

# **FLORIDA GULF COAST UNIVERSITY**

## **University Planning and Budget Council By-Laws**

### **ARTICLE I: NAME AND AFFILIATION**

#### **Section 1. Name.**

The name of this body shall be the University Planning and Budget Council.

#### **Section 2. Affiliation.**

The University Planning and Budget Council (the “Council”) advises the President of Florida Gulf Coast University. It is appointed and charged by the President of the university. Applicable regulations, policies and procedures of the university and the Florida Gulf Coast University Board of Trustees take precedence over the By-Laws of this Council.

### **ARTICLE II: PURPOSE & FUNCTION**

#### **Section 1. Purpose.**

The purposes of the Planning and Budget Council are: (a) to provide a broadly representative forum for sustained and informed deliberation about strategic opportunities facing Florida Gulf University; (b) to reflect and comment on strategic planning and continuous improvement questions referred to it by the President's Cabinet; (c) to reflect and comment on the university's annual budget-planning process, and (d) to advise the President’s Cabinet, through the Provost and Vice President for Academic Affairs (“Provost”) who serves as the Chair of the Council.

#### **Section 2. Function.**

The Planning and Budget Council shall serve as the university’s coordinating body for organized efforts, including Continuous Improvement teams, to implement the Florida Gulf Coast University’s Strategic Plan. The President’s Cabinet shall forward to the Planning and Budget Council proposals for team projects to address university activities needing improvement. The University Planning and Budget Council shall evaluate improvement proposals and make recommendations to the President’s Cabinet about commissioning projects and, as appropriate, about providing funding to support improvement projects. Project teams shall report to the University Planning and Budget Council about the outcomes of their work after the conclusion of their efforts.

## ARTICLE III: MEMBERSHIP

### **Section 1. Members.**

The membership of the Council shall include the following officers of the university and representatives of the following employee and student groups, in the numbers indicated:

- **Chair** – Provost (*Permanent Member*)
- **Vice Chair** – Vice President for Administrative Services and Finance (*Permanent Member*)
- Vice President for Student Affairs (*Permanent Member*)
- Vice President for University Advancement (*Permanent Member*)
- Associate Provost for Planning and Institutional Performance (*Permanent Member*)
- Associate Vice President for Research and Sponsored Programs (*Permanent Member*)
- Executive Director of FGCU Financing Corporation (*Permanent Member*)
- Director of Intercollegiate Athletics (*Permanent Member*)
- University Ombudsperson (*Permanent Member*)
- Division of Student Affairs – 1 representative (*Appointed Member/1-Year Term*)
- Dean’s Council Academic Dean – 1 representative (*Appointed Member/1-Year Term*)
- Faculty Senate – 4 in-unit representatives (*Appointed Members/1-Year Terms*)
- Staff Advisory Council – 2 representatives (*Appointed Members/1-Year Terms*)
- Student Government – 1 representative (*Appointed Member/1-Year Term*)

*In addition to the membership above, the Chair in consultation with the Vice Chair of the PBC will designate one of each of the PBC committees’ co-chairs as a voting member of the Council to represent and report on the work of the committee at Council meetings (unless that committee is already represented on the Council through one of the permanent Council members who also happens to be one of the committee co-chairs).*

### **Section 2. Appointments and Terms.**

In April, the President shall announce his appointments to the Council for the upcoming academic year. Permanent members serve by virtue of their FGCU position. Appointed members shall be named under the following guidelines:

- The Vice President for Student Affairs shall recommend three nominees to the President for his appointment of one Division of Student Affairs representative on the Council.
- The Provost and Vice President for Academic Affairs shall recommend three nominees to the President for his appointment of one Dean’s Council Academic Dean representative on the Council.
- The Faculty Senate shall recommend eight in-unit faculty nominees to the President for his appointment of four Faculty Senate representatives on the Council.
- The Staff Advisory Council shall recommend four nominees to the President for his appointment of two Staff Advisory Council representatives on the Council.
- The Student Government shall recommend three nominees to the President for his appointment of one Student Government representative on the Council.

The Provost, in consultation with the Vice Chair, shall appoint co-chairs and members of the six

standing committees. The Chair, in consultation with the President, can alter the Council composition as needed to fulfill its mission.

**Section 3. Resignation, Termination, Absences.**

Members who intend to resign from the Council or one of its committees should notify the Council Chair in writing. Council and committee members' terms shall be terminated for excess absences if they have three unexcused absences from Council or committee meetings in one academic year.

**Section 4. Ex officio appointments.**

The Council Chair, in consultation with the Vice Chair, shall appoint such *ex officio* members to the Standing Committees as he determines will increase its effectiveness. *Ex officio* members shall serve on the Standing Committees at the pleasure of the Council Chair, and shall exercise all the privileges that other members exercise, including voting on matters before the Committee.

## **ARTICLE IV: OFFICERS**

**Section 1. Council Chair and Vice Chair.**

The Provost shall be the Council Chair and the Vice President for Administrative Services and Finance shall serve as Vice Chair. In the absence of the Provost, the Vice President for Administrative Services and Finance shall serve as acting chair for meetings of the Council.

**Section 2. Committee Co-chairs.**

The Council Chair, in consultation with the Vice Chair, shall appoint co-chairs and members of the Council's Standing Committees (see Article VII.).

## **ARTICLE V: MEETINGS**

**Section 1. Meeting schedule.**

The Council shall meet periodically as necessary to conduct its work as determined by the Council Chair in consultation with the Vice Chair and the Council membership.

**Section 2. Open meetings.**

All meetings of the Council are open to the public.

**Section 3. Quorum.**

When the Council meets, a quorum shall be half the number of members listed in Article III., providing the Chair or acting chair and at least one co-chair from each Committee are in attendance.

**Section 4. Agendas.**

The agendas for scheduled meetings of the Council shall include as standing agenda items a

report from the Council Chair and a report from a co-chair of each of the five Standing Committees.

## ARTICLE VI: AUTHORITY AND CHARGE

### **Section 1. Council's Authority.**

The University Planning and Budget Council is appointed by the President of the university to provide a public and broadly representative forum for consideration of budgetary, strategic, capital, and space-related issues referred to it by the President's Cabinet. The Council functions in an advisory capacity, advising the President's Cabinet. Through its public meetings and through dissemination of information by its members, the Council also serves as a vehicle to make the university community aware of the strategic issues before the institution and of the processes by which strategic issues are being discussed and Cabinet decisions are being made.

## ARTICLE VII: COMMITTEES

### **Section 1. Function.**

The Council shall rely on five standing committees for detailed analysis and recommendations of issues referred to it by the President's Cabinet.

### **Section 2. Budget Committee.**

The Council Chair, in consultation with the Vice Chair, shall appoint a Budget Committee. **The Budget Committee shall inform the PBC on the status of the current university budget; engage in budgeting forecasting, development, and review; and, ensure that university resources are available to support recommended plans for continuous improvement. It shall support the work of the PBC as directed by the Chair of the PBC.** The Budget Committee shall have two co-chairs: the Vice President for Administrative Services and Finance and another member of the Council. Other members of the Committee shall include the Director of University Budgets, the Associate Provost for Academic Affairs, a representative of the Student Government, a representative of the Dean's Council, two Faculty Senate representatives, and a Staff Advisory Council representative.

### **Section 3. Safety and Facilities Committee.**

The Chair, in consultation with the Vice Chair, shall appoint a Safety and Facilities Committee. **The Safety and Facilities Committee (SFC) shall inform the PBC on the status of the health and security of the campus community and its physical infrastructure. It will monitor master plan activities and environmental issues for their impact upon FGCU and review plans for continuous improvement of university security and the safety of its facilities. The SFC will also develop space plans that will accommodate the growth of the university and respond to demonstrated needs. It shall support the work of the PBC as directed by the**

**Chair of the PBC.** The Safety and Facilities Committee shall have two co-chairs: the Chief of University Police and the Director of Facilities Planning. Other members of the Committee shall include an appointed member of the Council, the Director of Environmental Health and Safety, a representative of the Student Government, an out-of-unit director/dean, two Faculty Senate representatives, a Staff Advisory Council representative, and a representative from Campus Reservations.

#### **Section 4. Enrollment/Retention Management Committee.**

The Chair, in consultation with the Vice Chair, shall appoint an Enrollment/Retention Management Committee. **The Committee will be responsible for monitoring the effective management of the university's enrollment (both undergraduate and graduate) including practices and procedures necessary to ensure student diversity and persistence to graduation in addition to forecasting future student enrollments. The Committee will make recommendations for continuous improvement in the practices and procedures that affect student recruitment, enrollment and persistence until graduation so that diversity and degree production goals will be attained. It shall support the work of the PBC as directed by the Chair of the PBC.** The Committee shall have two co-chairs: the Deans Council representative\* serving on the Planning and Budget Council and the Director of Admissions. Other members of the Committee shall include: one Faculty Senate representative\*, the Registrar, the Director of Financial Services, the Associate Vice President for Community Relations and Marketing, , the Director of Graduate Studies, the Dean of Students, the Director of the Center for Academic Achievement, the Director of Institutional Equity and Compliance, the Director of Institutional Research and Analysis, one academic advisor\* representing the Academic Advising Council, one First-Year Advisor\*, one Staff Advisory Council member\*, and a representative\* of the Student Government.

\*Indicates individuals who will hold a one-year appointment.

#### **Section 5. Strategic Planning and Institutional Effectiveness Committee.**

The Chair, in consultation with the Vice Chair, shall appoint a Strategic Planning and Institutional Effectiveness Committee. **The Committee shall be responsible for developing a university-wide strategic planning process that is transparent, inclusive, (both internally and externally), and that meets BOG, BOT, and SACS expectations. It shall also be responsible for coordinating the creation of new strategic plans as necessary, including: timelines, goals, metrics, responsibilities, and resource needs; monitoring progress once the plan is approved and implemented; and ensuring that institutional effectiveness is ongoing, well-executed, and documented to meet the needs of the BOT, BOG, and SACS. It shall support the work of the PBC as directed by the Chair of the PBC.** The Strategic Planning and Institutional Effectiveness Committee shall have two co-chairs, the Associate Provost for Planning and Institutional Performance and the Associate Vice President for Curriculum and Instruction. Other members of the Committee shall include a representative of Student Government, two Faculty Senate representatives (one of whom is the Senate President), a Staff Advisory Council representative, an academic Dean, and one non-academic member from each of the Council's other standing committees.

### **Section 6. Information Resources Committee.**

The Council Chair, in consultation with the Vice Chair, shall appoint an Information Resources Committee. **The Committee shall be responsible for assessing the effective use of current information technology and information systems in support of the university's mission and strategic plan. It shall review the current status of existing technologies, systems, and networks and prepare recommendations for their continuous improvement. The Committee shall support the work of the PBC as directed by the Chair of the PBC.** The Information Resources Committee shall have two co-chairs: the Associate Vice President for Administrative Services and Finance and another appointed member of the Council. Other members of the Committee shall include the Director of Information Systems, the Director of Computing Services, the Director of Technology Support Services, the Director of Telecommunications, the Director of Instructional Services, the Director of Institutional Research and Analysis, a representative of Library Computing Services, a Student Government representative, a Deans' Council representative, a Faculty Senate representative, and a Staff Advisory Council representative.

### **Section 7. Environmental Sustainability Committee.**

The Council Chair, in consultation with the Vice Chair, shall appoint an Environmental Sustainability Committee. **The Committee shall be responsible for ensuring that the university has a goal (with associated action plans) for promoting environmental sustainability that is included in the university strategic plan. The action plans will have clear objectives and identified resources and offices responsible for their attainment. The committee will monitor the implementation of approved action plans on an ongoing basis and it will make its recommendations to and receive directions from the PBC. The committee will also ensure coordination of the activities of all campus units engaged in activities designed to achieve environmental sustainability.** The Environmental Sustainability Committee shall have two co-chairs: the Director of Environmental Health and Safety and the Director of the University Quality Enhancement Plan. Other members of the Committee shall include the Director of physical Plant, the Whitaker School of Engineering Director of the Environmental Engineering program, the College of Arts and Sciences Chairperson of the Department of Marine and Ecological Sciences, either the director or the associate director of the Center on Environmental and Sustainability Education, a Student Government representative, a Deans' Council representative, two Faculty Senate representatives, and a Staff Advisory Council representative.

### **Section 8. Quorums.**

For any meeting of a committee of the Council, a quorum shall be the number of members attending, provided at least one co-chair is in attendance.

## **ARTICLE VIII: COMMITTEE PROCEDURES**

### **Section 1. Committee Procedures.**

The Council shall develop and adopt procedural guidelines for each of the standing committees and attach them to the By-Laws, as follows:

- Budget Committee – Appendix I.
- Safety and Facilities Committee – Appendix II.
- Enrollment/Retention Management Committee – Appendix III.
- Strategic Planning and Institutional Effectiveness Committee – Appendix IV.
- Information Resources Committee – Appendix V.

## **ARTICLE IX: AMENDMENTS**

### **Section 1. Amendments.**

These By-Laws may be amended as necessary by a simple majority of the appointed members of the Council and the approval of the President's Cabinet. Proposed amendments must be submitted to the Council Chair, to be distributed with regular Council announcements and agendas.

### **Section 2. Approval.**

These By-Laws were approved at a meeting of the Council on March 3, 2009, for recommendation to the President's Cabinet, and were approved by the President's Cabinet on March 10, 2009.

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