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Meeting Agendas and Minutes

Board of Visitors

5-1-1975

1975-05-01 Minutes and Appendices

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AGENDA

Meeting of the Board of Visitors

May 1 and 2, 1975

Williamsburg, Virginia

Thursday, May 1, 1975

- 1 p. m. : Meeting of the Executive Committee
- 2 p. m. : Meeting of the Board convenes
- Roll call
- Consideration of minutes of preceding meeting of the Board.
- Report of the President.
- Report of the Vice President for Academic Affairs.
- Report of the Vice President for Administration.
- Report of the Vice President for Student Affairs.
- 3:30 p. m. : Break
- 3:45 p. m. : Report of the Faculty Relations Committee.
- 4:00 p. m. : Continuation of unfinished reports from Staff members.
- 4:30 p. m. : Discussion of coeducation.
- 5:00 p. m. : Adjourn
- 6:30 p. m. : Social hour
- 7:30 p. m. : Dinner

Friday, May 2, 1975

- 9 a.m.: Meeting of the Board reconvenes
 Discussion of Board vacancies.
 Discussion of the role of the Board and the appointment of a student liaison committee.
- 10:15 a.m.: Break
- 10:30 a.m.: Consideration of student rule changes - presentations by Student Government President, Sue Scarborough, and Residence Board Chairman, Doris Boitnott.
- 11:15 a.m.: Questions and general items for consideration.
- 11:45 a.m.: Presentations to retiring Board members.
- 12 noon: Adjourn

May 1-2, 1975

The Board of Visitors of Longwood College met on May 1-2, 1975, in Williamsburg, Virginia.

The meeting on May 1, 1975, began at 2 p.m. The following members of the Board were present:

Mrs. Raymond M. Brown, Jr.
Dr. Duvahl Ridgway-Hull
Mrs. A. O. Mitchell
Mr. M. Ralph Page
Mr. E. Angus Powell
Mr. Eric L. Robinson
Mr. Roland E. Thompson
Mr. W. Roland Walker

Board members absent were:

Mr. William E. Daniel, Jr.
Mrs. William H. Hodges
Mrs. E. A. West

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; Dr. Carolyn Wells, Associate Dean of the College; Dr. William 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 and Director of Public Relations.

In the absence of the Rector, the Vice Rector, Mrs. Brown, presided. The meeting was opened with prayer by Dr. Ridgway-Hull.

Minutes of the February 6-7, 1975, Meeting of the Board of Visitors. The members of the Board, on motion duly made and seconded, approved the minutes of the February 6-7, 1975, meeting of the Board of Visitors as distributed.

Letters of Appreciation. Mrs. Brown read letters which had been received from Mrs. Patton Lockwood, expressing appreciation for the park across the street from the Rotunda, and from Dr. Peele, thanking the Board for the financial support he received while working on his doctorate.

Appreciation to Mr. Walker. On behalf of the members of the Board, Mrs. Brown expressed appreciation to Mr. Walker for his generosity in having the Board members as his guests.

Nominating Committee. The following members of the Board were asked to serve on the Nominating Committee and to report at the August meeting: Mr. Robinson, chairman; Mr. Walker; Mrs. West.

Report of the President of the College. On motion duly made and seconded, the members of the Board approved the following recommendations of the President of the College as outlined in his report to the Board: (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - May 1, 1975.)

1. The following dates for Board meetings during the 1975-76 academic year:

August 7-8, 1975
November 6-7, 1975
February 5-6, 1976
May 6-7, 1976

2. The naming of the park area across from the Rotunda as the "Bi-centennial Park".

3. The appointing of Mr. Stuart Tennant as Assistant Director of Admissions.

4. The appointing of a student liaison committee to fill a role similar to the Faculty Relations Committee with the actual naming of members in August.

5. The confirming of the action taken by mail in approving fees for the 1975-76 session.
6. The awarding of tenure to the following members of the faculty:
 - a. Dr. Robert E. Coleberd, Jr., Associate Professor of Business.
 - b. Dr. Elisabeth L. Flynn, Associate Professor of Art.
 - c. Mrs. Phyllis M. Groneweg, Assistant Professor in the Campus School.
 - d. Dr. Sandra E. Gustafson, Associate Professor of Health and Physical Education.
 - e. Dr. Cathleen Hosey, Assistant Professor of English.
 - f. Mrs. Marilyn W. Osborn, Assistant Professor of Home Economics.
 - g. Dr. David C. Vest, Assistant Professor of English.
 - h. Dr. Mark G. Weatherly, Associate Professor of Education.
7. The promoting of the following members of the faculty:
 - a. Mr. John E. Arehart from Instructor in Education to Assistant Professor of Education.
 - b. Miss Sarah Lowe Thompson from Instructor in Business to Assistant Professor of Business.
8. The designating of Dr. John Molnar, Professor of Music, who will retire at the end of the current session, as Professor Emeritus.
9. The granting of leaves of absence for the 1975-76 session to the following members of the faculty with grants from the College as indicated:
 - a. Dr. Jerry E. Brown, Assistant Professor of English - no compensation.
 - b. Mr. Thomas P. Burke, Jr., Assistant Professor of History - first semester only, no compensation.
 - c. Mr. Walter E. Martin, Instructor in Geography - no compensation with no guarantee of reemployment.
 - d. Mrs. Jean A. Noone, Assistant Professor of Mathematics - \$3,000.
 - e. Miss S. Rebecca Raburn, Assistant Professor of Home Economics - extension of current leave, no compensation.
 - f. Miss Jean C. Smith, Assistant Professor of Health and Physical Education - no compensation with no guarantee of reemployment
 - g. Miss Sarah L. Smith, Assistant Professor of Health and Physical Education - no compensation with no guarantee of reemployment.

h. Mrs. Camilla C. Tinnell, Instructor in English - no compensation, first semester.

i. Dr. Wayne H. Tinnell, Associate Professor of Biology - \$4,000.

j. Mrs. Nancy J. Vick, Assistant Professor of Education and Director of the Bureau of Teaching Materials - \$5,000.

10. The awarding of summer grants-in-aid in the amounts indicated to the following members of the faculty:

a. Miss Nancy A. Andrews, Assistant Professor of Health and Physical Education - \$250.

b. Dr. Sandra J. Breil, Associate Professor of Biology - \$350.

c. Mrs. Gail L. Gilligan, Instructor in the Campus School - \$400.

d. Miss Carolyn V. Hodges, Assistant Professor of Health and Physical Education - \$1,000.

e. Mr. Robert P. Jones, Assistant Professor of Music - \$500.

f. Mrs. Rebecca R. Laine, Librarian - \$500

g. Dr. Susan H. May, Associate Professor of English - \$300.

h. Mr. Bruce Montgomery, Assistant Director and Director of Music, Campus School - \$500.

i. Mrs. Marilyn W. Osborn, Assistant Professor of Home Economics - \$500.

11. The retiring of Mrs. Louise B. Harris, Assistant Professor in the Campus School.

12. The extending of the current leave of absence for Mrs. Sarah V. Young through the 1975-76 academic year, with no compensation from the College.

13. The faculty and staff salaries for 1975-76 as recommended by the Vice President for Academic Affairs with the following corrections:

a. The 1974-75 salary for Mr. Gary C. Groneweg, Director of Admissions and Financial Aid, should be \$15,500 instead of \$16,600.

b. The 1975-76 salary for Mrs. Karen Dougan, Admissions Counselor, should be \$12,100 instead of \$12,000

14. The salary scale and the faculty listing for the 1975 summer session as recommended by the Vice President for Academic Affairs.

15. The awarding of an unfunded scholarship in the amount of \$300 to Miss Violet Habwe, of Nairobi.

Personnel Situation. Dr. Willett reported to the Board on the situation regarding Dr. Thomas Ely, Associate Professor of Biology. He stated that Dr. Ely had been denied tenure and that he had appealed his case to the Faculty Status Committee. Dr. Ely will probably appeal to the Executive Committee of the Board.

Report of the Search Committee. Dr. Willëtt indicated that he had been asked by the Search Committee to give a progress report to the Board. The Committee has received 244 applications for the position of Vice President for Academic Affairs and is in the process of making preliminary eliminations. He stated that his charge to the Committee was to present to him three to five names for consideration and, at that point, he would be involved in the interviewing process with the expectation that he would make a recommendation to the Board for acceptance or rejection. He also stated that, because there were legal implications involved, he had directed the Committee to discontinue the formalized polling of faculty members and that in compliance with his request, individual committee members who received responses had destroyed them.

Student Petition. The Board members were informed by Dr. Willett of a student petition that he had received, endorsed by Legislative Board, calling for an emphasis upon quality education. In response to a specific recommendation that the faculty be required to submit annual student evaluations, the members of the Board directed that this be referred to the general faculty at its meeting in August.

Report of the Vice President for Academic Affairs. The report of the Vice President for Academic Affairs was accepted as presented.

Report of the Vice President for Administration. Dr. Peele asked that the Board members update the figures on admissions in the President's report to the Board. He stated that the total number of applications as of April 30 was 1,187 as opposed to 1,141 the first week in April. He also stated that, as of April 30, 607 advanced dormitory deposits had been received compared with 625 the same time a year ago.

Dr. Peele stated that some renovation would take place in the Hiner Building during the summer. Plans are to turn three classrooms into a psychology laboratory and to divide a lecture room into three classrooms.

He also stated that the College had been asked by the Division of Engineering to delete the project "Repair Roofs on Wheeler and Cox Dormitories" (\$8,700) from the list of capital outlay projects for the 1976-78 biennium and to cover the cost of this from College funds, since the cost of the project was less than \$10,000. Dr. Peele said that it was explained to the Division of Engineering that, even though this was a part of a package deal, the College would comply with the request.

In addition, Dr. Peele pointed out that the College is three to four years behind in getting air conditioning units chemically treated.

Report of the Vice President for Student Affairs. Dr. Heintz indicated that, as an addition to her written report, she had just learned that Mrs. Frances Garland, a nurse in the Infirmary, planned to retire, effective May 1, 1975.

Report of the Business Manager. Mr. Paul brought to the attention of the members of the Board the fact that the budget for 1974-75 and 1975-76 for faculty and staff residences, including the President's home, was not sufficient to meet expenses. He indicated that he did not feel that revenues should be increased nor that expenses could be reduced. He pointed out that there is overwhelming evidence that other institutions furnish presidents' homes at charges varying from no charge to a minimal charge. It was his recommendation that the rent on the President's home remain at \$125 per month and that this budget be allowed to show a deficit.

The Board members were in agreement with this recommendation.

Report of the Faculty Relations Committee. Mrs. Mitchell presented a report on the meeting which the Faculty Relations Committee had with several of the academic departments at the College on April 18, 1975. (A copy of the report of the Committee is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - May 1, 1975.) Dr. Willett stated that, historically, the Board had done a very good job of making itself available to the faculty and that the Board was to be commended for its availability and willingness to communicate with various groups.

Discussion of Coeducation. The members of the Board considered the recommendation of the Coeducation Committee that the College consider going fully coed in the fall of 1976. Mr. Gary Groneweg, Director of Admissions and Financial Aid, was present for the discussion. No action was taken. It was agreed that the matter would be discussed further at the Board meeting the following morning.

Resolution for Dr. Lancaster. The Secretary of the Board was asked to prepare a resolution from the Board to be sent to Mrs. Dabney S. Lancaster, expressing sympathy at the death of Dr. Lancaster.

The meeting was adjourned at 5:25 p. m.

Presentation to Mr. Powell. At the dinner which followed the Board meeting, Mr. Powell, retiring member of the Board, was thanked for the outstanding service he had rendered during the past eleven years. A gift of appreciation was presented to him.

The Board of Visitors reconvened at 9:30 a. m. on Friday, May 2, 1975. The following members of the Board were present:

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

Board members absent were:

Mr. William E. Daniel, Jr.
Mrs. William H. Hodges
Mr. E. Angus Powell
Mrs. E. A. West

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; Dr. Carolyn Wells, Associate Dean of the College; Dr. William 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 and Director of Public Relations.

The Vice Rector, Mrs. Brown, presided.

Discussion of Coeducation. The discussion of the previous day regarding coeducation was continued. The members of the Board agreed that if the opening

dormitory enrollment figures hold around 1,900, it would not be necessary to make a change in the current policy regarding admission of male students at this time. However, if the enrollment figures fall below this, a special meeting of the Board would probably be held so that a decision could be made as to whether or not to go fully coed in 1976. Dr. Willett stated that, if the Executive Committee is on campus later in the month, this group could review the enrollment figures and determine whether or not it would be necessary to have a special meeting of the Board.

Board Vacancies. Dr. Willett stated that he had talked with the Governor regarding the filling of Board vacancies. The Governor indicated that he would not take any action on this until after he had received some expressions from the Board. Dr. Willett stated that it is, of course, the Governor's prerogative to make these appointments but he is receptive to suggestions. He indicated that he had received several requests from legislators in the Southside area, asking that consideration be given to Mrs. Kay Booker, of Halifax. He said that he also felt that there should be someone from the Roanoke area. He further said that he would write to those Board members who were not present and ask them for suggestions.

The Role of the Board of Visitors. Mr. Mitchell distributed copies of a tentative draft of a description of the role of the Board to be included in various college publications. It was suggested that the last paragraph of the statement be reworded so as to strengthen it.

August Meeting of the Board of Visitors. Dr. Willett stated that the following would be major items for discussion at the August meeting of the Board:

1. The biennial budget.
2. The report from the faculty Committee on Promotion and Tenure.
3. The report of the Nominating Committee.
4. The designation of members for the student liaison committee.
5. The reconfirming of action taken previously regarding faculty rank of administrators.

Proposed Rule Changes. Miss Sue Scarborough, Chairman of Legislative Board, and Miss Doris Boitnott, Chairman of Residence Board, appeared before the Board to answer questions regarding the proposed rule changes. (A copy of the proposed changes is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - May 2, 1975.)

The members of the Board, on motion duly made and seconded, approved the acceptance of the recommendation of the student boards and Dr. Willett regarding the rule changes. (Mr. Robinson and Mr. Walker voted against the changes.) The Board asked that in informing the students of the acceptance of the recommended changes that it be clearly understood that no doors could be bolted and that any damage to the dormitory rooms would have to be paid for. The Board also asked that the administration look for ways in which those students who do not wish to be involved in this type of situation may be accommodated.

Presentation to Dr. Ridgway-Hull. Dr. Ridgway-Hull was thanked for the outstanding service she had rendered to the Board during the eleven years she had served as a member. A gift of appreciation was presented to her.

The meeting was adjourned at 12:10 p.m.

Mary Ellen Mitchell
Secretary

Appendix A - May 1, 1975

LONGWOOD COLLEGE
Farmville, Virginia

Report of the President
to the
Board of Visitors

May 1-2, 1975

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LONGWOOD COLLEGE
Farmville, Virginia 23901

Ladies and Gentlemen of the Board of Visitors:

I ask approval of the following recommendations:

1. The following dates for Board meetings for the 1975-76 academic year: August 7-8, November 6-7, February 5-6, May 6-7.
2. The naming of the park area across from the Rotunda as the "Bicentennial Park".
3. The appointing of Mr. Stuart Tennant as Assistant Director of Admissions.
4. The appointing of a student liaison committee with the actual naming of the members in August.
5. The confirming of the action taken by mail in approving fees for 1975-76.
6. The accepting of the recommendations of the Vice President for Academic Affairs in regard to tenure, promotion, professor emeritus, leaves, summer grants, retirement, and salaries. (Pages 3-21.)
7. The awarding of an unfunded scholarship in the amount of \$300 to Miss Violet Habwe, of Nairobi.
8. On April 23, 1975, the Coeducation Committee voted to recommend to the Board, by a 9-6 vote, that the College consider going coed fully in the fall of 1976. The Administrative Staff has voted to ask the Board to defer any decision until after final enrollment figures, etc., are available in late May or early June.
9. The adopting of the proposed rule changes. (Page 2.)

Respectfully submitted,

Henry I. Willett, Jr.
President

April 25, 1975

Administrative Staff Proposal on Student Government

Proposed Rule Changes to the Board of Visitors

Open House Hours

Friday	5:00 p.m. - 1:30 a.m.
Saturday:	1:00 p.m. - 1:30 a.m.
Sunday:	2:00 p.m. - 10:00 p.m.

Students participating in Open House must keep the suite doors open during Open House when male guests are in a room.

Alcohol Rules

Alcoholic beverages may be consumed by a student and her male guest according to State law and College regulations. In freshman residence halls, only beer may be consumed by students and/or their guests.

Recommended Implementation of Proposed Rule Changes

1. The Open House hours and alcohol rules are considered to be the limits of the extension of the present rules.
2. Each Residence Hall Council shall be responsible for ratifying, by a majority vote of at least eighty per cent of the residents of the hall, the proposed extension of the Open House and alcohol rules. A Residence Hall Council may determine that the entire hall or specific floors in that hall has, by its vote, accepted Open House or alcohol rules which are more restrictive than the limits prescribed.
3. Meetings shall be scheduled by the Residence Hall President in upper-class halls one week after the election of hall and floor presidents to determine the regulations under which each hall is to function. In freshman residence halls, the Residence Hall councils will meet on approximately November 1 to determine the extent to which each will ratify the extension of Open House and alcohol rules.
4. Residence Hall presidents will submit, in writing, the results of the voting in the halls to Residence Board. Residence Board is responsible for presenting a summary to the President for his approval.
5. Procedures will be implemented on a trial basis.

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Of major concern to the faculty this year has been a revision of tenure and promotion policies. At its last meeting of the year, the faculty adopted a set of proposals to be submitted to the Board in August with accompanying recommendations of the President. Unfortunately, the faculty did not address the problem of institutional limits to tenure. The problem was faced by the department chairmen, however, and the chairmen's recommendations on this issue will be presented concurrently with the faculty's resolution.

At the end of the term, various members of the faculty have been concerned with our methods of selecting and continuing chairmen in their positions. A recommendation proposing election of chairmen may be presented to the Board next year, and Board members may wish to begin their own consideration of this issue, which promises to become a lively issue of faculty debate.

Our academic programs continue to be programs of quality, and I am pleased that the State Council of Higher Education has given its approval to our letters of intent for new programs in business administration and in recreational therapy.

I. Departmental Developments

Looking at the individual academic departments, I am pleased at the developments we have had this year.

Our Department of Art continues to be highly innovative. By bringing in a variety of guest speakers and by promoting a pattern of workshops, the department has stimulated interest within and without the College. The Committee on Academic Policies has adopted new programs for the non-teaching art major which will add to the attractiveness of present programs.

The Department of Business is beginning its expansion away from the fairly parochial and restricted nature of its previous offerings. I anticipate that we shall encounter difficulty in the next few years with the business education consultants of the State Department of Education. Those consultants are moving toward a restriction and isolation of business education requirements that may make it difficult for any school with an enrollment of less than 5,000 students to offer a meaningful program

of business education certification. As one example of this problem, the consultants are not willing for audio-visual methods to be taught by the Department of Education, but want a separate course in business audio-visual methods to be taught in the Department of Business. The argument that an overhead projector or a motion picture projector function the same regardless of who gives the instruction seems to these consultants not to be effective.

In the Department of Education, we have a pressing need for a pressing need for a well-equipped psychology laboratory. I hope funds can be appropriated soon for the development of such a laboratory. We are experiencing an increase in student applications for a psychology major. We also need to look toward development of new courses in learning disabilities and in special education. I think also that we need a restructuring of our present curricular patterns in elementary education to establish a more clear-cut pattern of training for the upper elementary grades as distinguished from the early childhood pattern.

Among curricular patterns in vogue today is an emphasis on communications as a major offering. Our Department of English is sensitive to this development and has moved to establish an interdisciplinary concentration of courses in communications within the framework of an English major. Because the State Council of Higher Education is concerned about a proliferation within the State of communications majors, we shall work closely with the Council in establishing our own program.

The English graduate program has been reviewed again by a representative of the National Council for the Accreditation of Teacher Education. The Department is now in a position to insure that all of its graduate instruction will be conducted by doctoral degree holders, a fact that the NCATE representative found impressive.

Our Department of Foreign Languages continues to show a disturbing drop in enrollment, most of it occurring in courses taught by one instructor in French whose appointment has been terminated. Enrollments in German courses increased during the year, while Spanish enrollment stabilized. Enrollments in all languages, however, are less than they should be, given the size of the foreign language staff.

The Department of Health, Physical Education and Recreation continues to enroll a substantial number of students with a significant increase in the number of majors who want a concentration in recreational therapy. We need to give increasing curricular emphasis to

the coaching of women's sports since interscholastic competition among women is rapidly increasing. Although the department would like to begin a graduate offering, I feel such a move is premature until we have our new physical education facility.

Like the Department of Foreign Languages, our Department of History faces serious enrollment difficulties, and I anticipate a reduction in staff in another year unless this trend is changed. Other social science enrollments are full, however, except for offerings in government. The department has been reluctant to pursue our cooperative arrangements with Hampden-Sydney College; yet such arrangements offer the only immediate hope for a renewed interest in government as a subject of major study. Our social work program has been fully accredited and has good assurance of continued federal funding. We feel ours is one of the strongest undergraduate social work programs available in the State and our judgment seems confirmed by the expressed opinions of outside authorities who have evaluated the program.

Our Department of Home Economics poses special problems in our long-range program. Although our instruction is sound, we are facing very serious difficulties in offering the varieties of course work necessary for a full range of home economics offerings. The failure to secure the proposed wing to the Coyner Building places limits on our program expansion, and our present staff is too small to offer the full range of courses needed. They are presently carrying heavier class loads than other academic departments. Yet an expansion of the department to a size desired may place more of a financial burden on the College than our resources can maintain. I think a decision will have to be made in the next three years either to push for a significant expansion or to drop the program.

Our Library continues to be a source of strength not only to the College but to the community. My chief fear is that the physical attractiveness and convenient study arrangements of the present library will, in five years, be jeopardized by the continued expansion of present holdings. Such expansion is essential to the College, but our present facilities may be overtaxed with no real prospect of relief from the State.

The Department of Mathematics is moving to introduce courses that will be more attractive to the non-math major. An example is our present course in consumer mathematics. Unless the department does make course offerings more generally relevant and less abstract, we face a move from the faculty for a reduction in the present general education requirement in mathematics. The addition of computer capability on campus offers a chance for very valuable instruction

not previously available. Mathematics remains a major field where we have greater demand for graduates than we have been able to satisfy.

Our Department of Music has shown the beneficial results of new leadership. Morale is high, and departmental majors have been most active in many phases of campus life. We need additional instruction in voice to strengthen our present offerings. We have already begun to do far more choral work than was offered in the past.

Additional prodding needs to be done both in our own Department of Natural Sciences and in its Hampden-Sydney counterpart to increase the efficacy of instruction in physics and chemistry, both of which offer programs threatened by the State Council's requirements for productivity. We need also a better balance in our biological faculty between botanists and zoologists. Biology is one discipline where excessive tenure is already a problem. Instruction within the science department is one of our strong points and morale among students is high.

Working with our Director of Public Relations, the Department of Speech and Dramatic Arts presented two dinner-theater performances this year. Both were very successful. We have long needed a greater variety in play selection, including musical plays. The music department is cooperating with the dramatists to help achieve this goal. Looking toward the future, the Board may wish, in the next year or two, to re-combine this department with the English department. This would permit better organizational control than we presently have.

II. Probationary Contracts for Assistant Professors

Under current policy, assistant professors who lack tenure are given annual contracts which guarantee a year's re-employment. Present conditions are such that the Board may wish to reconsider this policy when it considers tenure policy at its August meeting. I do not wish to intrude upon the Board's prerogatives or those of the new Academic Vice President; however, I should like to go on record as favoring such a change for those faculty members who receive initial appointments as assistant professors after August, 1975.

III. Recommendations for Tenure

The Faculty Committee on Promotion and Tenure has recommended that the following faculty members be given tenure. I concur in

their recommendations and urge the Board to approve them.

- A. Dr. Robert E. Coleberd, Associate Professor of Economics
- B. Dr. Elisabeth Flynn, Associate Professor of Art
- C. Mrs. Phyllis M. Groneweg, Assistant Professor in the Campus School
- D. Dr. Sandra E. Gustafson, Associate Professor of Health and Physical Education
- E. Dr. Cathleen Hosey, Assistant Professor of English
- F. Mrs. Marilyn W. Osborn, Assistant Professor of Home Economics
- G. Dr. David C. Vest, Assistant Professor of English
- H. Dr. Mark G. Weatherly, Associate Professor of Education

The committee also recommended tenure for Mr. Bruce Montgomery, Assistant Director of the Campus School and Director of Music. After consultation with his chairman, I decided to defer a recommendation for Mr. Montgomery for one year. I have met with Mr. Montgomery and explained the reasons for my decision. Mr. Montgomery is a very capable teacher. However, he holds only the master's degree and has done no advanced work since joining the faculty. I think it is imperative that he demonstrate a willingness to continue professional growth by undertaking some formal study before the conferral of tenure. Mr. Montgomery plans to take course work this year, and a recommendation for tenure may well be in order by the end of the summer.

The Committee on Promotion and Tenure also recommended that tenure not be granted to the following faculty members. The decisions were based on the tenure limitations presently existing within the academic departments affected; they do not reflect any dissatisfaction with the candidates' teaching performance.

- A. Dr. Thomas H. Ely, Associate Professor of Biology
- B. Dr. Gilbert J. Millar, Assistant Professor of History

- C. Miss Jean C. Smith, Assistant Professor of Health and Physical Education
- D. Miss Sarah L. Smith, Assistant Professor of Health and Physical Education
- E. Mr. Robert B. Thomas, Assistant Professor of Biology

IV. Promotion of Faculty Members

The Committee on Promotion and Tenure has recommended the promotion to Assistant Professor of Mr. John E. Arehart and Miss Sarah Lowe Thompson. I endorse these recommendations and ask the Board to approve them.

The Committee declined to recommend the following candidates:

A. For Professor:

- Dr. Lee Banton, Associate Professor of Education
- Dr. Billy Batts, Associate Professor of Biology
- Dr. Richard Heinemann, Associate Professor of Biology

B. For Associate Professor:

- Dr. Pil-yull Ra, Assistant Professor of Government
- Dr. Robert Wu, Assistant Professor of Mathematics

V. Designation of Professor Emeritus

Dr. John Molnar, who retired last year but who has taught part-time this year, will end his teaching career in May. Because of his long and distinguished service to the College, I recommend that he be named Professor Emeritus.

VI. Recommendations for Leaves of Absence

I recommend that the following members of the faculty be given leaves of absence for the 1975-76 academic year with grants from the College as indicated.

- A. Dr. Jerry E. Brown, Assistant Professor of English (no compensation)
- B. Mr. Thomas P. Burke, Jr., Assistant Professor of History (first semester only, no compensation)

- C. Mr. Walter E. Martin, Instructor in Geography - no compensation with no guarantee of reemployment.
- D. Mrs. Jean A. Noone, Assistant Professor of Mathematics - \$3,000.
- E. Miss S. Rebecca Raburn, Assistant Professor of Home Economics - extension of current leave, no compensation.
- F. Miss Jean C. Smith, Assistant Professor of Health and Physical Education - no compensation with no guarantee of reemployment.
- G. Miss Sarah L. Smith, Assistant Professor of Health and Physical Education - no compensation with no guarantee of reemployment.
- H. Mrs. Camilla C. Tinnell, Instructor in English - no compensation, first semester.
- I. Dr. Wayne H. Tinnell, Associate Professor of Biology - \$4,000.
- J. Mrs. Nancy J. Vick, Assistant Professor of Education and Director of the Bureau of Teaching Materials - \$5,000

VII. Recommendations for Summer Grants-in-Aid

I recommend that the following members of the faculty be approved for summer grants-in-aid in the amounts indicated:

- A. Miss Nancy A. Andrews, Assistant Professor of Health and Physical Education - \$250.
- B. Dr. Sandra J. Breil, Associate Professor of Biology - \$350.
- C. Mrs. Gail L. Gilligan, Instructor in the Campus School - \$400.
- D. Miss Carolyn V. Hodges, Assistant Professor of Health and Physical Education - \$1,000.
- E. Mr. Robert P. Jones, Assistant Professor of Music - \$500.

- F. Mrs. Rebecca R. Laine, Librarian - \$500.
- G. Dr. Susan H. May, Associate Professor of English - \$300.
- H. Mr. Bruce Montgomery, Assistant Director and Director of Music, Campus School - \$500.
- I. Mrs. Marilyn W. Osborn, Assistant Professor of Home Economics - \$500.

VIII. Retirement

The retirement at the end of the current academic year of Mrs. Louise B. Harris has been announced by the Director of the John P. Wynne Campus School. Mrs. Harris has been employed as kindergarten teacher since 1970.

IX. Extension of Current Leave of Absence

I recommend that Mrs. Sarah V. Young be granted an extension of her current leave of absence through the 1975-76 academic year, with no compensation from the College.

X. Faculty and Staff Salaries for 1975-76

The Board's approval is requested for faculty and staff salaries for the 1975-76 academic year, as indicated on the attached list.

XI. Faculty Salaries for the 1975 Summer Session

The Board's approval is also requested for faculty salaries for the 1975 summer session, according to the attached list.

Sincerely,

Herbert R. Blackwell
Vice President for Academic Affairs

April 25, 1975

Faculty Salaries, 1975-76

<u>Professors</u>	<u>Department</u>	<u>1974-75</u>	<u>1975-76</u>
Dr. Alexander V. Berkis	History	\$16,000	\$16,700
Dr. Janet L. Bingner	Education & Psychology	17,000	18,000
Dr. R. Beatrice Bland	Education	15,000	16,000
Dr. Eleanor W. Bobbitt	Health & Physical Education	15,200	16,200
Dr. Betty A. Bowman	Health & Physical Education	15,300	16,000
LTC John E. Carr, III	Business	11,000 (1/2)	13,700 (3/4)
Mrs. Kathleen G. Cover	Sociology	16,100	17,000
Dr. Anita B. Ernouf, Ch.	Foreign Languages	15,000	15,900
Dr. William L. Frank, Ch.	English & Philosophy	24,700	*26,000
Mrs. Nell H. Griffin, Ch.	Home Economics	18,100	19,100
Dr. Alton M. Harvill, Jr.	Biology	13,200	13,800
Dr. James M. Helms	History	15,700	16,500
Dr. Leta J. Holman	Biology	16,100	16,900
Dr. Charlotte S. Hooker	English	8,100 (1/2)	16,900
Dr. Elizabeth B. Jackson	Natural Sciences	17,800	18,700
Dr. Charles F. Lane, Ch.	History & Social Sciences	25,200	*26,400
Mrs. Janice S. Lemen	Art	16,900	17,800
Dr. Patton Lockwood	Speech & Dramatic Arts	16,800	17,600
Dr. James E. McCray, Ch.	Music	17,000	18,000
Dr. Shirley M. O'Neil, Ch.	Health & Physical Education	22,400	*23,500
Dr. Charles H. Patterson, Ch.	Education & Psychology	25,500	*26,700

*12 months

<u>Professors</u>	<u>Department</u>	<u>1974-75</u>	<u>1975-76</u>
Dr. Marvin W. Scott, Ch.	Natural Sciences	\$22,200	*\$23,200
Dr. Barbara B. Smith	Health & Physical Education	15,300	16,200
Dr. Maurice P. Sneller	History	16,300	17,100
Dr. William J. Sowder	English	16,300	17,100
Dr. Rosemary Sprague	English	18,500	19,500
 <u>Associate Professors</u>			
Dr. Merry L. Allen, Ch.	Mathematics	14,800	15,700
Mr. John M. Austin	Natural Sciences	12,700	13,300
Dr. R. L. Banton, III	Education	14,700	15,400
Dr. Billy S. Batts	Biology	14,700	15,400
Miss Barbara L. Bishop	Art	15,700	16,700
Dr. Robert E. Blasch	Music	13,900	14,600
Dr. Elmer W. Bowington	Education	13,000	13,600
Dr. David A. Breil	Biology	15,300	16,200
Dr. Sandra D. Breil	Biology	14,700	15,500
Dr. R. E. Coleberd, Jr., Ch.	Business	15,700	16,700
Dr. Carolyn M. Craft	English	4,300	14,200
Dr. Anthony B. Cristo	Economics	14,100	14,800
Dr. Edith W. Daubner	Education	15,800	16,500
Mr. Edward V. Daubner	Education	15,100	15,800
Dr. Charles J. DeWitt	Education	14,000	14,600
Mr. George P. Elliott	Education	13,300	14,000

*12 months

Dr. Thomas H. Ely	Natural Sciences	13,600	14,300
Dr. Elizabeth W. Etheridge	History	14,700	15,500
Dr. Louis R. Fawcett, Jr.	Physics	13,400	14,100
Dr. Elisabeth L. Flynn	Art	14,200	14,900
Dr. Robert D. Gibbons	Education	16,100	17,000
Dr. Gerald P. Graham	Health & Physical Education	15,100	15,800
Dr. Sandra E. Gustafson	Health & Physical Education	14,700	15,400
Mr. L. Marshall Hall	History	14,100	14,900
Mr. Darrell G. Harbaum	Music	13,000	13,700
Dr. Richard L. Heinemann	Biology	15,100	16,000
Dr. Paul S. Hesselink	Music	11,800	13,000
Dr. Fillmer Hevener, Jr.	English	13,600	14,400
Dr. Linwood E. Kent	Education	15,100	15,800
Dr. Louis Kovacs	Education	16,000	16,800
Mr. Willard G. Leeper	Business	14,900	15,600
Dr. Robert H. Lehman	Biology	14,100	15,000
Miss Nancy V. Leitch	Art	13,000	13,800
Dr. Freda S. McCombs	Natural Sciences	14,000	14,800
Mr. James K. McCombs	Music	14,000	14,500
Mrs. Josephine H. Magnifico	Mathematics	14,000	14,800
Dr. Susan H. May	English	14,500	15,300
Dr. Jung B. Ra	Education	14,000	14,700
Mr. Earl A. Rubley	Geography	13,900	14,500

<u>Associate Professors</u>	<u>Department</u>	<u>1974-75</u>	<u>1975-76</u>
Mrs. Helen B. Savage	Philosophy	\$13,200	\$13,900
Mrs. Maria C. Silveira	Foreign Languages	12,800	13,400
Dr. Ray B. Sizemore	Education	15,900	16,800
Dr. Jo Leslie Sneller	English	13,400	14,100
Mr. Edwin H. Vassar	Education & Director of Student Teaching	20,700	*21,700
Dr. Margaret G. Violette	Art	14,000	14,600
Mrs. Phyllis G. Wacker	Education & Psychology	8,850 (3/4)	12,500**
Dr. Mark G. Weatherly	Education	14,600	15,300
Dr. Hilda B. Zahrt	Music	16,100	16,800
<u>Assistant Professors</u>			
Mr. David F. Alexick	Art	11,900	12,400
Mrs. Nancy D. Anderson	Speech & Dramatic Arts	10,800	11,400
Miss Nancy A. Andrews	Health & Physical Education	11,800	12,400
Mr. John E. Arehart	Education	10,500	**11,200
Dr. Richard J. Aubry, Jr.	Education	12,000	12,600
Mr. Mark S. Baldrige	Art	10,600	11,100
Miss Pauline V. Boehm	Music	13,300	13,900
Mrs. Sandra A. Bollinger	Mathematics	10,400	11,100
Mr. Thomas P. Burke, Jr.	History	12,600	6,600 (1/2)
Miss Sally C. Bush	Health & Physical Education	10,600	11,100

*12 months

**To be increased by \$500 if requirements for the doctorate are completed by August 15, 1975.

<u>Assistant Professors</u>	<u>Department</u>	<u>1974-75</u>	<u>1975-76</u>
Miss Martha E. Cook	English	11,500	12,000
Mr. Richard T. Couture	History	11,300	11,600
Mrs. Mary G. Cristo	Sociology & Anthropology	12,500	13,700
Mr. James W. Crowl	History	8,400 (3/4)	11,800**
Mr. James W. Curley	Natural Sciences	11,900	12,500
Mr. I. B. Dent	Geography	4,800	11,200
Mr. Otis W. Douglas, III	English	11,500	6,000 (1/2)
Mrs. Patricia H. Fleenor	Home Economics	11,000	11,600
Mrs. Frances N. Hamlett	Business	11,200	11,800
Mr. John A. Hardy, III	Chemistry	12,300	12,800
Mrs. Phyllis W. Harriss	Health & Physical Education	11,500	12,000
Mr. Fred P. Herndon	English	---	11,500
Miss Carolyn V. Hodges	Health & Physical Education	10,800	11,500
Dr. Cathleen Hosey	English	13,700	14,500
Miss Anne H. Huffman	Health & Physical Education	10,600	11,100
Miss Judith R. Johnson	Health & Physical Education	13,200	14,000
Mr. Robert P. Jones	Music	10,500	5,500 (1/2)
Dr. F. Richard Kidder	Mathematics	13,400	14,100
Dr. David A. Kirchgessner	Natural Sciences	11,600	6,300 (1/2)
Mrs. Lee K. Kovacs	Education	12,000	6,200 (1/2)
Mr. Joseph J. Law	Chemistry	13,700	14,300
Dr. Maurice H. Maxwell, Jr.	Chemistry	12,000	12,700
Dr. Anthony S. Maurice	Foreign Languages	12,600	13,200

**To be increased by \$500 if requirements for the doctorate are completed by August 15, 1975.

<u>Assistant Professors</u>	<u>Department</u>	<u>1974-75</u>	<u>1975-76</u>
Mr. Wayne K. Meshejian	Physics	\$11,500	\$12,200
Dr. Gilbert J. Millar	History	14,200	15,000
Miss Frieda E. Myers	Music	12,600	13,300
Miss Patricia Nicholas	History & Social Sciences	12,300	13,000
Mr. E. T. Noone, Jr.	Mathematics	11,800	12,400**
Mrs. Marilyn W. Osborn	Home Economics	10,400	11,000
Mrs. Cada R. Parrish	Mathematics	12,200	12,900
Mrs. Carolyn C. Price	Health & Physical Education	10,600	11,200
Dr. Pil-yull Ra	History & Social Sciences	11,600	12,200
Dr. Margaret S. Sanford	Sociology & Anthropology	13,100	13,700
Mrs. Dorothy A. Savedge	Home Economics	14,500	15,200
Dr. Edward D. Smith	Education	13,300	13,900
Mr. Raymond W. Snead	Supervisor of Student Teachers	6,500	7,000 (1/2)
Mr. Homer L. Springer, Jr.	Art	11,500	12,100
Dr. Massie C. Stinson, Jr.	English	13,100	13,800
Mr. George C. Stonikinis	Sociology & Social Work	11,000	*12,700
Mr. Donald C. Stuart, III	English	13,200	13,900**
Dr. Charles W. Sydnor, Jr.	History	12,600	13,400
Mr. Robert B. Thomas, Jr.	Biology	12,700	13,500
Miss Conway B. Thompson	Art	12,000	12,700
Miss Sarah Lowe Thompson	Business	10,000	10,700

*12 months

**To be increased by \$500 if requirements for the doctorate are completed by August 15, 1975.

<u>Assistant Professors</u>	<u>Department</u>	<u>1974-75</u>	<u>1975-76</u>
Dr. David C. Vest	English	\$13,200	\$13,900
Dr. Robert P. Webber	Mathematics	12,100	12,700
Mrs. Mary S. Woodburn	Education	11,500	12,100**
Mr. Robert J. Woodburn	Speech & Dramatic Arts	12,100	12,750**
Dr. Robert S. Wu	Mathematics	12,000	12,700
Mr. Douglas M. Young	Speech & Dramatic Arts	---	11,600
<u>Instructors</u>			
Mr. Kurt D. Corriher	Foreign Languages	8,750	10,500
Mrs. Deborah C. Hume	Home Economics	9,600	10,100
Miss Sharon G. Dean	English	10,900	11,400
Dr. Michael C. Lund	English	11,500	12,200
Dr. Martha E. Mattus	Speech & Dramatic Arts	10,500	11,050
Miss Bette L. McKinney	English	9,400	10,000
Dr. Dwayne W. Nuzman	Mathematics	11,000	11,600
Mr. David L. Sadowski	Health & Physical Education	11,000	11,600
Mrs. Betty W. Simmons	Supervisor of Student Teachers	5,600 (1/2)	11,800
Mrs. Camilla C. Tinnell	English	10,200	5,400 (1/2)
<u>Campus School Faculty</u>			
Mr. J. Lee Pemberton, III	Director	17,700	18,800
Mr. W. B. Montgomery	Assistant Director & Music	+16,500	+16,500

**To be increased by \$500 if requirements for the doctorate are completed by August 15, 1975.

+1974-75 salary for 12 months, 1975-76 salary for 11 months.

<u>Campus School Faculty</u>	<u>Position</u>	<u>1974-75</u>	<u>1975-76</u>
Miss Cecil M. Kidd	Librarian	\$11,000	+\$11,600
Mrs. Jacqueline J. Wall	Director of Art	(12,600)	9,000
Mrs. Mary W. Elmore	Kindergarten	9,750	10,300
Mrs. Gladys M. Seidell	First Grade	11,650	12,300
Mrs. Gail L. Gilligan	Second Grade	9,300	9,800
	Third Grade	11,100	
Mrs. Phyllis M. Groneweg	Fourth Grade	11,100	11,700
	Fifth Grade	9,400	
Mr. Derwood F. Guthrie	Sixth Grade	12,800	13,500
Miss Helen C. Fecher	Seventh Grade	12,500	13,100

Librarians

Mrs. Martha J. LeSturgeon	Director	16,800	18,000
Miss Cynthia C. Adams	Instructor	9,150	9,800
Miss Susan A. Davi	Instructor	10,500	11,200
Mrs. Rebecca R. Laine	Assistant Professor	12,200	+12,200
Mrs. Barbara W. Skerry	Assistant Professor	10,800	11,500
Miss Carolyn B. Waite	Instructor	9,450	10,100

+11 months salary

<u>Administrative Staff</u>	<u>Position</u>	<u>1974-75</u>	<u>1975-76</u>
Dr. William J. Peele	Vice President for Administration	\$21,400	\$23,500
Mr. J. H. Paul	Business Manager	21,100	22,400
Mr. George R. Bristol	Director of College Relations	20,000	21,200
Mr. T. C. Dalton	Administrative Assistant to the President	21,400	22,600
Mr. Gary C. Groneweg	Director of Admissions and Financial Aid	16,600	18,000
Miss Androniki Fallis	Assistant Director of Admissions and Director of Placement	14,500	16,200
Mr. Stuart B. Tennant	Admissions Counselor	12,000	13,200
Mrs. Mildred M. Oglesby	Admissions Counselor	10,900	11,500
Colonel Raymond Gilchrist	Registrar	19,000	20,000
Mrs. Karen Dougan	Admissions Counselor	11,400	12,000
Dr. Mary A. Heintz	Vice President for Student Affairs	23,200	25,000
Miss Ann Terrie Swann	Assistant Dean of Students	14,500	15,400
Dr. Jan Harris	Associate Dean of Students	17,900	19,000
Mr. John J. Mitchell	Assistant Director of College Relations and Director of Public Relations	14,200	15,500
Dr. Carolyn Wells	Associate Dean of the College	25,800	27,700
Dr. James C. Gussett	Assistant Dean of the College	19,700	21,000
Mrs. Nancy B. Shelton	Executive Alumnae Director	12,000	13,000

The following salary scale has been implemented for the 1975 summer session. The scale and the subsequent list of faculty members for this session are presented to the Board for adoption.

	RATE OF PAY PER CLASS		
	<u>LECTURE CLASSES</u>	<u>STUDIO CLASSES</u>	<u>LABORATORY CLASSES</u>
Professors	\$750.00	\$870.00	\$1,150.00
Associate Professors	\$700.00	\$820.00	\$1,100.00
Assistant Professors	\$650.00	\$770.00	\$1,050.00
Instructors	\$600.00	\$720.00	\$1,000.00

Contracts will be guaranteed if there is an enrollment of 5 or more students.

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TERM</u>	<u>SALARY</u>
Alexick, David F.	Art	1	\$ 770
Andrews, Nancy A.	Health & Physical Education	1	650
Arehart, John	Education	2	1,200
Aubry, Richard J., Jr.	Education	1	1,200
Austin, John M.	Natural Science	2	1,100
Banton, R.L., III	Education	1G	1,400
Berkis, Alexander V.	History and Social Sciences	1	1,500
Bland, R. Beatrice	Education	Sp. Read. Prog.	2,400
Bobbitt, Eleanor W.	Health & Physical Education	2	1,500
Boehm, Pauline V.	Music	2G	650
Bowington, Elmer W.	Education	1G	700
Breil, David A.	Natural Sciences	2	1,100
Brown, Jerry E.	English	1	1,300
Bush, Sally C.	Health & Physical Education	1	650
Coleberd, Robert E., Jr.	Business Education	2	1,500
Couture, Richard T.	History and Social Sciences	2	1,300
Cover, Kathleen G.	History and Social Sciences	1	750
Craft, Carolyn	English	2	1,400
Cristo, Anthony B.	History and Social Sciences	1	1,400
Cristo, Mary G.	History and Social Sciences	1	1,300
Curley, James W.	Natural Sciences	1	1,050
Dean, Sharon G.	English	2	600
DeWitt, Charles J.	Education	1G	1,400
Elliott, George P.	Education	2G	700
Ely, Thomas H.	Natural Sciences	2	1,100
Fawcett, Louis R.	Natural Sciences	2	1,100
Flynn, Elisabeth L.	Art	1	700
Gibbons, Robert D.	Education	2G	1,400
Graham, Gerald P.	Health & Physical Education	2	1,400
Griffin, Nell H.	Home Economics	Special	750
Hall, L. Marshall	History and Social Sciences	1	1,400

<u>NAME</u>	<u>DEPARTMENT</u>	<u>TERM</u>	<u>SALARY</u>
Hamlett, Frances	Business Education	2	1,300
Heinemann, Richard L.	Natural Sciences	1	1,100
Hevener, Fillmer, Jr.	English	2	700
Holman, Leta J.	Natural Sciences	1	1,150
Hosey, Cathleen	English	2	650
Huffman, Anne H.	Health and Physical Education	1	650
Hume, Deborah C.	Home Economics	2	1,200
Kidder, F. Richard	Mathematics	2	1,300
Kovacs, Louis	Education	1G	1,400
Landis, Alan	Art	2	200
Law, Joseph J.	Natural Sciences	1	1,050
Leeper, Willard G.	Business Education	1	1,400
Lehman, Robert H.	Natural Sciences	1	1,100
Leitch, Nancy V.	Art	2	820
Lockwood, Patton	Speech and Dramatic Arts	1	1,500
McCombs, Freda S.	Natural Sciences	1G	1,100
McCray, James E.	Music	2	750
McKinney, Betty	English	2	600
Magnifico, Josephine H.	Mathematics	1	700
Martin, Walter E.	History and Social Sciences	1	1,200
Mattus, Martha E.	Speech and Dramatic Arts	2	600
Maxwell, Maurice H.	Natural Sciences	2	1,050
Meshejian, Wayne K.	Natural Sciences	1	1,050
Millar, Gilbert J.	History and Social Sciences	2	1,300
Noone, E. T., Jr.	Mathematics	1	650
Noone, Norma Abbott	Mathematics	1	650
Nuzman, Dwayne W.	Mathematics	1	600
Sadowski, David L.	Health and Physical Education	Special	1,000
Savage, Helen B.	English	1	1,400
Shook, Gertrude	Art	2	670
Sizemore, Ray B.	Education	1	1,400
Smith, Barbara B.	Health and Physical Education	2	1,500
Smith, Edward D.	Education	1	1,300
Sowder, William J.	English	1	1,500
Sprague, Rosemary	English	1, 1G	1,500
Springer, Homer L.	Art	2	770
Stinson, Massie C., Jr.	English	1	1,300
Stuart, Donald C., III	English	2	1,300
Tinnell, Wayne H.	Natural Sciences	1	1,100
Thomas, Robert B., Jr.	Natural Sciences	2	1,050
Thompson, Sarah Lowe	Business	1	1,200
Vest, David C.	English	2	650
Wacker, Phyllis, G.	Education	1	1,400
Weatherly, Mark G.	Education	2G	1,400
Woodburn, Mary S.	Education	Sp. Read. Prog.	2,200
Woodburn, Robert J.	Speech and Dramatic Arts	2	650
Wu, Robert S.	Mathematics	2	1,300
Zahrt, Hilda B.	Music	1	700

Submitted by:

Dr. Carolyn Wells
Director of the Summer School

April 25, 1975

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

I. Admissions

The Admissions Staff plans to complete its high school revisitation schedule by April 21, 1975. This plan involved a comprehensive program of representatives of the Admissions Staff of the College visiting again high schools across the State. This was in addition to visits connected with the college night programs in the fall. Positive results in admissions were noted as a result of these visits.

	<u>First Week in April 1975-76</u>	<u>First Week in April 1974-75</u>
Applications	1, 141	1, 163
Accepted		
Regular	822	951
Fall conditional	129	77
Summer conditional	5	10
Rejected	43	39
Withdrawals (before and after admission)	44	86
Advance deposits paid		
Dorm	582	572
Day	19	13
Refunds	4	5

II. Placement

The Office of Placement Services continues to serve the students in job counseling, in making available through interviews prospective employers and in sending out credentials upon request. As of April 7, 1975, 2, 856 sets of credentials have been mailed.

As of January, 1975, 36 school systems and 8 other agencies have been on campus for the purpose of recruiting. Prospective employers were also contacted by telephone and/or letter. Those who were unable to recruit on campus extended invitations to students to visit their personnel office.

Placement statistics for our 1974 December graduates are as follows:

Total graduates		100
Total contacted		97
Education majors		85
Teaching (full time)	51	
Substituting	10	
Graduate school	1	
Work other than teaching	11	
Homemaking	12	
Total non-teaching majors		12
Employed	5	
Graduate school	2	
Military service	1	
Not employed	2	
Unable to contact		3
Percentage placed		92

The office continues to contact school systems and other agencies in an attempt to stay abreast of job opportunities. This information is channeled to all seniors through seminars, daily bulletins, and newsletters.

A full report of our 1975 graduates will be available in October.

III. Personnel

In the February, 1975, Board report, it was stated that we hoped to have the first draft of an employee's handbook ready by mid-February. This deadline was met and the first draft was circulated among the Administrative Staff for suggestions. The second draft is in the process of being written. We plan to have the handbook completed, printed, and ready for distribution by August 1, 1975.

The Division of Personnel in Richmond sent us a contract for various kinds of jewelry to be used as State Service Awards, beginning with a certificate for five years' service and continuing with

jewelry for each increment of five years thereafter. In running a survey to determine how much money this would involve, the following statistics were discovered: 84 employees would receive the 5-year award; 28 the 10; 18 the 15; 8 the 20; 7 the 25; and 2 the 30. Next year, 51 more employees would receive awards. Out of 259 employees, 198 would receive awards in the first two years. We feel that this speaks highly of Longwood College in that we do not have a high rate of turnover on our campus. (The above statistics do not include teaching faculty.)

In order to implement the program, the initial cost would be \$409; \$160 the second year; and, approximately \$100 each year thereafter. However, it was the feeling of the Administrative Staff that we should investigate having our own distinctive design made up instead of using the one supplied by the State. I am in the process of investigating this proposal.

Longwood College has just finished the annual Service Rating Reports on all employees. It is our concern that the State Forms required each year are inadequate. We hope by next year to have a more comprehensive form to use locally or else revise the instructions for the current form. Over the past few years it has become the tendency of the supervisors to rate their employees too highly. Each employee has to have on file in Richmond a current Service Rating in order to receive his/her merit increase.

IV. Physical Plant

A. Capital Outlay

Our Capital Outlay requests were submitted to the Division of Engineering prior to the March 15 deadline. Officials there suggested that we remove the request "Repair Roofs on Wheeler and Cox Dormitories (\$8,750)" from the 1976-78 biennium and cover this cost with Longwood College funds. In addition, the Division of Engineering has questioned our attempt to seek State funding in the 1976-78 biennium to "Replace Utility System B (Steamlines) from Jarman Hall to Cox Dormitory (\$98,200)". We have agreed to the Wheeler-Cox request, but we asked them to consider again our need for State funding for the steamlines. The State has assisted us in similar ventures in the past.

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

Work has been completed on this project. We are now awaiting preliminary inspection by the architect.

2. Replace Retaining Wall on Barlow Field - \$19,700

This project is 60% complete. Contractor was delayed approximately 60 days due to inclement weather.

3. P. E. Building Site

The Booker House on Pine Street was demolished by college employees and approximately \$1,500 in materials was salvaged.

B. Major Maintenance Projects

1. Refrigeration Unit for Dining Hall

A new refrigeration unit and cooling tower have been installed in the main kitchen equipment room to replace a smaller unit which could no longer handle the required load. Work was accomplished with college personnel.

2. Business Education Department

A room in the Business Education Department was re-wired to handle twenty (20) calculators. This work was accomplished with college forces.

3. Painting

Our painters painted twelve dormitory rooms and baths during Spring Break. All shutters on the front of Ruffner Hall were repaired and painted and we are currently in the process of painting the colonnade.

C. Miscellaneous

1. CHI Planter

A brick planter with materials donated by CHI was constructed in front of Main Cunningham.

2. Housekeeping Seminar

A housekeeping seminar for all custodial personnel was conducted by Unijax Corporation on March 24-25, 1975. This was the second seminar to be held on campus for custodial personnel. The first one was held in 1973.

3. Milnwood Road

The Town of Farmville agreed to pay Longwood College \$4,000. This in essence amounts to damages to the fourth green. Although this will not cover the entire cost, we feel that it is a fair settlement with the Town.

Submitted by,

William J. Peele
Vice-President for Administration

April 25, 1975

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

I. Student Government Association

A. Rule Changes

The Student Government Association has submitted several proposed rule changes which have been taken under advisement.

1. Open House Hours

Request has been made to extend Open House hours to include the following: Fridays, 5:00 p.m. to 1:30 a.m.; Saturdays, 12:00 noon to 1:30 a.m.; Sundays, 2:00 p.m. to 10:00 p.m. Hours for Open House now extend from 2:00 p.m. to 5:00 p.m. on Saturday and Sunday and 7:00 p.m. to 12:00 midnight on Friday and Saturday.

2. Consumption of Alcohol

Request has been made to permit guests of students to consume alcohol during Open House hours within the confines of State and College regulations.

B. Handbooks

The summer session Student Handbook and the Student Handbook for 1975-76 are being prepared for printing. Miss Vickie Easter is the Editor of the summer publication and Miss Bettie Bass is Editor of the Student Handbook for 1975-76.

C. Judicial Board Cases

1. Suspensions

A total of nine suspensions was recommended and implemented during the academic year.

One	Cheating
One	Stealing
One	Alcohol and Narcotics
Two	Residence Board Referral
Four	Narcotics

2. Probation

Nine students were placed on Judicial Probation for violation of the alcohol rules.

3. Appeals

Five students appealed to the President for a reduction in the length of the suspension.

D. Orientation, 1975

1. Summer Consultation Program and Registration

Applications for the summer academic program are coming in at a stimulating rate. It appears that most new students will be attending. There will be a \$10.00 fee to defray meal costs.

2. Fall Orientation

Miss Molly Lee was elected Orientation Chairman. She and the other student leaders are planning the Fall Orientation Program and Miss Lee will be on campus during the ten-week summer session to complete all arrangements for the program.

II. Staff Changes

Two Head Residents have resigned, effective at the end of the current academic year: Mrs. Thelma Baber and Mrs. Edna Keller. Replacements have not been appointed.

III. Infirmary

The Infirmary was in operation a total of 71 days during the quarter. The doctor saw 668 patients during sick call; 290 were bed patients;

and the nurses treated 2,574 students in addition to treatment prescribed for bed patients.

<u>Month</u>	<u>Days</u>	<u>Bed Patients</u>	<u>Doctor Sick Call</u>	<u>Nurses Exc. Sick Call</u>
January	20	48	202	649
February	28	189	272	1331
March	<u>23</u>	<u>53</u>	<u>194</u>	<u>594</u>
Totals	71	290	668	2574

IV. Commencement

Commencement ceremonies will be held at 9 a. m. on Saturday, May 17. Arrangements have been made for graduating seniors, families and friends to make reservations for rooms and meals on Friday evening and Saturday. Brunch will be served following the exercises. In the event of rain, the program will be held in Jarman Auditorium with limited seating. All closed-circuit television capabilities will be used to provide viewing for those unable to locate seats in the auditorium. Jeffers Auditorium, all rooms in Hiner Building, and all rooms in the Campus School will be used for viewing.

V. Student Teaching Housing

Revised lists of householders have been distributed to 164 students who will be student teaching during the fall semester. Forms for indicating student teaching and field experience addresses have also been distributed. At this time twenty forms have been completed and returned.

VI. Information Office

During March, 1975, personnel in the Information Office have answered a total of 2,236 calls. The average number of calls, not including spring vacation, averaged 97 per day.

VII. Resident Counselors

Resident Counselors for the current year continue to perform various kinds of assistance to freshmen. For the 1975-76 session, fourteen students have been selected and redesignated as "Resident Advisers".

The new Resident Advisers are meeting periodically with the Associate Dean of Students for orientation and job training.

VIII. Student Housing

On April 4, 1975, there were 1,783 students registered in the residence halls. One hundred and seventy students were away for student teaching and six were living in the Home Management House.

Room registration for the fall session is in the process of being completed. Incoming freshmen are requesting housing, but room assignments have not yet been made. Plans are to proceed with housing for summer school in the near future. Curry Hall will be used to house summer school students and Frazer will accommodate the scheduled conferences.

IX. Lankford Student Union

A. Women's Consciousness Week

Women's Consciousness Week was held February 8-12, 1975, at Longwood College. Frederick Storaska, an authority on assaults on women, spoke to a near capacity audience in Jarman Auditorium. Mr. Storaska handled a rather delicate subject in good taste and provided our students with an abundance of information.

A Bridal Fashion Show was held in Jarman Auditorium. Over 900 students attended this beautiful event with 30 different models from Longwood and Hampden Sydney College participating.

These two events, plus two mini-concerts, made Women's Consciousness Week a success.

B. National Entertainment Conference

Five students and the Director of Student Activities attended the National Entertainment Conference in Washington, D. C. on February 8-12, 1975. There were 2,500 delegates from more than 300 colleges and universities who attended the conference.

The students attended workshops and seminars dealing with all facets of student programming. They also saw and critiqued over 35 different acts. The highlight of the conference was the keynote address given by Bob Hope and the surprise appearance of the President of the United States. Not only was the conference very educational, it was also very enjoyable.

C. Men's Basketball

The men's basketball team is continuing to hold games, even at this late date. The team has been playing several different fraternities at Hampden Sydney. At this point, the season's record is one win and four losses, but things are looking better. The main purpose, however, is being fulfilled - that is, fun and exercise.

D. Artist Series

Longwood held the Artist Series Program, "The National Theatre of the Deaf", on February 17, 1975. Over 900 people attended with 150 from the deaf community. The performance was excellent and was enjoyed by all.

The last program of the year was held April 21, 1975 when Robert Minford portrayed Edgar Allan Poe in "Journey to El Dorado".

E. Chartered Trip

Twenty four students went to Ochos Rios, Jamaica on a trip sponsored by the Student Union. Longwood, West Virginia Wesleyan, and the University of Maryland combined to fill a chartered bus. Needless to say, everyone had a fantastic time.

F. Spring Festival

Spring Weekend was held on April 12, 1975. The Student Union and the Office of Admissions planned a variety of events for over 400 high school students and their guests. The theme for the weekend was "Bluegrass".

Submitted by,

Mary A. Heintz
Vice-President for Student Affairs

April 25, 1975

OFFICE OF THE BUSINESS MANAGER

I. Fiscal Affairs

- A. The operating statements for Educational and General Activities and Auxiliary Enterprises for the first three quarters of fiscal year 1975 are attached. Revenues are sufficient to meet budgeted expenses for the remaining quarter of fiscal year 1975.
- B. Working through Mr. Carter O. Lowance, we were able to retain our full legislative appropriation for 1974-75. In addition, \$75,000 for fuel increases and \$30,395 for unbudgeted salary increases granted by the Governor were also appropriated to the College. We could not have balanced our 1974-75 budget without these considerations, or laying off College employees.
- C. We currently have \$70,000 in current accounts receivable for 1974-75 which must be collected to satisfy our revenue requirements. We have attempted to work with our parents, allowing installment payments where possible. With the general economy being as sluggish as it has been, we feel that the \$70,000 figure out of four million dollars invoiced to be an excellent collection rate. We do not feel that over \$5,000 to \$10,000 will be delinquent on June 30, 1975.
- D. The recommended budgets for 1975-76 are included as part of this report. Recommended student tuition and fees to support the 1975-76 budgets are also attached. We feel that the statements with footnotes fairly represent the 1975-76 budget; however, a verbal discussion of the budget will be necessary at the Board meeting to explain further details. I will recommend approval of the budget and support fees at the Board meeting following the discussion.
- E. I submitted a statement to Dr. Willett concerning faculty and staff residences for 1974-75 and 1975-76, indicating that revenues in this budget are insufficient to meet expenses. I do not feel that revenues should be increased nor do I believe expenses can be reduced. However, for audit purposes, I believe the Board should be aware of this particular problem and the reasons to support my recommendations. I intend to discuss the faculty and staff residences further at the meeting and make a recommendation for the audit records.

II. 1976-78 Biennial Budget

We are experiencing a 60 to 90 day delay from the State Budget Office in getting the 1976-78 biennium budget documents. However, plans still call for a July 15, 1975, submission date for personnel requests and August 15, 1975, for all other documents. We anticipate budget requests from departmental units on campus by May 2, 1975, and should have adequate time for budget completion as required by the Budget Office. The Board will discuss and approve the budget at the August, 1975, meeting.

Submitted by,

J. H. Paul
Business Manager

April 25, 1975

LONGWOOD COLLEGE
Operating Statement
for the Period July 1, 1974 - March 31, 1975
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	\$ 993,574.73	97.3
Residential Facilities	1,115,739.00	1,087,527.44	97.5
Laundry	74,280.00	72,467.32	97.6
Student Health Service	92,517.00	90,575.20	97.9
Bookstore	9,500.00	8,265.77	87.0
Student Union	118,903.00	115,223.95	96.9
Golf Course	<u>27,000.00</u>	<u>24,895.40</u>	<u>92.2</u>
TOTAL REVENUES	<u>\$2,459,058.00</u>	<u>\$2,392,529.81</u>	<u>97.3</u>
DISBURSEMENTS:			
Dining Hall	\$1,021,119.00	\$ 780,685.52	76.5
Residential Facilities	1,115,739.00	683,965.92	61.3
Laundry	74,280.00	59,831.49	80.5
Student Health Service	92,517.00	70,623.50	76.3
Bookstore	9,500.00	---	---
Student Union	118,903.00	78,305.93	65.9
Golf Course	<u>27,000.00</u>	<u>25,374.33</u>	<u>94.0</u>
TOTAL DISBURSEMENTS	<u>\$2,459,058.00</u>	<u>\$1,698,786.69</u>	<u>69.1</u>
UNEXPENDED BALANCE		\$ 693,743.12	
ENCUMBRANCES	<u> </u>	\$ 266,527.95	<u> </u>
UNENCUMBERED BALANCE	<u> </u>	<u>\$ 427,215.17</u>	<u> </u>

LONGWOOD COLLEGE
1974-75 Actual Budget Compared to 1975-76 Proposed Budget
EDUCATION AND GENERAL

	<u>1974-75</u>	<u>1975-76</u>	<u>Footnotes</u>
REVENUES:			
Student Tuition and Fees	\$ 1,599,307	\$ 1,546,657	(1)
Other Education and General Fees	90,298	112,300	(2)
Physical Plant Allocation	555,235	555,235	
State General Fund Allotments	2,832,345	3,105,385	
Salary Regrades	30,395	53,370	(3)
Fuel Adjustments	75,000	150,000	(3)
TOTAL REVENUES	\$ 5,182,580	\$ 5,522,947	
Less 3% Reduction General Fund		(93,162)	
		<u>\$ 5,429,785</u>	
DISBURSEMENTS:			
General Administration, Student Services and General Expense	\$ 862,005	\$ 882,345	(1)
Instruction, Regular Session	2,602,927	2,703,100	(2)
Instruction, Summer Session	123,210	105,000	(3)
Other Activities Related to Academic Departments	162,285	174,078	(4)
Libraries	284,379	294,364	(4)
Physical Plant	1,116,888	1,235,851	(5)
Public Service	30,886	35,047	(6)
TOTAL DISBURSEMENTS:	<u>\$ 5,182,580</u>	<u>\$ 5,429,785</u>	

FOOTNOTES - EDUCATION AND GENERAL

REVENUES: (2,150 full-time equivalent students)

- (1) Includes:
 - (a) Tuition of \$585 for 2,150 FTE students
 - (b) Additional tuition of \$450 for 175 out-of-state students
 - (c) Application, readmission and graduation fees
 - (d) Summer, 1975, revenues from summer program
- (2) Includes:
 - (a) Eminent scholars grant - State \$15,000; Longwood College Foundation \$15,000
 - (b) Piedmont Library Fund \$22,300
 - (c) Supervisory fee for student teachers (\$100 x 350)
 - (d) H.E.W. grant for social work program (\$50,000)
 - (e) Instructional materials charge of \$25 per pupil at Campus School
- (3) Anticipated adjustments from Governor of Virginia for unbudgeted increases.

DISBURSEMENTS:

- (1) Includes:
 - (a) Personnel actions recommended by Mr. Peele's office
 - (b) Pay increases for classified of 4.5% for scale and 4.5% for merit. Pay increase of approximately 6% for administrators with faculty status.
- (2) Includes:
 - (a) Provision for 147 faculty positions at a salary average of \$13,820. The salary increase provides a six percent increase over the 1974-75 average.
 - (b) Provides for 94% funding of departmental budget requests for supplies and materials.
- (3) Provides for faculty salaries as explained by the Vice President for Academic Affairs.
- (4) Provides for the same level of funding as 1974-75 with salary increases for classified and faculty commensurate with other departments on campus.
- (5) Includes:
 - (a) Funding for fuel at \$316,000 up from \$250,000 for 1974-75
 - (b) Funding for utilities at \$220,000 up from \$150,000 for 1974-75

- (c) Pay increases for classified at 4.5 percent for scale and 4.5 percent for merit.
 - (d) Personnel actions recommended by the Vice President for Administration
 - (e) Property insurance payment of \$22,000 for multi-peril package policy
- (6) Same level of funding as 1974-75 with salary increases for employees.

LONGWOOD COLLEGE
1974-75 Actual Budget Compared to 1975-76 Proposed Budget
AUXILIARY ENTERPRISES

	<u>1974-75</u>	<u>1975-76</u>	<u>Footnotes</u>
REVENUES:			
Food Service	\$ 1,032,134	\$ 1,036,000	(1)
Residence Halls	1,115,739	1,200,389	(2)
Laundry	74,280	72,200	(3)
Health Service	94,600	95,400	(4)
Bookstore	9,500	9,500	(5)
Student Union	115,400	110,850	(6)
Golf Course	27,616	20,000	(7)
	<u>2,469,269</u>	<u>2,544,339</u>	
TOTAL REVENUES	<u>\$ 2,469,269</u>	<u>\$ 2,544,339</u>	
DISBURSEMENTS:			
Dining Hall	\$ 1,021,119	\$ 1,007,000	(1)
Residential Facilities	1,121,670	1,158,400	(2)
Laundry	77,727	81,052	(3)
Student Health Service	97,383	101,500	(4)
Bookstore	-0-	-0-	
Student Union	122,644	125,099	(4)
Golf Course	27,934	27,616	
	<u>2,468,477</u>	<u>2,500,667</u>	
TOTAL DISBURSEMENTS	<u>\$ 2,468,477</u>	<u>\$ 2,500,667</u>	
Reserve	<u>\$ 792</u>	<u>\$ 43,672</u>	(5)
Student Activities	\$ 78,000	\$ 67,750	
Intercollegiate Athletics	-0-	19,000	

FOOTNOTES - AUXILIARY ENTERPRISES

REVENUES: (1,750 full-time resident students with 350 having some form of field work.)

- (1) Dining Hall
 - (a) \$610 per student for academic year
 - (b) \$200 per student for summer sessions
- (2) Residences
 - (a) \$675 per student for academic year
 - (b) \$168 per student for summer sessions
 - (c) \$15 per student for construction fee
 - (d) Rent faculty and staff residences
 - (e) Sorority rent, 11 @ \$500
 - (f) Rental for conferences
- (3) Laundry
 - (a) \$40 per student for academic year
 - (b) \$10 per student for summer sessions
 - (c) Services to other Auxiliary Enterprises (\$5,000)
- (4) Health Services
 - (a) \$55 per student for academic year
 - (b) \$12 per student for summer sessions
- (5) Bookstore
 - (a) Monthly rental of \$50
 - (b) 4.5% commission on sales of \$200,000
- (6) Student Union
 - (a) \$45 per student for academic year
 - (b) \$20 per student for summer sessions
- (7) Golf Course
 - (a) Green fees (\$10,000)
 - (b) Miscellaneous student charges (\$10,000)

DISBURSEMENTS:

- (1) Includes:
 - (a) ARA contract remains same as 1974-75. (\$14.67 per student per week for 21 meals).
 - (b) Student wages decreased to \$65,000 but will not decrease services.

- (2) Includes:
 - (a) Salary increase for classified employees
 - (b) Increase of \$28,400 for operations expenses for increased cost of fuel and utilities
 - (c) Bonded indebtedness payments of \$444,074

- (3) Includes:
 - (a) Salary increase for employees
 - (b) Same level of operations as 1974-75

- (4) Includes:
 - (a) Salary increase for employees
 - (b) Decrease in personnel services as recommended by the Vice President for Student Affairs

- (5) Surplus is contingent on collection of accounts receivable. Any balance will be added to surplus account at the end of the fiscal year.

LONGWOOD COLLEGE
Student Tuition and Fees

	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
<u>Resident Student</u>			
Tuition	\$ 585	\$ 585	\$ 585
Dining Hall	475	580	610
Residence Halls	510	620	675
Laundry	34	40	40
Health Services	36	55	55
Student Union	45	45	45
Construction fee	30	30	30
Student Activity	35	40	35
Athletic	<u>0</u>	<u>0</u>	<u>10</u>
Total Virginia Student	\$1,750	\$1,995	\$2,085
Out-of-State Tuition	<u>350</u>	<u>450</u>	<u>450</u>
Total Non-Virginia Student	\$2,100	\$2,445	\$2,535
<u>Day Student</u>			
Tuition	\$ 585	\$ 585	\$ 585
Comprehensive fee	60	75	75
Activity fee	35	40	35
Athletic	<u>0</u>	<u>0</u>	<u>10</u>
Total Virginia Student	\$ 680	\$ 700	\$ 705
Supervisory Fee (Student Teachers and Field Work)	\$ 0	\$ 100	\$ 100
Private Room	\$ 0	\$ 100 per semester	\$ 100 per semester
<u>Campus School</u>			
Supplies and Materials		\$ 25	\$ 25
<u>Nursery</u>			
Supplies, Materials & Food		\$ 50	\$ 50
<u>Golf Course</u>			
Annual Membership - general public \$100 each person on a June 30 fiscal year basis			
Green Fees:			
Students other than Longwood -	\$1.25 weekdays		
	\$1.75 weekends and holidays		
General public -	\$2.50 weekdays		
	\$3.50 weekends and holidays		

OFFICE OF THE DIRECTOR OF COLLEGE RELATIONS

I. Fund Raising

Our first annual fund (the Parents Fund) is nearing a close for this year and it has exceeded the amount raised in any previous year. We are encouraged with the results of this effort since it came at a time when economic conditions were not the best. Other annual funds are not keeping up with last year's efforts for the same period of time and we will have to work harder later on in the year.

II. Area Luncheons

Dr. Willett and I have visited Lynchburg and Roanoke and met with prominent alumnae in those areas who were invited to attend the luncheons. This has been an extremely successful program and we have scheduled two during the month of May. We will be returning to Lynchburg on May 22 and going to Richmond for the first time on May 27. We have received many favorable comments pertaining to these luncheons and have observed an increase in giving and participation in the Alumnae Association by these members. I wish we had thought of this program years ago. This will probably evolve into yearly area luncheons.

III. Foundation Budget

Although we raised more money last year than in any previous year, we also had a larger percentage of restricted gifts. This is creating problems in trying to fund the on-going Foundation budget and I am, therefore, requesting that early contributions be made to help us meet our obligations. I sent one such note to Mr. Jim Bourne, a director of the Longwood College Foundation, and he called me indicating he was sending \$1,000. He has also indicated an interest in assisting in other areas such as advertising later on in the year.

IV. Recent Bequest

Miss Elinor Ray Dameron (132 Fredonia Avenue, Lynchburg, Virginia) recently left Longwood College approximately \$10,000 which was 25 per cent of her estate. Her yearly contribution had been \$1.00 per year. Certainly, according to her means, she left a significant gift to the College.

V. Tour Program

Many of our alumnae and friends of the College look forward to hearing about our next tours and we have scheduled the following for the remainder of this year.

Rome	May 10
Hawaii	June 17
Freeport, Grand Bahamas	August 2
Cruise to Bermuda	September 8
Bavarian Holiday	September 15
Cruise to Nassau	September 22
Paris	November 10

I am sure that Rome will never be the same after Pat Brown and the other Longwooders visit May 10-18.

VI. Fund Raising Statement

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

VII. The Alumnae Director and the Director of Public Relations have included their reports.

Submitted by,

George R. Bristol
Director of College Relations

April 25, 1975

L O N G W O O D C O L L E G E F O U N D A T I O N , I N C .
Fund Raising Report - March 31, 1975

	<u>CASH</u>	<u>PLEDGES</u>	<u>OUTSTANDING MATCHING GIFTS</u>	<u>CURRENT TOTAL</u>	<u>FEB. 28 TOTAL</u>
Alumnae (Annual Fund)	\$10,540.33	\$ 186.00	\$ 60.00	\$10,786.33	\$ 5,906.29
Alumnae (Repair of House)	2,338.00	.00	.00	2,338.00	2,194.00
Total Alumnae	<u>\$12,878.33</u>	<u>\$ 186.00</u>	<u>\$ 60.00</u>	<u>\$13,124.33</u>	<u>\$ 8,100.29</u>
Faculty	665.00	995.00	.00	1,660.00	1,470.00
Staff	502.50	677.50	.00	1,180.00	1,077.50
Parents	6,059.00	100.00	85.00	6,244.00	5,659.00
Local Companies	30.00	.00	.00	30.00	30.00
Other Companies	200.00	.00	.00	200.00	.00
Friends of the College	1,300.00	60.00	.00	1,360.00	1,225.00
Board of Visitors	515.60	.00	.00	515.60	.00
Foundations	5,375.00	.00	.00	5,375.00	5,375.00
Sully Banquet	2,117.00	180.00	.00	2,297.00	2,297.00
Snack Bar and Vending	3,614.30	.00	.00	3,614.30	2,482.99
Landscape Planning Fund	<u>115.00</u>	<u>.00</u>	<u>.00</u>	<u>115.00</u>	<u>100.00</u>
TOTALS	<u>\$33,371.73*</u>	<u>\$2,198.50</u>	<u>\$145.00</u>	<u>\$35,715.23</u>	<u>\$27,816.78</u>

* \$2,182.00 restricted for Thomas Sully Art Gallery and/or Bedford-Sully Endowment Fund.

* \$450.00 restricted for Dabney Lancaster Scholarship Fund.

OFFICE OF THE ALUMNAE DIRECTOR

I. Alumnae Luncheons

Since your last meeting, we have had fifteen alumnae luncheons or parties. Two other chapters will hold their spring luncheons in May. These luncheons were held by twelve out of nineteen active chapters, three inactive chapters, and one "non-chapter".

II. Founders Day

We are expecting a great number of alumnae to attend the Founders Day activities. The alumnae have responded well to our requests for old Longwood College "outfits", so the Fashion Show should be a success. Several constitutional changes will be voted on during the Founders Day registration. The major item being considered is a name change from Association of Alumnae of Longwood College to Longwood College Alumni Association.

III. Scholarship

Instead of buying flowers for various individuals attending the Founders Day activities, we will use the allotted money to give a \$75 scholarship to a member of the Granddaughters Club. This suggestion of deleting the flowers in order to assist a needy student was made by our National President. I feel this is a very gracious gesture from our alumnae.

IV. Plans for Fall, 1975

A Fall Council Workshop for all chapter officers will be held in September. Ideas will be shared of both successful and unsuccessful alumnae activities so we can benefit from each other's successes as well as failures.

Submitted by,

Nancy B. Shelton
Executive Alumnae Director

April 25, 1975

OFFICE OF THE DIRECTOR OF PUBLIC RELATIONS

I. Business Fund Drive

The Business Fund Drive Campaign will begin in the near future. Dr. A. J. Munoz, a local surgeon and member of the Longwood College Foundation Board of Directors, and Mr. Monroe Evans, manager of Baldwin's Department Store, will be assisting with this campaign. We will be including in this campaign all of the businesses in the state with whom the College has done considerable business in the last year. This is not a new approach but rather an expanded effort in that area.

II. Dinner Theatre Program

The Dinner Theatre Program has been evaluated for this season and plans are progressing for two more events of a like nature during the academic year, 1975-76.

There were 610 patrons who participated in this year's program. Next year's goal will be approximately 700. Approximately 350 people is the maximum that we can comfortably handle in a program of this nature. The Dinner Theatre Program has had the effect of tripling the attendance at our drama productions.

III. Longwood College Foundation

Various opportunities are being explored to provide closer ties with parents of prospective students in the hopes of increasing their awareness of the Longwood College Foundation and its role in College activities.

Submitted by,

J. J. Mitchell
Director of Public Relations

April 25, 1975

TO: Board of Visitors, Longwood College

FROM: Faculty Liaison Committee; Mrs. Mary Ellen Mitchell, Chairman;
Mrs. Natalie West, Mr. Ralph Page

The members of the Board-appointed Faculty Liaison Committee met for the first time at the campus on Friday, April 18, 1975.

We began at 11:00 a.m., meeting first with the Education Department. Dr. Charles Patterson, Chairman, introduced members of his department and their area of specialization, then gave an overview of the department functions, status of graduate and undergraduate students in the field of education and qualifications of staff members. Following this, those present were asked to share their concerns with the committee. Some of the items of concern to the Education Department are:

1. Offering for Special Education and Learning Disability Certification.
2. Faculty compensation as compared to other state college and universities. There seemed to be a feeling that a Statement of Concern from the Board, acknowledging its cognizance of salary limitations, but that we are continuing to work for improvement in this area, would be appreciated.
3. Need for materials and equipment for education majors to have first-hand experiences with prior to student-teaching.
4. Establishment of a Centralized Counseling Center for students and their problems as well as for practical use by students majoring in the guidance field.

Two items of particular interest that were discussed at this meeting were:

1. The accolades from NCATE regarding the supervision of students teachers at the secondary level whereby the Education Department has a co-operative effort with members of other departments having expertise in specific subject areas who assist in the supervision process.
2. The offering of a reading practicum for area students to be conducted by undergraduates in the reading field. There has been gratifying response from local students who would like to be enrolled in the course, even though they must provide their own transportation.

At 12:30 p.m., the committee had a luncheon meeting and group discussion with the members of the Ad Hoc Committee on the Faculty Role in Decision Making. The following areas are currently being studied by this committee and were presented by Mr. Marshall Hall, Chairman.

1. Relationship between Faculty and Board of Visitors
 - a. How to communicate with the Liaison Committee
 - (1) Should there be an appointed committee of the faculty to meet with the Liaison Committee?

- (2) Should there be a representative from the faculty to attend Board meetings?

2. Department Chairman

- a. Possible recommendation for annual evaluation of department chairman with exploration into possible tools to be used for such evaluation.
- b. Method of selection of department chairman
 - (1) Committee is reviewing present process
 - (2) A recommendation will be made following study

3. Faculty Meetings - Should the presiding officer of these meetings be a member of the teaching faculty?

4. Other areas of study

- a. Voting for absentee faculty members
- b. Establishment of a faculty senate
- c. Possible establishment of a permanent committee on Faculty Role in Decision Making with representation from each department

In general discussion that followed, it was obvious that there was sincere interest on the part of faculty members in close communication with the Board of Visitors.

At 2:00 p.m., the committee met with the members of the Art, Home Economics and Mathematics Departments. Dr. Harry Lewis Allen, Chairman, gave an overview of the Mathematics Department, introducing members of that department who alluded to their specific interests and new offerings in Computer Science, Applied Statistics and History of Mathematics.

Mrs. Nell Griffin, Chairman of the Economics Department, introduced members of her department and they shared their experiences in the areas of Home Economics Education, Food and Nutrition, and Clothing and Textiles.

Miss Barbara Bishop, Chairman, introduced members of the Art Department. Two topics discussed were the current collection of fifty-one purchases from Virginia Contemporary Artists funded by the College and progress that has been made with the Sully Gallery and a desire to establish a more permanent type of advisory group for the Gallery.

This meeting concluded at 3:00 p.m. and those members of the Liaison Committee met from 3:00 to 4:00 p.m. with Dr. Willott to recap the day's activities. It was our feeling that we had been well-received and that the faculty members with whom we had met were most enthusiastic about this committee's establishment. There was a general tone of appreciativeness of the Board's desire to have better communication with members of the faculty and better understanding of some of the problems with which they are faced.

Administrative Staff Proposal on Student Government

Proposed Rule Changes to the Board of Visitors

Open House Hours

Friday	5:00 p.m. - 1:30 a.m.
Saturday:	1:00 p.m. - 1:30 a.m.
Sunday:	2:00 p.m. - 10:00 p.m.

Students participating in Open House must keep the suite doors open during Open House when male guests are in a room.

Alcohol Rules

Alcoholic beverages may be consumed by a student and her male guest according to State law and College regulations. In freshman residence halls, only beer may be consumed by students and/or their guests.

Recommended Implementation of Proposed Rule Changes

1. The Open House hours and alcohol rules are considered to be the limits of the extension of the present rules.
2. Each Residence Hall Council shall be responsible for ratifying, by a majority vote of at least ~~eighty~~ per cent of the residents of the hall, the proposed extension of the Open House and alcohol rules. A Residence Hall Council may determine that the entire hall or specific floors in that hall has, by its vote, accepted Open House or alcohol rules which are more restrictive than the limits prescribed.
3. Meetings shall be scheduled by the Residence Hall President in upper-class halls one week after the election of hall and floor presidents to determine the regulations under which each hall is to function. In freshman residence halls, the Residence Hall councils will meet on approximately November 1 to determine the extent to which each will ratify the extension of Open House and alcohol rules.
4. Residence Hall presidents will submit, in writing, the results of the voting in the halls to Residence Board. Residence Board is responsible for presenting a summary to the President for his approval.
5. Procedures will be implemented on a trial basis.