

Governance/Policy Advisory Committee and Library Advisory Committee Bylaws

Effective July 1, 2017, Broward College (BC) and Florida Atlantic University (FAU) restructured the Governance/Policy Advisory Committee (GPAC) and Library Advisory Committee (LAC) for the University/College Library (UCL).

Chapter 1 – GPAC

1.1 Duties

The GPAC shall consider governance, operations, budget, and policy matters for the UCL. Such considerations shall include, without limitations, the following, all in a transparent and timely manner:

- Review of the UCL budget (i.e., quarterly reports) and how the distribution of revenue contributions from each institution are used in all areas of the Library operations including funds used to support the salaries and benefits of UCL employees and the separate acquisitions made to support the students of each institution;
- The hiring process of UCL personnel, and the use of unspent salary monies;
- The processes related to the collection of overdue and lost fines (i.e., notification of fines, collection of fines, and consequences to students and faculty for non-payment);
- Space allocations in the UCL to ensure that students of both institutions are appropriately served;
- Branding efforts that reflect the commitment of both institutions to serving their respective student populations; and
- The GPAC will also ensure appropriate representation on all UCL committees.

1.2 Membership

The GPAC will have six (6) voting members as follows:

- FAU Associate Provost of the Broward Campuses, or designee;
- FAU Dean of University Libraries, or designee;
- BC South Campus President, or designee;
- BC Dean, Libraries and Academic Success Centers, or designee;

1.2 Membership (continued)

- One (1) FAU faculty representative elected by the Library Advisory Committee (two-year term with option to continue for a third year);
- One (1) BC faculty representative elected by the Library Advisory Committee. (two-year term with option to continue for a third year)

1.3 Chair

The BC Dean, Libraries and Academic Success Centers will serve as GPAC chair and as such will schedule GPAC meetings and coordinate the meeting agendas.

1.4 Quorum

A quorum shall consist of four voting committee members.

1.5 Meeting Frequency

The GPAC shall meet twice each year, during each major term (spring and fall).

1.6 Annual Budget Review

Each year the GPAC will review the current budget and consider any proposed changes for the next fiscal year. The GPAC will submit a proposed annual budget of the UCL to the senior administration of each institution for their respective approvals. The GPAC will also submit any items that extend beyond routine operations or policies to the senior administration of each institution for their consideration and/or approval. The BC Dean, Libraries and Academic Success Centers will be responsible for oversight of the day-to-day operations of the Library and implementation of the approved UCL budget and shall report directly to the BC South Campus President.

Chapter 2 - LAC

2.1 Duties

The Library Advisory Committee (LAC) is an advisory committee to the BC Dean, Libraries and Academic Success Centers, and will be concerned with the overall service aspects of the UCL, as well as advise on collection development.

2.2 Membership

The committee will consist of eleven (11) members as follows:

- FAU
 - Four (4) faculty
 - One (1) student
- BC
 - Four (4) faculty
 - One (1) library staff member
 - One (1) student

2.2 Membership (continued)

- The BC Dean, Libraries and Academic Success Centers, or designee, will serve as executive secretary to the LAC but shall not be a member of the committee.

The committee members will serve a two-year term.

2.3 Chair

The LAC will elect a chair from its membership. The chair will serve for a two-year term.

2.4 Quorum

A quorum shall consist of six committee members.

2.5 Meeting Frequency

The LAC shall meet twice each year, during each major term (spring and fall).

Chapter 3 – General Information

3.1 Meetings

All meetings of the GPAC and LAC shall be open meetings and members of the administration, faculty, and staff of the BC and FAU Broward Campuses and the broader university/college community may attend and participate in discussion, but shall not vote. GPAC members and LAC members will be notified of meeting dates and times by e-mail. Upon request to the BC Dean, Libraries and Academic Success Centers, others may be added to the e-mail notification list.

3.2 Revisions to the bylaws

In the event revisions to the bylaws are needed, they will be discussed during a regular GPAC meeting. If more detailed discussion is needed, the GPAC will, on an ad hoc basis, elect two members to serve on a bylaws sub-committee. The sub-committee will meet to discuss changes and bring their recommendations to a regular GPAC meeting for approval.