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## 3.221 University Leadership Council

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <b>Interim</b>		<b>University Leadership Council</b>  <b>Policy 3.221</b>	
<b>Business Management Policies</b>		Effective date: February 18, 2009	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
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<b>Revised:</b>	Chancellor	N/A	February 21, 2017
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of University Chancellor	Chancellor	937-769-1351	University Leadership Council

## I. Introduction

### A. Purpose

The University Leadership Council (ULC) is the Chancellor’s primary advisory group on all matters bearing on the University’s management and strategic development. As the University’s coordinating body charged with implementing the institution’s academic, financial, personnel, and management policies, priorities, and strategic plans, the ULC also ensures effective communication, cooperation, and collaboration among the campuses, with University administration and with the Board of Governors through the Chancellor.

## II. Members

The Chancellor (who also serves as President of Antioch University, the Corporation), shall chair the ULC, establish the meeting schedule and set the agendas in consultation with the ULC members. The other members shall be the Campus Provosts and the Chancellor’s Executive team comprised of Vice Chancellors or other Administrators who directly report to the Chancellor, including, but not limited to, the Vice Chancellor of Finance & CFO, the Vice Chancellor of University Academic Affairs, the Vice Chancellor of Marketing and Enrollment Management; ; the Vice Chancellor of Institutional Advancement, the Provost for University-wide programs, the

Director of Human Resources, and the University Counsel or General Counsel.

### **III. Meetings**

#### **A. Times**

The ULC meets as often as necessary to conduct its business, ordinarily no less than monthly. A schedule of the meeting times shall be set and communicated by the Chancellor. In addition, it ordinarily meets twice per year in retreat (summer and winter, often in conjunction with a meeting of the Board of Governors and often in preparation for Board of Governors meetings). Some portion of each retreat may include participation by the University Academic Council (UAC). The ULC uses this time to deal with major strategic and policy issues.

#### **B. Decision-making**

Again, the ULC is the Chancellor's primary advisory group on all matters bearing on the University's management and strategic directions. Decisions of the ULC are formal recommendations to the Chancellor. Discourse during meetings shall be robust and open, yet collegial and professional. To maximize the potential of the ULC's collective knowledge and intelligence, initial brainstorming about solutions to our challenges should be open and initially non-judgmental. Robust debate of the options and relative merits should then follow. Decisions of the ULC are generally by consensus but, need not be. The goal of consensus cannot unreasonably impede progress, and once a decision is made, all members of the ULC are expected to fully support the decision, publicly advocate for its implementation, and lead others in the process. Actions that undermine that effort are inimical to the University and cannot be permitted.

#### **C. Minutes**

Minutes of all meetings shall ordinarily be recorded and distributed or posted to all members within 7-14 days. They shall include the date and time of the meeting, all names of all members present and absent, a general synopsis of the discussions, accurate descriptions of the decisions made, and a list of action items with the names of those responsible for the actions to allow for appropriate follow-up.

### **IV. Activities of the ULC**

#### **A. Strategic Planning**

Develops strategic priorities/directions for the University and, where appropriate, makes recommendations to the Board of Governors through the Chancellor.

#### **B. Budget**

Reviews and approves annual budget proposals for each unit and for the University and makes recommendations to the Board of Governors through the Chancellor.

**C. Program Proposals**

Reviews preliminary concept papers and full proposals for new degree programs throughout the University and makes recommendations to the Board of Governors through the Chancellor.

**D. Programs, Policies, and Plans**

Develops reviews and approves University -wide programs, policies and implementation plans and makes recommendations to the Board of Governors through the Chancellor.

**E. Program Change Proposals**

Reviews and approves proposals for significant program changes or additions.

**F. Organization Governance Changes**

Reviews and approves proposals for major campus organizational governance changes.

**G. Major Planning Documents**

Reviews major planning documents for each campus and develops and approves University -level plans.

**H. University Issues**

Develops and discusses other important University activities and issues deemed appropriate by the Chancellor or any member of the ULC, or as requested by the Board of Governors through its Chair.

**Policy Cross References**

Amended and Restated By-laws of Antioch University Board of Governors	Policy # 2.101
Chancellor Authority and Responsibilities	Policy # 3.105