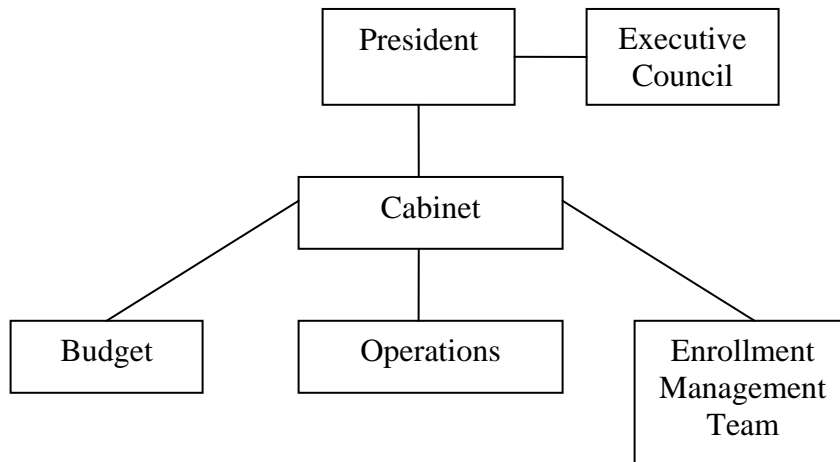


## **Description of Adams State College's Decision Making Structure**

Below is a description of a revised structure for discussing, and making important decisions on campus. It is intended to ensure that the right people are brought together regularly to develop and implement the mission, vision, and goals of the college. This structure should also encourage and facilitate communication across units and clarify to the campus which group is responsible for making any particular decision.

Final authority for all decisions rests with the President. The actions of these various groups are intended to provide the best advice to the President to make sure that problems are identified quickly, the proposed solutions are vetted fully, and that decisions are implemented efficiently and effectively.

This is a summary of the reporting structure of each of the major committees.



**Executive Council** includes all the Presidents direct reports and is chaired by the President. It is responsible for advising the President on matters of campus-wide concern and serves as a sounding board for the President. It is a tactical meeting intended to problem-solve day to day issues the college faces. It also facilitates communication across units and generates agenda items for Cabinet.

The Executive Council meets every other Monday from 9:00 to 10:30.

Membership –

President, Chair

Provost

VP for Finance

VP Advancement

Athletic Director

Campus Diversity Officer (once permanent position is filled)

**Cabinet** includes the senior administrative leaders of the college. The Cabinet is the primary planning body of the college. It is responsible for setting the strategic vision of the College and searching for opportunities to realize that vision. In doing this, the Cabinet initiates, reviews, and approves all major planning documents including the College's Strategic Plan, the Academic Plan, the Enrollment Plan, the Facilities Master-plan, and the IT Plan. The Cabinet also reviews and approves academic policies. The Cabinet is co-chaired by the VP for Finance and Administration and the Provost.

Cabinet meets every other Wednesday from 2:30 to 4:00

Membership –

President

Provost, Co-chair

VP for Finance, Co-chair

VP Advancement

Athletic Director

CIO

Associate Provost Academic Affairs

Associate Provost Graduate Studies

Associate Provost Extended Studies

Dean of Student Affairs

Budget Director

Faculty Senate Chair

Academic Department Chair (chosen by Academic Council)

**Operations** (formally Provost's Senior Staff) includes those units responsible for the day-to-day operations of the College. The agenda revolves around communication, short term problem-solving, and implementation of the plans generated by Cabinet. Operations is chaired by the Provost in his/her capacity as the Chief Operating Officer of the campus.

Operations meets every other Thursday from 2:00 to 3:30

Membership -

Provost, Chair  
Associate Provost Academic Affairs  
Associate Provost Graduate Studies  
Associate Provost Extended Studies  
Dean of Student Affairs  
Associate VP for Facilities  
Budget Director  
IR Director  
CIO  
Communications Director  
Library Director

**Enrollment Management Team** (EMT) includes all of the unit directors from Enrollment Management. It is responsible for drafting and implementing the campus enrollment plan. This includes undergraduate recruitment (including transfer students), and retention. The EMT is chaired by Provost. Administrative support at the meeting is provided by the Enrollment Management Project manager.

Enrollment Management Team meets every other Monday from 2:00 to 3:00

Membership –

Provost, Chair  
Admissions Director  
Financial Aid Director,  
Communications Director,  
Director Student Business Services  
Registrar  
IR Director  
One-Stop Coordinator  
EM Project Manager  
Academic Department Chair (selected by Academic Council)