

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> President's Executive Committee	<i>Number:</i> T 704	<i>Page(s):</i> 2
	<i>Date:</i> February 8, 2021	

PURPOSE

The president needs input and guidance from key administrators to effectively manage the institution. The President's Executive Committee serves as the VTC group that advises the president on all matters that either have a long-term impact on the College or that impact more than one divisional area.

STATEMENT OF POLICY

A President's Executive Committee is formed to include membership selected by the President which may include but is not limited to:

- President (Convener);
- Dean of Administration;
- Associate Dean of Administration;
- Dean of Academic Affairs;
- Dean of Student Affairs;
- Associate Dean of Resource Development;
- Dean of the Williston Campus;
- Director of Human Resources;
- Chief Technology Officer;
- Associate Dean of Industry Relations and Workforce Development.

The Executive Committee shall assist the president in assuring we are a mission driven institution and shall:

- Provide strategic direction for the College relating to its central mission.
- Develop a clear financial map for the college and ensure its continued financial sustainability through effective fundraising, budgeting, and financial management.
- Establish practices and policies that enable students, staff, and faculty to work in a safe, secure environment.
- Represent the College by actively participating in professional and community activities at the local, regional, and national level.
- Create an environment that encourages excellence, innovation, and inclusion.
- In their individual roles, members have managerial responsibility for their academic or administrative units, and are responsible for effective, fair and transparent leadership of their areas of responsibility.

PROCEDURES

The Executive Committee may meet as needed and designated by the President at a set time to discuss business that has either long range impact to the college that crosses divisional lines or other matters the President chooses to bring to the Executive Committee. The President shall set the agenda and convene all meetings.

The Executive Committee shall provide input to the President and may vote on:

1. New academic or other operational programs and/or program curtailment.
2. New, amended or outdated Vermont Tech policies of all types.
3. Operating budgets.
4. Capital planning and budgeting.
5. Personnel matters.
6. Presentation of Emeritus status or other designations of faculty and/or staff.
7. Strategic plans.
8. Accreditation updates and/or requirements.
9. Other matters chosen by the President.

Minutes reflecting key decisions and discussions shall be kept for the Executive Committee and will be accessible to the college community.

The Executive committee shall report appropriate actions of the committee to their respective teams. Matters before the Executive Committee may be confidential.

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