

Senate Finance and Planning Committee 2011 Annual Report

Committee Membership

Norman Bregman
Philip Gapinski
Mark Lenker
Keith Rider – Chair
William Stuart
Bennie Waller

Purpose of the Senate Finance and Planning Committee

The Finance and Planning Committee serves as the liaison between the faculty and the administration for the development of the budget. Although the senate committee can, and does, meet on its own, the committee's primary function is to serve as part of the President's Advisory Committee on Planning and Budget. The President's Advisory Committee on Planning and Budget is responsible for making recommendations to the president on changes to the budget, revenue generation, etc.

Committee Activity

The Senate Finance and Planning Committee began its work for the 2010-2011 academic year by meeting with President Finnegan to discuss his expectations of the President's Advisory Committee on Planning and Budget. He told us that he wanted the committee to focus on finding ways to use one-time stimulus money that would either increase future revenues or decrease future costs. We told the president that the committee has suffered from a lack of focus or direction and he responded with the suggestion that the committee should write and adopt a purpose statement and charter.

The new committee purpose statement and charter (attached) was inspired by similar documents at Central Connecticut State University and the University of Washington as well as SACS guidelines. Those of us who have served on the committee previously have observed a significant increase in productivity since the charter was adopted. We expect much more improvement during the 2011-2012 academic year.

After several years of reduced state funding that has been met with tuition increases and reserve spending, Longwood received almost \$3.4M in American Reinvestment and Recovery Act (stimulus) money. The university was able to temporarily put the entire payroll on the ARRA account, which released an equal amount of money to be spent during FY11 and FY12. Portions of the stimulus money were set aside to pay for the FY11 3% bonus, a consultant for international student development, the academic master plan, and costs associated with SACS accreditation. In addition, \$1.7M was set aside to be spent in FY12, which left \$1,025,000 to be spent before the end of FY11.

We received 14 requests totaling \$2,800,000 and recommended that the president fund them in the following order:

Proposal	Cost
Distance Education Model	280,000
Carry forward of Stimulus funds for potential raise/bonus	500,000

Marketing to Magnet Schools	15,000
Summer Science Institute	20,000
Web Page Conversion Technicians	22,000
Direct Mail Friendraising and Advocacy	24,500
Fuel Depot	420,000
Pilot - Undergraduate Scholarship Director	15,000
Liberal Studies Administrative Assistant	15,000
Core Journal Collection	225,000
One-Time Scholarships	250,232
CBE Communications Assistant	30,000
55 Passenger Bus	250,000
Improvements to Dispatch Center	838,000

If the president accepts our recommendation, the items in green will be fully funded and those in red will not be funded. The item labeled Fuel Depot is a long-term project with multiple components that could be partially funded in FY11 and fully funded later.

Conclusion

The university is currently half-way through a four year recovery from very large state budget cuts. In the first two years we used a portion of the auxiliary reserve and tuition increases to balance the budget; the last two years will require a combination of stimulus money and more tuition increases. The Board of Visitors is considering a 9 to 12% increase in tuition for 2011-2012 and another increase of up to 8% will be required to balance the books for 2012-2013. If enrollment remains constant and if the state maintains Longwood's current funding, then the university will emerge from the recession inadequately funded, but at least solvent.

Next year the Senate Finance and Planning Committee will participate in spending \$1.7M in stimulus money. If that money is allocated thoughtfully, it could mean the difference between minimal solvency and adequate funding for the university in the future. Along those lines, here are some pieces of advice for next year's committee:

- Make sure that the President's Advisory Committee on Planning and Budget has clear instructions or objectives from the president
- Start early and solicit ideas from as many people as possible – encourage faculty to “think big”
- Create a mechanism to remove requests that do not address the president's objectives

President's Advisory Committee on Planning and Budget

Purpose

The purpose of the President's Advisory Committee on Planning and Budget is to provide a process through which the institution's available resources can be aligned with the institutional mission and vision, priorities identified in the strategic plan and current conditions. The Committee shall offer advice to the President on both the generation of revenue and the allocation of resources. The Committee, through its minutes and its representatives, provides a mechanism through which Longwood's strategic budgeting processes may be more transparent, as recommended by our accrediting agencies, our staff and our faculty.

Charter of President's Advisory Committee on Planning and Budget

The Committee is established by and advises the President, within the context of the University's mission, on the University's long-term goals, strategic planning process and budgetary priorities of the University. It provides a forum for the discussion of planning and budgetary issues so that recommendations reflect the concerns of the entire campus community.

The Committee will

- recommend to the President criteria and principles which the University should consider in determining its programmatic priorities.
- evaluate planning and budget processes and recommend changes as needed.
- periodically review of the University's mission and vision statements.
- develop parameters for budget initiatives that support the strategic plan, including mechanisms to solicit, review and recommend proposals.
- consult in the creation and implementation of the University's strategic planning process.
- serve as a forum for discussion and advice concerning general budget matters.
- make specific recommendations concerning the budget.

Membership

The Vice President for Academic Affairs and the Vice President of Administration and Finance are co-chairs of the Committee. Membership of the Committee shall include the Vice President for Student Affairs, the Vice President for Facilities Management and Real Property Management, the Vice President for University Advancement, the Vice President for Information and Instructional Technology Services, the Dean of the Cook-Cole College of Arts and Sciences, the Dean of the College of Education and Human Services, the Dean of the College of Business and Economics, the Dean of Graduate and Professional Studies, the Dean of the Library, the Director of Athletics, the University's Budget Director, President of the Staff Advisory Committee, the President of the Student Government Association and the members of the Faculty Senate

Committee on Budget and Planning. Staff support is supplied through the Office of Administration and Finance.

Meetings

The Committee shall meet monthly from August through May, in conjunction with the academic year. Meeting agendas and available ancillary materials shall be provided to Committee members at least a week in advance of meeting dates in order to allow members to seek input from the constituencies they represent.

Operating Procedures

Meetings of the Committee shall be conducted according to Roberts Rules of Order.

Recommendations

Recommendations to the President will be made based upon the approval of a simple majority of the members of the Committee.

Changes to the Charter

Changes to the Charter will be made based upon the approval of a two-thirds majority of the members of the Committee.