

OPERATING PAPERS

UNIVERSITY PLANNING AND BUDGET COUNCIL Southern Illinois University Edwardsville

I. Membership

A. The University Planning and Budget Council [UPBC] will consist of a maximum of 16 members, 13 of whom are voting members.

1. Voting Members

The voting members are:

- a. five faculty members appointed by the Faculty Senate to three-year, staggered terms.
- b. two staff members appointed by the Staff Senate to three-year, staggered terms.
- c. two students appointed by the Student Senate to one-year terms. The Student Senate president may not be one of the Student Senate appointments.
- d. the immediate past presidents of the Faculty and Staff Senates for one-year terms.
- e. the president of the Student Body for a one-year term.
- f. an academic dean chosen by the academic deans for a three-year term.

The Faculty, Staff and Student Senates will appoint representatives to the Council from their respective constituencies. Faculty and staff shall not be appointed for more than two successive, three-year terms.

Council members need not be members of the senate that appoints them. Council members who are not duly elected members of their constituency senate will become *ex-officio* members of their respective senates for the duration of their terms on the UPBC.

2. Non-Voting Members

The Chancellor, the Budget Director, and the Chair Designate of the Council will be *ex-officio* and non-voting members of the Council. The *ex-officio* members are invited to participate in discussions but will not be permitted to make or second motions or to vote.

II. Officers

A. The chair of the University Planning and Budget Council will serve three years, subject to annual review by the Council, and with the concurrence of the Chancellor of the University; this term is non-recurring.

The chair shall be selected by a committee consisting of the Faculty, Student, and Staff Senate presidents, subject to the concurrence of the Chancellor.

The chair will be counted as one of the representatives of whatever constituency he or she represents and will vote along with the other representatives to the Council.

The clerical work of the Council shall be the responsibility of the chair.

- B. During the second year of the chair's term, a chair-designate will be selected by the three senate presidents, subject to the concurrence of the Chancellor. If this person is not a member of the Council, he or she will participate on the Council as an ex-officio member beginning on July 1 and continuing until he or she becomes chair. If this person is a member of the Council, the head of whatever constituency she or he represents shall appoint another member of that constituency to serve the balance of the chair-designate's term.

III. Responsibilities and Functions

- A. The University Planning and Budget Council has the responsibility for advising the Chancellor of the university concerning university planning. Its functions include:
 - 1. scanning the demographic, social, political, organizational, and technological environments for factors that can have an impact on the functioning and welfare of the university community.
 - 2. identifying threats and opportunities.
 - 3. addressing the university's strengths and weaknesses.
 - 4. helping to establish the functions of planning, including the identification of the university's goals and values and its strategic directions and priorities.
 - 5. recommending allocation of resources and reallocation of resources, including salaries, consistent with the university's values, goals, and priorities. Any structures for the periodic review of resources and resource allocation to credit and non-credit producing units shall be approved by the Council.
 - 6. advising the Chancellor on all matters relating to planning and maintaining constant contact with and input to the planning process of the university.
- B. Advice will be conveyed both by means of meetings with administrators and by means of formal policy recommendations. In the latter case, the recommendations will be forwarded to the Chancellor of the University for approval and to the three constituency bodies for their review. Normally, the Chancellor shall allow the constituency bodies 30 calendar days to forward their reactions to the Chancellor's office before deciding to accept or reject any recommendation. In situations requiring less than 30 days, the Chancellor will consult with constituency heads before making a decision.
- C. The Council will also review recommendations related to planning and budget that may be adopted by any of the constituency bodies.
- D. Minutes and announcements of the Council meetings will be forwarded to the Chancellor of the University, the line officers reporting to the Chancellor, and each of the constituency heads, as well as all Council members.

IV. Committees

- A. Standing Committee

The standing committee of the UPBC will be the Committee for Higher Administrator Performance Appraisal (CHAPA).

This committee will establish procedures for evaluating the work performance of the

Chancellor, as well as the line officers reporting to the Chancellor, and will monitor the implementation of such procedures.

The committee will consist of five faculty representatives, four staff representatives, and two student representatives appointed by the constituency senate presidents from their respective constituencies.. Faculty and staff will serve staggered three-year terms and will not be appointed to more than two successive three-year terms.. Student representatives to this committee will serve one-year terms. The chair of the University Planning and Budget Council will designate one member of the committee as its chair.

The chair of the committee will be responsible for the operation of the committee and for making regular reports to the Council.

B. *Ad Hoc* Committees

The University Planning and Budget Council shall appoint *ad hoc* committees as needed. Such committees may be appointed at the discretion of the chair or at the direction of the Council. The chair of such a committee may be selected by the chair of the Council or by the members of the committee. The three constituency groups shall be represented as appropriate to the charge of the committee. The membership of any committee shall be confirmed by the Council.

V. Meetings

The University Planning and Budget Council shall meet at least twice each month during the academic year and additionally at the call of the chair or by petition of at least three regular members of the Council. Notice of the time, place, and agenda of all meetings of the Council shall be delivered to all members of the Council and to the Chancellor of the University at least 24 hours in advance of the meeting.

The chair shall prepare the agenda of meetings. Council members may place items on the agenda by request to the chair.

A quorum shall consist of at least half of the total voting membership of the Council.

In the absence of the chair, the Council shall select a voting member to serve as the chair for that particular meeting.

The Council may invite any person or persons to the meeting when this will assist the Council with its duties.

VI. Amendments

These operating papers may be amended by a two-thirds majority of the voting members at a Council meeting, provided previous notice of the text of the amendment has been circulated to all members at least one week prior to that meeting. To become effective, such changes must be approved by all three constituency groups and the Chancellor of the university.

Originally Approved:

University Planning and Budget Council, 5/7/91
Faculty Senate, 5/16/91
Staff Senate, 6/20/91
Student Senate, 5/31/91

President Lazerson, 6/26/91

First Revised Version Approved:

University Planning and Budget Council, 9/9/94
Faculty Senate, 11/17/94
Staff Senate, 11/17/94
Student Senate, 11/18/94
President Belck, 12/7/94

Second Revised Version Approved:

University Planning and Budget Council, 9/8/95
Faculty Senate, 9/21/95
Staff Senate, 10/5/95
Student Senate, 12/8/95
Chancellor Belck, 1/31/96

Third Revised Version Approved:

University Planning and Budget Council, 11/22/96
Faculty Senate, 12/2/96
Staff Senate, 6/29/98
Student Senate, 6/29/98
Chancellor Werner, 6/29/98

Fourth Revised Version Approved:

University Planning and Budget Council, 10/26/01
Faculty Senate, 2/7/02
Staff Senate, 1/10/02
Student Senate, 2/22/02
Chancellor Werner, 8/30/02

Fifth Revised Version Approved:

University Planning and Budget Council, 1/27/06
Staff Senate, 3/02/06
Faculty Senate, 4/06/06
Student Senate, 4/07/06