

LONGWOOD UNIVERSITY BOARD OF VISITORS'
February 20, 2009

Minutes

Call to Order: The Longwood University Board of Visitors met at 10:10 a.m. at the Retail Merchants Association of Greater Richmond on Friday, February 20, 2009. The meeting was called to order by Ms. Marjorie M. Connelly, Rector of the Board.

Members present were:

Mr. John B. Adams, Jr.
Ms. M. Jane Brooke
The Honorable Otis L. Brown
Mr. Barry J. Case
Ms. Marjorie M. Connelly
The Honorable John W. Daniel, II
Mr. Thomas I. DeWitt
Mr. Robert E. Frye
Mr. Chin Han Kim
Mrs. Susan E. Soza
Dr. Helen P. Warriner-Burke

Member absent was:

Mr. George W. Dawson

Present at the request of the Board:

Ms. Brenda L. Atkins
Dr. Patricia P. Cormier
Mr. Ronald C. Forehand, Senior Assistant Attorney General
Ms. Jeanne S. Hayden

Approval of Minutes

On a motion by Mr. Daniel and seconded by Mr. Case, the Board unanimously approved the minutes of the December 5 and 6, 2008 meeting.

Business

Closed Session

Mr. Adams moved that the Longwood University Board of Visitors go into Closed Session under Section 2.2-3711 A 1 of the Code of Virginia to discuss matters related to personnel. The motion was seconded by Mr. Kim and unanimously approved by the Board.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mrs. Soza moved to certify that the discussion in Closed Session was in accordance with the *Code of Virginia*. The motion was seconded by Dr. Warriner-Burke and affirmed by Mr. Adams, Ms. Brooke, Mr. Brown, Mr. Case, Ms. Connelly, Mr. Daniel, Mr.

DeWitt, Mr. Frye, and Mr. Kim. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 1, February 20, 2009.)

Ms. Connelly reported that the Board went into Closed Session to discuss information related to personnel issues.

- Dr. Warriner-Burke made a motion to affirm the hire of Mr. Robert Murray as the new Director of Internal Audit. The motion was seconded by Mr. Case and unanimously approved by the Board.
- Mr. Case made a motion to approve the composition of members for the Presidential Search and Screening Advisory Committee. The motion was seconded by Mrs. Soza and unanimously approved by the Board. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 2, February 20, 2009.)

Mr. Adams moved that the Longwood University Board of Visitors return to Closed Session under Section 2.2-3711 A 8 of the Code of Virginia to discuss matters related to contracts. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Ms. Brooke moved to certify that the discussion in Closed Session was in accordance with the *Code of Virginia*. The motion was seconded by Mr. Adams and affirmed by Mr. Brown, Mr. Case, Ms. Connelly, Mr. Daniel, Mr. DeWitt, Mr. Frye, Mr. Kim, Mrs. Soza and Dr. Warriner-Burke. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 3, February 20, 2009.)

Ms. Connelly reported that while in Closed Session the Board discussed issues related to contracts.

- A motion was made by Dr. Warriner-Burke to approve the delegation of authority to hire a search firm for the Presidential Search to the five Board members serving on the Presidential Search and Screening Advisory Committee. The motion was seconded by Ms. Brooke and unanimously approved by the Board. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 4, February 20, 2009.)
- A motion was also made by Ms. Brooke to affirm the use of designated non-state funds, for use by the University at the President’s discretion, for expenses related to hiring a new president. The motion was seconded by Mr. Adams and was unanimously approved by the Board.

Item 2 - Approval of Certification of Debt Management Policy

The President presented for the Board’s approval a statement certifying that the University has complied with the Board approved Debt Management Policy. She stated that the State Council of Higher Education is required by the Code of Virginia to assess financial and administrative management measures for higher education institutions. She went on to state that Longwood

policy requires the University to maintain a debt burden ratio of nine percent or less and also requires a leverage ratio of at least one to one. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 5, February 20, 2009.) A motion was made by Mr. Adams to approve the certification of the Debt Management Policy. The motion was seconded by Dr. Warriner-Burke and unanimously approved by the Board.

Item 3 - Approval of Music Fees

Dr. Cormier also presented for the Board’s approval, a recommendation to increase the fee for all applied music courses at the primary and secondary level. She stated that adjunct faculty are hired each semester to teach students private applied music lessons. The current fee of \$178 does not cover the cost for these faculty members and recommended that the fee be increased to \$265 to offset a larger percentage of the cost. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 6, February 20, 2009.) A motion was made by Dr. Warriner-Burke to approve the fee increase. The motion was seconded by Mr. DeWitt and unanimously approved by the Board.

Item 4 - Discussion of Budget Cuts

The President presented information to the Board regarding the University’s efforts to implement budget cuts for 2010 as recommended by the Governor. Also included in the report was a list of “Potential Cost Savings Initiatives in 2009 and Beyond.” (A copy of this information is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 7, February 20, 2009.)

Item 5 - Review of March 2009 Board of Visitors’ Meeting Schedule and Agenda

Dr. Cormier reviewed the Schedule of Events and the agendas for the March 27 and 28, 2009 Board of Visitors’ meetings.

Item 6 - Discussion of Board of Visitors’ June Retreat

The Rector announced that the June 2009 Board meeting and retreat will be held on the University’s campus and will take place on Friday and Saturday, June 12 and 13, 2009.

Item 7 - Discussion Regarding Board of Visitors’ Self-Assessment

Included in the packet of materials distributed to the Board was a copy of the McKinsey & Company Nonprofit Board Self-Assessment form. (A copy of this form is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 8, February 20, 2009.) The Rector requested that Board members complete the self-assessment form and return it to her by March 31, 2009. She stated that this will be useful information not only for the Board but also for the new rector and new president.

Item 8 - Legislative Update

Ms. Atkins, Executive Assistant to the President for Governmental Affairs and Special Projects, presented a brief overview of the current General Assembly Session. She reviewed a comparison chart of the 2008-2010 Biennium Budget Recommendations. (A copy of this chart is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 9, February 20, 2009.) The Board also reviewed a summary of the “January Revenue Forecast” compiled by

the Secretary of Finance. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 10, February 20, 2009.)

Announcements

The Rector announced that members of the 2009 Nominating Committee are Mr. Case, Mrs. Soza, Mr. Adams, and Mr. Frye. Mr. Case will serve as chair of the committee and will bring forward a slate of officers for election at the Board’s June meeting.

Adjournment

There being no further business, Ms. Connelly adjourned the meeting at 1:28 p.m.

Helen P. Warriner-Burke
Board Secretary