

1. Purpose

Administrative Strategic Council (ASC) is the principal vehicle for communication between the President, Provost and Vice-Presidents and the senior administrators responsible for implementing University strategies and policies. It is meant to provide key administrators with information about the University of Alberta's key strategic and operational goals, so that the administrators can work from a greater knowledge base and from a common understanding of institutional priorities. It is also meant to allow for the opportunities for administrators to raise concerns and flag potential challenges that would arise from the University's pursuit of its goals. Lastly, it is meant to provide a forum in which administrators who have very different goals can interact in a way that would allow for increased cross-portfolio and cross-responsibility understanding.

2. Committee Mandate

Administrative Strategic Council will

- Act as a conduit for information, direction, and priority setting from the President, Provost and Vice-Presidents to key administrators in their portfolios and faculties;
- Act as a consultative body on major strategic and administrative directions taken by the University of Alberta;
- Act as a conduit for advice and concerns on major administrative and strategic goals from key administrators to President's Executive Committee members;
- Act as an information-sharing body among key administrators within administrative units and faculties.

3. Committee Composition

The committee shall be co-chaired by the VP (Finance & Administration) and a faculty member. The faculty co-chair will rotate annually. The committee shall consist of the following members:

President's Executive Committee (PEC) Members
Strategic Policy Advisor, Office of the President
Executive Assistants, Offices of the Vice-Presidents
Associate Provost & Dean of Students
Associate Vice-President and Registrar
Associate Vice-President (International)
Associate Vice-President (Learning Services) and Chief Librarian
Associate Vice-President (Human Resources)
Associate Vice-President (Finance)
Associate Vice-President (Research/Industry Relations) / Director, Industry Liaison Office
Communications Consultant(s), University Hall
Associate Registrar & Director Admissions
Associate Registrar & Director Registration
Associate Registrar & Director Administration
Director, Advancement Services
Director, Public Affairs
Director, Client Services
Director, Development
Director, Alumni Affairs
Director, Government Relations
Senior Business Manager, Business & Systems Support – F&O
Director, Housing and Food Services
Director, Capital Programs

Director, Utilities
Director, Capital and Strategic Planning Services
Director, Real Estate and Parking Services
Director, Facilities Management
Director, University Bookstore
Director, Computing and Network Services
Director, Technology Training Centre
Director, Technical Resource Group
Director, Resource Planning & Finance Mgmt – Learning Services
Director, Libraries
Director, Learning Systems Enterprises
Director, Marketing and Design, UDI
Director, Academic Staff Administration
Director, Non-Academic Staff Administration
Director, Staff Programs
Director, Campus Security Services
Director, Environmental Health and Safety
Director, Office of Human Rights
Director, Staff and Student Payments
Director, Financial Services
Director, Supply Management Services
Director, Administrative Information Systems
Director, Resource Planning
Director, Strategic Analysis
Director, Information Development Office
Director, Internal Audit
Director, University Teaching Services
Director, Research Grants Office
Executive Officer, Senate
Director, University Secretariat
Secretary, Board of Governors
Senior Administrative Professional Officers representing the following faculties & schools:

Agriculture, Food, & Home Economics
Arts
Business
Education
Engineering
Extension
Faculté Saint-Jean
Graduate Studies
Law
Medicine/Dentistry
Native Studies
Nursing
Pharmacy
Physical Education and Recreation
Rehabilitative Medicine
Science
Students

The relevant Vice-President(s) and Associate Vice-President(s) shall attend for issues relating to their portfolios.

4. Meetings

Administrative Strategic Council shall normally meet quarterly on the 2nd Monday of the month from 10 am – Noon, excluding July (January, April, October) and shall have as standing items the review of institutional budgetary and planning documents (in April) and Key Strategic Initiatives (in October). Other issues may be placed on the agenda as required.

An agenda call to the membership will be sent prior to the meeting; the Co-Chairs will set the agenda.

5. Council Support

The Office of the Vice-President (Finance & Administration) will provide secretarial support to the committee.

The Office of the Vice-President (Finance & Administration) will hold official records of the committee's deliberations. The records of the Committee will be subject to the provincial FOIPP legislation and comply with the records retention schedule of the Office of the Vice-President (Finance & Administration).

Approval:



Phyllis Clark
Vice-President (Finance & Administration)

July 9, 2002
Date