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LONGWOOD COLLEGE BOARD OF VISITORS

Minutes of Meeting

December 12, 1967

The Board of Visitors of Longwood College met at the College on December 12, 1967, beginning at 10 a. m.

The following members of the Board were present:

Mr. B. Calvin Bass
Mr. Henry G. Chesley, Jr.
Mr. F. H. Christopher
Mr. William E. Daniel, Jr.
Mr. W. H. King
Mrs. Mosby Phlegar
Mr. E. Angus Powell
Mrs. Philip A. Roberts
Mr. John L. Whitehead

Board members absent were:

Mr. Ralph A. Beeton
Dr. Duvahl Ridgway-Hull

Also present for the meeting were Dr. Henry I. Willett, Jr., President of the College; Mr. Fred O. Wygal, former Acting President of the College; Dr. Richard B. Brooks, Dean of the College; and Mr. John E. Carr, III, Business Manager and Treasurer of the College.

Mr. Powell, the Rector, presided. The meeting was opened with prayer by Mr. King.

Appreciation Expressed to Mr. Wygal and to Staff Members. Mr.

Powell commended Mr. Wygal for the work that he had done during the time he had served as Acting President. He also expressed the indebtedness of the Board to Dr. Brooks who, he said, "had gone over and beyond the call of duty". Mr. Carr and his staff were thanked for the effective help they had given in working with the architects, the Art Commission, and the Development Committee and in preparing the budget.

New Member of the Board of Visitors. Mr. Powell informed the Board members that Mr. White had resigned shortly after the last meeting of the Board. He welcomed the new member, Mr. Christopher, retired Assistant Superintendent of Schools from Franklin, Virginia. Mr. Powell said, "We are glad to have you with us and know that your counsel and help will be of real assistance to our staff, our new President, and our Board."

Minutes of the October 12, 1967, Meeting of the Board of Visitors. On motion duly made and seconded, the minutes of the October 12, 1967, meeting of the Board were approved as distributed.

Report of the President. The members of the Board, on motion duly made and seconded, approved the following recommendations of the President of the College as contained in the report to the Board: (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - December 12, 1967.)

1. The separation of the Department of English, Speech and Dramatic Art into two departments: the Department of English and the Department of Speech and Dramatic Art. This change would become effective at the beginning of the 1968-69 session.

2. The appointment of Dr. Herbert R. Blackwell, Associate Professor of English, as chairman of the Department of English, effective at the beginning of the 1968-69 session, to replace Mr. Foster B. Gresham who is currently serving as acting chairman of the department.

3. The appointment of Dr. Patton Lockwood, Associate Professor of Speech and Drama, as chairman of the Department of Speech and Dramatic Art, effective at the beginning of the 1968-69 session.

4. The admittance of male students to the summer sessions of Longwood College, beginning with the summer of 1968. These would be students who are enrolled in degree programs at other institutions and who are in good standing there. The question of housing for these students was raised. It was indicated that they would be housed in a dormitory separate from the women students.

5. The establishment of a new position in English, beginning with the second semester of the 1967-68 session, and a position

of Director of the Foreign Language Laboratory, on a part-time basis, effective immediately.

6. An increase in salary for Dr. Ruth B. Wilson, Dean of Women and Professor of Education, from \$10,500 to \$11,550, effective December 1, 1967. This could be retroactive to September 1, 1967, if the administration of the College felt it should be.

7. The revised plan for student exchange between Longwood College and Hampden-Sydney College.

8. Fee reductions in the amount of \$3,925 for the 1967-68 session for the following students:

Freshmen

Bailey, Letitia, 253 Hillandale Avenue, Harrisonburg, Virginia	\$200
Barfield, Romine C., 509 Meherrin Street, Emporia, Virginia	100
Broadaway, Suzanne, Box 2221, Rome, Georgia	200
Crabtree, Jo Ann, Route 2, Meadowview, Virginia	100
Hogan, Vickie, 2245 Landover Place, Lynchburg, Virginia	200
Hutchinson,, Patricia Gayle, P. O. Box 394, Franklin, Virginia	<u>200</u>
	1,000

Sophomores

Austin, Lois, Route 2, Box 90, Fincastle, Virginia	\$ 200
Coleman, Dianna Lyn, 311 Crenshaw, Box 215, Bedford, Virginia	200
Crowder, Pamela Gale, 6119 Hampstead Avenue, Richmond, Virginia	125
DeBell, Lois S., 801 Locust Avenue, Charlottesville, Virginia	200
Douglas, Toy Louise, 2041 Pocoshock Boulevard, Richmond, Virginia	100
Harrup, Joan Carol, Box 365, Waverly, Virginia	200
Jones, Julia Louise, 3613 Hollyberry Street, Hampton Virginia	200
Melton, Sandra Jean, 316 Baskerville Street, Pulaski, Virginia	200
Parsons, Linda A., 10445 Reams Road, Richmond, Virginia	200
Sullivan, Margaret, 8459 Portal Road, Norfolk, Virginia	100
Womack, Alna Gail, Route 1, Box 73, Vernon Hill, Virginia	<u>100</u>
	1,825

Juniors

Cage, Jo Ann, Route 1, Box 299, South Hill, Virginia	150
Dixon, Lavonia, P. O. Box 274, South Boston, Virginia	200
Dobbins, Polly, Laurel Hills, Crozet, Virginia	<u>100</u>
	450

Seniors

Bailey, Joette Cather, 938 Kinzel Drive, Winchester, Virginia	100
Blythe, Carol Theresa, 418 E. Iowa Street, Evansville, Indiana	150
Dellinger, Karen, 2916 Rogers Drive, Falls Church, Virginia	100
Goad, Betty Lou, Route 1, Box 159, Nelson, Virginia	200
Hiatt, Judith, 317 West Ridge Way, Clifton Forge, Virginia	<u>100</u>
	650
Grand Total	\$3,925

Upward Bound Program. The members of the Board deferred action on the recommendation that an Upward Bound Program be sponsored by Longwood College for the summer of 1968 and the 1968-69 session.

Confirmation of Actions of Executive Committee and Development Committee Regarding 1969 Dormitory. On motion duly made and seconded, the members of the Board confirmed the actions taken by the Development Committee and the Executive Committee in connection with the 1969 Dormitory.

1968-70 Budget Information to be Sent to Members of the Board of Visitors. The Board members asked Mr. Carr to send to them information giving the exact requests, including capital outlay, which were being made of the Governor and his Budget Advisory Board. He was also asked to let them know, as soon as

the information was available, what recommendations the Governor makes to the legislature, so that they could go to the members of the legislature and ask that those items which were cut from the budget be restored.

Longwood House. The members of the Board, on motion duly made and seconded, approved the recommendation of the Development Committee that the administration be given authority to follow through with the renovation of Longwood House as the home for the President, with the understanding that the cost of the work to be done would not exceed \$60,000, the amount which has been appropriated for this purpose. This action revokes the previous action of the Board related to the building of a new home for the President.

Signing of Authorization to Borrow \$21,000 from the Treasury of Virginia. On motion duly made and seconded, the Board members approved the signing of an authorization to borrow from the Treasury of Virginia \$21,000 with which to meet certain expenses which were not budgeted for the fiscal year 1967-68. The College's budget requests for the 1968-70 biennium will be amended to include this amount with which to repay the loan.

Agent of Record for Longwood College. The members of the Board, on motion duly made and seconded, requested that Garland and Harwood, agent of record for Longwood College, confirm the fact that they have been, and continue to be, the agent of record for insurance purposes for the College. The Board members also requested that Garland and Harwood furnish them, at the

annual meeting of the Board each August, with an up-to-date appraisal of the College's property and a statement insuring the administration that the property is adequately insured.

Sick Leave for Faculty Members. On motion duly made and seconded, the Board members approved the recommendations of the Business Manager and Treasurer that members of the faculty be allowed to accumulate sick leave on the same basis as the classified employees, i. e., that there be no limit to the number of days of sick leave that may be accumulated, and that they not be permitted to use sick leave for maternity leave. This action brings these regulations for the faculty members in line with the State Personnel Act.

Acceptance of Funds under the National Defense Education Act and the Educational Opportunity Grant Program. The members of the Board, on motion duly made and seconded, approved the College's accepting funds under the National Defense Education Act and the Educational Opportunity Grant Program if the funds which have been requested are received.

Bequest of \$50,000 Received by Longwood College. It was brought to the attention of the members of the Board that the College was the recipient of a bequest totaling approximately \$50,000. On motion duly made and seconded, the Board members authorized the transfer of this money from the President's Discretionary Fund to the Longwood College Foundation, Incorporated, and stipulated that the money may be dispersed only at the discretion of the Board of Visitors of Longwood College.

Resolution Petitioning the Town Council of Farmville to Close One Block of Spruce Street. The members of the Board, on motion duly made and seconded, approved a resolution, requesting Dr. Willett to petition the Town Council of Farmville to close one block of Spruce Street, running north to south between the south side of Madison Street and the north side of Redford Street. (A copy of this resolution is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - December 12, 1967.)

Presentation of Gift to Mr. Whitehead. Mr. Powell, on behalf of the members of the Board, presented Mr. Whitehead with a gift in appreciation of his services as Rector of the Board from 1965-67. He said: "We give you this present which every member of the Board feels you deserve for the many difficulties you had to face. With this very elegant gift goes our deep appreciation for the leadership, time, effort, and effectiveness of the job you did as Rector of the Board for the two years just ended."

Remarks by Dr. Willett. Dr. Willett informed the members of the Board that the State Council of Higher Education had met on December 7, 1967, and, at that time, had considered whether or not to recommend that the graduate program at Longwood be discontinued. He said that the members of the Council had agreed to give the College administration more time to study the graduate program and to make recommendations regarding it. The Board members agreed that serious thought should be given to the matter of the graduate program and that it would be advisable for the members of the administration to

talk with the school superintendents in this area and get their feeling and thinking on it. It was requested that a plan for the future of the graduate program be presented for consideration by the members at the next meeting of the Board. It was emphasized that the will of the Board and the College is to preserve the master's program.

Dr. Willett told the members of the Board that it was his feeling that some thought should be given to the following questions:

1. The ultimate enrollment of the College. This should be determined by what is the function and purpose of the institution. The Master Plan should be updated,

2. The role that the alumnae organization should play. We should consider ways in which the College can work with this organization and consideration should be given as to what is desirable from the standpoint of fundraising.

3. The payment of tuition of faculty children attending Prince Edward Academy. Funds are available for the current year and part of next year. How will this be financed after that time?

4. Free tuition for the children of the faculty who wish to attend Longwood,

5. Recommendation for the various grades of faculty members in the future. We have faculty members who have completed all requirements for the doctorate except the dissertation. Regulations indicate that they cannot be promoted beyond the rank of assistant professor.

6. Legislature. We need to work with members of the legislature in every way possible to acquaint them with Longwood's needs.

Dr. Willett indicated further that he was attempting to locate a successor to Dr. Brooks and that he may have to ask the Executive Committee for approval of a person for this position prior to the February meeting of the Board. He also indicated that he was attempting to fill the position of Vice President or Assistant to the President and that he hoped to have a recommendation to make on this position at the February meeting of the Board.

The members of the Board were thanked by Dr. Willett for the lovely flowers which they had sent to him at the office and also for those which had been sent to the President's Home. He told them that he would like to thank them particularly for the action they had taken on Longwood House.

Comments by Mr. Powell. Mr. Powell asked that, whenever a member of the faculty or administrative staff is in the hospital or is seriously ill, a note go out from the College on behalf of the Board, wishing him or her a speedy recovery.

Mr. Powell indicated that he thought the whole long-range program of the College should be brought up to date and that a new look should be taken at the projected enrollment of the College. He said that it was his feeling that, if the College had an annual giving program, as much as \$25,000 and more could be realized from it. He suggested that Dr. Willett have a representative of a professional fundraising firm come to the College and make a recommendation regarding this and present this recommendation to the Board at its next meeting.

The meeting was adjourned at approximately 2:45 p.m.

Secretary

LONGWOOD COLLEGE
Farmville, Virginia

Report
to the
Board of Visitors

December 12, 1967

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LONGWOOD COLLEGE
Farmville, Virginia

Ladies and Gentlemen of the Board of Visitors:

Since this report to the Board of Visitors had to be prepared prior to December 1, at which time President Willett, officially assumed the position of president, I have prepared this statement, summarizing the reports of various departments and offering specific recommendations for Board approval.

Due to the dedicated interests and enthusiasm of both faculty and staff, the academic year is progressing in a most satisfactory manner. Student morale is exceptionally high, resulting, I believe, from an effectively planned orientation program at the beginning of the year, an effective faculty-student relationship, and a well organized program of extra-classroom activities having both cultural and social values for the students. There has been excellent student response to the various visiting lecturers who have already appeared on campus. For example, on the evening of November 14, although attendance was voluntary, the auditorium was completely filled when the film, "LSD, Insight and Insanity", was presented followed by a lecture. On another occasion, Lt. Governor Pollard appeared before an audience of approximately 200 students. Although he talked informally for only about 10 minutes, questions by the students about State affairs continued for two hours.

As indicated in the report from the Business Manager and Treasurer's Office, construction projects are moving on schedule except for the dormitory. The Art Commission has suggested further revisions of certain exterior features of this building. Further delay in this project would result in postponing the opening of this building until 1970.

From time to time, members of the College staff have met with citizens of the community, the Town Council, and other officials on matters of interest to the College. There has been an excellent spirit of cooperation in all matters of common concern.

The Alumnae Office, in cooperation with the College's Public Relations Office, has prepared a special bulletin for release to the alumnae, featuring events that have transpired during the past few months. Also, the Public Relations Office, working with the administrative staff of the College, has prepared a special release to all alumnae in which they have been advised of the current plans for moving forward

with the expanding program of the College to help meet the needs of the State, the additional facilities being planned for the expanding program, a review of the budget requests for the next biennium, and the need for the alumnae and friends of Longwood to support the plans for moving ahead with the expanding program.

GENERAL RECOMMENDATIONS

In view of the proposed actions of the Administrative Staff of the College, I recommend that:

1. The Department of English, Speech and Dramatic Art be divided and made into two separate departments: the Department of English, and the Department of Speech and Dramatic Art. This change would become effective at the beginning of the 1968-69 session.
2. Dr. Herbert R. Blackwell be named as chairman of the Department of English, effective at the beginning of the 1968-69 session, to replace Mr. Foster B. Gresham who is currently serving as acting chairman of this department.
3. Dr. Patton Lockwood be named chairman of the Department of Speech and Dramatic Art, effective at the beginning of the 1968-69 session.
4. Undergraduate males be admitted to the summer sessions of Longwood College beginning with the summer session of 1968.
5. A new position in English be established to begin the second semester of the 1967-68 academic year and that a position of Director of the Foreign Language Laboratory be established, effective immediately.
6. The salary of Dr. Ruth B. Wilson be increased from \$10,500 to \$11,550 effective as of December 1, 1967.
7. The Board approve the revised plan for student exchange between Longwood and Hampden-Sydney Colleges.
8. The Board review the Upward Bound program described in Appendix B, in the report of the Dean of the College and consider whether or not this project should be sponsored by Longwood College for the summer of 1968 and the academic year 1968-69.

9. The fee reductions in the amount of \$3,925 for 25 students as recommended by the Director of Admissions in her report be approved.

Respectfully submitted,

Fred O. Wygal
Acting President

November 30, 1967

OFFICE OF THE DEAN OF THE COLLEGE

I. Faculty

For the first semester of the 1967-68 session there are 117 full-time faculty members teaching at Longwood College. This represents an increase of eleven full-time faculty members over last year at the same time. The distributions of these faculty by ranks and degrees for 1966-67 and 1967-68 are as follows:

	<u>Faculty Rank</u>		<u>Degrees</u>		
	<u>1966-67</u>	<u>1967-68</u>	<u>1966-67</u>	<u>1967-68</u>	
Professors	14	17	Doctorates	24	31
Assoc. Professors	22	24	Masters	77	86
Assist. Professors	39	52	Bachelors	5	0
Instructors	31	24		106	117
	<u>106</u>	<u>117</u>			

Vacancies exist in the following areas: Education (1), French (1), Mathematics (1), Sociology (1), and Physical Education (1). Faculty members in these departments are teaching overloads (with the exception of Sociology) to take care of classes scheduled.

II. Department of English, Speech and Dramatic Art

It is recommended that this department be divided and made into two separate departments: the Department of English, and the Department of Speech and Dramatic Art. This would become effective at the beginning of the 1968-69 session.

Currently, this department has eighteen faculty members, fourteen in English and four in Speech and Dramatic Art. For purposes of recruiting, curriculum design and instruction, it would seem feasible to divide the department in the terms of homogeneity of interests and purposes.

Further, it is recommended that Dr. Herbert R. Blackwell be named as chairman of the Department of English, beginning with the 1968-69 session, replacing Mr. Foster B. Gresham who is currently serving as acting chairman of the department.

Also, it is recommended that Dr. Patton Lockwood be named chairman of the Department of Speech and Dramatic Art, beginning with the 1968-69 session.

III. Undergraduate Males

- A. By action of the State Board of Education, February 21, 1964, a resolution was adopted "whereby as of this date no male applicants for admission to the undergraduate program of Longwood College will be considered."⁽¹⁾

Since that time no undergraduate male has been admitted to either the summer session or the regular academic session. There have been, however, a number of requests made by local citizens, including alumnae and faculty members, to have this resolution revoked as far as attendance in the summer session is concerned.

- B. It is requested that undergraduate males be admitted to the Longwood College Summer Session of 1968.

IV. New Positions

It is recommended that a new position in English be established to begin the second semester of the 1967-68 academic year. This new position is necessitated by the return in February of 45 Summer - February students who will need to take work in English and by the illness of Dr. Frances R. Brown who is unable to teach English this year.

Further, it is recommended that a new position in the Department of Foreign Languages be established. This position would be that of Director of the Foreign Language Laboratories. The duties of the person having this responsibility would be essentially those of taking care of the purchase and maintenance of laboratory equipment and supervising student assistants.

V. Salary Adjustments

The position of Dean of Women has faculty status and under personnel policies the person holding this position is entitled to a salary based upon the faculty rank to which they are entitled plus 10 per cent. The personnel records do not indicate that the salary of Dean Wilson has had the benefit of this 10 per cent. I recommend that Dean Wilson's salary be increased from \$10,500 to \$11,550 effective December 1, 1967.

⁽¹⁾Minutes of the State Board of Education, February 21, 1964, p. 13.

VI. Student Exchange Between Longwood and Hampden-Sydney Colleges

At the August, 1967, meeting of the Board of Visitors tentative approval was given to Longwood College to enter into an exchange of students with Hampden-Sydney College. However, the Board asked that at its next meeting administrative details for implementing this exchange be presented. Appendix A presents the administrative details for a cooperative program with Hampden-Sydney as devised by the deans of the two institutions.

VII. Upward Bound Program

It is recommended that the Board review the Upward Bound Program described in Appendix B and consider whether or not this project should be sponsored by Longwood College for the summer of 1968 and the academic year 1968-69.

VIII. Office of the Registrar

The report of the Registrar is attached to this report.

Submitted by,

Richard B. Brooks
Dean of the College

November 30, 1967

Appendix A

STUDENT EXCHANGE: LONG WOOD AND HAMPDEN-SYDNEY COLLEGES

Longwood and Hampden-Sydney Colleges propose a cooperative program of student exchange. With many advantages to both colleges, and with a negligible cost to either, the plan would involve the transportation of small groups of students from one campus to the other for enrollment in selected courses. Normally, a limited number of students would be involved in the total program, and each of them would be on the host campus exclusively for the one class. Hopefully, library resources and special events would become mutual benefits.

The program is workable. With adequate publicity and proper catalogue interpretation, there should be general appeal.

Objectives

The two colleges have good teachers. Occasionally these teachers are called upon to work with very small classes, and in other cases their classes are cancelled because of low enrollments. These problems are inevitable but would be diminished by the student exchange.

In each of the colleges there are some departments stronger than others; in some cases, departments of one college are absent in the other. For example, Hampden-Sydney has no department of education but a tradition of extensive offerings in the classical languages. Regardless of future developments and future departmental strengths, the two colleges can (and should) share in these present strengths. The effect may be to hasten the development of better and more complete departments, or the effect may be to relieve pressures to create unwisely new departments.

There would be some economy in the proposed program, and this is important. The most important objective, however, is the immediate enrichment of the educational opportunities of students in both colleges.

Rules of Operation

The rules of this plan are described here for students of Hampden-Sydney College who would enroll for work at Longwood. The exchange of "Longwood" for "Hampden-Sydney" would convert the rules to Longwood students attending Hampden-Sydney.

1. Hampden-Sydney students would be matriculated at Hampden-Sydney only; no official records of classroom participation would be maintained at Longwood.
2. The Longwood registrar would obtain the grades for Hampden-Sydney students using report forms prescribed by the Hampden-Sydney registrar. The forms without processing would be delivered to the Hampden-Sydney registrar. (The professor would have contact only with his own registrar.)
3. Courses taken at Longwood must be equivalent to courses listed in the Hampden-Sydney catalogue, for the latter would be used in the preparation of the permanent record.
4. Transportation to Longwood will be the responsibility of Hampden-Sydney College.
5. Final examinations will be administered at Longwood regardless of the timing of the Hampden-Sydney examination schedules.
6. Discipline, class attendance rules, academic counseling, etc., should be dealt with by the joint action of the chief student personnel

officers of the two colleges.

7. Any modification of the academic calendar, either special holidays or major revisions, will necessitate a review of this set of rules.

8. An effort will be made to balance the number of students exchanged although not necessarily within one year.

August 4, 1967

APPENDIX B

November 9, 1967

TO: Dean Richard B. Brooks

FROM: Charles Patterson and E. Lee Land, Department of Education

Longwood College has been contacted at both the state and national level concerning the possibility of sponsoring an Upward Bound Program for Southside Virginia. The Department of Education at Longwood College believes that the time has arrived when we should exert greater educational leadership at the local and regional levels. We feel that the Upward Bound Program would be an excellent starting point for this type of leadership. A complete proposal for a program to be operated during the summer of 1968 and the regular session of 1968-69 will have to be submitted to Washington by January 1, 1968. We would like to secure approval and support from the administration and board for this program. The following represents a brief description of the type of program we envision. We will develop this into a complete proposal if you feel that the college will back such a program. Should you require additional information at this time, we will be glad to provide it.

The Upward Bound Program is a Special Opportunity Program designed to help high school students bridge the gap between high school and college. During a six-week summer residential period, the students would concentrate in the area of English, reading, mathematics and study skills along with personal counseling, in an effort to strengthen and prepare the students for beginning college work.

The number of students admitted to the program would be limited to twenty (20) young women. This small number is chosen so that the staff could adequately evaluate each student, and consequently, make recommendations concerning both the students and the program itself.

APPENDIX B

Memo to: Dean Richard B. Brooks

The program would also be conducted during the regular school (college) year. However, the program would be confined to two (2) hours per week.

The day for conducting the two-hour session would be on Saturday.

The physical contributions requested of the college are as follows:

Summer Program -

1. Dormitory facilities
2. Classroom facilities
3. Dining room and recreational facilities

Winter Program -

1. Classroom facilities for 2 hours per week
2. Dining room facilities for lunch on Saturdays

The teaching staff would be as follows:

Summer Program -

1. one-half of the faculty from Longwood College
2. one-half of the faculty from the Negro high schools of the Farmville area
3. The director and assistant director are to be from Longwood College

Winter Program-

1. Most of the faculty would be from Longwood College
2. Some Negro teachers would serve as counselors to the students
3. The director and assistant director would be from Longwood College

MORE

APPENDIX B

Memo to: Dean Richard B. Brooks

The college would be reimbursed for all facilities by the Federal Government.

The general objectives of the program are:

1. to help students develop confidence in their ability to make a contribution to society.
2. to help students use the increased leisure time, that our society affords, effectively.
3. to help students develop wholesome self-expression through group counseling sessions, oral communications, workshops and creative interest group activities.
4. to help students develop study habits and fundamental skills that will lead toward better academic achievement and hopefully college success.
5. to help students identify vocational and occupational interests and pursue those for which they have aptitudes and skills.
6. to help students develop a wholesome sense of values.
7. to help students learn about themselves.

OFFICE OF THE REGISTRAR

The Summer Session enrollment for 1967 totaled 637 persons as follows: undergraduate men 1, undergraduate women 521, graduate men 21, graduate women 61, special students 32, auditors 1. Of the above total, 22 were out-of-state students. The first five-week session had an enrollment of 581. The second five-week session had an enrollment of 448.

On the undergraduate level the distribution was as follows: freshmen 115, sophomores 121, juniors 137, and seniors 149. Of the 149 seniors, 13 enrolled for student teaching in the Roanoke city schools.

Dormitory students totaled 448 not including the 13 student teachers.

The initial enrollment for the 1967-68 session included 497 freshmen, 519 sophomores, 334 juniors, 321 seniors, 56 graduate students, and 12 special students for a total of 1739. Of this total, 1503 were Virginia boarding students, 100 were out-of-state boarding students, and 136 were Virginia day students.

As of October 15, the official census date for statistical purposes, the total had declined to the following figures: 490 freshmen, 517 sophomores, 334 juniors, 321 seniors, 55 graduate students, and 12 special students for a total of 1,729.

The 100 out-of-state students represent 23 states and 3 foreign countries as follows: Maryland 19, Pennsylvania 18, Florida 7, West Virginia 7, Delaware 7, New York 5, North Carolina 5, New Jersey 4, Ohio 4, Texas 3, Alabama 2, California 2, Connecticut 2, District of Columbia 2, South Carolina 2, Tennessee 2, Indiana 1, Kentucky 1, Massachusetts 1, New Hampshire 1, Rhode Island 1, Switzerland 2, Netherlands West Indies 1, Mexico 1.

Within the state, 86 counties and 30 cities are represented. The largest contributing counties are as follows: Henrico 123, Chesterfield 80, Fairfax 49, Roanoke 38, Albemarle 37, Prince Edward 35, Halifax 28, Hanover 23, Mecklenburg 28, Campbell 25, Pittsylvania 24, and Nottoway 30.

Among the cities Richmond led with 101, Norfolk 60, Virginia Beach 59, Hampton 57, Alexandria 55, Chesapeake 44, Lynchburg 43, Roanoke 38, Portsmouth 35, and Newport News 30.

One hundred fifty-four seniors are presently enrolled as student teachers with 17 at Colonial Heights, 20 at Danville, 36 at Henrico, 20 at Lynchburg, 19 at Richmond, 35 at Roanoke, and 7 in local situations. Of the 154 student teachers, 68 are in elementary education with the remainder in the various secondary fields.

Submitted by,

Harold K. Magnusson
Registrar

November 30, 1967

OFFICE OF THE DEAN OF WOMEN

I. Housing

On September 20, 1967, Longwood College had 1,625 residential students: 1,479 actually living on campus and 146 student teaching in six centers through November 10, 1967. With our so-called "normal bed capacity" of 1,440, this meant that there had to be 39 "emergency triples" even with 146 students off campus. In actuality, because one cannot herd students as well as one can cattle, there were 50 emergency triples and 11 temporarily vacant beds on September 20, 1967.

Although some 28 student teachers finished their work or became day students and therefore did not have to come back to the campus, 118 student teachers returned during the weekend of November 10-12, 1967. This has resulted in a current picture of 149 emergency triples, 4 vacant beds which will be filled shortly by reducing the 149 to 145, and a total number of 1,585 residential students.

Though the second floor of Student Building was not renovated this past summer, 26 extra students have been put there anyway, using the old sorority rooms which have neither closets nor bathrooms. Since these students were "floaters", as were 49 others this fall--that is, they had no room assignment beyond the first 8 weeks of the semester--they were thankful enough to have a definite place for the rest of this academic year in spite of inconveniences. The other 49 floaters make up part of the 149 emergency triples, mostly in seniors' rooms, since with this extremely overcrowded situation due to insufficient withdrawals and overadmitting in the fall, almost all seniors are tripled by at least one extra girl and sometimes two in what are supposed to be four-girl suites. Currently there are 29 emergency triples in South Cunningham and in Cox, 27 in Wheeler, 15 in Stubbs, as well as 15 in Main Cunningham, 8 in North Cunningham, and the 26 extra on second floor Student Building.

This bad overcrowding interferes with the academic work these students have come to Longwood to do. From a purely space point of view, these emergency triples can be provided with little more furniture than one extra bed. Desk, closet, chest of drawers and bookcase must be shared by three instead of two. The close quarters and inadequate facilities make uncomfortable living and extra tensions. The increased numbers in the dormitories hamper effective work on the parts of the Head Residents. Since February, 1964, the lowest number of emergency triples was 24 in September and October of 1966; the highest number until the present 149 was 127 in November, 1965.

I should like to say a word of very strong commendation for the fine spirit in which the students and the Head Residents take, with a minimum of fuss, the overcrowding, the inconveniences, and the living in each other's laps. They are a pretty fine group of people and they deserve a chance to work and live more efficiently and more comfortably.

II. Orientation

For the third year, all freshmen were required to read during the summer two books preparatory to a faculty-led discussion of them during Orientation Week. This summer the two books, in paperback editions, were: Gardner, John W. Excellence and Bronowski, J. . Science and Human Values. The freshmen were divided alphabetically into 9 groups and met with their faculty discussants for an hour and fifteen minutes on Monday evening, the opening day of classes. Discussion was lively in all groups, and provocative questions and points were raised on a wide variety of personal, political, and philosophical issues, ranging from the implementation of the Honor Code to the validity of the space program and the ethics of the Vietnam War.

Both participating faculty and students seem to value this attempt to bring an academic or intellectual event into the orientation program and to be grateful for this opportunity to sharpen their wits and stretch their minds in a many faceted discussion of values.

On October 3, after classes were well under way, the Assistant Dean of Women met for an hour with all the new freshmen to give them specific help on study techniques. This was done by lecture, the showing of a 10-minute film on "How to Study", and the offer of individual assistance through later office conferences. So far several of the freshmen have been in for this help, particularly with the budgeting of their time, and quite a few have voluntarily enrolled in the non-credit Reading Improvement Course.

Approximately 550 new students were successfully inducted into the other aspects of the orientation program through the very able assistance of the upperclassmen who served as orientation leaders. The sophomores who were selected to serve as assistants on each freshman hall and to the transfer students worked closely with their girls, not only during the orientation period but for at least four weeks after the opening of the fall session.

The meeting for the parents of the new girls was held on the afternoon of opening day. Judging from their comments and subsequent letters, this meeting continues to be a very essential part of

orientation. This year, approximately eight hundred parents attended the meeting which was conducted by members of the administration and the President of the Student Body.

The Dean of Women met with the new students in three separate sessions to discuss rules of etiquette, to tell them of the history and growth of Longwood College, and to present student leaders who had certain important information to impart.

III. Student Government

The Dean of Women serves as adviser to the legislative branch of Student Government and works closely with the other two branches, the Judicial Board and the House Association. The student chairmen and all representatives on these boards were elected to office in November, 1966, taking office at the beginning of the second semester, 1967. Each branch has worked hard and has been most cooperative with the administration.

Elections for the 1968-69 session are now in progress. Judging from their past contributions to the welfare of Longwood College, it would appear that the student body again is electing to office those girls who will serve fairly and conscientiously. All newly elected officers and class representatives of Student Government, the YWCA, and the Athletic Association will begin their terms of office on February 5, 1968.

IV. Student Automobiles

Increased enrollment and the current expansion program on campus have created problems so far as parking spaces are concerned. Traditionally all seniors who are spending their last nine weeks in residence are permitted to have cars. Other students with serious transportation difficulties and/or family illness and other legitimate reasons may have cars if the reason given by the parents (in writing) is deemed valid. These special permissions are granted by the Dean of Women. This fall thirty-seven permissions were granted.

Since it becomes increasingly more difficult for one person to assume the responsibility for making fair decisions, a committee consisting of students, faculty, and administration will work together on this problem, with probable rule revisions, including the regulation of student and faculty parking areas.

V. Lankford Building

Although all the furniture has not arrived for the main lounge, the reading rooms and some of the student organizational offices, the Lankford Building appears to be the finest thing that has been added to Longwood College for many, many years. The snack bar, bookstore, bank, post office, bowling alleys, TV rooms, and meeting rooms are in constant use. The students are delighted with the building and the opportunities it is providing for them to expand their cultural and recreational activities.

Mr. Gilbert Wood, a graduate of the University of Virginia, was appointed to serve as Director of the Building in August, 1967, and Mr. Donald Sequin was first trained and then employed as manager of the bowling alleys. A student-faculty committee serves in an advisory capacity to the Director and has formulated the few rules that were needed to govern the use of the Building.

VI. Staff

No changes were made on the Dean of Women's staff since last year with the exception of a new secretary to replace one who resigned. Both secretaries and Head Residents have assumed a great deal of extra responsibility this fall due to the serious illness of Dr. Frances R. Brown, the Assistant Dean of Women. Without their willingness to take over more than their usual duties, the Dean of Women would not have been able to carry on the work of her department as well as it has been done this fall.

In spite of her illness, Dr. Brown has frequently had her secretary at her home where together they worked on the rooming assignment for the second nine-week period.

VII. Honor Societies

Last year our local leadership honor society, Geist, (formerly Alpha Kappa Gamma), applied for membership into Mortar Board. Word was received this fall that the petition was turned down and that Geist should wait for three years before applying again. The reasons given by Mortar Board were rather vague, but it was clear that the deficiencies that prevented Geist's acceptance were College deficiencies rather than Geist deficiencies. Such things as the percentage of doctorate holders on the faculty, the number of Fulbright and Woodrow Wilson grantees in the student body, and the presence of Phi Beta Kappa or Phi Kappa Phi on the campus were listed as some of the criteria considered for membership. It is hoped that Longwood College can, in three years' time, present a more acceptable picture to the National Council of Mortar Board since Geist's contributions to this College are and always have been of the highest caliber.

VIII. Infirmary

In September, 1967, Dr. Lewis Wells replaced Dr. Juan Gonzalez as College Physician after the latter's letter of resignation was received by the Dean of Women. Dr. Wells is well liked by students and nurses and is doing a fine job for the College.

Asian flu shots have been given this month to all students who wished to protect themselves and others from the predicted epidemic that may hit the eastern part of the United States this winter. The students paid one dollar for the shot and will be given the second shot at the same cost in December. As of November fifteenth, over six-hundred shots had been administered.

Submitted by,

Ruth B. Wilson
Dean of Women

November 30, 1967

OFFICE OF THE BUSINESS MANAGER AND TREASURER

I. Fiscal Affairs

- A. The operating statement for the first quarter of the fiscal year 1968 is attached.
- B. The financial condition of the institution appears to be excellent at this time. The revenues for both Educational and General and Auxiliary Enterprises represent a significant portion of revenues for the first half of the fiscal year 1968 while disbursements are basically applicable to only the first quarter's operation. Therefore, the unreserved balance is not a true surplus, but rather a portion of the funds required for the operation during the second quarter and the first month of the third quarter.
- C. Several conferences have been held with the bonding attorneys in Richmond (Hunton, Williams, Gay, Powell and Gibson) regarding the construction of the new dormitory. One conference has been held with the Treasurer of Virginia and the Budget Director of Virginia. The bonding attorneys discovered in their research that \$51 per year in room rent from each of the 200 students (\$10,200) in Ruffner is pledged to a previous bond issue. They felt that, in moving these students to the new dormitory (1969) and renovating Ruffner Hall into Administrative offices, the Board of Visitors would be committing a technical default on the prior pledge. The Treasurer of Virginia suggested that we have included in the Appropriation Act for 1968-70 a provision guaranteeing payment of the pledged rent (\$10,200) from Maintenance and Operations funds. We would reimburse the Maintenance and Operations budget from the Auxiliary Enterprises budget through internal accounting transactions. He believes this would provide a satisfactory guarantee to the bondholders irregardless of whether the second and third floors of Ruffner Hall are used for administrative or dormitory space. The Director of the Budget has consented to the inclusion of such a provision in the Appropriation Act. We are seeking the advice of the bonding attorneys as to any other steps we must take in order to float the revenue bond issue in February - March, 1968.

II. Land Acquisition

All land required as sites for construction in the biennium 1966-68 has been acquired. All of the people who were displaced as a result of the acquisition of this property have been relocated in equal or better living quarters. Only one of the twenty-nine (29) parcels was acquired through condemnation. Longwood College had offered \$12,000 for that property and the court awarded \$13,500.

In an effort to economize, all structures located on the property acquired were sold at public auction. A stipulation in the sales contract required that the purchaser demolish or remove the structure to make way for our construction. It is estimated that it would have cost Longwood College \$25,000 to have all the structures demolished and the debris removed. In addition to this estimated savings, we received \$1,313 in revenue from the sale of the structures.

III. Construction

- A. **Extension of Utilities and Site Work.** The engineers are currently working on the preliminary and working drawings for the steam and electrical tunnels which will join the 1969 and 1970 dormitories with the power sources. These tunnels will run up Spruce Street between Madison and Redford Streets and must be in place before the new athletic field is constructed in that area. Extension of utilities to the Fine Arts Complex site is being coordinated between the architect and engineers, and utility work will commence at the proper stage of building construction.
- B. **Construction of Athletic Fields and Courts.** The three tennis courts next to the Iler Gymnasium received a final inspection by the State on October 4, 1967, and were accepted from the contractor. The new athletic field which will straddle Spruce Street between Madison and Redford Streets was delayed for a considerable time pending acquisition of Mr. Roy Pearson's property. We have acquired this property with the right to immediate use of the rear 130 feet for construction of the athletic field. Construction of the athletic field will commence as soon as the steam and electrical tunnels have been completed. Completion target for the athletic field is the summer of 1968.

- C. Addition to Stevens Science Building. Construction is on schedule with expected completion date of May, 1968, and occupancy for Summer School, 1968.
- D. Fine Arts Complex. Preliminary design has been approved by the Art Commission. Preliminary drawings are being prepared for submission to the Division of Engineering in Richmond. Target to commence construction is March, 1968, with occupancy September, 1969.
- E. Improvement to Old Laundry Building. This project has been coupled with the Renovation of Student Building and the Renovation of Post Office, so that all of the work can be accomplished with the available money. Projects are delayed, with the Governor's approval, until a date not later than June 5, 1968.
- F. Renovation of Post Office. See remarks in paragraph E above.
- G. Renovation of Student Building. See remarks in paragraph E. above.
- H. Dormitory - 1969. The design approved by the Board of Visitors at its annual meeting in August, 1967, was not approved by the Art Commission when presented that month. The Art Commission suggested that the architect make further studies of certain areas on the exterior of the building. These studies were made and a revised set of drawings was presented to the Art Commission in early September, 1967. They requested further study at that time and these studies were presented in late September, 1967, and were not approved. It was at this point that the architect developed an entirely new design which received the approval of the Development Committee of the Board of Visitors. This new design was presented to the Art Commission on November 3, 1967, and basically, no comment was made on the design by the Commission at this time. The Art Commission came to Longwood College on November 10, 1967, to tour the expansion area and review, once again, the dormitory design that was presented to them on November 3, 1967, in Richmond. Your Vice Rector, Mr. Chesley, and President-elect Willett, were with the College Administration during this visit by the Art Commission.

After touring the expansion area, the Art Commission held a closed meeting to discuss the dormitory design. After approximately an hour of deliberation, Mr. Wygal, Mr. Payne, and I were called in by the Art Commission. They commented: The proposed 1969 and 1970 dormitories should be brought closer together so that they could have a common recreation room joining the two buildings; that the entrance should be given more emphasis; that a more definitive white partition should border the vertical sides of the windows; and that the parapet around the roof had too much "traditional" style. When I attempted to summarize these points to make sure that the architect understood what was desired, the Art Commission stated that these were only suggestions and that the architect should develop a scheme with some new ideas for the exterior design. They did not feel we had gone far enough toward the "contemporary" architecture. The Art Commission approved of the site and the floor plans. We are scheduled to meet with the Art Commission at its next regularly scheduled meeting on December 1, 1967. There is serious doubt in my mind that we can have this building ready for occupancy by September, 1969. We will get a better indication when we have a set of preliminary drawings, approved by the Art Commission, that we can have a local contractor review for construction time.

- I. Renovation of Second and Third Floors, Ruffner Hall. Project is delayed until new dormitory is opened.
- J. Preliminary Plans for East Entrance to Dining Hall and for Fireproof Vault. Plans have been approved by Governor's Office and appropriation required for construction was submitted in the 1968-70 biennium budget request.
- K. Preliminary Plans for Modernization of Heating Systems in Tabb Hall and Hiner Building. Engineers are working on the plans. Appropriation required for construction was submitted in the 1968-70 biennium budget request.
- L. Improvements to Electrical Distribution System. Contract was signed with contractor on November 7, 1967, to complete the electrical distribution system on the old campus. Work will commence by December 1, 1967, and be completed by April 1, 1968.

- M. Laboratory School. Reappropriation and new appropriation requested for biennium 1968-70.
- N. Repair and Renovation of Longwood House. Full report on the status of this project will be made to the Board of Visitors by the Development Committee.
- O. Student Activities Building. Last of the furniture will arrive in December, 1967.

Submitted by,

John E. Carr, III
Business Manager and Treasurer

November 30, 1967

Longwood College
Operating Statement
For the Period July 1, 1967 - September 30, 1967

Educational and General

Revenues:

Student Tuition and Fees	\$301,901.35	
Other Education and General Revenue	15,173.50	
State General Fund Allotments	<u>330,934.00</u>	
 Total Revenues		 \$648,008.85

Disbursements:

General Administration, Student Services and General Expenses	\$ 83,148.45	
Instruction - Regular Session	137,686.34	
Instruction - Summer Session	96,109.57	
Organized Activities Related to Academic Departments	1,382.57	
Extension Service	3,337.69	
Libraries	19,691.55	
Maintenance of Physical Plant	80,952.95	
Heating Plant	<u>13,567.04</u>	
 Total Disbursements		 <u>435,876.16</u>
 Unexpended Balance		 \$212,132.69
Encumbrances		<u>54,608.49</u>
 Unreserved Balance		 <u>\$157,524.20</u>

Auxiliary Enterprises

Revenues:

Dining Hall	\$224,957.76	
Residential Facilities	299,062.75	
Laundry	24,475.84	
Student Health Service	23,297.60	
Bookstore	<u>700.05</u>	
 Total Revenues		 \$572,494.00

Disbursements:

Dining Hall	\$ 80,888.45	
Residential Facilities	44,304.90	
Laundry	8,829.38	
Student Health Service	12,269.26	
Bookstore	<u>-0-</u>	
Total Disbursements		<u>\$146,291.99</u>
Unexpended Balance		426,202.01
Encumbrances		<u>42,477.61</u>
Unreserved Balance		<u>\$383,724.40</u>

OFFICE OF THE DIRECTOR OF ADMISSIONS

I. Admissions

A total of 1,857 applications were processed for the 1967-68 session. Of this number, 835 freshmen and transfer students were offered admission to the 1967-68 regular session. Five hundred and nineteen of the 835 offered admission matriculated. In addition to the students offered regular admission, 270 were offered Summer-February admission. Ninety-three of these students attended the 1967 summer session.

The freshman class of 1967-68 (450) by class rank is as follows:

Upper quarter	-	416	92.4
Upper 1/3	-	31	7.0
Below upper 1/3	-	2	.4
Unranked	-	1	.2

The median College Board scores for the 1967-68 session were 491 verbal, 505 mathematics.

II. Placement Bureau

A total of 330 students graduated in 1967. Of this number 120 majored in elementary education and 210 in secondary education. Eighty-one per cent, or 266, of these graduates are teaching this year. Our records are as follows:

76%	teaching in Virginia
5%	teaching out-of-state
8%	otherwise employed
4%	attending graduate school
4%	homemaking
3%	no information or undecided

Representatives of 66 employing agencies visited the campus during the 1966-67 session to interview graduates. Forty-six of these

representatives were from school divisions in Virginia. The majority of these representatives made two visits to the campus. Appointments were arranged and scheduled through the Placement Bureau. A total of 1,033 sets of credentials were mailed to prospective employers.

III. Financial Aid

Students at Longwood are receiving a total of \$464,410 in aid through Longwood College for the 1967-68 session. In addition, \$205,100 in aid is received from outside sources. The total aid received by Longwood students from all sources is \$669,510.00. This represents aid on an average of \$400 per student. A full statement is attached.

Fee Reductions

For the session 1967-68, I recommend Longwood Scholarships (fee reductions) for 25 students, totaling \$3,925. The list is attached to this report.

Submitted by,

Mary W. Watkins
Director of Admissions

November 30, 1967

LONGWOOD SCHOLARSHIPS (Fee Reductions)
1967-68 Session

Freshmen

Bailey, Letitia, 253 Hillandale Avenue, Harrisonburg, Virginia	\$200	
Barfield, Romine C., 509 Meherrin Street, Emporia, Virginia	100	
Broadaway, Suzanne, Box 2221, Rome, Georgia	200	
Crabtree, Jo Ann, Route 2, Meadowview, Virginia	100	
Hogan, Vickie, 2245 Landover Place, Lynchburg, Virginia	200	
Hutchinson, Patricia Gayle, P. O. Box 394, Franklin, Virginia	<u>200</u>	
		\$1000

Sophomores

Austin, Lois, Route 2, Box 90, Fincastle, Virginia	200	
Coleman, Dianna Lyn, 311 Crenshaw, Box 215, Bedford, Virginia	200	
Crowder, Pamela Gale, 6119 Hampstead Avenue, Richmond, Virginia	125	
DeBell, Lois S., 801 Locust Avenue, Charlottesville, Virginia	200	
Douglas, Toy Louise, 2041 Pocoshock Boulevard, Richmond, Virginia	100	
Harrup, Joan Carol, Box 365, Waverly, Virginia	200	
Jones, Julia Louise, 3613 Hollyberry Street, Hampton, Virginia	200	
Melton, Sandra Jean, 316 Baskerville Street, Pulaski, Virginia	200	
Parsons, Linda A., 10445 Reams Road, Richmond, Virginia	200	
Sullivan, Margaret, 8459 Portal Road, Norfolk, Virginia	100	
Womack, Alna Gail, Route 1, Box 73, Vernon Hill, Virginia	<u>100</u>	
		1825

Juniors

Cage, Jo Ann, Route 1, Box 299, South Hill, Virginia	150	
Dixon, Lavonia, P. O. Box 274, South Boston, Virginia	200	
Dobbins, Polly, Laurel Hills, Crozet, Virginia	<u>100</u>	
		450

Seniors

Bailey, Joette Cather, 938 Kinzel Drive, Winchester, Virginia	\$100	
Blythe, Carol Theresa, 418 E. Iowa Street, Evans- ville, Indiana	150	
Dellinger, Karen, 2916 Rogers Drive, Falls Church Virginia	100	
Goad, Betty Lou, Route 1, Box 159, Nelson, Virginia	200	
Hiatt, Judith, 317 West Ridge Way, Clifton Forge, Virginia	<u>100</u>	
		<u>\$ 650</u>
		\$3925

FINANCIAL AIDI. Aid Received Through Longwood College

DuPont Scholarships	\$	450
Educational Opportunity Grants		6,000
Fee Reductions		3,925
General Undergraduate Scholarships		9,960
Longwood College Loan		200
National Defense Student Loan		36,000
State Teachers Scholarships		318,850
Work Scholarships - Part-time		35,030
Dining Hall Waitresses		<u>53,995</u>

\$464,410

II. Aid Received From Outside Sources

Employees Compensation	\$	600
Outside Scholarships		39,885
Personal Loans		13,642
Rehabilitation		9,946
Social Security		14,811
Veterans Benefits		14,941
Virginia Education Assistance Authority		105,275
WRAIN Nursing Program		<u>6,000</u>

\$205,100

\$669,510

III. Summer Employment

Off campus employment for 1967 summer months by the present Longwood students	-	\$280,688
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REPORT OF THE PLACEMENT BUREAU

LONGWOOD COLLEGE

September, 1966 - September, 1967

PROSPECTIVE EMPLOYERS INTERVIEWING ON CAMPUS

VIRGINIA:

Teaching positions	44
Non-teaching	2

OUT-OF-STATE:

Teaching positions	15
Non-teaching	5

PROSPECTIVE EMPLOYERS LISTING POSITIONS WITH BUREAU.VIRGINIA:

Teaching positions	184
Non-teaching	8

OUT-OF-STATE:

Teaching positions	77
Non-teaching	21

PLACEMENT OF LONGWOOD GRADUATES - 1967-68

Graduates	330
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Virginia

City School Systems	105
County School Systems	135
Government Schools	2
Private Schools	8
Other than Teaching	21

Out-of-State

Teaching	16
Other than Teaching	5

Attending Graduate School	14
Not Available for Employment	14
Undecided	4
No Information Available	6