

Charter for University Executive Council

1. PURPOSE AND GOVERNANCE

1.1 The University Executive Council serves as the chief implementing body for change management at Utah Valley University (“University”). It provides a forum for University leadership to develop and refine strategies and implement solutions aligned with the institution's goals and mission. It updates University leadership on institutional progress toward those goals. It gives advice and recommendations to the University President on current and emerging trends in higher education and issues facing the University. (“Purpose.”)

1.2 The University Executive Council is a university governance committee convened by the Provost/Senior Vice President of Academic Affairs and is comprised of all University executives (except for the President) and the presidents of the Faculty Senate, PACE (Professional Association of Campus Employees), and UVUSA (UVU Student Association). The University Executive Council conveys to the university community its official decisions and positions and ensures implementation throughout the institution.

1.3 Administrative oversight of the University Executive Council will be the responsibility of the Provost/Senior Vice President of Academic Affairs, directly reporting to the President. This Charter is subject to University Policy 102 University Governance Committees. In the event of any conflict, inconsistency, or discrepancy between University policy or procedure and this Charter, University policy or procedure shall govern. The University Executive Council provides consultation, deliberation, discussion, and/or acts within the scope of delegated governance authority.

2. MEMBERSHIP

2.1 The membership of the University Executive Council includes:

Academic Affairs

Provost/Senior Vice President of Academic Affairs

Deputy Provost

Associate Provost - Academic Innovation

Associate Provost - Academic Programs and Assessment

Associate Provost - Student Success

Executive Assistant - Provost/Senior Vice President of Academic Affairs

Special Assistant to the Provost

Dean, College of Health and Public Service

Dean, College of Humanities and Social Sciences

Dean, College of Science

Dean, School of Education

Dean, School of the Arts

Dean, Smith College of Engineering and Technology
Dean, Woodbury School of Business
Faculty Senate President or designee

Administration and Strategic Relations

Vice President - Administration and Strategic Relations
Associate Vice President - Athletic Director
Associate Vice President - Facilities Planning
Associate Vice President - University Relations

Budgeting and Finance

Vice President - Finance and Chief Financial Officer
Associate Vice President - Finance and Government Records Access and Management Act (GRAMA) Officer
Executive Director - Continuing Education

Digital Transformation

Vice President - Digital Transformation and Chief Information Officer
Associate Vice President - Partner Solutions and Support Services
Associate Vice President - Platform Technologies

Institutional Advancement

Vice President - Institutional Advancement
Associate Vice President - Major Gifts – Development and Programs
Associate Vice President - Strategic Engagement

Marketing and Communications

Vice President - Chief of Staff and Marketing and Communications
Associate Vice President - University Marketing
Associate Vice President - Strategic Communication Management

People & Culture

Vice President - People and Culture
Chief Inclusion and Diversity Officer

Office of General Counsel

General Counsel

Professional Association of Campus Employees

Professional Association of Campus Employees (PACE) President or designee

Student Association

Utah Valley University Student Association (UVUSA) Student Body President or designee

Student Affairs

Vice President - Student Affairs

Associate Vice President - Access and Outreach
Associate Vice President - Student Services
Associate Vice President - Student Development, Well-Being, and Dean of Students
Associate Vice President - Student Experience and Enrollment Management

3. MEETINGS

3.1 The University Executive Council shall hold regular meetings monthly, pursuant to a schedule issued by the Executive Assistant - Provost/Senior Vice President of Academic Affairs. Special meetings and/or extended meetings of the University Executive Council may be held upon the call of the Provost/Senior Vice President of Academic Affairs.

3.2 All members of the University Executive 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), notification shall be sent to the Executive Assistant - Provost/Senior Vice President of Academic Affairs before the meeting.

3.3. Guests must be invited by a University Executive Council member and are limited to those directly related to the subject matter under discussion. Individuals asked to present or speak about an item will be invited to come into the meeting at the time they are scheduled to speak. It is expected that they will exit at the conclusion of their presentation. University Executive Council members or their staff support personnel shall provide the Executive Assistant - Provost/Senior Vice President of Academic Affairs with a list of invited guests no later than 5:00 p.m. two business days prior to the meeting.

3.4 The Provost/Senior Vice President of Academic Affairs shall approve meeting agendas and appropriate briefing materials in advance of each University Executive Council meeting. The Provost/Senior Vice President of Academic Affairs shall preside at all meetings. At the request of or in the absence of the Provost/Senior Vice President of Academic Affairs, the designated University executive shall preside at meetings and otherwise fulfill the duties and obligations of the Provost/Senior Vice President of Academic Affairs. The Executive Assistant - Provost/Senior Vice President of Academic Affairs will send out agendas prior to meetings, keep adequate minutes of meetings, and shall present any findings, actions taken, activities, or recommendations to the University Executive Council and the University upon request. Minutes shall be filed with all other University Executive Council records that are accessible to members.

3.5 The University Executive Council is authorized and empowered to adopt its own rules of procedure not inconsistent with (a) any provision hereof, (b) any provision of the University's policies and procedures, or (c) the laws of the state of Utah. A quorum shall consist of a majority of the members who are entitled to vote.