

LONGWOOD UNIVERSITY BOARD OF VISITORS
Friday, June 14, 2013

Minutes

Call to order

The Longwood University Board of Visitors met on Friday, June 14, 2013 in the North Lodge at Upper Brandon Conference Center in Spring Grove, Virginia. The meeting was called to order at 10:17 a.m. by Mrs. Marianne Radcliff, Rector of the Board.

Members present:

The Honorable John W. Daniel, II
Mr. Eric Hansen
Mrs. Rita B. Hughes
Dr. Judi M. Lynch
Mrs. Jane S. Maddux
Mr. Stephen L. Mobley
Mrs. Marianne M. Radcliff
Mr. Brad E. Schwartz
Mr. Ronald O. White (joined the meeting at 1:00 p.m.)

Members absent were:

Dr. Edward I. Gordon
Mr. Thomas A. Johnson
Mrs. Shelby J. Walker
Mr. Lacy Ward, Jr.

Present at the request of the Board:

President W. Taylor Reveley, IV, President
Ms. Jeanne Hayden, Executive Assistant to the Board of Visitors
Miss Haley Vest, Student Representative to the Board

Present at the request of the President:

Ms. Brenda Atkins, Executive Assistant to the President for Governmental Affairs and Special Projects
Mr. Kenneth Copeland, Vice President for Administration and Finance and Executive Director of the Real Estate Foundation
Mrs. Penelope Howard, Interim Vice President for Information Technology Services and Chief Information Officer
Dr. Kenneth Perkins, Provost and Vice President for Academic Affairs
Dr. Tim Pierson, Vice President for Student Affairs
Dr. Bryan Rowland, Vice President for University Advancement
Mrs. Aneicia Stimpson, Acting Director of Internal Audit

Also present were:

Faculty Representatives:

Dr. Larissa Fergeson

Dr. David Lehr

Public Session

No public comments were received at this meeting

Rector's Report

Mrs. Radcliff introduced Haley Vest, student representative to the Board of Visitors. The Rector reported that she is serving on the planning and orientation committee with the State Council of Higher Education for Virginia. She reminded Board members that new legislation requires that all new members attend a SCHEV sponsored orientation within the first two years of their term on the Board.

Mrs. Maddux was asked to present a resolution of appreciation to Mrs. Hughes, member of the Board of Visitors.

WHEREAS, LORITA HUGHES

has served with distinction on the Longwood University Board of Visitors for four years—from July 1, 2009 to June 30, 2013; and

WHEREAS, she served as Vice Rector of the Longwood University Board of Visitors; and

WHEREAS, she has served as Chair of the Nominating Committee; and

WHEREAS, she is a loyal and devoted member of the Class of 1974; and

WHEREAS, as a faithful and devoted member of the Board of Visitors, she has given unselfishly of her time and experience to the University;

BE IT RESOLVE THAT the Board of Visitors and the entire Longwood University community extend to LORITA HUGHES our most heartfelt Appreciation for her devoted service and our best wishes for the future.

Dr. Lynch moved that the Board affirm the resolution of appreciation presented to Mrs. Hughes. Her motion was seconded by Mr. Hansen and unanimously affirmed by the Board.

Mrs. Radcliff then presented a resolution of appreciation to Mr. Daniel, member of the Board of Visitors.

WHEREAS, JOHN W. DANIEL II

has served with distinction on the Longwood University Board of Visitors for eight years—from July 1, 2005 to June 30, 2013; and

WHEREAS, he has served as a Member-at-Large of the Executive Committee; and

WHEREAS, he has served as Chair of the Nominating Committee; and

WHEREAS, he has served as a member of the Administration, Finance and Facilities Committee and the Academic and Student Affairs Committee; and

WHEREAS, he has also served as President of the Hull Springs Farm Foundation; and

WHEREAS, as a faithful and devoted member of the Board of Visitors, he has given unselfishly of his time and experience to the University;

BE IT RESOLVED THAT the Board of Visitors and the entire Longwood University community extend to JOHN W. DANIEL II our most heartfelt appreciation for his devoted service and our best wishes for the future.

Dr. Lynch moved that the Board affirm the resolution of appreciation presented to Mr. Daniel. Her motion was seconded by Mr. Hansen and unanimously affirmed by the Board.

Mrs. Maddux was called upon to present Ms. Atkins with a gift of appreciation for her dedication and work that she performed during the Presidential Search.

President's Report

President Reveley reported that his first two weeks at Longwood have been full of activity. During this time he has attended freshman orientation, attended meetings of the Foundation Board and the Alumni Association, met with Farmville Town Manager Gerald Spates, Faculty Senate members and the Director of SACS Compliance Certification, and also met with former Longwood President Henry Willett and his wife, Mary.

He went on to report that visits with donors are planned, he is reviewing the organizational structure of the University, reviewing ways to share data and analysis, and looking for avenues to improve retention and graduation rates. The President anticipates a strong future.

Business

Consent Agenda

Item 1 – Approval of Consent Agenda

Mrs. Radcliff presented to the Board for its approval the consent agenda. A motion was made by Dr. Lynch to approve the consent agenda as presented. The motion was seconded by Mrs. Maddux and unanimously approved by the Board. (A copy of the consent agenda is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 1, June 14, 2013.)

Audit

Item 2 - Report from Auditor of Public Accounts for FY 2012

Mrs. Aneicia Stimpson, Acting Director of Internal Audit, presented a review of the Auditor of Public Accounts FY2012 annual audit. She reported that it was a clean report but there were two areas of concern: data base security and the preparation and review of financial statements.

Item 3 - Update on Internal Audit and Institutional Compliance Activities

Mrs. Stimpson deferred to the report provided in the meeting materials. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 2, June 14, 2013.)

Administration, Finance, Facilities and Technology

Item 4 - Approval of Internal Operating Budget for FY2013-2014

Mr. Copeland, Vice President for Administration and Finance and Executive Director of the Real Estate Foundation, presented for the Board’s approval the University’s Internal Budget for FY 2013-14. The projected revenue for 2014 is \$109,399,905, which excludes \$4,182,842 in state appropriation for student financial assistance. The budget reflects a planned contribution of \$2,905,911 to the auxiliary fund. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 3, June 14, 2013.)

Following a review of the budget, the President stated that the University will work closely with the Foundation in the future with funding budgets.

A motion was made by Mr. Daniel to approve the operating budget recommendation as presented. The motion was seconded by Mrs. Hughes and unanimously approved by the Board.

Item 5 - Approval of Request for Funds from Auxiliary Reserve

Also presented by Mr. Copeland for the Board’s approval was a request for funds from auxiliary reserve. He stated that the funds will be used for the repair of the HVAC system at the Longwood Center for the Visual Arts and for the University’s 2013-14 marketing efforts. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 4, June 14, 2013.)

A motion was made by Mr. Schwartz to approve the request for funds from auxiliary reserves as presented. The motion was seconded by Mrs. Hughes and unanimously approved by the Board.

Rector Radcliff reported that pursuant to Board action in March, Longwood House is undergoing refurbishment and repairs including providing for ADA accessibility.

Presidential Reports

Item 6 - Approval of Amended and Restated Memorandum of Understanding Between Longwood University and the Longwood University Real Estate Foundation

Mr. Copeland presented an amended and restated Memorandum of Understanding between Longwood University and the Longwood University Real Estate Foundation. He stated that in preparation for the University’s assessment, this new document meets SACS standards. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 5, June 14, 2013.)

A motion was made by Mr. Daniel to approve the amended and restated memorandum of understanding as presented. The motion was seconded by Mrs. Hughes and unanimously approved by the Board.

Item 7 - Update on Real Estate Foundation Activities

An update on Real Estate Foundation activities was presented by Mr. Copeland. He reported that the North Campus construction project is almost complete and the buildings are being furnished and will be ready for students to move into at the beginning of the new school year. He also reported that the existing buildings at the North Campus are receiving new siding. Mr. Copeland stated that the target completion dates for 315 West Third Street are on schedule. This location will house the Longwood Small Business Development Center and the Longwood Center for Communication, Literacy and Learning.

He concluded his report by announcing that the search is under way for the new executive director of the Real Estate Foundation. Two candidates have been selected to come to campus and he expects the position to be filled by the end of July.

Following his report a brief discussion ensued regarding the purchase/lease of some of the Town streets that are within the boundaries of the campus. Mrs. Radcliff reported University personnel are working with officials in Richmond in drafting the purchase/lease agreements.

Academic and Student Affairs

Item 8 - Approval of Revisions to the Faculty Policies and Procedures Manual

Dr. Kenneth Perkins, Provost and Vice President for Academic Affairs, presented a request for the Board to approve revisions to the *Faculty Policies and Procedures Manual*. The policies and procedures included: Plus/Minus Grading at the Graduate Level, Definition of Graduate Faculty, Class Attendance, Post Tenure Review, Provisions for Lecturers or Clinical Faculty Who Become Tenure Rank to Seek Credit for Experience as Lecturer or Clinical Faculty and Faculty Evaluations. (A copy of the request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 6, June 14, 2013.)

After Dr. Perkins' review of the recommended changes, Mrs. Hughes made a motion to approve the revisions as presented. Her motion was seconded by Mrs. Maddux and unanimously approved by the Board.

The Board adjourned for lunch at 11:55 a.m. and reconvened at 1:03 p.m.

Mr. White joined the meeting.

Item 9 - Approval of Institutional Six-Year Plan

Ms. Brenda Atkins, Executive Assistant to the President for Governmental Affairs and Special Projects and Dr. Perkins presented a request to approve Longwood's Institutional Six-Year Plan. Ms. Atkins reviewed the history of the Six-Year Plan. She stated that the Virginia Higher Education Act of 2011 requires that institutions develop a six-year plan, they must be updated annually and must provide strategies designed to meet the Commonwealth's goals in the Virginia Higher Education Act of 2011. The deadline for submitting the plan to SCHEV is July 1. Dr. Perkins followed Ms. Atkins by reviewing some of Longwood key goals in the proposed updated Six-Year Plan for 2014-2020. Some of these goals include: increased degree production in the areas of science, technology, engineering and mathematics and other high-need areas such as the health-care related professions; improved retention and graduation rates; increased degree

completion in a timely or expedited manner; increased enrollment of Virginia students; technology-enhanced instruction, including course redesign, online instruction and revenue sharing among institutions and increased research, including regional and public-private collaboration. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 7, June 14, 2013.)

Mr. Mobley made a motion to approve the Institutional Six-Year Plan as presented. His motion was seconded by Mr. White and unanimously approved by the Board.

Item 9 (2) - Approval of Revisions to Six Year Plan Institutional Plan for the Commonwealth Center for Advanced Logistics Systems [CCALS]

Ms. Atkins also presented for the Board’s approval, a Six Year Plan for the Commonwealth Center for Advanced Logistics Systems. She stated that CCALS was included in Longwood’s 2011 Six-Year Plan (formerly known as VLRC) but was asked to submit a separate plan for the Logistic Center. The original plan included Longwood University, University of Virginia and Virginia State University. In 2012, Virginia Commonwealth University became the fourth university to join in the creation of CCALS. The boards for all four institutions are required to approve this plan. She also stated that the plan has been coordinated with the other three universities. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 1, June 14, 2013.)

Mr. Hansen made a motion to approve this Six-Year Plan as presented. His motion was seconded by Mrs. Hughes and unanimously approved by the Board.

Item 10 - Approval of Revisions to *Student Handbook*

Dr. Tim Pierson, Vice President for Student Affairs presented revisions to the *Student Handbook*. The revisions include a change in title of Longwood’s “Distribution of Materials, Outdoor Speeches and Demonstration Policy” to “Freedom of Expression Policy”. The revisions to this policy also included language changes that relax some of Longwood’s previous requirements for groups wishing to exercise their freedom of expression. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 8, June 14, 2013.)

A motion was made by Mr. Schwartz to approve the revisions to the *Student Handbook* as presented. The motion was seconded by Mrs. Hughes and unanimously approved by the Board.

Reports from Representatives

In the absence of Mr. Robert Burger, President of the Foundation Board, a written financial report was submitted to the Board. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 2, June 14, 2013.)

In the absence of the President of the Alumni Association, Mrs. Colleen Margiloff, the Board received a written report on the Alumni Association’s recent activities. (A copy of the report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 3, June 14, 2013.)

Miss Haley Vest, Student Representative to the Board, presented a brief report on her goals as the new president of the Student Government Association. Two of the goals are to make the SGA more accessible to students and to host an on-campus gubernatorial debate. Miss Vest extended an invitation to Board members to attend SGA meetings.

NEW BUSINESS

Item 11 - Approval of Revisions to Board of Visitors' Bylaws

Rector Radcliff presented to the Board revisions to the bylaws of the Board prepared by Cameron O'Brion of the Attorney General's Office, pursuant to ordinary course review and updating. (A copy of the request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 9, June 14, 2013.)

A motion was made by Dr. Lynch to approve the revisions to the Bylaws as presented. The motion was seconded by Mr. White and unanimously approved by the Board.

Item 12 – Approval to Repeal Parking Regulation 8VAC50-10

Dr. Pierson presented the repeal of Parking Regulation 8VAC50-10 to the Board for approval. He stated that the current regulation is outdated and warrants repeal by Board action. (A copy of the request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 4, June 14, 2013.) He noted that the Board had approved a revised parking policy at its December 2012 meeting.

A motion was made by Mrs. Hughes to repeal the current regulation (8VAC50-10) dated July 21, 1995. Her motion was seconded by Mrs. Maddux and unanimously approved by the Board.

Item 13 – Approval of Policy 3405 (Motor Vehicle Parking and Traffic Regulations) As a Regulation

Dr. Pierson also presented a request to the Board for the approval of Policy 3405 as a regulation. He stated in order for the University to have the legal authority to enforce its parking policy it must be approved by the Board of Visitors as a regulation and registered in the Virginia Administrative Code. Dr. Pierson noted that the Board approved revisions to Policy 3405 at its December 2012 meeting. (A copy of the request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 5, June 14, 2013.)

A motion was made by Mrs. Hughes to approve Policy 3405 as a regulation. Her motion was seconded by Mrs. Maddux and unanimously approved by the Board.

Nominating Committee

Mrs. Radcliff called on Mr. Daniel, chair of the Nominating Committee to present his report. The Rector turned the gavel over to President Reveley. Mr. Daniel reported that he, Mrs. Hughes and Mrs. Walker selected a slate of officers who will serve as the Board's Executive Committee. He presented them as follows:

Rector – Marianne Radcliff
Vice Rector – Judi Lynch
Secretary – Ronald White

Member at Large – Jane Maddux

Mr. Hansen moved that the slate be approved as presented. President Reveley called for additional nominations from the floor. There being none, Mrs. Hughes seconded the motion and the Board unanimously approved the slate as presented. The President then turned the gavel over to Rector Radcliff.

Closed Session

Dr. Lynch moved to go into Closed Session under Section 2.2-3711 A1 of the Code of Virginia to discuss personnel matters that included: the discussion and consideration of hiring new faculty members and promotion of a faculty member. The motion was seconded by Mrs. Hughes and approved by the Board.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Dr. Lynch moved to certify that the discussion in Closed Session was in accordance with the *Code of Virginia*. The motion was seconded by Mr. White and affirmed by Mr. Daniel, Mr. Hansen, Mrs. Hughes, Dr. Lynch, Mrs. Maddux, Mr. Mobley, Mrs. Radcliff, Mr. Schwartz and Mr. White. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 10, June 14, 2013.)

Mrs. Radcliff reported that while in Closed Session the Board reviewed and took into consideration the affirmation of new faculty members and the awarding of emeritus rank to a faculty member.

- Mr. Mobley made a motion to affirm the hiring of new faculty members: Ann F. Bailey, Lecturer in Therapeutic Recreation; Patricia Lee Bloxom, Lecturer of Mass Media Communication Studies; Catherine A. Campos, Lecturer of Chemistry; Paul E. Chapman, Professor of Education and Dean of the College of Education and Human Services; Scott C. Chapman, Assistant Professor of Theatre; Carrie Collenberg-Gonzalez, Assistant Professor of German; Patricia L. Horne, Assistant Professor of Education and Special Education; Lindsey B. Ingle, Instructor of Athletic Training; Wilma Ruth King, Lecturer of Organizational Communications and Public Relations; Melissa Kravetz, Assistant Professor of History; Scott A. McElfresh, Assistant Professor of Computer Science; Stella Michael, Assistant Professor of Education and Special Education; Wendy J. Pulliam, Clinical Educator/Clinical Director; Terri R. Sabatos, Associate Professor of Art History; Nathan Saunders, Instructor in Exercise Science; Ronda Scarrow, Lecturer in Theatre/Communications; Nicholas P. Shangler, Lecturer in French; Laura Simmons, Lecturer in Spanish; Robert J. Smith, Associate Professor of Health, Athletic Training, Recreation, and Kinesiology and Department Chair; Vincent Sulkosky, Visiting Assistant Professor of Physics; Ling Yang, Instructor of Accounting and Andrew A. Yeagley, Assistant Professor of Chemistry.

The motion was seconded by Mrs. Maddux and unanimously approved by the Board.

- Mrs. Hughes made a motion to approve the rank of emeritus status to Dr. Ruth Budd, Associate Professor Emeritus of Spanish.
The motion was seconded by Mr. Hansen and unanimously approved by the Board.

Announcements

There were no announcements.

Adjournment

There being no further business, the Rector adjourned the meeting at 2:45 p.m.

Judi M. Lynch
Vice Rector