

**Budget and Planning Committee**  
**Sept. 22, 2011**  
**3:30 pm – 5:00 pm**  
**Virginia Room, Blackwell**

1. Introductions
2. Review of the Committee Charter
3. FY11-12 Final ARRA Funding Allocations
4. Longwood's Six-year plan

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Members present: Troy Austin, Dick Bratcher, Brandon Fry, Deneese Jones, David Lehr, Mark Lenker, Frank Moore, Susan Osborne, Suzy Palmer, Ken Perkins, Tim Pierson, Chris Register, Chuck Ross, Bryan Rowland, William Stuart, Bill Thomson, Kathy Worster, Alex Fink.

Members not present: Paul Barrett (sent John Gaskins), Keary Mariannino (sent Jennifer Sawyer), Tracy Nelson, and Jeanine Perry (sent Kathy Charleston).

Hand outs: Agenda, Longwood University ARRA Expenditures, President's Advisory Committee on Planning and Budget (Charter), Longwood University Six Year Plan Rankings/Funding Sources, Six-Year Plans (2011) Academic Plan.

Ken Perkins opened the meeting and asked that everyone introduce themselves. After the introductions, Ken Perkins began with a review of the Charter. Tim Pierson stated that at several meetings he has attended lately, there has been discussion about initiatives, the immediate need of things, what is in the budget and how do we make people aware. Making people aware of the budget(s) and what is going on with the committee needs to be part of what the committee will do. Kathy Worster stated that the Operating Budget is online under the Budget Office website. Tim Pierson suggested that the committee needs to take information back to constituents who will filter the information down. Ken Perkins stated it would be helpful to understand the different types of money and how it can be used.

Ken Perkins stated that the Six Year Plan submission date is Oct. 11<sup>th</sup>. Dick Bratcher asked if the Budget and Planning Committee has a role in the Six Year Plan. Ken Perkins stated that the Six Year Plan that will be submitted next year may look very different than the current one due the Academic Strategic Plan (ASP) and because the time constraints that were placed on the current Six Year Plan. There will be a financial plan that will go along with the Six Year Plan. Dick Bratcher stated that the Six Year Capital Plan should go along with the needs of the Six Year Plan and ASP. Bill Stuart asked if there is a timeline for the various budget plan submissions to allow the Budget and Planning Committee time to focus on the need of the specific budget plan? Susan Osborne stated that the instructions needed to complete the budget submission by the due date may not be provided to Longwood in a timely manner. Dick Bratcher stated that we generally know about when the due dates are from year to year and we can work on pulling most of the information together by the estimated due date. Kathy Worster stated that many of the reports are tied to another plan and one cannot be completed until another is completed. Kathy Worster also stated that the base adequacy formula will be changed in October. Bill Stuart mentioned that the minutes be approved and posted online.

Ken Perkins stated that a salary study will be conducted for faculty, AP, and classified employees. Ken Perkins think/hopes the Budget and Planning Committee will have a hand in the study.

Troy Austin stated that there is not a consistent understanding of what are all the budgets/initiatives. We need to start from the same foundation. Deneese Jones stated we need to get everyone up to speed so everyone understands the same language and has the same level of knowledge of the budget and budget process. Troy Austin suggested that department heads and the Budget Offices discuss their needs and the budget process. Dick Bratcher agreed with Troy Austin and stated it would give a better understanding as to what the departments are doing with their resources.

Ken Perkins – What are the questions and expectations of the new members?

David Lehr – What is the committee suppose to do? Where can people get the information and get caught up? What do we do with the information we get? Ken Perkins stated that the committee recommends priority of spending to the President. Chris Register stated that budgets are about priorities but the priorities have not been explained or expressed. Bryan Rowland stated that there is an excitement of the ASP but we need to have an honest discussion of what we will not do that will create a pool of money that can be used in other areas. Focus resources on what we are good at. Tim Pierson stated that the ASP is sort of defining signature programs but he has not seen a committee that will do that – cut programs. Deneese Jones agreed with Bryan Rowland and stated we need to look at what we are good at and have the hard discussion of what to cut.

Ken Perkins then asked Jennifer Sawyer and Brandon Fry what questions or expectations they have for the Budget and Planning Committee. Jennifer Sawyer stated that for the classified employees a general understanding of how the budgets work and to have a voice in the planning process. Brandon Fry agreed with Jennifer Sawyer's comments. He wanted to know how do we get there and where do we go from here? Alex Fink wanted to know how many plans are out there. How do they overlap? Provide a layout. Bill Stuart suggested there be a budget 101 class. John Gaskins stated that we look at ways of growing the pie. Alternate sources of funding. Kathy Charleston stated there needs to be a reduction in the multitude of committees. We spend a lot of time meeting instead of having time the time working on the tasks that need to be accomplished. Troy Austin agreed with Kathy Charleston and wanted to know if the Budget and Planning Committee could combine with the Executive Committee. Could the committee still be an advisory committee even if the President was present? Bill Stuart stated that the committee members who also served on the Faculty Senate were tasked to bring the information at the Budget and Planning Committee back to the Faculty Senate.

Ken Perkins stated that the next Budget and Planning Committee would cover the basics of the budget process, what are all the budget plans, and a timeline. Kathy Worster stated that the committee would cover what goes on in Richmond with the budget process, Dick Bratcher capital plan, and the additional \$10 million in budget cuts (could go away) at the next meeting.