

## **Administrative Council (Admin-Co)**

### **TERMS OF REFERENCE**

#### **PURPOSE**

Admin-Co provides a forum for discussion, collaboration and information sharing across non-academic units. Recognizing the high importance of non-academic processes, policies, expertise and systems required to support the achievement of the university goals, the committee will serve to ensure our interdependent areas function collaboratively in support of the mission and plans of the university.

Admin-Co operates under the authority of the UFV President. The committee respects the normal exercise of responsibilities and authority under the university governance and reporting structure. The committee makes recommendations to the President for approval.

#### **RESPONSIBILITIES**

- Provides strategic leadership for non-academic programs and processes, ensuring alignment with University priorities
- Provides a venue to discuss administrative/service issues and risks
- Assists with administrative policy development, review and alignment
- Provides a forum for discussion on issues and operational matters that cross Administration, Student and External portfolios
- Supports collegiality and collaboration across non-academic units by sharing information and seeking input

#### **COMPOSITION**

- Chief Financial Officer & VP Administration (Co-Chair)
- VP Community Engagement (Co-Chair)
- VP Students (Co-Chair)
- University Secretary
- University Registrar & AVP Enrolment Management
- University Librarian
- AVP Human Resources
- AVP Institutional Research and Planning
- AVP Resource Planning and Enterprise Risk
- AVP Teaching and Learning
- Chief Information Officer
- Executive Director, Advancement
- AVP, International Education
- Director, Ancillary Services
- Director, Athletics
- AVP, Campus Planning & Facilities Management
- Executive Director, Student Academic Affairs
- Director, Client Experience
- Director, Communications
- Director, Continuing Education
- Director, Financial Services
- Director, Advisory Services and Labour Relations

- Director, Marketing
- Director, Safety and Security
- Executive Director, Student Affairs
- Director, Supply Chain
- General Counsel
- Director, Facilities Management – Operations
- Director, Capital Projects
- Director, Budgets & Financial Planning
- Director, Sustainability
- Director, Alumni Relations
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- Administrative Support: Office of the Chief Financial Officer & VP Administration

#### **RULES FOR THE CONDUCT OF BUSINESS**

1. The business of the Admin-Co shall be conducted by informal discussion. Decisions will be made by motions which are voted upon and recorded in the minutes. Minutes shall be provided to the President's Advisory Committee and Senior Academic Leadership Team for information.
2. Quorum for decisions and motions is a minimum of (50) percent of membership.
3. Meetings shall be held monthly in the fall and winter semesters unless cancelled by a chair, with a minimum of four meetings per year. If needed, the chair may call a meeting, with at least seven days' notice.