

Budget Committee Operating Procedures

May 6, 2015

Purpose:

1. Provide a mechanism for input on the allocation of unit operating budgets.
2. Increase transparency and college wide involvement in the budgeting process
3. Provide a mechanism for adjusting budgets based on productivity and strategic plan priorities

Composition of budgeting committee:

1. Five academic division chairs
2. Three faculty members elected by the Faculty Senate
3. Three staff members elected by the college staff
4. Associate dean
5. Assistant dean, non-voting chair
6. Budget manager

Operating parameters:

- Meetings shall be open to the college community.
- Budget committee agendas will be posted one week in advance.
- Minutes will be taken and posted on the college website.
- During its evaluation of budget requests, the budget committee will allow unit administrators to make a brief, optional presentation of their budget request to the committee. Presentations will have a time limit (for example, five minutes) plus time for questions from the committee. Presentations will be open to members of the college community, who may also supply input if requested.
- Generally, budgeting timelines will be adjusted so that the budget committee deliberations will be completed by the end of fall semester of one year for appropriations to be made the following academic year. For example, the budget committee will make its recommendations before the end of December, 2015 for operating budget allocations which will be used during the 2016 – 2017 academic year.
- The budget committee will generally follow procedures outlined on the college budget process website (<http://ncta.unl.edu/faculty-staff-resources#budgetprocess>):