

LONGWOOD UNIVERSITY BOARD OF VISITORS
Friday, June 12, 2009
Minutes

Call to order

The Longwood University Board of Visitors met on Friday, June 12, 2009, on the University campus. The meeting was called to order at 8:48 a.m. by Mr. Otis Brown, Vice Rector of the Board.

Members present:

Mr. John B. Adams, Jr.
Ms. M. Jane Brooke
The Honorable Otis L. Brown
Mr. Barry J. Case
Mr. George W. Dawson
Mr. Thomas I. DeWitt
Mr. Chin Han Kim
Mr. Robert E. Frye
Mrs. Susan E. Soza
Dr. Helen P. Warriner-Burke

Member absent was:

Ms. Marjorie M. Connelly
The Honorable John W. Daniel, II

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
Mr. Cameron Patterson, Student Representative to the Board
Mr. Stephen Meyers, substituting for 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
Mr. Robert Chonko, Dean of Enrollment 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
Mr. Robert Murray, Director, Internal Audit
Dr. Tim Pierson, Vice President for Student Affairs
Mr. Craig Rogers, Vice President for University Advancement
Ms. Karen Schinabeck, Director of Financial Aid
Ms. Kathy Worster, Vice President for Administration and Finance

Others present:

Dr. Larissa Smith-Ferguson

Walter J. Kucharski, Auditor of Public Accounts

Helen Vanderland, Audit Director, Higher Education Programs

Karen Helderman, Audit Director, Information Systems Development

Betsy Wilson, Auditor In-Charge

Rector's Report

Mr. Brown introduced invited guests attending the Board meeting and thanked Mr. Case and Mr. DeWitt for their years of service to the Board of Visitors.

President's Report

Dr. Cormier reported on the activities that have taken place since Commencement in May. The President announced that the University had just received approval from SACS for the nursing program.

She stated that the President's Diversity Advisory Committee was established in January and is being led by Dr. Jones. The President's goal is to spotlight diversity as an important focus for the University and to highlight the need to change and improve certain practices. She also reported that sixteen faculty members and administrators attended a meeting with Carlos Garcia, a consultant with UKS – North America, to learn more about "blended learning". This meeting is the first in a series of discussions about academic transformation particularly in general education.

The President presented the "Strategic Plan Goals for 2009-2010". (A copy of the goals is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 1, June 12, 2009.)

Following her review of the "Strategic Plan Goals" the President discussed with the Board the University's desire to move to Level II authority in conjunction with Restructuring. She stated that Level III is the highest level and Level I is the lowest. Achieving Level II or III allows state colleges and universities more autonomy. Currently the University of Virginia, the College of William and Mary, Virginia Tech, and Virginia Commonwealth University have been granted Level III. Longwood and all the other colleges and universities are Level I. Dr. Cormier reported that the General Assembly during the 2008 session, through written legislation, provides a process for institutions to achieve Level II authority. She went on to report that since last fall, James Madison, Radford, George Mason, Old Dominion University and Virginia Military Institute are all seeking Level II authority.

Dr. Cormier stated that she has asked Ms. Atkins, with the assistance of Ms. Worster and Dr. Moore, to oversee the process for Longwood to seek Level II authority. She reported that they traveled to James Madison University last week to discuss the process. They will also meet with Mr. Kneedler, an attorney at Reed Smith in Richmond, who has assisted the other institutions achieve Level II authority, to determine the best way for Longwood to proceed. The President stated that she would like to fast-track the process and bring the required policies, procedures and resolutions to the Board at the September meeting for full Board approval.

Dr. Cormier asked the Board for its concurrence for Longwood to seek Level II authority and approval to bring materials to the Executive Committee for discussion and input before the

September meeting. A motion was made by Mr. Case to granting approval to Longwood to seek Level II authority. The motion was seconded by Mr. Adams and unanimously approved by the Board.

(A copy of the highlights of her report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 1, June 12, 2009.)

Business

Consent Agenda

Item 1 – Approval of Consent Agenda

Mr. Brown presented the consent agenda for the Board’s approval. The minutes for the May 9, 2009 Board meeting were on the agenda. A motion was made by Mr. Adams to approve the consent agenda as presented. The motion was seconded by Mr. Case and unanimously approved by the Board.

Audit Committee

Item 2 – Report from Auditor of Public Accounts

Walter J. Kucharski, Auditor of Public Accounts, presented a draft copy of the University’s 2008 audit report. He stated that the APA has issued an unqualified opinion on the University’s financial statements for the year ended June 30, 2008. Mr. Kucharski distributed and reviewed a summary of the APA reported. (A copy of this summary is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 2, June 12, 2009.) He reported that there are some recommendations regarding BANNER and compliance issues with employment eligibility verification forms. Also distributed for the Board review was a copy of “Report on Audit for the Year Ended, June 30, 2008” and SAS 112 Overview. (A copy of these documents is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 3 and Handout 4, June 12, 2009.)

Item 3 – Approval of Fiscal Year 2010 Audit Plan

Mr. Murray, Director of Internal Audit, presented for the Board’s approval the Fiscal Year 2010 Audit Plan. (A copy of the recommendation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 2, June 12, 2009.) He 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. Kim and unanimously approved by the Board.

Item 4 - Update on Internal Audit Activities

The Director also presented a report of current Internal Audit activities. He reported on completed audits and reviews for Student Billing and Receivables, BANNER Finance, the Art Department, and the Auditor of Public Accounts. Mr. Murray also reported on current audits and reviews for Financial Aid, NCAA Compliance, and University Risk Management. (A copy of this update is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 3, June 12, 2009.)

Administration, Finance, Facilities and Technology

Item 5 - Approval of Internal Operating Budget for 2009-2010

Ms. Worster, Vice President for Administration and Finance, presented for the Board’s approval the University’s Internal Budget for FY 2009-10. (A copy of the budget recommendation is filed with

“Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 4, June 12, 2009.) Following a discussion about faculty and staff salary increases and the freeze on salary increases by the State, Mr. Brown urged Board members to become more active with the General Assembly in finding solutions for salary issues. After this discussion, a motion was made by Mr. Case to approve the budget as presented. The motion was seconded by Mr. Adams and approved unanimously by the Board.

Item 6 - Approval of Administrative and Finance Policies

Ms. Worster presented for the Board’s approval the revision of two administrative policies. Policy 5201 addresses access for individuals with disabilities and Policy 5221 addresses leave sharing. (A copy of the policy recommendations is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 5, June 12, 2009.)

Item 6A – Approval of Budget Reduction Plan for FY 2010

Also, presented by Ms. Worster for the Board’s approval was the Budget Reduction Plan for FY 2010. She stated that the Department of Planning and Budget has required that institutions of higher education submit their budget reduction strategies for fiscal year 2010 and this information be approved by Boards of Visitors. The Department of Planning and Budget is required to submit reports to the Governor concerning budget reductions in the state. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 5, June 12, 2009.) A motion was made by Mr. Adams to approve the Budget Reduction Plan for FY 2010 as presented. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

Item 7 - Financial Aid Briefing

Ms. Schinabeck, Director of Financial Aid, presented a report summarizing the process for financial aid awards for fiscal year 2007-2008. Her report included a flow chart demonstrating the process for applying for financial aid and aid distributions by type and source, as well as Stafford Loan default rates.

The Director also defined for the Board the difference between direct lending and private lending. There is one Federal Stafford (student) loan Program and one Federal PLUS (parent) loan program. Institutions may choose to process Stafford and PLUS loans through the Federal Family Education Loan Program, FFELP, (private lenders; banks, savings and loans, credit unions, etc.) or through the Direct Lending Program (U.S. Department of Education). Institutions of higher education currently have a choice between participating in either or both of these programs; although there is a bill currently up for vote in Congress that would abolish the FFELP program, forcing all schools to process loans through Federal Direct Lending. Longwood currently participates in the FFELP program. (A copy of her presentation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 6, June 12, 2009.)

The Board adjourned for lunch at 11:15 a.m. and reconvened at 1:15 p.m.

Dr. Cormier introduced Ms. Jennifer Sawyer as the new Executive Secretary in the President’s Office.

Item 8 - 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 6, June 12, 2009.)

Item 9 - Report on Six-Year Capital Plan

Mr. Bratcher, Vice President for Facilities Management, presented a report on the University’s Six-Year Capital Plan. He stated that the Department of Planning and Budget notified Longwood on April 15th that its capital outlay plan for 2010-2016 had to be submitted by June 1st. Mr. Bratcher reported that the projects are listed in priority order. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 7, June 12, 2009.)

Item 10 - Capital Projects 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 7, June 12, 2009.)

Item 11 - Presentation of Campus Master Plan Video

A video presentation of the University’s Campus Master Plan was presented to the Board.

University Advancement

Item 12 - Public Relations Report and Marketing Plan Update

Mr. Rogers, Vice President for University Advancement, reviewed the report on Public Relations and Marketing 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 8, June 12, 2009.)

Item 13 - Comprehensive Campaign Report

Mr. Rogers presented an update on the Comprehensive Campaign. The report included the current cumulative campaign report for the period of July 1, 2006 through May 31, 2009 with a total of \$18,591,903.00. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 9, June 12, 2009.) He reported that through these tough economic times efforts are being made to continue to cultivate fundraising monies but his staff is being patient with donors and sensitive to their circumstances.

Academic and Student Affairs

Item 14 - Approval of Clarification of Connections Program Eligibility

Dr. McWee, Provost and Vice President for Academic Affairs, presented for the Board’s approval a recommendation to change the Faculty Connections Policy. The recommended change is consistent with the requirement that faculty members must have completed at least six years of full-time service since receiving a previous sabbatical leave. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 10, June 12, 2009.) A motion was made by Mr. Case to approve the change as presented. The motion was seconded by Mrs. Soza and unanimously approved by the Board.

Item 15 - Approval of Policy on Stopping the Tenure Clock

The Provost also presented for Board approval, an addition to the policy for Stopping the Tenure Clock. The addition modifies the length of the period from that specified in the letter of offer and takes the form of a one-year stop in the tenure clock. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 11, June 12, 2009.) A motion was

made by Dr. Warriner-Burke to approve the addition to the policy as presented. The motion was seconded by Mrs. Soza and unanimously approved by the Board.

Item 16 - Approval of Addition to Appendix D – Procedures for Tenure

The addition of Appendix D – Procedures for Tenure was presented by Dr. McWee for Board approval. The purpose of Appendix D adds clarification for compiling and submitting a file for tenure consideration. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 12, June 12, 2009.) A motion was made by Ms. Brooke to approve the addition of Appendix D as presented. The motion was seconded by Mr. Dawson and unanimously approved by the Board.

Item 17 - Approval of Additions to the Procedures for Faculty Awards Committee

Dr. McWee also presented for the Board’s approval additions to the Procedures for the Faculty Awards Committee. The additions clarify who can be involved in the decision-making process and how often a faculty member can receive an award. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 13, June 12, 2009.) A motion was made by Mr. Dawson to approve the additions as presented. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

Item 18 - Approval of Revisions to Student Handbook

Dr. Pierson, Vice President for Student Affairs, presented for the Board’s approval two revisions to the *Student Handbook*. The revisions included: The Non-Discrimination and Reasonable Accommodation on the Basis of Disability Policy, Appeal Process for all honor-related disciplinary hearings, and the noise policy. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 14, June 12, 2009.) A motion was made by Mrs. Soza to approve the revisions as presented. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

Item 19 - Update on Housing

Dr. Pierson presented a housing update. He stated that at this time the University does not have actual numbers for Fall 2009. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 15, June 12, 2009.)

Item 20 - Report on Fall 2009 Undergraduate Admissions

Mr. Robert Chonko, Dean of Enrollment Management, presented a report on admissions for Fall 2009. He reported that the freshman deposits for the fall semester are 1,040 and 155 for transfer students. He also reported that out-of-state applications increased by 2%. The current retention rate is at 83%.

Following Mr. Chonko’s report, a lengthy discussion ensued regarding the recruitment of out-of-state students. Several requests were made by Board members to assist them in making sound decisions about the direction the University should take in increasing the number of out-of-state students. Some included: using Honors’ funds for recruitment, looking at the return on funds used in recruitment versus the tuition income from out-of-state enrollment, and preparing a plan for the next Board meeting that is measurable for recruiting students. Mr. Brown requested that the University prepare a report on the financial return of out-of-state and international students for the September meeting.

Item 21 - Academic Progress Rate for Student Athletes 2007-2008

Mr. Troy Austin, Director of Intercollegiate Athletics, presented the Academic Progress Rate (APR) for Student Athletes for 2007-2008. He stated that the APR is a requirement of all Division I institutions and is a term-by-term measurement of academic eligibility and retention of student athletes on athletic scholarships. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 16, June 5, 2007.)

Closed Session

Mrs. Soza moved to go into Closed Session under Section 2.2-3711 A1 and 8 of the *Code of Virginia* to discuss matters related to personnel appointments, resignations terminations and naming opportunities. The motion was seconded by Mr. Case 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. Brooke, Mr. Brown, Mr. Dawson, Mr. DeWitt, Mr. Frye, Mr. Kim and Dr. Warriner-Burke. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 17, June 12, 2009.)

- Dr. Warriner-Burke made a motion to approve the resolution naming the lobby in the Communications Studies & Theatre Building and the outdoor garden area as the “Longwood University Jack Blanton Gallery and the Jack Blanton Sculpture Garden.” The motion was seconded by Mr. Adams and unanimously approved by the Board.
- Mr. Kim made a motion to affirm the hiring of new faculty members: Dr. Melody Eaton, Associate Professor of Nursing and Director of the Nursing Program and Chair of the Department of Nursing; Ms. Faustena Ewing, Lecturer in Fitness Concepts; Ms. Andrea Keys, Assistant Professor of Art; Dr. Emily Lilly, Lecturer of Biology; Dr. David Magill; and Dr. Brett Szymik, Assistant Professor of Biology.

Reports from Representatives

Dr. Marcus, President of the Foundation Board, presented a financial report and a report on the activities of Board. Dr. Marcus reported that the Foundation’s return on investment as of April, 2009 is negative 25.34 for the ten month period. A summary of asset changes was also included in his report. He report that the endowment is down 25.1% and the Foundation’s total assets are down 19.7%. Dr. Marcus reported that a RFP is being prepared for investment management services in keeping with the need for a periodic review for portfolio mergers.

Board activities included: the approval by the Budget Committee of the FY 2010 budget, the appointment of nominees by the Nominating Committee (Anne Brandon, Tamara Chitwood, Pamela McInnis, Ednamae Trevey, Bonita Turner, Jackie Hall as faculty representative, and Cameron Patterson as student representative), the finalizing of an updated articulation agreement by the Structure Function Committee for the Board of Visitors next meeting, and a recommendation by the Stewardship and Marketing Committee for the Board to approve the Mission/Vision Statements. (A copy of his report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 18, June 12, 2009.)

Mr. Meyers, substituting for Mr. Sheffield, President, Alumni Association, presented a report on its recent activities. He reported that the Alumni Awards Committee will focus on the new Alumni Awards program and the Alumni Events Committee will focus on the type, location, and purpose of the 2010 alumni events program. Mr. Meyers also reported during FY2010 the staff will work with CRT and the Public Relations Office to market the Alumni Awards program and to spotlight alumni.

Other Alumni Association activities included: the sale of DVDs of Commencement 2009, the creation of a second online book club, and the development of a face-lift for LongwoodLink (A copy of his report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 19, June 12, 2009.)

Dr. Smith-Ferguson, substituting for Dr. Pamela Tracy, Faculty Representative to the Board, presented a report on the summer activities of faculty members. She reported that while some are teaching summer school classes others are participating in orientation, or training for Longwood Seminar. There are some study abroad programs this summer as well as field study programs and community service projects that faculty members are involved in. Dr. Smith-Ferguson stated that a detailed report on faculty summer activities will be sent to the Board.

Mr. Patterson, student representative to the Board, thanked the Board for the opportunity to represent the students during the upcoming year. He announced the names of the other student representatives who will be attending the Board meetings in 2009-2010.

His report also included: recognition of WMLU for being nominated for a Virginia Association of Broadcasters award for outstanding sports coverage, reported on the success of the BIG Event and student elections, announced plans for events to celebrate the 100th anniversary of the Student Government Association, reported that an agreement has been made with Jostens to produce *The Virginian* (Longwood's Yearbook), and reported that the SGA is creating ways for students to be involved in the upcoming elections. (A copy of his report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 20, June 12, 2009.)

Following Mr. Patterson's report, Mr. Brown introduced Dr. Kozloff, Senior Consultant of Academic Research, Inc. to the Board of Visitors.

Nominating Committee

Mr. Brown called on Mr. Case, chair of the Nominating Committee to present his report. The Vice Rector turned the gavel over to President Cormier. Mr. Case reported that he, Mr. Adams, Mrs. Soza, and Mr. Frye selected a slate of officers. He presented them as follows:

Rector – Helen Warriner-Burke
Vice Rector – Otis Brown
Secretary – Jane Brooke
Member at Large – Hank Kim
Advisor – Marge Connelly

Mr. Case moved that the slate be approved as presented. President Cormier called for any other

nominations from the floor. There being none, Mr. Adams seconded Mr. Case's motion and the Board approved the slate as presented. The President then turned the gavel over to Rector Warriner-Burke.

Dr. Warriner-Burke thanked the Board for the honor of serving as Rector and is looking forward to the upcoming year. She asked the Board members to advise her about their thoughts and ideas for improving the functions of the Board.

Old Business

There was no old business to discuss.

New Business

There was no new business to discuss.

Announcements

Mr. Brown thanked Ms. Connelly for her service to the Board as rector.

Adjournment

There being no further business, the Rector adjourned the meeting at 5:26 p.m.

M. Jane Brooke
Board Secretary