

**LONGWOOD UNIVERSITY BOARD OF VISITORS’
EXECUTIVE COMMITTEE
November 6, 2007**

Minutes

Call to Order:

The Executive Committee of the Longwood University Board of Visitors met at 10:08 a.m. at the Retail Merchants Association in Richmond, Virginia on Tuesday, November 6, 2007. The meeting was called to order by Ms. Marge M. Connelly, Rector of the Board.

Members present were:

The Honorable Otis L. Brown
Ms. Marge M. Connelly
Mrs. Susan E. Soza
Dr. Helen P. Warriner-Burke

Also present was:

Mr. Barry J. Case

Present at the request of the Committee:

Ms. Brenda L. Atkins
Dr. Patricia P. Cormier
Ms. Jeanne S. Hayden
Ms. Kathy S. Worster
Mr. Joseph Stepp - APA Auditor
Ms. Carrie Nee - Office of the Attorney General
Ms. Alison Paige Landry - Office of the Attorney General

Business

Item 1 - Discussion with APA Auditor

Mr. Joseph Stepp, Project Manager for the Auditor of Public Accounts, discussed at length the audit process for the University’s upcoming annual audit. He distributed a handout that outlined the roles and responsibilities of the auditors and the scope of the audit. He also discussed identifying potential fraud risks and outlined the audit plan. (A copy of the handout is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 1, November 6, 2007.)

Following his report, Mr. Stepp requested a meeting with the Rector to discuss any concerns of fraud risks that she feels that the APA will need to evaluate during the audit process.

Closed Session

A motion was made by Mr. Brown to go into Closed Session under Section 2.2-3711 A7 of the Code of Virginia to discuss matters related to litigation. The motion was seconded by Mrs. Soza and approved by the Executive Committee.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mrs. Soza made a motion to certify the discussion in Closed Session. The motion was seconded by Dr. Warriner-Burke and affirmed by Mr. Brown, Mr. Case and Mrs. Connelly. (A copy of the compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 1, November 6, 2007.)

Upon the return to Open Session, Ms. Connelly reported that she attended a meeting sponsored by SCHEV for Boards of Visitors’ new members and rectors. She requested that copies of some of the documents provided, regarding SCHEV, the restructuring act, and higher education policy issues, be obtained for all of the members of the board.

Item 2 - Review of December 2007 Board of Visitors’ Meeting Schedule and Agenda

Dr. Cormier reviewed the Schedule of Events and the agendas for the December 7 and 8, 2007 Board of Visitors’ meetings. Ms. Connelly requested that topics including campus safety and the University’s response to MRSA be added to the agenda. She also requested that a discussion be held at another future meeting regarding weapons policy, mental health issues and FERPA.

Item 3 – Strategy for 2008 Session of the General Assembly

Ms. Atkins, Executive Assistant to the President for Governmental Affairs and Special Projects, distributed and reviewed a list of the University’s 2008-2010 biennium budget requests that will be taken to the 2008 Session of the General Assembly. She stated with the day’s elections being held, legislative committee assignments are tentative. (A copy of the budget requests is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 2, November 6, 2007.) Ms. Atkins concluded her report by stating that she will update the Board as the 2008 Session progresses.

Item 4 - Review of Unaudited Financial Statements

Ms. Worster, Vice President for Administration and Finance, presented a brief report on the unaudited financial statements for FY2007. She reported that the University’s assets have increased \$23 million. Ms. Worster will present a more detailed report at the December 7, 2007 Board of Visitors’ meeting. (A copy of the financial statements is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 3, November 6, 2007.)

Item 5 - Discussion of SCHEV Response to Letter and Subsequent Action by COPS

Dr. Cormier discussed with the committee the response received from the State Council of Higher Education for Virginia regarding concerns related to the formulae and other weighted measurements used to determine replacement values, peer groups and base adequacy funding. (A copy of the response letter is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 4, November 6, 2007.) To date SCHEV has addressed the issues of base adequacy funding and building replacement values but not peer groups (faculty salaries).

Item 6 - Discussion of SCHEV Response to Mission Statement

The President reported to the committee that the University’s new Mission Statement was sent to SCHEV in June to be put on its September agenda for approval. She reported that a series of correspondence and telephone conversations related to the new statement has since taken place and that the SCHEV staff is not supportive of the new statement. They feel that the new Mission

Statement is not reflective of the key elements that existed in the old statement. Dr. Cormier recommended that the Board keep the former statement and use the new statement as the University's Vision Statement. The Board will address this issue at its December meeting.

Item 7 - Report from the Real Estate Foundation

Mr. Brown, Vice Rector and President of the Real Estate Foundation, presented a report on the Real Estate Foundation. He reported that issues concerning tax exempt status for properties owned by the Real Estate Foundation have come into question by Prince Edward County. He also updated the committee on the construction schedule for Lancer Park and the Alumni Center, renovation plans for the University Inn, possible property acquisitions and the status of the Civic Center project.

Following Mr. Brown's report, Dr. Cormier announced that the Foundation Board would like to have a joint retreat with the Board of Visitors next year. The purpose of the retreat is to discuss the implementation of the Comprehensive Campaign. The timeframe for the retreat will be May or June of 2008. The committee agreed that it is a good idea. The President will provide more details as they arise.

Adjournment

The being no further business, Ms. Connelly adjourned the meeting at 12:30 p.m.

Susan E. Soza
Board Secretary