

NSAC Administrative Structure

Senior Management

Purpose:

The purpose of the Senior Management Committee is to develop policy and provide advice to the President on the initiation and implementation of strategic, policy, and procedural matters affecting the operation of the University and its relationships with external stakeholders.

Membership

- Co-President/VP Academic
- Co-President/VP Administration
- Executive Director, Development and External Relations
- Dean, Student Services
- Registrar
- Professor and Director, Research
- Professor and Director, Internationalization
- Manager, Enrollment Management

Responsibilities:

1. To advise the President on strategic and policy direction in relation to the following matters:
 - a. Strategic planning;
 - b. External relations;
 - c. Financial management and capital planning;
 - d. Key internal management and operational decisions.
2. To co-ordinate action for developing, implementing, monitoring and evaluating the University's strategic plan, using consultative management practices. Issues will include, but not be limited to:
 - a. Departmental and unit contributions to the Strategic Plan;
 - b. Fostering of good inter-departmental and unit relationships;
 - c. Improving financial stability;
 - d. Resource allocation and reporting;
 - e. Human resources and internal relations management;
 - f. Marketing, external relations and community service;
 - g. Strategies to achieve enrollment targets.
3. To receive regular reports from the Academic Planning Committee (APC) and Financial & Physical Planning Committee (FPPC);
4. To develop policies based on recommendations from APC and FPPC

Financial & Physical Planning Committee

Purpose:

The purpose of the Financial & Physical Planning Committee is to provide direction to, and recommend policy for, institutional planning, facility and financial management. This Committee is responsible to the Senior Management Committee.

Membership

- Co-President/VP Administration (Chair)
- Co-President/All Academic Department Heads
- Director, Financial Services, RCSU
- Manager, Physical Plant
- Dean, Student Services/Director, Athletics
- Financial Manager, Residence and Business Conference Services
- Executive Director, Development and External Relations
- Manager, IT Services, RCSU
- Chief Librarian
- Registrar
- Professor and Director, Research
- Professor and Director, Internationalization
- Manager, Enrollment Management
- Manager, Distance Education
- Manager, Continuing Education
- Coordinator, Safety & Security

Responsibilities:

1. To report to the Senior Management Committee;
 - a. To provide oversight, institutional planning and direction for physical planning and facility management. Issues will include, but not be limited to:
 - b. Providing a forum for communication for all departments and units about facility management issues for the University;
 - c. Providing the direction and principles for short and long-term facility planning for the University;
 - d. Advising on the space allocation and renovation implications of financial resource allocation decisions;
 - e. Recommending to Senior Management, as appropriate, policy guidelines for space management, including allocation and alterations of University space and other policies which support innovations in academic program delivery.
2. To provide oversight, institutional planning and direction for financial management. Issues will include, but not be limited to:
 - a. Providing a forum for communication for all departments and units about financial management issues for the University;
 - b. Providing the direction and principles for short and long-term financial planning for budget committee;
 - c. Receiving, from the Budget Committee, the annual budget and related financial reports;

- d. Providing advice to Senior Management on financial policy matters;
 - e. Monitoring generally the revenues and expenditures of the University and work with budget units on meeting the budget target of the University.
3. Normally bi-monthly meetings will be planned at the beginning of each semester/term

Academic Planning Committee

Purpose:

The purpose of the Academic Planning Committee is to provide direction and approval for matters related to the academic direction of the University. This includes facilitating the development of academic programs; encouraging innovation in their design and delivery; and promoting continuous improvement in the quality of teaching and learning for all academic programs. This Committee is responsible to the Senior Management Committee.

Membership

- Co-President/VP Academic (Chair)
- All Department Heads
- Registrar
- Manager, Continuing Education
- Professor and Director, Research
- Professor and Director, Internationalization
- Chair, Faculty Council
- Chair, Faculty Council Curriculum Committee
- Manager, Enrollment Management

Responsibilities:

1. To report to Senior Management Committee;
2. To provide oversight, institutional planning and direction for academic programs at NSAC.
Issues will include, but will not be limited to:
 - a. Facilitating the development of academic programs;
 - b. Encouraging innovation and responsiveness in academic program design and delivery;
 - c. Reporting to Senior Management at the earliest stage of program development on new academic program proposals and proposals for the expansion, reduction, rationalization or dropping of academic programs;
 - d. Recommending to Senior Management on matters related to new academic program proposals, and proposals for the expansion, extension, reduction or closure of academic programs;
 - e. Recommending to Senior Management the assignment of priorities for the establishment of new academic programs and on the expansion of existing academic programs; promoting the continuous improvement in the quality of teaching and learning for all academic programs;
 - f. Recommending to the Senior Management Committee enrollment quotas, both existing and proposed;
 - g. Resolving interdepartmental academic issues raised by the Curriculum Committee and other bodies;

- h. Proposing policy related to the delivery of academic and training programs, including those offered through continuing education;
 - i. Providing guidance and assistance to the Professor and Director of Research, Professor and Director of Internationalization, the Chief Librarian and the VP Academic, to realize institutional academic goals and the delivery of academic programs;
3. To provide a regular report to Faculty Council.

Budget Committee

Purpose:

The purpose of the Budget Committee, a subcommittee of the Financial & Physical Planning Committee, is to prepare the annual budget.

Membership

- Co-President/VP Administration (Chair)
- Co-President/VP Academic
- All Department Heads
- Director, Financial Services, RCSU
- Manager, Physical Plant
- Financial Manager, Residence and Business Conference Services
- Registrar

Responsibilities

1. To prepare the annual budget for the next fiscal year;
2. To develop a financial plan and projections over the intermediate term (multi-year);
3. To conduct regular reviews of the University's financial position in comparison with the approved budget and to make such recommendations to the Financial & Physical Planning Committee;
4. To examine, discuss and make recommendations about any financial strategic plans or scenarios, capital budgets and operating budgets as proposed by Senior Management, and to make recommendations to the Financial & Physical Planning Committee about such matters;
5. To recommend operating budget allocations for budget units to the Financial & Physical Planning Committee;
6. To examine the financial statement and the accompanying financial reports on the past year's financial performance, and to make such recommendations to the Financial & Physical Planning Committee;
7. To recommend a proposed level of operating budget for the subsequent fiscal year.

Statement of Confidentiality

Members of the Budget Committee deal with financial information that provides them with a very broad knowledge of the University, Faculty, and Departmental planning that extends far beyond finances, including sensitive information on personnel planning, faculty and departmental restructuring, early retirement initiatives, etc.

Each member of the Budget Committee is reminded of the need to maintain confidentiality of all information discussed by the Budget Committee.