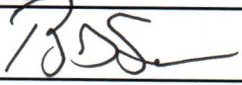


# ADMINISTRATIVE PROCEDURE

## ADMIN-1

### Designation of Officers Referenced in Policies and Procedures

Number: ADMIN-1	Name: Designation of Officers Referenced in Policies and Procedures.
Purpose: This administrative procedure names individuals who are identified by functional titles in Marshall University Board of Governors policies and University administrative procedures. Using functional titles and designating the individuals in a separate document, allows changes to specific titles and responsibilities without the requisite board action to amend a policy to correct a title.	
Responsible Unit: President's Office	
Approved by: 	Approval Date: 12/9/22

The use of any of the following functional titles in policies and procedures shall refer to the respective individual listed below.

1. President or Chief Executive Officer – Brad D. Smith, President
2. Chief Academic Officer – Avinandan Mukherjee, Provost and Sr VP for Academic Affairs
3. Chief Finance Officer or Chief Financial Officer – Matt Tidd, Interim Chief Financial Officer
4. Chief Administrative Officer – Brandi Jacobs-Jones, Sr VP for Operations
5. Chief Operations Officer – Brandi Jacobs-Jones, Sr VP for Operations
6. Chief Human Resources Officer – Bruce Felder, Chief Talent and Diversity Officer
7. Chief Information Officer – Jodie Penrod, Chief Information Officer
8. Chief Procurement Officer – Angie Negley, Director, Office of Purchasing
9. Chief Payroll Officer – Rebekah Duke, Director, Accounts Payable and Payroll
10. Chief of Staff – Virginia Painter, Chief of Staff
11. Chief Student Affairs Officer – Marcie Simms, VP for Intercultural and Student Affairs
12. Chief Library Officer – Monica Brooks, Associate VP, Libraries.

In addition, in any instance in which a policy allows an officer to appoint a “designee,” such designee may be appointed at any time, at the discretion of the specified officer, for the specific purpose.

If at any time an individual named above is no longer employed by the University in the role specified, the successor to that individual, either in an interim or permanent capacity, shall be considered the “designated individual” for that functional title.

The list above notwithstanding, the president may designate a new individual for a functional title at any time for the purposes of policy and procedure enforcement.