Senate Planning And Budget Advisory Committee

Procedural Guidelines

Purpose of Committee (As defined in FGCU Faculty Senate By-Laws):

The SPBAC is an affiliated committee of the Faculty Senate. The membership of the SPBAC consists of all in-unit faculty appointed by the President to represent faculty on the Planning and Budget Council (PBC) and its affiliated committees. The facilitator of the SPBAC will be elected by members at the committee’s first meeting of the academic year and serves as a member of the Senate Leadership Team.

The membership of the SPBAC represents the voice and interests of the faculty in institutional planning and budgeting as carried out by the Planning and Budget Council and its affiliated committees (Budget; Safety and Facilities; Enrollment/Retention Management; Environmental Sustainability; Information Resource: Strategic Planning and Institutional Effectiveness). The primary charge of the SPBAC is to provide input to the PBC process that will help ensure budgets and processes that support the mission and focus of the University and ensure the preservation of quality instruction.

The SPBAC shall be responsible for: Coordinating regular communication and consultation between its members and the Faculty Senate and Faculty Senate Leadership Team; Contacting and consulting with relevant Standing Teams of the Faculty Senate for input, feedback, or other comment when deemed necessary or prudent on issues associated with the University planning and budgeting processes. Identifying from within its membership alternates for fellow members when they are unable to attend requisite meetings of the PBC and/or its affiliated committees.

Meetings:

Meetings are held monthly during the Fall and Spring terms. Meeting schedules for a semester are determined at the first meeting or via email arrangements. Additional meetings are scheduled as needed or required.

Notification of all meetings will be posted on the SPBAC webpage within the Senate website and will be discussed at the FGCU Senate Leadership Team Meetings.

All members of the University community are welcome to attend meetings, as are members of the public.

If a member of the committee is unable to attend, he or she should attempt to schedule a representative from the PBC sub committee for the missed SPBAC meeting. Those members unable to attend a scheduled meeting should advise the facilitator of the absence.
All meeting minutes and work related documents will be posted on the SPBAC webpage within the Senate website within five days of a meeting.

Agendas, minutes, and meetings will be managed by the SPBAC facilitator. In case of an absence, the SPBAC will elect a temporary facilitator to serve in that capacity.

**Membership:**

Membership of the Senate Budget Planning and Advisory Committee is determined by the University President’s appointments to the PBC and its subcommittees. If vacancy in the PBC or its subcommittees becomes available throughout the year, the vacancy will be filled in the manner set forth in the Senate Bylaws and through the processes established between the Senate Leadership and the administration through the Appointments Team.

At times, the committee may need to invite other university or other community non-SPBAC committee members to address topics salient to the committee.

**Documents and Materials:**

Working documents will be distributed to committee members via email prior to the commencement of a meeting or copies will be delivered at the beginning of meetings. All of the documents will be posted on the SPBAC webpage within the Senate website.

**Quorum:**

A quorum shall be established when at least half of the sitting members listed in the SPBAC member roster are present.

A simple majority vote will be called for when deemed necessary and prior to any recommendations being made to the PBC, PBC Sub-committees, or Faculty Senate Leadership team.

**Faculty Senate By-Laws:**

The SPBAC committee of the FGCU Faculty Senate shall adhere to all procedures and guidelines as outlined by the by-laws of the FGCU Faculty Senate and this, the Senate Budget and Planning Committee procedural document. The guidelines are reviewed yearly for needed updates. All changes to these procedural guidelines must be approved by the committee and submitted to the FGCU Faculty Senate Leadership for approval.
Approval:

The following document was approved by the Senate Planning and Budget Advisory Committee April 16, 2012.