


## MEMORANDUM

TO: Kim Vogt, Chair  
Joint Planning & Budget Committee

FROM: Joe Gow, Chancellor 

SUBJECT: Committee Charge for 2008-2009 Academic Year

DATE: September 11, 2008

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Please convey my gratitude to the committee members for their willingness to serve on the Joint Planning & Budget Committee for the 2008-2009 academic year. As Chairperson, your primary responsibilities are to:

- o inform the Chancellor's Office of any changes in committee membership.
- o organize and conduct meetings.
- o complete a year end report on the committee's activities to be submitted to the Chancellor's Office no later than April 30, 2009.

If the committee has not already done so, please elect a secretary. Primary responsibilities of the secretary include:

- o recording minutes of each meeting.
- o promptly sending meeting minutes to Charise Bock ([bock.char@uwlax.edu](mailto:bock.char@uwlax.edu)) so that the minutes can be posted on the Joint Committees website.

In the event the committee chooses to rotate secretarial duties, please designate one person to be responsible for e-mailing the meeting minutes to Charise Bock.

After consultation with others, I ask the committee to report on the following special charges:

1. Review & Revise Committee Bylaws: Please review the attached bylaws (available at <http://www.uwlax.edu/hr/Joint%20Committees.PDF>). Make recommendations for revisions paying careful attention to the general Duties and Responsibilities and Committee Membership. **Please complete this charge no later than December 1, 2008.**
2. Growth, Quality & Access, Phase 3: Continue to provide oversight and make recommendations on the use of Growth, Quality & Access funds, including recommendations for new faculty and staff positions.
3. Academic Initiatives Program Review: Please provide support and assistance in the review of the existing academic initiative program and make recommendations for reauthorization and continuation.
4. University Budget Process: Continue to work with the Vice Chancellor of Administration and Finance on implementation of the new university budget procedures.

Committee Charge for 2008-2009 Academic Year  
September 11, 2008  
Page 2

As in the past, recommendations of JP&B should be forwarded directly to the Chancellor's Office. Throughout the process I expect individual committee members to consult with their respective governance groups for input and agreement to issues. If we determine that a particular committee recommendation requires further deliberation and comment, we may elect to forward it to one or more of the three governance groups for further analysis and recommendation. If you have any questions about the charges, please feel free to contact me.

Finally, if I or anyone on the leadership team can assist your committee in any way during the year, please do not hesitate to ask.

Best wishes on your committee's work over the course of the coming year!

JG/cb  
Attachment

cc: Chancellor's Staff  
Academic Deans  
Joe Heim, Faculty Senate  
Will Van Roosenbeek, Academic Staff Council  
Derek Kockler, Student Association