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Meeting Agendas and Minutes

Board of Visitors

8-4-1965

1965-08-04 Minutes and Appendices

Longwood University

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The annual meeting of the Longwood College Board of Visitors was held at the College on August 4, 1965, beginning at 10 a. m.

Board members present were:

Mr. B. Calvin Bass
Mr. Ralph A. Beeton
Mr. Ernest P. Gates
Dr. Duvahl Ridgway-Hull
Mr. W. H. King
Mrs. Mosby Phlegar
Mr. E. Angus Powell
Mr. Douglas A. Robertson
Mr. H. V. White
Mr. John L. Whitehead

Board members absent were:

Mrs. John O. Marsh, Jr.
Dr. Woodrow W. Wilkerson

Also present for the meeting were Dr. F. G. Lankford, Jr., President of the College; Dr. James H. Newman, president-elect of the College; and Mr. J. H. Wamsley, Business Manager and Treasurer of the College.

The Rector, Mr. Robertson, presided. After the meeting was called to order, it was opened by prayer.

On motion duly made and seconded, the Board approved a correction in paragraph 1 on page 15, of the minutes of the June 24, 1965, meeting. The corrected paragraph reads as follows:

"Mr. Robertson also reported that he had received a letter from Dr. Thomas Upshur, who teaches a Bible Class in Lynchburg, in which he indicated that he is very much interested in Bible's being studied in some way at Longwood. Dr. Lankford replied by saying that a course in Bible literature is included in the offerings of the Department of English and that the Dean of Women teaches a course in world religions."

Mr. Gates, Chairman of the Committee on Personnel, presented the report for his committee. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - August 4, 1965.) He reminded the members of the Board that, at the June 24, 1965, meeting, they had approved adding \$100 to each step on the salary scale for instructors, assistant professors, associate professors, and professors, and one additional step to the scales for professors, associate professors, and assistant professors. Also, the Committee on Personnel had been authorized to approve any further revisions in salaries of individual faculty members, if such were recommended by the Dean and the President. He stated that three persons had been recommended for salary increases for meritorious service.

On motion duly made and seconded, the Board approved salary increases for meritorious service, effective September 1, 1965, for the following persons: Dr. Richard B. Brooks, Dean of the College, from \$13,110 to \$14,352; Mrs. Josephine Magnifico, Assistant Professor of Mathematics, from \$7,700 to \$8,400; Mr. M. Henry Bittinger, Associate Professor of History and Social Sciences, from \$9,300 to \$10,200.

On motion duly made and seconded, the Board, upon recommendation of the Committee on Personnel, approved Dr. Newman's assuming pay status at the College as of August 16, 1965.

President Lankford presented his report to the Board. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - August 4, 1965.)

On motion duly made and seconded, the Board approved the following recommendations made by Dr. Lankford:

1. The resignation of Mr. O. J. Byrnside, Jr., as Assistant Professor of Business Education, effective August 7, 1965.
2. The resignation of Mr. J. Ellington White, Jr., as Assistant Professor of English, effective at the end of the English Institute, provided a suitable replacement can be found.

3. The appointment of Mr. Robert E. Blasch as Instructor in Music, beginning in September, 1965, at a salary of \$6,800.
4. The appointment of Mrs. Frances N. Hamlett as Instructor in Business Education, beginning in September, 1965, at a salary of \$5,400. It is understood that, if Mrs. Hamlett completes the requirements for the master's degree before the College opens on September 16, her salary will be appropriately increased.
5. The appointment of Mr. Robert D. Tollison as Instructor in Economics, beginning in September, 1965, at a salary of \$6,300.
6. The correction in salary for the 1965-66 session for Mr. Laymon L. Thomas, Jr., Part-time Instructor in Foreign Languages, from \$2,360 (two-fifths load) to \$2,950 (one-half load).
7. The establishment of the position of German informant in the Department of Foreign Languages.
8. The increasing of the capital outlay request for additional equipment in the 1966-68 budget from \$155,000 to \$190,850 (which includes \$40,000 for library books).
9. The increasing of the capital outlay request for the addition to the Science Building in the 1966-68 budget from \$308,200 to \$520,350.
10. The authorizing of the Committee on Development to submit the site plan to the Art Commission for its review at its regular monthly meeting on November 5, 1965, with final review by the Board at its November 9, 1965, meeting.
11. The presentation to the Farmville Town Council, by the College attorney, of the resolution authorizing the closing of one block of Race Street and the alley connecting Madison and Redford Streets between Race and Ely Streets.
12. The preparation of proposals for NDEA institutes in English, reading, and geography for the summer of 1966, and the submission of applications for grants of the necessary funds with which to operate them.

Dr. Lankford suggested that perhaps an ad hoc committee should be appointed to review the by-laws which were accepted by the Board at its first meeting in July, 1964. It was agreed that the new Rector of the Board, to be elected at the afternoon session, should appoint such a committee.

Mr. R. G. Lawhorne, Assistant Business Manager and Treasurer, appeared before the Board to present the Financial Report for the fiscal year July 1, 1964 - June 30, 1965.

On motion duly made and seconded, the Board approved the report as presented and commented on by Mr. Lawhorne.

On motion duly made and seconded, the members of the Board approved the following resolution regarding the "charging off" of delinquent accounts:

"Resolved, that the Longwood College Board of Visitors by its action on this 4th day of August, 1965, does hereby create a committee to consider the right and proper means, under existing statutes of Virginia law, to write-off past-due or uncollectible amounts in the various college funds and accounts.

This committee shall consist of no more than three persons whose duty it shall be to review the recommendations submitted to this committee by the appropriate college fiscal authorities concerning the handling of accounts deemed to be uncollectible.

The Board adjourned at approximately 12:20 p. m. for lunch in the dining hall.

When the Board reassembled after lunch, the election of officers was held. Mr. Robertson asked not to be considered for re-election as Rector because of pressure of personal matters.

On motion duly made and seconded, Mr. Whitehead was elected Rector and Mr. Gates, Vice Rector. Mrs. Phlegar was re-elected Secretary. The terms of the new officers will become effective August 9, 1965.

Mr. Wamsley presented the maintenance and operation budgets for the 1965-66 session and for the biennium 1966-68. (A copy of these budgets is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - August 4, 1965.)

On motion duly made and seconded, the Board approved the 1965-66 operating budget with the addition of a \$10.00 construction fee to the fees for 1965-66, making the total charges to Virginia students \$870.

On motion duly made and seconded, the Board approved the maintenance and operation budget for the 1966-68 biennium in the amount of \$5,798,764, and authorized its submission to the Governor by August 15, 1965.

The matter of whether or not to renovate the present residence of the President of the College or to designate the house at Longwood Estate as the residence of the President was considered.

On motion duly made and seconded, the Board agreed to preserve Longwood House and to make the necessary renovations to make it suitable as the President's Home. Dr. Lankford was requested to talk with Mr. Whitehead the morning following the Board meeting to obtain Mr. Whitehead's suggestions for securing funds with which to renovate Longwood House.

On motion duly made and seconded, the Board approved adding, to the proposed maintenance and operation budget for 1967-68, an amount of \$91,000 for the Demonstration School. The Board also authorized the President and the Chairman of the Development Committee to make such contact with architects for the future plans of the Demonstration School and for the 1967 Dormitory as the Development Committee believes to be wise and which will carry out the wishes of the Board.

The Honorable Ernest P. Gates, the Commonwealth Attorney of Chesterfield, member of this board and the husband of an alumna of this college, on behalf of the members of the Board, presented to Dr. and Mrs. Francis

Lankford, as a token of their affection for them, a water color of the Rotunda, emblematic of the heart of this College. This picture of the College the students and alumnae carry in their hearts. It may recall days of happiness, of achievement, of creation, of progress. To a gentleman who forever extended himself to acquaint the members of the Board with current and immediate problems and provided background, local and national, on which decisions may be made - Dr. Lankford, this Board thanks you and will be ever mindful of your courtesies, your dispatch, your preparations and kindness. God bless you.

The meeting was adjourned at 4 p. m.

Jane Royce Pollegor
Secretary (*Mrs. Macky Pollegor*)

LONGWOOD COLLEGE
Farmville, Virginia

August 4, 1965

Addendum to Annual Report to the Board of Visitors

Members of the Board of Visitors:

Resignation:

Mr. J. Ellington White, Jr., Assistant Professor of English. Mr. White joined the Longwood faculty in September, 1961. He has submitted his resignation, effective at the end of the English Institute.

I recommend that his resignation be accepted, upon the condition that a suitable replacement can be found.

Correction in Salary for Mr. Laymon L. Thomas, Jr.:

The Board, at its April 7, 1965, meeting, approved a salary for the 1965-66 session of \$2,360 for Mr. Laymon L. Thomas, Jr., Part-time Instructor in Foreign Languages. This was based on a two-fifths load. Since that time, Mr. Thomas' teaching load has been changed to one-half, which means that his salary should be \$2,950 (one-half of the first step on the scale for instructors.)

I ask approval of the Board of this change in salary for Mr. Thomas.

Establishment of the Position of German Informant in the Department of Foreign Languages:

For some time, the College has had an arrangement whereby two foreign students have been employed each year to assist in the Department of Foreign Languages. One of these is in the field of French and the other is in the field of Spanish. Since we are now offering a major in German, it is desirable to have an assistant in this language.

I ask approval of the Board of the establishment of the position of informant in German in the Department of Foreign Languages.

Summary of Recommendations

I ask approval of the Board of the following:

1. The acceptance of the resignation of Mr. J. Ellington White, Jr., as Assistant Professor of English, effective at the end of the English Institute, upon the condition that a suitable replacement can be found.
2. A correction in the salary of Mr. Laymon L. Thomas, Jr. Part-time Instructor in Foreign Languages, from \$2,360, two-fifths basis, to \$2,950, one-half basis.
3. The establishment of the position of informant in German in the Department of Foreign Languages.

Respectfully submitted,

F. G. Lankford, Jr.
President

LONGWOOD COLLEGE
Farmville, Virginia

Annual Report
to the
Board of Visitors

August 4, 1965

LONGWOOD COLLEGE
Farmville, Virginia

August 4, 1965

Annual Report to the Board of Visitors

Members of the Board of Visitors:

I have the honor to submit herewith the annual report of Longwood College for the period July 1, 1964 - June 30, 1965:

I. Enrollment

The enrollments reported below for the years 1963-64 and 1964-65 are accumulative in that they represent all individuals who enrolled at the College for any portion of these academic sessions. It will also be observed that the winter session enrollment is classified three times to show the division between undergraduates and graduates, between boarding and day, and between Virginians and non-Virginians. It is significant to observe that the undergraduate enrollment increased from 1,401 to 1,442, while the graduate enrollment dropped from 42 to 24. Boarding students increased from 1,330 to 1,385, while day students dropped from 113 to 81. This latter drop resulted, in the main, from the decrease in the graduate students, all of whom are day students. The distribution between Virginians and non-Virginians continues to change very little. For a number of years, about 5% of our enrollment has come from out-of-state. It will be remembered that the increase in boarding students was accomplished without any increase in dormitory facilities, which, of course, required assigning three students to two student rooms in a number of cases.

We have had an encouraging increase in the summer enrollment of 1965 over that of 1964. The total of 566 for 1965 compares with a total of 496 for 1964. We are reasonably sure that this increase in summer enrollment has resulted from the more extensive offerings of the

1965 summer session. For one thing, the number of students doing off-campus student teaching has increased from 7 in 1964 to 23 in 1965. The NDEA institute for English teachers has enrolled 34 students this summer. We have extended our summer session from the usual eight weeks to twelve weeks (two six-week terms) for a number of courses, primarily at the freshman level. Two hundred and eight students registered for the second six-week term on July 26. It, therefore, appears that our experiment with an extended summer session in 1965 has proven to be successful and likely to be continued and expanded in the summer of 1966.

Enrollment (Accumulative for each period reported)

	<u>1963-64</u>			<u>1964-65</u>		
Grand Total - Winter and Summer	1939			2032		
<u>Winter Session</u>						
	<u>Men</u>	<u>Women</u>	<u>Total</u>	<u>Men</u>	<u>Women</u>	<u>Total</u>
Undergraduate	11	1390	1401	9	1433	1442
Graduate	<u>19</u>	<u>23</u>	<u>42</u>	<u>11</u>	<u>13</u>	<u>24</u>
Total	<u>30</u>	<u>1413</u>	<u>1443</u>	<u>20</u>	<u>1446</u>	<u>1466</u>
Boarding	0	1330	1330	0	1385	1385
Day	<u>30</u>	<u>83</u>	<u>113</u>	<u>20</u>	<u>61</u>	<u>81</u>
Total	<u>30</u>	<u>1413</u>	<u>1443</u>	<u>20</u>	<u>1446</u>	<u>1466</u>
Virginians	30	1331	1361	20	1369	1389
Non-Virginians	<u>0</u>	<u>82</u>	<u>82</u>	<u>0</u>	<u>77</u>	<u>77</u>
Total	<u>30</u>	<u>1413</u>	<u>1443</u>	<u>20</u>	<u>1446</u>	<u>1466</u>
<u>Summer Session</u>						
		<u>1964</u>			<u>1965</u>	
Undergraduate	0	406	406	2	460	462
Graduate	<u>3</u>	<u>87</u>	<u>90</u>	<u>15</u>	<u>*89</u>	<u>104</u>
Total	<u>3</u>	<u>493</u>	<u>496</u>	<u>17</u>	<u>549</u>	<u>566</u>
Virginians	0	475	475	16	536	552
Non-Virginians	<u>3</u>	<u>18</u>	<u>21</u>	<u>1</u>	<u>13</u>	<u>14</u>
Total	<u>3</u>	<u>493</u>	<u>496</u>	<u>17</u>	<u>549</u>	<u>566</u>

*This figure includes the 34 students enrolled in the English institute. Of this number, 17 have applied for admission to the Longwood graduate program.

At this time, the enrollment prospect for September, 1965, is as follows:

- 932 Former students returning as residents.
- 417 New students who have accepted resident admission in September.
- 69 Currently enrolled in summer school having been assured readmission in February, 1966.
- 56 Day students (46 former; 10 new).

Capacity

- 1230 Normal capacity of dormitories.
- 111 Expected to be off-campus in September for student teaching.
- 1341

To open in September, 1965, with the same number (1385) of resident students and student teachers as in September, 1964, we will now offer September admission to 36 of the 69 students currently enrolled as September-February students. This will mean housing 44 students in the dormitories beyond normal capacity.

II. Graduates

Session 1963-64	241	Session 1964-65	275
Summer 1964	<u>37</u>	Summer 1965 (Est.)	<u>42</u>
Total	278	Total (Est.)	317

III. Health of Students

The general health of the student body was unusually good during the past session. Visits to the Infirmary totaled 8,675 in 1964-65 as compared to 10,459 in 1963-64. There were 457 admissions to the Infirmary in 1964-65 as compared to 681 in 1963-64.

In February of this year, Dr. John G. Graziani, the College Physician, died. He has been replaced by Dr. Juan Gonzalez. Dr. Gonzalez and

the four registered nurses on duty in the Infirmary are rendering excellent service. The Infirmary gives 24-hour service seven days a week when college is in session, with a nurse available at all times.

IV. Student Scholarships and Loans

For the 1964-65 session, 842 students received financial aid through loans, scholarships, and jobs at the College in the amount of \$411,460.87. This represents 58.5% of the student body. Most of the help came from the 745 State Teachers' Scholarships granted by the State Board of Education from funds appropriated by the legislature. A good deal of the remaining help came from sources outside the College.

V. Curriculum

The 1964-65 academic session witnessed more curriculum changes in the total Longwood College program than had taken place in any recent academic year. All departments participated in a general upgrading of requirements for majors. In addition, changes were made in some general education requirements and in the scheduling of student teachers. The specific changes made by each department are as follows:

<u>Art:</u>	An increase in requirements for the major of from 30 to 45 semester hours.
<u>Business Education:</u>	No change
<u>Education, Psychology and Philosophy:</u>	The addition of a course in remedial reading and a course in linguistics for the elementary education major. The introduction of a major in psychology.
<u>English:</u>	An increase in the requirement for the non-teaching major from 30 to 36 semester hours and an increase for the teaching major from 33 hours to 37 semester hours.
<u>Foreign Languages:</u>	No increase in the hours required for a major, but the addition of three advanced courses in French; three courses each in Latin and German.

History and
Social Sciences:

An increase in the major from 30 to 42 semester hours. Each of the major fields in this department--history, geography and sociology--will require 24 to 30 semester hours in the primary area and from 12 to 18 semester hours in related fields, including economics and government.

Home Economics:

No change.

Mathematics:

This department has introduced a new course, Mathematics 111-112, Introduction to Mathematics, to meet general education requirements in mathematics for those students not participating in a science, elementary education or mathematics curriculum. This course is recommended for the "non-mathematically oriented student".

There has been an increase in the requirements for the major from 24 to 31 semester hours beyond the introductory course. The course in Business Mathematics has been deleted from the catalogue.

Music:

No change in requirements for the major, but a drastic curtailment of catalogue offerings. Thirty-seven courses in this department have been deleted and three added.

Natural Sciences:

An increase in the requirements for a major in biology, chemistry, and general science--from 24 to 32 semester hours. The curriculum leading to the major in chemistry has been revised based upon requirements of the American Chemical Society and will appear in the 1965-66 catalogue.

Physical and Health
Education:

An increase of 3 semester hours by the addition of a course in Driver Education which is now necessary for certification in this field. The College has dual controlled cars for use in this course.

This Department has restructured its program for meeting the four semester hour requirement in physical education. The first semester of physical education is taken in a prescribed program which consists of field hockey, physical conditioning and folk dance. A course in swimming is required as an additional semester hour requirement and the swimming test required for graduation has been dropped. The remaining two required hours may be taken in dance or activities, with the activities i. e., tennis, golf, basketball, taken on a half-semester basis in accordance with the season.

In summary, it can be stated that the impetus for these various curriculum changes has come from two sources:

1. The self-study of 1962-63 for the National Council for Accreditation of Teacher Education which clearly indicated a lack of sufficient depth in most of the academic majors,
2. The statewide academic study groups instituted by Mr. Fred Wygal, which resulted in recommendations for upgrading departmental majors.

Furthermore, the changes indicated in the Department of Education, Psychology and Philosophy with respect to the curriculum in elementary education reflect the continuing efforts by this department to provide a program in this area which is second to none along the Eastern seaboard.

The three, eight-week student teaching blocks will be reduced to two, beginning with the fall of 1965. The result of this change is the introduction of what might be called "a professional education semester". All student teachers will now spend the first eight weeks of either the first or second semester student teaching. When they return to the campus for their remaining eight weeks, they will take work offered by the Department of Education, Psychology and Philosophy in professional education to the extent of six semester hours, and three additional semester hours from their departmental major specifically oriented to the methods, materials and resources within their teaching field in a course such as The Teaching of English, or in whatever their major field may be.

Beginning with the 1965-66 session, the number of undergraduate degrees offered at Longwood will be reduced from eight to four. All students except those majoring in music and business education will work toward either a B.A. or a B.S. degree, with the distinction lying largely in the matter of foreign language requirements. The Bachelor of Science in Music Education and the Bachelor of Science in Business Education will be continued. The faculty, as a result of the self-study completed during the 1962-63 session, recommended this reduction in the number of degrees. The evaluation committees that visited the College endorsed the recommendation.

VI. Student Teaching Program

During the 1964-65 session, a total of 277 students participated in the supervised student teaching program. Three blocks of eight weeks each were provided during the year. One hundred eight students engaged in student teaching the first block, eighty-seven in the second block, and seventy-five in the third block. Seven students participated in the program during the summer of 1964.

Student teaching was provided in the following seven school divisions: Appomattox, Charlotte, Colonial Heights, Danville, Henrico, Richmond, and Roanoke. Sixty-four public schools in these divisions cooperated with Longwood College during the session in working with students.

For the second consecutive year, the increase in student enrollment will necessitate the establishment of a new student teaching center. Lynchburg will be used for the first time in 1965-66.

VII. Faculty and Staff

A. Faculty

New appointments to the Longwood faculty for the 1964-65 session were:

Janet L. Bingner, B.S., M.A., Ed.D., Assistant Professor of Psychology

Harold L. Bird, Jr., B.S., M.S., Assistant Professor of Natural Sciences.

Herbert R. Blackwell, B.A., M.A., Assistant Professor
of English

Harold F. Crist, B.S., M.A.T., Instructor in Mathematics

Anke Eck, M.A., M.Ed., Instructor in Foreign Languages

Phyllis W. Harriss, B.S., Instructor in Physical and
Health Education

K. Elizabeth Hood, B.A., Instructor in Natural Sciences

Anne H. Huffman, B.A., Instructor in Physical and Health
Education (part-time)

Anne M. Moore, B.A., M.A., Instructor in English

Helen Liles Page, B.S., M.Ed., Instructor in Education

Julian B. Stern, Licence es Lettres, Assistant Professor
of Foreign Languages

Maria Silveira, Ed.D., Instructor in Foreign Languages

Jean Swartz, B.S., M.S., Ph.D., Assistant Professor of
Natural Sciences

Thomas G. Teates, B.S., M.S., Assistant Professor of
Natural Sciences

Laymon L. Thomas, Jr., B.S., M.A., Instructor in
Foreign Languages (part-time)

Robert J. Woodburn, B.S., Instructor in English and Speech

Miss Jacqueline Simone Courvoisier, Language Assistant

Miss Lucila Edita Olga Koppany, Language Assistant

The following resignations, appointments, leaves of absence, and promotions for the 1965-66 session have been previously approved by the Board:

Resignations:

Dr. Sterling C. Adams, Associate Professor of Music
Mr. Richard Burnham, Instructor in English
Mr. George Chavatel, Instructor in Art
Dr. Ivan Olson, Assistant Professor of Music
Dr. John Pastoor, Associate Professor of English
Dr. Olga W. Russell, Professor of Foreign Languages and
Chairman of the Department
Mr. Julian B. Stern, Assistant Professor of Foreign Languages
Dr. Jean Swartz, Assistant Professor of Natural Sciences
Mr. David G. Vieira, Assistant Professor of History and Social
Sciences

Employed for One-Year Only:

Mrs. Anke Eck, Instructor in Foreign Languages
Miss Ann Huffman, Instructor in Physical and Health Education
(part-time)
Miss Jacqueline Courvoisier, Language Assistant

Leaves of Absence, 1965-66 Session:

Mr. Clyde C. Clements, Jr., Assistant Professor of English
Dr. R. C. Simonini, Jr., Professor of English and Chairman
of the Department
Dr. Rose F. Spicola, Assistant Professor of Education
Mr. Dennis E. Williams, Assistant Professor of Mathematics

Promotions:

Dr. Frances R. Brown from Assistant Dean of Women and
Assistant Professor of English to Assistant Dean of Women
and Associate Professor of English.

Dr. Leta J. Holman from Assistant Professor of Natural
Sciences to Associate Professor of Natural Sciences.

Dr. Maurice P. Sneller from Assistant Professor of History
and Social Sciences to Associate Professor of History and
Social Sciences.

Dr. Rose F. Spicola from Assistant Professor of Education
to Associate Professor of Education.

Dr. Rosemary Sprague from Associate Professor of English to Professor of English.

Death of Dr. Richard W. Barron:

On July 18, we learned of the death of Dr. Richard W. Barron, Associate Professor of Political Science. At the time of his death, he was a patient at the Mayo Clinic, where he had undergone heart surgery. Efforts are now being made to locate a replacement for Dr. Barron.

I ask approval of the Board of the following resignation and appointments for the 1965-66 session:

Resignation:

Mr. O. J. Byrnside, Jr., Assistant Professor of Business Education. Mr. Byrnside has been a member of the Longwood faculty since September, 1963. He has submitted his resignation, effective August 7, 1965, to accept the position of State Supervisor of Distributive and Business Education for the State of West Virginia.

Appointments:

Mr. Robert E. Blasch, Instructor in Music. Mr. Blasch received the B.A. degree from Hofstra University, the B.M. degree from the University of Michigan, the M.A. degree from the University of Illinois, and the M.M. degree from the University of Michigan. He is a candidate for the doctor's degree at the University of Illinois. For three years, he served as chairman of the piano department at Shenandoah Conservatory, Winchester, Virginia. During the 1964-65 session, he was a member of the faculty at Slippery Rock State College in Pennsylvania.

I recommend the appointment of Mr. Blasch as Instructor in Music, beginning in September, 1965, at a salary of \$6,800 (fourth step on the salary scale for instructors). Mr. Blasch's salary last session was \$6,580. It was, therefore, necessary to go to \$6,800 to interest him in coming to Longwood.

This appointment will fill the vacancy caused by the resignation of Dr. Sterling C. Adams.

Mrs. Frances N. Hamlett, Instructor in Business Education .
Mrs. Hamlett holds the B.S. in Business Education degree from Longwood College and is a candidate for the master's degree at Virginia Polytechnic Institute. She taught for two years at West Point High School and for two years at Cumberland High School.

I recommend the appointment of Mrs. Hamlett as Instructor in Business Education, beginning in September, 1965, at a salary of \$5,400. This is below the beginning salary for instructors, but seems appropriate for a person holding only the bachelor's degree. It is understood that, if Mrs. Hamlett completes the requirements for the master's degree before the College opens on September 16, her salary will be appropriately increased.

This appointment will fill the vacancy caused by the resignation of Mr. Byrnside.

Mr. Robert D. Tollison, Instructor in Economics. Mr. Tollison received the B.A. degree from Wofford College and expects to receive the master's degree from the University of Alabama this summer.

I recommend the appointment of Mr. Tollison as Instructor in Economics, beginning in September, 1965, at a salary of \$6,300 (second step on the scale for instructors). In order to persuade Mr. Tollison to incur the expenses of a move from Alabama to Farmville for a position that guarantees only one-year tenure, it was necessary to offer him the second step on the scale for instructors.

This appointment will fill the vacancy caused by the resignation of Mr. David G. Vieira.

Faculty Activities during Academic Year 1964-65:

The members of the faculty continue to engage in professional activities in addition to their classroom duties. Some examples of their activities during the past year follow.

Research and Writing

Dr. John W. Molnar, Chairman of the Department of Music, provided footnotes and bibliographical information

for the book entitled, A Williamsburg Songbook, by John Edmunds, which was published by Colonial Williamsburg. He also received a \$400 research grant from Colonial Williamsburg to continue work in the area of colonial music.

Mr. Billy S. Batts, Assistant Professor of Biology, did research on the life history of the skipjack. This research was supported by the National Science Foundation and will fulfill the requirements for his doctorate in biology at North Carolina State University. The grant supports research at Longwood College during the winter and at Hatteras, North Carolina, in the summer.

Mr. Batts also published "Lepidology of the adult pleuronectiform fishes of Puget Sound." Copeia, 1964 (4): 666-673.

Dr. Alton M. Harvill, Associate Professor of Biology, has had two articles published and has two in press. The articles published were (1) "Magnolia Grandiflora in Gray's Manual Range," Rhodora 66:766, 1964, and "The Magnolias of Virginia," Castanea 29: 186-188, 1964.

Recipient of a grant of \$200 from the Virginia Academy of Science Research Committee for research on the life history of acarids was Dr. Leta J. Holman, Assistant Professor of Biology.

Mr. Thomas G. Teates, Assistant Professor of Chemistry, published "Thermochemical Investigations for a First-Year College Chemistry Course", Journal of Chemical Education, 42:26-31, January, 1965 (co-author). This paper was so well considered by "The Teaching Aids Panel of the Advisory Council on College Chemistry" that reports were sent to the chairmen of chemistry departments of every United States institution offering college chemistry courses.

Dr. Carolyn Wells, Associate Professor of Biology, continued research on the cytology of tetsahy mena, supported by the Atomic Energy Commission.

Mrs. Helen B. Savage, Assistant Professor of Philosophy, published a "Review of the 1964 Institute of Southern Culture"

in the Longwood Alumnae News; L, 3, November 1964. She also engaged in research on the Mysticism of Pascal, the Book of Revelation, and "A Pocalyptic Literature on Scientific Philosophy".

Dr. Alexander V. Berkis, Associate Professor of History and Social Sciences, will have an article, "The Reign of Duke Ernst Biron in Courland and Russia" published in Stockholm, Sweden.

Mr. L. Marshall Hall, Assistant Professor of History and Social Sciences, published "William L. Sharkey and Reconstruction, 1866-1873", Journal of Mississippi History, XXVii, 1, 1-17, February 1965.

Revising the history text Virginia was Dr. Francis B. Simkins, Professor of History and Social Sciences.

Mr. Clyde C. Clements, Jr., Assistant Professor of English, has had two articles accepted for publication. These are: "Symbolic Patterns in You Can't Go Home Again", Autumn, Modern Fiction Studies (Purdue, Indiana), 1965, and "Some Principles of Browning's Theory of Art", January, McNeese Review (Lake Charles, Louisiana) 1966.

Dr. Dorothy B. Schlegel, Professor of English, published Writing for Research, a text written expressly for the freshman English course at Longwood College.

Dr. R. C. Simonini, Jr., Chairman of the Department of English, Speech and Dramatic Art, acted as editor for the Virginia English Bulletin.

Dr. William J. Sowder, Associate Professor of English, published two articles, "Emerson's Rationalistic Champions", The New England Quarterly, 147-171, 1964, and "Christmas as Existential Hero", The University Review, 279-284, 1964.

Dr. Rosemary Sprague, Associate Professor of English, published two books, The Jade Pagoda and Forever in Joy. She was also editor of a book entitled The Poems of Robert Browning.

Exhibiting work in the Salon de Refuses, Thalhimers, Richmond, was Miss Virginia Bedford, Chairman of the Department of Art. Miss Annie Lee Ross, Associate Professor of Art, exhibited prints in this exhibition. Miss Ross also exhibited prints at the Virginia Print Makers Annual, at the University of Virginia. She received an award at this exhibition.

Mrs. Janice Lemen, also Associate Professor of Art, exhibited paintings in the Focus on Art, Thalhimers, Richmond.

Miss Nancy Leitch, Assistant Professor of Art, exhibited at the Piedmont Craftsmen's Exhibit at Mint Museum, Charlotte, North Carolina, receiving a merit award for Red Tapestry Weaving. She also exhibited at the Appalachian State College Drawing Exhibition.

Mr. George Chavatel, Instructor in Art, exhibited two paintings at the Virginia Museum Biannual and had a one-man exhibit at Southern Seminary, Buena Vista, Virginia.

During the past year, several members of the faculty engaged in research have received financial support from the College through its Committee on Faculty Research. This committee was created several years ago to encourage interest of faculty members in research activities and to allocate funds available to support these research activities. The grants reimburse the recipients for expenses incurred in connection with research such as purchase of microfilms, travel to libraries, secretarial assistance, etc. The following were recent recipients of grants:

Mrs. Janice S. Lemen, Associate Professor of Art, was awarded a grant of \$300 to continue experiments in serigraphy, a fine art form which has been in existence only about 30 years. Mrs. Lemen has had 10 one-man shows, one of which was serigraphy.

Dr. Rose Spicola, Assistant Professor of Education, received a grant of \$235 to assist in a programmed developmental sequence of phonetic and structural analysis skills and techniques for elementary teachers.

Now serving as Longwood College librarian, Mr. Charles Butler was awarded a grant of \$115 to aid in the writing of a three-act play: The Embassy.

Dr. Alton M. Harvill, Jr., Associate Professor of Natural Sciences, received his grant of \$250 for phytogeographic studies in Virginia.

Dr. Marvin W. Schlegel, Professor of History and Social Sciences, was awarded a grant of \$300 for a reexamination of President Andrew Johnson's reconstruction policies in the light of new developments in social psychology and social reconstruction.

An Associate Professor of English, Dr. William J. Sowder received a grant of \$300 for a project entitled "Existentialism in the Works of William Faulkner".

National and State Professional Activities:

A large proportion of the Longwood College faculty attended and participated in state, regional and national meetings related to their particular academic discipline. The following is a representative listing of conferences and meetings which were attended: Virginia Music Teachers Association; Southern Division Conference of Music Educators; Virginia Academy of Science; Association of Southeastern Biologists; American Association for the Advancement of Science; American Institute of Chemists; Humanities Conference on Architecture; Virginia Business Education Association; Virginia Vocational Association; Invitational Conference on Testing; Southeastern Conference on Student Teaching; Secondary-School Principals Conference; South Atlantic Philosophy of Education Society; Modern Language Association; Foreign Language Teachers Meeting; Southern Historical Association; International Comparative Literature Association; Virginia Social Science Association; Association of American Geographers, Southeastern Division; Virginia Geographical Society; American Historical Association; Area Conference for Mathematics Teachers; National Council of Teachers of Mathematics; Mathematical Association of America; Virginia Association for Health, Physical Education and Recreation; Folk Dance Conference, National Convention of American Association for Health, Physical Education and Recreation; National Council of Teachers of English, American Education

Theatre Association; Speech Association of America; Virginia Nutrition Forum, Virginia Home Economics Association; Virginia Education Association.

Specific responsibilities assumed by various members of the faculty and staff are indicated as follows:

Dr. Sterling Adams, Associate Professor of Music, is first vice president of the Virginia Music Teachers Association.

Dr. Richard B. Brooks, Dean of the College, is serving as president of the Teacher Education Department of the Virginia Education Association. He is also a member of the State Department of Education's Committee working on revision of the certification requirements for Virginia teachers.

Mrs. Janice Lemen is president of the Art Department of the Virginia Education Association.

Miss Virginia Bedford was a judge in the crafts section of the Dixie Classic Fair, Winston-Salem, North Carolina, as was Miss Nancy V. Leitch.

Dr. Merle Landrum, Chairman of the Department of Business Education, was chairman of the evaluation committee selected to evaluate Crofts Business College, Durham, North Carolina, and Phillips Business College, Lynchburg, Virginia.

Dr. Marvin Schlegel, Professor of History and Social Sciences, was a visiting scholar at Bridgewater College in May, 1965.

An Associate Professor of Physical and Health Education, Mrs. Emily K. Landrum was a lecturer-demonstrator on Movement Fundamentals at the annual conference of the Virginia Association for Health, Physical Education and Recreation. She had Longwood College students from her classes to help in illustrating her lecture-demonstration. Mrs. Landrum is vice-chairman, National Section on Dance of the American Association for Health, Physical Education and Recreation.

Miss Mary A. Heintz, Chairman of the Department of Physical and Health Education, is a member of the Committee on Knowledge Test for Physical Education of the American Association of Health, Physical Education and Recreation.

Dr. R. C. Simonini, Jr., Chairman of the Department of English, Speech and Dramatic Art is vice-chairman, Association of Departments of English in Colleges and Universities and a director of the National Council of Teachers of English.

Faculty Leaves for Study and Research, Summer, 1965:

The following members of the faculty were granted leaves of absence for the summer of 1965 for study and research:

John M. Austin, Assistant Professor of Natural Sciences. Mr. Austin is enrolled in a doctoral program at the University of Virginia.

Walter L. Carson, Jr., Assistant Professor of Mathematics. Mr. Carson is attending Purdue University, where he is enrolled in courses related to his teaching assignment at Longwood for the 1965-66 session.

Charles J. DeWitt, Instructor in Education. Mr. DeWitt has been accepted for doctoral study at Colorado State College. In his study this summer, he is concentrating on psychology and statistics, the areas in which he presently teaches.

George P. Elliott, Instructor in Education. Having been accepted for doctoral work at Colorado State College, Mr. Elliott is studying there this summer. The credits he earns will apply toward his doctorate in elementary education.

Darrell Harbaum, Assistant Professor of Music. A candidate for the Ph. D. in musicology and music education at the University of Texas, Mr. Harbaum is continuing his work toward this degree.

Miss Mary A. Heintz, Assistant Professor of Physical and Health Education and Chairman of the Department. Miss Heintz is continuing work on her doctoral dissertation.

Robert J. Woodburn, Instructor in Speech and English. Mr. Woodburn is continuing work toward the master's degree at Marshall University this summer.

B. Staff

The following resignations and appointments have been previously approved by the Board:

Resignations:

Miss Louise Brewer, Head Resident
Mrs. Katherine Pilley, Head Resident
Mr. Michael Rees, Assistant Librarian
Miss Virginia L. Wall, Registrar

Appointments:

Mr. Charles F. Hileman, Assistant to the Dean and Registrar
Mr. John E. Molnar, Assistant Librarian
Mrs. Mary Virginia Smith, Head Resident
Mrs. Ercelle A. Whitt, Head Resident

VIII. Special Programs

The Institute of Southern Culture lectures were given at various times during the session. They were as follows:

"The Changing South is Still the South", by Dr. Francis B. Simkins, Professor of History, Longwood College.

"The Negro as a Southerner", by Dr. James McBride Dabbs, Mayesville, South Carolina.

"The South Searches Its Conscience", by Dr. C. G. Gordon Moss, Professor of History, Longwood College.

"Family Loyalties in the South", by Dr. Joe Gray Taylor, Professor of History, McNeese State College, Lake Charles, Louisiana.

"Changing Patterns of Migration in the South", Dr. S. C. Mayo, Rural Sociology Department Head, North Carolina State College, Raleigh, North Carolina.

"The South, America's Will-O-the-Wisp Eden", Dr. Charles Roland, Head of the Department of History, Tulane University, New Orleans, Louisiana.

During the year, there were three programs in the Artist Series. They were:

Nelson and Neal, concert pianists
Jose Limon Dance Company
Helen Hayes Repertory Company in "Twelfth Night"

Visiting lecturers during the year included the following:

Provided by the University Center Visiting Scholars' program:

Dr. Theodore Besterman, Director, Voltaire Institute and Museum

Mr. Jack Tworkov, Leffingwell Professor of Painting and Chairman of the Art Department, Yale School of Art and Architecture.

Miss Margaret Webster, Actress, Director

Mr. Lucian W. Pye, Professor of Political Science, Massachusetts Institute of Technology.

Mr. Ramon Sender, Professor of Spanish Literature, University of Southern California.

Dr. Bernard Grebanier, Professor Emeritus of English, Brooklyn College.

Dr. Bergen Evans, Professor of English, Northwestern University.

Miss Muriel Rukeyser, Poet, Lecturer, Sarah Lawrence College.

Others:

Dr. Virginia Moore, author and biographer.

Dr. Arthur Scouten, Professor of English, University of Pennsylvania.

Miss Hortense Calisher, Writer-in-Residence, University of Pennsylvania.

IX. Gifts

During the past year, gifts were received from the following sources:

Miss Francis I. Goldman - Goldman Memorial Loan Fund	\$ 15.00
Estate of Mrs. Margery A. Robinson	500.00
Kappa Delta Sorority-Scholarship Fund	115.00
Thomas Jefferson Society - Prize for successful competitor in American history	200.00
Eureka Ashburn Oliver Scholarship Fund	100.00
Miss Ruth Hunt - Institute of Southern Culture	50.00
Longwood College Alumnae Association -	
Tabb Memorial Loan Fund	5.00
Cunningham Memorial Loan Fund	5.00
Morrison Memorial Fund	10.00
President's Discretionary Fund	500.00
Home Economics Club	130.00
Burlington Industries Foundation	1,050.00

Mrs. Myrtle R. Brown - President's Discretionary Fund	13,00
Minnesota Mining and Manufacturing Company	<u>2,000.00</u>
Total	\$4,693.00

X. Library

	<u>1963-64</u>	<u>1964-65</u>
Volumes, including books and pamphlets	87,757	91,213
Periodicals subscribed to	379	410
Full-time librarians and staff	7 1/2	8 1/2
Student assistants	24	24
Volumes added during session	2,573	3,448
Seats in reading rooms	350	350
Total microfilm	1,207	1,520
Total pictures	6,854	6,899

XI. Plant Enlargement and Improvement

The 1964 legislature made the following appropriations for capital outlay:

Additional Equipment	\$ 118,090
Utilities	75,000
Athletic Field and Courts	50,000
Dormitory and Equipment - 1966	350,000
Addition to Jarman Hall and Equipment	285,000
Entrance to Dining Hall and Fire Escapes	50,000
Student Activities Building and Equipment	<u>540,000</u>
Total	\$1,468,090

We have since borrowed the following amounts:

For Dormitory	435,000
For Student Activities Building	<u>250,000</u>
	685,000
Grand total for capital outlay, 1964-66	\$2,153,090

Progress on the projects may be reported as follows:

Additional Equipment. Additional Equipment totaling \$71,379.46 was purchased in the first year of the biennium. This leaves \$46,710.54 for purchase of new equipment in 1965-66.

Utilities. The engineering firm, Wagner and Jones, has been employed to prepare plans for extending utilities to within five feet of the new buildings. Preliminary plans have been completed and approved. Unfortunate delay on the working drawings has resulted from Mr. Wagner's recent illness requiring surgery and lengthy hospitalization. He is now back at work and we expect plans to be completed in ample time for the utilities to be extended well ahead of the construction of the new buildings.

Athletic Field and Courts. A contract for this project was made with the Mottley Construction Company on May 1, 1965. At least 50% of the work has been completed. It will be finished as soon as dirt from the excavation for the Student Activities Building is available for the required fill. It is expected that this project will be completed in early fall.

Dormitory and Equipment - 1966. A contract for this project was made with Mottley Construction Company on May 10, 1965. Foundations for this building have been constructed and some of the structural steel is in place. It is expected that this building will be completed in ample time for occupancy in September, 1966.

Addition to Jarman Hall and Equipment. Preliminary plans for this project are about ready. They will be submitted to the faculty committee as soon as they are back on campus in September. The plans will then be ready for review by the Art Commission at its regular meeting the first Friday in October. We were authorized only to complete preliminary plans until the additional money needed for construction becomes available. This is the reason we have not urged greater speed in the architectural work of this project. It is fortunate that

we have not had to hurry this project because this has allowed the architect, Ben Johns, to hold numerous conferences with the heads of the departments of music, art, and drama. Several sketches have been submitted and modified in an effort to get a building that fits the limited ground area available and also includes the needed space.

Entrance to Dining Hall and Fire Escapes. Bids for this project were first opened on June 10, 1965. The low bid was greatly in excess of available money. Accordingly, we requested and were granted authority to reject all bids. On July 20, 1965, new bids were received, along with bids on the new Student Activities Building. This time the low bid was approximately \$5,000 less than the earlier low bid, but it was still in excess of available money by \$12,000. Mr. Wamsley has conferred with the Director of the Budget, who recommended that we request authority to use \$12,000 of the 1964-65 operating balance of \$14,691.30. This request has been made and, if approved, work can begin immediately and should be completed by late fall.

Student Activities Building and Equipment. Three separate bids were opened on this project on July 20, 1965. One was for the construction of the building itself. The second was for the bowling equipment and installation. The third was for the kitchen equipment. The low bidder on the construction of the building was Andrews, Large and Whidden. This bid was within the limits of available funds. Authority has been requested to sign a contract for this construction. As soon as approval is received, construction should begin immediately and should be completed by the fall of 1966. Some further analysis of the kitchen and bowling equipment bids is needed before these contracts can be made. There is ample time to complete these contracts, since the building must be well along before this equipment can be installed.

Capital Outlay Requests for 1966-68:

Requests for funds for twenty-three projects, totaling \$3,614,788, have been approved by the Board and filed with the Governor's Office. Some further increase in this total may be proposed to the Board on August 4, especially for additional equipment and for the addition to the science building.

As indicated earlier, preliminary plans are almost completed for one of these projects estimated now to cost \$1,000,240.

Following the June 24, 1965, meeting of the Board, authority was requested to prepare preliminary plans for the addition to the science building. This request has been approved and Thompson and Payne have been employed to prepare the plans. They have agreed to the following schedule:

- Completion of preliminary plans by January 1, 1966.
- Completion of working drawings by March 15, 1966.
- Open bids for construction in early May, 1966.
- Completion of construction by September, 1967.

Two conferences have been held with a committee of the science faculty and officials at the College. Dr. Newman attended one of these sessions. It appears that our earlier estimate of the cost of this project may be too low and that we may have to request an increase. A conference with the Director of the Budget will be arranged before the August 4, meeting of the Board to see if we may, at this later date, revise our earlier request.

The Board, at its June 24, 1965, meeting, also authorized me to request permission to borrow from the General Fund of the State a sum sufficient to prepare plans for the 1967 dormitory. This request has been made. The Budget Director encouraged us earlier to make this request. However, he now says he sees no legal way the Governor can approve this request. This means that the only course open to us to get these plans started is to ask the architect, Thompson and Payne, to proceed without a contract on the oral understanding that, if and when, money for this project is available, they will be contracted with to complete the plans and to supervise the construction of the building.

Ben R. Johns, Jr., has been employed to prepare a site plan for the future development of the College, extending the plan he developed in 1960 to include the new goals approved by the Board of Visitors. Before he could proceed on this plan, we had to furnish him some basic data on projections by departments. We became so involved with other matters this spring that we were only able to supply him with these data a few weeks ago. He will now have a first draft for review by Dr. Newman and the Committee on Development on September 1.

It would be helpful if the Board would authorize this committee to submit the plans for review by the Art Commission at its regular

monthly meeting on November 5, with final review by the Board at its next meeting on November 9. Otherwise, the Art Commission would not be able to review these plans before its December meeting.

Purchase of Property:

Since July 1, 1964, the following pieces of property have been purchased by the College. All of this property is necessary for the future development of the College. Funds were recommended by the Budget Director and approved by the Governor. They came from the appropriations made to the Governor by the legislature for this purpose.

Frances Davidson Brown property located on South Main Street	\$10,000
Jessie Dickerson property located on Spruce Street	4,750
Walter W. and Ethel W. Wilson property located on the corner of Ely and Redford Streets	17,000
William Hall Estate property located on Ely Street	<u>3,500</u>
Total	\$35,250

Tea Room:

For a number of years, the College has operated the Tea Room. Mrs. Louise Dugger has served as Manager of the Tea Room for the past sixteen years. She became ill last spring and had to resign from her position. At this time, the Slater System was asked to submit a proposal for operating the Tea Room. This has been submitted and the Board has approved a contract with Slater for the operation of the Tea Room, beginning in September, 1965. This contract calls for the continuation by Slater of the services we have been offering in the Tea Room and the payment to the College of 5% of gross receipts from all special events. As the College has operated the Tea Room, there has been an increasing deficit in the operations. The contract with Slater System, therefore, will eliminate this deficit and provide a small income.

Student Bank:

For a good many years, the College has operated student banking services through the Business Office. With an increase in the student body, this became a very time-consuming activity. Accordingly, in the spring of 1965, three local banks were invited to submit proposals for operating a branch bank on campus. The Virginia National Bank submitted the best proposition and the Board approved a contract with this institution. Since the opening of the 1965 summer session, this bank has operated a branch on the campus and will continue to do so through next session.

Snack Bar:

During Dr. Lancaster's administration, the Student Snack Bar was operated as a concession by the Longwood College Alumnae Association. More recently, this arrangement was revised to allow the first \$5,000 of the profit from this operation to go to the Alumnae Association and any profit beyond this to come directly to the College. It has seemed impossible to get the proper supervision of this operation and it was not yielding the profits it should. Accordingly, we approached Slater System in the spring of 1965, and asked for a proposal from them to operate the Snack Bar. This they did and the Alumnae Association accepted the proposal. It allows the payment of 10% of gross receipts by Slater. The arrangement between the Alumnae Association and the College, whereby the Association is to receive the first \$5,000 of payments from Slater with the balance coming directly to the College, continues. It is expected that this arrangement will produce a good deal more revenue for the College than the earlier one did.

Resolution Authorizing the Closing of One Block of Race Street and the Alley Connecting Madison and Redford Streets Between Race and Ely:

In the spring and summer of 1964, I appeared before the Town Council of Farmville and requested permission to close Race and Spruce Streets between Madison and Redford Streets and to be permitted to develop, as a part of our playing field, the Town's right-of-way on the west side of Spruce Street. The Council replied to my request in the following manner:

1. If the proper papers are presented to Council and legal proceedings are instigated, Council will look with favor on the closing of Race Street between Madison and Redford Streets.

2. To agree, subject to legal steps being taken as set forth hereinafter and approval, by viewers to be appointed, to close Spruce Street for the distance from Madison Street to Redford Street and that this space be converted to College use, provided the Commonwealth of Virginia deeds a right of way from Spruce Street to Main Street, to the Town of Farmville, satisfactory to the Town.
3. That the necessary legal steps be taken, by Longwood College, for the purpose of closing Spruce Street.
4. That the College be permitted to develop, as a part of an athletic playing field, fifteen feet of the right of way on the west side of Spruce Street, extending the distance from Madison Street to Redford Street, with the understanding that, if the Town should ever need this right of way, it would be turned back over to the Town at no expense to the Town.

Mr. Fitzpatrick, our lawyer, has reminded me that we must now proceed with the necessary legal steps to close Race Street, as well as the alley connecting Madison and Redford Streets between Race and Ely Streets. I quote below the resolution which he has prepared and I ask the Board to approve this resolution and authorize us to submit it to the Town Council of Farmville:

Commonwealth of Virginia, Longwood College, is the record fee simple title owner of all of the following real estate, located in the Town of Farmville, Prince Edward County, Virginia, as noted below:

- I. That entire block of property bounded on the North by Madison Street, on the East by Race Street, on the South by Redford Street, and on the West by Ely Street as said streets and lots therein contained are shown on the Official Town Map of Farmville, Virginia, made by R. W. Catlin, City Manager, of Farmville, Virginia, dated May 24, 1934, lodged in the Clerk's Office of the Circuit Court of Prince Edward County, Virginia. Running through the middle of said block of property is a 10 foot alley approximately 297 feet long.

II. Another block of property shown on the same Official Town Map of Farmville, Virginia, bounded on the North by Madison Street, on the East by Pine Street, on the South by Redford Street, and on the West by Race Street, which is a sixty (60) foot street running southwardly from Madison to Redford Streets.

III. The College is desirous of having the aforementioned ten (10) foot alley legally closed and the one block of Race Street legally closed in order to best serve the present and future expansion needs of Longwood College.

Be it resolved as follows:

1. That President Francis G. Lankford, Jr., be and he is hereby authorized, requested and empowered to file the appropriate petition, by counsel, to the Town Council of Farmville, Virginia, requesting the Town to take such actions under the Statute Law of Virginia in such cases made and provided as will legally close the aforesaid 10 foot alley and the aforesaid one block of Race Street leading Southwardly from Madison to Redford Street.
2. That the Town Council of Farmville, Virginia, execute a release and quitclaim deed to any and all rights it has in and to the aforesaid 10 foot alley and to the aforesaid one block of Race Street.
3. This Board is of the opinion that the closing of the aforesaid alley and the aforesaid one block of Race Street will be beneficial to Longwood College and would not injuriously affect the flow of traffic in said Town.

XII. Miscellaneous

NDEA Summer Institutes:

Applications for NDEA institutes for the summer of 1966 must be filed no later than next October 8. Dean Brooks indicates that our Departments of Education, English, and Social Studies are interested in applying

for grants for institutes in English, reading, and geography. These will be similar to the institute held this summer for teachers of English. I ask the Board to approve the preparation of proposals for these institutes and applications for grants of the necessary funds with which to operate them.

Relationships with the Community:

When the College was asked by the Governor, in the fall of 1964, to submit plans for development through 1972, it was apparent that further growth of the College would involve cooperation with the Farmville community. Accordingly, the President of the Farmville Area Development Corporation was approached and asked to select representatives of this organization to meet with officials of the College. The first meeting was held on October 29, 1964. At this time, the President of the College indicated the possible growth of Longwood College and asked persons present (representing the professional and business interests of Farmville) to indicate whether or not they thought the College should undertake further expansion. It was pointed out that this expansion would mean some problems for the town in providing additional utilities, in housing for faculty and staff, and in education for the children of faculty and staff. At a later meeting, on December 11, 1964, this matter was discussed further and a committee was appointed to help the College in locating housing for faculty and staff. Mr. Walter Bruce was made chairman of this committee and he has been extremely helpful in locating housing for the new faculty and staff joining the College in September, 1965. No action was taken by this group to help with the matter of education for the children of faculty and staff.

On April 14, 1965, Dr. Reveley, President of Hampden-Sydney College, and the President of Longwood College met with a group of Farmville--men, representing the business and professional interests of the community; the school board; the board of supervisors; the Prince Edward Foundation; and the Town Council to discuss plans for education at the elementary and secondary levels in the community. Both Dr. Reveley and I explained to this group the problems we were experiencing in attracting faculty and staff to the community. We hoped that there would be some willingness to help the colleges with this problem. No indication of this willingness appeared, however, and so far as the two colleges were concerned, the meeting was rather fruitless. I believe it is correct to say that the business interests of Farmville recognize Longwood College as a valuable economic asset to the community, but they are unwilling to modify the educational arrangement in order to make the school situation more acceptable to members of the faculty and staff-- both those now employed and those later to be recruited.

Unfinished Business:

The Board will remember that it deferred action on the recommendation submitted by the President at the November 4, 1964, meeting that graduate work at Longwood College be discontinued. This action was taken, pending the receipt of the report expected in October, 1965, from the Commission on Higher Education.

At the May 15, 1965, meeting of the Board, a proposal was submitted for a cooperative program involving the exchange of students between Hampden-Sydney College and Longwood College. Action was deferred on this proposal until Dr. Newman could have a chance to examine it and make his recommendations to the Board.

Final Meeting with the Board of Visitors:

This will be my last meeting with the Board of Visitors of Longwood College as President of the College. On August 13, I will leave for Charlottesville and will then take a vacation in eastern Virginia through the rest of August. Dean Brooks will be acting head of the College during this time and I will be on call, if I am needed for any official acts of the office of President until Dr. Newman becomes president on September 1.

I want to say to the members of the Board, individually and collectively, that I have greatly enjoyed working with you this first year of your operation as the board of control for Longwood College. I am grateful to you for the support and encouragement you have given me in our joint efforts to serve the College. I have said on several occasions that I believe the creation of a separate board of control for Longwood College by the legislature of 1964 was one of the most constructive and significant events in the history of the College. The Governor chose the members of this Board wisely and you have demonstrated in many ways, this first year, how helpful you can be to this administration and to the College. I leave with you my very best wishes for the future and hope you will not hesitate to call on me any time you think I can be helpful to the Board or to the College.

XIII. Operating Budget, 1965-66

The operating budget for the 1965-66 session is presented as a separate document. I ask approval of the Board of this budget.

XIV. Maintenance and Operation Budget, 1966-68 Biennium

The maintenance and operation budget for the 1966-68 biennium is also presented as a separate document. I recommend that this budget, totaling \$5,798,764, be submitted to the Governor on August 15, 1965.

XV. Financial Report

The financial report for the fiscal year July 1, 1964 - June 30, 1965 is presented with this report as Appendix A.

XVI. Summary of Recommendations

I ask approval of the Board of the following:

1. The acceptance of the resignation of Mr. O. J. Byrnside, Jr., as Assistant Professor of Business Education, effective August 7, 1965.
2. The appointment of Mr. Robert E. Blasch as Instructor in Music, beginning in September, 1965, at a salary of \$6,800.
3. The appointment of Mrs. Frances N. Hamlett as Instructor in Business Education, beginning in September, 1965, at a salary of \$5,400. It is understood that, if Mrs. Hamlett completes the requirements for the master's degree before the College opens on September 16, her salary will be appropriately increased.
4. The appointment of Mr. Robert D. Tollison as Instructor in Economics, beginning in September, 1965, at a salary of \$6,300.
5. The submission to the State Art Commission, by the Committee on Development, of a revised site plan for review by the Art Commission at its regular monthly meeting on November 5, with final review by the Board at its meeting on November 9.
6. The approval of the resolution, requesting the closing of one block of Race Street and the alley connecting

Madison and Redford Streets between Race and Ely Streets, and authority to submit resolution to the Town Council of Farmville.

7. The preparation of proposals for three NDEA institutes-- one in English, one in reading, and one in geography--for the summer of 1966, and the submission of applications for grants of the necessary funds with which to operate the institutes.
- ✓ 8. The operating budget for the 1965-66 session.
- ✓ 9. The submission of the 1966-68 maintenance and operation budget, totaling \$5,798,764, to the Governor on August 15, 1965.

Respectfully submitted,

F. G. Lankford, Jr.
President

10. Increase in previously approved capital outlay request for equipment from \$115,000 to \$190,850.
11. Increase in previously approved capital outlay request for an addition to the science building from \$308,700 to \$520,350.
12. Make Dr. Kuenne's appointment effective August 15, 1965, providing a month's overlap with Dr. Lankford's employment which terminates August 31, 1965.
13. Recommend a committee to study by-law and Relationships between Board and President.

APPENDIX A

ANNUAL FINANCIAL REPORT
TO THE
LONGWOOD COLLEGE BOARD OF VISITORS
JUNE 30, 1965

An effort to present analysis by comparison has been made in the attached financial statements. We would like to point out that determining periodic profit is not a major objective in accounting for publically controlled institutions of higher learning and that the effect of legal regulations causes the segregation of resources and obligations into separate funds and accounts.

Attention is invited to the Combined Statement of Expenditures and Revenues which reflects a normal increase in activity. A total increase in expenditures of \$122,685.61 in 1964-1965 over 1963-1964 is the result of one additional bond issue in 1964-1965, increased faculty salaries and instructional costs, major office equipment and furniture replacements in some of the administrative offices and the replacement of a plumbing system and furniture in Cunningham Hall.

The accompanying Trial Balance of Accounts serves to summarize the accounting records for the entire institution as reported to the Commonwealth of Virginia, Auditor of Public Accounts, at the close of business at June 30, 1965. The Combined Statement of Expenditures and Revenues gives a detailed analysis of the activity that has taken place in Maintenance and Operation and Debt Funds. It does not reflect any Restricted or Agency Funds activity. This is shown in the Trial Balance of Accounts.

The percentage of increase in expenditures compares very favorably with the percentage increase in revenues when the Operating Surplus (Analysis of Operating Surplus) at the end of each fiscal year is taken into consideration. All other increases or decreases are the result of modified account classifications, improved accounting procedures and economic fluctuations.

LONGWOOD COLLEGE, FARMVILLE, VIRGINIA
 COMBINED STATEMENT OF EXPENDITURES AND REVENUES
 FOR THE FISCAL YEARS ENDED JUNE 30, 1964 AND JUNE 30, 1965

	1963-1964 Expenditures	1964-1965 Budget	1964-1965 Expenditures	% Increase or (Decrease) in Expenditures
<u>EXPENDITURES:</u>				
<u>MAINTENANCE AND OPERATION</u>				
<u>Educational and General</u>				
General Administration, Student Services & Gen. Expense	\$ 183,491.43	\$ 219,099.97	\$ 204,347.80	11.37
Instruction Regular Session	766,632.75	852,731.97	844,654.45	10.18
Instruction Summer Session	42,356.04	49,643.49	49,298.87	16.39
Organized Activities Related To Academic Depts.	26,780.50	2,470.07	2,766.36	(89.67) ¹
Extension and Public Service	7,799.92	7,747.00	9,171.03	17.58
Libraries	60,682.34	50,197.22	52,981.09	(12.69) ²
Maintenance of Physical Plant	238,109.40	252,428.88	249,462.54	4.77
Heating Plant	61,275.92	62,078.13	61,946.80	1.09
Unfunded Scholarships	3,695.00	7,450.00	6,962.50	88.43 ³
<u>Total Educational and General Expenditures</u>	\$1,390,823.30	\$1,503,846.73	\$1,481,591.44	6.53
<u>Auxiliary Enterprises</u>				
Dining Hall	\$ 381,963.59	\$ 385,780.00	\$ 381,804.29	(.42)
Residential Facilities - Student	34,519.58	39,605.00	46,533.70	34.80 ⁴
Residential Facilities - Staff	7,951.26	8,000.00	7,051.48	(1.31)
Laundry	35,069.81	35,163.17	33,980.20	(3.12)
Student Health Service	29,197.84	37,399.00	34,650.81	18.68
Tea Room	18,486.69	18,458.00	19,358.76	4.72
<u>Total Auxiliary Enterprise Expenditures</u>	\$ 507,188.77	\$ 524,405.17	\$ 523,379.24	3.19

COMBINED STATEMENT OF EXPENDITURES AND REVENUES CONTINUED

PAGE 2

	1963-1964 Expenditures	1964-1965 Budget	1964-1965 Expenditures	% Increase or (Decrease) in Expenditures
Interest and Sinking Fund Payments	\$ 47,653.10	\$ 77,782.10	\$ 75,087.10	57.57 ⁵
Debt Retirement & Interest - Laundry and Physical Education Buildings	11,707.00			
<u>TOTAL MAINTENANCE AND OPERATION AND DEBT FUND EXPENDITURES</u>	\$1,957,372.17	\$2,106,034.00	\$2,080,057.78	6.26

REVENUES:

MAINTENANCE AND OPERATION

Educational and General

	1963-1964 Revenues	1964-1965 Estimates	1964-1965 Revenues	% Increase or (Decrease) in Revenues-Total
Tuition	\$ 459,428.94	\$ 445,609.00	\$ 495,646.80	
Student Fees	8,289.71	16,166.00	28,057.44 ⁶	
Construction Fee	18,911.02	0.00	0.00 ⁷	
Expense Reimbursements State Board of Education	12,726.96	9,136.00	12,743.23	
State Appropriations	811,645.00	842,956.00	816,025.00	
<u>Total Educational and General Revenues</u>	\$1,311,001.63	\$1,313,867.00	\$1,352,472.47	3.16

COMBINED STATEMENT OF EXPENDITURES AND REVENUES CONTINUED

	1963-1964 Revenues	1964-1965 Estimates	1964-1965 Revenues	% Increase or (Decrease) in Revenues-Total
<u>Auxiliary Enterprises</u>				
Dining Hall	\$ 390,975.11	\$ 373,648.00	\$ 394,763.86	
Residential Facilities - Students	172,415.76	185,655.00	197,320.74	8
Residential Facilities - Staff	15,868.16	10,800.00	12,379.89	9
Laundry	43,841.34	42,749.00	44,846.56	
Student Health Service	37,478.39	37,767.00	38,682.00	
Tea Room	16,028.09	18,100.00	13,970.78	10
Book Store	3,292.54	0.00	2,498.78	11
<u>Total Auxiliary Enterprise Revenues</u>	\$ 679,899.39	\$ 668,719.00	\$ 704,462.61	3.61
Transfer From June 30, 1963 Operating Surplus	10,000.00			
Salary Scale Adjustments From Governor's Fund			37,814.00	
Excess Special Revenues		123,448.00		
<u>TOTAL MAINTENANCE AND OPERATION REVENUES</u>	\$2,000,901.02	\$2,106,034.00	\$2,094,749.08	4.70

LONGWOOD COLLEGE, FARMVILLE, VIRGINIA
 OPERATING SURPLUS ANALYSIS
 FOR THE FISCAL YEARS ENDED JUNE 30, 1964 AND JUNE 30, 1965

<u>FUNDS MADE AVAILABLE BY:</u>	1963-64	1964-65
Cash Transfers From The General Fund Of Virginia	\$ 608,733.00	\$ 612,018.00
Special Fund Revenues Collected By Longwood College	1,179,256.02	1,240,910.08
Salary Scale Adjustments From The Governor's Fund	-	37,814.00
Appropriations Available At June 30	202,912.00	204,007.00
Reappropriation From June 30, 1963 Balance	10,000.00	
	<hr/>	<hr/>
<u>Total Operating Funds Appropriated and Available</u>	\$ 2,000,901.02	\$2,094,749.08
 <u>FUNDS EXPENDED FOR:</u>		
Expenditures For Maintenance And Operation	1,898,012.07	2,004,970.68
Expenditures For Debt And Sinking Fund	47,653.10	75,087.10
Expenditures For Debt Retirement - Laundry And Physical Education Buildings	11,707.00	
	<hr/>	<hr/>
<u>OPERATING SURPLUS AT JUNE 30</u>	\$ 43,528.85	\$ 14,691.30
	<hr/>	<hr/>

FOOTNOTES

- 1 - Contract teaching expense included here in 63-64. Under Instruction Regular Session in 1964-65.
- 2 - Additional books provided for by Capital Outlay funds in 1964-1965.
- 3 - Total institutional funds increased to compensate for omission of General Undergraduate Scholarship Loan Fund from budget requests of State Board of Education.
- 4 - Major renovation of heating system in Cunningham Hall.
- 5 - Additional bond issue.
- 6 - Change in account classifications as required by State Council Higher Education.
- 7 - Eliminated in 1964-65.
- 8 - \$15.00 increase in fees.
- 9 - Demolition of certain rental properties.
- 10- Lack of special function revenues during final quarter of fiscal year.
- 11- Final payment of percentage of gross receipts due Longwood College at June 30, 1965.

LONGWOOD COLLEGE
FARMVILLE, VIRGINIA
TRIAL BALANCE OF ACCOUNTS
JUNE 30, 1965

<u>01 - Maintenance and Operation</u>	<u>Debit</u>	<u>Credit</u>
Petty Cash on Hand	\$ 358.00	\$
Petty Cash in Bank	2,440.45	
Petty Cash Advanced	845.00	
Cash With Treasurer of Virginia-Current		114,228.60
Cash With Treasurer of Virginia-Deferred	171,771.24	
Accounts Receivable:		
Regular Session 1964-65	1,370.29	
Summer Session 1964	-	
Delinquent	5,392.80	
Miscellaneous	1,922.81	
Miscellaneous Deferred 1965-66		5,174.60
Deferred Summer 1965		82,967.90
Deferred 1965-66		83,188.74
Deferred 1966-67		440.00
Notes Receivable	271.18	
Appropriations Available	204,007.00	
Estimated Revenue	1,139,630.00	
Over and Short Account		.10
Reserve for Outstanding Checks	1,261.25	
Petty Cash Due From Treas. of Va.	95.40	
Due To Commonwealth-Petty Cash		5,000.00
Authorized Increase in Appropriations		
from Unappropriated Special Revenues	123,448.00	
Transfer From Debt Fund	3,497.00	
Special Revenues		1,240,910.08
Deferred Revenues		171,771.24
Allotments		2,040,134.00
Expenditures	2,004,970.68	
Transfers to Debt Funds		80,280.00
Reserve for Accounts and Notes Receivable	162,814.16	
	<hr/> <hr/>	
	\$ 3,824,095.26	\$ 3,824,095.26
	<hr/> <hr/>	

Commonwealth Restricted11 - National Science Foundation Research

	<u>Debit</u>	<u>Credit</u>
Cash With Treasurer of Virginia	\$ 821.19	\$
Realized Revenue		5,400.00
Appropriations	5,400.00	
Allotments		6,847.80
Expenditures	6,026.61	
	<u>\$ 12,247.80</u>	<u>\$ 12,247.80</u>

12 - Atomic Energy Commission Research

Cash With Treasurer of Virginia	\$ 2,040.86	\$
Revenue		4,959.35
Appropriations	8,911.82	
Allotments		8,911.82
Expenditures	6,870.96	
Encumbrances	278.38	
Reserve for Encumbrances		278.38
Unexpended Balance		3,952.47
	<u>\$ 18,102.02</u>	<u>\$ 18,102.02</u>

13 - National Science Foundation Research

Expenditures	\$ 978.16	\$
Allotments		978.16
	<u>\$ 978.16</u>	<u>\$ 978.16</u>

15 - National Science Foundation Research

Cash With Treasurer of Virginia	\$ 1,542.75	\$
Grant Control		2,000.00
Appropriations	2,000.00	
Allotments		2,000.00
Expenditures	457.25	
	<u>\$ 4,000.00</u>	<u>\$ 4,000.00</u>

Commonwealth RestrictedDebitCredit16 - HEW English Institute

Cash With Treasurer of Virginia	\$ 1,546.08	\$
Allotments		13,680.00
Expenditures	12,133.92	
Encumbrances	566.08	
Reserve For Encumbrances		566.08
	<u>\$ 14,246.08</u>	<u>\$ 14,246.08</u>

30 - Debt and Sinking Fund

Cash With Treasurer of Virginia	\$ 1,695.90	\$
Cash With Treas. Trustee - 1958	645.32	
Cash With Treas. Trustee - 1959	143.95	
Cash With Treas. Trustee - 1964	95.68	
Investments With Treas. of Virginia	36,150.79	
Accrued Interest Purchased	79.34	
Future Debt Requirements	863,000.00	
Allotments		76,783.00
Expenditures	75,087.10	
Accrued Interest Payable		4,188.25
Long Term Indebtedness		863,000.00
Reserve For Interest Payable	4,188.25	
Surplus Reserve For Debt Redemption		37,115.08
	<u>\$ 981,086.33</u>	<u>\$ 981,086.33</u>

31 - Payments Into State Insurance
Reserve Fund

Expenditures	\$ 2,715.00	\$
Allotments		2,715.00
	<u>\$ 2,715.00</u>	<u>\$ 2,715.00</u>

Commonwealth Restricted35 - Unexpended Plant Funds

	<u>Debit</u>	<u>Credit</u>
Cash With Treasurer of Virginia	\$ 473,892.93	\$
Appropriations Available	840,955.00	
Appropriations Received	677,132.30	
Appropriations		1,518,087.30
Allotments		677,132.30
Expenditures	203,239.37	
Encumbrances	321,783.34	
Reserve For Encumbrances		321,783.34
	<u>\$ 2,517,002.94</u>	<u>\$ 2,517,002.94</u>

45 - Making Loans To Students

Allotments	\$ 3,000.00	\$
Expenditures		3,000.00
	<u>\$ 3,000.00</u>	<u>\$ 3,000.00</u>

69 - Invested In Plant

Land	\$ 374,002.25	\$
Buildings	8,084,742.98	
Equipment and Fixtures	963,099.43	
Invested In Plant		9,421,844.66
	<u>\$ 9,421,844.66</u>	<u>\$ 9,421,844.66</u>

Local RestrictedCurrent Restricted Fund

Cash in Bank	\$ 18,377.14	\$
Due From Other Funds	6,468.83	
Loans	3,267.63	
Interest Earned		319.54
Realized Revenue		45,052.60
Gift Revenue		963.00
Expenditures	35,642.76	
Fund Balance		17,421.22
	<u>\$ 63,756.36</u>	<u>\$ 63,756.36</u>

Local RestrictedAgency Fund

	<u>Debit</u>	<u>Credit</u>
Cash in Bank	\$ 3,748.91	\$
Cash Over/Short	69.68	
Realized Revenue		324.67
Expenditures	10.68	
Deposits Payable		2,546.95
Reserves		41.19
Fund Balance		916.46
	<u>\$ 3,829.27</u>	<u>\$ 3,829.27</u>

State Student Loan Fund

Cash in Banks	\$ 9,212.13	\$
Notes Receivable	916.53	
Interest Earned		225.39
Revenue		3,000.00
Expenditures	1,755.55	
Fund Principal		8,658.82
	<u>\$ 11,884.21</u>	<u>\$ 11,884.21</u>

Student Loan Funds

Cash in Bank	\$ 22,219.99	\$
Notes Receivable	11,791.75	
Interest Income		940.02
Gift Revenue		531.34
Fund Balance		32,540.38
	<u>\$ 34,011.74</u>	<u>\$ 34,011.74</u>

Commonwealth RestrictedGeneral Undergraduate Scholarship
Loan Fund

Notes Receivable	\$ 1,601.16	\$
Reserve For Notes Receivable		1,601.16
	<u>\$ 1,601.16</u>	<u>\$ 1,601.16</u>

Commonwealth Restricted

<u>National Defense Student Loan Fund</u>	<u>Debit</u>	<u>Credit</u>
Cash in Bank	\$ 13,675.36	\$
Loan Principal Collected		15,715.14
Funds Advanced To Students	160,709.06	
Loan Principal Cancelled		8,672.65
Interest Income on Loans-Cash		575.95
Interest Income on Loans- Teacher Cancellation		748.33
Interest Income on Loans-Other		6.75
Federal Capital Contributions Authorized		142,284.00
Institutional Capital Contri- butions Authorized		15,809.33
Cost of Loan Principal and Interest Cancelled		
	9,427.73	
	<u>\$ 183,812.15</u>	<u>\$ 183,812.15</u>

88 - Surplus Property Disposal

Cash With Treasurer of Virginia	\$ 6,670.17	\$
Realized Revenue		1,472.71
Fund Balance		5,197.46
	<u>\$ 6,670.17</u>	<u>\$ 6,670.17</u>