

Longwood University

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Meeting Agendas and Minutes

Board of Visitors

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2-23-1966

### 1966-02-23 Minutes and Appendices

Longwood University

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The Board of Visitors of Longwood College met at the College at 10 a. m. on Wednesday, February 23, 1966. The regular meeting of the Board, which was scheduled for February 2, 1966, had been postponed because of the weather.

The following members of the Board were present:

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

Board members absent were:

Mr. Ralph A. Beeton  
 Mrs. John O. Marsh, Jr.  
 Mr. John L. Whitehead  
 Dr. Woodrow W. Wilkerson

Also present for the meeting were Dr. James H. Newman, President of the College, and Mr. J. H. Wamsley, Business Manager and Treasurer of the College.

In the absence of Mr. Whitehead, Rector, Mr. Gates, Vice Rector, presided. The meeting was opened with prayer by Mr. Robertson.

Mrs. Phlegar, Secretary of the Board, read a letter from Miss Florence Stubbs in which she expressed her appreciation to the members of the Board for naming the dormitory to be completed in 1966 in her honor. (A copy of this letter is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - February 23, 1966.)

On motion duly made and seconded, the minutes of the November 9, 1965, meeting were approved as distributed with the following correction: Page 9. the first paragraph: It was determined. after a recomputation that Dr. Sowder's salary for the 1966-67 session was incorrect. The corrected paragraph reads as follows:

"On motion duly made and seconded, the Board approved a leave of absence for Dr. William J. Sowder, Associate Professor of English, for the 1966-67 session, with one-third salary, which will amount to \$2,800.00."

The following matters were considered by the Board:

1. Report of the Committee on Development. Mr. King Chairman of the Committee on Development and Mr. Wamsley, reported for this committee, giving the members of the Board information on the plans for the Fine Arts Building and the 1967 Dormitory.

In the 1964-66 biennium, \$285,000 was appropriated with which to build an addition to Jarman Hall to relieve the overcrowded conditions in the Department of Music. However, after a revision of the Master Site Plan in 1965, to cover the period 1966-72 with an anticipated enrollment by 1972 of 2,400 students, it was felt that a small addition to Jarman Hall would be outgrown before it was built. For this reason, it was requested that the \$285,000 be reappropriated and supplemented in the 1966-68

biennium in order to build a Fine Arts Building for art, music and drama. Approval was secured to proceed on this basis with permission to pay the costs of planning the building from the appropriation of \$285,000.

Mr. Ben R. Johns, Jr., Architect, was employed to design a Fine Arts Building to be built on the property located on the northwest corner of the campus. On January 7, 1966, preliminary plans for the building were submitted to the Art Commission for its approval. In a letter from Mr. A. Edwin Kendrew, Chairman of the Art Commission, dated January 7, 1966, he stated that the Commission had some reservations about the design of the building and indicated that it realized that a problem existed in trying to design a building of its size in a traditional style of architecture which would fit the proposed site. He indicated that the Commission agreed further studies should be developed which would be submitted to the Commission later. It was suggested that some thought be given to adopting a more contemporary style of architecture in "... other areas where the campus may be greatly expanded in the future..."

Members of the administration and the Chairman of the Committee on Development, after meeting with the architect, agreed that the present site was too small for such a large building and felt that the problem should be presented to the Executive Committee and to the Board.

At a meeting of the Executive Committee and the Committee on Development held the evening before the meeting of the Board, Mr. Johns proposed that a new site, south of the existing campus where the College expects to expand in the future, be selected on which to build a fine arts center with separate structures for art and music with the provision for a third structure to be built later for drama. The design of these structures would lend itself to the functions for which they would be used and would not be the same architecture as is now on the campus. This new style of architecture would be incorporated in the new campus with an effective break between the new campus and the old campus being achieved through landscaping.

It was estimated that the cost of acquiring the property for the new fine arts center would amount to \$150,000. It was pointed out that \$75,000 was requested for the purchase of land in the 1966-68 biennium but that no money was appropriated to the individual colleges. The entire amount was appropriated to the Governor's Office. It was felt that an appeal should be made to the Governor for the money necessary to buy the property needed for the fine arts center.

On motion duly made and seconded, the Board approved the relocation of the fine arts building from the northwest corner of the present campus to a proposed site within the area to be developed as a new campus on which would be built a fine arts center with separate structures for art and music with the provision for a third structure to be built later for drama. The design of the structures would lend itself to the functions for which they would be used. The Board also approved requesting an additional appropriation from the Governor for the purchase of land. It was suggested that Mr. Whitehead go with members of the administration to see the Governor about an additional appropriation for land. It

was also suggested that it would be helpful if other members of the Board could assist in presenting this matter to the Governor. It was suggested further that, in presenting this matter to any group, credit be given to the Art Commission for bringing to the attention of members of the administration the desirability of a new location and a new design for the fine arts building.

Regarding the 1967 Dormitory, it was indicated that members of the administration had been given permission to hire an architect to plan this building with the understanding that, if and when the money for the dormitory was appropriated, he would be given a contract and paid for his work. It was indicated further that the members of the administration had asked for directions as to how to proceed further in this matter, inquiring particularly if they might purchase the property necessary for the building. They were told that no money was available. They then inquired as to whether or not they could borrow the money with which to finance the early stages of the dormitory. They were told that this was not possible. It was felt that, even though two dormitories were recommended in the 1966-68 budget to be financed 100% from the sale of bonds, nothing could be done until after the General Assembly adjourns. The engineering firm of Austin Brockenbrough has agreed to make a topography study of the property necessary for the dormitory, but, as yet, this has not been done. It was indicated that it seemed improbable, at this stage, that a dormitory would be ready for occupancy by September, 1967.

On motion duly made and seconded, the Executive Committee was authorized to act for the Board regarding the 1967 Dormitory, after receiving a recommendation from the Committee on Development. This would mean that the Executive Committee would, after very careful consideration of the entire matter, do everything in its power to move along with the dormitory as fast as it could, even setting the time schedule for the sale of bonds.

2. Report of the Executive Committee on the Cynthia Jane Jump Case. Mr. Gates reported for the Executive Committee regarding the case of Miss Cynthia Jane Jump. He read the following letter which Mr. Whitehead had written to the attorneys representing Miss Jump:

January 21, 1966

Mr. R. E. Garland  
Mr. E. P. Lancaster, Jr.  
Attorneys at Law  
Farmville, Virginia

Gentlemen:

I have met with the Executive Committee of the Board of Visitors of Longwood College which committee has made a thorough and exhaustive investigation of the case of Miss Cynthia Jane Jump referred to in your communications. In the course of the investigation the committee took the following actions:

1. Met with the membership of the Judicial Board of the Student Government Association of

Longwood College and Dr. Frances R. Brown, Assistant Dean of Women, who was acting Dean of Women at the time of the trial, and who was present during the entire trial of Miss Jump by the Judicial Board. (Also meeting with the Executive Committee of the Board of Visitors and with the Judicial Board of the Student Government Association of Longwood College were Dr. James H. Newman, President of the College, Dean Ruth B. Wilson, Dean of Women, and Mr. W. C. Fitzpatrick, Attorney for Longwood College.)

2. Reviewed the procedure and the handling of the trial by the Judicial Board.
3. Considered the following letters:
  - A. Mr. R. E. Garland's letter dated December 6, 1965, to Mr. W. C. Fitzpatrick.
  - B. Mr. E. P. Lancaster, Jr., 's letter dated January 5, 1966, to Mr. W. C. Fitzpatrick.
  - C. Letter to me dated January 12, 1966, signed by E. P. Lancaster, Jr., and R. E. Garland on behalf of, and as attorneys for, Miss Cynthia Jane Jump.
4. Investigated and approved the Judicial Board procedure followed in Miss Jump's case, including a review by the responsible administrative officials of Longwood College. (A copy of the Student Handbook for the 1964-65 session and a copy of the 1965-66 Judicial Board Case Procedure, both of which are the same as were in effect in the 1965 summer session, are enclosed for your information.)
5. Decided that the Judicial Board's Case Procedure had been carefully followed in Miss Jump's case.

The Executive Committee believes that a matter of this kind is the sole responsibility of the College, that it is not to be conducted like a regular law suit, and that the Judicial Board is not governed by legal procedures and rules of evidence.

Your attention is invited to a provision of the Judicial Board Case Procedure at the bottom of page 2, headed, "Reviews". This provision means, of course, that Miss Jump may request a review of her case by the Judicial Board by submitting a written statement over her signature, giving sufficient reasons and evidence to warrant a review by that board.

Sincerely yours,

/S/ John L. Whitehead

John L. Whitehead, Rector  
Longwood College Board of Visitors

Mr. Gates said that, in his opinion, the Board should not take any action regarding Miss Jump's request to appear before the Board of Visitors but that she should request a review by the Judicial Board of Longwood students. He indicated that the Executive Committee had concluded, after careful study and examination of the case, that it was handled in accordance with the Judicial Board's published procedure.

On motion duly made and seconded, the report of the Executive Committee was accepted and it was requested that it be filed.

3. Progress Report of the Representative Committee to Recommend to the Board of Visitors Names for Unnamed Buildings at Longwood College. Dr. Newman gave a report on the progress of the committee to recommend names for the unnamed buildings at Longwood. It was agreed that no action should be taken on this report at this time.

4. Report of the President. On motion duly made and seconded, the Board accepted the report of the President and approved the following recommendations made by him: ( A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - February 23, 1966.)

a. The establishment of new faculty positions as follows:

(1) Beginning Spring semester 1966 - one position in physical and health education.

(2) Beginning academic year 1966-67 - eleven new positions distributed among the departments as indicated below:

a. Art	1
b. Education	3
c. English	2
d. History and Social Sciences	2
e. Mathematics	1
f. Natural Sciences	2
	<u>11</u>

b. The acceptance of the resignations of the following faculty members:

(1) Dr. Mary Joanne Curnutt, Associate Professor of Music, who has accepted a position at North Texas State University.

(2) Mr. Charles F. Hileman, Assistant to the Dean and Registrar, upon advice of his physician.

(3) Miss Olive T. Iler, Associate Professor and former chairman of the Department of Physical and Health Education, who is retiring after 41 years of service to Longwood College.

(4) Dr. Rinaldo C. Simonini, Jr., Professor and Chairman of the Department of English, Speech and

Dramatic Art. Dr. Simonini is currently on leave and will move to the University of Kentucky.

c. The approval of the following faculty appointments:

(1) Miss Anne Huffman as Instructor in Physical and Health Education (part-time), beginning January 31, 1966, for the second semester only, at a salary of \$1,500 (one-fourth of the first step on the salary scale for instructors).

(2) Mr. Robert E. Alexander, as Assistant Professor of Speech and Dramatic Art, beginning January 31, 1966, for the second semester only, at a salary of \$3,600 (one-half of the second step on the scale for assistant professors).

d. Leaves of absence, with half salary, for the following members of the faculty for the academic year 1966-67, to do graduate work leading to the doctorate:

(1) Miss Merry Lewis Allen, Assistant Professor of Mathematics, who will attend the University of Tennessee, 1966-67.

(2) Mr. John M. Austin, Assistant Professor of Natural Sciences, who will attend the University of Virginia, 1966-67.

(3) Mr. Billy S. Batts, Assistant Professor of Natural Sciences, who will attend North Carolina State University, 1966-67.

(4) Miss Rosa Beatrice Bland, Assistant Professor of Education, who will attend the University of Virginia, February to June, 1967.

(5) Miss Barbara Bramlette Smith, Assistant Professor of Physical and Health Education, who will attend the University of North Carolina, 1966-67.

Dr. Newman said that Mr. Whitehead had earlier given approval of the request from Hampden-Sydney College that Mr. Cletus Sellers, a student at Hampden-Sydney, be permitted to take English 505, Modern English Grammar, during the spring semester of the 1965-66 regular session. This approval was necessary in order that Mr. Sellers might register for classes at the beginning of the second semester.

It was agreed by the members of the Board that a decision should not be made on the recommendation regarding the definition of "Residency in Virginia" as it applies to out-of-state fees until the statement could be rewritten. The Executive Committee was authorized to adopt the revised statement.



5. Power of Attorney for Use in Signing Certain Papers in the Absence of the President. On motion duly made and seconded, the Board delegated to Dr. Richard B. Brooks, Dean of the College, and Mr. J. H. Wamsley, Business Manager and Treasurer of the College, authority to act and to sign certain papers in the absence of the President.

6. Unfinished Business. Dr. Newman gave a brief report on the status of graduate work at Longwood College. He indicated that a decision on the future of graduate work at Longwood had been deferred until the report of the Virginia Higher Education Study Commission had been received. However, the report made no reference to graduate work and Dr. Russell, consultant for the study, had indicated that the Commission felt that it did not want to handicap the institution and for that reason did not make any reference to graduate work.

No formal action was taken regarding the future of graduate work at Longwood.

7. New Business. On motion duly made and seconded, the Board approved the College's applying for participation in the Student Loan Program under the provision of the National Defense Education Act and to accept a grant, if made available, in the amount of \$23,400. To this amount would be added a deposit of \$2,600 by the College from its State Student Loan Fund.

On motion duly made and seconded, the Board approved fee reductions for the following students for the 1965-66 session:

Fee Reductions, 1965-66

<u>Seniors</u>	<u>Amount</u>
Cuthriell, Beverly Duke, 308 Elmhurst Lane, Portsmouth	\$100
Gibson, Carole Dean, 8001 West Broad Street, Richmond	100
Miles, Edwina Ann, Exmore	100
<u>Juniors</u>	
Gentry, Carolyn Randolph, 2109 Davenport Avenue, Richmond	200
Mast, Helena Marie, Rockbridge Baths	100
Ransone, Mary Carter, Dunnsville	150
Smith, Sally Sue, Route 2, Holland	150
Stevens, Faris Gale, Route 2, Box 316, South Boston	75
<u>Sophomore</u>	
Tinsman, Eva Mary, 517 Jefferson Avenue, Winchester	100

Freshmen

Colom, Ines Mercedes, 2845 South Buchanan Street, Arlington	\$100
Fisher, Linda Lee, Lottsburg	150
Forrester, Judith Lynn, Route 2, Blackstone	100
Gunter, Doris Ann, Route 2, Concord	100
Kingsley, Judith Ann, 242 Merrill Drive, Milton, Florida (Virginia resident)	100
Kingsley, Patricia Alice, 242 Merrill Drive, Milton, Florida (Virginia resident)	100
Leffers, Patricia Ann, 55 Henry Street, Hampton	100
McCulloch, Linda Faye, Route 2, Buchanan	200
Mast, Patricia Louise, Rockbridge Baths	100
Murray, Rebecca Faye, Route 2, Box 299-C, South Boston	100
Powers, Rebecca Sue, Cummings Heights, Abingdon	100
Reed, Brenda Kay, Route 2, Keysville	100
Sprouse, Brenda Joyce, Route 1, Box 270, North Garden	100
Tice, Joan Rosemary, 1104 Westchester Drive, Lynchburg	100
Watson, Elizabeth Frances, Route 1, Box 25, Ontario	100
Wyatt, Patricia Ann, 2840 Jeffers Drive, Bon Air	<u>100</u>
	\$2,825

On motion duly made and seconded, the members of the Board asked the Secretary of the Board to write to former Governor Harrison, thanking him for the consideration he gave Longwood College during his term as Governor and congratulating him on the progress Virginia made under his leadership.

The Board members agreed that they would contact members of the House Appropriations Committee and the Senate Finance Committee whom they knew and ask them to do everything they could to restore the appropriations requested by Longwood which were not included in the budget recommended to the General Assembly by the Governor. The Board members were given copies of the information which had been presented to members of the joint committees when the President appeared before that group on February 9, 1966, and also information which had been sent to Mr. John H. Daniel and Dr. James D. Hagood. (Mr. Daniel is the representative in the House of Delegates from Prince Edward County and currently is chairman of the House Appropriations Committee. Dr. Hagood is the representative in the State Senate from Prince Edward County and currently is chairman of the Senate Finance Committee.)

The meeting was adjourned at 3:15 p. m.

*Jane Bayall Phlegar*  
Secretary (Mrs. Mosby Phlegar)

LONGWOOD COLLEGE  
Farmville, Virginia

Report  
to the  
Board of Visitors

February 2, 1966

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**LONGWOOD COLLEGE**  
**Farmville, Virginia**

Ladies and Gentlemen of the Board of Visitors:

I am honored to present this report to the Board of Visitors of Longwood College. There are separate reports from the Dean of the College, the Business Manager and Treasurer, the Dean of Women, and the Director of Admissions. These reports give detailed information about the operation of these offices and I urge you to read them in order to know of the operation and functioning of the College.

As stated in my report dated November 9, 1965, the greatest problem of the College is the procurement and retention of competent and adequately trained faculty members. We are now in the midst of trying to fill faculty positions for 1966-67 and we are encountering many obstacles. The institution is in a very precarious situation with reference to the number and the percentage of the faculty members who have the Ph. D. degree. This subject is discussed at some length in the report of Dean Richard B. Brooks, Dean of the College.

The construction program of the College is satisfactory and is proceeding according to plan. There are problems but everything possible is being done to solve them. We are experiencing great difficulty in getting approval by the State Art Commission of the plans of the Fine Arts Building. It may be that the Development Committee of the Board will make a recommendation on this subject at an appropriate time.

The property which was being developed as a restaurant site has now been purchased by the College.

We are especially pleased to report that the filling station in the northwest corner of the campus has been removed. This greatly improves the appearance of that corner as well as making the entire campus much more attractive.

Your special attention is invited to the report of the Business Manager and Treasurer in regard to the Governor's recommendations for the Longwood College budget. As mentioned in my report of November 9, 1965, there is a great need for books in our library. I am very much pleased to say that the Governor's recommended budget gave substantial relief in this area. This relief will contribute greatly to the academic program of the institution.

We are very much concerned about the following capital outlay omissions in the Governor's recommended budget: 1) the laboratory school; 2) the repair and restoration of Longwood House; and 3) the addition to the dining hall. There are also very serious reductions in the amounts for instruction, general administration, equipment, heating plant, and physical plant. One very significant reduction in the amount for instruction is in regard to our request for money to pay for leaves for faculty members to work toward their Ph. D. degrees. The practice of granting leaves and paying one-half salary of faculty members after two years of employment has been effective in recruiting faculty members and it has helped upgrade our faculty by increasing the number of Ph. D. 's on it.

The Rector of the Board, the Business Manager and Treasurer, and President of the College have reviewed the Governor's recommended budget and have prepared requests for reconsideration by the Finance Committees of the House and Senate of the General Assembly.

The Virginia Higher Education Study Commission report has been released. There has been and there will be much more discussion of this report. Longwood College is affected by many of the general statements as well as by some specific references to the institution itself. Many of the statements and recommendations of this report will be brought to this board from time to time for information, for discussion, and for action.

Increasing enrollment has produced problems of confusion and overcrowding at certain times in our dormitories. We deplore this situation but we realize that it is unavoidable because of the large numbers of qualified college students in Virginia today and the fact that there are not adequate facilities to meet this need.

The change in the drinking rule at Longwood College, which is described in the report of the Dean of Women, simply removes an annoying inconsistency of a rule which has applied to our students at Hampden-Sydney only. This rule change will go into effect, upon a trial basis, at the beginning of the second semester of the present session. It is encouraging to note that the student leaders are determined to see that this rule change does not result in a lowering of standards of conduct on the parts of the Longwood students.

It is noteworthy that 58.3% of the student body at Longwood College are receiving financial aid of some kind. This fact indicates not only the financial need of many of our students but it also indicates the motivation and serious purpose of these students. This fact and the splendid scholastic potential of the students help create a very favorable academic climate.

The Placement Bureau continues to serve the graduates of the College as well as to serve the State of Virginia in the placement of competent teachers in the public schools.

### RECOMMENDATIONS OF THE PRESIDENT

#### Establishment of New Faculty Positions:

It is recommended that new faculty positions be established as follows:

A. Beginning Spring semester 1966 - one position in physical and health education.

B. Beginning academic year 1966-67 - eleven new positions distributed among the departments as indicated below:

1. Art	1
2. Education	3
3. English	2
4. History and Social Science	2
5. Mathematics	1
6. Natural Sciences	2
	<u>11</u>

#### Faculty Resignations:

It is recommended that the resignations of the following faculty members be accepted:

A. Dr. Mary Joanne Curnutt, Associate Professor of Music, who has accepted a position at North Texas State University.

B. Mr. Charles F. Hileman, Assistant to the Dean and Registrar, upon advice of his physician.

C. Miss Olive T. Iler, Associate Professor and former chairman of the Department of Physical and Health Education, who is retiring after 41 years of service to Longwood College.

D. Dr. Rinaldo C. Simonini, Jr., Professor and Chairman of the Department of English, Speech and Dramatic Art, Dr. Simonini is currently on leave and will move to the University of Kentucky,

Faculty Appointments:

It is recommended that Miss Anne Huffman, of Roanoke, be given a semester appointment as Instructor in Physical and Health Education (Part-time), beginning January 31, 1966. Miss Huffman holds the B. A. degree from the College of William and Mary and has taken work leading to the master's degree. Salary, \$1,500 (one-fourth of the first step on the salary scale for instructors).

It is recommended that Mr. Robert E. Alexander, of Jackson, Michigan, be given a semester appointment as Assistant Professor of Speech and Dramatic Arts, beginning January 31, 1966. Mr. Jackson has a B. A. degree from the University of Michigan and an M. A. degree from the University of California at Los Angeles. Salary, \$3,600 (one-half of second step on scale for assistant professors).

Faculty Leaves of Absence:

It is recommended that the following members of the faculty be granted leaves of absence, with half-salary, for the academic year, 1966-67, to do graduate work leading to the doctorate:

- A. Miss Merry Lewis Allen, Assistant Professor of Mathematics, who will attend the University of Tennessee, 1966-67.
- B. Mr. John M. Austin, Assistant Professor of Natural Sciences, who will attend the University of Virginia, 1966-67.
- C. Mr. Billy S. Batts, Assistant Professor of Natural Sciences, who will attend North Carolina State University, 1966-67.
- D. Miss Rosa Beatrice Bland, Assistant Professor of Education, who will attend the University of Virginia, February to June, 1967.



E. Miss Barbara Eramlette Smith, Assistant Professor of Physical and Health Education, who will attend the University of North Carolina, 1966-67.

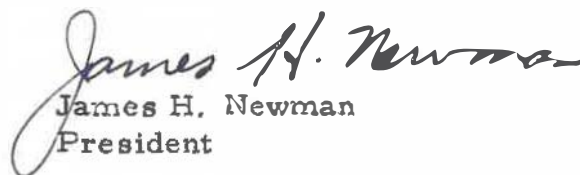
Request from Hampden-Sydney College:

On the basis of a request from Hampden-Sydney College, it is recommended that Mr. Cletus Sellers, a student of Hampden-Sydney College, be permitted to take English 505, Modern English Grammar, during the spring semester of the 1965-66 regular session. Mr. Sellers will not be a student of Longwood College and all of the records and grades relative to this course will be reported to Hampden-Sydney College.

Definition of "Residency in Virginia" in Regard to "Out-of-State" Fees at Longwood College:

It is recommended that "Residency in Virginia" be defined as a period of one year immediately preceding the date of registration for any session of the College and that this residency, as defined, be sufficient evidence to warrant the waiving of the "out-of-state" fees for a Longwood College student.

Respectfully submitted,

  
James H. Newman  
President

January 27, 1966

## OFFICE OF THE DEAN OF THE COLLEGE

### I. Academic Preparation of Longwood College Faculty

The problem of maintaining and recruiting an adequate faculty for Longwood College is becoming increasingly more difficult. Some of the reasons for this, such as our geographical location and our rather modest salary scale, are well known. These two factors really became apparent in recruiting during 1964-65. In addition to these factors are two others: namely, the increased competition for faculty members among the two thousand plus junior and senior colleges, and the relatively few doctorates produced by our universities.

\*Table I indicates the number of doctorates produced nationally and in Virginia in those teaching areas for which Longwood College is currently recruiting. It is apparent that there are nowhere near the number of Ph. D. holders available for college faculties even if the competition from business and government is ignored. Furthermore, it is obvious that Virginia is not producing Ph. D. 's from either private or public institutions necessary to staff Virginia colleges.

The quality of a college or university is evaluated in large measure by the quality of its faculty. The most objective bit of evidence with respect to faculty quality is the number of faculty holding an earned doctorate.

Our regional accrediting agency, the Southern Association of Colleges and Schools, has as one of its standards, "Academic Preparation of Faculty". Among the criteria mentioned for use in the assessment of this standard are these:

"In all colleges at least forty per cent of the teaching faculty should possess professional preparation equivalent to two years of advanced study beyond the bachelor's degree.

"In senior colleges and universities at least thirty-five per cent of teaching faculty should hold the earned doctor's degree.

"In senior colleges in any department or division composed of four or more faculty members, at least twenty-five per cent should have an earned doctorate.

"In any department or division offering a major or field of concentration at least one member or twenty-five per cent, whichever is greater, should hold the earned doctorate in the area of concentration."<sup>1</sup>

Table II indicates, by department, the number of faculty members in the department and the degrees held by the department members as of 1965-66.

Table II

<u>Department</u>	<u>Members</u>	<u>Bachelor's Degree</u>	<u>Master's Degree</u>	<u>Doctor's Degree</u>
Art	5	-	5	-
Business Education	5	-	4	1
Education, Psychology and Philosophy	14	-	10	4
English, Speech and Dramatic Art	15	3	7	5
Foreign Language	6	-	5	1
History and Social Science	14	-	7	7
Home Economics	3	-	3	-
Mathematics	7	-	6	1
Music	7	-	5	2
Natural Sciences	14	1	6	7
Physical and Health Education	<u>8</u>	<u>-</u>	<u>8</u>	<u>-</u>
Totals	98	4	66	28

In applying the four criteria listed above, the Longwood College faculty rates as follows:

1. Sixty per cent of the faculty have preparation equivalent to two years of advanced study beyond the bachelor's degree.

<sup>1</sup>Southern Association of Colleges and Schools: Constitution of the Association and Standards for Colleges. November 29, 1962, pp. 27-28.

2. Twenty-eight per cent of the faculty hold the earned doctor's degree.
3. Of the ten departments in the college with four or more faculty, only five, Education, Psychology-Philosophy; English, Speech and Dramatic Art; History and Social Sciences; Music; and Natural Sciences meet this criterion.
4. Six departments, Art; Business Education; Foreign Languages; Home Economics; Mathematics; and Physical and Health Education fail to meet this criterion. It should be point out, however, that "evidence of professional competency in the area of specialization" would no doubt place the Department of Art in an acceptable category.

These data indicate that Longwood College is deficient in meeting three of the four criteria previously listed. The academic status of the faculty would jeopardize our accreditation if we were being evaluated now.

Table I

Department	Positions Needed	<sup>1</sup> Nationwide		<sup>2</sup> Virginia	
		Doctors' Degrees Conferred 1963-64	Doctors' Degrees Conferred 1961-64	Doctors' Degrees Conferred 1963-64	Doctors' Degrees Conferred 1961-64
Art Education	1	15	0		
Education	3		22		
Elementary		115			
Audio-visual		**11			
Philosophy of Education		**111			
*English	2	556	7		
*Foreign Language	3	French 49	2 (Private)		
		German 75	0		

<sup>1</sup>Summary Report on Bachelors and Higher Degrees Conferred in the Year 1963-64, U.S. Office of Education, 1965.

<sup>2</sup>State-Wide Pattern of Higher Education in Virginia Staff Report #2, Table 8.

\*One position is that of departmental chairman.

\*\*Potential Doctorate Productivity in Selected Colleges and Universities - 1965 AACTE, February 1965.

Department	Positions Needed	<sup>1</sup> Nationwide Doctors' Degrees Conferred 1963-64	<sup>2</sup> Virginia Doctors' Degrees Conferred 1961-64
History and Social Science	2		18
History		507	
Anthropology		85	0
Mathematics	1	520	19
Science	1		
Physical Science		778	1 (Private)
Physical Education	1	23	0
Totals	<u>14</u>	<u>2845</u>	<u>68</u>

## II. Leaves-of-absence:

One of the most effective recruiting devices we have is the provision that after two years of employment at Longwood College, a faculty member is eligible to receive a "leave-of-absence for an academic year for advanced study or research and receive one-half of the salary of his grade and rank in the faculty schedule for the academic year ... during which the leave is granted." This policy was established by the State Board of Education and was to remain in effect until the Division of Personnel established a uniform policy for all State institutions.

In a memorandum from the Governor's Office, Division of Personnel, dated December 21, 1962, the quotation indicated above was changed to read as follows (underlining is mine):

### "Resident Study

- A. The agency shall not pay more than half salary and registration, laboratory and tuition fees."

This change will mean an increase in the amount of money given to a faculty member for advanced study or research varying from \$1000 to \$1500.

<sup>1</sup>Op. Cit. <sup>1</sup>

<sup>2</sup>Op. Cit. <sup>2</sup>

Five members of the faculty have requested leaves-of-absence for the academic year 1966-67 to pursue graduate work leading to the doctorate. These faculty members are:

1. Miss Merry Lewis Allen, Assistant Professor of Mathematics, who will attend the University of Tennessee, 1966-67.
2. Mr. John M. Austin, Assistant Professor of Natural Sciences, who will attend the University of Virginia, 1966-67.
3. Mr. Eilly S. Batts, Assistant Professor of Natural Sciences, who will attend North Carolina State University, 1966-67.
4. Miss Rosa Beatrice Bland, Assistant Professor of Education, who will attend the University of Virginia, February to June, 1967.
5. Miss Barbara Branlette Smith, Assistant Professor of Physical and Health Education, who will attend the University of North Carolina, 1966-67.

### III. Establishment of New Faculty Positions

It is requested that new positions be established as follows:

- A. Beginning Spring semester 1966 - one position in physical and health education.
- B. Beginning academic year 1966-67 - eleven new positions distributed among the departments as indicated below:

1. Art	1
2. Education	3
3. English	2
4. History & Social Sciences	2
5. Mathematics	1
6. Natural Sciences	<u>2</u>
	11

#### IV. Faculty Resignations

The following faculty members have submitted their resignations:

- A. Dr. Mary Joanne Curnutt, Associate Professor of Music, who has accepted a position at North Texas State University.
- B. Mr. Charles F. Hileman, Assistant to the Dean and Registrar, upon advice of his physician.
- C. Miss Olive T. Iler, Associate Professor and former chairman of the Department of Physical and Health Education, who is retiring after 41 years of service to Longwood College.
- D. Dr. Rinaldo C. Simonini, Jr., Professor and Chairman of the Department of English, Speech and Dramatic Art. Dr. Simonini is currently on leave and will move to the University of Kentucky.

#### V. Faculty Appointments

Mr. Robert E. Alexander, Assistant Professor of Speech and Dramatic Arts. Mr. Jackson received the B. A. degree from the University of Michigan and the M. A. degree from the University of California at Los Angeles. He has had four years of high school teaching experience and taught during the summers of 1956 and 1959 at the University of Michigan. For five years, he served as Auditorium Manager at UCLA. He has also done free lance technical work. He comes to Longwood from Jackson, Michigan.

It is recommended that Mr. Alexander be appointed Assistant Professor of Speech and Dramatic Arts, for the second semester of the 1965-66 session only, at a salary of \$3,600 (one-half of \$7,200, the second step on the salary scale for assistant professors.) The second step on the scale seems appropriate in view of his training and experience.

This appointment will fill the vacancy caused by the resignation of Mr. David W. Wiley.

Miss Anne H. Huffman, Instructor in Physical and Health Education (Part-time). Miss Huffman holds the B. A. degree from the College of William and Mary and has taken work leading to the master's degree. She has had a number of years of high school teaching experience and during the 1964-65 session taught on a half-time basis at Longwood.

It is recommended that Miss Huffman be appointed as Instructor in Physical and Health Education (Part-time) for the second semester of the 1965-66 session only, at a salary of \$1,500 (one-fourth of the first step on the salary scale for instructors).

This appointment will fill, on a half-time basis, the new position in physical and health education requested in this report.

VI. Request from Hampden-Sydney College

Dean Holbrook of Hampden-Sydney College has asked if Longwood College would permit one of its students to take English 505, Modern English Grammar, during the spring semester of 1966. This course is required for certification for English teachers and is not offered at Hampden-Sydney.

I would recommend that we honor this request and utilize the experience we will gain as we consider the possibility of the exchange of students between Longwood College and Hampden-Sydney College.

VII. Mid-year Graduation

A total of sixty-two students will graduate at the mid-year exercises. Forty-one students will receive the Bachelor of Science degree, ten students the Bachelor of Arts degree, four students the Bachelor of Science in Business Education degree, one student the Bachelor of Music Education degree, and six students will receive the Master's degree.

Submitted by,

Richard B. Brooks  
Dean of the College

January 27, 1966



## OFFICE OF THE DEAN OF WOMEN

### I. Student Government

A new plan of electing the officers of each of the five major organizations during November and December instead of during the spring months was put into effect this year. Class representatives were elected following the major and minor elections. This means that all newly elected members of the Legislative and Judicial Boards, plus the officers of House Council, YWCA, and the Athletic Association, will begin their term of office at the beginning of the second semester and will serve until the end of the first semester of the 1966-1967 session.

One reason for this change was to make possible an uninterrupted term for the senior members of the organizations. In the past many top officers had to turn the reins over to the vice presidents while the seniors left campus for their student teaching.

### II. Housing

The change from the former three student teaching blocks to two this year, with a lapse of time in between, has resulted in tripling 70 rooms in Cox, Wheeler, and South Cunningham for the period November 12 through January 30. It has also resulted in confusion and change of plans on the part of the householders in the six student teaching centers in spite of their being notified ahead of time. This has meant that much of the time of the Assistant Dean of Women during November-January has been spent on correspondence, telephoning, and trips to the teaching areas to arrange and rearrange student teacher housing for the second block, as well as on the normal dormitory changes and the shifting of senior dormitory rooms for the second semester.

### III. Counseling

This area of work for both the Dean of Women and the Assistant Dean of Women is considered by them to be the most important and most essential part of their responsibilities. The necessity for more available time for student conferences and follow-up interviews increases each year, and with the addition of some two hundred students next fall, this problem will become even more serious.

#### IV. Drinking Rule

The drinking rules have been changed by the Legislative Board, with the approval of the President of the College and the Dean of Women, to permit drinking at Hampden-Sydney under certain conditions. (Approved Open-Houses, parties, etc.) This rule goes into effect upon a trial basis at the beginning of the second semester this year. Penalties for any degree of intoxication upon the part of Longwood students will be far more severe than in the past.

This change makes the rules consistent, since Hampden-Sydney is the only College where the girls have been thus restricted.

#### V. The Deans' Beautiful New Offices

A deep vote of thanks to the Board from the Dean of Women, her Assistant, and their secretaries for the lovely spacious offices which were made possible by the Board's permission to use the decaying, unused Virginia Room for this purpose. These ladies are enjoying the efficient, attractive and roomy quarters that they now occupy.

Submitted by,

Ruth B. Wilson  
Dean of Women

January 27, 1966

## OFFICE OF BUSINESS MANAGER AND TREASURER

I. Fiscal Affairs

A complete semi-annual financial statement is attached to this report for your information. Operational cost comparisons with the prior year again are distorted for several reasons which will be explained orally. Collections to date are exceedingly good. Approximately a half-million dollars in collections have been realized since the December 31, 1965 reporting date. At this time there appears to be no significant item from the fiscal report to be emphasized. The institution appears to be on an excellent financial basis for the remainder of this fiscal year. The "Plant Funds" or "Capital Outlay" portion of the report is shown in a slightly different manner. We believe it to be somewhat clearer. The various restricted funds, agency funds and loan funds are shown separately in the financial report.

II. Construction

Construction projects are on schedule. Since the last meeting of the Board, three projects have been completed. These are: the extension of the Athletic Field, the installation of a new boiler and fly ash separator and the addition to the dining hall. The Stubbs Hall and Lankford Building construction continues to be on or ahead of schedule. Plans for the addition to the Stevens Science Hall have been completed through the preliminary plan stage and have been approved by the Art Commission. The Governor recommended only a portion of the funds necessary to construct the three story addition. It is now necessary to determine what portion of the building should be completed with the available funds. Preliminary plans for the Fine Arts Building are complete but approval by the Art Commission was not secured at the initial presentation. Some additional work on the plans will be required. An engineering firm has been employed to make a topographical study of the site for the 1967 dormitory and the architect selected. He has not yet begun plans on the building. It is extremely doubtful if it can now be completed by September, 1967. In our last report we mentioned that appropriated funds were not sufficient to extend utility lines to the Stubbs and Lankford Buildings. Our request for supplemental funds was denied and we were advised to extend utility lines to the dormitory only. Funds for extension to the Lankford Building will

be provided in the 1966-68 biennium. The portion of the project dealing with the Stubbs Hall utilities was rebid and the contract awarded for a much lower amount. The filling station in the northwest corner of the campus has recently been razed, providing a much appreciated view through the campus.

### III. Property Acquisition.

A piece of property adjacent to the campus being developed as a restaurant site was acquired on January 1, 1966. This is the first of several properties required for the 1967 dormitory site. No funds are available at present to continue property purchases.

### IV. Residency Requirements.

Virginia law provides for certain tuition increments to be charged students from out-of-state. With today's fluid population, the definition of an "out-of-state" student may become quite difficult. The law states that a student must "be a bona fide citizen or a resident for at least one year". The definition of "bona fide citizen" then become a stumbling block. We are recommending that the period of one year's residency within the state be sufficient evidence to warrant the granting of the reduced tuition charges of a Virginia student.

### V. Delinquent Accounts.

A list of delinquent accounts dating back to 1939 has been prepared for review by the appropriate committee of the Board. The list totals \$6,071.77.

### VI. Budget:

A complete description of the Governor's recommendations for the Longwood College budget would be quite lengthy. A few salient points will be mentioned here, to be supplemented by as much discussion as the Board wishes. Notable omissions under capital outlay were the laboratory school, the addition to the dining hall and the restoration of Longwood House. No funds were appropriated to the college for additional equipment in reply to our request of \$190,850. The same is true for all other institutions. An appropriation for this purpose was made to the Governor's Office in the amount of \$3,500,000 for all institutions. Requests from the institutions however totaled \$15,500,000. For maintenance and operation, the largest reductions were made in requests for additional positions. Our request for additional positions under instruction was reduced from \$140,870 to \$106,210 the first year,

and total salary and wage requests were reduced for instruction by \$110,000 or almost 10%. Faculty leaves for study and research, included in the figure above, were eliminated. Our requests for coal, which were based on previous experience, were reduced by 25%. Monthly reports of coal consumption were sent to the Section of Engineering. Because our scales were faulty during 1964-65, the figures submitted were in error. This difficulty has now been corrected. We believe the reduction was the result of computations based on this erroneous information. The replacement of the college bus was not allowed. The library budget was not substantially reduced and adequate funds for the purchase of books was provided.

## VII. General

### A. Uniforms

Our employees agreed readily to the idea of wearing uniforms. The employee uniforms were furnished beginning the first of January, 1966. The cost of the uniform service is being shared equally by the employee and the college.

### B. Experimental Air Conditioning

An extremely new type air conditioning system is being installed in the space to be used by the Reading Institute in the summer of 1966. This is being done on an experimental basis. If the system proves effective, the air conditioning of many areas on campus may be possible at a considerable savings over the more conventional systems. More details can be ~~supplied~~ on this orally if the Board wishes.

### C. Telephone System

A survey of telephone needs on campus is again being undertaken. If it is possible financially and feasible from a functional point of view, a central system of telephone communication will be installed. The system will be either the type known as the "P. B. X." or the type known as the "P. A. B. X.", probably the latter. In either case, considerably more telephones will be installed in faculty offices and in other key locations.

#### D. Data Processing

A data processing center was established on campus in late 1964. Student record keeping was the immediate concern and this very time-consuming task was first put on the tabulating equipment. Beginning January 1, 1966, some routine business office operations were delegated to this center. The first such addition was that of wage earning accounting. Student billing and student accounts receivable will be the next function to be transferred with the later addition of appropriation ledger accounting. All functions mentioned should be handled by data processing equipment by July 1, 1966. Other functions are under study for this equipment in the business office as well as in other offices.

Submitted by

Jacob H. Wamsley  
Business Manager and Treasurer

January 27, 1966

LONGWOOD COLLEGE, FARMVILLE, VIRGINIA  
STATEMENT OF REVENUES, EXPENDITURES AND BALANCES  
CURRENT FUNDS  
FOR THE PERIOD JULY 1, 1965 - DECEMBER 31, 1965

REVENUES

<u>Educational and General</u>	<u>1965-1966</u>	<u>BUDGET 1965-1966</u>	<u>1964-1965</u>
Tuition	\$ 268,825.54	\$ 550,758.00	\$ 316,868.08
Student Fees	5,428.76	13,348.00	8,419.01
Other Educational and General Income	2,598.55	19,631.00	2,121.33
Commonwealth Appropriations	<u>438,596.00</u>	<u>904,773.00</u>	<u>408,012.50</u>
<u>Total Educational and General Revenue</u>	<u>\$ 715,448.85</u>	<u>\$1,488,510.00</u>	<u>\$ 735,420.92</u>
 <u>Auxiliary Enterprises</u>			
Residential Facilities - Student	\$ 109,211.17	\$ 198,310.00	\$ 124,890.72
Residential Facilities - Staff	5,031.00	11,706.00	5,995.39
Food Service	209,843.31	397,719.00	255,818.00
Laundry	22,939.83	45,925.00	27,661.01
Student Health Service	20,543.03	38,631.00	24,110.17
Bookstore	2,841.83	4,500.00	0.00
Student Activities	11,175.55	0.00	0.00
Insurance Recoveries	<u>799.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Total Auxiliary Enterprise Revenue</u>	<u>\$ 382,384.72</u>	<u>\$ 696,791.00</u>	<u>\$ 438,475.29</u>
 <u>TOTAL REVENUES</u>	 <u>\$1,097,833.57</u>	 <u>\$2,185,301.00</u>	 <u>\$1,173,896.21</u>

STATEMENT OF REVENUES, EXPENDITURES AND BALANCES  
CURRENT FUNDS

(CONTINUATION)

<u>EXPENDITURES</u>	<u>1965-1966</u>	<u>BUDGET 1965-1966</u>	<u>1964-1965</u>
<u>Educational and General</u>			
Administration and General Expense	\$ 107,828.25	\$ 203,642.00	\$ 96,378.30
Instruction Regular Session	375,454.87	923,832.00	346,459.50
Instruction Summer Session	61,073.70	59,282.00	47,643.49
Organized Activities Related To Instruction	1,301.87	2,225.00	1,027.62
Extension and Public Service	3,474.07	9,374.00	3,892.79
Libraries	28,628.71	63,297.00	27,163.10
Physical Plant	108,666.95	257,869.00	112,669.36
Heating Plant	24,681.65	73,619.00	24,997.45
Student Aid	340.00	6,850.00	7,125.00
	<hr/>	<hr/>	<hr/>
<u>Total Educational and General Expenditures</u>	\$ 711,450.07	\$1,599,990.00	\$ 667,356.61
<u>Auxiliary Enterprises</u>			
Residential Facilities - Student	\$ 22,651.58	\$ 31,903.00	\$ 23,819.11
Residential Facilities - Staff	1,989.28	17,300.00	2,110.87
Food Service	146,174.22	380,353.00	142,088.77
Laundry	18,594.29	35,669.00	15,455.33
Student Health Service	18,454.06	37,988.00	16,475.05
	<hr/>	<hr/>	<hr/>
<u>Total Auxiliary Enterprise Expenditures</u>	\$ 207,863.43	\$ 503,213.00	\$ 199,949.13
<u>Debt Service Expenditures</u>	\$ 28,639.05	\$ 82,098.00	\$ 29,414.55
	<hr/>	<hr/>	<hr/>
<u>TOTAL EXPENDITURES</u>	\$ 947,952.55	\$2,185,301.00	\$ 896,720.29
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>



STATEMENT OF REVENUES, EXPENDITURES AND BALANCES  
CURRENT FUNDS

(CONTINUATION)

<u>REVENUES</u>	<u>1965-1966</u>	<u>BUDGET</u> <u>1965-1966</u>	<u>1964-1965</u>
Educational and General	\$ 715,448.85	\$1,488,510.00	\$ 735,420.92
Auxiliary Enterprises	382,384.72	696,791.00	438,475.29
<u>TOTAL REVENUES</u>	<u>\$1,097,833.57</u>	<u>\$2,185,301.00</u>	<u>\$1,173,896.21</u>
<u>EXPENDITURES</u>			
Educational and General	\$ 711,450.07	\$1,599,990.00	\$ 667,356.61
Auxiliary Enterprises	207,863.43	503,213.00	199,949.13
Debt Service	28,639.05	82,098.00	29,414.55
<u>TOTAL EXPENDITURES</u>	<u>\$ 947,952.55</u>	<u>\$2,185,301.00</u>	<u>\$ 896,720.29</u>
<u>TOTAL REVENUES</u>	<u>\$1,097,833.57</u>	<u>\$2,185,301.00</u>	<u>\$1,173,896.21</u>
<u>TOTAL EXPENDITURES</u>	<u>947,952.55</u>	<u>2,185,301.00</u>	<u>896,720.29</u>
<u>BALANCE</u>	<u>\$ 149,881.02</u>	<u>0.00</u>	<u>277,175.92</u>

LONGWOOD COLLEGE, FARMVILLE, VIRGINIA  
STATEMENT OF PLANT FUNDS ACTIVITY  
FOR THE BIENNIUM 1964 - 1966

	Appropriations		Encumbrances	Expenditures	Expendable Balance
	Appropriations	Allotted			
Additional Equipment	\$ 113,190.00	\$ 113,190.00	\$ 1,793.08	\$ 90,567.08	\$ 20,829.84
Utilities	75,000.00	39,650.00	949.84	5,209.31	33,490.85
Construction of Athletic Field and Courts	50,000.00	50,000.00	0.00	49,616.92	383.08
Dormitory and Equipment - 1964	3,360.68	3,360.68	0.00	2,765.85	594.83
Fine Arts Building	285,000.00	57,600.00	0.00	10,800.00	46,800.00
Addition To Dining Hall	62,000.00	62,000.00	18,770.87	39,325.02	3,904.11
Student Activities Building and Equipment	540,000.00	540,000.00	353,712.22	111,795.25	74,492.53
Remodeling and Utility Facilities	6,721.44	6,721.44	0.00	5,190.52	1,530.92
Additional Boiler and Fly Ash Separator	18,383.68	18,383.68	11,885.79	4,856.25	1,641.64
Basic Planning	12,100.00	12,100.00	12,100.00	0.00	0.00
Funds For The Construction Of					
Dormitory and Equipment - 1966	450,000.00	450,000.00	12,365.09	376,659.18	60,975.73
Real Estate	62,409.50	62,409.50	0.00	62,409.50	0.00
	<u>\$1,678,165.30</u>	<u>\$1,415,415.30</u>	<u>\$ 411,576.89</u>	<u>\$ 759,194.88</u>	<u>\$ 244,643.53</u>

TOTAL INVESTMENT IN PLANT

Land	\$ 391,517.25	\$
Equipment and Fixtures	1,033,006.18	
Buildings	<u>8,084,742.98</u>	
Total		9,509,266.41
Capital Expenditures-1964-66		759,194.88
Surplus Property Sales		<u>381.70</u>
Net Investment In Plant		<u>\$10,268,079.59</u>

LONGWOOD COLLEGE, FARMVILLE, VIRGINIA  
TRIAL BALANCE OF ACCOUNTS  
DECEMBER 31, 1965

	<u>DEBIT</u>	<u>CREDIT</u>
<u>MAINTENANCE AND OPERATION</u>		
Cash With Treasurer of Virginia:	\$	\$
Current	167,118.07	
Deferred	17,900.00	
Accounts Receivable:		
Student-Regular Session	626,843.44	
Student-Summer Session	589.50	
Miscellaneous	16,211.60	
Delinquent	6,071.41	
Deferred		17,900.00
Appropriations Available	427,196.00	
Estimated Special Revenues	1,329,130.00	
Authorized Increase in Appropriations	50,383.00	
Realized Special Revenues		659,237.57
Realized Deferred Revenues		17,900.00
Appropriations		1,140,469.00
Allotments		996,119.00
Expenditures	919,313.50	
Encumbrances	36,780.69	
Transfers To Interest and Sinking Fund		97,315.00
Reserve For Accounts Receivable		631,815.95
Reserve For Encumbrances		36,780.69
	\$3,597,537.21	\$3,597,537.21

PETTY CASH FUND

Cash in Office	\$	\$
357.74		
Cash in Bank	2,538.78	
Cash Advanced For Travel	387.47	
Petty Cash Over-Short	.16	
Reserve For Returned Checks	655.00	
Due From Treasurer of Virginia	1,058.99	
Due From N.D.E.A. Reading Institute	1.86	
Due To Treasurer of Virginia		5,000.00
	\$ 5,000.00	\$ 5,000.00

	<u>DEBIT</u>	<u>CREDIT</u>
<u>INTEREST AND SINKING FUND</u>		
Cash With Treasurer of Virginia For Debt Retirement	\$ 14,535.95	\$
Cash With Treasurer of Virginia:		
Trustee 1958 Dormitory		168.70
Trustee 1959 Dormitory	1,660.95	
Trustee 1964 Dormitory	603.18	
Investments With Treasurer of Virginia	37,525.17	
Accrued Interest Purchased	98.03	
Future Debt Requirements	1,538,000.00	
Appropriations Available	54,140.00	
Appropriations		54,140.00
Allotments		43,175.00
Expenditures	28,639.05	
Accrued Interest Payable	54,088.75	
Long Term Indebtedness:		
1958 Dormitory		313,000.00
1959 Dormitory		225,000.00
1964 Dormitory		315,000.00
1966 Dormitory		435,000.00
Student Activities Building		250,000.00
Transfers to Construction Fund	11,887.50	
Transfers from Bond Proceeds		11,887.50
Reserve For Interest Payable:		
1958 Dormitory		7,845.00
1959 Dormitory		9,900.00
1964 Dormitory		12,368.75
1966 Dormitory		8,750.00
Student Activities Building		15,225.00
Surplus Reserve For Debt Redemption		39,718.63
	<u>\$1,741,178.58</u>	<u>\$1,741,178.58</u>

PROCEEDS FROM SALE OF REVENUE BONDS  
STUDENT ACTIVITIES BUILDING

Cash and Investments With Treasurer of Virginia as Trustee	\$ 249,259.29	\$
Transferred To Interest and Sinking Fund	4,375.00	
Proceeds From Sale of Revenue Bonds		253,634.29
	<u>\$ 253,634.29</u>	<u>\$ 253,634.29</u>

	<u>DEBIT</u>	<u>CREDIT</u>
<u>PROCEEDS FROM SALE OF REVENUE BONDS</u>		
<u>1966 DORMITORY</u>		
Cash and Investments With Treasurer of Virginia as Trustee	\$ 332,231.53	\$
Transferred to Interest and Sinking Fund	7,512.50	
Transferred to Construction Fund	100,000.00	
Proceeds From Sale of Revenue Bonds		439,744.03
	<u>\$ 439,744.03</u>	<u>\$ 439,744.03</u>

LONGWOOD COLLEGE RESTRICTED FUNDCONTROL:

Cash in Bank-Checking	\$ 5,635.17	\$
Cash in Bank-Savings	10,169.96	
Cash in Bank-4% Certificates	5,000.00	
Notes Receivable	5,119.57	
Transfers from Other Funds		10,040.00
Realized Revenue		513.13
Interest Revenue		57.02
Revenue From Gifts		475.00
Expenditures	13,791.80	
Due From Other Funds	6,468.83	
Funds Advanced To Others	1,000.00	
Refundable Expenditures	2,145.30	
Fund Balance		38,245.48
	<u>\$ 49,330.63</u>	<u>\$ 49,330.63</u>

SUBSIDIARY:Edith Stevens Memorial Fund

Cash in Bank	\$ 358.57	\$
Fund Balance		358.57
	<u>\$ 358.57</u>	<u>358.57</u>

Scholarship For Deserving Mathematics  
Student

Cash in Bank	\$ 134.96	\$
Fund Balance		134.96

	<u>DEBIT</u>	<u>CREDIT</u>
<u>CAMPUS FEES</u>		
Cash in Bank	\$	\$ 183.15
Loans Receivable	130.62	
Realized Revenue		444.88
Expenditures	12,950.24	
Transfers To Other Funds	11,720.00	
Reimbursable Expenditures	1,300.00	
Transfers From Other Funds		10,040.00
Fund Balance		15,432.83
	<hr/>	<hr/>
	\$ 26,100.86	\$ 26,100.86
	<hr/> <hr/>	<hr/> <hr/>

PRESIDENT'S DISCRETIONARY FUND

Cash in Bank	\$	\$ 668.82
Notes Receivable	4,816.96	
Interest Revenue		15.84
Expenditures		353.59
Due From Other Funds	6,468.83	
Reimbursable Expenditures	800.30	
Funds Advanced To Others	1,000.00	
Fund Balance		13,385.48
	<hr/>	<hr/>
	\$ 13,754.91	\$ 13,754.91
	<hr/> <hr/>	<hr/> <hr/>

KAPPA DELTA SCHOLARSHIP FUND

Cash in Bank	\$	\$ 402.64
Revenue from Gifts		100.00
Fund Balance		302.64
	<hr/>	<hr/>
	\$ 402.64	\$ 402.64
	<hr/> <hr/>	<hr/> <hr/>

FUND FOR THE PROCUREMENT OF PAINTINGS  
BY FAMOUS VIRGINIA ARTISTS

Cash in Bank	\$	\$ 651.08
Transfers From Other Funds		800.00
Fund Balance		148.92
	<hr/>	<hr/>
	\$ 800.00	\$ 800.00
	<hr/> <hr/>	<hr/> <hr/>

GIFT FROM SIGMA SIGMA SIGMA FOR  
LANDSCAPING OF NEW DORMITORY

	<u>DEBIT</u>		<u>CREDIT</u>
Cash in Bank	\$ 333.28	\$	
Fund Balance			333.28
	\$ 333.28	\$	333.28

SENIOR CLASS OF 1963

Cash in Bank	\$ 82.23	\$	
Fund Balance			82.23
	\$ 82.23	\$	82.23

THOMAS JEFFERSON PRIZE IN AMERICAN  
HISTORY

Cash in Bank	\$ 501.76	\$	
Revenue from Gifts			200.00
Fund Balance			301.76
	\$ 501.76	\$	501.76

MUSIC SCHOLARSHIP FUND

Cash in Bank	\$ 408.64	\$	
Fund Balance			408.64
	\$ 408.64	\$	408.64

GOLDMAN MEMORIAL FUND

Cash in Bank	\$ 45.01	\$	
Fund Balance			45.01
	\$ 45.01	\$	45.01

MORRISON MEMORIAL FUND

Cash in Bank	\$ 73.60	\$	
Fund Balance			73.60
	\$ 73.60	\$	73.60

	<u>DEBIT</u>		<u>CREDIT</u>
<u>INSTITUTE OF SOUTHERN CULTURE FUND</u>			
Cash in Bank	\$	\$	31.66
Revenue From Gifts			25.00
Revenue From Interest			20.34
Expenditures	77.00		
	\$ 77.00	\$	77.00
<u>STUDENT EDUCATION ASSOCIATION</u>			
<u>SCHOLARSHIP FUND</u>			
Cash in Bank	\$ .88	\$	
Fund Balance			.88
	\$ .88	\$	.88
<u>MRS. SAMUEL C. OLIVER SCHOLARSHIP FUND</u>			
Cash in Bank	\$ 101.76	\$	
Revenue from Gifts			100.00
Expenditures	100.00		
Fund Balance			101.76
	\$ 201.76	\$	201.76
<u>ANNE P. THOMAS ESTATE SCHOLARSHIP FUND</u>			
Cash in Bank	\$ 358.53	\$	
Fund Balance			358.53
	\$ 358.53	\$	358.53
<u>LEOLA WHEELER SCHOLARSHIP FUND</u>			
Cash in Bank	\$ 3.23	\$	
Fund Balance			3.23
	\$ 3.23	\$	3.23



	<u>DEBIT</u>	<u>CREDIT</u>
<u>FILM COMMITTEE</u>		
Cash in Bank	\$ 343.45	\$
Expenditures	160.79	
Transfers from Other Funds		1,050.00
Fund Balance	545.76	
	\$ 1,050.00	\$ 1,050.00

PRIZE FOR SUCCESSFUL COMPETITOR IN  
NATURAL SCIENCES DEPARTMENT

Cash in Bank	\$ 101.76	\$
Fund Balance		101.76
	\$ 101.76	\$ 101.76

HOME ECONOMICS CLUB SCHOLARSHIP

Cash in Bank	\$ 261.72	\$
Fund Balance		261.72
	\$ 261.72	\$ 261.72

SCHOLARSHIP FOR MERRY LEWIS ALLEN GIVEN  
BY THE CLASS OF 1964

Cash in Bank	\$ 305.30	\$
Fund Balance		305.30
	\$ 305.30	\$ 305.30

GIFT FROM CLASS OF 1964 FOR CAMPUS  
MARKER

Cash in Bank	\$ 508.84	\$
Fund Balance		508.84
	\$ 508.84	\$ 508.84

	<u>DEBIT</u>	CREDIT
<u>ARTISTS SERIES FUND</u>		
Cash in Bank	\$ 5,261.75	\$
Appropriations From Other Funds		3,870.00
Revenue		20.00
Expenditures	1,008.25	
Fund Balance		2,380.00
	<hr/>	<hr/>
	\$ 6,270.00	\$ 6,270.00
	<hr/>	<hr/>

LONGWOOD COLLEGE BOARD OF VISITORS FUND

Cash in Savings - Bank of Virginia	\$ 10,169.96	\$
Interest Earned		38.08
Fund Balance		10,131.88
	<hr/>	<hr/>
	\$ 10,169.96	\$ 10,169.96
	<hr/>	<hr/>

LIONS CLUB OF FARMVILLE SCHOLARSHIP FUND

Cash in Bank	\$ 75.00	\$
Fund Balance		75.00
	<hr/>	<hr/>
	\$ 75.00	\$ 75.00
	<hr/>	<hr/>

LONGWOOD COLLEGE AGENCY FUND ACCOUNT

Cash in Bank - Checking	\$ 3,148.07	\$
Cash Over/Short	69.68	
Deposits Payable		1,946.11
Reserves		41.19
Fund Balance		1,230.45
	<hr/>	<hr/>
	\$ 3,217.75	\$ 3,217.75
	<hr/>	<hr/>

STATE STUDENT LOAN FUND ACCOUNT

Cash in Bank - Checking	\$ 1,664.16	\$
Cash in Savings	1,350.12	
Cash in Savings	1,535.55	
Cash in Certificates	3,000.00	
Notes Receivable	916.53	
Fund Balance		8,466.36
	<hr/>	<hr/>
	\$ 8,466.36	\$ 8,466.36
	<hr/>	<hr/>

	<u>DEBIT</u>	<u>CREDIT</u>
<u>GENERAL UNDERGRADUATE SCHOLARSHIP</u>		
<u>LOAN FUND</u>		
Cash in Bank - Checking	\$ 463.04	\$
Notes Receivable	1,172.49	
Due To Treasurer of Virginia-Principal		59.37
Due To Treasurer of Virginia-Interest		403.67
Reserve for Notes Receivable		1,172.49
	<hr/>	<hr/>
	\$ 1,635.53	\$ 1,635.53
	<hr/> <hr/>	<hr/> <hr/>

NATIONAL DEFENSE STUDENT LOAN FUND

Cash in Bank Checking	\$ 19,184.36	\$
Funds Advanced To Students	169,959.06	
Loan Principal Collected - Cash		19,784.45
Loan Principal Cancelled - Teaching		9,568.85
Loan Principal Cancelled - Other		900.00
Interest Income-Teacher Cancellation		917.06
Interest Income On Loans - Cash		850.08
Interest Income On Loans - Other		6.75
Funds Receivable-Federal Government	15,826.00	
Funds Receivable-Local and State	1,758.44	
Federal Capital Contributions Authorized		167,484.00
Institutional Capital Contributions Authorized - Local and State		18,609.33
Cost of Loan Principal and Interest Cancelled - Teaching	10,485.91	
Cost of Loan Principal and Interest Cancelled - Other	906.75	
	<hr/>	<hr/>
	\$ 218,120.52	\$ 218,120.52
	<hr/> <hr/>	<hr/> <hr/>

SURPLUS PROPERTY SALES

Cash With Treasurer of Virginia	\$ 7,051.87	\$
Realized Revenue		381.70
Fund Balance		6,670.17
	<hr/>	<hr/>
	\$ 7,051.87	\$ 7,051.87
	<hr/> <hr/>	<hr/> <hr/>

LONGWOOD COLLEGE STUDENT LOAN FUNDCONTROL:

	<u>DEBIT</u>	<u>CREDIT</u>
Cash in Bank Checking	\$ 8,217.95	\$
Cash in Bank-Certificates	15,000.00	
Notes Receivable	10,966.46	
Interest Revenue		172.67
Fund Balance		34,011.74
	<hr/> \$ 34,184.41	<hr/> \$ 34,184.41
	<hr/> <hr/>	

SUBSIDIARY:TABB LOAN FUND

Cash In Bank	\$ 1,684.58	\$
Notes Receivable	1,563.45	
Interest Revenue		7.40
Fund Balance		3,240.63
	<hr/> \$ 3,248.03	<hr/> \$ 3,248.03
	<hr/> <hr/>	

CUNNINGHAM LOAN FUND

Cash in Bank	\$ 2,812.68	\$
Notes Receivable	560.00	
Fund Balance		3,372.68
	<hr/> \$ 3,372.68	<hr/> \$ 3,372.68
	<hr/> <hr/>	

ALPHA PHI SIGMA LOAN FUND

Cash in Bank	\$ 1,139.52	\$
Notes Receivable	477.00	
Fund Balance		1,616.52
	<hr/> \$ 1,616.52	<hr/> \$ 1,616.52
	<hr/> <hr/>	

ALPHA SIGMA TAU LOAN FUND

Cash in Bank	\$ 344.63	\$
Notes Receivable	230.00	
Interest Revenue		.17
Fund Balance		574.46
	<hr/> \$ 574.63	<hr/> \$ 574.63
	<hr/> <hr/>	

	<u>DEBIT</u>	<u>CREDIT</u>
<u>ALPHA SIGMA ALPHA LOAN FUND</u>		
Cash in Bank	\$ 578.08	\$
Notes Receivable	75.00	
Interest Revenue		13.40
Fund Balance		639.68
	<hr/> \$ 653.08	<hr/> \$ 653.08

<u>DRAMATIC CLUB LOAN FUND</u>		
Cash in Bank	\$ 2,452.63	\$
Interest Revenue		.28
Fund Balance		2,452.35
	<hr/> \$ 2,452.63	<hr/> \$ 2,452.63

<u>CARRIE FOWLES MEMORIAL LOAN FUND</u>		
Cash in Bank	\$ 3,652.99	\$
Notes Receivable	5,726.42	
Interest Revenue		24.00
Fund Balance		9,355.41
	<hr/> \$ 9,379.41	<hr/> \$ 9,379.41

<u>FRAZER MEMORIAL LOAN FUND</u>		
Cash in Bank	\$ 5,966.87	\$
Notes Receivable	841.97	
Interest Revenue		69.30
Fund Balance		6,739.54
	<hr/> \$ 6,808.84	<hr/> \$ 6,808.84

<u>MARY CLAY HINER LOAN FUND</u>		
Cash in Bank	\$ 78.24	\$
Fund Balance		78.24
	<hr/> \$ 78.24	<hr/> \$ 78.24

	<u>DEBIT</u>	<u>CREDIT</u>
<u>J.L. JARMAN LOAN FUND</u>		
Cash in Bank	\$ 694.77	\$
Notes Receivable	440.75	
Interest Revenue		25.00
Fund Balance		1,110.52
	<hr/> \$ 1,135.52	<hr/> \$ 1,135.52
<hr/>		
<u>FAYE BYRD JOHNSON MEMORIAL LOAN FUND</u>		
Cash in Bank	\$ 1,667.26	\$
Notes Receivable	497.62	
Interest Revenue		33.12
Fund Balance		2,131.76
	<hr/> \$ 2,164.88	<hr/> \$ 2,164.88
<hr/>		
<u>THOMAS NELSON CHAPTER-D.A.R. LOAN FUND</u>		
Cash in Bank	\$ 417.55	\$
Fund Balance		417.55
	<hr/> \$ 417.55	<hr/> \$ 417.55
<hr/>		
<u>PI KAPPA SIGMA LOAN FUND</u>		
Cash in Bank	\$ 13.39	\$
Fund Balance		13.39
	<hr/> \$ 13.39	<hr/> \$ 13.39
<hr/>		
<u>SIGMA SIGMA SIGMA LOAN FUND</u>		
Cash in Bank	\$ 931.45	\$
Notes Receivable	350.00	
Fund Balance		1,281.45
	<hr/> \$ 1,281.45	<hr/> \$ 1,281.45
<hr/>		

	<u>DEBIT</u>	<u>CREDIT</u>
<u>STEVENS MEMORIAL LOAN FUND</u>		
Cash in Bank	\$ 468.32	\$
Notes Receivable	204.25	
Fund Balance		672.57
	<hr/> \$ 672.57	<hr/> \$ 672.57

<u>ZETA TAU ALPHA LOAN FUND</u>		
Cash in Bank	\$ 314.99	\$
Fund Balance		314.99
	<hr/> \$ 314.99	<hr/> \$ 314.99

NATIONAL SCIENCE FOUNDATION GRANT

	<u>DEBIT</u>	<u>CREDIT</u>
Cash With Treasurer of Virginia	\$ 781.04	\$
Expenditures	40.15	
Fund Balance		821.19
	<hr/> \$ 821.19	<hr/> \$ 821.19

ATOMIC ENERGY COMMISSION GRANT

Cash With Treasurer of Virginia	\$ 638.36	\$
Expenditures	1,402.50	
Fund Balance		2,040.86
	<hr/> \$ 2,040.86	<hr/> \$ 2,040.86

NATIONAL SCIENCE FOUNDATION GRANT

Cash With Treasurer of Virginia	\$ 858.65	\$
Expenditures	684.10	
Encumbrances	164.58	
Reserve For Encumbrances		164.58
Fund Balance		1,542.75
	<hr/> \$ 1,707.33	<hr/> \$ 1,707.33

N.D.E.A. SUMMER ENGLISH INSTITUTE

Cash With Treasurer of Virginia	\$ 665.00	\$
Allotments		40,935.00
Expenditures	40,270.00	
	<hr/> \$ 40,935.00	<hr/> \$ 40,935.00



## OFFICE OF ADMISSIONS

I. Placement Bureau

There will be approximately 280 graduates during the period, September 1, 1965 - September 1, 1966. We may expect 85% of these graduates to enter the teaching profession. All seniors are on campus at the present time and are available for interviews. The following school divisions have had representatives on campus for the purpose of employing prospective teachers for the 1966-67 school year: Cities - Norfolk, Hampton, Portsmouth, Danville, Virginia Beach, Roanoke, Newport News, Chesapeake, Colonial Heights. Counties - Henrico, Stafford, Fairfax, Roanoke, Arlington, Prince William, Culpeper, Bedford, Prince George, Spotsylvania. Out-of-state - Newark, Delaware.

We have scheduled representatives from the following divisions: Cities - Martinsville, Lynchburg, Richmond, Charlottesville. Counties - Sussex, Chesterfield, York. Out-of-state - Maryland: Frederick, Baltimore, Anne Arundel, Harford counties, and Baltimore City schools.

Many of the representatives have spent two days on campus interviewing. Some of the divisions are planning to have their personnel staff return to the campus later in the session. Arrangements for interviews are made through this office. Seniors are scheduled for interviews and records are made available to the prospective employers.

II. Financial Aid - Session 1965-66

Attached is a report dated November 12, 1965, on financial aid at the institution for the current session.

Submitted by,

Mary W. Watkins  
Director of Admissions

January 27, 1966

## Scholarships, Loans, and Work

1965-66 Session

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Of the 1445 students enrolled at Longwood College, 842 received financial aid in the amount of \$391,651.50. This represents 58.3% of the student body.

Freshmen	262
Sophomores	192
Juniors	202
Seniors	186

Scholarships, Loans and Work - Longwood College	\$329,132.50
Scholarships, Loans and Work - not Longwood College	<u>62,519.00</u>
	\$391,651.50

Scholarships, Loans and Work Available through Longwood College

<u>Source</u>	<u>Number</u>	<u>Amount</u>
State Teachers' Scholarships	755	\$260,364.50
Longwood Scholarships	31	3,525.00
Longwood Loans	1	350.00
Eureka Ashburn Oliver Scholarship	1	100.00
Leola Wheeler Scholarship		
National Defense Scholarships and Loans	94	27,330.00
Dining Room (work scholarships)	71	21,532.00
Work (other than dining room)	78	15,931.00
DuPont Scholarship		
	<u>1031</u>	<u>\$329,132.50</u>

## NUMBER OF STUDENTS RECEIVING AID

Freshmen	244
Sophomores	180
Juniors	193
Seniors	<u>179</u>
	796

Scholarships from Outside Sources

Student Education Association	1	\$ 50.00
F. T. A.	8	475.00
S. C. A.	1	100.00
F. B. L. A.	1	25.00
Beta Club	1	50.00
National Honor Society	1	75.00
Alpha Delta Kappa	1	25.00
Delta Kappa Gamma	2	300.00
Virginia Education Foundation	1	250.00
P. T. A.	18	5,150.00
Buckingham County	2	600.00
E. C. Glass High School	1	250.00
Pamplin High School	2	400.00
Deep Creek High School	1	100.00
Poquoson School Foundation	1	150.00
Waynesboro Education Association	1	250.00
Randolph Henry School Fund	1	460.00
Wythe Exchange Club	1	200.00
Ruritan Club	1	300.00
Rotary Club	1	500.00

<u>Source</u>	<u>Number</u>	<u>Amount</u>
Civitan Club	1	200.00
Elks Foundation	2	900.00
Acorn Club	1	250.00
Woman's Clubs	9	1,830.00
Junior Woman's Club	1	200.00
Business and Professional Women's Clubs	2	225.00
Longwood Alumnae	6	640.00
Hospital Auxiliary	1	600.00
D. A. R.	1	400.00
Clausey Medal of Honor	1	250.00
Walter Cecil Rawls	2	400.00
Ridley Foundation	1	448.00
Pitt Foundation	1	1,000.00
Scott Foundation	2	600.00
Martin Memorial	1	50.00
Rowsey Memorial	1	400.00
Brockwell	2	400.00
Goochland Memorial	1	150.00
Administrative, Management	1	200.00
H. L. Doherty Educational Foundation	1	400.00
Churches	6	1,050.00
Keydette Club	1	100.00
Miss Danville	1	400.00
Miss Virginia Pageant	2	801.00
Reed and Barton	1	300.00
Yale and Town	1	500.00
First National Bank of Arlington	1	300.00
Kingsberry Homes	1	500.00
Brookville Drug Store	1	100.00
Pepsi Cola	1	400.00
Byer	1	150.00
War Orphan	4	2,720.00
Rehabilitation	<u>16</u>	<u>4,150.00</u>
	120	\$30,724.00

NUMBER OF STUDENTS RECEIVING AID

Freshmen	61
Sophomores	16
Juniors	17
Seniors	<u>8</u>
	102

Loans from Outside Sources

<u>Source</u>	<u>Number</u>	<u>Amount</u>
Bank Loans	51	\$28,895.00
Mecklenburg School Association	4	1,200.00
Churches	<u>2</u>	600.00
	57	\$30,695.00
<u>Outside Work</u>		
National Science Foundation	1	\$ 300.00
Virginia Association of Teachers of English	1	150.00
Church music	1	150.00
Newspaper carrier	<u>1</u>	500.00
	4	\$ 1,100.00
Total from Outside Sources	181	\$62,519.00

Appendix A - February 23, 1966

304 Beech Street  
Farmville, Virginia  
January 19, 1966

To the Board of Visitors of  
Longwood College

Allow me to express a few words  
of appreciation to you. I cannot  
imagine a more satisfying reward  
for my efforts than to have on  
Longwood Campus a lovely building  
bearing my name. It is difficult to  
describe the joy and delight that this  
action brings to my heart. May  
Stabbs Hall afford many challenging op-  
portunities to our future generations  
and may Longwood College continue  
to grow strong.

Respectfully and gratefully yours  
Florence H. Stabbs