

## Section 1: Administrative Organization

The position descriptions which follow are intended to assist faculty in an understanding of the functioning of the College and are not meant to cover all contractual parameters of each position. The President and each of the Vice Presidents are listed below:

### 1.1 President

As per the college Bylaws: The President shall be the chief executive officer of the College, presiding at faculty and staff meetings and official convocations. The President shall provide leadership for the College in all its various aspects and is responsible to the Board of Trustees and for carrying out its policies. He or she shall serve as registered agent of the Corporation and reside in the Commonwealth of Massachusetts.

As per the Board Policy Manual: The President of the College is the chief executive officer of the College and shall: (1) have supervision of the work of all departments, officers, agents, teachers, and employees; (2) direct the affairs of the College in harmony with the principles and policies set by the Board of Trustees; (3) guard carefully and provide ultimate oversight to the work of every unit and department, including the College's financial affairs, intercollegiate athletic program, and fund raising activities; (4) counsel with and encourage the faculty and officers; (5) direct the official correspondence of the College; (6) communicate appropriately with the Constituencies of the College; (7) render an annual report to the Board of the state of the College; (8) with the advice of the members of the President's Cabinet, appoint other faculty councils and committees; (9) sign all certificates and diplomas of graduation; and (10) exercise all other duties pertaining to the office. The President shall be a member in good standing of the Church of the Nazarene.

### 1.2 Provost and Chief Operating Officer

The Provost and Chief Operating Officer (Provost) is appointed by and reports directly to the ENC Board of Trustees and is accountable to the ENC President. An executive level position, the Provost serves as the Chief Operating Officer and Chief Academic Officer, serves on the President's cabinet, and advises the President on matters regarding academic policy, strategic planning and budgeting of academic programs and campus initiatives, and provides overall day-to-day onsite leadership with integrity, commitment and concern for staff, faculty, administrators, and above all for students. The Provost is expected to provide the administrative leadership to achieve a high standard of excellence in instruction and student services. The Provost fosters collaboration with faculty, staff, students, and external communities to promote the mission of the college.

### 1.3 Vice President for Finance and Chief Financial Officer (CFO)

The Vice President for Financial Affairs is appointed by the President, subject to approval of the Board of Trustees, and reports to the President. Their primary responsibilities are the management and oversight of Human Resources, Facilities Management, Information Technology, Business Services, Finance and Accounting, and Strategic Planning. Some of the major functions include compliance with external agencies, employee relations, planning for the use of facilities, grounds and campus-owned property, and integrating campus-wide computer services. Additional activities include centralized arrangements for food service, maintenance and custodial services, administering the operating and capital budgets, risk management, purchasing, cash management, investment management, operations of the bookstore, and formulating the strategic direction of these services from a holistic viewpoint.

### 1.4 Vice President for Institutional Advancement

The Vice President for Institutional Advancement is appointed by the President, subject to the approval of the Board of Trustees, and reports to the President. The Vice President for Institutional Advancement is responsible for the organization and execution of all restricted and unrestricted fund-raising for the college. This includes the annual fund, scholarship endowments, planned giving programs, major donor research, and capital campaigns. Major responsibilities include researching potential foundation and corporate grant possibilities for college projects and writing proposals for funding. Emphasis in this office is placed on the financial development of the college through outright gifts, grants, and estate planning gifts as well as corporate and community funding. The Vice President for Institutional Advancement is also responsible for Alumni Relations and Church relations.

### 1.5 Vice President for Student Development and Retention

The Vice President for Student Development and Retention is appointed by the President subject to the approval of the Board of Trustees and reports to the President. The Vice President for Student Development coordinates and administers the various student personnel services. These include the counseling program, student housing, varsity athletics, security, retention, and health services; The Vice President for Student Development and Retention also serves as the Title IX officer.

### 1.6 Vice President for Enrollment

The Vice President for Enrollment is appointed by the President subject to the approval of the Board of Trustees and reports to the President. The Vice President for Enrollment is responsible for oversight, coordination, and integration of traditional undergraduate admission and enrollment management as they maintain collaboration between these areas and financial aid, marketing, academic strategic planning, and finance. This position involves both internal and external communications as related to recruitment, marketing, financial aid packaging, and public relations.

### 1.7 Vice President Marketing

The Vice President for Marketing is appointed by the President subject to the approval of the Board of Trustees and reports to the President. The Vice President for Marketing is responsible for oversight and coordination of marketing and strategic communication in support of traditional and non-traditional enrollment efforts, as well as for constituency relations and donor development.

### 1.8 Vice President Adult and Graduate Studies

The Vice President for Adult and Graduate Studies (AGS) is appointed by the President subject to the approval of the Board of Trustees and reports to the President. The Vice President for AGS is responsible for oversight and strategic management of enrollment efforts and programming for non-traditional and graduate students including online programs.

### 1.9 Board of Trustees: Academic Standing Committee

The Academic Standing Committee of the Board of Trustees serves as the primary interface between the Board and the Faculty.