

Longwood University Planning Council

Minutes

October 22, 2015

Present: President Reveley, Ken Copeland, Charles White, Joan Neff, Jennifer Apperson, Troy Austin, Paul Chapman, Courtney Hodges, Mark Kendrick, Victoria Kindon, Matt McGregor, Joanna Morrison, Jeannine Perry, Tim Pierson, Justin Pope, Lissa Power-deFur, Jeff Halliday.

Absent: Paul Barrett, Suzy Palmer.

Call to Order

The University Planning Council (UPC) met on October 22, 2015 at 3:30 PM in the Maugan's Prince Edward Room. President Reveley called the meeting to order and welcomed all members.

The May 06, 2015 minutes were approved as presented.

Moving Forward with UPC 2.0

President Reveley shared his thoughts about the new structure of the University Planning Council (UPC) and what could be done to take advantage of the Council's potential. His vision is to make the finance function of the Council more robust, but to also add additional standing committees, consisting of roughly 20 – 25 more individuals, to focus on strategic priorities and other key issues that affect the university. The President shared with the Council a draft version of the University Planning Council Charter (see attachment) outlining the key functions of the new UPC 2.0. The new standing committees will place focus on major issues, in addition to finance, to include diversity, technology, compliance, and purchasing. Committee members do not have to be actual members of the regular UPC. The new standing committees and co-chairs consist of:

Compliance – Virginia Kinman and Michelle Meadows

This committee will be mindful of the expectations and deadlines that intersect with SACS, SCHEV, Title IX, etc. and will ensure that the University remains compliant in these and other areas.

Diversity – Naomi Johnson and Jonathan Page

This committee will have a practical and meaningful role in diversity related issues and will provide a forum for such discussions.

Finance – Ken Copeland, Joan Neff, Charles White

This committee will provide guidance on finance related issues and training on how the budget process works.

Purchasing – Cat Mobley and Kim Wingo

This committee will create ideas and solutions related to coordinating better purchases, the handling of small purchase cards, and discussions related to end of year spending.

Technology – Vikki Levine and Mark Kendrick

This committee will explore software purchases and will ensure purchases meet the needs of the university.

The committee co-chairs will begin developing their individual committees by inviting faculty/staff to serve. President Reveley noted that a small amount of money will be set aside to assist the new committees with reading materials, speakers, etc. if needed.

President Reveley announced that upcoming UPC meetings will be held in October, January, and April and will become more formal meetings and members of the Staff Advisory Committee and SGA will also be invited to attend. He will email the campus community outlining the new UPC structure. The President noted that Princeton University has a similar UPC structure in place and it has worked quite well.

Ken Copeland noted that the April meeting will be a good time to review the preliminary budget prior to the June BOV meeting as tuition/fees will be set in March.

Mr. Copeland also reminded members that the UPC was originally created in preparation of the SACS visit and to comply with directive 2.5. Virginia Kinman has reviewed the draft charter with President Reveley to ensure we will remain in compliance from a SACS perspective.

After much discussion, a motion was made and seconded to adopt the University Planning Council Charter.

Fall Financial Update

Mr. Copeland announced that the university has approximately 92% of fall tuition and fees collected and continues to be ahead of revenue projections due in part to enrollment increases. Admission applications continue to grow since the announcement of the Vice Presidential debate which will be held in October 2016 at Longwood University. Retention numbers also continue to grow. There has also been a surge in donor contributions.

President Reveley announced that he and others from the university will be meeting with members of the Debate Commission in the next few weeks and should have a much better

picture of what to expect with the planning of the debate. He also noted that Joan Neff and President Roush of Centre College in Kentucky have spoken, as they used to work together at the University of Richmond, and President Roush has offered assistance to Longwood in preparation of the debate.

President Reveley noted that the university will have many timelines to meet to prepare for the debate. However, physical manifestations should not be evident until late summer and early fall. Security will be tight, but will not encompass the entire campus. Seating inside the debate hall will be limited and a "lottery" for faculty/staff seating may occur. There will be many events and speakers on and off campus in the months/days working up to the debate. There will also be volunteer opportunities for faculty/staff, students, alumni, and the community. More information will be forthcoming. The Commission asks that faculty/staff remain neutral regarding political comments and no official statements should be made.

The campus community will notice that there will be some "facelifts" taking place on campus in preparation for the debate. The front of Willet will be updated and a new "Gateway" to Brock Commons will be added. The new residence halls at ARC should be completed, as well as the exterior of the new Student Success Center. Money for the debate will have no effect on operating budgets or salaries.

President Reveley stated that the debate is tremendous and will do great things for Longwood.

Adjournment

There being no further business, the meeting was adjourned at 5:05 PM.

UNIVERSITY PLANNING COUNCIL

-CHARTER-

Purpose. The University Planning Council (the "UPC") shall serve as a means of aligning the university's operations and budgeting with the strategic priorities of the university and as a forum for discussion of key issues for the university. The UPC will work in concert with established procedures and bodies currently responsible for educational, programmatic, and business-related functions.

Meetings. The UPC shall meet as a whole in October, January, and April of each fiscal year, with adjustments as to the timing of such meetings when necessary or prudent. Such meetings shall be open for attendance by the university community.

Ex-Officio Members. The president, vice presidents, and academic deans of the university shall serve as ex-officio members of the UPC, as shall the members of the faculty senate's committee on finance and planning and the university's director of athletics and the president's chief of staff. The chairs or co-chairs, as appointed, of the standing committees of the UPC shall also serve as ex-officio members of the UPC.

Appointed Members. The student government association and staff advisory committee may each appoint up to two individuals to serve renewable annual terms on the UPC, as may the faculty senate (such individuals being in addition to the members of the faculty senate's committee on finance and planning referenced above). The president may also appoint up to four individuals to serve renewable annual terms on the UPC.

Officers. Co-chairs of the UPC include the president (who shall serve as presiding officer), the vice-president for finance and administration, the provost and vice president for academic affairs, and the chair of the faculty senate's committee on finance and planning. The co-chairs of the UPC shall set the agenda for meetings of the UPC and shall appoint the chairs or co-chairs of the standing committees of the UPC, who shall upon appointment also serve as ex-officio members of the UPC. The president and co-chairs of the UPC shall also make committee assignments for UPC members, who may serve on more than one committee.

Committees. The UPC as a whole shall focus on the strategic priorities of the university, and its standing committees shall represent key pathways and forums for advancing the strategic priorities of the university. These committees span all of the operating areas of the university and provide an integrated, institution-wide, and data-driven approach to the achievement of strategic objectives. The standing committees of the UPC shall be: Compliance, Diversity, Finance, Procurement, and Technology.

The finance committee of the UPC shall include the members of the faculty senate's committee on finance and planning and shall be co-chaired by the vice-president for finance and administration, the provost and vice president for academic affairs, and the chair of the faculty senate's committee on finance and planning. The chairs or co-chairs

of remaining committees shall likewise be appropriate representatives and officers within the university community. The chairs or co-chairs may at their determination and discretion appoint additional at-large committee members drawn from the university community for annual renewable committee terms.

Voting. The UPC and its committees are bodies for practical activity, deliberation, and policy recommendation. In consultation with the president, there may be circumstances for the UPC to undertake full action on a particular matter or issue, in addition to customary roles of review and recommendation.