CHARTER/POLICY PROPOSAL FORMS

REQUIRED CHARTER/POLICY PROPOSAL COVER INFORMATION

In order to facilitate the Faculty Senate Governance Committee in the review of any proposal that comes before it, the Governance Committee requires that proposals be accompanied by the information listed below.

Note: By providing the requested explanatory information there will be little if any need for the Faculty Senate Governance Committee to second-guess the reasoning behind a submitted proposal. As a result, the review process will be expedited, and the likelihood of prompt approval will be increased.

Any proposal sent to the Governance Committee without the required accompanying information will be returned to the sender with a reminder.

1. Name of committee, task force, policy, etc. to be reviewed:
   University Budget Council

2. Name, position, e-mail address, and phone number of the individual primarily responsible for the proposal:
   Barry Lee Brighton
   University Budget Director
   bbrighton@uwf.edu
   850-474-2207

3. Summary of the proposal (do not include rationale):
   A. Modify Council membership to remove Executive Assistant & Budget Director, Office of Academic Affairs (Shelly Blake)
   B. Modify Council membership to remove Deputy Chief of Staff & Executive Assistant to the President (Kimberly Spear)
   C. Modify Membership Representation to remove terms such as chair and co-chair.

4. Rationale for the proposal in general (not specific justifications):
   A. By narrowing representation to University officers and Faculty Senate representation, with support from the functional heads of planning and budget, this proposal should serve to streamline the Council while also clarifying who provides advice and recommendation to the President.

5. Justification for each specific, substantive component of the proposal: (Necessary wherever changes to an existing charter or policy are involved, and for items in a new charter or policy where the
reasoning might not be immediately clear, e.g., when a charter component represents a variation from the Sample Charter Template):

A. Now that 4 of the 5 Divisions have their own budget officers, this change will help to clarify that these divisional budget officers provide staff and analytical support to their respective vice presidents, while the group that provides advice and recommendation to the President on matters of budget are the Divisional vice presidents along with the representative from the Faculty Senate.

Proposed Charter Revision

Proposal Date: 05-01-2006

NAME OF COUNCIL

University Budget Council

PURPOSE

The University of West Florida Budget Council reviews budget-related information from various sources (including Strategic Plans, existing budgets, Board of Governors’ Operating and Legislative Budget Guidelines, Board of Trustees’ minutes, University Planning Council recommendations, expenditure summaries, etc.) and makes recommendations to the University President regarding internal budget reallocations, budget reduction allocations, budget increase allocations, and other budget-related issues and activities.

SPECIFIC RESPONSIBILITIES
1. Review historic budget and expenditure information
2. Review Board of Governors’ Operating Budget and Legislative Budget Guidelines and instructions
3. Review UWF Strategic Plan Priorities and Issues
4. Review UWF Planning Council Recommendations
5. Review recommendations from the Provost and the Vice Presidents
6. Review other information and data pertinent to making budgeting decisions
7. Make recommendations to the University President regarding:
   A. Internal Budget Reallocations
   B. Budget Reduction Allocations
   C. Budget Increase Allocations
   D. Other Budget-Related Issues and Activities
   E. Assist the President in communicating budget issues, activities, and decisions to the University Community

MEMBERSHIP REPRESENTATION
University President
University Provost
Executive Vice President
Vice President for Student Affairs
Vice President for Administrative Affairs
Vice President for Development
Faculty Senate Budget Advisory Committee Chair
Associate Vice President for Planning, as support staff
Director of University Budgets, as support staff

MEMBERSHIP AND MEETING POLICIES

Since the Council is an extension of the President’s Cabinet, it is a non-voting, consensus-based, collaborative body, convened and led by the President or, in the absence of the President, by her or his designee.

MEETING SCHEDULING, AGENDAS, AND MINUTES

The University Budget Council shall meet in Spring Semester and early Summer Semester as necessary to conduct its responsibilities.

Agendas are to be distributed at least three (3) days in advance of meetings, along with all pertinent documents to be considered at the meeting; and written minutes of meetings are to be prepared and distributed to members within three (3) weeks after meetings, and approved for public viewing within five (5) weeks. The Committee must promptly forward to the Faculty Senate Office an electronic copy of all documents, including all meeting schedules, agendas, minutes, and reports. The Faculty Senate Office Secretary will be responsible for posting these documents to Argus for public viewing.

TERMS OF APPOINTMENT

Continuous
REVIEW

The Charter shall be reviewed annually by the Council, and recommendations for changes submitted to the Faculty Senate.

LEGAL REFERENCES

None

RECOMMENDATIONS REPORTED TO

University President

Dates prepared/Modified by the Governance Committee

May 1, 2006

Dates Approved by the Faculty Senate

May 14, 2004

Approved by the Administration

_________________________________________  ____________________
University President                                                                            Date