

LONGWOOD

UNIVERSITY



LONGWOOD UNIVERSITY BOARD OF VISITORS
Administration, Finance and Facilities Committee
Friday, March 24, 2006

Minutes

Call to Order

The Board of Visitors' Administration, Finance and Facilities Committee held a meeting on Friday, March 24, 2006, on the campus of Longwood University. The meeting was called to order by the Vice Chair, Mr. Case at 9:21 a.m.

Members present:

Mr. Barry J. Case
The Honorable John W. Daniel, II
Dr. Helen P. Warriner-Burke
Dr. Stephen C. Keith (Faculty Representative)
Mr. Steven Jones (Student Representative)

Members absent:

Ms. Marjorie M. Connelly
The Honorable Otis L. Brown

Present at the request of the Committee:

Dr. Patricia P. Cormier
Ms. Jeanne S. Hayden
Dr. Francis X. Moore, III
Ms. Kathy S. Worster
Mr. Richard W. Bratcher
Ms. Brenda L. Atkins
Mrs. Carol Coulter

Others present:

Mr. John B. Adams, Jr.
The Honorable William W. Bennett, Jr.
Mr. Thomas I. DeWitt
Mrs. Anne Gregory Vandemark
Mrs. Susan E. Soza

Dr. Moore introduced student Matthew Bogar, a third year student, RTA and CIMS Major. He stated that Mr. Bogar has been instrumental in securing internships for students at the Pentagon. The Committee applauded his efforts.

Business

Item 1 – Approval of Tuition and Fees for 2006-2007

Mrs. Worster, Vice President for Administration and Finance, recommended withdrawing the University's request for the Board's approval of tuition and fees for 2006-2007 until the General Assembly approves a biennium budget. She suggested that the action item be brought to the Board in either May or June. Mr. Adams requested that she review with the Committee the criteria used to set the rates for tuition and fees. The criteria includes reviewing enrollment projections, housing, fees, continued long-term revenue strategies, continued investment of auxiliary facilities maintenance, increases in auxiliary fund balance reserves and providing support for Division I status. (A copy of the report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 1, March 24, 2006.)

Following her report, a consensus of the Committee was to delay any action on approving tuition and fees for 2006-07 until May.

A discussion followed regarding generating more revenue and becoming more aggressive in increasing the tuition and fee rates. Dr. Cormier stated that if the University does not receive its base adequacy request then the tuition rate may have to increase significantly. The discussion concluded with a majority of Committee and other Board members who were present agreeing to increase tuition at a higher, yet competitive rate. Dr. Cormier stated that the University will develop more models to assist the Board in deciding what rate to approve.

Item 2- Approval of New and Revised Administration Policies

Ms. Worster, Vice President for Administration and Finance, presented one new and two revised policies for the Administrative policies and procedures. She stated that policies and procedures are reviewed and updated on an as needed basis to maintain consistency and to ensure that the policies are meeting the needs of the University. The new Debt Management Policy is required by new Financial and Administrative Standards. The new standards state that the institution must comply "with a debt management policy approved by its governing board that defines the maximum percent of institutional resources that can be used to pay debt service in a fiscal year, and the maximum amount of debt that can be prudently issued within a specified period." (A copy of the new policy and revisions is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, March 24, 2006.) A motion to approve the revisions was made by Mr. Case and seconded by Dr. Warriner-Burke. The Committee unanimously approved.

Item 3 - Approval of Request for Funds from Auxiliary Reserve

Ms. Worster then presented a request for funds from Auxiliary Reserves. She reported that funds are being requested in the amount of \$1,250,000 for the renovation of the Willett Hall locker rooms, the Athletic Offices in Tabb Hall and athletic field renovations. (A copy of the request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, March 24, 2006.) A motion to approve the request was made by Mr. Case and seconded by Dr. Warriner-Burke. The Committee unanimously approved.

Item 4 - Review of Financial Report for Period Ending January 31, 2006

Ms. Worster reviewed the financial reports for the period ending January 31, 2006. (A copy of the financial report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as

Appendix 4, March 24, 2006.) She reported that the numbers are where they are expected to be this time of year.

The Vice President announced that a comprehensive study of all reserve accounts will be presented at the June 2006 Board of Visitors' meeting.

Item 5 – Review of Faculty Salary Study

Mrs. Coulter, Director of Human Resources, reviewed in detail a study of faculty salaries that compared 2004-2005 faculty salary data from Longwood University to salaries from a variety of benchmark institutions throughout the country and within the Commonwealth of Virginia. (A copy of the study is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 5, March 24, 2006.) A discussion on providing exit interviews of departing faculty members ensued. Dr. McWee stated that exit interviews are conducted and the main reasons for leaving Longwood are a 4/4 workload and retirement. A lengthy discussion followed regarding the recruitment of new faculty members. Mr. Adams requested goals for achievements for the different faculty rank categories, and Mr. DeWitt requested data on faculty attrition minus the number of faculty who have retired.

Item 6- Report on Compensation Study for Classified and AP Employees

Mrs. Coulter reported that the President gave the Human Resources Office the task of conducting a compensation study for classified and administrative and professional employees. She reported that of the 303 classified employee positions reviewed 48 positions warranted reclassification into roles more appropriately reflecting the duties and responsibilities assigned. One hundred and twenty-six administrative and professional positions were reviewed and these individual positions were correctly matched to positions in other institutions of higher education. Human Resources found that salaries for both classified and administrative and professional employees at Longwood are below the average salaries for comparable positions at other institutions of public higher education in Virginia.

The Executive Summary outlines a plan of action for reclassifying classified employees and summarizes the financial costs needed to implement the salary adjustments for both groups of employees. (A copy of the Executive Summary is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 6, March 24, 2006.)

Item 7- Capital Construction Update

Mr. Bratcher referred the Committee to the report in their books outlining the status of current capital construction projects. (A copy of the update is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 7, March 24, 2006.)

Adjournment

There being no other business the Chair adjourned the meeting at 11:45 a.m.

Jeanne S. Hayden
Secretary to the Board of Visitors