



The Meredith College Student Handbook

ADMINISTRATIVE OFFICES

President of the College

Jo Allen '80, 919-760-8511

As the chief executive officer of Meredith College, the President coordinates all administrative and educational areas of the College and is responsible to the Board of Trustees for the management, supervision, and governance of the institution. The President leads the College, serves as the College's official representative, and oversees the implementation of all Board policies and communication with the Board on issues related to policy-making and fiduciary functions. The Office of the President is located on the second floor of Johnson Hall.

Senior Vice President and Provost

Matthew Poslusny, 919-760-8514

The Provost supervises the academic programs of the College and is available to assist in matters relating to instruction. The Provost supports both students and faculty in their academic and intellectual work, which is the focus of our learning community. The Office of the Provost is located on the second floor of Johnson Hall.

Vice President for Business and Finance

Craig Barfield, 919-760-8516

The vice president for business and finance is responsible for all financial matters except those that relate to student financial assistance, including student charges, payments, and accounting. In addition to financial matters, the vice president for business and finance is responsible for buildings and grounds, maintenance, housekeeping services, dining services, campus store, telephone services, technology services, post office, and copy center. The Office of the Vice President for Business and Finance is located on the second floor of Johnson Hall.

Vice President for College Programs

Jean Jackson, '75, 919-760-8556

The vice president for college programs is the chief student affairs office for the college. The VPCP coordinates work of the division, including athletics, career planning, chaplaincy, campus security, commuter life and diversity programs, counseling center, dean of students, disability services, first year experience, health services, international student advising, residence life, StrongPoints®, student leadership and service, and volunteer services. The vice president sets policy and plans and encourages special opportunities related to these areas. She promotes student life at Meredith, supports student leadership, and seeks to enhance students' personal, physical, spiritual and intellectual growth and development. The Office of the Vice President for College Programs is located on the second floor of Johnson Hall.

Vice President for Institutional Advancement

Charles L. "Lennie" Barton, 919-760-8374

The vice president for institutional advancement is the chief administrative officer responsible for the development of external relations for the College. Institutional Advancement is comprised of donor relations, major gifts, gift planning, corporate and foundation relations, the Meredith Fund, alumnae and parent relations, development systems, prospect research, gift records and advancement services. The members of the Institutional Advancement team work with the other administrative units of the College, as well as with the volunteers of the Alumnae Association and its committees, the Board of Trustees Institutional Advancement Committee, The Parents' Council, the Alumnae Legacy Scholarship Committee, the Student Ambassadors, the Meredith Fund Advisory Committee, the Young Alumnae Board, the Granddaughter's Club, Meredith Alumnae Chapters and other external organizations. In addition to the development and enhancement of relationships, Institutional Advancement is responsible for the raising of funds for current support, endowments and deferred support of the college. The office of vice president for institutional advancement is located on second floor of Johnson Hall.

Department of Marketing

Kristi Eaves-McLennan, Vice President for Marketing and Communications, 919-760-8455

The Department of Marketing is responsible for developing, implementing, and managing Meredith's internal and external strategic marketing programs. This department develops all primary, official, and regularly-scheduled College communications materials, including publications for student recruitment, enrollment, and retention; catalogs; handbooks; magazines; newsletters; videos; Meredith's website; fundraising and alumnae-related materials; the Meredith Institutional Graphic Identity Program (use of logos, seals, wordmarks, etc.); brochures and programs for Meredith events; and other materials. The department also holds primary and direct responsibility for development, implementation, and management of the College's internal and external programs for media relations, social media, publicity and advertising, community relations, and crisis communications. The Department of Marketing is located on the third floor of Johnson Hall; the Vice President's office is on the second floor of Johnson Hall.

Office of the Registrar

Shelly McMahon, 919-760-8593

The Office of the Registrar is responsible for scheduling classes, maintaining academic records, conducting registration for courses, and certifying graduation requirements. The Office of the Registrar is located on the first floor of Johnson Hall.

Dean of Students

Ann Gleason, 919-760-8521

The dean of students coordinates the work of the staff in the following areas of campus life: First Year Experience, which includes new student orientation, the student adviser program, the First Year Experience class and activities designed to increase new student adjustment to the College community; student housing and residence life; commuter life and diversity programs; counseling center; disability services; health services; SGA Honor System and related areas; student profiles research; special programs related to student life; and personal counseling and interaction with students encountering difficulties. The Dean of Students is the ADA coordinator and Deputy Title IX Coordinator. The Office of the Dean of Students is located on the second floor of Park Center.