

Longwood University

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Meeting Agendas and Minutes

Board of Visitors

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5-4-1978

### 1978-05-04 Minutes and Appendices

Longwood University

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May 4, 1978

May 4-5, 1978

The Board of Visitors of Longwood College met on May 4-5, 1978, at Virginia Beach, Virginia.

May 4, 1978

The meeting on May 4, 1978, convened at 1:50 p.m. The following members of the Board were present:

Mrs. Raymond M. Brown, Jr.  
 Mr. William E. Daniel, Jr.  
 Mrs. J. L. Davidson  
 Mr. George J. Kostel  
 Mrs. A. O. Mitchell  
 Mr. M. Ralph Page  
 Mrs. Joshua Pretlow  
 Mr. Eric L. Robinson  
 Mr. Roland E. Thompson  
 Mrs. E. A. West  
 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. Mary A. Heintz, Vice President for Student Affairs; Mr. J. H. Paul, Business Manager; Dr. T. C. Dalton, Administrative Assistant to the President; Mr. George R. Bristol, Director of College Relations; Mr. Gary C. Groneweg, Director of Admissions; Dr. James C. Gussett, Assistant Dean of the College.

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

Minutes of February 9-10, 1978, Meeting of the Board of Visitors. The minutes of the February 9-10, 1978, meeting of the Board were approved as distributed.

Nominating Committee. The Rector appointed the following to serve on the Nominating Committee and to make a report at the August meeting: Mrs. Pretlow, Chairman; Mr. Robinson; Mrs. West.

Council of Visitors' Meeting. Mrs. Brown reported on the second annual meeting of the Council of Visitors which was held on April 24 at Virginia Polytechnic Institute and State University. She stated that all institutions belong to the Council of Visitors. Eight members from these institutions compose the Executive Committee. She said Longwood is rotating off of the Executive Committee but she hoped there would continue to be participation. She pointed out that there had been a request from Old Dominion University to the effect that each institution have a representative on the Executive Committee. However, the Committee voted not to do this but rather decided to invite an observer from each board to attend the meetings on a trial basis.

The speakers for the meeting were the Governor, the Secretary of Education the Director of the Council of Higher Education for Virginia, and the Chairman of the House Finance Committee. Some of the topics discussed at the meeting were: State interference in the operation of the institutions of higher education; line-item budgeting; the Shaner Report; responsibilities of Board members; maintaining standards while making a good-faith effort to comply with HEW regulations. She expressed the feeling that, for the first time, there seemed to be a better understanding on the part of some of the State officials of the problems faced by the institutions of higher education.

Report of the President. The members of the Board, on motion duly made and seconded, approved the following recommendations of the President of the College: (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - May 4, 1978.)

1. The affirming of the naming of the Virginia, Prince Edward, and Commonwealth Rooms.
2. The policy on release of salary information. (A copy of the form to be used for this purpose is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - May 4, 1978.)
3. The fee structure for 1978-79. (A copy of this is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - May 4, 1978.)

In the discussion regarding the fee structure, Dr. Willett noted the possibility of problems involved in the institution's being permitted to keep special funds derived from tuition charges. Mr. Paul indicated that he felt that we probably would receive the funds for this year. Dr. Willett recommended that the Board endorse a statement resisting in every legal way possible changes that would increase State interference regarding fees collected for tuition and other charges. Tacit approval was given to this recommendation.

4. The waiving of tuition for employees as recommended by Dr. Peele.
5. The prorating of fees for persons taking less than 12 hours and exempting employees and spouses from these charges.
6. The recommendation of the Treasurer of the College relating to deferred payment of fees.
7. The changes in the structure of the Student Liaison Committee. (A copy of this is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix D - May 4, 1978.)
8. The establishing of the Longwood Fine Arts Center. (A copy of the proposal establishing this center is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix E - May 4, 1978.)
9. The new general education requirements as recommended by the Dean of the College. (A copy of these requirements is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix F - May 4, 1978.)
10. The six-year plan for new programs as recommended by the Dean of the College. (A copy of this plan is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix G - May 4, 1978.)
11. The discontinuing of the majors in economics and Latin as recommended by the Dean of the College.

May 4, 1978

12. The following recommendations for summer grants-in-aid:
  - a. Dr. Robert D. Gibbons, Associate Professor of Education - \$300.
  - b. Mr. Gary C. Groneweg, Director of Admissions - \$300.
  - c. Dr. James M. Helms, Jr., Professor of History - \$500.
  - d. Mr. Lawrence G. Hlad, Assistant Professor of Sociology - \$1,300.
  - e. Mr. Terence N. LaManna, Assistant Professor of Sociology - \$250.
  - f. Dr. Maurice H. Maxwell, Jr., Assistant Professor of Chemistry - \$500.
  - g. Mrs. Christine McCray, Instructor in the Campus School - \$200.
  - h. Miss Denise I. McDonough, Instructor in Physical Education - \$300.
  - i. Miss Gretchen Unterzuber, Instructor in the Campus School - \$150.
  - j. Miss Norma Williams, Assistant Professor of Music - \$500.
  - k. Mrs. Sarah V. Young, Assistant Professor of Social Work - \$1,300.
13. The following leaves of absence for the 1978-79 session with grants as indicated:
  - a. Mrs. Nancy D. Anderson, Assistant Professor of Speech (first semester only) - \$3,500.
  - b. Mr. James G. Silliman, Jr., Assistant Professor of Education - \$6,000.
14. The extending of the leave of absence through the 1978-79 academic year for Miss Sharon Dean, Assistant Professor of English, with a grant of \$1,500 from the College.
15. The resigning of the following members of the faculty, effective at the end of the current academic year:
  - a. Dr. David F. Alexick, Assistant Professor of Art.
  - b. Mrs. Helen F. Alexick, Assistant Professor in the Campus School.
  - c. Miss Barbara Burdick, Instructor in Music.
  - d. Dr. Berwyn Jones, Associate Professor of Chemistry.
  - e. Miss Earlene Lang, Instructor in Physical Education.
  - f. Dr. William McAdams, Assistant Professor of Physical Education.



- g. Miss Patricia Nicholas, Assistant Professor of Sociology (on leave of absence).
  - h. Dr. David Novak, Instructor in Chemistry.
  - i. Miss Noelle Prince, Instructor in Physical Education (Dance).
  - j. Miss Sarah Lowe Thompson, Assistant Professor of Business.
  - k. Mrs. Dorothy A. Savedge, Assistant Professor of Home Economics (on leave of absence).
  - l. Miss Carolyn Waite, Instructor in Library Science.
20. The appointing of the following new members of the faculty for the 1978-79 session:
- a. Dr. Jerry D. Cardwell, as Associate Professor and Chairman of the Department of Sociology and Anthropology, at a salary of \$19,000.
  - b. Mr. John E. Fuller, as Admissions Counselor and Instructor, at a salary of \$13,500.
  - c. Dr. James W. Jordan, as Assistant Professor of Anthropology, at a salary of \$15,200.
  - d. Mr. Nelson D. Neal, as Assistant Professor of Physical Education (Dance), at a salary of \$13,800.
21. The resigning of Dr. William L. Frank as Chairman of the Department of English and Philosophy and the appointing of Dr. Massie C. Stinson, Jr., Associate Professor of English, to this position, effective at the beginning of the 1978-79 academic year.
22. The resigning of Dr. James M. Helms as Chairman of the Department of History and Government, effective at the end of the current academic year and the appointing of Mr. L. Marshall Hall, Associate Professor of History, to fill this position, effective at the beginning of the 1978-79 academic year.
23. The establishing of six faculty positions for members of the Athletic Staff and the awarding of contracts to the following:
- a. Miss Carolyn V. Hodges, Athletic Director and Assistant Professor of Physical Education, at a salary of \$15,600 for eleven months from August 1, 1978, to June 30, 1979.
  - b. Miss Bette McKinney, Sports Information Director and Instructor in English, at a salary of \$14,500 for twelve months from July 1, 1978, to June 30, 1979.
  - c. Miss Ruth Budd, Gymnastics Coach and Instructor in Physical Education at a salary of \$11,500 for ten months (regular 1978-79 academic year).
24. The promoting of the following members of the Administrative Staff:
- a. Dr. William J. Peele, Vice President for Administration and Assistant Professor to Associate Professor.

- b. Dr. T. C. Dalton, Administrative Assistant to the President and Assistant Professor to Associate Professor.
  - c. Mr. J. Joe Mitchell, Director of Public Affairs and Instructor to Assistant Professor.
25. The salary scale and salary listing for the summer of 1978 as indicated in the Confidential Salary Listing. (A copy of this listing is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix H - May 4, 1978.)
26. The authorizing of compensation for the following persons designing and/or conducting workshops during the 1978 summer session:
- a. Mr. Mark S. Baldrige, Assistant Professor of Art - \$700.
  - b. Mr. Kenneth Bates, Visiting Professor Emeritus of Art - \$1,000.
  - c. Dr. Marguerite Griffith, Associate Professor of Home Economics - \$1,000.
  - d. Dr. William Hightower, Assistant Professor of Mathematics - \$1,000.
  - e. Dr. Richard Kidder, Associate Professor of Mathematics - \$1,000.
  - f. Mr. Stanley Lechtzin, Visiting Instructor in Art - \$1,000.
  - g. Mrs. Cathy O. McCanless, Instructor and Acting Director of Music in the Campus School - \$600.
  - h. Dr. Freda S. McCombs, Associate Professor of Natural Sciences - \$1,000.
  - i. Dr. James E. McCray, Professor of Music - \$650.
  - j. Miss Noelle M. Prince, Instructor in Health and Physical Education - \$650.
  - k. Ms. Gertrude Shook, Adjunct Faculty in Art - \$350.
  - l. Mr. Homer L. Springer, Assistant Professor of Art - \$350.
  - m. Mr. Barrye Wall, Adjunct Faculty in Art - \$500.
  - n. Mrs. Jacqueline J. Wall, Instructor and Director of Art in the Campus School - \$1,000.
  - o. Dr. Crayton L. Buck, Director - Southside Summer Institute for Education of the Gifted/Talented - \$2,100.
27. The authorizing of compensation for the following instructors of off-campus courses during the summer of 1978 as follows:
- a. Mrs. Phyllis Wacker - \$1,000.
  - b. Dr. Louis Kovacs - \$1,000.
  - c. Mr. James G. Silliman, Jr., - \$2,000.

- d. Dr. Richard J. Aubry, Jr. - \$333.33.
  - e. Mrs. Treva M. Bergeron - \$333.33.
  - f. Dr. Edward D. Smith - \$1,000.
  - g. Dr. Elmer W. Bowington - \$1,000.
28. The approving of the regular session salaries for members of the faculty for the 1978-79 academic year as indicated in the Confidential Salary Listing. (A copy of this listing is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix I - May 4, 1978)
29. The naming of Mrs. Kathleen G. Cover, as Professor Emeritus of Sociology.

Report of the Vice President for Academic Affairs. Dr. Wells stated that 51 persons would be awarded master's degrees at commencement exercises on May 13. She indicated that on a percentage basis this was a substantial number, which she thought reflected very favorably on the institution.

The Board was informed that, of this year's graduates, 44.9% are non-teaching majors. It was felt that this was an indication that the Board and the academic leadership of the College had made the right decisions at the right time regarding academic programs during the past several years.

Report of the Vice President for Student Affairs. Dr. Heintz made the following comments:

1. Residence Hall Staffing Program. She pointed out that, last August, she had presented some ideas as to what she felt was needed regarding staffing in the residence halls. She indicated that plans for this were progressing well. For the coming session, there will be three Residence Hall Coordinators, twelve Residence Supervisors, who will be part-time graduate students, and a Resident Hall Assistant for each hall.
2. Rule Changes. Regarding rule changes, Dr. Heintz called the Board's attention to several rule changes that had been requested by the Residence Board, endorsed by Legislative Board, and submitted to the President for his approval. These changes involved an extension of open house hours on weekends, the locking of room doors during open house hours, giving to students the responsibility of unlocking doors in the residence halls to admit fellow students after the halls are locked for the night, and the possession or consumption of alcohol (other than beer) in the freshman residence halls by students 21 years of age and over. She stated that the President had turned down each of these requests with the exception of the one regarding admitting students to the residence halls, which is under study in terms of the viability of the present system.
3. Housing. Dr. Heintz stated that as much of the housing had been done at this time as could be. There are 185 of the present students on the waiting list.

Dr. Wells informed the Board of a change in the policy regarding those students suspended for academic reasons. She stated, that in the past, if a student were suspended academically and came to summer school and showed significant improvement, he/she was admitted in the fall.

Because of this, those who were academically suspended were not officially withdrawn from the College until August (after summer school). This year, because there is a waiting list, the academically suspended students will be withdrawn in May. If any of them come to summer school and raise their averages sufficiently to return, they will be put on a waiting list until space is available.

Dr. Heintz expressed to the Board her concern over the extent of vandalism in the residence halls where the men are housed. She said that this was being studied and that it was possible that the students would be required to sign a contract, with a room inspection prior to their occupying their rooms and upon vacating them, with a charge being made if vandalism had occurred.

Report of the Business Manager. Mr. Paul commented as follows:

1. Computer. He stated that he was quite excited about the computer and suggested that perhaps the Board could tour the computer center in August.
2. Personnel. In order to make the CARS system and the computer system work, Mr. Paul stated that extra personnel would be needed.
3. 1978-79 Budget. Mr. Paul presented the budget for 1978-79. He indicated that "money is very tight" and that the administration is looking at several solutions in order to balance the budget. He said that he felt that, with several adjustments, the budget for 1978-79 would be a balanced budget.

On motion duly made and seconded, the members of the Board approved the 1978-79 budget. (A copy of this budget is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix J - May 4, 1978.)

Report of the Director of College Relations. Optimism was expressed by Mr. Bristol regarding the fund raising area. He pointed out the successful efforts of Ms. Hedrick, Director of the Annual Funds, and the success of the Jarman Society. He indicated that people are continuing to include Longwood in their estate programs.

Regarding the Longwood College Foundation, Mr. Bristol said that the Foundation's budget grows modestly each year and that the growth that is experienced is solid because of the endowment. He stated that the endowment had grown from \$400,000-\$500,000 to over \$600,000 in assets.

The meeting was adjourned at 5 p. m.

#### May 5, 1978

The meeting of the Board of Visitors reconvened at 8:30 a. m. on Friday, May 5, 1978. The following members of the Board were present:

Mrs. Raymond M. Brown, Jr.  
Mr. William E. Daniel, Jr.  
Mrs. J. L. Davidson  
Mr. George J. Kostel  
Mrs. A. O. Mitchell  
Mr. M. Ralph Page  
Mrs. Joshua Pretlow  
Mr. Eric L. Robinson  
Mr. Roland E. Thompson  
Mr. W. Roland Walker  
Mrs. E. A. West

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; Dr. T. C. Dalton, Administrative Assistant to the President; Mr. George R. Bristol, Director of College Relations; Mr. Gary C. Groneweg, Director of Admissions; and Dr. James C. Gussett, Assistant Dean of the College.

The Rector, Mrs. Brown, presided.

Shaner Report. Dr. Willett commented on the recent newspaper publicity regarding the Shaner Report. As background, he stated that, in 1973, the General Assembly appointed the Higher Education Study Commission with the late Senator William Stone, of Martinsville, as chairman. He said that the group had been formed under the influence of Senator Stone for two reasons: (1) He was a strong advocate of the superboard concept; (2) He felt that there had been some overbuilding at state colleges and universities. The Commission hired Shaner & Associates, Consultants, from the Midwest, to visit the college and university campuses and to meet with the Commission. After Mr. Shaner's visit he wrote up his comments to which the College offered a written rebuttal. What the College does not have is Mr. Shaner's response to the rebuttal, which went to the Commission. The Commission then came out with an overall report. This, Dr. Willett indicated, he had seen. He pointed out that, although ultimately the Commission rejected the superboard concept and in turn strengthened the State Council of Higher Education, some of the ideas suggested by Mr. Shaner had been accepted and had been put into effect. He said he felt the real key to it all is the fact that basically subsequent events have discredited the report. The basic thrust of the report was to limit building on most State college campuses. However, the General Assembly and the people of Virginia recognized the need to go ahead and build facilities as evidenced by the successful passage of the \$125,000,000 bond issue.

#### Report of the Vice President for Administration

1. Admissions. Dr. Peele stated that this was one of the best years the College had had in admissions. As of April 30, a total of 1,889 applications had been received for 1978-79. He pointed out that a lot of hard work had gone into this on the part of the staff of the Admissions Office.
2. Physical Plant. Regarding the physical education building, Dr. Peele said that plans for this were right on schedule even though there was disappointment because construction could not begin by June 1, which had been the target date for the past several months.

Report on Intercollegiate Athletics. Dr. Dalton gave a report on intercollegiate athletics. He stated that the College had experienced another outstanding year in athletics and next to Old Dominion University, Longwood probably had the best women's basketball team. He informed the Board members that the jersey of one of the basketball players had been retired. The player had made the all-state team for four years.

He pointed out that there are ten different sports for women and that there are four intercollegiate teams for men in basketball, baseball, soccer, and golf. There is a club team for wrestling and next year this sport will have intercollegiate athletic status.

The Board members were informed by Dr. Dalton of the two associations with which the College is now affiliated. The men's program has been accepted by Division III of NCAA (National Collegiate Athletic Association) and the women's program by AIAW (Association of Intercollegiate Activities for Women).

Dr. Dalton noted that 75 applications had been received for the position of Men's Athletic Coordinator and Basketball Coach. From this number, the top five have been selected to come for interviews. He said it was a question now of whether to appoint a person who has had a successful program in high school or someone with a proven record in higher education. It was the consensus opinion of the Board members that the person selected should be someone with a proven record in higher education.

HEW Plan. The members of the Board, on motion duly made and seconded, approved the recommendation of the President regarding the plan submitted by Governor Dalton to HEW with the following changes: (A copy of the recommendation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - May 5, 1978.)

In No. 1, delete the word "total" before "good-faith effort"; delete the remainder of the sentence after "good-faith effort" and substitute "in order to meet the objectives of the plan", making the sentence read: "The College pledges to make a 'good-faith effort' in order to meet the objectives of the plan."

Executive Order #1. On motion duly made and seconded, the members of the Board approved Executive Order #1, including the faculty. (A copy of this order is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - May 5, 1978.)

Major Issues Facing the College. Dr. Willett stated that, at the February meeting of the Board, several areas were identified in which decisions needed to be made relatively soon. He indicated that action had been taken by the Board on several of these, i. e., Sully reorganization into the Longwood Fine Arts Center, six-year academic plan, plan of athletic organization, tuition waiver policy. He pointed out that, at the August meeting, the Board would be asked to consider revised grievance procedures to include the handicapped and Dr. Wells would spend some time on academic reorganization. He said that some of the other areas that needed study were: intercollegiate athletics insofar as objectives and goals are concerned; the tenure system for the Campus School faculty; the developing of a base for private financial support; the retirement age as changed by Congress; further naming of buildings, including procedures to follow in naming the physical education building; long-range capital outlay planning.

Dr. Willett stated that State interference is probably the greatest single problem that the institution faces and is the one that bothers him the most. He indicated that he hoped the Council of Visitors would spend more time dealing with this particular matter in the months ahead.

He also mentioned that some people do not understand what higher education is all about and, therefore, do not support it. He stated that he and his Staff members spend a great deal of time trying to convince persons that aspects of higher education are very positive. He said that some measure of pride could be taken in the fact that the bond referendum was overwhelmingly endorsed last fall.

Dr. Willett indicated that the College would continue to look for leadership in the Foundation Board and that several names had been suggested. Also to be considered are suggestions for the Board of Trustees for the Fine Arts Center.

Another matter mentioned by Dr. Willett was the need to involve more faculty groups with the Board. He said it is planned that the department chairmen will meet with the Board in November.

Executive Session. At 11:45 a. m., the Board went into executive session. The following matters were discussed:

1. Board Appointments. Dr. Willett reminded the Board members that there would be three vacancies on the Board as of June 30. A discussion of possible candidates was held. Mrs. Brown, Mr. Walker, and Dr. Willett are scheduled to meet with Governor Dalton to discuss the vacancies.
2. Updating on Faculty Situation. Dr. Wells updated the members of the Board on the reduction of the six faculty positions as required by the State Council of Higher Education. She said that one position had been changed from the regular faculty to the Campus School; two positions in physical education had been transferred to auxiliary enterprises; two people have gone on leave and their positions will be abolished (in the case of one faculty member, he is not expected back and there is another place for the one who will return). The sixth one has been handled by resignation.

Dr. Wells stated that, in terms of total composition of the faculty, the balance between tenured and non-tenured positions continues to be acceptable. Of greater concern, she said, was the balance in distribution of faculty among the ranks. She stated that approximately 47% of the faculty is at the professor-associate professor level and there is a possibility that the percentage will be as high as 50. It was her feeling that the Board should begin thinking about maintaining a reasonable balance, so that there would not be too many faculty holding the rank of associate professor. She stated that it is becoming difficult to turn people down in the sense that more and more individuals are becoming qualified for the higher rank.

Approval of Faculty Members Recommended for Promotion and Tenure by the Dean of the College. The members of the Board, on motion duly made and seconded, approved the following members of the faculty for promotion:

1. Dr. Robert Lee Banton, III, from Associate Professor of Education to Professor of Education.
2. Dr. F. Richard Kidder, from Assistant Professor of Mathematics, to Associate Professor of Mathematics.
3. Dr. E. T. Noone, from Assistant Professor of Mathematics to Associate Professor of Mathematics.
4. Dr. John S. Peale, from Assistant Professor of Philosophy to Associate Professor of Philosophy.
5. Dr. Robert P. Webber, from Assistant Professor of Mathematics to Associate Professor of Mathematics.
6. Dr. Douglas M. Young, from Assistant Professor of Speech and Dramatic Arts to Associate Professor of Speech and Dramatic Arts.
7. Dr. William Harbour, from Instructor in Government to Assistant Professor of Government.

8. Miss Cecil M. Kidd, from Instructor and Campus School Librarian to Assistant Professor and Campus School Librarian.
9. Dr. Robert D. May, from Instructor in Mathematics to Assistant Professor of Mathematics.
10. Dr. Geoffrey C. Orth, from Instructor in German to Assistant Professor of German.
11. Dr. David B. Stein, from Instructor in Psychology to Assistant Professor of Psychology.
12. Miss Carolyn B. Waite, Instructor of Library Science and Assistant Librarian to Assistant Professor of Library Science and Assistant Librarian.

On motion duly made and seconded, the Board members approved tenure for the following members of the faculty:

1. Dr. Martha E. Cook, Assistant Professor of English.
2. Dr. F. Richard Kidder, Assistant Professor of Mathematics.
3. Dr. Anthony S. Maurice, Assistant Professor of French.
4. Dr. Ray B. Sizemore, Associate Professor of Education.
5. Dr. Massie C. Stinson, Jr., Associate Professor of English.
6. Dr. Nancy H. Vick, Assistant Professor of Education.
7. Mrs. Sarah V. Young, Assistant Professor of Social Work.

Action on the recommendation for tenure for Dr. Gerald P. Graham, Associate Professor of Physical Education, was deferred, pending further investigation of the effectiveness of his teaching.

The meeting was adjourned at 1 p. m.

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Secretary



May 4, 1978

May 4-5, 1978

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  - c. Dr. James M. Helms, Jr., Professor of History - \$500.
  - d. Mr. Lawrence G. Hlad, Assistant Professor of Sociology - \$1,300.
  - e. Mr. Terence N. LaManna, Assistant Professor of Sociology - \$250.
  - f. Dr. Maurice H. Maxwell, Jr., Assistant Professor of Chemistry - \$500.
  - g. Mrs. Christine McCray, Instructor in the Campus School - \$200.
  - h. Miss Denise I. McDonough, Instructor in Physical Education - \$300.
  - i. Miss Gretchen Unterzuber, Instructor in the Campus School - \$150.
  - j. Miss Norma Williams, Assistant Professor of Music - \$500.
  - k. Mrs. Sarah V. Young, Assistant Professor of Social Work - \$1,300.
13. The following leaves of absence for the 1978-79 session with grants as indicated:
  - a. Mrs. Nancy D. Anderson, Assistant Professor of Speech (first semester only) - \$3,500.
  - b. Mr. James G. Silliman, Jr., Assistant Professor of Education - \$6,000.
14. The extending of the leave of absence through the 1978-79 academic year for Miss Sharon Dean, Assistant Professor of English, with a grant of \$1,500 from the College.
15. The resigning of the following members of the faculty, effective at the end of the current academic year:
  - a. Dr. David F. Alexick, Assistant Professor of Art.
  - b. Mrs. Helen F. Alexick, Assistant Professor in the Campus School.
  - c. Miss Barbara Burdick, Instructor in Music.
  - d. Dr. Berwyn Jones, Associate Professor of Chemistry.
  - e. Miss Earlene Lang, Instructor in Physical Education.
  - f. Dr. William McAdams, Assistant Professor of Physical Education.

- g. Miss Patricia Nicholas, Assistant Professor of Sociology (on leave of absence).
  - h. Dr. David Novak, Instructor in Chemistry.
  - i. Miss Noelle Prince, Instructor in Physical Education (Dance).
  - j. Miss Sarah Lowe Thompson, Assistant Professor of Business.
  - k. Mrs. Dorothy A. Savedge, Assistant Professor of Home Economics (on leave of absence).
  - l. Miss Carolyn Waite, Instructor in Library Science.
20. The appointing of the following new members of the faculty for the 1978-79 session:
- a. Dr. Jerry D. Cardwell, as Associate Professor and Chairman of the Department of Sociology and Anthropology, at a salary of \$19,000.
  - b. Mr. John E. Fuller, as Admissions Counselor and Instructor, at a salary of \$13,500.
  - c. Dr. James W. Jordan, as Assistant Professor of Anthropology, at a salary of \$15,200.
  - d. Mr. Nelson D. Neal, as Assistant Professor of Physical Education (Dance), at a salary of \$13,800.
21. The resigning of Dr. William L. Frank as Chairman of the Department of English and Philosophy and the appointing of Dr. Massie C. Stinson, Jr., Associate Professor of English, to this position, effective at the beginning of the 1978-79 academic year.
22. The resigning of Dr. James M. Helms as Chairman of the Department of History and Government, effective at the end of the current academic year and the appointing of Mr. L. Marshall Hall, Associate Professor of History, to fill this position, effective at the beginning of the 1978-79 academic year.
23. The establishing of six faculty positions for members of the Athletic Staff and the awarding of contracts to the following:
- a. Miss Carolyn V. Hodges, Athletic Director and Assistant Professor of Physical Education, at a salary of \$15,600 for eleven months from August 1, 1978, to June 30, 1979.
  - b. Miss Bette McKinney, Sports Information Director and Instructor in English, at a salary of \$14,500 for twelve months from July 1, 1978, to June 30, 1979.
  - c. Miss Ruth Budd, Gymnastics Coach and Instructor in Physical Education at a salary of \$11,500 for ten months (regular 1978-79 academic year).
24. The promoting of the following members of the Administrative Staff:
- a. Dr. William J. Peele, Vice President for Administration and Assistant Professor to Associate Professor.

- b. Dr. T. C. Dalton, Administrative Assistant to the President and Assistant Professor to Associate Professor.
  - c. Mr. J. Joe Mitchell, Director of Public Affairs and Instructor to Assistant Professor.
25. The salary scale and salary listing for the summer of 1978 as indicated in the Confidential Salary Listing. (A copy of this listing is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix H - May 4, 1978.)
26. The authorizing of compensation for the following persons designing and/or conducting workshops during the 1978 summer session:
- a. Mr. Mark S. Baldrige, Assistant Professor of Art - \$700.
  - b. Mr. Kenneth Bates, Visiting Professor Emeritus of Art - \$1,000.
  - c. Dr. Marguerite Griffith, Associate Professor of Home Economics - \$1,000.
  - d. Dr. William Hightower, Assistant Professor of Mathematics - \$1,000.
  - e. Dr. Richard Kidder, Associate Professor of Mathematics - \$1,000.
  - f. Mr. Stanley Lechtzin, Visiting Instructor in Art - \$1,000.
  - g. Mrs. Cathy O. McCanless, Instructor and Acting Director of Music in the Campus School - \$600.
  - h. Dr. Freda S. McCombs, Associate Professor of Natural Sciences - \$1,000.
  - i. Dr. James E. McCray, Professor of Music - \$650.
  - j. Miss Noelle M. Prince, Instructor in Health and Physical Education - \$650.
  - k. Ms. Gertrude Shook, Adjunct Faculty in Art - \$350.
  - l. Mr. Homer L. Springer, Assistant Professor of Art - \$350.
  - m. Mr. Barrye Wall, Adjunct Faculty in Art - \$500.
  - n. Mrs. Jacqueline J. Wall, Instructor and Director of Art in the Campus School - \$1,000.
  - o. Dr. Crayton L. Buck, Director - Southside Summer Institute for Education of the Gifted/Talented - \$2,100.
27. The authorizing of compensation for the following instructors of off-campus courses during the summer of 1978 as follows:
- a. Mrs. Phyllis Wacker - \$1,000.
  - b. Dr. Louis Kovacs - \$1,000.
  - c. Mr. James G. Silliman, Jr., - \$2,000.

- d. Dr. Richard J. Aubry, Jr. - \$333.33.
  - e. Mrs. Treva M. Bergeron - \$333.33.
  - f. Dr. Edward D. Smith - \$1,000.
  - g. Dr. Elmer W. Bowington - \$1,000.
28. The approving of the regular session salaries for members of the faculty for the 1978-79 academic year as indicated in the Confidential Salary Listing. (A copy of this listing is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix I - May 4, 1978)
29. The naming of Mrs. Kathleen G. Cover, as Professor Emeritus of Sociology.

Report of the Vice President for Academic Affairs. Dr. Wells stated that 51 persons would be awarded master's degrees at commencement exercises on May 13. She indicated that on a percentage basis this was a substantial number, which she thought reflected very favorably on the institution.

The Board was informed that, of this year's graduates, 44.9% are non-teaching majors. It was felt that this was an indication that the Board and the academic leadership of the College had made the right decisions at the right time regarding academic programs during the past several years.

Report of the Vice President for Student Affairs. Dr. Heintz made the following comments:

1. Residence Hall Staffing Program. She pointed out that, last August, she had presented some ideas as to what she felt was needed regarding staffing in the residence halls. She indicated that plans for this were progressing well. For the coming session, there will be three Residence Hall Coordinators, twelve Residence Supervisors, who will be part-time graduate students, and a Resident Hall Assistant for each hall.
2. Rule Changes. Regarding rule changes, Dr. Heintz called the Board's attention to several rule changes that had been requested by the Residence Board, endorsed by Legislative Board, and submitted to the President for his approval. These changes involved an extension of open house hours on weekends, the locking of room doors during open house hours, giving to students the responsibility of unlocking doors in the residence halls to admit fellow students after the halls are locked for the night, and the possession or consumption of alcohol (other than beer) in the freshman residence halls by students 21 years of age and over. She stated that the President had turned down each of these requests with the exception of the one regarding admitting students to the residence halls, which is under study in terms of the viability of the present system.
3. Housing. Dr. Heintz stated that as much of the housing had been done at this time as could be. There are 185 of the present students on the waiting list.

Dr. Wells informed the Board of a change in the policy regarding those students suspended for academic reasons. She stated, that in the past, if a student were suspended academically and came to summer school and showed significant improvement, he/she was admitted in the fall.

Because of this, those who were academically suspended were not officially withdrawn from the College until August (after summer school). This year, because there is a waiting list, the academically suspended students will be withdrawn in May. If any of them come to summer school and raise their averages sufficiently to return, they will be put on a waiting list until space is available.

Dr. Heintz expressed to the Board her concern over the extent of vandalism in the residence halls where the men are housed. She said that this was being studied and that it was possible that the students would be required to sign a contract, with a room inspection prior to their occupying their rooms and upon vacating them, with a charge being made if vandalism had occurred.

Report of the Business Manager. Mr. Paul commented as follows:

1. Computer. He stated that he was quite excited about the computer and suggested that perhaps the Board could tour the computer center in August.
2. Personnel. In order to make the CARS system and the computer system work, Mr. Paul stated that extra personnel would be needed.
3. 1978-79 Budget. Mr. Paul presented the budget for 1978-79. He indicated that "money is very tight" and that the administration is looking at several solutions in order to balance the budget. He said that he felt that, with several adjustments, the budget for 1978-79 would be a balanced budget.

On motion duly made and seconded, the members of the Board approved the 1978-79 budget. (A copy of this budget is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix J - May 4, 1978.)

Report of the Director of College Relations. Optimism was expressed by Mr. Bristol regarding the fund raising area. He pointed out the successful efforts of Ms. Hedrick, Director of the Annual Funds, and the success of the Jarman Society. He indicated that people are continuing to include Longwood in their estate programs.

Regarding the Longwood College Foundation, Mr. Bristol said that the Foundation's budget grows modestly each year and that the growth that is experienced is solid because of the endowment. He stated that the endowment had grown from \$400,000-\$500,000 to over \$600,000 in assets.

The meeting was adjourned at 5 p. m.

May 5, 1978.

The meeting of the Board of Visitors reconvened at 8:30 a. m. on Friday, May 5, 1978. The following members of the Board were present:

Mrs. Raymond M. Brown, Jr.  
 Mr. William E. Daniel, Jr.  
 Mrs. J. L. Davidson  
 Mr. George J. Kostel  
 Mrs. A. O. Mitchell  
 Mr. M. Ralph Page  
 Mrs. Joshua Pretlow  
 Mr. Eric L. Robinson  
 Mr. Roland E. Thompson  
 Mr. W. Roland Walker  
 Mrs. E. A. West

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; Dr. T. C. Dalton, Administrative Assistant to the President; Mr. George R. Bristol, Director of College Relations; Mr. Gary C. Groneweg, Director of Admissions; and Dr. James C. Gussett, Assistant Dean of the College.

The Rector, Mrs. Brown, presided.

Shaner Report. Dr. Willett commented on the recent newspaper publicity regarding the Shaner Report. As background, he stated that, in 1973, the General Assembly appointed the Higher Education Study Commission with the late Senator William Stone, of Martinsville, as chairman. He said that the group had been formed under the influence of Senator Stone for two reasons: (1) He was a strong advocate of the superboard concept; (2) He felt that there had been some overbuilding at state colleges and universities. The Commission hired Shaner & Associates, Consultants, from the Midwest, to visit the college and university campuses and to meet with the Commission. After Mr. Shaner's visit he wrote up his comments to which the College offered a written rebuttal. What the College does not have is Mr. Shaner's response to the rebuttal, which went to the Commission. The Commission then came out with an overall report. This, Dr. Willett indicated, he had seen. He pointed out that, although ultimately the Commission rejected the superboard concept and in turn strengthened the State Council of Higher Education, some of the ideas suggested by Mr. Shaner had been accepted and had been put into effect. He said he felt the real key to it all is the fact that basically subsequent events have discredited the report. The basic thrust of the report was to limit building on most State college campuses. However, the General Assembly and the people of Virginia recognized the need to go ahead and build facilities as evidenced by the successful passage of the \$125,000,000 bond issue.

Report of the Vice President for Administration

1. Admissions. Dr. Peele stated that this was one of the best years the College had had in admissions. As of April 30, a total of 1,889 applications had been received for 1978-79. He pointed out that a lot of hard work had gone into this on the part of the staff of the Admissions Office.
2. Physical Plant. Regarding the physical education building, Dr. Peele said that plans for this were right on schedule even though there was disappointment because construction could not begin by June 1, which had been the target date for the past several months.

Report on Intercollegiate Athletics. Dr. Dalton gave a report on intercollegiate athletics. He stated that the College had experienced another outstanding year in athletics and next to Old Dominion University, Longwood probably had the best women's basketball team. He informed the Board members that the jersey of one of the basketball players had been retired. The player had made the all-state team for four years.

He pointed out that there are ten different sports for women and that there are four intercollegiate teams for men in basketball, baseball, soccer, and golf. There is a club team for wrestling and next year this sport will have intercollegiate athletic status.



The Board members were informed by Dr. Dalton of the two associations with which the College is now affiliated. The men's program has been accepted by Division III of NCAA (National Collegiate Athletic Association) and the women's program by AIAW (Association of Intercollegiate Activities for Women).

Dr. Dalton noted that 75 applications had been received for the position of Men's Athletic Coordinator and Basketball Coach. From this number, the top five have been selected to come for interviews. He said it was a question now of whether to appoint a person who has had a successful program in high school or someone with a proven record in higher education. It was the consensus opinion of the Board members that the person selected should be someone with a proven record in higher education.

HEW Plan. The members of the Board, on motion duly made and seconded, approved the recommendation of the President regarding the plan submitted by Governor Dalton to HEW with the following changes: (A copy of the recommendation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - May 5, 1978.)

In No. 1, delete the word "total" before "good-faith effort"; delete the remainder of the sentence after "good-faith effort" and substitute "in order to meet the objectives of the plan", making the sentence read: "The College pledges to make a 'good-faith effort' in order to meet the objectives of the plan."

Executive Order #1. On motion duly made and seconded, the members of the Board approved Executive Order #1, including the faculty. (A copy of this order is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - May 5, 1978.)

Major Issues Facing the College. Dr. Willett stated that, at the February meeting of the Board, several areas were identified in which decisions needed to be made relatively soon. He indicated that action had been taken by the Board on several of these, i. e., Sully reorganization into the Longwood Fine Arts Center, six-year academic plan, plan of athletic organization, tuition waiver policy. He pointed out that, at the August meeting, the Board would be asked to consider revised grievance procedures to include the handicapped and Dr. Wells would spend some time on academic reorganization. He said that some of the other areas that needed study were: intercollegiate athletics insofar as objectives and goals are concerned; the tenure system for the Campus School faculty; the developing of a base for private financial support; the retirement age as changed by Congress; further naming of buildings, including procedures to follow in naming the physical education building; long-range capital outlay planning.

Dr. Willett stated that State interference is probably the greatest single problem that the institution faces and is the one that bothers him the most. He indicated that he hoped the Council of Visitors would spend more time dealing with this particular matter in the months ahead.

He also mentioned that some people do not understand what higher education is all about and, therefore, do not support it. He stated that he and his Staff members spend a great deal of time trying to convince persons that aspects of higher education are very positive. He said that some measure of pride could be taken in the fact that the bond referendum was overwhelmingly endorsed last fall.

Dr. Willett indicated that the College would continue to look for leadership in the Foundation Board and that several names had been suggested. Also to be considered are suggestions for the Board of Trustees for the Fine Arts Center.

Another matter mentioned by Dr. Willett was the need to involve more faculty groups with the Board. He said it is planned that the department chairmen will meet with the Board in November.

Executive Session. At 11:45 a. m. , the Board went into executive session. The following matters were discussed:

1. Board Appointments. Dr. Willett reminded the Board members that there would be three vacancies on the Board as of June 30. A discussion of possible candidates was held. Mrs. Brown, Mr. Walker, and Dr. Willett are scheduled to meet with Governor Dalton to discuss the vacancies.
2. Updating on Faculty Situation. Dr. Wells updated the members of the Board on the reduction of the six faculty positions as required by the State Council of Higher Education. She said that one position had been changed from the regular faculty to the Campus School; two positions in physical education had been transferred to auxiliary enterprises; two people have gone on leave and their positions will be abolished (in the case of one faculty member, he is not expected back and there is another place for the one who will return). The sixth one has been handled by resignation.

Dr. Wells stated that, in terms of total composition of the faculty, the balance between tenured and non-tenured positions continues to be acceptable. Of greater concern, she said, was the balance in distribution of faculty among the ranks. She stated that approximately 47% of the faculty is at the professor-associate professor level and there is a possibility that the percentage will be as high as 50. It was her feeling that the Board should begin thinking about maintaining a reasonable balance, so that there would not be too many faculty holding the rank of associate professor. She stated that it is becoming difficult to turn people down in the sense that more and more individuals are becoming qualified for the higher rank.

Approval of Faculty Members Recommended for Promotion and Tenure by the Dean of the College. The members of the Board, on motion duly made and seconded, approved the following members of the faculty for promotion:

1. Dr. Robert Lee Banton, III, from Associate Professor of Education to Professor of Education.
2. Dr. F. Richard Kidler, from Assistant Professor of Mathematics, to Associate Professor of Mathematics.
3. Dr. E. T. Noone, from Assistant Professor of Mathematics to Associate Professor of Mathematics.
4. Dr. John S. Peale, from Assistant Professor of Philosophy to Associate Professor of Philosophy.
5. Dr. Robert P. Webber, from Assistant Professor of Mathematics to Associate Professor of Mathematics.
6. Dr. Douglas M. Young, from Assistant Professor of Speech and Dramatic Arts to Associate Professor of Speech and Dramatic Arts.
7. Dr. William Harbour, from Instructor in Government to Assistant Professor of Government.

8. Miss Cecil M. Kidd, from Instructor and Campus School Librarian to Assistant Professor and Campus School Librarian.
9. Dr. Robert D. May, from Instructor in Mathematics to Assistant Professor of Mathematics.
10. Dr. Geoffrey C. Orth, from Instructor in German to Assistant Professor of German.
11. Dr. David B. Stein, from Instructor in Psychology to Assistant Professor of Psychology.
12. Miss Carolyn B. Waite, Instructor of Library Science and Assistant Librarian to Assistant Professor of Library Science and Assistant Librarian.

On motion duly made and seconded, the Board members approved tenure for the following members of the faculty:

1. Dr. Martha E. Cook, Assistant Professor of English.
2. Dr. F. Richard Kidder, Assistant Professor of Mathematics.
3. Dr. Anthony S. Maurice, Assistant Professor of French.
4. Dr. Ray B. Sizemore, Associate Professor of Education.
5. Dr. Massie C. Stinson, Jr., Associate Professor of English.
6. Dr. Nancy H. Vick, Assistant Professor of Education.
7. Mrs. Sarah V. Young, Assistant Professor of Social Work.

Action on the recommendation for tenure for Dr. Gerald P. Graham, Associate Professor of Physical Education, was deferred, pending further investigation of the effectiveness of his teaching.

The meeting was adjourned at 1 p. m.

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Secretary

Appendix A - May 4, 1978

LONGWOOD COLLEGE  
Farmville, Virginia 23901

Report of the President  
to the  
Board of Visitors

May 4-6, 1978

## Addendum to the Board Report

### OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF THE COLLEGE

#### I. Professor Emeritus

It is with distinct pleasure that I recommend the appointment of Mrs. Kathleen G. Cover as Professor Emeritus of Sociology.

Mrs. Cover came to Longwood College in 1948. During her tenure as a member of the faculty, sociology has expanded as an area of academic interest, and now supports four sociologists and an anthropologist. In addition, Mrs. Cover was responsible for obtaining the original grant for Longwood's Social Work program, which is currently staffed by three faculty members. Mrs. Cover has served ably as Acting Chairman and Chairman of the Department of Sociology and Anthropology since 1975. Her dedication to her students and her unswerving loyalty to the institution will be missed by the entire college community upon her retirement.

#### ✓ II. Resignation

✓ Dr. David Novak, Instructor in Chemistry, has resigned his position effective at the end of the current academic year.

#### III. Summer Grant-in-aid

The grant-in-aid recommended for Dr. Richard J. Aubry has been withdrawn. Dr. Aubry's summer plans have not materialized.

#### IV. New Appointments

Board approval is requested for the following new appointments:

A. Dr. Jerry D. Cardwell, Associate Professor and Chairman of the Department of Sociology and Anthropology, \$19,000. This appointment would fill the vacancy created by the retirement of Mrs. Kathleen G. Cover.

Dr. Cardwell received his B.A. degree from the University of Alabama in 1967; his M.A. degree from the University of Maine in 1968; and his Ph.D. degree from the University of Utah in 1972. He has taught at the University of North Carolina at Greensboro, Stetson University, V.P.I. & S.U., and Auburn University.

B. Mr. John E. Fuller, Admissions Counselor and Instructor, \$13,500.

Mr. Fuller received his B.S. degree from Livingstone College in 1967 and his M.Ed. degree from Virginia State College in 1976. He is currently employed at St. Paul's College, and has worked at Prince Edward County High School and Buckingham County High School.

C. Dr. James W. Jordan, Assistant Professor of Anthropology, \$15,200.

This appointment would fill the vacancy created by the retirement of Dr. Margaret Sanford.

Dr. Jordan received his B.S. degree from Indiana University of Pennsylvania in 1964, M.A. degrees in sociology (1968) and anthropology (1969) from the University of Connecticut, and his Ph.D. degree in 1976 from the University of Georgia. He has taught at Georgia Southern College, Emory University and Georgia State University.

Submitted by,



Dr. Carolyn Wells  
Vice President for Academic Affairs  
and Dean of the College

Office of the Vice President for Academic Affairs  
and Dean of the College  
May 3, 1978

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LONGWOOD COLLEGE  
Farmville, Virginia 23901

Ladies and Gentlemen of the Board of Visitors:

I request approval of the following:

1. The affirming of the naming of the Virginia, Prince Edward, and Commonwealth Rooms.
2. The change in concept and organization for the Sully advisory group. (Page 3.)
3. The policy on the release of salary information. (Page 4.)
4. The fee structure for 1978-79. (Figures will be distributed at the meeting and will call for a total increase of about 7%.)  
  
I would further recommend the Board's endorsing a statement that we resist in every legal way possible changes that would increase State interference regarding fees collected for tuition and other charges.
5. The recommendation of Dr. Peele regarding waiving tuition for employees. (Page 20, 23, 24.)
6. The recommendation of Mr. Paul, prorating fees for persons taking less than 12 hours and exempting employees and spouses from these charges. (Pages 35 and 36.)
7. The adoption of the recommendation by the Treasurer, Mrs. Kidder, relating to deferred payment of fees. (Pages 35, 40, 41.)
8. The changes in structure of the Student Liaison Committee. (Page 5.)
9. The HEW plan and Executive Order #1, making it applicable to the faculty as well. (Page 6.)
10. The new General Education Requirements as recommended by the Dean of the College. (Page 7.)
11. The six-year plan for new programs as recommended by the Dean of the College. (Page 8.)



12. The recommendation of the Dean of the College regarding discontinuing the majors in economics and Latin. (Page 8.)
13. The following personnel actions as recommended by the Dean of the College: salary scale and faculty listing, summer, 1978; compensation for individuals involved in summer workshops; salaries for off-campus instructors, summer, 1978; regular session salaries, 1978-79; summer grants-in-aid, leaves of absence, extension of current leave of absence, promotion, tenure, resignations, new appointment, chairmanships of the Departments of English/Philosophy and History/Government; the athletic staff. (Pages 9-17, separate salary listing.)
14. In order to comply with personnel guidelines for salaries, the promoting in rank of Dr. Peele and Dr. Dalton from assistant professor to associate professor, and Mr. Mitchell from instructor to assistant professor.

Respectfully submitted,

Henry I. Willett, Jr.  
President

April 28, 1978

## LONGWOOD FINE ARTS CENTER

### PURPOSE

This purpose of this organization, known as the Longwood Fine Arts Center, is to collect, preserve, and interpret objects of fine and decorative art to be used in the educational programs of Longwood College. The organization is administered by the Chairman of the Department of Art. Funds are deposited with the Longwood College Foundation, Inc., in a restricted account designated for the Longwood Fine Arts Center. It serves as a center for the arts to the community and to the area which the parent institution, Longwood College, serves.

The organization has as a primary goal the development of a collection of fine arts related to the work, life, and time of Thomas Sully, and those other objects, either foreign or domestic, which had an influence on American artists of the 19th century period. The Center supports, through exhibition, purchase and educational programs, the contemporary works of Virginia professional artists; strives to bring a well balanced exhibit and lecture program of art to its audience for their enjoyment and the enhancement of the creative endeavors of artists; and acts as a major educational force on the campus and within the community. The collection is to be used in well defined ways to develop better art educators, and, finally, it is to be used as a laboratory for better understanding of museumology, education, and art. The collection policy shall, at all times, reflect the purpose of the organization and be subject to review by a committee appointed by the Board of Trustees, known as the Collection Committee.

### BOARD OF TRUSTEES

The governing board of the Longwood Fine Arts Center is a "Board of Trustees," consisting of citizens of outstanding achievement in diverse fields chosen for their responsibilities and character, as well as sincere and active interest in the welfare and progress of the Center. The term of office for members of the Board, appointed by the President of the College with the approval of the Longwood College Board of Visitors, shall be three years, staggered, so that one-third of the Board is retired each year. Members are eligible to succeed themselves for one term of office. An Executive Committee of the Board has the power to act for the Board between semi-annual meetings.

### DIRECTOR

The Director is a salaried employee of the Board of Trustees, charged with the administration of the affairs of the Center, in accordance with the policies and within the budget limitations established by the Board. The selection of a Director must be approved by the Art Department Chairman, the College President, and the College Board of Visitors. If the Director is to serve as an adjunct faculty member, the selection must also be approved by the Vice-President for Academic Affairs and Dean of the College.

Request for Salary Information Form

Name of person whose salary is requested \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Reason for the request \_\_\_\_\_

Signature of Person Making Request \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

I hereby acknowledge that I am aware that the person whose signature appears above  
requested my salary.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use only

I have given on this date the salary of \_\_\_\_\_ to \_\_\_\_\_

Signature of Staff Member Releasing Salary \_\_\_\_\_

Salary Figure Released \_\_\_\_\_

Date \_\_\_\_\_

## STUDENT LIAISON COMMITTEE

### STUDENT MEMBERSHIP PROPOSAL

The Student Liaison Committee would be comprised of 11 student members. These will include the Chairman of Legislative Board and a representative to be selected by the respective boards from Judicial and Residence boards. Each class would have two representatives. Beginning in the fall of 1978 with the freshman class, each freshman class shall select one member for a four-year term and one member for a two-year term. That class, and each successive class, would then, at the end of the two-year period, select a replacement for the person whose two-year term would end. (That individual would be eligible for reelection.)

In the spring of 1978, the rising senior class would select one additional member to serve a one-year term. The present rising senior member would serve one year in 1978-79. The rising junior class would select one person for a two-year term. The present junior member would serve for her remaining two years. The current rising sophomore class representative would serve for the remainder of her term at Longwood. That class would additionally select someone for a two-year term. This would necessitate that class holding an election two years hence for a second person for a one-year term. Following that, all classes would be on the cycle whereby the freshman class would select two representatives, one for a two-year term and one for a four-year term as described above.

The Elections Committee is responsible for scheduling the class elections in the spring semester and will include voting for membership on the Student Liaison Committee when the elections for class officers are held.

April 28, 1978

LONGWOOD COLLEGE  
Farmville, Virginia 23901

Recommendation on HEW Plan

I recommend that the Board approve the plan submitted by Governor Dalton to HEW with the following provisions:

1. The College pledges to make a ~~total~~ "good-faith effort" ~~to increase the number of black students, faculty, and staff.~~ *structure*

2. Nothing in this commitment will cause the College to admit or employ persons whose qualifications are less than those of other individuals applying for admission. The Board of Visitors reaffirms its sole authority in determining admissions and employment standards.

3. The Secretary of Education is requested to restudy the figures contained in Table 15 in conjunction with institutional representatives during the summer of 1978 in order to eliminate existing inequities between institutions. Such reviews should be continued on an annual basis. The Board of Visitors reserves the right to accept or reject the figures on an annual basis.

April 20, 1978

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS  
AND DEAN OF THE COLLEGE

I. General Education Requirements

The general education requirements of Longwood College are divided into five areas: Humanities, 18 semester hours (21 semester hours for the BA degree); Social Sciences, 12 semester hours; Natural Sciences, 8 semester hours; Mathematics, 6 semester hours; Health and Physical Education, 4 semester hours. An ad hoc committee to study the general education requirements was appointed in 1976. Under the direction of its chairman, Miss Barbara L. Bishop, the committee studied the requirements throughout 1976-77 and during the first semester of 1977-78. The recommendations of the committee were made available to the faculty in January 1978, discussed at the January faculty meeting, and brought back before the faculty for vote at the March faculty meeting. As a result, the sections on Science and Mathematics were amended by the faculty as follows:

From

Natural Sciences (all degrees)

A four-hour laboratory course in two of the following areas is required: Astronomy, Biology, Chemistry, Geology, Physical Science and Physics.

Mathematics (all degrees)

All students must complete six hours of mathematics.

To

Natural Science and Mathematics (all degrees)

a. Natural Science

1. A four-hour course from Biology, Botany, Zoology
2. A four-hour course from Astronomy, Chemistry, Geology, Physical Science, Physics.

A student may elect two four-hour laboratory courses in the same science, biological or physical, if at least one of these courses is at the 200 level or above.

- b. Mathematics and/or Computer Science - 6 hours.

Approval by the Board of Visitors is requested for this change in the General Education Requirements.

## II. Major Programs

### A. Productivity of Currently Existing Programs

As reported to the Board of Visitors at its February 1978 meeting, six of Longwood's major programs were judged to be non-productive by the State Council of Higher Education, and placed on probation for a two-year period. Careful study has been given to these six programs during the current academic year, for the purpose of determining whether or not the programs could be made productive. In the areas of dramatic arts, earth science, government, and physics concerted efforts are now underway to improve the quality of the programs to achieve satisfactory student enrollment in these areas. The Board will be kept informed of progress in these areas. In the other two areas, economics and Latin, there is no evidence that student interest is sufficient to warrant the continuation of these majors. Therefore, I recommend to the Board of Visitors that the majors in economics and Latin be discontinued, effective 1978-79, with the proviso that majors currently enrolled in these programs be allowed to complete their degrees.

### B. Proposed New Programs - A Six-year Plan

New policies and procedures of the State Council of Higher Education require the filing of a six-year plan for new programs that the College may wish to institute through 1986. After consultation with departmental chairmen, the following is a tentative list of programs which may prove attractive to Longwood students in the future. This list will be filed with the State Council, and will form the basis for continued study of Longwood's program offerings.

<u>Degree</u>	<u>Program</u>	<u>Anticipated Date of Initiation</u>
B. S.	Health Education	1980
B. A.	Philosophy	1981
B. S.	Computer Science	1982
M. S.	Physical Education	1982
B. S. or B. A.	Communications	1983
M. S.	Secondary Education	1983
M. S.	Biology	1984
B. S.	Music Therapy	1985
B. S.	Anthropology	1986

Approval by the Board of Visitors is requested for this list of tentative new programs.

III. Recommendations for Summer Grants-in-aid

Approval by the Board of Visitors is requested for summer grants-in-aid, for the amounts indicated, for the following faculty members:

- |    |   |       |
|----|---|-------|
| A. | Dr. Richard J. Aubry, Jr., Assistant Professor of Education - to attend the University of Virginia to study course work in Exceptional Children and Learning Disabilities | \$200 |
| B. | Dr. Robert D. Gibbons, Associate Professor of Education - to attend Indiana University for course work in the teaching of reading   | 300   |
| C. | Mr. Gary C. Groneweg, Director of Admissions - to begin an MBA program at Virginia Commonwealth University  | 300   |
| D. | Dr. James M. Helms, Jr., Professor of History - to conduct a study of factors which affect decision making in the United States Congress                                  | 500   |
| E. | Mr. Lawrence G. Hlad, Assistant Professor of Sociology - to work toward his doctorate from the Union Graduate School - West   | 1,300 |
| F. | Mr. Terence N. LaManna, Assistant Professor of Sociology - to work toward his doctorate from Duke University  | 250   |
| G. | Dr. Maurice H. Maxwell, Jr., Assistant Professor of Chemistry - to conduct research in the synthesis of heterocyclic compounds at West Virginia University                | 500   |
| H. | Mrs. Christine McCray, Instructor in the Campus School - to take six hours of graduate work at Longwood College   | 200   |
| I. | Miss Denise I. McDonough, Instructor in Physical Education - to take course work at the New England School of Athletic Training   | 300   |
| J. | Miss Gretchen Unterzuber, Instructor in the Campus School - to continue her work in learning disabilities at Virginia Commonwealth University                             | 150   |
| K. | Miss Norma Williams, Assistant Professor of Music - to study voice in Vienna, Munich, Verona, Bayreuth-Glynebourne and Edinburgh  | 500   |



L. Mrs. Sarah V. Young, Assistant Professor of Social Work -  
to complete work on her doctorate at Florida State Univer-  
sity \$1,300

Total 5,800

IV. Recommendations for Leaves of Absence

I recommend that the following faculty members be given leaves of absence during the 1978-79 academic year, with grants from the College as indicated:

A. Mrs. Nancy D. Anderson, Assistant Professor of Speech (first semester only) - to complete work on her doctoral program at the University of Virginia \$3,500

B. Mr. James G. Silliman, Jr., Assistant Professor of Education - to complete work on his doctoral program at Virginia Polytechnic Institute and State University 6,000

Total 9,500

V. Extension of Current Leave of Absence

I recommend that the leave of absence for the following individual be extended through the 1978-79 academic year, with a grant from the College as indicated:

Miss Sharon Dean, Assistant Professor of English \$1,500

Miss Dean is beginning her third year of doctoral study at the University of Indiana.

Total grants \$16,800

VI. Recommendations for Promotion

A. The following faculty member has met the specified criteria for promotion to the rank of Professor and is hereby recommended to the Board of Visitors for this promotion:

Dr. Robert Lee Banton, III (Education)

Dr. Banton received his B. A. degree in 1962 from Randolph-Macon College, his M. Ed. degree in 1966 and his Ed. D. degree in 1968 from the University of Virginia.

After teaching at Bollingbrook School (Petersburg), the University of Virginia, and Virginia State College, Dr. Banton came to Longwood College in 1967 as Associate Professor of Education.

While at Longwood, Dr. Banton has served as consultant to the school boards of South Boston, Nansemond County, Madison County, Clifton Forge, Martinsville, Charlotte County, Buckingham County, Prince Edward County, Nottoway County, Appomattox County, Campbell County, Lynchburg, and Portsmouth.

Dr. Banton is a member of the Southern Association on Children under Six, the VEA Department of Early Childhood Education, AAUP, VEA, Virginia Association of Learning Disabilities, and the Association for Childhood Education International. He has served on a number of departmental, College, and State committees and, on a regional basis, served as chairman of the Piedmont Area Mental Health and Mental Retardation Services Board.

The author of a number of scholarly articles in the area of Early Childhood Education, Dr. Banton is in demand as a consultant and as a speaker across the State and outside the boundaries of the State. His classroom performance for the College is certainly satisfactory. Therefore, having met all of the criteria specified in the Faculty Handbook pertaining to professional qualifications necessary for this promotion, it is recommended that Dr. Banton be promoted to the rank of Professor of Education.

- B. The following faculty members have met the criteria specified for promotion to the rank of Associate Professor, and are hereby recommended to the Board of Visitors for this promotion:

1. Dr. F. Richard Kidder (Mathematics)

Dr. Kidder received his B. A. degree (cum laude) in 1960 from San Diego State University, his M. A. degree from the same institution in 1962, and his Ed. D. degree from the University of Georgia in 1973. Dr. Kidder has also studied at the graduate level at the University of Illinois.

Before coming to Longwood College in 1973 as Assistant Professor of Mathematics, Dr. Kidder taught at Hoover High School (San Diego), San Diego Evening College, Mesa Evening College, and Chattanooga State Technical Institute.

Dr. Kidder is a member of a number of professional organizations, including the National Council of Teachers of Mathematics, the National Council of Supervisors of Mathematics, and the American Educational Research Association.

Dr. Kidder is active professionally and regarded as a sound classroom teacher. He is recommended to the Board for promotion to the rank of Associate Professor of Mathematics.

2. Dr. E. T. Noone (Mathematics)

Dr. Noone received his B.S. degree in 1965 and his M.S. degree in 1966 from Northwestern State University of Louisiana, and his Ed.D. degree in 1977 from the University of Southern Mississippi.

Before coming to Longwood College in 1967 as Assistant Professor of Mathematics, he taught at Louisiana College. He is a member of the American Mathematics Society, the National Council of Teachers of Mathematics, and the Piedmont Council of Teachers of Mathematics.

Dr. Noone is highly regarded as one of the most successful teachers at Longwood. His most recent publication is "A Baseball Simulation Program for Classroom Study", in Calculators Computers Magazine. He is recommended for promotion to the rank of Associate Professor.

3. Dr. John S. Peale (Philosophy)

Dr. Peale received his B.A. degree in 1958 from Washington and Lee University, his M.A. degree in 1961 from Boston University, his M.Div. degree in 1963 from Union Theological Seminary, and his Ph.D. degree in 1974 from the University of North Carolina at Chapel Hill.

Before coming to Longwood in 1977 as Assistant Professor of Philosophy, Dr. Peale taught at Elmhurst College, Stratford College, Randolph-Macon Woman's College, and Ferrum College.

Dr. Peale is a member of numerous professional organizations, including the American Philosophical Association, the Hume Society, and the Southern Society for Philosophy and Psychology.

Dr. Peale enjoys a reputation as one of Longwood's finest teachers. Although he has not been at the College a long time, his distinguished background and his fine contributions to the profession support the recommendation that he be promoted to the rank of Associate Professor of Philosophy.

4. Dr. Robert P. Webber (Mathematics)

Dr. Webber received his B.A. degree in 1966 from the University of Richmond, his M.S. degree in 1967 from Stephen F. Austin State University, and his Ph.D. degree in 1972 from the University of Tennessee.

After teaching at Stephen F. Austin and the University of Tennessee as a graduate assistant, Dr. Webber came to Longwood in 1972 as Assistant Professor of Mathematics. He has also worked in Project Upward Bound, and at the U.S. Naval Weapons Laboratory, where he conducted research for fire control programs for the Poseidon missile computer system.

Dr. Webber is a member of the American Mathematical Society and the Mathematical Association of America. He is professionally active, and has just completed his second textbook, Precalculus Mathematics. Dr. Webber is clearly one of the best teachers on the Longwood faculty. He is recommended for promotion to the rank of Associate Professor of Mathematics.

5. Dr. Douglas M. Young (Speech and Dramatic Arts)

Dr. Young received his B.A. degree in 1957 from the University of North Carolina at Chapel Hill, his M.A. degree (English) in 1961 from the same institution, his M.A. degree (Drama) in 1969 from the University of Virginia, and his Ph.D. degree in 1977 from Florida State University. He also completed graduate work at Johns Hopkins University and the University of Georgia.

Dr. Young came to Longwood as an Assistant Professor of Speech and Dramatic Arts in 1970. He is a member of the American Theatre Association, Southeastern Theatre Conference, and Alpha Psi Omega.

Dr. Young is professionally active as a teacher and as a playwright. His original one-act play, Miss Doris Anderson, was produced by Back Alley Theatre in Washington, D. C. in 1977. Dr. Young is recommended for promotion to Associate Professor of Speech and Dramatic Arts.

C. The following faculty members have met the specified criteria for promotion to the rank of Assistant Professor, and are recommended to the Board of Visitors for this promotion:

1. Dr. William Harbour (Government)

B. A. , University of Arizona, 1970

M. A. , Indiana University, 1972

Ph. D. , Indiana University, 1976

Hired to Longwood faculty: 1976

2. Miss Cecil M. Kidd (Campus School Librarian)

B. S. , Longwood College, 1961

M. S. , Longwood College, 1977

Graduate work: College of William and Mary  
Virginia Commonwealth University  
University of Virginia

Hired to Longwood faculty: 1974

3. Dr. Robert D. May (Mathematics)

B. A. , Swarthmore College, 1965

Ph. D. , Harvard University, 1973

Previous teaching experience: University of Utah  
University of Tennessee

Hired to Longwood faculty, 1977

4. Dr. Geoffrey C. Orth (German)

B. A. (cum laude), Washington and Lee University, 1969

M. A. , University of Virginia, 1973

Ph. D. , University of Virginia, 1976

Graduate work: Universitat Bremen

Hired to Longwood faculty, 1977

5. Dr. David B. Stein (Psychology)

B. A. , Brooklyn College, 1967  
 M. S. , Virginia Commonwealth University, 1972  
 Ph.D. , University of Virginia, 1978  
 Hired to Longwood faculty, 1976

6. Miss Carolyn B. Waite (Library)

B. A. , Pennsylvania State University, 1969  
 M. L. S. , University of Pittsburgh, 1972  
 Hired to Longwood faculty, 1972

VII. Recommendations for Tenure

The following faculty members have met the stipulated criteria for tenure, and are hereby recommended to the Board of Visitors for tenure consideration:

- A. Dr. Martha E. Cook, Assistant Professor of English
- B. Dr. Gerald P. Graham, Associate Professor of Physical Education
- C. Dr. F. Richard Kidder, Assistant Professor of Mathematics
- D. Dr. Anthony S. Maurice, Assistant Professor of French
- E. Dr. Ray B. Sizemore, Associate Professor of Education
- F. Dr. Massie C. Stinson, Jr., Associate Professor of English
- G. Dr. Nancy H. Vick, Assistant Professor of Education
- H. Mrs. Sarah V. Young, Assistant Professor of Social Work

VIII. Faculty Resignations

Acceptance of the following faculty resignations is recommended, effective at the end of the current academic year:

- A. Dr. David F. Alexick, Assistant Professor of Art
- B. Mrs. Helen F. Alexick, Assistant Professor in the Campus School
- C. Miss Barbara Burdick, Instructor in Music
- D. Dr. Berwyn Jones, Associate Professor of Chemistry
- E. Miss Earlene Lang, Instructor in Physical Education
- F. Dr. William McAdams, Assistant Professor of Physical Education
- G. Miss Patricia Nicholas, Assistant Professor of Sociology (on leave of absence)
- H. Miss Noelle Prince, Instructor in Physical Education (Dance)
- I. Miss Sarah Lowe Thompson, Assistant Professor of Business
- J. Mrs. Dorothy A. Savedge, Assistant Professor of Home Economics (on leave of absence)
- K. Miss Carolyn Waite, Instructor in Library Science



IX. New Appointment

Approval of the Board of Visitors is requested for the following new appointment:

Mr. Nelson D. Neal, Assistant Professor of Physical Education (Dance), at a salary of \$13,800. This appointment fills the vacancy created by the resignation of Miss Noelle Prince.

Mr. Neal received his B. S. E. in 1969 from SUNY College at Cortland, New York, and his M. S. in 1974 from the University of Wisconsin. He has taught in the Las Cruces (New Mexico) public schools and, since 1973, at the University of Mississippi.

X. Chairmanship of the Departments of English/Philosophy and History/Government

- A. Dr. William L. Frank has requested that he be relieved of his duties as Chairman of the Department of English and Philosophy, effective at the end of the current academic year. Dr. Frank will continue serving the College in the capacity of Chairman of the Division of Language, Literature and Philosophy.

After appropriate consultation with members of the Department of English and Philosophy, I recommend to the Board of Visitors that Dr. Massie C. Stinson, Jr., Associate Professor of English, be named chairman of this department, effective at the beginning of the 1978-79 academic year.

- B. Dr. James M. Helms has requested that he be relieved of his duties as Chairman of the Department of History and Government, effective at the end of the current academic year. Dr. Helms will continue to serve the College as a regular faculty member, placing special emphasis on the development of the Government program.

After appropriate consultation with members of the Department of History and Government, I recommend to the Board of Visitors that Mr. L. Marshall Hall, Associate Professor of History, be named Chairman of the Department, effective at the beginning of the 1978-79 academic year.

XI. The Athletic Staff

Authorization to establish six faculty positions for members of the Athletic Staff is requested. These positions are to be funded from athletic fees, and are, therefore, not E&G positions. The positions are for an Athletic Director, an Assistant Athletic Director, a Sports Information Director, and three coaches. Each of these individuals will be expected to assume some teaching duties.

To date, three contracts have been issued for the Athletic Staff:

- A. Miss Carolyn V. Hodges, Athletic Director and Assistant Professor of Physical Education - \$15,600 for eleven months from August 1, 1978, to June 30, 1979.
- B. Miss Bette McKinney, Sports Information Director and Instructor in English - \$14,500 for twelve months from July 1, 1978, to June 30, 1979.
- C. Miss Ruth Budd, Gymnastics Coach and Instructor in Physical Education - \$11,500 for ten months (regular 1978-79 academic year).

Appointments to the other three Athletic Staff positions will be made in August.

Submitted by,

Carolyn Wells  
Vice President for Academic Affairs  
and Dean of the College

April 27, 1978



## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

I. Admissions

## A. Applications

Applications for the 1978-79 academic year continue to hold about 12% ahead of last year. To date, we have received over 1,800 applications, of which about 20% are from men. There will be available an updated statistical analysis for your review at the Board meeting.

## B. Spring Weekend

A successful Spring Weekend has just been completed. Slightly over six hundred guests, including prospective students and their families, attended a full day of events on Saturday, April 8, 1978. The events included academic advising, team and individual games, live music, a picnic, and performances by various student organizations and groups.

## C. Longwood Scholars

Longwood Scholars for 1978-79 have been selected and will be notified prior to the end of April. Of the nine students invited to Longwood for an interview, five were selected as scholars. Three of the eight will be offered funding in the amount of \$2,500 to be distributed over the four years they attend Longwood.

II. Personnel

## A. Service Ratings

We have recently completed the annual service rating reports on all employees. State forms used in evaluation are the subject of much concern and consternation. They are essentially inadequate. We hope by next year that a change will have been made.

## B. Personnel Turnover

Since January 1, 1978, we have had little turnover of personnel at Longwood. The job market is tighter in Farmville it appears and people are not moving as in the past. We are using four custodians through a Federal work program and two have become full-time employees.

C. Classified Pay Increase

On July 1, 1978, all classified employees of the State of Virginia are scheduled to receive a one-step increase in pay. This is in addition to any merit increase they will earn during the 1978-79 year. They are scheduled to receive another one-step increase on July 1, 1979, in addition to any merit increase earned during that year. Hopefully, this move will keep salaries in line with the private sector.

D. U. S. Savings Bond Campaign

The U. S. Savings Bond campaign has just been completed. Each year, the Governor sponsors a Savings Bond drive. We did not show a significant change in participants over last year.

E. National Secretaries' Week

The fourth week in April was National Secretaries' Week. The "bosses" on campus honored their secretaries in some manner -- by taking them to lunch, sending flowers, or giving them candy.

F. Blue Cross/Blue Shield Hospitalization Plan

As of July 1, 1978, the Blue Cross/Blue Shield hospitalization plan for the State and the College will undergo a significant change. All employees will be covered under what is now the Optional Plan and what is currently the regular State Plan will be eliminated. There will be no charge for employee only coverage in this new plan plus increased coverage. Any employee may insure his family through payroll deduction with a maximum of a \$30 premium for family coverage will be picked up by the State. This, in effect, will give a raise of \$5 to those carrying the old optional employee only plan, a raise of \$11 to those who were carrying the old State family plan, and a raise of \$25 to those carrying the former optional family plan. This additional fringe benefit by the State will help in all areas of personnel, including recruitment and morale of current employees.

G. Classified Employee Group Meetings

During the month of April, 1978, we met with all classified employees of the College in three groups, office personnel, housekeeping, trades and others, to discuss policies of the College, make announcements, and answer questions. We meet with these groups twice a year, in the fall and in the spring. Out of these meetings have come sound suggestions and ideas that have been implemented

for the total benefit of the college community. It has come to our attention that this is a program unique to Longwood. We feel that because of this program the morale of our employees may be better than it would be without such communication and exchange. State personnel directors at other institutions have made inquiries about this program and have made plans to begin their own program.

At the meetings last fall, three topics were brought up, committees formed, and projects begun. The first suggestion was to have a seminar for all office personnel to update their skills and procedures. A two-day seminar was held in February. It was planned and handled in an excellent manner by a committee of employees. The consensus opinion is that this should be repeated at least every other year. The second suggestion was to begin an employee newsletter. A committee was formed and they hope to start on this in July. The third idea for consideration was some plan whereby classified employees could continue their education with financial help from the College. This will be presented to the governing board at its May meeting. (A copy of the proposal is attached as Appendix A.)

At the spring meeting, we discussed theft and security, July 1 pay increases, service ratings, the new Blue Cross plan, long distance phone calls, the bond campaign, job descriptions, Longwood Foundation, parking situation, safety equipment such as hard hats and safety shoes, uniforms for the men, and other questions from the floor. We consider that this series of meetings has been the best so far. The employees seem to have a positive attitude about their jobs and Longwood at this time.

### III. Physical Plant

#### A. Schedule for Physical Education Building

- April 17: Deliver the architectural and structural plans and specifications to Division of Engineering for review.
- April 28: Deliver mechanical, electrical and air-conditioning prints and specifications to Division of Engineering for their review.
- May 15: We should receive all plans and specifications from Division of Engineering and correct minor changes.

May 19: Announce bids in local papers, Dodge Reports, and Builders Exchange.

June 29: Take bids on project.

July 29: Award contract

After the contract is awarded, work will probably begin within several days so by early August site work should be under way.

#### B. French Pool Conversion

We checked in April with the architectural firm in Richmond looking at pool conversion possibilities. We learned that the project is still feasible. The architects hope to devote more time to this project during late spring or early summer.

#### C. Spring/Summer Work Schedule 1978

A copy of this schedule is attached as Appendix B.

#### D. Maintenance

Nearly 1,600 work orders have been completed from February 1 through April 15, 1978.

### IV. Placement

#### A. May Graduates

As our seniors are becoming more aware of the fast approaching day of graduation, individual counseling in the areas of job placement and career information has increased as has the participation by the students in the seminars sponsored by the Placement Office.

#### B. December Graduates

The report of the 51 December graduates has been completed and a copy is attached as Appendix C. The total percentage of graduates placed is 84.3. This is a noticeable drop from the 96.5 total percentage placed in December 1976.

#### C. Placement Folders

As of April 10, 1978, prospective employers have received 1,138 placement folders (400 fewer than last year at this time).

D. Recruiters

The 49 school systems and 16 industries that have recruited on our campus have expressed that their contacts with our seniors were very positive and many invited several students for second interviews.

E. Summer Plans

The summer months will again be busy for the office as jobs continue to be offered much later in the year. We keep in constant contact with the graduates by phone and/or by mail.

Submitted by,

William J. Peele  
Vice President for Administration

April 28, 1978

## EDUCATIONAL LEAVE PROPOSAL

This proposal presented for Board approval contains one rather sweeping policy change. This in essence allows full-time college employees an opportunity to take one tuition-free course at Longwood College each semester and summer session with proper administrative approval and space availability in classes. Another change for classified employees only allows for some monies to be designated for off-campus class attendance. (\$300 for '78-'79.) Both recommendations, we feel, will allow for personal as well as professional development of Longwood College staff and faculty.

Educational Leave: Full-time college employees are eligible to take one tuition free course at Longwood College each semester and summer session. Tuition, general fees, and the application fee will be waived by the College. This policy covers faculty, administrative staff, classified employees, and permanent hourly personnel. Admission and registration policies under the fee-waiver program will be the same as for all others. Those eligible must obtain formal permission to participate from their supervisors or department heads in accordance with the below listed guidelines. Class attendance will be governed by space availability.

## 1. Class Attendance at Longwood College - Job Related Courses

a. Those eligible may take course work in classes during the working hours, without credit and at no charge, under the following conditions:

- (1) The employee's supervisor notifies the Vice-President for Administration in the case of administrative staff, classified or permanent hourly employees, (or in the case of faculty, the Dean of the College) in writing, that the employee can be excused from work for the period required.
- (2) The appropriate Vice-President concurs that the course is job related and does not impact negatively on college business or operations.
- (3) The employee will take no more than three semester hours during working hours per semester.
- (4) The employee will not be entered on the class rolls.

b. Those eligible may take course work in classes during working hours for credit and at no charge under the following conditions:

- (1) The employee's supervisor notifies the appropriate Vice-President, in writing, that the employee can be excused from work for the period required.
- (2) The Vice-President for Administration or the Dean of the College, whichever is appropriate, concurs that the course is job related and does not impact negatively on college business or operations.
- (3) The employee will not take more than three semester hours during working hours per semester.



## 2. Class Attendance at Longwood College - Non Job-Related Courses

Those eligible may take course work in classes which are not related to the person's job and at no charge under the following conditions:

- a. The employee's leave time will be charged for the time spent in class during working hours.
- b. The employee will not take more than three semester hours during working hours per semester.
- c. The employee must have written approval from his supervisor to the Vice-President for Administration stating that the employee may be excused from work for the period required.
- d. The appropriate Vice-President approves the course request and certifies that it does not impact negatively on college business or operations.

## 3. Class Attendance at Longwood College - Job Required Courses

There will be some instances where the President of the College determines that an employee should take courses leading to a degree which would benefit his job performance. When the President so encourages an individual and the degree program is at:

- a. The graduate level
  - (1) The employee will contact the appropriate Vice-President for purposes of information and follow-up.
  - (2) The employee will notify the Vice-President for Administration that he has approval to pursue the course(s).

### b. The undergraduate level

The employee will contact the appropriate Vice-President for purposes of information and follow-up to insure that scholarship funds are available and obtain his approval.

## 4. Faculty Educational Leaves (See Faculty Handbook)

## 5. Off Campus Class Attendance - *CLASSIFIED EMPLOYEES ONLY*

- a. Requests for funds to cover tuition and fee expenses for attendance at institutions other than Longwood College will be limited to those seeking a bachelor's degree or taking a job related course.
- b. The request for such attendance should be submitted to the Vice-President for Administration stating amount requested and reason for attendance. Attendance during working hours will be granted only in emergency type situations.
- c. A committee composed of the Vice-President for Administration, the Director of Personnel and three classified employees will serve as a screening board to review requests. Requests for Fall terms must be submitted by August 1, Spring term by November 1, and Summer term by April 1.

Spring/Summer Work Schedule 1978:

<u>Project</u>	<u>Work to Begin</u>	<u>Projected Date of Completion</u>	<u>Projected Cost</u>
Resurface Barlow Cts.	May 1978	June 1, 1978	\$ 38,000
Expansion of Lankford** and Wynne Parking Lots	Summer 1978	Summer 1978	28-30,000
Landscaping Fine Arts	April 1978	May 15, 1978	200
*Rework County Baseball Field	March 1978	Early March 1978	
*Paint Lower Dining Hall	February 1978	Early March 1978	
*Paint Exterior of Library	Spring 1978	Spring 1978	
Install 17 North Cunningham Showers	June 1978	August 1978	3,400
Install Roof on Craft House	Spring 1978	Summer 1978	(Material: 750 only)
*Paint Main Kitchen in Dining Area	Spring 1978	Spring 1978	
*Paint Interior of Craft House	Spring 1978	Spring 1978	
*Rework Campus School Parking Lots	Spring 1978	Spring 1978	
*Renovation Ground Floor hallway in Alumni House	January 1978	February 1978	
*Paint Exterior of Blackwell Dining Hall and Graham Bldg.	Spring 1978	Spring 1978	
**Install Roof on Power Plant	Summer 1978	Summer 1978	6,000
Paint Exterior of Cox, Wheeler, Coyner	Late Summer 1978	Fall 1978	
Install New Flag Pole	May 1978	June 1, 1978	

NOTE: \* Projects Completed

\*\*We may wait on this project until a later time.



Project	Work to Begin	Projected Date of Completion	Projected Cost
Install Roof on Ruffner	Summer 1978	Spring 1979	\$ 198,000
Replace French Floor	Summer 1978	Sept. 1, 1978	53,000
Iler Field Project	Summer 1978	Summer 1978	
Rework Barlow Field	Spring 1978	Summer 1978	
Repaint College Signs, Directories, etc., Outside	Spring 1978	Spring 1978	
Data Processing Site Improvements	Summer 1978	Summer 1978	1,000
Paint Exterior and Interior of Campus School	Summer 1978	Summer 1978	

LONGWOOD COLLEGE  
PLACEMENT DATA FOR MID-YEAR GRADUATES - 1977

MAJOR	TEACHING MAJORS									OTHER THAN TEACHING MAJORS						TOTALS
	NUMBER	NUMBER	TEACHING	SUBSTITUTE TEACHING	WORKING	CONTINUING EDUCATION	NOT SEEKING EMPLOYMENT	% PLACED	UNEMPLOYED	NUMBER	WORKING	NOT SEEKING EMPLOYMENT	% PLACED	UNEMPLOYED	% PLACED	TOTAL UNEMPLOYED
ELEMENTARY	17	17	6	8	0	1	1	94.1	1	0	0	0	0	0	94.1	1
K-3	12	12	4	6	0	1	1	100	0	0	0	0	0	0	100	0
4-7	5	5	2	2	0	0	0	80	1	0	0	0	0	0	80	1
ART	1	1	0	0	1	0	0	100	0	0	0	0	0	0	100	0
BIOLOGY	2	0	0	0	0	0	0	0	0	2	1	1	50	0	50	0
BUSINESS ADMINISTRATION	2	0	0	0	0	0	0	0	0	2	1	0	50	1	50	1
BUSINESS EDUCATION	3	3	1	0	2	0	0	100	0	0	0	0	0	0	100	0
DRAMA/SPEECH	1	0	0	0	0	0	0	0	0	1	1	0	100	0	100	0
ENGLISH	2	2	0	0	1	1	0	100	0	0	0	0	0	0	100	0
HISTORY	1	1	1	0	0	0	0	100	0	0	0	0	0	0	100	0
HOME ECONOMICS	5	4	0	0	1	0	3	50	0	1	0	0	0	1	40	1
MATHEMATICS	3	3	1	0	1	0	0	66.7	1	0	0	0	0	0	66.7	1
MUSIC	2	1	1	0	0	0	0	100	0	1	0	1	100	0	100	0
OFFICE ADMINISTRATION	3	0	0	0	0	0	0	0	0	3	2	1	100	0	100	0
PHYSICAL EDUCATION	1	1	0	1	0	0	0	100	0	0	0	0	0	0	100	0
PSYCHOLOGY	2	0	0	0	0	0	0	0	0	2	0	1	50	1	50	1
SOCIAL SCIENCE	1	1	0	0	0	1	0	100	0	0	0	0	0	0	100	0
SOCIAL WORK	2	0	0	0	0	0	0	0	0	2	2	0	100	0	100	0
THERAPEUTIC RECREATION	3	0	0	0	0	0	0	0	0	3	3	0	100	0	100	0
<b>TOTALS</b>	<b>51</b>	<b>34</b>	<b>10</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>88.2</b>	<b>2</b>	<b>17</b>	<b>10</b>	<b>3</b>	<b>76.5</b>	<b>3</b>	<b>84.3</b>	<b>5</b>

## OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

I. Student Government Association

## A. Rule Changes

The items listed below constitute major changes in College rules which have been requested by Residence Board, endorsed by Legislative Board and submitted to the President for approval. We will be meeting regarding rule changes during the next few days and will update the Board in May prior to finalizing all decisions.

1. Open House Hours

The proposed hours for Open House would extend weekday visitation from 7 p. m. - 10 p. m. to 2 p. m. -midnight; Friday hours from 2 p. m. - 1:30 a. m. to 12 noon - 1:30 a. m.; and Sunday hours from 11 a. m. - 11 p. m. to 11 a. m. to 12 midnight.

	<u>New Hours</u>	<u>Former Hours</u>
Monday-Thursday	2 p. m. - 12 midnight	7 p. m. - 10 p. m.
Friday	12 noon - 1:30 a. m.	2 p. m. - 1:30 a. m.
Saturday	11 a. m. - 1:30 a. m.	11 a. m. - 1:30 a. m.
Sunday	11 a. m. - 12 midnight	11 a. m. - 11 p. m.

2. Open House - Doors

The students have requested that the policy that during Open House all doors may be closed but not locked be changed to permit them to lock room doors during these hours.

3. Admittance to the Residence Halls

After the doors are secured for the night, students are readmitted to residence halls by Campus Police. Students want to change the policy to allow students to unlock the doors to admit fellow students and guests. ID cards would be presented and the responsibility for securing the door would be the student's.

4. Alcohol Rules

At present the College policy prohibits possession or consumption of alcohol other than beer in freshman residence halls. The requested change would allow consumption and/or possession by students 21 years of age or over.

## 5. Guest Regulations

Currently guests of students must enter and leave through the main door and must sign the guest register when entering. The proposal would require guests to enter through the main door and only non-Longwood guests would sign in.

Several minor wording or rule changes have been suggested and are under study.

### B. Student Handbook

The Handbook for Students and the Summer Handbook are in production. The new format used this year was popular and generally will be used again for the 1978-79 edition.

### C. Judicial Board Cases

A total of 21 Judicial Board cases were held during the academic year 1977-78. Approximately twice that number of investigations were held in addition to the trials in which a decision of guilty was rendered.

Cheating, 1; guilty; suspension, 2 semesters.

Falsification of records, 2; guilty; Judicial Probation for 3 years (1), for 2 semesters (1).

Tampering with fire extinguishers, 1; guilty; cost of damages; Judicial Probation, 3 years.

Possession of marijuana and/or paraphernalia, 6; 5 guilty; 5 suspensions for varying periods of time - average 3 semesters.

Lying, 3; guilty; suspension, 1 year (1), 1 overturned, 1 semester, penalty suspended.

Stealing, 5; guilty; 3 suspension (1 overturned), 3 Judicial Probation, restitution required.

Vandalism, 1; guilty; damages; Judicial Probation.

Failure to uphold Honor Code, 2; guilty; Judicial Probation.

### D. Orientation

- Miss Lee Wann was elected Chairman of Orientation and developed a program for new students in January. She is planning the Fall orientation program and will be on campus during the summer session to complete plans for Fall.

## II. Summer Academic Planning Session

Applications for the summer academic planning sessions to be held on July 20-21, July 24-25, and July 27-28 are coming in rapidly. A part-time coordinator has been employed to process the applications, prepare lists after assigning registrants to sessions, and communicate with prospective students and their parents. The schedule of activities will be altered slightly this year to accommodate the students in a shorter time period.

## III. Dining Services

The renovation of the downstairs area reported to the Board last May has been completed and used extensively during the year. The entire downstairs has been painted and the Blackwell Dining Hall painting was completed during the Christmas holidays. The several private dining areas have been named:

Virginia Room	banquet room
Prince Edward Room	alcove
Commonwealth Room	downstairs area

New signs, both directional and identifying, are being designed and should be ready during the summer.

## IV. Residence Hall Staffing Program

The plan for staffing the residence halls presented at the August, 1977 meeting is progressing well with several minor changes. Final approval is anticipated for the Residence Hall Coordinators; three will be employed this year and two next year, a slight modification in the original proposal. The twelve Resident Supervisors are currently employed in the residence halls and interviews for Resident Assistants are almost completed. A ten-day training program will be held in August just prior to the arrival of the new students.

## V. Infirmary

The Infirmary was in operation a total of 84 days during January, February, and March. The doctor saw 661 patients during sick call; 159 students were admitted as bed patients; and the nurses treated 2,691 in addition to treatment prescribed for bed patients.

<u>Month</u>	<u>Days</u>	<u>Bed Patients</u>	<u>Doctor Sick Call</u>	<u>Nurses, except Sick Call</u>
January	29	42	172	878
February	28	95	330	1,257
March	<u>27</u>	<u>22</u>	<u>159</u>	<u>556</u>
Total	84	159	661	2,691

#### VI. Commencement

Commencement ceremonies will be held at 9 a.m., Saturday, May 13. Arrangements have been made for graduating seniors, families, and friends to make reservations for rooms and meals on Friday evening and Saturday. Brunch will be served in the Blackwell Dining Hall immediately following the exercises. In the event of rain, the program will be held in Jarman Auditorium with limited seating. All closed-circuit television capabilities will be used to provide viewing for those unable to locate seats in the auditorium.

#### VII. Student Teacher and Field Experience Housing

There are 105 students who are scheduled to be in student teaching in the fall semester. Householder lists and student teacher and field experience housing forms were handed out during the April 3 meeting.

#### VIII. Information Office

There were 8,591 calls for the months of January, February, and March for an average of 716 calls per week for the quarter.

#### IX. Student Housing

##### A. Resident Students

There were 1,724 resident students on campus on April 14, 1978. Seventy-one student teachers and 21 therapeutic recreation majors are off campus. Five students are residing in the Home Management House.

##### B. Fall Housing

Room registration for the fall session is under way and was completed on Wednesday, April 19. Many sophomores preferred to place their names on a waiting list for more desirable housing than to fill spaces which exist. These students will be assigned as space becomes available.



Incoming freshmen and transfer students have been contacted and are completing roommate selection cards to be used in making room assignments.

- C. Plans are to proceed with housing for summer school in Frazer Hall. Curry Hall will accommodate the scheduled summer conferences. Other housing will be arranged if needed.

#### X. Student Activities

The spring semester of the 1977-78 school year continued to provide the variety of entertainment types that has now become a fixed pattern. The programs are basically fulfilling the needs of the students and overall attendance so far this semester of 11,478 seems to support this statement. Two major weekends occurred during this period of time. The first was a new addition to our calendar, "Mardi Gras Weekend". This weekend began with a concert on February 3, followed by a mixer on February 4, and another concert on February 5. Attendance for this weekend was 1,790. This event was so well received that students are planning to make it an annual event and have already started preparing for next year.

The second major weekend, "Spring Weekend", has become quite an event at Longwood. A multitude of activities, too numerous to identify, were involved in this weekend. They began with "Locomotion Circus" at noon on April 7, followed by a very successful dance marathon for muscular dystrophy where over \$3,700 was raised. Saturday's events included a number of games, our typical picnic lunch with a bluegrass band, and numerous programs put on throughout the College by various departments. Sunday afternoon consisted of three and one-half hours of outdoor entertainment on Lankford Mall. Attendance for the various events throughout the weekend was 4,430.

Other types of activities that were provided this semester included the thirteen-part film series, "Ascent of Man", by Dr. Jacob Bronowsky. This program was presented in cooperation with the Central Chapter of the Virginia Museum. The lecture series of the Student Union presented a very successful program with Al Barrows on "Does Correction Correct?" which was quite well attended and supported by the Sociology and Social Work Departments. Along this same line, the Student Union joined with the Afro-American Student Alliance in presenting Clay Taliaferro who did a workshop-demonstration in modern dance during Afro-American Week.

Longwood College again hosted numerous district and regional tournaments, along with our own forensic and debate meets. Other activities included the usual mixers, guest artists in the Snack Bar, films, mini-concerts, and the Spring Fashion Show. One of the more unusual programs for this semester

was Jack White, an international trickshot pool artist, who presented two shows on April 3 to our students.

With the addition of a major concert on April 21 featuring "Starbuck" and a mini-concert on April 22 featuring Mike Williams, the year will end with an attendance of approximately 25,000 for our events for 1977-78.

Submitted by,

Mary A. Heintz  
Vice President for Student Affairs  
and Dean of Students

April 28, 1978



## OFFICE OF THE BUSINESS MANAGER

I. Fiscal Affairs

## A. Operating Statements

The operating statements for Educational and General programs and the Auxiliary Enterprises, reflecting the financial position as of March 31, 1978, are attached. Revenues projected to June 30, 1978, will not substantially change from what is displayed as actual, since accounts receivable are less than \$25,000 for the College. The deficit that is shown for Educational and General will be balanced at June 30, 1978 by reducing budgets and expenditures during the remaining two (2) months of operations.

## B. Fiscal Controls

I have been extremely frustrated for the past several years by the number of controls that affects Longwood's budget and management that are initiated by the State Offices in Richmond. I have attempted on several occasions to inform the Board of the impact of these changes, and I have informed Dr. Willett on numerous occasions of the interference into the management of the College. I am sorry to say that these management interferences have not lessened and will probably increase in the years to come. Several examples of loss of management at the agency level are as follows:

1. Four separate salary increases were given at the State level and never included in the College's budget submission. The pay raises in themselves were necessary, but when you cannot accurately predict the funding source, budget control is lost. I have notified the State Budget Office for the past nine (9) months that funding for salary increases would be necessary to balance Longwood's budget. We recently received our final allocation of funds for this fiscal year and it was short by \$20,350.
2. A 6% reversion of General Fund monies was requested of State agencies for fiscal year 1977-78. Longwood's share of this reversion was \$196,395. In addition to this reduction, a fuel adjustment of \$8,360 was also taken. This adjustment was supposedly taken for over-budgeting of fuel funds when, in fact, fuel expenditures are exceeding estimates by \$15,000 to \$20,000.

are anticipating some cases of shock and frustration but support the system. We do feel that eventually it will assist the Commonwealth in having more timely and accurate reports.

B. Higher Education Uniform Financial Accounting System (HEUFAS -IAI)

We are continuing to progress with a new computer accounting system and it should be ready to go into effect by the mandated date of July 1, 1978. Like the system mentioned above, this system will create some growing pains but in the long run will substantially improve Longwood's fiscal operations. We would hope that the Board gets an opportunity to have an overview of this system by the August Board meeting. Perhaps a visit to the Computer Center will be in order to obtain first hand knowledge of the new system and the new computer.

C. Scholarship Accounting System

Mr. Hill, Director of Computer Services, has been developing a system that will account for all the College's and Foundation's scholarships through the computer. We are quite excited about the control this new system will allow and certainly it will give us a great deal more information in managing our scholarship funds.

D. Personnel

The Business Office has discussed several new positions with Dr. Willett and his Administrative Council which primarily are needed because of the new systems generated both on campus and off-campus. We realize that budget constraints are almost impossible, but we are in a situation of desperately needing an additional clerk in the Business Office, an additional clerk in the Payroll Office, and a computer analyst or systems man in the Computer Center operations. I am certain that the details on these positions will not be finalized until after the annual meeting in August.

Submitted by,

J. H. Paul  
Business Manager

April 28, 1978

Longwood College  
Operating Statement  
For the Quarter Ending March 31, 1978  
Educational and General

<u>Revenues:</u>	<u>Budget</u>	<u>Actual</u>	<u>% of Actual To Budget</u>
Student Tuition & Fees	\$1,845,503	\$1,860,000	100.78
Other Educational & General	168,000	180,000	107.14
Physical Plant Recoveries	675,000	675,000	100.00
General Fund Appropriations	3,273,290	3,272,972	99.99
Salary Regrades	209,000	231,690	110.86
Reduction 6% General & Fuel (\$8,360)	(204,755)	(204,755)	100.00
Social Work Program	82,061	60,069	73.20
Sub-Totals	<u>\$6,048,099</u>	<u>\$6,074,976</u>	100.44
Salary Regrade 1-1-78	<u>42,050</u>	<u>23,215</u>	<u>-0-</u>
Totals	<u>\$6,090,149</u>	<u>\$6,098,191</u>	100.13
 <u>Expenditures</u>			
011 General Academic Instruct.	\$2,848,347	\$2,202,748	77.33
012 Off-Campus Instruction	43,575	20,416	46.85
014 Summer School Instruction	134,475	134,138	99.75
031 Community Service	1,700	1,205	70.88
040 Academic Support	698,207	528,630	75.71
050 Student Services	308,266	224,842	72.94
060 Institutional Support	993,937	763,365	76.80
070 Physical Plant	<u>1,101,494</u>	<u>814,763</u>	<u>73.97</u>
Totals	<u>\$6,130,001</u>	<u>\$4,690,107</u>	76.51
Deficit	\$ (39,852)		
Additional Revenues	<u>8,042</u>		
Adjusted Deficit	<u>\$ (31,810)</u>		

Deferment Plan  
Tuition and Fees

During the 1976-77 academic year, the Business Office, with Board approval, strengthened considerably the College policy for payment of tuition and fees. At that time, the following policy permitting installment payment of fees was adopted:

"If a student or parent has a legitimate reason for delaying payment past the regular deadline, a promissory note will be required by the Business Office signed by the parent or guardian of the student, unless the student is responsible for his own account to effect an extension of credit."

Even though no other state college, with the exception of University of Virginia, allows time payments, we feel in certain circumstances that extensions are justified and serve a definite need to our students and their parents. During 1976-77, the Business Office extended payment by promissory notes to 85 students. During 1977-78, 154 notes were issued.

Because of limited staff, the increase in number of notes, and the complexity of record keeping caused by varied due dates, this office believes that the policy for deferred payments must be amended. Therefore, it is recommended that the following deferred payment plan be adopted:

1. If a student or parent has a legitimate reason for requesting a delay of payment for the first semester of the academic year, the student must pay at least one-third of the semester charges by the payment deadline as set by the College. A deferred payment agreement for the remaining balance payable in two (2) equal installments on October 15 and November 15 must be signed by the student and parent. No reminders will be sent on due dates for deferments.
2. Students who have to use the deferred payment plan for the second semester should obtain the necessary form, in person, before December 1. Prior to due date for fees, the completed agreement form signed by the student and parent must be returned to the Business Office along with the second semester bill and payment of at least one-third of total semester charges. The remaining second semester charges are payable in two (2) equal installments on February 15 and March 15. No reminders

-2-

will be sent on due dates for deferments.

3. If deferred payments are not received within seven calendar days of the due date, the Dean of Students will be instructed by the Business Office to withdraw the student. If payment is received after withdrawal procedures have been initiated, a service charge of \$10.00 will be assessed.
4. If a student defaults in payment for two (2) semesters, he will not be allowed to use the deferred payment plan for future enrollment.

Comprehensive Fee  
Full-Time Day - Part-Time Day

	<u>12 Hours and above</u>	<u>75% 9-11 Hours</u>	<u>50% 6-8 Hours</u>	<u>25% 5 and under</u>
Infirmary	\$ 20.00	\$ 15.00	\$ 10.00	\$ 5.00
Student Union	25.00	19.50	12.00	6.50
Athletic	80.00	60.00	40.00	20.00
Construction	<u>30.00</u>	<u>22.50</u>	<u>15.00</u>	<u>7.50</u>
	\$ 155.00	\$ 117.00	\$ 77.00	\$ 39.00
Student Activity	<u>\$ 35.00</u>	<u>\$ 27.00</u>	<u>\$ 10.00</u>	<u>\$ 9.00</u>
	\$ 190.00	\$ 144.00	\$ 96.00	\$ 48.00

It is recommended that any full-time Longwood faculty or staff member (or spouse) be exempted from the part-time comprehensive fee. These persons are normally entitled to these services by virtue of their association with the College. Only the Registrar should be designated to excuse this comprehensive fee.

~~1996-9~~  
1976-77?

OFFICE OF THE DIRECTOR OF COLLEGE RELATIONS

I. Institutional Advancement Program

A. New Directors of Longwood College Foundation, Incorporated

Several new names have been submitted as possible nominations for directors on the Longwood College Foundation Board. We encourage you to make recommendations for the four, or possibly five, vacancies. Three recommendations have been given as follows:

Mrs. Patricia Altwegg Brown, Class of '54, of Hampton.

Mr. Paul Ward, of Newport News. Mr. Ward is married to an alumnus (Mary Barlow, '28) and owns a tour agency. He is also involved in real estate in the Newport News area.

Mrs. Jean Ridenour Appich, Class of '52, of Richmond. Mrs. Appich is past national president of the Alumni Association and a past director of the Foundation Board.

B. Jarman Society Dinner

The annual dinner for the Jarman Society was held on March 29. Dr. Willett can attest to the success of this occasion. Mrs. Elizabeth Jarman Hardy and her daughter invited the members to have cocktails at their home prior to the event. We were delighted to have Mrs. Hardy's brother, Dr. Dabney Jarman, from Washington, D. C., with us, especially since this was his first contact with the College for many years. We expect continued growth regarding the Jarman Society.

I will be working with the printers in the next month in an effort to print the 1978 invitations to join the Jarman Society. I would expect these to be mailed within the next two months.

C. Foundation Budget

Continued growth is expected as fund raising has been successful in all areas. Miss Hedrick is doing an outstanding job with the annual funds.

Her attached report is a sample of the effort she is putting forth and certainly gives reason for optimism. Dr. Willett will brief the Board in May on general budget recommendations.

D. Memo from Director of College Relations, Dated April 7

Please review the article regarding your role and let me have your comments at the meeting. Our growth and success will be in direct proportion to our ability to motivate and involve our friends.

II. Tour Program

Listed below are the dates for the different tours scheduled through October, 1978.

Greece	May 28-June 5	\$643
Switzerland	June 2-10,	\$528
England/Ireland	June 26-July 11	\$995
England/Scotland	June 26-July 11	\$895
Rome	October 5-13	\$527

III. Reports of the Director of Alumni Affairs and the Director of Annual Funds

I have attached the report of the Executive Alumni Director and the Director of Annual Funds.

Submitted by,

George R. Bristol  
Director of College Relations

April 28, 1978



## OFFICE OF THE EXECUTIVE ALUMNI DIRECTOR

I. Founders Day

The Founders Day celebration was very successful with over 1,000 alumni and friends attending the morning program. The new Friday night dinner attracted 72 people. Many retired and current faculty-staff members attended the afternoon reception in their honor.

II. Master's Club

The Alumni Association is forming a new club for alumni who have received a Master's Degree from Longwood. Their first event will be an informal cocktail party on April 29 at the Alumni House.

III. Senior Activities

A champagne social for seniors was held again this year prior to the Senior Banquet. A welcome and brief review of the services provided by the Alumni Association was given at the Banquet. Straight pins and bobby pins will again be given out by the Alumni Director during the graduation lineup.

IV. Alumni Directory

The first proof of the Alumni Directory has been sent to the publisher. Hopefully, the directory will be available for distribution in late June.

V. Alumni House

New carpet has been installed in the entranceway of the Alumni House. The wallpaper is scheduled for delivery in May.

VI. Art Purchase

The Association purchased three pieces of work from the Junior Art Show this year. These pieces will be added to the five other pieces purchased over the past two years.

Submitted by,

Nancy B. Shelton  
Executive Alumni Director

April 28, 1978

OFFICE OF THE DIRECTOR OF ANNUAL FUNDS

I. Parents Annual Fund, 1977-78

The chairman of this fund is Mr. J. B. Bourne, of Richmond

A. Progress Report

Total	Number of Contributors	Percentage Ave.
		Participation Gift

1976-77	1977-78 (goals)	1977-78 (subtotal)	April 17, 1978)	1977-78 (projected)	total, May 15, 1978	Percentage Increase
\$ 6,380	10,000	12,128	549	625	13,000	104
451	400	549	27	31	20.80	47
23	20	20	27	31	20.80	47
\$14.15	25.00	25.00	22.09	20.80	20.80	47

B. Size of Gifts - Summary

1976-77	1977-78
57	185
6	8
8	20
3	9
1	3
75	225

C. Large Gifts

The number of large gifts (\$100 or more) to the Parents Fund has increased significantly, from four in 1976-77 to twelve this year. During the Parents Advisory Council meeting held Spring Weekend, April 8, certificates of recognition were presented to these parents who had made generous contributions to the fund in 1978.

Jarman Society (\$1000 or more)

Mr. and Mrs. John D. Hartline, Springfield

Rotunda Club (\$500 - \$999)

Founders Club (\$100 - \$499)

Mr. and Mrs. Conrad G. Badger, Springfield  
 Mr. and Mrs. Lawrence R. Belcher, Petersburg  
 Mr. and Mrs. J. B. Bourne, Jr., Sandston  
 Mr. and Mrs. John T. Camper, Virginia Beach  
 Mr. and Mrs. Ramon E. Chalkley, Jr., Richmond  
 Mr. and Mrs. Orion M. Felland, Richmond  
 Mr. and Mrs. David C. Ferner, Annandale  
 Mrs. Frances Hawks, Roanoke  
 Mr. and Mrs. John H. Martin, Sterling  
 Mr. and Mrs. Raymond H. Suttle, Newport News  
 Dr. Pendleton E. Thomas, III, Richmond

## D. Parents Phonathon

For four evenings, March 6-9, students phoned parents asking them to support the Parents Annual Fund. The phonathon, which was held in the Student Union Building on campus, involved a group of 57 students and resulted in pledges of \$6,879.50. A total of 452 parents made pledges during the event while 426 others indicated that they would consider a contribution. Over 65% of the pledges have been paid.

II. Alumni Annual Fund, 1978A. 1978 Goals

The 1978 goals for the Alumni Annual Fund were set by the Alumni Fund-Raising Committee last fall, based on projected totals for 1977. When the 1977 campaign ended, the actual totals were considerably higher than anticipated and consequently the goals for 1978 were revised as follows:

	Annual Fund Total	Number of Contributors	Percentage Participation	Avg. Gift
1976	\$40,225.78	2,752	22	\$14.62
1977 (projected)	42,000.00	2,850	23	14.74
1978 Goals	51,000.00	3,200	25	16.00
1977 (Actual)	44,996.84	3,134	25	14.36
1978 revised goals	60,000.00	3,750	29	16.00

## B. Progress Report

	Goals	Subtotal April 14, 1978	% of Goal
Number of Contributors	3,750	670	18
Total	\$60,000	\$11,779.10	20
Average Gift	\$16.00	\$17.58	--

C. Senior Pledge Program

A campaign is being conducted for one week in April to encourage seniors to pledge \$5 a year to the Alumni Annual Fund for each of the first five years after graduation. The program, called the "5-5 Program," is designed to establish the habit of giving among young graduates and also to inform seniors about services provided by the Alumni Association and about ways they can become involved in the Association.

D. Mother's Day, 1978

A special appeal is being made to alumni to make a gift to Longwood in memory or in honor of their mothers on Mother's Day.

III. Faculty-Staff Annual Fund, 1978

In the last two months, I have been attending department meetings to discuss the Foundation with the faculty. My presentation at these meetings has included explaining the objectives of the Foundation, reviewing ways that the faculty benefits from the Foundation, and outlining how the faculty can assist. Each presentation has been concluded with a question and answer session. The meetings thus far have been positive and productive. Several contributions to the Annual Fund apparently have resulted from these meetings.

I also made a brief presentation on the Foundation to the office personnel of the College at a recent meeting.

IV. Local Businesses Annual Fund, 1978

The annual fund campaign for businesses in Farmville began in late March. The campaign, like that for faculty and staff, emphasizes the importance of support "at home," in soliciting from foundations and corporations.

Submitted by,

Janet L. Hedrick  
Director of Annual Funds

April 28, 1978

## OFFICE OF THE DIRECTOR OF PUBLIC AFFAIRS

I. Parents and Friends Association

The members of the Parents Advisory Council have met twice during the current academic year. The first meeting of this group was held Saturday, October 22, during the Oktoberfest activities. At that time, much of the discussion centered on the College's placement efforts. As a result of that discussion, a committee has been formed within the Parents Advisory Council to work with Miss Niki Fallis, Placement Director, in an advisory capacity. Their primary intent will be to seek ways to expand the number of businesses and industries that interview on our campus.

The second meeting of the Council was held during Spring Weekend on Saturday, April 8. Among the topics for discussion at that meeting was housing. Dean Heintz gave an overview of our current housing system. Packets of information on this subject had been prepared in advance for those members attending the meeting. The packet included a questionnaire which we asked each member to fill out. We also gave each Council member ten names and addresses of other parents in his or her area and requested that these parents be contacted and asked to fill out the questionnaires. In this way, we hope to be able to obtain a sampling of opinion from parents on the subject of housing to be used in long-range planning in this area. The results of this questionnaire will be returned to the College around May 1. I have attached a copy of the questionnaire that was used in the survey.

We are in the process at this time of contacting those members who served on the Parents Advisory Council for this year to see if they will continue for another year. You will notice on the attached list of Council members that five couples will be leaving the Council since their son or daughter will be graduating in May. We are attempting at this time to identify the names of parents of freshmen to be appointed to this Council. In addition, we would like to add one parent couple for each upper class to balance out the class representation. Mr. and Mrs. Thomas Lowe, who have served on the Council this year and whose twin daughters are graduating in May, will have another daughter entering the freshman class this fall and for that reason will be asked to continue to serve on the Council. I would appreciate receiving from Board members any names of parents they feel should be appointed to this Council. Mr. John Landers, an executive with the Chesapeake & Potomac Telephone Company in Richmond, has consented to serve as president of the Council for an additional year.

## II. Student Assistants

During the past several years, the Office of Public Affairs, including the offices of Duplicating Services and Sports Information, has been most fortunate in having a loyal and hard-working group of students to assist people in various areas. Many of these students have been work-study students. Some, however, have volunteered their services in order to gain practical experience for work after graduation. I would particularly like to recognize this year the seniors among this group who have done an outstanding job for us. They are: Lyndi Chalkley, 1977 Miss Longwood, daughter of Mr. and Mrs. Ramon E. Chalkley, Jr., of Richmond; Margaret Hammersley, editor of The Rotunda last year, daughter of Mrs. Meriem McKeown of Norfolk; Mrs. Helen Farrar, a day student from Keyesville; Joyce Ann Harrison, daughter of Mr. and Mrs. William A. Harrison of Emporia; and Linda Crovatt, president of the student body in 1977, daughter of Mr. and Mrs. C. G. Crovatt of Virginia Beach.

## III. Media Direction, Inc.

All of the brochures of the original two-year package from Media Direction, Inc. have been printed and received. There are indications that these publications have been quite well received by prospective students. I have attached a listing showing the approximate amount of these materials that we have used during the past two years.

For the next two-year period, we hope to be able to revise, update, and reprint these publications. This will involve some minor cosmetic changes but will retain as much of the original look as is possible. At the start of the new fiscal year, we will begin working with Media Direction again to make the necessary changes in these publications. For next year, the most obvious changes will appear in the poster (primarily for distribution to high schools), the folder for transfer students, and some revisions in the Mass Distribution Folder. During the year, we will be working to revise our major recruiting piece, the view book.

Also during this year, we want to study the need for two new publications. It has been suggested that we should consider a brochure on our intercollegiate athletic program. At the present time, we have a brochure on women's intercollegiate athletics, and we are collecting material for a similar brochure on men's athletics. In the coming months, we will study the need to combine these into a more professional publication. In addition, we have had a number of occasions where a publication resembling an annual report would have been most useful, particularly in regard to communicating with legislators and media personnel around the state.



In the early part of this summer, Media Direction will be assisting the College in the preparation of a slide-sound program utilizing the slides that have been taken by professional photographers and our own College photographer. This program should be ready for utilization by late summer and will be used for alumni meetings, civic clubs, and other organizations upon request.

#### IV. Advertising

During the past year, with funds provided by the Longwood College Foundation, the College has been able to do some limited advertising of a general nature. Ads about the College have appeared in The Virginia Journal of Education; The Farmville Herald; The Commonwealth Magazine, published by the State Chamber of Commerce; and a magazine entitled, "College Today," which is distributed through guidance counselors. A new ad is being prepared at this time to be included in the June, 1978 travel issue of The Commonwealth Magazine.

#### V. Lancer Design

We have asked Media Direction to prepare a number of sketches of what a "Lancer" might look like. Through numerous processes, the choices have been narrowed down. The two choices that received the most enthusiasm were run in the March 7th issue of The Rotunda asking for student input. Responses from students and others have overwhelmingly been in favor of one design. This design was resubmitted to Media Direction for some refinement and should be ready for distribution and your evaluation during the May Board meeting.

#### VI. Special Events

A dinner theatre was held on two evenings in February in connection with the musical, "Fiddler on The Roof." This production, a joint effort between the Music and Drama Departments, was quite well received. The play itself drew patrons from many areas of the State.

Interest is already beginning to build for the Renaissance Christmas Dinner. At this time, it appears that the dates for this event will be December 1, 2, and 3.

The College's program of special events has only been possible through the tremendous cooperation that has been received from numerous faculty and staff personnel; in particular, the Departments of Art, Drama, and Music, our entire Physical Plant operation, and ARA Slater Food Services. For the

past several years, we have been receiving numerous requests from all over the State to be added to our general mailing list to receive announcements of various special events.

Submitted by,

J. J. Mitchell  
Director of Public Affairs

April 28, 1978



LONGWOOD COLLEGE  
HOUSING QUESTIONNAIRE

1. What type of housing do you recommend?
  - (a) Women and men in separate residence halls [ ]
  - (b) Coeducational residence halls (women and men on different floors) [ ]
  - (c) Some single-sex and some coeducational halls [ ]
  - (d) Freshmen in single-sex halls; upperclassmen chose either single-sex or coeducational hall [ ]
  - (e) Other suggestions
  
2. Should freshmen be housed separately from upperclassmen?      yes [ ]      no [ ]
  
3. Should students be allowed to live off campus?    yes [ ]    no [ ]      If you have an idea that would qualify this for seniors only, or except freshmen, please indicate this.
  
4. Do you think that students at all class levels should be permitted to possess and consume alcohol (in conformity with State law) in residence hall rooms? If not, please indicate exceptions.      yes [ ]    no [ ]
  
5. What are your feelings about Open House Hours and regulations? (Current policy allows students to visit in rooms of members of the opposite sex at the following times: Monday through Thursday—7-10 p.m.; Friday—2 p.m.-1:30 a.m.; Saturday—11 a.m.-1:30 a.m.; Sunday—11 a.m.-11 p.m.)
  
6. Should there be any additional restrictions on Open House Hours or procedures? (*Handbook for Students*, page 22, No. 7; page 23, 24)
  
7. Please identify any suggestions you have or make any comments on housing which would be helpful in future planning.

## PARENTS AND FRIENDS ADVISORY COUNCIL – 1977-78

## PRESIDENT

Mr. & Mrs. John D. Landers (John & Margie) Pat  
8309 Fulham Drive  
Richmond, Virginia 23227

## SENIOR CLASS

Mr. & Mrs. Ramon E. Chalkley, Jr. (Ray & Marian) Lyndi  
1606 Pope Avenue  
Richmond, Virginia 23227

Mr. & Mrs. Otis W. Nuckols (Otis & Dot) Pat  
8522 Chippenham Road  
Richmond, Virginia 23235

Mr. & Mrs. Thomas H. Lowe (Thomas & Alice) Donna & Cathy  
3904 Chantilly Road  
Chantilly, Virginia 22021

Mr. & Mrs. Raymond Suttle (Ray & Grace) Barbara  
317 Longwood Drive  
Newport News, Virginia 23606

Mr. & Mrs. John Tkach (John & Diane) Therees  
8806 Willowridge Lane  
Annandale, Virginia 22003

## JUNIOR CLASS

Mr. & Mrs. Wilber Gene Corson (Gene & Pat) Ann  
209 Central Parkway  
Newport News, Virginia 23606

Mr. & Mrs. Jack L. Dunnivant (Jack & Jane) Teri  
104 Sixth Street, N.E.  
Pulaski, Virginia 24301

Mr. & Mrs. Roy J. Johnson (Roy & Jan) Ann  
913 Westview Drive  
Lynchburg, Virginia 24502

## SOPHOMORE CLASS

Mr. & Mrs. James B. Bourne, Jr. (Jim & Ann) Buddy  
206 Jackson Avenue  
Sandston, Virginia 23150

Mr. & Mrs. Robert Cooper (Bob & Belle) Cathy  
455 Avalon Drive  
Rocky Mount, Virginia 24151

Mr. & Mrs. William E. Daniel (Chick & Ruth) Sarah  
1501 Pump Road  
Richmond, Virginia 23222

## FRESHMAN CLASS

Mr. & Mrs. Ernest Adams (Ernie & Nina) Kendall  
Post Office Box 691  
Waynesboro, Virginia 22980

Mr. & Mrs. David Ferner (Dave & Ursula) Heidi  
4308 Wakefield Drive  
Annandale, Virginia 22003

Mr. & Mrs. B. R. Hazelgrove (Bruce & Mary)  
1409 Blue Jay Lane  
Richmond, Virginia 23229

Sarah Lynn

Mr. and Mrs. Roland E. Manger (Roland & Elizabeth Ann)  
15 Chatsworth Avenue  
Glyndon, Maryland 21071

Catherine

Office of Public Affairs  
Longwood College  
February 8, 1978

USAGE OF RECRUITING MATERIALS OVER TWO-YEAR PERIOD

Campus Map	5,000
Financial Aid Folder	27,000
Guidance Counselor & Visitor Folders	2,000
Catalogue	7,500 (one year only)
View Book	20,000
Mass Distribution Folder	90,000
Poster	2,000
Transfer Folder	1,500

NOTE: The items listed above were received at various times during the last two-year period. Basically, three items were in use during the entire two-year period - Financial Aid Folder, View Book, and Mass Distribution Folder.

<u>Departmental Brochures</u>	<u>One Year Usage</u>
Art	4,350
Business	5,000
English	2,000
Foreign Languages	2,000
Health, Physical Education & Recreation	4,000
History	4,000
Home Economics	1,500
Mathematics	3,500
Music	3,000
Natural & Allied Health Sciences	5,300
Speech and Dramatic Arts	2,000
Teacher Education	4,500
Human Services	3,000

NOTE: The figures given above for the Departmental Brochures are based on usage prior to receipt of our newest set of these brochures which have only recently been received.

Office of Public Affairs  
April 21, 1978

Request for Salary Information Form

Name of person whose salary is requested \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Reason for the request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Request

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

-----  
I hereby acknowledge that I am aware that the person whose signature appears above requested my salary.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

-----  
Office Use only

I have given on this date the salary of \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Staff Member Releasing Salary

Salary Figure Released \_\_\_\_\_

Date \_\_\_\_\_

Appendix C - May 4, 1978

LONGWOOD COLLEGE  
Farmville, Virginia 23901

Breakdown of \$165 Fee Increase for 1978-79

Tuition	\$ 40
Dining Hall	30
Residence Halls	35
Athletic	<u>60</u>
	\$165

May 3, 1978

STUDENT LIAISON COMMITTEE

STUDENT MEMBERSHIP PROPOSAL

The Student Liaison Committee would be comprised of 11 student members. These will include the Chairman of Legislative Board and a representative to be selected by the respective boards from Judicial and Residence boards. Each class would have two representatives. Beginning in the fall of 1978 with the freshman class, each freshman class shall select one member for a four-year term and one member for a two-year term. That class, and each successive class, would then, at the end of the two-year period, select a replacement for the person whose two-year term would end. (That individual would be eligible for reelection.)

In the spring of 1978, the rising senior class would select one additional member to serve a one-year term. The present rising senior member would serve one year in 1978-79. The rising junior class would select one person for a two-year term. The present junior member would serve for her remaining two years. The current rising sophomore class representative would serve for the remainder of her term at Longwood. That class would additionally select someone for a two-year term. This would necessitate that class holding an election two years hence for a second person for a one-year term. Following that, all classes would be on the cycle whereby the freshman class would select two representatives, one for a two-year term and one for a four-year term as described above.

The Elections Committee is responsible for scheduling the class elections in the spring semester and will include voting for membership on the Student Liaison Committee when the elections for class officers are held.

April 28, 1978

## OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

## AND DEAN OF THE COLLEGE

I. General Education Requirements

The general education requirements of Longwood College are divided into five areas: Humanities, 18 semester hours (21 semester hours for the BA degree); Social Sciences, 12 semester hours; Natural Sciences, 8 semester hours; Mathematics, 6 semester hours; Health and Physical Education, 4 semester hours. An ad hoc committee to study the general education requirements was appointed in 1976. Under the direction of its chairman, Miss Barbara L. Bishop, the committee studied the requirements throughout 1976-77 and during the first semester of 1977-78. The recommendations of the committee were made available to the faculty in January 1978, discussed at the January faculty meeting, and brought back before the faculty for vote at the March faculty meeting. As a result, the sections on Science and Mathematics were amended by the faculty as follows:

FromNatural Sciences (all degrees)

A four-hour laboratory course in two of the following areas is required: Astronomy, Biology, Chemistry, Geology, Physical Science and Physics.

Mathematics (all degrees)

All students must complete six hours of mathematics.

ToNatural Science and Mathematics (all degrees)

a. Natural Science

1. A four-hour course from Biology, Botany, Zoology
2. A four-hour course from Astronomy, Chemistry, Geology, Physical Science, Physics.

A student may elect two four-hour laboratory courses in the same science, biological or physical, if at least one of these courses is at the 200 level or above.



- b. Mathematics and/or Computer Science - 6 hours.

Approval by the Board of Visitors is requested for this change in the General Education Requirements.

## II. Major Programs

### A. Productivity of Currently Existing Programs

As reported to the Board of Visitors at its February 1978 meeting, six of Longwood's major programs were judged to be non-productive by the State Council of Higher Education, and placed on probation for a two-year period. Careful study has been given to these six programs during the current academic year, for the purpose of determining whether or not the programs could be made productive. In the areas of dramatic arts, earth science, government, and physics concerted efforts are now underway to improve the quality of the programs to achieve satisfactory student enrollment in these areas. The Board will be kept informed of progress in these areas. In the other two areas, economics and Latin, there is no evidence that student interest is sufficient to warrant the continuation of these majors. Therefore, I recommend to the Board of Visitors that the majors in economics and Latin be discontinued, effective 1978-79, with the proviso that majors currently enrolled in these programs be allowed to complete their degree.

### B. Proposed New Programs - A Six-year Plan

New policies and procedures of the State Council of Higher Education require the filing of a six-year plan for new programs that the College may wish to institute through 1986. After consultation with departmental chairmen, the following is a tentative list of programs which may prove attractive to Longwood students in the future. This list will be filed with the State Council, and will form the basis for continued study of Longwood's program offerings.

<u>Degree</u>	<u>Program</u>	<u>Anticipated Date of Initiation</u>
B. S.	Health Education	1980
B. A.	Philosophy	1981
B. S.	Computer Science	1982
M. S.	Physical Education	1982
B. S. or B. A.	Communications	1983
<u>M. S.</u>	Secondary Education	1983
M. S.	Biology	1984
B. S.	Music Therapy	1985
B. S.	Anthropology	1986

Approval by the Board of Visitors is requested for this list of tentative new programs.

Confidential

Document No. \_\_\_\_\_

Issued to: \_\_\_\_\_

1978 Summer Session Salaries  
1978-79 Regular Session Salaries

April 28, 1978

OFFICE OF THE DIRECTOR OF CONTINUING EDUCATION AND  
THE SUMMER SESSION

I. Salary Scale and Faculty Listing - Summer 1978

Salaries for the 1978 4 1/2-week summer sessions have been computed at 6% per class for those faculty members whose normal full load is two classes per term. For those faculty members in science whose normal load is one laboratory class per term, salaries for the 1978 summer session have been computed at 11% per term.

Salaries for the 1978 6-week summer session have been computed at 7% per class for those faculty members whose normal full load is two classes. For those faculty members in science whose normal load is one laboratory class, salaries for the 1978 summer session have been computed at 13%. The faculty listing, with salaries, for the 1978 summer session is presented to the Board for its approval, as follows:

<u>Name</u>	<u>Term</u>	<u>Course(s)</u>	<u>Base Salary</u>	<u>Summer Salary</u>
Nancy A. Andrews	2	PED 110 HPED 360	\$13,850.00	\$1,662.00
John E. Arehart	2	ED 455 Psy 250	12,550.00	1,506.00
Richard J. Aubry, Jr.	2	ED 424, 454, 453	14,100.00	1,692.00
John M. Austin	2	Sci 102	14,850.00	1,633.50
Mark S. Baldrige	1	Art 224	12,700.00	762.00
Robert L. Banton	2	ED 429, Psy 630	17,200.00	2,064.00
Billy S. Batts	6 wk	Bio 101	17,150.00	2,229.50
Jon David Bergeron	6 wk	Bio 101	13,500.00	1,755.00
Robert J. Blair, Jr.	1	Rec 237, 370	14,500.00	1,740.00
R. Beatrice Bland	1	ED 525, 542	17,900.00	2,148.00
Robert E. Blasch	2	Mus 123, 169, 170	16,500.00	1,980.00
Sandra Bollinger	6 wk	Mat 111, 164	12,600.00	1,764.00
David A. Breil	6 wk	Bio 204	18,250.00	2,372.50
Sandra J. Breil	2	Bio 103	17,250.00	1,897.50
Carolyn Callaway	1	PED 110	13,000.00	780.00
John B. Christian	1	Bus 257	12,800.00	768.00
Carolyn Craft	1 & 6 wk	Eng 100, 631	16,050.00	2,086.50
James Curley	1	Ast 200	13,950.00	1,534.50
C. J. DeWitt	2	ED 545, Psy 555	16,150.00	1,938.00
Thomas L. Dickens	1 & 2	Bus 256, 352	12,000.00	2,880.00
George P. Elliott	1	Ed 549	15,100.00	942.00
Benjamin W. Emerson	2	Dra 100	11,550.00	693.00
Louis R. Fawcett	1	Sci 101	16,000.00	1,760.00
L. M. Ferguson	2	Sci 200	11,750.00	1,292.50

<u>Name</u>	<u>Term</u>	<u>Course(s)</u>	<u>Base Salary</u>	<u>Summer Salary</u>
Robert D. Gibbons	1	Ed 325, 620	\$19,000.00	\$2,280.00
Gerald P. Graham	1 & 6 wk	PED 339, 101	17,700.00	2,301.00
L. Marshall Hall	1 & 6 wk	Hist 121, 400	16,700.00	2,171.00
B. B. Hamaker	1 & 2	Mil Sci 102, 202 101, 201	---	---
Frances N. Hamlett	2	Bus 121, 220	13,500.00	1,620.00
William R. Harbour	2	Govt 215, 350	11,550.00	1,386.00
John A. Hardy, III	1 & 2	Chem 205, 206	14,700.00	3,234.00
Richard L. Heinemann	6 wk	Bio 303	17,800.00	2,314.00
James M. Helms	1 & 6 wk	Hist 122, Govt 216	19,700.00	2,561.00
Fillmer Hevener, Jr.	2	Eng 101, 163	16,050.00	1,926.00
William L. Hightower	6 wk	Mat 113	14,440.00	1,008.00
Lawrence G. Hlad	1	Soc 335	15,000.00	900.00
Jane Holman	1	Bio 206	19,000.00	2,090.00
Anne H. Huffman	6 wk	HPED 100	13,000.00	910.00
Louis Kovacs	2	ED 571, 675	18,700.00	2,244.00
Terence LaManna	2	Soc 221	13,350.00	801.00
Charles F. Lane	1 & 2	Geog 201, 212, 353	---	---
Willard G. Leeper	1	Bus 344	17,350.00	1,041.00
Martha H. LeSturgeon	1	Lib Sci 402, 502	---	---
Rhonda A. Lintz	1	Soc 339	14,700.00	882.00
Patton Lockwood	1	Dra 100, 269	19,650.00	2,358.00
E. J. McCreary	1	Hom Ec 235	16,800.00	1,008.00
Donald A. Merkle	2	Bio 207	13,600.00	1,496.00
Wayne K. Meshejian	1 & 2	Physics 101, 102	13,800.00	3,036.00
Gilbert J. Millar	1	Hist 111, 357	16,850.00	2,022.00
Virginia Mitchell	2	Art 215	16,700.00	1,002.00
E. T. Noone	2	Mat 112	14,500.00	870.00
Lucy H. Novak	1 & 2	Chem 101, 102	14,500.00	2,000.00
Shirley M. O'Neil	1	PED 114, 115	21,800.00	1,308.00
Cada Parrish	1	Mat 123, 323	14,500.00	1,740.00
Charles H. Patterson	1	Psy 240	---	---
Brian A. Pumphrey	1 & 2	Bus 356 Econ 201, 202, 231	12,000.00	2,880.00
Margaret Sanford	1	Anth 201, Soc 221	15,300.00	1,836.00
Helen B. Savage	1	Phil 215, 300	15,500.00	1,860.00
Marvin W. Scott	1	Bio 102	---	---
J. Kempton Shields, II	1	Bus 218, 351	12,800.00	1,536.00
James G. Silliman, Jr.	1	Art 155	13,100.00	786.00
Ray B. Sizemore	1	ED 455, 543	18,880.00	2,256.00
Barbara B. Smith	1	PED 108	18,400.00	1,104.00
Edward D. Smith	1	Psy 331, ED 661	15,550.00	1,860.00
William J. Sowder	1	Eng 140, 141	19,000.00	2,280.00
Rosemary Sprague	1	Eng 120, 664	22,000.00	2,640.00
Homer L. Springer	1	Art 341	13,600.00	816.00
David B. Stein	1	Psy 131, 521	12,600.00	1,512.00

<u>Name</u>	<u>Term</u>	<u>Course(s)</u>	<u>Base Salary</u>	<u>Summer Salary</u>
Thomas J. Steinocher	1	PED 107, 113	\$10,800.00	\$1,296.00
Massie C. Stinson, Jr.	2	Eng 121, 280	15,600.00	1,872.00
George C. Stonikinis	1 & 2	Soc Wk 420, 427	---	---
Donald C. Stuart, III	1 & 6wk	Eng 100-02, 222	16,200.00	2,106.00
Charles W. Sydnor	2	Hist 112, 474	15,650.00	1,878.00
Wayne H. Tinnell	1	Bio 309	17,600.00	1,936.00
Edwin H. Vassar	1	ED 404, 405, 671	---	---
Quentin Vest	2	Eng 295, 241	15,500.00	1,860.00
Nancy J. Vick	1 & 2	ED 547, BTM Dir	16,500.00	1,980.00
Phyllis G. Wacker	2	Psy 132, 622	14,900.00	1,788.00
Mark G. Weatherly	1	ED 605, 610	17,100.00	2,052.00
Robert P. Webber	2	Mat 111, 162	14,450.00	1,734.00
Richard A. Williamson	2	PED 108, HED 336 PED 115	11,550.00	1,386.00
Mary S. Woodburn	1 & 2	ED 526, 527 Reading Program Dir	13,200.00	2,780.00
Robert J. Woodburn	1 & 2	Speech 101	14,350.00	1,722.00
Robert S. Wu	1	Mat 114, 161	14,350.00	1,722.00
Hilda B. Zahrt	1	Mus 242	18,700.00	1,122.00

## II. Summer Workshops

The following workshops have been planned for the 1978 summer session:

### A. For high school students:

1. Art 101: Art Workshop - Exploring Art Concepts and Media, 2 credits - August 6 - 11.
2. Music 101: Music Theory Fundamentals, 2 credits - July 17 - 22.

### B. For Longwood students and/or high school teachers:

1. Art 446: Related Arts/Aesthetic and Outdoor Education Workshop, 3 credits. June 12 - July 14.
2. Art 620: Studio Workshop/Electroforming, 3 credits. June 14 - 23. Also offered for credit as Art 414: Metalsmithing II, 3 credits.
3. Art 620: Studio Workshop/Enameling, 3 credits. July 9 - 14. Also offered for credit as Art 411: Enamels II, 3 credits.
4. Business 562: Workshop in Competency-based Vocational Business Education, 3 credits. June 19 - 30.

5. Business 563: Advance CBE Workshop - Developing Objectives and Identifying, 3 credits. June 19 - 30.
6. Computer Science 505: Computers in Mathematics Education, 3 credits. June 12 - 30.
7. Home Economics 546: Competency-based Education in Home Economics, 3 credits. June 12 - 16.
8. Mathematics 521: Measurement and Metric Education in the Elementary School, 3 credits. June 12 - 30.
9. Science 561: Science Programs and Activities for Children in Grades K - 6, 3 credits. June 25 - July 1.
10. Southside Summer Institute for Education of the Gifted/Talented:  
 Education 580: Teaching the Gifted and Talented Student and  
 Education 581: Directed Practicum in Teaching the Gifted and Talented Student, 6 credits. June 12 - August 11.

The Southside Summer Institute for Education of the Gifted is to provide training in program development for gifted/talented students to selected teachers and to other teachers, administrators, and parents from the seven Southside school divisions of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward Counties. As part of the total program, there will be a four and one-half week teacher training session in which instructional strategies will be developed for use in working with gifted/talented students. Methods and techniques developed in this session will be applied by 14 selected participants in experimental classes for identified gifted and talented students. In addition, a special seminar will be offered to parents, teachers, and school administrators so that they can examine principles and practices to be used in programs for the gifted/talented.

- C. Authorization is requested for compensation for certain individuals designing and/or conducting these workshops:

	<u>Name</u>	<u>Workshop</u>	<u>Salary</u>
1.	Mark Baldrige	Art 101(3-D design & Jewelry)	\$ 700.00
2.	Kenneth Bates	Art 620 (Enameling)	1,000.00
3.	Marguerite Griffith	Home Economics 546	1,000.00
4.	William Hightower	Computer Science 505	1,000.00
5.	Richard Kidder	Math 521	1,000.00
6.	Stanley Lechtzin	Art 620 (Electroforming)	1,000.00
7.	Cathy O. McCanless	Art 446 (Music)	600.00
8.	Freda S. McCombs	Science 561	1,000.00



	<u>Name</u>	<u>Workshop</u>	<u>Salary</u>
9.	James E. McCray	Music 101	\$ 650.00
10.	Mary J. Noblitt	Business 562 & 563	---
11.	Noelle Prince	Art 446 (Dance)	650.00
12.	Gertrude Shook	Art 101 (Fibers)	350.00
13.	Homer Springer	Art 101 (Drawing)	350.00
14.	Barry Wall	Art 446 (Camping Skills)	500.00
15.	Jacqueline J. Wall	Art 446 (Director)	1,000.00
16.	Carolyn Wells	Art 101 (Photography)	
17.	*Crayton L. Buck	Director - Southside Summer Institute for Education of the Gifted/Talented	2,100.00

\*Although Dr. Buck is a twelve-month employee, the responsibilities entailed in directing the Southside Summer Institute for Education of the Gifted/Talented are clearly beyond his normal contractual duties; therefore, authorization is requested for this special program.

### III. Off-campus

A. The course, Teaching Compositon (English 571), listed on page 9 of the February, 1978, Board Report, was cancelled because of insufficient enrollment.

#### B. Off-campus offerings

Eight off-campus courses are being offered during May-June and July, 1978. Salary authorization for eight instructors of these courses is requested as indicated:

##### 1. Amelia County

Education 681, Evaluation of Education  
Instructor: Mrs. Phyllis Wacker \$1,000.00

##### 2. Brunswick County

Education 675, Public School Administration  
Instructor: Dr. Louis Kovacs 1,000.00

##### 3. Campbell County

Education 547, Instructional Media  
Instructor: Mr. James G. Silliman, Jr. 1,000.00

4. Cumberland County
- Education 503, Classroom Management and Instruction  
 Instructor: Dr. Richard J. Aubry, Jr. 333.33
- Education 505, Philosophical and Psychological Foundations of Guidance and Counseling in the Elementary School  
 Instructor: Mrs. Treva M. Bergeron 333.33
5. Halifax County
- Psychology 622, Psychology of Learning  
 Instructor: Dr. Edward D. Smith 1,000.00
6. Mecklenburg County
- Education 547, Instructional Media  
 Instructor: Mr. James G. Silliman, Jr. 1,000.00
7. Prince Edward County
- Education 538, Modern Instructional Strategies  
 Instructor: Dr. Elmer W. Bowington 1,000.00

During the spring semester, a total of 237 students enrolled in thirteen courses with an average of 18.2 students per class.

Submitted by,

Robert H. Lehman  
 Administrative Assistant to the Dean,  
 Director of Continuing Education  
 and the Summer Session



### III. Regular Session Salaries - 1978-79

Approval of the Board of Visitors is requested for the salaries indicated below for the regular session faculty.

#### PROFESSORS

<u>Name</u>	<u>Department</u>	<u>1977-78 Salary</u>	<u>1978-79 Salary</u>
1. **Dr. Robert L. Banton, III	Education	\$17,200	\$19,000
2. Dr. Alexander V. Berkis	History	18,600	19,900
3. Dr. Janet L. Bingner	Psychology	20,100	21,900
4. *Miss Barbara L. Bishop	Art, Chairman and Design Consultant for the College	22,700	24,750
5. Dr. Beatrice Bland	Education	17,900	19,400
6. Dr. Eleanor W. Bobbitt	Health & Physical Education	18,400	20,100
7. Dr. Betty A. Bowman	Health & Physical Education	18,200	19,900
8. Dr. David A. Breil	Biology	18,250	19,900
9. LTC John E. Carr, III	Business and Economics, Chairman	19,200	20,900
10. Dr. Anita B. Ernouf	Foreign Languages, Chairman	17,700	19,200
11. *Dr. William L. Frank	English, and Chairman, Division of Language, Literature and Philosophy	29,200	31,700
12. Dr. Alton M. Harvill	Biology	15,600	16,500
13. Dr. James M. Helms	History & Government	19,700	22,100
14. Dr. L. Jane Holman	Biology	19,000	20,650
15. *Dr. Charles F. Lane	Geography and Acting Chairman, Division of Social Sciences	29,300	31,700
16. Mrs. Janice S. Lemen	Art	20,000	21,800
17. Dr. Patton Lockwood	Speech & Dramatic Arts, Chairman	19,650	21,400
18. Dr. James E. McCray	Music, Chairman	20,500	22,400
19. Dr. Susan H. May	English	17,400	19,000
20. Dr. Shirley M. O'Neil	Health, Physical Education & Recreation, Chairman	21,800	23,700
21. *Dr. Charles H. Patterson+	Education & Psychology, Chairman	29,600	32,100
22. Dr. Charlotte Schrader-Hooker	Film Studies	#9,400	20,200
23. *Dr. Marvin W. Scott	Natural Sciences, Chairman	25,750	28,000
24. Dr. Barbara B. Smith	Health & Physical Education	18,400	20,100
25. Dr. Maurice P. Sneller	History	19,000	20,600
26. Dr. William J. Sowder	English	19,000	20,700
27. +Dr. Rosemary Sprague	English	22,000	24,000

\*Twelve months

\*\*Promotion subject to Board approval

+Board of Visitors Distinguished Professor

#First semester only. On leave second semester

## ASSOCIATE PROFESSORS

<u>Name</u>	<u>Department</u>	<u>1977-78 Salary</u>	<u>1978-79 Salary</u>
1. Dr. Merry Lewis Allen	Mathematics, Chairman	\$17,550	\$19,100
2. Mr. John M. Austin	Physical Science	14,850	16,100
3. Dr. Billy S. Batts	Biology	17,150	18,700
4. Dr. Robert E. Blasch	Music	16,500	17,900
5. Dr. Elmer W. Bowington	Education	15,150	16,400
6. Dr. Sandra D. Breil	Biology	17,250	18,800
7. Dr. Carolyn M. Craft	English	16,050	17,500
8. Dr. Anthony B. Cristo	Economics	16,650	18,150
9. Dr. Mary G. Cristo	Sociology & Anthropology	15,550	16,950
10. Dr. Charles J. DeWitt	Education	16,150	17,500
11. Mr. George P. Elliott	Education	15,700	17,100
12. Dr. Elizabeth Etheridge	History	17,250	18,800
13. Dr. Louis R. Fawcett	Physics	16,000	17,600
14. Dr. Elisabeth L. Flynn	Art	16,700	18,200
15. Dr. Robert D. Gibbons	Education	19,000	20,700
16. LTC Raymond Gilchrist	Business	*22,250	19,500
17. Dr. Gerald P. Graham	Physical Education	17,700	19,100
18. Dr. Marguerite S. Griffith	Home Economics	16,800	18,300
19. Mr. L. Marshall Hall	History and Government, Chairman**	16,700	18,850
20. Mr. Darrell G. Harbaum	Music	15,300	16,700
21. Dr. Richard L. Heinemann	Biology	17,800	19,200
22. Dr. Paul S. Hesselink	Music	14,600	15,900
23. Dr. Fillmer Hevener, Jr.	English	16,050	17,500
24. Dr. Cathleen Hosey	English	16,350	17,800
25. Dr. Judith R. Johnson	Physical Education	15,800	17,500
26. Dr. F. Richard Kidder	Mathematics**	15,900	17,500
27. Dr. Louis Kovacs	Education	18,700	20,300
28. Mr. Willard G. Leeper	Business	17,350	18,900
29. Dr. Freda S. McCombs	Natural Sciences	16,500	18,000
30. Miss E. J. McCreary	Home Economics	16,800	18,300
31. Dr. Gilbert J. Millar	History	16,850	18,350
32. Dr. E. T. Noone	Mathematics**	14,500	16,000
33. Dr. John Peale	Philosophy**	14,700	16,200
34. Dr. Jung B. Ra	Education	16,500	17,900
35. Mr. Earl A. Rubley	Geography	16,150	17,500
36. Mrs. Helen B. Savage	Philosophy	15,500	16,800
37. Mrs. Maria C. Silveira	Foreign Languages	14,950	16,200
38. Dr. Ray B. Sizemore	Education	18,800	20,500
39. Dr. Jo Leslie Sneller	English	15,850	17,300
40. Dr. Massie C. Stinson	English & Philosophy, Chairman**	15,600	17,900
41. Dr. Donald C. Stuart, III	English	16,200	17,600

\*\*Promotion or appointment subject to Board approval

<u>Name</u>	<u>Department</u>	<u>1977-78 Salary</u>	<u>1978-79 Salary</u>
42. Dr. Charles W. Sydnor	History	\$15,650	\$17,100
43. Dr. Wayne H. Tinnell	Biology	17,600	19,150
44.*Mr. Edwin H. Vassar	Education & Director Student Teaching	24,050	26,100
45. Dr. David C. Vest	English	15,500	16,900
46. Mrs. Phyllis G. Wacker	Psychology	14,900	16,200
47. Dr. Mark G. Weatherly	Education	17,100	18,600
48. Dr. Robert P. Webber	Mathematics**	14,450	16,000
49. Dr. Robert S. Wu	Mathematics	14,350	15,600
50. Dr. Douglas M. Young	Speech & Dramatics Arts**	13,500	15,200
51. Dr. Hilda B. Zahrt	Music	18,700	19,700

\*Twelve months

\*\*Promotion subject to Board approval

## ASSISTANT PROFESSORS

	<u>Name</u>	<u>Department</u>	<u>1977-78</u> <u>Salary</u>	<u>1978-79</u> <u>Salary</u>
1.	Mrs. Nancy D. Anderson	Speech	\$13,000	\$ 7,100 ( $\frac{1}{2}$ )
2.	Miss Nancy A. Andrews	Health & Physical Education	13,850	15,000
3.	Dr. John E. Arehart	Education	12,550	14,100
4.	Dr. Richard J. Aubry, Jr.	Education	14,100	15,300
5.	Mr. Mark S. Baldrige	Art	12,700	14,000
6.	Mr. Jon David Bergeron	Biology	13,500	14,700
7.	Mr. Robert J. Blair, Jr.	Therapeutic Recreation	14,500	15,800
8.	Mrs. Sandra A. Bollinger	Mathematics	12,600	13,800
9.	Mr. Thomas P. Burke, Jr.	History	14,750	16,000
10.	Miss Sally C. Bush	Physical Education	13,000	14,100
11.	Miss Carolyn R. Callaway	Physical Education	13,000	14,200
12.	Dr. Martha E. Cook	English	13,900	15,200
13.	Mr. Richard T. Couture	History	12,950	14,000
14.	Dr. James W. Crowl	History	13,200	14,900
15.	Mr. James W. Curley	Natural Sciences	13,950	15,200
16.	Mr. Otis W. Douglas, III	English	6,700 ( $\frac{1}{2}$ )	14,600
17.	Mrs. Pauline B. Haga	Music	15,500	16,800
18.	Mrs. Frances N. Hamlett	Business	13,500	14,800
19.	Dr. William Harbour	Government**	11,550	12,700
20.	Mr. John A. Hardy, III	Chemistry	14,700	16,000
21.	Mrs. Phyllis W. Harriss	Physical Education	13,400	14,500
22.	Dr. William L. Hightower	Mathematics	14,400	15,700
23.	Mr. Lawrence G. Hlad	Sociology	15,000	16,300
24.	Miss Anne H. Huffman	Physical Education	13,000	14,100
25.	Dr. Robert P. Jones	Music	12,400	13,600
26.	Mr. Terence N. LaManna	Sociology	13,350	14,500
27.	Miss Rhonda A. Lintz	Social Work	14,700	16,000
28.	Dr. Michael C. Lund	English	13,750	15,000
29.	Dr. Anthony S. Maurice	Foreign Languages	14,750	16,000
30.	Dr. Maurice H. Maxwell	Chemistry	14,350	15,700
31.	Dr. Robert D. May	Mathematics**	12,000	13,150
32.	Dr. Donald A. Merkle	Biology	13,600	14,800
33.	Mr. Wayne K. Meshejian	Physics	13,800	15,100
34.	Miss M. Virginia Mitchell	Art	16,700	18,000
35.	Miss Frieda E. Myers	Music	14,900	16,200
36.	*Mrs. Mary J. Noblitt	Business	16,300	17,800
37.	Mrs. Jean A. Noone	Mathematics	13,400	14,600
38.	Dr. Geoffrey C. Orth	German	11,000	12,100
39.	Mrs. Marilyn W. Osborn	Home Economics	13,500	14,800
40.	Mrs. Cada R. Parrish	Mathematics	14,500	15,800

\*Twelve months

\*\*Promotion subject to Board approval

41. Dr. Edward D. Smith	Psychology	\$15,500	\$16,800
42. Mr. Homer L. Springer, Jr.	Art	13,600	14,900
43. Dr. David B. Stein	Psychology**	12,600	14,300
44. *Mr. George C. Stonikinis	Social Work & Director, Social Work Program	14,800	16,100
45. Miss Conway Thompson	Art	14,300	15,600
46. Dr. Nancy H. Vick	Education & Director, Bureau of Teaching Materials	16,500	18,000
47. Miss Norma M. Williams	Music	17,100	18,400
48. Mrs. Mary S. Woodburn	Education	13,900	15,200
49. Mr. Robert J. Woodburn	Speech	14,350	15,600
50. Mrs. Sarah V. Young	Social Work	13,000	14,200

\*Twelve months

\*\*Promotion subject to Board approval

## INSTRUCTORS

	<u>Name</u>	<u>Department</u>	<u>1977-78</u> <u>Salary</u>	<u>1978-79</u> <u>Salary</u>
1.	Mr. John B. Christian	Business	\$12,800	\$13,900
2.	Mr. Thomas L. Dickens	Business	12,000	13,100
3.	Mr. Benjamin Emerson	Speech & Dramatic Arts	11,550	12,600
4.	Mr. Lynn M. Ferguson	Natural Sciences	11,750	12,800
5.	Miss L. Melinda Ingram	Home Economics	11,000	12,000
6.	Miss Denise I. McDonough	Physical Education	10,500	11,550
7.	Dr. David P. Novak	Chemistry	13,350	14,600
8.	Mr. Brian A. Pumphrey	Economics	12,000	13,100
9.	Mrs. Betty W. Simmons	Supervisor in Education	13,200	14,300
10.	Mr. Thomas J. Steinocher	Therapeutic Recreation	10,800	11,800
11.	Mrs. Camilla C. Tinnell	English	12,050	13,100
12.	Mr. Richard Williamson	Health & Physical Education	11,550	12,600
13.	Mr. William C. Woods	Journalism	11,750	12,800

## LIBRARIANS

1.	*Mrs. Martha LeSturgeon	Director & Associate Professor	20,150	22,200
2.	*Miss Mary Jo Dollins	Instructor in Library Science	10,750	11,800
3.	*Mrs. Rebecca R. Laine	Assistant Professor of Library Science	14,950	16,400
4.	*Miss Deborah Jean Pearson	Instructor in Library Science	5,100	11,200
5.	*Mrs. Barbara W. Skerry	Assistant Professor of Library Science	12,950	14,200

## CAMPUS SCHOOL FACULTY

1.	Miss Cecil M. Kidd	Assistant Professor** and Librarian	+12,950	+14,200
2.	Mrs. Jacqueline J. Wall	Instructor & Director of Art	10,200	11,400
3.	Mrs. Cathy O. McCanless	Instructor & Director of Music	8,600	9,600
4.	Mrs. Mary W. Wacker	Assistant Professor & Kindergarten	11,550	12,500
5.	Miss Gretchen Unterzuber	Instructor, First Grade	12,800	13,900
6.	Mrs. Gail L. Gilligan	Assistant Professor, Second Grade	11,100	12,400
7.	Mrs. Toy D. Dowdy	Assistant Professor, Third Grade	11,150	12,200
8.	Mrs. Phyllis M. Groneweg	Assistant Professor, Fourth Grade	12,400	13,300
9.	Mrs. Carol C. McCray	Instructor, Fifth Grade	10,750	11,900

\*Twelve months

\*\*Promotion subject to Board approval

+Eleven months

<u>Name</u>	<u>Department</u>	<u>1977-78 Salary</u>	<u>1978-79 Salary</u>
10. Mr. Derwood F. Guthrie	Assistant Professor, Sixth Grade	\$15,050	\$16,200
11. Mrs. Mary M. Edwards	Instructor, Reading	+9,600	13,500
12.*Dr. Crayton L. Buck	Professor and Director	20,200	24,000

\*Twelve months

+Three-fourths time



## ADMINISTRATIVE STAFF

	<u>Name</u>	<u>Position</u>	<u>1977-78 Salary</u>	<u>1978-79 Salary</u>
1.	Mr. George R. Bristol	Director of College Relations	\$24,000	\$26,200
2.	Dr. T. C. Dalton	Administrative Assistant to the President	25,850	28,200
3.	Mr. I. B. Dent	Director of Student Affairs	15,050	16,200
4.	Miss Androniki Fallis	Director of Placement and Assistant Director of Admissions	18,150	19,800
5.	Mr. Gary Groneweg	Director of Admissions	20,150	22,000
6.	Dr. James C. Gussett	Assistant Dean of the College	24,400	26,800
7.	Miss Janet Hedrick	Director of Annual Funds	---	14,200
8.	Dr. Mary A. Heintz	Vice President for Student Affairs & Dean of Students	28,400	31,200
9.	Dr. Robert Lehman	Administrative Assistant to the Dean, Director of Continuing Education and the Summer Session	20,050	21,800
10.	Mr. John J. Mitchell	Director of Public Affairs	18,200	20,000
11.	Mr. Jimmy H. Paul	Business Manager	25,300	27,600
12.	Dr. William J. Peele	Vice President for Administration	27,000	30,200
13.	Mrs. Charlene S. Schwarm	Admissions Counselor	12,300	13,400
14.	Mrs. Nancy B. Shelton	Executive Alumni Director	14,750	16,000
15.	Mr. Raphael Stephens	Director of Housing	14,500	15,800
16.	Miss Ann Terrie Swann	Administrative Assistant to the Vice President for Student Affairs*	---	18,700
17.	Mr. Stuart B. Tennant	Assistant Director of Admissions	15,000	16,900
18.	Dr. Carolyn Wells	Vice President for Academic Affairs and Dean of the College	32,200	35,700

\*Subject to approval by the Board of Visitors



## ATHLETIC STAFF

1978-79  
Salary

1. Miss Ruth L. Budd	Instructor in Physical Education & Gymnastics Coach	\$11,500
2. Miss Carolyn V. Hodges	Assistant Professor of Physical Education and Athletic Director	15,600*
3. Miss Bette L. McKinney	Instructor in English and Sports Information Director	14,500**

\*Eleven months

\*\*Twelve months

Longwood College  
 Analysis of Fiscal Year 1977-78 Budget  
 and Comparison with 1978-79 Fiscal Year Budget  
 Educational & General  
 As of April 28, 1978

	<u>Actual</u> 1977-78	<u>Budget</u> 1978-79
<u>Revenues:</u>		
Salary Regrade	\$ 254,905	\$ 174,100
Tuition and Fees	1,860,931	1,930,000
Other E & G Revenues	179,069	180,000
Physical Plant Recoveries	675,000	730,795
General Fund Appropriation (Net)	3,068,217	3,960,070
Undergraduate Soc. Work Appro.	60,069	66,380
Total	<u>\$6,098,191</u>	<u>\$7,041,345</u>
Adjustment of budgeted revenues to estimated revenue collections	<u>-105,000 (1)</u>	<u>-0-</u>
Adjusted Revenues	\$5,993,191	\$7,041,345
	<u>Budget (Adjusted)</u>	
	<u>1977-78</u>	<u>1978-79</u>
<u>Disbursements: (Budgeted)</u>		
011 General Academic	\$2,829,408	\$3,979,050
012 Off-Campus	43,575	48,520
014 Summer School	134,475	149,470
031 Community Service	1,700	1,700
040 Academic Support	698,602	480,336
050 Student Services	312,565	192,924
060 Institutional Support	1,004,611	859,844
070 Physical Plant, Oper. & Maint.	1,114,907	1,359,501
Total Budgeted Disbursements	<u>\$6,139,843</u>	<u>\$7,071,345</u>
Deficit (Estimates)	<u>\$ (146,652)</u>	<u>\$ (30,000)</u>
<u>Other Adjustments:</u>		
Transfer from 10 (Revenue shortfall)	\$ +105,000 (2)	-0-
Private monies	+ 25,000 (2)	+ 30,000
Transfer from 10 (Budget overruns)	+ 16,652 (2)	-0-
Balance	<u>-0-</u>	<u>-0-</u>

Longwood College  
 Analysis of Fiscal Year 1977-78 Budget  
 and Comparison with 1978-79 Fiscal Year Budget  
 Auxiliary Enterprises  
 As of April 28, 1978

	<u>Actual</u> 1977-78	<u>Budget</u> 1978-79
<u>Revenues:</u>	A \$3,147,316	\$3,404,452
<u>Disbursements: (Budgeted)</u>		
Dining Hall	\$1,157,081	\$1,320,583
Residence Halls	1,395,114	1,474,007
Laundry	79,269	87,069
Student Health Service	98,906	126,201
Golf Course	38,230	44,277
Student Union	128,166	131,955
Recreational Swim	1,760	2,000
Intramural Athletic Association	7,050	-0-
Intercollegiate Athletics	62,542	187,650
Staff Housing	14,100	17,500
Total Budgeted Disbursements	B \$2,982,218	\$3,391,242
Surplus	\$ 165,098	<u>\$ 13,210</u>
Less: 1977-78 Adjustments		
T/F to 01	\$ -105,000	
Debt Service - Notes	- 75,000	
Tennis Courts	- 38,000	
Budget Overruns - 01	- 16,652	
Adjusted Deficit @ 6/30/78	<u>\$ (69,554)</u>	

A Estimated collections per Treasurer for '77-'78 with '78-'79 extended at ~~an~~ 8.17% fee increase of \$125. Actual allotted \$3,050,000 for 1977-78.

B Actual budgeted per latest D/P report for '77-'78 with '78-'79 shown per Dean Heintz' 4/13 budget requests as adjusted on 4/27.

Longwood College  
Footnotes to Reports  
April 28, 1978

01 E & G - 1977-78:

1. Revenue adjustment of \$105,000 may vary slightly from this estimate but is a reality.
2. Coverage of the projected deficit could possibly be by transfer of funds from 10, and private monies.

01 E & G - 1978-79:

1. Revenues are at the absolute limit, as shown with inclusion of 30-50 new students.
  2. Salaries of all T & R personnel are included in the 011 disbursement total temporarily.
  3. Fringe benefits of all classified personnel are included in 070 disbursement total temporarily.
  4. Total budgeted disbursements are per 4/24 D/P reports for '77-'78 with '78-'79 shown per budget requests as adjusted.
  5. Coverage of the projected deficit could be by private monies but this will leave no surplus to fall back on.
  6. No faculty adjunct or contingency funds are budgeted at present for the Dean of the College.
  7. No overtime is budgeted at present.
  8. Wages and student wages are possibly underbudgeted.
- 1-A. Estimated student tuition collections of \$1,930,000 must be considered high because tuition of \$760 times 2539 FTE students is required to generate this figure.

L.M.M.  
4-28-78



1839

# LONGWOOD COLLEGE

FARMVILLE VIRGINIA 23901

Lawrence M. Martin  
Internal Auditor  
804/392-9279

April 28, 1978

Mr. J. H. Paul  
Business Manager  
Longwood College  
Farmville, VA 23901

Re: Your request of 4/25/78

Dear Mr. Paul:

Here is a list of new and/or special items in the 1978-79 budget under 01. These are listed per your memo and are all that I am aware of at present. Collectively, this shows our usage of the total 01 revenue increase for 1978-79.

<u>Code</u>	<u>Department</u>	<u>For</u>	<u>Amount</u>
11035	Ed. & Psy.	Early Ch. Conf.	\$ 2,945
11089	Home Economics	Telephone	652
11102	Math	Remedial Math.	4,800
41004	Library	St. Council Formula	12,943
43024	Radio Studio	Radio Equip.	6,900
44004	Computer Services	Computer	3,185
45002	Campus School	P. E. Instruct.	3,000
45004	Campus School	Radio Equip.	5,000
46006	Dean of College	Leaves	3,175
63004	Data Processing	Computer	21,737
64054	Motor Pool	Vehicle	4,800
74004	Utilities	Services	5,000
77004	Power Plant	Fuel	5,000
Various	Salaries & Wages Increase		288,901
Various	Fringe Benefits		557,947
Various	Other Increases		17,169
Total			<u>\$ 943,154</u>

These are budgetary increases over 1977-78 and are partially offset by cuts in other budgetary areas. Adjustments will be necessary as we progress and careful monitoring will be essential.

Sincerely,

LMM/ae

LONGWOOD COLLEGE  
Farmville, Virginia 23901

HEW Plan.

1. The College pledges to make a "good-faith effort" in order to meet the objectives of the plan.

2. Nothing in this commitment will cause the College to admit or employ persons whose qualifications are less than those of other individuals applying for admission. The Board of Visitors reaffirms its sole authority in determining admissions and employment standards.

3. The Secretary of Education is requested to restudy the figures contained in Table 15 in conjunction with institutional representatives during the summer of 1978 in order to eliminate existing inequities between institutions. Such reviews should be continued on an annual basis. The Board of Visitors reserves the right to accept or reject the figures on an annual basis.

Approved by the Board of Visitors at its meeting on May 5, 1978.



# COMMONWEALTH of VIRGINIA

Office of the Governor

Richmond 23219

John N. Dalton  
Governor

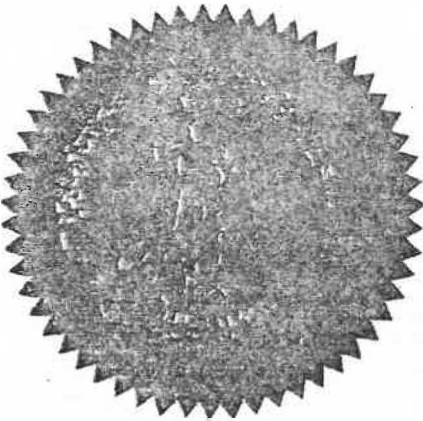
## EXECUTIVE ORDER NUMBER ONE (78)

It is the policy of the Commonwealth of Virginia that employees of the Commonwealth and applicants for employment shall be afforded equal opportunity in all aspects of personnel management without regard to race, color, religion, national origin, political affiliation, handicap, sex or age. All department and agency heads are requested to communicate their support for this policy to their subordinates.

By virtue of the authority vested in me as Governor, I hereby direct that this Order be implemented in accordance with the attached Procedures For Implementing Executive Order Number One.

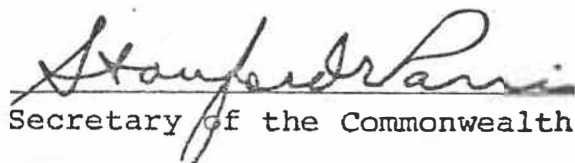
This Executive Order shall be effective February 1, 1978.

Given under my hand and the Seal of the Commonwealth of Virginia, this thirty-first day of January, 1978.



  
Governor

Attested:

  
Secretary of the Commonwealth