

October 5, 2009

TO: Kim Vogt, Chair  
Joint Planning & Budget Committee

FROM: Joe Gow, Chancellor

RE: Committee Charge for 2009-2010 Academic Year

Please convey my gratitude to the committee members for their willingness to serve on the Joint Planning & Budget Committee for the 2009-2010 academic year. As we have discussed, I am particularly interested hearing more about JP&B members' recommendations

1. for procedures and tools to assess our progress on the Growth, Quality & Access initiative, and
2. for a process to guide decision making, especially as it relates to the budget.

As chair, your primary responsibilities of the chairperson include:

- o promptly informing the Chancellor's Office of the results of the election of officers and any changes in committee membership.
- o organizing and conducting meetings.
- o completing a year end report on the committee's activities to be submitted to the Chancellor's Office no later than April 30, 2010.

If you have not already done so, please elect a recorder. Primary responsibilities of the recorder include:

- o recording minutes of each meeting.
- o Sending meeting agendas, minutes and other materials to the UJC blog at [post@ujccommittees.posterous.com](mailto:post@ujccommittees.posterous.com) so the materials can be posted on the Joint Committees website. (Please see attached document for specific instructions.)

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!

cc: JP&B Committee Members  
Becky Ledocq, Faculty Senate  
Terry Wirkus & Catherine Kolkmeier, Academic Staff Council  
Erik Kahl, Student Association  
Chancellor's Staff  
Academic Deans