

UW-L Joint Planning and Budget Committee By-Laws & Procedures (10-2008)

BY-LAWS

Duties and Responsibilities

Joint Planning and Budget (JP&B) is an advisory committee that represents the university community in regards to planning and budget decisions. The mission and strategic plan of the university should drive both planning and budget. The committee will make recommendations to the Chancellor regarding budget planning and proposals and reporting actions to the governance groups and the campus community. JP&B shall provide guidance regarding planning and budgeting processes including, but not be limited to, involvement in campus mission and strategic planning, new programs and units, new initiatives, shifts in resources from one division or unit to another, input on budget reductions, and/or the allocation of new resources. JP&B may solicit, study, and review all available and pertinent information relating to the university budget and budget issues.

Membership

The committee shall consist of 25 members that include:

- Seven faculty appointed by Faculty Senate including the vice-chair of the faculty senate, one representative from the College of Liberal Studies (CLS), one from the College of Science and Health (SAH), one from the College of Business Administration (CBA). It is preferred that one of the faculty representatives be an instructional academic staff member. Faculty members will serve for up to six consecutive years with the length of appointment determined by Faculty Senate. A one year break is required after six consecutive years of service for additional reappointments.
- Six academic staff appointed by the Academic Staff Council including the vice-chair of the academic staff council. Preference for representation across units. Academic staff members will serve for up to six consecutive years with the length of appointment determined by Academic Staff Council. A one year break is required after six consecutive years of service for additional reappointments.
- Six administrative members. Vice Chancellor for Administration and Finance (convener), Provost/Vice Chancellor of Academic Affairs, the Assistant Chancellor and Dean of Students, the Dean of CLS, the Dean of SAH, and the Dean of CBA. Length of term is indefinite.
- Two classified staff members – one represented classified staff, one non-represented classified staff. In consultation with Human Resources, the Chancellor will invite individuals to serve. Classified staff and non-represented classified staff will serve for up to six consecutive years with the length of appointment determined by the Chancellor. A one year break is required after six consecutive years of service for additional reappointments.
- Four student representatives appointed by Student Senate (at least one graduate student preferred) - student members will serve for up to six consecutive years with the length of appointment determined by Student Senate. A one year break is required after six consecutive years of service for additional reappointments.

Ex-officio (non-voting) consultants to the committee shall include:

- Assistant Vice Chancellor for Budget and Finance (official source of budget data)
- Director of Institutional Research (official source of enrollment management data)
- Associate Vice Chancellor for Academic Affairs (Graduate Studies & Sponsored Research)

The Vice Chancellor for Administration and Finance will serve as the convener. The chairperson of the committee shall be elected by the committee from any member who has served the previous year on the committee.

PROCEDURES

The committee receives a charge letter yearly from the Chancellor and reports directly to the Chancellor. Meeting times and dates will be posted in the Campus Connection. Minutes from the meetings will be posted within seven days to the Chancellor's website. The committee will operate during the fiscal year (July 1 – June 30). The first committee meeting of the fiscal year will be convened by the Vice Chancellor for Administration and Finance no later than the middle of September.

Robert's Rules will be followed. A quorum shall be a simple majority of committee members. A quorum is necessary to conduct a vote. A simple majority of those voting is necessary to pass a motion. Abstentions are not votes. Voting occurs with a voice vote or a hand vote and any member can call for a roll call vote. Proxy voting is not allowed. Members in attendance and members who join by teleconference and have heard the deliberation are eligible to vote. Minutes reflecting action items will be recorded by the faculty and staff members of the committee.

Executive Committee

An executive committee will be nominated from the membership at the first meeting of the year and will be comprised of the JP&B chair, a faculty representative, an academic dean, an academic staff member, a classified staff representative, and a student. The executive committee will help to determine the agenda for upcoming meetings and review materials for distribution as necessary.

Changes to the by-laws and procedures

These by-laws and procedures may be amended by the following process: a simple majority of the current membership present and eligible to vote on by-laws is required to amend the by-laws. Any proposed amendment(s) shall be presented and distributed in writing prior to a meeting and voted on at the next subsequent meeting. All changes to this document must be approved by the Chancellor.

(Adopted by committee on 10-8-08) (Approved by the Chancellor on 10-9-08)