

**University of Nebraska – Lincoln
Academic Planning Committee**

**Approved Minutes
March 9, 2011**

Members Present

Jennifer I. Brand, Chair	William J. Nunez	John Bender
David Manderscheid	Deborah W. Minter	Jeffrey F. Keown
Rita Kean	Miles Taft Bryant	Justin Solomon
Curtis L. Weller	Dwayne Ball	

Members Absent

Prem S. Paul	Ellen Weissinger	Shelley T. Fuller
Ronnie Green		

Others Attending

Mari Greer, President, UNOPA (University of Nebraska Office Professionals Association)
Nancy Myers, President, UAAD (University Association for Administrative Development);
Director, Organization Development, Human Resources

Brand stated a quorum was present and called the meeting to order at 3:03 P.M.

Approval of February 23, 2011 General Meeting Minutes

Approval of the Minutes from the February 23, 2011 general meeting was moved by Bryant and seconded by Minter. [Solomon arrived]

Brand asked if there were any questions or comments and there were none. The Minutes were approved without dissent.

Academic Program Review Monitor Appointment – Units in College of Education and Human Sciences

Brand indicated that a member was needed as an APR monitor to three Units and one Center within the College of Education and Human Sciences from November 29 to December 2, 2011. She referenced the 2011-2012 Academic Program Review (APR) Schedule in each members handout packet. [attached to permanent record] Brief discussion ensued on the strategies of this APR and concluded with Coordinator Green to check into this and to inform the APR monitor.

Brand indicated she would like to volunteer herself to serve as the APR monitor. The appointment was supported by APC membership.

General Budget Framework Discussion

Brand mentioned the email from Chancellor Perlman that APC membership received earlier today notifying to mark calendars for his budget framework presentation for FY2012-13 to Deans, Directors, Faculty Senate Executive Committee, APC, and other selected invitees. She said this

presentation will be held at 8:30 a.m. on April 6. She suggested in preparation for this, the APC should refer to the strategic information and plans that the deans and directors presented to the APC last year to assist the APC make better informed decisions during the last round of proposed budget reductions. She noted this information is posted on the Blackboard APC site.

Brand indicated that Nunez had a short presentation for membership regarding potential facts and figures for the upcoming budget.

Nunez stated he did have a presentation with a few specific budget items to share but first would like to expand and share a couple of items.

Nunez stated he recently met with Michelle Waite, Assistant to the Chancellor for Community Relations. He said Waite is also the point person when it comes to legislative issues. He said the 2011 legislative session is a 90 day session and the last day of hearings is March 17. He also noted that on day 70, which is April 27, is when budget bills are on file. He stated around this time frame is when we begin to have a better idea of where the budget is headed. He noted on April 29, the Economic Forecasting Board will update revenue figures for the State. He conveyed this is an important date as this forecast will impact the final budget. He said the session ends on June 8.

Nunez then displayed an electronic slide of a budget model created by Central Administration. He communicated Chancellor Perlman has shown this presentation to the Faculty Senate and noted the Deans and Directors have seen this as well. He said this presentation shows budget assumptions, revenues, expenses, and shortfalls figures for the biennium for the entire system. He indicated in the model figures can be adjusted to show different projected amounts and their likely impact on the bottom line of the University budget. It was noted that grants, auxiliary, housing, and fees were not included in the totals.

Brand asked if there were any questions, comments, or discussion. Brief discussion ensued [Solomon briefly left and returned] and concluded with Nunez stating on April 6, assumptions and a better sense of state appropriations will be better known. He said we should then have better direction from the Chancellor on our next steps.

Brand thanked Nunez for his presentation.

Reduction in Force Discussion

Brand communicated another method to prepare for upcoming proposed budget reduction process is discussions. She introduced Nancy Myers, drew attention to the handout in each member's handout packet, and said that Myers would explain and discuss this document. [attached to permanent record]

Myers thanked APC membership for their time, interest, and support. She indicated this document has been developed by the Department of Human Resources and that this is a suggested document - it is not policy and procedure. She said that Human Resources has learned a lot over the last decade, and with research, is attempting to suggest and utilize some best practices. She said this planning document is primarily for non-faculty. She also noted that

layoffs happen quite frequently as grants or other temporary funding ends. She then communicated some of HR's role in Reduction in Force's (RIF's) such as procedures and the variety of services available to employees. She noted to follow the UNL RIF justification and notification policies (Human Resources Department, the Office of Equity, Access and Diversity Programs (EADP), and the Academic Planning Committee). [Manderscheid arrived] She spoke of suggestions for college, unit, and management preparation, planning, readiness, communication, and notification – even to non-RIF employees. In conclusion, she said post-reduction in force can be one of the most challenging phases and is often overlooked. She expressed that optimism, caring, and ensuring individuals do not feel isolated and feel part of the unit/department is important.

Brand asked if there were any questions or comments. Kean asked if an individual is losing their job due to a RIF, does HR work with the individual to secure a position at the university. Myers replied, yes, if there are open positions. Ball asked what procedures HR has in place to assist an individual who has been RIF'ed? Myers said HR has a number of practices such as trying to get the individual involved with existing resources, allowing the individual to keep a Lotus Notes account for up to one year, informing the individual that EAP counseling is available for up to one year, and, informing that, for a short time, HR will “flag” an individual's resume so this individual can be contacted if there are any position openings at UNL.

There was brief discussion regarding if training should be offered now to department heads, chairs, and unit administrators and concluded that introducing training may be a good possibility only if it became clear there might be RIF's.

Brand asked if there were further questions, comments, or discussion and there were none. She thanked Myers for her presentation.

[For reference the Department of Human Resources is located at the following URL:
<http://hr.unl.edu/>]

Note the order of the agenda was changed.

Update and Discussion on Upcoming APC and Faculty Senate Campus Wide Forum

Brand drew attention to the handout in each member's handout packet describing two upcoming forums that she and Ball, along with Faculty Senate members, John Lindquist, Tom Franti, and Ken Nickerson, and others, have worked hard on organizing. [attached to permanent record] She said the Faculty Senate and the APC are hosting two conversations on how joining the Big Ten and the Committee on Institutional Cooperation (CIC) will affect the University of Nebraska. She stated Chancellor Perlman will present at the first forum on March 17 from 2:00 to 3:30 p.m. and Dr. Graham Spanier, President, Penn State, and UNL Chancellor from 1991-1995, will present at the second forum on April 18. She said the format will be the same for both forums – a presentation, a moderated discussion, and a reception to follow. She said Professor Borstelmann, History, agreed to be the moderator and noted both forums will be streamed live. She expressed we are very excited about this and encouraged APC membership to participate as well as to distribute this flyer freely and to encourage other faculty to participate as well.

Solomon asked if student government representatives were invited to these forums. Brand replied yes, these forums are open to the public.

Manderscheid commented these forums have generated lots of excitement.

Brand asked if there were further questions, comments, or discussion. There were none.

APC Representative Report on the Aesthetics Review Committee i.e. Campus Recreation

Brand asked Bryant to report on this agenda item. Bryant shared during a recent ARC (Aesthetics Review Committee) meeting; one of the topics was the expansion of the Campus Recreation Outdoor Adventures Center, in particular the loss of the parking lot north of Mable Lee. He said, in this meeting, he wondered where individuals who parked in this lot would then park and was told these individuals would then park in the parking garages. He wondered if it would be affordable parking.

Bryant shared another topic during this meeting was the demolition of the East Campus Recreation Facility. He said his thought is that this building, or portions of the building, should be somehow preserved as he believes this building to be historically significant. He stated in the meeting he inquired how can this be done.

Solomon remarked 10 to 20 years ago maybe this building or portions of this building could have been saved but this building is now in significant disrepair. There also are asbestos and extreme deferred maintenance issues and expressed it is not cost efficient to save.

Nunez commented there was lively discussion on parking at the last Faculty Senate meeting. He stated it might be worth sharing the discussion with APC as costs and garage parking issues were discussed. APC membership expressed interest in reading the Minutes from this meeting - once the Minutes have been approved by Faculty Senate and publically posted. He said he or Coordinator Green will distribute to membership once publically posted.

Brand asked if there were further questions, comments, or discussion and there were none. Brand thanked Bryant for his report.

Matters from Vice Chancellor(s) of Academic Affairs, Institute of Agriculture and Natural Resources, and Research and Economic Development

None

Other Business

Bryant inquired if specific dates had been determined yet in the APR of the Department of Communication Studies as it had been rescheduled to fall 2011. Coordinator Green replied specific dates have not yet been determined.

Brand stated the next scheduled general APC meeting is on March 23, which is during the week of Spring Break. The next two following general meetings are scheduled on April 13 and 27 - with the

meeting on the 27th being the last scheduled general meeting. She proposed to membership to either cancel or reschedule the March 23 meeting but expressed we should hear more from Nunez before further discussing. She then asked Nunez to discuss future meetings involving proposed budget reductions.

Nunez communicated he is uncertain of the precise timeline, however, he would suspect that the goal will be to have budget reductions by the end of this fiscal year. This compressed time frame would mean the APC would have to hold hearings on both academic and administrative items during the months of April and May, to be completed by, perhaps, June 1.

Brand thanked Nunez for this information. [Bender left] Brand then asked membership their thoughts on whether to cancel or reschedule the March 23 meeting. The general consensus of membership was to cancel the March 23 meeting; however, to hold both March 30 and April 6 from 3:00 to 5:00 p.m. as possible, if needed meetings.

Brand reiterated, until a timeline is certain, the targeted goal is to hold hearings before June 1 and drew attention to the April and May calendars in each member handout packet. She asked each member to list unavailable dates due to travel or vacation on these calendars and return to Coordinator Green. Nunez remarked this information will be useful to have in case meetings and hearings will need to be quickly established following Chancellor Perlman's meeting April 6.

Brand asked if there were any other items. There were none.

There being no further business, Kean moved and Minter seconded to adjourn the meeting. The meeting was adjourned at 4:05 P.M.

Respectfully submitted,

Michelle (Shelly) Green
APC Coordinator