

**LONGWOOD UNIVERSITY BOARD OF VISITORS**  
**Friday, March 27, 2009**

**Minutes**

**Call to order**

The Longwood University Board of Visitors met on Friday, March 27, 2009, 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:

Ms. M. Jane Brooke  
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. Chin Han Kim  
Mr. Robert E. Frye  
Dr. Helen P. Warriner-Burke

Members absent:

Mr. John B. Adams, Jr.  
Mrs. Susan E. Soza

Present at the request of the Board:

Dr. Patricia Cormier, President  
Ms. Jeanne Hayden, Secretary to the Board of Visitors  
Dr. Kenneth Marcus, President, Foundation Board  
Ms. Caitlin Revene, Student Representative to the Board  
Mr. Michael Sheffield, President, Alumni Association  
Dr. Pamela Tracy, Faculty Representative to the Board of Visitors

Present at the request of the President:

Ms. Brenda Atkins, Executive Assistant to the President for Governmental Affairs and  
Special Projects  
Mr. Troy Austin, Director of Intercollegiate Athletics  
Mr. Richard Bratcher, Vice President for Facilities Management  
Ms. Bobbie Burton, Executive Director of Hull Springs Farm  
Mr. Robert Chonko, Dean of Enrollment 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  
Mr. Robert Murray, Director, Internal Audit  
Dr. Kenneth Perkins, Special Assistant to the President for Student Success  
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

Dr. Ling Whitworth, Director of Assessment and Institutional Research

Others present:

Faculty Representatives:

Dr. Linwood Cousins

Dr. Roy Creasey

Dr. Keith Rider

Dr. Larissa Smith-Ferguson

Student Representatives:

Ms. Ashley Jarrett

Mr. Stephen Lee

Ms. Amanda Mason

Mr. Cameron Patterson

Other Faculty/Staff present:

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

Ms. Jonette Aughenbaugh, Chief Human Resources Officer

### **Public Session**

Dr. Robert Webber presented the March 2009 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 Handout 1, March 27, 2009.) He reported that faculty salaries are well below those of other state colleges and universities as well as Longwood’s benchmark institutions.

After a discussion regarding Longwood’s faculty salaries, the Rector requested that a report be prepared for the June Board meeting outlining the amount of funding by faculty levels that would be needed to bridge the earnings gap between Longwood and other schools in order to reach the targets and to identify potential funding sources to achieve this goal.

### **Rector’s Report**

Ms. Connelly welcomed the faculty and student representatives attending the meeting. She announced that commencement will be held on May 9 with a Board meeting following in the afternoon. She also announced that the June Board meeting will be held on campus, June 12 and 13.

The Rector reported on recent activities related to the Presidential Search. She reported that:

- The RFP has been sent out to various vendors.
- The committee members have been selected:
  - Board Members: Ms. Connelly, Mr. Brown, Mr. Case, Mr. Kim, and Dr. Warriner-Burke
  - Faculty Representatives: Dr. Amoss, Dr. Creasey, Dr. Jones, and Dr. Tracy
  - Staff Representative: Mrs. Scruggs
  - Academic/Professional Representative: Mr. Austin
  - Foundation & Alumni Board Representatives: Dr. Marcus and Mr. Sheffield

- Student Representative: Ms. Revene
- The Committee vice chair met with the general faculty on March 26.
- The Presidential Search and Screening Advisory Committee will have a website where constituents may post ideas on qualifications/attributes or get updates on the status of the Committee's work.

Following the Rector's report, Dr. Tracy presented a resolution from the faculty regarding the Presidential Search:

Resolved, that the Faculty of Longwood University request that the Presidential Search Committee and Board of Visitors provide multiple opportunities, through multiple communication channels, to evaluate Presidential candidates, and

Furthermore to request that the Faculty have opportunities to provide input to the Search Committee and Search Firm for suggestions for the on-campus interview process. We respectfully ask, in order to increase faculty participation in the search process, that all elected members of the Executive Committee be included on the Presidential Search Committee and, when the candidates are on campus, the entire Senate be involved in the interview process.

(Passed unanimously by the Longwood University Faculty, March 26, 2009)

The Rector thanked Dr. Tracy for the respectfulness exhibited by the faculty in the presentation of the resolution. She stated that the Board is not inclined to change the structure of the Presidential Search and Screening Advisory Committee but will keep the campus constituents advised of the progress of the Committee as it proceeds and that there will opportunities for the faculty to be involved in the interview process of the final candidates when the time arrives.

Dr. Tracy urged the Rector to consider the addition of one faculty member more from the College of Education and Human Services. Ms. Connelly again declined the request.

### **President's Report**

The President began her report with the news that the Board of Nursing approved the BSN program in January and that recruitment started at the end of January and students are already being accepted for Fall 2009. She also reported that Longwood is requesting federal funds to support a proposed Sustainable Logistics Center at Fort Lee. The Center will provide an academic research-oriented partner to the Army's Sustainment Center of Excellence and the Army Logistics University. This Center will have activities that will include: international conferences, an international journal, newsletters, and a mixture of on-post education and hybrid online course delivery methods, with electronic links enabled between the campus and Fort Lee. She stated that discussions will continue next month with key Army leadership and program development will begin with the receipt of federal appropriations and deployment of staff.

Dr. Cormier updated the Board on the 2009 General Assembly Session. She reported that the budget includes American Recovery and Reinvestment Act (ARRA) Funds. A one-time funding allocation may be made for \$3,169,668. Base budget additions may include funding for the Nursing Program and Financial Aid. The Governor is reviewing the budget and the General Assembly will reconvene on April 8 for the "Veto Session" at which time the legislature will act on recommendations for the FY 2010 budget. The President stated that she does not anticipate that any changes will be made affecting the University's funding.

She went on to emphasize that since the bulk of funding is ARRA one-time funding most of the previous budget reductions will remain in place. Longwood has reduced its general fund operating budget by 21.25%. Dr. Cormier reported that a large cross-campus group worked to develop a series of actions to respond to the budget cuts and with the aid of the ARRA funds she hopes Longwood will make it through the difficult economic times.

She expressed her concerns about scholarship assistance due to the dramatic downturn in Longwood's endowment and stated that some of the ARRA funds will be used to assist with the University's obligation to students. Dr. Cormier stated that this measure should help save reserves for the Foundation for possible diminishing returns on the endowment in FY 2011 and FY 2012. With the additional ARRA funding, Pell grants will increase in the fall and a \$2,500 tax credit each year for four years will be given under the American Opportunity Tax Credit portion of the bill. Most of the ARRA funding is geared toward research institutions.

The Governor's Office has asked agencies to submit requests for the ARRA funding. Longwood has submitted requests for capital projects, surveillance cameras, an upgraded dispatch center, and Teacher Quality Enhancement Grants.

Dr. Cormier reported that Delegate Clarke Hogan has announced that he will not run for re-election in November. The President expressed her gratitude to Delegate Hogan for his support to Longwood.

She thanked Board members Helen Warriner-Burke and Hank Kim for attending the Longwood Employee Service Awards Program and Longwood Dining Services Banquet in February. She reported that recognized employees represented over 1,500 years of service to Longwood and were celebrating their service anniversaries.

The President concluded her report by announcing Longwood alumnus, Jerome Kersey, will be the guest speaker for Commencement on May 9, 2009. (A copy of the highlights of her report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 1, March 27, 2009.)

## **Business**

### **Consent Agenda**

#### Item 1 – Approval of Consent Agenda

Ms. Connelly presented to the Board for its approval four items on the consent agent: the minutes for the February 20, 2009 Board meeting, revisions to the Debt Management Policy, revisions to the Information and Technology Policies, and approval of the proposed Board of Visitors' meeting dates for 2009-2012. A motion was made by Mr. Dawson to approve the items on the consent agenda as presented. The motion was seconded by Mr. Daniel and unanimously approved by the Board. (A copy of these items is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, March 27, 2009.)

### **Audit**

#### Item 2 - Report on Purpose and Values of Internal Audit Office

Mr. Murray, Director of Internal Audit, presented through a power point presentation the purpose and values of the Internal Audit Office. (A copy of the presentation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 3, March 27, 2009.)

### Item 3 - Report on Status of Current Audits

A report was presented by the Director of Internal Audit on the status of current audit projects. He reported that several audit and review projects will be completed in the Fall 2009. Among them are a follow-up review of the Natural Sciences Department, a follow-up of Capital Planning and Construction, and reviews of reconciliations from fiscal year 2008, including the months of October, November, and December. He also reported that the Auditor of Public Accounts has begun its audit of Longwood’s financial statements for fiscal year 2008.

He announced that the Internal Audit Office plans to conduct audits and reviews on Financial Aid, student billing and receivables, BANNER, and the Art Department. Completion of these projects will be in Spring 2009. Mr. Murray outlined special projects for Spring 2009 and proposed audits and reviews for Summer 2009. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 4, March 27, 2009.)

Following his report, the Board suggested that he investigate issues that other agencies may have had that could potentially be problematic for Longwood.

### Item 4 - Highlights of the Capital Planning and Construction Audit

Mr. Murray also reviewed with the Board, highlights from the Capital Planning and Construction Audit. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 5, March 27, 2009.) He summarized his report by stating that there appear to be sufficient controls in place to provide an adequate and efficient system of internal controls for Capital Planning and Construction.

### **Discussion Topic: Results of Meetings with Board of Visitors Members**

Following his report on the Capital Planning and Construction Audit, Mr. Murray shared the results of the information he compiled from his meetings with individual Board of Visitors’ members. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 6, March 27, 2009.) He encouraged Board members to contact him if they have questions or concerns regarding Internal Audit issues.

Ms. Brooke joined the meeting at 10:15 a.m.

### **Closed Session**

Mr. Kim 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. Daniel.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mr. Kim 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 Ms. Brooke, Mr. Brown, Mr. Case, Ms. Connelly, Mr. Dawson, Mr. DeWitt, Mr. Frye, and Dr. Warriner-burke. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 7, March 27, 2009.)

### **Academic and Student Affairs**

#### Item 5 - 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 recommended revisions is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 8, March 27, 2009.) Revisions included additions and deletions in language to the following policies and procedures: Filing of Disciplinary Charges and Notification of Hearing; Hearing Procedures; Technology Facilities and Equipment Use; Maintenance of Student Computers/Network Security Violations; Longwood University Identifiers; Posting Policy; Disciplinary Probation; and Admonition. A motion was made by Mr. Case and seconded by Dr. Warriner-Burke. The Board unanimously approved the revisions.

#### Item 6 - Report on Student Housing

Dr. Pierson presented a report comparing housing occupancy between Spring 2007, Spring 2008 and Spring 2009. Overall housing for Spring 2007 was 2,545, for Spring 2008 was 2,649, and 2,834 for Spring 2009. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 9, March 27, 2009.)

Discussion followed Dr. Pierson's report on future plans by the University to release additional students to move off campus. Mr. Brown stated that Longwood has maintained a 92% - 95% occupancy rate for University managed housing. Ms. Connelly requested that the University put together information to compare on-campus/off-campus living costs and to consider changing current housing policies relating to students being allowed to live off-campus. This change would allow more students the consideration of a wider range of housing options to aid in the reduction of living expenses.

#### Item 7 - Approval of Changes to Academic Suspension Policy

Dr. McWee presented for the Board's approval a change to the Academic Suspension Policy. (A copy of the recommended revisions is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 10, March 27, 2009.) He stated that the changes will prevent students from taking classes when they have been suspended. This change would also allow the University to reassign housing and courses that otherwise would be on hold, thus reducing additional costs to the University. A motion was made by Mr. Dawson to approve the request as presented. The request was seconded by Ms. Brooke and unanimously approved by the Board.

#### Item 8 - Presentation on Dual Degree Programs

Dr. McWee introduced Dr. Ross, Dean of the Cook-Cole College of Arts and Sciences. Dr. Ross reported that he and Dr. Barrett, Dean of the College of Business and Economics, worked together to develop a dual-degree program that will allow students to earn both a bachelor's degree in one of four arts and sciences disciplines and a Master's of Business Administration. Students who have earned 60 credit hours with a 3.0 grade-point average in chemistry or physics, a Bachelor of Fine Arts in visual or performing arts, or a Bachelor of Music may apply for the MBA program.

Students may apply for admission to the program, typically at the beginning of their junior year and must be approved by their department chair and the director of the MBA program. They must successfully complete five specified business courses during the junior and senior years.

Dr. Ross stated that the creation of this program is in response to what business and industry have been asking for: highly qualified candidates with strong analytical scientific skills and training with advanced academic work in business.

He reported that an agreement formalizing the dual-degree program was signed in October 2008, by Dr. Barrett, Dr. McWee and himself.

#### Item 9 - Enrollment Summary for Spring 2009

Dr. Whitworth, Director of Assessment and Institutional Research, presented and reviewed the enrollment for Spring 2009. (A copy of the summary is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 11, March 27, 2009.)

#### Item 10 - Admissions Update for Fall 2009

As of the date of the Board of Visitors meeting 2,650 offers of admission have been issued. The target number is 2,900 admissions to yield a freshman class of 1,050. Freshman applications are up 3% over last year, comparable with other public universities in the Commonwealth. Deposits are 7% higher than last year at this date. A larger wait list is being maintained this year because the impact of the recession on student enrollments is uncertain.

#### Item 11 - Report on Parents’ Council

Dr. Perkins, Special Assistant to the President for Student Success, reported on the establishment and benefits of a Parents Council at Longwood. He reported that he and Dr. Soderlund, Dean of Students, visited University of North Carolina-Chapel Hill in the summer of 2008 to obtain ideas from their program. He stated that he is confident that they received some key ideas during their visit to create a model for a sustainable council.

He went on to report that meetings have been held to get ideas and feedback from parents of some of Longwood’s students. The first meeting of the Longwood Parents’ Council was held on January 31, 2009. Dr. Perkins announced that there are eighteen pairs of parents currently involved and are excited about the creation of the group. Members will pay \$500 per year that will be used for grants or awards presented to students or departments that demonstrate significant citizen leadership. The Council will also reach out to new students enrolling at Longwood to help make the college experience successful.

#### Item 12 - Intercollegiate Athletics Update

Mr. Austin, Director of Intercollegiate Athletics, reported that Longwood is still working with members of the Atlantic Sun Conference of the NCAA. He stated that a team from the Atlantic Sun recently visited Longwood to review its academic plans for athletes and to review the plans for athletic facilities.

Mr. Austin reviewed a report on the Men’s and Women’s basketball teams. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 2, March 27, 2009.)

#### **Discussion Topic: Report on Hull Springs Farm**

Ms. Burton, Executive Director of Hull Springs Farm, reviewed the Mission Statement and Strategic Goals recently approved by the Hull Springs Farm Foundation Board of Directors. (A copy of the Mission Statement and Strategic Goals is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 3, March 27, 2009.)

She presented with powerpoint slides, a report on the current activities and programs occurring at Hull Springs Farm. She stated that several educational programs including archaeology, biology and rain barrel making are being conducted there. Ms. Burton described the many different types of wildlife that inhabit the property and the shoreline restoration project that has been a success.

She went on to discuss the benefits of wetlands and a wetland mitigation bank. Currently, the Hull Springs Farm Foundation is working with the Virginia Department of Marine Biology and the Army Corps of Engineers to establish a wetlands mitigation bank. She described in detail the importance of such a bank and how it will benefit the farm.

**Discussion Topic: Process for Cost Containment Strategies Related to Instruction**

Dr. McWee presented some strategies on how the University can contain costs related to instruction. He reported that, in the short term, faculty/departments are reviewing their degree programs, increasing class size in some areas, and considering alternating some elective classes by semester and/or by year. The General Education Committee will begin to evaluate courses approved for each general education goal to see if they still meet the criteria.

He went on to outline some long-term strategies being considered. Among these strategies were: discussions with faculty about what a Longwood student should know upon graduation, continued review of general education to determine how it compares to desired skills, review of the Liberal Studies Program to consider shifting from a four to a five-year program, reviewing all degree programs, limiting number of credit hours in the major to 120, and beginning to map and assess learning objectives within each course and each degree. (A copy of the presentation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 12, March 27, 2009.)

**Administration, Finance, Facilities and Technology**

**Item 13 - Approval of Request for Funds from Auxiliary Reserves**

Ms. Worster, Vice President for Administration and Finance, presented a request to the Board of Visitors to approve the allocation of \$225,000 from Auxiliary Reserve for the replacement of the roof on the warehouse the University is leasing from the Real Estate Foundation. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 13, March 27, 2009.) A motion was made by Dr. Warriner-Burke to approve the \$225,000 allocation as presented. The motion was seconded by Mr. Dawson and approved by the Board.

**Item 14 - Approval of Revisions to Administrative Policies**

Ms. Worster announced that the request to approve the revisions to the Administrative Policies will be tabled until further policy changes can be made.

**Item 15 - Approval of University Center Design (Student Union)**

Mr. Bratcher, Vice President for Facilities Management, introduced Mr. Merriman of Perkins and Will, to present a schematic design of the University Center. He stated that this building will replace the current Student Union building and will be constructed on the site where the Cunninghams currently reside. Mr. Bratcher reported that the current Student Union is not large enough to accommodate the growing student population. (Copies of the request and powerpoint presentation are filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 14, March 27, 2009.)

Following the presentation, Mr. Bratcher requested that the Board approve the design. A motion was made by Mr. Kim to approve the schematic design for the University Center as presented. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

#### Item 16 - Approval of French Information Technology Center Design

Also presented was a request to approve the French Information Technology Center design. Mr. Bratcher introduced Mr. Nasis of Moseley Architects, who presented a detailed schematic design for the French Information Technology Center. He reported that the design will also provide space for the Office of Assessment and Institutional Research and for the Media Production Facility. These units are currently operating in inadequate spaces. (Copies of the request and powerpoint presentation are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 15, March 27, 2009.)

Following the powerpoint presentation, Mr. Bratcher requested the Board approve the design. A motion was made by Mr. Case to approve the schematic design for the French Information Technology Center as presented. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

#### Item 17 - Approval of New Real Property Policy

Mr. Bratcher then presented a new Real Property Policy for the Board to approve. He stated that in order for Longwood to obtain delegated authority for certain real property transactions, it is necessary for the Board to approve this policy outlining the University's responsibilities related to leases, acquisitions and dispositions of real property. (A copy of the request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 16, March 27, 2009.) A motion was made by Mr. Brown to approve the new policy as presented. The motion was seconded by Mr. Kim and unanimously approved by the Board.

#### Item 18 - Review of Financial Report for Period Ending January 31, 2009

Ms. Worster reviewed the financial reports for the period ending January 31, 2009. She reviewed the revenues and expenditures for both E&G and the Auxiliary fund accounts. Ms. Worster reported that compared to the previous year E&G revenues are down \$135,883. The January 2009 appropriation was adjusted by the 5% budget reduction of \$1,356,876. E&G expenditures are more than the same period last year as a result of increased expense budgets. She also reported that Auxiliary revenues are greater than the previous year as a result of fee increases and that Auxiliary expenditures have increased as a result of increased expense budgets. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 17, March 27, 2009.)

#### Item 19 - Review of Faculty Salary Report

A report on the Faculty Salary Study was presented by Ms. Aughenbaugh, Chief Human Resources Officer. She reported that the University periodically participates in a faculty salary survey conducted by the American Association of University Professors. This survey report compares 2007-08 Longwood faculty salaries with a variety of institutions throughout the nation, including the benchmark institutions for Longwood. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 18, March 27, 2009.)

#### Item 20 - Capital Construction Update

Mr. Bratcher 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 19, March 27, 2009.)

Item 21 - Presentation of Facilities Performance Indicators

A powerpoint presentation was given by Mr. Bratcher on the University’s 2008 Facilities Performance Indicators. He reported that Longwood is a member of the professional organization, Association of Higher Education Facilities Officers, an international association serving educational facilities professionals. This organization has developed a set of facilities performance indicators and has been collecting data for a few years. Longwood participated in the 2007-2008 study. Mr. Bratcher reported that the analysis focused on cost of efficiency and provided a comparison to other Virginia institutions and peer institutions. (A copy of this presentation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 20, March 27, 2009.)

Following his presentation, Mr. Bratcher introduced the new manager of Energy Management, Mr. Janos.

**University Advancement**

Item 22 - 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 21, March 27, 2009.)

Item 23 – Comprehensive Campaign Report

Mr. Rogers presented an update on the Comprehensive Campaign. The report included the current campaign report for July 1, 2008 through February 29, 2009 with a total of \$1,922,754.73 and a cumulative campaign report for the period of July 1, 2006 through February 29, 2009 with a total of \$18,038,431.00. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 22, March 27, 2009.)

**The meeting adjourned for the day at 5:05 p.m.**

**Saturday, March 28, 2009**

**Call to order**

Ms. Connelly reconvened the Board of Visitors’ meeting at 8:30 a.m. on Saturday, March 28, 2009.

Members present:

- 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.
- Mr. Chin Han Kim

Dr. Helen P. Warriner-Burke

Members absent were:

Mr. John B. Adams, Jr.  
Ms. M. Jane Brooke  
Mrs. Susan E. Soza

Present at the request of the Board:

Dr. Patricia Cormier, President  
Ms. Jeanne Hayden, Secretary to the Board of Visitors  
Dr. Kenneth Marcus, President, Foundation Board  
Ms. Caitlin Revene, Student Representative to the Board  
Mr. Michael Sheffield, President, Alumni Association  
Dr. Pamela Tracy, 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  
Dr. Wayne McWee, Vice President for Academic Affairs  
Dr. Francis Moore, Vice President for Information and Instructional  
Technology Services and Chief Information Officer  
Mr. K. Craig Rogers, Vice President for University Advancement  
Ms. Kathy Worster, Vice President for Administration and Finance

**Discussion Topic: Tuition and Fees for 2009-2010**

Ms. Worster reviewed the proposed scenarios for tuition and fees for 2009-2010. Ms. Worster stated that the Board will be asked to approve tuition and fees at the May 9 Board of Visitors' meeting pending final passage of the State budget. (A copy of the scenarios is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 4, March 28, 2009.)

A lengthy discussion was held yielding suggestions for creative ways of modeling tuition and fee increases. Based on these suggestions, the Vice President for Administration and Finance will create models for the Board to review at a future meeting.

**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 on projects currently underway or completed by the Real Estate Foundation. These projects included:

- completion of the design of the bridge connecting Lancer Park with Buffalo Street
- completion of the intramural field at Lancer Park
- completion of the acquisition of Woodland Pond
- designing a concept for the Convocation Center

He recommended that the Board tour the Lancer Park complex during its meeting in June.

Dr. Marcus, President of the Foundation Board, reported on the current activities of the Foundation Board. He reported on the financial status of the Foundation given the current economic environment. Dr. Marcus reported the following:

- returns on investments are -29% for the period June 2008 through February 2009.
- assets for the period June 30, 2008 through February 28, 2009 are in the negative.
- conference calls with member of the Finance Committee are conducted monthly to advise them of current financial changes.
- timberland donated by Waverly Cole was sold in February and the proceeds were put in the Cook/Cole College of Arts and Sciences endowment.
- budget approval for FY 2010 by the Budget Committee has been postponed pending additional analysis.
- vacant positions on the Foundation Board will be filled at its spring meeting.

(A copy of his report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 5, March 28, 2009.)

Mr. Sheffield, President of the Alumni Association, presented a report on its recent activities. He stated that the Alumni Association is committed to creating strong relationships with its constituents and at the last meeting created two committees to assist with this goal. The Awards Committee will be co-led by Mr. Sheffield and Mr. Ford and the Events Committee will be led by Mr. Meyers. He also stated that a Structure and Function Committee may be established later.

Mr. Sheffield went on to report on other Alumni Board actions, plans for future reunions, upcoming Alumni events, staff changes, online links for Alumni and a senior gift that will be given to graduates in April. (A copy of his report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 6, March 28, 2009.)

Following his report Mr. DeWitt recommended using marketing resources to showcase alumni and award winners. Mr. Sercombe, Director of Public Relations, responded that successful alumni may be highlighted through CRT in the next year and some may be showcased online as well.

Dr. Tracy, faculty representative to the Board, thanked the Faculty Senate Executive Committee for their support and also thanked the Board of Visitors for their discussions on faculty salaries. Her report also included:

- announced the names of faculty members and programs they will be teaching abroad in 2009-2010.
- reported on current activities for faculty development.
- reported on activities faculty have been involved in with relationship to the recent budget cuts.
- announced that faculty are reviewing creative ways of generating revenue to ameliorate the budget cuts.

Ms. Revene, student representative to the Board, reported on student future events and initiatives:

- announced that student elections begin March 30, 2009.
- announced that the SGA will hire a fiscal manager.
- reported that students are excited about the proposed University Center.
- announced that she will not run for re-election as SGA president.
- reported that students are participating in the “Big Event” which are projects geared at aiding the Farmville community.

**Discussion Topic:** Toward Affordability: Policy Recommendations for Virginia Higher Education

Ms. Connelly stated that the Council of Higher Education for Virginia approved the report “Toward Affordability: Policy Recommendations for Virginia Higher Education” in January 2009. The report contains five recommendations to improve affordability for higher education in Virginia. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 23, March 28, 2009.) After reviewing the report, the Rector requested that Board members forward to Ms. Atkins their questions and comments on how Longwood can achieve SCHEV’s recommendations.

**Closed Session**

Dr. Warriner-Burke moved to go into Closed Session under Section 2.2-3711 A1 and 8 of Virginia to discuss matters related to personnel and gifts. The motion was seconded by Mr. DeWitt.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Dr. Warriner-Burke moved to certify that the discussion in Closed Session was in accordance with the *Code of Virginia*. The motion was seconded by Mr. Dawson and affirmed by Mr. Brown, Mr. Case, Ms. Connelly, Mr. Daniel, Mr. DeWitt, Mr. Frye, and Mr. Kim. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 24, March 28, 2009.)

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

- Dr. Warriner-Burke made a motion to approve the resolution naming the Longwood University Baseball Stadium the Charles B. “Buddy” Bolding Stadium. The motion was seconded by Mr. Case and unanimously approved by the Board.
- Dr. Warriner-Burke made a motion to affirm the hiring of the following new faculty members: Ms. Mary L. Carver, Assistant Professor of Political Science; and Mr. John D. Miller, Instructor of English. The motion was seconded by Mr. Daniel and approved unanimously by the Board.
- Dr. Warriner-Burke made a motion to approve the following faculty for promotion to the rank of professor: Dr. William Burger, Dr. Vonnie Colvin, Dr. Lisa Kinzer, the following faculty to the rank of associate professor: Ms. Mary Carroll-Hackett, Ms. Audrey Church, Dr. Robert Cochran, Dr. Glenn Dardick, Ms. Margaret Frederick Thompson, Dr. John Gaskins, Dr. George Hooks, II, Dr. Jeannine Perry, Dr. Phillip Poplin, Dr. Carl Riden, Dr. Gerry Sokol, Dr. Christopher Swanson and faculty member Ms. Abigail O’Connor, to the rank of senior lecturer. The motion was seconded by Mr. DeWitt and unanimously approved by the Board.
- Dr. Warriner-Burke made a motion to approve tenure for Ms. Mary Carroll-Hackett, Assistant Professor of English; Ms. Audrey Church, Assistant Professor of Library Media; Dr. Robert Cochran, Assistant Professor of Accounting; Dr. Glenn Dardick, Assistant Professor of CIMS; Ms. Margaret Frederick Thompson, Assistant Professor of

Athletic Training; Dr. John Gaskins, Assistant Professor of Marketing; Dr. George Hooks, II, Assistant Professor of Biology; Dr. Jeannine Perry, Assistant Professor of Education; Dr. Phillip Poplin, Assistant Professor of Mathematics; Ms. Frances Reeve, Associate Professor of Library Media; Dr. Carl Riden, Assistant Professor of Sociology; Dr. Gerry Sokol, Assistant Professor of Education; and Dr. Christopher Swanson, Assistant Professor of Music. The motion was seconded by Mr. Dawson and unanimously approved by the Board.

- Mr. Kim made a motion to approve the denial for promotion to a faculty member as discussed in Closed Session. The motion was seconded by Mr. Frye and unanimously approved by the Board.
- Mr. Kim made a motion to approve the denial of tenure to two faculty members as discussed in Closed Session. The motion was seconded by Mr. Case and unanimously approved by the Board.
- Mr. Kim made a motion to approve the appointment of two new members, Dr. LaRoche and Mr. Bailey to the Real Estate Foundation Board. The motion was seconded by Dr. Warriner-Burke and unanimously approved by the Board.
- Mr. Kim made a motion to approve the reappointment of two members, Mr. Brann and Ms. Phillips to the Real Estate Foundation Board. The motion was seconded by Mr. Case and unanimously approved by the Board.

**Discussion Topic: Matters Related to the Presidential Search**

The Rector reviewed a handout that contained information related to the Presidential Search. Included in the handout was a copy of: the State of the University Summary, A Guide for Evaluating Response to Requests for Proposal for Presidential Search Firm, a projected timeline, an email sent to the Longwood faculty and an email sent to the entire Longwood community. (A copy of this information is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 7, March 28, 2009.)

As part of the June 2009 meeting, Ms. Connelly wants to spend time on defining the attributes for the new president. She outlined the criteria that were used for the issuance of the RFP and also reviewed the responsibilities for the search firm once it has been selected.

**Old Business**

There was no old business to discuss.

**New Business**

There was no new business to discuss.

**Announcements**

There were no announcements.

**Adjournment**

There being no further business, the Rector adjourned the meeting at 12:17 p.m.

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Helen P. Warriner-Burke  
Board Secretary