

ADMINISTRATIVE CABINET

Committee reports to: President
Frequency of reports: Weekly
Make-up of committee: Size: 6
Members:
Ex officio: President
Provost
Vice President for Finance and Administrative Services
Executive Vice President
Vice President for Spiritual Development
Vice President for Student Development

Method for selecting chair: President
In absence of President, Provost
In absence of Provost, Vice President for Finance and Administrative Services

Suggested frequency of meetings: Weekly

Major responsibilities

1. To act as an advisory body to the President.
2. To formulate University-wide administrative policies.
3. To be responsible for decisions and supervision of daily operations of the University.
4. To develop budgetary procedures, review budgetary requests, and propose an annual budget for submission to the President and the Board of Trustees.