

LONGWOOD UNIVERSITY BOARD OF VISITORS
Friday, March 23, 2007

Minutes

Call to order

The Longwood University Board of Visitors met on Friday, March 23, 2007, on the University campus. The meeting was called to order at 9:00 a.m. by Mr. John B. Adams, Jr., Rector of the Board.

Members present:

Mr. John B. Adams, Jr.
The Honorable Otis L. Brown
Mr. Barry J. Case
Ms. Marjorie M. Connelly
Mr. George W. Dawson
Mr. Thomas I. DeWitt
Mr. Robert E. Frye
Mrs. Anne Gregory Vandemark
Mrs. Susan E. Soza
Dr. Helen P. Warriner-Burke

Member absent:

The Honorable John W. Daniel, II

Present at the request of the Board:

Mr. Phillip Burns, Student Representative to the Board
Dr. Patricia Cormier, President
Ms. Jeanne Hayden, Secretary to the Board of Visitors
Ms. Anne Imrie, substituting for Mr. Drew Hudson, Alumni Association
Ms. Sharon Menegoni, Faculty Representative to the Board of Visitors

Present at the request of the President:

Ms. Brenda Atkins, Executive Director of Governmental Affairs and Special Projects
Mr. Richard Bratcher, Vice President for Facilities Management
Ms. Bobbie Burton, Vice President for University Advancement
Dr. Wayne McWee, Provost and Vice President for Academic Affairs
Dr. Francis Moore, Vice President for Information and Instructional
Technology Services and Chief Information Officer
Dr. Tim Pierson, Vice President for Student Affairs and Public Safety
Ms. Kathy Worster, Vice President for Administration and Finance

Others present:

Faculty Representatives:
Dr. Edward Kinman
Dr. Larissa Smith
Dr. Linda Wright

Student Representatives:
Ms. Stefanie Mancuso
Ms. Tonia Smith
Mr. Greg Zawistowski

Dr. Robert Webber, Chair of the Finance Committee, Longwood Chapter of the
American Association of University Professors
Mr. Walter Kucharski, Auditor of Public Accounts
Mr. Ron Emanuel, Auditor, Higher Education Programs Specialty
Ms. Sandra Bollinger, Director of Assessment and Institution Research
Mr. Robert Chonko, Dean of Enrollment Management
Dr. Sue McCullough, Dean of Graduate Studies
Mr. Troy Austin, Interim Director of Intercollegiate Athletics

Public Session

Dr. Robert Webber presented the March 2007 Annual Salary Survey of the American Association of University Professors report, prepared by the Longwood University chapter. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 1, March 23, 2007.)

Following his report, Mr. Dawson requested that information be provided to the Board on the student to faculty ratios for the University’s peer institutions and Mr. Adams requested a study on the cost-of-living for areas surrounding urban Virginia universities compared to more rural state universities and its impact on the differences in faculty salaries. Mr. Brown responded by suggesting that the cost-of-living in Farmville area is not less than in urban areas.

Approval of Minutes

On a motion by Mr. Case and seconded by Dr. Warriner-Burke, the Board approved the minutes of the December 1 and 2, 2006 Board meeting.

Rector’s Report

Mr. Adams reported that he and some of the other Board members attended the groundbreaking ceremony for the new Communication Studies and Theatre building on March 22 and was impressed by the enthusiasm displayed by the faculty and students.

He announced that the Nominating Committee has been selected. The members of the Committee are: Mr. Case, Chair; Mr. DeWitt and Dr. Warriner-Burke. He stated that the slate of officers for 2007-08 will be presented at the June meeting.

Mr. Adams also announced that the Board of Visitors meeting/retreat will be held on June 13-15, 2007 at King’s Mill Resort in Williamsburg, Virginia reworking the Strategic Plan will be the business of the retreat.

President’s Report

Dr. Cormier began her report by announcing that Walter Witschey, Executive Director of the Science Museum of Virginia, and soon to be professor of anthropology and science education at Longwood, will be the guest speaker at Commencement.

She also reported that retention for freshmen from the first to second semester is up from the previous year by four percent (91.5%). The President stated that the University has hired Dr. Connie Gores, formerly Director of Enrollment Management at Randolph-Macon Women's College, to review all aspects of the recruitment and retention of current students and to make recommendations. Based on Dr. Gores' findings, the President asked Dr. Perkins to serve as Special Assistant to the President for Student Success.

Dr. Cormier stated that the University is in the final stages of construction on the new Student Health and Wellness Center and is hoping the new facility will be complete in time for student occupancy this fall. She also stated that construction on the new Communication Studies and Theatre building will begin soon. The President reported that the General Assembly removed \$8.9 million from the Bedford Hall addition project but is thankful that \$2.5 million was left in the University's budget to proceed with planning for both the addition and renovation.

The President presented an update on the 2007 session of the General Assembly and stated that it is not a good year for higher education. She announced that Senator Chichester, Delegate Callahan, Senator Potts and Senator Hawkins will not be seeking re-election. She speculated that perhaps Senator Wampler will be the new Chairman of the Senate Finance Committee. Dr. Cormier reported that the University is focused on preparing information for Governor Kaine's 2008-2010 biennium budget.

Dr. Cormier presented a progress report on the "Charting the Course" project for the economic development initiative for Southern Virginia. She stated that she spoke with Dr. Casteen, President of the University of Virginia and Dr. Steger, President of Virginia Tech, to discuss the initiative. The President will be meeting with Mr. Noyes, Executive Director of the Virginia Tobacco Indemnification and Community Revitalization Commission, to discuss the initiative and to find a way to work with the Tobacco Commission to bring the project to fruition.

She concluded her report with a brief update on the March 3rd fire that claimed the life of Longwood student, Ed Cunningham and his friend, Byron Jamerson. (The text of her report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, March 23, 2007.)

Business

Audit

Item 1 - Approval of Fiscal Year 2008 Audit Plan

Ms. Howard, Internal Auditor, presented for the Board's approval the Fiscal Year 2008 Audit Plan. (A copy of the plan is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, March 23, 2007.) She stated that the plan provides guidance for the internal audit functions and is based on a University-wide risk assessment process performed every four to five years. A motion was made by Dr. Warriner-Burke to approve the audit plan. The motion was seconded by Mrs. Soza and unanimously approved by the Board.

Item 2 - Update on Internal Audit Activities

An update of Internal Audit activities was presented by Ms. Howard. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 4, March 23, 2007.) She reported that student interns completed the on-campus inventory count in the beginning of December 2006. Other activities included: the submission of a final Information

Technology audit plan to the Virginia Information Technology Agency; the beginning of test work for an International Affairs audit; and contract review and the completion of Internal Audit's Quality Assurance Review.

Item 3 - APA Report on FY 2006 Audit

Mr. Walter Kucharski, Auditor of Public Accounts, presented draft copies of Longwood's year end audit report. (A copy of the draft report and outline of his comments is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 5, March 23, 2007.) He stated that Longwood has received an unqualified report. The APA also reported that there were no findings in Longwood's January 2007 NCAA audit.

He spent time discussing the scope of internal controls regarding security issues within the University's Information Technology area. Mr. Kucharski stated that Longwood is moving in the right direction in developing its policies and processes. He concluded by telling the Board that it will have to identify an audit committee whose responsibilities will include meeting with the APA auditors prior to the beginning and completion of the annual audit.

Following the APA report, Dr. Cormier took a moment to introduce Dr. Perkins to the Board.

Academic and Student Affairs

Item 4 - Approval of Revisions to Student Handbook

Dr. Pierson, Vice President for Student Affairs and Public Safety, presented for the Board's approval revisions to the *Student Handbook*. (A copy of the revisions is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 6, March 23, 2007.) Following Dr. Pierson's presentation of the revisions, Ms. Connelly wanted clarification written into the policy on page 44, *Section III. Location*.

Dr. Pierson made the changes to the policy and re-submitted the *Student Handbook* revisions to the Board for its approval at the meeting on Saturday, March 24.

Item 5- Approval of Changes to the Criteria for Faculty Evaluation

Dr. McWee, Provost and Vice President for Academic Affairs, presented for approval to the Board changes to the Criteria for Faculty Evaluation. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 7, March 23, 2007.) He stated that concerns over items 6 and 12 were brought forward as items with gender bias issues.

A lengthy discussion ensued regarding the wording of items 6 and 12. Members of the Board felt that item 12 should not be deleted from the policy and that item 6 needed to be reworded. Mr. Brown and Ms. Connelly stated that the characteristics of item 12 are important to the mission of the University. Dr. McWee recommended referring the changes back to the Faculty Senate for further revision. The Board agreed.

Item 6 - Housing Report

Dr. Pierson presented a report comparing housing occupancy between Spring 2006 and Spring 2007. Overall housing for Spring 2006 was 2,373 compared to 2,545 for Spring 2007. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 8, March 23, 2007.)

Item 7 - Report on Sabbaticals

Dr. McWee reported that several members of the faculty have been granted a sabbatical leave. Dr. David Coles will complete a manuscript on the *Civil War in Florida*, Dr. Jacqueline Hall will consolidate notes developed in teaching a new mathematics general education course into a textbook, Dr. Chrystyna Kosarchyn, will develop, at the invitation of the American Association for Health Education/American Alliance for Health, Physical Education, Recreation and Dance and the Centers of Disease Control and Prevention/Division of Partnerships and Strategic Alliances, a report on the capacity of institutions of higher education learning (IHE) to become health promoting campuses for their students, faculty and staff, and Dr. Larissa Smith will complete revisions to her manuscript *Where the South Begins: Black Politics and the Struggle for Civil Rights in Virginia*. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 9, March 23, 2007.)

Item 8 - Report on Connections Program

Dr. McWee reported that Ms. Sharon Menegoni was awarded a faculty leave Connections to work with three leaders in sports medicine, orthopedic sports medicine and physical medicine who are associated with Chippenham Sports medicine and West End Orthopedics in Richmond, Virginia. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 10, March 23, 2007.)

Item 9 - Preliminary Enrollment for Spring 2007

Ms. Bollinger, Director of Assessment and Institution Research, presented a brief report on the preliminary enrollment for Spring 2007. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 11, March 23, 2007.) Overall headcount enrollment is ahead of 2006.

Item 10 - Admissions Update for Fall 2007

Mr. Chonko, Dean of Admissions, reported that undergraduate applications for admission are up 6% over last year and up 26% over a two year period. A chart of application trends from 2001 to the present was distributed which showed a steadily increasing application rate. A freshman class of 995-1,000 students and a transfer class of 190-200 students are expected to enroll this fall. (A copy of the chart is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 1, March 23, 2007.)

Dr. McCullough, Dean of Graduate Studies, reported that admissions to graduate programs for the 2006-2007 academic year have reached an all-time high of 309, a 14.5% annual increase over 2005-2006. Fall 2006 and Summer 2007 admissions showed 19% and 20% growth respectively. Annual graduate student headcount for the 2005-2006 year reached 1,131, achieving the strategic plan goal of 1,000 graduate students by Fall 2007 a year early, and showing that one in five students (20%) now attending Longwood is a graduate student.

Item 11 - Preliminary Report on Pilot Out-of-State Study

Dr. Wright and Dr. O'Connor, faculty members of the College of Business and Economics, presented a powerpoint presentation on the preliminary findings of the pilot Out-of-State Study. Marketing students performed focus group research on current out-of-state students at Longwood. (A copy of the presentation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 12, March 23, 2007.)

Following the presentation Mr. Dawson recommended building recruitment efforts in out-of-state high schools where the University has had success and to use more electronic communication in its recruiting efforts. Mr. Chonko stated that CRT/tanaka is developing additional initiatives for out-of-state recruitment purposes.

Item 12 - Division I Conference Affiliation

Mr. Austin, Interim Director of Intercollegiate Athletics, presented a report to the Board on the University's interests in joining the Mid-Eastern Athletics Conference (MEAC). He reported that he met with the MEAC Commissioner, Dr. Dennis Thomas to discuss plans for future development and conference entry requirements and procedures. Mr. Austin stated that the overall tone of the meeting was positive and that a letter of interest was sent to the conference on January 19, 2007.

On February 1, 2007, Longwood received a return communication stating that the letter of interest was forwarded onto the MEAC membership committee. Upon approval into the conference, Longwood will need to submit a formal application and a non-refundable \$10,000 application fee.

Mr. Austin went on to report that although Longwood has made a formal approach to the MEAC Conference it is continuing to assess actively additional conference membership opportunities. He reported that informal discussions have taken place with the Atlantic Sun Conference and the Northeast Conference. (A copy of this report is filed with "Addenda to Minutes of Meeting of the Board of Visitors" as Appendix 13, March 23, 2007.)

The Board adjourned for lunch at 12:00 p.m. and reconvened at 1:10 p.m.

Administration, Finance, Facilities and Technology

Item 13 - Approval of Tuition and Fees for 2007-2008

Ms. Worster, Vice President for Administration and Finance, reviewed the proposed tuition and fee schedule for 2007-2008. (A copy of the recommended tuition and fee schedule is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 14, March 23, 2007.) The proposal reflects a 5.1% average total cost increase for in-state residential students and 6.3% increase for out-of-state residential students, based on per hour charges for students registering for thirty annual credit hours.

She reported that the General Assembly requested that state universities not raise tuition more than 6%. If Longwood stays within the recommended guidelines, it will receive an additional \$72,000. Ms. Worster stated that Longwood's current proposal is based on a thirty credit hour schedule per year and it reflects a 7.5% increase in tuition. She reported that if Longwood stays within the State guidelines of 6% for recommended tuition increases, the University would have approximately a \$258,000 budget short fall for 2007-08.

Mr. Adams recommended that an aggressive plan be written to increase faculty salaries. The plan should reflect how increases in tuition and fees relate to faculty salary increase.

Following a lengthy discussion regarding alternative funding sources such as grants and borrowing money from Auxiliary Reserves, a motion was made by Dr. Warriner-Burke to approve the tuition and fee schedule for 2007-08 as presented. Mrs. Vandemark seconded the

motion which was approved by the Board. Mr. DeWitt voted against the proposed increase and Mr. Frye abstained.

Item 14 - Approval of New and Revised Finance and Administrative Policies

Ms. Worster presented for approval by the Board a new policy regarding the investment of local funds. She also presented for the Board's approval three revised Administrative Policies regarding Collection of Student Accounts, Student Financial Aid Obligations and the Policy for Unpaid Student Accounts. A motion was made by Mr. Dawson to approve the new policy and revised policies as presented. The motion was seconded by Mrs. Vandemark and unanimously approved by the Board. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 15, March 23, 2007.)

Item 15 - Approval of Request for Funds from Auxiliary Reserve

A request for funds from the Auxiliary Account was made by Ms. Worster. She reported that \$350,000 is needed for the construction of the new Barnes and Noble Bookstore at Longwood Landings. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 16, March 23, 2007.) Ms. Worster stated that if the request is granted the estimated balance of the Auxiliary Reserve Account would be \$9,090,933.

A motion was made by Mrs. Vandemark to approve the request. The motion was seconded by Mr. Case and approved unanimously by the Board.

Item 16 - Approval of Easement for Moton School

Mr. Bratcher, Vice President for Facilities Management, presented for the Board's approval a request granting an easement to the Moton Museum, Inc. 60 feet wide and 280 feet long, upon and along a portion of property owned by Longwood University. The purpose of granting the easement is for parking improvements to the property. The Moton Museum will make available the use of its parking area for University sporting events. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 17, March 23, 2007.)

A motion was made by Mr. Brown to approve the request. The motion was seconded by Mrs. Soza and unanimously approved by the Board.

Additional Item – Six-Year Capital Outlay Plan

Mr. Bratcher presented for the Board's review the University's Six-Year Capital Outlay Plan. He stated that the Department of Planning and Budget (DPB) has requested preliminary information for the University's revised six-year capital outlay plan for 2008-2014 by April 18. Once DPB has reviewed the information the University will have to send additional information including all costs by June 8, 2007. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 18, March 23, 2007.)

A lengthy conversation followed detailing the need for a new telephone system. The existing system has been in place since 1989. He stated that in cases of power outages the University is left without communication, including 911. The estimated cost of a new system is about \$3 million. He stated that the University wants to move forward with the replacement of the telephone system.

Mr. Adams requested that the administration put together plan of action for use during telecommunication outages and that it be reviewed by the Board of Visitors' Executive Committee meeting on May 12, 2007.

Mr. DeWitt requested more information on each project listed in the plan for use in meetings with legislators.

Following the discussion Mr. Adams received the Board's approval for the Executive Committee to approve the Six-Year Capital Outlay Plan at its May 12, 2007 meeting.

Item 17 - Review of Financial Report for Period Ending January 31, 2007

Ms. Worster reviewed the financial reports for the period ending January 31, 2007. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 19, March 23, 2007.) She reported that compared to Fiscal Year 2006 the numbers are where they are expected to be this time of year.

Item 18 - Review of Faculty Salary Study

A report on the Faculty Salary Study was presented by Ms. Worster. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 20, March 23, 2007.) She reported that the University periodically participates in a faculty salary survey conducted by the American Association of University Professors. This survey report compares 2005-06 Longwood faculty salaries with a variety of benchmark institutions throughout Virginia and the nation.

The President stated that faculty salary increases remain a concern for the University and that the Administration is always exploring ways of providing increases.

Discussion Topics: Discussion on Usage of Debt Service and Continued Discussion on Master Plan

Mr. Bratcher presented for discussion additional information on the Master Plan. A Request for Proposals has been issued in order to engage a firm to facilitate the process and to assist with the development of the plan. He reviewed some of the key elements of the RFP. (A copy of his report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 21, March 23, 2007.)

Item 19 - Approval of Use of Debt Service for Capital Projects

Ms. Worster reviewed in detail a request to increase the debit ratio to 9% to facilitate the completion of non-general fund projects that have been approved by the General Assembly. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 22, March 23, 2007.) She stated that the current 7% debt ratio approved by the Board in March 2006 is the standard for higher education institutions. The policy also stated that the debt burden could exceed 7% in cases involving the debt of revenue-producing capital projects when the obligations are secured by income from the project, such as dining and housing facilities.

Dr. Cormier stated that the neglect of the campus' facilities for 25-30 years created financial issues for the University.

After a discussion and review of some of the proposed projects, mainly the renovations of Wheeler and Cox and the replacement of the telecommunication system, a motion was made by Ms. Connelly to increase the debt ratio to 9%. The motion was seconded by Mrs. Vandemark and unanimously approved by the Board.

University Advancement

Item 20 - Public Relations and Marketing Update

Ms. Burton, Vice President for University Advancement, briefly reviewed the report included in the Board materials. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 23, March 23, 2007.) In addition, she reported that Mr. Sercombe had a notebook of articles related to the March 3 fire. She announced that CRT/tanaka will conduct an analysis to measure the impact of the marketing campaign on Longwood.

Following the Public Relations and Marketing Update, Ms. Burton introduced two of the newest members of the University staff, Mr. Scott Rash, Associate Vice President for Development and Alumni Relations and Mr. Christopher Neal, Assistant Director of Development for Athletics Fundraising.

Item 21 - Campaign Planning Update

Ms. Burton presented an update on the Comprehensive Campaign. (A copy of this update is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 24, March 23, 2007.) She stated that the feasibility study is in progress and that half of the thirty-five people have been identified for interviews, have been contacted by Mr. Worth or his associate. The study will help determine Longwood’s readiness for a new campaign, a target goal, possible campaign leadership and the objectives that are most fundable.

Ms. Burton reported that by the end of Fiscal Year 2007, between \$9-\$10 million in campaign commitments will have been secured. Fiscal Year 2007 and 2008 will be known as the silent or quiet phase of the campaign when many of the largest gifts will be sought. At the end of the quiet phase a final goal will be determined and will most likely go public in 2009.

Item 22 - Gift Report – January 31, 2007

An updated gift report for the period ending March 20, 2007 was distributed and reviewed by Ms. Burton. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 25, March 23, 2007.) She reported that overall donations increased 20% over the previous year. She also reported that there is still concern about the low number of total donors and stated that this is a problem nationwide. She asked Board members to read the articles attached to the gift report regarding low donor bases nationwide.

Closed Session

Mrs. Vandemark moved to go into Closed Session under Section 2.2-3711 A1, 2 and 3 of the Code of Virginia to discuss matters related to personnel, students and the acquisition of property. The motion was seconded by Mrs. Soza.

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 Mr. Case and affirmed by Mr. Adams, Mr. Brown, Ms. Connelly, Mr. Dawson, Mr. DeWitt, Mr. Frye, Mrs. Vandemark,

and Dr. Warriner-Burke. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 26, March 23, 2007.)

The meeting adjourned for the day at 5:50 p.m.

Saturday, March 24, 2007

Call to order

Mr. Adams reconvened the Board of Visitors’ meeting at 9:00 a.m. on Saturday, March 24, 2007.

Members present:

Mr. John B. Adams, Jr.
The Honorable Otis L. Brown
Mr. Barry J. Case
Ms. Marjorie M. Connelly
Mr. George W. Dawson
Mr. Thomas I. DeWitt
Mr. Robert E. Frye, Sr.
Mrs. Anne Gregory Vandemark
Mrs. Susan E. Soza
Dr. Helen P. Warriner-Burke

Member absent was:

The Honorable John W. Daniel, II

Present at the request of the Board:

Mr. Phillip Burns, Student Representative to the Board
Dr. Patricia Cormier, President
Ms. Jeanne Hayden, Secretary to the Board of Visitors
Ms. Anne Imrie, substituting for Mr. E. Andrew Hudson, President, Alumni Association
Ms. Sharon Menegoni, Faculty Representative to the Board of Visitors
Mrs. Rita Smith, President, Foundation Board

Present at the request of the President:

Ms. Brenda Atkins, Executive Director of Governmental Affairs and Special Projects
Mr. Richard Bratcher, Vice President for Facilities Management
Ms. Bobbie Burton, Vice President for University Advancement
Dr. Wayne McWee, Vice President for Academic Affairs
Dr. Francis Moore, Vice President for Information and Instructional
Technology Services and Chief Information Officer
Dr. Tim Pierson, Vice President for Student Affairs and Public Safety
Ms. Kathy Worster, Vice President for Administration and Finance

Mr. Adams reported that the Board went into Closed Session to consider issues related to personnel, property and students.

- Mrs. Soza made a motion to approve the following faculty for promotion to the rank of professor: Dr. Jennifer M. Apperson, Dr. Glenda P. Taylor, and Dr. Deborah Welch, and the following faculty to the rank of associate professor: Dr. Brian D. Bates, Dr. Alix D. Dowling Fink, Dr. David L. Lehr, Dr. Leigh M. Lunsford, Dr. Keith B. Rider, and Dr. William D. Stuart. The motion was seconded by Mrs. Vandemark and unanimously approved by the Board.
- Mr. Case made a motion to approve the denial for promotion to a faculty member as discussed in Closed Session. The motion was seconded by Mrs. Soza and unanimously approved by the Board.
- Mrs. Soza made a motion to approve tenure for Dr. Brian D. Bates, Assistant Professor of Anthropology; Dr. Allison Y. Colvin, Associate Professor of Kinesiology; Dr. Alix D. Dowling Fink, Assistant Professor of Biology; Dr. Edward L. Kinman, Associate Professor of Geography; Dr. David L. Lehr, Assistant Professor of Economics; Dr. Lissa A. Power-defur, Associate Professor of Education; Dr. Keith B. Rider, Assistant Professor of Chemistry; Dr. William B. Stuart, Assistant Professor of Communication Studies and Dr. Glenda P. Taylor, Assistant Professor of Therapeutic Recreation. The motion was seconded by Mr. Dawson and unanimously approved by the Board.
- Mr. Dawson made a motion to approve the denial of tenure to a faculty member as discussed in Closed Session. The motion was seconded by Mr. Case and unanimously approved by the Board.
- Mr. Case made a motion to affirm the hiring of the following new faculty members: Dr. William R. Fendley, Jr., Associate Dean for Assessment and Accountability; Mr. Jeff Halliday, Assistant Professor of Communication Studies; Dr. Jason S. Milne, Assistant Professor of Sociology; Dr. Michele L. Norman, Assistant Professor of Communication Sciences Disorders Studies; Dr. Walter R. T. Witschey, Professor of Anthropology and Science Education; Dr. Kristen D. Welch, Assistant Professor of English; Dr. Robert J. Hursey, III, Assistant Professor of English; Ms. Naomi R. Johnson, Lecturer in Communication Studies; Dr. Sarah E.G. Porter, Lecturer in Chemistry; Dr. James C. Haug, Assistant Professor of Management and Ms. Lilly Run Ren, Assistant Professor of Management. The motion was seconded by Mrs. Soza and approved unanimously by the Board.
- Mrs. Soza made a motion to approve awarding emeritus status to Dr. John E Arehart, Associate Professor Emeritus of Computer Science and Mathematics and Dr. Robert Lee Banton, Professor Emeritus of Education. The motion was seconded by Dr. Warriner-Burke and unanimously approved by the Board.

Approval of Authorized Faculty Salary Ranges

Following the approval of the Closed Session items, Mr. Brown made a motion to approve the authorized faculty salary ranges for 2007-2008. (A copy of the ranges is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 27, March 24, 2007.) The motion was seconded by Mr. Case and unanimously approved by the Board.

Dr. Pierson presented to the Board, a re-revised version of Item 4 – Approval of Revisions to Student Handbook. (A copy of the revised policy is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 28, March 24, 2007.) A motion was made by Dr. Warriner-Burke to approve the re-revised version as presented. Ms. Connelly seconded the motion and the Board unanimously approved.

Reports from Representatives

Mr. Brown, Member of the Board of Visitors and President and Director of the Longwood University Real Estate Foundation, presented an update of the Foundation’s activities. He reported that the Foundation has purchased properties both inside and outside the Longwood “triangle”. Mr. Brown also reported that the Real Estate Foundation has taken over the day-to-day operations of the Longwood University Bed and Breakfast Inn and stated that the new innkeeper has done a good job of marketing and managing the inn.

He announced that plans are underway for an alumni conference center located across the street from the Longwood University Bed and Breakfast Inn that will serve the proposed site for the Alumni and Development Offices. It will include a meeting/dining facility for 200 people.

He concluded his report by announcing that the groundwork for the proposed civic center is continuing. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 29, March 24, 2007.)

Mrs. Smith, President of the Foundation Board, reported on the current activities of the Foundation Board. She announced that the Foundation Board approved the Base Fiscal year 2008 budget and also approved a restructuring plan that increases the Foundation administrative fee as well as commences a 4% distribution against the reserve funds as a means for securing funding for the campaign and also will enable the Foundation to cover critical needs. The Foundation will consider the specific use of these funds at its May meeting.

She also reported that the investment manager from Russell Investments recommended increasing the Foundation’s exposure to international equities and reducing its fixed income fund by 5%. The allocation to Russell’s international fund was increased to 20% and the fixed income fund allocation decreased to 25%. She stated that the Lancer Student Investment Fund is doing very well with a total fund gain of 64% since its inception in October 2002.

Mrs. Smith reported that the Foundation has received 26 nominations to consider for the 9 public director positions with the Foundation Board and stated that few nominations from the Northern Virginia area present a challenge. Mr. Adams encouraged more recommendations from Northern Virginia.

She concluded her report with an update from the treasurer. Her update included a report on total assets for the six month period ending December 31, 2006. She stated that assets increased by 7% with endowed assets making up 81% of the increase and compared to the same period in 2005, assets increased by 13%. Mrs. Smith also reported that endowed funds increased 14% compared to December, 2005 and quasi-endowed reserve accounts now make up 10% of the total assets. Total contributions for the six month period were up 11% compared to December 2005. The investment pool demonstrated a rate of return of 9.1% for the first half of fiscal year 2007 and an annualized return of 13.3%.

Ms. Imrie, substituting for Mr. Hudson, President of the Alumni Association, reported that on the first anniversary of the launching of the online community, four Longwood computer wallpapers were sent out to those who had registered for LongwoodLink. Others who registered during the previous month will receive the wallpaper in March. Beginning in April, an email forwarding system will be available to seniors and alumni who wish to have a “@alumni.longwood.edu” email address.

She also reported that Mr. Brown will be speaking at the March 31, 2007 Alumni Association Board meeting about the Real Estate Foundation and the Alumni Center project. The Alumni Board will consider entering into an agreement with Meyer and Associates to offer various insurance programs to alumni. The agreement will include short-term health insurance coverage, auto insurance, renters and homeowner’s coverage, and other forms of insurance coverage. The agreement will also provide additional financial resources for the Alumni Association.

Ms. Imrie announced that the first issue of the new printed alumni newsletter was mailed at the end of February. The plan is to mail an issue in February and one in September each year. The first issue of the electronic newsletter, Newslink, was opened by over 2,100 alumni.

She concluded her report by stating that good attendance is anticipated for both the Milestone Reunion on April 20-21 and the Decade of the 80’s Reunion on April 27-28. Attendance for the Milestone Reunion is expected to be lower than that of the 80’s Decade Reunion as there are not many alumni in the Milestone classes. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 30, March 24, 2007.)

Ms. Menegoni, faculty representative to the Board presented a powerpoint report on the recruitment and retention of faculty. (A copy of this powerpoint is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 31, March 24, 2007.) She stated that her report included data collections, results, comments and concerns and what the next steps should be for the University. Ms. Menegoni reported that a survey link was sent to 203 full-time faculty and that 136 responses (66.9%) were received. Of the responses received, she reported on the ten top reasons faculty accept positions and remain at the University.

Among the top reasons for either accepting or remaining at Longwood was salary along with the “sense of community”. Other top reasons for accepting positions included: staff/faculty collegiality and student attitudes towards academics, and best offer. A few other top reasons for remaining at Longwood included: benefits, opportunities for professional contribution and family reasons.

She shared some of the comments and concerns among faculty. The lack of mentoring for new faculty was the main concern. Other concerns included: turnover in administrators, faculty work load and financial support for professional growth.

Ms. Menegoni concluded her report by offering four suggestions for improving faculty recruitment and retention. Her suggestions included: develop of a year long mentoring program, reduce or limit the number of committee assignments one person can hold or recognize the efforts of those carrying a large load, provide increased funding opportunities for professional development and promote opportunities for professionals to meet informally and get to know others outside their home departments.

Following her report a discussion ensued regarding recruitment and retention and several recommendations were made for the June Board meeting and retreat. Ms. Connelly would like more information provided to the Board on professional development for both faculty and staff. Mr. DeWitt wants more information on the turnover of the academic administrators and how it pertains to finances. Mr. Dawson suggested that a scorecard be produced to look at the turnover benchmarks for faculty and administrators. Mr. Adams recommended looking at the University's recruitment practices and the retention of faculty at the June meeting.

Mr. Adams thanked Ms. Menegoni for her report and requested that copies of the powerpoint and her remarks be sent to the Board.

Mr. Brown recommended that the Board of Visitors establish a mentoring plan for new members of the Board.

Mr. Burns, student representative to the Board, reported on several developments regarding student life at Longwood. He announced that due to the death of a member of Alpha Chi Rho, many student organizations have stepped up to assist members of the fraternity with raising money for a Alpha Chi Rho relief fund. Alpha Delta Pi Sorority at Longwood is sponsoring a 5k Run/Walk to help buy new toys and materials for Ronald McDonald House in Charlottesville and Kappa Delta Sorority is sponsoring the "Ms. Longwood" pageant that will help fund child abuse prevention programs.

He announced that Theta Chi colony is Longwood newest official fraternity. Initiation of the members will be held in April. Theta Chi is trying to organize a campus cleanup one Saturday morning. The clean up would start at one end of the campus and conclude at the other.

Mr. Burns reported that Student Government Association elections will be held in April and that he and Ms. Mancuso will be running again for SGA President and Vice President. He concluded his remarks by stating that although there was good attendance at Longwood's baseball game against Princeton University, the SGA is exploring ways to boost attendance at campus athletic events. He also reported that being one of the final four teams in the nation, Longwood's Men's Rugby team, is heading to their national competition in April. (The text of his remarks is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 32, March 24, 2007.)

Discussion Topic: Continued Review of the Mission and Vision Statements and the Strategic Plan

Mr. Adams distributed and reviewed a copy of the proposed Mission Statement and a definition of "What is a Citizen Leader?". Following the review of the proposed statement, discussion took place regarding the definition of "What is a Citizen Leader?". Several recommendations were made to clarify *America* as the "United States of America" and *democracy* as the "nation". Clarification of the terminology used to define *Education, Values and Service* was also recommended. A motion was made by Dr. Warriner-Burke to approve the new Mission Statement as presented. The motion was seconded by Mrs. Soza and unanimously approved by the Board. (A copy of the Mission Statement is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 33, March 24, 2007.)

Following the approval of the Mission Statement, a draft of the “Elements of a Vision Statement” was discussed at length. (A copy of the Elements of the Vision Statement is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 34, March 24, 2007.)

Several recommendations were made to strengthen the elements. Some of the recommendations included: sustainability of community through leadership, commitment to the Strategic Plan, respect and inclusiveness of all students and lifelong learning.

Dr. Cormier stated that purpose of the Vision Statement is the basis for a living and active strategic plan. The Board will continue to work on the Strategic Plan at its June Retreat.

Old Business

There was no old business to be conducted.

New Business

Item 23 - Approval of Proposed 2008-2010 Board of Visitors’ Meeting Dates

Mr. Adams presented for the Board approval the proposed 2008-2010 Board of Visitors’ meeting dates. (A list of these dates is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 35, March 24, 2007.) Mr. Case made a motion to approve the proposed dates. The motion was seconded by Dr. Warriner-Burke and unanimously approved by the Board.

Announcements

There were no announcements

Closed Session

Mrs. Soza moved to go into Closed Session under Section 2.2-3711 A1 of the Code of Virginia to discuss matters related to personnel. The motion was seconded by Mr. Case.

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 Mr. Brown and affirmed by Mr. Adams, Mr. Case, Ms. Connelly, Mr. Dawson, Mr. DeWitt, Mr. Frye, Mrs. Vandemark, and Dr. Warriner-Burke. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 36, March 24, 2007.)

Adjournment

There being no further business, the Rector adjourned the meeting at 12:33 p.m.

Susan E. Soza
Board Secretary

