

Longwood University Planning Council (UPC)

Minutes

January 30, 2020

Members Present: President W. Taylor Reveley IV, Lee Bidwell, Roger Byrne, Jen Cox, Kevin Doyle, Jason Faulk, Alix Fink, Jen Fraley, ElifGuler, Susan Hines, Courtney Hodges, Naomi Johnson, Victoria Kindon, David Lehr, Matt McGregor, Michelle Meadows, Cat Mobley, Kathryn Nasburg, A. Cameron O'Brion, Jonathan Page, Jeannine Perry, Tim Pierson, Justin Pope, Lissa Power-deFur, Brent Roberts, Charles Ross, David Shoenthal, Larissa Smith, SU7.alllle Stetson, Bennie Waller, Louise Waller, Kim Wingo, Susan Cottrell (recorder)

Members Absent: Mark Kendrick, Leigh Lunsford, Timothy O'Keefe, Haleigh Pannell, Cameron Patterson

Welcome

The University Planning Council (UPC) met on Thursday, January 30, 2020 at 3:30 PM in the Martinelli Boardroom located in the Maugans Alumni Center. President Reveley called the meeting to order and welcomed all current and new members and guests. He began with the approval of the October 2019 meeting minutes. All members present were in favor and the minutes were approved.

President Reveley opened the meeting by welcoming everyone in attendance. He noted the wonderful season being had by the women's basketball team and the fact that the LCVA gala will take place on Feb. 15th. He discussed the General Assembly and noted the changes this year due to the election this past fall with democrats now controlling both the House of Representatives and Senate. Along with this change will certainly bring new ideas and concepts. He noted that things are looking positive at the moment. He briefly mentioned the concern over the Corona Virus in China and has been talking to state officials and the fact that they are attentive to it.

President Reveley thanked David Shoenthal for his work of coordinating the 5-year interim report to SACSCOC.

UPC Committee Updates

Compliance Committee - David Shoenthal provided updates beginning with the reorganiz.ation of policies and procedures. An audit of all published policies and procedures is currently underway. This will provide reorgani7.ation and streamlining of publically available policies. Also, new federal regulations will begin on July 1st regarding public and individual disclosures related to programs that lead to licensure.

Technology Committee - Susan Hines announced the moving forward with several projects in IT governance. The committee is looking at new security features for Box and how best to deploy

them, implementing additional electronic forms with DocFinity, how best to deploy to campus users for Spirion software, looking at how to expand the multi-factor authentication system to some additional university systems using Duo and testing self-service upgraded functionality with Banner 9.

Assessment Committee - Jen Cox announced the co-chairs met with Linda Townsend and David Shoenthal on January 2nd to discuss data needs for reaccreditation and to discuss the Assessment Policy which was approved by the Board of Visitors in March 2018. The committee will meet on February 2nd to further discuss the process for gathering data needed for the next SACSCOC Reaffirmation report and to discuss determining top priorities that the committee would recommend for funding with the recommendations going to the Finance Committee. The co-chairs have been discussing succession planning and considering co-chairs for next year. Jen Cox concluded with announcing that the NSSE survey is coming out on February 12th.

Purchasing Committee - Cat Mobley announced the committee met at the end of October to discuss purchasing topics such as commodities purchase, vendors whose SWAM certification has expired or close to expiring, and best ways to communicate purchase related news. They are working to make contracts and affiliation agreements accessible through Canvas. The next committee meeting is scheduled for February.

Diversity Committee - Naomi Johnson announced the committee has been very active over the past few months. An annual retreat was held on January 6th and James Madison University President, Jonathan Alger, was the keynote speaker. He discussed the implementation of a diversity strategic plan and strategies for campus wide support. The committee used that as a kick-off for writing the strategic 5 year diversity plan. This plan will be an on-going process and is connected with the University mission and strategic plan and must be accessible to all stakeholders in terms of being able to access it and act upon it. The committee is writing in phases over this semester and presenting to President Reveley and Provost Larissa Smith for feedback, while hoping to present the final draft in April.

Finance Committee - President Reveley announced the committee will be meeting soon and noted the productive budget forum in the fall and Chip Bowman's informative January UPC presentation. Kevin Doyle announced that a Spring Budget Forum date will be announced soon.

Louise Waller shared some cyclical things happening on the finance, accounting and budget side of the university. Currently, the Auditor of Public Accounts (APA) is visiting the university and will be on campus for approximately the next four months. In the budget office, Susan Osborne and Russ Carmichael are working diligently on analyzing various General Assembly bills from the financial perspective while working with Chip Bowman's budget model.

President Reveley announced that Emily O'Brien will be coming to campus in mid-February to give a General Assembly update.

Admissions Update

Victoria Kindon gave a high level overview of the overall admissions cycle, the 2020 admissions cycle, a discussion of yield and also a highlight of the importance of visiting campus and some

things faculty/staff can do to help. She noted the May 1 National Deposit Day and the typical rush that accompanies this.

Adjournment

President Reveley thanked everyone for attending and announced the next UPC meeting will take place on April 30th. There being no further business, the meeting was adjourned at 5:00 p.m.