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Board of Visitors

11-2-1978

1978-11-02 Minutes and Appendices

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November 2-3, 1978

The Board of Visitors of Longwood College met on the College campus on November 2-3, 1978.

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The meeting on November 2, 1978, began at 1:30 p.m. The following members of the Board were present:

Mr. L. E. Andrews
Mrs. William L. Anfin
Mrs. J. L. Davidson
Miss Gay Kampfmuehler
Mr. George J. Kostel
Mrs. A. O. Mitchell
Mr. Ralph Page
Mrs. Joshua Pretlow
Mr. Eric L. Robinson
Mr. Roland E. Thompson
Mrs. E. A. West

Also present for the meeting were the following College officials: 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. Joe Mitchell, Director of Public Affairs.

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

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 the Report of the President to the Board is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - November 3, 1978.)

1. The requesting of an annual audit from the Auditor of Public Accounts and that it be delivered no later than the following January 31.
2. The remaining of the status of the institution as Longwood College rather than becoming Longwood University.

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3. The naming of Mr. Gordon Inge, Director of Food Services, to the Vocational Education Advisory Committee.
4. The transferring of college-maintained scholarships to the Longwood College Foundation, Incorporated.
5. The writing off of the first semester account of Miss Beatriz Eugenia Tolama-Neri in the amount of \$730.
6. The appointing of the following adjunct faculty members for the 1978-79 academic year:
 - a. Mrs. Linda Brooks, as Lecturer in Music, at a salary of \$275 for the first semester.
 - b. Ms. Sondra Cosby, as Lecturer in Psychology, at a salary of \$4,800 per semester for two semesters.
 - c. Mr. Douglas Kilpatrick, as Lecturer in Music, at a salary of \$300 for the first semester.
 - d. Mrs. Kendal Mitchell, as Lecturer in English, at a salary of \$1,200 first semester.
 - e. Mrs. Carole Moore, as Lecturer in Music, at a salary of \$640.
 - f. Mrs. Jacqueline Vest, as Lecturer in French, at a salary of \$1,200 per semester for two semesters.
 - g. Mrs. Mary Whitlock, as Riding Coach, at an annual salary of \$1,000 (funded from Intercollegiate Athletics).
7. The approving of overload pay for the following faculty members in the amounts indicated:
 - a. Mrs. Mary Noblitt, Assistant Professor of Business - \$1,000.
 - b. Mrs. Betty Simmons, Instructor in Education - \$1,000.
 - c. Dr. Mary Stuart Woodburn, Assistant Professor of Education - \$1,000.
8. The granting of a leave of absence, with pay, for Dr. Jung B. Ra, for the current semester, for reason of illness.
9. The appointing of Mrs. Polly Boaz as Assistant Professor of Library Science, at a salary of \$9,900 for a period from October 17, 1978, to June 30, 1979.
10. The retiring of Mrs. Janice Lemen, Professor of Art, at the end of the current semester.
11. The changing of the title of Dr. Louard Egbert from Acting Chairman of the Department of Music to Chairman of the Department of Music.
12. The establishing of the Longwood College Visiting Artist/Scholar Program and the appointing of Mr. Roy Clark as Visiting Artist in Music.
13. The shifting of the positions of Mr. Richard Williamson, Assistant Professor of Health, Physical Education and Recreation, and Miss Denise McDonough, Instructor in Physical and Health Education, from the Educational and General supported faculty to the Athletic Staff.

14. The establishing of a cooperative program in engineering with Old Dominion University.
15. The authorizing of salaries for off-campus instruction for the following members of the faculty:
 - a. Dr. Edward D. Smith, Assistant Professor of Psychology - \$1,000.
 - b. Dr. Richard J. Aubry, Jr., Assistant Professor of Education - \$1,000.
 - c. Dr. Robert D. Gibbons, Associate Professor of Education - \$1,000.
 - d. Dr. Nancy J. Vick, Assistant Professor of Education - \$1,000.
 - e. Dr. Louis Kovacs, Associate Professor of Education - \$1,000.
 - f. Dr. Mark G. Weatherly, Associate Professor of Education - \$1,000.
 - g. Mr. John M. Austin, Associate Professor of Physical Science - \$1,000.
 - h. Ms. Sondra Cosby, Lecturer in Psychology - \$1,000.
 - i. Dr. Mary S. Woodburn, Assistant Professor of of Education - \$1,000.
 - j. Mrs. Jane Godwin - \$1,000.
 - k. Mrs. Phyllis G. Wacker, Associate Professor of Psychology - \$1,000.
 - l. Mr. James W. Curley, Assistant Professor of Physical Science - \$1,000.
 - m. Dr. V. Wendell Hylton - \$1,000.
 - n. Mrs. Cada R. Parrish, Assistant Professor of Mathematics - \$1,000.
 - o. Mr. George P. Elliott, Associate Professor of Education - \$1,000.
 - p. Mrs. Peggy W. McGhee - \$1,000.
16. The directing of the President to contact the appropriate authorities in Richmond and to recommend that, in the allocation of funds for salary increases for the second year of the biennium which are in the Governor's budget, particular consideration be given to those institutions which fall below their current benchmark averages instead of each institution receiving a certain percentage of the funds.

Minutes of the August 3-4, 1978, Meeting of the Board of Visitors. On motion duly made and seconded, the Board members approved, as distributed, the minutes of the August 3-4, 1978, meeting.

Announcements by Dr. Willett:

1. Taliaferro Trial. Dr. Willett informed the members of the Board that there would be a hearing regarding the Taliaferro case before the Fourth Circuit Court of Appeals at 9 a.m. on November 13 in Richmond. Mr. Walter Ryland, of the Attorney

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General's Office, and Mr. William Hefty will argue the case for the College.

2. Legislative Luncheons. Meetings with legislators have been planned for the following areas, Dr. Willett said: November 9, Richmond, with Mr. Jim Bourne, President of the Longwood College Foundation, serving as host; November 10, Norfolk-Portsmouth-Chesapeake-Virginia Beach, with Judge and Mrs. William Hodges serving as host and hostess; and December 8, Roanoke, with Mr. and Mrs. Andy Hull, serving as host and hostess.
3. Longwood House Expenditures. Dr. Willett distributed to the Board members a progress report on how the funds which were appropriated for Longwood House by the Longwood College Foundation, on recommendation of the Executive Committee of the Board, had been spent.

Items for Discussion:

1. Issues Great and Small:
 - a. Superboard. The Board members were informed by Dr. Willett that a very significant approach had been taken by the Governor in regard to a superboard in that he had made a strong and positive to the effect that he is in no way interested in the superboard concept.
 - b. Tea Room. In updating the Board members on the Tea Room situation, Dr. Willett said it had become an emotional issue and had commanded far more attention than it should have. He said that, while the weekly deficit a year ago was \$200-\$250, it was now down to only \$50 per week. He said further that the new food services manager has some ideas and plans that he feels will bring it to a break-even situation. He indicated that he felt that what had been done in regard to the Tea Room was a step in the right direction.
 - c. Parking. Dr. Willett said that parking was not as great a problem as some people would make it out to be. Internally, he said, he thought the administration was "on top" of some of the problems and needs. On the other hand, some concerns have been voiced by the Town Council and the Streets Committee of the Council, with whom representatives from the administration have met, as well as the Town Manager. This group feels that the College has created some major parking problems for the Town and is looking to the College for some type of solution. He stated further that the primary concern is the High Street area and the several streets moving over from High Street. Dr. Willett indicated that several proposals had been made for possible solutions to the problem but nothing definite had been worked out. He stated that the College would continue to do everything possible to arrive at some solution satisfactory to everyone.

Mr. Andrews raised the question as to why it was necessary for freshmen to have cars on campus. In responding, it was noted that this is a strong "selling" point in recruiting, adequate public transportation is not available in the area, and many students have their own cars in high school.

- d. Legislation. Regarding matters which would be considered during the upcoming session of the legislature, Dr. Willett mentioned the following:

- (1) Unfunded Scholarships. He indicated that there had been times when the Board had been asked to approve unfunded scholarships, or the writing off of fees, for students. In the past, this amount would be changed to make it the current tuition figure with graduate students being eligible as well as undergraduate students.
- (2) Eminent Scholars. In years past, Dr. Willett said, funds had been received from the Longwood College Foundation to match State funds for Eminent Scholars. In recent months, the Attorney General's Office has ruled that only those funds which were so designated by the original donor for this purpose could be used. There will be legislation, asking that this be changed, so that interest received from endowment funds may be used.
- (3) Current Fiscal Situation. Dr. Willett pointed out that the deficit figure has been reduced to \$89,000. This is out of a \$10,000,000 budget. He stated that the staff needed to continue to work out ways of reducing the deficit further. In so doing, consideration may have to be given to reducing existing personnel, particularly those on wages.
- (4) Shaner Report. The activity surrounding the Shaner Report continues to bother us, Dr. Willett said. He pointed out that there was a subcommittee of the House Finance Committee, chaired by Delegate "Shad" Solomon, which had been charged to look into the report. Delegate Claude Anderson was assigned to look at the portion of the report pertaining to Longwood. He has indicated that he has been through it and found no problems insofar as Longwood is concerned. Dr. Willett said it was his feeling that there would continue to be "noises and vibrations" regarding the report and that Delegate Anderson would keep him informed as to anything at which the committee is looking.
- (5) Release of Salary Information. Dr. Willett informed the Board that, in conformity with the Freedom of Information Act, salary information which had been requested by the local chapter of AAUP had been released. However, the Chapter also requested the salaries of persons no longer employed at the College. It was the College's contention that this information did not come under the Freedom of Information Act and upon consultation with the Attorney General's Office, Dr. Peele was told by Mr. Ryland that, if the College felt inclined to "hold the line", it probably should. The President of the local AAUP chapter was told that she could appeal this decision to the Board in her capacity as a private citizen but not as a representative of AAUP. She has indicated that the matter may be pursued with the State AAUP.
- (6) State Policies and Regulations. The area of greatest concern to colleges and universities, Dr. Willett said, is the increase in the number of State regulations and policies, many of which are being rendered without any prior discussion or knowledge. He said that he was pleased that the College had not been involved in some of the regulations that had been handed down and which had been receiving publicity and that the regulations that affect the College the most are those in the financial areas, particularly the general position in terms of tuition money. He informed the Board that Dr. Don Finley, the chief staff member of the House Appropriations Committee, had visited the campus the week before. As a result of conversations with him,

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a budget amendment will be submitted, both for the current year and for the second year of the biennium, to make certain the College receives all tuition funds (special funds) and auxiliary enterprise funds. He stated that he felt Dr. Finley would recommend that the College receive the funds. In addition, Dr. Willett said the College would ask for additional general fund money as a result of the improved enrollment picture. The current indication is that, if an institution does not meet its enrollment projections, money may be lost. On the other hand, the College's enrollment projections are such that it is felt that, for the second year of the biennium, additional positions should be requested

(7) Enrollment Projections, Faculty Salaries, and Positions. Dr. Willett stated that these were the three major areas of concern as budget preparation was being begun for the next biennium.

- (a) Enrollment Projections. Dr. Willett said that good news had been received regarding enrollment projections in that the State Council staff had indicated basic agreement with the College's projections through the 1980's. This has implications for financial assistance.
- (b) Positions. Regarding positions, Dr. Willett stated that, for the first time since guidelines were adopted, the College is at the guideline level in terms of faculty and also in all other categories of employees. In terms of basic faculty allocations, for the current year, they ~~are~~ based on a faculty-student ratio of 1-20 for freshmen and sophomores and 1-13 for juniors and seniors. ~~Next~~ year, this will go to 1-14 at the upper level which could mean that the faculty would have to be reduced by six. The College will, however, ask for some additional positions, since the enrollment exceeded projections. At the present time, r. Wells is on a subcommittee that is studying this at the State level. It may be that the State will recommend 1-22 at the lower level and 1-16 at the upper level. Changing ratios at the larger institutions will not hurt as they always have a certain number of vacancies but it is a problem at the smaller colleges. House Joint Resolution 159, sponsored by Delegate Claude Anderson, asks that consideration be given to setting ratios in the budget guidelines which take into account the size of the institution. This, of course, would give relief to the small institutions. It is our hope, Dr. Willett said, that something will develop in this direction. We have to be concerned with the total number of positions.
- (c) Salary Authorization. In briefing the Board on this subject, Dr. Willett said that the State developed a peer system for establishing faculty salary averages for the state-supported colleges and universities. Under this plan, each institution selected a group of state-supported institutions of comparable characteristics. However, this system fell into disfavor. It was replaced by the benchmark system. Under this plan, the benchmark institutions must meet certain criteria in order to be considered comparable. When this was first begun, the criteria were not so rigid and Longwood was in the same category as Radford and Madison.

However, because of the increase in their size, particularly their graduate programs, they have been able to select different benchmark institutions and thereby have higher salary averages. At this time, the closest institution to Longwood would be Mary Washington. Dr. Willett stated that it was his feeling that there should be a system whereby the same amount would be paid to a teacher of a certain course no matter where she was teaching in the State system. The presidents of the state-supported colleges and universities have proposed that the State go to a total-populations system of institutions within our category nationally according to AAUP standards. If this were done, Longwood would be in the same category as Radford and Madison. This would not mean that Longwood's salaries would be the same as Madison's, but it would make the College eligible for "catch up" funds. Dr. Willett said that this proposal has the support of the State Council staff and he feels it has a good chance of obtaining approval from the Governor. If this happens, "over the long haul", it will make a tremendous difference as far as Longwood is concerned.

Regarding the current discussion over the difference between administrative and faculty salaries, Dr. Willett said he had indicated to the faculty on Tuesday of that week that, in terms of existing College policy, there was no on-going policy or plan of paying one group differently from another group. He further pointed out that, in any given year, there must be variations between categories. Apparently, there was a feeling among some people that it had been indicated in the past that everyone would get the same percent of increase. Dr. Willett stated that, in announcing salary increases, there has been one standard format, that of giving one general figure for the total faculty. Dr. Willett stated further that, according to a statement made by Secretary of Administration and Finance Charles Walker, the Longwood Board is one of only four that approves individual salaries. He indicated that to him the important thing was not the percentage of increase that was given four years ago but the bottom line as to where we are now. He said that, while the final figures for the current year are not yet available, he was ailing to predict that there would probably be less than a 1% difference between the salaries of administrators and faculty. In terms of dollars, out of a \$10,000,000 budget, this would be less than \$1,500.

Report on the Meeting of the Executive Committee of the Board. Mrs. Mitchell stated that, at the meeting of the Executive Committee held earlier that day, the Committee members had spent a considerable portion of the time discussing the President's Advisory Committee, its role at the College presently, the matters which they have discussed with the Board traditionally, and areas with which they have been concerned. She referred to the letter of October 5, 1978, which the Advisory Committee had sent to members of the Board. The letter expressed the Committee's concern that Dr. Willett sends memoranda to

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the Board "in which statements of a negative nature are made about individuals and groups". Those individuals and groups mentioned may, or may not, be aware of this and may, or may not, have had an opportunity to defend their actions. The letter further stated a feeling that this is unethical and denies due process. Attached to the letter was a petition with a number of faculty signatures, indicating support of the concept and actions of the Advisory Committee. (The letter stated that the signatures were unsolicited.) Most faculty members who signed the petition were not aware that it was used in this way. However, in a communication to the faculty, dated October 17, 1978, the faculty was informed that the petition had been sent to the Board along with its letter of October 5, 1978. Mrs. Mitchell said that she had responded to the letter from the Advisory Committee in her capacity as Rector of the Board. She said, however, that members of the faculty generally were not aware of her letter nor of its contents at this point. As a result of conversations with Dr. Willett, members of the Executive Committee, and faculty members at the College, Mrs. Mitchell said she had concerns about the Advisory Committee and whether or not the Board should take some type of position.

After discussion of the matter, the members of the Board, on motion duly made and seconded, agreed to respond to the October 5, 1978, letter from the Advisory Committee, outlining the Board's position regarding Dr. Willett's responsibilities to the Board; reiterating the role of the Committee; showing full support of the Rector's letter of October 10, 1978; and reaffirming the confidentiality of what goes in memoranda to the Board. It was also agreed that a copy of the letter should be sent to each member of the faculty.

Meeting with the Promotion and Tenure Committee. Dr. Susan May, Chairman of the Promotion and Tenure Committee, along with Committee members Dr. Janet Bingner, Dr. Betty Bowman, and Dr. David Breil, met with the Board to explain the proposed changes in the procedures of the Committee. Dr. May presented the Committee's reasons for proposing the changes and Dr. Wells responded, indicating those changes which she felt she could recommend and those which she could not.

The members of the Board agreed to defer action on this matter.

Meeting with the President's Advisory Committee. The following members of the President's Advisory Committee appeared before the Board: Dr. Mary Cristo, Chairman; Dr. Tony Cristo, Dr. Wayne Tinnell, Dr. Robert Webber.

The Chairman thanked the Board members for allowing the Committee to meet with them. She spoke to the following:

1. Tea Room. She stated that the problem regarding the Tea Room was on its way to a permanent solution. She indicated that there had been excellent cooperation between the faculty, administration, and Slater.
2. Communication. This, Dr. Cristo said, is the basic concern. She stated that the members of the Committee realize that the major function of the Committee is advisory. However, the Committee does not interpret this as meaning that they cannot make recommendations even though they may be counter to the thinking of the President and of the Board.

Dr. Cristo also made reference to the letter of October 5, 1978, which the Committee had sent to members of the Board. She said it was the feeling of the Committee that there was a question of ethics involved, that when the President includes statements about individual faculty members those faculty members should have an opportunity to provide an explanation. There is concern that Board members only get one point of view and there is always another side to a particular situation. She said further that the Committee strongly urges, when possible, that those groups or individuals who are adversely cited in communications be informed and that all circumstances in each case be included in the communication.

In commenting further on the question of communication, Dr. Cristo said the Committee felt it was important to examine all levels of communication. She stated that the Committee had tried, in the past two months, to learn from the faculty what its concerns are and to discuss with them the Committee's actions. The Committee realizes that it cannot convey each and every faculty member's concern but it will try to do its best to represent the majority and it was in this attempt to properly represent the faculty that it sent the letter of October 5, 1978, to the Board. She stated that the petition was sent along with the letter to save a separate mailing and to let the Board know that the bulk of the tenured faculty still supported the Advisory Committee. She said it was not the intention of the Committee for the Board to think that all of the people who signed the petition endorsed the letter that had been written.

3. Salaries. Another concern of the faculty, Dr. Cristo stated, is that of salaries. One area of this concern has to do with benchmark average and the fact that the College is not able to meet this average. While the Committee and the faculty realize that Dr. Willett is working to do something about the benchmark system, every effort should be made to see if the College cannot compare better with the benchmark institutions.

The other area of concern regarding salaries expressed by Dr. Cristo and the other members of the Committee is that administrators with faculty rank have received a higher percentage of increase than the faculty over a five-year period. The Board was asked by Dr. Cristo to work with Dr. Willett and other members of the administration and members of the faculty to review the overall salary situation and to correct any existing faculty inequities.

Following Dr. Cristo's presentation, Mr. Kostel questioned her regarding the statement she made earlier in reference to the October 5, 1978, letter sent to the Board along with a copy of the petition signed by 85 faculty members. He asked her if she were telling the Board now that the Committee did not mean to imply to the Board in the third paragraph of the October 5, 1978, letter that the people who signed the petition did not support their views in the first two paragraphs of the letter. Dr. Cristo responded by saying that she would have to agree that the wording was misleading. Mr. Kostel stated that the Committee had indicated to the Board that the 85 faculty members supported their views as stated in their letter of October 5, 1978, and he did not think it could be interpreted any other way. Dr. Cristo said this was not their intention.

Mr. Thompson referred to the luncheon meeting in which the Committee was involved at which they refused to eat lunch. He stated that they had emphasized the necessity for communication and asked whether or not this was a proper way to communicate. In responding to this, Dr. Cristo stated that the Committee was receiving a great deal of pressure from the faculty regarding the decision which had been made to install vending machines in the Tea Room. She said further that the pressures were so great that it was felt that the only way to make Dr. Willett understand how really important the issue was was to make a dramatic gesture of some type. (Dr. Willett stated that he had informed the Board, at its August meeting, that the Tea Room was encountering a deficit and that the deficit was being met by using funds paid by the students to the dining hall and he did not feel it was right to continue to use these funds for this purpose. The Board indicated that it felt a decision regarding the Tea Room should be an administrative one. As a result, the decision was made to put vending machines in the Tea Room.) Mrs. Mitchell stated that this decision was not final whereupon Dr. Tony Cristo said that the information they had received was that the decision was irrevocable and that every possible alternative had been discussed. The faculty was faced with either surrendering or showing their frustrations in some manner. During the 1960's, faculty members would have demonstrated for something like this, he said, and that such demonstrations and strikes were part of the American process.

Mrs. West asked the Committee what they would suggest to make communication better.

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Dr. Cristo stated that a better means of communication had already been begun for the Committee in that Dr. Willett was meeting with her prior to his meetings with the Committee in order to set up the agenda for the meetings.

Mrs. West then asked Dr. Cristo what suggestions she would have as far as the Board is concerned. Dr. Cristo responded by saying that they had not had a chance to meet with the Liaison Committee for some time. She also said that some faculty feel that they have no direct access to the Board except through the Committee and this is very limited.

She also said that there was some feeling that regular communication leaves much to be desired. There is the Board policy which has to be followed which involves sending communications through Dr. Willett. There are times when the faculty might have something they would like to discuss with the Board about which they have already talked with the President. It was pointed out in response that this opportunity always has existed.

Dr. Cristo asked if the Board members were openminded enough, or if they were so preoccupied with some of the Committee's actions, that they were not willing to consider thoroughly the matter of salaries. The Board members felt that they did take time to review salary information and also to raise questions regarding certain salaries.

The matter of the differences between the increases given to administrators with faculty rank and the faculty was brought up. There appeared to be a feeling on the part of the members of the Committee that there was a dual system of compensation with inequities being very obvious. It was suggested that the Board members take with them the information that had been distributed regarding salaries and study it and then discuss the matter again in February when they would be able to speak more intelligently on the subject.

Dr. Willett informed the members of the Committee that the Board had adopted his recommendation that a communication be sent to the Governor's Office and other State agencies, asking that, in looking at the division of funds for the second year of the biennium for salaries, there not be an across the board percentage of increase for all faculty but rather that efforts be made for "catch up" money for those institutions that lag behind the benchmark or other standards of comparison.

Dr. Cristo indicated to the Board that the Committee would be most appreciative of any opportunity to meet with the Board whenever it is on campus. She stated: "In all sincerity, we will continue to do our best and not embarrass members of the College. There will be an honest effort on my part to do my very best for Longwood."

The meeting was adjourned at 5:50 p.m.

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The meeting of the Board of Visitors reconvened at 8:30 a.m. on Friday, November 1, 1978. The following members of the Board were present:

Mr. L. E. Andrews
 Mrs. William L. Anfin
 Mrs. J. L. Davidson
 Miss Gay Kampfmuehler
 Mrs. A. O. Mitchell
 Mr. Ralph Page
 Mrs. Joshua Pretlow
 Mr. Eric L. Robinson
 Mrs. E. A. West

Board members absent were:

Mr. George J. Kostel
 Mr. Roland E. Thompson

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

The Rector, Mrs. Mitchell, presided.

Fall Conference, Virginia Music Teachers Association. The members of the Board, on motion duly made and seconded, approved the College's hosting the Fall Conference of the Virginia Music Teachers Association in October, 1979.

Judicial and Residence Boards Representation on the Student Liaison Committee. On motion duly made and seconded, the Board members approved the recommendation of the Student Liaison Committee that representatives from Judicial Board and Residence Board be included in the composition of the Committee and that these representatives automatically be the chairmen of the respective boards.

Report of the Vice President for Academic Affairs:

1. Salary Information. Dr. Wells gave the following information regarding salaries. In working up the Faculty Salary Profile, all salaries were adjusted to a 10-month basis for comparison. She said she would suggest that the Advisory Committee had not done this in the computation that it had done. In order to give a truer picture, she said, everyone employed last year and everyone employed this year had been included. She pointed out that the average faculty salary for last year was \$17,019 and for this year it is \$18,376, or an increase of 10.6% over the previous year. This does not mean, she stated, that every individual received a 10% increase. If you compute individual salaries, the range is from 5% to 15%. The main thrust of the past three years particularly has been to get the College's salary average in line with the State average. Obviously, with the increases that have been given in the last two years, we are approaching this figure, she said.

Dr. Wells told members of the Board that, in computing salaries, the faculty and administration are not treated differently. She said the methodology used is as follows: For each group, you start with an average increase that you feel you can boost salaries and work every individual against that average. Then, you reduce the salaries of those who are not doing as good a job as they should, and give increases for promotion, for receiving the doctor's degree, and to rectify inequities.

She indicated to members of the Board that they would note that, while administrators may have received a higher percentage of increase in a particular year than the faculty, they received less than any individual group of the faculty. She said there is always one group at the bottom and one at the top but there is no policy ^{to} use a different category for the administrators from the faculty. She said another fact to remember is that in any administrative group you have those who do not do their job as well as you would like and these people leave the College much more frequently than the faculty do. Administrators have one-year contracts.

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Dr. Wells commented further that the charge had been made that she and the President had misled the faculty in regard to the percentage of increase figures given to the faculty. Apparently, this figure had been interpreted by some faculty members as meaning that each person would get this particular per cent of increase whereas the figure actually was a general overall average. The faculty minutes reflect that a general overall average was announced. She said this was a very sensitive area and that people sometimes have a tendency to hear what they want to hear.

Dr. Willett said he had tried to phrase the information about salary increases very carefully and he felt that the majority of the faculty did understand the situation. As an aside, the members of the Board were told by Dr. Willett that the College's faculty salary average for women for the current year was the highest of any public or private college in Virginia.

2. Additional Comment. Dr. Wells informed the Board that there continues to be a decline in the numbers going into teaching. In this year's graduating class, it will be 50-50.

Report of the Vice President for Administration. Dr. Peele made the following comments regarding his areas of responsibility:

1. Admissions. He stated that the fall enrollment is 2,375, approximately 100 students more than had been projected. He stated further that the College had been able to have approved by the State Council of Higher Education those projected enrollment figures with which he felt it could live. He indicated that he did not feel that the 1980's in higher education were going to be the "doom and gloom" that is being predicted.
2. Capital Outlay. At the February Board meeting, the Board will have to approve the capital outlay projects for the next three biennia, Dr. Peele said.
3. Placement. Dr. Peele said the placement record continues to be very good. He corrected an error that appeared on page 21 of the placement report. The percentage figure of 91.6 for placement of non-teaching majors in business administration should be 95.8.

Report of the Vice President for Student Affairs. In Dr. Heintz's absence, Dr. Willett made the following comments:

1. Missing Student. He stated that there had been some concerns and questions regarding Miss Leslie Boatwright, the student who was missing and then found. Dr. Willett said that the case had been referred to the State police who still had the matter under investigation. He indicated that it was the feeling of the administration that the statement in the student newspaper was all that could be given because all of the facts in the case were not known.
2. Trash Fires. There have been a series of trash fires as well as the pulling of fire alarms, Dr. Willett said, which had resulted in the suspension of two freshman male students the day before. He indicated that the College would continue to deal very quickly and very severely with people in this regard. He said that the student body was generally aware that some action had been taken and that there had been a positive response from this group.

Report of the Business Manager:

1. Deficit. Mr. Paul said that the deficit of \$121,000 as reflected in the E&G operating statement in his report had been reduced to approximately \$89,000 and he did not feel that a deficit in this amount was insurmountable and that the budget would be balanced by the end of the fiscal year. He stated that he attributed the deficit situation primarily to the adding of a new accounting system and the including, for the first time, of fringe benefits in individual institutional budgets. He indicated that the budget amendment which had been prepared, if approved, would give some extra dollars to spend.
2. Long-term Debt. The Board members were reminded by Mr. Paul of the general understanding of not issuing more new bonds than bonds retired in a given period of time. He indicated that the statements regarding long-term debt in his report showed that more debt would be retired than issued or planned bonds to be issued. He stated further that he did not think all of the \$750,000 in bonds which had been authorized by the Board would be spent.
3. Insurance. Mr. Paul stated that the special insurance policy on liability coverage expired on July 1. He indicated that he was having difficulty getting someone to write this policy. Only two companies bid on this and the premium is up from \$1,200 to \$3,600, with a request to increase over the base policy to \$1,000,000 which will also be an additional expense. He pointed out that he wondered whether or not the State would not back the College on a liability claim. He told the Board that he would have additional information regarding this later.
4. Wachovia Resolution. On recommendation of Mr. Paul, the members of the Board, on motion duly made and seconded, approved a resolution authorizing Wachovia Bank and Trust Company to serve as a depository for student accounts. (A copy of this resolution is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix Z - November 3, 1978.)

Meeting with Department Chairmen. The meeting of the Board continued in the Virginia Room at 10 a.m., with the department chairmen. Dr. Frank spoke for the chairmen. He first commended the Board for the generous faculty and staff raises which were received for the current session. He also thanked the Board for giving them the opportunity to meet with them again. He stated that, since the last meeting of the chairmen with the Board, there had been substantial progress in several areas. He mentioned specifically:

1. Salary and Compensation. He stated that substantial progress had been made with raises averaging between 8% and 9% and the State's paying a portion of health insurance.
2. Long-range Planning in the Capital Outlay Area. An ad hoc committee has now been established and frequent meetings have been held with emphasis on space utilization as well as capital outlay. This committee will report to the Board in February.
3. Curriculum. The Dean is working with the department chairmen on a six-year academic plan to be presented to the State Council of Higher Education. Also to be presented to the State Council will be a proposal for a philosophy major, which, if approved, will be initiated in 1981. Other programs to follow include communications, computer science, music therapy, and anthropology at the

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B.A./B.S. level, and physical education, biology and curriculum specialist at the M.A. level. In addition, a number of minors have been added to the curriculum over the past two years.

4. Visiting Artist/Scholar Program. Regarding the proposal for a Visiting Artist/Scholar Program, Dr. Frank said this had tremendous possibilities for the future. Dr. Wells informed the chairmen that the Board had approved the proposal for a Visiting Artist/Scholar program and that the first individual to be named to this would be Roy Clark, who would be Visiting Artist in Music.

We have not, Dr. Frank stated, abandoned the concept of the language laboratory in conjunction with foreign language courses. He stated further that the language laboratory program had been modified to include a laboratory as a required part of the course. At the same time, all but four units of the dial access system have been removed. Some are being used in the English laboratory and the others are being divided between the Library, education department, and the audio-visual department.

Dr. Frank indicated that the chairmen would urge each of the Board members to do something for higher education in Virginia and for Longwood College that they could not do. He suggested that they: (1) Speak up loud and clear in support of higher education whenever they can and where it will do the most good; (2) Arm yourselves with facts and figures and question what comes out of Richmond; (3) Work individually and collectively with other boards of visitors to bring about changes that will benefit higher education in Virginia.

The Board heard reports from several department chairmen regarding their respective programs. Colonel John E. Carr, III, Chairman of the Department of Business and Economics, gave the following information regarding his department:

1. Enrollment. There is a total of 591 majors in the Department this year compared with 340 last year, or an increase of 74%. There is a slight decrease in the number of business education majors and majors in office administration. The major in economics is being phased out.
2. Faculty-Student Ratio. Using the College's formula, Colonel Carr said that his department should have 16½ faculty members whereas it currently has 11. He stated further that there was a large section of Business 235 for freshmen which was meeting in Jeffers Auditorium. He stated that general classroom space is still a problem and that additional space would be needed next year. This information has been given to the Capital Outlay Committee. In addition, there are a number of sections with 45 or more students and faculty members advise 50 or more students. The Dean has promised additional faculty next semester in accounting as well as someone who can teach Principles of Investment in the fall. This course will be offered in the evening so that people in the community can take the course if they so desire.

The faculty of the department, Colonel Carr said, are totally dedicated to the free enterprise system and his questions, when interviewing prospective faculty, center around this concept.

3. Curriculum. In regard to the curriculum, Colonel Carr stated that he was trying to "purify" the curriculum and this was being done by eliminating courses which are duplicates in other departments and by combining some courses.

4. Student Achievements. There are five Longwood Scholars in the Department, Colonel Carr said. In addition, two students represented the State in national competition, one in the Miss Future Business Leader Executive contest, placing 13th in the nation, and one in business administration, placing sixth in the nation.
5. Placement. Of a total of 47 graduates, 46 are working, or 98%. One is married and not working.
6. Senior Practicum. Those seniors who are in business administration have the option to participate in the senior practicum program. In this program, students work 14 weeks for corporations as basically a management trainee and earn \$1,500 as well as 16 hours of credit toward graduation. This program has been very successful.
7. Faculty Professional Growth. One member of the faculty has been accepted for the doctoral program at the University of Tennessee. Her major concentration will be in business education but she will also pursue the marketing area so that she will be qualified to teach in this area. Another member of the faculty is taking the CPA examination and it is expected that he will begin doctoral study in 1980.
8. Terminal Degree. The number of persons receiving the doctor's degree in business administration is declining because those with master's degrees get such high salaries that they are not encouraged to go on with their doctorates. In 1978, there were eight jobs for each person who was graduated with a doctor's degree. For this reason, Colonel Carr said, it is going to be very difficult for Longwood to obtain persons with this degree which means that we will have to "grow our own" faculty with doctorates. He indicated that, in December, he would ask the faculty to change the terminal degree in business administration from the doctor's degree to the master's degree. In business education, the terminal degree will remain the Ph.D. and the Ed.D. The terminal degree in economics will be the Ph.D.
9. Endowment Fund. The Department of Business expects to have an endowment fund in the near future.

Mr. George Stonikinis, Director of the Social Work Program, stated that six years ago, there were only 12 majors in the program, today there are 115. He said he was satisfied with the level of growth and hoped to have as many as 130 to 150 students but would not like to go much beyond that. The social work program is approved by the Council on Social Work Education which is an indication of the quality of the program. Most of those students in the department are trained to go into professional human services. A large amount of field experience is required in this particular program, Mr. Stonikinis said. We have to prove that what we are teaching in the classroom can be put into practice. The department enjoys a very high placement rate. Mr. Stonikinis said that the program is extremely successful with a minimum amount of faculty involvement and it is an extremely inexpensive program to operate. The morale in the program is very high.

At the last meeting with the chairmen, Dr. Frank stated, Dr. Merry Lewis Allen, of the Department of Mathematics, had mentioned the need for a remedial course in mathematics. Since that time, one has been added and the department is very pleased with what it has accomplished and the students' attitudes toward the course. It is a credit course but does not count toward the hours needed for graduation. Those admitted as conditional students are required to register for this course.

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Dr. Frank continued by saying that approximately one-fourth of the entering freshmen this year were placed in one or two required non-credit sections of the English laboratory. The data received, based on subsequent performances of last year's laboratory students, will determine whether or not the right criteria are being used in sectioning entering students into the labs. He stated that the entering scores of this year's freshman class were higher than last year's entering class.

Dr. Marvin Scott, Chairman of the Department of Natural Sciences, told the Board members that a biology major is now serving as President of the Southeastern Tri-Beta Society. For the last three years, the President of this organization has been from Longwood. He stated that there are two students from the Department who are in medical school in Richmond and that 85% of those who applied to the University of Virginia School of Nursing were accepted. Of 28 majors, all but four have been placed. Of the 33 graduates in June, 11 are doing graduate work, which represents one-third of the class.

Dr. Scott also mentioned the new program that had been set up with Old Dominion University in physics. Under this program, a student may either attend Longwood for two years and ODU for two years, receiving a degree in engineering from ODU, or attend Longwood for three years and ODU for two years, receiving a physics degree and an engineering degree from ODU.

Dr. Willett stated that he hoped that, sometime during the course of the year, the chairmen and the Board could meet together again, thus giving some of the other departments an opportunity to tell what is going on in their areas.

On behalf of the Board, Mrs. Mitchell thanked the chairmen for sharing some of their feelings with the Board. She stated that it was very, very important that the Board see the entire scope of the College.

The Board members returned to the Board Room for a continuation of their meeting.

Report of the Director of College Relations. Mr. Bristol stated that, in the work that he was doing, contacts were very important. One of the things that he does is to try to find the individual who can help Longwood do what it wants to do. He mentioned the grant of \$50,000 which had been received from the duPont Foundation and stated that the potential from that foundation is endless. He also stated that he and Dr. Willett planned to visit the Trustees of the Foundation in December. He pointed out that the next area he will be going into will be foundations and corporations. He said he felt it was merely a matter of presenting the College's case and that it would sell itself. People like to affiliate with success and success breeds success, he said.

Dr. Willett said that a portion of the money that had been received from the duPont Foundation would be used for faculty salaries and he felt that this was a very significant step forward. He indicated that he did not believe that there would be as much salary money available from the State in the second year of the biennium as there was in the first. Therefore, any funds derived from foundations, etc., could be used for 1979-80 salaries.

Mr. Bristol pointed out that it would be extremely beneficial to have someone full time in federal funds. Dr. Willett said that he and Dr. Wells were working on the possibility of using someone internally to do some work in terms of federal funds and grants.

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Report of the Director of Public Affairs. Mr. Mitchell asked the Board members to let him know if they would be attending the Christmas Renaissance Dinner. He mentioned that the Parents Advisory Council was meeting on a regular basis and that the present emphasis was on placement. Regarding the sports information program, he said that Radio Station WFLO was now carrying the College's home basketball games.

Report of the Administrative Assistant to the President. Dr. Dalton spoke regarding the following:

1. Fall Retreat. Approximately 140 students attended. There has been a summary of the Retreat in the last two issues of the Rotunda.
2. Field Services. A questionnaire was sent to all first-year graduates and their employees. A questionnaire was also sent to graduate students. A report will be available later in the year.
3. Junior-Senior Survey. A report on the junior-senior survey will be available later in the year.
4. Athletics. At a future meeting, athletics would be an interesting topic for discussion for the Board, he said.

Report of the Student Liaison Committee. In the absence of the Chairman, Miss Kampfmüller gave the report of the meeting of the Student Liaison Committee held the day before. She noted that action had already been taken by the Board on additional representatives on the Committee, i.e., chairmen of Residence and Judicial Boards.

Another topic discussed at the meeting was the Swap Shop, which is a second-hand bookstore where students can take their books and sell them and then they are resold to the student body. The money derived from the sale of the books, on which 10¢ per book is made, is used to give two \$200 scholarships to students. The number of books handled has grown considerably and a problem has arisen as to a suitable location for the Shop. Particularly needed is an area that can be locked.

Dr. Willett stated that, as a result of the Retreat, Legislative Board has now submitted a formal request for help in relocating the Swap Shop.

Residence Board informed the Student Liaison Committee of the problems it is having with the current sign in -sign out procedure as far as guests in the residence halls are concerned. The Committee suggested that representatives from Residence Board visit other colleges to see how they handle the situation.

Report of the Faculty Liaison Committee. The Faculty Liaison Committee met the previous day with the members of the home economics and music departments, both of which have new chairmen. The main topic of discussion was academic needs.

Report on the October 25, 1978, Meeting with Governor Dalton and Members of His Staff. Mrs. Anfin reported on the meeting of new boards of visitors members, board rectors, and college presidents with Governor Dalton and members of his staff in Richmond on October 25, 1978. She stated that the main speaker was Dr. William A. Dees, Jr., President of the University of North Carolina Board of Governors, who spoke on the role and responsibility of the individual board member. He stressed the importance of being informed regarding the history, role, and function of the institution you represent, of receiving firsthand information as well as written information, and of staying current, reading, studying and digesting the information you receive.

Governor Dalton, in his remarks, stated that there would be no superboard. He stated further that an appointment as a board member was a serious one with a lot of responsibility. He commented on the importance of attendance at board meetings, of the need to be certain that the taxpayers' money is being used with care and consideration, and the need to do everything

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possible to promote higher education.

Other speakers at the meeting were Attorney General Marshall Coleman, who talked about the legal responsibilities of liability and individual board members; Secretary of Administration and Finance Charles Walker, who spoke about the executive branch of the government as it pertains to Virginia's educational institutions as well as the financial area; and Dr. Gordon Davies, Director of the Council of Higher Education for Virginia, who spoke about the work of the Council and its relation to Virginia's colleges and universities.

Report of the Council of Visitors' Meeting. Mrs. Mitchell reported on the meeting of the Council of Visitors which was held on October 30, 1978, in Williamsburg. She said the Longwood Board was well represented. In attendance were three members of the legislature, the Secretary of Education, the Secretary of Administration and Finance, the Chairman and Director of the Council of Higher Education for Virginia.

Concerns were raised over the release of individual salaries. Senator Hunter Andrews, of Hampton, indicated that he was considering introducing a change in the present legislation to provide for releasing salary averages, classifications, etc., but not releasing individual names and salaries. There was a prevailing feeling that the Council of Visitors could and should play an increasingly important role in the years ahead.

The meeting was adjourned at 12:45 p.m.

Secretary

Appendix A - November 2, 1978

LONGWOOD COLLEGE
Farmville, Virginia 23901

Report of the President
to the
Board of Visitors

November 2-3, 1978

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LONGWOOD COLLEGE
Farmville, Virginia 23901

Ladies and Gentlemen of the Board of Visitors:

I request approval of the following recommendations:

1. The requesting of an annual audit from the Auditor of Public Accounts to be delivered no later than the following January 31.
2. The Board of Visitors going on record as opposing the asking of university status for Longwood College.
3. The naming of Mr. Gordon Inge, Director of Food Services, to the Vocational Advisory Committee, replacing Mr. Frank Klassen.
4. The approving of the recommendation of Mr. Paul that other scholarships be transferred to the Foundation. (Page 51.)
5. The approving of the recommendation of Mr. Paul that the first semester account in the amount of \$730 for Miss Tolama-Neri be written off. (Page 53.)
6. The following personnel actions as recommended by the Dean of the College: appointments, overloads, leave of absence, retirement, chairmanship, Visiting Artist/Scholar, revised allowcation of positions, shifting of positions, pre-engineering program, salaries for instructors teaching off-campus courses. (Pages 4-12.)
7. The adopting of the changes in the policy for promotion and tenure as recommended by the Dean of the College. (These are not included in your Board report but will be given out during the meeting in order to include several last-minute, but minor, changes.)
8. Items for discussion:
 - a. Issues great and small
 - b. Identification of matters to come before the Board in February.
 - c. I am also attaching to my report a salary sheet from the Dean updating the one that we gave out in August. In addition, I am

enclosing a copy of the last communication from the Advisory Committee which calls for a discussion of the salary question. I would anticipate that this will be a major topic for discussion in our meeting with the Advisory Committee at 4:30 p. m. on Thursday. (Pages 3-3a-c.)

Respectfully submitted

Henry I. Willett, Jr.
President

October 30, 1978

FACULTY SALARY PROFILE*

	<u>Number</u>	<u>1977-78 Average</u>	<u>Median</u>	<u>Virginia Average**</u>
Professors	27	\$19,644.37	\$19,000	\$19,900
Associate Professors	47	16,515.38	16,500	16,200
Assistant Professors	57	14,020.58	13,850	14,100
Instructors	26	11,855.77	11,775	12,100
	157	\$15,376.07	\$14,900	\$15,900
Administrators with Faculty Rank***				
(10-months basis)	17	\$15,255.70	\$14,887	Not Available
(12-months basis)		18,650.00	18,200	
		<u>1978-79</u>		
Professors	26	\$21,239.17	\$20,625	
Associate Professors	55	17,939.09	17,900	
Assistant Professors	55	15,148.73	15,000	
Instructors	13	12,603.85	12,800	
	149	\$17,019.45	\$16,200	
Administrators with Faculty Rank***				
(10-months basis)	16	\$16,441.80	\$15,746.50	
(12-months basis)		\$20,100.00	\$19,250.00	

*Does not include Librarians, Campus School Faculty, Adjunct Faculty, or Athletic Staff

**AAUP Category IIB Institutions. 1978-79 Data Not Available.

***Does not include the President or Vice Presidents. Ten-months salaries are calculated by multiplying the twelve-months salary by 81.8 percent (State Formula).

ALL SALARIES HAVE BEEN ADJUSTED TO A TEN-MONTHS BASIS.



LONGWOOD COLLEGE

FARMVILLE VIRGINIA 23901

October 19, 1978

Dear Colleague:

The members of the President's Advisory Committee recently were given a set of figures, obtained under the Freedom of Information Act. Because this information affects the general welfare of the faculty, we are distributing it to you for your information and your guidance of the Advisory Committee.

Attached are Longwood College administrative salary figures for 1974-75 through 1978-79 and average faculty raises for those years as reported to the American Association of University Professors and to the faculty by the Longwood College administration. The Advisory Committee has discussed these figures with President Willett and Dean Wells and a summary of their comments is also attached.

The President's Advisory Committee has computed percent increases for these salaries for the years given. Although the figures may not be complete they do raise questions about the College's policy for pay increases in the following areas:

1. The percent computations seem to indicate two separate standards for administrative and faculty pay increases.
2. This seeming discrepancy may be in contradiction to many faculty members' interpretation of remarks made by the President and the Dean about salary increases.

We request that you study the information and give the members of the Committee your reactions and recommendations. The Committee will again discuss this with Dr. Willett at our next Advisory Committee meeting, and we will recommend to the President and to the Dean that this matter be discussed at the October 31 Faculty Meeting.

Anthony Cristo
Anthony Cristo

Charles Sydnor
Charles Sydnor

Sincerely,

Wayne H. Tinnell
Wayne Tinnell

Robert P. Webber
Robert Webber

Mary Cristo
Mary Cristo
Chairman

Handwritten figures are percents of increase

LONGWOOD COLLEGE ADMINISTRATORS SALARIES 1974-75 THROUGH 1978-79

Name	1974-75	1975-76	1976-77	1977-78	1978-79
Bristol, George R.	\$20,000	6.0 \$21,200	6.6 \$22,600	6.2 \$24,000	9.2 \$26,200
Dalton, T. C.	21,400	5.6 22,600	8.0 24,400	5.9 25,850	9.1 28,200
Dent, B.	-	-	13,000	15.8 15,050	7.6 16,200
Fallis, A. J.	14,500	11.7 16,200	5.6 17,100	6.1 18,150	9.1 19,800
Fuller, J.	-	-	-	-	13,500
Groneweg, G. C.	15,500	16.1 18,000	5.6 19,000	6.1 20,150	9.2 22,000
Gussett, J. C.	19,700	10.2 21,700	6.0 23,000	6.1 24,400	9.8 26,800
Hedrick, J.	-	-	-	13,000	9.2 14,200
Heintz, M. H.	23,200	7.8 25,000	6.8 26,700	6.4 28,400	9.9 31,200
Lehman, R.	-	-	-	20,050	8.7 21,800
Mitchell, J. J.	14,200	9.2 15,500	8.4 16,800	8.3 18,200	9.9 20,000
Paul, J. H.	21,100	6.2 22,400	6.3 23,800	6.3 25,300	9.1 27,600
Peele, W. J.	21,400	9.8 23,500	8.1 25,400	6.3 27,000	11.9 30,200
Robie, B.	-	-	-	-	15,400
Schwarm, C.	-	-	11,500	7.0 12,300	8.9 13,400
Shelton, N.	12,000	8.3 13,000	6.2 13,800	6.9 14,750	8.5 16,000
Stephens, R.	-	-	-	14,500	9.0 15,800
Swann, T.	14,500	6.2 15,400	5.8 16,300	-	18,700
Tennant, S.	12,000	10.0 13,200	6.8 14,100	6.4 15,000	20.0 18,000
Wells, O. C.	25,800	7.4 27,700	9.7 30,400	5.9 32,200	10.9 35,700
Willett, H. I., Jr.	33,700	6.8 36,000	6.1 38,200	4.7 40,000	4.8 41,900

Averages (means)
without Willett

8.8 6.9 7.1 10.0

Office of Vice-President for Administration
September 15, 1978

Average increase for
continuing faculty

5.2 5.0
-5.8 -5.6 6.5 8
-7.2 -8.5

See
next
sheet

AVERAGE SALARY INCREASES FOR ADMINISTRATORS WITH FACULTY RANK IN PERCENT*

<u>74-75 to 75-76</u>	<u>75-76 to 76-77</u>	<u>76-77 to 77-78</u>	<u>77-78 to 78-79</u>
8.8	6.9	7.1	10.0

(salaries from the Office of the Vice-President for Administration 9-15-78)

*Willett, H.I., Jr. is excluded. As President, he does not hold faculty rank.

AVERAGE SALARY INCREASES FOR CONTINUING FACULTY IN PERCENT

<u>74-75 to 75-76</u>	<u>75-76 to 76-77</u>	<u>76-77 to 77-78</u>	<u>77-78 to 78-79</u>
Prof 5.4	Prof 5.0	Prof 6.8	All ranks--
Asso 5.4	Asso 5.3	Asso 6.5	8 to 8.5
Asst 5.2	Asst 5.6	Asst 7.2	
Inst 5.8	Inst 5.3	Inst 7.1	
(Aug. 1976 AAUP <u>Bulletin</u>)	(Aug. 1977 AAUP <u>Bulletin</u>)	(Sep. 1978 AAUP <u>Bulletin</u>)	(minutes of faculty meeting 8-25-78)

On October 5, 1978, Dr. Willett and Dean Wells met with the President's Advisory Committee. The following is a summary of Dr. Willett's comments about the sheet, "Longwood College Administrators Salaries 1974-75 Through 1978-79."

1. It is invalid to compare administrators, as a comparatively small group, with all faculty, as a comparatively large group.
2. There are large fluctuations in salaries between different ranks, departments, etc., within the faculty.
3. Full professors as a group have been intentionally raised higher than other faculty, because they were relatively underpaid. Other than that, there has been no policy of favoring special groups. In particular, there has not been a policy of raising the "total administrative group." There have been policies for raising individual salaries to compensate for those individuals being relatively underpaid.

Later in the meeting, Dean Wells said that instructors and assistant professors, as groups, have been raised higher than the general faculty, because they were relatively underpaid.

Still later in the same meeting, President Willett said the three vice presidents have been raised more, because they are underpaid in comparison to those holding similar jobs at other colleges.

4. There has never been a policy to give precisely the same percent increase in salary to everyone. There has never been a policy of a uniform, across the board increase.
5. A high percent raise for administrators involves a change in job description, not a promotion in rank.
6. The bottom line is the current actual salary, not the percent increases an individual has received. We should be concerned with the average salary, not the average percent increase in salary.
7. State appropriations for salary increases have been in the 4.5 to 4.8% range. Longwood has been able to give higher percents than that every year.
8. Administrators do not hold tenure. Those who do a poor job are fired, not just given low increases. Thus they do not pull down the average increase for administrators. Faculty who do a poor job, however, are more likely to be retained with low percent increases.
9. The 8-8.5% increase in 1978-79 faculty salaries announced in the August 25 faculty meeting was a rough estimate only. Exact computations of these figures will probably show an average faculty increase closer to the 10% average increase for continuing administrators.
10. The average percent increases for continuing faculty reported to the AAUP for previous years are correct. Those figures are computed by Jean Wilson's office.

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

I. Faculty

For the current academic year, Longwood College has a total of 149 full-time teaching faculty, exclusive of the Campus School faculty. The distribution by rank follows, with a comparison with 1975-76, 1976-77, and 1977-78.

	<u>Faculty Rank</u>			
	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>
Professors	25	26	26	26 (17.4%)
Associate Professors	47	44	47	55 (36.9%)
Assistant Professors	57	58	55	55 (36.9%)
Instructors	$\frac{15}{144}$	$\frac{24}{152}$	$\frac{25}{153}$	$\frac{13}{149}$ (8.7%)

Of the 149 full-time faculty members, 82 (55%) hold doctorates and 99 (66%) are tenured. In 1977-78, 80 held doctorates and 91 were tenured.

In addition to the 149 full-time faculty members, there are 8 adjunct faculty members.

II. Faculty Salary Profile

A comparative study of faculty salaries, by rank, for 1977-78 and 1978-79 is provided for the Board's information in the President's report. This study includes all members of the teaching faculty for each year, except for the categories indicated. There has been a general improvement in total faculty salaries of 10.6%.

III. Appointments - Adjunct Faculty

Approval of the following appointments of adjunct faculty members for the 1978-79 academic year is requested:

- A. Mrs. Linda Brooks, Lecturer in Music, at a salary of \$275 for first semester, to provide bassoon lessons for music majors.

- B. Miss Sondra Cosby, Lecturer in Psychology, at a salary of \$4,800 per semester for two semesters, to provide psychology courses originally scheduled to be taught by Dr. David Stein, who resigned late in the summer.
- C. Mr. Douglas Kilpatrick, Lecturer in Music, at a salary of \$300 first semester, to provide trumpet lessons for music majors.
- D. Mrs. Kendal Mitchell, Lecturer in English, at a salary of \$1,200 first semester, to provide an extra class in English 100 to accommodate the increased number of freshmen.
- E. Mrs. Carole Moore, Lecturer in Music, at a salary of \$640, to provide flute lessons for music majors.
- F. Mrs. Jacqueline Vest, Lecturer in French, at a salary of \$1,200, per semester for two semesters, to provide classes to supplement the French program.
- G. Mrs. Mary Whitlock, Riding Coach, at an annual salary of \$1,000, to coach the intercollegiate riding team. (Funding from Intercollegiate Athletics.)

IV. Overloads

Approval is requested for overload pay for the following faculty members at the amounts indicated:

- A. Mrs. Mary Noblitt, \$1,000, to provide an additional class in business management.
- B. Mrs. Betty Simmons, \$1,000, to provide an additional course in education.
- C. Dr. Mary Stuart Woodburn, \$1,000, to provide an additional course in education.

V. Leave of Absence

A leave of absence, with pay, is requested for the current semester for Dr. Jung B. Ra, Associate Professor of Education, for reason of illness.

VI. Appointment - Library

Appointment of Mrs. Polly Boaz, Assistant Professor of Library Science, at a salary of \$9,900 for a period from October 17, 1978, to June 30, 1979, is requested. Mrs. Boaz fills the position vacated by the resignation of Miss Carolyn Waite from the Library staff.

VII. Retirement

Mrs. Janice Lemen, Professor of Art, has requested retirement at the end of the current semester. Mrs. Lemen has rendered faithful service to Longwood College since 1944, and her leaving reflects an irreplaceable loss to our faculty.

VIII. Chairmanship of the Music Department

Board approval for a change in title for Dr. Louard Egbert from Acting Chairman of the Department of Music to Chairman of the Department of Music is requested. Since assuming his position as Acting Chairman this fall, Dr. Egbert has demonstrated effective leadership in accomplishing a smooth transition from the former leadership in the Department. His faculty members have endorsed the request that he be named Chairman of the Department.

IX. Visting Artist/Scholar Program

In order to supplement the academic opportunities available to Longwood College students, Board approval is requested to establish the Longwood College Visiting Artist/Scholar Program. Under this program, artists and scholars of national stature will be invited to join the Longwood faculty as honorary members with the title of Visiting Artist (in art, dance, music, or dramatic arts) or as Visiting Scholar (other disciplines). The actual contact between the Visiting Artist/Scholar and the students will be worked out, on an individual basis, with the appropriate department chairman and the artist/scholar.

The first honorary faculty member to be presented to the Board for appointment under this program is Mr. Roy Clark, Visiting Artist in Music. Mr. Clark, a national leader in the field of country music, is a native of Meherrin. He is vitally interested in young people and has expressed a willingness to affiliate with the College through contacts made by Mr. Bristol with Mr. Henry Fulcher, of WFLO, who is a close friend of Mr. Clark.

X. Revision of E&G Faculty Allocations

The faculty allocations approved at the August meeting of the Board of Visitors must be revised as a result of the College's continuing efforts to comply with the number of positions developed by application of Appendix M guidelines of the Virginia Budget Manual, 1978-80. The revisions lead to the following departmental figures:

	<u>August</u>	<u>November</u>
Art	8	8
Business/ Economics	11	11
Education/Psychology	21	18
Health/Physical Education/ Recreation	18	16
History and Social Sciences	21	21
Home Economics	5	5
Language/Literature/Philosophy	27	26
Mathematics	10	10
Music	10	10
Natural Science	19	19
Campus School	12	11
Library	7	7
Administration	<u>17</u>	<u>19</u>
	186	181

With these changes, which all involve shifts in funding categories, the College is now in compliance with the approved guideline figures of 180.81. Board approval is also required for the creation of two additional athletic staff positions for Mr. Richard Williamson and for Miss Denise McDonough, who must be removed from the E&G supported faculty.

XI. Pre-engineering Program

An additional academic opportunity for Longwood students has become available through the efforts of Dr. Ray Fawcett, Associate Professor of Physics, who has established a cooperative program with Old Dominion University in engineering. Under this program, students may either: (a) attend Longwood 2 years and ODU 2 years, receiving a degree in engineering from ODU, or (b) attend Longwood for 3 years and ODU for 2 years, receiving a physics degree from Longwood and an engineering degree from ODU. Board approval of this program is requested.

XII. Supplemental Reports

Reports of the Registrar and the Director of Continuing Education are attached.

Submitted by,

Carolyn Wells
Vice President for Academic Affairs

October 30, 1978

OFFICE OF THE REGISTRAR

I. Opening Enrollment, Fall Semester

	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>	<u>+ or -</u>
Freshmen	702	734	756	799	799	844	+45
Sophomores	511	538	478	543	592	582	-10
Juniors	478	392	401	375	420	440	+40
Seniors	566	476	382	375	365	401	+36
Graduates	86	81	57	80	61	67	+ 6
Unclassified	<u>37</u>	<u>45</u>	<u>82</u>	<u>60</u>	<u>68</u>	<u>41</u>	<u>-27</u>
Total	2380	2266	2156	2232	2305	2375	

(1978-79:full time, 2,267; part-time, 108 = 2,375)

II. Hampden-Sydney Students Taking Classes at Longwood

Hampden-Sydney Students

Taking Classes at

Longwood	28	44	28	25	11	-14
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III. Longwood Students Taking Classes at Hampden-Sydney

Longwood Students Taking

Classes at Hampden-

Sydney	32	48	4	6	3	- 3
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IV. Student Teachers

Student teachers	138	104	95	- 9
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V. Off-campus Enrollment

239 students (9 classes) - 1976-77 Fall Semester

370 students (19 classes) - 1977-78 Fall Semester

374 students (17 classes) - 1978-79 Fall Semester

VI. Distribution by Sex

	<u>Freshmen</u>	<u>Sophomores</u>	<u>Juniors</u>	<u>Seniors</u>	<u>Graduates</u>	<u>Unclassified</u>
Female	638	454	381	361	42	26
Male	<u>206</u>	<u>128</u>	<u>59</u>	<u>40</u>	<u>25</u>	<u>15</u>
Total	844	582	440	401	67	41

VII. Distribution by In/Out of State

	<u>In-State</u>	<u>Out-of-State</u>
Freshmen	789	55
Sophomores	551	31
Juniors	413	27
Seniors	368	33
Unclassified	38	3
Graduates	<u>66</u>	<u>1</u>
Total	2225	150

VIII. Summer School Information

	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>+ or -</u>
Freshmen	102	72	94	+22
Sophomores	137	138	129	- 9
Juniors	144	180	164	-16
Seniors	172	189	212	+23
Graduates	145	99	116	+17
Unclassified	<u>213</u>	<u>332</u>	<u>247</u>	-85
Total	913	1010	962	
Off-campus			247	
Workshops			122	
Total for 1978 summer enrollment			1331	

IX. Distribution by Race

	<u>Male</u>	<u>Female</u>
Asian or Pacific Islander	0	1
Black Non Hispanic	28	53
White Non Hispanic	439	1839
Hispanic	0	4
American Indian or Alaskan	0	0
Oriental	<u>6</u>	<u>5</u>
Total	473	1902

Submitted by,

Stuart Tennant
Registrar

OFFICE OF THE DIRECTOR OF CONTINUING EDUCATION
AND THE SUMMER SESSION

The summer program at Longwood will begin June 11, 1979, and include the traditional split sessions (4½ weeks each) for beginning college freshmen and our current students at both the undergraduate and graduate levels.

Session I - June 11 to July 10

Session II - July 12 to August 10

Seventeen off-campus courses are being offered during the current semester. Salary authorization for fifteen instructors of these courses is requested as indicated.

- | | | |
|----|--|---------|
| 1. | <u>Alberta, VA (Christanna Campus, SVCC)</u>
Psychology 622 - <u>Psychology of Learning</u>
Instructor - Dr. Edward D. Smith | \$1,000 |
| | Education 571, <u>Principles of Instruction</u>
Instructor - Dr. Richard J. Aubry, Jr. | 1,000 |
| 2. | <u>Amelia County</u>
Education 620 - <u>School Law</u>
Instructor - Dr. Robert D. Gibbons | 1,000 |
| | <u>Brunswick County</u>
Education 547 - <u>Instructional Media</u>
Instructor - Dr. Nancy J. Vick | 1,000 |
| 4. | <u>Campbell County</u>
Education 675 - <u>Public School Administration</u>
Instructor - Dr. Louis Kovacs | 1,000 |
| | Psychology 521 - <u>Human Growth and Development</u>
Instructor - Dr. Mark G. Weatherly | 1,000 |
| | Science 601 - <u>Physical Geology - Anatomy of the Earth</u>
Instructor - Mr. John M. Austin | 1,000 |
| 5. | <u>Charlotte County</u>
Education 580 - <u>Teaching the Gifted and Talented Student</u>
Instructor - Ms. Sondra Cosby | 1,000 |

6. Halifax County
Education 525 - Reading in the Elementary and Secondary School
 Instructor - Dr. Mary S. Woodburn \$1,000
- Education 571 - Principles of Instruction
 Instructor - Mrs. Jane Godwin 1,000
- Education 681 - Evaluation of Education
 Instructor - Mrs. Phyllis G. Wacker 1,000
- Science 625 - Meteorology
 Instructor - Mr. James W. Curley 1,000
7. Halifax/South Boston
CED 589 - Interaction Between School and Community
 Instructor - Dr. V. Wendell Hylton 1,000
 (November 6, 1978 - January 16, 1979)
8. Lunenburg County
Mathematics 531 - Elementary Mathematics
 Instructor - Mrs. Cada R. Parrish 1,000
9. Mecklenburg County
Education 549 - School-Community Relations and Drug Education
 Instructor - Mr. George P. Elliott 1,000
10. Nottoway County
Education 514 - Fundamentals of Reading Instruction
 Instructor - Mrs. Peggy W. McGhee 1,000
11. Prince Edward County
Education 582 - Curriculum Development for the Gifted and/or Talented
 This course is being taught by Ms. Sondra Cosby as part of her regular teaching duties.
- Social Work 501 - The Interface of Organization Management and Environment in Human Services Organization
 This course is being taught by Mr. George Stonikinis, a twelve-month salaried instructor.

A total of 374 students enrolled in the seventeen off-campus courses during the semester with an average class size of 23.5.

Submitted by,

Robert H. Lehman
 Director of Continuing Education and the
 Summer Session

October 30, 1978

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

I. Admissions

A. Applications	<u>1978-79</u>	<u>1977-78</u>	<u>1976-77</u>
1. Applications received			
a. Virginia freshmen	1596	1431	1115
b. Out-of-state freshmen	183	152	148
c. Transfer	<u>246</u>	<u>225</u>	<u>237</u>
Total	2025	1808	1500
2. Completed applications	1936	1747	1426
3. Accepted freshmen & transfers	1555	1509	1283
Expressed as a percent of completed applications	80.3%	86.4%	89.9%
4. Total matriculating	797	778	817
5. First time freshmen matriculating	689	647	668
6. Total male applications completed	476	344	143

B. Median College Board Scores of Regularly Admitted Freshmen

	<u>1978-79</u>	<u>1977-78</u>	<u>1976-77</u>
1. Verbal	430	430	430
2. Math	460	460	460

C. Admissions Information 1979-80

1. Applications received as of October 20	192
2. Applications accepted	58
3. Applications on hold	24
4. Applications in process	35
5. Applications not complete	74
6. Rejections	1

II. Personnel

A. Annual Leave

As of October 1, 1978, 98 of our classified employees could possibly lose a total of 7,722 working hours of annual leave by December 31, 1978. We are working to make certain that these people will not lose time this year that they have earned. We feel that this is a very fine indication of a loyal and dedicated work force.

B. Semi-annual Employee Group Meetings

Our semi-annual group meetings with all employees were held this September. We feel that this series of meetings was the best ever in reference to communication, discussion and attitude. Last year, a committee was formed to discuss the feasibility of the classified employees having more formal educational opportunities. This has come about with a number of our people now taking classes, either job related or for their own benefit. The parking situation and accompanying problems the next two years (while the physical education building is under construction) was discussed and everyone asked to cooperate on this project. A film was presented on the proper use of fire extinguishers followed by a demonstration with a question and answer period.

C. Custodial Workers

Last year, a group of our custodial workers asked if we would consider a plan whereby they could have some Saturdays off during the winter session. During the summer session they work eight hours Monday through Friday with no Saturday work. However, in the winter we have found it necessary to have some custodial work done on Saturdays. After considering several plans, we decided to have half the crew on duty for five hours each Saturday and then this group would be off the following Saturday. This plan will be tried for three months. It was emphasized to Housekeeping employees that they were the ones who had to make the plan work or else we would have to revert to the old system of having everyone work two and one-half hours every Saturday. We started this plan in October and it is too early at this time to tell if it is going to work. We hope it will.

D. Vacancies

At the present time, we have only three vacancies in the College. They are: Housekeeping Supervisor B, Assistant in the Bowling

Alley, and Registered Nurse. The latter two positions have people on the weekly payroll for a probationary period. The Housekeeping position will stay vacant for a month or two.

III. Physical Plant

A. Maintenance/Renovation by College Employees or Local Vendor August - November 1978

1. Renovated ROTC suite of offices.
2. Constructed two walls at the Campus School with window and door.
3. Replaced approximately 4,000 square feet of ceiling tile in Curry and Frazer.
4. Converted a closet to an office in the English department.
5. Installed nine new door closures on front entrances to Curry and Frazer.
6. Constructed three portable bulletin boards for the art department.
7. Installed a ramp to the entrance to West Ruffner for handicapped students.
8. Installed three electrical floor receptacles in Lankford Building.
9. Constructed a planter in front of Curry/Frazer.
10. Painted three halls and three gang baths in Tabb Hall.
11. Refinished and lined Iler Gym floor.
12. Painted two halls in North Cunningham.
13. Painted exterior to Cox Dormitory.
14. Completed the renovation work of installing 17 showers in North Cunningham.
15. Painted approximately 35 students' rooms.

16. Constructed and installed approximately 100 linear feet of storage shelves, 8 feet high in Coyner Building.
17. Constructed approximately 96 linear feet of storage shelves, 8 feet high for the art department.
18. Repainted all campus signs.
19. Painted the glass roof of the greenhouse (three times this year).
20. Completed 2,014 work order requests between July 15 and October 15.

B. Capital Outlay Projects

1. Physical Education Building

This project is in the construction phase with approximately 80% of excavation completed. Within several days, we should be excavating the footing area in the vicinity of the swimming pool and administrative areas.

2. Replace Roof on Ruffner

The contract was signed October 18 for the project. We have several more days before the contract documents will be approved for construction. Work will possibly start about mid-November removing the balustrades from the roof and examining the cornice work.

3. Replace Water Lines in Stevens

We are about to complete the construction phase. The building is operating on the new system. There is still a new hot water coil to be installed in the equipment room. This project should be closed out by mid-November.

4. French Gym Floor

We plan to rebid the project in April, 1979, for an early spring start. Late bids prevented construction to be completed before the start of the fall term.

5. Resurface Barlow Tennis Courts

The paving and resurfacing work was completed September 22. A final inspection will coincide with the Stevens project inspection.

6. Athletic Facilities - Iler and Campus School Fields

The project has been announced to take bids on October 26. We expect to go ahead with Iler Field lighting system in late fall.

7. Athletic Equipment - Movable

This project is coupled with Iler and Campus School work and has been approved for the procurement of athletic equipment.

8. Handicapped Project

The site work phase of the project is in the preliminary planning stage and should be ready for submittal in late November.

9. Roof Repairs, Tabb and Cunningham

We plan to initiate this project in early January, 1979. Funds are approved. This work is a good summer job.

10. Race Street Parking Lot

We have sent out invitations to contractors to bid this project and to receive bids October 27. This lot will accommodate parking for students, resulting in the loss of spaces at the physical education building site.

IV. Placement

The placement report is attached.

Submitted by,

William J. Peele
Vice President for Administration

October 30, 1978

ANNUAL REPORT OF
THE OFFICE OF PLACEMENT SERVICES

TO

THE BOARD OF VISITORS

LONGWOOD COLLEGE

FARMVILLE, VIRGINIA

ACADEMIC YEAR 1977 - 1978

Androniki J. Fallis, Director

THIS REPORT INCLUDES THE FOLLOWING:

1. Summary of placement data
2. Observations/comparisons, 1977 with 1978
3. Detailed statistical chart of placement figures
4. List of prospective employers interviewing on campus and number of students attending the interviews
5. List of prospective employers listing positions with Placement Office
6. List of students by name and location of placement

OBSERVATIONS OF 1977 AND 1978 PLACEMENT STATISTICS

1. Total graduating class decreased slightly from 397 to 379 or 4.5%.
2. Total number of non-teaching majors increased from 133 to 171 or from 33.5% to 45.1%.
3. Teaching majors decreased from 264 to 208 or 21.2%.
4. Placement of teaching majors increased from 97.7% to 98.1%.
5. Placement of non-teaching majors increased from 87.9% to 88.9%.
6. Although both teaching and non-teaching majors increased, the overall percentage placed decreased by approximately 1/2%.

LONGWOOD COLLEGE – PLACEMENT DATA FOR THE CLASS OF 1978

TEACHING MAJORS

OTHER THAN TEACHING MAJORS

MAJOR	TEACHING MAJORS											OTHER THAN TEACHING MAJORS												
	NUMBER	NUMBER	TEACHING	SUBSTITUTE TEACHING	WORKING	CONTINUING EDUCATION	MILITARY	NOT SEEKING EMPLOYMENT	TRAVEL	PERCENT PLACED	UNEMPLOYED	NUMBER	WORKING	CONTINUING EDUCATION	TEACHING	MILITARY	NOT SEEKING EMPLOYMENT	TRAVEL	PERCENT PLACED	UNEMPLOYED	UNABLE TO CONTACT	TOTAL PERCENT PLACED	TOTAL UNEMPLOYED	UNABLE TO CONTACT
Elementary (K-3)	105	105	84	4	10	2	0	2	1	98.1	2	0	0	0	0	0	0	0	0	0	0	98.1	2	0
(4-7)	(78)	(78)	(62)	(4)	(6)	(2)	(0)	(2)	(1)	(98.7)	1	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(98.7)	(1)	(0)
	(27)	(27)	(22)	(0)	(4)	(0)	(0)	(0)	(0)	(96.3)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(96.3)	(1)	(0)
Art	18	10	5	1	2	0	1	0	0	90.0	1	8	7	0	0	1	0	100	0	0	94.4	1	0	
Biology	21	6	6	0	0	0	0	0	0	100	0	15	9	2	0	2	0	86.6	2	0	90.5	2	0	
Business Administration	24	0	0	0	0	0	0	0	0	0	0	24	23	0	0	0	0	91.6	1	0	95.8	1	0	
Business Education	12	12	7	0	5	0	0	0	0	100	0	0	0	0	0	0	0	0	0	0	100	0	0	
Chemistry	6	0	0	0	0	0	0	0	0	0	0	6	2	3	0	0	0	83.3	1	0	83.3	1	0	
Earth Science	2	1	0	0	1	0	0	0	0	100	0	1	0	1	0	0	0	100	0	0	100	0	0	
Economics/Accounting	2	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	100	0	0	100	0	0	
English	27	16	10	0	1	4	0	1	0	100	0	11	6	3	0	1	0	90.9	0	1	96.3	0	1	
French	4	1	1	0	0	0	0	0	0	100	0	3	2	1	0	0	0	100	0	0	100	0	0	
Geography	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	100	0	0	100	0	0	
Government	4	1	1	0	0	0	0	0	0	100	0	3	1	2	0	0	0	100	0	0	100	0	0	
History	11	4	1	0	3	0	0	0	0	100	0	7	4	0	1	0	0	71.4	2	0	81.8	2	0	
Home Economics	17	10	4	0	4	0	0	1	0	90.0	1	7	6	0	0	1	0	100	0	0	94.1	1	0	
Mathematics	13	8	6	0	2	0	0	0	0	100	0	5	3	1	0	1	0	100	0	0	100	0	0	
Medical Technology	2	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	100	0	0	100	0	0	
Music	6	3	2	0	0	1	0	0	0	100	0	3	2	1	0	0	0	100	0	0	100	0	0	
Office Administration	9	0	0	0	0	0	0	0	0	0	0	9	7	0	0	0	1	88.9	1	0	88.9	1	0	
Physical Education	27	27	19	2	5	1	0	0	0	100	0	0	0	0	0	0	0	0	0	0	100	0	0	
Physics	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	100	0	0	100	0	0	
Psychology	11	0	0	0	0	0	0	0	0	0	0	11	7	2	0	0	1	90.9	1	0	90.9	1	0	
Social Science	4	3	2	1	0	0	0	0	0	100	0	1	0	0	0	0	0	0	1	0	75.0	1	0	
Social Work	20	0	0	0	0	0	0	0	0	0	0	20	17	0	0	0	0	85.0	3	0	85.0	3	0	
Sociology	5	0	0	0	0	0	0	0	0	0	0	5	2	0	0	0	1	60.0	2	0	60.0	2	0	
Spanish	2	1	1	0	0	0	0	0	0	100	0	1	1	0	0	0	0	100	0	0	100	0	0	
Speech/Drama	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	100	0	0	100	0	0	
Speech Pathology	8	0	0	0	0	0	0	0	0	0	0	8	4	4	0	0	0	100	0	0	100	0	0	
Therapeutic Recreation	16	0	0	0	0	0	0	0	0	0	0	16	11	0	0	0	1	75.0	4	0	75.0	4	0	
TOTALS	379	208	149	8	33	8	1	4	1	98.1	4	171	121	20	1	1	6	3	88.9	18	1	93.9	22	1

SUMMARY OF PLACEMENT SERVICES REPORTS

LONGWOOD COLLEGE

August, 1977 - August, 1978

	<u>TOTAL</u>
Graduates	379
Teaching	149
Teaching In Virginia	146
Teaching Out-of-State	3
Substitute Teaching	8
Employed Other Than Teaching	154
Military Service	2
Continuing Education	28
Not Seeking Employment	10
Unemployed	22
Unable to Contact	1
Elementary Majors	105
K-3	78
4-7	27
Secondary Majors	103
Non-Teaching Majors	171
Virginia counties interviewing on campus	36
Virginia cities interviewing on campus	14
Others interviewing	22
Virginia counties listing vacancies with office	72
Virginia cities listing positions with office	23
Virginia Private Schools listing positions with office	26
Out-of-state schools listing positions	25
Listing non-teaching positions in Virginia	50
Listing non-teaching positions out-of-state	40
Colleges and Junior Colleges listing positions	55
Interviews Held	1,086
Credentials Files Established	367
Sets of Credentials Forwarded to Prospective Employers 9-1-77 to 9-1-78	2,611

REPORT OF THE OFFICE OF PLACEMENT SERVICES

LONGWOOD COLLEGE

August 1977 - August 1978

PROSPECTIVE EMPLOYERS SCHEDULING INTERVIEWS ON CAMPUS

<u>VIRGINIA:</u>	<u>NO. OF STUDENTS ATTENDING</u>
Amherst County	18
Bedford County	22
Botetourt County	15
Brunswick County	16
Buckingham County	Cancelled
Charlotte County	16
Chesterfield County	74
Craig County	10
Culpeper County	21
Dinwiddie County	22
Fauquier County	21
Fluvanna County	15
Franklin County	7
Gloucester County	17
Halifax County	17
Henry County	9
Highland County	9
Isle of Wight County	6
King George County	15
Lancaster County	8
Loudoun County	20
Lunenburg County	13
Orange County	21
Patrick County	Cancelled
Pittsylvania County	14
Prince Edward County	15
Prince George County	34
Prince William County	17
Roanoke County	37
Rockbridge County	11
Rockingham County	24
Smyth County	Cancelled
Spotsylvania County	14
Stafford County	18
Surry County	11
York County	35

<u>VIRGINIA: (Cities)</u>	<u>NO. OF STUDENTS ATTENDING</u>
Buena Vista	12
Charlottesville	40
Chesapeake	38
Colonial Heights	25
Covington	9
Danville	22
Fredericksburg	13
Hopewell	21
Newport News	40
Norfolk	23
Portsmouth	23
Richmond	17
South Boston	12
Suffolk	Cancelled

NON-TEACHING:

Southern States	10
State Farm Insurance	11
Leggetts Department Stores	11
Burroughs-Wellcome	13
Goodyear Tire and Rubber Company	13
Drug Fair	5
Philip Morris	14
Army Medical Corps	Cancelled
Social Security Administration	12
Department of State Police	6
K-Mart	Cancelled
I.B.M.	13
State Personnel Office	8
State Department of Corrections	10
Field Enterprises	8
F.B.I.	25
Fidelity American Bankshares	10
U. S. Marine Corps	
Kings Dominion	
Busch Gardens	
Camp Louise	
Miami University, Oxford, Ohio	

PROSPECTIVE EMPLOYERS LISTING POSITIONSVIRGINIA: (TEACHING)

Accomack
 Albemarle
 Alleghany
 Amelia
 Amherst
 Appomattox
 Arlington
 Bath
 Bedford
 Bland
 Botetourt
 Brunswick
 Buckingham
 Campbell
 Caroline
 Charlotte
 Chesterfield
 Clarke
 Craig
 Culpeper
 Cumberland
 Dickenson
 Dinwiddie
 Fauquier
 Essex
 Fluvanna
 Franklin
 Frederick
 Giles
 Gloucester
 Greensville
 Halifax
 Hanover
 Henrico
 Henry
 Highland
 Isle of Wight
 King George
 King and Queen
 King William
 Lancaster
 Loudoun
 Louisa
 Lunenburg
 Madison
 Mecklenburg
 Middlesex
 Montgomery
 Nelson
 New Kent

Northumberland
 Northampton
 Nottoway
 Orange
 Page
 Patrick
 Powhatan
 Prince Edward
 Prince George
 Rappahannock
 Richmond County
 Roanoke County
 Rockingham
 Russell
 Shenandoah
 Southampton
 Stafford
 Surry
 Sussex
 Tazewell
 Warren
 York

CITIES:

Alexandria
 Charlottesville
 Chesapeake
 Clifton Forge
 Colonial Heights
 Danville
 Franklin
 Fredericksburg
 Harrisonburg
 Galax
 Hopewell
 Lynchburg
 Manassas City
 Newport News
 Norfolk
 Petersburg
 Portsmouth
 Radford
 Richmond
 Suffolk
 Waynesboro

TOWNS:

Cape Charles
Colonial Beach

PRIVATE SCHOOLS:

Bollingbrook School - Petersburg
Isle of Wight Academy - Isle of Wight
Mecklenburg Academy - Chase City
William T. Sutherlin Academy - Danville
Rehabilitative School Authority - Richmond
Kenston Forest - Blackstone
St. Catherine's - Richmond
Tidewater Academy - Wakefield
Brunswick Academy - Lawrenceville
Amelia Academy - Amelia
Southampton Academy - Courtland
Nansemond/Suffolk Academy - Suffolk
St. Margaret's - Tappahannock
Chickahominy Academy - Richmond
Roanoke Catholic School - Roanoke
Emmaus School for Girls - King George
Steward School - Richmond
Fort Union Military School - Fork Union
The Massanutten Academy - Woodstock
The New Community School - Richmond
Southside Manpower Skill Center - Crewe
Leary Educational Foundation, Inc. - Falls Church
Lake Anne Nursery - Kindergarten, Inc. - Reston
Halifax County Academy - South Boston
Trinity Lutheran School - Newport News
Diocese of Richmond - Office of Christian Education - Richmond

VIRGINIA: (Non-Teaching)

Cooperative Extension Service - VPI & SU
Commonwealth of Virginia
Division of Motor Vehicles - Richmond
Virginia Section - American Camping Association - Charlottesville
Commonwealth of Virginia - Office of the Lieutenant Governor
Camp Rim Rock - Winchester
Massanetta Springs, Inc. - Harrisonburg
Commonwealth Girl Scout Council of Virginia - Mechanicsville
City of Norfolk
Department of Corrections - Richmond
Camelot Nursing Home - Danville
Federal Reserve Bank - Richmond
Lynchburg Training School and Hospital - Lynchburg
Virginia Commission of Outdoor Recreation - Richmond

Western State Hospital - Staunton
 U. S. Civil Service Commission - Norfolk
 Southwestern Virginia Training Center - Hillsville
 Virginia State Apple Commission - Staunton
 Virginia Employment Commission
 Naval Air Rework Facility - Norfolk
 Peninsula Legal Aid Center, Inc. - Williamsburg
 Commonwealth of Virginia - Department of Education - Richmond
 Virginia Legal Aid Society, Inc. - Lynchburg
 Culpeper United Methodist Church - Culpeper
 Commonwealth of Virginia - Department of Taxation - Richmond
 Department of Vocational Rehabilitation - Farmville
 Americamps Camp Grounds - Gaston
 Kings Dominion - Doswell
 Aileen Corporation - Edinburg
 Andrews, Large & Whitten - Farmville
 Virginia Museum of Fine Arts - Richmond
 Commonwealth of Virginia - Department of Personnel - Richmond
 Portsmouth Psychiatric Center - Portsmouth
 Richmond Newspapers, Inc. - Richmond
 WSVS (Radio Station) - Crewe
 Vinmar Enterprises, Inc. - Danville
 VEPCO - Richmond
 Clarke County Parks & Recreation - Berryville
 Mary Washington Hospital - Fredericksburg
 General Motor Lines - Roanoke
 Shaklee Distributor - Dahlgren
 Campus Corps - Richmond
 Camp Holiday Trails - Charlottesville
 City of Lynchburg - Recreation Division - Lynchburg
 Hampton General Hospital - Hampton
 Goochland Correctional Center - Goochland
 St. Mary's Hospital - Richmond
 Central Virginia Health Services Agency - Farmville
 Department of the Navy - Dahlgren
 Piedmont Planning District - Farmville

OUT-OF-STATE: (Teaching)

ARIZONA:

Parker School District No. 27 - Parker

ARKANSAS:

Little Rock Public Schools - Little Rock

DELAWARE:

Milford School District - Milford

GEORGIA:

Hinesville Middle School - Hinesville
 Mitchell County - Camilla
 Briarwood Academy - Thomson

ILLINOIS:

Lake Park High School District - Roselle

LOUISIANA:

St. Mary's Parish School Board - Franklin

MARYLAND:

Kent County - Chestertown
 Prince George's County - Upper Marlboro
 Harford County - Bel Air
 St. Mary's County - Leonardtown
 Wicomico County - Salisbury

NEW JERSEY:

Hopewell Valley Regional School District - Pennington
 Bound Brook Public Schools - Bound Brook

NEW YORK:

McGraw Central School - McGraw
 Board of Cooperative Educational Services - Port Chester
 Smithtown Central School District - St. James

NORTH CAROLINA:

Northampton County - Jackson
 Hertford County - Winton
 Durham County - Durham

OHIO:

Oberlin City - Oberlin

SOUTH DAKOTA:

St. Joseph's Indian School - Chamberlain

SOUTH CAROLINA:

State Department of Education - Columbia
 Greenville County - Greer

OUT-OF-STATE: (Non-Teaching)

Connecticut Trails Council of Girl Scouts, Inc - New Haven, Connecticut
 Kelly Services - Detroit, Michigan
 State Personnel Office - Dover, Delaware
 United States Civil Service Commission - Washington, DC
 ACTION - Peace Corps - Washington, DC
 Camp Greylock For Boys - Becket, MA
 Yellowstone Park Company - Yellowstone National Park, Wyoming
 United States Department of Agriculture - Ashville, NC
 Camp Regis - Apple Jack Teen Camp - Lake Placid, NY
 Girl Scout Council of Costal Carolina - Goldsboro, NC
 Prentice-Hall, Inc - Englewood Cliffs, NJ
 Anheiser Busch - Atlanta, GA
 National Geographic Society - Gaithersburg, MD
 National Transportation Safety Board - Washington, DC
 The City of Portland Oregon
 Alt's Gymnastics Schools - Shrewsbury, NJ
 Agricultural Extension Service - The University of Tennessee - Knoxville
 Cooperative Extension Service - Utah State University - Logan, Utah
 County of Orange, California
 International Hi-Fy Distributors - Baltimore, MD
 YWCA - Raleigh, NC
 Australian Opportunities - Burbank, CA
 City of New York - New York
 U. S. Department of Energy - Oak Ridge Operations - Oak Ridge, TN
 Glo-Brite Displays - Orange, CT
 Girl Scouts of Genesee Valley, Inc. - Rochester, NY
 Fitness Motivation Institute of America - San Jose, CA
 American Camping Association - New York, NY
 Camp Thunderbird - Clover, SC
 Glacier National Park - Tucson, Arizona
 Somerset for Girls and Cobbassees For Boys - Maine
 Blue Ridge Assembly, Inc. - Black Mountain, NC
 Romaca Camp for Girls - New Paltz, NY
 American Zionest Youth Foundation - New York, NY
 Camp Airy and Camp Louise - Cascade, MD
 National Park Service - Denver, Colorado
 Student Conservation Association - Charlestown, NH
 United Community Camps, Inc. - West Shokan, NY
 U. S. Department of the Interior - National Park Service - Washington, DC
 Smithsonian Institution - Peace Corps Environmental Program - Washington, DC

COLLEGES AND JUNIOR COLLEGES:

Central Virginia Community College - Lynchburg
 Blue Ridge Community College - Weyers Cave, VA
 Dabney S. Lancaster Community College - Clifton Forge, VA
 Paul D. Camp Community College - Franklin, VA
 University of Nevada - Reno
 Walters State Community College - Morristown, TN
 Missouri Western State College - St. Joseph, MO
 Rappahannock Community College - Glenss, VA
 State University System of Florida - Tallahassee, Florida
 Utah State University - Logan, Utah

James Madison University - Harrisonburg
Abraham Baldwin Agricultural College - Tifton, GA
Virginia Community College System
John Tyler Community College - Chester, VA
University of Nebraska - Lincoln
George Mason University - Fairfax, VA
University of Iowa - Iowa City
Rhode Island College - Providence, RI
Frostburg State College - Frostburg, MD
Idaho State University - Pocatello, Idaho
Eastern New Mexico University - Portales
Radford College - Radford, VA
Whitworth College - Spokane, Washington
William Penn College - Oskaloosa, Iowa
University of Virginia - Charlottesville
Virginia State College - Petersburg
Southern West Virginia Community College - Logan, WVA
University of Maryland - College Park, MD
Oregon State University - Corvallis, Oregon
Appalachian State University - Boone, NC
Rockingham Community College - Wentworth, NC
Southside Virginia Community College - Daniel Campus - Keysville, VA
Frederick Community College - Frederick, MD
University of North Carolina at Greensboro - Greensboro, NC
The Metropolitan Community College - Kansas City, MO
Southside Virginia Community College - Alberta, VA
Northern Nevada Community College - Elko, NV
Central Washington University - Ellensburg, WA
Keene State College - Keene, NH (Wheelock School)
Columbus College - Columbus, Ohio
University of Alaska - Fairbanks, Alaska
Washington University - St. Louis, MO
California State University, Northridge - Northridge, CA
Mary Washington College - Fredericksburg, VA
College of DuPage - Glen Ellyn, IL
Southeastern Louisiana University - Hammond, Louisiana
University of Louisville - Louisville, KY
Bowling Green State University - Bowling Green, Ohio
University of Pennsylvania - Philadelphia
Eastern Iowa Community College District - Iowa City
University of Southern California - Los Angeles
California State University - Los Angeles
Haverford College - Haverford, PA
Mattatuck Community College - Waterbury, CT
Campbell College School of Law - Buies Creek, NC

PLACEMENT SERVICES REPORT

LONGWOOD COLLEGE

Placement of Longwood Graduates - 1977-78

CITY SCHOOL SYSTEMSBuena Vista

Edith Paulette Wagner

ChesapeakePeggie Lee Alexander
Margo Tyann Kimker
Brenda Ragsdale
Karen L. RichColonial HeightsLinda Sue Bracey
Deborah Paige Crostic
Jacqueline Lee Terrell
Christina M. TolbertDanville

Theresa Roberta Coffey

HopewellCarolyn Murray Boyd
Pamela Kay Klein
Deborah Evans MarksLynchburgGwen Elise Haymaker
Mary Louise McCraw
Teresa Louise VoitNewport NewsLillian Anita Cameron
Dorothy Ann Labahn
Deborah A. McCulloughPortsmouthLaurie Elizabeth Allan
Mary Lee Corey
Brenda Joyce Evans
Lois Jean Rieckhoff
Claudia Bell TarkingtonSouth Boston

Susan Dale Barker

Suffolk

Patricia Ann Lassiter

Virginia Beach

Alice Gay Kampfmüller

Winchester

Sharon Sprint Crim

COUNTY SCHOOL SYSTEMSAccomackPolly West Milliner
Betsy Lynn TribbleAlbemarle

Nancy Elizabeth Kick

AmeliaAnne Marie Sprinkle
Mary Burnette StinsonAppomattoxSylvia Shepard Meadows
Audrey Elizabeth Simms
Donna Paulette TerryBland

Patricia Ann Williams

Botetourt

Julie Leigh Loving

Buckingham

Joan Lee Branch
 Susan Page Bryant
 Sherry Peyton Mondy
 Mary Buckner Stearrett
 Jane Wrae Wilmouth

Campbell

Debra Ann Smith

Charlotte

Rhonda Fulghum Jones
 Sandra Overby Flynn

Chesterfield

Gwendolyn Jane Dey
 Kathy Lynne Harper
 Yvonne Kay Morrison
 Virginia Lee Outten
 Gail P. Parsons
 Jeannette Wood Southall

Craig

Kathy Lynn Kennett

Culpeper

Michelle Phyllis Feazel
 Jannette Marie Frey
 Kathryn Ann Kaczmarek

Cumberland

Patricia Ann Barron
 Rosemarie Waddell

Dinwiddie

Gloria Jean Avery
 Betty B. Grizzard
 Debra Kay Overbey
 Debra Susan Potter

Essex

Roxilane Booker Crews

Fairfax

Rhonda Pauline Knight
 Kathleen Grace Murphy
 Janice Marie Wolfe

Fauquier

Carol Ann Filo
 Donna Lee Lowe
 Debora Anne Reynolds

Fluvanna

Leanne Hicks

Goochland

Karen Ann Pulliam

Greensville

Doria Lee Bradley
 Jacquelynne Marie Hall
 Janet Scott Tucker

Halifax

Constance Elaine Barbour
 Wanda Faye Garrett
 Janet Carol Heath
 Patricia Ann Hunt
 Jacqueline Ann Lawter
 Paula Rowe Marshall
 Jody Lea Wade

Hanover

Betsy Dee Bessent
 Lynn Marie Poston

Henrico

Kimberly Kay Ball
 Katherine Lee Condyles
 Carla Ray Cousins
 Leslie Anne Kamrad
 Martha Ann Moody
 Cathy Lee Moore
 Vicky Dale Murphey
 Susan Leigh Robertson
 Malinda Merchant Schultheis
 Suzanne Senell
 Robin Elizabeth Walls

Henry

Ellen Ruth Clements
Elizabeth Annette Durham

Highland

Marilyn Shull Fore

Isle of Wight

Eva Marie Wolf

King George

Ginger Smith House

King William

Pamela Sue Blewett

Louisa

Terry Marie Donohue

Lunenburg

Barbara Jean Schodt

Mecklenburg

Susan Finch Baugh
Rebecca Rose Coleman
Carolyn Roberts Payne
Sarah Norville Smith

New Kent

Patti Rae Hughes
Sharon Kay Meyers
Pamela Kay Webb

Northumberland

Constance Johnson

Nottoway

Sharon Pinchbeck Freeman
Diane McGhee Morrissette

Page

Linda Darlene Carver

Patrick

Pamela Lee Kidd

Pittsylvania

Kathy Ruth Eanes

Prince Edward

Cheryl Marie Bailey
Allie Marie Chaffin
Mari Beth Cocke
Gayle West Farmer
Doreen Louise Nunnally

Prince George

Marcia Ann Shelton
Bonnie Jean Stables

Prince William

Susan Ann Bona

Rappahannock

Cathy Lee Lowe

Southampton

Susan Jane Brinkley
Diane Lynn Gruenwald

Spotsylvania

Claudia Boswell Huffman

Stafford

Beverly M. Powell
Mary Meade Saunders
Elizabeth Dale Sterne
Katherine Mason Tolson

Sussex

Jacquelyn Clarke Johnson

York

Victoria Faith Bourne

PRIVATE SCHOOLSBrunswick Academy - Lawrenceville

Sandra Elaine Baird

Gill School - Richmond

Kimberly Ann Nichols

Huguenot Academy - Powhatan

Carolyn Frances Ellett

Kenston Forest - BlackstoneAnn Scott Capehart
Patricia Laverne CrewsNansemond-Suffolk Academy - Suffolk

Terry Lynn Campbell

Our Lady of Lourdes School - Richmond

Jeanne Marie Machen

St. Mary's Academy - Norfolk

Mary E. Fellowes

St. Paul's School - Richmond

Louise Bickerstaff

Walsingham Academy - Williamsburg

Melissa Shaw Welter

York Academy - Shacklefords

Jeanette Crenshaw Booker

Pan American Business School - Richmond

Rhonda Ann Riggins

National Business College - Roanoke

Catherine Anne Carpenter

SUBSTITUTING

Linda Ann Baumler - Newport News

Linda J. Brinson - Norfolk

Anne Mathieu Fournier - Roanoke

(Also working at Frame One -Roanoke)

Andrea Susan Harkness - Norfolk Academy

and Virginia Beach

Jane Forrest House - Lunenburg

Cynthia D. Price - Richmond Area

David Fritz Reins - Henrico

Marie Marguerite Smith - Hanover

TEACHING OUT-OF-STATEBermuda

Miriam Inez Darrell

New Jersey

Delanco Public School

Patricia Ann Westberg

North Carolina

Charlotte Christian School - Charlotte

Josefina Woo

CONTINUING EDUCATION

Bobby K. Adams

University of West Virginia

Linda Lee Chilian

Berkley Secretarial School-Ridgewood, NJ

Dan Corrie

Longwood College

Betty Ann Davis

Radford College

Mahlegha Fararoei

Drew University - New Jersey

Deborah Lynne Furmage

James Madison University

Barbara A. Gawinski

North Texas State University-Denton, TX

Sherry Anndelyn Herald

Longwood College

Robin Elizabeth Hewlitt

Longwood College

Anne Elizabeth Hunt

Longwood College

Dorothy Lucinda Jerd

Longwood College

Edward Averett Jones
 Longwood College
 Karen Kay Kimbrough
 Longwood College
 Cynthia Lynn Lafoon
 James Madison University
 Rebecca M. Latta
 University of Virginia
 Polly Ann Little
 University of Virginia
 Martina Elisabeth Luethy
 University of Georgia
 Debra Sue Mero
 University of North Carolina-Chapel Hill
 Patricia A. Morrissette
 Old Dominion University
 Lee Blanton Murray
 Kees Business College
 Mary Louise Parris
 University of Virginia
 Kit Lynn Paterna
 Old Dominion University
 Deborah Ann Phelps
 University of Virginia
 John Warren Robertson
 Southeastern Baptist Seminary
 Deborah Anne Smither
 Longwood College
 Therees Diane Tkach
 University of Colorado-Fort Collins
 Gloria Darlene Tolliver
 University of Virginia
 Brenda Lynn Williams
 Medical College of Virginia

MILITARY SERVICE

Michele Hope Fugate
 U. S. Air Force
 Sally Jane Terry
 U. S. Marines

TRAVEL

Mary Campbell Appich
 Linda Helene Crovatt
 Diane Louise Lowman
 Nina Elizabeth McAdams

OTHER THAN TEACHING

Julie Anne Allen
 Newport News Department of Parks and
 Recreation
 Dale L. Andrews
 Health, Physics, Radiation Safety
 Department - UVA
 Donna Belle Athey
 Design Paste-up Artist - Potomac Press
 Leesburg
 Donna Averill
 Secretary - Arthur Young & Co.-Richmond
 Nancy Hall Bailey
 Office of the Commissioner of Revenue-
 Suffolk
 Terry Lynn Baker
 Baker Chevrolet - Scottsville
 Kathy Lee Barcalow
 Pharmacy Department - Standard Drug-
 Richmond
 Elizabeth Marie Barch
 Program Director - Hampton Girls Club
 Sherrie Lynn Barnard
 Manager Trainee-Thalheimers-Richmond
 Kathy Jeffreys Barnes
 Lunenburg Bank - Kenbridge
 Lorraine DiFiore Barree
 Merchandise Information Coordinator-
 Miller & Rhodes-Richmond
 Margaret Elizabeth Baskervill
 Executive Secretary-Federal Reserve
 Bank-Richmond
 Clare Baxter
 Classified Ads Department for a
 Newspaper in New Jersey
 Melissa Ann Bergeron
 Project Specialist-Philip Morris-Richmond
 Martha Lee Blackburn
 Head Committee Clerk-State Capital
 Building-Richmond
 Karen Hughes Blackwell
 Program Aide-Mental Health Cross Roads-
 Burkeville
 Dale Lee Bolt
 Sales - Mullins Chevrolet-Farmville
 Tara Lynn Bolt
 Investor's Savings & Loan-Charlottesville
 Sally Anne Boltz
 Travel Agency - Charlottesville
 Renee Ann Bourgeois
 Gulf Coast Mental Health Center-Gulf
 Port, Mississippi
 Mary Janet Bowles
 Secretary-Personnel Office-First &
 Merchants Bank - Richmond

Cynthia Marie Brammer
 General Scientific Corp.-Richmond
 James S. Braxton
 New Jersey Zinc Mine-Wytheville
 Deborah Louise Breeden
 Photography Department-Sears-Richmond
 Cynthia Leigh Briggs
 Social Worker-Portsmouth Psychiatric
 Hospital
 Linda Kay Brown
 Holly Manor - Farmville
 Carolyn Jean Budd
 Holly Manor - Farmville
 Anna Frances Butler
 Histology Technician
 MCV-Department of Pathology
 Myra Katherine Byrd
 Assistant Manager-Ups and Downs-
 Cloverleaf Mall-Richmond
 Patricia Anne Byrum
 Accounting Department-CFE Air Cargo-
 Norfolk
 Dolly Lynn Cajigas
 Buyer Trainee-Garfinkle's
 Patricia Nolen Carr
 Doctor's Office - Richmond
 Mary Kathryn Carson
 Recreation Therapist-Camelot Hall
 Nursing Home-Danville
 Janet Denise Carter
 Internal Auditor-United Virginia
 Bank-Lynchburg
 Linda Gayle Caskey
 Assistant Supervisor-Thalheimers-
 Richmond
 Theresa Louise Casagrande
 Blood Bank-MCV
 Lyndi Carver Chalkley
 Broker's Department-Fidelity Bankers
 Life Insurance Company-Richmond
 Cynthia Ann Chapman
 Virginia Division of Justice & Crime
 Prevention-Richmond
 Karen Elaine Chick
 Manager Trainee-Everfast Fabric Mill-
 Falls Church
 Terry Ann Cochran
 Manager Trainee-Leggett's-Lynchburg
 Laurie Irene Condit
 Williams Rigging Company, Inc.-Richmond
 Lisa Carol Cornwell
 Mathews County Department of Social
 Services
 Diane Cote
 Holly Manor-Farmville
 Meta Anne Council
 Personnel Department-Thalheimers-
 Richmond
 Sally Ann Coutts
 Personnel Office-Thalheimers-Hampton
 Jody Ann Custer
 Federal Election Commission
 Cathy Lou Dale
 Distribution-Time, Inc.-Norfolk
 Lois Elaine Dameron
 Secretary for Romeo Guest Associates
 Construction Co.-Farmville
 Cynthia Stuart Darden
 Accounting Department-Neighborhood
 Theaters-Richmond
 Audrey Baker Davidson
 Catalog Division-Sears-Henderson, NC
 Robin Lynn Deans
 Shop for Pappagallo-Richmond
 Kathleen Ann Denton
 Computer Programmer-Virginia Community
 College System-Richmond
 Dawn E. Drewry
 Recreation Therapist-Maryview Hospital-
 Portsmouth
 Carol Lynn Edwards
 Manager Trainee-Hudson's Department
 Store-Detroit, Michigan
 Crystal Diane Edwards
 Southern Bank & Trust-Richmond
 Lella Amiss Edwards
 Manager Trainee-McDonald's-Washington, DC
 Jean Lawson Evans
 People's Bank & Trust-Rocky Mount, NC
 Janet Lynn Findley
 Commonwealth Land Title Corporation-
 Washington, DC
 Vickie Ruth Finley
 Globeman's Department Store-Martinsville
 Brenda Allen Fishel
 Buyer-Leggett's-Charlottesville
 Kimberly Rae Fridinger
 Social Worker-Central Virginia Mental
 Health Services
 Jeanne Ann Ganster
 Gould, Inc.(Electronics)-Allentown, PA
 Kathy Lynne Garber
 Daniels Construction Company-Richmond
 Deborah L. Goble
 Marketing Analyst-Philip Morris-
 Richmond
 Gwenda Faye Goggin
 Recreation Therapist-Westbrook
 Psychiatric Hospital-Richmond

Cynthia Paulette Goodwyn
 Manager-Columns Restaurant-Holiday
 Inn, South-Richmond
 Susan J. Goudey
 Teller-Bank of New York
 Penny Greene
 National Car Rental Agency-
 Raleigh, NC
 Deborah S. Hackney
 VEPCO - Richmond
 Frances Temple Hall
 Mirro Aluminum-Demonstrations
 Margaret Ellen Hammersley
 Editor of Brunswick Times Gazette-
 Lawrenceville
 Marie Chewning Hancock
 Central Virginia Bank-Richmond
 Susan Jane Harrell
 Sign Painting & Design Work for
 a Printing Company-Edenton, NC
 Thomasine Mabel Harris
 Medical Social Worker-MCV
 Judith Katherine Hearney
 Advertising & Sales-The Orange Shopper-NY
 Melinda Gail Henson
 Teacher Aide-Fairfax
 Deborah Lee Hicks
 Social Worker-Roanoke Department of
 Social Services
 Kenneth Hill
 Production Management-Burlington
 Industries-Clarksville
 Carole Ann Hinchee
 Bank Teller in Columbus, Ohio
 Catherine Ann Hite
 Conservative Caucus-Falls Church
 Cheryl Ann House
 Waitress-Horne's -Newport News
 Brinda Lee Hurt
 Social Worker-Lynchburg Training
 School
 Patricia Ann Inis
 Parent Counselor-Research Center of
 Hawaii, Group Home Project-Honolulu
 Barbara Gale Irons
 Traffic Department-Meredith-Burda-
 Lynchburg
 Mary Ellen Johnson
 Manager Trainee-Hickory Farms of
 Ohio-Warwick, RI
 Elizabeth Terrell Jones
 Proof Department-Fidelity Bank-
 Charlottesville

Sharon Lynne Jones
 Admissions Representative-Professional
 Business & Medical Institute-Hampton
 James Franklin Keller
 First National Bank-Farmville
 Marilyn Russell Kibler
 Bank of Virginia-Richmond
 Kathryn Jean Laffey
 Crittenton Rehabilitation Center, Inc.-
 Wilmington, Del.
 Brenda Bonita Lambert
 Lynchburg Foundry
 Mary LaPrade
 Research, Displays & Secretarial
 Duties-War Memorial Museum-Newport News
 Susan Betts Lewis
 Secretary-Reynolds Metals-Richmond
 Crystal Belle Limerick
 Security Officer-UVA
 Janet Denise Lindner
 Reporting Academy of Virginia Limited-
 Virginia Beach
 Dawn Lee Locklair
 Social Worker-New Dominion School-
 Dillwyn
 Terry Locklair
 ARA Food Service-Hampden-Sydney
 Lynn Sue Mabry
 Southwestern Training School-Hillsville
 Kathie Wynne Marth
 Burlington County Special School-
 Recreation Therapist-Burlington, NC
 Ruth Ellen Maxey
 Organist-Jahnke Road Baptist Church-
 Richmond
 Christins Pennington McCrone
 Sales Clerk-Thalheimers-Richmond
 Martha Ellen McGuire
 Draftsman-Tamrock Development Corp.-
 Winter Park, Florida
 Linda Jean Meador
 Secretary-State Health Department-
 Richmond
 Paula Lee Mehaffey
 Lynchburg Department of Social Services
 Ann Marie Morgan
 Cancer Research-Frederick, MD
 Susan Ellen Moseley
 Central Virginia Planning District
 Commission-Lynchburg
 Jill Kay Moyer
 Agent-Equitable Life Insurance Co.-
 Lynchburg

Ginger Conrad Nicklas
Para-legal-Pickett, Spain, & Lyle-
Virginia Beach

Patricia Lee Nuckols
Director of Community Relations
Huguenot Academy-Powhatan

Dennise Ann Palmer
Office Manager-Real Title Company,
Inc.-Arlington

Dawn Marie Parrish
Computer Programmer-Naval Regional
Data Automation Center-Vienna

Jayne Hayes Parrish
Secretary and Lab Assistant-
Department of Cardiology-Heart
Attack Study-Dr. Richardson &
Raper-MCV

Janet Dominick Parsons
Secretary to President of Tysons
Toyota-Fairfax

Margaret Tarleton Patterson
Partners of the Americas-Washington, DC

Linda Gale Payne
Layout Artist & Photographer-Piedmont
Environmental Council-Warrenton

Barbara Jean Petri
Medical Technician-Roanoke Memorial
Hospital

Catherine Lynn Phillips
Teacher Aide-Williamsburg

Grace Ellen Piechoła
Cashier-Howard Johnson's-Myrtle
Beach, SC

Susan Louise Rama
Accountant-State Board of Education-
Richmond

Frederick Eugene Recker
Material Maintenance Management
Trainee-Department of Army-Texarkana,
Texas

Deborah Annette Robertson
Secretary-Commonwealth of Virginia-
Richmond

Ann Marie Robichaud
Medical Technologist-Danville
Memorial Hospital

Penny Ann Robinson
Admissions Counselor-Longwood

Karen Sue Schmidt
Credit Office-Southside Community
Hospital-Farmville

Paula Ann Settle
Waitress-Fanny's-Richmond

Jacquelyn Benita Singleton
Virginia Museum Theater-Richmond

Susan Claire Smith
Dental Technician-Richmond

Deborah Kay Snider
General Electric-Waynesboro

Brenda Diane Stanley
Adjuster-Collections Department-
United Virginia Bank-Richmond

Tilsia Isabel Stephens
Pan American Airlines-Stewardess-
Miami, Florida

Cathy Dean Sterling
Gloucester County Department of
Parks and Recreation

Margaret Ann Streat
Woodward & Lothrop Department
Store-Fairfax

Donna Lynn Sullivan
Lab Technician-MCV

Barbara Lynn Suttle
Department Manager/Buyer-Casey's
Campus Shop-Williamsburg

Maria Elizabeth Talley
Medical Tech-Kings Daughters Hospital-
Staunton

Beth Tannen
Sales-Hampton Rubber Company, Inc.

Katharine Clarke Taylor
Advertising Agency-Wheaton, MD

Evelyn Candace Tharp
Mortgage Officer-Reliance Mortgage
Company

Mary Ellis Thompson
Assistant Property Manager-King
Organizations-Real Estate Office-
Annandale

Wanda Carol Tokarz
Computer Operator-Duplex Envelope
Company-Richmond

Russell Lewis Tomlin
Manager Trainee-Drug Fair-Farmville

Susan Dawn Towers
Manager Trainee-Penny's-Harrisonburg

Alice Olevia Wadsworth
Recreation Director-KOA Campground-
Virginia Beach

Susan Elaine Waxmunski
Southern Pancake House-Waitress-
West Point

Marion Elizabeth Welch
Library Assistant-Princeton Univ.-NJ

Mona Lee Welliver
House Parent-Virginia School for the
Deaf & Blind-Staunton

Susan Layton White
Lab Technician-MCV

Debbie Lynn Whitt
 Miller & Rhodes-Richmond
 Vivien Bianchi Wilson
 Advanced Social Worker-Hampton
 Department of Social Services
 Joette Mello Winberry
 Teaching Private Piano Lessons
 Teresa Monyeene Wood
 Accounts Receivable-Limitorque
 Corporation-Lynchburg
 Sara Jo Wyatt
 Diversified Data Systems, Inc-
 Tucson, Arizona
 Jacquelyn Sue Yeatts
 Placement Counselor-Department of
 Vocational Rehabilitation-Farmville
 Lorna Kay Yohn
 Accountant-State Board of Education-
 Richmond

UNABLE TO CONTACT

Valerie Ann Davis

NOT SEEKING EMPLOYMENT

Rebecca Page Bellamy
 Janice Marie Jones Campbell
 Kathryn Mary Castagna
 Caryl Shepard Harris
 Paula Hunter Hyatt
 Maria Vargas Jones
 Dianne Lynn Nelson
 Frances Adams Simmons
 Janet Lynn Clarke Tapp

UNEMPLOYED

Sharon Mangum Arrington
 Victoria Ann Ashe
 Anne Renalds Bruno
 Michelle Lee Bush
 Jo Anne Campbell
 Dennis Gene Clarkson
 Susan Gordon Cummings
 Susan Elaine Hall
 Mildred Belle Horner
 Mary Scott Kinnaid
 Rebecca Ann Mattox
 Susan Dianne Morris
 Mark Steven Rubley
 Kathy L. Sayler
 Rodney D. Schwarm
 Susan Elizabeth Sheipe
 Dana Leigh Smith
 Mary Louise Terrell
 Marjorie Ella Upshaw
 Cheryl Walvoord
 Douglas E. Whaley
 Charlotte Pegues Williamson

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

I. Orientation

Miss Lee Wann, who was elected to serve as Chairman of Orientation, was responsible for developing and implementing programs for new students who entered mid-year and in the fall. Lee was on campus all summer planning the programs for late August. The entire Orientation Program was well done and Lee deserves much credit for its success. A suggestion made last year to have separate programs for transfers was implemented this year and focused more attention on orientation for transfers.

II. Withdrawals

The number of withdrawals to date is 23, fewer than any of the last three years. For the same time period last year, there were 32 withdrawals, with 37 and 55 respectively for each of the preceding years. Nine students who withdrew were freshmen, eight were sophomores, three were juniors, and three were unclassified students.

The percentage of withdrawals was significantly lower since the resident student count was 2,012 on September 8, 1978. This represents a resident enrollment of 44 students over capacity.

III. Missing Student

Miss Leslie Boatwright, a resident student from Powhatan, a senior, was reported missing by a fellow student. The student who reported this information to the Dean of Students at 3 p.m., Tuesday, October 3, 1978, said that Leslie had been seen at midnight the night before. After checking to locate her car, to determine attendance at morning classes, the Campus Police notified the local police authorities to see if a missing persons report could be filed. By 10 p.m., the local police, county authorities, and state police investigators were alerted.

Leslie was found in Fluvanna County and her parents went to pick her up and take her home. Leslie is still at home and will not return this semester; however, her parents hope that she will be able to return in the near future.

IV. Infirmary

A. Statistics

The Infirmary was in operation a total of 92 days from July 1 to September 30, 1978. During this time, 27 students were admitted as bed patients; the doctor saw 512 patients during sick call; and the nurses treated 1,625 students in addition to treatment ordered by the doctor.

<u>Month</u>	<u>Days</u>	<u>Bed Patients</u>	<u>Doctor Sick Call</u>	<u>Nurses, Except Sick Call</u>
July	31	0	28	170
August	31	3	78	286
September	<u>30</u>	<u>24</u>	<u>406</u>	<u>1,169</u>
Totals	92	27	512	1,625

B. Flu Shots

Influenza vaccinations were given on October 18 and 19 and will be available again to allow those with colds and other infections an opportunity to have the injection. The number of students currently taking advantage of the program is so small that it may be prudent to review the program in the future. The recommendations of physicians would preclude offering the program for college-age students.

C. Staff Changes

Mrs. Janyce Gemborys is on leave for the year which began July 1, 1978, and will be away until June 30, 1979. In order to assist the day shift, it was necessary to assign the Counseling Services secretary to the Infirmary from 1 p. m. - 4 p. m. during sick call; also, a student worker medical trainee is employed 10 hours per week to assist.

D. Family Planning Services

The Prince Edward County Health Department has added a Family Planning Services unit to its operation. Several of the team visited the College to consult with College staff regarding services which could be made available to Longwood students. The team consists of a physician, nurse, social worker, educational programmer, and an office staff member.

The unit provides the following Family Planning Services: birth control, venereal disease, abortion counseling, health education, pregnancy testing, and family life counseling.

Although students may call the County Health Department at any time, a special clinic for students is held on the first Monday of each month from 5 p. m. - 8 p. m.

Staff members from the offices of the Dean of Students, the Infirmary, the Counseling Services' office, and the Department of Health and Physical Education have met with the members of the team to coordinate the programs of education and services for students.

V. Information Office

Information Office telephone calls totaled 6,186 for July, August, and September. The chart reflects the data for each of the months in the quarter. In addition to responding to telephone calls, the staff assists guests who inquire about the College, answer radio-telephone messages, sell postage stamps, provide change for students, and assists with problems concerning the vending machines in the Ruffner Complex.

An analysis of the total calls for the months of July, August, and September, 1978 is listed below.

<u>Month</u>	<u>Number of Calls</u>	<u>Average/Day</u>
July	1,190	38.4
August	1,743	56.2
September	<u>3,253</u>	<u>108.8</u>
Totals	6,186	67.2

VI. Housing

The residence halls opened on August 26, 1978 well over capacity, with 2,040 students assigned to rooms. At present, the residence hall count shows that 2,007 students are living in the residence halls. Of this number, 69 are involved in student teaching or field work and six are living in the Home Management House. Last year, 75 were in field experiences and seven in the Home Management House. Therefore, 1,932 students are living on campus as compared to 1,851 living on campus at this time last year. Male student residents number 350. In addition to housing 24 students in South Ruffner, there are still 16 rooms tripled in various locations across campus. The students who are in tripled rooms have all requested to remain there for the duration of the semester.

At present, there are 4 freshman female vacancies, 2 upperclass female vacancies in non-sorority halls, 1 upperclass sorority vacancy, 2 freshman male vacancies, and 12 upperclass male vacancies for a total of 21. Although there are 21 vacancies, the resident enrollment is 38 students over the capacity of 1,968 resident students.

VII. Residence Hall Staffing

The resident staff program which was approved last winter for implementation this fall has had a very positive effect on all facets of our resident life program. The staff consists of three area coordinators who have supervisory responsibilities for several residence halls, resident supervisors who head up the staff in individual halls; and resident assistants who live on each floor in the resident facilities on campus.

Staff responsibilities include two major facets of operation: 1) operation and maintenance of the residence hall and, 2) cooperating with Residence Board in enforcement of rules, regulations, and policies.

During the last two weeks of the summer, all resident staff members were on campus for training seminars and preparation for the opening of school. In-service training seminars are held on a regular basis throughout the year. While there are some weaknesses in the program as with any new venture, the staff is working diligently to resolve problems as they move through the year. Perhaps one of the most significant observations relates to the opening of the academic year and the contributions made by these staff members as well as the total staff to make this year one of the smoothest openings the College has experienced.

VIII. Student Teacher Housing

There are 97 students engaged in student teaching during the fall semester. Contact has been made with householders to update and add to the existing list maintained in this office to help student teachers obtain housing. These forms are distributed to student teachers the semester prior to their off-campus experience.

IX. Ad Hoc Committee to Study the Residency Requirement

Dr. Willett appointed a committee to study the current policy which requires all students to live on campus unless they are bona fide day students living at home with parents or have been exempt by the Committee on Off-Campus

Housing. The committee met in August and each member is to explore implications of a change in policy on various phases of the College program. Considerations such as enrollment projections, fiscal status, dining operation, residence hall life, other student services are being studied by Dr. Wells, Dr. Gussett, Mr. Groneweg, Dr. Peele, Dr. Fawcett, Miss Swann, and Dr. Heintz.

The committee will come up with a recommendation to the President and a plan for implementing any change in the present policy.

X. Counseling Services

August, 1978 saw the establishment of Counseling Services on the second floor of the Infirmary. Offices and procedures were set up, professional contracts were initiated, and the Counselor attended a number of school functions for visibility with staff and students. Additionally, the Counselor took part in a ten-day program to orient and train the new residential staff. It is felt that a good rapport between Housing and Counseling Services is important as a source for student referral and for general promotion of Counseling Services.

In September, a more routine schedule was begun with the Counselor organizing programs, consulting with faculty and staff, and seeing students individually.

With regard to programs, about 50 students participated in the Study Skills seminars held in Hiner or on an individual basis with Dr. Robie. Time arrangement, memorization, note-taking, and organization were emphasized. Work in this area will continue for students desiring it throughout the year.

Planning was also done regarding a communications skill group and a Human Sexuality seminar to be conducted in November.

Consulting with faculty and staff occurred to discuss student problems and directions that could be taken regarding these. Counseling with students resulted in discussing a number of personal, academic, and/or vocational concerns. Twenty-five students saw the Counselor individually in September for from one to seven times. Of these twenty-five students, nine had a final session in September and completed a questionnaire with evaluative information. Generally, it appears that the Counseling Services operation is off to a good start. It is hoped that as word of the service spreads, increasing numbers of students will utilize the service. Stepped-up publicity for students and clarified procedures for faculty and staff should help in this area.

XI. Student Union Activities

The first quarter of the 1978-79 school year has been extremely busy, and everyone feels good about this period of time for the Student Union. The year started with facebookes for the freshmen, which was a good first time effort. The design of the Student Union calendar was changed and the format was good. These were handed out to all the students at registration. Attendance for the first quarter seems to confirm the fact that our programs are doing quite well and attendance at events for this period of time was 5,000.

The Student Union is instituting a new programming format with its own "Saturday Night Alive." This event is held in the downstairs dining hall on Saturday nights in a cabaret atmosphere. It features bands and other types of entertainment. The first "Saturday Night Alive" featuring Daisy Dillman Band had approximately 200 in attendance. Those who were there certainly enjoyed the band and the general atmosphere that was provided. This is not a dance, but rather a mini-concert. There are three more Saturday Night Alive programs for this semester.

The Student Union has a Special Events Week every year and this year the theme was "Outer Space--Questions and Answers". Over 1,000 students attended the various lectures and films that took place during the week of September 17-24. The object of this event was to combine some very unique lecturers, i. e., Dr. Brian O'Leary from Princeton University presented a program entitled "Living in Outer Space", Mr. Stanton Friedman presented "Flying Saucers Are Real", and two lectures on space programs provided by NASA. The week began and ended with science fiction films. During the week, a lunar rock was displayed on campus which generated a good bit of interest. Approximately 600 people viewed this sample.

In addition to these events, Student Union sponsored its usual mixers, coffee-houses, and open mike events.

The Student Union held its own workshop on Saturday, September 16, with twenty students in attendance. This event was held off the campus in a private cabin and was an excellent tool to enable the Student Union to gear itself up for the coming year. The various Student Union committees are better organized and departmentalized than at any time in the past. The Student Union now has its own technical crew of four students, who are quite competent in both lighting and sound. Not only is this beneficial to the Student Union, but to other groups on campus. The educational benefit derived by the students in performing these tasks should be of great assistance to them personally in the future.

XII. Dining Services

Mr. Frank Klassen resigned his post as Manager of ARA Services, Inc. at Longwood College, effective October 6, 1978, and left the employ of ARA Services to join the Cardinal Systems in Columbus, Indiana.

Mr. Gordon Inge has been assigned to Longwood College by ARA Services with the endorsement of the President. Mr. Inge served as an ARA representative at Emory and Henry College in Emory, Virginia, from 1972 to 1976. In 1976, Gordon was appointed manager of the food service operation at Woodrow Wilson Rehabilitation Center in Fishersville, Virginia, where he served as manager until transferred to Longwood in early October. Mr. Inge joined ARA Services in 1971 and was employed at Woodrow Wilson Rehabilitation Center as Assistant Manager of Food Services.

XIII. Sororities and Fraternities

A. Rush

The eleven Panhellenic sororities held Formal Rush in late September and early October. A total of 349 women students were members of the eleven sororities prior to rush. One hundred and nineteen women pledged to the sororities during rush so that there are now 468 sorority women in these sororities. Continuous rush started immediately after the close of formal rush but no data are available on additional members.

The percentage of sorority women (of 1,860 enrolled women undergraduates) was 24.1% at the conclusion of rush. This percentage will increase as members are added in continuous rush to a projected 30% figure.

The one non-Panhellenic sorority on campus, Alpha Kappa Alpha, does not participate in rush and data are not included in the statistics given.

B. Fraternities

Last March, the National Sigma Phi Epsilon chartered the first fraternity at Longwood College. This chapter is continuing to grow.

Two national fraternities have been active in their attempts to promote chapters on campus this fall, Alpha Chi Rho and Pi Kappa Phi. The representatives have assured the College that their local students will be requesting recognition as campus organizations within a period of weeks.

C. Panhellenic Adviser

Dr. Beatrice Bland has submitted her resignation as adviser to Longwood Panhellenic Council and will be succeeded by Miss Janet Hedrick who has been assisting Dr. Bland for the past year.

XIV. Bookstore Franchise

Following submission of several questions pertinent to solicitation on campus and possible violations of the contractual arrangements with the Bookstore Concessionaire, Dr. Willett requested that a committee meet to review the problem with representatives from the Bookstore, Bookstore Committee, Dean of Students' office, and the Business Manager.

A very illuminating discussion prompted the conclusion that several procedures should be implemented immediately and that students and organizational representatives be informed. Requests to solicit are presented to a member of the Dean of Students' staff to review the schedule of sales and avoid conflicts and to have sales approved. Generally, these requests came from student organizations, classes, and the like, but occasionally from individuals. In the future, the students who request sales' permits for items which may already be available in the Bookstore will be referred to the manager so that they may take advantage of a lower price. The staff member will communicate regularly with the manager of the Bookstore to see if there are contractual conflicts.

The Intercollegiate Athletic Council will refer requests which they approve from coaches or students on athletic teams to the Dean of Students' staff member if the sale is to take place on campus or to the Director of Development for sales in the community which would result in conflict with the College Relations' solicitation.

XV. Student Activities Fees

In the August Board Report, the appropriations approved by the Student Activities Fees Committee based on requests from student organizations from the \$70,000 budget for 1978-79 were presented. Students pay a \$35 fee for student activities and the total amount collected varies each year, depending on the actual number of students attending as well as the revenue collections. The decision to allocate the \$70,000 was made in the spring when enrollment projections indicated that collections would reach that level.

The surplus in Student Activities Fees does not revert to the General Fund as do other monies left at the end of the fiscal year but rather are left in a

Student Activities Reserve Fund in Richmond. These funds may be requested if collections are low or if special projects are justified as expenditures from these funds. The decision to retain a balance of \$10,000 in this Reserve was made sometime ago and when the amount increases substantially, Dr. Willett appoints a special committee of students and staff to look at specific requests. The balance currently is \$13,597.50. One purchase has been approved this year thus far. The approval has been given for the purchase of four basketball backboards for French Gymnasium to replace the current backboards. These will cost approximately \$750., which will be subtracted from the balance in the account.

Revenues collected in excess of the funds allocated to the Student Activities Fees Committee (\$70,000 for 1978-79) are termed "unappropriated activity fees" and are administered by a committee consisting of the Dean of Students, President of the Student Body, and Treasurer of the College. Special projects which may not be or cannot be approved by the Student Activities Fees Committee, such as wages for student workers, would be requested from the Committee. Based on collections for previous years, the Treasurer indicates that funds available for the current year may be \$8,000. Should any of this money or contingency money in the regular Student Activities Fees Committee allocation be left at the end of the fiscal year, such balances will accrue to the Reserve Fund.

Submitted by,

Mary A. Heintz
Vice President for Student Affairs

October 30, 1978

OFFICE OF THE ADMINISTRATIVE ASSISTANT
TO THE PRESIDENT

I. Fall Retreat

On Sunday, October 22, a Retreat was held in the Lankford Building involving approximately 140 students, faculty, and staff members. The participants were divided into twelve discussion groups and the major topics of discussion were the following:

1. New academic programs, deletions of programs, and revisions of programs (i. e, requirements for one-hour courses).
2. Direction of our intercollegiate athletic program.
3. Sign-in and sign-out policies.
4. Swap Shop (location, obtaining book lists, etc.).
5. Library hours

A summary of the recommendations appeared in the October 31 issue of the Rotunda.

The annual Retreat continues to be a very popular vehicle for communication among members of the Longwood community.

II. Field Services

We are in the process of conducting a follow-up survey to be sent to the graduates of the Class of 1978 and their employers. The primary goal of field services is to assess the strengths and weaknesses of the Longwood College graduate. Another objective of the annual follow-up is to analyze for program improvement suggestions received from Longwood graduates and from those who employ them. Data from personal interviews and questionnaires have provided us with invaluable insights for curriculum evaluation and revision since 1970. Board members will be provided with a copy of the Field Services report during the May or August meeting.

III. Junior-Senior Survey

During the first week in November a survey went out to twelve per cent of the Longwood juniors and seniors selected at random. The main objective of this study is to assist us in evaluating some of the

academic, social, and co-curricular activities at the College. Board members will be provided with the results of this survey during the February meeting.

IV. Intercollegiate Athletics

The major topic of discussion this fall concerning our intercollegiate athletic program is the categorizing of our athletic teams into major and minor sports.

Perhaps the Board members would like a more detailed discussion of athletics at the meeting and/or at a later meeting.

Submitted by,

T. C. Dalton
Administrative Assistant to the President

October 30, 1978

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REPORT OF THE BUSINESS MANAGER

I. Fiscal Affairs

A. Operating Statement

The operating statements for Educational and General programs and Auxiliary Enterprises for the first quarter of the fiscal year 1979 are attached. I will also distribute statements for all College accounts at the Board meeting. Since they will be copies of computer printouts, I did not feel that they should become part of this report.

The deficit shown for Educational and General programs is currently being studied by the Administrative Council. The funding for these programs is restricted by so many regulations from Richmond that, in all probability, it will be March of 1979 before a definite balance can be maintained. However, if we wait until March to expend or set aside a reserve, employees would have been released as of July, 1978. Obviously, that alternative would have severely hampered operations for this year.

We do feel that a deficit of \$100,000, based on the size of this budget, is not insurmountable and will be balanced prior to year end at June 30, 1979.

B. Long-term Debt

Several statements are attached to this report which project the status of our bonded indebtedness, sinking fund balances, and repayment schedules. I will discuss these in detail at the meeting. The Board policy on issuing new bonds has been one of not issuing more new bonds than bonds retired in a given period of time. I feel that these statements display more debt retired than issued or planned bonds to be issued.

C. Transfer of Scholarship Funds

The Longwood College Foundation, Incorporated, Board of Directors, at its meeting in September, 1978, requested that the Board of Visitors review College maintained scholarships and transfer these accounts to the Foundation. Such a transfer is within the authority of the Board (see section of Code attached), follows policy on control of donations adopted by the Board (attached), and would not violate the original intent of donors, hamper fiscal

a cash cut-off audit was not performed for the first time in years. We feel that an audit is mandatory on an annual basis as a good management practice.

C. Unfunded Scholarship

We recommend that the 1978-79 first semester account for Beatriz Eugenia Tolama-Neri for \$730 be written off as uncollectible. Miss Tolama-Neri is a foreign exchange student in our languages department and has no apparent way to pay this account.

We discontinued our exchange program this year, but the change was not communicated to Miss Tolama-Neri in time for her to change her plans. In past years, Longwood has paid tuition and fees plus \$50 a month for expenses. This recommendation will account for the College expenses which we feel should not be charged under the circumstances.

Submitted by,

J. H. Paul
Business Manager

October 30, 1978

management, or violate fiscal integrity of the individual funds. It would also allow better management of scholarships from the administration's viewpoint and would consolidate all funds into one pooled account which helps the management of the accounts. We recommend that the Board consider transferring College scholarship funds to the Longwood College Foundation, Incorporated. A list of funds with current balances is attached.

II. Miscellaneous

A. Insurance

We currently have three insurance policies dealing with fire and extended coverage and liability. One of these is a special policy for Board liability and really does not relate to property and liability.

Our major property policy is written for \$39,384,720 of property coverage with a \$1,000 deductible. The liability section of this policy covers personal injury, hospital professional, negligent acts of employees, completed operations, products, private residences, golf course, swimming pool, and teachers professional liability. Limits of liability are \$600,000 for bodily injury and property damage. In addition, we have an umbrella policy with a \$1,000,000 limit over the \$600,000 that has a \$10,000 self-retained limit or deductible.

We are having difficulty in writing the \$1,000,000 blanket for fiscal 1979. Only two companies bid and the premium is up from \$1,200 to \$3,600, with a request to increase over the base policy to \$1,000,000 which will also be an additional expense.

Since the base policy has already increased from the \$28,000 to \$33,000 in premium, I question whether the blanket umbrella policy should be written. The State is also considering self-insurance for the 1980-82 biennium, since the costs have escalated so dramatically in the last three years.

B. Audit

We have not received an official audit from the Auditor of Public Accounts since 1974-75. This past June 30, 1978,

College-Maintained Scholarship Funds

<u>Name</u>	<u>Amount</u>
Alfred DuPont Scholarship	\$ 253.19
Armstrong Memorial Fund	1,561.91
Colleagues Scholarship	166.85
Nell H. Griffin Professional Library	14.64
Simkins Memorial Fund	2,845.02
Balch Beall Wilson Memorial Library	10.98
Woodrow Wilson Fund	148.46
Edith Stevens Scholarship Fund	1,269.44
Math Department	133.72
Kappa Delta Scholarship	7,687.98
Mary Clay Hiner Scholarship	649.56
Institute of Southern Culture	392.67
Lynchburg Club Scholarship	170.88
Student Education Association Scholarship	0.97
Anne P. Thomas Scholarship	578.36
Leola P. Wheeler Scholarship	500.00
Sigma Sigma Sigma Scholarship	547.83
Thomas Jefferson Society of the United States	18.29
Music Scholarship	483.90
Goldman Memorial Fund	11.88
R. C. Simonini Award	1,307.16
Morrison Memorial Fund	258.99
Ellen V. Lockner Scholarship	22.75
Helen Draper Scholarship	189.46
Home Economics Scholarship	2,452.00
Olive T. Iler Fund	4,391.95
Chi Emergency Scholarship	1,821.55
Emily Barksdale Scholarship	246.25
Mabel B. Norris Scholarship	810.43
Seay Memorial	70.88
Alpha Sigma Alpha Library	18.13
	\$29,036.08

Longwood College
Operating Statement
For the Period Ended September 30, 1978
Educational and General

<u>Revenues:</u>	<u>Budget</u>	<u>Actual</u>	<u>% of Actual to Budget</u>
Student Tuition and Fees	\$1,949,270	\$ 948,139	48.4
Other Educational and General	185,000	73,620	39.8
Physical Plant Recoveries	730,795	365,398	50.0
General Fund Appropriations	3,960,070	2,256,280	56.9
Salary Regrades	174,100	-0-	-0-
Social Work Program	91,168	-0-	-0-
Other	22,865	-0-	-0-
Total	\$7,123,268	\$3,643,437	50.9

Disbursements:

011 General Academic	\$3,271,827	\$ 628,592	19.2
012 Off-Campus	48,520	4,343	9.0
014 Summer School	179,470	162,421	90.5
031 Community Service	1,700	817	48.1
040 Academic Support	859,374	179,798	20.9
050 Student Services	390,977	80,542	20.6
060 Institutional Support	1,281,506	335,201	26.2
070 Physical Plant, Oper. & Maint.	1,281,208	261,170	20.4
Total	\$7,314,582	\$1,652,884	22.6
Deficit (Estimate)	(191,314)		
Revolving Funds	+70,000		
Deficit	\$ (121,314)		

Longwood College
Operating Statement
For the Period Ended September 30, 1978
Auxiliary Enterprises

<u>Revenues:</u>	<u>Budget</u>	<u>Actual</u>	<u>% of Actual to Budget</u>
Dining Hall	\$1,316,163	\$ 628,286	47.7
Residence Halls	1,521,385	731,033	48.0
Laundry	80,650	38,472	47.7
Health Services	117,975	60,264	51.0
Bookstore	10,500	898	8.5
Student Union	149,143	59,917	40.1
Golf Course	32,284	9,022	27.9
Faculty & Staff Facilities	2,500	1,469	58.7
Student Athletics	194,400	85,004	43.7
Total	<u>\$3,425,000</u>	<u>\$1,614,365</u>	<u>47.1</u>
 <u>Disbursements:</u>			
Dining Hall	\$1,320,033	\$ 41,474	3.1
Residence Halls	1,473,799	412,794	28.0
Laundry	88,872	21,383	24.1
Health Services	125,309	29,466	23.5
Bookstore	-0-	549	-0-
Student Union	132,983	36,160	27.2
Golf Course	44,813	10,556	23.6
Faculty & Staff Facilities	17,500	1,813	10.4
Student Athletics	194,400	27,988	14.4
Recreational Swimming	2,000	384	19.2
Total	<u>\$3,399,709</u>	<u>\$ 582,567</u>	<u>17.1</u>
Surplus	<u>\$ 25,291</u>		

Longwood College
Future Debt Requirements
June 30, 1978

<u>Year Ended</u>	<u>Total Debt Outstanding</u>	<u>Total Debt Redemption</u>	<u>Total Interest</u>	<u>Sinking Fund</u>	<u>Source of Payment</u>	
					<u>Current Funds</u>	<u>Sinking Fund</u>
6-30-78	\$4,555,000	\$ 307,000	\$218,767.50	\$9,590.50	\$ 493,158.00	\$ 42,200.00
6-30-79	4,248,000	318,000	190,438.50	6,851.85	470,290.35	45,000.00
6-30-80	3,930,000	303,000	175,335.00	4,489.00	447,824.00	35,000.00
6-30-81	3,627,000	323,000	160,832.00	-0-	409,720.00	74,112.00
6-30-82	3,304,000	298,000	143,400.00	-0-	399,900.00	41,500.00
6-30-83	3,006,000	298,000	130,480.00	-0-	392,480.00	36,000.00
6-30-84	2,708,000	288,000	118,130.00	-0-	386,630.00	19,500.00
6-30-85	2,420,000	303,000	105,142.00	-0-	389,642.00	18,500.00
6-30-86	2,117,000	297,000	92,512.00	-0-	377,162.00	12,350.00
6-30-87	1,820,000	300,000	79,237.00	-0-	379,237.00	-0-
6-30-88	1,520,000	300,000	65,637.00	-0-	365,637.00	-0-
6-30-89	1,220,000	300,000	52,037.00	-0-	352,037.00	-0-
6-30-90	920,000	305,000	38,300.00	-0-	343,300.00	-0-
6-30-91	615,000	305,000	24,425.00	-0-	329,425.00	-0-
6-30-92	310,000	305,000	11,925.00	-0-	316,925.00	-0-
6-30-93	5,000	5,000	87.00		5,087.00	-0-

\$750,000 will be issued during 1980. Payments and Interest until year 2001 will be an addition to projections. Estimated total annual payment at 6.25% Interest is \$63,640 which must come from current funds.

J.H.P.
10/23/78

Hi-Rise System:

<u>Year Ended</u>	<u>Total Debt</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
6-30-78	\$ 3,725,000	\$ 175,000	\$ 183,920	\$ 348,420
6-30-79	3,550,000	200,000	162,920	362,920
6-30-80	3,350,000	200,000	150,920	350,920
6-30-81	3,150,000	240,000	138,920	378,920
6-30-82	2,910,000	240,000	126,200	366,200
6-30-83	2,670,000	250,000	115,880	365,880
6-30-84	2,420,000	250,000	105,130	355,130
6-30-85	2,170,000	260,000	94,380	354,380
6-30-86	1,910,000	260,000	83,200	343,200
6-30-87	1,650,000	275,000	71,500	346,500
6-30-88	1,375,000	275,000	59,125	334,125
6-30-89	1,100,000	275,000	46,750	321,750
6-30-90	825,000	275,000	34,375	309,375
6-30-91	550,000	275,000	22,000	297,000
6-30-92	275,000	275,000	11,000	286,000

Dining Hall:

6-30-78	355,000	15,000	17,962.50	32,962.50
6-30-79	340,000	20,000	17,000.00	37,000.00
6-30-80	320,000	20,000	15,900.00	35,900.00
6-30-81	300,000	20,000	14,800.00	34,800.00
6-30-82	280,000	20,000	13,700.00	33,700.00
6-30-83	260,000	20,000	12,600.00	32,600.00
6-30-84	240,000	20,000	11,500.00	31,500.00
6-30-85	220,000	25,000	10,262.50	35,262.50
6-30-86	195,000	25,000	8,962.50	33,962.50
6-30-87	170,000	25,000	7,737.50	32,737.50
6-30-88	145,000	25,000	6,512.50	31,512.50
6-30-89	120,000	25,000	5,287.50	30,287.50
6-30-90	95,000	30,000	3,925.00	33,925.00
6-30-91	65,000	30,000	2,425.00	32,425.00
6-30-92	35,000	30,000	925.00	30,925.00
6-30-93	5,000	5,000	87.50	5,087.50

Lankford:

<u>Year Ended</u>	<u>Total Debt</u>	<u>Principal</u>	<u>Interest</u>	<u>Sinking Fund</u>	<u>Total</u>
6-30-78	\$ 100,000	\$ 15,000	\$ 3,500	\$ 1,850.00	\$20,350.00
6-30-79	85,000	15,000	2,975	1,797.50	19,772.50
6-30-80	70,000	20,000	2,450	2,245.00	24,695.00
6-31-81	50,000	20,000 S.F.	1,750		
6-31-82	30,000	20,000 S.F.	1,050		
6-31-83	10,000	10,000 S.F.	350		

Cunningham:

6-30-78	\$ 155,000	\$ 17,000	\$ 5,735	\$ 2,273.50	\$25,008.50
6-30-79	138,000	18,000	5,106	2,310.60	25,416.60
6-30-80	120,000	18,000	4,440	2,244.00	24,684.00
6-30-81	102,000	18,000	3,737	-0-	21,737.00
6-30-82	84,000	S.F.			
6-30-83	66,000	S.F.			
6-30-84	48,000	S.F.			
6-30-85	30,000	S.F.			
6-30-86	12,000	S.F.			

Cox:

6-30-78	100,000	25,000	3,250.00	2,825.00	31,075.00
6-30-79	75,000	25,000	2,437.50	2,743.75	30,181.25
6-30-80	50,000	S.F.			

Stubbs:

6-30-78	60,000	S.F.			
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Wheeler:

6-30-78	60,000	20,000	2,200.00	2,220.00	24,420.00
6-30-79	40,000	S.F.			

Longwood College
Status of Sinking Fund
Future Indebtedness

<u>Year Beginning</u>	<u>Balance</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u>
7-1-78	\$248,844.96	\$ 17,943.81	\$ 35,918.04	\$ 240,870.23
7-1-79	240,870.73	16,851.85	45,000.00	212,722.58
7-1-80	212,722.58	14,489.00	35,000.00	192,211.58
7-1-81	192,211.58	7,500.00	74,112.00	125,599.58
7-1-82	125,599.58	6,500.00	41,500.00	90,599.58

Balance for Cunningham Dormitory through 1986.

CHAPTER 15.

LONGWOOD COLLEGE.

Sec.	Sec.
23-182. Board of visitors established as corporation.	23-187. Eligibility to serve more than two successive terms.
23-183. Name.	23-188. Rights, powers and duties of board generally.
23-184. Property transferred to Longwood College and owned by State.	23-189. Board may fix tuition, fees and other necessary charges.
23-185. Composition of board; appointment and terms of visitors generally; vacancies; confirmation.	23-190. Right to confer degrees.
23-186. Appointment of visitors from alumni.	23-191. Curriculum.

§ 23-182. **Board of visitors established as corporation.** — There is hereby established a corporation composed of the board of visitors of Longwood College under the style of "The Visitors of Longwood College," hereinafter referred to in this chapter as board. (1964, c. 159.)

§ 23-183. **Name.** — The College shall be known as Longwood College. (1964, c. 159.)

§ 23-184. **Property transferred to Longwood College and owned by State.** — All the real estate and personal property now existing and heretofore standing in the name of the State Board of Education, located at Farmville, and heretofore used by Longwood College under the State Board of Education, shall be transferred to and be known and taken as standing in the name, and to be under the control, of the corporate body designated "The Visitors of Longwood College." Such real estate and personal property shall be the property of the Commonwealth. (1964, c. 159.)

§ 23-185. **Composition of board; appointment and terms of visitors generally; vacancies; confirmation.** — (a) The board shall consist of twelve members of whom eleven shall be appointed by the Governor; the Superintendent of Public Instruction shall be a member, ex officio.

(b) In nineteen hundred sixty-four the Governor shall appoint the eleven appointive members of the board for terms beginning July one, nineteen hundred sixty-four. Six of such members shall be appointed to serve for four-year terms and five shall be appointed to serve for two-year terms. Successors to the members so appointed shall be appointed to serve for terms of four years each. Vacancies occurring other than by expiration of term shall be filled for the unexpired term. Of the persons so appointed two may be nonresidents of the State, the remaining number to be selected from the State at large.

(c) All appointments shall be subject to confirmation by the General Assembly. Members shall continue to hold office until their successors have been appointed and have qualified. (1964, c. 159.)

§ 23-186. **Appointment of visitors from alumni.** — (a) The Governor may appoint visitors from a list of qualified persons submitted to him, by the alumni association of the College, or its titular successor, on or before the first day of July of any year in which the terms of any visitors will begin or expire.

(b) Every list shall contain at least three names for each vacancy to be filled.

(c) The Governor shall not be limited in his appointments to the persons so nominated. (1964, c. 159.)

§ 23-187. **Eligibility to serve more than two successive terms.** — No person shall be eligible to serve for or during more than two successive terms except the persons receiving initial appointments for only two years and who

have served an additional four-year term may be appointed for another four-year term. (1964, c. 159; 1970, c. 601.)

§ 23-188. Rights, powers and duties of board generally. — The board shall be vested with all the rights and powers conferred by this chapter insofar as the same are not inconsistent with the laws of the State.

The board shall control and expend the funds of the College and any appropriation hereafter provided, and shall make all needful rules and regulations concerning the College, appoint the president, who shall be its chief executive officer, and all professors, teachers and agents, and fix their salaries, and generally direct the affairs of the College. (1964, c. 159.)

§ 23-189. Board may fix tuition, fees and other necessary charges. — The board may fix the rates charged the students of the College for tuition, fees and other necessary charges. (1964, c. 159.)

§ 23-190. Right to confer degrees. — The board shall have the right to confer degrees. (1964, c. 159.)

§ 23-191. Curriculum. — The curriculum of Longwood College shall embrace such branches of learning as relate to teaching in the public free schools of Virginia, without excluding other studies in the arts and sciences. (1964, c. 159.)

CHAPTER 16.

DEPARTMENT OF COMMUNITY COLLEGES AND STATE BOARD OF COMMUNITY COLLEGES.

Sec.	Sec.
23-192 to 23-213. [Repealed.]	23-221.1. Advisory Committee on Community Colleges.
23-214. Definitions.	23-222. Transfer of facilities, assets and programs.
23-215. Creation and control of Department; responsibility of Board.	23-223. Chancellor of Community Colleges generally.
23-216. Number, terms and eligibility of members of Board.	23-224. Duties of Chancellor generally.
23-217. Chairman and vice-chairman of Board; compensation and oath of members; meetings; quorum; rules and regulations.	23-225. Agents and employees generally.
23-218. Plan for comprehensive community colleges; appropriations; tuition fees and charges; grants or contributions.	23-226. Bonds of agents and employees.
23-219. Diplomas, certificates and associate degrees.	23-227. Annual report.
23-220. Local community college boards.	23-228. Forms.
23-221. Adherence to policies of State Council of Higher Education; extension programs.	23-229. Cooperation with federal agencies; federal grants-in-aid generally.
	23-230. Chancellor authorized to receive grants-in-aid and gifts; payment of funds into State treasury.
	23-231. Enforcement of standards for personnel.

§§ 23-192 to 23-213: Repealed by Acts 1966, c. 679.

§ 23-214. Definitions. — As used in this chapter:

(a) "*Comprehensive community college*" means an institution of higher education which offers instruction in one or more of the following fields:

- (1) Freshman and sophomore courses in arts and sciences acceptable for transfer in baccalaureate degree programs,
- (2) Diversified technical curricula including programs leading to the associate degree,
- (3) Vocational and technical education leading directly to employment,

LONGWOOD COLLEGE
Farmville, Virginia 23901

Policy on College Gifts

While our fund-raising efforts are directed toward having such funds go to the Longwood College Foundation, Incorporated, there are numerous occasions where such funds come directly to Longwood College. The Board of Visitors hereby authorizes the President and/or his authorized representative to transfer such funds to the Foundation. Where applicable, State GO Form Budget 16, "Notification of Intent to Solicit or Accept Assistance/ Review System for Non-state Funding", will be filed with the Governor's Office. The funds transferred to the Foundation shall be designated as unrestricted unless otherwise designated by the Board of Visitors. In situations involving the sale of property, State regulations require approval by the Governor's Office and other State agencies. In such situations, the explanatory remarks forwarded to such offices should clearly indicate that the acquisition of such property came as a result of fund raising and should note applicability, if any, to the College's Master Plan.

Approved by the Board of Visitors on August 5, 1976

OFFICE OF THE DIRECTOR OF COLLEGE RELATIONS

I. Institutional Advancement Program

A. Foundation Meeting

The attendance was excellent at the fall meeting with the three new directors, Mrs. Pat Brown, Mrs. Jean Appich, and Senator Elmon Gray, present. Most of the directors came in the day before the meeting for tennis, golf, committee meetings, and the annual dinner. Significant items to come out of the meeting are listed below.

1. Approval of the budget for 1978-79 presented by Dr. Willett, in the amount of \$141,135. New items funded this year were: Literary Award, ETV Room, Classified Employees' Study Grants, Longwood House expenditures, Personnel Costs, and Property Payment.
2. The Finance Committee was authorized to invest in equities up to 25% of the funds available for investment. They are striving to couple some capital growth with income.
3. The directors were encouraged to assist the College's Director of Placement in placing our graduates.
4. Volunteer support toward soliciting foundation and corporate gifts was discussed. Foundation directors currently involved in this are Mr. King, Mrs. Wheat, Mr. Forbes, Mr. Starke, and Mr. Noell.

B. duPont Trustees

The duPont trustees are considering two proposals for funding this year. One proposal was to add to Mrs. duPont's current scholarship fund and the other was to set up an endowment for faculty support.

C. Wynne Estate

The \$50,000 from the Wynne Estate is still being held by the trust department. However, they are now required to pay 6% on the funds for the period they hold it after the standard one year. There seems to be a problem with Dr. Wynne's tax returns.

D. Jarman Society

A concentrated visitation program is currently being carried out to encourage participation in the Jarman Society. During the past several months, two thousand invitations were hand-addressed by volunteers from several of the administrative offices. A follow-up letter from Dr. Willett, and as many calls and visits as possible are planned for the coming weeks. Current membership for 1978 is as follows:

Mr. and Mrs. Lester E. Andrews
 Mr. and Mrs. J. Lyons Davidson
 Mrs. Thomas G. Hardy
 Mr. and Mrs. John D. Hartline
 Mr. and Mrs. Frank B. Hurt
 Miss Pearl H. Jones
 Dr. Mary A. Heintz
 Franklin Federal Savings and Loan Association
 *Mrs. Marion S. Combs
 Mrs. Andrew Packer
 Mr. and Mrs. James C. Wheat, Jr.
 Mr. Roland Thompson
 *Mrs. Maria B. Starke
 Dr. Carolyn Wells
 Dr. and Mrs. Henry I. Willett, Jr.
 *Mrs. Vixella R. White

*Janet Hedrick's very successful phonathon was responsible for these additions.

E. Foundations and Corporations

Larry Forbes is working with us regarding several foundations in West Virginia and the Massey Foundation in Richmond.

Mr. King is going with the Director of College Relations to see the Olsson-Chesapeake Foundation. The research on the West Virginia foundations is complete and Virginia has so many that research will be continuous. Tom Starke is very interested in this area and we have discussed several possibilities. Hopefully, we can utilize two of our alumni, Wiley Wheat and Jean Appich, since most of the headquarters for the Virginia foundations are in Richmond.

F. Art Gifts

Miss Bishop has just announced that the Longwood Fine Arts Center has received two paintings with a total value of \$16,000.

G. Possible New Programs

1. We are in the process of providing a place to exhibit Boehm birds. There is a good possibility of eventually receiving a fine collection.
2. Publishing several books for use in the area of teaching the talented and gifted. This still has to go through channels but several faculty are very enthusiastic.
3. Colonel Carr has an anonymous alumna interested in a \$50,000 to \$100,000 gift to support the Department of Business. He has already made contact and feels that he just has to work out the details. Also, as a follow-up to his contact with Wiley Wheat at the annual meeting, Wheat First Securities is taking a business student as a ten-week intern and they are planning to provide a person to teach a class for him.
4. Preliminary planning stages of a Booster Club to support athletics is underway.

Submitted by,

George R. Bristol
Director of College Relations

October 30, 1978

OFFICE OF THE DIRECTOR OF ALUMNI SERVICES

I. Chapter Meetings

Since the last Board meeting, twenty-one alumni chapters have met or have schedule a meeting before the end of November. The meetings have included parties for new students, parties for prospective students, picnics, luncheons, dinners, dessert parties, and general meetings.

II. Executive Board

The Executive Board of the Alumni Association met the morning of Oktoberfest. The members reviewed the Alumni Awards Committee recommendations for the Distinguished Alumni Service Award and the new Distinguished Alumni Community Service Award. They also appointed two of the alumni committees and heard reports from the First and Second Vice Presidents. After the meeting the members joined students, parents, and friends for the Oktoberfest activities.

III. Alumni Committees

The seven alumni committees have been appointed and two have already met. The Alumni House Committee project for this year will be to improve the grounds surrounding the Alumni House.

IV. Sale Items

The newest items offered for sale by the Alumni Association are counted cross-stitch kits. One features the College seal and the other the Lancer emblem. Each kit, which includes the graph, material, thread, and needle, sells for \$8 plus sales tax. Graphs can be purchased for \$2 plus sales tax.

Submitted by,

Nancy B. Shelton
Director of Alumni Services

October 30, 1978

OFFICE OF THE DIRECTOR OF ANNUAL FUNDS

I. Parents Annual Fund, 1978-79

The Parents Annual Fund Campaign officially began at the parents meeting during Oktoberfest weekend. Mr. and Mrs. Bruce Hazelgrove, co-chairmen of the 1978-79 campaign and members of the Parents Advisory Council, announced the fund goal for the year to the parents and encouraged participation.

Prior to Oktoberfest, a special letter was sent to the parents of freshmen to introduce them to the objectives of the Foundation and to acquaint them with the Annual Fund. A "Pacesetter" campaign was conducted before Oktoberfest also. Past contributors were asked to be "pacesetters" by making their gifts before Oktoberfest to encourage other parents to participate.

	Total	Number of Contributors	Percent Participation	Ave. Gift
Total - 1977-78	\$13,372.50	607	30%	\$22.03
Goals - 1978-79	\$17,500.00	700	35%	\$25.00

II. Alumni Annual Fund

A. Progress Report

	Total	Number Contributors	Percent Participation	Ave. Gift
1976	\$40,225.76	2,752	22%	\$14.62
1977	\$44,996.84	3,134	25%	\$14.36
1978 Goals	\$60,000.00	3,750	29%	\$16.00
1978 Subtotal (October 26, 1978)	\$40,582.26	2,666	21%	\$15.22
Percent of Goal	68%	71%	71%	

B. Phonathon, 1978

The annual Alumni Phonathon was conducted Monday through Thursday evenings, October 2-5. The event was sponsored by the Richmond Alumni Chapter and was held at a Chesapeake and Potomac Telephone Company facility in Richmond. Seventy Richmond alumni and four Longwood students participated in the event.

Summary, including comparison figures, is as follows:

<u>Phonathon</u>	<u>Total Amount</u>	<u>Total No. Pledges</u>	<u>Avg. Amt. Per Night</u>	<u>Avg. No. Pledges Per Night</u>	<u>Avg. Gift</u>
1976, 3 nights	\$12,842.00	1,031	\$4,280	343	\$12.45
1977, 3 nights	\$14,772.00	1,228	\$4,924	409	\$12.03
1978, 4 nights	\$21,603.50	1,616	\$5,401	404	\$13.37

Alumni Annual Fund - 1978

Total before Phonathon (October 2, 1978)	\$30,120.26
Projected Total After Phonathon	\$51,723.76
Phonathon Pledged Paid (October 26, 1978)	\$10,462.00

The phonathon was expanded to four nights this year so all young graduates, Classes 1973-77, as well as those alumni who had given in the past, could be contacted during the phonathon.

III. Faculty-Staff Annual Fund

<u>Year</u>	<u>Total</u>	<u>Number of Contributors</u>
1977	\$4,700.00	79
1978 Goals	\$7,000.00	100
1978 Subtotal, October 25	\$5,166.66	118
Percent of Goal	75%	118%

III. Publications

Work is progressing on the revision of the College's publications used primarily for recruiting. By January 1, all work in this area, with the exception of an Annual Report, should be completed. A new inter-collegiate athletic brochure is in the final stages prior to printing. This promises to be very impressive and should be a positive adjunct to recruiting efforts in this area.

IV. Sports Information

I am pleased to announce that Radio Station WFLO will carry six Longwood basketball games live from French Gymnasium during this academic year. Three of these are men's games and three are women's. The Sports Information Office is presently working to tie in with radio stations in the opponents' areas. The areas involved are: Danville, Radford, Rocky Mount (N. C.), Williamsburg, Richmond, and Lawrenceville. I would appreciate any assistance that Board members could give us in making effective contacts with radio stations in the above areas. In addition, WFLO will carry the Longwood men's games in the Hampden-Sydney Invitational Tournament, scheduled for November 24 and 25.

In late winter and early spring the College, in conjunction with Coca Cola, will initiate a "Kick Me" soccer program. This program is designed for community youth and is similar in organization to the "Pass, Punt, and Kick" program sponsored by the Ford Motor Company. Coca Cola will advertise this program in flyers that will be placed in all cartons of Coke sold throughout this area.

Programs for hockey and soccer have been prepared for distribution to the press, as well as to those attending the games. Similar programs are also planned for men's and women's basketball. Press guides are also being prepared for the various sports.

V. Independent Study Course

For the past several years, the Public Affairs Office, including Sports Information, has received requests from students who wished to work in this area to gain practical experience as an assist to obtaining employment in the public relations field. Through the Department of English, the Public Affairs Office will now offer an independent study course to provide experience in the public relations area. A maximum of two students will be involved each semester. The Chairman of the Department of English is recommending students for this experience.

Submitted by,

J. Joe Mitchell
Director of Public Affairs

October 30, 1978

**PARENTS ADVISORY COUNCIL
1978-79**

PRESIDENT:	Mr. and Mrs. John D. Landers 8309 Fulham Drive Richmond, Virginia 23227	daughter: Pat	SOPHOMORE CLASS:	Mr. and Mrs. Ernest Adams Post Office Box 691 Waynesboro, Virginia 22980	son: Kendall
SENIOR CLASS:	Dr. and Mrs. Jasper D. Carter 201 Highview Street Christiansburg, Virginia 24073	daughter: Kaye		Mr. and Mrs. Robert A. Bracey, III Route 2, Box 768 Glen Allen, Virginia 23060	son: Byron
	Mr. and Mrs. Wilber Gene Corson 209 Central Parkway Newport News, Virginia 23606	daughter: Ann		Mr. and Mrs. B. R. Hazelgrove 1409 Blue Jay Lane Richmond, Virginia 23229	daughter: Sarah Lynn
	Mr. and Mrs. John E. Crenshaw Route 1, Box 334 Courtland, Virginia 23837	daughter: Rosalind	FRESHMAN CLASS:	Mr. and Mrs. Robert Bass 1946 Stonehenge Street Richmond, Virginia 23225	daughter: Anna
	Mr. and Mrs. Roy J. Johnson 913 Westview Drive Lynchburg, Virginia 24502	daughter: Ann		Mr. and Mrs. J. F. Chase, Jr. White Stone Virginia 22578	daughter: Katherine
	Mr. and Mrs. Ernest J. Oglesby, Jr. 9402 Donora Drive Richmond, Virginia 23229	daughter: Cam		Mr. and Mrs. Cornelius F. Gallihugh 104 W. Church Road Sterling, Virginia 22170	son: Ronald
JUNIOR CLASS:	Mr. and Mrs. James B. Bourne, Jr. 206 Jackson Avenue Sandston, Virginia 23150	son: Buddy		Mr. and Mrs. Clayton L. Lescalleet Route 1, Box 39-A Broad Run, Virginia 22014	son: Clayton
	Mr. and Mrs. Robert Cooper 455 Avalon Drive Rocky Mount, Virginia 24151	daughters: Cathy and Samantha		Mr. and Mrs. William Lukhard 5 Dogwood Drive Manakin, Virginia 23103	daughter: Florence
	Mr. and Mrs. William E. Daniel 1501 Pump Road Richmond, Virginia 23222	daughter: Sarah		Mr. and Mrs. Arthur L. Nelson, Sr. 423 N. Earl Street Alexandria, Virginia 22314	son: Arthur Lee, Jr.
				Mr. and Mrs. F. Brent Sandidge 11400 Creekside Drive Richmond, Virginia 23233	daughter: Elizabeth

CORPORATE RESOLUTION
Designation of Wachovia as Depository
And Authority to draw Checks

I, George J. Kostel, Secretary of
the Longwood College Board of Visitors

a corporation organized and existing under the laws of the State of Virginia,
do hereby certify that, at a meeting of the Board of Directors of said corporation duly

held on the 2nd & 3rd day of November 1978, at which a quorum was
present and acting throughout, the following resolutions were duly adopted and are now
in full force and effect and that said resolutions are not in conflict with any provisions of
the charter or by-laws of said corporation:

RESOLVED that Wachovia Bank and Trust Company, N. A.
N. C. (hereinafter called Wachovia) be and hereby is designated a depository for
the funds of this corporation, and Wachovia is hereby authorized and requested
to honor and to charge to this corporation checks, drafts, and other orders for the
payment of money drawn in the name of this corporation against funds of the cor-
poration on deposit with Wachovia when bearing the signature (s) of any _____
of the following:

Name	Title
J. H. Paul <i>J. H. Paul</i>	Business Manager
Betty B. Kidder <i>Betty B. Kidder</i>	Treasurer

RESOLVED further that the provisions of this resolution shall remain in full force
and effect until specifically rescinded or modified by resolution of the Board of
Directors of this corporation and a certified copy of such resolutions has been filed
with Wachovia Bank and Trust Company, N. A.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the said corpo-
ration, this 3rd day of November, 19 78
G. J.

(CORPORATE SEAL)

George J. Kostel
Secretary