

## Faculty Senate Finance and Planning Committee

April 2013

### Annual Report

The Faculty Senate Committee on Finance and Planning for 2012-13 included the following members:

- Joe Garcia, Biological and Environmental Sciences
- Ruth Meese, College of Education and Human Services
- Chris Register, Art
- Charles White, College of Business and Economics
- Mark Lenker, Library, Chair

The charge of the committee is to “serve as an information link between the faculty and administration on matters of finance and budget” (FPPM, 170). In past years, the committee has fulfilled this charge by serving on President’s Advisory Committee on Planning and Budget, then reporting back to Faculty Senate. This year has been different, because the President’s Budget Committee has been decommissioned. It was decided that that committee was ineffective for a number of reasons, and this year the University has been exploring a new model for deliberating on matters of planning and budget at the institutional level. Details on the new University Planning Council are included below.

This year, the committee had to set its own agenda for representing faculty in matters of planning and budget. So far, our activities include:

- Reviewing the President’s University Initiatives and ensuring that they align with the Academic Strategic Plan. We are happy to report that we did not find any problems.
- The committee also met with the President and the Vice President for Finance and Administration to discuss a new model for budget operations at Longwood. The major difference is an emphasis on spending our money as we go on tactical initiatives, rather than trying to spend end-of-the-year money quickly at the end of the year.
- Charles White and Mark Lenker participated in the President’s Task Force for a New University Budget and Planning Process. White and Lenker took part in weekly meetings from October to December, then reviewed the Task Force’s Proposal with the rest of the committee. Details about the University Planning Council are included below.
- Starting in March, committee members attended meetings of the new University Planning Council.
- The committee has recommended a number of changes to the committee description in the Faculty Policies or Procedures Manual. At the time of this writing, these changes are under review by Faculty Senate. Recommended changes are listed below.

## The new University Planning Council

The Budget and Planning Process Team responsible for developing this new model was chaired by Tracy Nelson, Vice President for Financial Operations, and included Doug Dalton, Derek Taylor, Charles White, Virginia Kinman, Susan Lynch, Onie McKenzie, Angela Stimpson, Susan Osborne, Linda Townsend and Mark Lenker. Our charge was as follows:

- Develop a process that we can try out and modify as needed (not a policy etched in stone).
- Develop a process that integrates planning, budget, and assessment activities.
- Work at a macro-level to develop an overall framework; leave it to individual entities to develop their own procedures for doing their work.

The new process will work as follows:

- Throughout the academic year, various campus entities carry out their operations and perform assessment to get feedback on how well they are doing.
- At the end of the academic year, departments gather assessment data and develop action plans based on their findings. WEAVE planning and assessment software facilitates consistency and accessibility of reports.
- Units will work with their administrators to develop the WEAVE data that they will submit to their VPs. In November, the VPs will submit a list of prioritized initiatives for their area to the University Planning Council. VP areas will draw from assessment data, university strategic initiatives, and projections from the budget office to come up with a set of priorities for the next two years.
- In January to March, the University Planning Council will review the proposals coming out of the VP areas to establish a set of priorities at the institutional level. These priorities will guide LU's expenditures for the next two years.
- The University Planning Council consists of the Vice President for Finance and Administration (co-chair), the chair of the Faculty Senate Finance and Planning Committee (co-chair), the vice presidents, the academic deans, members of the Faculty Senate Finance and Planning Committee, the Assistant Vice President for Student Affairs, the Director of Athletics, and the Assistant Vice President of Financial Operations (non-voting). Although this may appear to be a large group, it is actually smaller than the old President's Advisory Committee on Planning and Budget by nearly half.
- In May – June, the UPC disseminates the Lancer Plan Priorities to the campus community. It is hoped that this will make the planning process more transparent, and that it will enable those who submit proposals to ask questions if their initiative is ranked low or just did not make the cut somewhere along the line.
- The goal is for the Lancer Plan priorities to inform Longwood's expenditures throughout the year. Instead of rushing about to find something to spend end-of-year money on, we use our resources to pursue institutional priorities that we have had in mind for some time.

Committee on Finance and Planning – Revisions for FPPM

Current	Proposed
<p>1. Purpose and Duties: This committee shall serve as an information link between the faculty and the administration on finance and budget.</p>	<p>1. Purpose and Duties: This committee shall serve as an information link between the faculty and the administration on finance and budget. <i>Committee members also serve as voting members of the University Planning Council.</i></p>
<p>2. Membership: 5 (2 Senate members and at least 3 non-Senate faculty, at least one faculty from each college.)</p>	<p>2. Membership: 4 [Rationale: The University Planning Council is smaller than the old President’s Advisory Committee on Planning and Budget. The change from 5 to 4 makes the Finance &amp; Planning Committee smaller while also allowing for representation across colleges and for representatives from non-college faculty. Also, the chair will be making regular reports to Senate. This makes the Senate/non-Senate designations less important, as the chair can serve as a link between Faculty Senate and the University Planning Council. Furthermore, because membership in the Finance and Planning Committee involves three-year appointments, coordinating Senate appointments and Finance and Planning appointments would be cumbersome.]</p>
<p>3. Ex-officio Members: None.</p>	<p>3. Ex-officio Members: None</p>
<p>4. Tenure Restrictions: None.</p>	<p>4. Tenure Restrictions: None.</p>
<p>5. Departmental Restrictions: No more than 1 from a department unless there are good reasons to make exception.</p>	<p>5. Departmental Restrictions: No more than 1 from a department unless there are good reasons to make exception.</p>
<p>6. College Restrictions: At least 1 from each college.</p>	<p>6. College Restrictions: At least 1 from each college.</p>
<p>7. Other Restrictions: None.</p>	<p>7. Other Restrictions: <i>Preferably, at least one member of the committee will have experience teaching graduate-level classes at Longwood.</i> [Rationale: Including someone who has taught graduate-level classes will add the perspective of faculty who have worked in the College of</p>

	Graduate and Professional Studies.]
8. Term of Office: One year, may be reappointed.	8. Term of Office: <i>Three years, may be reappointed for up to two consecutive terms, with potential for re-appointment after one year off. Terms should be staggered to ensure a smooth transition from year to year. [Rationale: The learning curve for serving on this committee is steep. Longer terms allow members to make better use of the knowledge they gain with experience on the committee.]</i>
9. Method of Selection: Appointed by the Executive Committee of the Faculty Senate.	9. Method of Selection: Appointed by the Executive Committee of the Faculty Senate.
10. Chair: Appointed by the Executive Committee of the Faculty Senate.	10. Chair: Appointed by the Executive Committee of the Faculty Senate. <i>Also serves as co-chair on University Planning Council. Must have served a previous three-year term on the Faculty Senate Finance and Planning Committee. The chair serves a two-year term as chair, starting in the second year of the second three-year term. The chair is eligible for a course release or comparable compensation. [Rationale: Serving as co-chair on the University Planning Council will require extensive experience with the University's planning and budget processes. Beginning chair duties in the second year of a three year term will allow the incoming chair to shadow the current chair to learn about the responsibilities associated with the position.]</i>
11. Reporting Route: To the Faculty Senate.	11. Reporting Route: To the Faculty Senate.