

OPERATING PAPERS
UNIVERSITY PLANNING AND BUDGET COUNCIL
Southern Illinois University Edwardsville

I. Membership

A. The University Planning and Budget Council (UPBC) is composed of the following voting and non-voting members.

1. Voting Members

a. Constituencies

- i. From the Faculty Senate: four members appointed for three- year staggered terms
- ii. From the Staff Senate: two members appointed for three-year staggered terms.
- iii. From the Black Faculty and Staff Association (BFSA): two members appointed for three-year staggered terms.
- iv. From the Student Senate: two students appointed for one-year terms.

b. Constituency Executive Representatives

i. Each SIUE recognized constituency is entitled to one executive representative on UPBC

1. The Faculty Senate
2. The Graduate Council
3. The Staff Senate
4. The Black Faculty and Staff Association
5. The Student Senate

ii. In cases where a faculty or staff constituency has a position of past president (or similarly named), that person will hold the position on the UPBC for one academic year. If no such position exists, the president/chair of the constituency group will appoint a representative for the one-year term.

iii. The executive representative for the Student Senate will be the Student Senate President, unless that group specifically appoints a different person.

c. Non-Constituency Representatives

- i. One academic dean chosen by the academic deans for a three-year term
- ii. Union representative(s) pursuant to the terms of the applicable collective bargaining agreement

2. Non-Voting Members

- a. The Chancellor, the Budget Director, and any Chair-Designee of the Council serve as ex-officio members of the Council. They hold all rights and privileges of the Council, except for the right to make formal motions, second, vote, or any other electoral activities.
- b. Additional ex-officio members may be added to the Council at the request of the Chancellor or the Chair. The Council must approve any requests in scheduled business meetings.

B. The following rules will govern the appointment of representatives.

1. Representatives to the Council are made by the respective constituencies according to their rules.
2. Representatives may not be appointed for more than two successive terms.
3. Representatives must belong to the constituency/classification for the position they hold. Except where noted, Council members need not be elected or appointed members of the actual Senate, Council, or Association that appoints them. Council members who are not current members of their Senate, Council, or Association must be added to their respective bodies as ex-officio members for the duration of their appointment to UPBC.

C. Council members are not permitted to send substitutes to a meeting when they are absent. If a voting representative is unable to attend UPBC meetings for an entire semester due to an unavoidable scheduling conflict, then the appointing body may select a semester-long substitute in their absence.

D. An appointing body has the right to remove or recall their representatives to the Council. Any action must follow the rules established by the body in their operating papers. A Constituency Executive Representative may only be removed from the Council if the person is removed from their position in the appointing body.

E. If for any reason (including, but not limited to retirement, resignations, change in employment status or classification, or removal by the appointment body) a vacancy occurs in a voting seat, the original appointing body may appoint a representative to complete the remainder of the term vacated. If the remaining term is more than one year long, it will count as one of the representative's terms as outlined in Section B of this Article.

F. If a new constituency is recognized according to the statute, they will be entitled to immediately appoint one voting member to the Council to serve for no more than two years or until this Council amends its membership policy

G. If a constituency loses its University recognition, any current appointments to the Council will immediately end, unless such de-recognition is being contested or appealed.

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 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-designee will be selected by a committee consisting of the heads of the University recognized constituency groups, subject to the concurrence of the Chancellor. If this person is not a member of the Council, the designee will participate on the Council as an ex-officio member beginning on July 1 and continuing their term as chair begins. If this person is a member of the Council, the appropriate constituency head will appoint a replacement to serve the balance of the chair-designee's term.

III. Responsibilities and Functions

A. **Responsibilities:** 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.
6. Advising the Chancellor on all matters relating to planning and maintaining constant contact with and input to the planning process of the university
7. Serving as the University Building and Facility Naming Committee when the need for such a committee arises according to

SIUE policy 6.A1.

B. Function

1. The primary way the council fulfills its responsibilities is by receiving annual budgetary proposals from the Vice Chancellors, and from any other person/office as deemed necessary by the Chancellor or requested by the UPBC.
2. 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 any University approved constituency groups 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.
3. The Council will also review recommendations related to planning and budget that may be adopted by any of the constituency bodies.
4. Minutes and announcements of the Council meetings will be forwarded to the Chancellor of the University, the Vice Chancellors, and each of the constituency heads, as well as all Council members.

IV. Committees

A. Committee for Higher Administrator Performance Appraisal (CHAPA)

1. The Committee for Higher Administrator Performance Appraisal (CHAPA) is a permanent committee of the Council. This committee is responsible for evaluating the work performance of the Chancellor, and Vice Chancellors according to the performance guidelines provided by the Chancellor or President (in the case of the Chancellor evaluations)
2. Each University-recognized constituency is entitled to representation on CHAPA. Seats are allocated in the following manner:
 - a. Faculty Senate: 2 representatives
 - b. Graduate Council: 1 representative
 - c. Staff Senate: 2 representatives
 - d. Black Faculty and Staff Association: 2 representatives
 - e. Student Senate: 2 representatives
3. Faculty and staff will serve staggered three-year terms and will not be appointed to more than two successive three-year terms. Student representatives will serve one-year terms.
4. 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

1. The University Planning and Budget Council shall appoint *ad hoc* committees as needed. Such committees will 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 and confirmed by the Council.

2. The membership of any committee should at least be inclusive of three types of groups represented on the Council (faculty, staff, student) and when deemed necessary, inclusive of the University-recognized constituency bodies.

V. Meetings

A. The University Planning and Budget Council shall meet at at least six (6) times during the academic year and additionally at the call of the chair or by petition of at least three 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, the Chancellor of the University, and, in compliance with the Illinois Open Meetings Act, made available to the public at least 48 hours in advance of the meeting.

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

C. A quorum shall consist of at least half of the total voting membership of the Council. If a position is unfilled, it will not be included in any determinations of quorum or voting.

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

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

F. A maximum of 15 minutes shall be allotted at the beginning of the meeting for public comment; no individual speaker shall be allowed to speak for more than 5 minutes. Anyone wishing to address the Council must notify the chair at least 24 hours in advance of the meeting.

VI. Amendments

A. 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. Any proposed changes must be submitted to all University-recognized constituencies for review.

B. Any changes in Article I must be affirmatively approved by each University-recognized constituency.

C. Any other changes to these operating papers are assumed to be approved by each University-recognized constituency, unless notice is provided to the Council Chair that the constituency has not endorsed the proposed changes, within 30 days of their notification of such changes. No constituency has the right to veto any proposed changes.

D. To become effective, such changes must be approved by the Chancellor of the University, taking into consideration the approvals, rejections, or considerations of the constituency groups.

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

Sixth Revised Version Approved:

University Planning and Budget Council, 4/2/10

Faculty Senate,

Staff Senate,

Student Senate, 4/23/10

Chancellor Vandegrift,

Seventh Revised Version Approved:

University Planning and Budget Council, 11/2/12

Faculty Senate: 2/11/13

Staff Senate: 12/8/13

StudentSenate: 2/19/13

Chancellor Furst-Bowe: 3/12/13

Eighth Revised Version approved:

UPBC: 3/5/2021

Faculty Senate: 5/6/20/21

Staff Senate: 4/1/2021

Student Senate: 3/31/2021

Chancellor: 5/14/2021