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Meeting Agendas and Minutes

Board of Visitors

11-8-1974

1974-11-08 Minutes and Appendices

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AGENDA

Meeting of the Board of Visitors

November 8, 1974

Board of Visitors' Conference Room

10 a.m.:

1. Roll call.
2. Consideration of minutes of preceding meeting of the Board.
3. Reports:
 - a. President.
 - b. Vice President for Academic Affairs.
 - c. Vice President for Administration.
 - d. Vice President for Student Affairs.
 - e. Business Manager.
4. Discussion of the status of coeducation.
5. Discussion of Governor's request for 5% reversion in funds in conjunction with the publication from the Governor's Office "Important Provisions of Law... 1974 General Appropriation Act". (This is the publication from the Governor's Office which was sent to each Board member and which each member was asked to sign, indicating that he/she had read it.)
6. Discussion of future Board meeting dates and plans.
7. Miscellaneous items and questions from the Board.

12:20 p.m.:

Presentation by Admissions Staff.

12:50 p.m.:

Presentation of the mace to the College by Zeta Tau Alpha
sorority.

1 p.m.:

Adjourn.

1:15 p.m. - 2 p.m.:

Lunch - Banquet Room.

November 8, 1974

The Board of Visitors of Longwood College met on November 8, 1974, at the College, beginning at 10 a.m.

The following members of the Board were present:

Mrs. Raymond M. Brown, Jr.
Mr. William E. Daniel, Jr.
Mrs. William H. Hodges
Dr. Duvahl Ridgway-Hull
Mrs. A. O. Mitchell
Mr. M. Ralph Page
Mr. Eric L. Robinson
Mr. Roland E. Thompson
Mr. W. Roland Walker
Mrs. E. A. West

Board member absent was:

Mr. E. Angus Powell

Also present for the meeting were the following officials of the College: Dr. Henry I. Willett, Jr., President; Dr. Herbert R. Blackwell, Vice President for Academic Affairs; Mr. William J. Peele, Vice President for Administration; Dr. Mary A. Heintz, Vice President for Student Affairs; Mr. J. H. Paul, Business Manager; Mr. T. C. Dalton, Administrative Assistant to the President; Mr. George R. Bristol, Director of College Relations; Mr. Joe Mitchell, Assistant Director of College Relations.

The Rector, Mr. Daniel, presided. The meeting was opened with prayer by Mrs. Mitchell.

Minutes of the August 1-2, 1974, Meeting of the Board of Visitors. The minutes of the August 1-2, 1974, 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 outlined in his report. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - November 8, 1974.)

1. The appointing of the following new members of the faculty for the 1974-75 academic year:

a. Mrs. Gail L. Gilligan, Instructor in the Campus School, at an annual salary of \$9,300.

b. Dr. Maurice H. Maxwell, Jr., as Assistant Professor of Chemistry, at an annual salary of \$12,000.

c. Dr. Dwayne W. Nuzman as Instructor in Mathematics, at an annual salary of \$11,000.

2. The resigning of the following members of the faculty:

a. Dr. Robert Bissell, Associate Professor of Chemistry.

b. Miss Evelyn June Glass, Assistant Professor of Mathematics.

c. Mrs. Barbara Johnson, Director of Art in the Campus School.

d. Dr. Lois J. Reid, Associate Professor of Mathematics.

3. The reinstating of Miss Norma Jean Abbott, Assistant Professor of Mathematics, as a full-time member of the faculty for 1974-75 at a salary of \$11,400.

4. The adding of Dr. Massie C. Stinson, Jr., Assistant Professor of English, to the graduate faculty of the College.

5. The deleting of the graduate program in history.

6. Overloads for the following members of the faculty for the current semester:

a. Dr. Anthony B. Cristo - 1/12 overload - \$587.50

b. Dr. Edward D. Smith - 1/8 overload - \$1,662.50.

7. The correcting of the salary listing for 1972-73 as follows:

a. Mr. John A. Hardy, III, from \$11,200 to \$11,700 (the \$11,700 figure was arrived at using corrected base salary).

b. Miss Susan H. May from \$12,600 to \$12,700 (she received an additional increase of \$100).

c. Dr. Pil-yull Ra from \$9,700 to \$4,850 (he was on leave second semester).

d. Mrs. Betty Spencer from \$8,100 (3/4) to \$5,400 (1/2) (her teaching load was reduced).

8. The promoting of Mrs. Gladys Seiwel, of the Campus School faculty, from instructor to assistant professor.

9. The granting formally of an easement to the Town of Farmville on the condition that the Town move the golf green involved and plant trees as previously approved by the Board by mail.

10. The demolishing of the Booker House.

11. The deferring of action on the relocation of the owner of a lot in the physical education building site with the recommendation that a report be made at the February meeting of the Board.

12. The charging off of the following accounts as uncollectible:

| | |
|--------------------------------|-----------------|
| <u>Carrie Fowles Loan Fund</u> | |
| Borum, Clara | \$300.00 |
| Little, Shirlee Campbell | 351.80 |
| | <u>\$651.80</u> |

| | |
|-----------------------------|-----------------|
| <u>Cunningham Loan Fund</u> | |
| Curley, Ann | \$100.00 |
| Drewry, Evelyn | 10.00 |
| Cornwell, Henrietta | 100.00 |
| | <u>\$210.00</u> |

| | |
|-----------------------|-----------------|
| <u>Tabb Loan Fund</u> | |
| Mapp, Jennie B. | \$100.00 |
| Stubblefield, Joan H. | 220.52 |
| Herzog, Elizabeth L. | 95.00 |
| | <u>\$415.52</u> |

Comments by Dr. Willett.

1. Mrs. Taliaferro. Dr. Willett stated that he and other Staff members were being asked to spend more and more time on the legal suit involving Mrs. Taliaferro. He also stated that Mr. Lacy, of the Attorney General's office, would be on campus on November 14 and 15 to take depositions from the faculty and staff involved and on November 25 and 26, Mrs. Taliaferro's lawyer would come to take depositions. At the present time, the trial is scheduled to begin in late March. Dr. Willett said that, after talking with Mr. Lacy and others in the Attorney General's office, it was his feeling that the College's position is a very favorable one but that there will be a heavy outlay of time as far as the staff members are concerned. The Board will be kept informed as the case progresses.

2. Meeting with the Subcommittee of the House Appropriations Committee. As chairman of the Council of Presidents, Dr. Willett said that he was asked to appear before the subcommittee of the House Appropriations Committee dealing with higher education and that the meeting pertained to a number of items which concern the State institutions. He indicated that a great deal of time was spent talking about long-range projections. Capital outlay was also discussed. At the present time, there are projects totaling approximately \$121,000,000 for which the plans have already been drawn and completed. It is estimated, at this time, that there will be a bond referendum for a portion, if not all, of these projects in 1976. The bond referendum would not include maintenance projects and renovations. He expressed his concern over the fact that reports indicate that enrollment projections for the 1980's show some leveling off and for this reason there may be decisions not to build some capital facilities. In the case of the College's physical education building, construction is predicated on no increase in enrollment but rather upon improving and replacing facilities. It is his hope that the State Council of Higher Education will look at this and will develop a priority listing which will make a distinction between those capital projects which are for expansion and those that are required to replace obsolete or inadequate facilities.

Also discussed, Dr. Willett said, was the general image of higher education and that he would like to talk with the Board about this at the February meeting. He pointed out that the image of higher education is not at the point it was several years ago and there has been some loss of public confidence in this regard, thereby causing some concerns in this area.

3. Overall State of Enrollment. Dr. Willett indicated that he had been concerned over the press release from the State Council of Higher Education and the inference that could be drawn in terms of the enrollment figures at State institutions. He said that preliminary head count figures were used and that the release did not go into full-time and part-time students. Since the press release, more definitive figures have been received from the State Council and these show that, while there was an overall increase in the preliminary head count enrollment, this increase was only in part-time students. The figures showed that there was a full-time enrollment decrease of slightly over 5% at all State institutions. The decrease experienced at the College was somewhat less than the total State decrease of full-time students. Institutions like Longwood are not likely to have an increase in part-time students because the population of the area in which it is located is not large enough to attract a substantial number of such students. A more significant comparison of enrollment figures would be with the number of dormitory students this fall and those of the fall of 1973 which indicates a total drop of approximately 25.

Topics for Discussion at the February Meeting. The following were mentioned by Dr. Willett as being possible topics for discussion at the February meeting:

1. Capital outlay requests for the 1976-78 biennium and tentative requests for the 1978-80 and 1980-82 biennia.
2. A report from the committee that has been studying the question of faculty promotions and tenure. This committee is scheduled to make an initial report to the faculty next week. If the faculty takes action on the report, this could be done at the December or January faculty meeting and would mean that the recommendations would be presented to the Board at the February meeting.
3. There may be a preliminary report from a faculty committee which is currently studying the role of the faculty in institutional government.
4. A policy, defining what constitutes the official records of the institution, will need to be adopted in light of Senator Buckley's recent legislation in Congress.
5. There may also be a request to modify the current open house policies -- visitation on the part of male students.

Report of the Vice President for Academic Affairs. Dr. Blackwell stated that he had nothing to add to his written report.

Report of the Vice President for Administration. Mr. Peele expressed his pleasure regarding the placement report and indicated that a rather extensive news release was being prepared on this and that the information would also be sent to high school guidance counselors.

He distributed to members of the Board a copy of the quarterly capital outlay progress report.

Regarding the capital outlay projects, Mr. Peele said that the repair of the roof and balustrades on the Colonnade was about one-half completed and that there appeared to be no problem in meeting the January 15 completion date. He stated that there was no concern regarding the "tight money squeeze" on this project or on replacing the retaining walls on Barlow Field because contracts had been signed for both of these projects.

Mr. Peele indicated that he was in the process of preparing information in capital outlay projects for the 1976-78, the 1978-80, and the 1980-82 biennia and that the Development Committee would need to meet in order to establish a priority listing for presentation to the Board in February.

In response to a question raised earlier by Mr. Peele in regard to the fact that State vehicles do not have collision insurance, Mr. Daniel gave information regarding this and suggested that further study be given to the matter. He also suggested that if it was felt that it was necessary to give information regarding this to the general employee group it be done on the basis of a discussion only with those persons who use State cars and on the basis that it is one of many regulations that covers the use of State cars.

Mr. Peele stated that a request was again being submitted to the General Assembly for a fire truck that would have the capability of reaching to the top of the high-rise dormitories. He said that there had been some pressure for this type of equipment and that the Town of Farmville is supporting the request. It is hoped that the legislature will give consideration to this request when it meets for a short session in January.

Another area which Mr. Peele indicated needed attention is the dining hall floor. He said that portions of it would need to be replaced and that an architect is looking into the situation and would submit cost estimates. It appears that the project will cost approximately \$30,000 to \$35,000.

Report of the Vice President for Student Affairs. Dr. Heintz stated that on page 41 of her report, under "Beer in the Snack Bar", alumnae should be added to the groups who are permitted in the Snack Bar during the hours that beer is being sold.

Appointment of the Development Committee. Mr. Daniel reappointed the following members to the Development Committee: Mr. Walker, Chairman; Mrs. Mitchell; Mr. Thompson.

Discussion of Governor's Request for 5% Reversion in Funds and "Important Provisions of Law...1974 General Appropriation Act". Mr. Paul and Dr. Willett referred to the response that the College would make in regard to the Governor's request for a 5% reversion in funds. Dr. Willett said that he had talked with Mr. Lowance, of the Governor's Office, and Mr. McCutcheon, of the Budget Office, and there was some variation in what the various State agencies are going to do. He indicated that he learned that if every State agency gave 5%, there would be five times the amount that is really needed. He said that the College was notifying the Governor's Office that the amount to be reverted would be approximately 1% which is in the general range of the figure which it is felt is necessary.

Mr. Daniel expressed his concern over the fact that the publication from the Governor's Office, "Important Provisions of Law...1974 General Appropriation Act" indicates that Board members are liable for an unauthorized deficit at the College. Dr. Willett indicated that he did not feel that there were any particular problems insofar as that is concerned.

Mr. Daniel said that he had no concerns about the information the Board members were receiving but if it appeared that there were detailed reports that they needed which would keep them better informed as to the internal operation of the College this might be considered. He asked that the Board members review the publication from the Governor's Office prior to the February meeting and if there were observations that any would like to make or additional fiscal information that would be helpful, let their wishes be known.

Dr. Willett stated that it was going to be necessary to look at the budget in terms of the percentage of it that goes into personnel and salaries because it is reaching a point where the amount for personnel and salaries is too high in relation to the total amount of the budget. He stated that the budget was short in terms of expenditures for supplies and equipment within the academic departments.

Status of Coeducation. As a means of bringing the members of the Board up-to-date on the status of coeducation, Dr. Willett made these comments: When Title IX of the Civil Rights Act of 1972 was passed, an amendment was offered to the Act to exempt those colleges and universities which traditionally and continuously have been single sex in nature. This amendment was adopted and incorporated in the Civil Rights Act. The Congressional Record clearly indicates that at the time of the discussions regarding the amendment Longwood was one of our institutions in the country named as being exempt under this provision. (The other institutions were Texas Woman's University, Mississippi State University for Women, and Radford. Since that time, Radford has voluntarily elected to go coed.)

Since the passage of this legislation, HEW has developed an interpretation which indicates that Longwood is no longer exempt because males have been previously admitted to the College following World War II and the Korean conflict and, in addition, more recently. Following communication with HEW and after extensive consultation with the Attorney General's office, a plan was submitted to HEW for transition to coeducation but, based on advice from the Attorney General's office, no reference was made to housing males in the residence halls. The reasoning behind this was that the preliminary guidelines that had been adopted, according to legal interpretation, did not require that males be housed in the dormitories. However, if this were done, the facilities would have to be comparable to those for females. This plan was filed with HEW and approval was received last fall. Again, there was no reference to the question of housing and it is felt that there was tacit acceptance of the policy and program outlined.

This past summer, HEW, as it was requested to do by Congress, came up with some definitive definitions in regard to the guidelines. These were addressed to many facets of the situation, including the whole question of athletic programs, scholarships designated for members of one sex, and single-sex organizations such as sororities and fraternities in regard to housing.

The coeducation committee has looked at the whole question and is unwilling, at this point, to make a decision as to whether or not to go coed or remain single sex. One factor to be considered is what would this do to enrollment. There are other points to be considered. There is some likelihood that HEW may say, in spite of the fact that our plan has been approved, that we must enroll males. One method of dealing with this would be to go to HEW and meet them head on. The other would be to wait and let HEW make the first move. Another approach to take would be that similar to what the Texas Woman's University is planning and that is to follow the legislative route. Texas is leaning toward going to Congress and asking that it be exempt from the provisions. If it is successful in having legislation passed, HEW would have no legal basis on which to act otherwise. If Texas is going to approach it from this standpoint, a possibility would be for Longwood to join forces with them and ask for it, also. One of the problems in following the legislative route would be the credibility problem involved if we were successful in securing passage of the legislation and then later decided we would like to go coed.

Dr. Willett indicated that he would try, in the very near future, to begin some exploratory discuss with members of the Virginia congressional delegation.

It was the feeling of the members of the Board that Longwood should remain single sex so long as it is financially feasible to do so. Longwood is the only girls' school in the State as of now as far as State institutions are concerned. It was their feeling that the citizens of the State should have a choice of institutions from which to select.

Candidacy of College Employee. Dr. Willett told members of the Board that one of the members of the campus police force wanted to run for Sheriff of Prince Edward County. He stated that this is complicated by the fact that another Prince Edward County resident, employed by the State in a different capacity in Richmond, also desires to run for this office. Dr. Willett said that he had had conversations with Mr. Lowance, of the Governor's Office, regarding this. He stated that, in the past, a member of the campus police force was allowed to run for Sheriff in Charlotte County. Mr. Lowance is faced with another type of problem in that the other State employee would have to absent himself from his job in Richmond to come here and campaign. Mr. Lowance does not want to give this individual a leave of absence but would like for him to resign completely and run. The question is should the College change its policy as far as its employee is concerned. Dr. Willett said that the Attorney General's office is aware of the College's policy. It was the feeling of the members of the Board that this was an administrative decision and that this activity should be coordinated very closely with the Attorney General's office and with Mr. Lowance.

Admissions Staff. Mr. Groneweg, Director of Admissions, and members of his staff appeared before the Board and gave information regarding the types of things the staff is doing in an effort to attract students to Longwood and pointed out some of the problems that are involved in admissions.

Presentation of Resolution to Colonel Carr. In appreciation of his outstanding service to the College, a resolution was presented to Colonel Carr by members of the Board.

Presentation of Mace. Miss Sally Spindler and Miss Cindy Louderback presented to the Board, on behalf of Zeta Tau Alpha sorority, a mace for the College.

Future Meeting Dates. The next meeting of the Board will be held on the afternoon of February 6 and the morning of February 7. The May meeting will be held in Williamsburg on May 1-2. The annual meeting will be held on August 7-8.

The meeting was adjourned at 1:10 p. m.

Mary Ellen Mitchell

Secretary

Appendix A - November 8, 1974

LONGWOOD COLLEGE
Farmville, Virginia 23901

Report of the President

to the

Board of Visitors

November 8, 1974

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LONGWOOD COLLEGE
Farmville, Virginia 23901

Ladies and Gentlemen of the Board of Visitors:

I recommend approval of the following:

1. The personnel actions in the report of the Vice President for Academic Affairs, including new appointments, resignations, reinstatement, graduate faculty addition, deletion of the graduate history program, overloads, corrections in 1972-73 salary listing, and promotion. (Pages 2-5.)
2. The granting of an easement to the Town of Farmville on the condition that the Town move the green and plant trees as previously approved by the Board by mail. (Page 13.)
3. The demolition of the Booker House as recommended by the Vice President for Administration. (Page 14.)
4. The asking of the owner of the lot in the physical education building site to relocate as recommended by the Business Manager. (Page 44.)
5. The charging off of accounts as uncollectible as recommended by the Business Manager. (Pages 44-46.)

Respectfully submitted,

Henry I. Willett, Jr.
President

October 31, 1974

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

I. Faculty

For the current academic session, Longwood College has a total of 148 full-time teaching faculty, exclusive of the Campus School faculty. The distribution by rank and degrees is as follows:

| | <u>Faculty Rank</u> | |
|----------------------|---------------------|----------------|
| | <u>1973-74</u> | <u>1974-75</u> |
| Professors | 23 | 24 |
| Associate Professors | 52 | 47 |
| Assistant Professors | 67 | 64 |
| Instructors | <u>17</u> | <u>13</u> |
| Total | 159 | 148 |

| | <u>Degrees</u> | |
|------------|----------------|----------|
| Doctorates | 66 | 75 |
| Masters | 93 | 73 |
| Bachelors | <u>0</u> | <u>0</u> |
| Total | 159 | 148 |

Note: At the present time, there are 9 part-time faculty filling 5 and 1/4 positions.

II. New Appointments

Approval of the following new faculty appointments for the 1974-75 academic year, filling late summer resignations, is requested:

- A. Mrs. Gail L. Gilligan, Instructor in the Campus School, at an annual salary of \$9,300. This appointment fills the vacancy created by the resignation of Mrs. Mary B. Alie, who, with her husband, has relocated in Kalamazoo, Michigan.

Mrs. Gilligan has the A. B. degree from Greensboro College and currently is pursuing the master's program in early childhood education at Longwood College. She has had teaching experience in the public schools of North Carolina as well as substitute teaching at the Campus School, where her current assignment is fourth grade.

- B. Dr. Maurice H. Maxwell, Jr., Assistant Professor of Chemistry, at an annual salary of \$12,000. This appointment fills the vacancy created by the resignation of Dr. Robert Bissell.

Dr. Maxwell received the B.S. degree from Emory and Henry College and the Ph.D. degree from West Virginia University. He was a graduate assistant at West Virginia University; a research chemist for DuPont; and a community college teacher for three years in North Carolina.

- C. Dr. Dwayne W. Nuzman, Instructor in Mathematics, at an annual salary of \$11,000. This appointment fills the vacancy created by the resignation of Dr. Lois Reid.

Dr. Nuzman received the B.S. degree from Harvey Mudd College in Claremont, California; and the M.A. and Ph.D. degrees from the University of Utah. While engaged in study for his advanced degrees, Dr. Nuzman was a teaching fellow. He completed a tour of duty with the U.S. Army in Vietnam.

III. Resignations

The following faculty have submitted resignations from the College:

- A. Dr. Robert Bissell, Associate Professor of Chemistry, to accept a position as Assistant Program Administrator, Department of Grants and Awards, American Chemical Society.
- B. Miss Evelyn June Glass, Assistant Professor of Mathematics, to accept a position as Mathematics Specialist with the Stafford County public school system.
- C. Mrs. Barbara Johnson, Director of Art in the Campus School, because she has found it impossible to keep the required schedule for her Campus School duties while commuting from her home in Charlottesville. She has, therefore, submitted her resignation, effective the first of November.

- D. Dr. Lois J. Reid, Associate Professor of Mathematics,
to accept a position with the Stafford County public schools.

IV. Reinstatement of Faculty Member

I request reinstatement of Miss Norma Jean Abbott, Assistant Professor of Mathematics, as a full-time member of the faculty for 1974-75, at an annual salary of \$11,400, to fill the vacancy caused by the resignation of Miss Evelyn June Glass. Miss Abbott had received a terminating contract for the 1973-74 academic year, due to financial exigencies. She agreed to fill this position for the current year and request a leave of absence for the 1975-76 year to complete her doctorate.

V. Approval of Addition to Graduate Faculty

I should like to request the Board's approval of Dr. Massie C. Stinson, Jr., as a member of the graduate faculty of Longwood College, with the concurrence of the Graduate Council.

VI. Deletion of Graduate History Program

Pursuant to my report in August 1974, I asked our history faculty to review our history graduate program. Dr. James M. Helms, who has been chairman of the graduate committee in the history department, reported to me that, although they felt the department could have an attractive offering, they could not guarantee any increase in student enrollment.

In the meantime, I received notification from the staff of the State Council of Higher Education that the program would be dropped at the October 14 meeting of the State Council. Following receipt of this notification, I wrote to Dr. Gordon Davies, of the State Council staff, asking that we be permitted to exercise our institutional prerogatives to drop the program ourselves and notify him that I would recommend to the Board that the program be dropped. I am enclosing copies of this correspondence with Dr. Davies' reply, as an appendix to my report. Newspaper reports on the October 14 meeting of the State Council indicated the dropping of the program; as Dr. Davies' letter makes clear, the Council accepted my statement that we would drop the program ourselves. Therefore, I am recommending to the Board that the program be officially terminated as of the date of this report.

VII. Overloads

Approval is requested for overloads for two members of the faculty, Dr. Anthony B. Cristo for a 1/12 overload to provide a seminary necessary for the expansion of our economics schedule; and Dr. Edward D. Smith for a 1/8 overload for this semester to relieve Mrs. Phyllis Wacker of a class responsibility in order to permit her to work toward the completion of her dissertation requirements. Mrs. Wacker has been placed on 7/8 class load for the current semester, at a salary of \$10,350.

The amount of Dr. Cristo's overload is \$587.50; of Dr. Smith's \$1,662.50.

VIII. Corrections in Salary Listing for 1972-73

Several changes were made in salaries for 1972-73, following initial approval by the Board. I should like to ask that these changes be approved officially for the record:

- A. John A. Hardy, III, from \$11,200 to \$11,700 (the \$11,700 figure was arrived at using corrected base salary).
- B. Susan H. May, from \$12,600 to \$12,700 (she received an additional increase of \$100).
- C. Pil-yull Ra, from \$9,700 to \$4,850 (he was on leave second semester).
- D. Betty Spencer, from \$8,100 (3/4) to \$5,400 (1/2) (her teaching load was reduced.)

IX. Promotion

Mrs. Gladys Seiwel came to our Campus School faculty with approximately 20 years' teaching experience. Because she did not have the master's degree, she was given the rank of Instructor. She has now completed the master's degree requirements and I recommend that she be promoted to the rank of Assistant Professor.

X. CLEP Tests

Since the summer of 1974 through the first half of the fall semester, a total of 76 students have taken 105 CLEP tests, with 76 tests having been completed successfully.

XI. Attached Report

The report from the Office of the Registrar is attached.

Submitted by,

Herbert R. Blackwell
Vice President for Academic Affairs

October 31, 1974



STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

7



10th Floor, 911 East Broad Street, Richmond, 23219

(804) 770-2143

September 25, 1974

Dr. Herbert R. Blackwell
Dean of the College
Longwood College
Farmville, Virginia 23901

Dear Bob:

I want to confirm in writing the agreements which we reached today on the telephone concerning the quantitative evaluation of degree programs at Longwood College.

I understand that the baccalaureate program in German (1103) will be discontinued by the College. While there are several other baccalaureate programs about which questions still remain, I think we should watch them over the next two years and take no action at this time.

As we agreed during our conversation, the Council staff will recommend to the Council that the master's degree program in history (2205) be discontinued. This action will be recommended to the Council at its October 14 meeting.

I want to thank you and members of your staff for the spirit of cooperation with which they have worked with us in conducting this study. Your help is greatly appreciated.

Sincerely,

Gordon K. Davies
Associate Director

cc: Dr. Daniel E. Marvin, Jr.

GKD/mfr



1839

LONGWOOD COLLEGE

FARMVILLE VIRGINIA 23901

October 3, 1974

Herbert R. Blackwell
Vice-President for Academic Affairs
and Dean of the College

Dr. Gordon K. Davies
Associate Director
State Council of Higher Education
911 E. Broad Street
Richmond, Virginia 23219

Dear Gordon:

Since receiving notice from you that the staff of State Council plans to recommend that our graduate history program be dropped at the October 14 meeting of the Council, I have discussed the program with the chairman of our History and Social Sciences Department and with the history representative in our Graduate Council. We understand the reasons why you feel the program should be dropped.

Recognizing the validity of eliminating the program because of a lack of enrollment, we would like to exercise our own institutional prerogatives to drop the program. If it is satisfactory to you I would prefer that you notify the State Council that we have made a decision within our own institution to cancel the program and that our Board of Visitors will act upon my recommendation at its November meeting.

The chief reason that I would like to exercise the institutional prerogative rather than the formal procedure of the State Council is that I fear quantitative judgments may infer qualitative ones that are not fully justified. Our history faculty are particularly concerned lest inference be made that they are not capable of providing a program of academic excellence. I would like to state as strongly as I can in their behalf that I feel the instructional quality of our history faculty is high, that the course programs outlined in our history degree are solidly based and that our library is adequate to furnish the necessary resources. I would regret very much any action that might suggest the contrary.

I hope that the need for dropping this program will not adversely affect any future proposals that we may have for other graduate programs that we think would be productive or that it would preclude our reinstating a proposal for a program in history if we can provide at some later date substantive evidence that such a program will be productive.

Sincerely,

Herbert R. Blackwell

cc-President H. I. Willett, Jr.
Dr. C. F. Lane, Chairman
Dr. J. M. Helms, Graduate Committee Chairman

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

10th Floor, 911 East Broad Street, Richmond, 23219

(804) 770-2143



October 15, 1974

Dr. Herbert R. Blackwell
Dean of the College
Longwood College
Farmville, Virginia 23901

Dear Bob:

I am sorry to be so long in responding to your letter of October 3; I was out of town last week.

At the Council meeting yesterday, the Council was informed that Longwood College had decided to cancel its history program, and that no further action was required. Your conviction about the quality of the program was conveyed to the Council.

I want to thank you again for the cooperation with which you have worked with us during this study.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gordon K. Davies".

Gordon K. Davies
Associate Director

GKD/mfr

OFFICE OF THE REGISTRAR

A review of activities since your last updating will include student enrollment statistics for the 1974 summer session and the 1974-75 fall session. Also included are comparative data for 1973-74.

I. Summer Session

| | <u>1973</u> | <u>1974</u> | + or - |
|------------|-------------|-------------|--------|
| Freshmen | 161 | 28 | -133 |
| Sophomores | 109 | 98 | - 11 |
| Juniors | 133 | 100 | - 33 |
| Seniors | 190 | 159 | - 31 |
| Graduates | 106 | 104 | - 2 |
| Specials | <u>116</u> | <u>187</u> | + 71 |
| | 815 | 676 | - 68 |

II. Summer Student Teaching

| | <u>1973</u> | <u>1974</u> | + or - |
|--|-------------|-------------|--------|
| | 19 | 4 | - 15 |

III. Preliminary Fall Head Count

| | <u>1973</u> | <u>1974</u> | + or - |
|-----------------------|-------------|-------------|--------|
| Freshmen | 702 | 734 | + 32 |
| Sophomores | 511 | 538 | + 27 |
| Juniors | 478 | 392 | - 86 |
| Seniors | 566 | 476 | - 90 |
| Graduates | 86 | 81 | - 5 |
| Specials | <u>37</u> | <u>45</u> | + 8 |
| | 2380 | 2266 | -114 |
| Male Students | 49 | 52 | + 3 |
| Out-of-state students | 168 | 198 | + 30 |

IV. Student Teachers are Located as Follows:

| | <u>1973</u> | <u>1974</u> |
|------------------|-------------|-------------|
| Appomattox | 0 | 7 |
| Charlotte | 2 | 0 |
| Chesterfield | 43 | 30 |
| Colonial Heights | 8 | 7 |
| Cumberland | 0 | 0 |
| Danville | 18 | 19 |
| Fairfax | 20 | 17 |
| Halifax | 5 | 0 |
| Henrico | 41 | 36 |
| Lynchburg | 21 | 14 |
| Prince Edward | 8 | 12 |
| Prince George | 12 | 9 |
| Richmond | 21 | 11 |
| Roanoke | 40 | 31 |
| South Boston | <u>5</u> | <u>0</u> |
| | 244 | 193 |

V. Longwood Students Taking Classes at Hampden-Sydney

| | <u>1973</u> | <u>1974</u> |
|----------|-------------|-------------|
| Students | 45 | 50 |
| Classes | 22 | 33 |

VI. Hampden-Sydney Students Taking Classes at Longwood

| | <u>1973</u> | <u>1974</u> |
|----------|-------------|-------------|
| Students | 14 | 33 |
| Classes | 9 | 15 |

Submitted by,

Raymond Gilchrist, Jr.
Registrar

October 31, 1974

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

I. Admissions

The report of the Director of Admissions is attached.

II. Placement

The report of the Director of Placement is attached.

III. Physical Plant

A. Capital Outlay

1. 1974-76a. Replace Roof and Balustrades on Colonnade - \$41,500

Work on this capital outlay project began on October 24, 1974. It is scheduled for completion on January 15, 1975.

b. Replace Retaining Walls on Barlow Field - \$19,700

Work is scheduled to begin on the retaining wall in January, 1975, and is to be completed by mid-summer, 1975.

2. 1976-78

Capital Outlay Requests (G.O. Form E&B CO-2) must be submitted to Division of Engineering and Buildings by March 15, 1975. There are certain steps yet to be completed. The Development Committee needs to meet and discuss our proposals. A priority listing of the projects will be decided at that time.

B. Road and Street Repairs

1. Milwood Road Project (Connects Highway 460 East with Highway 15 South)

The Town of Farmville is planning to widen Milwood Road. Approximately one-half of an acre of Longwood Estate will be affected by this proposed project. The College property affected fronts Milwood Road and is contained within a narrow strip projecting from three to fifteen feet onto College property and running nearly 1,300 feet in length. Our greatest concern is the encroachment to the green at the corner of Longwood Avenue and Milwood Road. On October 23, a survey of the area was made by Mr. Eric L. Robinson, representing the Board of Visitors, members of the Administrative Staff, and a faculty member, representing the Department of Health, Physical Education, and Recreation.

It is the recommendation of this committee, with Dr. Willett concurring, that we convey easement rights to the Town of Farmville for the road project. The Town should, in turn, construct a new green at an appropriate location and plant trees or shrubs, or both, by the proposed side of the road affected. These projects should be at the Town's expense.

2. Redford Street Repairs (Town of Farmville Project)

Work has been underway since October 17 on the Town project to widen Redford Street from Pine to Race Street and add curb and guttering. The completion date for this project is scheduled for November 8, 1974.

In connection with this project, the College has employed Wilck Construction Company (contractor for the Town) to make needed improvements on the Lankford Building loading zone. This project includes a six-inch base with two-inch blacktop, 80 feet of curb and gutters and 40 feet of paved gutter and grading. Cost for this improvement is \$1,400.

C. Insurance - Question of Collision Insurance on State Pool Vehicles

College pool cars are not covered by collision insurance. There are circumstances whereby a College employee could be faced with a tremendous financial burden without insurance coverage. We realize a need to alert our employees to this situation but seek first the Board's thinking and recommendation. In light of the Rector's knowledge and experience in this area, a letter was written to Mr. Daniel in October seeking his thoughts on the subject and suggesting that the matter be discussed at the November 8 Board Meeting.

D. Proposed Demolition of Booker House

This house is located across from Wygal Building on the Health and Physical Education building site. We have discussed our proposed demolition of this structure with the Division of Engineering and Buildings. We have received an estimate to demolish the house from Wilck Construction Company in the amount of \$1,700, but we have chosen to effect some savings by having our own work crew do the job.

Submitted by,

William J. Peele
Vice President for Administration

October 31, 1974

I Admissions Information 1974-75

| <u>Applications</u> | <u>1974-75</u> | <u>1973-74</u> |
|--|----------------|----------------|
| Applications Received | | |
| Virginia Freshmen | 981 | 983 |
| Out of State | 152 | 219 |
| Transfer | <u>141</u> | <u>131</u> |
| Total | 1274 | 1333 |
| Completed Applications | 1209 | 1213 |
| Accepted Freshmen & Transfers | 1065 | 1097 |
| Expressed as a Percent of Applications | 88.1 | 90.4 |
| Total Matriculating | 737 | 702 |
| Freshmen Matriculating | 644 | 619 |

Regular Admission Freshmen Rank in High School Class

| | 1974-75 | 1973-74 |
|-----------------|---------|---------|
| First Quintile | 43.8% | 42.8% |
| Second Quintile | 33.4% | 38.7% |
| Third Quintile | 15.4% | 14.8% |
| Below Third | 5.2% | 1.9% |
| Not Ranked | 2.2% | 1.8% |

Median College Board Scores

| | 1974-75 | 1973-74 |
|--------|---------|---------|
| Verbal | 440 | 440 |
| Math | 460 | 470 |

II Admissions Information 1975-76

| | 1974-75 | 1973-74 |
|---|---------|---------|
| Applications Received as of October 21 | 183 | 172 |
| Applicants Accepted | 36 | |
| Applicants on Hold | 24 | |
| Applications Complete in Process | 17 | |
| Applications Not Complete | 106 | |

**ANNUAL REPORT OF
THE OFFICE OF PLACEMENT SERVICES**

TO

**The Board of Visitors
Longwood College
Farmville, Virginia**

Academic Year 1973 - 1974

**Androniki J. Fallis, Director
Joyce M. Trent, Secretary**

In spite of the dismal outlook reflected by national trends in teacher employment and in the economic market in general, Longwood College has experienced, once again, a remarkably successful year in the realm of placement of the 1974 graduates.

The following observations are made in reference to the enclosed chart.

- 1) The category of homemaking encompasses those students who were not seeking employment and/or those graduates who were unable to relocate due to marriage or other personal reasons.
- 2) The category "Undecided or Unknown" refers to graduates with whom the office was unable to contact either by phone or mail or are unemployed for various reasons which may be different from the above.
- 3) A percentage breakdown by discipline in all categories is available upon request.

SUMMARY OF REPORTS

| | <u>NUMBER</u> |
|------------------------------|---------------|
| GRADUATES | 572 |
| Teaching Majors | 475 |
| Elementary | 212 |
| K-3 | 158 |
| 4-7 | 54 |
| Secondary | 263 |
| Non-Teaching Majors | 97 |
| | |
| NUMBER OF GRADUATES EMPLOYED | |
| Teaching | 470 |
| Elementary | 182 |
| K-3 | 133 |
| 4-7 | 49 |
| Secondary | 191 |
| Homemaking | 36 |
| Employed other than teaching | 46 |
| Attending Graduate School | 15 |
| | |
| Non-Teaching | 87 |
| Employed | 54 |
| Homemaking | 5 |
| Attending Graduate School | 19 |
| Teaching | 9 |
| | |
| UNDECIDED OR UNKNOWN | 15 |
| Teachers | 5 |
| Elementary | 1 |
| Secondary | 4 |
| Non-Teachers | 10 |
| | |
| | <u>NUMBER</u> |
| ON CAMPUS INTERVIEWS | 59 |
| Public School Systems | 50 |
| Virginia | 48 |
| Counties | 31 |
| Cities | 17 |
| Out-of-State | 2 |
| Others | 9 |

SUMMARY (Cont.)

| | NUMBER |
|---|--------|
| LISTING OF VACANCIES | 175 |
| Public School Systems | 126 |
| Virginia | 105 |
| Counties | 83 |
| Cities | 22 |
| Out-of-State | 21 |
| Non-teaching Organizations | 9 |
| Virginia | 6 |
| Out-of-State | 3 |
| Colleges and Junior Colleges | 13 |
| Private Schools | 18 |
| | |
| Interviews Held | 1,761 |
| Credentials Files Established | 572 |
| Sets of Credentials Forwarded to Prospective Employers 8-15-73 to 9-1-74 | 4,963 |

REPORT OF THE OFFICE OF PLACEMENT SERVICES

LONGWOOD COLLEGE

August 1978 - August 1974

PROSPECTIVE EMPLOYERS SCHEDULING INTERVIEWS ON CAMPUS

VIRGINIA:NO. OF STUDENTS
ATTENDING

| | |
|-----------------------------------|-----------|
| Alleghany County | 18 |
| Amherst County | 14 |
| Bath County | 7 |
| Bedford County | 23 |
| Brunswick County | 5 |
| Campbell County | 18 |
| Chesterfield County | 138 |
| Culpeper County | 23 |
| Fairfax County | 57 |
| Fauquier County | 25 |
| Franklin County | 6 |
| Gloucester County | 28 |
| Henrico County | 168 |
| Henry County | 8 |
| King George County | 6 |
| Lancaster County | 10 |
| Loudoun County | 26 |
| Lunenburg County | 5 |
| Nelson County | 15 |
| Orange County | 29 |
| Page County | Cancelled |
| Prince George County | 22 |
| Prince William County | 33 |
| Roanoke County | 75 |
| Rockbridge County | 21 |
| Rockingham County | 9 |
| Smyth County | Cancelled |
| Spotsylvania County | 12 |
| Stafford County | 21 |
| Warren County-Rappahannock County | 6 |
| York County | 35 |

VIRGINIA: (Cities)

NO. OF STUDENTS
ATTENDING

| | |
|---|-----------|
| Alexandria | Cancelled |
| Buena Vista | 11 |
| Charlottesville | 55 |
| Chesapeake | 96 |
| Colonial Heights | 65 |
| Covington | 9 |
| Danville | 25 |
| Franklin City | Cancelled |
| Hampton | 76 |
| Lynchburg | 74 |
| Suffolk | 25 |
| Newport News | 84 |
| Norfolk | 23 |
| Portsmouth | 61 |
| Richmond | 64 |
| Roanoke City | 52 |
| Virginia Beach | 93 |
| | |
| Department of the Army - Civilian Personnel | |
| Fort Lee | 10 |
| Quantico Dependent's School System | |
| State of Virginia - Personnel Office | Cancelled |

DISTRICT OF COLUMBIA:

ACTION
United States Army

NON-TEACHING:

| | |
|--------------------------------------|-----------|
| Central Intelligence Agency | 14 |
| Firestone Tire and Rubber Company | Cancelled |
| Kings Dominion - Lion Country Safari | 45 |
| Philip Morris | Cancelled |
| Times World Corporation - Roanoke | 10 |
| Virginia National Bank | 6 |

PROSPECTIVE EMPLOYERS LISTING POSITIONS

VIRGINIA: (teaching)

Accomack County
 Albemarle County
 Alleghany County
 Amelia County
 Amherst County
 Appomattox County
 Arlington County
 Bath County
 Bedford County
 Bland County
 Botetourt County
 Brunswick County
 Buchanan County
 Buckingham County
 Campbell County
 Caroline County
 Carroll County
 Charlotte County
 Chesterfield County
 Clarke County
 Craig County
 Culpeper County
 Cumberland County
 Dickinson County
 Dinwiddie County
 Essex County
 Fairfax County
 Fauquier County
 Fluvanna County
 Franklin County
 Frederick County
 Gloucester County
 Goochland County
 Grayson County
 Greene County
 Greenville County
 Halifax County
 Hanover County
 Henrico County
 Highland County
 Henry County
 Isle of Wight County
 King George County
 King William County

Lancaster County
 Lee County
 Loudoun County
 Louisa County
 Lunenburg County
 Madison County
 Mathews County
 Mecklenburg County
 Middlesex County
 Nelson County
 New Kent County
 Northampton County
 Northumberland County
 Nottoway County
 Orange County
 Page County
 Pittsylvania County
 Powhatan County
 Patrick County
 Prince Edward County
 Prince George County
 Prince William County
 Richmond County
 Roanoke County
 Rockingham County
 Rockbridge County
 Russell County
 Shenandoah County
 Southampton County
 Spotsylvania County
 Stafford County
 Surry County
 Sussex County
 Tazewell County
 Warren County-Rappahannock County
 Washington County
 Westmoreland County
 Wise County
 York County

VIRGINIA: (cont.)CITIES:

Alexandria
 Buena Vista
 Chesapeake
 Colonial Heights
 Covington
 Danville
 Franklin
 Galax
 Fredericksburg
 Hampton
 Hopewell
 Lynchburg
 Martinsville
 Newport News
 Norfolk
 Petersburg
 Portsmouth
 South Boston
 Suffolk
 Williamsburg
 Winchester

TOWNS:

Colonial Beach

PRIVATE SCHOOLS

Amelia Academy - Amelia
 Brunswick Academy - Lawrenceville
 Caroline Academy - Bowling Green
 Central Rehabilitation Center - Petersburg
 Isle of Wight Academy - Isle of Wight
 Kenston Forest - Blackstone
 Lynchburg Training School and Hospital - Lynchburg
 Patrick Henry Academy - Charlotte Court House
 Mecklenburg Academy - Chase City
 Rock Hill Academy - Charlottesville
 Southampton Academy - Courtland
 William T. Sutherlin Academy - Danville
 Surry Academy - Dendron
 Southside Vocational Training School - Crewe
 Suffolk-Nansemond Academy - Suffolk
 Tidewater Academy - Wakefield and Stony Creek
 Woodstock School - Richmond
 York Academy - Shackelford

VIRGINIA: (non-teaching)

Cooperative Extension Service, V.P.I. & S.U.
 U.S. Civil Service - Norfolk
 City of Alexandria
 Virginia Museum of Fine Arts - Richmond
 Hayes, Seay, Mattern and Mattern - Roanoke
 Philip Morris - Richmond

OUT OF STATE: (teaching)DELAWARE:

Alexis I. DuPont School District - Greenville
 Milford School District - Milford
 Newark School District - Newark
 Seaford Special School District - Seaford

FLORIDA:

Broward County Schools - Fort Lauderdale
 Florida State Department of Education - Tallahassee

MARYLAND:

Anne Arundel County - Annapolis
 Baltimore City - Baltimore
 Charles County - La Plata,
 Prince George's County - Upper Marlboro
 St. Mary's County - Leonardtown
 Wicomico County - Salisbury

NEW JERSEY:

Cranford Public Schools - Cranford
 Delanco Public Schools - Delanco

NEW YORK:

Patchogue-Medford - Long Island
 Union Free School District #5 - Town of Rye - Port Chester
 Jefferson-Lewis BOCES - Glenfield
 Hounsfield Central School District - Sackets Harbor

NORTH CAROLINA:

Menden Hall High School - Greensboro

SOUTH CAROLINA:

Greenville County - Greer
 State Department of Education - Columbia

COLLEGES AND JUNIOR COLLEGES:

Blue Ridge Community College - Weyers Cave, VA
Cecil Community College - North East, MD
The College of Charleston - Charleston, S.C.
Dabney S. Lancaster Community College - Clifton Forge, VA
Eastern New Mexico University - Portales, N.M.
Eastern Shore Community College - Wallops Island, VA
Lord Fairfax Community College - Middletown, VA
Southside Virginia Community College - John H. Daniel Campus - Keysville, VA
University of Kentucky - Prestonburg, KY
University of Northern Iowa - Cedar Falls, Iowa
University of Wyoming - Laramie, Wyoming
William Penn College - Oskaloosa, Iowa
Southeast Missouri State University - Cape Girardeau, MO

OUT OF STATE: (non-teaching)

Civil Service Commission of Philadelphia
Paralegal Institute - New York, New York
Tennessee Eastman Company - Kingsport, Tennessee

The Office of Placement Services is continuing to expand the scope of services offered to the student body of Longwood College. In addition to the activities included in this report, the Office made available and publicized the Hampden-Sydney College recruiting schedule and students were allowed the opportunity to be interviewed on that campus. The office maintained bulletin boards in residence halls housing senior students, as well as maintaining a large bulletin board adjacent to the Placement Office. These boards displayed information forwarded to Longwood by public school systems, business firms, government agencies, graduate schools, summer camps, and other organizations. Job vacancies were also listed in the Daily Bulletin published by the Public Relations Office.

Establishing credentials files and scheduling personal conferences with the Director of Placement during the senior year are not necessarily the initial contacts the student makes with the placement office. The Office is working in cooperation with the Office of the Dean of the College and the Office of the Dean of Students in providing assistance and literature to freshmen and upper classmen regarding career development, job descriptions and information on the relative employability of individuals in various fields in the foreseeable future.

PLACEMENT SERVICES REPORT

LONGWOOD COLLEGE

Placement of Longwood Graduates - 1973-74

CITY SCHOOL SYSTEMSAlexandria

Christine Linn Hoffmann
Johanna Leslie Nuzzo (Substitute)

Bristol

Nancy Karen Stallard

Charlottesville

Brenda Joyce Burgess
Therese Ann Kane

Chesapeake

Carol Ann Erickson
Margaret Louise Lynch
Marcia Ilene Shipp
Patricia Elaine Skinner
Lynette Copeland Thomason

Clifton Forge

Karen Royal Craft

Colonial Heights

Sharon May Hodges
Pamela Dale Lenz
Jessie L. Reter
Lucinda Ann Saufley

Covington

June Carol Beninghove
Martha Ann Briscoe
Jeanine Delyn Kokinski
Sherry Leigh Smith
Karen Lee Williams

Danville

Karen Kay Ashwell
Jan Riley Carter
Rebecca Gladys Evans

Franklin

Mary Ann Hill
Barbara Arlene Radford

Fredericksburg

Denise Gail Dunn
Jessie Kathryn Jenks (Substitute)

Hampton

Mary Frances Buckelew
Amy Carol Burcher
Marilyn Sue Burdick
Deborah Ann Carle
Mary Sue Clayton
Sheila Diane Crocker
Patricia Vann Flora
Victoria Ann Gardner
Deborah Jean Golden
Elizabeth Carole Marshall
Wanda Gail Perdue
Elizabeth Pleasants
Wrengay Rawls
Susan Donnan Robins
Cynthia Lou Schatz
Linda Faye Stone
Mildred Ann Trammell
Kathleen Ann Tubbs
Bonnie Sue Woodhouse

Hopewell

Joy Elizabeth Adams
 Brenda Ercelle Blackwell
 Debra Lynn Funkhouser
 Christine Anne Lambert
 Sarah Good Robinson
 Jo Ann Tucker

Lynchburg

Barbara Sue Crowell
 Phyllis Taylor Moore
 Loretta Terese Moyers
 Adrienne Noel
 Shirley Gail Whorley

Newport News

Kathleen Balla
 Patricia Helen Barrow
 Susan Frances Haynes
 Janet Carol Hogge
 Pamela Jane Jenkins
 Janet Lynn Tennyson
 Cathleen Virginia O'Donnell (Substitute)

Norfolk

Sharon Rose Cahill
 Camilla Eure
 Anne Warren Campbell
 Mary Beth Pearson

Portsmouth

Diane Louise Anne
 Deborah Sawyer Hughson
 Deborah Thomas Jones
 Lacey Denise Moyers
 Carol Renee Nelson
 Teresa Rose Stafford

Petersburg

Elizabeth Ann Parron
 Sara Eley Reid
 Jacqueline Marie Rush
 Katherine Ridley Sanders

Richmond

Jean Wesley Bruce
 Brenda Carol Eubank
 Kathleen Devon Griffith
 Jo Ann Smith

Roanoke

Carolyn Faye Barnett
 Vickie Lynne Caldwell
 Sandra Kay Garst
 Barbara Jo Purcell
 Barbara Lee Renick
 Deborah Lynn Waldron

Suffolk

Brendalyn Faughn Crockett
 Janet Marie Daughtrey
 Sheila Lynn Daughtrey
 Emily Jane Holcombe
 Jean Campbell Johnson
 Vicky Marie Mann
 Betty Sue Mansfield
 Eva Kay Page
 Mary Katherine Saunders
 Ellen Carol Smith
 Dorothy Jean Spady
 Marylynn Stahling
 Nancy Lou Underwood
 Judith Charlene Wheeler
 Pamela Sue Williams

Virginia Beach

Diane Elizabeth Anderson
 Shirley Ann Ashby
 Sharon Elizabeth Beard
 Cynthia Ann Bowden
 Janet Dorine Carroll
 Daphne Clark Curtis
 Jacqueline Lynn Fletcher
 Susan Campbell Garnett
 Kathy Jenine Gordon
 Jo Ann Harrison
 Susan Lee McIntosh
 Anita Carol Morse
 Linda May Olsen
 Christine Lynn Sharpe
 Wendy Sue Stevens
 Mary Catherine White
 Marye Roma Wilhite

Waynesboro

Beverley Ashby Kesner (Substitute)

Williamsburg

Janice Marie Thomas

COUNTY SCHOOL SYSTEMSAccomack CountySharon Denise Parks
Barbara Grace Smith
Marlene Diane WalmanAlbemarle

Virginia Lee Metcalfe

AlleghanyCecille Ann Fix
Deborah Jean Locks
Debra Lucille Tyree
Victoria Elizabeth WebsterAmeliaJanet Marie Broan
Edwina Martin
Marsha Barbara Terry
Judith Carol WrightAmherst

Martha Louise Cash

AppomattoxValerie Lynn Blanks
Patricia Jane Butler
Margaret E. Chapman
Shirley Cunningham Eye
Linda Moses Mays
Yvonne F. Paulette
Barbara Almond Shelton
Kathy Taylor Whately
Aubrey DeBell Young, Jr.AugustaJoan Elizabeth Anderson
Donna Marie Critzer
Carey Lea Harris
Charletta LaVerne Harris
Deborah Ann Riger
Sarah Todd LewisBathNancy James Burr
Judith Dianne HammBedfordMary Jacquelyn Deacon
Ella Jacqueline WilsonBrunswickDebra Ann Corns
Jewel Yvonne HoltBuchanan

Marsha Gail Long

BuckinghamMargaret Laura Atkinson
Glenda Fay Harris
Barbara Landes Heifner
Martha Faye Jones
Judith Thomas McKay
Linda Ferry Webber
Brenda Gail PriceCampbellDainne Dalton Barbour
Cleo Reynolds Coleman
Pauline Beth Dawson
Bonnie Gail Vassar
Ann Wood WorshamCarolineRebecca Whitmell Phipps
Bonnie Ann Wood

Charlotte

Deborah Rice Barksdale
 Lucille Glasscock Cristo
 Bonita Jones Hamlett
 Pamela Sue Hendricks
 Betty Katherine Mayes
 Judy Diane Thorpe

Chesterfield

Deborah Ann Arvin
 Loretta Patricia Bunting
 Betty Wilkins Carter
 Karen Elizabeth Carter
 Karen Peverill Carter
 Robbie Gaye Crisp
 Charlotte Louise Fackler
 Nanette Evette Fisher
 Ann Page Lovelace
 Sandra Michelle Luck
 Janet Marie Miller
 Joyce Carol Morene
 Marica Marie Pedersen
 Mary Frances Plecker
 Mary Beth Etheridge Reckelhoff
 Mildred Kay Rogers
 Dianne Denton Wells
 Mary Yvonne Williamson
 Susan Ellen Wooldridge

Craig

Dale Lynn Alther

Culpeper

Linda S. Burgdorf
 Marie Grace Givens
 Nancy Ann Gonzales
 Marie Jeanette Wiemer
 Josephine Gale Yates

Cumberland

Mary Sampsell Brown
 Robert Allison Bruce
 Kathryn Miller Stombeck

Dinwiddie

Linda Frances Hahn
 Patricia Gail Harrison
 Eloise Osbourn Phillips

Essex

Wanda Lee Wallace

Fairfax

Laura Townsend Berryman Brown
 Linda Sue Caddell
 Jan Marie Compher
 Judy Taylor Delf
 Dorothy Ann Green
 Mary Ellen Knapp
 Isabel Ann Rice

Fauquier

Christine Anne Mullin

Fluvanna

Charlotte Ann Glass (Substitute)
 Suzanne Lee Painter (Substitute)

Frederick

Judith Ann Grossnickle

Franklin

Donna Marie Hurt
 Susan Kaye Law

Goochland

Brenda Gayle Bradley

Gloucester

Jeris Ermae Folk

Greene

Barbara Darnell Spence
 Doris Deane Wills

Greensville

Gail Partilla Shimko

Halifax

Mary Lyle Canada
 Bernice Guthrie Carey
 Linda Dianne Gravitt
 Brenda Jean Harlow
 Kathleen Marie Perkins

Hanover

Deborah Lee Carneal
 Mary Ann Early
 Brenda Ilene Gibson
 Beverly Kathleen Johnson
 Deborah Lynn Powell

Henrico

Jane Fontaine Anderson
 Patricia Lee Cruickshanks
 Cornelia Nichols Deyerle
 Donna Lynn DuPriest
 Linda Anne Gill
 Linda Lee Harris
 Glenda June Hite
 Robin Dianne Hogan
 Margaret Elaine Jackson
 Mary Ernestine Knauf
 Deborah Jean Long
 Beverly Lynn Limerick
 Stephanie Anne Lucas
 Martha Parker Mallory
 Mary Alice Noel
 Susan Kristine Siegrist
 Suzanne Stewart
 Sandra Ellen Ward
 Jody Clare Warren
 Judy Ann Whitley
 Claudia Ann Wyatt
 Deborah Vail Young

Henry

Donna Sue Gillispie

Isle of Wight

Josephine Victoria Bonds
 Elizabeth Lee Daniel

King William

Bonnie Kate Soles

Lancaster

Donna Carol Nichols
 Mary Lynn Smith
 Cheryl Ann Swenchonis

Loudoun

Bruce Anita Daughtrey
 Deborah Kay Smith
 Alvena Carol Weiskircher

Louisa

Mary Griswold Wood

Lunenburg

Elizabeth Susan Campbell
 Nancy Bragg Lafoon
 F. Rose Abernathy Wright
 Joan Jeter Zava

Madison

Nancy Anne Napier
 Sandra Joyce Taylor

Mecklenburg

Barbara Jo Bannin
 Lisa Ann Dixon
 Pamela Gayle Forlines
 Carol Parker Freeman
 Betsy Gayle Garrett
 Robin Landes Glascock
 Ellen Baldwin Grant
 Elizabeth Ellen Hankey
 Vicky Lee Lutman
 Rebecca M. Nicholson
 Debra Leigh Pierce

Montgomery

Brenda Jean Burchett

New Kent

Ellen Lee Morrison

NorthamptonAnn Garland Smith
Valerie Barban TravisNorthumberland

Ellen Christine Adams

NottowayFrances Walthall Clements
Gerry Sue Davis
Patricia Adele Warren
Glenda Simpson WoodallOrangeDeborah Ellen Ward
Rachel Denise WinnPittsylvaniaKathy Lynne Brown
Belinda Gayle Johnson
Cynthia Hope Mattox
Wanda Rae Parsons
Bonnie Ruth Worley
Patricia Ann WyattPowhatan

Phyllis Susan Hicks

Prince EdwardNancy Ann Gordon
Bettie Lynn Bradshaw Houseman
Margaret Jean Montague
Rachel Nunnally Overstreet
Linda Sue Roberts
Barbara Faye WallacePrince GeorgeMarsha Sue Atkinson
Mary Katherine Dunnavant
Linda Ruth Edwards
Jeannie Lynn England
Evelyn Mitchell Hawkins
Mireya Silveira Hayes
Ellen P. Jones
Brenda Evans KingPrince WilliamPatricia Ann Abrams
Mary Darlene Claytor
Susan McClellan Daniel
Sandra Jean Dennis
Margaret Ann Gibbs
Diane Michele Groves
Lee Ann McCartney
Janice Agnes Patton
Pamela Lynn Peverill
Diane Ruth White
Patricia Ann WoodieRichmond

Lucy Camilla English

RoanokeCheryl Ann Buhrman
Maria Silveira Harris
Dana Belinda Jones
Brenda Lynn Jordan
Lynn Marie LaPierre
Carol Diane Marlowe
Sandra Ann MilanRockbridge

Katherine H. Brush

Smyth

Hope Harman Vaughan

Southampton

Debra Ann Drake
Catherine Lewis Lassiter
Martha Elizabeth Ward

Spotsylvania

Judith Joyce Anderson

Stafford

Bette Jane Diehl
Sandra Lee Weese
Paula J. Williams

Surry

Nancy Georgette Waite

Sussex

Nancy Ross Goffigon

Warren

Julie Arlene Earley
Patricia Anne Lipps

Westmoreland

Louise Watson Elkins
Joanne Noseck
Estelle Vernita Taylor

York

Catherine A. Glazebrook
Mary Susan Lewis
Betty Atkins Watson

PRIVATE SCHOOLSAmelia Academy

Katherine Feild Talley

American Pre-School - Richmond

Arlene Frances Redmond

Brunswick Academy

Kamelia Pfeiffer Biggs
Beverly Thomas Clary

Jackson River Vocational Center - Covington

Anita Noel Rice

Janie Porter Barrett School for Girls - Hanover

Rose Marie Bowen
Mary Lindsay Crawley

Mecklenburg Academy - Chase City

Glenda Faye Grizzard

Norfolk Collegiate School

Robin Dare Fekety

Old Salem Nursery - Charlottesville

Kathryn Ann Flint

Patrick Henry Academy - Charlotte C.H.

Jenness Hurd Barbour

St. Joseph School - Petersburg

Maria Felicissima Thompson

Surry Academy

Patricia Ann Johnson

Tidewater Academy - Wakefield

Mary Elizabeth Daughtrey
Martha Wood Stephenson

Warwick Christian School - Richmond

Elizabeth Jane Garrett

TEACHING OUT-OF-STATEFlorida

Orlando

Nancye Glynne Blair

Georgia

Richmond County - Augusta

Susan Lynn Blumenthal

Cobb County - Marietta

Kristie Thompson Boyer

DeKalb County - Decatur

Winifred Elaine Ford

New Jersey

Pascack Valley - Hillsdale

Mary Loyola Stuckey

Mount Holly

Donna Marie Brown

North Carolina

Jacksonville

Brenda Kay Clarke

Wilson

Teresa Lynn Saunders

Youngsville

Melvina Rebecca Johnson

ATTENDING GRADUATE SCHOOL

Debra Perry Anne

Virginia Commonwealth University

Beverly Sears Atwood

University of Virginia

Rebecca Anne Bailey

Appalachian State - Boone, N.C.

Anna Christine Bailor

Longwood College

Norma Pauline Ball

University of Tennessee

Linda L. Barber

University of Virginia

Dianne Lynn Bass

Appalachian State - Boone, N.C.

Lorita Ann Berryman

Medical College of Virginia

School of Hospital Administration

Elvira Irene Beverly

University of Virginia

Ann Skinker Bowman

University of Virginia

Rebecca Elaine Burch

Madison College

Shirley Jean Chappell

University of Virginia

Christie Ann Coleman

University of Virginia

Theresa Elizabeth Coogan

Longwood College

Cynthia Crisp

Winthrop College

Catherine Wright Cummins

(Attending a Graduate School in Florida)

Abigail Susan DeMoise

University of Virginia

Kathryn Phyllis DiGiacomo

Cornell University

Mary Francis Dunn

(Attending a Graduate School in New York)

Anne Preston DuPriest

University of Virginia

Amy Barbara Fluckiger

Longwood College

Joellen Mease Folger

University of Virginia

Joyce Geraldine Foster

Virginia Polytechnic Institute and S.U.

Lynn Harris Hanger

University of West Virginia

Donna Jean Hartrum

University of Virginia

Donna Maie Hicks

Southwestern Baptist Theological Seminary

Robin Elizabeth Hill

Virginia Commonwealth University

Martha Susan Lewis

Virginia Institute of Marine Science

Donna Lee Martin

Longwood College

Jewel Cahill Morecock

Virginia Commonwealth University

Martha Shelton Noel

University of Tennessee

Jimmie Lu Null

Carnegie-Melon - Pittsburgh

Graduate School (cont.)

Julie Anne Sherrod
Virginia Commonwealth University
Linda Gail Stuckey
Longwood College

OTHER THAN TEACHING

Dorethia Elaine Alexander
Waitress in a restaurant
in Charlottesville
Nancy Carol Anderson
Naval Weapons Station - Dahlgren
Katherine Moseley Axson
Chesapeake Social Services Bureau
Roberta Alberti Bailey
Dining Room Manager - Oceans Corp.
Virginia Beach
Sharon Lee Beatty
Annapurna Inn (Halfway House)
Goleta, California
Stephanie Diane Bickers
Wheat First Securities - Richmond
Judy Rose Borum
Martin The Jeweler - Farmville
Deborah Elizabeth Brader
Messenger on Capitol Hill - D.C.
Kathy Sue Bray
School of Medical Technology -
University of Virginia
Diane Elizabeth Breakiron
Tissue Culture - Flow Laboratories
Rockville, Maryland
Deborah Kay Broache
Clerk - Sears - Richmond
Anita Louise Brock
Roanoke County Department of
Public Welfare - Foster Care and
Child Protective Services
Ellen Hicks Browder
C.O. Alley - Travel Agency - Richmond
Eloise Anita Burleson
Hampton Department of Welfare
Carolyn Lea Callahan
Atlanta Department of Welfare
Lynda Carolyn Collier
Allen, Allen, Allen and Allen
Law Offices - Richmond
Susan Elizabeth Carter
Olaen Temporary Services
Boston, Massachusetts

Deborah Anne Council
Retail Credit Co. - Tampa, Florida
Joan Marie D'Amico
Bank of Virginia International - Richmond
Donna Marie Davis
Library - University of Arkansas
Jill Lynn Davis
Lynchburg Training School & Hospital
Linette Elizabeth Davis
Woolco Department Store - Delaware
Gary Lee DeBiasi
J. C. Penny Training Program - Hampton
Virginia Sue Derhaag
Government Printing Office - D.C.
Linda Jean Dodson
First National Exchange Bank - Roanoke
Jean Elizabeth Dunavant
Director of Student Activities
Nazareth College, Nazareth, Michigan
Kathleen McCray Fidler
Colonial Williamsburg
Rebecca Walker Freeman
University of Virginia Hospital
Susan Gail Freeman
Heritage Savings and Loan - Richmond
Charlotte Ann Fugett
Tenneco Oil Company - Richmond
Kathryn Ann Gray
Camelot Hall Nursing Home - Salem
Lucy Ann Gresham
Lab Technician - Medical College
of Virginia Department of Surgery
Division of Plastic Surgery
Janice Marie Grissom
Virginia Federal Savings and Loan
Richmond
Mary Patricia Guenther
Receptionist - Bureau of Veterans
Services - State of Pennsylvania
Donna Jane Hackley
Cookeville Federal Savings and
Loan - Cookeville, Tennessee
Ann Wylene Hanks
Waitress - Cattleman - Richmond
Sandra Gay Harris
Kitchen Distributors of Virginia
Richmond
Bernard Dale Hawkins
Farming
Bellene Alisa Henshaw
Peace Corps
Irma Rachel Hobbs
Lynchburg Training School & Hospital

Susan Hendricks Howard
 Secretary - Shenandoah Life Insurance
 Company - Roanoke
 Margaret Snell Hunter
 Clerk - Sears - Richmond
 Mildred Leona Inge
 Secretary - Camp Pickett -
 Janet Louise Irvine
 United Bank of Virginia - Richmond
 Cherlyn K. James
 Air Transport Association - D.C.
 Melinda Leigh Jones
 Virginia Beach Juvenile and
 Domestic Relations Court
 Probation Office
 Rebecca S. King
 Medical Technology School -
 University of Virginia
 Deborah Lynn Knode
 Virginia Institute of Marine
 Science - Gloucester
 Eleanor Marie Koelenbeek
 Secretary - Department of the Army
 Margaret Gail Lawson
 N.C.O. Club - Camp Pickett
 Jeannette Bruce Love
 Goodyear - Danville
 Stephanie Paige Lowder
 J.C. Penny's - Petersburg
 Cathy Overby McCanless
 Farmville Methodist Church
 (Part-time)
 Mary McGregor
 U. S. Customs Division
 U. S. Government - D.C.
 Mary Louise McKenzie
 Medical Technology School - Roanoke
 Memorial Hospital
 Barbara Alice McMillan
 Y.M.C.A - Daytona Beach, Florida
 Connie Lou Maitland
 Medical Technology School -
 University of Virginia
 Sharon Lee Mattox
 Lewis Gale Clinic - Salem
 Anna Leigh Morris
 Miller and Rhodes
 Rita Dianne Morris
 Central Virginia Child Development
 Evaluation Clinic - Lynchburg
 Darcy Ann Morrison
 Sanfred's Inc. - Norfolk

Betty Sue Mundy
 Clerk - Rite Aid Store - Fredericksburg
 Brenda Dale Musselman
 First and Merchants Bank - Richmond
 Elizabeth Ann Napier
 Resident Assistant Manager
 Cloverleaf Lake Townhouses and
 Manchester Townhouses - Richmond
 Christine Lee Nelsen
 Nottoway Social Services Department
 Cathryn Edna Newton
 LaVogue - Richmond
 Nancy Sanderlin Nimmo
 Cooper & Lybrand - Richmond
 Martha Ann Oast
 Chesapeake Social Services
 Susan Diane Parrish
 Waitress - Pizza Inn - Richmond
 Diana Lynn Perkinson
 Research at Medical College of Va.
 Janice Lynn Poole
 Sussex County Department of Social
 Services
 Janice Annette Ralcewich
 Tobacco Exporters International
 (U.S.A.) Ltd. - Richmond
 Nancy Jean Reynolds
 Dietician - Hermitage Old Folks
 Home - Richmond
 Joy Ellen Ross
 Naval Air Rework Facility - Cherry
 Point, N.C. - Secretary
 Cynthia Bly Royster
 Librarian - Longwood College
 Lucy Sale
 Official for Hockey
 Sharon Lyn Sapp
 Secretary - Office Equipment Company
 Richmond
 Sara Frederick Savage
 Prince Edward County Department of
 Social Services - Food Stamp Technician
 Constance Ellen Schaffer
 Smith and Sons Equipment Co. - Chantilly
 Christine Ann Shady
 Secretary - Smith Transfer - Staunton
 Shirley Jeanne Sheldon
 Public Relations - New Cavalier Motel
 Virginia Beach
 Cindy Susan Steele
 Dietary Department - V.P.I. & S.U.
 Billie Sue Taylor
 Secretary - Norfolk General Hospital

Kimberly Ann Terry
 Prince Edward County Department
 of Welfare
 Susan Kay Thomas
 Manpower, Inc. - Richmond
 Brenda Joyce Tune
 Central Home Trust Bank -
 Elizabeth, New Jersey
 Dianne Elizabeth Varga
 Texaco Research Lab - Richmond
 Sue Ellen Varney
 United Virginia Bank - Richmond
 Caroline Paige Vines
 Western State Hospital
 Elizabeth Blair Wade
 Western State Hospital
 Robert Eugene Wells, Jr.
 Jr. Executive - Craddock Terry
 Shoe Corp., Inc. - Farmville
 Janet Lynn Whitcomb
 VEPCO - Richmond
 Karen MacLean Wheeler
 Department of Health - Richmond
 Vicki Renee Whitt
 Aid to Dependent Children
 The City Hall of Richmond
 Catherine Daviette Winborne
 Rices Nachmans Department Store
 Portsmouth
 Wanda Allen Witherow
 Wake County Department of Social
 Services, Raleigh, N.C.
 Nancy Kathryn Wood
 Extension Agent Trainee
 Campbell County - Rustburg
 Donna Marie Villa
 Portsmouth School Board - Homebound
 Teacher - Special Education
 Sarah Burem Young
 Receptionist - Brault Law Firm
 Fairfax
 Susan Maynard Bonifant
 Raldeish Clothing Store Trainee for
 Management - Maryland

HOMEMAKING

Sarah Frances Ruth Adams
 Melinda Mary Alvord
 Wanda Carol Bailey
 Irene Gabrielle Bonds

Carol Jean Brizendine
 Stella Rødd Brown
 Candice Anne Callaghan
 Linda S. Camp
 Tandy Suzanne Cash
 Debra Lee Charles
 Mary Ellen Chittum
 Nancy Gayle Coleman
 Sharyn Lee Conover
 Susannah Perronneau Davis
 Patricia Elizabeth Delaney
 Gloria Jean Downey
 Jackie Leigh Ferguson
 Deborah Anne Fox
 Linda Kay Gainey
 Linda Ellen Hudson
 Carolyn Paxton Joyner
 Deborah Ann Kirby
 Rosanne Virginia Koontz
 Helen Edwards Long
 Christine Joan Miller
 Joan Faye Minetree
 Joyce Gratchen Nelson
 Alexis Diane Neofitou
 Carolyn Archer Newbill
 Debra Hawkes Patterson
 Marianne McCaul Powell
 Sue Ellen Pribble
 Carol Sue Buchanan Price
 Joyce Leigh Rogers
 Patricia Allyn St. Lawrence
 Lynne Thomas Tatum
 Doris Anne Taylor
 Mattie Una Susan Walsh
 Linda Eileen Wilson
 Karen Aileen Woltz
 Deborah Ann Wright

UNDECIDED OR UNKNOWN

Melanie Anne Bull
 Wendy Ann Burkhart
 Karen Jean Cooper
 Mary Jo Engesser
 Shirley Lynn Hamlett
 Kathleen Ann Hutchinson
 Cynthia Ann Kendrick
 Ruth Elaine Klemmsen
 Christine Love
 Margaret Grier May
 Linda Holmes Morris
 Nancy Jeanne Morrison
 Linda Susan Tolbert
 Deborah Anne Willingham
 Carolyn Lee Yount

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

I. Orientation

Miss Karen Grubb, elected by the student body as Chairman of Orientation, planned and executed a very effective program for new students. Most of the comments from our students, student leaders, faculty and staff have been extremely favorable. Several recommendations for changes are being considered for next year's orientation program. The summer academic consultation sessions were also considered very successful this year.

II. Withdrawals

Between August 24 and October 22, there were 55 undergraduate withdrawals, compared to 67 last year during the same period of time. These included 19 freshmen, 16 sophomores, 10 juniors, 5 seniors, and 5 special students. Some of the reasons given for withdrawing included: medical, 6; homesickness, 6; transfer, 4; personal and family problems, 9; suspension, 5; and, dissatisfaction, 4. Eight students had never arrived on campus to matriculate and are included in the number of withdrawals.

III. Infirmary

The Infirmary was in operation a total of 92 days from July 1 through September 30. During this time, a total of 116 students was admitted as bed patients, the doctor saw 617 patients during sick call, and the nurses treated 1,783 students in addition to treatment ordered by the physician.

| <u>Month</u> | <u>No. Days</u> | <u>Bed Patients</u> | <u>Doctor Sick Call</u> | <u>Nurses, exc. Sick Call</u> |
|--------------|-----------------|---------------------|-------------------------|-------------------------------|
| July | 31 | 7 | 80 | 234 |
| August | 31 | 11 | 88 | 349 |
| September | <u>30</u> | <u>98</u> | <u>449</u> | <u>1,200</u> |
| Totals | 92 | 116 | 617 | 1,783 |

IV. Drug Education

The Dean of Students has presented three drug programs to classes since the opening of school. A special program for identification of marijuana will be conducted for members of Judicial and Residence Boards on November 11.

V. Housing

When the residence halls opened on August 24, 1974, there were 1,979 resident students living in the 10 residence halls and rooms in South Ruffner. From August 24 to October 10, there were 120 reassignments. The resident enrollment on October 18 was 1,956. The opening resident student count last year was 2,004.

VI. Resident Counselors

Fourteen sophomore and junior students are currently employed as resident counselors in the freshman residence halls. During August and September group meetings were held on a weekly basis. One meeting was devoted to the functions of Residence Board and the Chairman of Residence Board attended the meeting; another meeting to Judicial Board procedures; plans are to devote a future meeting to the role of Legislative Board. Other meetings have been held for the purpose of in-service training. Regular meetings are now held on alternate weeks. Each resident counselor has had one or more private conferences with the Associate Dean of Students. Resident counselors report situations and problems to the Associate Dean of Students as the need arises.

VII. Student Teacher Housing

There are 193 seniors engaged in student teaching during the first semester. Approximately 92 of that number are living away from their family residences. A revised list of householders throughout the state is being prepared in the Office of the Associate Dean of Students. Housing information will be distributed to seniors who will be student teaching during the second semester.

VIII. Information Office

There were a total of 1,898 calls for the month of August and 3,580 for September. The average number of calls during that time was 89.8 per day.

IX. Student Activities

A. Beer in Snack Bar

The Board of Visitors was apprised of the request to sell beer in the Snack Bar at the August Board meeting. It has taken some time to work out all of the details, but the proposal now has been accepted and beer will be sold during the prescribed hours commencing on October 30, 1974. The use of the Snack Bar will be restricted to Longwood College students, faculty, staff, and accompanied guests. The policies have been accepted on a trial basis and the project will be evaluated continuously for a period of time.

B. Student Union Events

Attendance at various Student Union events this year has been very encouraging. Our first mixer of the year brought over 1,200 students in attendance and every mixer since then has had at least 600 students attending. Movies also are well attended with at least 200 students attending.

The Artist Series Program featuring Peter Nero was an outstanding event. Jarman Auditorium was at capacity as students, staff, and townspeople truly enjoyed his performance. Everyone is still talking about the concert and it will be a very difficult program to top. The remaining programs are Gwendolyn Brooks, a black Pulitzer Prize Winning Poet on November 6, and The National Theatre of the Deaf on February 17.

The Student Union Wheels Program continues to be very popular with our student body. Wheels trips to Monticello, the Richmond Coliseum, Holiday on Ice, Virginia Museum Theatre, and the Richmond Symphony, in particular, have been very successful. Over spring vacation, Wheels will sponsor a trip to Montego Bay, Jamaica. The response to this trip has been encouraging.

C. National Entertainment Conference

On October 11 through October 15, 1974, three students and the Director of Student Activities attended the Southeast Regional Meeting of the National Entertainment Conference. The students attended various workshops concerning programming and discussed several aspects of programming with over 300 delegates from 60 schools in the southeast. This conference was very meaningful and allowed our students to interact with students from various schools and to receive different ideas about programming at other institutions.

D. Residence Hall Programming

Efforts to implement residence hall programs are underway. Early in the semester several residence halls were visited to discuss with the Residence Hall Council various aspects of programming.

E. Outdoor Recreation Program

The Student Union, in cooperation with the Department of Health, Physical Education, and Recreation, has been very successful in sponsoring an outdoor recreation program. The group has taken three camping trips to various state parks in the area. Students have camped in tents and have gone canoeing, backpacking, boating, and water skiing. This has been a very popular program.

F. Men's Basketball

The men's basketball team once again has been organized and will be playing various colleges in the area.

Submitted by,

Mary A. Heintz
Vice-President for Student Affairs

October 31, 1974

I. Fiscal Affairs

- A. The operating statements for Educational and General Activities and Auxiliary Enterprises for the first fiscal quarter of FY75 are attached. In addition, as a basis for comparison, reports covering the same period during FY74 are attached.
- B. As of September 30, 1974, collected revenues, plus projected revenues, are sufficient to meet anticipated expenditures by June 30, 1975. A comparison of FY75 statements to the FY74 statements, for the same period, reflect that we are disbursing funds at a slightly higher rate but collecting revenues at a higher rate.
- C. As was indicated in the last memo to the Board, we received preliminary word on a 5% reduction in expenditures for FY75. Detailed instructions are anticipated within the next week and we are placing this item on the agenda for discussion at the November Board meeting. Personnel services will not be cut, according to Governor Godwin, so the 5% reduction must be achieved from other areas. With 85% of Longwood's budget committed to personnel services and another 10% to fixed costs, the reduction will apparently cause serious operating problems. A reduction was also called for during FY74. Longwood, along with almost all other State colleges, was unable to contribute any reduction during FY74, although a small return was made within the framework of classified salary increase funds. Speculation for FY75 again leads me to believe that the reduction can be restricted to the salary increase money. Longwood is anticipating \$51,852 from the Governor in our current budget for salary increases already granted. Longwood will be unable to balance its budget unless we get the \$51,852 as already budgeted.
- D. As previously indicated, revenue collections appear to be excellent at this time. Total accounts receivable of \$2,034,325 for the first semester have been reduced to \$256,674 as of October 24, 1974. Second semester accounts will be invoiced on December 15, 1974, with a payable date of January 15, 1975.

II. Personnel

The Business Office staff has been increased with the hiring of Mrs. Betty Kidder as Internal Auditor. Mrs. Kidder comes to us from the University of Georgia where she had over 25 years of experience in business affairs while serving the last 5 years as head of banking

under the Treasurer of the University of Georgia. Mrs. Kidder will report to the Business Manager and President on all financial operations at the College. It is expected that Mrs. Kidder will develop complete policy statements on every aspect of Longwood's fiscal affairs with documented financial statements supporting revenues and disbursements.

Mrs. Kidder has a bachelor's degree in business administration from the University of Georgia. We feel that her contributions to our staff will prove to be considerable.

III. Miscellaneous

A. Land

It has been discovered that a small piece of College property on Ely Street has been unintentionally made into a driveway for a private residence. A contractual arrangement will necessarily be made between the College and the landowner for the use of State property. At this time, we are not prepared to make a recommendation since the private landowner has been asked to re-check his property boundaries for possible error.

There is one lot in the proposed Physical Education Building site which is still occupied by the previous owner. We will have an obligation of approximately \$8,000 to this person when he relocates for inconvenience under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1972. The funds must come from the Governor's contingencies when required by the landowner. We have encountered some delay in removing this landowner because we have not had an urgent need for the land. We now feel that excessive excuses have been presented by this person and ask authority to have him vacate by December 1, 1974, so the account can be settled. This person has had extensions since January 1, 1974.

B. Uncollectible Accounts

By authority of Section 23-188 of the Code of Virginia, the Board of Visitors has the right to set regulations and controls for college funds as long as they are not

inconsistent with the laws of the State. Accordingly, authority is requested to write the following accounts from the fiscal records as uncollectible:

Carrie Fowles Loan Fund

| | |
|--------------------------|---------------|
| Borum, Clara | \$300.00 |
| Little, Shirlee Campbell | <u>351.80</u> |
| Total | \$651.80 |

Cunningham Loan Fund

| | |
|---------------------|---------------|
| Curley, Ann | \$100.00 |
| Drewry, Evelyn | 10.00 |
| Cornwell, Henrietta | <u>100.00</u> |
| Total | \$210.00 |

Tabb Loan Fund

| | |
|-----------------------|--------------|
| Mapp, Jennie B. | \$100.00 |
| Stubblefield, Joan H. | 220.52 |
| Herzog, Elizabeth L. | <u>95.00</u> |
| Total | \$415.52 |

The Auditor of Public Accounts agrees that the above accounts are uncollectible and, in most cases, current addresses are not even known. The accounts date beyond 1964 and have not received any payments since 1964.

The corpus of the loan funds appears as follows after the deletions:

| | |
|---------------|-------------|
| Carrie Fowles | \$11,775.43 |
| Cunningham | 4,311.78 |
| Tabb | 3,863.19 |

Authority is also requested to delete the following accounts listed in the name of Linda Lou Brown who has filed bankruptcy:

| | |
|---------------------------|-----------|
| Dungan-Chappell Loan Fund | \$ 350.00 |
| College tuition | 2,978.30 |

Miss Brown was a student from 1971-72 and withdrew during 1973-74 for financial reasons. The account was

allowed to accumulate on Miss Brown since we anticipated she would graduate and repay the account.

Submitted by,

J. H. Paul
Business Manager

October 31, 1974

LONGWOOD COLLEGE
 Operating Statement
 for the Period July 1, 1974 - September 30, 1974
 Educational and General

| | <u>Budget for Year</u> | <u>To Date Actual</u> | <u>% of Actual to Budget</u> |
|--|----------------------------|---------------------------|----------------------------------|
| REVENUES: | | | |
| Student Tuition and Fees | \$1,599,605.00 | \$ 651,283.72 | 40.7 |
| Other Educational and General | 90,000.00 | 5,263.15 | 5.8 |
| State General Fund Allotments | <u>2,832,345.00</u> | <u>708,086.00</u> | <u>25.0</u> |
| TOTAL REVENUES | \$4,521,950.00 | \$1,364,632.87 | 30.2 |
| DISBURSEMENTS: | | | |
| General Administration, Student Services and General Expenses | \$ 860,429.00 | \$ 169,386.11 | 19.69 |
| Instruction - Regular Session | 2,607,751.18 | 343,227.89 | 13.2 |
| Instruction - Summer Session | 123,210.38 | 123,210.38 | 100.0 |
| Organized Activities Related to Academic Departments | 164,852.00 | 30,981.73 | 18.8 |
| Libraries | 283,087.00 | 53,022.57 | 18.7 |
| Maintenance of Physical Plant | 688,500.44 | 168,299.32 | 24.4 |
| Heating Plant | 318,515.00 | 97,116.00 | 30.5 |
| Extension Service | 30,840.00 | 4,938.88 | 16.0 |
| Physical Plant Costs Transferred | <u>(555,235.00)</u> | <u>(138,800.00)</u> | <u>25.0</u> |
| TOTAL DISBURSEMENTS | \$4,521,950.00 | \$ 851,382.88 | 18.8 |
| UNEXPENDED BALANCE | | \$ 513,249.99 | |
| ENCUMBRANCES | | \$ 71,863.02 | |
| UNENCUMBERED BALANCE | | \$ 441,386.97 | |

LONGWOOD COLLEGE
Operating Statement
for the period July 1, 1973 - September 30, 1973
Educational and General

| | Budget for Year | To Date Actual | % of Actual to Budget |
|--|-----------------------|-----------------------|--------------------------|
| REVENUES: | | | |
| Student Tuition and Fees | \$1,570,635.00 | \$ 603,337.98 | 38.4 |
| Other Educational and General | 40,415.00 | 1,483.83 | 3.7 |
| State General Fund Allotments | 2,501,785.00 | 625,446.00 | 25.0 |
| TOTAL REVENUES | \$4,112,835.00 | \$1,230,267.86 | 29.9 |
| DISBURSEMENTS: | | | |
| General Administration, Student Services, and General Expenses | \$ 690,953.00 | \$ 130,807.92 | 18.9 |
| Instruction - Regular Session | 2,585,950.00 | 360,885.03 | 14.0 |
| Instruction - Summer Session | 138,697.60 | 138,697.60 | 100.0 |
| Organized Activities Related to Academic Departments | 158,785.00 | 24,342.41 | 15.3 |
| Libraries | 249,120.00 | 41,507.74 | 16.7 |
| Maintenance of Physical Plant | 225,079.40 | 56,151.26 | 24.9 |
| Heating Plant | 33,000.00 | (4,489.23) | - |
| Extension Service | 31,249.00 | 7,402.07 | 23.7 |
| TOTAL DISBURSEMENTS | \$4,112,835.00 | \$ 755,304.80 | 18.4 |
| UNEXPENDED BALANCE | - | \$ 474,963.06 | - |
| ENCUMBRANCES | - | 47,277.98 | - |
| UNENCUMBERED BALANCE | - | \$ 427,685.08 | - |

LONGWOOD COLLEGE
Operating Statement
for the Period July 1, 1974 - September 30, 1974
Auxiliary Enterprises

| | <u>Budget for Year</u> | <u>To Date Actual</u> | <u>% of Actual to Budget</u> |
|-----------------------------|----------------------------|---------------------------|----------------------------------|
| REVENUES: | | | |
| Dining Hall | \$1,021,119.00 | \$ 546,092.55 | 53.5 |
| Residential Facilities | 1,115,739.00 | 598,197.91 | 53.6 |
| Laundry | 74,280.00 | 38,206.08 | 51.4 |
| Student Health Service | 92,517.00 | 50,475.20 | 54.6 |
| Bookstore | 9,500.00 | 4,019.26 | 42.3 |
| Student Union | 118,903.00 | 46,946.70 | 39.5 |
| Golf Course | <u>27,000.00</u> | <u>10,491.40</u> | <u>38.9</u> |
| TOTAL REVENUES | \$2,459,058.00 | \$1,294,429.10 | 52.6 |
| DISBURSEMENTS: | | | |
| Dining Hall | \$1,021,119.00 | \$ 209,970.40 | 20.6 |
| Residential Facilities | 1,115,739.00 | 183,569.26 | 16.5 |
| Laundry | 74,280.00 | 17,405.11 | 23.4 |
| Student Health Service | 92,517.00 | 17,993.11 | 19.4 |
| Bookstore | 9,500.00 | -0- | -- |
| Student Union | 118,903.00 | 21,831.78 | 18.4 |
| Golf Course | <u>27,000.00</u> | <u>6,779.16</u> | <u>25.1</u> |
| TOTAL DISBURSEMENTS | \$2,459,058.00 | \$ 457,548.82 | 18.6 |
| UNEXPENDED BALANCE | | \$ 836,880.28 | |
| ENCUMBRANCES | | \$ 101,744.92 | |
| UNENCUMBERED BALANCE | | \$ 735,135.36 | |

LONGWOOD COLLEGE
Operating Statement
for the period July 1, 1973 - September 30, 1973
Auxiliary Enterprises

| | <u>Budget for Year</u> | <u>To Date Actual</u> | <u>% of Actual to Budget</u> |
|------------------------|----------------------------|---------------------------|----------------------------------|
| REVENUES: | | | |
| Dining Hall | \$ 986,200.00 | \$ 440,336.00 | 44.6 |
| Residential Facilities | 1,100,000.00 | 608,812.25 | 55.3 |
| Laundry | 78,000.00 | 32,426.75 | 41.6 |
| Student Health Service | 84,000.00 | 32,252.50 | 38.4 |
| Bookstore | 6,000.00 | 2,253.88 | 37.6 |
| Student Union | 102,000.00 | 46,400.00 | 45.5 |
| Golf Course | 23,500.00 | 10,055.90 | 42.8 |
| TOTAL REVENUES | <u>\$2,379,700.00</u> | <u>\$1,172,537.29</u> | <u>49.3</u> |
| DISBURSEMENTS: | | | |
| Dining Hall | \$ 986,200.00 | \$ 170,323.08 | 17.3 |
| Residential Facilities | 1,100,000.00 | 213,425.59 | 19.4 |
| Laundry | 78,000.00 | 12,579.23 | 16.1 |
| Student Health Service | 84,000.00 | 16,943.31 | 20.2 |
| Bookstore | 6,000.00 | - | - |
| Student Union | 102,000.00 | 17,111.09 | 16.8 |
| Golf Course | 23,500.00 | 6,704.97 | 28.5 |
| TOTAL DISBURSEMENTS | <u>\$2,379,700.00</u> | <u>\$ 437,087.37</u> | <u>18.4</u> |
| UNEXPENDED BALANCE | - | \$ 735,449.92 | |
| ENCUMBRANCES | - | \$ 12,742.75 | |
| UNENCUMBERED BALANCE | - | <u>\$ 722,707.17</u> | |

OFFICE OF THE DIRECTOR OF COLLEGE RELATIONS

I. Development

A. Phonathon

Our recent phonathon was once again successful and we anticipate pledges will run close to \$10,000. Totally, we had 75 workers from the Richmond area plus participation of our staff and students from Longwood. Mr. J. B. Bourne, Jr. and his wife were with us throughout one evening. Mr. Bourne is the newest Foundation Board member and is President of Franklin Federal Savings and Loan Association in Richmond.

B. Board of Directors' Meeting

The Foundation Board of Directors met on September 27 with 17 members present. This meeting was highly productive as we initiated the first steps toward developing preliminary ideas on possible endowment programs for the period 1975-1980. We expect to have input from all areas connected with the College and encourage your comments and suggestions. This preliminary proposal is attached as a point of departure for future discussion.

The Foundation Board also approved the attached budget which will give you an indication of how current private funds are utilized by the College. The Foundation's President, Lester E. Andrews, appointed a Finance Committee to advise the Treasurer pertaining to investments of the Foundation. Those members appointed were Colonel Carr, Chairman, Robert Whitton, and Andre Nielsen.

In an effort to involve the Foundation Board to a greater extent with the College, the next meeting of the Board will be held on February 7, 1975 to coincide with the meeting of the Board of Visitors.

C. Alumnae Tour Program

The tour program has a full schedule with many outstanding tours planned for the coming months. At the present, we have scheduled

a trip to the Holy Land in December, 1974; a trip to Hawaii in January, 1975; one to Rome in March, 1975; and another trip to Hawaii in June, 1975. We are open for suggestions for trips in the summer and fall of next year. Many of the current travelers have traveled with us before which we feel is a compliment.

II. Public Relations

A. Longwood Brochure

The new Longwood brochure to be used in recruiting has arrived and we feel that it is extremely attractive. This particular brochure has received much input from students as we felt they would know the type of material which would attract prospective students.

B. Dinner Theater

The recent dinner theater attracted more than 250 participants and will probably become a semi-annual event. Many local people who had never been on campus were attracted by this event as well as many out-of-town guests. Our Director of Public Relations feels this is, and will be, an excellent public relations activity.

III. Alumnae Affairs

Mrs. Nancy Shelton has made great improvements in the Alumnae Office. She has developed workbooks to serve as a guide for the chapters and is working on a schedule whereas there will be some uniformity in chapter activities, particularly in the time of year for electing officers, so that she can plan a workshop on campus for chapter officers to discuss and explain their respective roles. This should help to eliminate the experience we have had in the past of chapters organizing, folding, and having to be reorganized.

Mrs. Shelton has taken full responsibility for the alumnae bulletin. She expects to receive this year's bulletin by November 1 and these will be mailed to all alumnae as soon as possible thereafter.

We are receiving great support from the Alumnae Office.

IV. Fund-raising Statement

I have included with this report a current fund-raising statement.

Submitted by,

George R. Bristol
Director of College Relations

October 31, 1974

POSSIBLE ENDOWMENT PROGRAM - 1975-1980

We will discuss the following programs to solicit private financial support for Longwood College. This proposal includes immediate and long-range plans.

1. Direct support to students
 - a. Loans
 - b. Scholarships
 - c. Eminent scholars in residence or lecturers
 - d. Teaching materials
2. Indirect support to students
 - a. Sabbaticals
 - b. Grants
 - c. Cultural activities
 - d. Religious activities
3. General Support
 - a. Alumnae services
 - b. Fund-raising activities
 - c. Admissions recruitment and placement
 - d. Emergency funds

STUDENT LOANS

A loan will sometimes attract a student or retain a current student. With the current student, we often face a situation of an emergency nature which requires immediate action. Should a student lose her source of financial backing, a loan could make the difference as to whether or not we can retain the student at Longwood.

In some cases a mix involving a loan, a loan scholarship, and a direct scholarship is determined based on the student's total financial need. The loan segment of this financial packet is derived strictly on a need basis.

All loans will be based strictly on need. Size of loans will range from \$100 to \$600. We would like to provide the following numbers of loans which would require an endowment of approximately \$300,000:

| | <u>Number</u> | <u>Total Amount</u> |
|------------|---------------|---------------------|
| Freshmen | 5 - 10 | \$ 2,500 |
| Sophomores | 5 - 10 | 2,500 |
| Juniors | 10 - 15 | 6,000 |
| Seniors | 10 - 15 | <u>6,000</u> |
| | | \$17,000 |

STUDENT SCHOLARSHIPS

Scholarship requirements are divided into two areas--one based strictly on academic ability and the other on financial need. This important area of student aid includes the student scholars as well as the average student.

The student scholars must be attracted to Longwood. These students will not only challenge and stimulate the faculty to perform to the best of their ability, but they will attract their peers to attend Longwood. The value to the college of student scholars has long been recognized as a critical need and recruitment in this area is very competitive.

Often a Longwood student is faced with a financial crisis for various reasons. Aid should be available to those students making normal progress towards graduation.

The following total number of scholarships should be provided, requiring an endowment of \$430,000 to generate \$28,000 per year:

| <u>Number of Scholarships</u> | <u>Size</u> | <u>Total Amount</u> |
|-------------------------------|-------------|---------------------|
| 4 | \$2,000 | \$8,000 |
| 8 | 600 | 4,800 |
| 12 | 500 | 6,000 |
| 16 | 400 | 6,400 |
| 14 | 200 | <u>2,800</u> |
| | | \$28,000 |

EMINENT SCHOLARS IN RESIDENCE OR LECTURERS

The Eminent Scholars Program was established by executive order under Governor Mills Godwin, Jr., in 1964. The State will match on an equal basis all income from any trust fund created after June 30, 1964. This is a golden opportunity to attract outstanding academic personalities. As an example, we provide \$100,000 to endow a professorship which generates interest income of \$6,000. The State will give the college another \$6,000 for a total of \$12,000. Although top scholars could not be attracted with this amount, it can supplement the State salary to an appropriate level.

Five such professorships, one in each of our five divisions, would give eminent influence to Longwood's programs. This endowment would provide \$30,000.

ENDOWMENT - \$500,000

TEACHING MATERIALS

During recent years Federal programs have provided the most modern and sophisticated teaching materials possible to the public schools. In contrast, college budgets have been continually cut to a level whereas public schools are better equipped than the colleges that are preparing the teachers to staff the schools. Research and reference materials have been limited as funds had to go for maintenance and operations.

On an average, current budget requests from department chairmen have been cut more than 50 percent. This fund would supplement \$12,000 each year for teaching materials to be apportioned to the departments.

ENDOWMENT - \$200,000

SABBATICALS

This program would encourage a professor to leave the college for research and study in his field. It would allow him time to evaluate his performance and re-organize and return to the classroom refreshed. With the pressures and demands of a full teaching load, obsolescence can become a reality in a short period of time.

A sabbatical program recognizes that a professor has fixed financial obligations and should not be expected to leave his home for advanced study without compensation. Usually dual financial burdens are placed on the individual as he maintains two residences. A minimum program would require \$30,000.

ENDOWMENT - \$500,000

GRANTS

Longwood's mission is that of a teaching college in the sense that the major purpose of the College is that of providing instruction as opposed to research and public service. While we are interested in engaging in the latter two, our primary function is teaching. In order to improve the quality of teaching, we would propose a series of grants to faculty members. Faculty members would be called upon to make a brief proposal in which they would indicate ways in which a grant could be used to improve the quality of instruction in their classrooms. This endowment would provide \$6,000.

ENDOWMENT - \$100,000

CULTURAL ACTIVITIES

A variety of artists, exhibits and performances should be continuously scheduled to come on a college campus. The total development of the student requires a comprehensive program. Many students and parents thoroughly review the college calendar to see what cultural programs are planned before they make a selection of which college to attend. The publicity resulting from an attractive cultural program is one of the best recruiting tools available. This program will provide \$2,500.

ENDOWMENT - \$50,000

RELIGIOUS ACTIVITIES

No State funds are allocated to be used for religious activities. Religion plays a very vital role on the Longwood campus and should be encouraged.

All speakers and programs are paid through private funding. This program would provide for a continuing comprehensive program in religious studies with \$6,000.

ENDOWMENT - \$100,000

ALUMNAE SERVICES

Yesterday's alumnae association scheduled the teas, made the address changes, and kept an active file of living alumnae. Occasionally a magazine was published and class news was compiled.

Today's association is more complex and is an integral part of the total college operation. Public relations, student recruitment and placement have now become major alumnae projects and alumnae chapters are recognized as part of the college's total admissions effort.

Fund-raising is another vital program carried on through the alumnae association. Without this activity, the college would be handicapped in many areas. An endowment program to assure the existence of the alumnae association will help to secure the future of many of the activities needed by the college by providing \$18,000.

ENDOWMENT FUND - \$300,000

FUND-RAISING ACTIVITIES

In order to raise the needed funds called for in the proposals under direct and indirect support for students, it will take additional personnel and materials. To do a complete job in any of the areas pertaining to fund-raising takes a full-time person to design, promote and carry out a comprehensive program. Although each area is considered fund-raising, they are completely separate in nature. Annual fund solicitation has few similarities to deferred giving, major gift solicitation or special project campaigns. Currently, we need two more personnel to handle annual funds and recordkeeping so that a major effort can be made in deferred giving and personal solicitation:

| | |
|-----------------------------|----------|
| Director of the Annual Fund | \$14,000 |
| Secretary | 7,000 |
| Materials | 4,000 |

ENDOWMENT - \$400,000

ADMISSIONS AND RECRUITMENT

Already we are putting \$8,000 per year into various recruitment activities. This is not a temporary effort as it is anticipated that competition will get stronger. Funds will be needed for admissions assistants, meetings with guidance counselors and advertising and this endowment will provide these funds on a yearly basis. This endowment will provide \$8,000.

ENDOWMENT - \$130,000

EMERGENCY FUNDS

Many times, the College is faced with a situation which would have an enormous impact on our educational opportunities provided immediate action could be taken. Such developments would normally require the use of private as opposed to public funds. At the present time, our only opportunity to participate in such programs would come from funds made available from the Foundation to the President's Discretionary Fund. We believe that we could make significant additions to our total educational offering if, in addition to the Discretionary Fund, an endowment fund could be set up in order to develop a contingency fund to be used for these purposes. This program would provide \$6,000.

ENDOWMENT - \$100,000

SUMMARY

| | ENDOWMENT | INTEREST |
|--|----------------|--------------|
| Loans | \$ 300,000 | \$ 17,000 |
| Scholarships | 430,000 | 28,000 |
| Eminent scholars in residence or lecturers | 500,000 | 30,000 |
| Teaching materials | 200,000 | 12,000 |
| Sabbaticals | 500,000 | 30,000 |
| Grants | 100,000 | 6,000 |
| Cultural activities | 50,000 | 2,500 |
| Religious activities | 100,000 | 6,000 |
| Alumnae services | 300,000 | 18,000 |
| Fund-raising activities | 400,000 | 25,000 |
| Admissions recruitment and placement | 130,000 | 8,000 |
| Emergency funds | <u>100,000</u> | <u>6,000</u> |
| TOTALS | \$3,110,000 | \$188,500 |

LONGWOOD COLLEGE FOUNDATION, INC.: (Proposed Budget - FY75)

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| | | |
|--|--------------|------------------|
| Alumnae Association | | \$ 17,500 |
| Golf Course | | 500 |
| Fund Raising Expense | | 4,000 |
| Gift to Longwood College | | 1,500 (1) |
| Discretionary Fund | | 13,000 |
| Faculty Insurance | | 900 |
| Alumnae-Foundation Endowment Fund | | 2,000 |
| Department Chairmen Fund | | 800 |
| Annual Audit | | 250 |
| Recruiting Expense: | | 8,000 |
| 12 Admissions Assistants @ \$125 = | \$ 1,500 | |
| Regional Meetings with Guidance Counselors | 1,500 | |
| Prospective Student Travel | 3,000 | |
| Advertising | <u>2,000</u> | |
| Dr. Wynne Annuity | | \$ 1,200 |
| Duncan-Chappell Rotating Loan Fund | | 5,000 |
| Grimsley Memorial Books | | 50 |
| President's Rent | | 1,500 |
| Faculty Research Grants | | 1,000 |
| Scholarships and Awards | | 45,300 |
| Longwood Scholars | \$ 5,000 (2) | |
| DuPont | 600 | |
| Whitehead | 20,000 | |
| Mary Clay Hiner | 500 | |
| Wynne | 850 | |
| Jackson | 300 | |
| Gamma Theta-Kappa Delta | 250 | |
| O'Hara-Waldo | 250 | |
| Lancaster | 200 | |
| Worthy Johnson Crafts | 250 | |
| Miss Longwood | 500 | |
| Miss Longwood Runner-Up | 150 | |
| Foreign Language | 150 (3) | |
| Eminent Scholars | 15,000 (3) | |
| Annual Outstanding Faculty Award | 300 | |
| Recruiting Scholarships | <u>6,000</u> | |
| Contingencies | | \$ 2,000 |
| | TOTAL | <u>\$109,500</u> |
| Funds Available 7/1/74 | | \$109,505 |
| Unappropriated Balance | | <u>\$ 5</u> |

FOOTNOTES: (1) Supplement to Mrs. Elizabeth Jones' Wages (3) Matching Gift
 (2) Restricted Gift

LONGWOOD COLLEGE FOUNDATION, INC.
Statement of Financial Condition as of June 30, 1974

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| Fund Number | Name | Non-Expendable Assets | Expendable Assets | Total Assets |
|----------------|--|--------------------------|----------------------|-------------------------|
| 1 | DuPont Scholarship | \$ 10,000.00 | \$ 600.00 | \$ 10,600.00 |
| 2 | Ann Elizabeth Downey Scholarship | 10,000.00 | -0- | 10,000.00 |
| 3 | O'Hara-Waldo Scholarship | 5,000.00 | 250.00 | 5,250.00 |
| 4 | Wynne Scholarship Fund for Stu- dents of Longwood College | - | - | - |
| | | 550.00 | 18,504.87 | 19,054.87 |
| 6 | Recreational Tennis Courts | 12,453.57 | -0- | 12,453.57 |
| 7 | Foundation Fund | -0- | 87,804.94 | 87,804.94 |
| 8 | Lancaster Scholarship | 5,831.55 | 291.58 | 6,123.13 |
| 9 | Gamma Theta-Kappa Delta Scholarship | 5,999.13 | 250.00 | 6,249.13 |
| 10 | Longwood Scholars Fund | -0- | 5,000.00 | 5,000.00 |
| 13 | Wynne Book Fund | -0- | 269.00 | 269.00 |
| 15 | Mary Clay Hiner Scholarship | 5,000.00 | 500.00 | 5,500.00 |
| 19 | Grimsley Memorial | 1,000.00 | 50.00 | 1,050.00 |
| 20 | Class of 1961 | 877.99 | -0- | 877.99 |
| 22 | Jackson Scholarship | 5,063.36 | 215.67 | 5,279.03 |
| 23 | Crafts Scholarship | 5,000.00 | 250.00 | 5,250.00 |
| 25 | Memorial to First Board of Visitors | 1,000.00 | 574.34 | 1,574.34 |
| 30 | Endowment Fund | 27,586.85 | -0- | 27,586.85 |
| 31 | Lettie Pate Whitehead Scholarship | -0- | -0- | -0- |
| 32 | Bedford-Sully Art Gallery Fund | 32,822.54 | 19,401.57 | 52,224.11 |
| | TOTALS | <u>\$128,184.99</u> | <u>\$133,961.97</u> | <u>\$262,146.96 (1)</u> |

(1) Represented by:

| | |
|--|---------------------|
| Cash in Virginia National Bank Checking | \$ 30,115.71 |
| Virginia National Bank 5-1/2% Certificates (7) | 15,000.00 |
| First National Bank 5-1/2% Certificates (3) | 6,000.00 |
| Fidelity National Bank 5-1/2% Certificate (1) | 4,000.00 |
| Southern New England Telephone Company Bonds(7-3/4%) Maturity 6-1-2004 | 39,689.17 |
| Central Telephone Company Bonds(8%) Maturity 7-1-1994 | 9,172.78 |
| South Central Bell Telephone(8.5%) Maturity 11-1-2001 | 5,375.00 |
| Bassett Furniture Stock(20 shares @ \$52; 5 shares @ \$11.65) | 1,248.25 |
| Detroit Edison Mortgage Bonds(7-3/8%) Maturity 11-15-2001 | 5,000.00 |
| Hospital Corporation of America Stock 25 shares @ \$41.25; | - |
| 6 shares @ \$39.50; 25 shares @ \$40.00; 100 shares @ \$22.75 | 4,543.25 |
| \$40,000 U. S. Treasury Bills due 7/5/74 | 39,165.60 |
| \$40,000 U. S. Treasury Bills due 7/11/74 | 39,145.60 |
| \$55,000 U. S. Treasury Bills due 8/22/74 | 53,880.40 |
| \$10,000 U. S. Treasury Bills due 9/12/74 | 9,811.20 |
| TOTAL | <u>\$262,146.96</u> |

LONGWOOD COLLEGE FOUNDATION, INC.
Fund Raising Report - October 25, 1974

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| | CASH | PLEDGES | OUTSTANDING MATCHING GIFTS | SEPT. 26 TOTAL | CURRENT TOTAL |
|--|---------------|------------|-------------------------------|-------------------|------------------|
| Alumnae | \$31,740.75 | \$ 75.00 | \$215.00 | \$27,523.00 | \$32,030.75 |
| Faculty | 2,567.00 | 423.00 | .00 | 2,945.00 | 2,990.00 |
| Staff | 1,871.50 | 478.00 | .00 | 2,349.50 | 2,349.50 |
| Parents of Students | 6,458.00 | .00 | 25.00 | 6,483.00 | 6,483.00 |
| Friends of the College Board of Visitors Foundation Board of Directors | 2,485.47* | 1,000.00 | .00 | 3,485.47* | 3,485.47* |
| Local Companies | 6,035.00 | 200.00 | .00 | 5,735.00 | 6,235.00 |
| Other Companies | 2,793.00 | .00 | .00 | 2,793.00 | 2,793.00 |
| Jeanne Sully West | 10,000.00 | .00 | .00 | 10,000.00 | 10,000.00 |
| College-Sponsored Tours | 1,336.70 | .00 | .00 | 1,336.70 | 1,336.70 |
| Sully Gallery Benefit Dinner | 1,470.00 | .00 | .00 | 1,470.00 | 1,470.00 |
| Foundations | 10,375.00 | .00 | .00 | 10,375.00 | 10,375.00 |
| Snack Bar and Vending | 8,310.97 | .00 | .00 | 6,774.69 | 8,310.97 |
| Ann Elizabeth Downey Memorial | 10,000.00 | .00 | .00 | 10,000.00 | 10,000.00 |
| Sally Barksdale Hargrett Bequest | 1,000.00 | .00 | .00 | 1,000.00 | 1,000.00 |
| Lulie Evelyn Duke Scholarship | 3,200.00 | .00 | .00 | 3,200.00 | 3,200.00 |
| Landscape Planning Fund | <u>105.00</u> | .00 | <u>.00</u> | <u>.00</u> | <u>105.00</u> |
| TOTALS | \$99,448.39 | \$2,176.00 | \$240.00 | \$95,170.36** | \$101,864.39** |

* \$300.00 is not included in the total since this amount was contributed to the Alumnae Association and is included with alumnae contributions above.

** \$12,005.50 of this restricted to the Thomas Sully Art Gallery and/or Bedford-Sully Endowment Fund.

LONGWOOD COLLEGE
Farmville, Virginia 23901

Summary of Actions of the Coeducation Committee

As has been noted on several occasions previously, the Longwood College Board of Visitors has established a committee to study the question of coeducation at the College. The committee is composed of:

Miss Onna Lee Abrams
Mr. Richard Blanton
Miss Barbara L. Bishop
Mrs. Raymond M. Brown, Jr.
Dr. David A. Breil
Mr. Thomas R. Dougan
Mrs. C. H. Duff
Mr. Gary C. Groneweg
Dr. Jan Harris
Dr. Fillmer Hevener, Jr.
Miss Salena Mack

Mrs. Andee Oglesby
Miss Grace Ann Overton
Mr. Eric L. Robinson
Mr. David L. Sadowski
Miss Betty Ann Scott
Mrs. Nancy B. Shelton
Mr. Edwin H. Vassar
Dr. Carolyn Wells
Dr. Henry I. Willett, Jr. (Ex officio)
Dr. Herbert R. Blackwell (Ex officio)

The committee, at its meeting on September 18, 1974, voted to publish a summary of its actions and deliberations up to this point in an effort to keep all informed. This summary has been reviewed and approved by the committee. The committee was formed, as has been indicated, by the Board of Visitors in order to determine whether or not Longwood should maintain its present admissions policy of admitting males only as day students or to change and admit them as residential students as well. This question has been brought into sharper focus as a result of guidelines developed by the Department of Health, Education, and Welfare under Title IX of the Civil Rights Act. The College is currently in the process of trying to determine the exact meaning of the HEW guidelines in a number of areas. The guidelines are currently in tentative form but even in this form they raise a number of important questions to which definitive answers are not yet available. These questions include:

1. Is Longwood exempt from the coeducation requirements of Title IX which provide such an exemption for those colleges which have traditionally and continually from their establishment admitted only students of one sex or did the enrollment of males after World War II, Korea, and at the present time remove this exemption?
2. Do the guidelines prohibit Longwood's receiving student scholarship funds that are designated for women only?

3. May single sex organizations, such as sororities, receive "support" from the College and still retain their single sex status? (Preliminary opinions indicate that they can if they pay at a fair market value rate for the use of facilities such as sorority rooms, etc.)

The College is currently in the process of seeking legal opinions as to answers to the questions above. It is the College's present position that it would prefer to make any decision in regard to coeducation on the basis of what is best for Longwood as opposed to having this decision imposed by HEW. The College also has presented a position paper to HEW in opposition to the ban on designated scholarships (No. 2 above) and in opposition to restrictions upon single sex organizations on campus (No. 3 above).

The first action taken by the Coeducation Committee was to recommend to the Board of Visitors that it maintain its present policy of admitting males as day students only for the 1975-76 academic year. This recommendation was approved by the Board of Visitors at its meeting in August, 1974. The committee's reasoning on this recommendation was based upon the necessity of taking a position at this time in order that those involved in recruiting could have a basis upon which to work for the coming year. Consideration was also given to the fact that the implementation of the HEW guidelines will not take place until after most of the recruiting efforts for the entering class of 1975 would have taken place.

A second action taken by the committee has been the development of a tentative listing of questions which address some of the pros and cons of going coed. It should be clearly understood that the answers to many of these are subjective in nature and would reflect opinion rather than facts which could be attained. Among the questions raised are the following:

1. What would be the effect of going coed, or remaining a single-sex institution, upon the number of applications?
2. What would be the effect of remaining single sex, or going coed, upon the quality of the applicants?
3. What would be the reaction of various groups to going coed, or remaining a single-sex institution? Among these groups would be the present student body, the faculty, and the alumnae.
4. What would be the effect of remaining single sex, or going coed, upon our cooperative program with Hampden-Sydney?

5. What would be the effect of going coed, or remaining single sex, upon leadership opportunities for the present students?
6. What would be the effect of remaining single sex, or going coed, upon co-curricular activities?
7. What would be the effect of going coed, or remaining single sex, upon the basic academic program and upon day-to-day classroom activities?
8. What would be the effect of remaining single sex, or going coed, upon financial support from alumnae and other groups?
9. What would be the effect of going coed, or remaining single sex, upon the utilization of current facilities and the need to build additional facilities?
10. What would be the effect of remaining single sex, or going coed, on social life?
11. What are the implications of going coed, or remaining single sex, upon the prospective student's ability to choose from a variety of different types of institutions within the State system?
12. What would be the effect of remaining single sex, or going coed, upon expenses, such as the development of new athletic programs?

At its meeting on September 18, 1974, the committee began a discussion of ways in which to pool opinions of various groups. While these, as yet, have not been finalized, the committee does wish to express, at this time, its hope that all members of the college community who are concerned with this matter will feel free to express their opinions and ideas to members of the committee.

October 10, 1974

D R A F T

November 8, 1974

Dear Mr. Lowance:

As I indicated to you on the phone on Wednesday, we have been in the process of a very thorough and detailed review of our operating budget. This review was presented to our Board of Visitors today and carries the Board's endorsement. In developing this review, we have also endeavored to look at the comparative cost-to-educate figures at other State institutions in order to see just where we stand in relationship to them. According to figures contained in a report from the State Council offices, dated July 1, 1974, Longwood's figure for general fund/special fund support based on full-time equivalent student enrollment as budgeted in appropriations was the fourth lowest of the fifteen four-year institutions. My point in noting this is to attempt to stress that, historically, we have attempted to economize where possible and our relative position would appear to bear this out.

As you are aware from press notices, we did experience a slight enrollment decline for the current year which will have some impact on our projected revenues. I am optimistic that we are now at a point of being able to reverse this trend and as of November 1, applications for enrollment had picked up considerably over the preceding year. This, nevertheless, means that revenues may be reduced for the current year. In light of the potential drop in revenues for the current year and in light of the requirements contained in the Appropriation Act as they relate to liability for a deficit on the part of Board members, I could not, in good conscience, recommend to the Board a reversion figure beyond that which we have noted below.

In attempting to arrive at a reversion figure, and in light of the several statements contained in the instructions, it was our feeling that we had to begin by looking at the funds that were available to us. We, therefore, began with the total amount appropriated for E&G, subtracting from this amount current salaries, contractual obligations, and other encumbrances which had been effected as of the date of the receipt of the reversion memo. The total amount of money available to us that is not contractually obligated at this time for the remainder of the year is \$182,000. To deal with any figure larger than \$182,000 would require us to revise current contractual arrangements with (a) personnel or (b) suppliers of goods for which contracts and orders have already been placed. We are, therefore, submitting on the attached forms a reduction of approximately 15%, or \$26,131.95. In order to effect such a reduction, even though a relatively small amount, it will mean, among other things, that it will be necessary for us to leave open a faculty position where we had a resignation this past week and two classified positions for the remainder of the year.

In order to illustrate the overall severity of our fiscal situation, I am citing several policies that we have adopted and already begun to implement. This listing is not all inclusive but rather gives examples of the types of things that we are doing in addition to the holding open of the positions described above:

1. All in-state and out-of-state travel has been sharply curtailed with the exception of observation of student teachers and all such travel must have prior approval of the Vice President for Administration and, in certain instances, my personal approval.

Buildings as follows:
 January 15th (as of January 1st)
 April 15th (as of April 1st)
 July 15th (as of July 1st)
 October 15th (as of October 1st)

CAPITAL OUTLAY PROGRESS REPORT

Longwood College, Farmville, Virginia

October 3, 1974

| Item No. and Title | Planning Initiation Submission | | Schematic Plans Submission | | Preliminary Plans Submission | | Working Drawings Submission | | Contract Award | | Construction Completion | | Remarks |
|---|--|-------------|----------------------------|-------------|------------------------------|-------------|-----------------------------|-------------|----------------|-------------|-------------------------|-------------|---------|
| | Est. Date | Actual Date | Est. Date | Actual Date | Est. Date | Actual Date | Est. Date | Actual Date | Est. Date | Actual Date | Est. Date | Actual Date | |
| | C-237/Replace Roof and Balustrades on Colonnade (1974-76 Biennium) | | 3/26/74 | (CO-1) | 5/22/74 | 6/14/74 | waived | 7/15/74 | 7/11/74 | 10/15/74 | | | |
| C-238/Replace Retaining Wall on Barlow Field (1974-76 Biennium) | | 3/26/74 | (CO-1) | | 4/8/74 | 5/13/74 | 6/17/74 | 7/1/74 | 10/15/74 | | | 7/75 | |

NOTE: The initial submission for the biennium shall indicate estimated dates for all project stages. Subsequent submissions shall continue to list the project and reflect all necessary changes to these estimated dates and shall reflect actual dates. List each capital outlay appropriation; revenue bond authorization; reappropriation; and revenue bond reauthorization. All projects shall continue to be listed until the project is listed once as complete. Identify each project by item number (current biennium) and brief, but clear, title. Indicate project title for each project where multiple projects are financed from one appropriation item number, such as: utilities for _____; site work for _____, etc.