

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> President's Senior Leadership Team	<i>Number:</i> T 703	<i>Page(s):</i> 2
	<i>Date:</i> February 8, 2021	

PURPOSE

The president needs input and guidance from key employees to effectively manage the institution. The President's Senior Leadership Team serves as a larger group than the Executive Committee of employees that meet at least monthly to share information, discuss issues, and advise the president. The team shall report decisions and outcomes of meetings to their respective teams and membership.

STATEMENT OF POLICY

A Senior Leadership Team (SLT) is formed to include membership selected by the President which may include but is not limited to:

- All members of the Executive Committee;
- Representatives from the following departments:
 - Academic Affairs;
 - Admissions;
 - Student Affairs;
 - Marketing and Communications;
 - Nursing;
 - Business Office;
 - President's Office;
 - Other members as the President determines;
- Membership from each collective bargaining unit active at the college. This may include up to three representatives from the Faculty Assembly; at least one member of the VSEA, at least one member of the PAT/SUP.

Membership of the SLT from collective bargaining units are selected by the President from nominees submitted by unit leadership after seeking nominations of their membership. Units shall submit at least two nominees for consideration with the exception of the Faculty Federation which should submit no less than 3 and no more than 6 nominees.

Members from collective bargaining units shall serve for two years or until reappointed. Vacancies will be filled in the interim through the same nomination process to fill the remainder of that term. The President's office shall seek nominations in the Fall of each year.

PROCEDURES

The Senior Leadership Team makes recommendations to the president of the College and approved decisions are widely distributed on the College's campuses so the VTC Community is well informed about the operation of the College. The form of communication may include all college messages and/or meetings, the President's Report to the Board of Trustees, electronic notices or a combination.

Members of the SLT shall report actions of the committee to their respective teams and membership. Confidential items will be noted and not disseminated until agreed upon by the President.

The SLT may advise the President and Executive Committee on matters that have either long term impact to the college that crosses divisional lines or other matters the President chooses to bring to the SLT.

Matters may include but are not limited to:

1. Dashboard:
 - a. Enrollment
 - b. Operating budgets
2. New, amended or outdated Vermont Tech policies of all types.
3. Capital planning and budgeting.
4. Strategic plans and planning.
 - a. SLT shall hear all updates and progress reports on strategic plans and planning.
5. Campus reconfiguration and/or changes.
6. Department updates and/or milestones.
7. Other matters chosen by the President.

Minutes reflecting key decisions and discussions shall be kept for the Senior Leadership Team and will be accessible to the college community.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) January 1985
 - b) November 2005
 - c) July 2009
 - d) March 2012
 - e) February 2021

Signed By 	Patricia Moulton President
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