



REGULATION: FGCU-PR1.001

*Effective Date
of Regulation:*

Statement of Agency Organization and Operation

09/11/2018

A. GENERAL INFORMATION

Florida Gulf Coast University (“FGCU”) 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: Six members are appointed by the Governor subject to confirmation by the Florida Senate; five members are appointed by the Board of Governors subject to confirmation by the Florida Senate. The two remaining members are 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 and the Vice-Chair, elected only from Trustees appointed by the Governor and the Board of Governors, as well as 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, as well as State law. 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 Success and Enrollment Management;
4. Vice President for University Advancement;
5. Senior Vice President for Strategy and Program Innovation;
6. Vice President and Chief of Staff; and
7. 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 or her 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 Success and Enrollment Management; Vice President for University Advancement; Senior Vice President for Strategy and Program Innovation; 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 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 Provost and Vice President for Academic Affairs is supported in his or her responsibilities by the following direct reports:

- 1) Senior Associate Provost and Associate Vice President for Planning and Institutional Performance;
- 2) Associate Provost and Associate Vice President for Faculty Affairs;
- 3) Associate Vice President for Academic and Curriculum Support;
- 4) Associate Vice President for Research, and Dean of Graduate Studies;
- 5) Dean of the College of Arts and Sciences;
- 6) Dean of the Lutgert College of Business;
- 7) Dean of the College of Education;
- 8) Dean of the U.A. Whitaker College of Engineering;
- 9) Dean of the Marieb College of Health & Human Services;
- 10) Dean of Library Services; and
- 11) Dean of Undergraduate Studies.

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, and Executive Director of the Financing Corporation

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 for Administrative Services and Finance also serves as the Executive Director of the FGCU Financing Corporation. As Executive Director, he or she 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. The Vice President for Administrative Services and Finance is supported in his or her responsibilities by the following direct reports:

- 1) Associate Vice President and Chief Information Officer (CIO) for Information Technology Services;
- 2) Associate Vice President for Administrative Services and Finance;
- 3) Associate Vice President for Human Resources;
- 4) University Controller;
- 5) Director of Facilities Planning;
- 6) Director of Operations;
- 7) Director of Physical Plant;
- 8) Director of Public Safety; and
- 9) Director of University Budgets.

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 Success and Enrollment Management

The Vice President for Student Success and Enrollment Management is responsible for, and directs the operations and services associated with, the delivery of all policies, programs, and activities that promote and advance the University's mission for improving student success. As such, the Vice President for Student Success and Enrollment Management ensures that the campus environment supports and nurtures

the personal, cultural, health, and general well-being of the student body while sustaining a positive environment for supporting the academic progression of students. Moreover, the Vice President for Student Success and Enrollment Management directs all operations related to successfully recruiting and admitting students to the university while ensuring that all available financial aid and scholarship funds are disbursed accordingly. Lastly, the Vice President for Student Success and Enrollment Management provides leadership in ensuring that all aspects in the management of student records and registration are functioning at the highest levels. The Vice President for Student Success and Enrollment Management is supported in his or her responsibilities by the following direct reports:

- 1) Associate Vice President for Academic Engagement;
- 2) Associate Vice President for Enrollment Management; and
- 3) Associate Vice President for Student Engagement.

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 or 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 for University Advancement, 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, and is responsible for the external community relations, marketing, communications, and media relations for the University. The Vice President for University Advancement is supported in his or her responsibilities by the following direct reports:

- 1) Associate Vice President for University Marketing and Communications;
- 2) Assistant Vice President for University Advancement, and Chief Financial Officer for the Foundation;
- 3) Senior Director of Advancement (Development);
- 4) Director of Alumni Relations;

- 5) Director of Athletic Advancement;
- 6) Director of Community Relations;
- 7) Director of Special Events; and
- 8) General Manager of WGPU Public Media.

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) Senior Vice President for Strategy and Program Innovation

The Senior Vice President for Strategy and Program Innovation is responsible for exploring opportunities to develop collaborative initiatives within the University, as well as through partnerships in the Southwest Florida business and educational environment. These may include but are not limited to new strategies for course delivery, formal relationships with academic institutions and local businesses, and programmatic opportunities to raise the visibility of Florida Gulf Coast University throughout the service delivery region. The Senior Vice President for Strategy and Program Innovation serves as the administrative liaison to SAC.

f) 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 also coordinates with the Office of the General Counsel public records requests made by the media. In addition, the Vice President and Chief of Staff has been delegated the responsibilities of the University Corporate Secretary in matters related to the FGCU Board of Trustees, and provides in the Chief of Staff capacity support to the University President, as directed, in a wide range of duties, including coordination of the President's Cabinet for meetings, materials, and communications. The Vice President and Chief of Staff is supported in his or her responsibilities by the following direct report: Director of Operations.

This position and his or 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.

g) 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. As

such, he or she reports administratively to the President, and reports directly to the Board of Trustees through its Chair. 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 person in this position, along with the Chief of Police for law enforcement records, is also the University's designated responder for public records requests. The University's Vice President and General Counsel also serves as General Counsel to the University's direct support organizations. The Vice President and General Counsel is supported in his or her responsibilities by the following direct reports: Associate/Assistant General Counsels.

These positions assist in the development of policies and ongoing operations in the Vice President's area of responsibility.

h) Director of Intercollegiate Athletics

The Director of Intercollegiate Athletics is responsible for maintaining a quality athletics 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, marketing, ticket and corporate sales, sports medicine, strength and conditioning, personnel, facilities and operations, and sports information and public relations. The Director of Intercollegiate Athletics also oversees the University's Cheerleading Program.

Florida Gulf Coast University's intercollegiate athletics programs include:

- 1) Baseball;
- 2) Softball;
- 3) Women's Beach Volleyball;
- 4) Women's Swimming & Diving;
- 5) Women's Volleyball;
- 6) Women's and Men's Basketball;
- 7) Women's and Men's Cross County;
- 8) Women's and Men's Golf;
- 9) Women's and Men's Soccer; and

10) Women's and Men's Tennis.

i) Director of Internal Audit

The Director of Internal Audit serves as the University's chief audit executive. As such, he or she reports functionally to the Audit and Compliance Committee through its Chair and administratively to the President, and also reports functionally to the Board of Trustees. 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.

j) Director of Equity, Ethics, and Compliance, and Title IX Coordinator

The Director of Equity, Ethics, and Compliance, and Title IX Coordinator is responsible to the President for all matters related to equal opportunity and Title IX, and also serves as the University's chief compliance officer, overseeing the University's compliance and ethics program. As the chief compliance officer, he or she reports functionally to the Audit and Compliance Committee through its Chair, on behalf of the Board of Trustees, and administratively to the President. Additionally, in regards to discrimination and Title IX matters, she or he reports solely and directly to the President. The Director of Equity, Ethics, and Compliance works with all departments across the University to address compliance with federal and state regulations, as well as industry standards.

k) Director of Government Relations

The Director of Government Relations serves as the advocate for the University at the local, state, and federal levels. As such, he or she is responsible for providing necessary information and input to the President for the collaborative development of the University's official government relations agendas that include; the State Legislative Budget Requests (LBR's) and strategic state and federal advocacy plans for implementation. The Director collaborates with students, faculty, staff, and other stakeholders to develop and execute the University's advocacy activities and events to support its legislative agendas that promotes the University's mission and vision. Additionally, she or he works as a liaison to the Board of Governors' staff and Student Government to facilitate partnerships that support the University's legislative agendas and enhance student success. The Director also manages, coordinates, and advances the University's legislative internship programs.

l) Assistant to the President, and University Ombuds

The Assistant to the President helps resolve concerns and complaints raised by parents and community members to the President, and works on projects and initiatives connected to the President's Office. The University Ombuds, as a neutral

party, provides informal resolution of conflict and concerns for the University community and advocates for fair and equitable administration of processes. Students, staff, and faculty may raise concerns and complaints with the Ombuds on a confidential basis, as provided by applicable law. The Ombuds will also work with visitors to explain policies, define options, and help create strategies to resolve problems. The Ombuds raises issues with the President and members of the campus community that may affect student success and other goals of the University. He or she also brings systemic concerns to the attention of the University administration for resolution, including assisting in the development of related policies. Consistent with the University's policies and procedures, students may appeal to the Ombuds, a decision related to a student's access to courses and credit granted toward the degree.

3. University Divisions

The University is divided into the following components:

- a) The division of the Office of the President – comprised of the Senior Vice President for Strategy and Program Innovation, Office of the Vice President and Chief of Staff, Intercollegiate Athletics, Internal Audit, Office of Institutional Equity and Compliance, Government Relations, and University Ombuds.
- b) The division of Academic Affairs – comprised of Planning and Institutional Performance, Academic and Curricular Support, Research and Graduate Studies, Undergraduate Studies, and 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 Information Technology Services, Office of the Controller, University Budget, Physical Plant, Public Safety, Facilities Planning, and Human Resources.
- d) The division of Student Success and Enrollment Management – comprised of Academic Engagement, Student Engagement, and Enrollment Management.
- e) The division of University Advancement – comprised of University Marketing and Communications, Community Relations, Development, Alumni Relations, Advancement Services, Athletic Gifts, Special Events, and WGCU Public Media.
- f) The division of Legal Affairs – comprised of the Office of the General Counsel.

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 Assistant Vice President for Campus Life and Dean of Student 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 (24) elected or appointed representatives. Representation will be based on the ratio of FTE by Representative Classification for sixteen (16) of these Representatives, with the remaining eight (8) considered at-large. The Senior Vice President for Strategy and Program Innovation 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, and Marieb College of Health and Human Services and its School of Nursing. Assistant and 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 Provost and Vice President for Academic Affairs 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 09/11/2018

Specific Authority:

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

History of Regulation

New 09/17/13; Amended 04/15/14, 02/23/16, 06/29/17, 10/10/17, 09/11/18

Effective Date of Regulation

09/11/2018