

**LONGWOOD UNIVERSITY BOARD OF VISITORS**  
**Friday, March 28, 2008**

**Minutes**

**Call to order**

The Longwood University Board of Visitors met on Friday, March 28, 2008, on the University campus. The meeting was called to order at 8:50 a.m. by Ms. Marge Connelly, Rector of the Board.

Members present:

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

Member absent:

- Mrs. Anne Gregory Vandemark

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. Sharon Menegoni, Faculty Representative to the Board of Visitors

Representative absent:

- Mr. E. Andrew Hudson, President, Alumni Association
- 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
- 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. Kenneth Perkins, Special Assistant to the President for Student Success
- Dr. Tim Pierson, Vice President for Student Affairs and Public Safety
- Mr. Craig Rogers, Vice President for University Advancement
- Ms. Kathy Worster, Vice President for Administration and Finance

Others present:

Faculty Representative:

Dr. Jennifer Apperson

Student Representatives:

Ms. Stefanie Mancuso

Ms. Caitlin Revene

Ms. Ashley Etheridge

Mr. Dustin Dwyer

Faculty/Staff present:

Dr. Robert Webber, Chair of the Finance Committee, Longwood Chapter of the  
American Association of University Professors

Ms. Helen Vanderland, Director, High Education Programs, Auditor of Public Accounts

Ms. Monica Jackson, Auditor, Higher Education Programs, Auditor of Public Accounts

Mr. Joseph Stepp, Senior Specialist, Higher Education Programs, Auditor of Public  
Accounts

Mrs. Penelope Howard, Director, Internal Audit

Mr. Robert Chonko, Dean of Enrollment Management

Mr. Troy Austin, Interim Director of Intercollegiate Athletics

Ms. Michelle Meadows, Assistant Athletic Director for Compliance

Mr. Dan Dillon, Environmental Health and Safety Manager

### **Public Session**

Dr. Robert Webber presented the March 2008 Annual Salary Survey of the American Association of University Professors (AAUP) 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 28, 2008.) Following his report several suggestions were made: create a cost of living comparison with salaries in other geographic areas; present a comparison of Longwood with other colleges and universities of like size; present an analysis of data on faculty salaries within this region; and create a plan of action to raise faculty salaries to span five years in order to attract quality faculty. Ms. Connelly stated that she, the President and Dr. McWee will construct a plan/comparisons to incorporate the Board’s suggestions.

### **Approval of Minutes**

On a motion by Dr. Warriner-Burke and seconded by Mr. Adams, the Board approved the minutes of the December 7 and 8, 2007 Board meeting.

### **Rector’s Report**

Ms. Connelly began her report by sharing comments and ideas contained in “The Spellings Commission and You,” a booklet distributed by the American Council of Trustees and Alumni. The Rector stated that she feels that the University practices the recommendations in the publication. She stated that she would like to meet with Ms. Worster and the President to discuss productivity and budget expenses.

Ms. Connelly made several Board related announcements:

- Retreat – Kingsmill Resort, Williamsburg, VA – June 4-6, 2008
- Commencement – Saturday, May 10
- Executive Committee meeting – immediately following Commencement luncheon on May 10
- “A Day At the Farm” – Hull Springs Farm – Friday, October 17, 2008 – Highlighting Hull Springs Farm and its projects

### **President’s Report**

The President began her report by thanking the Rector and Mr. Adams for their work on the Comprehensive Campaign. She also provided further information on the death of a student, Todd Miller who died as the result of a head injury sustained during a rugby match in early March.

Dr. Cormier then updated the Board on some of the outcomes of the 2008 session of the General Assembly. She referred the Board to a chart entitled “Longwood University Comparison 2008-2010 Biennium Budget Recommendations”. The chart is a comparison of the House and Senate biennium recommendations and the one-page attachment is a comparison of the House and Senate recommendations for the Capital Outlay Bond proposals. (A copy of these charts is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 2, March 28, 2008.) She reviewed in detail the outcome of each of the biennium budget recommendations. The President reported that Governor Kaine is reviewing the House and Senate approved budget and must make any proposed changes to the line-item vetoes by April 16.

The President went on to report that 3,322 bills and resolutions were introduced this session and 1,654 of them passed the House and Senate. Of the 3,322 bills introduced 109 had a direct impact on higher education, most of them did not pass. One bill that did pass was the University’s request to expand the number of members on its Board of Visitors from 11 to 13. Longwood will add one new member in July of this year and the other in July 2009. Other bills that passed were: the requirement of institutions, under certain provisions, to provide notice to parents of dependent student’s receipt of mental health treatment on the campus; the requirement of institutions to establish crisis and emergency management plans and establish a threat assessment team; and the requirement of students to provide a complete student record, including any mental health records held by their high school. An increase of over \$44 million for the 2008-2010 budget was passed by the General Assembly this year for mental health.

Dr. Cormier stated that due to the short time between the Board’s Executive Committee meeting and the meeting today she will not provide a full quarterly report on the Five-Year Strategic Plan measurable outcomes but a full report will be given at the September meeting. She reported: Information and Instructional Technology has conducted a staff needs assessment skill inventory, which will be used to create a staff professional development program next year; IITS has provided five new advanced technology applications in the labs and electronic classrooms to support student learning and effective teaching; Academic Affairs has initiated the “Call Me Mister” program; the LCVA has begun its accreditation process; Facilities Management and Real Property has undergone a major reorganization through the creation of a new Energy Management and Utilities Department; Physical Plant and the Landscaping and Grounds Management

Department have reorganized to a zone format, new directors have been hired for the Physical Plant, Capital Planning and the Construction Department; and the first two phases of the Master Planning Process are virtually complete.

The President concluded her report by announcing that Commencement will be held on May 10. The Commencement guest speaker will be Colonel Jayne A. Carson, Retired. Colonel Carson is a 1980 Longwood graduate and was a member of Longwood's first class of ROTC cadets. She announced that the June Board of Visitors' meeting and retreat will be held at Kingsmill Resort in Williamsburg, Virginia on June 4, 5 and 6. The Board of Visitors will be meeting with the Foundation Board and the Alumni Board for the retreat. Paul Schervish will be the facilitator and will work with the group on a "Vision to Action" plan. (The text of her remarks is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, March 28, 2008.)

## **Business**

### **Audit**

#### Item 1 - Approval of Fiscal Year 2008 Audit Plan

Mrs. Howard, Internal Auditor, presented for the Board's approval the Fiscal Year 2009 Audit Plan. (A copy of the recommendation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 4, March 28, 2008.) She stated that the plan provides guidance for the internal audit functions performed annually. A motion was made by Mr. Adams to approve the audit plan. The motion was seconded by Mr. Case and unanimously approved by the Board.

#### Item 2 - Update on Internal Audit Activities

An update of Internal Audit activities was presented by Mrs. Howard. (A copy of an outline of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 5, March 28, 2008.) She reported on the status of planned audits for Fiscal Year 2008. These audits include: network/penetration tests and general controls for Information Technology; hazardous waste management, which will become an annual audit; Conferences and Scheduling, had no findings; and Capital Planning and Construction, Student Health, and NCAA Division I are in the test phase. She reported special projects included: cash collection points/petty cash funds with the need for refresher training and Agency Risk Management Internal Control Standards (ARMICS) testing being conducted in conjunction with the University's Controller's Office.

#### Item 3 - Report from Auditor of Public Accounts

Ms. Helen Vanderland, Director of Higher Education Programs in the Office of the Auditor of Public Accounts presented a draft copy of the University's 2007 audit report. She stated that the APA has issued an unqualified opinion on the University's financial statements for the year ended June 30, 2007. She announced that the University/Board of Visitors has met the required communications standard. This was accomplished with meetings held in November 2007 with the Board's Executive/Audit Committee and with the Board's Rector in February 2008. Ms. Vanderland reviewed three findings: system access controls regarding Information Technology and the termination of employees, the need to increase training for its system and database administrators, and the improper completion of Employment Eligibility Verification forms (I-9) in accordance with the guidance issued by the U.S. Citizenship and Immigration Services.

(A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 6, March 28, 2008.)

### **Academic and Student Affairs**

#### Item 4 – Approval of Longwood Center for the Visual Arts Accreditation Materials

Dr. McWee, Provost and Vice President for Academic Affairs, presented to the Board for its approval accreditation materials for the Longwood Center for the Visual Arts. The materials included: Memorandum of Understanding Between Longwood University for the Operation of the Longwood Center for the Visual Arts and the Longwood University Foundation, Inc., Longwood Center for the Visual Arts By-Laws Revised 2008, Longwood Center for the Visual Arts Code of Ethics and Declaration of Standards and the Longwood Center for the Visual Arts Collections Policies and Procedures Manual. Mr. Adams recommended that the words “by the” be added to (page 25 Section D-1) and he also requested that authorization be granted on behalf of the Board to the Vice President for Administration and Finance to review LCVA Foundation fund accounts (page 28 Section 5-b) in the Memorandum of Understanding Between Longwood University for the Operation of the Longwood Center for the Visual Arts. Following his recommendation for the language change, Mr. Adams then made a motion for the Board to approve the accreditation documents as amended. The motion was seconded by Mrs. Soza and approved unanimously by the Board. (A copy of these amended documents is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 7, March 28, 2008.)

#### Item 5 – Approval of Bachelor of Science Major in Athletic Training

Dr. McWee also presented for approval a bachelor of science major in Athletic Training. He stated that effective 2014-2015, the Education Council of National Athletic Trainers’ Association, will require that athletic training programs must confer a degree in athletic training. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 8, March 28, 2008.) A motion was made by Mr. Adams to approve the Bachelor of Science major in Athletic Training. The motion was seconded by Mr. Case and unanimously approved by the Board.

#### Item 6 - 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 amended revisions is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 9, March 28, 2008.) A discussion followed regarding suspension of students receiving a “driving under the influence” charge. Mr. DeWitt recommended changing the language to (page 110 – 3<sup>rd</sup> Offense) “*Note that Suspension **may be** administered for driving while impaired or under the influence of alcohol or other drug.*” Mrs. Soza moved to approve the revisions as amended. The motion was seconded by Mr. Adams and approved unanimously by the Board.

#### Item 7 – Enrollment Summary for Spring 2008

Dr. McWee presented and reviewed the enrollment report for Spring 2008. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 10, March 28, 2008.) Overall, enrollment is ahead of 2007.

#### Item 8 – Report on Sabbaticals and Faculty Connection Awards for 2008-2009

Following the Enrollment Summary report, Dr. McWee reviewed a report for 2008-2009 on faculty Sabbaticals and Connection Awards. Dr. Craig Challender will be on sabbatical to write 10-12 poems towards a full-length manuscript that he began three years ago, Dr. Michelle Parry will complete work began during her graduate studies at Purdue University on the probability distribution of triangle in a uniform sphere, Mr. Christopher Register will develop his skills in relief engraving with the goal of producing a minimum of twenty exhibition-quality original prints, and Ms. Kelley Nelson will participate in a one-week digital printmaking class at Cone Editions Studio to integrate digital printmaking into her research and teaching at Longwood.

Dr. William Stuart was given a “Faculty Connections Award” to work with CRT-tanaka to learn more about the agency side of the public agency relations industry to aid students who wish to work in public relations. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 11, March 28, 2008.)

#### Item 9 – Update on Honors Program

Dr. McWee gave a powerpoint presentation updating the Board on the progress and activities of the Honors Program. (A copy of the presentation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 12, March 28, 2008.)

**The Board adjourned for lunch at 11:50 a.m. and reconvened at 2:00 p.m.**

#### Item 10 – Report on Student Housing

Dr. Pierson presented a report comparing housing occupancy between Spring 2006, Spring 2007 and Spring 2008. Overall housing for Spring 2006 was 2,373, for Spring 2007 was 2,545, and 2,660 for Spring 2008. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 13, March 28, 2008.)

#### Item 11 - Admissions Update for Fall 2008

Mr. Chonko, Dean of Admissions, reported that the application completion rate is 92% which is up 4% over the previous year. Acceptances have increased by 358 (16%) which reflects that more students have presented acceptable grades, test scores and support materials. He also reported that 363 deposits have been received which is a 10.3% increase from 2007. Mr. Chonko stated that 4,000 applications have been received to date which is 70 behind the same time period last year.

#### Item 12 – Report on Student Success Initiatives

Dr. Perkins, Special Assistant to the President for Student Success, presented a report on initiatives to aid in freshman retention. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 14, March 28, 2008.)

#### Item 13 – Summary of NCAA Violations for 2006-2007

Ms. Meadows, Assistant Athletic Director for Compliance, presented a summary of NCAA violations for 2006-2007. Longwood University reported seven Level II and five Level I violations to the NCAA Enforcement Staff this cycle and no major violations were found. (A copy of this summary is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 15, March 28, 2008.)

Item 14 – Report on Athletic Academic Progress (APR)

Ms. Meadows then reviewed a report on Longwood’s Academic Performance Rate (APR) submitted to the NCAA. She stated that the information in the report was for the 2005-06 and 2006-2007 academic years. The purpose of the report is to measure term-by-term academic eligibility and retention of student athletes on athletic scholarships. With the exception of softball, all sports are currently above the NCAA required limit of 925 with the use of the squad size adjustment.

Longwood is being required to develop an APR improvement plan for teams that are below a 900 APR score in an effort to improve performance. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 16, March 28, 2008.)

**Administration, Finance, Facilities and Technology**

Item 15 - Discussion of Tuition and Fees for 2007-2008

Ms. Worster, Vice President for Administration and Finance, reviewed the proposed scenarios for tuition and fees for 2008-2009. Ms. Worster stated that the Board will be asked to approve tuition and fees at the May 10, Board of Visitors’ Executive Committee meeting if the State budget has been finalized. (A copy of these scenarios is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 17, March 28, 2008.)

Item 16 - Approval of Revised Finance and Administrative Policies

Ms. Worster presented for approval by the Board four revised Administrative Policies regarding the *Use of Longwood Facilities*, the *Use of Lancaster and Ruffner First Floor Public Space*, the *Use of Lankford Student Union Public Space* and *Longwood Property and Liability Insurance Programs*. A motion was made by Mr. Case to approve the revised policies as presented. The motion was seconded by Mr. Adams 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 18, March 28, 2008.)

Item 17 – Approval of Bond Financing - Cox Hall

A request to approve bond financing in the amount of \$6.5 million for additional funding for the renovations for Cox Hall was presented by Ms. Worster. She stated that the use of state bond funding will allow the University to use cash reserves for renovations to other residence halls. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 19, March 28, 2008.) Mr. Dawson made a motion to approve the bond funding for Cox Hall. The motion was seconded by Mr. Adams and was unanimously approved by the Board.

Item 18 – Approval of Housing Reserves for Curry Hall/Frazer Hall Renovations

Ms. Worster also presented a request for the Board to approve the allocation of up to \$4 million from the University’s Housing Reserve Fund to be used for renovations in Curry Hall and Frazer Hall. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 20, March 28, 2008.) A motion was made by Mr. Case to approve the

allocation from the reserve fund. The motion was seconded by Dr. Warriner-Burke and unanimously approved by the Board.

#### Item 19 - Approval of Request for Funds from Auxiliary Reserve

Another request was presented by Ms. Worster to approve the allocation of \$4 million from Auxiliary Reserve for the construction of playing fields at Lancer Park. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 21, March 28, 2008.) Ms. Worster stated that with the move to Division I and the renovation and construction of the playing fields reserved solely for intercollegiate athletics, student recreation requires a new home. She also stated that with the approval of this request, the Real Estate Foundation will construct recreational fields at Lancer Park for student use. A motion was made by Mr. Adams to approve the \$4 million allocation. The motion was seconded by Mr. Case and approved by the Board.

#### Item 20 - Review of Financial Report for Period Ending January 31, 2008

Ms. Worster reviewed the financial reports for the period ending January 31, 2008. She reviewed the revenues and expenditures for both E&G and the Auxiliary fund accounts. Ms. Worster reported that nongeneral fund revenues are up \$2.3 million from the same period last year. Out of the \$27.6 million general fund budget, the University has received \$15.1 million as of the end of this reporting period. As a result of receiving general fund cash from the Commonwealth on a monthly basis, total E&G revenue at January 31, 2008, was \$33.8 million compared to \$42.5 million for the same period last year. She also reported that current general fund revenue budget reflects a \$1,491,018 central fund adjustment and a \$1,669,511 budget reduction mandated by the Commonwealth. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 22, March 28, 2008.)

#### Item 21 - Review of Faculty Salary Study

A report on the Faculty Salary Study was presented by Ms. Worster. She reported that the University periodically participates in a faculty salary survey conducted by the American Association of University Professors. This survey report compares 2006-07 Longwood faculty salaries with a variety of benchmark institutions throughout Virginia and the nation. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 23, March 28, 2008.)

Following her report, the Board made several recommendations regarding reports on faculty salaries. The recommendations included: preparation of an apples to apples comparison between the faculty representative report from the AAUP to that of the University; clarification and reporting on the total benefits package; and creation of reasonable (realistic) peer groups to compare with Longwood.

#### Item 22 – Environmental Health and Safety, Update for New Alarm System

Mr. Dillon, Environmental Health and Safety Manager, reviewed a flow chart to show the Board the sequential flow of authority of activating Longwood’s siren/alert system. He reported that the campus police chief and he are authorized senders of the new siren system and the text/email message system. (A copy of this flow chart is filed with “Addenda to Minutes of Meetings of the

Board of Visitors” as Appendix 24, March 28, 2008.) Board members requested information to register for the text/email message system so that they may be alerted in the event of an episode on campus.

#### Item 23 – Capital Construction Update

Mr. Bratcher, Vice President for Facilities Management, introduced members of the Facilities Management team: J. W. Wood, Director of Capital Planning and Construction; Richard Myers, Director of the Physical Plant; and Jerry Jerome, Campus Master Plan Coordinator. He then presented a brief overview of current campus construction projects. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 25, March 28, 2008.)

#### Item 24 – Report on Sustainability Initiative

Mr. Bratcher introduced Ms. Kelly Martin, Campus Master Plan Assistant Coordinator and Mrs. Louise Waller, Space Planning and Real Property Manager. Ms. Martin and Mrs. Waller presented a powerpoint presentation that addressed several key components of Longwood’s “Sustainability Plan” for the next few years. These components include: educating the campus community about sustainability; addressing environmental issues; and constructing buildings that are environmentally friendly. (A copy of this presentation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 26, March 28, 2008.)

### **University Advancement**

#### Item 25 - Public Relations and Marketing Update

Mr. Rogers, Vice President for University Advancement, briefly reviewed the report that was included in the Board materials. (A copy of this update is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 27, March 28, 2008.)

#### Item 26 – Comprehensive Campaign Report

Mr. Rogers presented an update on the Comprehensive Campaign. The report included the current campaign report for July 1, 2007 through February 29, 2008 with a total of \$2,449,976.33 and a cumulative campaign report for the period of July 1, 2006 through February 29, 2008 with a total of \$12,632,317.63. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 28, March 28, 2008.)

### **Discussion Topic: Planned Giving**

At its December 2007 meeting the Board had requested that information be given at the March meeting. Mr. Grant, Director of Planned and Major Gifts, presented information to the Board on charitable bequests, unitrusts and gift annuities. He explained in detail the differences and benefits of each giving option. (A copy of this information is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 29, March 28, 2008.)

**The meeting adjourned for the day at 5:55 p.m.**

**Saturday, March 29, 2008**

**Call to order**

Ms. Connelly reconvened the Board of Visitors' meeting at 9:00 a.m. on Saturday, March 29, 2008.

Members present:

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

Member absent was:

Mrs. Anne Gregory Vandemark

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  
Mr. E. Andrew Hudson, President, Alumni Association  
Ms. Sharon Menegoni, Faculty Representative to the Board of Visitors  
Mrs. Rita Smith, President, Foundation Board

Representative absent was:

Mr. E. Andrew Hudson, President, Alumni Association

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  
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  
Mr. K. Craig Rogers, Vice President for University Advancement  
Ms. Kathy Worster, Vice President for Administration and Finance

Additional Action Item – Approval of Board of Visitors' Designee for Reviewing LCVA  
Foundation Fund Accounts

The Rector stated that at the Friday, March 28 meeting, the Board agreed to approve granting the Vice President for Administration and Finance the authority to review Foundation fund account

documents related to the LCVA on the behalf of the Board of Visitors. A motion was made by Mr. Adams to approve granting the authority to the Vice President for Administration and Finance. The motion was seconded by Mr. Case and unanimously approved by the Board. (A copy of this recommendation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 30, March 29, 2008.)

### **Reports from Representatives**

Mr. Brown, Member of the Board of Visitors and President and Director of the Longwood University Real Estate Foundation, presented recommendations from the REF Board regarding the construction of a multi-use convocation center. He reviewed the background and efforts made over the past two years to involve the immediate and surrounding counties of Southside Virginia (SOVA) in the development of a facility. Mr. Brown stated that there is little interest from SOVA in expending the time, effort and resources necessary to develop a center dedicated to a larger community use, in addition to serving as a home for Longwood Athletics.

The Real Estate Foundation is proposing that the University consider one of two proposals for consideration in developing a community-type facility. The first proposal is to renovate and expand Willett Hall, to include the space now occupied by the tennis courts. The second proposal is to construct a stand-alone athletic facility that could serve the “greater community” in the vicinity of the old Wynne Building. Mr. Brown reviewed the pros and cons of each proposal.

Mr. Brown concluded his report with a final recommendation that the University initiate a planning process that would lead to a multi-purpose facility to be constructed on the main campus to meet the University’s needs. He stated that the REF stands ready to provide whatever assistance is needed. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 1, March 29, 2008.)

Mrs. Smith, President of the Foundation Board, reported on the current activities of the Foundation Board. Mrs. Smith reported that two resolutions were passed that were brought before the Foundation Board Budget Committee. The first resolution amended the FY2008 budget to cover the costs of the upcoming joint retreat in June and the second authorized the FY2009 budget. She reported that an offer of \$500,000 was made on the gifted Cole property in Meherrin and that the offer was declined. Mrs. Smith stated that the property’s appraised value on the gift date was \$603,000 and due to the lower that expected offer and the volatility in the stock market the Board felt it prudent to retain the property.

She announced that the Structure-Function Committee is currently reviewing the Foundation’s Bylaws and Articulation Agreement to coincide with University’s updated Mission and Vision Statements as well as changes in the IRS regulations.

Mrs. Smith presented a Treasurer’s Report for the six month period ending on December 31, 2007. She reported that total assets are up to \$56.2 million and \$44.4 million in investments. The return on the investments for the first six months was 1.5%. She also reported that in the two months since, earnings have gone down an additional 4%. Mrs. Smith stated that in a business cycle of ten years the average return was 7.1% and that it included the recession that ran from 2000

through 2002. Currently, 5% of the assets are in reserve accounts and the Foundation is not concerned about negative returns in the short term.

In the absence of Mr. Hudson, President of the Alumni Association, the Rector reviewed some of the highlights of the report that was presented to the Board as a handout. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 2, March 29, 2008.)

Ms. Menegoni, faculty representative to the Board, presented a handout with data taken from new faculty members on the challenges they faced in their first year at Longwood. (A copy of this handout is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 3, March 29, 2008.) She went on to report that overall new faculty are happy at Longwood. She stated that they would like to have a mentor to aid in the adjustment to living in Farmville.

Ms. Menegoni reported that a 3-Year Plan for faculty development will be presented at the Faculty Senate meeting in April. Some of the initiatives in the plan are: Cross-talk Fridays and development of a faculty colloquium to share ideas and report on the progress of faculty projects.

She concluded her report by stating that she is working this semester on a Faculty Connection award that she received from the University. Her experience is with a group of orthopedic doctors and physical therapists. She stated that this has been the most rewarding experience in her career and she will be able to take back the information she has learned to the classroom. Ms. Menegoni expressed that it would be beneficial to have industry professionals devote time in the classroom with students.

Mr. Burns, student representative to the Board, reported on student future events and initiatives:

- SGA elections
- Developing a community service day – expecting to have 500 student participants
- Carpool – a designated driver service for students that is already being offered at the University of Virginia and James Madison University

He reported that students want to change the graduation participation policy and have taken a resolution to the Faculty Senate for its consideration. Mr. Burns also reported on the prayer vigil that was held for Todd Miller, a Longwood student who passed away in early March. The SGA is planning a remembrance or commemoration on April 16 for Virginia Tech.

Mr. Burns concluded his report by thanking the Board for allowing him the honor of serving as a representative.

### **Discussion Topic: Campus Master Plan: Results of Data Gathering Phase**

Mr. Bratcher introduced Mr. David Harnage with Moseley Architects to review the Campus Master Plan data gathering results. The purpose of the plan is to create a blueprint that will assist the University with its future physical growth and planning for increased enrollments. Mr. Harnage reviewed in-depth the data regarding academic space utilization, focusing on classrooms and laboratories. A discussion was held addressing the State Council of Higher Education for Virginia space requirements and the percentage of use by Longwood of its classroom and

laboratory space. The President stated that the University is moving toward centralized scheduling to improve space utilization and outlined some of the issues that compromise the process. Mr. Adams recommended that the University shift to centralized scheduling as soon as possible.

Other highlights of the report included: an analysis of existing land usage, an analysis on the growth of the LCVA, opportunities for use of Hull Springs Farm, a review of the analysis of the responses from the different constituencies, expansion of campus food services, the need for a convocation center, future housing needs, future plant operations, and parking, transportation and pedestrian circulation. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 4, March 29, 2008.) A draft of the plan will be presented to the Board for its review and input. Mr. Harnage stated that the Board will be asked at its June meeting to approve the Master Plan.

### **Old Business**

#### Item 27 – Continued Discussion of Smoking Policy

The President began the discussion by describing concerns of the University regarding smoking on campus. She stated that health related issues, student safety and litter continue to be the leading concerns. Dr. Cormier reported that education is an ongoing process at Longwood. She stated that student safety will be a problem if the University enforces the July 1 “Smoke Free” policy set to go in effect in 2008. Students who are up until the early morning hours will have to go off campus to smoke.

Mr. Burns presented a FAQ information sheet that was distributed to the students by the SGA. (A copy of the FAQ sheet is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 5, March 29, 2008.) He stated that the SGA has taken an active role in educating students about the impact that smoking has on their health and the campus.

Discussion ensued regarding delaying the July 1, 2008 deadline for a year to allow time for additional education and evaluation of enforcement of those not using the designated smoking areas. Mr. Dawson made a motion to this effect that was seconded by Mr. Case but was tabled for further discussion by the Board. Following a lively discussion about deadlines for disseminating information to prospective students about current policy and proper use of the smoking kiosks, Mr. Dawson reintroduced his motion to delay the July 1 deadline to July 1, 2009, to allow time to continue education and evaluation of enforcement and to re-evaluate the “Smoke Free Policy” in 2009. Based on the discussion, Ms. Connelly offered two options for the Board to choose from: option a) continue to affirm the “smoke-free campus” decision with a delay to allow time to work out a timeframe and the tactics for implementing the policy or option b) rescission of the previous decision to give the Board time to deliberate longer. Mr. Adams moved that the Board approve option A as presented by the Rector. Ms. Connelly asked Mr. Dawson if the motion satisfied his intent. Mr. Dawson stated that he would withdraw his motion. Ms. Connelly called for a second on Mr. Adams’ motion. The motion was seconded by Mr. Case and approved by the Board, Mr. DeWitt and Mr. Dawson voted against the motion.

The Rector recommended that the University put together a structured plan of strategies for communicating, implementing and the educating the smoking policy to the campus. Mr. Adams

recommended that the University draft an announcement of the Board's decision to delay the implementation of the "Smoke Free Policy" on July 1, 2008.

### **New Business**

#### Item 28 - Approval of Proposed 2008-2011 Board of Visitors' Meeting Dates

Ms. Connelly presented for Board approval the proposed 2008-2011 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 31, March 29, 2008.) Mr. Adams made a motion to approve the proposed dates. The motion was seconded by Mr. Case and unanimously approved by the Board.

### **Closed Session**

Mr. Adams moved to go into Closed Session under Section 2.2-3711 A1, 3, 7 and 10 of the Code of Virginia to discuss matters related to personnel, the acquisition of property, litigation and honorary degrees. The motion was seconded by Dr. Warriner-Burke.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mr. Case 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, Ms. Connelly, Mr. Daniel, Mr. Dawson, Mr. DeWitt, Mr. Frye, 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 32, March 29, 2008.)

Ms. Connelly reported that the Board went into Closed Session to consider issues related to personnel, property, honorary degrees and litigation.

- Mr. Adams made a motion to approve the awarding of a Doctor of Humane Letters honorary degree to this year's Commencement guest speaker, Colonel Jayne A. Carson, Retired. The motion was seconded by Mr. Daniel and unanimously approved by the Board.
- Mr. Dawson made a motion to approve the following faculty for promotion to the rank of professor: Dr. Linwood Cousins, the following faculty to the rank of associate professor: Dr. Consuelo Alvarez, Dr. Gretchen Braun, Dr. Scott Cole, Dr. Wade Edwards, Dr. Mark Fink, Dr. John Graham, Dr. David Hardin, Dr. Christopher Jones, Mr. Eric Koger, Dr. Kristen McAleavey-Eng, Ms. Kelly Nelson, Dr. Shawn Smith, and Dr. Pamela Tracy, and faculty member Ms. Laura Sanchez, to the rank of senior lecturer. The motion was seconded by Mr. Daniel and unanimously approved by the Board.
- Mr. Daniel made a motion to approve tenure for Dr. Consuelo Alvarez, Assistant Professor of Biology, Dr. Gretchen Braun, Assistant Professor of Education, Dr. David Buckalew, Associate Professor of Biology, Dr. Scott Cole, Assistant Professor of Political Science, Dr. Linwood Cousins, Associate Professor of Social Work, Dr. Wade Edwards, Assistant Professor of French, Dr. Mark Fink, Assistant Professor of Biology, Dr. John Graham, Assistant Professor of Computer Science, Dr. Steven Isaac, Associate Professor of History, Dr. Christopher Jones, Assistant Professor of Special Education, Dr. Eric Koger, Assistant

Professor of Theatre, Dr. Kristen McAleavey-Eng, Assistant Professor of Social Work, Dr. Kelly Nelson, Assistant Professor of Art, Dr. Ramesh Rao, Professor of Communication Studies, Dr. Shawn Smith, Assistant Professor of English, Dr. Pamela Tracy, Assistant Professor of Communication Studies. The motion was seconded by Dr. Warriner-Burke and unanimously approved by the Board.

- Mr. Dawson made a motion to affirm the hiring of the following new faculty members: Mr. Don L. Butler, Instructor in English; Dr. John W. Barbrey, Assistant Professor of Criminal Justice; Dr. Ryan J. Hebert, Assistant Professor of Music and Choral Director; Dr. Kurt R. Crandall, Assistant Professor of Psychology; Ms. Amanda J. Lentz, Lecturer in Biology; Dr. William C. Holliday, Jr., Associate Professor of African History/Latin American History; Dr. Phillip A. Cantrell, II, Assistant Professor of Asian History; Dr. Alexander E. Olivdo, Lecturer in Biology; Dr. Sarah E. G. Porter, Assistant Professor of Chemistry; Dr. Scott Senn, Assistant Professor of Philosophy; Dr. Robin D. Smith, Assistant Professor of English; Dr. Wendy Hageman Smith, Assistant Professor of Mathematics; and Dr. Tracy Tuten Ryan, Associate Professor of Marketing. The motion was seconded by Dr. Warriner-Burke and approved unanimously by the Board.
- Mrs. Soza made a motion to approve awarding emeritus status to Dr. James W. Crowl, Associate Professor Emeritus of History and Dr. Michael C. Lund, Professor Emeritus of English. The motion was seconded by Mr. Adams and unanimously approved by the Board.

### **Announcements**

The Rector announced that members of the 2008 Nominating Committee are Dr. Warriner-Burke, Mr. Adams and Mr. Dawson. Mr. Adams 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, the Rector adjourned the meeting at 1:17 p.m.

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Susan E. Soza  
Board Secretary