

LONGWOOD UNIVERSITY BOARD OF VISITORS
Wednesday, June 4, 2008

Minutes

Call to order

The Longwood University Board of Visitors met on Wednesday, June 4, 2008, at Kingsmill Resort in Williamsburg, Virginia. The meeting was called to order at 1:07 p.m. by Ms. Marjorie M. 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
Mrs. Anne Gregory Vandemark
Dr. Helen P. Warriner-Burke

Present at the request of the Board:

Dr. Patricia Cormier, President
Ms. Jeanne Hayden, Secretary to the Board of Visitors
Ms. Caitlin Revene, Student Representative to the Board
Dr. Linda Wright, substituting for Ms. Sharon Menegoni, Faculty Representative to the Board of Visitors

Representatives absent were:

Mr. Michael Sheffield, President, Alumni Association
Mrs. Rita Smith, President, Foundation Board

Present at the request of the President:

Ms. Brenda Atkins, Special Assistant to the President for
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, Jr., Vice President for Information and Instructional
Technology Services and Chief Information Officer
Dr. Tim Pierson, Vice President for Student Affairs
Mr. Craig Rogers, Vice President for University Advancement
Ms. Kathy Worster, Vice President for Administration and Finance

Approval of Minutes

On a motion by Mr. Dawson and seconded by Mr. Adams, the Board unanimously approved the minutes of the May 10, 2008 meeting. A motion was made by Dr. Warriner-Burke to approve the

minutes of the May 23, 2008 meeting. The motion was seconded by Mr. Case and unanimously approved by the Board.

Rector's Report

Ms. Connelly stated that she is pleased that the University's three major boards will have the opportunity to work together at the retreat, June 5-6. She recognized the student representative, Ms. Revene, and the faculty representative, Dr. Wright.

President's Report

The President announced that Paul Barrett has been hired as the new dean for the College of Business and Economics. She updated the Board on Longwood's efforts to receive certification from the State Council of Higher Education for Virginia for substantially meeting the performance measures. She reviewed a copy of the letter the University received informing it that it was certified, as well a copy of the resolution stating the same. Dr. Cormier informed the Board that the Provost has been working with students to improve the number of degrees granted for next year. Longwood will continue to work with SCHEV to adjust the University's graduation numbers so that it will pass certification next year. The President thanked the Rector for the letter she sent supporting the University's efforts to receive certification for meeting its performance measures.

Dr. Cormier announced that a task force has been formed by the Council of Presidents to study the problems identified by the institutions with SCHEV policies and procedures. She reviewed a copy of the findings of the task force and stated that a small group of presidents is working with Dr. LaVista to improve the process and relationship between the presidents and SCHEV.

She reported that the Governor signed a capital bond bill that provided \$29.5 million for the renovation and addition to Bedford Hall and \$800,000 for planning for the new IT Center. This money is now available and construction of Bedford will begin next summer. Dr. Cormier reported that the passage of this bill changes the process that the General Assembly uses in funding capital projects and puts more emphasis on the institutions' six-year plan. She reviewed a timeline that will guide the institutions' submission of future capital projects. (A copy of her handouts is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 1.)

(The text of the President's remarks is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 1, June 4, 2008.)

Business

Audit Committee

Item 1 - Update on Internal Audit Activities

Dr. Cormier referred the Board to the report submitted in their meeting materials. She highlighted some of the reviews that have been completed. (A copy of the report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, June 4, 2008.)

Ms. Worster reported that the University has received an unqualified report from the Auditor of Public Accounts and that Longwood received three points, all of which are being addressed.

Closed Session

Mr. Adams moved to go into Closed Session under Section 2.2-3711 A 3, 7 and 19 of the *Code of Virginia* to discuss the acquisition of real property; to consult with legal counsel regarding briefings by staff members and consultants where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body and specific legal matters requiring the provision of legal advice by such counsel; and to discuss reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure. The motion was seconded by Mrs. Soza.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mr. Adams moved to certify that the discussion in Closed Session was in accordance with the *Code of Virginia*. The motion was seconded by Mr. Daniel and affirmed by Mr. Brown, Mr. Case, Ms. Connelly, Mr. Dawson, Mr. DeWitt, Mr. Frye, Mrs. Vandemark, Mrs. Soza and Dr. Warriner-Burke. (A copy of this compliance is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, June 4, 2008.)

The Rector reported that the Board of Visitors will continue this Closed Session on Saturday, June 28 at 10:00 a.m. on the Longwood campus.

Administration, Finance, Facilities and Technology

Item 7 - Approval of Bedford Renovation and Addition Schematic Design

Mr. Bratcher, Vice President for Facilities Management, introduced Mr. Loren Alhes, Architect with HGA Architects and Engineers, and Mr. Nick Unverferth, Project Manager with Moseley Architects. They presented a powerpoint presentation of the recommended design of the Bedford renovation and addition schematic design. These new designs will create new space in conjunction with the already existing space in Bedford. (A copy of this presentation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 4, June 4, 2008.)

Following the presentation, Mr. Adams made a motion to approve the designs for Bedford and the addition as presented. The motion was seconded by Mrs. Vandemark and unanimously approved by the Board.

The Rector adjourned the meeting for the day at 5:20 p.m.

Thursday, June 5, 2008

Call to order

Ms. Connelly reconvened the Board of Visitors' meeting at 8:36 a.m. on Thursday, June 5, 2008.

Members present:

Mr. John B. Adams, Jr.
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
Mrs. Anne Gregory Vandemark
Dr. Helen P. Warriner-Burke

Board member absent was:

The Honorable Otis L. Brown

Present at the request of the Board:

Dr. Patricia Cormier, President
Ms. Jeanne Hayden, Secretary to the Board of Visitors
Ms. Caitlin Revene, Student Representative to the Board
Mr. Michael Sheffield, President, Alumni Association
Mrs. Rita Smith, President, Foundation Board
Dr. Linda Wright, substituting for Ms. Sharon Menegoni, Faculty Representative to the Board of Visitors

Present at the request of the President:

Ms. Brenda Atkins, Special Assistant to the President for
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, Jr., Vice President for Information and Instructional
Technology Services and Chief Information Officer
Dr. Tim Pierson, Vice President for Student Affairs
Mr. Craig Rogers, Vice President for University Advancement
Ms. Kathy Worster, Vice President for Administration and Finance

The Rector welcomed Mrs. Smith and Mr. Sheffield to the meeting. She asked Mrs. Smith to introduce the new Foundation President, Dr. Marcus, to the Board. Dr. Marcus stated that he is honored to serve the University and looks forward to representing the Foundation at the Board of Visitors' meetings.

Item 2 - Approval of Internal Operating Budget for 2008-2009

Ms. Worster presented for the Board's approval the University's Internal Budget for FY 2007-08. (A copy of the budget recommendation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 5, June 4, 2008.) A motion was made by Mr. Adams to approve the budget as presented. The motion was seconded by Mr. Frye and approved unanimously by the Board.

Item 3 - Approval of Bond Financing for Athletic Offices Renovation

A recommendation was presented by Ms. Worster for the Board to approve the selling of additional state bonds for \$2.6 million for renovation of the Athletic Offices. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 6, June 5, 2008.) A motion was made by Mr. Case to approve recommendation as presented. The motion was seconded by Mr. Adams and approved unanimously by the Board.

Item 4 - Approval of Request for Funds from Auxiliary Reserve

Presented by Ms. Worster for the Board's approval, was a request to allocate \$472,000 from Auxiliary Reserve for recruitment resources planning. She stated that these funds will be used to increase the size of the Admissions' staff to meet the enrollment goals submitted to SCHEV. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 7, June 5, 2008.) Mr. Adams made a motion to approve the recommended allocation from the Auxiliary Reserve Fund. The motion was seconded by Mr. Case and approved unanimously by the Board.

Item 5 - Update on Dining Services Contract

Ms. Worster reported that the University received two proposals for the rebidding of the dining services contract. She announced that ARAMARK was awarded the bid. She stated that this new contract is better than past contracts.

Item 6 - Review of Compliance with Management Standards

Ms. Worster presented an overview of the report on Compliance with Management Standards. (A copy of the report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 8, June 5, 2008.)

Academic and Student Affairs Committee

Item 8 - Approval of Change to Faculty Handbook

Dr. McWee, Provost and Vice President for Academic Affairs, presented a change to the *Faculty Handbook* regarding dual relationships for the Board's approval. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 9, June 5, 2008.) Mr. Dawson made a motion to approve the change as presented. The motion was seconded by Mrs. Soza and was unanimously approved by the Board.

Item 9 - Approval of Modification of Policy on Second Baccalaureate Degree

The Provost also presented a modification to the policy on Second Baccalaureate Degrees for the Board to approve. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 10, June 5, 2008.) He stated that faculty and students were unsure what requirements had to be met by students seeking a second baccalaureate degree. This policy will clarify the requirements. A motion was made by Mr. Adams to approve the recommendation as presented. The motion was seconded by Dr. Warriner-Burke and unanimously approved by the Board.

Item 10 - Report on Modification of Speaking Intensive Requirement

Dr. McWee reported that a modification was made to the Speaking Intensive Requirement. The modification included the word "normally" to the last sentence of the Speaking Intensive Course Policy as it appears on page 23 of the current catalog. The sentence with the modification now reads "Transfer courses do not **normally** satisfy writing intensive requirements."

Item 11 - Housing Update

Dr. Pierson, Vice President for Student Affairs, presented a housing update. He stated that at this time the University does not have actual numbers for Fall 2008, but expects them to be higher than the previous year. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 11, June 5, 2007.)

Item 12 - Report on Fall 2008 Undergraduate Admissions

Dr. McWee gave a report on undergraduate admissions for Fall 2008. He stated that as of June 2, 2008, 1084 freshman deposits have been received. A freshman class of 1036 is expected compared to last year's class of 988.

Transfer applications are below last year's level by 2% (473 vs. 482). Deposits to date are 125 compared to 153 for the same date last year. The goal is 210. The transfer decline appears to be state wide and could be attributed to overly optimistic community college projections. This has led to increased competition among the state institutions as they strive to meet their projections

Item 13 - Update on NCAA Division I Conference Affiliation

Dr. McWee reported that the University has been invited to join the Great West Conference and stated that it is a single sport NCAA affiliated conference. He stated that in order to join this conference Longwood would have to commit by mid-July 2008.

He also reported that the President is encouraging an affiliation with the Atlantic Sun Conference and stated that Mr. Austin would be attending their conference on June 20, 2008. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 12, June 5, 2008.)

Item 14 - Intercollegiate Athletics Year in Review

The Provost presented an overview of the intercollegiate athletics year. He highlighted the records of Women's Softball, Basketball, and Golf and Men's Baseball and Golf. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 13, June 5, 2008.)

Closed Session

Mr. Daniel moved to go into Closed Session under Section 2.2-3711 A1 of the *Code of Virginia* to discuss matters related to personnel appointments, promotions and resignations. The motion was seconded by Mr. Adams and approved unanimously by the Board.

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 Mrs. Soza and affirmed by Mr. Adams, 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 14, June 5, 2008.)

- Mr. Adams made a motion to affirm the hiring of the following new faculty members; Ms. Erin Devine, Instructor of Art; Dr. Christopher G. Gulgus, Lecturer in Chemistry; Dr. Letita Guran, Lecturer in English; Dr. Timothy Holmstrom, Assistant Professor of Physics; Mr. Wade Lough, Assistant Professor of Art; Mr. Robert M. Marmorstein, Instructor of Computer Science; Dr. Jennifer Miscec, Assistant Professor of English; Dr. Joanna Morrison, Assistant Professor of Exercise Science; Dr. Melissa Pine, Assistant Professor of Modern European History; Ms. Susan Stinson, Lecturer in English; and Ms. Amanda Walton, Lecturer in English. The motion was seconded by Dr. Warriner-Burke and approved unanimously by the Board.

- A motion was made by Mr. Dawson to promote Ms. Connie Ballard to the rank of Assistant Professor. The motion was seconded by Mr. Adams and unanimously approved by the Board.

University Advancement

Item 15 - Public Relations Report and Marketing Plan Update

Mr. Rogers, Vice President for University Advancement, deferred to the report in the Board's materials. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 15, June 5, 2008.) He stated that the University would be scaling back its use of CRT for marketing but would have them assist with creating a new website to attract new students.

Item 16 - Comprehensive Campaign Report through April 30, 2008

Mr. Rogers presented an update on the Comprehensive Campaign. The report included the current campaign report for July 1, 2007 through May 29, 2008 with a total of \$4,888,323.77 and a cumulative campaign report for the period of July 1, 2006 through May 29, 2008 with a total of \$15,070,665.16. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 16, June 5, 2008.)

Reports from Representatives

In the absence of Mr. Brown, member of the Board of Visitors and President of the Real Estate Foundation (REF), Dr. Cormier reported that the REF is in the process of purchasing townhouses located just off Milnwood Road behind the Longwood Village Shopping Center. She stated that these homes will be made available for new transitional faculty or staff and that attractive financing options to purchase these home will be made available to these employees.

Mr. Daniel, member of the Board of Visitors and President of the Hull Springs Farm Foundation Board, reported on the Foundation's recent activities. He stated that there are 40 groups scheduled to visit the Farm this summer. The Foundation Board is working with the University to have plans for the Farm included in the new campus master plan.

Mr. Daniel also reported that 200 acres of farmland will be turned into a mitigation bank that will provide a source of income for Hull Springs Farm. The Foundation will control the mitigation bank.

The Board of Visitors and other Longwood boards will be invited to an event on October 17, 2008 at Hull Springs Farm.

Mrs. Smith, President of the Foundation Board, announced that this is her last meeting as Foundation representative to the Board of Visitors. She introduced the new Foundation President, Dr. Ken Marcus. She reported on the recent activities of the Foundation Board, including the approval of the LCVA Memorandum of Understanding and the approval of the Nominating Committee's list of recommended new Foundation Board members. They are alumni Paula King, Andrew Hudson, Brian Kava, Candice Dowdy, Nancy Terry and non-alumnus, John Slade.

She also updated the Board of Visitors on the Foundation's Treasurer's Report. As of March 31, 2008 cash and investments are down 5.34% for the year-to-date. This earlier decrease has affected total assets by \$3.5 million, however since March the total assets have increased by \$1.6 million. Permanently restricted assets remain at \$25.9 million. Expenditures from the unrestricted assets have increased slightly, making all the activity taking place in the temporary restricted net assets. This has caused a decrease in the endowment growth by 6%.

Mrs. Smith reported that contributions have increased by 33% since her March 2008 report to the Board of Visitors. Expenditures since December 2007 have doubled. Institutional support has increased 70% and additional funds have been allocated to the colleges. With the increase of funds, scholarships were provided to over 20 students to study abroad, 12 students attended regional and national honors conferences, 5 research projects were sponsored, and faculty research funding was provided. Total scholarship funding from the Foundation exceeded \$1 million.

She concluded that for the first time since 2003 net revenue is in the negative for both net revenue and unrestricted net revenue. This decline was expected based on the current market conditions but it has not created any delineation in the percentage of funds being held in the quasi-endowed reserves.

Mr. Sheffield, President of the Alumni Association, presented a report on its recent activities. He stated that the Alumni Association wants to become a "first class" Board and set commitment and teamwork goals. He also reported that five new members have been added to the Board and that there is a desire to increase the current size of the Board. He then briefly reviewed some of the specific Alumni events that have been held since the Board of Visitors' March 2008 meeting. (A copy of this list is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 17, June 5, 2007.)

Dr. Wright, substituting for Ms. Sharon Menegoni, Faculty Representative to the Board, thanked the Board for the opportunity to join their meeting and allowing her the opportunity to see the proposed Master Plan. She requested that the Administration work with faculty to determine the location of the Center for Faculty Enrichment.

Ms. Revene, student representative to the Board, introduced herself and stated that she is looking forward to her future opportunities to be a voice for the students at the Board of Visitors' meetings.

Nominating Committee

Ms. Connelly called on Mr. Adams, chair of the Nominating Committee to present his report. The Rector turned the gavel over to President Cormier. Mr. Adams reported that he, Mr. Dawson, and Dr. Warriner-Burke selected a slate of officers. He presented them as follows:

Rector – Marjorie Connelly
Vice Rector – Otis Brown
Secretary – Helen Warriner-Burke
Member at Large – Susan Soza
Advisor – Barry Case (to replace John Adams)

Mr. Adams moved that the slate be approved as presented. President Cormier called for nominations from the floor. There being none, the Board approved the slate as presented. The President then turned the gavel over to Rector Connelly.

Ms. Connelly thanked the Board for the honor of serving as Rector.

Announcements

The Rector reminded Board members of the June 28 meeting, to be held on campus.

Adjournment

There being no further business, the Rector adjourned the meeting at 11:49 a.m.

Helen P. Warriner-Burke
Board Secretary