



REGULATION: FGCU-PR1.001

**Statement of Agency Organization
and Operation**

*Effective
Date of
Regulation:*
04/15/2014

A. General Information

Florida Gulf Coast University is a comprehensive public university located in Fort Myers, Florida, awarding associate degrees, bachelor degrees, master degrees, and doctoral degrees. The University's functions are to educate students, to perform scholarship and research, and to render service to society. The principal office of the University is located at 10501 FGCU Blvd. South, Fort Myers, Florida, 33965-6565, (239) 590-1000. If you are hearing- or speech-impaired, call the appropriate FGCU office via the Florida Relay at 711 (TTY, VCO, HCO, ASCII or Speech-to-Speech). The University's website is located on the Internet at <http://www.fgcu.edu>. The University's administrative offices are open from 8:00 AM to 5:00 PM, Monday through Friday, except during University holidays.

B. The Florida Gulf Coast University Board of Trustees

The Florida Gulf Coast University Board of Trustees ("Board of Trustees") is the governing body of the University and is vested with the authority to administer the University in accordance with Art. IX, § 7, Fla. Const., the Florida Education Code, Sections 1001-1013, Fla. Stat., and delegation of the Florida Board of Governors. The Board of Trustees is a public body corporate with all of the powers of a corporation, including the power to adopt a corporate seal, to contract and be contracted with, to sue and be sued, to plead and be impleaded in all courts of law or equity, and to give and receive donations. Pursuant to Section 768.28(2), Florida Statutes, and for purposes of sovereign immunity, the Board of Trustees acts primarily as an instrumentality of the State of Florida.

The Board of Trustees consists of thirteen members appointed as follows: six members appointed by the Governor subject to confirmation by the Florida Senate; five members appointed by the Board of Governors subject to confirmation by the Florida Senate; the president of the Florida Gulf Coast University Faculty Senate; and the president of the Florida Gulf Coast University Student Government. The corporate officers are the Chair, the Vice-Chair and the University President ("President") who serves as the Chief Executive Officer of the University and Corporate Secretary of the Board. The Board of Trustees conducts its business in accordance with the Florida Gulf Coast University Board of Trustees Bylaws and Florida Law.

The Board of Trustees has oversight responsibilities for the University's direct

support organizations (“DSO”), which are the Florida Gulf Coast University Foundation, Inc. and the Florida Gulf Coast University Financing Corporation. Florida Law requires that the Board of Directors for each DSO operate the entity in a manner consistent with the goals of the University and in the best interests of the State of Florida, as determined by the Board of Trustees and the President. The DSOs are formed as not for profit corporations under the Florida Not For Profit Corporation Act, Chapter 617, Florida Statutes. The Internal Revenue Service has recognized the DSOs as tax-exempt charitable organizations under Section 501(c)(3) of the Internal Revenue Code.

C. The University President

The President, as the Chief Executive Officer of the University and Corporate Secretary of the Board, is responsible for the operation and administration of the University and for setting Board meeting agendas, in consultation with the Board Chair. The President is appointed by the Board of Trustees and serves at its pleasure.

In the absence of the President, the order of succession to the administrative authority and responsibility of the President shall be as follows, pending action by the Board of Trustees:

1. Provost and Vice President for Academic Affairs;
2. Vice President for Administrative Services and Finance;
3. Vice President for Student Affairs;
4. Vice President for University Advancement;
5. Vice President and Chief of Staff; and
6. Vice President and General Counsel.

In an exigent, University emergency, the inability to contact an officer within three hours is adequate justification for the exercise of authority by the next designated officer to assume the authority and responsibility of the President until the Board of Trustees takes further action.

The President exercises his ability to delegate executive authority via delegation memoranda and the approval of official University policies.

D. Administrative Organization of the University

1. President's Cabinet

Chaired by the President, the President's Cabinet consists of the following senior administrators who are, individually and collectively, responsible to guide a shared vision and lead institutional operations for the advancement of the University: Provost and Vice President for Academic Affairs; Vice President for Administrative Services and Finance; Vice President for Student Affairs; Vice President for Advancement; Vice President and Chief of Staff; and Vice President and General Counsel.

2. President's Direct Reports

a) Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs (VPAA) is the chief academic officer of the University and advises the President on academic matters. The Provost assists the President and exercises the functions of the President in the President's absence. The Provost also serves as the President's liaison to the Faculty Senate. The Associate Provosts/Associate Vice Presidents all share the duties and responsibilities of the Provost, and may be delegated authority to act as the Provost's designee in his or her absence. The VPAA is assisted in his/her work by two associate provosts: one responsible for faculty affairs and one responsible for planning and institutional performance. In addition, the Director of Budgets and Management Services provides budgeting and accounting experience as well as administrative support concerning operations of the Division of Academic Affairs. Additionally there is an Associate Vice President for Academic and Curriculum Support. A number of key academic support functions report directly to the Provost and VPAA as well. These include the Deans of the five colleges and their associated offices, the Dean of Library Services, the Associate Vice President for Research and Dean of Graduate Studies, the University Registrar, and the Dean of Undergraduate Studies. The General Manager of the University's public television and radio stations also reports directly to the Provost, as well as the deans of the five colleges. All of these positions and their associated offices (as they appear in the University's Summary of Organization Chart) assist in the development of policies and ongoing operations in the Vice President's area of responsibility.

b) Vice President for Administrative Services and Finance

The Vice President for Administrative Services and Finance is the chief fiscal and business officer of the University and is advisor to the President on all fiscal and business matters pertaining to the University. The Vice President is also responsible for the University's enrollment management program. To assist the Vice President for Administrative Services and

Finance in his/her responsibilities are an Associate Vice President for Business Services, an Assistant Vice President for Administrative Services and Controller, an Assistant Vice President for Business Technology Services, a Director of Student Financial Services, a Director of Public Safety, a Director of Network Services and Help Desk, a Director of Finance and Accounting, a Director of Procurement Services, a Director of Business Operations, a Director of Campus Reservations and Records Management, a Director of Telecommunications, a Director of University Budgets, a Director of Physical Plant, a Director of Facilities Planning, a Director of Undergraduate Admissions, and a Director of Environmental Health and Safety. These positions and their associated offices (as they appear in the University's Summary of Organization Chart) assist in the development of policies and ongoing operations in the Vice President's area of responsibility.

c) Vice President for Student Affairs

The Vice President for Student Affairs is responsible for, and directs the operations and services associated with students, their physical and mental health, student conduct, campus residences, recreation, career development, student governance, and student clubs and organizations. To assist the Vice President for Student Affairs in his/her responsibilities are: a Dean of Students, a Director of Counseling and Health Services, a Director of Housing and Residence Life, a Director of New Student Programs, a Director of Campus Recreation, and a Director of Career Development Services. These positions and their associated offices (as they appear in the University's Summary of Organization Chart) assist in the development of policies and ongoing operations in the Vice President's area of responsibility.

d) Vice President for University Advancement and Executive Director of the FGCU Foundation

The Vice President for University Advancement also serves as Executive Director of the FGCU Foundation. He/She is responsible for, as well as directs and coordinates, the operations associated with the raising, receipt, management, investment and administration of gifts and other resources generated for the benefit of the University by the Florida Gulf Coast University Foundation, Inc. The Vice President and Executive Director of the FGCU Foundation is also responsible for increasing the involvement and support of alumni donors and other interested individuals, corporations and foundations in Florida Gulf Coast University and its programs. In support of the work of University Advancement and the FGCU Foundation, the Vice President for University Advancement's direct reports include two Senior Directors of Advancement, a Director of Alumni Relations, an Assistant Vice President for Community Relations and Marketing, a

Director of Major Gifts, a Director of Planned Giving, a Director of Athletic Advancement, a Director of Special Events, and a Chief Financial Officer for the Foundation. These positions and their associated offices (as they appear in the University's Summary of Organization Chart) assist in the development of policies and ongoing operations in the Vice President's area of responsibility.

e) Vice President and Chief of Staff

The Vice President and Chief of Staff serves as the University's Spokesperson, communicating to the media and others the University's official position on matters of importance. The person in this position is also the University's designated responder for public records requests made by the public and media. In addition, the Vice President and Chief of Staff has been delegated the responsibilities of addressing those of the University Corporate Secretary in matters related to the FGCU Board of Trustees, and provides support to the University President, as directed, in a wide range of duties. Reporting to the Vice President and Chief of Staff is a Director of Media Relations. This position and his/her associated office (as they appear in the University's Summary of Organization Chart) assist in the development of policies and ongoing operations in the Vice President's area of responsibility.

f) Vice President and General Counsel

The Vice President and General Counsel serves as the University's chief legal officer and provides legal advice, counsel and representation necessary to the University. The Vice President and General Counsel manages the promulgation of University policies and regulations and provides advice on governance matters. The Vice President and General Counsel is also responsible for hiring outside legal counsel for all units of the University. The University's Vice President and General Counsel also serves as General Counsel to the University's direct support organizations. To assist the Vice President and General Counsel in his/her work is one Assistant General Counsel and one Associate General Counsel with the Office of the General Counsel. The Assistant Vice President and Director of Human Resources also reports to the Vice President and General Counsel. This position and his/her associated Human Resources office (as it appears in the University's Summary of Organization Chart) assist in the development of policies and ongoing operations in the Vice President's area of responsibility.

g) Director of Intercollegiate Athletics

The Director of Intercollegiate Athletics is responsible for maintaining a quality athletic program that fits within the mission of the University. The Director of Intercollegiate Athletics oversees fifteen (15) NCAA Division I sports and is responsible for a number of areas including, but not limited

to: budgeting and business operations, fund raising, academic and athletic compliance, sports medicine, strength and conditioning, personnel, facilities and operations and sports information/public relations. Florida Gulf Coast University's intercollegiate athletic programs include: Men's Baseball, Women's Softball, Women's Volleyball, Women's Swimming & Diving, Women's Sand Volleyball, Women's and Men's Cross Country, Women's and Men's Basketball, Women's and Men's Golf, Women's and Men's Tennis, and Women's and Men's Soccer. The Director also oversees the University's Cheerleading Program.

h) Director of Internal Audit

The Director of Internal Audit evaluates the adequacy and effectiveness of the University's system of internal controls over University funds and assets with the purpose of improving operations and accountability.

i) Director of Government Relations

The Director of Government Relations is responsible for advocating the University's government relations agenda at the local, state and federal governmental levels, and successfully securing financial and substantive support for the University.

j) Assistant to the President and University Ombuds

The Assistant to the President and University Ombuds provides an avenue for informal, impartial and non-adversarial alternatives for the resolution of problems and conflicts when the parties so request. The Assistant to the President and University Ombuds also handles informal resolution and formal grievances regarding student access to courses and credit toward degree.

k) Director of Equity and Diversity

The Director of Equity and Diversity is responsible for maintaining compliance for a diverse and harmonious educational and work environment that is representative of various communities and constituent groups. The Director of Equity and Diversity also receives and investigates complaints of discrimination and harassment from members of the University community.

l) Executive Director of the FGCU Financing Corporation

The Executive Director of the FGCU Financing Corporation is responsible to the President for the operational management of the Financing Corporation. This includes, but is not limited to, oversight of student housing planning, financing, construction, and managing the University's general debt service and other payments as they relate to bonds held in

the name of the Financing Corporation.

3. University Divisions

The University is divided into the following components:

- a) The division of the Office of the President – comprised of the Office of the Vice President and Chief of Staff, Intercollegiate Athletics, Internal Audit, Government Relations, Ombuds, Equity and Diversity and the Financing Corporation.
- b) The division of Academic Affairs – comprised of Planning and Institutional Performance, Academic and Curricular Support, Research and Graduate Studies, Undergraduate Studies, Continuing Education and Off-Campus Programs, International Services, WGPU Public Media, University Registrar, Library Services, as well as the five colleges, their constituent departments, schools and various interdisciplinary centers and institutes.
- c) The division of Administrative Services and Finance – comprised of Business Technology Services, Business Operations, Procurement Services, Student Financial Services, Campus Reservations and Records Management, Network Services and Help Desk, Telecommunications, Finance and Accounting, University Budget, Physical Plant, Director of Public Safety, Facilities Planning, Environmental Health and Safety, and Undergraduate Admissions.
- d) The division of Student Affairs – comprised of the Office of the Dean of Students, Counseling and Health Services, New Student Programs, Office of Housing and Residence Life, Campus Recreation, and Career Development Services.
- e) The division of Advancement – comprised of Community Relations and Marketing, Major Gifts, Alumni Relations, Planned Giving, Athletic Gifts, and Special Events.
- f) The division of Legal Affairs – comprised of the Office of the General Counsel and the Office of Human Resources.

E. Collegial Governance

The University endorses a collegial system of governance, based on a concept of

authority and responsibility shared among colleagues. The University's representative governance bodies are as follows:

1. The Faculty Senate

Faculty governance at Florida Gulf Coast University provides a structure and process for the faculty to promote a supportive and quality-oriented learning environment for students, staff, community, faculty, and administration, in furtherance of the mission and guiding principles of the University. The faculty governance structure facilitates faculty input to the complementary administrative units of the organizational structure. The Faculty Senate is an autonomous body representing the collective opinion of the faculty of the University to the administration and to the community. Pursuant to Florida Statute, the president of the Faculty Senate is a member of the Board of Trustees. The Provost and Vice President for Academic Affairs serves as the administrative liaison to the Faculty Senate.

2. The Student Government

The Student Government fosters an intellectual, social, and cultural environment that maximizes student potential and enhances student success. The purpose of the Student Government is to provide equal representation for all students at Florida Gulf Coast University by maintaining high levels of communication between the student body, faculty, staff, and the community. Pursuant to Florida Statute, the president of the Student Government serves as a member of the Board of Trustees. The Dean of Student Affairs serves as the administrative liaison to Student Government.

3. The Staff Advisory Council

The Staff Advisory Council ("SAC") facilitates effective communication between the staff and University administration. SAC also provides a forum to address the issues and concerns of the staff at Florida Gulf Coast University and to ensure a campus climate that reflects a strong, enthusiastic and positive quality work life. The SAC consists of twenty-four elected members, twelve SP employees and twelve A&P employees. The Vice President for Student Affairs serves as the administrative liaison to SAC.

4. Colleges

A College is a unit of the University organized to conduct curricula of study, scholarship/research, and service both public and internal to the university. The faculty and college administration establishes requirements of the college for entrance, graduation, and degrees to be conferred. The faculty determines the arrangement and content of the curricula and recommends to the President, by at least a two-thirds vote, the granting of degrees to those students who have complied with the college's requirements for degrees.

The dean is the chief administrative officer of a college. A school is a unit subordinate to a college organized for a special program of studies. The administrative officer of a school is the director. The colleges and schools of Florida Gulf Coast University are the following: College of Arts and Sciences and its Bower School of Music and the Arts, Lutgert College of Business and its School of Resort and Hospitality Management, College of Education, U.A. Whitaker College of Engineering, College of Health Professions and Social Work and its School of Nursing. Assistant and/or associate deans share administrative responsibilities for such matters as assessment, faculty affairs, and budgetary management at the direction of their respective dean.

A department is the fundamental unit of collegiate academic and administrative organization. Academic departments may be found in colleges and schools or they may exist independently and report to the VPAA through an associate vice president or administrative dean. The administrative officers of academic departments in a college are chairs. Directors are the administrative officers for units other than academic departments.

Chairs and directors have the authority and responsibility for the administration and supervision of activities of the department or unit. Chairs and directors are responsible to their deans.

Action by Florida Gulf Coast University Board of Trustees:

Approved: 04/15/2014

Specific Authority:

Article IX of the Florida Constitution, Section 1001.706, Fla. Stat., Board of Governors Regulation 1.001

History of Rule:

New 3/19/04

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New: 09/17/2013; Amended 04/15/2014

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