

Longwood University Planning Council

Minutes

October 3, 2013

Present:	President Reveley	Charles Ross
	Ken Copeland	Brenda Atkins
	Charles White	Joanna Morrison
	Chris Register	Troy Austin
	Ken Perkins	Jeannine Perry
	Tim Pierson	Susan Osborne
	Suzy Palmer	Paul Chapman
	Angela Stimpson	Jennifer Green

Absent:	Paul Barrett	Victoria Kindon
	Lissa Power deFur	Matt McGregor
	Dick Bratcher	Tracy Nelson

Ken Copeland began the meeting by stressing the importance of attendance by committee members. He noted that considerable thought was given to the makeup of the committee; therefore, it is important for members to attend all meetings. New committee members – Brenda Atkins and Joanna Morrison – were welcomed. It was also noted that new members Victoria Kindon and Lissa Power deFur would be attending future meetings. 2013-2014 University Planning Council membership will be published on the Budget Office website.

The planning and budget process document was handed out by Ken Copeland. A discussion followed regarding the current status of state funding and the likelihood of Longwood receiving additional funding from the state. Brenda Atkins noted that the impact of the federal government shutdown is unknown at this time. President Reveley noted that Longwood needs to become less dependent upon state funding.

Charles White explained how University Planning Council duties tie into SACS, assessment and the University's Strategic Plan.

Ken Copeland encouraged Vice Presidents and Deans to look at how funds have been spent historically and to identify reallocation opportunities. President Reveley added that it was a good idea for the group to look at expenditures and make sure that budget dollars aren't just spent the same way each year. Other topics mentioned included leveling of expenses over the year to prevent spikes at year end, how departments are risk adverse, and how summer school strategies could be used for increasing retention and graduations rates. Course fees were also discussed along with differential tuition pricing, as well as small purchase charge card expenses.

Members were asked to look strategically for new initiatives. Ken Copeland indicated that requests need to be decentralized and should flow through the Vice Presidents. It is important for priorities of the University's Six-Year Plan to be incorporated into this process.

The *unit planning worksheet* template was provided as a handout, and it was noted that the latest version of the scorecard would be sent to all members. Each area was asked to have the unit planning worksheet submitted by November 7, 2013.

The next meeting was scheduled for November 14, 2013, at 3:30 pm.