

**LONGWOOD UNIVERSITY BOARD OF VISITORS**  
**Thursday, June 10, 2010**  
**Minutes**

**Call to order**

The Longwood University Board of Visitors met on Thursday, June 10, 2010, at the Williamsburg Lodge in Williamsburg, Virginia. The meeting was called to order at 10:05 a.m. by Dr. Helen Warriner-Burke, Rector of the Board.

Members present:

Mr. John B. Adams, Jr.  
Ms. M. Jane Brooke  
The Honorable Otis L. Brown  
The Honorable John W. Daniel, II  
Mr. George W. Dawson  
Mr. Robert E. Frye  
Mrs. Rita B. Hughes  
Mr. Chin Han Kim  
Dr. Ripon W. La Roche, II  
Mr. Stephen L. Mobley  
Mrs. Susan E. Soza  
Dr. Helen P. Warriner-Burke

Member absent was:

Ms. Marjorie M. Connelly

Present at the request of the Board:

Dr. Patricia Cormier, President  
Ms. Jeanne Hayden, Secretary to the Board of Visitors  
Mr. Robert Burger, Vice President, Foundation Board  
Brigadier General (ret.) Patrick Finnegan, President-Elect  
Mr. Brandon Fry, Student Representative to the Board  
Mr. Stephen Meyers, 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, III, Vice President for Information and Instructional  
Technology Services and Chief Information Officer  
Dr. Kenneth Perkins, Executive Assistant to the President for Student Success  
Dr. Tim Pierson, Vice President for Student Affairs  
Mr. Craig Rogers, Vice President for University Advancement

Ms. Kathy Worster, Vice President for Administration and Finance

Others present:

Walter J. Kucharski, Auditor of Public Accounts

Karen Helderman, Audit Director, Information Systems Development

### **Rector's Report**

The Rector introduced Mr. Burger, Mr. Fry, Dr. Tracy, Dr. Fink and Mr. Meyers. She recommended that the Board members read *DIY U* by Anya Kamenetz. The book describes the inequities of America's blind faith in higher education.

Dr. Warriner-Burke reflected on the activities of the past year: the presidential search and issues with the state budget. She stated that all-in-all Longwood fared well in receiving funds from the Commonwealth. She expressed her gratitude for the opportunity to serve the Board and the University and the experiences over the past year.

Mr. Adams thanked her for her service and she received a standing ovation from the Board.

### **President's Report**

Dr. Cormier presented her annual report on the goals for the Strategic Plan. (A copy of the plan is filed with "Addenda to Minutes of Meeting of the Board of Visitors" as Handout 1, June 10, 2010.)

She highlighted some of the goals for 2010-2011. (A copy of the text of her report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 1, June 10, 2010.)

### **Business**

#### **Consent Agenda**

##### Item 1 – Approval of Consent Agenda

Dr. Warriner-Burke presented the consent agenda for the Board's approval. The minutes for the March 26-27, 2010 Board meeting were on the agenda. A motion was made by Mrs. Soza to approve the consent agenda as presented. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

#### **Audit Committee**

##### Item 2 – Report from Auditor of Public Accounts

Walter J. Kucharski, Auditor of Public Accounts, reported on the University's 2009 audit report. He stated that the APA has issued an unqualified opinion on the University's financial statements for the year ended June 30, 2009. Mr. Kucharski reviewed a summary of the APA report that included some recommendations regarding BANNER related to workflow and recommended that the University consult with Virginia Tech and Virginia Commonwealth University for guidance. A recommendation was also made that the University create a contingency plan to have its computer systems backed-up in the event of a systems failure.

Also distributed for the Board review was a copy of "Report on Audit for the Year Ended, June 30, 2009". (A copy of this document is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 2, June 10, 2010.)

### Item 3 – Approval of Fiscal Year 2010 Audit Plan

Dr. Cormier presented for the Board's approval the Fiscal Year 2011 Audit Plan. (A copy of the recommendation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, June 10, 2010.) She 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 Mrs. Soza and unanimously approved by the Board.

### **Administration, Finance, Facilities and Technology**

#### Item 4 – Approval of Internal Operating Budget for 2010-2011

Ms. Worster, Vice President for Administration and Finance, presented for the Board's approval the University's Internal Budget for FY 2010-11. (A copy of the budget recommendation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, June 10, 2010.)

Following a discussion about ARRA funds and the impact of the budget cuts over the past two years, a motion was made by Mr. Dawson to approve the budget as presented. The motion was seconded by Mr. Adams and approved unanimously by the Board.

#### Item 5 – Approval of Administrative and Finance Policies

Ms. Worster presented for the Board's approval the revision of the administrative policy regarding "Educational Benefits for Employees." (A copy of the policy recommendation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 4, June 10, 2010.)

This policy has been revised to clarify specific sections. Modification recommendations are being requested for "Section IV, Procedure" to include a link to the Educational Benefits Procedures for Employees and Supervisors. A motion was made by Mr. Adams to approve as presented, the revision to the Administrative and Finance Policies. The motion was seconded by Mrs. Soza and unanimously approved by the Board.

#### Item 6 – Review of Compliance with Management Standards

Ms. Worster stated the letter received annually from the Secretary of Finance, notifying the University about meeting compliance with management standards has not arrived. She also stated that notification has been received from the State Council of Higher Education for Virginia announcing Longwood's achievement in meeting its restructuring standards for 2010.

#### Item 7 – Capital Projects Update

Mr. Bratcher, Vice President for Facilities Management, presented a powerpoint 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 5, June 10, 2010.)

#### Item 8 – Presentation on Midatlantic Broadband Cooperative

Dr. Moore, Vice President for Information and Instructional Technology Services and Chief Information Officer, presented a powerpoint overview of the Midatlantic Broadband Cooperative. He stated that this cooperative created a 700 mile network that was completed in October of 2006 and provides broadband internet service throughout Southside Virginia as well as connections linking Atlanta, Georgia to the Northeastern United States.

The mission for the Cooperative is to act as a vehicle for economic development in Southern Virginia by deploying broadband infrastructure that will facilitate the attraction of business and industry. (A copy of the powerpoint presentation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 6, June 10, 2010.)

**The Board adjourned for lunch at 12:05 a.m. and reconvened at 1:15 p.m.**

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**University Advancement**

Item 9 - Public Relations Report and Marketing Plan Update

Mr. Rogers, Vice President for University Advancement, referred to 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 7, June 10, 2010.)

Item 10 - Comprehensive Campaign Report

Mr. Rogers presented an update on the Comprehensive Campaign. He reported that the amount raised from July 1, 2009 to April 30, 2010 is \$2,597,433. His report also included the current cumulative campaign totals for the period of July 1, 2006 through April 30, 2010. The total amount raised is \$21,397,185.00. As of May 31, 2010 the total raised is \$22,067,180.00 (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 8, June 10, 2010.)

Mr. Rogers also reported that fundraising for Athletics is slightly ahead of the previous year. The year-to-date total for Athletics is \$166,825.00. He reported that despite tough economic times, his staff is working to continue to develop relationships with new donors and regional events are being planned for FY2011.

**Academic and Student Affairs**

Item 11 – Approval of Bylaws for the College of Graduate and Professional Studies

Dr. McWee, Provost and Vice President for Academic Affairs, requested that the Board approve the Bylaws for the College of Graduate and Professional Studies. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 9, June 10, 2010.) He stated that as part of the review of the mission and vision of Graduate and Professional Studies, the committee composed Bylaws to govern the Graduate and Professional Studies Program. A motion was made by Ms. Brooke and seconded by Mrs. Hughes.

Discussion ensued regarding the structure of the committees, quorum percentages, and legal issues. Ms. Landry, Assistant Attorney General, recommended that she have time to review the bylaws to clarify and possibly amend language in the document. Mr. Daniel made a motion to table this item until the September Board meeting. The motion was seconded by Mr. Adams and approved unanimously by the Board.

Item 12 – Approval of New Longwood Center for the Visual Arts Strategic Plan

A request to approve the new Longwood Center for the Visual Arts Strategic Plan was presented by Dr. McWee. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 10, June 10, 2010.) Mr. Adams recommended an editorial change to the plan. His recommendation was to change the word “the” to “a” under the section VISION - A Premier Art Museum – The LCVA’s facility will reflect its position as ~~the~~ a premier

art museum of Central Virginia. A motion was made by Dr. La Roche to approve the strategic plan as amended. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

Item 13 – Approval of Revisions to Faculty Status Committee and Appendix B, Time Table for Reviews of Faculty

Also presented for the Board’s approval were revisions to the Faculty Status Committee and Appendix B, Time Table for Reviews of Faculty. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 11, June 10, 2010.) Dr. McWee stated that the Faculty Status Committee was given a charge to revise the appeal process and report any recommended changes to the Faculty Senate.

Following discussion regarding the appeal process, documentation, and making available to the Board audio recordings of hearings, a recommendation was made to table this request until the September meeting. Mr. Brown made a motion to table this request until the September Board meeting. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

Item 14 – Approval of Revisions to Specific Criteria for Promotion to Each Rank and Procedures for Promotion and Revisions to Appendices C and D

Dr. McWee presented a request for the Board to approve revisions to specific criteria for promotion to each rank and procedures for promotion and revisions to appendices C and D in the ***Faculty Policies and Procedures Manual***. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 12, June 10, 2010.) He stated that Faculty Senate Committee on Promotion and Tenure Policies and Procedures revised section III R of the ***Faculty Policies and Procedures Manual*** to clarify specific criteria for promotion and ranks of Associate Professor and Professor. The Committee also clarified procedure and timeline for supplying missing items to the professional portfolio as specified in appendices C and D.

A motion was made by Dr. La Roche to approve the revisions as presented. His motion was seconded by Mr. Brown and unanimously approved by the Board.

Item 15 – Approval of Change in Grade Point Average (GPA) Values

Also presented for the Board’s approval was a request to change the grade point average values. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 13, June 10, 2010.) Dr. McWee cited three reasons for the request: 1) 20 of the 24 of the SCHEV designated sister institutions allow faculty members to assign plus or minus grades and have them count in their GPA, 2) both of the SCHEV sister institutions and other Virginia state schools allows the plus/minus grades but does not allow them to count towards GPA, and 3) while there is a vast difference between cumulative work earning a low B and earning a high B there is no currently no distinction between those grades in terms of GPA. There is very little difference between a high C and low B but there is a relatively large difference between these grades with regard to GPA.

A motion was made by Mr. Brown to approve the change in grade point average levels. His motion was seconded by Dr. La Roche and approved unanimously by the Board.

#### Item 16 - Approval of Revisions to Student Handbook

Dr. Pierson, Vice President for Student Affairs, presented for the Board's approval a revision to the *Student Handbook*. The revision addresses the current requirement for students to setup and use a local telephone in their rooms. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 14, June 10, 2010.) Dr. Pierson stated that most students use cell phone service and the University no longer sees the need for a policy requiring landline phone service.

A motion was made by Mr. Adams to approve the revision as presented. The motion was seconded by Mrs. Soza and unanimously approved by the Board.

#### Item 17 – Report on Faculty Resignations

Dr. McWee reported that three faculty members: Ms. Kristine Artello, Ms. Anna Cox, and Ms. Kate Neff have resigned their faculty positions to pursue employment opportunities elsewhere.

#### Item 18 - Update on Housing

Dr. Pierson presented a housing update. He stated that at this time the University does not have actual numbers for Fall 2011. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 15, June 10, 2010.)

#### Item 19 - Report on Fall 2010 Undergraduate Admissions

Mr. Robert Chonko, Dean of Enrollment Management, presented a report on admissions for Fall 2010. He reported that the freshman deposits for the fall semester are 1,028 with a goal of 1,031. The number of transfer students is higher than expected. Mr. Chonko stated that overall he expects enrollment for freshmen and transfers to be higher. He reported that there has been less "summer meltdown" and that students arriving for orientation are very enthusiastic about attending Longwood.

Mr. Chonko also reviewed some of the challenges facing Longwood and other small public schools in recruiting students. He stated that it is important to enhance current programs and to develop new programs to attract students. Providing financial aid and the physical facilities rounded off his list of necessary needs for recruitment.

Following his report, Dr. McWee announced that Longwood's retention rate is 83% for 2010-2011.

#### Item 20 - Report on Orientation

Dr. Kenneth Perkins, Executive Assistant to the President for Student Success, reported that this year's orientation has been very successful and that students and parents have been engaged with the programs presented during their visit to campus. He acknowledged the services of Ms. Whitley and others involved in making the "New Lancer Day" orientation program a success. Dr. Perkins announced that "Rock the Block" will be held on September 17 at the Landings.

#### Item 21 - Year in Review for Intercollegiate Athletics

Mr. Troy Austin, Director of Intercollegiate Athletics, presented an overview of the intercollegiate athletics year. He highlighted the season records of Men and Women's Lacrosse, the records for baseball and softball, and golf. He reported that shifts are taking place within

NCAA conferences and that this would be an excellent time for Longwood to make a bid for entry into a conference. He announced that he is receiving assistance from Radford University and Virginia Military Institute in gaining acceptance into the Big South Conference. Mr. Austin stated that he has been visiting the schools within the Big South Conference and meeting with their athletic directors.

Mr. Austin concluded his report with an announcement that former Longwood University baseball standout Phil Cerreto from Midlothian, Virginia was selected by the St. Louis Cardinals in the 40th round of the 2010 Major League Baseball Draft last Wednesday. He also announced that Brittany Phillips, one of the female athletes, made the President's List.

### **Reports from Representatives**

Mr. Brown, Member of the Board of Visitors and President and Director of the Longwood University Real Estate Foundation (REF), presented an overview of projects related to the Real Estate Foundation:

- Announced July 2010 as the date for the completion of the bridge linking Lancer Park with Buffalo Street
- Reported that 960- plus beds will be filled for the 2010-11 academic year
- Stated that focus group meetings were held to ascertain what students are looking for in housing needs and expectations
- Announced that the REF is working to put together a plan for the convocation center
- Reported that the REF is exploring options for using private development for new housing options.

Mr. Burger, Vice President of the Foundation Board, presented a financial report and a report on the activities of the Board. He reported that the return on investment for the nine month period that ended March 21, 2010 is 23%. He also reported that the RFP process to secure a new investment manager has been completed and the account has been given to Spider Management, effective July 1, 2010.

Also presented in his report was a summary of asset changes June 30, 2009 through March 31, 2010. They included: Endowment value increased from \$31.3 million to \$38.1 million, total assets increased from \$45 million to \$52.5 million, and endowed assets, classified as underwater have grown from a deficit of 75% to a deficit of just over 12%.

Mr. Burger reported on the activities of the Foundation Board meeting. He reported that the FY 2011 budget was approved, Dr. Marcus was re-elected as president and Mr. Burger was elected as new vice president, re-elected eight directors, and approved six new nominees. (A copy of his report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 3, June 10, 2010.)

Following his report, he thanked Dr. Cormier for asking him to serve on the Foundation Board and expressed that it has been a rewarding experience. He then presented her with a contribution to the Cormier Scholarship Fund.

Mr. Meyers, President, Alumni Association, presented a report on its recent activities. He reported that he was selected as the new president of the Alumni Board and Mrs. Margiloff as

vice president. He reported that the Alumni Board will hold a summer planning meeting in two weeks. The emphasis of the Board of FY2011 will be the review of the structure and function of the Board and the Alumni Association's Constitution and Bylaws.

He also stated that introductory events are being planned for General and Mrs. Finnegan to meet alumni, donors and, friends of Longwood. Affinity events and class reunion programs will continue. (A copy of his report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 4, June 10, 2010.)

Following his report, Mr. Meyers thanked Dr. Cormier for her years of service to Longwood and her support of the Alumni Association.

Dr. Tracy, Faculty Representative to the Board, presented a report on the summer activities of some of the University's 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 in which faculty members are involved.

She concluded her report by thanking the Board for the time to serve as faculty representative and additionally thanked Dr. Cormier for her years of service to Longwood.

Mr. Fry, substituting for Mr. Brittain, student representative to the Board, thanked the Board for the opportunity to represent the students. He reported on activities that students were engaged in prior to the end of the academic year: the Big Event and rewriting of the Honor Pledge. Mr. Fry also reported that the letter Dr. Cormier wrote regarding the tuition increase seemed to be well received by students and parents.

He stated that the Student Government Association will assist President Finnegan with his transition to Longwood. He concluded his report by sharing his experiences with the Joan of Arc Leadership program and stated that his experiences have been rewarding.

Following his report, Dr. Warriner-Burke shared her thoughts on Commencement. She stated that as the platform party was leaving she felt genuine warmth and caring towards Dr. Cormier.

### **Nominating Committee**

Dr. Warriner-Burke called on Mrs. Hughes, chair of the Nominating Committee to present her report. The Rector turned the gavel over to President Cormier. Mrs. Hughes reported that she, Mr. Brown and Dr. Warriner-Burke selected a slate of officers. She presented them as follows:

Rector – John Adams  
Vice Rector – Otis Brown  
Secretary –Jane Brooke  
Member at Large – Stephen Mobley

Mrs. Hughes moved that the slate be approved as presented. President Cormier called for any other nominations from the floor. There being none, Mr. Dawson seconded Mrs. Hughes' motion

and the Board approved the slate as presented. The President then turned the gavel over to Rector Adams.

Dr. Cormier thanked Dr. Warriner-Burke for her service to the Board and the University. Mr. Adams thanked the Board for the honor of allowing him to serve as Rector and is looking forward to the upcoming year.

### **Old Business**

There was no old business to discuss.

### **New Business**

#### Item 22 – Approval of Revisions to Board of Visitors’ Bylaws

Mr. Adams reviewed the revisions to the *Board of Visitors’ Bylaws* and requested the Board approve the recommended changes. Mr. Kim recommended that an amendment be made to Article VII regarding the employment status of the Internal Auditor. He recommended that the language “and the chairman of the Audit/Executive Committee” be deleted and the language “and the Rector” be reinserted. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 16, June 10, 2010.) Mr. Kim made a motion to approve the bylaws as amended. His motion was seconded by Mrs. Hughes and unanimously approved by the Board.

#### Item 23 – Update on Governor McDonnell’s Commissions

Ms. Brenda Atkins, Executive Assistant to the President for Governmental Affairs and Special Projects, presented an overview of three commissions created by Governor McDonnell through executive orders, whose work will impact higher education. These commissions include: the Chief Job Creation Officer and the Governor’s Economic Development and Job Creation Commission, the Governor’s Commission on Government Reform and Restructuring, and the Governor’s Commission on Higher Education Reform, Innovation and Investment. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 5, June 10, 2010.)

#### Item 24 – Approval of Resolution to Transfer 9(C) Capital Project Bond Funds

Mr. Bratcher presented for the Board’s approval, a resolution to transfer 9(C) Capital Project Bond Funds. He stated that following the renovations of both Wheeler and Cox residence halls, unspent bond proceeds are available and the University would like to utilize these funds to partially renovate Stubbs residence hall. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 6, June 10, 2010.) A motion was made by Ms. Brooke to approve the transfer of the 9 (C) Capital Project Bond Funds. The motion was seconded by Mrs. Soza and unanimously approved by the Board.

### **Closed Session**

Ms. Brooke moved to go into Closed Session under Section 2.2-3711 A1 of the *Code of Virginia* to discuss matters related to personnel appointments and resignations/terminations. The motion was seconded by Mr. Kim and approved unanimously by the Board.

A motion was made by Ms. Brooke to return to Open Session. The motion was seconded by Mr. Brown and was unanimously approved by the Board.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mr. Kim moved to certify that the discussion in Closed Session was in accordance with the *Code of Virginia*. The motion was seconded by Ms. Brooke and affirmed by Mr. Adams, Mr. Brown, Mr. Daniel, Mr. Dawson, Mr. Frye, Mrs. Hughes, Dr. La Roche, Mr. Mobley, Mrs. Soza, 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 10, 2010.)

- Ms. Brooke made a motion to affirm the hiring of new faculty members: Dr. Pamela W. Aerni, Assistant Professor of Education; Ms. Christine P. Blottner, Instructor of Nursing; Mr. Mark Cole, Lecturer in Art; Ms. Cynthia S. Crews, Lecturer in Nursing and Clinical Simulation Director; Dr. R. Adam Franssen, Assistant Professor of Biology; Ms. Virginia Lewis, Instructor in Mathematics Education; Mr. Ernest H. O’Boyle, Assistant Professor of Management; Dr. Karen S. Rogers, Lecturer in English; Ms. Heather Lettner Rust, Instructor in English; Ms. Kelsey Nicole Scheitlin, Instructor in Geography; Ms. Leah N. Shilling, Instructor in Math Education; Dr. Charles D. White, Assistant Professor of Management; and Dr. Wade A. Znosko, Assistant Professor of Biology. The motion was seconded by Mrs. Hughes and approved unanimously by the Board.
- Dr. Warriner-Burke made a motion to hire Mrs. Penelope Howard as the University’s internal auditor. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

### **Announcements**

Mr. Adams thanked Dr. Cormier for her years of devoted service to Longwood University.

### **Adjournment**

There being no further business, the Rector adjourned the meeting at 5:52 p.m.

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M. Jane Brooke  
Board Secretary