

**Longwood University Planning Council Committee Meeting**  
**Minutes**  
**January 23, 2014**

Present:	Taylor Reveley, IV	Mark Lenker
	Ken Copeland	Katie Manis
	Charles White	Charles Ross
	Brenda Atkins	Penny Howard
	Dick Bratcher	Joanna Morrison
	Victoria Kindon	Lissa Power-deFur
	Ken Perkins	Matt McGregor
	Tim Pierson	Paul Barrett
	Paul Chapman	Tracy Nelson
	Troy Austin	Chris Register
Absent:	Suzy Palmer	
	Jeannine Perry	

**Welcome/Approval of Minutes**

Mr. Copeland welcomed the committee. The minutes of the November 14<sup>th</sup> and October 03<sup>rd</sup> minutes were approved.

Dick Bratcher introduced Jerry Jerome, Facilities Planning Coordinator, who gave a presentation on the University Master Plan process. Handouts of the presentation were provided.

**Update on Governor's Proposed Budget**

Mr. Copeland advised the committee that he, Brenda Atkins, and Tracy Nelson attended the Governor's proposed budget meeting on December 16<sup>th</sup>. Ken Copeland updated committee members on funding and items proposed in the Governor's budget bill.

President Reveley noted that he has been in Richmond and the Senate is in some turmoil, but evenly split. He feels that based on what he is hearing, Longwood should come out better than last year and that student revenue is the University's overall driver.

**Overview of Expenditure Assumptions for FY 14/15**

Mr. Copeland provided an overview of the expenditure assumptions that will be used in developing the 2014-2015 annual internal budget.

## **Summary of VP Requests**

The committee discussed how Vice Presidential budget requests would be developed and presented. He stated that each Vice President needs to state their case and submit their lists in priority order.

## **Cost Reduction Strategies**

Mr. Copeland asked that all areas examine how they may be able to implement cost reduction strategies in order to curtail charges assessed students. He noted that areas should evaluate and review Employee Work Profiles. When vacancies occur, it is not always beneficial to immediately hire to fill the vacancy. Areas should take a hard look at current positions and ask if “we can do better with what we already have.”

Tim Pierson added that Vice Presidents should look at creative ways to structure departments.

## **Committee Assignments/Volunteers**

Assignments for both the Course Fee Committee and the Comprehensive Fee Budgets Committee were made.

The next meeting is planned for February 20<sup>th</sup> at 3:30 PM.