepted by the Senate and approved by the Provost it would become the first item in Section 6 under Councils, Commissions, and Committees reporting to the President. This is not a new addition to our administrative structure; this council has been in existence for a long time but has never been listed in the Faculty Manual.

"Administrative Council. The President, as chief executive officer of the university, is charged with administering the university in accordance with policies adopted by the Board of Trustees and with primary responsibility for leadership and planning. In order to carry out the charges of office effectively and efficiently, the President may convene administrative leaders, including, but not limited to, those administrators who report directly to the President.

The administrative council meetings primarily serve as staff meetings between the President and those individuals reporting to him or her. The administrative council assists the President in planning for the University; reports information and action items to the President; provides advice or counsel to the President about activities in each area of the university; and demonstrates leadership in developing, implementing, and/or evaluating university policies.

I would appreciate it if you would add this item to the agenda for the next Senate meeting.

cc: Debbie Jackson, assistant to the President
    Cathy Sturkie