Expectations of the Members of Administrative Council

**Communication**
- Communicate in an open, horizontal communication
- Represent their constituents and respective areas in all discussions
- Provide the constituent perspective even when we don’t personally agree

**Leadership**
- Participate in the decision-making process
- Practice hard work and commitment to a greater vision
- Break down silos
- Become a universal voice when an issue is decided
- Communicate back to their constituency
- Perform in an honest and ethical manner

**Support**
- Advise the president when requested
- Embrace views, perspectives and ideas from a holistic perspective
- Support one another
- Support the university’s plans, values, goals and mission
- Serve as a resource
- Collaborate and communicate
- Serve as a sounding board
- Be candid
- Protect the role of the president with timely, appropriate warning/alerts
- Create synergies
- Proactively respond to rumors

What Do We Expect From the President?

**Communication**
- Trust us with his/her vision
- Conduct honest, timely communication
- Accept and encourage alternate points of view
- Seriously consider differing opinions
- Candor
- Provide clear direction and delegation
- Reinforce and celebrate good work
- Give credit where credit is due/thank others

**Leadership**
- Provide exceptional leadership
- Instruct us as to who will make the ultimate decision
- Mediate, while leading the team to a universal decision
- Lead us in reaching consensus
- Commit to the university’s plans, values, goals, and mission
- Foster and reward teamwork
- Work hard and provide passion and inspiration
- Be decisive

**Support**
- Understand and support our decisions
- Know and care about us as people
- Forgive

What Do We Expect From Each Other?

**Communication**
- Act in good faith
- Communicate in an open and horizontal communication
- Share information in a timely and honest communication
- Practice honesty, openness and ethical behavior
- Don’t surprise us

**Leadership**
- Provide mutual respect and regard, trust and civility
- Trust that we are fairly representing our constituencies
- Be tolerant and fair
- Be thoughtful
- Give credit where credit is due/thank others
- Practice confidentiality when requested

**Support**
- Be team players – supportive, participative and collaborative
- Support and encourage in public and private
- Respect and recognize competencies and expertise
- Share credit and celebrate successes
- Be champions of final decisions
- Respect uniqueness
Administrative Council Compact

The purpose of Administrative Council at Southeast Missouri State University is to advise the President and share information about the operations and activities of the various academic and administrative divisions of the University. While the Council is not governmental in nature, it is a forum for discussions about decisions made on University-wide issues with wide-ranging effects.

This expanded advisory group to the President is comprised of representatives from each of the campus constituencies, including the President, Provost, Vice President for Enrollment Management and Student Success/Dean of Students, Vice President for Finance and Administration, Vice President for University Advancement and Executive Director of the University Foundation, Associates to the President, Vice Provost & Dean of School of Graduate Studies, Associate/Assistant Provosts, Deans, President of Student Government, Chairperson of the Faculty Senate, Moderator of the Chairpersons' Forum, Chairperson of the Professional Staff Council, Chairperson of the CTS Staff Council, Dean of Online Learning, Associate Dean and Director of Holland School of Visual & Performing Arts, Associate Dean of Students & Director of Student Retention, Assistant Vice President of Information Technology, Assistant Vice President for Student Success & Auxiliary Services, Director of Athletics, Director of Facilities Management, Director of Human Resources, Executive Director of University Communications and Marketing, Assistant Provost for Institutional Research and Academic Assessment, Executive Director of International Education & Services, Director of University Studies, Director of Admissions, Registrar, Director of the Center for Academic & Career Advising, Director of the Budget Office, and Coordinator for Diversity and Title IX. The Council reports to and is chaired by the President.