

## **Agenda**

### **Budget and Planning Committee**

**January 13, 2011**

1. Finalize Proposal of Purpose for the Budget and Planning Committee
2. Discussion of Presidential Initiatives
3. Information given to the Board of Visitors concerning Budget
4. Discussion of the use of Stimulus funding
5. Budget Cut Recommendations

**Budget and Planning Committee Meeting**  
**Jan. 13, 2011**  
**Prince Edward Room, Blackwell**

Members present were: Bill Irish (for Troy Austin), Wendell Barbour, Dick Bratcher, Norm Bregman, Philip Gapinski, Franklin Grant, Ryan Hebert, Deneese Jones, Frank Moore, Tracy Nelson, Daphne Norton, Susan Osborne, Ken Perkins, Keith Rider, Chuck Ross, William Stuart, Bennie Waller, and Kathy Worster.

The meeting was opened by Ken Perkins. The first item discussed was the purpose for the Budget and Planning committee. Norm Bregman motioned and Bill Stuart seconds the motion. The only addition to the purpose was to add Tracy Nelson's name to the Membership section.

Ken Perkins discussed the Presidential Initiatives which were: development of the Office of Sponsored Programs (to have a director and admin. support). This office will report to Academic Affairs. Funding for the office will either come from new money or restricted. Changes to Lonnie Calhoun's office – Office of Multicultural Affairs – shifted to Bob Frank's office 1 position to focus on student Visas. The position would be an AP position with an estimated salary range of \$30,000-\$40,000. The second initiative would be at the Emporia location to develop an office. Reaching Level 2 requires 2 additional performance standards. It would be a position with a 12 month contract with benefits and an estimated salary range from \$30,000-\$60,000.

Bennie Waller stated that the University of Central Florida has a great online program. The stimulus funding money could be used to purchase the equipment and provide training for expanding our distance learning program. Ken Perkins stated the equipment needs must be known so the stimulus money can be spent by Sept. 30<sup>th</sup>. Bill Stuart suggested that the classes with the most need/audience would need to be identified for online programs. Norm Bregman suggested we must look at what the Longwood degree is. Kathy stated there is no carryover limit for the money.

Ken discussed the assessment of our international program – consultant Ian Hodgins. Ken brought up the academic master plan and a company out of New York could provide the master plan for \$100,000. Bill Stuart supported the suggestion to have a consultant provide the academic master plan.

SACS accreditation – Virginia Kinman would be appointed to a 2 year position and then go back to her original position. Teresa Irish would be providing admin support to the position. The change in Virginia Kinman's position would include money for travel and a consultant to write the Quality Enhancement Plan (QEP) for the SACS review. Stimulus money would provide the funding for the position for 1 year and then Longwood would have to come up with the funding for the second year.

Norm Bregman questioned the stimulus expenses – is it a done deal the items listed? Only three items are done deals while the remaining expenses are open for recommendations. The committee needs to supply suggestions to be provided to the president within a month. Ken Perkins stated that many of the items for the stimulus money were suggested at the VP's retreat. Norm Bregman suggested another meeting be set to discuss what recommendations should be made to the president.

Dick Bratcher discussed the Fuel Depot. The fuel depot would reduce future energy cost. Currently Longwood uses waste wood as one of our primary fuel sources. Waste wood is very inexpensive and it can be stock piled. A handout was provided regarding the fuel depot. Longwood has contracts with 12 different local saw mills. Dick Bratcher stated that wood biomass will become a commodity in the future. A fuel depot would allow Longwood to collect, process, and store. Phil Gapinski stated that the investment and equipment cost are needed for the presentation. Norm Bregman stated that the personnel cost and transportation cost should also be included.

Kathy Worster presented the 2%, 4%, and 6% cuts. Tracy Nelson stated that the 2% cut would be covered by a tuition increase so that would identify \$475,000 (2%) if the cut were to be 6%. Bennie Waller suggested a subcommittee be setup to identify where future money will come from. Norm Bregman suggested that the Deans could bring back ideas to the members of the Budget and Planning Committee. Keith Rider suggested to Dick Bratcher that he come back with the future cost of the fuel depot.

It was suggested that another meeting be held within the next two weeks to discuss the recommendations that should be made to the president.