



To: President's Council

From: Kara Schneck, Chief of Staff and Vice President of Marketing and Communication

cc: Astrid S. Tuminez, President, Utah Valley University
Tearsa Burke, Executive Assistant

Date: June 5, 2023

Re: Formalization of President's Council

Presidents Council

The President's Council of Utah Valley University (UVU) is the decision-making body of the university and approves items to forward to the Board of Trustees on university-wide issues and direction. The Council reviews and approves policies, budgets, requisitions, academic programs, and all matters that impact the University. At certain financial or policy thresholds the President's Council will approve and submit them for final approval to the Board of Trustees.

Beginning August 24, 2017, President's Council will be a more formalized meeting. Members of the Council shall be:

- University President
- Provost and Sr. Vice President Academic Affairs
- Vice President of Administration and Strategic Relations
- Vice President of Marketing and Communications/Chief of Staff
- Vice President Finance
- Vice President of People and Culture
- Vice President Institutional Advancement
- Vice President of Student Affairs
- Vice President of Digital Transformation and Chief Information Officer
- General Counsel
- Deputy Provost
- Chief Inclusion and Diversity Officer
- Faculty Senate President
- PACE President
- Student Body President

Attendee Policy

All members of the Presidents Council are requested to attend every meeting. If they are unable to attend they may send a replacement. In case of absence (with or without a replacement), please notify the Chief of Staff, with a copy to the Executive Assistant before the meeting.

Guests must be invited by a member of the President's Council and are limited to those directly related to the subject matter under discussion (e.g., department director, task force/committee members). Individuals asked to present or speak about an item will be invited at the time they are scheduled to speak. It is expected that they will exit at the conclusion of their presentation.

Council members or their assistants should provide the Chief of Staff and/or the Executive Assistant with a list of invited guests no later than 5pm two days prior to the meeting (i.e. Tuesday before the Thursday meeting).

Agenda Items

Agenda items must be submitted to the Chief of Staff and the Executive Assistant no later than 5pm two days prior to the meeting (i.e., the Tuesday before the Thursday meeting). Council members must act as the sponsor of an agenda item and will be listed on the agenda.

Matters of heightened sensitivity will be discussed with the President's Council only. This determination will be made in consultation with the President, Chief of Staff, General Counsel, and the affected President's Council member(s).

Requisitions

Requisitions will be addressed as a consent agenda item and are due no later than 5pm two days prior to the meeting (i.e., Tuesday before the Thursday meeting) to the Chief of Staff and the Executive Assistant. Requestors must complete the President's Council Requisition Request form (See Attachment B, "President's Council Requisition Approval" form) which will be available with the agenda prior to the meeting. Requisitions requested after the due date may be considered based on extenuating circumstances and approved by the President for late inclusion.

Presentations

Presentation requests (See Attachment A, "Presentation Request" form) are due to the Chief of Staff and the Executive Assistant no later than 5pm two days prior to the meeting (i.e., Tuesday before the Thursday meeting). Requestors must complete the President's Council Presentation Request form. Presentations should be brief and with a Q&A that should not exceed 10 minutes. For issues that may require more time, the Chief of Staff and/or Executive Assistant will review the request with the topic requestor to determine how much time is needed and seek approval from the President.

Non-policy, non-requisition items fall into one of two categories – "request for approval or support" or "informational."

President's Council Presentation Request

PC Date:

Type of Presentation:

_____ Request for Approval/Support

_____ Informational

Issue:

Department/individuals responsible:

Individual(s) who will be presenting:

PowerPoint*: _____ Yes _____ No

Brief background:

Impact (past, present, or future) on the UVU:

Future actions/activities/next steps (if applicable):

Request/recommendation for PC (request for approval/support only):

Justification for recommendation/request if multiple solutions possible (request for approval/support only):

***PowerPoint presentations should be between 5-7 min in length with a maximum of 10 min.**

President's Council Requisition Approval

PC Date:

Issue:

Requisition Amount:

Background:

Recommendation: Approval of the requisition for ...