

**LONGWOOD UNIVERSITY BOARD OF VISITORS**  
**Administration, Finance and Facilities Committee**  
**Friday, September 10, 2004**  
**Minutes**

**Call to Order**

Mr. John B. Adams, Jr., Vice-Chair of the Administration, Finance and Facilities Committee, called the meeting to order at 1:20 p.m.

Members present:

Mr. John B. Adams, Jr., Vice-Chair  
Mr. Otis L. Brown  
Dr. Helen Warriner-Burke  
Dr. John E. Arehart (Faculty Representative)]  
Mr. Andrew Peterson (Student Representative)

Present at the request of the Committee:

Dr. Patricia P. Cormier  
Mrs. Frances M. Arehart  
Ms. Brenda L. Atkins  
Mr. Richard W. Bratcher  
Ms. Jeanne S. Hayden  
Mr. Walter Kucharski  
Ms. Kathy S. Worster

Others present:

Mr. J. David Adams  
The Honorable William W. Bennett, Jr.  
Mr. Barry J. Case  
Dr. Craig A. Challender  
Mrs. Paula King  
Mr. Ricky L. Otey  
Ms. Helen E. Phillips  
Mrs. Susan E. Soza  
Mrs. Anne Gregory Vandemark

**ACTION ITEM**

**Item 1: Approval of Operating and Capital Budget Requests**

Ms. Kathy S. Worster, Vice President for Administration and Finance, reviewed the proposed operating and capital budget requests. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 1, September 10, 2004.) After discussion, three changes were suggested to the requests as distributed:

1. One addition – Communications/Theatre Building, \$750,000 to \$1,000,000 – The construction of this building was approved as a GOB project in April 2002. Since that time the costs of construction have increased dramatically. This is attributed to the increased costs of steel and other construction materials. The Department of Planning

and Budget has recommended that Longwood submit an amendment for additional funding in the FY 2006 budget process.

2. Under Funds for Asbestos Abatement [page 38], delete the first part of the second sentence, "To avoid potential law suits,".
3. Faculty Salaries [page 35] – Language will be reworked at the request of David Adams. This same language has been used previously and has proven ineffective.

Mr. J. Adams made a motion to recommend to the full Board for approval the requests with suggested modifications. The motion was approved by the Committee.

Item 2: Approval of Board Resolution for Athletic Fields and Heating Plant – Phase II

Ms. Worster referred the Board to the information in their Board books. Mr. J. Adams made a motion to recommend to the full Board for approval the resolution as presented. The motion was approved by the Committee. (A copy of the resolution is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, September 10, 2004.)

Item 3: Approval of Request for Funds from Auxiliary Reserve

Ms. Worster referred the Board to the information in their Board books. Mr. J. Adams made a motion to recommend to the full Board for approval the request from Auxiliary Reserve as presented. The motion was approved by the Committee. (A copy of the request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, September 10, 2004.)

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

Ms. Brenda L. Atkins, Executive Director of Governmental Affairs and Special Projects, referred the Board to the Gramm-Leach-Bliley Policy (#1005) in their Board books. Mr. J. Adams made a motion to recommend to the full Board for approval of the policy as presented. The motion was approved by the Committee. (A copy of the policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 4, September 10, 2004.)

Item 5: Approval of Family Educational Rights and Privacy Act (FERPA) Policy

Ms. Atkins referred the Board to the Family Educational Rights and Privacy Act Policy (#1007) in their Board books. Mr. J. Adams made a motion to recommend to the full Board for approval of the policy as presented. The motion was approved by the Committee. (A copy of the policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 5, September 10, 2004.)

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

Ms. Atkins referred the Board of the Health Insurance Portability and Accountability Act Policy (#1006) in their Board books. Mr. J. Adams made a motion to recommend to the full Board for approval of the policy as presented. The motion was approved by the Committee. (A copy of the policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 6, September 10, 2004.)

Item 7: Approval of Schematic Design for the Theatre Arts/Communication Studies Building

Mr. Galen May, Interim Director of Capital Planning and Construction, introduced Jeff Bushman and Jeff Dreyfus from Bushman / Dreyfus Architects of Charlottesville, the firm selected to

design the new Theatre Arts/Communications Studies Building. Mr. Bushman, using power point, explained the proposed placement and exterior design of the building. Mr. Dreyfus reviewed the interior design. Mr. J. Adams made a motion to recommend to the full Board for approval the schematic design as presented. The motion was approved by the Committee. (A copy of the report and the architectural renditions are filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 7, September 10, 2004.)

## **INFORMATION ITEMS**

### Item 8: Report on APA Audit for FY2003

Mr. Walter J. Kucharski, Auditor of Public Accounts, reported on Longwood’s audit for the period that ended June 30, 2003. There were no significant audit findings, material weaknesses or reportable deficiencies in internal controls. He explained that there is a new reporting format, which includes a column for foundation funds and is configured more like a business audit.

### Item 9: Review of Financial Report for Period Ending July 31, 2004

With the use of power point, Ms. Worster reviewed the financial report for the period ending July 31, 2004. She reported that there are no areas of concern. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 8, September 10, 2004.)

### Item 10: Capital Construction Update

Mr. Richard Bratcher, Vice President of Facilities Management, Technology, Public Safety, and Chief Information Officer, referred the Board to the report in their books outlining the status of the current capital construction projects. (A copy of the report containing details of each project is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 9, September 10, 2004.)

## **Adjournment**

The Vice-Chair adjourned the meeting at 3:35 p.m.

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Frances M. Arehart  
Assistant to the President