

To: All University Faculty and Staff
From: Academic Planning Committee (APC)
Date: March 12, 2010
Subject: APC Procedures for Phase Three of the UNL Budget Reduction Process

As most are aware, Chancellor Perlman has recommended specific cuts to the UNL 2010-2011 budget that would account for \$3.558 million of the \$5.2 million by which the university expects to have to reduce spending. The specific recommendations may be found on the UNL web site at: <http://www.unl.edu/ucomm/chancellor/2010budget/>.

The task of the Academic Planning Committee (APC) is to review the Chancellor's proposed cuts in light of their probable impact on the university's academic mission and approve them or suggest other ways of meeting the budget reduction goal. To accomplish this task, the APC welcomes information from all who may be affected by the proposed reductions. Affected persons may submit information in two ways:

- 1) In person during scheduled the budget hearing (April 9, 2010), and/or
- 2) In writing submitted directly to the APC for consideration.

This document outlines the steps for those who wish to participate in this process.

To Present Testimony at a Scheduled Budget Hearing

A budget hearing is scheduled for April 9, 2010.

Written Notice of Intent to Appear

- The APC requests that, in order to coordinate the hearing schedule, all individuals wishing to respond to the proposals submit a written notice of intent to appear. This notice of intent is nonbinding and an individual or unit that expresses the intent to appear may later decline. (Please note that one who does not submit such a notice of intent may still be heard at the hearing but will probably have very limited time compared to those who file a notice of intent.)

The written notice of intent to appear must contain the specific budget reduction(s) that the presenter intends to discuss, the name of the presenter, and contact information for the presenter. The written notice *may also* include the written statement discussed below; this may materially affect the impact of the presentation.

The notice of intent should be sent to the *Academic Planning Committee, c/o Dr. William Nunez, APC Secretary, 332 Canfield Administration Building, 0435* or wnunez2@unl.edu, by 3:00 p.m., April 2, 2010.

To Submit a Formal Written Response to Budget Reduction Proposals

Written responses to budget reduction proposals are also welcome and can be quite insightful and helpful to APC members during the review. For written responses please:

- Include the reduction item that is being addressed.
- Include the name and phone number of the individual(s), and department, or unit head submitting the response.
- Limit written responses to two pages or less.
- Refer to the “Criteria Section” of the *Procedures to be Invoked for Significant Budget Reallocations and Reductions* for guidance. This document is located at: http://www.unl.edu/apc/docs/Budget_Reduction_Procedures.pdf. Refer to particular sections if you are making an argument that reduction or elimination or reorganization is inadvisable.

Please direct written responses to the *Academic Planning Committee, c/o Dr. William Nunez, APC Secretary, 332 Canfield Administration Building, 0435, or wnunez2@unl.edu by 3:00 p.m., April 2, 2010.*

Upon evaluation of the initial written responses, APC may request further information in the form of expanded reports. Additionally, based on reduction proposals, written responses and expanded reports received, APC may invite representatives from affected departments or units to appear at a hearing of the APC to clarify issues raised by the written responses or expanded reports.

Please be aware that budget hearings are open to anyone: faculty, staff, students and the general public. Open times will be designated at the end of the sessions for those wanting to make a statement who have not previously provided a notice of intent to appear. However, we encourage individuals to submit a notice of intent to ensure time is available.

Again, a budget hearing is scheduled for April 9, 2010. The agenda and times will be announced on April 6, 2010. This budget hearing will be held in the Nebraska Union on East Campus and rooms will be posted under “Academic Planning Committee Budget Hearings.”