

Longwood University

## Digital Commons @ Longwood University

---

Meeting Agendas and Minutes

Board of Visitors

---

11-6-1975

### 1975-11-06 Minutes and Appendices

Longwood University

Follow this and additional works at: [https://digitalcommons.longwood.edu/bov\\_meetings](https://digitalcommons.longwood.edu/bov_meetings)

---

November 6-7, 1975

The Board of Visitors of Longwood College met on November 6-7, 1975, at the College.

November 6, 1975<sup>5</sup>

The meeting on November 6, 1975, convened at 1:15 p.m. The following members of the Board were present:

Mrs. Frank E. Booker, Jr.  
Mrs. Raymond M. Brown, Jr.  
Mr. William E. Daniel, Jr.  
Mrs. William H. Hodges  
Mr. George J. Kostel  
Mrs. A. O. Mitchell  
Mr. M. Ralph Page  
Mr. Roland E. Thompson  
Mr. W. Roland Walker  
Mrs. E. A. West

Board member absent was:

Mr. Eric L. Robinson

Also present for the meeting were the following officials of the College: Dr. Henry I. Willett, Jr., President; Dr. Carolyn Wells, Vice President for Academic Affairs; Dr. 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 and Director of Public Relations.

The Rector, Mr. Daniel, presided. The meeting was opened with prayer by Dr. Wells.

Minutes of August 7-8, 1975, Meeting of the Board of Visitors. The members of the Board, on motion duly made and seconded, approved the minutes of the August 7-8, 1975, meeting of the Board as distributed.

Report of the President. On motion duly made and seconded, the Board members approved the following recommendations of the President. (A copy of the Report of the President to the Board is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - November 6, 1975.)

1. The charging off of uncollectible accounts as recommended by the Business Manager.

2. The appointing of the following new faculty and staff members for the 1975-76 academic year:

a. Dr. Mervin J. Bartholomew, as Instructor in Geology, at a salary of \$1,890 (part-time). (This appointment is for the last three months of the fall semester only and fills the vacancy created by the resignation of Dr. David Kirchgessner.)

b. Mr. Thomas B. Cantieri, as Instructor in Business, at a salary of \$2,400 (part-time).

c. Ms. Jeanette Dameron, as Instructor in Instrumental Music (Flute), at a salary of \$300 (part-time).

d. Dr. Robert H. Lehman, Associate Professor of Biology, as Acting Assistant Director of Financial Aid (part-time), with a salary supplement of \$2,250 for the period November 1, 1975, through June 1, 1976, and \$1,500 for the month of June.

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

a. Dr. Edith W. Daubner, Associate Professor of Education, effective at the end of the current academic year.

b. Mrs. Karen R. Dougan, Director of Financial Aid.

c. Mr. Thomas R. Dougan, Director of the Student Union.

d. Dr. David A. Kirchgessner, Assistant Professor of Geology.

4. Overloads for the following members of the faculty:

a. Mrs. Cada Parrish, Assistant Professor of Mathematics, one-fourth overload - \$1,612.50.

b. Dr. Robert Wu, Assistant Professor of Mathematics, one-fourth overload - \$1,587.50.

c. Mrs. Phyllis Wacker, Associate Professor of Psychology, one-fourth overload - \$1,625.00

5. The authorizing of compensation for the following members of the faculty who are teaching extension courses during the current semester as follows:

a. Dr. Richard Kidder, Assistant Professor of Mathematics - \$333.00

November 6, 1975

b. Mrs. Lee Kovacs, Assistant Professor of Psychology - \$333.00.

c. Mr. J. Lee Pemberton, III, Assistant Professor of Education - \$333.00.

d. Dr. Ray Sizemore, Associate Professor of Education - \$1,000.00.

6. The adjusting of the salary of Miss Cynthia Thompson, Assistant Librarian and Instructor, from \$8,000, as previously reported, to \$8,300 (10-month basis).

7. The authorizing of a salary supplement in the amount of \$500 for Dr. Donald Stuart, Assistant Professor of English, who has completed the requirements for the Ph.D. degree. His salary for 1975-76 will be \$14,400 instead of \$13,900.

8. The authorizing of the expenditure of the Sully funds, held by the Longwood College Foundation, Incorporated, in the following manner:

a. Any encumbrance of less than \$500 can be made at the discretion of Ms. Barbara L. Bishop, Director of the Gallery Project.

b. Any encumbrance exceeding \$500 should have the prior approval of Ms. Bishop and Dr. Henry I. Willett, Jr., after consultation with the Sully Executive Committee.

9. The revised grievance procedures. (A copy of these procedures is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - November 6, 1975.)

10. The revised policy regarding termination and demotion of classified employees. (A copy of this policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - November 6, 1975.)

Professional and/or Business Day for Faculty of the John P. Wynne Campus School. The members of the Board, on motion duly made and seconded, amended the proposed policy regarding professional leave and/or business day for the faculty of the Campus School as follows:

In the first sentence of the first paragraph, change "one" to "three"; "day" to "days"; add "school" after "per" and before "year"; delete the remainder of the sentence. The latter part of the first sentence would then read: "... members of this department be given three business and/or professional leave days per school year."

In the second sentence of the first paragraph, delete "a" after "such" and before "day"; add an "s" to "day". The sentence would then read: "All such requests for such days must be in writing and must be approved by the Director of the Campus School and the Vice President for Academic Affairs before permission is granted."

In the third sentence of the first paragraph, change the word "accumulated" to "allotted", thus making the sentence read: "Any member needing more than the time allotted will follow the above procedure and will pay the substitute teacher directly rather than be docked by the payroll department of the College."

November 6, 1975

On motion duly made and seconded, the Board members approved the policy as amended. (A copy of the amended policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix D - November 6, 1975.)

General Fiscal Situation. Dr. Willett indicated that he had talked with Mr. Lowance regarding the College's fiscal situation and he does not feel that there will be anything definitive on this for another month. Dr. Willett stated that he was optimistic that the College would receive some relief but the fiscal picture for the entire state is one of major concern. Mr. Lowance is being sent, on a monthly basis, a detailed breakdown of where the College stands financially and indicating those funds encumbered and those unencumbered. This will continue to be done on a monthly basis. He stated that he felt that Mr. Lowance is totally and completely aware of the College situation and he, in turn, is keeping the Budget Office and other State agencies informed. He said that three or four institutions are in similar situations as Longwood and they are following the same basic outline.

If the College gets no relief, Dr. Willett said, everything would have to be cut off and, more importantly, people would have to be released. However, the Governor has indicated that no one can be released until he makes the decision.

Mr. Paul stated that it was his opinion that, if the College does not get relief, a deficit appropriation would be allowed with the amount of the deficit being taken out of the budget for the next fiscal year. The Governor has authority to do this.

Although, obviously, an area of concern, Dr. Willett said that he did not foresee any basic reduction in faculty.

Procedures for the Selection and Evaluation of Department Chairmen. Dr. Wells presented, for the Board's consideration, the proposal which had been adopted by the faculty at its meeting on November 3, 1975, regarding "Procedures for the Selection and Evaluation of Department Chairmen". Mr. L. Marshall Hall, Jr., Associate Professor of History and Social Sciences, and chairman of the Ad Hoc Committee on the Role of the Faculty in Decision Making, which made the recommendation to the faculty, was present for the discussion of this proposal.

After detailed discussion, the members of the Board, on motion duly made and seconded, approved the following changes in the procedures:

I. B. 2.: Change the last sentence to read: "The search committee shall, upon completion of its work and within a reasonable time, nominate at least three candidates and report its nominees, conclusions and recommendations in writing to the Dean."

II. A. Add: "on a voluntary basis", thus making the sentence read: "Department chairmen shall be evaluated annually by members of their respective departments on a voluntary basis."

II. B. 2.: Change "shall" to "may", thus making the sentence read: "The evaluation form may be completed and the first and second copies returned signed in a sealed envelope to the Dean of the College within two weeks of the date of distribution."

On motion duly made and seconded, the Board members approved the proposal as amended. (A copy of the amended proposal, with changes indicated in red, is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix E - November 6, 1975.)

November 6, 1975

Dr. Willett said that it would not always be possible for a matter approved by the faculty several days prior to a Board meeting to be put on the Board's agenda and that consideration by the Board of this proposal did not constitute a precedent in this area.

Comments by Dr. Willett. Dr. Willett made comments regarding the following:

1. Mr. Joe Carbone. Dr. Willett stated that Mr. Joe Carbone, the Dining Hall Manager, had been promoted to District Manager. However, Longwood is in his district and his primary responsibility will be at the College. A new manager will be appointed to take his place here. Dr. Willett said it was felt that Mr. Carbone certainly deserved a promotion and that he had been at Longwood in excess of the time that ARA Slater normally leaves a manager in one place.

2. Mrs. West. Mrs. West was commended by Dr. Willett for bringing with her to the campus 10 prospective students.

3. Legislative Outlook. Regarding the outlook for the upcoming legislative session, Dr. Willett said the situation is bleak. He stated that the budget recommendations which the Board approved in August had been submitted to the Budget Office and that he, Dr. Peele, and Mr. Paul had appeared before the Governor and his Budget Advisory Committee several weeks ago. He indicated that the Governor was unusually vocal in terms of his comments with respect to the tremendous percentages that were being requested on the part of several institutions and how unrealistic they were. (This comment was not made regarding Longwood.)

Dr. Willett pointed out that there is a new dimension in the budget process in that the institutional budgets are now reviewed by the State Council of Higher Education. The Council has made a preliminary review of the budgets and its recommendations show a 17.8% increase over the last biennial budget for Longwood. However, in the past two days, the Council has made some modifications, what are not now known. He stated that he feels the College would be very fortunate if it were to get anywhere near what the State Council has recommended. There is the possibility that the Governor will make adjustments in the recommendations as well as the Appropriations Committee.

Regarding capital outlay, Dr. Willett stated the biggest need is for the physical education building but whether or not there is any capital outlay money is problematic. He told members of the Board that the Division of the Budget had transferred the request for a rescue vehicle from the College's capital outlay requests to the State budget requests. He stated that this does not mean that the College will get the vehicle. However, a precedent was set a few years ago when Virginia State College was given one. He stated that, while he is not optimistic in terms of general capital outlay appropriations, he is in terms of the rescue vehicle.

Dr. Willett said that he plans to set up individual sessions with legislators in the area and elsewhere to talk with them about the College's needs and problems and to indicate that as much assistance as possible is needed. He pointed out that a number of people, including some faculty and students, have to be convinced that it is not "business as usual".

Report of the Vice President for Academic Affairs. Dr. Wells spoke regarding the following:

1. Continuing Education. Dr. Wells stated that there is a demand on the part of teachers in the public school systems for extension courses. While the College does not have a long history of offering extension courses, it is in a position to do this within the limitations of the regional consortium that has been established. Longwood is in the Central Virginia consortium. Although the consortium concept is still being debated at the State level, it is expected that it will be on a permanent basis in 1976. The consortium concept states that extension courses may be offered on a regional basis by those colleges closely related to the region. They would be restricted as to the level of courses they offer, i. e., the community colleges would offer 100 and 200 courses, Longwood 300, 400, and 500 courses, etc. Mr. Robinson is serving on the citizens advisory committee for this particular region. Three courses are being offered by the College this semester in Halifax County and in Charlotte County. Dr. Wells pointed out that it was felt that there is potential in this area for adding to the head count enrollment which, in turn, improves the financial situation. There is a possibility that there will be a temporary set back in this program this year due to the 5% cutback in the funds for the public school systems, but it is a fruitful area.

2. NCATE Approval. The members of the Board were informed by Dr. Wells that approval had been received from NCATE for the graduate program in English.

3. Workload Study. Dr. Wells told the members of the Board that the State Council of Higher Education is currently undertaking a study of workloads and tenure as a result of a legislative mandate. She indicated that the faculty activity survey forms had been distributed to the faculty and completed forms had been received from all but two persons and the results were being compiled. It was her feeling that the average would be 50-60 hours per week in terms of workload per faculty member.

4. Progress Report on the Business Department. The present plan, Dr. Wells stated, is to ask the State Council of Higher Education for final approval of the program in business administration in December. It is felt that the State Council recognizes the importance of this program to the institution. In light of the coeducation situation, business administration will enhance the College's total situation.

5. Economics. Dr. Wells indicated that within the next month a recommendation would be made to the Department of History and Social Sciences that the discipline of economics be formally tied in to the Department of Business and that the department become the Department of Business and Economics, beginning with the fall term in 1976. She said she felt this was a logical extension, particularly if the College is going into the business administration area. She said she did not anticipate any problem with this.

6. College Calendar. Efforts are being made, Dr. Wells said, to standardize the College calendar. This would mean that it would be constructed for a period of five years in order to enhance planning.

Dr. Willett stated that the normal policy followed regarding the calendar was to gain in put from the faculty and student groups and then for the Dean to make a formal recommendation to him for his approval. He said that this would continue to be the policy unless the Board felt differently.

November 6, 1975

Report of the Vice President for Administration.

1. Maternity Leave Policy. Dr. Peele indicated that he had checked with the Attorney General's office regarding the word "immediate" in the maternity leave policy. It was suggested by this office that "immediate" be changed to "two days".

The members of the Board, on motion duly made and seconded, approved amending the maternity leave policy as follows:

In the last sentence of paragraph (5), change the word "immediately" to "within two working days".

On motion duly made and seconded, the Board members approved the maternity leave policy as amended. (A copy of the amended policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix F - November 6, 1975.)

2. Admissions. Dr. Peele stated that the number of applications for 1975-76 exceeded those for 1974-75, which was the first time this had occurred in several years. The goal for 1976-77 is 1,350 applications. He said that this year's entering freshmen compared favorably with last year's class in both rank and Board scores. (He pointed out that SAT scores nationally have dropped about 50 points in the last 10 years.)

3. Personnel. A copy of the new personnel handbook was distributed by Dr. Peele to the Board members. He indicated that they were very pleased with this since nothing of this type had been available before.

4. Physical Plant. Dr. Peele stated that the suggestion had been made that a study be undertaken to see where utility costs could be cut. He said that the day before an electrical engineer from the State Division of Engineering and Buildings had been on campus. A campaign will be launched to make everyone aware of the necessity of cutting off lights, lowering thermostats, etc. It is hoped that the College can stay within its budget in this area. Last year, the College was cited for being the third highest in the State on cutbacks.

5. Placement Report. Pleasure was expressed by Dr. Peele over the placement report. He indicated that 96.5% of the 1975 graduates of the College are teaching in Virginia. He stated that 15 school divisions hired as many as five Longwood graduates. One hundred school divisions have been invited to come on campus to interview seniors.

Dr. Willett stated that attention would be given to the areas where the students are placed. He stated also that careful consideration would be given to the locations of the student teacher centers in view of the fact that a number of requests are being received from school divisions for centers. The College would like to have the students in areas where they would receive the most benefit.

6. "Mobility on Wheels". Dr. Peele informed the Board members of a group in Tidewater, "Mobility on Wheels", which is seeking to have Longwood, Old Dominion, and Radford designated as barrier-free institutions. Longwood is very receptive to this and is trying to determine how much it will cost to make the change. This group will present its plan to the legislature at the upcoming session. Dr. Peele said it was his recommendation that the College cooperate with the group.

7. Master Plan. Regarding the revision of the master plan, Dr. Peele said that he had checked with the architect and the fees are unreasonable for this service. He plans to look into the possibility of having a draftsman do this.



Report of the Vice President for Student Affairs.

1. Infirmary. Dr. Heintz stated that persons had been employed to take the places of the two nurses in the Infirmary who had retired and they would begin work on November 16.

2. Rush. Dr. Heintz informed the members of the Board that rush had just been completed and that two black students were pledged to two sororities, which is new for sororities on campus. One hundred and eighteen girls pledged during this rush. Dr. Heintz said that the next report to the Board would include a complete breakdown of rush statistics.

3. Tour of South Ruffner. The tour of the campus the next day will include a tour of South Ruffner, Dr. Heintz stated. It is felt this facility would be very practical for bringing in male students who wished to visit the campus.

4. Director of the Student Union. Dr. Heintz said that she was in the process of screening applicants for the position of the Director of the Student Union. She commended to the Board the Chairman of the Student Union Committee, Miss Laurie McCullough, who had assumed a great deal of responsibility in this area since Mr. Dougan left.

5. College Physician. Regarding the College Physician, Dr. Heintz said that there had been concern for some time on the part of the students in regard to the College Physician and that there had been some rather serious accusations as to his effectiveness and as to his ability. However, no formal action has been taken against him. The Physician will retire no later than September 1, 1976.

Dr. Willett stated that some students have a different concept of what an Infirmary should be. The administration feels that an Infirmary should offer services on an out-patient basis with the wider range of medical services being provided by family physicians. Requests are received each year for a gynecologist but it is felt service of this nature is something between the students and their families and not something in which the College should be involved.

Report of the Business Manager. Regarding the delinquent accounts over which the Board expressed concern at the August meeting, Mr. Paul said that the College had decided to use a collection agency to see if any of the accounts could be collected. He indicated that, to date, 10 responses had been received from 25 letters which were sent out by the agency. The cost to the College for this service is \$4.32 for each account.

Mr. Paul said that the State Council of Higher Education had recommended for Longwood a 17.8% increase in funds above the budget for the current biennium. This, he said, is based primarily on the guidelines which were set up. He stated that the Budget Office will also spend time on the institutional budgets, carefully reviewing them and asking questions about certain items. He expressed his concern over the role that the Budget Office will be playing.

Report of the Director of College Relations. Mr. Bristol told the members of the Board that he had operated as a director of annual giving since 1969. Since that time, other programs have been added, including preferred giving, wills, tour programs, luncheons, etc. He stated that the annual fund had "fallen back". Mr. Mitchell is now working the annual fund with the parents and businesses. He

said it would enhance the total program to bring in another person to coordinate this work. He stated that the Foundation Board asked that this be considered.

Dr. Willett pointed out that, at the meeting of the Foundation Board in September, some interest was expressed in this. The Foundation Board is scheduled to meet with the Board of Visitors in February. Anything that is done will require action by the Foundation Board and ultimately by the Board of Visitors. He said in any hiring of this type the person hired becomes a college employee and his/her ultimate responsibility is to the Board of Visitors and not the Foundation Board. He indicated that he had asked Mr. Bristol to look at the job description because this would have to be built into the total picture. He stated that he felt the concept of some additional help in this area deserves merit and attention.

In commenting on the report of the Alumni Secretary, Mr. Bristol indicated that, at the Fall Council meeting, a workshop to train officers in the chapters was held. He stated that there are a number of things to look forward to in the Alumni Association that will benefit the College.

Mr. Mitchell stated that he was coordinating efforts to bring consultant groups to the campus and had approached four agencies to see what services they could offer in regard to the College's shift to coeducation. He said that he had received a proposal from one, had had a visit from two, and correspondence from all four. He ultimately hopes to get proposals from all four regarding what they will be able to offer.

Coeducation Planning. Dr. Willett distributed to the Board members a list of the suggestions that had been made by the Staff regarding coeducation. He indicated that this would give them an overview of some of the things that have to be considered. He indicated that the tour scheduled for the next day had been designed to familiarize the Board members with some of the physical problems and some of the things that have to be considered, i. e., dressing facilities for men, etc. He stated that he was not at a point of any further policy recommendations. It had been agreed that there would be only one set of admissions policies. He also said that he felt attitude was important. The matter of coeducation was one that had to be accepted whether or not it was liked by an individual. He stated that the administration is looking at coeducation from the standpoint of what is best for the institution. He stated further that he felt the most emotionally charged issues would be housing and athletics. Regarding athletics, he said that procedures were being set up to look at programs for men based on facilities available, interest displayed on the part of male students, etc. Careful consideration will have to be given to any male activities this year other than the basketball team because of the finances involved. State funds cannot go into athletics.

Dr. Willett said that the questions most frequently asked him were those pertaining to housing. In the past, freshmen have been housed together. If this concept is going to be continued, it may be necessary to have housing in more than one location.

The meeting was adjourned at 5:10 p. m.

November 7, 1975

The meeting of the Board of Visitors reconvened at 10 a. m. on November 7, 1975. The following members of the Board were present:

November 7, 1975

Mrs. Frank E. Booker, Jr.  
 M Mrs. Raymond M. Brown, Jr.  
 Mr. William E. Daniel, Jr.  
 Mrs. William H. Hodges  
 Mrs. A. O. Mitchell  
 Mr. Roland E. Thompson  
 Mrs. E. A. West

Board members absent were:

Mr. George J. Kostel  
 Mr. M. Ralph Page  
 Mr. Eric L. Robinson  
 Mr. W. Roland Walker

Also present for the meeting were the following officials of the College: Dr. Henry I. Willett, Jr., President; Dr. Carolyn Wells, Vice President for Academic Affairs; Dr. 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 and Director of Public Relations.

The Rector, Mr. Daniel, presided.

Coeducation Planning. The discussion regarding planning for coeducation was continued. It was indicated that it was hoped that some decision regarding housing for male students would have been made by February. Dr. Willett reiterated that housing for males would be in the facilities already on campus but what arrangements would be made is unknown at this time.

Report of the Faculty Liaison Committee. Mrs. Mitchell, Chairman of the Faculty Liaison Committee, gave a report of the meeting which the Committee had with the members of the Department of History and Social Sciences the day before. She indicated that some of their concerns were:

1. Communication between Board and Faculty. It was suggested that there be some communication between the Board and the faculty after a Board meeting, with someone returning automatically to a faculty meeting to report on the results of the Board meeting.

Dr. Willett stated that, after the August Board meeting, there was a faculty bulletin in the faculty boxes two hours after the meeting, outlining applicable items covered by the Board.

2. Faculty Representation at Board Meetings. The question was raised regarding having a faculty member(s) sit in on Board meetings and if no one is going to sit in on Board meetings that there be a more definitive explanation as to why not.

Dr. Willett pointed out that it should be clearly understood that the faculty has a representative at the Board meetings in the Dean of the College and Vice President for Academic Affairs and she has a responsibility to present faculty points of view at meetings of this type. He said that, by law, meetings of boards of visitors at State institutions are permitted to be closed. This is a matter that may be attacked again in the upcoming session of the legislature. The press

November 7, 1975

does not like it. He stated that he did not feel that you could always have the type of discussion you need to have with non-Board members present. He indicated that the proposal had also been made that you actually have a faculty member serve as a member of the Board. This represents a definite conflict of interest and it is not done in State institutions. Some boards have student members but there is a large body of opinion that this also represents a conflict of interest. He said it was his feeling that to do anything other than to have faculty members attend Board meetings on an invitational basis would have disadvantages.

3. Tenure. One member of the Department expressed his feelings regarding tenure, indicating that quality education cannot be maintained if there is not total tenure in a department, the best people are locked in, persons cannot be replaced with those who have earned doctor's degrees in that field, etc. Mrs. Mitchell stated that she feels that quality is still there. An untenured member spoke about his concern regarding candidates for positions should untenured people leave. Concern was also expressed regarding the quality and number of incoming students.

4. Faculty Rank of Administrators. There was a little argument as to whether or not the matter of faculty rank for administrators had been discussed. Mrs. Mitchell stated that it was the Committee's interpretation that it had likely been discussed with the faculty and that the Board had reaffirmed the policy of faculty rank for administrators.

Dr. Willett indicated that this issue comes up almost on a yearly basis. He pointed out that the plan whereby certain categories of administrators may receive faculty status was developed by the Governor and is amended from time to time. These administrators are removed from the classified pay scales and this gives flexibility in terms of salaries. This, however, is not the reason it was developed. The Southern Association, the Governor, the Division of Personnel, and college personnel involved were of the opinion that the interest of the institutions would be better served if persons in administrative positions had some academic background. Also, there are a number of administrators who also teach classes. The Southern Association would not approve of administrators teaching without faculty rank.

In a survey of state institutions on a national basis, it was noted that 53% of the institutions had similar plans. Dr. Willett stated that Mr. Dalton earlier had made a survey of private institutions in Virginia to determine which persons had faculty status.

Dr. Willett pointed out that, at the request of the Advisory Committee, a roster had been printed and distributed at the beginning of the session, listing everyone who had faculty rank. He stated that he had had an extensive discussion of this with the Advisory Committee in the spring. He said at the next meeting of this group he would again discuss it with them.

Mrs. Mitchell suggested that Mr. Dalton's report be updated and that the information be shared with the faculty.

5. Offering in Government. Concerns were expressed about the inability to offer what was felt necessary in government because of the limited number of teaching hours.

6. Salaries. In regard to the matter of salaries, Mrs. Mitchell said she told the group that all Board members are concerned about salaries for all faculty members but, because the College is a State institution, there are certain limitations.

November 7, 1975

7. Exclusion of Administrators. The feeling was expressed that the meetings of the Faculty Liaison Committee with the departments should involve only those persons with no representation from the administration. There was disagreement on this point in that one member said that he would not participate in a meeting of his department without representatives of the administration.

Dr. Willett said that he could not agree to this and that he did not feel that the presence of administrators intimidated or inhibited members of the faculty from expressing themselves.

Mr. Daniel accepted the report of the Faculty Liaison Committee and commended the Committee for its diligence.

Report of the Student Liaison Committee. Mrs. Brown, Chairman of the Student Liaison Committee, reported on the meeting of this committee. She said that the group agreed that there would be interim meetings with just the student members. It was tentively agreed that the Committee would meet again on January 24 when the next Retreat would be held.

Matters discussed by the group were:

1. Infirmary. The students were concerned about the effectiveness of the College Physician and the services provided by the Infirmary.

2. Professional Evaluations. The discussion concerned the various methods of evaluation. The group was primarily interested in standardization of procedures. The students were asked to bring to the Committee a proposal for its consideration.

3. Cut Policy. The students would like to have a standard minimum cut policy.

Dr. Wells stated that there is a committee studying attendance policies and this matter should be referred to that committee.

4. Grading System. The question was asked as to why there cannot be a standardized grading system.

Dr. Willett stated that, while this was a complicated topic, the prevailing opinions oppose such standardization. Human nature seems to thwart the consistency that would be needed.

Mr. Daniel accepted the report of the Student Liaison Committee and commended the Committee for its work.

Comments by Dr. Willett.

1. Retreat. Dr. Willett stated that he had mentioned the Retreat a number of times and that he hoped that, in addition to members of the Student Liaison Committee, as many Board members as possible would come for the Retreat on January 24. Final plans have not been made but as soon as the rough agenda, which Mr. Dalton is preparing, is ready, copies will be sent to the Board members.

2. Athletic Scholarships. Dr. Willett indicated that there is a problem in that the institutions with which the College has traditionally

November 7, 1975

competed are beginning to move in the direction of financial aid for athletics. This means that a decision will have to be made regarding what Longwood will do. This is a matter that will need to be discussed at the February meeting.

3. Suggestions for Board Meetings. Regarding future Board meetings, Dr. Willett asked for suggestions as to formats for the meetings. He also asked the Board members to let him know if they felt there should be any further touring of the campus in February. He stated that at the February meeting the Board would meet jointly with the Foundation Board on Friday morning. Also, at the February meeting, there would definitely be some discussion about any extension of the one-year situation as far as tenure is concerned and a determination made as to whether or not any policy amendments need to be made.

4. Retirement of Classified Employees. Dr. Willett stated that he had informed the Staff members that he felt whenever it was agreed to carry a classified employee beyond age 65 this should be approved by the Board. He indicated that there may have to be one or two changes in the retirement policy for the classified employees to make certain that the wording is the same as for the faculty. The policies are the same but the language is expressed differently.

5. Liability Insurance for the Board. Regarding liability insurance for the Board, Dr. Willett indicated that this had come up a number of times and that Mr. Paul was in the process of surveying other institutions to see what they do.

Mr. Daniel said that he had asked Mr. Kostel to review the proposed policy that had been submitted and that he would be prepared to make a final recommendation after he received Mr. Kostel's suggestions. This should be at the February meeting. He stated further that the matter of coverage of this type had been of concern to him because he felt perhaps something was needed to cover civil suits.

Field Services Report. Mr. Dalton reviewed with the members of the Board his work in field services. He indicated that he had surveyed the 1974 graduates to obtain their feelings as to the strengths and weaknesses of the College. He said he received a 77% return from the students and a 90% return from their employers. The survey revealed that the Longwood graduate is very proud of the education she received at the College and especially pleased with the preparation she is given for teaching. Of the 107 responses received, only one was essentially negative.

Executive Session of the Board of Visitors. Dr. Willett said he felt it important to inform the members of the Board, in addition to the Executive Committee, of several events that had taken place in recent months. He mentioned the effort on the part of some members of the Search Committee to exclude Dr. Wells from consideration for the position of Vice President for Academic Affairs. He said it was his feeling that the question of tenure was the event that "triggered" the situation. He stated that his views on unlimited tenure were no secret and that he had indicated as early as February that being "tenured in" was something with which the College could not live. The matter of tenure for Dr. Ely was one that became quite emotionally with the students being involved and asked to bring pressure. Dr. Willett stated that he felt that all of this was now over and that we are "back on the road" as far as this is concerned.

Mr. Daniel expressed to Dr. Willett and to the Staff his compliments and indicated that he felt they were handling these situations well and that he should never hesitate to call on the Executive Committee, or any members of the Board, for help in situations of this type.

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

*Mary Ellen Mitchell*  
Secretary

LONGWOOD COLLEGE  
Farmville, Virginia 23901

Addendum to the Report of the President to the Board of Visitors

I. New Staff Appointment

I recommend approval of the following new staff appointment:

Dr. Robert H. Lehman, Acting Director of Financial Aid (part-time), with a salary supplement of \$2,250 for the period November 1, 1975, through June 1, 1976, and \$1,500 for the month of June. Dr. Lehman will assume these duties in addition to continuing teaching duties in the Department of Natural Sciences.

II. Faculty Resignation

I recommend acceptance of the following faculty resignation:

Dr. Edith W. Daubner, Associate Professor of Education and Philosophy, effective at the end of the current academic year, in order to pursue other activities.

Submitted by,

Carolyn Wells  
Vice President for Academic Affairs

November 6, 1975



LONGWOOD COLLEGE  
Farmville, Virginia 23901

Report of the President

to the .

Board of Visitors

November 6-7, 1975

## TABLE OF CONTENTS

	<u>Page</u>
Report of the President.....	1
Report of the Vice President for Academic Affairs.....	5
Report of the Registrar.....	8
Report of the Director of the Library.....	10
Report of the Vice President for Administration.....	11
Report of the Director of Placement.....	16
Report of the Vice President for Student Affairs.....	28
Report of the Business Manager.....	32
Report of the Director of College Relations.....	39
Report of the Executive Alumni Director.....	43
Report of the Director of Public Relations.....	44

LONGWOOD COLLEGE  
Farmville, Virginia 23901

Ladies and Gentlemen of the Board of Visitors:

I request approval of the following:

1. The charge offs as recommended by Mr. Paul in his report. (Page 33.)
2. The personnel actions related to appointments, resignations, overloads, extension courses, salary adjustments, and salary supplements as recommended by Dr. Wells. (Pages 5-7.)
3. The spending authority requested by Miss Bishop. (Page 3.)
4. The policy changes contained in Dr. Peele's report. (Pages 15, 19-27.)
5. A day of professional and/or business leave for the Campus School faculty on less than 12 months employment as recommended by Mr. Pemberton. (Page 4.)

I will also want to discuss:

1. The State's fiscal situation.
2. The February Board meeting.
3. Coeducation planning.
4. Legislative outlook.

Respectfully submitted,

Henry I. Willett, Jr.  
President

October 30, 1975

Summary Report of the Meeting of the Executive Committee of the  
Friends of the Thomas Sully Gallery

The initial meeting of the Executive Committee of the Friends of the Thomas Sully Gallery was held at 4 p. m. on Thursday, September 25, 1975, in the Conference Room of the Bedford Building, Longwood College.

The purpose of this meeting was to brief the Committee members on the development of the Sully project since its inception in 1971 and to discuss the immediate goals of fund raising for construction of the future gallery and accessions for the permanent collection of works by 19th century American artists. The Committee determined that they would be guided in the pursuit of these goals by the current wishes of Mrs. Jeanne Sully West, benefactor of the Sully program. Mrs. West has, since the date of the meeting, indicated that a simultaneous pursuit of the stated goals would be the most desirable program of development. The purchase of at least one work each year by Thomas Sully or a recognized 19th century American artist would increase the holdings of the Sully organization. Mrs. West's ability to increase her financial support of the project has not yet been determined.

The Committee also reviewed the first working plans of the Thomas Sully Gallery prepared by MacIlroy and Parris, Architects, of Richmond, Virginia; suggested that proposals from art advisors or consulting firms be secured to determine the feasibility of utilizing such services for the development of the permanent collection; and recommended that a definitive listing of works by Thomas Sully currently in Virginia collections be compiled for reference in development of the collection at Longwood College.

Meetings of the full committee will be held periodically as deemed necessary. Interim business will be handled by correspondence.

Present for the meeting were the following members of the Committee:

Ms. Barbara L. Bishop  
Mr. Robert G. Whitton  
Dr. William J. Peele  
Dr. Duvahl Ridgway-Hull  
Mr. William K. Whidden  
Dr. William L. Frank  
Dr. Henry I. Willett, Jr.

Also present was Mr. George Bristol, Director of College Relations.

Submitted by,

Barbara L. Bishop,  
Director of the Gallery Project

October 30, 1975

Authorization for the Expenditure of Sully Funds

I respectfully request that authorization for the expenditure of Sully funds, held by the Longwood College Foundation, Incorporated, be granted as follows:

1. Any encumbrance of less than \$500 can be made at the discretion of Ms. Barbara L. Bishop.
2. Any encumbrance exceeding \$500 should have the prior approval of Ms. Barbara L. Bishop and Dr. Henry I. Willett, Jr., after consultation with the Sully Executive Committee.

Submitted by,

Barbara L. Bishop  
Director of the Gallery Project

October 30, 1975

Professional and/or Business Day for Faculty  
of the John P. Wynne Campus School

Whereas faculty members of the John P. Wynne Campus School are holding faculty rank at Longwood College, and whereas their teaching schedule is quite structured, I am proposing to the Board of Visitors of Longwood College that members of this department be given one business and/or professional day per year with a maximum accumulation of three days over a three-year period. All such requests for such a day must be in writing and must be approved by the Director of the Campus School and the Vice President for Academic Affairs before permission is granted. Any member needing more than the time accumulated will follow the above procedure and will pay the substitute teacher directly rather than be docked by the payroll department of the College.

Note of Explanation

Campus School faculty members, unlike their colleagues, are unable to rearrange their class schedules in order to conduct business during regular hours. They have a responsibility from 8 a.m. until 3 p.m., five days a week (183 total) from the middle of August through the first week of June. Many are pursuing advanced degrees and have no provision for class registration or conferring with their committees all of which are at institutions located some distance away. No provisions have been made for anyone requiring personal appointments in Richmond, either. In attempting to grant them the same privileges that all public school teachers in Virginia have, I have made the above request. This request is in line with provisions granted by all other public school systems in the State.

Submitted by,

J. Lee Pemberton, III  
Director of the John P. Wynne  
Campus School

October 30, 1975

## OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

I. Faculty

For the current academic session, Longwood College has a total of 144 full-time teaching faculty, exclusive of the Campus School faculty. The distribution by rank follows. A comparison with 1973-74 and 1974-75 is provided for convenience.

	<u>Faculty Rank</u>		
	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Professors	23	24	25
Associate Professors	52	47	47
Assistant Professors	67	64	57
Instructors	<u>17</u>	<u>13</u>	<u>15</u>
	159	148	144

Note: In addition, there are 9 part-time faculty filling 4 positions, for a total of 148 teaching positions filled. Of the original number of 151 Board authorized positions, 3 are currently vacant.

II. New Appointments

Approval of the following new faculty appointments for the 1975-76 academic year is requested:

- A. Dr. Mervin J. Bartholomew, Instructor in Geology, at a salary of \$1,890 (part-time). This appointment is for the last three months of the fall semester only and fills the vacancy created by the resignation of Dr. David Kirchgessner.

Dr. Bartholomew has the B.S. degree from Pennsylvania State University; the M.S. Degree from the University of Southern California; and the Ph. D. degree from Virginia Polytechnic Institute and State University. His teaching experience has been at North Carolina State University, Virginia Polytechnic Institute and State University, and the University of Georgia.

- B. Mr. Thomas B. Cantieri, Instructor in Business, at a salary of \$2,400 (part-time). This appointment is necessary to secure a qualified instructor in business law, a curriculum and certification requirement.

Mr. Cantieri received the A. B. degree from the University of North Carolina; the LL. B. degree (changed to J. D. ) from the University of Virginia Law School; and the LL. M. degree from George Washington University. He has been a tax law specialist and attorney-at-law for 15 years.

- C. Ms. Jeanette Dameron, Instructor in Instrumental Music (Flute), at a salary of \$300 (part-time). This appointment fills the partial vacancy caused by the part-time appointment of Mr. Paul Jones.

Ms. Dameron has the B. M. E. degree and the M. M. E. degree from East Carolina University. She was a teaching fellow at East Carolina and taught flute in the public schools of Nansemond and Charlotte counties in Virginia. She also taught piano classes at Southside Virginia Community College.

### III. Resignations

The following have submitted resignations from the College:

- A. Mrs. Karen R. Dougan, Director of Financial Aid, because of her husband's relocation.
- B. Thomas R. Dougan, Director of the Student Union, to accept a position in Columbus, Ohio.
- C. Dr. David A. Kirchgessner, Assistant Professor of Geology, to accept a position with the Environmental Protection Agency in North Carolina. He will not be replaced second semester.

### IV. Overloads

Approval is requested for overloads for three members of the faculty:

- A. Mrs. Cada Parrish for one-fourth overload to provide one additional mathematics class for elementary majors - \$1,612.50.
- B. Dr. Robert Wu for one-fourth overload to provide one additional mathematics class for secondary majors - \$1,587.50.
- C. Mrs. Phyllis Wacker for one-fourth overload to provide one additional psychology class - \$1,625.00.



V. Extension Courses

Two extension courses are being offered during the current semester. Dr. Ray Sizemore is teaching The School Plant, three credits, in Halifax County. In Charlotte County, a series of three one-credit courses in The Metric System/The Gifted Child/Career Education is being taught by Dr. Richard Kidder, Mrs. Lee Kovacs, Mr. Lee Pemberton.

Salary authorization for these courses is requested as follows: Dr. Sizemore, \$1,000; Dr. Kidder, \$333; Mrs. Kovacs, \$333; Mr. Pemberton, \$333.

VI. Faculty Salary Adjustments

The Board's approval is requested for the following salary adjustment:

Miss Cynthia Thompson - salary should be \$8,300 (on 10-month basis) rather than \$8,000 as previously reported.

VII. Salary Supplement

Dr. Donald Stuart has completed the requirements for the Ph.D. degree in English at the University of Virginia. Authorization is requested to award the customary \$500 doctoral increment, increasing his salary from \$13,900 to \$14,400.

VIII. Reports from the Registrar and Librarian

Included with this report are reports from the Registrar and the Librarian.

Submitted by,

Carolyn Wells  
Vice President for Academic Affairs

October 30, 1975

## OFFICE OF THE REGISTRAR

The following is a summary of selected enrollment data for the College for the 1975 summer session and the first semester of the 1975-76 academic year:

I. Summer School Information

	<u>1974</u>	<u>1975</u>	<u>+ or -</u>
Freshmen	22	101	+79
Sophomores	98	92	- 6
Juniors	100	106	+ 6
Seniors	159	133	-26
Graduate	152	113	-39
Special	187	195	+ 8

II. Dean's List, Spring 1975

367 (on list)

55 (4.00)

1967 (students)

18.6% (percentage of students on list)

2.7% (percentage of 4.00's)

III. Graduation, May 17, 1975

Bachelor of Science	431
Bachelor of Arts	42
Bachelor of Business Education	17
Bachelor of Music Education	11
Master of Science	24
Master of Arts	2

IV. Beginning Enrollment, Fall 1975

	<u>1974-75</u>	<u>1975-76</u>	<u>+ or -</u>
Freshmen	734	756	+22
Sophomores	538	478	-60
Juniors	392	401	+ 9
Seniors	476	382	-94
Graduates	81	57	-24
Special	45	138	+93
	<u>2266</u>	<u>2212</u>	



## OFFICE OF THE DIRECTOR OF THE LIBRARY

The books-by-mail program, Piedmont Mailbox Library, which is sponsored jointly by Longwood College and the Virginia State Library, has been in operation since July 1, 1974. Since its inception, we have mailed to patrons in the six surrounding counties, i. e., Amelia, Buckingham, Charlotte, Cumberland, Nottoway, and Prince Edward, a total of 86,837 books. We have circulated 30,092 books since July 1, 1975.

As a result of a questionnaire mailed to residents of the counties served by this program, 99% of the replies recommended continuation of this pilot project which is scheduled to end June 30, 1976.

The library staff has been very pleased with the success of this program and are grateful for the many expressions of appreciation which we continually receive.

Submitted by,

Martha H. LeSturgeon  
Director  
Dabney S. Lancaster Library

October 30, 1975

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

I. Admissions

## A. Admissions Information 1975-76

1. <u>Applications</u>	<u>1975-76</u>	<u>1974-75</u>
Applications received		
Virginia freshmen	1,035	981
Out-of-state	145	152
Transfer	<u>140</u>	<u>141</u>
Total	1,320	1,274
Completed applications	1,263	1,209
Accepted freshmen and transfers	1,149	1,065
Expressed as a per cent of applications	90.9%	88.1%
Total matriculating	714	737
Freshmen matriculating	631	644
2. <u>Regular Admission Freshmen Rank in High School Class</u>		
	<u>1975-76</u>	<u>1974-75</u>
First quintile	43.7%	43.8%
Second quintile	37.6	33.4
Third quintile	14.4	15.4
Below third	3.4	5.2
Not ranked	1.0	2.2
3. <u>Median College Board Scores of Regularly Admitted Freshmen</u>		
	<u>1975-76</u>	<u>1974-75</u>
Verbal	430	440
Math	460	460

## B. Admissions Information 1976-77

	<u>1976-77</u>	<u>1975-76</u>
Applications received as of October 16	156	153
Applications accepted	55	36
Applications on hold	16	24
Applications complete in process	15	17
Applications not complete	70	76

## C. Admissions Master Plan for 1975-76 Recruiting Year

Goal

We are working toward 1,350 applications which could give us a conversion ratio factor of 729 matriculants.

Basic Concepts in Admissions

One to one follow-up after initial contact.  
 Rolling admissions policy.  
 Institutional effort.  
 Personal approach in correspondence and actual contact.  
 Visitation to campus by the potential matriculant.  
 Quality programs with excellent placement records.  
 Size of college.  
 Quality of teaching faculty.  
 Cost structure.  
 Advantages of residential institution.  
 Over 130 years of building a reputation of excellence.

Approaches

Admissions assistants...out-of-state travel...alumni assistance through special chapter committees on recruiting...up-to-date promotional literature...Search Service...recruiting scholarships...regional meetings with counselors...attendance by high school students at campus events, advertising, special loans, application fee waivers...emphasis on community college transfers...college night tour...spring follow-up of Virginia high schools...visit to private schools...utilizing student teachers in recruiting...using recent graduates at college night programs...attendance at college fairs...student recruiters...programs for rising high school seniors...designating target schools...minority consciousness in recruiting...using faculty and staff in admissions...

college groups visiting high schools...tour guides...hostess program...busing students to campus...special session at high schools with students and parents about financial aid... mailing campaign to various groups, i. e., Boys State, cheerleaders, Girls State.

Student Markets

Traditional 18-21 year old female  
 Male day  
 Male dorm  
 Graduate day  
 Full-time graduate  
 Special student  
 Transfers  
 Extension  
 Non-traditional summer student  
 Rising high school seniors  
 Foreign students  
 Adult education

II. Personnel

A. Classified Employee Handbook

The Employee Handbook was completed and distributed to all classified employees by the end of October, 1975. It is too early to have a clear reaction as to how well it has been received.

B. Retirements

During 1975, six classified employees retired from Longwood, representing a total of 112 working years at the College. They consisted of two college hostesses, two registered nurses, one laundry worker, and one custodial worker. One of this group, Kathleen Scott, the laundry worker, started working at Longwood in approximately 1918. She was commended at a reception by her fellow workers and College staff for her long and faithful service.

C. Vacancies

Except for the retirees as mentioned above, we have not experienced much turnover during 1975. Because of the budget crisis and the Governor's restrictive order of August 8, 1975, we have not been filling positions as they have become vacant.

This has left us short-handed in several areas, the most critical being the custodial workers in the buildings.

Another result of our being short-handed is that of October 1, 1975, 82 of our classified employees could possibly lose a total of 6,817 working hours of annual leave by December 31, 1975. We are working on trying to be sure that these people will not lose time that they have earned this year but it could happen.

#### D. Meetings

We are endeavoring to meet with all groups of employees this fall. By November 17, 1975, all employees will have attended a meeting in which College and State policies will have been reviewed, questions answered, and comments discussed. It is hoped that this will serve to keep the employees informed. We plan to try to have these meetings at least twice a year and more often if it seems necessary.

### III. Physical Plant

#### A. Maintenance Projects

##### 1. Repair Roof Over Spectators' Area of Swimming Pool - \$250

Approximately 1,100 square feet of deteriorated metal roof and sheathing over the spectators' area of the swimming pool were removed and a new built-up roof was constructed by the Physical Plant personnel. The project is complete.

##### 2. Cox and Wheeler Residence Hall Roofs - \$9,000

A contract has been awarded to Marsteller Corporation to repair the DEX-O-TEX roofs on Wheeler and Cox residence halls. This work is scheduled to commence the week ending October 25, 1975, and should be completed in about six working days.

##### 3. John P. Wynne Campus School Roof - \$2,500 (Longwood is responsible for \$1,000 and the bonding company is responsible for the difference.)

The repair of the roof at the John P. Wynne Campus School is scheduled to begin during the latter part of October or the early part of November.



B. Energy Conservation - Plans to Conserve Fuel, Electricity, and Water

We plan a greater effort in this area than ever before, although we were cited last year as being among the top three State agencies in cutbacks. We plan to work closely with VEPCO consultants, electrical engineers from the State Division of Engineering, and with the Town of Farmville officials in order to promote less consumption in the area of utilities.

IV. Placement Report

The report of the Director of Placement is attached.

V. Policy Changes Requiring Board Action

A. Grievance Procedures (Revised Copy Attached)

The grievance procedure was changed in accordance with the Governor's Executive Order.

B. Termination and Demotion of Classified Employees (Revised Copy Attached)

Very minor changes were made in this policy. One was to name Ray Gilchrist as the Chairman of the Appeals Committee and Joe Mitchell as the alternate, an action previously approved by the Board of Visitors. We also added a section on guidelines used in layoffs.

C. Maternity Leave (Copy Attached, Paragraph 5)

In light of updating the Faculty Handbook and printing a Classified Employee Handbook, we decided to update our policy. We worked closely with the Attorney General's office.

Submitted by,

William J. Peele  
Vice President for Administration

October 30, 1975

## OFFICE OF THE DIRECTOR OF PLACEMENT

Of the 501 1975 Longwood College graduates, 98.9% of the education majors and 93.5% of the non-teaching majors were placed, giving a total percentage figure of 97.6%.

In comparing the figures of the 1974 report to the Board of 98.9% (teaching), 89.7% (non-teaching), and 97.6% (total), and the present state of the economy, Longwood College continues to experience success in the placement of its graduates.

A detailed statistical chart of placement figures and a summary of placement statistics follows.

Submitted by,

Androniki J. Fallis  
Director of Placement

October 30, 1975

**LONGWOOD COLLEGE**  
**PLACEMENT DATA FOR THE CLASS OF 1975**

**TEACHING MAJORS****NON-TEACHING MAJORS****TOTALS**

MAJOR	Total No.	No.	Teach- ing	Substi- tute Teach- ing	Home- making	Work- ing	Continu- ing Edu- cation	Unable to Contact	% Placed	No.	Work- ing	Home- making	Substi- tute Teach- ing	Teach- ing	Continu- ing Edu- cation	Military	Unable to Contact	% Placed	Majors Placed	% Placed	Unen- plove
Elementary	175	175	162		3	6	4		100.0										175	100.0	
K-3	137	137	127		2	5	3		100.0										137	100.0	
4-7	38	38	35		1	1	1		100.0										38	100.0	
Secondary																					
Art	15	12	7	1		4			100.0	3					3			100.0	15	100.0	
Biology	21	8	7			1			100.0	13	5			1	3	1		76.9	18	85.7	3
Bus. Ed.	17	17	5		2	9		1	94.1										16	94.1	
Earth Sci.	3	2	2						100.0	1					1			100.0	3	100.0	
Econ.	2									2	2							100.0	2	100.0	
Econ./Acct.	4									4	4							100.0	4	100.0	
English	42	29	22	2	1	3			96.6	13	6			1	3	1	1	84.6	39	92.9	2
French	3	2	1				1		100.0	1		1						100.0	3	100.0	
Drama/Speech	2	1	1						100.0	1	1							100.0	2	100.0	
Gen. Science	1									1					1			100.0	1	100.0	
Gov't.	4	2		1	1				100.0	2	1						1	50.0	3	75.0	
Home Ec.	43	37	17	4	2	11	2		97.3	6	2	1			3			100.0	42	97.7	1
H.,P.E. & R.	43	39	24	5	1	4	4		97.4	4	4							100.0	42	97.7	1
Hist. & S. S.	16	13	5	1		6	1		100.0	3	1	1			1			100.0	16	100.0	
Latin	1	1				1			100.0										1	100.0	
Math	27	21	16		2	3			100.0	6	3				2			83.3	26	96.3	1
Med. Tech.	3									3	3							100.0	3	100.0	
Music	11	11	7	2			2		100.0										11	100.0	
Off. Admin.	9									9	8				1			100.0	9	100.0	
Physics	1	1	1						100.0										1	100.0	
Psychology	12									12	4		1	1	6			100.0	12	100.0	
Sociology	7									7	6				1			100.0	7	100.0	
Soc. Work	28									28	23	2			2		1	96.4	27	96.4	
Spanish	7	7	6			1			100.0										7	100.0	
Speech Path.	4									4					4			100.0	4	100.0	
<b>TOTALS</b>	<b>501</b>	<b>378</b>	<b>283</b>	<b>16</b>	<b>12</b>	<b>49</b>	<b>14</b>	<b>1</b>	<b>98.9</b>	<b>123</b>	<b>73</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>31</b>	<b>2</b>	<b>3</b>	<b>93.5</b>	<b>489</b>	<b>97.6</b>	<b>8</b>

SUMMARY OF PLACEMENT SERVICES REPORTS

Longwood College

August, 1974 - August, 1975

	<u>TOTAL</u>
Graduates	501
Teaching	286
Teaching in Virginia	276
Teaching Out-Of-State	10
Substitute Teaching	17
Employed Other Than Teaching	123
Military Service	2
Homemaking	16
Continuing Education	45
Unable to Contact	4
Unemployed	8
Elementary Majors	175
K-3	137
4-7	38
Secondary Majors	203
Non-Teaching Majors	123
Virginia counties interviewing on campus	33
Virginia cities interviewing on campus	14
Others in Virginia interviewing	11
Out of state schools and others interviewing	3
Virginia counties listing vacancies with office	50
Virginia cities listing positions with office	7
Virginia Towns listing positions with office	2
Virginia Private Schools listing positions with office	12
Out of state schools listing positions	19
Listing non-teaching positions in Virginia	8
Listing non-teaching positions out of state	6
Colleges and Junior Colleges listing positions	34
Interviews Held	1,679
Credentials Files Established	501
Sets of Credentials Forwarded to Prospective Employers 9-1-74 to 9-1-75	5,219

*S E C T I O N   S E V E N T E E N**G R I E V A N C E   P R O C E D U R E S*

## 1. OBJECTIVE:

To afford an immediate and fair method for the resolution of disputes which may arise between Longwood College and its employees.

## 2. EXCEPTION

This procedure does not apply to managerial employees who are engaged in agency-wide policy determinations.

## 3. POLICY

- a. A grievance shall be a complaint or dispute of an employee or employees regarding the application, meaning, or interpretation of personnel policies or procedures as they affect the work activity of such employee or employees. Any condition of employment accepted by the employee at the time of employment or subsequent thereto shall not be grievable. All appeals resulting from employee removal or demotion will be administered under Rule 11.3.1 of the Rules for the Administration of the Virginia Personnel Act.
- b. In the event there is a question as to whether a dispute is a proper grievance under these procedures, the matter will be presented to the Vice-President for Administration for decision.
- c. When the question of grievability cannot be satisfactorily resolved at the agency level, the employee may make a request, and the agency will forward such request, for a ruling of grievability from the State Director of Personnel, who shall respond within five days.
- d. Regardless of whether they are grievable, all complaints should be given attention. This process is in recognition of the generally accepted principle that any matter of such concern as to affect the morale of an employee or group of employees should be of equal concern to management. No complaint may be addressed beyond the top management level before grievability has been determined. Only after grievability has been determined shall a grievance be processed through the panel stage.
- e. An employee filing a grievance shall have at every step the right to present witnesses and evidence to support his grievance with complete freedom from reprisal. This procedure does not confer the right upon anyone to make slanderous or libelous statements.

- f. The College's Director of Personnel will inform all new employees of the grievance procedures at the time of their employment. The immediate supervisor of the new employee will likewise discuss the grievance procedures with the employee. It will be emphasized by the immediate supervisor that he is available at all times to discuss grievances and to seek solutions mutually satisfactory to the College and employee.
- g. First Step: An employee who has a grievance shall discuss the problem directly with his immediate supervisor and the grievance need not be reduced to writing until this step has been completed.
- h. Second Step:
- (1) If the grievance is not resolved within ten (10) full working days after the first step meeting, the grievant may reduce his grievance to writing on a Grievance Form obtainable from the Personnel Office, Longwood College. The fully completed Grievance Form shall be delivered by the grievant to his immediate supervisor. The immediate supervisor and the next level of supervision shall meet with the grievant within two (2) full working days of receipt of the Grievance Form. The grievant may have a representative of his choice present at this meeting.
  - (2) A written reply by supervision shall be made to the grievance within three (3) full working days following the meeting.
- i. Third Step: If the supervisor's reply from the second step meeting is not acceptable to the grievant, he may request, in writing, a meeting within two (2) full working days with the next appropriate level of supervision. Supervision shall meet with the grievant within five (5) full working days of the grievant's request and reply in writing, to the grievance within three (3) full working days following the third step meeting. The grievant may have an employee of his choice present at this meeting.
- j. Fourth Step: If the supervisor's reply from the third meeting is not acceptable to the grievant, he may submit the grievance to a fourth step panel hearing. The request for a fourth step panel hearing shall be indicated by the employee on an additional form obtainable from the Personnel Office, Longwood College. Request for panel hearing must be received by supervision within seven (7) full working days of the receipt of the third step reply.
- k. The panel shall be selected in the following manner:
- (1) An employee request for a fourth step hearing shall be sent to supervision as outlined above.
  - (2) Supervision shall then submit the request with a copy of the grievance form to the President within five (5) full working days of receipt.



- (3) A panel shall be chosen to hear the grievance at the fourth step and members shall be selected from among Longwood College's administrative staff, its operational staff, and non-management employees. No person involved in an earlier phase of the particular grievance may serve on the panel.
- (4) The President shall supply within seven (7) full working days to supervision for transmission to each party the names of the ten (10) prospective panel members to hear the grievance. The panel shall be composed of five (5) members and shall be chosen in the following manner: two (2) members shall be selected by the President and two (2) members by the grievant. The members chosen in this manner shall choose the final panel member.

NOTE: Should the grievant find the entire list of ten unacceptable he may select two (of a five-member panel) State employees from the State service at large. The agency head will select two members from the list. The members thus selected shall choose the final member from the list.

- l. The panel has the responsibility to interpret the application of appropriate agency policies and procedures in the case. It does not have the prerogative to formulate or to change policies or procedures.
- m. The panel shall then select its Panel Chairman, set the time for the hearing which shall be held as soon as practicable, but no more than ten (10) full working days after the panel has been selected, and notify the employee. The grievant may have present at this meeting a representative, or legal counsel at his own expense. Copies of the grievance form shall be sent by the supervision to the panel members.
- n. The conduct of the hearing shall be as follows:
  - (1) The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing.
  - (2) The Panel may at the beginning of the hearing ask for statements clarifying the issues involved.
  - (3) Exhibits, when offered by the grievant or Longwood College, may be received in evidence by the panel, and when so received, shall be marked and made part of the record.
  - (4) The grievant and supervision, or their representative, shall then present their claims and proofs and witnesses who shall submit to questions or other examination. The Panel may, at its discretion, vary this procedure but shall afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant proofs.
  - (5) The parties shall produce such additional evidence as the Panel may deem necessary to any understanding and determination of the dispute. The Panel shall be the judge of relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the Panel and the parties.

- (6) The majority decision of the Panel shall be final in all its determinations.
  - (7) Failure to comply with a panel decision, or reprisals taken as a result of a panel decision will be grievable.
- o. The Panel Chairman shall specifically inquire of all parties whether they have any further proofs to offer or witnesses to be heard. Upon receiving negative replies, the Chairman shall declare the hearing closed.
  - p. The hearings may be reopened by the Panel on its own motion or under application of a party for good cause shown at any time before the award is made.
  - q. The decision shall be filed in writing by the Panel Chairman with the President not later than fifteen (15) full working days after the completion of the hearing. The decision shall be made in the format attached to this policy.
  - r. Copies of the decision shall be transmitted to the Director of Personnel, the grievant and the grievant's supervisor.

NOTE: The grievant must bear any cost involved in employing representation or in preparing or presenting his case.

The parties to the grievance, by mutual agreement, the Director of Personnel or the Panel Chairman, may extend any, or all of the time periods established in this procedure. Failure by the employee to process a grievance within the time limits, or agreed upon extension, shall constitute termination of the grievance.

Nothing in this procedure is intended to circumscribe or modify the existing right of Longwood College to do the following, provided however, that none of these rights may be exercised in an arbitrary or capricious manner.

- (1) Direct the work of its employees;
- (2) Hire, promote, transfer, assign and retain employees in positions within the agency;
- (3) Maintain the efficiency of governmental operations;
- (4) Relieve employees from duties because of lack of work or for other legitimate reasons;
- (5) Take actions as may be necessary to carry out the duties of Longwood College in emergencies;
- (6) Determine the means and personnel by which operations are to be carried on; and
- (7) Demote or dismiss employees for proper cause.



## SECTION EIGHTEEN

TERMINATION OR DEMOTION OF  
CLASSIFIED STATUS EMPLOYEE

## 1. Removal for Cause:

## a. General

- (1) Definitions - See Section One, Chapter 2, Administrative Handbook.
- (2) A temporary status employee's employment may be terminated after he has been given two weeks notice. A valid reason for termination must exist, i.e., elimination of work load, shortage of funds, inability of employee to accomplish work, etc.
- (3) A permanent employee may be separated from State service with thirty days notice for good and sufficient cause.
- (4) The general exception to the above policy is where an employee's personal conduct requires his immediate removal from the campus. Examples would include, but not be limited to, being on the job under the influence of alcohol, narcotics, or gross insubordination. Under these circumstances, the senior Administrative Officer on Campus would have the authority to discharge a temporary employee verbally without a waiting period and immediately suspend a permanent employee for thirty (30) days without pay. The procedures outlined in Paragraph C below will be followed during the thirty (30) days suspension period.

## b. Temporary Employee:

- (1) The Director of Personnel and the employee's supervisor will have a conference with the employee. The reason(s) for recommending termination will be given to the employee at that time.
- (2) The Director of Personnel will forward the supervisor's written recommendation to the Vice-President for Administration.
- (3) The Vice-President for Administration will have a hearing in his office for the employee, if the employee so desires. The employee's supervisor and Director of Personnel may be present at the hearing.
- (4) The Vice-President for Administration will make a decision for or against removal after he has reviewed the recommendations and heard the employee's arguments, if any.
- (5) The employee, the Director of Personnel, and the supervisor will be notified by the Vice-President for Administration of his decision.

## c. Permanent Employee;

- (1) The employee's supervisor will inform the Director of Personnel in writing of reasons for recommending a conference to discuss future employment. A copy of this note should be supplied to the employee in question.
- (2) The Director of Personnel and the employee's supervisor will have a conference with the employee. Following the meeting, the Director of Personnel will forward the supervisor's written recommendation to the Vice-President for Administration.
- (3) The Vice-President for Administration, before making his recommendation to the President, will have a hearing in his office for the employee. The employee's supervisor and the Director of Personnel should be present at this hearing.
- (4) Following the hearing, the Vice-President for Administration will notify the employee in writing of his final decision. If he decides to proceed with a recommendation of removal to the President, he requests that the Classified Employee Appeals Committee conduct a hearing for the employee and notifies the President of his action.
- (5) If the employee accepts the hearing before the Appeals Committee, the Committee will forward its recommendation to the President and to the employee along with a tape recording of the hearing. If the employee does not accept a hearing before the Appeals Committee, the President will inquire into the recommendation from the Vice President for Administration to insure that in fact adequate cause for removal does exist. In either event, the President will make his determination and notify all parties concerned.
- (6) If the President's decision is removal, the employee has the right of appeal to the Executive Committee of the Board of Visitors. The employee must make his request for a hearing in writing and not later than ten (10) working days following receipt of the President's letter.
- (7) Any further appeal must be filed by the employee with the State Director of Personnel within ten (10) working days following receipt of the decision letter from the Board of Visitors Executive Committee.

## d. Classified Employee Appeals Committee:

- (1) Committee composition -
  - (a) Chairman - Raymond Gilchrist; alternate Joe Mitchell  
with vote
  - (b) Two members appointed by the President - with vote
  - (c) Secretary - Director of Personnel - without vote
- (2) Hearing arrangements -
  - (a) The Committee Chairman will fix a date, time and place for the hearing which, insofar as practicable, will meet the convenience of all concerned.

- (b) The hearing room arrangements will allow space for the employee and his representative(s), if he elects to designate any.

(3) Hearing procedures -

- (a) The following oath will be administered to the Committee by the Director of Personnel, who is a Notary Public. "Do you swear to impartially evaluate the information presented at this hearing and render a decision based on your best judgement?"
- (b) The hearing will be opened, and the verbatim record (taken by tape recorder) will begin with a statement in the following vein:
- 1 "This is a hearing being conducted at Longwood College on \_\_\_\_\_ in accordance with a request made by Mr. \_\_\_\_\_. Mr. \_\_\_\_\_ (is)(was) an employee of Longwood College. He (has been)(was) in State Service from \_\_\_\_\_ to \_\_\_\_\_. The purpose of this hearing is to establish a complete record of reasons for the proposed removal and to provide Mr. \_\_\_\_\_ with an opportunity to state his view of the action leading to the recommendation for removal as a matter of record.
  - 2 This hearing is not a formal trial. It will not be conducted as a court proceeding, and technical rules of evidence will not apply. It is desired that a record be completed which will relate all reasonable pertinent information. Information or testimony which is not material or relevant to the case will not be permitted."
- (c) The following is a general procedure to be followed, each participant first being appropriately sworn before being permitted to offer statements or testimony:
- 1 The Committee Secretary will first state the reasons for the removal and will explain the basis for them; the Committee may call witnesses and may question the employee. The employee, or his representative, may cross-examine.
  - 2 Next, the employee, or his representative, will have an opportunity to state his reason for the appeal; he may call witnesses - including those previously testifying - and may question them. The Committee may cross-examine.
  - 3 Rebuttal and surrebuttal may be allowed by the Chairman of the Committee.
  - 4 At the close of the hearing the Committee Secretary and the removed employee will each be given the opportunity to make a summary statement.
  - 5 If the final review at the College confirms the removal, a copy of the tape recording will be forwarded to the State Director of Personnel within ten (10) work days following final notification to the employee.

2. Retirement

Classified employees will be retired at the end of the calendar year in which they reach age 65. They may be re-employed in a temporary status where a replacement with their skills cannot be recruited.

### 3. Demotion

In the event an employee has been demoted from a position in State service appeals the demotion, the procedure shall be the same as that for removal of a permanent employee for cause.

### 4. Layoff

The order of layoff of employees of a class in any organization unit is hereby declared to be as follows:

- a. Until the Vice-President for Administration determines that satisfactory service ratings are available, the order of layoff shall be inverse to the relative value of the employees to the service as determined by the appointing authority.
- b. After satisfactory service ratings are available, in the judgment of the Vice-President for Administration, the order of layoff shall be inverse to the relative value of the employees to the service as determined by the average service ratings for the year next preceding the layoff, or for the entire period of service if less than one year. If two or more employees have the same ratings, the one with least service shall be the first laid off.
- c. No permanent employee shall be laid off from any position while any temporary employee is continued in a position of the same class in the same organization unit.
- d. Each employee laid off shall be given a notice of layoff by the appointing authority in a form and manner approved by the Director. Whenever practicable, this notice shall be given at least thirty days prior to the date of effect. The notice shall state the reasons for the layoff, the date it is to become effective, and any other information that the Vice-President for Administration may require.

duty would jeopardize the health of fellow employees or the public.

- (3) Appointment for examination and treatment related to health when such appointment cannot reasonably be scheduled during non-work hours; on the basis of the availability of local resources in the area of employment, agency rules shall establish limits upon the charge to sick leave for keeping such appointments. (Our current local policy is that if an employee sees a local doctor, dentist, or eye doctor, he may be away from work for as long as an hour without having to charge the time against his leave. This policy also applies to anyone in the employee's "immediate family" as defined in paragraph 4.
- (4) An employee may elect to charge against earned sick leave credits an absence required by illness or death in the immediate family. The "immediate family" in this application includes only: the employee's parents, wife, husband, children, brother, or sister, and any relative living in the household of the employee. The period of absence which may be charged against sick leave in this application may not exceed 24 work hours for an illness of one cause, for an injury, or for a death, and may not exceed a total of 48 work hours in a calendar year because of illnesses or deaths in the immediate family.

- \*\*\* (5) Sick leave allowances may be used for maternity leave disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, regardless of marital status. The employee who desires to continue working during pregnancy must furnish the Director of Personnel with a statement from her physician certifying the estimated date of delivery and a statement from her physician of the date she and her physician feel that she must cease work because of medical disability caused or contributed to by her pregnancy. The latter statement must be furnished to the Director of Personnel at least 30 days prior to the employee's cessation of work. Following receipt of such documentation, the Director of Personnel and the Vice-President for Administration will make a determination of dates when employment will be terminated and resumed based on job conditions and requirements of the position. If there are any subsequent changes in either of the dates furnished, notification must be furnished immediately in order that the Director of Personnel and the Vice-President for Administration may establish new dates.

Only that period of the employee's absence prior to and following delivery which is certified as medically disabling by the physician can be charged to sick leave accumulations. Any other absence following cessation of work during which the employee elects to be absent from work must be charged to annual leave accumulations, if any, or leave without pay. In the case of the employee who elects to be absent, the College reserves the right to limit periods of leave without pay.

- e. No sick leave shall be allowed when the College President determines the absence was a result of unauthorized non-State employment.

\*\*\* (The same policy is included in the Faculty Handbook. The only difference is faculty coordinate with Dr. Wells and classified with Dr. Peele.)

## OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

I. Orientation

Miss Molly Lee, elected by the student body as Chairman of Orientation, planned and executed a very effective program for new students. The reaction to the program was extremely favorable. Comments from students, student leaders, faculty, and staff were positive. 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 25 and October 23, there were 55 undergraduate withdrawals, the same number as last year during the same period of time. These included 27 freshmen, 13 sophomores, 10 juniors, 4 seniors, and 1 special student. Some of the reasons given for withdrawing included: medical, 3; transfer, 10; marriage, 5; and, personal and family problems, 3. Included in the number of withdrawals are the 17 students who had never arrived on campus to matriculate.

III. Infirmary

The Infirmary was in operation a total of 92 days from July 1 through September 30. During this time, a total of 86 students was admitted as bed patients, the doctor saw 458 patients during sick call, and the nurses treated 1,638 students in addition to treatment ordered by the physician.

<u>Month</u>	<u>Days</u>	<u>Bed Patients</u>	<u>Doctor Sick Call</u>	<u>Nurses, Exc. Sick Call</u>
July	31	7	57	169
August	31	7	71	297
September	<u>30</u>	<u>72</u>	<u>330</u>	<u>1,172</u>
Total	92	86	458	1,638



#### 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 was conducted on September 8.

#### V. Housing

The residence halls opened on August 23, 1975. A count of resident students on August 29, 1975, indicated a total of 1,820 resident students in the 10 residence halls. The opening resident student count last year was 1,979. The resident enrollment on October 17, 1975 was 1,686 with 123 students off campus. This compares with a resident enrollment of 1,768 on October 18, 1974, with 188 students off campus.

Between August 23 and October 14, there have been 109 housing re-assignments. The housing situation is now relatively stable with only occasional changes.

A seminar on Residence Hall Programming is being held weekly for the Head Residents. Upon completion of the seminar, plans are to involve the Head Residents in a similar program with students in their residence hall.

The staff is preparing a housing contract to be reviewed and implemented next year. Proposals for consideration for housing male students are being drafted.

#### VI. Resident Advisers

Fourteen sophomore and junior students serve as resident advisers in the freshman residence halls. The resident advisers served as Residence Board personnel until hall presidents were elected. They continue to serve as advisers and listening posts for students in need of such service. Group meetings are held on a weekly basis and are addressed to the role of the resident adviser in general and meeting current problems that arise on the halls. Training for resident advisers has included getting to know one's self better in order to understand others, and how to be a good listener without imposing value judgments, and when to refer and to whom.

## VII. Student Teacher Housing

There are 155 seniors engaged in student teaching during the current semester. Approximately 51 are living away from their family residences. A revised list of householders has been prepared and will be distributed to the group of students who are scheduled to do student teaching during the second semester.

## VIII. Information Office

There was a total of 1,696 calls for the month of August and 3,140 for September. During the two months, the average number of calls was 79 per day.

## IX. How to Study Seminars

Three How to Study Seminars of seven sessions each are currently being conducted by each of the Deans in the Dean of Students' offices. The seminars are open to any student wishing to participate and are conducted for one hour each week.

## X. Student Activities

### A. Director of Student Activities

Applications and credentials have been received from a number of potential candidates for the position created by the resignation of Mr. Thomas R. Dougan, but, to date, no decision has been made as to whom shall replace him. A number of people will be interviewed in the near future in an attempt to find the best possible candidate for this position.

### B. Concerts

A number of concerts have been arranged for this academic year and several new ideas have been incorporated in this program including a joint concert sponsored by Longwood and Hampden-Sydney and the second, a dining hall concert to be conducted during the meal hours with one session in the upstairs dining hall and another in the downstairs dining hall at two different meals.



### C. Mixers

The Mixer Committee of the Student Union has sponsored several outdoor mixers which have been very well received and well conducted. The first indoor mixer was held on October 16 in the Lankford Building. This activity is still a very popular one with students.

### D. Other Activities

Wheels trips, recreational riding, residence hall programming, films, and other events sponsored by the Student Union Committee are going along very smoothly. The committee structure is working extremely well with each of the programs being serviced by a sub-committee. This type of organization is far superior to the overall committee planning all of the events.

### E. Forensic and Debate Tournaments

A number of forensic and debate tournaments have been scheduled for this year at the College. The Longwood College Invitational Forensic and Debate Tournaments for high school students will be held at intervals during the year, and, in addition, Southside and James River District Forensic and Debate Tournaments will be held on this campus. Also, a number of Bicentennial Forensic and Debate contests will be coordinated through campus organizations. The Student Union office and the Department of Speech and Dramatic Art coordinates these tournaments and meets.

Submitted by,

Mary A. Heintz  
Vice President for Student Affairs

October 30, 1975

## OFFICE OF THE BUSINESS MANAGER

I. Fiscal Affairs

- A. The operating statements for Educational and General Activities and Auxiliary Enterprises for the first fiscal quarter of 1976 are attached. In addition, as a basis for comparison, reports covering the same period during Fiscal Year 1975 are attached.
- B. The Educational and General statement reflects a deficit of \$178,242.51 projected to June 30, 1976. The Division of the Budget has removed five per cent of our general fund allocation as of October 1, 1975. This reduction was \$155,270 of the total projected deficit of \$178,242.51. We are currently appealing this reduction to the Secretary of Education, Mr. Carter Lowance. However, a firm decision cannot be made at the State level until later in the fiscal year. We would estimate that if the current projection of a deficit exists at April 1, 1977, the Budget Office would either allow a deficit appropriation or restore the five per cent reduction. We feel uncertain at this time what is the best course of action, but have decided that a "wait and see" approach would be as good as any alternative. We do not feel that a reduction in expenditures would accomplish the necessary results without releasing employees. We have received definite word from the Governor not to release further employees and have agreed that such action would prove detrimental to the College's mission. We will discuss this further at our November meeting.
- C. We feel that the Auxiliary Enterprise statement reflects a balanced budget and compares favorably to last year at this time both in rate of revenue collections and expenditures. We have not shown prior years' surplus on this statement, but a surplus of \$185,267.12 is on deposit with the Treasurer of Virginia. This surplus cannot be used unless required and even then only in the last quarter of a fiscal year.
- D. As previously reported to the Board in a separate report, delinquent accounts have been reduced significantly since August 1975. We have initiated steps for further collection by an outside agency. It is too early to report the results of the collection agency's actions.

Current accounts receivable are being reduced according to projections and we see no harmful trend toward having more than \$10,000 to \$20,000 outstanding by June 30, 1976. The projected balance at June 30, 1976 is less than experienced last June 30, but still higher than desirable.

We feel that the only possible way to have a 100 per cent collection rate would be to dismiss those that fall in arrears on their accounts. However, we feel that to take a hard stance such as dismissal could cause more harm than good, particularly in the loss of head count and full-time equivalent enrollment.

#### E. Uncollectible Accounts

By authority of Section 23-188 of the Code of Virginia, the Board of Visitors has the authority to set regulations and controls for College funds as long as they are not inconsistent with the laws of the Commonwealth. Accordingly, permission is requested to charge off the following uncollectible accounts from the fiscal records.

Mary Case	1967-68	\$ 75.00
Joyce Huddle	1967-68	30.00
(Neither of the above students can be located.)		
Barbara Merica	1968-69	222.00
(Declared bankruptcy - 1969-70.)		380.40
E. B. Allen	1963-64	25.00
Ida M. Jackson	1966-67	69.00
Rosa Paige	1966-67	47.50
Poister Master Class	1966-67	7.50
Janet F. Sturgill	1968-69	.79
Gertrude Ulrich	1968-69	2.50
Page Walker (Deceased)	1968-69	25.00
John Weight	1968-69	<u>165.00</u>
		\$1,049.69

(All of the above are for miscellaneous items other than tuition and are denied by the debtor.)

If authority is granted for removal from the fiscal records, a memorandum file will be maintained should a payment occur in the future.

- F. A brief progress report will be given during the Board meeting concerning the status of the 1976-78 biennial budget as of that date.

Submitted by,

J. H. Paul  
Business Manager

October 30, 1975

LONGWOOD COLLEGE  
Operating Statement  
for the Period July 1, 1975 - September 30, 1975  
Educational and General

	<u>Budget</u>	<u>Actual</u>	<u>% of Actual to Budget</u>
<b>REVENUES:</b>			
Student Tuition and Fees	\$1,519,928.00	\$ 620,027.22	40.8
Other Educational and General	50,000.00	2,111.87	4.2
State General Fund Allotments	2,950,530.00	737,632.50	25.0
Fuel and Salary Adjustments	205,000.00	---	00.0
<b>TOTAL REVENUES</b>	<u>\$4,725,458.00</u>	<u>\$1,359,771.59</u>	<u>28.8</u>
<b>DISBURSEMENTS:</b>			
General Admin., Stu. Sers. and General Expenses	\$ 882,203.00	\$ 222,951.35	25.3
Instruction - Regular Session	2,707,641.00	535,350.17	19.8
Instruction - Summer Session	95,340.51	95,340.51	100.0
Organized Activities Related to Academic Departments	175,128.00	45,500.69	26.0
Libraries	294,364.00	65,513.79	22.3
Maintenance of Physical Plant	884,577.00	198,634.88	22.5
Heating Plant	384,400.00	30,796.96	8.0
Extension Service	35,247.00	4,781.67	13.6
Physical Plant Costs Transferred	(555,200.00)	(138,800.00)	25.0
<b>TOTAL DISBURSEMENTS</b>	<u>\$4,903,700.51</u>	<u>\$1,060,070.02</u>	<u>21.6</u>
<b>UNEXPENDED BALANCE (DEFICIT)</b>	<b>\$ (178,242.51)</b>	<b>\$ 299,701.57</b>	<b>---</b>
<b>ENCUMBRANCES</b>	<u>---</u>	<u>87,628.51</u>	<u>---</u>
<b>UNENCUMBERED BALANCE</b>	<u>---</u>	<u>\$ 212,073.06</u>	<u>---</u>

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 Admin., Stu. Sers. 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	<u>\$4,521,950.00</u>	<u>\$ 851,382.88</u>	<u>18.8</u>
UNEXPENDED BALANCE	\$ ---	\$ 513,249.99	
ENCUMBRANCES	<u>\$ ---</u>	<u>\$ 71,863.02</u>	
UNENCUMBERED BALANCE	<u>---</u>	<u>\$ 441,386.97</u>	

LONGWOOD COLLEGE  
Operating Statement  
for the Period July 1, 1975 - September 30, 1975  
Auxiliary Enterprises

	Budget	Actual	% of Actual to Budget
<b>REVENUES:</b>			
Dining Hall	\$ 955,016.50	\$ 543,278.50	56.9
Residential Facilities	1,127,613.50	598,066.53	53.0
Laundry	71,504.00	35,373.28	49.5
Student Health Service	90,128.00	47,134.00	52.3
Bookstore	9,000.00	2,794.66	31.1
Student Athletics	19,000.00	7,919.00	41.7
Student Union	120,053.00	50,268.25	41.9
Golf Course	28,948.00	9,710.00	33.5
	<b>\$2,421,263.00</b>	<b>\$1,294,544.22</b>	<b>53.5</b>
<b>DISBURSEMENTS:</b>			
Dining Hall	\$ 955,016.50	\$ 222,975.35	23.3
Residential Facilities	1,127,613.50	208,636.67	18.5
Laundry	71,504.00	16,037.48	22.4
Student Health Service	90,128.00	21,821.18	24.2
Bookstore	9,000.00	---	00.0
Student Athletics	19,000.00	2,089.98	11.0
Student Union	120,053.00	23,270.27	19.4
Golf Course	28,948.00	7,363.66	25.4
	<b>\$2,421,263.00</b>	<b>\$ 502,194.59</b>	<b>20.7</b>
<b>UNEXPENDED BALANCE</b>	<b>\$ ---</b>	<b>\$ 792,349.63</b>	
<b>ENCUMBRANCES</b>	<b>---</b>	<b>195,297.61</b>	
<b>UNENCUMBERED BALANCE</b>	<b>---</b>	<b>\$ 597,052.02</b>	

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	27,000.00	10,491.40	38.9
TOTAL REVENUES	<u>\$2,459,058.00</u>	<u>\$1,294,429.10</u>	<u>52.6</u>
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	27,000.00	6,779.16	25.1
TOTAL DISBURSEMENTS	<u>\$2,459,058.00</u>	<u>\$ 457,548.82</u>	<u>18.6</u>
UNEXPENDED BALANCE	\$ -0-	\$ 836,880.28	
ENCUMBRANCES	<u>\$ -0-</u>	<u>\$ 101,744.92</u>	
UNENCUMBERED BALANCE	<u>\$ -0-</u>	<u>\$ 735,135.36</u>	



## OFFICE OF THE DIRECTOR OF COLLEGE RELATIONS

I. Foundation Board Meeting

- A. One of the recommendations made at the Foundation Board meeting held September 26, 1975, was to add another fund raiser for annual funds to the staff of the Office of College Relations. This would allow us to place more emphasis on personal solicitation, deferred giving programs, and special programs. With a full time Annual Fund Director, these funds should increase to justify accrued costs. Funding will be from Foundation sources.
- B. Last week one of the most colorful personalities in Southside Virginia accepted an invitation to serve on the Foundation Board. Upon approval of the Directors of the Foundation, Mr. Watkins M. Abbitt will serve a three-year term beginning October 27, 1975.
- C. Mr. James B. Bourne, Jr., Vice President of the Longwood College Foundation, presented a check for \$20,000 to the Foundation to support a documentary on Hitler, which is being researched by Dr. Charles W. Sydnor, Jr., a Fulbright Scholar on the Longwood faculty. Mr. Bourne is president of Franklin Federal Savings and Loan in Richmond and has a daughter attending Longwood.
- D. The final approved budget of the Foundation for 1975-76 is attached.

II. Fund Raising

The Richmond Alumni Chapter recently conducted their third annual phonathon utilizing 66 alumni and students, and the office staff of the Director of College Relations. During the three nights, approximately 3,000 calls were attempted and 853 pledges received. The important aspect of this yearly effort is the fact that most of the funds raised would not materialize through direct mail. The alumni look forward to this project and they have become very informed about the College. A number of those called aired their opinions about coeducation, today's youth, and you name it. The statistical report on the phonathon is attached.

### III. Area Luncheons

A major breakthrough has been achieved in the Danville area. Mrs. Fred Leggett (Suzanne Holland '30) has planned a luncheon in her home for Dr. Willett and 12 to 14 prominent alumni in the area. This has been scheduled for December 2. Programs of this nature introduce us to our most influential alumni which will eventually help the College.

### IV. Tour Program

The following tours have been planned for next year. We feel that Longwood provides a better service on the tours than any of the other colleges that have traveled with us. An extra effort is made to see that Longwood travelers receive the best possible treatment.

England	March 13-21	\$800
Russia	May	\$689
Munich/Vienna/ Budapest	July	\$666
Orient (possible)	August	

### V. A Word of Encouragement

Please support the Longwood College Foundation as you have in the past. Because of the economic situation, this is a very slow year and we need all the help we can get.

VI. The Executive Alumni Director and the Director of Public Relations have included their reports.

Submitted by,

George R. Bristol  
Director of College Relations

October 30, 1975

October 24, 1975

LONGWOOD COLLEGE FOUNDATION, INC.  
BUDGET 1976-76

Alumni Association	\$19,225
Golf Course	500
Fund-Raising Expenses	4,000
Bob Woods (Prints)	2,000
Discretionary Fund	13,000
Faculty Insurance	900
Department Chairmen Fund	800
Annual Audit	250
President's Rent	1,500
Eminent Scholars	15,000
Grimsley Memorial Books	50
Faculty Research Grants	1,000
Miss Longwood Scholarship	500
Miss Longwood Runner-Up	150
Annual Outstanding Faculty Award	300
Longwood Reading Institute	750
Intercollegiate Athletics	2,000
Student Salaries in Summer Programs	1,650
Advertising (Public Relations/Admissions)	2,000
MAA Visiting Consultant/Lecturer Program	225
Music Department Service Awards	500
Membership Council of Presidents	250
Admissions Programs	15,540
Recruiting Scholarships	\$4,000
Admissions Assistants	240
Prospective Student Travel	4,000
Application Fee Waiver	300
Academic Scholarships ("A" Students)	750
Regional Dinners and High School Counselor Day (Virginia)	2,500
Posters	1,000
Dungan-Chappell Loan Fund	2,750
Alumni House Repair Fund	8,250
Hitler Documentary	<u>20,000</u>
 TOTAL	 \$110,340

SELF-SUSTAINING SCHOLARSHIPS AND AWARDS

Blackwell	\$ 40
DuPont	600
Gamma Theta-Kappa Delta	250
Jackson	300
Lancaster	200
Mary Clay Hiner	500
O'Hara-Waldo	250
Whitehead	5,000
Worthy Johnson Crafts	250
Wygol	50
Wynne	<u>850</u>
	\$8,290
 DAMERON ESTATE (approximately \$10,000)	
Dr. Wynne's House (Payment)	\$6,200
Dr. Wynne's House (Insurance)	160
Dr. Wynne - Annuity	<u>1,200</u>
	\$7,560

PHONATHON SUMMARY  
OCTOBER 13, 14, 15, 1975

Sixty-six Richmond alumni and Longwood students worked a total of 7-1/2 hours and made 2,977 calls, of which 1,956 alumni were reached. Of those reached, 853 or 43.6% made pledges totaling \$7,328.50, with an average gift of \$8.59. Twenty-six percent of those reached indicated they would consider making a gift to the Alumni Annual Fund and 30% refused to make a pledge.

MONDAY NIGHT

	<u>Pledges</u>	<u>Number</u>	<u>Avg. Gift</u>
Pledges (Richmond)	\$ 911.00	95	\$9.59
Pledges (Other)	<u>2,097.00</u>	<u>227</u>	<u>9.20</u>
TOTAL PLEDGES MONDAY	\$3,008.00	322	\$9.34

Will Consider (Richmond)	37
Will Consider (Other)	<u>115</u>
Total Will Consider Monday	152

Total Refusals Monday 155

TUESDAY NIGHT

Pledges (Richmond)	\$ 611.00	80	\$7.64
Pledges (Other)	<u>1,659.00</u>	<u>206</u>	<u>8.05</u>
TOTAL PLEDGES TUESDAY	\$2,270.00	286	\$7.94

Will Consider (Richmond)	51
Will Consider (Other)	<u>130</u>
Total Will Consider Tuesday	181

Total Refusals Tuesday 239

WEDNESDAY NIGHT

Pledges (Richmond)	\$ 706.00	98	\$7.20
Pledges (Other)	<u>1,344.50</u>	<u>147</u>	<u>9.17</u>
TOTAL PLEDGES WEDNESDAY	\$2,050.50	245	\$8.37

Will Consider (Richmond)	36
Will Consider (Other)	<u>139</u>
Total Will Consider Wednesday	175

Total Refusals Wednesday 201

Total Pledges \$7,328.50\*

\*Maria Bristow Starke '14 has pledged \$1,000.00 in addition to this.

## OFFICE OF THE EXECUTIVE ALUMNI DIRECTOR

I. Fall Council

The Fall Council meetings were held Friday, September 26, and Saturday, September 27, 1975. The major new item of business of the Executive Board was the establishment of a special committee to study our present chapter structure. This committee will have the responsibility of establishing minimum criteria that chapters must meet in order to retain their chapter status. Procedures for disbanding inactive chapters will also be established by this committee. The presidents of 16 chapters which have a chance of being disbanded for failure to meet any standards have been notified of the committee's responsibility. Two of these chapter presidents have already contacted the Alumni Office for assistance. The work of this committee should greatly help to strengthen the alumni chapter structure.

The Executive Board also voted to move their meeting date from the Friday of Founders Day weekend to Saturday, April 10, 1976, Spring Festival weekend. By moving this meeting date, Friday of Founders Day weekend will be free for Founders Day activities, plus members will be able to take part in our student recruiting activities during the Spring Festival.

Saturday's chapter workshop was very successful, with 30 alumni in attendance. Ideas gained from the workshop are already being used by some of the chapters in their Fall activities. Overall, this year's Fall Council meetings were very productive.

II. Alumni Magazine

In the alumni magazine, which is scheduled for delivery at the end of October, several new services of the Alumni Association will be announced. It is hoped that many alumni will take advantage of these new opportunities.

Submitted by,

Nancy B. Shelton  
Executive Alumni Director

October 30, 1975

## OFFICE OF THE DIRECTOR OF PUBLIC RELATIONS

### I. Public Relations

The ON CAMPUS newsletter has been started and will be published monthly and distributed to faculty, staff, and employees of the college. This internal newsletter was established for a five-fold purpose: faculty recognition, employee recognition, department recognition, program recognition, and clarification. The most recent issue will be distributed at the Board meeting on November 6-7, 1975.

The first dinner theatre of this season drew a crowd of 275 patrons, primarily from a 60-mile radius of Farmville. We are tentatively planning another dinner theatre for early spring. This project has been particularly successful in attracting patrons to the campus and by being self-supporting.

A Renaissance Dinner is being developed for December with the Department of Music. This event will be in the style of dinners presented during the Advent Season in England in the late 16th Century and will blend the sacred and secular elements associated with Christmas.

By late December, or early January, a one-half hour television program will be shown on Channel 23 as a part of their College Night series. Channel 23 was on the campus during the Oktoberfest activities. That film footage, in addition to some portions of the program, will be developed into video cassettes for distribution to school systems. In addition, it will be possible to make a short film which can be shown at college-related functions.

### II. Fund Raising

The Parents Fund Drive will begin with a student phonathon during the first part of November. The parents of students who do not receive financial aid will be contacted first, with the remaining parents to follow as time permits during the three-afternoon period.

An intensified attempt was made to involve parents in the Oktoberfest activities. Approximately 700 parents attended. The student chairman of the Phonathon Committee is Melissa Johnston who was Geistmeister for the Oktoberfest activities.

### III. Consulting Firms

This office has been in contact with a number of consulting firms. The purpose of these contacts is to determine what assistance these firms might offer the College in giving Longwood a new image as a coeducational institution. To date, four firms have been approached, two have visited the campus, and one has made a presentation.

An advertisement is currently being prepared to be placed in various publications, also to be utilized as a poster, brief information piece, and a bookmark.

Submitted by,

J. J. Mitchell  
Assistant Director of College Relations  
and Director of Public Relations

October 30, 1975

*S E C T I O N   S E V E N T E E N**G R I E V A N C E   P R O C E D U R E S*

## 1. OBJECTIVE:

To afford an immediate and fair method for the resolution of disputes which may arise between Longwood College and its employees.

## 2. EXCEPTION

This procedure does not apply to managerial employees who are engaged in agency-wide policy determinations.

## 3. POLICY

- a. A grievance shall be a complaint or dispute of an employee or employees regarding the application, meaning, or interpretation of personnel policies or procedures as they affect the work activity of such employee or employees. Any condition of employment accepted by the employee at the time of employment or subsequent thereto shall not be grievable. All appeals resulting from employee removal or demotion will be administered under Rule 11.3.1 of the Rules for the Administration of the Virginia Personnel Act.
- b. In the event there is a question as to whether a dispute is a proper grievance under these procedures, the matter will be presented to the Vice-President for Administration for decision.
- c. When the question of grievability cannot be satisfactorily resolved at the agency level, the employee may make a request, and the agency will forward such request, for a ruling of grievability from the State Director of Personnel, who shall respond within five days.
- d. Regardless of whether they are grievable, all complaints should be given attention. This process is in recognition of the generally accepted principle that any matter of such concern as to affect the morale of an employee or group of employees should be of equal concern to management. No complaint may be addressed beyond the top management level before grievability has been determined. Only after grievability has been determined shall a grievance be processed through the panel stage.
- e. An employee filing a grievance shall have at every step the right to present witnesses and evidence to support his grievance with complete freedom from reprisal. This procedure does not confer the right upon anyone to make slanderous or libelous statements.



- f. The College's Director of Personnel will inform all new employees of the grievance procedures at the time of their employment. The immediate supervisor of the new employee will likewise discuss the grievance procedures with the employee. It will be emphasized by the immediate supervisor that he is available at all times to discuss grievances and to seek solutions mutually satisfactory to the College and employee.
- g. First Step: An employee who has a grievance shall discuss the problem directly with his immediate supervisor and the grievance need not be reduced to writing until this step has been completed.
- h. Second Step:
- (1) If the grievance is not resolved within ten (10) full working days after the first step meeting, the grievant may reduce his grievance to writing on a Grievance Form obtainable from the Personnel Office, Longwood College. The fully completed Grievance Form shall be delivered by the grievant to his immediate supervisor. The immediate supervisor and the next level of supervision shall meet with the grievant within two (2) full working days of receipt of the Grievance Form. The grievant may have a representative of his choice present at this meeting.
  - (2) A written reply by supervision shall be made to the grievance within three (3) full working days following the meeting.
- i. Third Step: If the supervisor's reply from the second step meeting is not acceptable to the grievant, he may request, in writing, a meeting within two (2) full working days with the next appropriate level of supervision. Supervision shall meet with the grievant within five (5) full working days of the grievant's request and reply in writing, to the grievance within three (3) full working days following the third step meeting. The grievant may have an employee of his choice present at this meeting.
- j. Fourth Step: If the supervisor's reply from the third meeting is not acceptable to the grievant, he may submit the grievance to a fourth step panel hearing. The request for a fourth step panel hearing shall be indicated by the employee on an additional form obtainable from the Personnel Office, Longwood College. Request for panel hearing must be received by supervision within seven (7) full working days of the receipt of the third step reply.
- k. The panel shall be selected in the following manner:
- (1) An employee request for a fourth step hearing shall be sent to supervision as outlined above.
  - (2) Supervision shall then submit the request with a copy of the grievance form to the President within five (5) full working days of receipt.

- (3) A panel shall be chosen to hear the grievance at the fourth step and members shall be selected from among Longwood College's administrative staff, its operational staff, and non-management employees. No person involved in an earlier phase of the particular grievance may serve on the panel.
- (4) The President shall supply within seven (7) full working days to supervision for transmission to each party the names of the ten (10) prospective panel members to hear the grievance. The panel shall be composed of five (5) members and shall be chosen in the following manner: two (2) members shall be selected by the President and two (2) members by the grievant. The members chosen in this manner shall choose the final panel member.

NOTE: Should the grievant find the entire list of ten unacceptable he may select two (of a five-member panel) State employees from the State service at large. The agency head will select two members from the list. The members thus selected shall choose the final member from the list.

- l. The panel has the responsibility to interpret the application of appropriate agency policies and procedures in the case. It does not have the prerogative to formulate or to change policies or procedures.
- m. The panel shall then select its Panel Chairman, set the time for the hearing which shall be held as soon as practicable, but no more than ten (10) full working days after the panel has been selected, and notify the employee. The grievant may have present at this meeting a representative, or legal counsel at his own expense. Copies of the grievance form shall be sent by the supervision to the panel members.
- n. The conduct of the hearing shall be as follows:
  - (1) The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing.
  - (2) The Panel may at the beginning of the hearing ask for statements clarifying the issues involved.
  - (3) Exhibits, when offered by the grievant or Longwood College, may be received in evidence by the panel, and when so received, shall be marked and made part of the record.
  - (4) The grievant and supervision, or their representative, shall then present their claims and proofs and witnesses who shall submit to questions or other examination. The Panel may, at its discretion, vary this procedure but shall afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant proofs.
  - (5) The parties shall produce such additional evidence as the Panel may deem necessary to any understanding and determination of the dispute. The Panel shall be the judge of relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the Panel and the parties.

- (6) The majority decision of the Panel shall be final in all its determinations.
- (7) Failure to comply with a panel decision, or reprisals taken as a result of a panel decision will be grievable.
- o. The Panel Chairman shall specifically inquire of all parties whether they have any further proofs to offer or witnesses to be heard. Upon receiving negative replies, the Chairman shall declare the hearing closed.
- p. The hearings may be reopened by the Panel on its own motion or under application of a party for good cause shown at any time before the award is made.
- q. The decision shall be filed in writing by the Panel Chairman with the President not later than fifteen (15) full working days after the completion of the hearing. The decision shall be made in the format attached to this policy.
- r. Copies of the decision shall be transmitted to the Director of Personnel, the grievant and the grievant's supervisor.

NOTE: The grievant must bear any cost involved in employing representation or in preparing or presenting his case.

The parties to the grievance, by mutual agreement, the Director of Personnel or the Panel Chairman, may extend any, or all of the time periods established in this procedure. Failure by the employee to process a grievance within the time limits, or agreed upon extension, shall constitute termination of the grievance.

Nothing in this procedure is intended to circumscribe or modify the existing right of Longwood College to do the following, provided however, that none of these rights may be exercised in an arbitrary or capricious manner.

- (1) Direct the work of its employees;
- (2) Hire, promote, transfer, assign and retain employees in positions within the agency;
- (3) Maintain the efficiency of governmental operations;
- (4) Relieve employees from duties because of lack of work or for other legitimate reasons;
- (5) Take actions as may be necessary to carry out the duties of Longwood College in emergencies;
- (6) Determine the means and personnel by which operations are to be carried on; and
- (7) Demote or dismiss employees for proper cause.

## S E C T I O N E I G H T E E N

T E R M I N A T I O N O R D E M O T I O N O F  
C L A S S I F I E D S T A T U S E M P L O Y E E

## 1. Removal for Cause:

## a. General

- (1) Definitions - See Section One, Chapter 2, Administrative Handbook.
- (2) A temporary status employee's employment may be terminated after he has been given two weeks notice. A valid reason for termination must exist, i.e., elimination of work load, shortage of funds, inability of employee to accomplish work, etc.
- (3) A permanent employee may be separated from State service with thirty days notice for good and sufficient cause.
- (4) The general exception to the above policy is where an employee's personal conduct requires his immediate removal from the campus. Examples would include, but not be limited to, being on the job under the influence of alcohol, narcotics, or gross insubordination. Under these circumstances, the senior Administrative Officer on Campus would have the authority to discharge a temporary employee verbally without a waiting period and immediately suspend a permanent employee for thirty (30) days without pay. The procedures outlined in Paragraph C below will be followed during the thirty (30) days suspension period.

## b. Temporary Employee:

- (1) The Director of Personnel and the employee's supervisor will have a conference with the employee. The reason(s) for recommending termination will be given to the employee at that time.
- (2) The Director of Personnel will forward the supervisor's written recommendation to the Vice-President for Administration.
- (3) The Vice-President for Administration will have a hearing in his office for the employee, if the employee so desires. The employee's supervisor and Director of Personnel may be present at the hearing.
- (4) The Vice-President for Administration will make a decision for or against removal after he has reviewed the recommendations and heard the employee's arguments, if any.
- (5) The employee, the Director of Personnel, and the supervisor will be notified by the Vice-President for Administration of his decision.

## c. Permanent Employee:

- (1) The employee's supervisor will inform the Director of Personnel in writing of reasons for recommending a conference to discuss future employment. A copy of this note should be supplied to the employee in question.
- (2) The Director of Personnel and the employee's supervisor will have a conference with the employee. Following the meeting, the Director of Personnel will forward the supervisor's written recommendation to the Vice-President for Administration.
- (3) The Vice-President for Administration, before making his recommendation to the President, will have a hearing in his office for the employee. The employee's supervisor and the Director of Personnel should be present at this hearing.
- (4) Following the hearing, the Vice-President for Administration will notify the employee in writing of his final decision. If he decides to proceed with a recommendation of removal to the President, he requests that the Classified Employee Appeals Committee conduct a hearing for the employee and notifies the President of his action.
- (5) If the employee accepts the hearing before the Appeals Committee, the Committee will forward its recommendation to the President and to the employee along with a tape recording of the hearing. If the employee does not accept a hearing before the Appeals Committee, the President will inquire into the recommendation from the Vice President for Administration to insure that in fact adequate cause for removal does exist. In either event, the President will make his determination and notify all parties concerned.
- (6) If the President's decision is removal, the employee has the right of appeal to the Executive Committee of the Board of Visitors. The employee must make his request for a hearing in writing and not later than ten (10) working days following receipt of the President's letter.
- (7) Any further appeal must be filed by the employee with the State Director of Personnel within ten (10) working days following receipt of the decision letter from the Board of Visitors Executive Committee.

## d. Classified Employee Appeals Committee:

- (1) Committee composition -
  - (a) Chairman - Raymond Gilchrist; alternate Joe Mitchell  
with vote
  - (b) Two members appointed by the President - with vote
  - (c) Secretary - Director of Personnel - without vote
- (2) Hearing arrangements -
  - (a) The Committee Chairman will fix a date, time and place for the hearing which, insofar as practicable, will meet the convenience of all concerned.



- (b) The hearing room arrangements will allow space for the employee and his representative(s), if he elects to designate any.

(3) Hearing procedures -

- (a) The following oath will be administered to the Committee by the Director of Personnel, who is a Notary Public. "Do you swear to impartially evaluate the information presented at this hearing and render a decision based on your best judgement?"
- (b) The hearing will be opened, and the verbatim record (taken by tape recorder) will begin with a statement in the following vein:
- 1 "This is a hearing being conducted at Longwood College on \_\_\_\_\_ in accordance with a request made by Mr. \_\_\_\_\_. Mr. \_\_\_\_\_ (is)(was) an employee of Longwood College. He (has been)(was) in State Service from \_\_\_\_\_ to \_\_\_\_\_. The purpose of this hearing is to establish a complete record of reasons for the proposed removal and to provide Mr. \_\_\_\_\_ with an opportunity to state his view of the action leading to the recommendation for removal as a matter of record.
  - 2 This hearing is not a formal trial. It will not be conducted as a court proceeding, and technical rules of evidence will not apply. It is desired that a record be completed which will relate all reasonable pertinent information. Information or testimony which is not material or relevant to the case will not be permitted."
- (c) The following is a general procedure to be followed, each participant first being appropriately sworn before being permitted to offer statements or testimony:
- 1 The Committee Secretary will first state the reasons for the removal and will explain the basis for them; the Committee may call witnesses and may question the employee. The employee, or his representative, may cross-examine.
  - 2 Next, the employee, or his representative, will have an opportunity to state his reason for the appeal; he may call witnesses - including those previously testifying - and may question them. The Committee may cross-examine.
  - 3 Rebuttal and surrebuttal may be allowed by the Chairman of the Committee.
  - 4 At the close of the hearing the Committee Secretary and the removed employee will each be given the opportunity to make a summary statement.
  - 5 If the final review at the College confirms the removal, a copy of the tape recording will be forwarded to the State Director of Personnel within ten (10) work days following final notification to the employee.

## 2. Retirement

Classified employees will be retired at the end of the calendar year in which they reach age 65. They may be re-employed in a temporary status where a replacement with their skills cannot be recruited.

### 3. Demotion

In the event an employee has been demoted from a position in State service appeals the demotion, the procedure shall be the same as that for removal of a permanent employee for cause.

### 4. Layoff

The order of layoff of employees of a class in any organization unit is hereby declared to be as follows:

- a. Until the Vice-President for Administration determines that satisfactory service ratings are available, the order of layoff shall be inverse to the relative value of the employees to the service as determined by the appointing authority.
- b. After satisfactory service ratings are available, in the judgment of the Vice-President for Administration, the order of layoff shall be inverse to the relative value of the employees to the service as determined by the average service ratings for the year next preceding the layoff, or for the entire period of service if less than one year. If two or more employees have the same ratings, the one with least service shall be the first laid off.
- c. No permanent employee shall be laid off from any position while any temporary employee is continued in a position of the same class in the same organization unit.
- d. Each employee laid off shall be given a notice of layoff by the appointing authority in a form and manner approved by the Director. Whenever practicable, this notice shall be given at least thirty days prior to the date of effect. The notice shall state the reasons for the layoff, the date it is to become effective, and any other information that the Vice-President for Administration may require.

Professional and/or Business Day for Faculty  
of the John P. Wynne Campus School

Whereas faculty members of the John P. Wynne Campus School are holding faculty rank at Longwood College, and whereas their teaching schedule is quite structured, I am proposing to the Board of Visitors of Longwood College that members of this department be given ~~one~~ *three* business and/or professional day<sup>s</sup> per year. ~~with a maximum accumulation of three days over a three-year period.~~ All such requests for such a day<sup>s</sup> must be in writing and must be approved by the Director of the Campus School and the Vice President for Academic Affairs before permission is granted. Any member needing more than the time ~~accumu-~~ *allotted* ~~lated~~ will follow the above procedure and will pay the substitute teacher directly rather than be docked by the payroll department of the College.

Note of Explanation

Campus School faculty members, unlike their colleagues, are unable to rearrange their class schedules in order to conduct business during regular hours. They have a responsibility from 8 a. m. until 3 p. m., five days a week (183 total) from the middle of August through the first week of June. Many are pursuing advanced degrees and have no provision for class registration or conferring with their committees all of which are at institutions located some distance away. No provisions have been made for anyone requiring personal appointments in Richmond, either. In attempting to grant them the same privileges that all public school teachers in Virginia have, I have made the above request. This request is in line with provisions granted by all other public school systems in the State.

Submitted by,

J. Lee Pemberton, III  
Director of the John P. Wynne  
Campus School

October 30, 1975



The Selection and Evaluation of Department Chairmen

I. Selection of Department Chairmen.

A. Department chairmen shall be appointed annually by the President and the Board of Visitors upon the recommendation of the Dean of the College.

B. In developing a recommendation for the appointment of a department chairman, the Dean of the College shall proceed as follows:

1. When, for any reason, a department chairmanship is declared vacant by the President, the Dean shall call a meeting of the department faculty to discuss the general procedures and to determine the procedural details for selecting a new chairman.

2. Should the Dean and the department faculty be unable to agree on the choice of a candidate from within the department, the Dean shall then establish a search committee to consist of three representatives elected by the department faculty, one department chairman appointed by the Dean, and one administrative officer appointed by the Dean. The search committee shall be charged with developing a slate of three to five candidates and shall be authorized to interview the candidates, to review their credentials, and to take other investigative steps that may be necessary. The search committee shall, upon completion of its work and within a reasonable time, report its *Nominees,* conclusions and recommendations in writing to the Dean. *Nominate at least three candidates and*

3. Upon receipt of the search committee's report, the Dean shall make a formal recommendation in writing to the President and the Board of Visitors from the list of nominees of the search committee. Each member of the committee shall receive a copy of this recommendation.

C. The final decision of the President and the Board of Visitors shall be first announced by the Dean to the department faculty. This announcement shall precede general announcements to the college community and to the media.

D. The Dean shall have the authority to appoint an acting chairman to serve until a new chairman has been appointed.

II. Evaluation of Department Chairmen.

A. Department chairmen shall be evaluated annually by members of their respective departments, *on a voluntary basis.*

B. The evaluation procedures, to be instituted and completed during the second semester of each academic year, shall be as follows:

1. At the beginning of the second semester of each academic year, the Dean of the College shall distribute to each faculty member the form entitled "Form for Faculty Evaluation of Department Chairmen".

2. The evaluation form *may* shall be completed and the first and second copies returned signed in a sealed envelope to the Dean of the College within two weeks of the date of distribution. The third copy shall be retained by the evaluator.

3. Upon receipt of the evaluation forms, the Dean of the College shall schedule an evaluative conference with each chairman. The Dean shall also, not less than two weeks prior to this conference, furnish each chairman copies of the faculty evaluations.

**FORM FOR FACULTY EVALUATION OF DEPARTMENT CHAIRMEN**

**NAME OF CHAIRMAN** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**INSTRUCTIONS:** This form is to be completed within two weeks of distribution. The first and second copies are to be forwarded, signed, in a sealed envelope to the Dean of the College; the third copy is to be retained by the evaluator. In completing the form use the following ratings: E-excellent; S-satisfactory; U-unsatisfactory; NR-not able to rate. Space is provided for explanatory comments (use additional sheets if necessary). **Written explanations must accompany all unsatisfactory ratings.**

- 1. Rate the chairman's ability to work with:**
- |   |    |       |
|---|----|-------|
| a. administrative personnel.              | a. | _____ |
| b. department faculty.                    | b. | _____ |
| c. other faculty and department chairmen. | c. | _____ |
| d. students.                              | d. | _____ |
| e. others.                                | e. | _____ |

**COMMENTS:**

- 2. Rate the chairman in each of the following areas of departmental operation:**
- |                                       |    |       |
|---------------------------------------|----|-------|
| a. class scheduling.                  | a. | _____ |
| b. catalogue and curriculum revision. | b. | _____ |
| c. departmental assignments.          | c. | _____ |
| d. management of departmental funds.  | d. | _____ |
| e. public relations.                  | e. | _____ |
| f. student load.                      | f. | _____ |
| g. other.                             | g. | _____ |

**COMMENTS:**

- 3. Rate the chairman in each of the following areas of departmental personnel management:**
- |  |    |       |
|--|----|-------|
| a. effective communication with department faculty.        | a. | _____ |
| b. fairness in the evaluation of professional performance. | b. | _____ |
| c. recommendations for promotion.                          | c. | _____ |
| d. recommendations for tenure.                             | d. | _____ |
| e. recommendations for salary increases.                   | e. | _____ |
| f. selection of new personnel.                             | f. | _____ |
| g. other.  | g. | _____ |

**COMMENTS:**

- 4. Rate the chairman's effectiveness in:**
- |   |    |       |
|---|----|-------|
| a. the development and implementation of departmental objectives. | a. | _____ |
| b. providing academic and professional leadership.                | b. | _____ |
| c. inspiring professional excellence within his department.       | c. | _____ |
| d. other.   | d. | _____ |

**COMMENTS:**

- 5. Rate the chairman's overall performance in this position.**
- COMMENT:** \_\_\_\_\_

\_\_\_\_\_  
(signature of evaluator)

duty would jeopardize the health of fellow employees or the public.

- (3) Appointment for examination and treatment related to health when such appointment cannot reasonably be scheduled during non-work hours; on the basis of the availability of local resources in the area of employment, agency rules shall establish limits upon the charge to sick leave for keeping such appointments. (Our current local policy is that if an employee sees a local doctor, dentist, or eye doctor, he may be away from work for as long as an hour without having to charge the time against his leave. This policy also applies to anyone in the employee's "immediate family" as defined in paragraph 4.
- (4) An employee may elect to charge against earned sick leave credits an absence required by illness or death in the immediate family. The "immediate family" in this application includes only: the employee's parents, wife, husband, children, brother, or sister, and any relative living in the household of the employee. The period of absence which may be charged against sick leave in this application may not exceed 24 work hours for an illness of one cause, for an injury, or for a death, and may not exceed a total of 48 work hours in a calendar year because of illnesses or deaths in the immediate family.

- \*\*\* (5) Sick leave allowances may be used for maternity leave disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, regardless of marital status. The employee who desires to continue working during pregnancy must furnish the Director of Personnel with a statement from her physician certifying the estimated date of delivery and a statement from her physician of the date she and her physician feel that she must cease work because of medical disability caused or contributed to by her pregnancy. The latter statement must be furnished to the Director of Personnel at least 30 days prior to the employee's cessation of work. Following receipt of such documentation, the Director of Personnel and the Vice-President for Administration will make a determination of dates when employment will be terminated and resumed based on job conditions and requirements of the position. If there are any subsequent changes in either of the dates furnished, notification must be furnished ~~im-~~ *Within two working days* ~~mediately~~ in order that the Director of Personnel and the Vice-President for Administration may establish new dates.

Only that period of the employee's absence prior to and following delivery which is certified as medically disabling by the physician can be charged to sick leave accumulations. Any other absence following cessation of work during which the employee elects to be absent from work must be charged to annual leave accumulations, if any, or leave without pay. In the case of the employee who elects to be absent, the College reserves the right to limit periods of leave without pay.

- e. No sick leave shall be allowed when the College President determines the absence was a result of unauthorized non-State employment.

\*\*\* (The same policy is included in the Faculty Handbook. The only difference is faculty coordinate with Dr. Wells and classified with Dr. Peele.)