

LONGWOOD UNIVERSITY BOARD OF VISITORS
September 11, 2004

Minutes

Call to order

The Longwood University Board of Visitors met on Saturday, September 11, 2004, on the University campus. The meeting was called to order at 9:00 a.m. by Mr. Barry J. Case, Rector of the Board. The Rector called for a moment of silence to honor and remember those who lost their lives on September 11, 2001 at the World Trade Center in New York City, the Pentagon in Washington, D.C. and those who perished in the field in Pennsylvania.

Members present were:

Mr. John B. Adams, Jr.
The Honorable William W. Bennett, Jr.
Mr. Otis L. Brown
Mr. Barry J. Case
Mrs. Anne Gregory Vandemark
Mr. Ricky L. Otey
Ms. Helen E. Phillips
Mrs. Susan E. Soza
Dr. Helen P. Warriner-Burke

Members absent were:

Mr. J. David Adams
Ms. Marjorie M. Connelly

Present at the request of the Board:

Dr. Craig Challender, Faculty Representative to the Board of Visitors
Dr. Patricia Cormier, President
Ms. Jeanne Hayden, Secretary to the Board of Visitors
Ms. Paula J. King, President, Alumni Association
Ms. Alicia Moody, Student Representative to the Board of Visitors
Mrs. Rita Smith, President, Foundation Board

Present at the request of the President:

Mr. Richard Bratcher, Vice President for Facilities Management and Technology
Ms. Bobbie Burton, Vice President for University Advancement
Dr. Wayne McWee, Interim Vice President for Academic Affairs
Dr. Tim Pierson, Vice President for Student Affairs and Dean of Students
Ms. Kathy Worster, Vice President for Administration and Finance

Approval of Minutes

Dr. Warriner-Burke moved to approve the minutes of the June 17 and 18, 2004 meeting with two changes. The changes included the addition of Ms. King's name on page one under *Present at the request of the Board* and on page four under the *Alumni Association Report* the change of Mr. Drew Harris to Mr. Drew Hudson. Her motion was seconded by Mr. John Adams and approved by the Board.

Rector's Report

Mr. Case announced that the building dedications held on Thursday, September 9 were a wonderful event. He welcomed Mrs. Soza as one of the Board's newest members and welcomed Mrs. Vandemark back as a reappointment by the Governor. He also welcomed Mrs. Smith, President of the Foundation Board; Ms. King, President of the Alumni Association Board; Dr. Challender, faculty representative to the Board of Visitors; and Ms. Moody, student representative to the Board of Visitors.

The Rector announced the Longwood's Camerata singers will be performing at the Kiwanis Club in Richmond on September 20 and that Dr. Cormier would be meeting with the Kiwanis Club on November 8 to do a presentation on Longwood's "Great Fire of 2001".

He then presented resolutions of appreciation to the two former Board members Mrs. Baise and Mr. Rennie.

WHEREAS, ANN GREEN BAISE has served with distinction on the Longwood University Board of Visitors for eight years from 1 July 1996 to 30 June 2004; and

WHEREAS, she has served on the Executive Committee as Advisor, and twice as Vice Rector of the Board of Visitors, in 1997-1998 and 2001-2002, and twice as Rector of the Board of Visitors, in 1998-2000 and 2002-2003, and as Chair of the Academic and Student Affairs Committee, and as Chair of the Nominating Committee; and

WHEREAS, she has served on the Administration, Finance and Facilities Committee, Academic Affairs Committee, Student Affairs Committee, and University Advancement Committee; and

WHEREAS, she served on the Steering Committee of a turning point: The Campaign for Longwood as Board Chair, giving unselfishly of her time and experience to the University;

BE IT RESOLVED THAT the Board of Visitors and the entire Longwood University Community extend to ANN GREEN BAISE our most heartfelt appreciation for her devoted service and our best wishes for the future.

Mr. Otey presented a motion to approve Mrs. Baise's resolution. The motion was seconded by Mrs. Soza and approved unanimously by the Board.

WHEREAS, DONALD J. RENNIE has served with distinction on the Longwood University Board of Visitors for four years from 1 July 2000 to 30 June 2004; and

WHEREAS, he has served as both Chair and Vice Chair of the Administration, Finance and Facilities Committee; and

WHEREAS, he has served on the Audit Committee, and University Advancement Committee, giving unselfishly of his time and experience to the University;

BE IT RESOLVED THAT the Board of Visitors and the entire Longwood University Community extend to DONALD J. RENNIE our most heartfelt appreciation for his devoted service and our best wishes for the future.

Ms. Phillip's made a motion to approve Mr. Rennie's resolution of appreciation. The motion was seconded by Mr. Adams and approved unanimously by the Board.

President's Report

The President thanked Dr. Pierson and the staff of the Residential and Commuter Life Office for their tremendous efforts in successfully managing the housing accommodations for the students. She reported that Longwood continues to be ranked as one of the top public universities – Master's in the South at 11th position. Longwood is now placed 37th among all Southern Universities-Master's (both public and private). Also, Longwood was included in the category "highest graduation rates" of the Universities – Master's (south) with a 60% rate.

Dr. Cormier announced that the University has been awarded the Christa McAuliffe Award by the American Association of State Colleges and Universities. Longwood was one of only three institutions in the United States to receive the prestigious 2004 award for leadership and innovation in teacher education.

The President reviewed key items in the *Five Year Strategic Plan Year End Report* for the period of July 1, 2003 through June 30, 2004. (A copy of the report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 1, September 11, 2004.) Following the review of the *Year End Report* the President discussed with the Board newly proposed legislation: Commonwealth Chartered Universities and Colleges Act and the impact this legislation could have on Longwood as well as the other state institutions of higher education. (A copy of the report and the text of the President's report are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, September 11, 2004.)

Nominating Committee

Following the President's Report, Mr. Case called on Dr. Warriner-Burke, chair of the Nominating Committee to present its report. The Rector turned the gavel over to President Cormier. Dr. Warriner-Burke reported that she, Ms. Phillips and Mr. Otey selected a slate of officers. She presented them as follows:

Rector – Barry Case
Vice Rector – Helen Phillips
Secretary – Helen Warriner-Burke
Member at Large – Ricky Otey

Mr. Adams moved that the slate be approved as presented and the motion was seconded by Mrs. Soza. President Cormier asked if there were any nominations from the floor. There being none, the Board approved the slate as presented.

Mr. Case thanked the Board for the honor of serving as rector for another year.

Business

Audit Committee

Mr. Otey, Vice Chair of the Audit Committee reported that the Committee received updates on ongoing audit projects and upcoming reviews.

Academic and Student Affairs Committee

Dr. Warriner-Burke, Vice Chair of the Academic and Student Affairs Committee, presented the report on the Committee's activities. She reported that the Committee received reports regarding the crime statistics and Judicial and Honor Board statistics for 2002-2003, reports on student housing occupancy, fall enrollment and summer school.

Dr. Warriner-Burke reported that matters regarding personnel were discussed while in Closed Session and moved the hiring of the new faculty members be affirmed. The motion was seconded by Mr. Otey and passed unanimously by the Board. (A copy of the affirmations is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, September 11, 2004.)

A motion was then made by Dr. Warriner-Burke to approve the status of professor emeritus to Dr. Patrick G. Barber. The motion was seconded by Mr. Adams and approved unanimously by the Board.

Administration, Finance and Facilities Committee

Item 1 - Approval of Operating and Capital Budget Requests

Mr. Adams, Vice Chair of the Administration, Finance and Facilities Committee, presented on behalf of the Committee, a motion for Board approval of the operating and capital budget requests for 2005-06 as amended in committee. (A copy of the amended request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 4, September 11, 2004.) The motion was seconded by Mrs. Vandemark and unanimously approved by the Board.

Item 2 - Approval of Bond Resolution for Athletic Fields and Heating Plant- Phase II

Mr. Adams also presented from the Committee a motion for the Board to approve a bond resolution for the athletic fields and Phase II of the Heating Plant project. (A copy of the resolution is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 5, September 11, 2004.) The motion was seconded by Mr. Bennett and unanimously approved by the Board.

Item 3 - Approval of Request for Funds from Auxiliary Reserve

On behalf of the Committee, a motion was made by Mr. Adams to approve a request for funds from Auxiliary Reserve. The request includes funds for additional construction costs for Phase I of the Heating Plant, property acquisitions and pre-bond sale expenses for the renovation of Blackwell Hall and the Longwood University Bookstore. (A copy of the request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 6, September 11, 2004.) The motion was seconded by Mrs. Vandemark and approved unanimously by the Board.

Item 4 - Approval of Gramm-Leach-Bliley Act (GLBA) Policy

A motion was made on behalf of the Committee by Mr. Adams to approve the Gramm-Leach Bliley Act Policy. This act requires financial institutions to establish policies for the privacy and

safeguarding of customer financial information. (A copy of the policy is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 7, September 11, 2004.) The motion was seconded by Mr. Bennett and approved unanimously by the Board.

Item 5 - Approval of Family Educational Rights and Privacy Act Policy

Mr. Adams presented another motion on behalf of the Committee for the Board to approve the Family Educational Rights and Privacy Act Policy. This policy establishes safeguards for student records and data. (A copy of this policy is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 8, September 11, 2004.) The motion was seconded by Ms. Phillips and unanimously approved by the Board.

Item 6 - Approval of Health Insurance Portability and Accountability Act of 1996 (HIPAA) Policy

On behalf of the Committee a motion was made by Mr. Adams for the Board to approve the Health Insurance Portability and Accountability Act of 1996 Policy. This policy protects individually identifiable health information. (A copy of the policy is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 9, September 11, 2004.) The motion was seconded by Mrs. Soza and unanimously approved by the Board.

Item 7 - Approval of Schematic Design for the Theater Arts/Communications Studies Building

Mr. Adams presented a motion on behalf of the Committee to approve the schematic design for the Theatre Arts/Communication Studies Building. He reported that the current Communication Studies and theatre programs on campus are housed in insufficient, outdated spaces that do not reflect current trends seen on other campuses. (A copy of the recommendation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 10, September 11, 2004.) The motion was seconded by Ms. Phillips and approved unanimously by the Board.

He then reported that the Committee received a report from the Auditor of Public Accounts for 2003 and a financial report for the period ending July 31, 2004. Mr. Adams also stated that a report was reviewed regarding the status of capital projects.

University Advancement Committee

Ms. Phillips, Chair of the University Advancement Committee, presented a report on the Committee’s activities. She reported that the Committee received reports on Admissions, a Public Relations report, an annual report on fundraising at Longwood and a report on athlete academic progress and Longwood’s move to Division I.

Reports from Representatives

Mrs. Smith, President of the Foundation Board, updated the Board on the activities of the Foundation Board. She reported that the Foundation will hold a retreat on September 16th and 17th at Wintergreen Resort. She also reported that the Foundation received an unqualified opinion on its current year audit.

Mrs. Smith reported that total Foundation assets increased from the previous year by 5% to \$39.3 million. The endowment increased by 17.7% totaling \$31.2 million and cash assets total \$34.7 million. She announced that \$32.2 million of the cash assets are being managed by the Russell Investment Group with 14.91% investment return for fiscal year 2004 (with a three-year return average of 4.08% and a five-year average of 3.64%).

She announced that the Foundation exercised its option to purchase the Longwood Visual Arts Center building from the Weinberg Corporation. The Center was closed the last week of July for renovation and will reopen in January, 2005. Mrs. Smith also announced the new Foundation Vice President is Dr. Richard Lindsay and the committee chairs and directors. (A copy of the highlights of the report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 11, September 11, 2004.)

Ms. King, President of the Alumni Association, thanked the Board for the opportunity to be present at Board meetings to gain knowledge of Longwood's progress and strategy for the future. She also thanked Mrs. Shelton for her work on the building dedication events.

She reported that the Alumni Board met on July 31st and set its goals for the upcoming year. Among the goals set were to: provide opportunities for Longwood alumni /friends to interact with each other at regional events, sporting events and on-campus events; select a source for and implement an On-Line Community for alumni and if funding permits, investigate the inclusion of the Career Services network module of the On-Line Community; develop a new format for the reunion program; increase the support of student activities that will increase the awareness of the Alumni Association and "life after Longwood" connection; review communication vehicles for alumni and students to ensure that both constituent groups have a current view of Longwood and the Alumni Association, increase participation with Longwood related events and continue to support the University's legislative efforts by providing financial support for the legislative web link.

Mrs. King also reviewed some of the upcoming events being sponsored by the Alumni Association. (A copy of the text of her report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 12, September 11, 2004.)

Dr. Challender, faculty representative to the Board, thanked the Board for the opportunity to represent the faculty. He stated that four searches in his Department of English and Modern Languages will be conducted in the near future. Dr. Challender reported that the new faculty members appear to be happy at Longwood. He reported that the move to Division I seems to be going well and hailed the quality of the student athletes. He concluded his report by announcing that the completion of Brock Commons and the near completion of the Ruffners and new science building have added beauty to the campus and positive attitudes generated by the faculty.

Ms. Moody, student representative for the Student Government Association, reported that there is still concern regarding parking for students. She also reported that students are very happy with the opening of Brock Commons. Ms. Moody stated that there have been problems with enforcing the no-smoking policy for Brock Commons. She, the SGA and health interns are exploring ways to solve the problem.

Ms. Moody announced that the SGA has moved voting for its officers to the spring semester allowing consistent representation by the SGA president to the Board of Visitors. She also announced that plans are being made for Longwood to host a meeting in January for the student leaders of all the public universities in Virginia. The goals of the meeting are to form closer bonds with other students in the Commonwealth and address state-related issues and to promote citizenship throughout the campus and state. (The text of her remarks is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 13, September 11, 2004.)

Old Business**Item 8 - Approval of Revisions to the Five-Year Strategic Plan**

Dr. Cormier reported to the Board that the *Five-Year Strategic Plan* was re-examined by the deans, the Executive Management team and herself. Changes were recommended to make the wording more consistent and concise. No substantive changes were made except for a Distance Learning goal mandated by the Commonwealth. Ms. Burton recommended some additional punctuation changes under the University Advancement section of the plan. Mr. Case made a motion to approve the revisions to the *Five-Year Strategic Plan*. The motion was seconded by Mr. John Adams and approved unanimously by the Board. (A copy of the revised plan is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 14, September 11, 2004.)

Announcements

Mr. Case requested that Board members let him or Ms. Hayden know by September 30 which two of the four Board committees they wish to serve on for 2004-2005.

Adjournment

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

Helen P. Warriner-Burke
Board Secretary