

**LONGWOOD UNIVERSITY BOARD OF VISITORS’  
EXECUTIVE COMMITTEE  
August 7, 2009**

**Minutes**

**Call to Order:** The Executive Committee of the Longwood University Board of Visitors met at 9:34 a.m. on Friday, August 7, 2009, at the Retail Merchants Association in Richmond, Virginia. The meeting was called to order by Dr. Helen Warriner-Burke, Rector of the Board.

**Members present were:**

Ms. M. Jane Brooke  
The Honorable Otis L. Brown  
Mr. Hank Kim  
Dr. Helen P. Warriner-Burke

**Others present were:**

Mr. Barry J. Case  
The Honorable John W. Daniel, II  
Mr. George W. Dawson  
Mr. Robert E. Frye

**Present at the request of the Committee:**

Ms. Brenda L. Atkins  
Dr. Patricia P. Cormier  
Ms. Jeanne S. Hayden  
Ms. Kathy S. Worster

**Business**

The Rector welcomed the Committee members and other attending members of the Board of Visitors.

Dr. Cormier announced that Dr. Edward Gordon made a \$1 million donation to the Nursing Program. This donation will be used to fund the Clinical Simulation Learning Center for the new nursing program. This is the largest gift from a local donor in the history of the university. Dr. Gordon's gift represents a significant milestone in the life of Longwood's nursing program. As a physician who has served a rural area for his entire career, Dr. Gordon is acutely aware of the critical need for healthcare in south-central Virginia.

**Item 1 - Approval of Request for Funds from Auxiliary Reserves**

Ms. Worster, Vice President for Administration and Finance, presented for the Committee's approval, a request for an allocation of up to \$300,000 from auxiliary reserves to facilitate repairs to the roof of the Longwood Center for the Visual Arts building. She stated that the roof is leaking and in need of replacement to prevent damage to the building and artwork. (A copy of this request is filed with "Addenda to Minutes of the Board of Visitors" as Appendix 1, August 7, 2009.) A motion was made by Mr. Brown to approve an allocation of funds from auxiliary

reserves not to exceed \$300,000 for the repairs. The motion was seconded by Mr. Kim and unanimously approved by the Committee.

#### Item 2 - Approval of Course Fee for Graduate Continuous Enrollment

Ms. Worster also presented for the Committee's approval, a request for a new course fee for Graduate Studies. She stated that the fee is necessary to assist in tracking graduate students enrolling in graduate programs. All students enrolled in graduate degree and licensure programs must enroll each regular semester for a minimum of one graduate credit hour. This registration must continue with no breaks from admittance to graduation. This policy does not include summer sessions. Students must be enrolled in the semester they are scheduled to graduate. In any regular semester that a student is not enrolled in a program requirement, they must enroll in GRAD 698- Continuous Enrollment. This course does not count toward degree requirements. Registration must take place during the registration periods as published in the University calendar. (A copy of this request is filed with "Addenda to Minutes of the Board of Visitors" as Appendix 2, August 7, 2009.) After a discussion regarding the amount of the fee, a motion was made by Mr. Brown to approve the concept of the fee without setting an actual amount and that the University's administration will establish the details for the amount. The motion was seconded by Mr. Kim and unanimously approved by the Committee.

#### Item 3 – Review Agenda and Schedule of Events for the September 2009 Board of Visitors' Meeting

Dr. Cormier, President, reviewed with the Executive Committee the Agenda and Schedule of Events for the upcoming September 10-12, 2009, Board of Visitors' meeting. The Committee recommended that an update on the presidential search and a report on out-of-state recruiting initiatives be added to the agenda.

#### Item 4 - Report on Proposed Budget Reduction Plans

Ms. Worster presented a brief overview of the University's proposed budget reduction scenarios for 2010, 2011, and 2012. She stated that the Governor directed that a forecast of revenues be completed. Economic indicators and revenue collection data continue to indicate that the Commonwealth will not achieve the FY2010 revenue projections that were set forth in Chapter 781. If revenue projections are not achieved reductions will be necessary to balance the State's budget. Longwood's plans were submitted on July 22.

#### Item 5 - Report on Energy Performance Contract

The President reported that the University's staff members have been working with the Department of Mines, Minerals and Energy, as well as Honeywell Corporation to investigate the potential of engaging in an Energy Savings Performance Contract (ESPC).

A state contract has been put in place to allow agencies to select from a list of certified ESCOs. The contract contains a number of clauses that provide protection to the agencies and enforce the savings guarantees. Dr. Cormier stated that the University could have significant savings over several years. Performance Contracting is a vehicle through which agencies can meet the additional energy reduction mandates of Executive Order 82. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, August 7, 2009.)

Item 6 - Report on the Presidential Search

Mr. Case, Chair of the Presidential Search and Screening Advisory Committee, reported that advertisements have been placed and that six hundred letters requesting nominations have been mailed. Dr. Kozloff, consultant for the search, reported to him that forty-five self-identified candidates have responded and overall some are viable candidates.

He will present another update to the full Board at its September meeting.

Item 7 - Report on Impact of IT Controversy on Longwood

At the request of the Rector, Dr. Cormier reported on the IT controversy that has made the headlines over the past weeks. She stated that this has no impact on the University. The President serves on the Information Technology Investment Board and stated that currently a search is being held to hire a new chief information officer.

**Closed Session**

A motion was made by Ms. Brooke to go into Closed Session under Section 2.2-3711 A1 of the Code of Virginia to discuss matters related to personnel issues. The motion was seconded by Mr. Kim and approved by the Executive Committee.

In compliance with the provisions of the Freedom of Information Act, the Executive Committee returned to Open Session. Ms. Brooke made a motion to certify the discussion in Closed Session. The motion was seconded by Mr. Brown and affirmed by Mr. Case, Mr. Daniel, Mr. Dawson, Mr. Kim and Dr. Warriner-Burke. (A copy of the compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 4, August 7, 2009.)

**Adjournment**

There being no further business, Dr. Warriner-Burke adjourned the meeting at 12:17 p.m.

---

M Jane Brooke  
Board Secretary