

MEMORANDUM

TO: Fort Wayne Senate

FROM: Ann Marshall, Chair of the Executive Committee

DATE: 8/27/2021

SUBJ: Amendment to the Bylaws - Renumbering

WHEREAS, Senate Document SD 20-43 in part amended the Bylaws by attempting to simplify the numbering structure of Section 5.3.5 of that document; and

WHEREAS, SD 20-43 unfortunately did not provide sufficient guidance on how to number Section 5.3.5 beyond the new Section 5.3.5.2.3;

BE IT RESOLVED, that SD 20-43, and thus the appropriate Sections of the Bylaws, be amended as described below.

5.3.5.2. Responsibilities:

5.3.5.2.1. The University Resources Policy Committee shall be concerned with, but not limited to:

5.3.5.2.1.1. Consideration of such matters as planning and optimal utilization of the physical facilities of the university, including buildings, the library, scientific and other equipment, and educational aids;

5.3.5.2.1.2. Staff needs, utilization and planning;

5.3.5.2.1.3. Interdepartmental and interinstitutional cooperation for improved facilities and staff utilization;

5.3.5.2.1.4. Nonacademic planning, including architecture, landscaping, parking, and traffic.

~~5.3.5.2.2~~ 5.3.5.2.1.5. The University Resources Policy Committee shall delegate analysis of and recommendations for:

~~5.3.5.2.2.1~~ ~~5.3.5.2.1.5.1.~~ Present and evolving information technology needs in support of the mission of the university to an Academic Computing and Information Technology Advisory Subcommittee established by the University Resources Policy Committee;

~~5.3.5.2.2.2~~ ~~5.3.5.2.1.5.2.~~ Budgetary matters to the Budgetary Affairs Subcommittee established by the University Resources Policy Committee;

~~5.3.5.2.2.3~~ ~~5.3.5.2.1.5.3.~~ Revenue policy to the Revenue Subcommittee established by the University Resources Policy Committee;

~~5.3.5.2.2.4~~ ~~5.3.5.2.1.5.4.~~ Policies and procedures for library collections, facilities, and operations to the Library Subcommittee;

~~5.3.5.2.2.5~~ ~~5.3.5.2.1.5.5.~~ Advancement at PFW to the University Advancement Advisory Subcommittee established by the University Resources Policy Committee.

~~5.3.5.2.3~~ ~~5.3.5.2.1.5.6.~~ The University Resources Policy Committee **shall oversee the faculty representative to the campus Space Committee. This representative shall be a member of the Voting Faculty elected by the Voting Faculty and serve a three-year term beginning one week prior to the start of regular fall classes following election. The University Resources Policy Committee shall, subject to Senate ratification, fill any vacancy in this position for the remainder of the academic year. Should any time remain in the vacated representative's term at the end of the academic year, a special election among the Voting Faculty shall be held to select a member of the Voting Faculty to complete that term. The representative to the Space Committee shall periodically report on its activities to the University Resources Policy Committee, which shall update the Senate on those activities at least once each academic year.** ~~receive a brief report from the Voting Faculty representative to the campus Space Allocation Committee each semester.~~

5.3.5.3. ~~5.3.5.2.1.6.~~ Academic Computing and Information Technology Advisory Subcommittee

5.3.5.3.1. ~~5.3.5.2.1.6.1.~~ Membership: The Academic Computing and Information Technology Advisory Subcommittee shall consist of:

5.3.5.3.1.1. ~~5.3.5.2.1.6.1.1.~~ The Director of the Center for the Enhancement of Teaching and Learning;

5.3.5.3.1.2. ~~5.3.5.2.1.6.1.2.~~ The Chief Information Officer or designee;

5.3.5.3.1.3. ~~5.3.5.2.1.6.1.3.~~ The Director of Continuing Studies;

5.3.5.3.1.4. ~~5.3.5.2.1.6.1.4.~~ The Dean of the Helmke Library;

5.3.5.3.1.5. ~~5.3.5.2.1.6.1.5.~~ The Chief Student Affairs Officer or designee;

5.3.5.3.1.6. ~~5.3.5.2.1.6.1.6.~~ One faculty member from each of the Major Units, elected by each unit.

5.3.5.3.2. ~~5.3.5.2.1.6.2.~~ Responsibilities: The Academic Computing and Information Technology Advisory Subcommittee shall:

5.3.5.3.2.1. ~~5.3.5.2.1.6.2.1.~~ Advise the Senate, through the University Resources Policy Committee, on any and all matters which affect present and evolving information technology in support of the mission of the university;

5.3.5.3.2.2. ~~5.3.5.2.1.6.2.2.~~ Advise the Chief Academic Officer and the Information Technology Policy Committee on the matters listed in the above paragraph;

5.3.5.3.2.3. ~~5.3.5.2.1.6.2.3.~~ Serve as a forum for discussion and as an advocate for acquisition and use of information technology for the university;

5.3.5.3.2.4. ~~5.3.5.2.1.6.2.4.~~ Develop plans for the use, support, and evaluation of academic computing resources;

5.3.5.3.2.5. ~~5.3.5.2.1.6.2.5.~~ Advise Information Technology Services on how to communicate with faculty.

5.3.5.4. ~~5.3.5.2.1.7.~~ Budgetary Affairs Subcommittee

5.3.5.4.1. ~~5.3.5.2.1.7.1.~~ Membership: The Budgetary Affairs Subcommittee shall consist of eight members of the Voting Faculty and continuing lecturers elected by the Senate, with no more than three from any one Major Unit; one clerical or service staff member; and one administrative/professional staff member. The Presiding Officer of the Senate shall request the Clerical and Service Staff Advisory Committee to select the clerical or service staff representative and the Administrative Council to select the administrative/professional staff representative. The clerical or service staff representative and the administrative/professional staff representative shall serve for one year, with their terms to commence one week before the beginning of regular fall classes.

5.3.5.4.2. ~~5.3.5.2.1.7.2.~~ Responsibilities: The Budgetary Affairs Subcommittee is concerned with the PFW budget. Specifically, the Budgetary Affairs Subcommittee shall:

5.3.5.4.2.1. ~~5.3.5.2.1.7.2.1.~~ Advise the administration and, through the University Resources Policy Committee, the Senate on budgetary matters pertaining to the needs of the campus;

5.3.5.4.2.2. ~~5.3.5.2.1.7.2.2.~~ Pay particular attention to the ways the budget and the budgetary process can affect this institution's ability to carry out its mission to provide excellence in higher education for northeastern Indiana;

5.3.5.4.2.3. ~~5.3.5.2.1.7.2.3.~~ Review and comment on the annual athletic budget and supportive activities in the fall semester each year;

5.3.5.4.2.4. ~~5.3.5.2.1.7.2.4.~~ Make recommendations on:

5.3.5.4.2.4.1. ~~5.3.5.2.1.7.2.4.1.~~ Annual campus operating budgets and legislative budget requests. Additionally, the Subcommittee may consider requests for advice on financial matters which affect the work of other Senate committees;

5.3.5.4.2.4.2. ~~5.3.5.2.1.7.2.4.2.~~ Financial needs of new programs and of new facilities proposed for the campus;

5.3.5.4.2.4.3. ~~5.3.5.2.1.7.2.4.3.~~ Work with the Revenue Subcommittee and other applicable groups on recommendations when serious financial shortages may result in the elimination, reorganization, merger, or consolidation of programs. Procedures can be found in Senate Document SD 15-26.

5.3.5.5. ~~5.3.5.2.1.8.~~ Revenue Subcommittee

5.3.5.5.1. ~~5.3.5.2.1.8.1.~~ Membership: The Revenue Subcommittee shall consist of eight members of the Voting Faculty and continuing lecturers elected by the Senate, with no more than three from any one Major Unit; one clerical or service staff member; one administrative/professional staff member; the PFW Chief Development Officer or a

designee as a nonvoting member; the PFW Chief Financial Officer or a designee as a non-voting member; the PFW Chief Student Affairs Officer or a designee as a non-voting member; and a student representative as a non-voting member. The Presiding Officer of the Senate shall request the Clerical and Service Staff Advisory Committee to select the clerical or service staff representative, the Administrative Council to select the administrative/professional staff representative, and the PFW Student Government Association to designate the student representative. The clerical or service staff representative, the administrative/professional staff representative, and the student representative shall serve for one year, with their terms to commence one week before the beginning of regular fall classes.

- 5.3.5.5.2.** ~~5.3.5.2.1.8.2.~~ Responsibilities: The Revenue Subcommittee is concerned with sources of revenue for PFW. Specifically, the Revenue Subcommittee shall:
- 5.3.5.5.2.1.** ~~5.3.5.2.1.8.2.1.~~ Advise the administration and, through the University Resources Policy Committee, the Senate on revenue matters pertaining to the needs of the campus;
- 5.3.5.5.2.2.** ~~5.3.5.2.1.8.2.2.~~ Pay particular attention to the trends in revenue and how this can affect this institution's ability to carry out its mission to provide excellence in higher education for northeastern Indiana;
- 5.3.5.5.2.3.** ~~5.3.5.2.1.8.2.3.~~ Make annual recommendations on sources of revenue;
- 5.3.5.5.2.4.** ~~5.3.5.2.1.8.2.4.~~ Work with the Budgetary Affairs Subcommittee and other applicable groups on recommendations when serious financial shortages may result in the elimination, reorganization, merger, or consolidation of programs. Procedures can be found in Senate Document SD 15-26.

5.3.5.6. ~~5.3.5.2.1.9.~~ Library Subcommittee

- 5.3.5.6.1.** ~~5.3.5.2.1.9.1.~~ Membership: The Library Subcommittee shall consist of the Dean of the Helmke Library and eight members of the Voting Faculty and continuing lecturers, with no more than three from any one Major Unit.
- 5.3.5.6.2.** ~~5.3.5.2.1.9.2.~~ Responsibilities: The Library Subcommittee shall advise the Senate, through the University Resources Policy Committee, concerning policies and procedures for library collections, facilities, and operations.

5.3.5.7. ~~5.3.5.2.1.10.~~ University Advancement Advisory Subcommittee

- 5.3.5.7.1.** ~~5.3.5.2.1.10.1.~~ Membership: The Subcommittee membership shall comprise four Ex Officio Members (Chief Advancement Officer; Director of Alumni Relations; Executive Director of Marketing Communications; Director of Advancement Services) and ten faculty elected to staggered three-year terms by the Senate in such a manner that each of the Major Units is represented, if possible.
- 5.3.5.7.2.** ~~5.3.5.2.1.10.2.~~ Responsibilities: The University Advancement Advisory Subcommittee shall:
- 5.3.5.7.2.1.** ~~5.3.5.2.1.10.2.1.~~ Advise the Senate, through the University Resources Policy Committee, on any and all matters that affect advancement;
- 5.3.5.7.2.2.** ~~5.3.5.2.1.10.2.2.~~ Advise the Chief Advancement Officer on matters of advancement;
- 5.3.5.7.2.3.** ~~5.3.5.2.1.10.2.3.~~ Serve as a forum for discussion about advancement issues in general;
- 5.3.5.7.2.4.** ~~5.3.5.2.1.10.2.4.~~ Consult on plans for all areas of advancement;
- 5.3.5.7.2.5.** ~~5.3.5.2.1.10.2.5.~~ Make recommendations regarding major fundraising efforts for the campus.