

MEMORANDUM

TO: Fort Wayne Senate

FROM: Mark Jordan, Chair  
University Resources Policy Committee (URPC)

DATE: November 19, 2021

SUBJ: Amendment to the Bylaws - Merger of the Revenue Subcommittee with the  
Budgetary Affairs Subcommittee

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WHEREAS, policy committees such as URPC establish subcommittees to assist with its responsibilities under the bylaws of the Senate, and

WHEREAS, the Revenue Subcommittee and the Budgetary Affairs Subcommittee (BAS) are subcommittees of URPC; and

WHEREAS, revenue is a core component of the budget; and

WHEREAS, the Revenue Subcommittee has been relatively inactive over the past several years; and

WHEREAS, attention to revenue is particularly important for helping to resolve continuing budget deficits at the University; and

WHEREAS, BAS has recommended taking on the responsibilities of the Revenue Subcommittee; and

WHEREAS, the Revenue Subcommittee has voted unanimously to endorse its dissolution as outlined here and in the attached memo from BAS;

BE IT RESOLVED, the Revenue Subcommittee be removed from the Bylaws of the Fort Wayne Senate as detailed in the attached revision and its responsibilities be added to BAS prior to Senate elections for the 2022-2023 academic year, and

BE IT FURTHER RESOLVED, the current members of the Revenue Subcommittee will serve until the end of the 2021-2022 academic year, and

BE IT FURTHER RESOLVED, the membership of BAS will include the PFW Chief Financial Officer or a designee as a voting member.

MEMORANDUM

TO: FW Senate University Resources Policy Committee  
Mark Jordan, Chair

FROM: FW Senate Budgetary Affairs Subcommittee  
Zafar Nazarov, Chair

DATE: October 20<sup>th</sup>, 2021

SUBJ: Merging the Revenue and Budget Affairs Subcommittees

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WHEREAS, the chair of University Resources Policy Committee (URPC) requested the Budgetary Affairs Subcommittee (BAS) to discuss the possibility of merger BAS with the Revenue subcommittee; and

WHEREAS, the Revenue subcommittee has been inactive entity in the recent years;

BE IT RESOLVED, after reviewing the Senate's document SD 17-22 on the membership and responsibilities of these two subcommittees, the members unanimously voted to recommend a merger of these two subcommittees into a single entity to increase the efficiency of shared governance within our institution.

**5.3.5.2.2.2.** Budgetary **and revenue** matters to the Budgetary Affairs Subcommittee established by the University Resources Policy Committee;

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

~~**5.3.5.2.2.4.**~~ **5.3.5.2.2.3.** Policies and procedures for library collections, facilities, and operations to the Library Subcommittee;

~~**5.3.5.2.2.5.**~~ **5.3.5.2.2.4.** Advancement at PFW to the University Advancement Advisory Subcommittee established by the University Resources Policy Committee.

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#### **5.3.5.4. Budgetary Affairs Subcommittee**

**5.3.5.4.1.** 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; **the Chief Financial Officer or designee (ex-officio)**; 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.** Responsibilities: The Budgetary Affairs Subcommittee is concerned with the PFW budget. Specifically, the Budgetary Affairs Subcommittee shall:

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

**5.3.5.4.2.2.** 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.** 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;

**5.3.5.4.2.4.** Make annual recommendations on sources of revenue;

~~**5.3.5.4.2.3.**~~ **5.3.5.4.2.5.** Review and comment on the annual athletic budget and supportive activities in the fall semester each year;

~~**5.3.5.4.2.4.**~~ **5.3.5.4.2.6.** Make recommendations on:

~~**5.3.5.4.2.4.1.**~~ **5.3.5.4.2.6.1.** 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.~~**5.3.5.4.2.6.2.** Financial needs of new programs and of new facilities proposed for the campus;

~~5.3.5.4.2.4.3.~~**5.3.5.4.2.6.3.** 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.~~ **Revenue Subcommittee**

~~5.3.5.5.1.~~ **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 non-voting 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.~~ **Responsibilities:** The Revenue Subcommittee is concerned with sources of revenue for PFW. Specifically, the Revenue Subcommittee shall:

~~5.3.5.5.2.1.~~ 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.~~ 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.~~ Make annual recommendations on sources of revenue;

~~5.3.5.5.2.4.~~ 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.~~ **5.3.5.5. Library Subcommittee**

~~5.3.5.6.1.~~ **5.3.5.5.1.** Membership: The Library Subcommittee shall consist of the Dean of the Helmke Library and eight members of the Voting Faculty and lecturers, with no more than three from any one Major Unit.

~~5.3.5.6.2.~~ **5.3.5.5.2.** 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.~~ **5.3.5.6.** University Advancement Advisory Subcommittee

~~5.3.5.7.1.~~ **5.3.5.6.1.** 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.~~ **5.3.5.6.2.** Responsibilities: The University Advancement Advisory Subcommittee shall:

~~5.3.5.7.2.1.~~ **5.3.5.6.2.1.** Advise the Senate, through the University Resources Policy Committee, on any and all matters that affect advancement;

~~5.3.5.7.2.2.~~ **5.3.5.6.2.2.** Advise the Chief Advancement Officer on matters of advancement;

~~5.3.5.7.2.3.~~ **5.3.5.6.2.3.** Serve as a forum for discussion about advancement issues in general;

~~5.3.5.7.2.4.~~ **5.3.5.6.2.4.** Consult on plans for all areas of advancement;

~~5.3.5.7.2.5.~~ **5.3.5.6.2.5.** Make recommendations regarding major fund- raising efforts for the campus.