

LONGWOOD UNIVERSITY BOARD OF VISITORS
Administration, Finance and Facilities Committee
Friday, December 10, 2004

Minutes

Call to Order

Mr. John B. Adams, Jr., Chair of the Administration, Finance and Facilities Committee called the meeting to order at 9:00 a.m.

Members present:

Mr. John B. Adams, Jr., Chair
Mr. Otis L. Brown
Ms. Marjorie M. Connelly
Ms. Helen E. Phillips
Mr. Ricky L. Otey
Dr. John Arehart (Faculty Representative)
Mr. Andrew Peterson (Student Representative)

Present at the request of the Committee:

Mr. Richard W. Bratcher
Dr. Patricia P. Cormier
Ms. Jeanne Hayden
Ms. Kathy S. Worster

Present at the request of the President:

Mr. Galen W. May

Others present:

Mr. J. David Adams
The Honorable William W. Bennett, Jr.
Mrs. Anne Gregory Vandemark
Mrs. Susan E. Soza
Dr. Helen P. Warriner-Burke

Business

Item 1 - Approval of Online Administrative Fees

Ms. Worster presented a recommendation for online administrative fees. She stated that the \$40 per credit hour fee would cover other costs associated with online courses. According to the State Council of Higher Education for Virginia, fees charge for online courses must exceed all direct and indirect costs associated with providing instruction to students. (A copy of this recommendation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 1, December 10, 2004.) A recommendation was made by Mr. John Adams to forward the fee request to the Board for its approval.

Item 2 - Review of 2003-04 Un-Audited Financial Statements

Ms. Worster review the 2003-04 un-audited financial statements (A copy of the statements is

filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 2, December 10, 2004.) Ms. Worster introduced Ms. Tunstall as the new Director of Accounting and Financial Reporting.

Item 3 - Review of Financial Report for Period Ending October 31, 2004

With the use of power point, Ms. Worster reviewed the financial report for the period ending October 31, 2004. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 3, December 10, 2004.)

Item 4 - Preview of Campus Planning Effort

Mr. May, Interim Director of Capital Planning and Construction, presented a preview of an outline of the campus planning effort. The outline was assembled to provide guidelines to enhance the campus’ physical environment. (A copy of this presentation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 4, December 10, 2004.)

Item 5 - Update on Administrative Systems/BANNER/Project BLISS

Dr. Moore, Assistant Vice President of Information and Instructional Technology Services (IITS), reported to the committee that Longwood University’s administrative systems, Information Associates’ IA Plus SIS and FRS, is currently owned by Sunguard /SCT Corporation. IA Plus is built on 30 year old software technology that was migrated from the mainframe world to the server world several years ago. Corporate support of this system is waning and within the next three years only a few higher education institutions will be using IA Plus.

Sunguard/SCT’s primary product is known as BANNER. Many of Virginia’s colleges and universities are moving to use this product. Longwood is taking advantage of special pricing available under a state contract for the systems. Staff members have completed the bulk of the prerequisites for signing a contract with Sunguard/SCT and three members of the IITS staff have been trained and certified as project managers. The training was done under the guidelines of the Virginia Information Technologies Agency (VITA).

Longwood staff reviewed the project with VITA staff in October and submitted the required documentation to them on November 2, 2004. The University received final approval from the CIO of the Commonwealth with a commendation for the excellent report submitted by Longwood’s IT Department. Once the BANNER contract is signed, Longwood will move further into the planning phase of the migration.

Item 6 - Capital Construction Update

Mr. Bratcher, Vice President of Facilities Management, Public Safety and Chief Information Officer, referred the Committee to the report in their books summarizing the status of current campus capital projects. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 5, December 10, 2004.)

Adjournment

There being no further business the meeting adjourned at 11:00 a.m.

Jeanne S. Hayden
Secretary to the Board of Visitors