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LONGWOOD COLLEGE BOARD OF VISITORS

Minutes of Meeting

May 1-2, 1980

The Board of Visitors of Longwood College met on May 1-2, 1980, on the College campus.

May 1, 1980

The meeting of the Board on May 1, 1980, convened 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 Kampfmüller
Mrs. A. O. Mitchell
Mrs. Jesse R. Overstreet, Jr.
Mr. M. 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, J. President; Dr. Carolyn Wells, Vice President for Academic Affairs and Dean of the College; Dr. William J. Peele, Vice President for Administration; Dr. Mary A. Heintz, Vice President for Student Affairs and Dean of Students; Mr. James L. Branscome, Vice President for Finance; Dr. T. C. Dalton, Administrative Assistant to the President; Mr. George R. Bristol, Director of College Relations; Mr. Joe Mitchell, Director of Public Affairs; and Dr. John Peale, representing the faculty.

The Rector, Mrs. Mitchell, presided. She opened the meeting with these thoughts, followed by prayer:

How many utterly drab and uninteresting people are there in the world who might have developed real personalities if they had only had the courage to do and be something different from the crowd.

Every single forward step in history has been taken over the bodies of empty-headed fools who giggled and snickered.

If you have anything really valuable to contribute to the world it will come through the expression of your own personality--that single

spark of divinity that sets you off and makes you different from every other living creature.

A noted English schoolmaster used to have as his motto:

"Never explain, never retract, never apologize. Get it done and let them howl."

It is a motto not altogether to be commended. He who governs his life according to it will not be an agreeable companion or accomplish the largest service under a government where the will of the majority must finally prevail.

But there is a rugged spirit of independence embedded in it that many men would do well to adopt.

You can afford to have a decent regard for public opinion: but you can never afford to let yourself get into the pathetic condition where what "they say" or many say will keep you from doing what ought to be done.

It is a hopeless condition to be in, because what "they say" today is not what "they said" yesterday or "will say" tomorrow.

Bruce Barton

Executive Session. The members of the Board, on motion duly made and seconded, voted to go into executive session in accordance with Section 2.1-344(2)(3) of the Code of Virginia to discuss personnel matters.

May 2, 1980

The Board reconvened in open session at 9 a.m. on May 2, 1980.

Minutes of the March 6-7, 1980, Meeting of the Board of Visitors. On motion made by Mr. Thompson and seconded by Mr. Page, the Board approved the minutes of the March 6-7, 1980, meeting of the Board as distributed.

Report of the President. The following actions were taken on the recommendations of the President: (A copy of the Report of the President to the Board of Visitors is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - May 2, 1980.)

1. On motion made by Mrs. West and seconded by Mrs. Pretlow, the Board approved the refund policy as recommended by Mr. Branscome. (A copy of this policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - May 2, 1980.)

2. On motion made by Mrs. Pretlow and seconded by Mr. Andrews, the waiving of the application fee for summer student teachers was approved.
3. On motion made by Mrs. West and seconded by Mrs. Davidson, the Board approved the following personnel actions:
 - a. The retiring of Dr. R. Beatrice Bland, Professor of Education, at the end of the first semester, 1980-81.
 - b. The resigning of the following members of the faculty:
 - (1) Mr. Thomas L. Dickens, Instructor in Business
 - (2) Miss R. Aileen Lintz, Assistant Professor of Social Work
 - (3) Mr. Richard A. Williamson, Instructor in Physical Education
 - c. The extending of the leave of absence, without pay, of Miss Sharon Dean, Assistant Professor of English, for the 1980-81 academic year.
4. On motion made by Mr. Robinson, and seconded by Mr. Thompson, the 1980-81 fees as recommended by Mr. Branscome were approved. (A listing of the fees for 1980-81, including the addendum which was distributed, is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - May 2, 1980.) This approval also corrects the July Board figures for the 1980-81 tuition from \$713 to \$725 and 1981-82 from \$725 to \$775, with corresponding changes in the totals.
5. On motion made by Mr. Thompson, and seconded by Mrs. Davidson, the Board approved continued support and operation of the Campus School, recognizing the valuable contribution it makes to the teacher education program.

Report of the Vice President for Administration. Dr. Peele commented on several aspects of his report in response to questions from Board members. He mentioned especially the "very good year" in admissions and commended the Admissions Director and his staff for the outstanding job that had been done. Also, he discussed the four new positions that were provided by the State for the new physical education facility, one of which, in order to meet the management study recommendations, will be a position in the Physical Plant.

Minutes of Meetings of the Board. On motion made by Mrs. Davidson, and seconded by Mrs. Pretlow, the members of the Board requested that the minutes of Board meetings be mailed 10 working days after the meetings and that they indicate the names of the persons making and seconding motions.

Report of the Vice President for Student Affairs.

1. Narcotics. Dr. Heintz informed the Board that staff members had met with a representative from the Attorney General's Office to get advice on handling narcotics cases on campus. She said she felt that the Attorney General's Office would be able to support the strong stance the College has taken with regard to narcotics.
2. Damage Deposit. Information regarding damage deposits at other institutions was distributed to the Board members by Dr. Heintz. She indicated that it was the recommendation of the administration that the College not go to a deposit of this nature for at least a year.

Faculty Participation in Planning Orientation. On motion made by Mrs. Davidson, and seconded by Mrs. Overstreet, the Board members agreed to ask the student leader who is in charge of the orientation program if the students would consider a request from this board that there be some faculty input into orientation.

Report of the Vice President for Finance. Regarding the adoption of the 1980-81 budget as recommended in the Report of the President, Mr. Branscome stated that it was the feeling of the Finance Committee, and he concurred, that action on the budget should be deferred until the July meeting because there were several items regarding the budget which were not final at this time.

Report of the Director of College Relations. Mr. Bristol spoke of the importance of receiving private funds to supplement State funds. He stated that this makes an institution unique, gives it prestige, and makes for a viable institution.

Report of the Administrative Assistant to the President. Dr. Dalton commented as follows:

1. Numerical Objectives. He indicated that the numerical objectives were in the process of being revised. He called the Board members' attention especially to the numerical objectives for students. He indicated that he felt that these were not really realistic even though the admissions staff is doing an outstanding job in trying to meet these objectives.
2. Joan Wright Case. Dr. Dalton stated that the most recent information regarding this was that there was such a backlog of cases that it was not known when the results of the hearing held in December, 1979, would be available.

3. Field Services. In regard to the questionnaires distributed regarding field services, Dr. Dalton said he was trying to get a higher rate of return before compiling the results.

Committee Changes. Mrs. Mitchell stated that she had made some changes in committee assignments since the last Board meeting. Mrs. Overstreet and Mr. Robinson were transferred from the Committee on the Hiring of Administrative Personnel to the Committee on Board Manual and Bylaws.

Appointment of Nominating Committee. The following were appointed by Mrs. Mitchell to serve on the Nominating Committee for the 1980-81 academic year: Mrs. Pretlow, Chairman; Mrs. Anfin, Mr. Page, Mrs. West. They were charged to recommend, at the next Board meeting, a slate that would include a Rector, Vice Rector, Secretary, and an additional member of the Executive Committee.

Meeting of the Council of Visitors. Mrs. Mitchell reported that she, Mrs. Pretlow, and Dr. Willett attended the meeting of the Council of Visitors which was hosted jointly by Norfolk State University and Old Dominion University on April 28.

Report of the Director of Public Affairs. Mr. Mitchell called the Board members' attention to the section of his report dealing with consultants. He reported that 14 firms were contacted and six made presentations at the College. Three of the six were invited back for a second presentation and from these three, one, College Concepts, was selected.

Report of the Committee on the Board Manual and Bylaws. Mrs. Davidson, Committee Chairman, asked that Board members send to her, between now and the July meeting, any input for the Board manual which they might have. It was suggested that an interpretation and clarification of the role of the faculty member sitting with the Board be obtained from the Attorney General's Office. In addition, it was suggested that other institutions be surveyed to see whether or not faculty members are invited to sit with the Board at its meetings, including executive sessions. Proposed changes in the bylaws should be reviewed by the Attorney General's Office.

Mrs. Davidson indicated that the following items had been suggested for inclusion in the Board manual:

1. Bylaws, including an update to include the creation of the Finance Committee; whether or not to include the motion that was tabled regarding the Advisory Committee meeting with the Board; and when amendments may be made to the bylaws, i. e. , regular or special meetings, or at either one, provided prior notice is given.
2. Brief history of the College.

3. List of Board members with terms, addresses, etc.
4. List of all former Board members with dates.
5. Statement of institutional purpose.
6. Section of the Code of Virginia which pertains to Longwood as well as other applicable sections of the Code.
7. Concise statement regarding the Freedom of Information Act.
8. Statement on continuing education of Board members.

It was suggested that Dr. Willett prepare a rough draft of a Board manual, including bylaws, and send this out to the Board members prior to the next Board meeting. Included with this should be a copy of the current bylaws to be used as a basis for comparison.

Report of the Faculty Liaison Committee. Mrs. West, Committee Chairman, indicated that comments were made at the meeting of the committee the day before regarding a committee that had been established at Hampden-Sydney to study long-range plans for the institution, to which all parties of the college would contribute, and the possibility that Longwood might do something of this type. It was noted that the Academic Policies Committee, composed of the department chairmen as well as student representatives, is now in the process of studying long-range academic plans for the College. It was also noted that, in some areas, particularly enrollments and capital outlay, projections had already been made beyond the period of time being considered by Hampden-Sydney for its study.

Report of the Development Committee. Mr. Thompson, Chairman of the Development Committee, stated that the committee had discussed the items on pages 8-12 of Dr. Peele's report, especially capital outlay. In summary, he said, the concern is on the maintenance program. Comments had been received from other Board members, expressing their concern regarding maintenance. He stated that this is a priority item.

Report of the Committee on the Hiring of Administrative Personnel. Mrs. West, Chairman of the Committee, moved, seconded by Miss KampfmueLLer, that the following statement be added to Article VII, Section 2, Item 1, of the bylaws. This would follow the existing statement.

The President shall have the power to establish and modify as he deems necessary the internal administrative structure of the College and shall appoint, or provide for the appointment, of all administrative officers except for the Vice Presidents, making a report of his actions thereon to the Board at the next regular meeting.

The Board of Visitors is responsible for the election, on nomination of and with the concurrence of the President, of the Vice Presidents of the College, all of whom are directly responsible to the President.

Mrs. West amended her motion, seconded by Miss KampfmueLLer, to delete the word "regular" at the end of the first paragraph. The statement was approved as amended.

Annual Meeting of the Association of Governing Boards. It was noted by the Rector that Mr. Robinson attended the annual meeting of the Association of Governing Boards which was held in Washington in April. He reported that this was a very informative and well-attended meeting.

Discussion of Long-range Planning. Dr. Willett stated that Dr. Wells would like to defer discussion on long-range academic planning until the July meeting in order that further input could be obtained from the committee studying this topic.

July Meeting of the Board. It was noted that the next meeting of the Board would be held on July 17-18, 1980.

Executive Session. On motion made by Mr. Thompson and seconded by Mrs. West, the Board voted to go into executive session in accordance with Sections 2.1-342(6)(iii) and 2.1-344(2)(3) and 2.1-344(a)(b) of the Code of Virginia.

The Board reconvened in open session at 4:20 p. m.

Naming of the New Physical Education Building. On vote of seven to three, the Board approved the naming of the new physical education building Lancer Hall.

Personnel Actions. On motion made by Mrs. Davidson, and seconded by Mrs. Anfin, the Board approved the following personnel actions:

1. The awarding of tenure to:
 - a. Mr. Otis W. Douglas, III, Assistant Professor of English
 - b. Dr. Michael C. Lund, Assistant Professor of English
 - c. Dr. Donald A. Merkle, Assistant Professor of Biology
2. The promoting of:
 - a. From Associate Professor to Professor:
 - (1) Dr. Carolyn Craft (English)
 - (2) Dr. Anthony Cristo (Economics)
 - (3) Dr. Robert Gibbons (Education)

- b. From Assistant Professor to Associate Professor
 - (1) Mr. Mark Baldrige (Art)
 - (2) Dr. James Jordan (Sociology and Anthropology)
 - (3) Dr. Edward Smith (Psychology)
- c. From Instructor to Assistant Professor:
 - (1) Mr. Thomas Dickens (Business)
 - (2) Miss Mary Jo Dollins (Library Science)
- 3. The appointing of the following new faculty for the 1980-82 session:
 - a. Dr. Kuldeep S. Turna, as Assistant Professor of Economics
 - b. Mr. Beverly S. Pankey as Instructor in Business
- 4. The reappointing of Mr. George Bristol as Development Officer of the College, with the discontinuing of Mr. Bristol's former title, Director of College Relations. The College will advertise for a Director of Institutional Advancement.
- 5. The awarding of summer grants to the following:
 - a. Dr. Nancy Andrews, Assistant Professor of Physical Education - \$325.
 - b. Mr. Francis Brasile, Assistant Professor of Therapeutic Recreation - \$125.
 - c. Mr. Peter Cunningham, Instructor in Therapeutic Recreation - \$340.
 - d. Mr. Raymond Gilchrist, Associate Professor of Business - \$325.
 - e. Dr. Gerald P. Graham, Associate Professor of Physical Education - \$250.
 - f. Mr. Gary Groneweg, Director of Admissions - \$700.
 - g. Mr. Lawrence Hlad, Assistant Professor of Sociology - \$870.

- h. Miss Cecil Kidd, Assistant Professor of Library Science - \$225.
 - i. Mr. Richard Measell, Instructor in Economics - \$880.
 - j. Mr. Nelson Neal, Assistant Professor of Physical Education - \$100.
 - k. Miss Gretchen Unterzuber, Assistant Professor in the Campus School - \$360.
 - l. Mr. Thomas Williams, Assistant Professor of Music - \$500.
6. The salary scale and faculty listing, including workshops and the reading program, for the summer of 1980. (A copy of this listing is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix D - May 2, 1980.)
 7. The salary authorization for ten instructors teaching off-campus courses during the current semester. (A listing of these instructors and the courses they are teaching is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix E - May 2, 1980.)
 8. The regular session salaries for the 1980-81 session for members of the faculty and administrative staff. (A copy of the salary listing is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix F - May 2, 1980.)
 9. The appointing of Mrs. Betty Kidder as Business Manager and Treasurer.
 10. The following salary scale for the 1980-81 session:

<u>Rank</u>	<u>Minimum</u>	<u>Maximum</u>
Instructor	\$10,600	\$17,100
Assistant Professor	11,600	21,500
Associate Professor	16,800	29,600
Professor	19,500	34,600

11. The following leaves of absence for the 1980-81 session:
 1. Mr. Jiri Rada, Assistant Professor of Health Education. This is an unpaid leave of absence for the first and second semesters of 1980-81.

2. Dr. David Breil, Professor of Biology. This leave is for the second semester of the 1980-81 session.

Comments by Mrs. Mitchell. Mrs. Mitchell, whose term expires at the end of Ju and who is not eligible for reappointment, expressed her gratitude at having been afforded the opportunity to serve on the Longwood Board for the past nine years, two of which two were as Rector.

Statement by the Board. The Rector read the following statement which, on motion made by Mrs. Anfin and seconded by Miss KampfmueLLer, was endorsed by the Board:

The Board wishes to reaffirm that it is operating Longwood College and is fully in charge.

All actions taken in the executive sessions of the Board are being reported in open session.

We deplore the trying of issues in the press that are without documentation and foundation.

All expenditures from the President's Discretionary Fund that affect Dr. Willett or his family personally have been approved by the Executive Committee then in office.

The meeting was adjourned at 4:30 p. m.

Secretary

Addendum to the Report of the Vice President for Academic Affairs and Dean of the College - May 1980

Executive Session

I. Summer Grants - Budget \$5,000

Approval for the following grants for summer study is requested:

- A. Dr. Nancy Andrews, Assistant Professor of Physical Education, \$325, to study aspects of elementary physical education at the Orff Institute, Salzburg, Austria.
- B. Mr. Francis Brasile, Assistant Professor of Therapeutic Recreation, \$125, to study adapted physical education and research methods at the University of Virginia.
- C. Mr. Peter Cunningham, Instructor in Therapeutic Recreation, \$340, to pursue courses leading to the doctoral degree at the University of Maryland.
- D. Mr. Raymond Gilchrist, Associate Professor of Business, \$325, to study data processing at Memphis State University.
- E. Dr. Gerald P. Graham, Associate Professor of Physical Education, \$250, to study at Wake Forest University new techniques to be used in the new physical education laboratory.
- F. Mr. Gary Groneweg, Director of Admissions, \$700, to pursue his MBA degree at Virginia Commonwealth University.
- G. Mr. Lawrence Hlad, Assistant Professor of Sociology, \$870, to pursue his Ph.D. degree at Union Graduate School - West.
- H. Miss Cecil Kidd, Assistant Professor of Library Science, \$225, to pursue a MLS degree at the University of Richmond.
- I. Mr. Richard Measell, Instructor in Economics, \$880, to pursue his Ph.D. at the University of Maryland.
- J. Mr. Nelson Neal, Assistant Professor of Physical Education, \$100, to pursue the Ed.D. degree at the University of Virginia.
- K. Miss Gretchen Unterzuber, Assistant Professor in the Campus School, \$360, to take an internship in learning disabilities at Virginia Commonwealth University.
- L. Mr. Thomas Williams, Assistant Professor of Music, \$500, to study vocal techniques and repertoire in the Oren Brown Voice Seminar at Amherst College.

II. New Appointments

- A. Appointment of Dr. Kuldeep S. Turna as Assistant Professor of Economics, at a salary of \$17,000, is requested. Dr. Turna fills the vacancy created by the termination of the one-year appointment of Mrs. Evangeline McCort.

Dr. Turna earned the B.S. and M.S. degrees at the Uttar Pradesh Agricultural University in Pantnagar, India; and the Ph.D. degree in Economics from Utah State University. He has been employed as an Assistant Professor of Economics since September, 1978, at Union College in Barbourville, Kentucky.

- B. Appointment of Mr. Beverly S. Pankey as Instructor in Business, at a salary of \$16,000, is requested. Mr. Pankey fills the vacancy created by the Resignation of Mr. Thomas Dickens from the faculty.

Mr. Pankey earned the B.S. in Engineering from the U.S. Naval Academy; the B.S. in Business Administration from Aquinas College; and the M.S. in Management from Aquinas College. He is just now completing 20 years active duty with the United States Navy. During his most recent assignment he taught business subjects and prior to that, was a Coordinator of Educational Programs.

III. Reappointment, with Title Change

Reappointment of Mr. George Bristol as Development Officer of the College, at a salary of \$28,000, is requested. Mr. Bristol's former title, Director of College Relations, should be discontinued. The salary of \$28,000 is the same as that given to Mr. Bristol in 1979-80.

Submitted by,



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

April 29, 1980

IV. Promotions

The following faculty members are recommended to the Board of Visitors for promotion to the ranks indicated. Those designated by an asterisk were in the process of consideration at the time the salary list was distributed to the Board. Therefore, if approved, promotion stipends of \$1,000 for professor and \$500 for associate professor must be added to their salaries. For those not designated by an asterisk, promotion stipends of \$1,000 for professor, \$500 for associate professor and \$250 for assistant professor have already been included in their salaries.

From associate professor to professor:

- *Dr. Carolyn Craft (English)
- *Dr. Anthony Cristo (Economics)
- Dr. Robert Gibbons (Education)

From assistant professor to associate professor:

- Mr. Mark Baldrige (Art)
- *Dr. James Jordan (Sociology and Anthropology)
- Dr. Edward Smith (Psychology)

From instructor to assistant professor:

- Mr. Thomas Dickens (Business)
- Miss Mary Jo Dollins (Librarian)

Professional resumes for each candidate are attached.

V. Salary Scale

Approval by the Board of Visitors is requested for the following salary scale for 1980-81. All contracts have been computed within the confines of these ranges.

<u>Rank</u>	<u>Minimum</u>	<u>Maximum</u>
Instructor	\$10,600	\$17,100
Assistant Professor	11,600	21,500
Associate Professor	16,800	29,600
Professor	19,500	34,600

VI. Leaves of Absence - 1980-81

- A. Board approval is requested for an unpaid leave of absence for Mr. Jiri Rada, Assistant Professor of Health Education, for first and second semesters of 1980-81. Mr. Rada is planning to attend graduate school in order to attain a doctoral degree in health education.
- B. Board approval is requested for a leave of absence during the second semester of 1980-81 for Dr. David Breil, Professor of Biology. Modest funding for this leave will be requested from the Longwood Foundation; if funds are granted, approval of the specific amount will be sought

at the July meeting of the Board of Visitors. Dr. Breil plans to spend the semester collecting plants, working out of the University of Florida and Archbold Research Station in southern Florida.

Submitted by,



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

April 30, 1980

Appendix A - May 2, 1980

LONGWOOD COLLEGE
Farmville, Virginia 23901

Report of the President
to the
Board of Visitors

May 1-2, 1980

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LONGWOOD COLLEGE
Farmville, Virginia 23901

Ladies and Gentlemen of the Board of Visitors:

I recommend approval of the Board of Visitors of the following:

1. Adoption of the refund policy as recommended by Mr. Branscome. (Pages 25-26.)
2. Waiving of summer school fees as recommended by Mr. Branscome. (Page 25.)
3. Adoption of personnel actions pertaining to retirement, leaves of absence, and resignations as recommended by Dr. Wells. (Page 2.)
4. Adoption of 1980-81 fees as recommended by Mr. Branscome with a correction of the July Board figures for 1980-81 tuition from \$713 to \$725 and 1981-82 from \$725 to \$775, with corresponding changes in the totals. (Page 24.)
5. Adoption of the 1980-81 budget as recommended by Mr. Branscome. (Pages 25, 30-31.)

Item for discussion:

Update on further action taken regarding the management report.

Respectfully submitted,

Henry I. Willett, Jr.
President

April 23, 1980

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

I. Retirement

Dr. R. Beatrice Bland, Professor of Education, has requested retirement at the end of first semester, 1980-81. Board approval for her retirement is requested. Dr. Bland has served the College since 1965.

II. Resignations

Acceptance of the following resignations is requested:

- A. Mr. Thomas L. Dickens, Instructor in Business. Mr. Dickens plans to attend graduate school to seek a doctorate degree.
- B. Miss R. Aileen Lintz, Assistant Professor of Social Work, Miss Lintz plans to marry and move to Tennessee.
- C. Mr. Richard A. Williamson, Instructor in Physical Education. Mr. Williamson plans to attend graduate school to seek a master's degree in counseling.

III. Extension of Leave of Absence

Extension of the leave of absence of Miss Sharon Dean, Assistant Professor of English, who is working on her doctorate at Indiana University, is requested. This leave, which is unpaid, is for the 1980-81 academic year.

Submitted by,

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

April 23, 1980

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

I. Admissions

A. Admission Cycle

The admission cycle is almost complete for the 1980-81 academic year. It appears that the total applications will exceed last year's total. We are currently exceeding last year's applications as of April 4 by about 2.5%. The male applications exceed the preceeding year by 20.4% with male applicants comprising about 30% of the 1980-81 total.

B. Applications Summary

As can be seen on the numerical summary below, we have offered 1,210 students regular admission and have denied admission to 365 students. We have also offered conditional admission to 30 students which should yield about 15 actual students in this program. For purposes of State reporting, the summer-fall, summer January, and January admissions are also counted as denials. This will bring the denials to 539 or about 27%. Our acceptance rate is calculated to be 73%. Anything under 80% is considered good.

1. Applications		2,025
2. Admitted		1,414
a. Regular	1,210	
b. Fall conditional	30	
c. Summer-fall	10	
d. Summer-January	89	
e. January (waiting list for fall)	75	
3. Denied		365
4. Advance deposits paid		810
a. Dorm	782	
(1) Men	175	
(2) Women	607	

b. Day 28

(1) Men 1
(2) Women 27

C. Flow of Applications

Applications are still arriving and as we continue to place acceptable students on the waiting list, the acceptance rate will decrease. Historically, a relatively small portion of these students for January will actually begin at that time. Most of this group will decide to begin elsewhere in the fall.

D. Minority Applications

Minority applications are currently behind last year by 36. Of the minority applications, we received 120 applications from black students in 1979-80 and only 82 this year. With the admission rate for minority students generally lower than for all students, it would appear that we will not reach our institutional goal of 69 new students for the 1980-81 academic year.

E. Handicapped Legislation

With the new handicapped legislation, we have made some changes to accommodate the new legal requirements. We are asking each student to notify us if they have any type of disability. This request is not made until after a student has been admitted. For your information, I am attaching the request for information which is sent to the student. This type of request assists the College in being better prepared to deal with disabilities which new students may have. We continue to encourage actual campus visitation for those students who have a physical problem which affects their mobility. Although we do not base an admission decision on a student's disability, we believe they need to be very aware of the type of facilities that are available on campus.

II. Personnel

A. Longwood Employee Headcount as of 4/15/80

1. Permanent filled positions - 401

President	1
Administration	29
12-month faculty	2

Educational leave with pay	1	
Intercollegiate athletics faculty	9	
Campus School faculty	10	
Full-time faculty	140	
College hostesses	10	
Area coordinators	3	
Infirmary	5	
Police	11	
Power plant	10	
Laundry workers	7	
Golf course employees	2	
Exterminator	1	
Utility serviceman	1	
Groundsmen	8	
Female custodians and supervisors	30	
Male custodians and supervisors	15	
Tradesmen and supervisors	17	
Office employees	<u>89</u>	401

2. Other Positions

Weekly Positions	28	
Adjunct faculty	20	
Classified vacancies	4	
T & R vacancy	1	
Unpaid faculty leave	1	
Foundation paid leaves	2	
Sponsored program	<u>1</u>	<u>57</u>
		458

3. Permanent Positions

Classified	213	
President	1	
T & R	193	
Sponsored program	<u>1</u>	<u>408</u>

B. Personnel Turnover

Since January 1, 1980, we have had very little turnover of personnel at Longwood. Due to the tight job market, it appears that people are not changing jobs or moving from one locality to another as they have in the past. So far this year, we have had two retirements representing a total of 28 working years.

They were Stella Simmons, Laundry Worker B, and Vincent Rickman, Recreation Supervisor. In addition to the two retirees, there has been one resignation by a custodial worker who had worked at Longwood for four years.

C. Health Insurance

Blue Cross/Blue Shield has informed us that as of July 1, 1980, the employee portion of the premium for the family plan will increase from \$30.00 to \$39.54 per month. The State's portion will increase from \$46.62 to \$61.46 per month. For the employee only plan, the State's portion will increase from \$28.46 to \$38.20. The employees on our campus who will be affected by this change will be those carrying the family plan who will have to pay \$114.48 more per year. However, Longwood will have to pay approximately \$59,000.00 more, starting with 1980-81, for this fringe benefit for its employees.

D. Classified Salary Increase

All classified State employees on July 1, 1980, will receive a 7% salary increase. All steps on the current scale will have this additional amount added. This is in addition to any merit increase they will earn during the 1980-81 year. This is an attempt by the legislature to bring State salaries more in line with the private sector.

E. Virginia Supplemental Retirement System

In the very near future, an updated brochure from Richmond will be available to all College personnel on the retirement program.

It is important to understand that the retirement policy that went into effect March 31, 1980, was not applicable to employees already in the system.

F. Graded Pay Plan

On July 1, 1980, the State of Virginia will change its compensation plan to the graded pay plan. At the present time, there are nearly 8,000 job titles using 211 salary scales. This is a most cumbersome system. The job titles will remain the same, but the pay scales will be consolidated into 22 ranges. Currently, this pay scale can have as few as two steps or as many as 10. The new system will be uniform with eight steps at every level with a

raise of 36.6% from the first to the eighth step. There will be a 9% difference between each range. For the most part, this will be an administrative change that will help cut down on paper flow between agencies and Richmond. No employee will experience any pay reduction because of implementing the new plan and some will experience a pay raise due to steps being added to their scale. The Department of Personnel and Training hopes that this will cut down on reallocation requests, reduce EEO liability and promote decentralization plan.

G. Semi-annual Employee/Management Meetings

Our semi-annual group meetings with all employees were held this past April. Policies of the College and State were discussed, including personnel evaluations, the new physical education building, changes in mileage allowance for use of private cars in college travel, educational possibilities with one tuition-free class per semester for all employees, Blue Cross/Blue Shield rate changes, longevity service awards, management team report update, changes in the retirement system, 7% pay increase July 1, 1980, and the graded pay plan.

H. Service Awards

The committee on service awards has been meeting with jewelers in order to finalize the type of awards we wish to present for longevity. These awards will be presented for increments of employment at Longwood College for every five years. There are six people on this committee, representing a cross-section of employees at the College.

I. Employee Handbook

It is anticipated that a new Employee Handbook will be printed this summer. The last revision was done October, 1975, and many changes have occurred since then.

J. National Secretaries Week

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

K. U.S. Savings Bond Campaign

The U.S. Savings Bond Campaign has just been completed. Each year the Governor has a Savings Bond drive. This can be a payroll deduction. We did not show a significant change in participants.

III. Physical Plant

A. Work Accomplished by College Employees:

1. Constructed lab room in Coyner.
2. Constructed office in Hiner.
3. Removed stage in Hiner and tiled floor.
4. Re-tiled classroom in Grainger basement (Room 104).
5. Re-tiled Room 304 in Grainger.
6. Repaired roofs of Barlow, West Ruffner, Library, Jarman and South Ruffner.
7. Finished installing smoke detectors in Curry and Frazer dormitories.
8. Repainted multipurpose room at Campus School.
9. Repaired plaster walls and painted a large number of rooms in Grainger and West Ruffner.
10. Finished removing garage at Alumni House.
11. Reworked four toilets in the Ruffner area.
12. Presently working on the College sign that was given by the Senior Class of 1979.
13. Sanded floors and refinished them in the Commons Room area.
14. Installed new outside heating controls in Old Tabb.
15. Presently in the process of making new screens for dormitories.

16. Completed 1,391 work order requests from January 22, 1980, to April 10, 1980.

B. Capital Outlay Projects - 1978-80 (Brief Summary Sheet is Attached)

1. Construction of Physical Education Building (Amount appropriated was \$4,758,143.89)

This project is still in the construction phase with approximately 80% of the work being completed. The entire building has been prime-painted, and all rooms are receiving various phases of interior finishing. We expect the administrative area to be ready for occupancy by the middle of June. When soil conditions permit, we plan to start the site work (sidewalks, tennis courts, parking lot, lighting, and landscaping). Site work is Phase II of the parent building project. To date, \$4,735,133.45 has been encumbered which includes the site work. We have a contingency fund of \$23,010.44.

2. Replace Roof on Ruffner (Amount appropriated was \$199,280)

This project was completed in December 1979, with a total project cost of \$208,790. The Budget Office (in Richmond) approved the over-run of \$9,510.

3. Replace Gym Floor, French Building (Amount appropriated was \$53,770)

This project was completed in December 1979. The total cost of the project was \$52,192.30, leaving a surplus of \$1,577.70 in this project.

4. Recreational Facilities, Iler and Campus School Fields (Amount appropriated was \$100,000)

The Iler Field portion of the project cost \$58,926.30, and has been completed. We have \$41,073.70 left in this project to construct the baseball field at the Campus School.

The contract for the baseball field at the Campus School has been awarded to Watts Contractor and work commenced by preparing the site for excavation. When soil conditions permit, we will cut and fill the topography to the new contours and install a new chain-link fence around the field.

College forces will do the lawn and terrace seeding and care.

5. Access for the Handicapped, Site Work (Amount appropriated was \$25,378)

The ramps, walks and curb cuts have been completed. Total project cost was \$25,272.14. We will ask the Division of Engineering to accept this project within 10 days and prepare to close out this project, leaving a balance in this fund of \$105.68.

6. Structural Barriers for the Handicapped (Amount appropriated was \$59,725)

We have taken bids on the project and recommended that the contract be awarded to Booth Construction Company. If the paperwork flows smoothly, we should be able to get a mid-May start on the renovating of two rooms each in Cox and Wheeler Dormitories to comfortably accommodate our handicapped students.

7. Roof Repairs, Tabb and Cunninghams (Amount appropriated was \$39,175)

This has become a Tabb roof project due to lack of funds to cover roofs on Tabb and the Cunninghams. We made the decision to go with Tabb roof because we have a Cunningham project coming up in the next biennium and the roof will be included in that project.

We have had a materials problem in obtaining the special metal for the roof and gutter work on Tabb. Work commenced on this project on April 4, 1980. The building has been scaffolded and prepared to remove the northeast quarter of the roof about April 15, 1980, if weather permits. It is estimated that it will take the better part of six weeks to do the work. Estimated cost of this project is \$34,735.00.

8. Repair Fire Damage, Curry (Amount appropriated was \$118,819)

This project is complete and is awaiting acceptance by the Fire Marshal. All work has been accepted by the architect and owner. The exterior crack between the fifth and sixth floor has been repaired to our satisfaction. Total project cost was \$108,347.43, leaving a surplus of \$10,471.57 in this project.

C. Capital Outlay Projects Requested for 1980-82

1. Priority #1: Renovate Iler Gymnasium

Estimated cost, \$650,000, to be funded from the General Fund. The 1980 General Assembly did not fund this project.

2. Priority #2: Rebuild Parapet Walls on Dining Hall

Estimated cost \$105,910, to be funded by revenue bonds. The 1980 General Assembly did grant Longwood College permission to float revenue bonds for this project.

3. Priority #3: Increase Electrical Service to Hiner Building

Estimated cost \$47,758, to be funded from the General Fund. The 1980 General Assembly did fund this project.

4. Priority #4: Energy Conservation - Modernize Heating Controls and Install Storm Windows

Estimated cost \$65,313 to be funded from the General Fund. The 1980 General Assembly did fund this project.

5. Priority #5: Jarman Refurbishing - Replace Stage Lighting, Seats and Floor

Estimated cost \$249,583, to be funded from the General Fund. The 1980 General Assembly did not fund this project.

6. Priority #6: Renovate French Residence Hall

Estimated cost \$629,914, to be funded from revenue bonds. The 1980 General Assembly did grant Longwood College permission to float revenue bonds for this project.

7. Priority #7: Construct Fine Arts Center

Estimated cost \$781,465, to be funded with private money. This project was recommended by the State Council for inclusion in the list of projects to be presented to the legislature; however, the project was lost somewhere between the State Council of Higher Education, the Division of Engineering, and the Governor's Office.

8. Priority #8: Procurement of Athletic and Recreational Equipment

Estimated cost \$50,000, to be funded by revenue bonds. The Division of Engineering and Buildings ruled that, since this was equipment for the new Health and Physical Education Building, authorization was included in the 1978-80 Appropriation Act and no further legislative approval was necessary.

9. Priority #9: Procurement of Motor Coach

Estimated cost \$110,000, to be funded by revenue bonds. The Division of Engineering and Buildings requested that the College and the Budget Office determine the appropriate source of funds. They did not believe this item to be a capital outlay request.

D. Architectural and Engineering Services

The Division of Engineering and Buildings has published new guidelines for the selection of architectural and engineering services by State agencies. A copy of these new guidelines are attached for your information.

IV. Placement

A. December Graduates

Tentative placement statistics for the December 1979 graduates include the following:

1. Number of graduates - 68
2. Number of teaching majors - 37. Percentage placed - 80.6.
3. Number of non-teaching majors - 31. Percentage placed - 67.7.
4. Total percentage of graduates placed - 74.6.

B. Seminars/Personal Interviews

The Office of Career Planning and Placement has been busy attempting to reach all of the 1980 graduates either through personal interviews or through seminars to assist them in preparation for their job search. During the spring semester, the Director has held 21 seminars and talked to over 100 students individually.

C. Speakers - Second Semester

Speakers on campus during the second semester included:

1. Kempton Shields, First and Merchants Bank - "Career Opportunities in Banking"
2. Dr. Alvin Anderson, NASA, Langley Air Force Base - "Career Opportunities for the Minority Student"
3. Dinner meeting with a panel of six alumni (Anna Butler, Lyndi Chalkley, Jacqui Singleton, Tony Wilkins, and Mary Kay McDaniel) - "Alumni Speak Out - Tips on Job Search"
4. Ken Neimo, Computer Aided Consultants - "Opportunities in Math and Computer Science"

D. Recruiters

Attracting recruiters to the campus remains a priority for the office. There has been a 35% increase in non-teaching on-campus recruiters over the previous year. Luncheon meetings will be held throughout the spring and summer months with employers.

The increase by school divisions has kept pace with prior years. Although four divisions (Surry County, Prince Edward County, Fredericksburg and Manassas Park) did not visit the campus this year, five divisions (Botetourt, Henrico, Wicomico County, Maryland, Virginia Beach, and Clifton Forge) came to the campus who had not been in years.

E. Follow-up on 1979 Graduates

1979 graduates and their employers will be visited at work as a part of a combined effort with field services.

F. Summer Plans

The summer will be occupied with planning for next year and special emphasis on securing employment for 1980 graduates.

Submitted by,

William J. Peele
Vice President for Administration

April 23, 1980



1839

LONGWOOD COLLEGE

FARMVILLE VIRGINIA 23901

Gary C. Groneweg
Director of Admissions and
Coordinator of Financial Aid
804/392-9251

Compliance Notice
Title V, Section 504, of the Rehabilitation
Act of 1973 (Handicap Legislation)

In compliance with The Rehabilitation Act Legislation, Longwood College has eliminated from its admission application questions relating to student disabilities. The same Legislation also requires institutions to make special preparations or adjustments to accommodate certain disability situations. In this regard, we are asking any student who has a disability which substantially limits one or more of his or her major life activities as walking, seeing, hearing, speaking or learning to forward a detailed description of such disability to the admissions office within two weeks of this notice. These handicap conditions can include, but are not limited to the following:

cancer
cerebral palsy
deafness or hearing impairment
diabetes
epilepsy
heart disease
multiple sclerosis
muscular dystrophy
orthopedic, speech or visual impairment
perceptual handicaps

CAPITAL OUTLAY SUMMARY REPORT
1978-80 Projects

<u>Item No. & Title</u>	<u>Amount Approp.</u>	<u>Project Status</u>	<u>Project Cost</u>	<u>Surplus Funds</u>	<u>Remarks</u>
C-2: Replace Roof on Ruffner	\$ 199,280.00	Completed 12/1979	\$ 208,790.00	-0-	Budget Office approved over- run of \$9,510.
C-2: Replace Gym Floor, French Building	\$ 53,770.00	Completed 12/1979	\$ 52,192.30	\$ 1,577.70	None
C-181: Construction of Physical Educa- tion Building	\$4,758,143.89	80% Complete	Encumbered \$4,735,133.45	Contingency \$23,010.44	Encumbrances include site work.
C-183: Roof Repairs, Tabb and Cunningham	\$ 39,175.00	Commenced work on Tabb 4/80	Estimated \$ 34,735.00	Estimated \$ 4,440.00	None
C-4: Access for the Handicapped Site Work	\$ 25,378.00	All work complete; awaiting final in- spection	\$ 25,272.14	\$ 105.68	None
348: Structural Barriers for the Handicapped	\$ 59,725.00	Awaiting to award Contract	Estimated \$ 59,725.00	-0-	None
11110: Repair Fire Damage, Curry	\$ 118,819.00	Completed 4/1/80	\$ 108,347.43	\$10,471.57	Awaiting Fire Marshal's acceptance.
C-183.1: Construct Baseball Field, Campus School	\$ 41,073.70	Commenced work on 4/7/80	Phase II Estimated \$ 29,703.00	Phase II Estimated \$11,370.70	None
C-183.1: Recreational Facilities, Iler and Campus School Fields	\$ 100,000.00	Project completed 1/2/80	Phase I \$ 58,926.30	Phase I \$41,073.70	Surplus funds used to con- struct baseball field.

ARCHITECTURAL AND ENGINEERING SERVICES

Section 40—Selection of Architects and/or Engineers and Classification of Projects

Sec. 40.01. *CLASSIFICATION OF PROJECTS.* Projects which are predominantly architectural in character shall be classed as architectural projects; likewise, projects which are predominantly engineering in character shall be classified as engineering projects. An Architect shall be in charge of planning and supervision of an architectural project; an Engineer shall be in charge of an engineering project.

Sec. 40.02. *LIMITS OF PROFESSIONAL SERVICES.* Architects planning and handling projects which include major engineering features may plan and handle these features provided there is a registered engineer in the organization; otherwise, they shall employ an associate engineer or engineering firm, approved by the Owner, to plan and administer the construction of the engineering work. If it is deemed necessary to employ associate engineers or engineering firms, such associates or firms shall be employed at the inception of the planning and all submittals, i.e., schematics, preliminary and working drawings, shall reflect the necessary study of such associates or firms.

Engineers planning and handling projects which include major architectural features may plan and handle these features provided in the organization there is a properly qualified and experienced registered architect; otherwise, they shall employ an associate architect or architectural firm, approved by the Owner, to plan and administer the construction of the architectural work. If it is deemed necessary to employ associate architects or architectural firms, such associates or firms shall be employed at the inception of the planning and all submittals, i.e., schematics, preliminary and working drawings, shall reflect the necessary study of such associates or firms.

All drawings shall contain the registration seal of the Architect and Engineer for their respective phase of the project.

Sec. 40.03. *SELECTION OF THE ARCHITECT OR ENGINEER.* The Building Committee of the Owner-Agency or Institution (as defined in Sec. 11.01) shall notify the head of the Agency or Institution of the Committee's selection of the Architect/Engineer for transmittal on the Forms CO-2 and CO-2.1 to the Governor. The following policies are set forth as general guidance for the Committee in its selection process:

- A. Virginia has a large number of Architectural and Engineering firms well qualified in their fields of endeavor. It is in the best interest of the Commonwealth that the services of these qualified and capable Virginia firms be utilized, all things being equal.
- B. The association of firms on a given project is to be limited to only those projects where such an arrangement is necessary due to circumstances that can and are to be documented in an attachment to a recommendation for association.
- C. Continuity of service by a consultant has value, but diversity of service has merit in the area of competition, encouraging improved service as well as distribution of workload in an effort to adhere to prescribed schedules.

In recommending the Architect or Engineer to the Agency head, the Committee shall proceed in the manner outlined below:

- A. For a project whose estimated construction cost is to be less than \$500,000, the Committee shall:
 - I. For projects meeting the following criteria:

In the event of an emergency, or for a renovation or repair project to be \$100,000 or less, or in the event the Owner needs professional architectural or engineering assistance but requires less than the full services contemplated by the Manual, a firm may be selected without adherence to the procedures in A II, provided the head of the agency or institution submits a letter to the Director of the Division of Engineering and Buildings documenting the reasons.
 - II. For projects not meeting the criteria in A I:
 1. Identify, from a list of firms which have expressed an interest in doing work for the Agency, not less than three architectural or engineering firms which appear to be qualified to render the required services.

2. Notify each firm by letter of the Owner-Agency's need for Architectural/Engineering services relative to the specific capital project — including in the notification, a general description of the project, monies available, and a schedule for completion. (If at least three firms do not respond to the notification, additional firms shall be notified.)
3. Solicit from each firm responding to the notification an updated statement of qualifications.
4. Evaluate the qualifications of each firm responding with respect to the following criteria:
 - expertise of the firm relative to the specific project (including recent projects of similar type completed by the firm);
 - financial responsibility of the firm;
 - geographic location of the firm relative to the project;
 - number, type and value of recent projects completed for the Agency/Institution;
 - number, type and value of current projects to include all for the Commonwealth of Virginia; and,
 - past cost performance and scheduling performance, to include all Commonwealth of Virginia projects in past five years. (This listing constitutes a set of minimum criteria and does not preclude the Agency/Institution from imposing additional criteria.)
5. Rank the firms in order of apparent qualifications.
6. Request that the apparent most qualified firms (a minimum of two firms) submit the following:
 - a statement of budgetary feasibility and concurrence with the proposed construction budget;
 - a schedule for planning; and,
 - a listing of additional consulting firms, if any, to be used on the project. (This list should indicate whether such additional firms are included within the basic fee or beyond the fee. An explanation and detailed cost information should be given where firms are to be hired beyond the fee.)
7. Interview an appropriate number of firms (minimum of two), evaluate each proposal, rank the proposals and on the basis of this evaluation, select the Architect/Engineer. (Should the technical or financial features of the proposals or other problems make all proposals received unsatisfactory, the Committee shall request detailed proposals of other firms on the qualification list.)
8. Notify the head of the Owner-Agency or Institution of the Committee's selection of the Architect/Engineer for transmittal on the Forms CO-2 and CO-2.1 to the Governor.
9. Certify the information presented on the Form CO-2.1.
10. After approval of the Form CO-2, notify all firms interviewed of the Architectural/Engineering firm selected for the project.

B. For a project whose estimated cost equals or exceeds \$500,000, the Committee shall:

1. (a) Announce the project in at least two daily newspapers, one of which has statewide circulation.
- (b) Provide in the announcement the following information at a minimum:
 - name and address of the Owner-Agency/Institution;
 - title of the project;
 - estimated cost of the project;
 - a brief description of the project; and,
 - last date for submitting a statement of interest in the project (i.e., a date two weeks from date of advertisement).
2. Solicit each firm responding to the announcement an updated statement of qualifications.

3. Evaluate the qualifications of each responding firm with respect to the criteria outlined in Section 40.03 AII-4 above and also with respect to the following criteria:
 - size of the firm relative to size of the project;
 - current workload and ability to complete work on the project in the required time;
 - special experience and qualifications; and,
 - such other criteria as the Committee may impose.
4. Rank the firms in order of apparent qualifications.
5. Request that the most highly qualified firms (a minimum of three firms) submit the following:
 - a statement of budgetary feasibility and concurrence with the proposed construction budget;
 - a schedule for planning; and,
 - a listing of additional consulting firms, if any, to be used on the project. (This list should indicate whether such additional firms are included within the basic fee or beyond the fee. An explanation and detailed cost information should be given where firms are to be hired beyond the fee.)
6. Interview an appropriate number of firms (minimum of three), evaluate each proposal, rank the proposals and on the basis of this evaluation select the Architect/Engineer. (Should technical and financial features of the proposals or other problems make all proposals received unsatisfactory, the Committee shall request detailed proposals of other firms on the qualification list.)
7. Notify the head of the Owner-Agency or Institution of the Committee's selection of the Architect/Engineer for transmittal on the Forms CO-2 and CO-2.1 to the Governor.
8. Certify the information presented on Form CO-2.1.
9. After the approval of the Form CO-2, notify all applicants of the Architectural/Engineering firm selected for the project.

Sec. 40.04. *REPORT ON PROCEDURES USED TO SELECT THE ARCHITECT AND/OR ENGINEER.* The Building Committee of the Owner-Agency or Institution, using G.S. Form E&B CO-2.1, shall submit a report on the procedures used to make their recommendation of the Architect/Engineer for the project. This report shall accompany submission of the G.S. Form E&B CO-2.

Section 41—Relationship of Architects and Engineers to Owner

Sec. 41.01. *RELATIONSHIP WITH ARCHITECTS AND ENGINEERS.* From the outset of planning a project, the Architect or Engineer shall be responsible directly and only to the Owner. Copies of all plans, specifications, reports and other materials relating to the project and as prepared by the Architect or Engineer shall be transmitted by him directly to the Owner. The Owner shall communicate all approvals, rejections, change requirements and other similar information to the Architect or Engineer.

The Owner shall observe the procedure of issuing orders to Contractors only through the Architect or Engineer.

Section 42—Responsibilities of Owner

Sec. 42.01. *FURNISHING ADDITIONAL INFORMATION.* The following information or data shall be provided by the Owner if needed in the planning of the project. The information so furnished shall not relieve the Architect or Engineer of responsibility for making the studies and checks necessary for the proper planning of the project which he undertakes. In the event the Owner is unable to furnish this information, he shall preferably have the work performed under the direction of the Architect or Engineer for the overall project. Payment of obtaining information covered in A, B, and C shall be made in accordance with Section 51.02.

- A. The Owner shall set a schedule for pursuing the planning for the project, at the time of employment of the Architect or Engineer. Such a schedule shall allow reasonable times for review of the various phases by review agencies such as the Division of Engineering and Buildings, the Fire Marshal, the Art and Architectural Review Council, the State Council of Higher Education, the Department of Health, the Soil

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS
AND DEAN OF STUDENTS

I. Student Government Association

A. Committee to Study Structure of Student Government

The Executive Council of Student Government Association, faculty and staff representatives were appointed by the President to review the current structure of the student governing bodies of the College and to make recommendations for any changes which would enhance the student involvement in college governance.

The committee has reviewed several proposals for modifying or restructuring the Student Government Association. Final recommendations are not yet complete. When the committee has completed its task, the proposed changes would have to be presented to the student body in a referendum. Prior to doing this, the committee would conduct several open meetings to obtain input from other students.

B. Handbook for Students

The Handbook for Students is being prepared for 1980-81; all information from Student Government Association, faculty, staff and organizations was due in late March. The handbook will be available for orientation for new students when they arrive in late August.

C. Orientation

Miss Brenda Fettrow was elected by the students to serve as Chairman of Orientation. She met with new students in January to assist them in becoming familiar with the College. Brenda will be responsible for planning and implementing the program for new students when the College opens in August.

D. Judicial Board Status Report

The proposal which was made by Dr. Mary Heintz, Vice President for Student Affairs and Dean of Students, to Sally Lowe, Chairman of the Judicial Board, and Dr. James Helms, their adviser, was not agreed to by the full Judicial Board. The Judicial Board will continue to handle non-drug-related Honor Code violations. New

procedures for the handling of drug-related offenses will be developed by the College in the coming months. In the interim, these cases will be handled by the administrative officers and the campus police.

The College has always taken a firm stand relating to the use of narcotics on the Longwood College campus and will continue to do so. Members of the Administrative Staff feel that, because of this strong position, narcotics usage is comparatively low on our campus.

II. Summer Academic Planning

The decision has been made to incorporate academic advising and registration into the orientation program in August rather than to hold planning sessions during the summer as has been done for a number of years. Last year, the sessions were cancelled due to gasoline shortages and budget constraints.

III. Staff Changes

Dr. Jennings Cox reported to the campus on April 2, 1980, as Director of Counseling Services.

IV. Infirmary

The Infirmary was in operation a total of 83 days during January, February, and March. The doctor saw 560 patients during sick call; 64 students were admitted as bed patients; and the nurses treated 2,617 students in addition to treatment prescribed for bed patients.

<u>Month</u>	<u>Days</u>	<u>Bed Patients</u>	<u>Doctor Sick Call</u>	<u>Nurses, Except Sick Call</u>
January	27	12	150	586
February	29	31	270	1,236
March	<u>27</u>	<u>21</u>	<u>140</u>	<u>795</u>
Total	83	64	560	2,617

V. Information Office

There were 7,187 calls received in the Information Office during January, February, and March with an average of 599 calls per week for the quarter.

VI. Commencement

Commencement ceremonies will be held on Saturday, May 17, at 9 a. m. Arrangements have been made for graduating seniors, their families, and friends to stay on campus Friday evening and Saturday. Brunch will be served immediately following commencement exercises. In the event of rain, the program will be held in Jarman Auditorium with limited seating. Closed-circuit television will be used to provide for those unable to locate seats in the auditorium.

VII. Housing for Field Experience and Student Teaching

On March 12, a meeting was held for student teachers who will be off-campus for the fall semester. Householder lists were distributed. Students who will be involved in field experience and student teaching in the fall are submitting addresses to this office on where they will be located for the first semester. A total of four have been received to date. Eighty-seven students are scheduled to student teach. Students scheduled for field experience in therapeutic recreation total three, and in social work, there are eleven.

VIII. Summer Conferences

There are seven groups scheduled to be on campus between June 15 and August 6. All groups except Girls State will be housed in Curry Residence Hall. The American College Tour, Incorporated, is making four overnight stops during the months of June and July.

IX. Student Housing

A. Resident Students

There were 1,921 resident students on campus on April 11, 1980. Last year at the same time, there were 1,840 and during the 1977-78 session, the count was 1,821.

B. Fall Housing

Approximately 1,450 current students participated in the room selection process which was held just before spring vacation. Five residence halls were filled to capacity, and the students seemed pleased with space allocation and availability.

Room assignment surveys have recently been sent to all new students and are coming back to the Housing Office at a record pace.

Staff selection for the undergraduate Resident Assistant positions was completed in March and spring training sessions are being planned for the thirty-three new staff members.

Applications are being solicited for the Resident Supervisor vacancies that are expected. There will be several vacancies by the end of the current session.

C. Summer Housing

Plans are proceeding to house summer school students in Frazer Hall with conferences being scheduled for Curry Hall.

X. Student Activities

The following individuals are the newly-elected officers for the Student Union for the 1980 year: Marjorie Croxton, Chairman; Jerry Richman, Vice Chairman; Mary Beth Ibanez, Secretary; and David Wall, Treasurer.

The second semester of the 1979-80 school year began with the ever popular "Marki-Gras Weekend". This included five days of events starting on Wednesday night and proceeding on through Sunday afternoon. Six bands and a film were the highlights of the weekend.

The latter part of the semester features the traditional "Spring Weekend" consisting of a four-day affair with seven bands, a mixer Friday night, an outdoor picnic on Saturday, and an outdoor concert on Sunday.

Though attendance is slightly down from first semester, it is felt that the second semester has continued to provide a great variety of entertainment to meet the tastes of all students. A sample of this would be Jack White demonstrating the techniques of trick pool, the Audobon Film Series Program on the Wilderness Trek through New Zealand, jazz bands, rock bands, and individual soloists like Oliver.

Mr. I. B. Dent, Director of Student Activities, was just elected the Virginia Unit Coordinator for the National Entertainment and Campus Activities Association. Because of this, Longwood was host to the first Virginia unit meeting on April 5.

The Student Union continues to emphasize committee organization. The committee chairmen for the various types of programs (i. e., Spotlight Concert, Mixers, Sound Gallery) have taken on a much more important role than in the past. The students have shown a marked increase in their ability to handle this system. Through this type of structure, the Student Union continues to emphasize education through leadership.

XI. Damage Deposit

The Board asked for a survey of damage charges made at other colleges and universities. A complete table will be distributed at the meeting.

Thirteen of the institutions in Virginia, public and private, have a damage fee. These charges range from \$25 to \$100. Many of the colleges admit that there are difficulties in the management of the deposit; some bill every year while others do it once and hold the deposit until the student leaves; many bill for the damages when they occur.

Submitted by,

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

April 23, 1980

OFFICE OF THE VICE PRESIDENT FOR FINANCE

I. Fiscal Affairs

A. Operating Statements

The operating statements for Educational and General Programs and Auxiliary Enterprises through the third quarter of fiscal year 1980 are attached. The major change from the operating statement presented in February is the amount of salary regrade funds included in the revenue report for Educational and General Programs. An amount of \$540,000 has been projected throughout the year, but the actual amount allotted by the State Budget Office was \$477,005. This represents a revenue shortfall of \$62,995. Through a combination of expenditure reductions and other sources of revenue, we are attempting to offset this shortfall.

B. Tuition and Fees, 1980-81

Listed below is a revised fee schedule for 1980-81. This is an increase of \$35 over the fees approved by the Board in July, 1979:

Recommended Fee Structure, 1980-81

	Board Approved 1980-81	Revised Schedule 1980-81
Tuition	\$ 725	\$ 725
Construction (E&G)	30	30
Dining Hall	750	765
Residence Halls	810	830
Laundry	40	35
Infirmary	75	75
Student Union	65	65
Athletics	175	190
Construction (Aux.)	30	30
Golf Course	15	15
Faculty/Staff/Student Union	5	5
Reserves	40	25
Student Activity Fee	35	40
Total	\$ 2,795	\$ 2,830
	(+199)	(+234)
Increase	6.9%	9.0%

C. Budget - 1980-81

The proposed budgets for 1980-81 are attached. The budget for Educational and General Programs, based on the revenue provided in the Appropriation Act of the recent General Assembly is \$8,116,520. Auxiliary Enterprises has a proposed budget of \$4,318,321. This is above the appropriated amount of \$4,116,500. The increase in the Auxiliary Enterprises budget will be adequately covered by the proposed increase in fees. The Auxiliary Budget has not been finalized and some modifications will be available by the time of the Board meeting.

D. Revenue Bond Indebtedness

Included in this report are analyses of our long-term debts and the accompanying repayment schedules. With the four new projects for which revenue bonds will likely be sold by the 1982-83 fiscal year, the maximum level of indebtedness will reach approximately \$4,571,000. This represents about the same level as the \$4,555,000 debt of June 30, 1978.

II. Miscellaneous

A. Waiver of Application Fee for Summer Student Teachers

Approximately 20 students will be enrolled for a five-week student teaching program in May and early June. Since the program takes place after graduation, the revenue may be deposited as summer school revenue and applied to the 1980-81 budget. This means that the students will be registered in the summer school program which requires a five (5) dollar application fee. Since this is an administrative decision to place these students in the summer session instead of spring semester, the Board is requested to waive the five (5) dollar application fee for these students.

B. Refund Policy

The following revision of the refund policy is proposed for the Board's consideration:

New Policy

A student withdrawing during the first 25% of the academic period will be refunded 50% of total charges.

A student withdrawing during the period from 26% to 50% of the academic period will be refunded 25% of total charges. After 50% of the academic period, the student will be refunded only a pro-rata amount of the unused board fee.

Old Policy

The current policy states that a student withdrawing within 15 calendar days from the date classes commence will be refunded 75% of total charges.

A student withdrawing 16 to 40 calendar days from the date classes commence will be refunded 50% of total charges. A student withdrawing 41 to 80 calendar days from the date classes commence will be refunded 25% of total charges. A student withdrawing after 80 calendar days will be refunded only a pro-rata amount of the unused board fee.

C. Staffing

After six months in the position of Vice President for Finance, I feel that the following staffing changes represent the most effective approach to the handling of the fiscal affairs of the College.

The major changes are:

1. Accounts Payable will be moved from Purchasing to the Accounting Office as recommended by the management team.
2. The Treasurer will be given the additional responsibility of supervising Accounts Payable and Payroll, and will be given the title of Business Manager and Treasurer. This consolidates all fiscal functions under one supervisor with the exception of those handled by the Vice President for Finance.
3. The payroll function will be moved to the Accounting Office instead of reporting directly to the Vice President for Finance.

4. The new accountant position provided by the 1980-81 budget will become the Accounts Payable Supervisor.

Although the workload will still be heavy for most of the positions on the staffing change, this arrangement provides staffing for all the essential areas except for a Budget Manager. This function will be handled by the Vice President for Finance.

Submitted by,

James L. Branscome
Vice President for Finance

April 23, 1980

LONGWOOD COLLEGE
OPERATING STATEMENT FOR
EDUCATIONAL AND GENERAL PROGRAM
MARCH 31, 1980

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
REVENUES:			
Student Tuition and Fees	\$1,684,230	\$1,824,338	1.08
Other Educational & General	246,150	65,835	.27
Federal Work Study	90,000	53,012	.59
General Fund Appropriations	4,032,331	4,032,331	1.00
Physical Plant Recoveries	855,380	759,380	.89
Salary Regrades	477,005	477,005	1.00
Social Work	85,000	47,523	.56
Foundation and Eminent Scholars	7,260	-	-
Foundation - Faculty and Sabbaticals	17,800	-	-
Foundation - Travel and Radio Station	4,500	-	-
DuPont Grant	25,000	-	-
Surplus Property	7,400	7,420	1.00
	<u>\$7,532,076</u>	<u>\$7,266,844</u>	<u>.96</u>

	<u>Actual</u> 1978-79	<u>Budget</u> 1979-80	<u>Expenditures</u> 3/31/80	<u>Balance</u>	<u>%</u> <u>Expended</u>
BUDGET SUMMARY:					
Faculty Salaries	\$3,175,024	\$3,306,912	\$ 2,524,310	\$ 782,602	76
Adjuncts & Overloads	21,000	26,735	26,735	-0-	100
Off-Campus	58,131	48,000	31,807	16,193	66
Summer School	142,594	130,373	130,373	-0-	100
Exempt	41,900	44,000	33,000	11,000	75
Classified	1,556,080	1,681,173	1,243,712	437,461	74
Overtime	12,036	10,000	6,712	3,288	67
Graduate Assistants	17,497	18,600	16,275	2,325	88
Wages	105,089	76,620	65,173	11,447	85
Student Wages	112,288	106,382	98,127	8,255	92
Gifted & Talented	30,000	24,310	23,133	1,177	95
President's Contingency	10,000	5,000	886	4,114	18
Workmen's Compensation	30,815	31,000	42,772	(11,772)	138
Insurance	42,348	48,000	20,846	27,154	43
Dean's Contingency	-	4,716	-	4,716	-0-
Travel	121,761	77,941	55,165	22,776	71
Utilities	223,425	254,000	218,157	35,843	86
Fuel	225,291	260,000	297,064	(37,064)	114
Operations	496,834	642,825	522,917	119,908	81
Postage	52,973	38,430	24,054	14,376	63
Telephone	93,268	70,740	59,742	10,998	84
Fringe Benefits	607,282	640,835	488,245	152,590	76
TOTAL	<u>\$7,175,636</u>	<u>\$7,546,592</u>	<u>\$5,929,205</u>	<u>\$1,617,387</u>	<u>79</u>

LONGWOOD COLLEGE
OPERATING STATEMENT FOR AUXILIARY ENTERPRISES
MARCH 31, 1980.

REVENUES:

	<u>Budget</u>	<u>Actual</u>	<u>%</u>
Dining Hall	\$1,350,559	\$1,389,263	1.02
Residence Halls	1,630,091	1,568,880	.96
Construction	34,000	69,412	2.04
Laundry	83,760	84,821	1.01
Health Services	154,921	157,407	1.01
Bookstore	10,000	11,339	1.13
Student Union	144,944	123,162	.85
Golf Course	33,000	33,499	1.01
Faculty and Staff Residences	11,000	11,531	1.04
Faculty and Staff Rent and Food	9,300	6,323	.68
Athletics	321,200	335,102	1.04
Reserve	44,000	45,031	1.02
Federal Work Study	100,000	83,940	.84
Sub-Total	<u>\$3,926,775</u>	<u>\$3,919,710</u>	<u>.99</u>
Capital Outlay	(39,000)		
SAFC	3,000		
	<u>\$3,890,775</u>		

BUDGET SUMMARY	<u>Actual</u> 1978-79	<u>Budget</u> 1979-80	<u>Expenditures</u> 3/31/80	<u>Balance</u>	<u>%</u> <u>Expended</u>
Faculty Salaries	\$ 145,067	\$ 220,416	\$ 153,084	\$ 67,332	69
Classified	394,730	442,016	330,277	111,739	75
Overtime	-	-	1,178	(1,178)	-
Wages	50,565	41,100	35,423	5,677	86
Student Wages	218,225	280,590	170,242	110,348	61
Scholarships	10,110	24,162	22,330	1,832	92
Travel	39,791	-	36,071	(36,071)	-
Operations	1,224,215	1,475,727	1,227,074	248,653	83
Postage	3,609	5,155	3,927	1,228	76
Telephone	25,728	24,030	14,164	9,866	59
Debt Service	466,516	436,199	120,365	315,834	28
Physical Plant Costs	830,795	855,589	759,380	96,209	89
Fringe Benefits	81,800	89,000	64,277	24,723	72
TOTAL 10	<u>\$3,491,651</u>	<u>\$3,893,984</u>	<u>\$2,937,792</u>	<u>\$956,192</u>	<u>75</u>

EDUCATION AND GENERAL
1980-81 BUDGET

<u>Educational and General:</u>	<u>Board Approved 1979-80</u>	<u>Appropriated 1980-81</u>	<u>Proposed 1980-81</u>
Faculty Salaries	\$ 3,303,300	\$ 3,527,480	\$ 3,527,480
Off-Campus, Adjuncts & Overloads	81,000	102,200	83,200
Summer School	136,000	135,300	154,300
President	45,000	41,900	47,000
Classified	1,691,944	1,719,600	1,719,600
Overtime	10,000	-	10,000
Graduate Assistants	18,600	20,000	19,200
Wages	75,000	140,000	85,000
Student Wages	110,000	118,000	100,000
Gifted and Talented	24,310	-	-
President's Contingency	5,000	-	5,000
Workmen's Compensation	31,000	34,000	42,000
Insurance	48,000	63,700	55,700
Dean's Contingency	5,000	-	5,000
Travel	50,000	117,800	117,800
Utilities	254,000	246,200	246,200
Fuel	260,000	276,900	276,900
Operations	639,438	676,440	730,640
Postage	39,000	45,500	40,000
Telephone	70,000	94,100	94,100
Fringe Benefits	650,000	757,400	757,400
Total 01	\$ 7,546,592	\$ 8,116,520	\$ 8,116,520
Physical Plant Recovery		-906,200	-906,200
Total E & G Appropriation		<u>\$ 7,210,320</u>	<u>\$ 7,210,320</u>

AUXILIARY ENTERPRISES
1980-81 BUDGET

<u>Operation</u>	<u>1979-80</u>	<u>1980-81</u>
Dining Hall	\$ 1,432,600	\$ 1,567,094
Residence Halls	1,559,125	1,691,385
Laundry	82,800	84,440
Infirmary and Counseling	153,750	161,732
Bookstore	10,000	3,500
Student Union	140,000	147,810
Golf Course	33,000	50,050
Faculty/Staff/Student Services	20,300	23,500
Athletics	321,200	432,810
Construction (E & G)	34,000	68,000
Reserve	<u>44,000</u>	<u>88,000</u>
	\$ 3,830,775	\$ 4,318,321

LONGWOOD COLLEGE
FUTURE DEBT REQUIREMENTS

July 1, 1980

Year	Total Debt Outstanding	Total Debt Redemption	Total Interest	Total Payment	Source of Payments	
					Current Funds	Sinking Fund
1980-81	\$3,602,000	\$ 298,000	\$159,207	\$457,207	\$ 435,457	\$ 21,750
1981-82	3,304,000	298,000	144,058	442,058	399,900	42,158
1982-83	3,006,000	298,000	131,272	429,272	398,480	30,792
1983-84	2,708,000	288,000	118,406	406,406	386,630	19,776
1984-85	2,420,000	303,000	105,753	408,753	389,643	19,110
1985-86	2,117,000	297,000	92,606	389,606	377,162	12,444
1986-87	1,820,000	300,000	79,238	379,238	379,238	-0-
1987-88	1,520,000	300,000	65,637	365,637	365,637	-0-
1988-89	1,220,000	300,000	52,038	352,038	352,038	-0-
1989-90	920,000	305,000	38,300	343,300	343,300	-0-
1990-91	615,000	305,000	24,425	329,425	329,425	-0-
1991-92	310,000	305,000	11,925	316,925	316,925	-0-
1992-93	5,000	5,000	87	5,087	5,087	-0-

In addition to the above bonded debt requirements, the following revenue bonds will be obligated in the near future:

Project	Amount	Approximate Issue Date
Physical Education Building	\$ 750,000	1981-82
Iler and Campus School Field	100,000	1981-82
French Dormitory Renovation	629,000	1982-83
Dining Hall - Parapet Walls	106,000	1982-83

If these revenue bonds are obligated as projected, the maximum level of indebtedness would be \$4,571,000 which is almost identical to the debt level on June 30, 1978.

HI-RISE SYSTEM

<u>Year</u>	<u>Total Debt</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1980-81	\$ 3,150,000	\$ 240,000	\$ 138,920	\$ 378,920
1981-82	2,910,000	240,000	126,200	366,200
1982-83	2,670,000	250,000	115,880	365,880
1983-84	2,420,000	250,000	105,130	355,130
1984-85	2,170,000	260,000	94,380	354,380
1985-86	1,910,000	260,000	83,200	343,200
1986-87	1,650,000	275,000	71,500	346,500
1987-88	1,375,000	275,000	59,125	334,125
1988-89	1,100,000	275,000	46,750	321,750
1989-90	825,000	275,000	34,375	309,375
1990-91	550,000	275,000	22,000	297,000
1991-92	275,000	275,000	11,000	286,000

DINING HALL

1980-81	300,000	20,000	14,800	34,800
1981-82	280,000	20,000	13,700	33,700
1982-83	260,000	20,000	12,600	32,600
1983-84	240,000	20,000	11,500	31,500
1984-85	220,000	25,000	10,263	35,263
1985-86	195,000	25,000	8,962	33,962
1986-87	170,000	25,000	7,738	32,738
1987-88	145,000	25,000	6,512	31,512
1988-89	120,000	25,000	5,288	30,288
1989-90	95,000	30,000	3,925	33,925
1990-91	65,000	30,000	2,425	32,425
1991-92	35,000	30,000	925	30,925
1992-93	5,000	5,000	87	5,087

LANKFORD

1980-81	50,000	20,000	1,750	21,750 S.F.
1981-82	30,000	20,000	1,050	21,050 S.F.
1982-83	10,000	10,000	350	10,350 S.F.

CUNNINGHAM

1980-81	102,000	18,000	3,737	21,737 S.F.
1981-82	84,000	18,000	3,108	21,108 S.F.
1982-83	66,000	18,000	2,442	20,442 S.F.
1983-84	48,000	18,000	1,776	19,776 S.F.
1984-85	30,000	18,000	1,110	19,110 S.F.
1985-86	12,000	12,000	444	12,444 S.F.

OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

I. Affirmative Action

- A. The Comprehensive College Affirmative Action Plan (Longwood's position of The Virginia Plan for Equal Opportunity), approved by the Board of Visitors during May, 1978, contains guidelines, numerical objectives, and timetable for enrolling minority students and employing women and minorities during the years, 1979-1983. The chart below will give a progress report for meeting our numerical objectives in the areas of employment and enrollment in which minorities and/or women are being underutilized.

Areas of Underutilization1. Employment

- a. Faculty (full time only)¹

<u>Department</u>	<u>Numerical Objectives</u>	<u>Employed during 1979</u>
Art	1 B ²	1 W
Business & Economics	1 Min.	4 W
Campus School	1 B	0
Education & Psychology	1 B	1 B
English	1 Min.	0
HPER & Athletics	1 B	6 W
History	1 B	0
Music	1 Min.	1 W
Natural Science	2 Min.	0
Library	1 Min.	1 W

¹ Blacks are counted both as blacks and minorities.

² Code: B - Black; Min. - Minority; W - White;
F - Female; M - Male

b. Classified (full time only)³

<u>Category</u>	<u>Numerical Objectives</u>	<u>Employed during 1979</u>	<u>Employed during Jan. - March 1980</u>
Professional	1 Min.	5 W; 1 B	1 B
Secretarial/Clerical	7 Min.	1 W; 1 B	1 B
Skilled Craft	2 Min., 2F	0	0
Service Maintenance	12 F	1 M, 1 F	1 F

2. EnrollmentStudents (undergraduate)

	<u>Numerical Objectives</u>	<u>Number Actually Enrolled</u>
1979-80	50 B ⁴	32 B
1980-81	69 B	
1981-82	88 B	
1982-83	106 B	

- B. During June, 1980, Mr. Dale Robinson from the Equal Employment Opportunity office in Richmond will make an annual on-site compliance review of our employment portion of The Virginia Plan for Equal Opportunity. The primary purpose of this year's review is to evaluate the progress made with recommendations from last year's review.

Based on the findings at Longwood during the 1979 review, six recommendations were made. We have implemented five of the six recommendations. The only recommendation made by Mr. Robinson that has not been completed is as follows: "The College should continue to explore the feasibility of participating in a program of faculty exchange with either Norfolk State or Virginia State Universities." We are continuing to explore this possibility.

³ No differentiation between blacks and minorities.

⁴ First-time black freshmen only. Eight first-time black transfer students are not included in the 32 enrolled during 1979-80.

The conclusion of the May, 1979 review was "Longwood College has demonstrated compliance with a majority of the provisions of the Affirmative Action Plan". Approximately ten state supported institutions of higher education in Virginia were found to be not in compliance with the Plan.

- C. We were contacted on April 7, 1980 by the Regional Office of the Equal Employment Opportunity Commission (EEOC) regarding the allegation of discrimination charge by Mrs. Joan F. Wright. We were notified of an additional charge by Mrs. Wright which is as follows: "Longwood College's hiring practices are discriminatory against all Blacks". We are working with the personnel in the State's EEO office and the State's Attorney General's office in order to ascertain the specifics involved in the new allegation. We will keep you posted on new developments.

II. Intercollegiate Athletics

The coaches of our wrestling team and volleyball team have recently resigned from their coaching positions. Both plan to remain as faculty members in the HPER Department. Mr. Dick Williamson, faculty member in the HPER Department and coach of the men's golf team, will be leaving Longwood at the end of this semester. We also have new teaching-coaching openings for women's softball and men's tennis. As we have done in the past, we will combine the coaching responsibilities in most of these vacancies (i. e., having one teacher-coach responsible for two teams).

Season records to date are listed below.

A. Men's Athletics

<u>Team</u>	<u>Record</u>
Basketball	28-3 (ranked 4th in the nation. Kenny Ford was named to the third team All-American.)
Baseball	10-8 (8 games remaining)
Wrestling	1-11
Soccer	4-10-1
Golf	4-4 (1 match remaining)

B. Women's Athletics

<u>Team</u>	<u>Record</u>	
Basketball	11-19	
Gymnastics	8-1	2nd place in the state and regional meets, and Sharon Pillow won all-around competition in both.
Volleyball	16-19	
Tennis	{6-3 2-2	fall schedule spring schedule with 1 match and tournament remaining
Field Hockey	3-11-3	
Lacrosse	4-5	
Golf		VIAIAW State champion for 6th consecutive year. Kay Smith won the individual State title.
Riding		Won 68 ribbons in nine shows.

III. Field Services

We are in the process of completing our annual Field Services Report. During the winter months, questionnaires were sent to members of the Class of 1979 and their employers. Questionnaires were sent also to 100 members of the Class of 1977, selected at random, and their employers. To date we have received the following:

Questionnaires sent to 1979 graduates (teaching)	111	
Questionnaires completed and returned	65	(59%)
Questionnaires sent to principals of 1979 graduates	111	
Questionnaires completed and returned	106	(96%)
Questionnaires sent to 1979 non-teaching graduates	172	
Questionnaires completed and returned	61	(36%)
Questionnaires sent to randomly selected 1977 teaching graduates	100	
Questionnaires completed and returned	60	(60%)
Questionnaires sent to principals of 1977 teaching graduates	100	
Questionnaires completed and returned	81	(81%)

We are in the process of visiting 100 members of the Class of 1979 on their jobs, interviewing them and their employers. The results of the questionnaires and on-the-job interviews will be ready for the members of the Board during the summer.

Submitted by,

T. C. Dalton
Administrative Assistant
to the President

April 23, 1980

OFFICE OF THE DIRECTOR OF COLLEGE RELATIONS

I. Institutional Advancement Program

A. Director of Annual Funds

The Longwood Alumni Annual Fund has been selected for the second year in a row as a finalist in the Alumni Giving Incentive Awards Program. This program seeks to recognize institutions and their alumni that have made a significant commitment to provide volunteer support for education. The program is sponsored by the Council for Advancement and Support of Education with a grant from United States Steel Foundation.

B. Recent Bequest

Miss Virginia Bedford's sister, Catharine Bedford Burk, provided a \$10,000 bequest in her will to endow a scholarship in art. It is to be called the Virginia Bedford Scholarship and will be unrestricted. The Department of Art will be able to use the funds where they are most needed.

C. Franklin Federal Art Scholarship Fund

Jim Bourne, President of Franklin Federal, sent \$1,000 to establish this fund. He hopes to bring it to \$10,000 as soon as possible. This fund is also unrestricted.

D. Personal Visitation

I have been scheduling two to three days on the road each week to encourage large gifts to the annual fund and promote our deferred giving program. Naming Longwood in wills still offers the best opportunity for Longwood to secure large gifts. Alumni and friends with this potential must be visited and encouraged.

E. Tours

Ireland	August 6 - August 14	\$688.85
Spain	October 3 - October 11	869.00
New York	November 27 - November 30	115.00

LONGWOOD COLLEGE FOUNDATION, INCORPORATED
 FUND-RAISING REPORT
 January - March 31, 1980

	CASH	PLEDGES	OUTSTANDING MATCHING GIFTS	CURRENT TOTAL	FEB. 28 TOTAL
Alumni	\$ 6,635.50	\$ 100.00	\$ 815.00	\$ 7,550.50	\$ 3,668.00
Faculty	274.00	754.00	.00	1,028.00	1,008.00
Staff	261.12	1,898.88	.00	2,160.00	2,160.00
Parents	7,235.50	.00	420.00	7,655.50	6,480.50
Local Companies	100.00	.00	.00	100.00	100.00
Friends	973.57	.00	.00	973.57	591.22
Foundation Directors	6,050.00	.00	.00	6,050.00	5,000.00
Foundations	90,000.00	.00	.00	90,000.00	90,000.00
Snack Bar/Vending	<u>7,834.65</u>	<u>.00</u>	<u>.00</u>	<u>7,834.65</u>	<u>5,446.93</u>
TOTALS	\$119,364.34	\$2,752.88	\$ 1,235.00	\$123,352.22	\$114,454.65
January	\$104,092.47				
February	10,362.18				
March	8,897.57				

LONGWOOD COLLEGE FOUNDATION, INC.
 COMPARATIVE FUND-RAISING REPORT
 1978-79 vs. 1979-80 Fiscal Years
 Restricted vs. Unrestricted Funds

	Unrestricted Gifts (Deposits to Foundation's General Fund #7)		Restricted Gifts *(Deposits to All Other Foundation Funds)	
	1979-80	1978-79	1979-80	1978-79
July	\$ 2,374.12	\$ 1,283.81	\$ 299.86	\$ 790.00
August	1,983.91	705.20	184.86	7,874.50
September	4,194.13	11,426.30	11,320.82	2,048.34
October	8,540.61	13,224.37	1,861.53	2,218.50
November	12,563.00	12,189.50	4,912.92	56,390.00
December	5,232.75	8,625.33	16,843.30	9,180.00
January	12,554.36	8,085.54	95,416.08	16,751.67
February	1,794.79	2,825.75	85.00	1,887.45
March	10,234.35	10,835.18	6,921.85	12,647.05
April		8,200.68		2,546.83
May		6,604.67		1,896.86
June		10,764.57		7,739.26
Sub-Totals	\$59,472.02	\$94,770.90	\$137,846.22	\$121,970.46
Bequests	10,066.30	1,415.37	.00	55,000.00
TOTALS	\$69,538.32	\$96,186.27	\$137,846.22	\$176,970.46

*Restricted gifts include the following:

- Longwood Scholars Funds
- Parent Gifts
- Sully Gallery
- Lettie Pate Whitehead
- duPont gifts

REPORT OF THE DIRECTOR OF PUBLIC AFFAIRS

I. Parents Advisory Council

The Parents Advisory Council will have had two meetings by the end of the academic year. This group, consisting of representative parents from each of the four classes, met in October and will meet again on April 26. The spring meeting program reviews intercollegiate athletics and the intramural sports program. Mr. Bruce Hazelgrove of Richmond, Virginia, father of Sarah Hazelgrove, class of 1981, has consented to serve as president of the Council for the coming academic year. Mr. John Landers, an executive with C & P Telephone Company, has served as president of this group since the Council was founded three years ago. Mr. Landers has done an extremely effective job. His daughter, Pat, is a member of the graduating class of 1980.

II. Consultants

The College has completed its search for a consultant to assist in the preparation of recruiting materials to be used during 1980-82. Approximately 14 firms were contacted, with six being selected to make presentations. Following the initial presentations, three firms were selected to make more detailed presentations. After consulting with the members of the Admissions staff and others, the College has selected College Concepts, of Decatur, Georgia. A contract has been drawn up by the College and approved by the Attorney General's office. Work should begin with this firm on April 24 and 25, with representatives talking with various faculty, staff, and students about the College.

College Concepts is owned by National Graphics, which is a large printing firm. This association has been reviewed by the Attorney General's office, and the contract which has been developed prohibits the parent firm from participating in any way with the project.

III. Media Coverage

The College has received nationwide exposure through the successes of our athletic teams, particularly the men's basketball team and the gymnastics team.

The coverage that resulted from the basketball tournaments in Worcester, Massachusetts, at Hampden-Sydney College, and at Rock Island, Illinois, created extensive awareness of our men's basketball program. In addition, the College received excellent publicity as a result of participation by two of our women gymnasts in the AIAW, Division II National Gymnastics Championships in Shreveport, Louisiana.

Thanks to the efforts of a number of faculty and staff members, in particular Dr. Anthony Cristo (local market basket survey), Dr. Jerry Cardwell (Center for Research on Religiosity), and Mr. William Woods (John D'os Passos Literary Prize), the College has received considerable positive publicity throughout the state through newspapers, as well as appearances on television talk shows. In addition, we have received considerable publicity concerning the visit to our campus by Roy Clark.

IV. Duplicating Service Center

Plans are under way to move the Duplicating Service Center to the basement of Tabb Residence Hall to the space now occupied by the Health and Physical Education Department. In addition, a small copying center will be established in the new health and physical education building.

For some years, the College's copying equipment has operated on an honor system. After July 1, the self-service copying equipment will require a key to operate. Keys will be provided to the various academic departments and administrative offices.

Submitted by,

J. J. Mitchell
Director of Public Affairs

April 23, 1980

Appendix B - May 2, 1980

C. Budget - 1980-81

The proposed budgets for 1980-81 are attached. The budget for Educational and General Programs, based on the revenue provided in the Appropriation Act of the recent General Assembly is \$8,116,520. Auxiliary Enterprises has a proposed budget of \$4,318,321. This is above the appropriated amount of \$4,116,500. The increase in the Auxiliary Enterprises budget will be adequately covered by the proposed increase in fees. The Auxiliary Budget has not been finalized and some modifications will be available by the time of the Board meeting.

D. Revenue Bond Indebtedness

Included in this report are analyses of our long-term debts and the accompanying repayment schedules. With the four new projects for which revenue bonds will likely be sold by the 1982-83 fiscal year, the maximum level of indebtedness will reach approximately \$4,571,000. This represents about the same level as the \$4,555,000 debt of June 30, 1978.

II. Miscellaneous

A. Waiver of Application Fee for Summer Student Teachers

Approximately 20 students will be enrolled for a five-week student teaching program in May and early June. Since the program takes place after graduation, the revenue may be deposited as summer school revenue and applied to the 1980-81 budget. This means that the students will be registered in the summer school program which requires a five (5) dollar application fee. Since this is an administrative decision to place these students in the summer session instead of spring semester, the Board is requested to waive the five (5) dollar application fee for these students.

// B. Refund Policy

The following revision of the refund policy is proposed for the Board's consideration:

New Policy

A student withdrawing during the first 25% of the academic period will be refunded 50% of total charges.

A student withdrawing during the period from 26% to 50% of the academic period will be refunded 25% of total charges. After 50% of the academic period, the student will be refunded only a pro-rata amount of the unused board fee.

Old Policy

The current policy states that a student withdrawing within 15 calendar days from the date classes commence will be refunded 75% of total charges.

A student withdrawing 16 to 40 calendar days from the date classes commence will be refunded 50% of total charges. A student withdrawing 41 to 80 calendar days from the date classes commence will be refunded 25% of total charges. A student withdrawing after 80 calendar days will be refunded only a pro-rata amount of the unused board fee. //

C. Staffing

After six months in the position of Vice President for Finance, I feel that the following staffing changes represent the most effective approach to the handling of the fiscal affairs of the College.

The major changes are:

1. Accounts Payable will be moved from Purchasing to the Accounting Office as recommended by the management team.
2. The Treasurer will be given the additional responsibility of supervising Accounts Payable and Payroll, and will be given the title of Business Manager and Treasurer. This consolidates all fiscal functions under one supervisor with the exception of those handled by the Vice President for Finance.
3. The payroll function will be moved to the Accounting Office instead of reporting directly to the Vice President for Finance.

OFFICE OF THE VICE PRESIDENT FOR FINANCE

I. Fiscal Affairs

A. Operating Statements

The operating statements for Educational and General Programs and Auxiliary Enterprises through the third quarter of fiscal year 1980 are attached. The major change from the operating statement presented in February is the amount of salary regrade funds included in the revenue report for Educational and General Programs. An amount of \$540,000 has been projected throughout the year, but the actual amount allotted by the State Budget Office was \$477,005. This represents a revenue shortfall of \$62,995. Through a combination of expenditure reductions and other sources of revenue, we are attempting to offset this shortfall.

B. Tuition and Fees, 1980-81

Listed below is a revised fee schedule for 1980-81. This is an increase of \$35 over the fees approved by the Board in July, 1979:

Recommended Fee Structure, 1980-81

	Board Approved 1980-81	Revised Schedule 1980-81
Tuition	\$ 725	\$ 725
Construction (E&G)	30	30
Dining Hall	750	765
Residence Halls	810	830
Laundry	40	35
Infirmary	75	75
Student Union	65	65
Athletics	175	190
Construction (Aux.)	30	30
Golf Course	15	15
Faculty/Staff/Student Union	5	5
Reserves	40	25
Student Activity Fee	35	40
Total	\$ 2,795	\$ 2,830
	(+199)	(+234)
Increase	6.9%	9.0%

ADDENDUM TO MAY, 1980 BOARD REPORT
 VICE PRESIDENT FOR FINANCE
 STUDENT SEMESTER CHARGES
 1979-80 and 1980-81

	<u>1979-80</u>	<u>1980-81</u>
<u>Virginia Dormitory Students</u>		
College Tuition	\$ 362.50	\$ 362.50
Comprehensive Fee	918.00	1,032.50
Activities Fee	17.50	20.00
	<u>\$ 1,298.00</u>	<u>\$1,415.00</u>
 <u>Non-Virginia Dormitory Students</u>		
College Tuition	\$ 612.50	\$ 612.50
Comprehensive Fee	918.00	1,032.50
Activities Fee	17.50	20.00
	<u>\$1,548.00</u>	<u>\$1,665.00</u>
 <u>Virginia Non-Dormitory Students</u>		
College Tuition	\$ 362.50	\$ 362.50
Comprehensive Fee	133.00	174.50
Activities Fee	17.50	20.00
	<u>\$ 513.00</u>	<u>\$ 557.00</u>
 <u>Virginia Dormitory Internship Students</u>		
<u>Attending College for Full Semester</u>		
College Tuition	\$ 362.50	\$ 362.50
Comprehensive Fee	463.00	535.50
Supervisory Fee	100.00	100.00
Activities Fee	17.50	20.00
	<u>\$ 943.00</u>	<u>\$1,018.00</u>
 <u>Non-Virginia Internship Students</u>		
<u>Attending College for Full Semester</u>		
College Tuition	\$ 612.50	\$ 612.50
Comprehensive Fee	463.00	535.50
Supervisory Fee	100.00	100.00
Activities Fee	17.50	20.00
	<u>\$1,193.00</u>	<u>\$1,268.00</u>
 <u>Virginia Non-Dormitory Internship</u>		
<u>Students Attending College for Full Semester</u>		
College Tuition	\$ 362.50	\$ 362.50
Comprehensive Fee	117.00	157.50
Supervisory Fee	100.00	100.00
Activities Fee	17.50	20.00
	<u>\$ 597.00</u>	<u>\$ 640.00</u>

April 30, 1980

	<u>1979-80</u>	<u>1980-81</u>
<u>Non-Virginia Non-Dormitory Internship</u>		
<u>Students Attending College for Full Semester</u>		
College Tuition	\$ 612.50	\$ 612.50
Comprehensive Fee	117.00	157.50
Supervisory Fee	100.00	100.00
Activities Fee	17.50	20.00
	<u>\$ 847.00</u>	<u>\$ 890.00</u>

<u>Virginia and Non-Dormitory Internship Only</u>		
College Tuition	\$ 195.00	\$ 195.00
Supervisory Fee	100.00	100.00
	<u>\$ 295.00</u>	<u>\$ 295.00</u>

<u>Non-Virginia and Non-Dormitory Internship Only</u>		
College Tuition	\$ 445.00	\$ 445.00
Supervisory Fee	100.00	100.00
	<u>\$ 545.00</u>	<u>\$ 545.00</u>

Part-time Student Semester Comprehensive Fees

	<u>12 Hours and above 1979-80-1980-81</u>		<u>75% 9-11 Hours 1979-80-1980-81</u>		<u>50% 6-8 Hours 1979-80-1980-81</u>		<u>25% 5 and under 1979-80-1980-81</u>	
Comprehensive Fee	\$ 133.00	174.50	\$ 99.00	130.00	\$ 66.00	87.00	\$ 33.00	43.50
Student Activity	17.50	20.00	13.00	15.00	8.50	10.00	4.50	5.00
	<u>\$ 150.50</u>	<u>194.50</u>	<u>\$ 112.00</u>	<u>145.00</u>	<u>\$ 74.50</u>	<u>97.00</u>	<u>\$ 37.50</u>	<u>48.50</u>

April 30, 1980

Regular Semester Comprehensive Fees

<u>1979-80</u>	<u>1980-81</u>	
\$ 0	\$ 15.00	Construction Fee (E & G)
342.50	382.50	Dining Hall
382.50	415.00	Residence Hall
20.00	17.50	Laundry
37.50	37.50	Infirmary
27.50	32.50	Student Union
73.00	95.00	Athletic Fee
15.00	15.00	Construction Fee (Aux.)
7.50	7.50	Golf Course
2.50	2.50	Faculty Staff Residences
10.00	12.50	Reserve
<u>\$ 918.00</u>	<u>\$1,032.50</u>	

Day Student Semester Comprehensive Fee

\$ 0	\$ 15.00	Construction Fee (E & G)
12.50	12.50	Infirmary
12.50	14.50	Student Union
73.00	95.00	Athletic Fee
15.00	15.00	Construction Fee (Aux.)
7.50	7.50	Golf Course
2.50	2.50	Faculty Staff Residences
10.00	12.50	Reserve
<u>\$ 133.00</u>	<u>\$ 174.50</u>	

Dorm Internship Semester Comprehensive Fee

\$ 0	\$ 15.00	Construction Fee (E & G)
128.00	143.50	Dining Hall
195.00	212.00	Residence Halls
7.50	6.50	Laundry
14.00	14.00	Infirmary
10.50	12.00	Student Union
73.00	95.00	Athletic Fee
15.00	15.00	Construction Fee (Aux.)
7.50	7.50	Golf Course
2.50	2.50	Faculty Staff Residences
10.00	12.50	Reserve
<u>\$ 463.00</u>	<u>\$ 535.50</u>	

Day Student Internship Semester Comprehensive Fee

\$ 0	\$ 15.00	Construction Fee (E & G)
4.50	4.50	Infirmary
4.50	5.50	Student Union
73.00	95.00	Athletic Fee
15.00	15.00	Construction Fee
7.50	7.50	Golf Course
2.50	2.50	Faculty Staff Residences
10.00	12.50	Reserve
<u>\$ 117.00</u>	<u>\$ 157.50</u>	

Special Fees

Off Campus per credit hour	\$ 30.00
* Virginia Unclassified Students per credit hour	30.00
* Non-Virginia Unclassified Students per credit hour	35.00
Virginia Graduate Students per credit hours	30.00
Non-Virginia Graduate Students per credit hour	35.00
Thesis Fee	180.00
Diploma Fee (Bachelor or Master)	10.00
Application Fee	15.00
Re-admission Fee	10.00
Deposit Fee (All Students)	90.00
Automobile Registration	5.00

* Part-time Comprehensive Fee in addition to credit hour charge as follows:

Part-time Student Semester Comprehensive Fee

	12 Hours and Above	75% 9-11 Hours	50% 6-8 Hours	25% 5 and Under
Construction (E&G)	\$ 15.00	\$ 11.25	\$ 7.50	\$ 3.75
Infirmary	12.50	9.00	6.00	3.00
Student Union	14.50	10.75	7.25	3.75
Athletic	95.00	71.00	47.50	23.75
Construction (Aux.)	15.00	11.25	7.50	3.75
Golf Course	7.50	5.50	3.75	1.75
Faculty Staff Res.	2.50	1.75	1.25	.75
Reserve	12.50	9.50	6.25	3.00
	<u>\$ 174.50</u>	<u>\$ 130.00</u>	<u>\$ 87.00</u>	<u>\$ 43.50</u>
Student Activity	20.00	15.00	10.00	5.00
	<u>\$ 194.50</u>	<u>\$ 145.00</u>	<u>\$ 97.00</u>	<u>\$ 48.50</u>

TUITION AND FEES
1979-80 and 1980-81

	Dorm		Day		Student Teachers	
	1979-80	1980-81	1979-80	1980-81	1979-80	1980-81
Tuition	\$ 725.00	\$ 725.00	\$ 725.00	\$ 725.00	\$ 725.00	\$ 725.00
Const. (E&G)	0	30.00	0	30.00	0	30.00
Dining Hall	685.00	765.00	0	0	470.50	526.00
Residence Halls	765.00	830.00	0	0	577.50	627.00
Laundry	40.00	35.00	0	0	27.50	24.00
Infirmary	75.00	75.00	25.00	25.00	51.50	51.50
Student Union	55.00	65.00	25.00	29.00	38.00	44.50
Athletic Fee	146.00	190.00	146.00	190.00	146.00	190.00
Const. (Aux.)	30.00	30.00	30.00	30.00	30.00	30.00
Golf Course	15.00	15.00	15.00	15.00	15.00	15.00
F/S Residence	5.00	5.00	5.00	5.00	5.00	5.00
Reserve	20.00	25.00	20.00	25.00	20.00	25.00
Activity Fee	35.00	40.00	35.00	40.00	35.00	40.00
	<u>\$2,596.00</u>	<u>\$2,830.00</u>	<u>\$1,026.00</u>	<u>\$1,114.00</u>	<u>\$2,141.00</u>	<u>\$2,333.00</u>
Supervisory Fee	0	0	0	0	100.00	100.00
					<u>\$2,241.00</u>	<u>\$2,433.00</u>
Out-of-State Tuition	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	<u>\$3,096.00</u>	<u>\$3,330.00</u>	<u>\$1,526.00</u>	<u>\$1,614.00</u>	<u>\$2,741.00</u>	<u>\$2,933.00</u>

April 30, 1980

LONGWOOD COLLEGE
Analysis of 1980-82 Biennium Budget
Educational and General

	<u>Request</u>			
	<u>1980-81</u>	<u>Number</u>	<u>1981-82</u>	<u>Number</u>
T & R Inst.	\$2,717,952	141 (2 Lv)	\$2,908,141	141 (2 Lv)
Campus School	151,835	10.5	162,461	10.5
T & R Admin.	613,820	24	656,775	24
Summer	135,300	7.5	144,800	7.5
Classified	1,787,883	164	1,819,513	164

	<u>Target</u>			
T & R Inst.	\$2,869,155	157.1	\$3,035,218	157.1
Difference	(135,932)	.1 (2 Lv)	(180,184)	.1 (2 Lv)
T & R Admin.	603,881	24.5	633,011	24
Difference	(9,939)	.5	(23,764)	0
Classified	1,847,500	164.4	1,853,250	164.4
Difference	59,617	.4	34,737	.4

	<u>Other Personnel Costs</u>	
Wages	\$ 75,000	\$ 82,900
Student Wages	38,000	38,500
Student Wages-Fed.	80,000	86,200
Part-Time T & R	30,000	30,000
Overtime	5,000	5,000
Graduate Assistants	20,000	20,000
Stipends	10,500	10,500
Vacancies	(26,200)	(26,600)
Subtotal	\$ 242,300	\$ 256,500

	<u>Fringe Benefits</u>	
Target	\$ 726,027	\$ 771,430
Request	757,300	807,400
Difference	\$ (31,273)	\$ (35,970)

	<u>Books</u>	
Request	\$ 153,100	\$ 58,200
Target	155,136	166,075
Difference	\$ 2,036	\$ 107,875

	<u>Total</u>	
Target	\$6,973,296	\$7,270,346
Request	6,559,490	6,813,790
Balance for Other	413,806	456,556

LONGWOOD COLLEGE
 Analysis of 1980-82 Biennium Budget
 Financial Aid, Auxiliary Enterprises and Sponsored Programs

1. Student Financial Aid

	<u>1980-81</u>	<u>1981-82</u>
Scholarships	\$ 69,605	\$ 74,480
Incentive Awards	38,000	57,000
Total	\$ 107,605	\$ 131,480
Target	107,605	131,480
Difference	-0-	-0-

2. Auxiliary Enterprises

	<u>1980-81</u>	<u>Number</u>	<u>1981-82</u>	<u>Number</u>
T & R Admin.	\$ 264,814	15	\$ 283,295	15
Classified	494,120	68	502,719	68
Total	\$ 758,934	83	\$ 786,014	83

Other Personnel Costs

Wages	\$ 42,000	\$ 44,100
Stu. Wages	100,000	110,000
Stu. Wages-Fed.	130,000	140,000
Overtime	2,000	2,500
Vacancies	(2,100)	(2,100)
Total	\$ 271,900	\$ 294,500

Fringe Benefits

Total	\$ 119,500	\$ 125,500
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Miscellaneous

Dining Hall Contract	\$1,207,500	\$1,280,000
Phy. Plant Costs	906,200	950,000
Utilities	96,100	100,900
Debt Retirement	456,000	419,700
Other	300,366	322,786
Total	\$2,966,166	\$3,073,386
Total Request	\$4,116,500	\$4,279,400

3. Sponsored Programs

	<u>1980-81</u>	<u>Number</u>	<u>1981-82</u>	<u>Number</u>
T & R Admin.	\$ 28,300	1.5	\$ 30,200	1.5
Fringe Benefits	3,000	---	3,300	---
Total Personnel	\$ 31,300	1.5	\$ 33,500	1.5
Library Books	5,000	---	5,000	---
Total Request	\$ 36,300	1.5	\$ 38,500	1.5
Total Agency	\$11,233,701	431.5	\$11,719,726	431.5

LONGWOOD COLLEGE
Recommended Fee Structure
1980-82

<u>Operation</u>	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
Tuition	\$ 725	\$ ⁷²⁵ 713 (-\$12)	\$ ⁷⁷⁵ 753 (+\$40)
Construction (E+G)	-0-	30 (+\$30)	30
Dining Hall	685	750 (+\$65)	820 (+\$70)
Residence Halls	765	810 (+\$45)	860 (+\$50)
Laundry	40	40	40
Infirmery	75	75	75
Student Union	55	65 (+\$10)	65
Athletics	146	175 (+\$29)	195 (+\$20)
Construction (Aux. Ent)	30	30	30
Golf Course	15	15	15
Faculty-Staff Services	5	5	5
Reserves	20	40 (+\$20)	20
Student Activity Fee	35	35	35
Total	\$2,596	\$2,783 ²⁷⁹⁵ (+187) 7.2% increase	\$2,943 ²⁹⁶⁵ (+160) 5.7% increase

LONGWOOD COLLEGE

Revenues 1980-82 Biennium

Educational and General

	<u>1980-81</u>	<u>1981-82</u>
06001 Student Fees	\$1,919,500	\$2,008,300
06005 Sales & Services Educ. Activities	54,600	54,600
06006 Other E & G Income	<u>21,725</u>	<u>21,725</u>
	\$1,995,825	\$2,084,625
Work Study	<u>80,000</u>	<u>86,200</u>
	\$2,075,825	\$2,170,825
Budget Total	\$2,057,268	\$2,154,937

LONGWOOD COLLEGE
 Revenues 1980-82 Biennium
 Auxiliary Enterprises

	<u>1980-81</u>	<u>1981-82</u>
Food Service	\$1,387,500	\$1,517,000
Residence Halls	1,579,500	1,677,000
Construction	34,500	34,500
Laundry	83,000	83,000
Infirmary	153,750	153,750
Bookstore	10,000	10,000
Student Union	173,000	173,000
Golf Course	33,000	33,000
SAFC	3,000	3,000
Faculty/Staff Services	11,000	11,000
Faculty Rent	6,500	6,500
Faculty Food	2,800	2,800
Reserves	88,000	44,000
Athletics	<u>385,000</u>	<u>429,000</u>
	\$3,950,550	\$4,177,550
Work Study	<u>170,000</u>	<u>140,000</u>
	\$4,120,550	\$4,317,550
Budget Total	\$4,116,500	\$4,279,400

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

THE SUMMER SESSION

I. Salary Scale and Faculty Listing - Summer 1980

Salaries for the 1980 Summer Sessions have been computed at 6% per class for those faculty members whose normal load is two classes per term. For those faculty members in science whose normal load is one laboratory class per term, salaries for the 1980 Summer Sessions have been computed at 11% per term.

Salaries for the 1980 Departmental Chairpersons and other administrative faculty have been computed at 6% per class and 6% per administrative duties. Salaries for faculty supervising internships or field instruction will be computed at 1% per student to a maximum of twelve students. The faculty listing, with salaries, for the 1980 Summer Sessions is presented to the Board for its approval as follows.

1980 SUMMER SCHOOL - First Session

			<u>Current</u> <u>Salary</u>	%	<u>Summer</u> <u>Salary</u>
Anthro	490	James W. Jordan	\$16,600	(12)	\$1,992.
Art	155, and	James G. Silliman	14,750	(12)	1,770.
Edu	571				
Art	223	Randall W. Edmonson	11,800	(6)	708.
Bio	103	Sandra J. Breil	20,100	(11)	2,211.
	206	L. Jane Holman	22,500	(11)	2,475.
Bus	121, 221				
	and 222	Evangeline McCort	10,500	(6)	630.
	151, 152	Raymond Gilchrist	20,700	(12)	2,484.
	241, 351	Thomas L. Dickens	14,000	(12)	1,680.
	252	*Owen F. Fields	--	--	--
	257, 328	Donald G. McCort	16,050	(12)	1,926.
	322	Willard G. Leeper	20,200	(6)	1,212.
Chem	101	Maurice H. Maxwell	16,800	(11)	1,848.
Comp Sci	205	Staff	--	--	--
Drama	100	Richard J. Gamble	13,000	(6)	780.
Ed	404, 405,				
	and 671	*Edwin H. Vassar	--	--	--
	453, 454,				
	and 549	George P. Elliott	18,800	(12)	2,256.
	455,				
	Psy 250	John E. Arehart	15,100	(12)	1,812.
	505, 610	Mark G. Weatherly	19,900	(12)	2,388.
	525	Robert D. Gibbons	22,100	(6)	1,326.

Summer Session Faculty - First Session

Ed	661 and					
Psy	622	Edward D. Smith	\$17,900	(12)	\$2,148.	
Psy	131,521	J. J. Horvat	14,000	(12)	1,680.	
Eng	101, 163	Fillmer Hevener	18,700	(12)	2,244.	
	120, 532	Donald C. Stuart	18,800	(12)	2,256.	
	160	Maria C. Silveira	17,300	(6)	1,038.	
	240, 540,					
	& Adm. Duties-	William L. Frank	28,850	(12)	3,462.	
	282	Camilla C. Tinnell	14,050	(6)	843.	
Geog	201	Charles F. Lane	27,700	(6)	1,662.	
Health Ed	336	Hollis Powers	16,600	(6)	996.	
P.E.	115	Carolyn R. Callaway		--	--	
Hist	111, 404	Richard T. Couture	15,100	(12)	1,812.	
	121, and					
Govt	216	James M. Helms	23,800	(12)	2,856.	
Lib Sci	402	*Martha LeSturgeon	--	--	--	
Math	112	Robert S. Wu	16,700	(6)	1,002.	
	114, 161	James A. Carpenter	11,000	(12)	1,320.	
	323	F. Richard Kidder	18,700	(6)	1,122.	
Mil Sci	101, 201					
and	305	*Staff	--	--	--	
Music	242	Pauline B. Haga	17,900	(6)	1,074.	
P.E.	107	Phyllis W. Harriss	15,500	(6)	930.	
	108	Barbara B. Smith	21,500	(6)	1,290.	
	110	Carolyn R. Callaway	15,500	(6)	930.	
	114	Anne Huffman	15,100	(6)	906.	
	340	Staff	--	--	--	
Phys.	101	L. Raymond Fawcett	19,000	(11)	2,090.	
Sci.						
Physics	101	John M. Austin	17,800	(11)	1,958.	
Recreation						
	380	Francis M. Brasile	17,100			
	499	Peter H. Cunningham	11,800			
Social Work	339,					
	340 and 427	George C. Stonikinis	15,000	(12)	1,800.	
Sociology	101 and					
	335	Lawrence G. Hlad	17,600	(12)	2,112.	
Speech	101	Robert J. Woodburn	17,200	(6)	1,032.	

SUMMER SESSION 1980 - SECOND SESSION

3

Art	110	Staff	--	--	--
Adm. Duties		Barbara Bishop	\$22,050	(6)	\$1,323.
	320, 352 and 385	Staff	--	--	--
Bio	101	Billy S. Batts	20,000	(11)	2,200.
	102	David A. Breil	21,300	(11)	2,343.
	207	Donald A. Merkle	15,850	(11)	1,743.50
	373 and				
Adm. Duties		Marvin W. Scott	24,950	(12)	2,994.
Bus	121, 221, 222, 220	Frances N. Hamlett	16,300	(12)	1,956.
	242, 352	James M. Irby	15,200	(12)	1,824.
	356	* K. Bywaters	--	--	--
	455 and				
Adm. Duties		John E. Carr	22,400	(12)	2,688.
Chem	102	John A. Hardy	17,150	(11)	1,886.50
Drama	100 and				
Adm. Duties		Patton Lockwood	22,900	(12)	2,748.
Econ	202	Richard F. Measell	12,000	(6)	720.
Ed	429, 542	R. Beatrice Bland	20,700	(12)	2,484.
	455, 543	Ray B. Sizemore	21,900	(12)	2,628.
	545,				
Psy.	555	Charles J. DeWitt	18,600	(12)	2,232.
	620, 675	Louis Kovacs	21,600	(12)	2,592.
	681, and				
Psy.	359	Phyllis G. Wacker	17,300	(12)	2,076.
	547, and	Nancy J. Vick	19,300	(12)	2,316.
Adm. Duties					
Eng	100, 121	Carolyn Craft	18,700	(12)	2,244.
	141, 551	Quentin Vest	18,100	(12)	2,172.
	280 and				
Adm. Duties		Massie C. Stinson	19,350	(12)	2,322.
Govt	215, 350	William R. Harbour	13,700	(12)	1,644.
Health & P.E.	360 and P.E. 119	Eleanor W. Bobbitt	22,000	(12)	2,640.
Hist	122 and				
Adm. Duties		L. Marshall Hall	20,400	(12)	2,448.
Home Ec.	101	*Marguerite S. Griffith	--	--	--
	442 and				
Adm. Duties		Ann S. Thompson	20,400	(12)	2,448.

SUMMER SESSION 1980 - SECOND SESSION

4

Lib Sci 401	*Polly W. Boaz	--	--	--
Math 111, 113	E. T. Noone	\$17,200	(12)	\$2,064.
162 and				
Adm. Duties 164	Merry L. Allen Staff	20,400	(12)	2,448.
		--	--	--
Mil Sci 102, 202	*Staff	--	--	--
Music 123 and				
Adm. Duties	Louard E. Egbert	19,600	(12)	2,352.
Phil 200, 215	John S. Peale	17,350	(12)	2,082.
P.E. 107, 108	Nelson Neal	14,750	(12)	1,770.
114 and				
Adm. Duties 338, 339	Shirley M. O'Neil Gerald P. Graham	25,300 20,400	(12) (12)	3,036. 2,448.
Phy.Sci. 102	James W. Curley	16,250	(11)	1,787.50
Physics 102	Wayne K. Meshejian	16,150	(11)	1,776.50
Psy 132, 523	Madeline Simpson	16,000	(12)	1,920.
630 and				
Ed. 530	Robert L. Banton	20,300	(12)	2,436.
240 and				
Adm. Duties	*Charles H. Patterson	--	--	--
Social Work 218, 415, and				
Adm. Duties	George C. Stonikinis	15,000	(12)	1,800.
Sociology 101 and				
Adm. Duties	Jerry Cardwell	20,600	(12)	2,472.
Speech 101	Douglas M. Young	17,000	(6)	1,020.

II. Summer Workshops/Reading Program

The following workshop/reading programs have been planned for the 1980 Summer Session. Authorization is requested for compensation for individuals designing and/or conducting these workshops.

Ed 526, 527 & Director of <u>Reading Program</u>	Mary S. Woodburn	\$17,100 (22)	\$3,762.
Librarian, <u>Reading Program</u>	Cecil Kidd	15,200 --	650.
Art 620-01, <u>Raku Workshop</u>	R. Edmonson		1,000.
Art 620-02, <u>Paint on Fabrics</u>	Staff		---
Art 620-03, <u>Centrifugal & Vacuum- Assist Casting</u>	Baldrige		1,000.
Bus 560-01, <u>Workshop in Model Office</u>	*O. Fields		---
Bus 562-01, <u>Competency-Based Vocational Education</u>	*O. Fields		---
Chem <u>671-01, Safety in the Chemical Laboratory</u>	P. Barber		666.
Geology 503-01, <u>Natural Resources Conservation</u>	Staff		---
Music 101-01, <u>Music Theory Funda- mentals</u>	L. Egbert		666.
H/PED 509-01, <u>Contemporary Physical Education</u>	E. Bobbitt		1,000.
Rec 501-01, <u>Recreation, Sports, and Adapted Activities for the Physically Disabled</u>	F. Brasile		1,000.
Science 561-01, <u>Science Process Skills and Activities for Children-Grades K-6</u>	F. McCombs		1,000.
Soc 549-01, <u>Processes and Tech- niques of Social Change</u>	H. Townsend		1,000.
Ed 595-01, <u>Teaching with the Newspaper-</u>	R. Gibbons		1,000.
Ed 581, <u>Directed Practices in Teaching the Gifted and Talented Student</u>	Dr. Buck, Director C. Kidd, Librarian		1,600. 650.

*12-month employee

III. Off-Campus

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

A. Amelia County

Home Economics 610 - Principles of Nutrition Education
Instructor: E. J. McCreary \$1,000.

B. Campbell County

Education 620 - School Law
Instructor: Robert D. Gibbons 1,000.

Education 595 - Classroom Management/Behavior Modification
Instructor: Richard Aubry 333.33

Psychology 595 - Coping with Stress in the Teaching Profession
Instructor: Joseph Horvat, Jr. 333.33

C. Alberta (SVCC - Christanna Campus)

Education 681 - Evaluation of Education
Instructor: Phyllis G. Wacker 1,000.

D. Mecklenburg County

Education 542/543 - Curriculum Development in Elementary
or Secondary Schools
Instructor: Sam Meek 1,000.

E. Halifax County

English 280- Children's Literature
Instructor: Susan Slayton 1,000.

Education 530 - Teaching Reading in the Content Area
Instructor: Beatrice Bland 1,000.

Education 547 - Instructional Media
Instructor: James Silliman 1,000.

F. Nottoway County

Education 549 - School-Community Relations and Drug Education
Instructor: George Elliott 1,000.

G. Prince Edward County

Education 580 - Introduction to Teaching the Gifted/Talented
*Instructor: Crayton Buck ---

Education 582 - Curriculum for the Gifted/Talented
*Instructor: Crayton Buck ---

H. Brunswick County

Education 542/543 - Curriculum Development in Elementary/Secondary
Education. Instructor: Lee Banton 1,000.

*12-month employee

Submitted by,



Robert H. Lehman
Director, Continuing Education
and Summer Session

April 28, 1980

IV. Regular Session Salaries - 1980-81 Appendix F May 2, 1980

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

	<u>Actual</u> 1979-80	<u>Recom.</u> 1980-81	<u>%</u> <u>Inc.</u>
<u>Department of Art</u>			
1. Baldrige, Mark (Associate)** (T)	\$15,000	16,850	12.33
2. Bishop, Barbara (Professor-Chairman) (T)	22,050	24,040	9.02
3. Edmonson, Randall W. (Instructor)	11,800	12,865	9.02
*4. Flynn, Elisabeth (Associate) (T)	19,450	21,200	9.00
5. Mitchell, Virginia (Assistant)	19,200	20,900	8.85
*6. Schrader-Hooker, Charlotte (Professor) (T)	21,500	23,400	8.83
7. Springer, Homer (Associate) (T)	16,300	17,770	9.02
8. Thompson, Betty (Assistant) (T)	16,700	18,205	9.01
<u>Department of Business and Economics</u>			
1. Carr, John (Professor - Chairman)	22,400	24,450	9.15
2. Caleb, James M. (Assistant)	14,300	15,585	8.99
*3. Cristo, Anthony (Associate) (T)	19,500	21,430	9.90
*4. Fields, Owen (Assistant)	23,200(12mo.)	21,075(10mo.)	9.01
5. Gilchrist, Raymond (Associate)	20,700	22,565	9.00
6. Hamlett, Frances (Assistant) (T)	16,300	17,765	8.99
7. Irby, James M. , IV (Instructor)	15,200	16,570	9.01
8. Leeper, Willard (Associate) (T)	20,200	22,020	9.01
9. McCort, Donald (Assistant)	16,050	17,495	9.00
10. Measell, Richard F. (Instructor)	12,000	13,080	9.00
11. Noblitt, Mary (Assistant)	On leave	21,210(12mo.)	--
<u>Department of Education and Psychology</u>			
*1. Arehart, John (Assistant) (T)	15,100	16,500	9.27
*2. Banton, Robert (Professor) (T)	20,300	22,200	9.36
*3. Bland, Beatrice (Professor) (T)	20,700	11,280(1st. se.)	8.98
*4. DeWitt, Charles (Associate) (T)	18,600	20,275	9.00
5. Elliott, George (Associate) (T)	18,800	20,490	8.99
*6. Gibbons, Robert (Professor)** (T)	22,100	25,090	13.53
*7. Horvat, Joseph J. , Jr. (Instructor)	14,000	15,260	9.00
*8. Kovacs, Louis (Associate) (T)	21,600	23,545	9.00
*9. ^a Patterson, Charles (Professor-Chairman) (T)	34,100	37,170(12mo.)	9.00
*10. Ra, Jung (Associate) (T)	19,100	20,820	9.00
11. Silliman, James (Assistant)	14,750	16,000	8.47
12. Simmons, Betty (Instructor)	15,300	8,340(2nd sem.)	
13. Simpson, Madeline (Assistant)	16,000	17,440	9.00
*14. Sizemore, Ray (Associate) (T)	21,900	23,870	8.99

*Doctorate

**Promotion subject to approval by the Board of Visitors

^aBoard of Visitors Distinguished Professor, Director of the Graduate Program

	<u>Actual</u> 1979-80	<u>Recom.</u> 1980-81	<u>%</u> <u>Inc.</u>
*15. Smith, Edward (Associate)** (T)	\$17,900	\$20,010	11.78
16. ^b Vassar, Edwin (Associate) (T)	27,900	30,410(12 mo.)	9.00
*17. Vick, Nancy (Assistant) (T)	19,300	21,035	8.99
18. Wacker, Phyllis (Associate) (T)	17,300	18,855	8.99
*19. Weatherly, Mark (Associate) (T)	19,900	21,690	8.99
*20. Woodburn, Mary (Associate) (T)	17,100	18,640	9.00

Department of English, Philosophy and
Foreign Languages

*1. Cook, Martha (Associate) (T)	16,600	18,095	9.01
*2. Craft, Carolyn (Associate) (T)	18,700	20,385	9.01
3. Douglas, Otis (Assistant) (T)**	15,600	17,005	9.01
*4. Ernouf, Anita (Professor) (T)	20,500	22,345	9.00
*5. Frank, William (Professor) (T)	28,850	31,445	8.99
*6. Hevener, Fillmer (Associate) (T)	18,700	20,385	9.01
*7. Lund, Michael (Assistant) (T)**	16,100	17,550	9.01
*8. Maurice, Anthony (Assistant) (T)	17,100	18,640	9.00
*9. May, Susan (Professor) (T)	20,600	22,455	9.00
*10. Orth, Geoffrey (Assistant)	13,000	14,200	9.23
*11. Peale, John (Associate)	17,350	18,910	8.99
12. Savage, Helen (Associate) (T)	17,900	19,510	8.99
*13. Sedgwick, Ellery (Instructor)	12,500	13,700	9.60
*14. Silveira, Maria (Associate) (T)	17,300	19,355	11.88
15. ^a Sprague, Rosemary (Professor) (T)	25,700	28,015	9.01
*16. Sneller, Jo Leslie (Associate) (T)	18,500	20,165	9.00
*17. Stinson, Massie (Associate-Chairman) (T)	19,350	21,090	8.99
*18. Stuart, Donald (Associate) (T)	18,800	20,490	8.99
19. Tinnell, Camilla (Instructor)	14,050	15,315	9.00
*20. Vest, Quentin (Associate) (T)	On leave	19,730	--
21. Woods, William (Assistant)	13,800	15,045	9.02

Department of Health, Physical Education and
Recreation

*1. Andrews, Nancy (Assistant) (T)	16,500	17,985	9.00
*2. Bobbitt, Eleanor (Professor) (T)	22,000	24,000	9.09
*3. Bowman, Betty (Professor) (T)	21,500	23,435	9.00
4. ^c Brasile, Frank (Assistant)	17,100	18,640	9.00
5. Bush, Sally (Assistant) (T)	15,000	16,350	9.00
6. Callaway, Carolyn (Assistant) (T)	15,500	16,895	9.00
7. Cunningham, Peter (Instructor)	11,800	12,860	8.98
*8. Graham, Gerald (Associate) (T)	20,400	22,235	8.99
9. Harriss, Phyllis (Assistant) (T)	15,500	16,895	9.00
10. Huffman, Anne (Assistant) (T)	15,100	16,460	9.00

*Doctorate

**Promotion and tenure subject to approval by the Board of Visitors

^aBoard of Visitors Distinguished Professor of English

^bDirector of Student Teaching

^cProgram Director, Therapeutic Recreation

	<u>Actual</u> 1979-80	<u>Recom.</u> 1980-81	<u>%</u> <u>Inc.</u>
*11. Johnson, Judith (Associate) (T)	\$18,700	\$20,385	9.01
12. Neal, Nelson (Assistant)	14,750	16,075	8.98
*13. O'Neil, Shirley (Professor-Chairman) (T)	25,300	27,600	9.09
*14. Smith, Barbara (Professor) (T)	21,500	23,435	9.00

Department of History and Government

*1. Berkis, Alexander (Professor) (T)	21,100	22,600	7.11
2. Couture, Richard (Assistant) (T)	15,100	16,520	9.40
*3. Crowl, James (Assistant) (T)	15,900	17,400	9.43
*4. Etheridge, Elizabeth (Associate) (T)	20,100	21,910	9.00
5. Hall, Marshall (Associate-Chairman) (T)	20,400	22,235	8.99
*6. Harbour, William (Assistant)	13,700	15,000	9.49
*7. Helms, James (Professor) (T)	23,800	25,940	8.99
*8. Millar, Jack (Associate) (T)	19,700	21,475	9.01
*9. Sneller, Maurice (Professor) (T)	22,200	24,200	9.01

Department of Home Economics

1. Fowlkes, Melinda I. (Assistant)	13,000	14,230	9.46
*2. Griffith, Marguerite (Associate)	23,450	25,500	8.74
3. McCreary, Eva Jane (Associate)	19,550	21,310	9.00
4. Osborn, Marilyn (Assistant) (T)	15,900	17,330	8.99
5. Thompson, Ann (Associate-Chairman)	20,400	22,235	8.99

Department of Mathematics and Computer Science

*1. Allen, Merry Lewis (Associate-Chairman) (T)	20,400	22,235	8.99
2. Carpenter, James A. (Instructor)	11,000	11,990	9.00
*3. Hightower, William (Associate)	On leave	18,500	--
*4. Kidder, Richard (Associate) (T)	18,700	20,385	9.01
*5. May, Robert (Assistant)	14,100	15,370	9.00
*6. Noone, E. T. (Associate) (T)	17,200	18,750	9.01
*7. Noone, Jean (Assistant) (T)	16,100	17,550	9.00
*8. Webber, Robert (Associate) (T)	17,200	18,750	9.01
*9. Wu, Robert (Associate) (T)	16,700	18,205	9.01

Department of Music

*1. Blasch, Robert (Professor) (T)	19,600	21,365	9.00
*2. Egbert, Louard (Associate-Chairman)	19,600	21,370	9.03
3. Haga, Pauline (Assistant) (T)	17,900	19,510	8.99
4. Harbaum, Darrell (Associate) (T)	18,500	20,165	8.99
*5. Hesselink, Paul (Associate) (T)	17,000	18,530	9.00
6. Lust, Patricia (Assistant)	15,800	17,220	8.99
*7. Montgomery, Bruce (Assistant) (T)	18,200	19,840	9.01

*Doctorate

	<u>Actual</u> 1979-80	<u>Recom.</u> 1980-81	<u>%</u> <u>Inc.</u>
8. Myers, Frieda (Assistant) (T)	\$17,350	\$18,910	8.99
9. Williams, Thomas (Associate)	17,700	19,295	9.01
<u>Department of Natural Sciences</u>			
1. Austin, John (Associate) (T)	17,800	19,400	8.99
*2. Barber, Patrick (Associate)	19,000	20,750	9.21
*3. Batts, Billy (Associate) (T)	20,000	21,800	9.00
*4. ^a Breil, David (Professor) (T)	21,300	11,625(1st se.)	9.15
*5. Breil, Sandra (Associate) (T)	20,100	21,910	9.00
6. Curley, James (Assistant) (T)	16,250	17,710	8.98
*7. ^b Fawcett, Ray (Associate) (T)	19,000	20,750	9.21
8. Ferguson, Lynn (Instructor)	13,700	14,900	8.76
9. Hardy, Jack (Assistant) (T)	17,150	18,700	9.03
*10. Harvill, Alton (Professor) (T)	17,800	19,550	9.83
*11. Heinemann, Richard (Associate) (T)	20,500	22,345	9.00
*12. Holman, Jane (Professor) (T)	22,500	24,525	9.00
*13. ^c Lane, Charles (Professor) (T)	27,700	30,180	8.95
*14. McCombs, Freda (Associate) (T)	19,250	20,980	8.99
*15. ^d Maxwell, Maurice (Assistant) (T)	16,800	18,310	8.99
*16. Merkle, Donald (Assistant) (T)**	15,850	17,400	9.78
17. Meshejian, Wayne (Assistant) (T)	16,150	17,605	9.01
18. Rubley, Earl (Associate) (T)	18,700	20,385	9.01
19. Scott, Marvin (Professor) (T)	24,950	27,300	9.42
*20. Tinnell, Wayne (Associate) (T)	20,500	22,345	9.00
<u>Department of Social Work</u>			
1. Stonikinis, George (Assistant-Chairman) (T)	15,000	17,000	13.33
2. Young, Sarah (Assistant) (T)	15,200	16,600	9.21
<u>Department of Sociology and Anthropology</u>			
*1. Cardwell, Jerry (Associate-Chairman)	20,600	22,600	9.71
*2. Cristo, Mary (Associate) (T)	18,300	20,115	9.92
3. Hlad, Lawrence (Assistant)	17,600	19,200	9.09
*4. Jordan, James (Assistant)	16,600	18,100	9.04
*5. Townsend, Henry K. (Instructor)	13,000	13,000	0.00
<u>Department of Speech and Dramatic Arts</u>			
*1. Anderson, Nancy (Assistant) (T)	16,100	17,550	9.01
2. Gamble, Richard J. (Instructor)	13,000	14,170	9.00
*3. Lockwood, Patton (Professor -Chairman) (T)	22,900	24,960	8.99
*4. Woodburn, Robert (Assistant) (T)	17,200	18,750	9.01
*5. Young, Douglas (Associate) (T)	17,000	18,530	9.00

*Doctorate

**Promotion and tenure subject to approval by the Board of Visitors

^aProgram Director, Biology^bProgram Director, Physics^cProgram Director, Earth Science^dProgram Director, Chemistry

	<u>Actual</u> 1979-80	<u>Recom.</u> 1980-81	<u>%</u> <u>Inc.</u>
<u>Campus School</u>			
1. Banton, Carolyn (Instructor)	\$11,900	\$12,970	8.99
*2. Buck, Crayton (Professor-Director) N/A	25,700	28,015(12mo.)	9.00
3. Dowdy, Toy (Assistant) (T)	13,050	14,225	9.00
4. Edwards, Mary Meade (Instructor) (Part-time)	10,800	11,770	8.98
5. Gilligan, Gail (Assistant) (T)	13,300	14,495	8.98
6. Groneweg, Phyllis (Assistant) (T)	14,400	15,825	9.90
7. Guthrie, Derwood (Assistant) (T)	17,100	18,350	7.31
*8. Howe, Rita (Assistant)	16,000	17,440	9.00
9. Kidd, Cecil (Assistant) N/A	15,200	16,705(11mo.)	9.90
10. McCanless, Cathy (Instructor)	10,350	11,375	9.90
11. Unterzuber, Gretchen (Instructor)	15,000	16,330	8.87
12. Wacker, Mary (Assistant) (T)	13,400	14,450	7.83
13. Wall, Jackie (Instructor)	12,400	13,625	9.90
<u>Librarians</u>			
1. Boaz, Polly (Assistant) N/A	15,000	16,350	9.00
2. Cassel, Jeris Folk (Instructor) N/A	12,000	13,080	9.00
3. Dollins, Mary Jo (Assistant)** N/A	12,800	14,200	10.94
4. Laine, Rebecca (Assistant) N/A	17,700	19,295	9.01
5. LeSturgeon, Martha (Associate-Director)N/A	23,800	25,940	8.99
6. Pearson, Deborah (Instructor) N/A	12,200	13,300	9.02
<u>Athletic Staff</u>			
*1. Bash, Ronald (Associate) N/A	21,500	25,500	18.60
2. Bolding, Charles (Instructor) N/A	15,000	16,350	9.00
3. Budd, Ruth (Instructor) N/A	12,400	14,705	18.59
4. Currie, Hoke (Instructor) N/A	13,600(10mo.)	17,165(12mo.)	8.98
*5. Harris, Bette (Assistant) N/A	18,200	19,840	9.01
6. Hodges, Carolyn (Assistant) (1972-77)	21,500	23,435(12mo.)	9.00
7. Miller, Jane (Instructor) N/A	12,600	13,735	9.08
8. Posipanko, Richard (Instructor) N/A	12,500	13,625	9.00
9. Powers, Hollis (Assistant) N/A	16,600	18,095	9.01
10. Schoepfer, Martin (Instructor) N/A	15,000	16,350	9.00
<u>Administration</u>			
1. Bollinger, Sandra (Registrar) (T)	19,250	21,000	9.09
2. Branscome, James (V.P. Finance) N/A	30,000	33,000	10.00
*3. Cox, Jennings (Dr. Couns. Services) N/A Not. emp. full-time		21,000	--
*4. Dalton, T. C. (Adm. Asst. Pres.) N/A	30,200	32,920	9.01
5. Dent, I. B. (Dr. Student Union) N/A	17,300	18,860	9.02
6. Fallis, Androniki (Dr. Placement) N/A	21,200	23,110	9.01
7. Fisher, Boyd (Admissions Counselor) N/A	13,500	14,715	9.00

Doctorate

*Promotion and tenure subject to approval by the Board of Visitors

	<u>Actual</u> <u>1979-80</u>	<u>Recom.</u> <u>1980-81</u>	<u>%</u> <u>Inc.</u>
8. Groneweg, Gary (Dr. Admissions) N/A	\$23,600	\$25,725	9.00
*9. Gussett, James (Asst. Dean College) (T)	28,700	31,285	9.01
*10. Heintz, Mary (V.P. St. Aff., Dean of Stu.) (T)	33,500	36,515	9.00
*11. Lehman, Robert (Dir. Cont. Ed. & Sum. Session, Adminis. Asst. to the Dean) (T)	23,300	25,395	8.99
12. Mitchell, Joseph (Dir. Pub. Affairs) N/A	21,400	23,325	8.99
13. Nanzig, Thomas (Dir. Housing) N/A	15,200	16,570	9.01
*14. Peele, William (V.P. Administration) N/A	32,500	35,425	9.00
15. Shelton, Nancy (Dir. Alumni) N/A	17,100	18,640	9.00
16. Swann, Terrie (Adm. Asst. V.P. for St. Af.) N/A	20,200	22,020	9.01
*17. Wells, Carolyn (V.P. Academic Affairs and Dean of the College) (T)	38,000	41,420	9.00

Submitted by,

Carolyn Wells

**Vice President for Academic Affairs and
Dean of the College**

April 28, 1980

*Doctorate

Addendum to the Report of the Vice President for Academic Affairs and Dean of the College - May 1980

Executive Session

I. Summer Grants - Budget \$5,000

Approval for the following grants for summer study is requested:

- A. Dr. Nancy Andrews, Assistant Professor of Physical Education, \$325, to study aspects of elementary physical education at the Orff Institute, Salzburg, Austria.
- B. Mr. Francis Brasile, Assistant Professor of Therapeutic Recreation, \$125, to study adapted physical education and research methods at the University of Virginia.
- C. Mr. Peter Cunningham, Instructor in Therapeutic Recreation, \$340, to pursue courses leading to the doctoral degree at the University of Maryland.
- D. Mr. Raymond Gilchrist, Associate Professor of Business, \$325, to study data processing at Memphis State University.
- E. Dr. Gerald P. Graham, Associate Professor of Physical Education, \$250, to study at Wake Forest University new techniques to be used in the new physical education laboratory.
- F. Mr. Gary Groneweg, Director of Admissions, \$700, to pursue his MBA degree at Virginia Commonwealth University.
- G. Mr. Lawrence Hlad, Assistant Professor of Sociology, \$870, to pursue his Ph.D. degree at Union Graduate School - West.
- H. Miss Cecil Kidd, Assistant Professor of Library Science, \$225, to pursue a MLS degree at the University of Richmond.
- I. Mr. Richard Measell, Instructor in Economics, \$880, to pursue his Ph.D. at the University of Maryland.
- J. Mr. Nelson Neal, Assistant Professor of Physical Education, \$100, to pursue the Ed.D. degree at the University of Virginia.
- K. Miss Gretchen Unterzuber, Assistant Professor in the Campus School, \$360, to take an internship in learning disabilities at Virginia Commonwealth University.
- L. Mr. Thomas Williams, Assistant Professor of Music, \$500, to study vocal techniques and repertoire in the Oren Brown Voice Seminar at Amherst College.

II. New Appointments

- A. Appointment of Dr. Kuldeep S. Turna as Assistant Professor of Economics, at a salary of \$17,000, is requested. Dr. Turna fills the vacancy created by the termination of the one-year appointment of Mrs. Evangeline McCort.

Dr. Turna earned the B.S. and M.S. degrees at the Uttar Pradesh Agricultural University in Pantnagar, India; and the Ph.D. degree in Economics from Utah State University. He has been employed as an Assistant Professor of Economics since September, 1978, at Union College in Barbourville, Kentucky.

- B. Appointment of Mr. Beverly S. Pankey as Instructor in Business, at a salary of \$16,000, is requested. Mr. Pankey fills the vacancy created by the Resignation of Mr. Thomas Dickens from the faculty.

Mr. Pankey earned the B.S. in Engineering from the U.S. Naval Academy; the B.S. in Business Administration from Aquinas College; and the M.S. in Management from Aquinas College. He is just now completing 20 years active duty with the United States Navy. During his most recent assignment he taught business subjects and prior to that, was a Coordinator of Educational Programs.

III. Reappointment, with Title Change

Reappointment of Mr. George Bristol as Development Officer of the College, at a salary of \$28,000, is requested. Mr. Bristol's former title, Director of College Relations, should be discontinued. The salary of \$28,000 is the same as that given to Mr. Bristol in 1979-80.

Submitted by,



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

April 29, 1980

IV. Promotions

The following faculty members are recommended to the Board of Visitors for promotion to the ranks indicated. Those designated by an asterisk were in the process of consideration at the time the salary list was distributed to the Board. Therefore, if approved, promotion stipends of \$1,000 for professor and \$500 for associate professor must be added to their salaries. For those not designated by an asterisk, promotion stipends of \$1,000 for professor, \$500 for associate professor and \$250 for assistant professor have already been included in their salaries.

From associate professor to professor:

*Dr. Carolyn Craft (English)
*Dr. Anthony Cristo (Economics)
Dr. Robert Gibbons (Education)

From assistant professor to associate professor:

Mr. Mark Baldridge (Art)
*Dr. James Jordan (Sociology and Anthropology)
Dr. Edward Smith (Psychology)

From instructor to assistant professor:

Mr. Thomas Dickens (Business) Miss Mary Jo Dollins (Librarian)

Professional resumes for each candidate are attached.

V. Salary Scale

Approval by the Board of Visitors is requested for the following salary scale for 1980-81. All contracts have been computed within the confines of these ranges.

<u>Rank</u>	<u>Minimum</u>	<u>Maximum</u>
Instructor	\$10,600	\$17,100
Assistant Professor	11,600	21,500
Associate Professor	16,800	29,600
Professor	19,500	34,600

VI. Leaves of Absence - 1980-81

- A. Board approval is requested for an unpaid leave of absence for Mr. Jiri Rada, Assistant Professor of Health Education, for first and second semesters of 1980-81. Mr. Rada is planning to attend graduate school in order to attain a doctoral degree in health education.
- B. Board approval is requested for a leave of absence during the second semester of 1980-81 for Dr. David Breil, Professor of Biology. Modest funding for this leave will be requested from the Longwood Foundation; if funds are granted, approval of the specific amount will be sought

at the July meeting of the Board of Visitors. Dr. Breil plans to spend the semester collecting plants, working out of the University of Florida and Archbold Research Station in southern Florida.

Submitted by,

Carolyn Wells

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

April 30, 1980