

Finance and Planning Report to Faculty Senate
April 24, 2014

Charles White
Chair, Faculty Senate Committee on Finance and Planning

UPC met on April 17.

President Reveley, Ken Copeland, and Brenda Atkins provided an update on the state budget situation. The Senate passed a budget last week that included Medicaid expansion. However, legislators recessed without consensus on a state budget. It is still unknown precisely where we will end up with regard to state general funding. The budget impasse could present a technical dilemma for the University, as Longwood's operating plan for FY15 needs to be approved by the Board of Visitors at its June meeting. Given that this is the first year of the biennium, there would be no state budget in effect at June 30 if a consensus cannot be reached.

The University will continue in its budget development exercise. We have developed a base budget that includes all known variables at this time, to include fixed cost increases, salary adjustments, and new benefit rates. It is unknown what additional amount will be available for allocation, which is dependent partly upon our level of state funding. Our tuition revenue forecast is conservative, based on credit hour production this fiscal year. Although we may not address funding requests until credit hour production is known in the fall, through the UPC process we will have a list of prioritized items in place when the opportunity arises to distribute additional funds.

President Reveley reminded Council that admissions and retention are looking good. This prioritization exercise is important, as we expect revenue in excess of budget projections. He asked members to consider continuing our work on compensation issues the top priority for the coming year.

Each Vice President spent approximately 15 minutes explaining their top three budget requests (below). Several modifications were made from the original submissions. The sum of all requests (not including raises) was about \$1.2 mil added to the base and \$300,000 in one time spending. Afterwards, Ken stated that a score sheet (and a modified request list) will be distributed to each Council member. Completed score sheets are to be returned to either Ken Copeland or Charles White. Once scores are received, Ken and Charles will meet to develop a process for calculating final scores for each request.

UPC will meet again next fall. Date TBD.

Priority	Initiative Title	Description/Justification (supporting data attached)
1	Faculty Needs - Therapeutic Recreation	This request is for a full-time tenure-track assistant professor position in the Therapeutic Recreation Program, which has 70 majors. This position request has been in the Six Year Plan from the beginning.
1	Faculty Needs - SCED	In this time of critical shortage of secondary science and mathematics teachers both nationally and across the state of Virginia, Longwood University must take the steps necessary to increase the numbers of licensed secondary science and mathematics teachers graduating from our education programs.
2	Study Abroad Director	Study abroad is for many schools nowadays a way to prepare students for an increasingly complex, interrelated world in which people deal with many different cultures. LU has made some strides in the last three years with the part-time help of a faculty member. The time has come to hire a full-time study abroad professional to help LU, like all our peer institutions have done.
3	French Building Engineer	The new French Production Studio will include equipment for a television studio, radio studio, and editing suites worth 1.4M. This equipment will require regular maintenance and repairs, as well as a person responsible for scheduling the use of studio space for the campus community, checking out/tracking/storing equipment, and answering user questions about using and trouble-shooting the equipment.
1	Campus Police	Funding is requested to promote two sergeants to lieutenants, to provide one new sergeant, and to support uniform and equipment needs.
2	Diversity & Inclusion	Martin Luther King Programming
3	Diversity & Inclusion	Social Justice Summit
4	Student Affairs Assessment and Professional Development	Funding is needed to support Student Affairs assessment and professional development.
1	Writing Center Director	Currently the Writing Center Director position is not fully funded, nor is it a permanent position. In order to provide the level of quality service it is critical this position, and the QEP, a permanent joint position with Academic Success & MOAL is necessary.
3	Data Analyst / Administrative Support (shared by Jennifer Green & Victoria Kindon)	New position to support internal data analysis specifically for the purpose of improving retention, persistence and graduation rates, as well as other operational efficiencies at the institution. This position would also have a portion of responsibilities dedicated to both the Academic Success and First Year Experience & Family Programs areas for budget and administrative support (this support has been provided through one-time funding in the past with no funds earmarked for future years). Salary of \$50,000, based on a recent successful hire for somewhat similar position.

2	Financial Aid	Increase institutional aid to accommodate the increase in students applying for aid (1400 more in the past two years), without an increase in the aid pool. This resulted in decreasing the amount of need met from 33% to 25%. This increase will allow us to increase the amount of need met by 2%.
1	Repair Parts Funding Annual Shortfall	For the past several years, the operations and maintenance funding for demand maintenance has been inadequate.
2	OSHA Compliance	Analysis of Arc Flash rating and circuit schedules for all electrical load panels campus-wide + required annual safety training for all departments
3	Tools	Annual cost for replacement of small tools & two-way radios
1	CampusGuard Consulting Services	In December 2013, the University contracted with CampusGuard to conduct a PCI Compliance Readiness Review. During this review, CampusGuard identified various merchant locations that were not PCI compliant and will present a roadmap to assist us in addressing deficiencies. PCI compliance is a continuous process. As Longwood's credit card environment changes to accommodate both technology and consumer demands, we must ensure that we are meeting all PCI compliance requirements. Doing so will be extremely difficult, if not impossible, without the assistance of CampusGuard. CampusGuard understands PCI data security standards, and their focus is strictly on higher education. Their consultation is essential to us gaining and maintaining PCI compliance. The consequences of a breach resulting from noncompliance are severe and include financial fees and fines, loss of reputation and customers, litigation, and termination of credit card payment acceptance.
2	Staff Training and Development	Additional funding is requested to expand staff training and development. This was identified as a need through work of the previous Compensation Task Force.
3	Consulting Services - Banner Revitalization	Consulting services are needed in order to undergo a "Banner Revitalization" initiative. There are efficiencies to be gained by utilizing various aspects of Banner that are currently not established. Examples include web-time entry and travel/expense processing.
1	Annual Fund and Telefund Operations	
2	Corporate and Foundation Relations Operating	Currently, not budgetary funds exist to support the Corporate and Foundation Relations Office. Funds are needed to cover the cost of travel associated with meeting corporate and foundation leaders regarding Longwood proposals, as well as normal office expenses.
3	Associate Director of Development	This position would assist Longwood's efforts to generate more philanthropic revenue. It would support our efforts to engage more alumni, parents, and friends.