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Meeting Agendas and Minutes

Board of Visitors

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1982-11-05 minutes and Appendices

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LONGWOOD COLLEGE BOARD OF VISITORS

Minutes of Meeting

November 5, 1982

The Board of Visitors of Longwood College met on Friday, November 5, 1982, on the College campus, beginning at 10:00 a.m. The following members of the Board were present:

Mrs. Lyons Davidson
Ms. Kathleen Graeber
Mrs. Mary Burton Holland
Lt. General Richard L. Irby
Mrs. Jesse R. Overstreet, Jr.
Dr. Grace M. Pleasants
Mrs. Joshua Pretlow
Mr. Thomas D. Rust
Mr. Hunter R. Watson

Board members absent were:

Dr. Harold W. Conley
Dr. W. Taliaferro Thompson, Jr.

Also present were the following College officials: Dr. Janet D. Greenwood, President; Dr. Verna L. Armstrong, Vice President for Business Affairs; Dr. Michael Haltzel, Vice President for Academic Affairs; Mr. Donald L. Lemish, Vice President for Institutional Advancement; Ms. Phyllis Able, Vice President for Student Affairs; Dr. Ray Rothermel, Executive Assistant to the President; Mr. Donald Winkler, Director of Public Affairs; Dr. John S. Peale, Faculty Representative to Sit with the Board of Visitors; Ms. Cherie Stevens, Student Representative to Sit with the Board of Visitors.

The Rector, Mr. Rust, presided.

Informational Items:

1. Faculty Liaison Committee. Mr. Rust, Acting Chair for the Faculty Liaison Committee, stated that the minutes of the November 4, 1982, meeting of the Committee were available to anyone who would like them and because of that he would not read them. (A copy of these minutes is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - November 5, 1982.) He commented as follows on the matters discussed by the Committee:

---The Library is in the process of converting from the Dewey Decimal System to the Library of Congress Classification System. Those volumes that are used on a regular basis will be in the first group to be converted.

---The Departments of Art and Music are being reviewed by Dr. Haltzel and Dr. Conway rather than using outside consultants.

- The College is undergoing its accreditation visit by the State Department of Education team at this time, with teams from SACS and NCATE expected later. This is always valuable for the College.
- Dr. Hairell announced that the College's therapeutic recreation department became the first one in the nation to receive accreditation by the Council on Accreditation of the National Recreation and Parks Association. Mr. Frank Brasile is the Director of Longwood's program.
- There is a committee working on a policy for outside employment.
- There was a discussion of the continuing education courses that are being offered by the College as a part of its outreach services.

2. Ad Hoc Committee on Appointment, Reappointment, Promotion and Tenure. Mr. Rust, Acting Chair for this Committee, asked Ms. Graeber to give a report on the meeting of the Committee on November 4, 1982. (A copy of the minutes of this meeting are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - November 5, 1982.) Ms. Graeber noted that:

- The Executive Board of the State Council of Higher Education has approved the awarding of the B.S. degree in special education. Earlier, this had been disapproved and represents a reversal on the part of State Council.
- The College will host again, in the summer of 1983, the Governor's School for the Gifted and Talented.
- A proposal submitted by Dr. Mary S. Woodburn, of the Department of Education and Psychology, has received a grant of \$30,000 from the Funds for Excellence.
- The policies and procedures approved by the Board at its July, 1982, meeting, will be published around the middle of the month. These will be a part of the new Faculty Handbook.
- As mandated by the Board in July, 1982, decisions will be made during the year regarding appropriate terminal degrees.
- The Dean of the Faculty will interview all non-tenured faculty and those who will be considered for promotion during the current academic year.
- Professor Harbour, as Chairman of the Organization of the Teaching Faculty, said a committee on Student Opinions on Instruction is being chosen and that it would be happy to coordinate with Dr. Rothermel's institutional research committee on designing a questionnaire on student opinions on instruction.

---Procedures for dealing with complaints of sexual harassment have been established by the Dean of the Faculty.

3. Finance Committee. The following report of the November 4, 1982, meeting of the Finance Committee was given by General Irby, Committee Chair: (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - November 4, 1982.)

---The Committee discussed the auxiliary enterprises and the auxiliary reserve fund. The Committee requested the College to prepare a report on financial projections for auxiliary operations during the summer and on the projected amount of the auxiliary reserve at the end of this year.

---The Committee discussed the Internal Audit Survey for the College. This is a recommended plan for the auditing process at the College. The plan will be considered further for possible future action and it is hoped that it can be approved at the next meeting.

---Dr. Armstrong presented an update on the status of the Executive Agreement. The proposed agreement has been sent by Secretary Casteen to Governor Robb.

---The Committee was briefed on the status of the 5% General Fund reduction.

---The Committee received the 1981-82 financial statements.

4. Audit Committee. General Irby also gave the report for the Audit Committee meeting on November 4, 1982: (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix D - November 5, 1982.)

---The Audit Committee received copies of the Audit of Public Accounts' management letters for the fiscal year ended June 30, 1981, and the College's response to these letters.

---Mr. Martin distributed copies of a suggested three-year plan. Some possible changes were discussed by the Finance Committee. The final plan is to be presented at the next Board meeting.

---Mr. Martin distributed copies of his work report dated October 28, 1982, on general audit.

5. Buildings and Grounds Committee. The report of the November 4, 1982, meeting of the Buildings and Grounds Committee was given by Mrs. Overstreet, Chair. (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix E - November 5, 1982.) She indicated that the Committee:

---Discussed capital outlay projects currently being considered for the 1984-86 budget proposal of the College. It is anticipated that the Board will be asked, at its February meeting, to approve a specific list of capital outlay projects.

---Received information that the College had been awarded \$160,000 for the removal of asbestos and that the Cunningham Hall project should be bid in December.

---He discussed briefly the Master Plan of the College as presented in the 1978 site plan.

6. Student Liaison Committee. Mrs. Presley, Chair of the Student Liaison Committee, reported as follows on the Committee meeting held on November 4, 1982: (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix F - November 5, 1982.)

---Items for information are reported in the "Report of the President to the Board of Visitors", pages 12-21. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix G - November 5, 1982.) Persons responsible for program and service areas reported their present goals, general accomplishments, and described some of their perceptions of student life.

---Students presented some of their concerns with academics. Generally, these included the academic advising program which is a major problem, the requirement for late (all night) evening study space, and library hours. Dr. Hartzel discussed the ways in which these matters are being addressed in accordance with student interests and desires. Immediate solutions will occur for study space and library hours.

---Becky Young, Residence Life Chair, reported on the increased interest and activity with the Residence Hall Councils, especially with the addition of an activity fee for programs. During one of the spring Board meetings, an evaluation of residence life and regulations will be presented, and there may be requests for some changes in regulations.

---Ross Conner presented concerns about the "no drinking" policy in fraternity chapter rooms. The Greek life opportunities are being enhanced and reviewed, and I.F.C. and Panhellenic will be working on increased student responsibility, with the support and involvement of Longwood staff.

---Lisa Swackhammer reported on the Alcohol Awareness Week programs, and the interest and care demonstrated by students.

---Steve Meyers, passed out a report prepared by the Student Ad Hoc Committee that proposes a "Student Leadership Retreat" in early January. The purpose of the retreat will be to educate student leaders of Longwood College in the fundamentals of leadership.

5

---Ms. Phyllis Mable, Longwood's Vice President for Student Affairs, received the Mel Hardee Award for outstanding service to student personnel work. This award was given by the Southern Association for College Student Affairs on November 4, 1982.

Mr. Rust reported that the Executive Committee conducted its business at this sessions and that minutes of the meetings are available. He wished to review them in detail. He summarized the past three meetings as follows:

August 20, 1982:

- Discussed evaluation of the Internal Auditor.
- Received information regarding the resignation of the Director of Computer Services and of the search for a Budget Director.
- Discussed at great length the budget situation at that time.
- Discussed the process of appointing Vice Presidents and other personnel to the College.
- Discussed the need for the Board to be informed on some of the major decision proposals a little earlier in the future.

September 24, 1982:

- Discussed the Executive Agreement at length.
- Recommended that the College join the Sports Conference.
- Received an update on the Affirmative Action Plan.
- Received a status report on the old high school property.
- Discussed the computer needs at the College.
- Discussed the master/site plan.
- Discussed the Board committee structure.
- Discussed the fact that the Council of Visitors' meeting will be held at Longwood on April 10 and 11, 1982.
- Continued discussion of presidential assessment document.
- Discussed several changes in the by-laws which will be recommended later in the meeting.

October 22, 1982:

- Continued discussion of presidential assessment document.
- Continued discussion of 5% budget reduction.
- Continued discussion of Sports Conference.
- Continued discussion of audits.
- Discussed audits being done of various areas of the College and areas that needed to be audited.
- Discussed the industrial survey that had been received and recommended action in connection with it.
- Learned that Dr. Elizabeth Burger Jackson, a former faculty member at Longwood, had been selected for inclusion in the Virginia Sports Wall of Fame.
- Talked about some joint Longwood-Hampden-Sydney events.
- Continued discussion of high school property.
- Heard report on President's trip to Europe.

8. Advancement Committee. As Chair of the Advancement Committee, Mr. Rust said that, at a meeting on November 4, 1982, the Advancement Committee recommended some positive actions in regard to various policies of the College, which would be presented later. These would be self-explanatory. (A copy of the minutes of this meeting are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix H - November 5, 1982.)

Items Requiring Action:

1. Minutes of the July 16, 1982, Meeting of the Board. The members of the Board, on motion made by Mrs. Davidson, and seconded by Mrs. Pretlow, approved the minutes of the July 16, 1982, meeting of the Board as distributed.
2. Minutes of the Special Meeting of the Board of Visitors on September 17, 1982. On motion made by Mrs. Davidson, and seconded by General Irby, the minutes of the special meeting of the Board on September 17, 1982, were approved as distributed.
3. Faculty Liaison Committee. The members of the Board, on motion made by Mr. Rust, and seconded by Mrs. Davidson, approved the following action items as recommended on pages 26-28 of the Report of the President to the Board of Visitors:

- a. The personnel actions, including adjunct faculty, overloads, substitution for faculty member on sick leave, leave of absence.

If contracts for the 1983 summer session, the amount not to exceed 12.5% of the current salary for those employees teaching a full summer load (six credit hours per week).

- b. The amount of money to be used for teaching off-campus courses as indicated on page 27 of the Report of the President to the Board of Visitors.

- d. Tuition assistance in the amount of \$1,000 for Ms. Cecil Kidd, Librarian, in accordance with the stipulations outlined on page 27, of the Report of the President to the Board of Visitors.

- e. Longwood's membership in the Mason/Dixon Conference for men's basketball.

- f. The reaffirming of the retirement policy as stated on page 28 of the Report of the President to the Board of Visitors.

4. Finance Committee:

- a. On motion made by General Irby, and seconded by Mr. Watson, the Board approved the fees for the 1983 summer session as presented. (A listing of the fees is included with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix I - November 5, 1982.)

- b. The members of the Board, on motion made by General Irby, and seconded by Mr. Rust, approved the contracting policy as outlined on page 29 of the Report of the President to the Board of Visitors, which reads as follows: "The President shall serve as the official contracting officer for the College, with the authority to delegate this function and the related responsibility for ensuring contract compliance to the Vice President for Business Affairs. No one may enter into a contractual agreement on behalf of the College excepting the Board of Visitors, the President, and, as delegated, the Vice President for Business Affairs."

- c. On motion made by General Irby, and seconded by Dr. Pleasants, the Board approved the obtaining by the College of bids for financing the purchase of computer hardware and software up to a \$400,000 expenditure to be repaid over a period up to five years. It was noted that this does not include any additional budget expenditure(s).

5. Buildings and Grounds Committee:

The members of the Board, on motion made by Mrs. Overstreet, and seconded by Mrs. Davidson, reaffirmed the Master Plan of the College as described in the 1973 site plan.

6. Executive Committee:

- a. On motion made by Mr. Rust, and seconded by Mrs. Davidson, the Board confirmed the action of the Executive Committee in appointing Mrs. W. T. Thompson, Jr., and Mr. and Mrs. Clemens van der Ven as trustees of the Longwood Fine Arts Center.
- b. The members of the Board, on motion made by Mrs. Overstreet, and seconded by Mrs. Davidson, approved the document on presidential evaluation. (A copy of this document is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix J - November 5, 1982.)
- c. On motion made by Mr. Rust, and seconded by Mrs. Overstreet, the following addition to the by-laws, Article VII, Section 3.a., was approved by the Board: "Individual salary offers to the Vice Presidents are to be kept confidential until approved by the Board. (Title 23, Chapter 15, Section 23-188 of the Code of Virginia gives the Board authority to set salaries.) (Dr. Pleasants noted "no".)
- d. The members of the Board, on motion made by Ms. Graeber, and seconded by Mr. Watson, approved the following resolution regarding the industrial survey prepared by Ms. Myrna Ballard, Assistant to the President: "The Board of Visitors is pleased to receive the results of the survey of Southside industries as described in the July report from Ms. Myrna Ballard. The Board supports and encourages the College in its efforts to implement closer relationships with industries in the College's service region."

7. Student Liaison Committee. On motion made by Mrs. Pretlow, and seconded by Ms. Graeber, the Board passed a resolution commending the Student Government Association's effort with the Commonwealth's Alcohol Awareness Week, especially the student leadership, Mrs. Anderson, and Dr. Ogrosky.

8. Advancement Committee:

- a. The members of the Board, on motion made by Mr. Rust, and seconded by Mrs. Pretlow, approved the "Policy and Guidelines on Fundraising" with the revisions noted. (A copy of the revised policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix K - November 5, 1982.)
- b. On motion made by Mr. Rust, and seconded by Ms. Graeber, the Board endorsed the "Foundation Funds Disbursement Guidelines". (A copy of these guidelines is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix L - November 5, 1982.)

- c. The members of the Board, on motion made by Mr. Rust, and seconded by Mrs. Overstreet, adopted the following resolution for accepting the gift of the "Old High School" property on First Avenue from the Longwood College Foundation, Incorporated, contingent upon receipt of a formal letter pertaining to this from Mr. John MacConnell, in the Attorney's Office.

RESOLVED, That the Board of Visitors of Longwood College, subject to the provisions of Statute 2.1-507 of the Code of Virginia requiring approval of the Governor, hereby accepts the deed of property, excluding any encumbrances as a gift to the College from the Longwood College Foundation, Incorporated, said property described, to-wit:

All that certain lot or parcel of land, together with all rights, privileges and appurtenances thereto attached and appertaining, lying and being in the Town of Farmville, Prince Edward County, Virginia, and being described as follows:

BEGINNING at a point at the southwest intersection of First Avenue and School Street in said town; thence along the western street line of First Avenue 560 feet to the property of J. B. Wall; thence in a westerly direction along a line parallel to School Street 160 feet to a point; thence in a southerly direction along a line parallel to First Avenue 25 feet to a point; thence in a westerly direction along a line parallel to School Street 140 feet to a point on the eastern street line of Second Avenue; thence in a northerly direction along the eastern street line of Second Avenue 585 feet to the southeast intersection of School Street and Second Avenue; thence in an easterly direction along the southernly line of School Street 300 feet to the point of beginning and being a portion of the property conveyed to the party of the first part by deed of Emma E. Blanton, et al, dated April 19, 1912, recorded in D.B. 58 page 507; by deed of R. L. Hudgins and wife, dated April 19, 1912, recorded in D.B. 58 page 508; by deed of Marion H. Henneman, Widow, dated September 2, 1935, recorded in D.B. 88 page 220; by deed from Pearl V. Anderson, et al, dated October 14, 1935, recorded in D.B. 88 page 349; and by deed of exchange from J. B. Wall, et al, dated October 5, 1935, recorded in D.B. 88 page 220, reference being made to all of said deeds, together with references made therein, for a more accurate description of the conveyed property.

And be it RESOLVED further, That encumbrances against this deed shall continue to be the responsibility of the Longwood College Foundation, Incorporated."

It was announced that Dr. Greenwood had been selected to serve as a member of the Board of Directors of the American Association of State Colleges and Universities.

Mr. Pleasants, and seconded by General Irby, the meeting of the Board was adjourned.

Secretary

LONGWOOD COLLEGE
Farmville, VA 23901

Report of the President
to the
Board of Visitors

November 5, 1982

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Items for Information

ACADEMIC AFFAIRS

Presenter: Dr. Conley

1. Funds for Excellence

Funds for Excellence is a procedure by which the state-supported institutions of higher education can request supplemental funding to support activities that are demonstrably excellent, that have the potential to become so in the future, or that offer a unique or outstanding service to the Commonwealth. Funds for this purpose are appropriated to the State Council of Higher Education and are distributed by the Council on the basis of competitive proposals from the institutions. I am pleased to inform you that Longwood College submitted two proposals for consideration: one from the Department of Music and one from the Department of Education and Psychology. We have received unofficial preliminary indication that the proposal for the Department of Education will be granted a \$30,000 award.

2. NCAA Division II - Mason/Dixon Conference

On October 6, 1982 the athletic directors and basketball coaches from the following institutions met to form officially the Mason/Dixon Athletic Conference for men's basketball: Longwood College, Mount Saint Mary's College, Radford University, Randolph Macon College-Ashland, University of Maryland-Baltimore County, University of Pittsburgh-Johnstown. The first conference tournament will be held March 1-3, 1984 at Mount Saint Mary's.

3. The Humanist Sociologist

Dr. Chester C. Ballard, Assistant Professor of Sociology, has been named editor of The Humanist Sociologist, an official publication of the Association for Humanist Sociology. This magazine is published quarterly and reaches five hundred individual members and libraries in all fifty states and sixteen foreign countries. Dr. Ballard's editorship is a three year appointment.

4. Faculty Handbook

Drs. Haltzel, Conway and Wells are in the final stages of preparation of a revised Faculty Handbook. We anticipate that it will be ready for distribution in early November.

5. Evaluation Visit

The visit of Dr. David Berg of the Yale School of Organization and Management and Dr. Ken Smith of the University of Maryland who were to serve as consultants to our Departments of Art and Music has been indefinitely postponed. Drs. Haltzel and Conway have had initial meetings with each department. After they have had the opportunity to conduct comprehensive departmental reviews, Academic Affairs may reconsider the need for outside consultants.

6. Foreign Language Proposal

The Department of History and Government has proposed that it offer only a Bachelors of Arts Degree. Following upon that initiative, college-wide consideration of a foreign language requirement has begun.

7. Faculty Salaries

The Dean of the Faculty has begun a comprehensive study of rank and salary of members of the faculty. A model developed by the American Association of University Women will be employed in the study.

8. Accreditation Update

Longwood College is currently in the midst of preparation for three accreditation visits. The visit by the State Department of Education headed by Dr. Van Spiva, Dean of the School of Education, Old Dominion University, Norfolk, to study the State-Approved Teacher Preparation Programs in Virginia Colleges and Universities under the NASDTEC guidelines will be on November 8-10, 1982.

The Visiting Team for the Southern Association of Colleges and Universities headed by Dr. Hugh Bailey, President of Valdosta State College in Georgia, will visit Longwood College on March 6-9, 1983. Dr. Henry Ashmore of the SACS Commission on Colleges will accompany the team. The visiting committee was scaled down from sixteen (16) to eleven (11) members, saving Longwood several thousand dollars in transportation and travel allowances. Our Summary Report of Longwood's Self-Study is scheduled to be printed in early November.

The National Council for the Accreditation of Teacher Education (NCATE) is intended to describe how programs in teacher education at Longwood comply with NCATE standards. The report is a self-study by the teacher education faculty of Longwood College. The NCATE Visiting Team, headed by Dr. Tom Jensen, Head of the School of Health, Education, and Physical Education, Dickinson State College, Dickinson, North Dakota, will visit Longwood simultaneously with the SACS team. The self-study, which began in the fall of 1981 and continued through April of 1982, has completed its Summary Report, and printed copies are expected to be available in early November.

Since Longwood was to be evaluated simultaneously by the SACS and NCATE teams, a single coordinating committee was established to make arrangements for the self-study, the two accreditation reports and the team visitations. This committee also coordinated the self-study and oversaw the arrangements for the self-study and report for the State Approved Teacher Preparation Programs.

9. Registrar's Report

Attached

10. Continuing Education Report

Attached

11. Library Report

The Vice-President for Academic Affairs has approved the library's request for initiating the conversion from the Dewey Decimal System to the Library of Congress Classification System. A detailed report on the rationale for this conversion; on the priority of materials to be reclassified; on projections for rate of progress, cost, and staff; and on plans for orientation is attached.

I. Opening On-Campus Enrollment, Fall Semester

| | <u>1978-79</u> | <u>1979-80</u> | <u>1980-81</u> | <u>1981-82</u> | <u>1982-83</u> | + or - |
|--------------|----------------|----------------|----------------|----------------|----------------|------------|
| Freshmen | 844 | 836 | 771 | 774 | 998 | +224 |
| Sophomores | 582 | 623 | 599 | 591 | 554 | -37 |
| Juniors | 440 | 459 | 480 | 477 | 447 | -30 |
| Seniors | 401 | 437 | 442 | 465 | 463 | - 2 |
| Graduates | 67 | 76 | 69 | 48 | 31 | -17 |
| Unclassified | <u>41</u> | <u>39</u> | <u>36</u> | <u>71</u> | <u>96</u> | <u>+25</u> |
| TOTAL | 2375 | 2470 | 2397 | 2426 | 2589 | +163 |

| | | |
|--------------------|---------------------------------------|--------------|
| 1982-83 Breakdown: | On-Campus Full-time----- | 2,429 |
| | On-Campus Part-time----- | 160 |
| | Off-Campus Part-time----- | 262 |
| | Tuition Waivers - Hampden-Sydney----- | 45 |
| | Senior Citizens----- | 6 |
| | Longwood Employees----- | 16 |
| | Conference Attendees----- | 3,465 |
| | Non-Credit----- | 68 |
| | TOTAL: | <u>6,451</u> |

II. Hampden-Sydney Students Taking Classes at Longwood

| | | | | | |
|----|----|----|----|----|-----|
| 11 | 17 | 11 | 32 | 45 | +13 |
|----|----|----|----|----|-----|

III. Longwood Students Taking Classes at Hampden-Sydney

| | | | | | |
|---|---|---|---|---|-----|
| 3 | 7 | 3 | 3 | 2 | - 1 |
|---|---|---|---|---|-----|

IV. Student Teachers

| | | | | | |
|----|----|----|----|----|---|
| 95 | 93 | 85 | 76 | 76 | 0 |
|----|----|----|----|----|---|

V. Off-Campus Enrollment

374 students (17 classes) - 1978-79 Fall Semester
 287 students (15 classes) - 1979-80 Fall Semester
 272 students (17 classes) - 1980-81 Fall Semester
 145 students (10 classes) - 1981-82 Fall Semester
 157 students (11 classes) - 1982-83 Fall Semester

VI. Distribution By Sex

| | <u>Freshmen</u> | <u>Sophomores</u> | <u>Juniors</u> | <u>Seniors</u> | <u>Graduates</u> | <u>Unclassified</u> |
|--------|-----------------|-------------------|----------------|----------------|------------------|---------------------|
| Female | 685 | 386 | 309 | 328 | 22 | 67 |
| Male | <u>313</u> | <u>168</u> | <u>138</u> | <u>135</u> | <u>9</u> | <u>29</u> |
| TOTAL | 998 | 554 | 447 | 463 | 31 | 96 |

VII. Distribution By In/Out Of State

| | <u>In-State</u> | <u>Out-Of-State</u> |
|--------------|-----------------|---------------------|
| Freshmen | 893 | 105 |
| Sophomores | 504 | 50 |
| Juniors | 411 | 36 |
| Seniors | 432 | 31 |
| Unclassified | 96 | 0 |
| Graduates | <u>31</u> | <u>0</u> |
| TOTAL | 2367 | 222 |

VIII. Summer School Information

| | <u>1978</u> | <u>1979</u> | <u>1980</u> | <u>1981</u> | <u>1982</u> | <u>+ or -</u> |
|--------------|-------------|-------------|-------------|-------------|-------------|---------------|
| Freshmen | 94 | 72 | 141 | 73 | 65 | - 8 |
| Sophomores | 129 | 121 | 86 | 100 | 65 | -35 |
| Juniors | 164 | 168 | 121 | 128 | 121 | - 7 |
| Seniors | 212 | 242 | 181 | 193 | 203 | +10 |
| Graduates | 116 | 136 | 303 | 188 | 417 | +229 |
| Unclassified | <u>247</u> | <u>212</u> | <u>65</u> | <u>107</u> | <u>38</u> | <u>-69</u> |
| TOTAL | 962 | 951 | 913 | 789 | 909 | +120 |
| Off-Campus | 274 | 194 | 232 | 113 | 29 | |
| Workshops | 122 | 68 | 134 | 151 | 269 | |

IX. Distribution By Race

| | <u>Male</u> | <u>Female</u> |
|---|-------------|---------------|
| Asian or Pacific Islander/Oriental..... | 5 | 10 |
| Black Non-Hispanic..... | 41 | 97 |
| White Non-Hispanic..... | 744 | 1688 |
| American Indian or Alaskan..... | 0 | 0 |
| Hispanic..... | <u>2</u> | <u>2</u> |
| TOTAL | 792 | 1797 |

Submitted by

Sandra A. Bollinger
Registrar

SAB/sgs

Revised
October 29, 1982

DEGREES CONFERRED BY MAJOR (MAY 1982)

BACHELORS

| | |
|--------------------------------|-----|
| Biology | 22 |
| Business Administration | 129 |
| Office Administration | 6 |
| Elementary Education | 77 |
| Physical Education | 29 |
| Business Education | 6 |
| Art | 19 |
| Music | 14 |
| Dramatic Arts | 1 |
| French | 2 |
| Foreign Languages | 1 |
| Latin | 1 |
| Spanish | 1 |
| Speech Pathology and Audiology | 8 |
| Medical Technology | 3 |
| Home Economics | 17 |
| English | 17 |
| Mathematics | 6 |
| Physics | 2 |
| Chemistry | 8 |
| Earth Science | 6 |
| Psychology | 7 |
| Social Work | 30 |
| Therapeutic Recreation | 31 |
| Social Science | 4 |
| History | 8 |
| Government | 1 |
| Sociology | 12 |
| Double or Multiple Majors | 10 |
| Biology, Chemistry | 1 |
| Chemistry, Physics | 1 |
| Earth Science, Biology | 2 |
| English, Spanish, French | 1 |
| Government, History | 1 |
| Government, Social Science | 1 |
| Mathematics, Physics | 1 |
| Spanish, French | 2 |
| | |
| TOTAL | 478 |

MASTERS

| | |
|-----------|----|
| Education | 92 |
| English | 2 |

| | |
|-------|----|
| TOTAL | 94 |
|-------|----|

DEGREES CONFERRED BY MAJOR (MAY 1982)

| <u>Bachelors</u> | | <u>Caucasian</u> | | <u>Black</u> | | <u>Oriental</u> | |
|-----------------------------------|-----|------------------|-------|--------------|-------|-----------------|-------|
| | | Females | Males | Females | Males | Females | Males |
| Biology | 22 | 14 | 5 | | 2 | 1 | |
| Therapeutic Recreation | 31 | 29 | | | 2 | | |
| Business Administration | 129 | 84 | 40 | 2 | 3 | | |
| Office Administration | 6 | 6 | | | | | |
| Elementary Education | 77 | 71 | 3 | 3 | | | |
| Physical Education | 29 | 20 | 7 | 1 | 1 | | |
| Business Education | 6 | 5 | | 1 | | | |
| Art | 19 | 16 | 2 | 1 | | | |
| Music | 14 | 8 | 6 | | | | |
| Dramatic Arts | 1 | 1 | | | | | |
| French | 2 | 2 | | | | | |
| Foreign Languages | 1 | 1 | | | | | |
| Latin | 1 | 1 | | | | | |
| Spanish | 1 | 1 | | | | | |
| Medical Technology | 3 | 3 | | | | | |
| Home Economics | 17 | 16 | | 1 | | | |
| English | 17 | 14 | 1 | 2 | | | |
| Speech Pathology and Audiology | 8 | 8 | | | | | |
| Mathematics | 6 | 5 | 1 | | | | |
| Physics | 2 | 1 | 1 | | | | |
| Chemistry | 8 | 5 | 3 | | | | |
| Earth Science | 6 | 3 | 3 | | | | |
| Psychology | 7 | 5 | 2 | | | | |
| Social Work | 30 | 29 | | 1 | | | |
| Social Science | 4 | 4 | | | | | |
| History | 8 | 2 | 5 | | | 1 | |
| Government | 1 | 1 | | | | | |
| Sociology | 12 | 8 | 4 | | | | |
| Double or Multiple Majors | 10 | | | | | | |
| <u>Biology, Chemistry</u> | 1 | 1 | | | | | |
| <u>Chemistry, Physics</u> | 1 | | 1 | | | | |
| <u>Earth Science, Biology</u> | 2 | 1 | 1 | | | | |
| <u>English, Spanish, French</u> | 1 | 1 | | | | | |
| <u>Government, History</u> | 1 | | 1 | | | | |
| <u>Government, Social Science</u> | 1 | 1 | | | | | |
| <u>Mathematics, Physics</u> | 1 | | 1 | | | | |
| <u>Spanish, French</u> | 2 | 2 | | | | | |
| TOTAL | 478 | | | | | | |
| <u>Masters</u> | | | | | | | |
| Education | 92 | 62 | 7 | 21 | 2 | | |
| English | 2 | 2 | | | | | |
| TOTAL | 94 | | | | | | |

Dean of Continuing Studies

1. During the week of July 25-31, Longwood College conducted a very successful Elderhostel program that was attended by 44 participants from the eastern part of the United States.
2. The staff of the Office of Continuing Studies met with the superintendents and talented and gifted coordinators from surrounding counties concerning the summer talented and gifted program for 1983. Superintendents from the surrounding counties have approved the program for 1983 and have asked the Office of Continuing Studies to hire a director for this special program and to implement schedules and curriculum.
3. The Office of Continuing Studies has established a Master of Science in Education Program in Brunswick and Nottoway Counties. Each program will enroll 20 - 25 students, and students are expected to complete the program in three years.

Report from the Director of the Library

1. Reasons for adoption of the Library of Congress Classification

- a. Adoption of the LC classification brings Lancaster Library into the mainstream of academic library practice, assuring that our bibliographic records will be fully compatible with those of other academic libraries with which we may be linked in future computer networking arrangements and other cooperative activities.
- b. Utilization of the LC classification greatly speeds up the classification process, which has proved the most time-consuming aspect of cataloging under the Dewey Decimal System. The LC system gets books to patrons faster and saves on processing costs.
- c. Adoption of the LC system eliminates the need for the costly and unproductive changes necessary to keep the Dewey classification up-to-date.
- d. Use of the LC classification enhances the value of OCLC and CAVALIR as back-up for the on-line catalog, obviating the need for a more costly back-up system.
- e. When coupled with a policy of reclassifying retrospective holdings as they circulate, classification by the LC system creates a separately-shelved collection of new and currently-used materials and within a few year's time isolates the unused materials which are prime candidates for weeding.
- f. Reclassification is never more easily accomplished than at present, because:
 - (1) the on-line catalog eliminates the need for most of the time-consuming manual changes previously associated with reclassification
 - (2) many of the retrospective holdings being added to the local data base must be re-examined by the cataloging staff in any case

2. Categories of materials slated for LC classification, in order of priority:

- a. New materials as received.
- b. Cataloged serials, all volumes under a given title being converted when a new volume is received.
- c. Earlier editions of standard works, if retained when new editions are added to the collection.
- d. Dewey holdings as they return from circulation.
- e. Reference materials (to be converted during summer vacations and other periods of low use).
- f. Other materials as necessity dictates and staffing permits.

3. Projections for rate of progress, cost, and staffing.

Our progress will of course be affected by variables in materials budget and staffing. With a high volume of new materials for processing, progress on retrospective conversion will be slow, but during tight budget years the staff can put extra effort into reclassification. With the present cataloging workforce (2 librarians, 2 library assistants, 2 clerical assistants), we estimate that we can process/reprocess at least 10,000 titles per year under the LC system. Within three years, then, approximately 13 percent of the library's holdings should be in LC classification and after five years approximately 20 percent should be in LC classification. Although these are not large percentages when compared to the total collection, they represent a much higher proportion of the active collection, since utilization surveys show that the more current materials account for most of a library's circulation. Costs of the reclassification project will be absorbed as part of the normal processing operation.

4. Plans for orientation

Orientation of the library support staff will begin immediately, with emphasis upon good planning and communication to minimize inconvenience to staff and users alike during the conversion process. The librarians recognize the importance of convincing faculty, staff, and students that the long-term benefits to be derived from the conversion will more than justify the short-term frustrations. The library staff will carefully design an orientation program for faculty and students covering the on-line catalog as well as the Library of Congress Classification. The program will include tours, prominently displayed instructional and locational devices, explanatory handouts, and continuing reader service support for users of the collection.

STUDENT AFFAIRS

Presenter: Mrs. Pretlow

I. Vice President's Office

For the Student Affairs report, I asked the persons providing leadership for service and program areas to let you know their present goals, general accomplishments, and student life perceptions. Obviously, our primary goal for this year is to provide a comprehensive program of student services, defined as a set of standard requirements essential to support the totality of student life on campus and to provide a secure, yet stimulating community environment. As we move through the year, it is imperative that we gain expertise in delivering basic services with maximum efficiency and minimal hassle in order to avoid dissatisfaction with academic and social life as it relates to students' rights and responsibilities. I believe that the reports prepared by J. Cox, Counseling, B. Dent, Student Union, Niki Fallis, Placement, Gary Groneweg, Admissions, Tom Nanzig, Housing, Wendell Ogrosky, Dean of Students, Marvin Ragland, Financial Aid, and Terrie Swann, Student Affairs, will enable you to gain understanding of what is presently happening.

As you know, I have already communicated some of my interests and concerns. I will continue to do this in the same fashion as members of the Student Affairs Staff.

A. Present Goals

1. Evaluate each service in terms of its productivity with students and Longwood.
2. Understand and improve the quality of student life in the residence halls.
3. Review leisure time experiences, activities, and opportunities particularly through the Student Union (which is presently the Longwood student activity program).
4. Review and revise regulations and the judicial process.
5. Consider courses and opportunities (for 1983-84 year) that will increase self-understanding and integrate identity and values.
6. Offer leadership education and training to student leaders . . . support student government.
7. Identify students who can serve as leaders and role models with peers. . . involve them in education and training experiences.
8. Continue to focus and enhance Longwood's image regard to the quality of student life . . . residence halls, leisure time, student activities, orientation, communication.

B. Accomplishments

1. Resident Assistant Course.
2. Professionally trained Resident Supervisors.
3. Alcohol Education Committee (Student Government).
4. Commitment to a Student Leadership Retreat in January (for new officers).
5. Establishment of committees (student/staff) to review residence hall policies and regulations . . . and the judicial process.
6. Identification of interested freshman and sophomore students for leadership positions.
7. Improved communications . . . meetings and discussions with students, computer information communication system for dining hall, telephone recording system for campus events.
8. Leadership with sororities and fraternities (provided by a Resident Supervisor with education and experience).

C. Comments about Students and Student Life

Students at Longwood are oriented to parties. They also respond to educational opportunity, direction, and focus as it comes to their interest and attention. Many have indicated interest in specific opportunities for personal development, value clarification, and self-discovery. Students want college to be a place where they can discover themselves and realize mutually beneficial human relationships. They face a relatively uncertain future and are painfully aware of economic times, pressures, and stresses. (Maybe, this is why they lose themselves in the "security" of parties.)

II. Counseling

A. Present Goals

1. The development of an ongoing career counseling group program that will run on a regular basis throughout the academic year.
2. Further development of programming for women and minorities in special need areas.
3. Identification of and presentation to groups that are in need of study skills assistance, e.g., athletic groups, academic concentration, etc.

B. General Accomplishments

1. Saw approximately 70 students on an individual basis during September.
2. Reached 97 students through groups.

3. Reached 131 students through specific outreach program.
4. Participated in orientation programming.
5. Developed curriculum for career counseling groups.

C. General Comments

1. Students are being seen more and more for high levels of stress and depression. Precipitating events are generally from the home and are not school related.
2. Residence life complaints have been fewer than usual this year. Only one problem has specifically related to tripling.
3. A concern area expressed by both students and parents this year related to academic advising.
4. General reaction to campus life has been positive with a seemingly growing non-acceptance of alcohol abuse.

III. Student Union

A. Present Goals

1. To continue to improve upon minority programming.

Accomplishments. The first semester of the 1982-83 year has seen a number of programs emphasizing minority groups. The Broadway touring show Home was probably the most significant in this area. Other programs were the Good Guys, a band used for our opening outdoor picnic, and a mixer band called Jade. Other entertainment groups with minority representation were Casper and Riverboat Ragtime Revue.

2. To implement some physical changes in the Lankford Building, making it more student oriented.

Plans. We plan to switch the Student Union Office and the TV Rooms so we can create a Student Union office that is a working area. The TV lounge will then be more private for those using the sets. The carpeting of the Student Government area will create a more pleasant atmosphere for that area.

3. To emphasize training for the Student Union officers and committee members.

Accomplishments. An all-day workshop was held on September 4 at the Conkwright farm. Classes were held on various aspects of student union. Ten students attended the Southeast Regional NACA Convention from October 2-5. Three of our students were stage crew members for the mainstage. This was a very important learning process for all of them. Another Longwood student was active with coop buying. Two other students were volunteers and

assisted with the audio-visual materials for the educational sessions. Longwood was one of 16 colleges to participate in the Reverse Exhibit Hall Program. We had a booth set up by one of our students to show off the Longwood College Student Union to other students attending from the 121 colleges and 132 associates in attendance there.

B. Programs

The Student Union is continuing its active program of approximately three live shows a week, with varied programming ranging from Tom Deluca, an ESP expert, to a Broadway show, Home, to Stillwater and rock and roll.

IV. Placement

A. Goals

1. The three major goals for the Placement Office continue to be:
 - a. Student participation and involvement.
 - b. Student education and student preparation for the job search.
 - c. Employer contact to education about Longwood College, invite to campus, and encourage to hire graduates.
2. The goals for the office for the next several months are as follows:
 - a. To complete logistics and execute successfully the following projects:
 - (1) Fashion Show - "Proper Dress for the New Professional" - November 4, 1982.
 - (2) Careers in Business - November 8, 1982.
 - (3) Student Trip to Philip Morris - November 19, 1982.
 - b. To encourage more student attendance at the above programs and other scheduled seminars.
 - c. To cooperate and coordinate with alumni group and Parents Advisory Council group in planning and executing employer socials in the cities of Roanoke and Richmond.

B. Accomplishment

The major accomplishment of the office for this month has to be the concerted effort made by the three groups (alumni, parents, and placement) to work with employers.

C. Activities of Office, September 12-October 8, 1982

1. Student traffic in office - 157
2. Individual appointments - 31
3. Seminars/presentations - 7
4. Student participation - 61
5. Number meetings - faculty/staff - 12
6. Days away from office - 7

V. Admissions

A. Regular Travel

1. College day/night programs in Virginia - 10 weeks
2. Pre-visits/follow-up in individual Virginia high schools - 10 weeks
3. Individual high school visits out-of-state - 8 weeks
4. College Fairs - out-of-state - 5

B. Special Programs

1. High School Counselor Workshop on campus - September 14, 1982
2. Oktoberfest - includes invitations to all prospective students. Events will include campus tours, faculty discussions with students and parents, special sessions on financial aid and choosing a college. In addition, students will be encouraged to attend other campus events.
3. High School Counselor Financial Aid program - November 15, 1982
4. Special efforts in minority marketing - See previous summary
5. Halifax Extension Service bus visit - October 19, 1982

C. Mailings

1. Search Service - September
2. Counselor Newsletter - November/December
3. Girls State - September
4. Cheerleaders - September
5. Gifted & Talented - September

D. Under Consideration/Planning Stages

SAT program for local students and counselors

E. Goals

1. Fall 1983 undergraduate enrollment as indicated by institutional policy and direction.

Accomplishment. As of September 30, 1982, we are immersed in our marketing effort, including mailings, special programs, and high school visitation. Based on current enrollment projections, it would appear that this goal can be accomplished.

2. Continued implementation of minority marketing outreach program - anticipating increases in black applicants and enrollment.

Accomplishment. For your review, I have attached the Minority Marketing Plan Summary for 1982.

3. Continued development of public relations marketing support programs in local areas.

Accomplishment. The Admissions Staff has presented a program on how to choose a college to both high schools in Prince Edward County and will talk with Cumberland about a similar program. In addition, we have discussed special on-campus programs for both Prince Edward County and Cumberland County.

4. Development of Admissions computer system - both software and hardware.

Accomplishment. The Director of Admissions has completed two meetings with Data Processing and has the first draft of data base information and program operations. We will be continuing to work on this project during the 1982-83 academic year.

5. Complete an institutional study of admissions criteria and practices.

Accomplishment. The Director of Admissions has met with Dr. Haltzel and he has assigned this project to Dr. Rothermel and has appointed a faculty committee to study these issues. During the Director's last discussion with Dr. Haltzel, he expressed a desire to see the study completed by November. The Director has furnished Dr. Rothermel numerous studies, both old and new, relating to this topic.

VI. Housing

A. Present Goals

1. To provide sufficient furnishings in student residence halls. Included are student rooms (desks, dressers), study lounges (couches, chairs), and staff offices (telephones, furniture, office supplies).

2. To provide accommodations for all resident students during the second semester. With the renovation of North Cunningham Hall, over one hundred residents will be reassigned to other areas of the campus and a smooth transition will be extremely important.
3. To complete the installation of cable television connections in the residence halls. This project was halted in May 1982 when the Farmville Cablevision Company experienced internal management changes.

B. General Accomplishments

1. More than half of the 143 overassigned ("tripled") residents on campus have been reassigned to double-occupancy rooms elsewhere in the residence halls. Although adjustment problems among over-assigned roommates continue to occur, most "triples" seem to be handling their situations well.
2. Office spaces for five Resident Supervisors have been completed in Frazer, Curry, Stubbs, French, and Main Cunningham Halls. Offices in three other halls are still under construction and should be completed by November 1. These new offices provide private work/counseling areas for the supervisors that have not been available in the past.
3. A survey of all residence hall room sizes was completed during fall break. This information will be of particular benefit if over-assignments are necessary in future semesters.
4. A review of vacation period housing for college athletic teams was made and new arrangements agreed upon. Participating teams will be housed on the first floor of French Hall in study lounge areas. Kitchen facilities, television lounge, restroom, and shower facilities will be available to the teams under adult supervision.
5. The Solon Corporation has completed installation of new washers and dryers in all residence halls. Complaints about the new machines have been investigated and the "bugs" worked out of the system by Solon servicemen.

B. General Comments

Physical conditions within the residence halls have improved this semester as damages have been minimal and improvements continue. Considering the number of over-assignments, most students seem very satisfied with the choices of housing on campus and the condition of the facilities. With more time now spent on positive programs and improvements (instead of clean-up, damage repair, and discipline), the halls are quickly becoming more attractive and functional.

VII. Dean of Students

A. Goals

1. The establishment of leadership education programs for the Student Government Association, residence hall leadership, groups and organizations, Greek life members, and faculty advisers.
2. Complete evaluation of campus rules and regulations, the Honor Code system, use of campus facilities, and student publications (i.e., Student Handbook, information sheets, etc.).
3. Improve overall quality of student life by improvements in residence hall life and student activities.

B. Accomplishments

1. Improvements in training and communications with Residence Hall Supervisors (i.e., regular meeting and staff development).
2. Leadership for evaluation committees which are composed of students and faculty (i.e., Rules and Regulations; Honor Code; Student Publications; Campus Publications; Campus Facilities; Alcohol Awareness; Dining Hall)
3. Leadership for Greek life (i.e., appointment of adviser for Panhellenic and IFC, attendance at Greek chapter meetings, encouragement of appropriate campus involvement).
4. Evaluation of Student Government Association and student activities area.

C. Comments

It is becoming clearer that students at Longwood desire leadership in the areas of personal growth and development. The Greek organizations have flatly stated that a need for leadership training and more campus involvement exists. The Student Government Association is becoming more and more interested in assuming a larger role as student body representative.

Student activities and student housing can assume a large part of the responsibility in helping students to grow and develop by offering training programs and by working to make the hall and the Student Union centers of all campus life.

VIII. Financial Aid

A. Goals

1. Update and advise students of new regulations through consumer information.

2. Have new computer system up and running by January 1.
3. Revise and update all students' financial aid for academic year 1982-83 after approved federal payment schedule is printed.
4. Have high school training and financial aid workshops to prepare students for filing year 1983-84.

B. Accomplishments

1. We have completed our Federal Fiscal Operations Report and Application to Participate of all data for 1981-82 (which includes application for funds for 1983-84, requesting \$515,000 in Title IV funds).
2. Re-arranged and expanded the Financial Aid Office, acquiring one additional office, making it more accessible for student traffic.
3. Received final allocation for 1982-83 from the federal government.

C. General Comments about Students and Student Life

The Financial Aid Office has attempted to keep students informed about ever-changing regulations with constant revisions in their award letters on aid they have received.

XI. Assistant to Vice President for Student Affairs

A. Three Present Goals

1. To design, administer, and compile the results of an evaluation of the 1982 Fall orientation program.
2. To coordinate efforts to design a needs assessment instrument.
3. To act as a liaison person for Student Affairs to assist with student developmental needs.

B. General Accomplishments

1. Compiled rosters for each sorority and fraternity with current cumulative grades.
2. Collected student handbooks and catalogues from Virginia colleges and universities.
3. Completed the orientation survey.

C. General Comments about Students and Student Life

1. As a result of the orientation survey, it seems apparent that:
 - a. Freshman students have a good understanding of the Honor Code and appreciate it as a guide to successful college living.

- b. Most freshmen identified positively with the theme for orientation and accepted it as a personal challenge.

INSTITUTIONAL ADVANCEMENT

Presenter: Mr. Rust

I. Campaign Pledge Totals January - October 1982

- A. Second Founders Fund: 459 pledges/\$62,976.24
Received to date - \$24,665.00
- B. Alumni Annual Fund: 3,008 pledges/\$56,483.00
New donors: 1,095/\$14,857.00
- C. Parents Annual Fund: 725 pledges/\$20,849.00
New donors: 610/\$15,784.00

II. Meetings

- A. The following alumni meetings were conducted or are scheduled from July 1 through November 30:

| | |
|--------------|--|
| August 1: | Old Dominion Day - Chicago area |
| August 10: | Virginia Beach |
| August 14: | Loudoun County |
| August 17: | Petersburg |
| October 30: | Virginia Beach |
| November 6: | Northern Virginia |
| November 12: | Hampton, Newport News, Virginia Beach, Norfolk - joint social |
| November 13: | Suffolk |
| November 13: | Loudoun County |
| November 17: | Raleigh |

- B. Donald L. Lemish was a member of the faculty for a National Foundation Conference October 20-22, Chicago, sponsored by the Council for Advancement and Support of Education and the National Council for Resource Development. Also, the American Association of State Colleges and Universities, republished in September, a revised edition of The Foundation Handbook, authored by Mr. Lemish.

III. Public Affairs

Don Winkler, Director of Public Affairs, has written, edited, and designed the new series of publications which are being used by the Admissions Office to inform prospective students about Longwood. This is the first time in several years that those publications have been produced without the use of consultants. The total cost is approximately \$28,000 LESS than last year. And we produced about twice as many copies.

IV. Total Gifts 1982.

Calendar year 1982 paid gifts report is attached.

LONGWOOD COLLEGE FOUNDATION, INC.
1982 FUNDRAISING REPORT

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Private Support

| | JULY | AUGUST | SEPTEMBER | TOTAL | 1981 3-MONTH TOTAL |
|--------------------------|--------------|-------------|--------------|-----------------------|-----------------------|
| ALUMNI | \$ 1,954.52 | \$ 3,850.00 | \$ 3,164.00 | \$ 9,968.52 | \$ 7,052.50 |
| FACULTY/STAFF | 1,514.49 | 1,010.83 | 685.70 | 3,211.02 | 1,384.00 |
| FOUNDATIONS | -- | -- | 9,025.00 | 9,025.00 | 9,000.00 |
| INDIVIDUALS | 530.00 | 505.00 | 1,320.00 | 2,355.00 | 12,529.00 |
| LOCAL BUSINESS* | 1,956.18 | 473.29 | 2,795.28 | 5,224.75 | 3,309.19 |
| MATCHING GIFT COMPANY | 780.00 | 440.00 | 220.00 | 1,440.00 | 910.00 |
| NON-LOCAL BUSINESS | -- | -- | | | 5,000.00 |
| OTHER FOUNDATIONS | 3,570.00 | -- | 9,173.99 | 12,743.99 | -- |
| OTHER ORGANIZATIONS | -- | -- | 2,810.50 | 2,810.50 | -- |
| PARENTS | 1,355.00 | 1,412.00 | 590.00 | 3,357.00 | 1,140.00 |
| TOTALS | \$ 12,660.19 | \$ 7,691.12 | \$ 29,784.47 | \$ 50,135.78 | \$ 40,324.69 |
| <u>CUMULATIVE TOTALS</u> | | | | <u>\$190,683.82**</u> | <u>\$113,159.30</u> |

Restricted and Unrestricted Funds

| 1982 | Unrestricted | Restricted | Total | Cumulative Total | Deposit Slips |
|-----------|--------------|--------------|--------------|-----------------------|------------------|
| JULY | \$ 6,020.05 | \$ 6,640.14 | \$ 12,660.19 | \$153,208.23 | \$ 12,660.19 |
| AUGUST | 4,425.29 | 3,265.83 | 7,691.12 | 160,899.35 | 7,691.12 |
| SEPTEMBER | 5,174.95 | 24,609.52 | 29,609.52 | <u>\$190,683.82**</u> | \$ 29,784.47 |
| | \$ 15,620.29 | \$ 34,515.49 | \$ 50,135.78 | | |

Funds Comparison

| | 1979 | 1980 | 1981 | 1982 |
|-----------|--------------|--------------|--------------|--------------|
| JULY | \$ 14,080.29 | \$ 11,970.00 | \$ 10,735.16 | \$ 12,660.19 |
| AUGUST | 2,075.49 | 3,866.42 | 1,895.55 | 7,691.12 |
| SEPTEMBER | 12,116.19 | 18,284.80 | 27,693.48 | 29,784.47 |
| | \$ 28,271.97 | \$ 34,121.22 | \$ 40,324.19 | \$ 50,135.78 |

*Includes ARA Slater (Snack Bar/Vending).

**Includes gifts of stock.

Office of the Vice President for Institutional Advancement
October 19, 1982

ITEMS REQUIRING ACTION

This section contains the following items requiring action:

| | |
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Items for Action

ACADEMIC AFFAIRS

Presenter: Dr. Conley

I. Personnel Actions

Approval of the following personnel actions is requested:

A. Adjunct Faculty

| | | |
|------------------------|-------------|---------|
| Ms. Cathy Anne Horne | Athletics | \$1,000 |
| Ms. Joyce Phillips | Athletics | 1,200 |
| Ms. Beatrice White | Athletics | 600 |
| Ms. Mary Whitlock | Athletics | 600 |
| Mr. Albert C. Yoder | Athletics | 1,200 |
| Mr. Robert Bruce | Business | 1,200 |
| Ms. Kristine Harbour | Business | 3,600 |
| Mr. Michael J. Madden | Business | 1,200 |
| Ms. Evangeline McCort | Business | 3,600 |
| Ms. Patsy Watson | Business | 1,200 |
| Mr. Raymond Wilkerson | Business | 1,200 |
| Ms. Anne M. Moore | English | 2,400 |
| Ms. Bronwyn S. O'Grady | English | 2,400 |
| Mr. Leif Aagaard | Mathematics | 1,750 |
| Ms. Edith Austin | Mathematics | 6,000 |
| Mr. Lowell S. Harper | Music | 504 |
| Ms. Mary H. Roberts | Music | 624 |
| Ms. Patricia Werrell | Music | 1,428 |

B. Overloads

| | | |
|----------------------|-------------------------------|---------|
| Mr. James M. Caleb | Business | \$1,200 |
| Dr. Donald G. McCort | Business | 1,200 |
| Dr. Kuldeep S. Turna | Business | 1,200 |
| Dr. James W. Jordan | Sociology and Anthropology | 1,200 |

C. Substitution (Regular faculty member on sick leave)

| | | |
|--------------------|-----------|--------|
| Dr. Beatrice Bland | Education | \$ 760 |
|--------------------|-----------|--------|

D. Leave of Absence

Authorization is requested to grant maternity leave for the Spring '83 term to Melinda Fowlkes of the Department of Home Economics.

II. Faculty Salaries - Summer 1983

Authorization is requested to issue contracts for the 1983 Summer Session, the amount not to exceed 12.8% of the current salary for those faculty members teaching a full summer load (six credit hours or the equivalent each 5-week session).

III. Continuing Studies

There are eight off-campus courses being offered during the current semester (Fall 1982). Salary authorization is requested as indicated:

Brunswick County

PSY-622, Philosophical and Psychological Foundations of Instruction

Instructor - Ed Smith \$1,200

Campbell County

ED-542/543, Curriculum Development in the Elementary (or for 543 - Secondary, Intermediate, and Middle School)

Instructor - Beatrice Bland (Adjunct) 750

ED-671, Supervision of Instruction

Instructor - Sam Meek (Adjunct) 1,200

Halifax County

ED-675, Public School Administration

Instructor - Robert Gibbons 1,200

Lunenburg County

ED-547, Instructional Media

Instructor - Nancy Vick 1,200

Mecklenburg County

ED-671, Supervision of Instruction

Instructor - Ms. Jane Godwin (Adjunct) 1,200

SCJ-562, Teaching Science in the Elementary School

Instructor - Freda McCombs 1,200

Nottoway County

PSY-622, Philosophical and Psychological Foundations of Learning

Instructor - Phyllis Wacker 1,200

IV. Tuition Assistance

Approval is requested to provide Ms. Cecil Kidd, Librarian, with \$1,000 toward her tuition costs at the Catholic University of America in pursuit of her Master of Science in Library Science. Her continued employment at Longwood is contingent upon completion of this degree.

V. NCAA Division II - Mason/Dixon Conference for Men's Basketball

On September 24, 1982, the Executive Committee of the Board of Visitors agreed to recommend to the Board that Longwood be encouraged to participate in the conference.

On October 6, the NCAA Division II Mason/Dixon Men's Basketball Conference was formed. Colleges included in the conference are: Longwood, Randolph-Macon College-Ashland, Mount Saint Mary's College, Radford University, University of Maryland-Baltimore County, and the University of Pittsburgh-Johnstown.

The new league has already received wide press coverage in Virginia. It is anticipated that by 1986 the NCAA will make the MDAC champion an automatic qualifier to its Division II national tournament.

Academic Affairs requests formal approval by the Board of Visitors of Longwood's membership in the Mason/Dixon Conference.

VI. Faculty Retirement

Each member of the faculty shall automatically be retired at the end of the academic year during which a faculty member reaches age 70 or at the end of the summer session if age 70 is reached during the summer session or prior to the opening of the fall semester.

Retirees receive benefits from both social security and the Virginia Supplemental Retirement System. Detailed information can be obtained from the Office of the Director of Employee Relations.

Academic Affairs requests that the Board of Visitors go on record reaffirming the retirement policy as stated above.

Items Requiring Action

BUSINESS AFFAIRS

Presenter: General Irby

Board approval is requested for a clarifying change in the contracting policy, pursuant to Item 23-288 of the Code of Virginia:

Contracting Policy

The President shall serve as the official contracting officer for the College, with the authority to delegate this function and the related responsibility for ensuring contract compliance to the Vice President for Business Affairs. No one may enter into a contractual agreement on behalf of the College excepting the Board of Visitors, the President, and, as delegated, the Vice President for Business Affairs.

Reason for recommended policy change:

The purpose of the above contracting policy statement is to delete reference to the former position of Vice President for Finance and insert the title of the current position of Vice President for Business Affairs and to further clarify that the President may delegate the responsibility for contract execution to this Vice President.

Current policy, passed November 6, 1981:

The President shall serve as the official contracting officer for the College, with the responsibility for contract compliance delegated by the President to the Vice President for Finance. No employee of the College may enter into a contractual agreement unless this contractual agreement has been specifically delegated by the President.

INSTITUTIONAL ADVANCEMENT

Presenter: Mr. Rust

I. Policy and Guidelines on Fundraising

It is requested that the Board of Visitors endorse the attached "Policy and Guidelines on Fundraising" (previously circulated at May 1982 Board meeting).

II. Foundation Funds Disbursement Guidelines

It is requested that the Board of Visitors endorse the attached "Foundation Funds Disbursement Guidelines".

III. Resolution -"Old High School"Property

It is requested that the Board of Visitors endorse the following resolution for accepting the gift of the "Old High School" property on First Avenue from the Longwood College Foundation, Incorporated.

"Be it RESOLVED, That the Board of Visitors of Longwood College, subject to the provisions of Statute 2.1-507 of the Code of Virginia requiring approval of the Governor, hereby accepts the deed of property, excluding any encumbrances as a gift to the College from the Longwood College Foundation, Incorporated, said property described, to-wit:

All that certain lot or parcel of land, together with all rights, privileges and appurtenances thereto attached and appertaining, lying and being in the Town of Farmville, Prince Edward County, Virginia, and being described as follows:

BEGINNING at a point at the southwest intersection of First Avenue and School Street in said town; thence along the western street line of First Avenue 560 feet to the property of J. B. Wall; thence in a westerly direction along a line parallel to School Street 300 feet to a point on the eastern street line of Second Avenue; thence in a northerly direction along the eastern street line of Second Avenue 560 feet to the southeast intersection of School Street and Second Avenue; thence in an easterly direction along the southernly line of School Street 300 feet to the point of beginning and being a portion of the property conveyed to the Corporation by the School Board of Prince Edward County by deed dated January 4, 1971 and recorded in the Clerk's Office of the Circuit Court of Prince Edward County, Virginia, on January 11, 1971 at Deed Book 175, page 486.

TOGETHER WITH all of the corporation's right, title and interest in and to that certain easement from J. Barrye

Wall and Mary L. Wall, his wife, dated June 9, 1977,
recorded June 24, 1977, in the aforesaid Clerk's Office
in Deed Book 203, page 412.

And be it RESOLVED further, That encumbrances against this deed
shall continue to be the responsibility of the Longwood College
Foundation, Incorporated.

IV. Confirmation of Executive Committee Action - Board of Directors, Longwood
College Fine Arts Center

It is requested that the Board of Visitors confirm the action of the Exe-
cutive Committee, at its meeting on August 20, 1982, naming the following
to the Board of Directors of the Longwood College Fine Arts Center:

Mr. and Mrs. Clemens van der Ven

Mrs. W. Taliaferro Thompson, Jr.

LONGWOOD COLLEGE
FUND-RAISING POLICY AND GUIDELINES

Policy Rationale

In the broadest sense, the purposes of the Office of Institutional Advancement are (1) to create an awareness within the private sector of the financial needs of Longwood College which are not provided by State or Federal support, and (2) to implement and maintain a plan by which these financial needs can be met through private gift support. In order to fulfill these purposes, it shall be the responsibility of the Office of Institutional Advancement to institute an organized program for obtaining gift support from alumni, parents, friends, faculty and staff, corporations, organizations, and private foundations on both an annual and capital basis. It is in keeping with this policy that the Board of Visitors has set forth the following policy statement and guidelines.

Policy Statement:

Solicitation of gifts may be made by anyone for the benefit of Longwood College, or any agency thereof, shall require the prior approval of the President through the Vice President for Institutional Advancement.

Guidelines for Policy Implementations

In order to maximize the effectiveness and efficiency of the services provided by the Office of Institutional Advancement, the guidelines which govern fund-raising for the benefit of Longwood

College and all its functional units are defined as follows:

1. Coordination of Appeals for Funds and approaches to Donors

It shall be the responsibility of the Vice President for Institutional Advancement to serve as the coordinating agency for all types of fund-raising programs and for all solicitation of funds from private individuals, foundations, businesses, corporations, and organizations in order to avoid an excessive number of solicitations in the name of Longwood College. Any written request to undertake a fund-raising program or to solicit contributions from individuals, private foundations, businesses, corporations, and organizations should first be reviewed through regular channels by the appropriate department head and vice president for academic affairs. Likewise, any request involving the planning, construction, or expansion of a building, to be funded by private sector gifts, shall be submitted to the appropriate dean and vice president; then to the Vice President for Institutional Advancement.

Programs to be coordinated through the Office of Institutional Advancement include:

- A) Plans to raise funds from alumni, parents, businesses, foundations, and friends on an annual recurring basis, similar to, or as a part of, an alumni fund solicitation;
- B) Establishment of an "associates,"

"friends," or "membership" program designated to solicit financial support;

C) Special fund-raising efforts appealing to various Longwood College constituencies regarding the establishment of scholarships, memorial funds, fellowships, and programs, professorships, endowed chairs, etc.

D) Plans to raise private funds for the construction, expansion or renovation of a building, regardless of other sources of funding, following all appropriate vice presidents' approvals;

E) Requests to private sources for the funding of new or existing academic programs;

F) All other programs to raise funds in the private sector.

2. Acceptance, Recording, and Acknowledgement of Gifts

It shall be the responsibility of Gifts Records (within the Office of Institutional Advancement) to officially record and acknowledge all gifts to Longwood College or any agency thereof including cash, pledges, securities, trusts, insurance policies, real estate, and other gifts-in-kind. Therefore all gifts and donations should be processed through Gifts Records for record and acknowledgement before being deposited in any College account or outside organization account. A complete and accurate record of every donor to Longwood College will

be maintained by Gifts Records and will be kept strictly confidential. Donor anonymity will be protected whenever desired by donor.

Major gifts will be acknowledged by the President, under coordination of the Office of Institutional Advancement, and by others who deem it appropriate.

All gifts-in-kind and restricted gifts to Longwood College for its benefit shall be reviewed by the Office of Institutional Advancement in conjunction with the unit designated to receive the gift, as well as, College Counsel as follows:

A) Gifts-in-Kind

Gifts-in-kind (i.e., art objects, equipment, securities, real estate, etc.) should be reviewed with special care to assure acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the usefulness of the gift. Consideration should be given to the cost of maintenance, cataloging, delivery, insurance, display, and any space requirements for exhibition or storage.

When gifts-in-kind are given to Longwood College with the intent of the donor to receive a tax deductiton, it shall be the responsibility of the donor (not Longwood College) to obtain an appraisal establishing

the value of the gift for tax purposes.

Longwood College shall not become involved in the appraisal process. Direct involvement of the College in securing appraisals could result in the appraisal's accuracy and objectivity being challenged by the Internal Revenue Service.

It is in the donor's best interest that the College neither provide directly nor be responsible for securing the services of appraisors in connection with gifts to the College. A report of all prospective gifts-in-kind should be submitted to the Office of Institutional Advancement. Subsequently, all gift-in-kind to the College will be inventoried by Longwood College and will become the property of the foundation.

B) Restricted Gifts

Acceptance of a gift imposes a legal obligation to comply with the terms established by the donor. Therefore, it is necessary that the nature and extent of this obligation be clearly understood. For this reason, the terms of each restricted gift will be reviewed with the utmost care to ensure that they do not hamper the usefulness and desirability of the gift to Longwood College. If a gift is deemed

unacceptable because of the restrictions the donor has placed on its use, the donor will be counseled to remove or modify the restrictions. Gifts will be refused or returned when the purpose (1) is inappropriate or not conducive to the best interest of Longwood College, (2) is clearly a commercial endeavor, or (3) would obligate Longwood College to undertake responsibilities, financial or otherwise, which it may not be capable of meeting for the period required by the terms of the gift.

3. Minimum Funding Requirements

The Office of Institutional Advancement shall maintain up-to-date information as prescribed by the Board of Visitors pertaining to fund-raising matters including the percentage of amount of gifts expected or required to name buildings, endow professorships, endow chairs, establish named scholarship funds, etc.

4. Budget Formulation for Fund-Raising

The formulation of budgets which are to be spent for private fund-raising projects are the consultative responsibility of the Vice President for Institutional Advancement.

5. Preparation of Fund-Raising Literature

Any literature, including brochures, booklets, and letters, used to attract private funds to Longwood College shall be coordinated through the Office of

Institutional Advancement in order that the most accurate information appropriate to a particular fund-raising effort is reflected. Accordingly, the Office of Institutional Advancement will be responsible for the establishment and maintenance of a master calendar which incorporates the schedule of all fund-raising mailings and solicitations.

6. Report of Private Philanthropy

It shall be the responsibility of the Director of Annual Funds, in conjunction with the Vice President for Institutional Advancement, to compile official records on all private gifts.

7. Maintenance of Prospect Files

It shall be the responsibility of the Office of Alumni Services, in conjunction with the Office of Institutional Advancement, to establish and maintain prospect and resource files for the purpose of providing timely and relevant information about prospective individual donors, private foundations, and corporations.

8. Involvement of Volunteers in Fund-Raising Efforts

Whenever volunteers are to be involved in fund-raising efforts, it shall be the responsibility of the Office of Institutional Advancement to assist in the selection and recruitment of the volunteers and to provide them with training and information required in order to be effective in soliciting funds.

9. Identification and Coordination of Appeals to Corporations and Foundations

It shall be the responsibility of the Office of Institutional Advancement to coordinate the cultivation and solicitation of corporations and private foundations. This coordination will ensure avoiding an inappropriate number of the solicitations to any single source of private corporate or foundation funds. In the case of contract proposals to corporations, the Office of Institutional Advancement should be notified by the appropriate Longwood College unit in advance so that the corporation's contracted involvement will be reflected in the Office of Institutional Advancement's prospect files.

10. Public Statements Regarding Gifts to Longwood College

It shall be the responsibility of the Public Affairs Office, in coordination with the Vice President for Institutional Advancement, to initiate the preparation of all public statements concerning gifts to the institution or any units thereof. Coordination also should include the unit designated in a restricted gift.

11. Gift Processing

All gifts of cash received by any school, department, or administrative office are to be transmitted directly to the Office of Institutional Advancement. Gifts received must be transmitted at the earliest possible opportunity (no later than three working days after receipt) accompanied by ALL ORIGINAL CORRESPONDENCE

pertaining to the gift and the following specific information:

A) Donor's name and street address. If the gift is from other than an individual, i.e. corporation, foundation, association, etc., an individual's name and title should be reported in addition to the firm.

B) Amount of the gift.

C) Date gift received.

D) Account number and name in which gift is to be deposited. If a new account is to be established for the gift, so indicate.

E) Designation (school, department, or activity).

F) Purpose (scholarship, institute, cost of education, research, general fund, etc.).

G) Other comments or special instructions. If no original correspondence accompanied gift, this must be stated in writing when the gift is transmitted.

All correspondence pertaining to the gift, its handling or use, and a copy of any acknowledgement written by the recipient should be attached to the gift transmittal along with the check or currency. This should be done within three working days after receipt of a gift.

Copies of the gift transmittal and related correspondence will become a part of the permanent gift files.

12. Securities

Securities should be transferred in such manner that donor and Institutional Advancement Officer sign specific documentation verifying specific date of actual transfer. Donor's tax deduction and Foundation's evaluation should be equated as the average between the "high" and "low" trade on the date of receipt of the securities in the Institutional Advancement Office.

13. Gift Acceptance and Acknowledgement

Upon receipt of a gift and/or any gift related documents, the Institutional Advancement Office will record gift and acknowledge donor.

- A) A complete record of every individual donor's contributions will be maintained.
- B) Restricted gifts will be recorded by the use of fund codes.
- C) Personal letters acknowledging all gifts over \$500 will be sent to donors by the President of the College. Personal letters acknowledging all gifts of \$100 to \$500 will be sent to donors by the Vice President for Institutional Advancement.

With reference to "gifts-in-kind," all gifts of securities or other negotiable assets, real property, equipment, books, works of art, etc., require special

handling. If the acceptance of a special gift is contemplated or an inquiry concerning a gift of this nature is received, the Office of Institutional Advancement should be contacted immediately. The need for independent appraisals and the tax consequences resulting from non-monetary gifts are but two of the concerns related to gifts of this nature that must be resolved prior to their acceptance.

Gifts by bequest offer the greatest potential for private fund cultivation for the benefit of Longwood College. Knowledge of individual interests in bequests comes through a variety of channels. Individuals may write directly requesting information. Attorneys may write seeking information for clients. Individual faculty and staff members may learn of such interest when their counsel is sought, and on numerous occasions, there is no knowledge until after the death of a testator. Staff personnel in the Office of Institutional Advancement are available for personal consultation concerning gifts by bequest as desired.

Matching gift programs are offered by a great number of firms in business and industry. Through matching gift programs, a donor may have his gift "matched" by the employer and many firms match gifts on a two-for-one or three-for-one basis. This is becoming an increasingly important aspect of development, and every effort should be made to determine if a donor is employed by a firm

which sponsors such a program. Lists of firms that sponsor matching gift programs are available in the Office of Institutional Advancement.

14. Use of Gifts/Grants

Many options are available for donors to consider as to how their contributions may be applied for greatest service and impact. Some are:

UNRESTRICTED ENDOWMENT

- A) General purposes as the Longwood College Foundation determines.
- B) General purposes for department/services:

For Students

Honor Scholarships
 Financial Aid Grants
 Loans
 Work-Study Grants
 Graduate Fellowships
 Research Fellowships
 Internships
 Achievement Awards
 Independent Study
 Student Activities

For Faculty

Distinguished Professorship
 Professorships
 Visiting Artists/Scholars
 Lectureships
 Teaching Assistantships
 Publications Funds
 Professional Travel Funds
 Special Research
 Achievement Awards/Honors
 Sabbatical Leaves

For Departments/Schools

Funds for Excellence in
 Teaching
 Program Innovation
 Library/Publications
 Acquisitions
 Collections
 Research
 To Name Departments/Schools

For Physical Plant

To Name Buildings, Floors,
 Laboratories, Residence
 Rooms, Offices, Fixtures,
 Etc.
 To Renew or Recycle
 Buildings
 For New Buildings
 Endowment for Maintenance
 Campus Beautification

15. Clearance

To avoid institutional and donor embarrassment, multiple appeals and/or solicitation of gifts over \$100

from businesses, individuals, organizations, or foundations must be cleared through the Vice President for Institutional Advancement.

16. Permanency Clause

As appropriate, the terms of any designated or endowed fund must include language to permit the Foundation Board to assign different, alternative, modified but related use of such funds as conditions dictate in some distant future. Such action may be authorized by the donor by including the following clause in the transfer of assets while living or by bequest:

"If, in the opinion of the Longwood College Foundation, Inc., Board, all or part of the earnings of the fund cannot be usefully applied to the purpose designated (or in the manner requested), the Foundation Board may use the same for any purpose within its corporate powers to decide or for any other purpose which, in its opinion, will most nearly accomplish my purposes, wishes, and intent."

17. Unacceptable Gifts

- A) Those which restrict use based upon race, color, religion, creed, nationality, or sex.
- B) Restrictions as to relatives or descendants as beneficiaries.
- C) Restrictions reserving the designation of beneficiary of gift to the donor or his/her assigns;

i.e., scholarships, fellowship, professorship. (Such "gifts" restrict donor tax consequences.)

D) Restriction upon the future employment of the recipient of any gift.

E) Restriction on interest rates and conditions for repayment of loans.

F) Any endowment fund with a corpus under \$5,000 for which additional sums are not assured and certified in writing.

18. Reports

Donors will receive annual reports on uses of funds provided, insofar as practicable, but only for those amounts in excess of \$5,000.

19. Recognition

Named endowment funds can be established only for those amounts in excess of \$5,000 as is appropriate for the purpose requested; named funds indicated herein are minimal and will be "open end funds" (available for additions to capital) unless donor restricts such flexibility and subject to acceptance by Foundation Board.

20. Group Funds

The solicitation of institution-maintained funds which are to be used or administered by groups of alumni or other groups or individuals is discouraged. Gifts or funds either for current use or endowment solicited by officers, faculty or staff should be solicited in the

name of the institution only when approved in advance and for receipt and expenditure by the institution for educational purposes. Special funds to be held by department chairpersons, etc., outside the normal accounting and acknowledgement procedure are considered illegal.

21. Honor Gifts

Gifts to honor, memorialize or otherwise recognize individuals, whether while donor is living or by bequest, shall be subject to Board of Visitors approval in advance of receipt.

A) Deferered life income funds shall not be considered fulfilled commitments for naming purposes until full amount of financial obligation is assured.

B) Names of donors of new physical plant facilities shall not be acceptable unless at least 51 percent of the total construction plus endowment are committed and secure. Naming of physical plant facilities requires official action of the Board of Visitors. The naming of buildings having major renovations should follow the same policy as new construction. If a building is already named, the use of hyphention can be considered.

Internal units must be available for naming. When 100 percent of such costs are provided,

the naming of internal units may be left to donor wishes but only during donor's lifetime and on Board of Visitors approval.

C) Name of academic programs shall be acceptable only upon provision of substantial program costs (over 51 percent) provided by donor unless exception is made in advance by the Board of Visitors.

22. Endowment Funds

It shall be the general policy of the College and Foundation to approve the establishment of and activities provided for through unrestricted and/or undesignated funds upon the receipt of resources described below and otherwise within general policies of the Board of Visitors.

Minimum dollar amounts for endowment fund objectives gifted herein are absolute minimums. As our Nation's economy expands, inflation spirals and costs rise, so must endowment minimums.

A) Building an Endowment

The Foundation Board may establish an endowment fund with amounts less than those stated herein, provided that within a reasonable period of time from the date of the receipt of first resources and approval of the desire of the donor, the entire principal thereof, including capitalized earnings and additional gifts, shall equal at least one-half of the

stated minimum of the desired objective. If one-half of the minimum fund has not been so provided in a reasonable time, the fund may be terminated and the amounts given used for the general purposes of the institution nearest to those desired in the initial intent of the donor. The earnings from a fund established as herein provided and not terminated shall continue to be capitalized annually until the minimum stated above has been reached and the purposes of the fund activated.

B) Assuring an Endowment

A fund may also be activated, even though the principal amount may not have reached the stated minimum, provided the donor will undertake a binding obligation to supplement the income of the fund with annual gifts to complete the endowment or by irrevocable estate plan provisions.

C) For Faculty

(1) Chairs: Donors whose interest in a field or discipline or an area of study which is within the basic academic offerings of the institution may establish such a fund for a sum not less than \$500,000. Endowed chairs for multidiscipline studies shall be established to cover all costs of salary,

travel, and expenses for a sum not less than \$750,000. Such endowments are intended to relieve budgets rather than expand them.

(2) Professorships: A named professorship may be established to supplement budgeted support for an existing teaching position for a sum not less than \$250,000.

(3) Visiting Scholars/Artists: Funds for specialized presentation by outstanding authorities or skilled persons adds an important dimension of quality to the educative process. Opportunities for such support exists within each College unit/department. Funds for such functions must anticipate payments for fees, travel, living, promotion expenses and insurance as required and should be for sums not less than \$100,000.

(4) Lectureships: Funds for special lecturers may be established for sums not less than \$25,000.

(5) Other Funds: Teaching assistantships may be established for sums not less than \$100,000; publications funds, \$25,000; professional travel funds, \$25,000; special research, \$25,000; and achievement awards and honors, \$10,000.

D) For Students

(1) Scholarships: A scholarship may be awarded to an undergraduate student in the basic program of the College for a fund not less than \$50,000; honor scholarships encouraging special study for students of high promise, \$100,000, representing full costs for one year; tuition scholarship, \$60,000; room and board scholarships, \$30,000.

(2) Fellowships: Awards for graduate student honor and/or assistance may vary greatly depending upon the area of study, research required, student's marital and family status and degree publishing requirements. Named endowment should be in amounts in excess of \$50,000 each.

(3) Financial Aid: Financial assistance may be given to deserving students who are in need of supplementing assistance and whose academic records are satisfactory and promising. Endowment sums should be not less than \$5,000; student loan funds, \$5,000.

(4) Other Funds: Achievement awards, student activities, athletic funds, travel-study awards and many other gift

opportunities are available for sums not less than \$5,000 each.

E) For Teaching Requirements

Program innovation, library acquisition, faculty professional meetings, equipment funds, research funds, and other gift objectives may be created for sums not less than \$10,000.

F) For Physical Plant

Endowment fund amounts for the maintenance of existing buildings, rooms and features, modernization of buildings and units, as well as for campus beautification could be available upon request from \$1,500 for a residence hall room to millions of dollars depending upon the size of a building or facility. Such units and facilities offer both visible and permanent tributes.

G) Furnishings/Equipment

Laboratory and office equipment, transportation vehicles, supplies, and other useful equipment may be offered at donor appraised values.

23. Allocation of Gifts

All gifts, grants, asset income or other financial resources will be allocated first according to donor wishes and/or presumed intent, next in response to institutional request, next in consideration of general

operational requirements, and next to build a substantial endowment for future College needs.

24. Forms for Bequests

All wills or bequests or estate plan documents which provide funds or other assets for use of the College must be made payable or transferable to "Longwood College Foundation, Inc.," the approved corporate body to receive, manage, and disburse such assets.

Depending upon the size of unrestricted bequests, all such bequests will be added to the general endowment fund of the Foundation.

All gifts received for restricted endowment purposes, when accepted, will be accepted only on the condition that, should the purpose for which the funds are provided cease to exist, the Foundation Board shall allocate the income from those funds to purposes as near as possible to the original intent of the donor. Such provisions should be provided in all wills and devises as far as possible.

25. Institutional Advancement Data Base

Biographical and financial records stored in any computer data base should be treated as confidential information and should not be released or accessed without specific written approval of the President, Vice President for Institutional Advancement, or designated officials in the Advancement and/or Alumni Office. Under no circumstances shall data be released for the primary

purpose of private enterprise or gain. All Freedom of Information Act regulations will be observed.

DRAFT - January 21, 1982

FOUNDATION FUNDS DISBURSEMENT GUIDELINES

General Expenditure Categories

Foundation guidelines for determining allowable uses of funds include general expenditure categories listed as follows:

1. Salary and wage payments. Direct payment to faculty, staff, students and/or other full- or part-time employees of Longwood College is unallowable. If support of the Longwood College payroll charges or other compensation to Longwood College employees is approved from Foundation funds, payment to the employees will be processed through the Longwood College Payroll Office and funds will be transferred from the Foundation to the College.

2. Honorarium and consulting fees. Payment of an honorarium or consulting fee is allowable provided the individual receiving payment is not an employee of Longwood College.

3. Guest expenses. Reimbursement of expenses incurred for entertainment of guest lecturers and/or other guests of Longwood College is allowable. Usually reimbursement is limited to expenses incurred for travel, food, and lodging of guests and the associated expenses for a reasonable number of Longwood College staff accompanying the guests. Unusual circumstances should be cleared with the Institutional Advancement Office before the expenditure is incurred.

4. Coffee hours, receptions, etc. Reimbursement of expenses incurred for coffee hours, teas, and/or receptions may be reimbursed from Foundation funds provided the functions are in conjunction with Longwood College related activities.

5. Association dues and publication costs. Departmental and/or institution association dues and publications costs may be paid from Foundation funds. Payment of association dues and/or publication costs for the direct personal benefit of individual faculty or staff members is not allowable.

6. Faculty and staff travel:

A. Use of Foundation funds for travel expenses must be approved by the department and Institutional Advancement Office in advance of proposed travel dates.

B. Only in extraordinary situations should travel expenses directly related to faculty and staff departmental, office, and/or institutional assignments be paid from Foundation funds.

C. In these situations, faculty and staff members must file an "Authorization for Travel," signed by the department head, dean, and/or vice president and must be approved by the president's office. The Foundation should be indicated as the source of funds for payment of the travel expenses.

7. Magazine subscriptions. Magazine and other subscriptions to be paid from Foundation funds should be directly related to departmental teaching, research, and/or public service activities. Subscriptions must be mailed to a Longwood College department, office, or the College Library.

8. Supplies, expenses, and capital equipment:

A. Supplies, expenses, and capital equipment generally used for teaching, research, and/or public service activities may be purchased from Foundation funds.

B. Title to capital equipment purchased from Foundation funds is automatically transferred to Longwood College unless specifically indicated otherwise by the Foundation.

C. Department head may recommend a specific vendor, manufacturer, etc., if specific supplies and/or equipment are

required to maintain consistency with existing equipment or to meet teaching or research specifications.

D. All equipment purchases will be requisitioned through the Purchasing Office of the College unless special authorization is granted by the Business Affairs and Institutional Advancement Vice Presidents.

9. Other. Proposed uses of Foundation funds that are not directly related to the above categories or uses relating to unusual circumstances should be cleared by the Institutional Advancement Office before incurring the expenses.

Control of Equipment.

Listed below are College guidelines for control of equipment purchases from Foundation funds.

1. Assignments of equipment. Equipment purchased from Foundation funds will be assigned to the requesting department until such time as the equipment becomes excess to department needs, obsolete, or considered of limited value beyond reasonable repair.

2. Recording and labeling of equipment. All equipment purchased from Foundation funds will be recorded and labeled as a part of the College inventory system. The inventory numbering system will separately identify equipment purchased from Foundation funds.

3. Approval of equipment. The College and/or the Foundation may elect not to approve an equipment request for one or more of the following reasons:

A. high level of projected operating and/or maintenance costs;

- B. space needs requiring major alterations to existing structure;
- C. major installation costs; or
- D. duplication of existing equipment which is available for general use by College faculty and staff.

Contributed Equipment

Equipment contributed to the Foundation for College use should be handled in the following way.

--Department head having knowledge of possible equipment contributions should check with Institutional Advancement Office for procedures to be followed.

--Upon completion of a review by the Foundation and notification of the circumstances to College officials, title to equipment accepted by contribution normally will be transferred to the College. Such equipment will be recorded as College inventory.

Procedures for Withdrawal of Funds

Listed below are procedures for requesting withdrawal of Foundation funds.

1. Processing of requests. Requests for withdrawal of funds, except for those relating to purchase of capital equipment and specific supply items will be processed as follows:

A. Requests will include disbursements for honorariums, consulting fees, association dues, publication costs, specifically approved faculty travel (see General Expenditure category), subscriptions for magazines and publications, reimbursement expenses for entertainment of College guests,

reimbursement of a faculty member or payment to a vendor for miscellaneous supply items procured directly from a vendor, and other miscellaneous expenses.

B. Requests for withdrawal of Foundation funds are to be prepared by the department or administrative office requesting payment on a Trust Fund Withdrawal Form and submitted to the Institutional Advancement Office for payment. Vendor invoices, expenses receipts, and/or other supporting documentation should be attached to the withdrawal form. Submit two copies.

C. Requests will be approved provided funds are available and the requests comply with guidelines established by the Foundation.

D. Requests for reimbursement of travel expenses must be supported by one copy of the approved "Authorization for Travel" and by one copy of the required expense documentation.

E. Foundation checks will be distributed as indicated on the request.

F. Allow ten days for processing and payment of all requests.

2. Requests to purchase equipment. Requests to purchase capital equipment and specific supply items (supplies to be ordered from vendors requiring College purchase order) will be processed as follows:

A. Capital equipment and specific supply items are to be requested by preparing a College requisition and a Foundation Trust Fund Withdrawal Form. The title of the Foundation fund to be charged must be shown on the requisition. Justification for a specific vendor and/or manufacturer of equipment or supplies must accompany the requisition.

B. Requisitions for capital equipment are to be approved by the department head and dean of the College.

C. The requisition and the withdrawal form are to be submitted to the Institutional Advancement Office for approval by the vice president or his authorized representative. Approval by

the Institutional Advancement Office indicates that sufficient funds are available for the requested purchase. If funds are limited to a specific dollar maximum, the requisition will so indicate.

D. Requisitions will be forwarded by the Institutional Advancement Office to the Accounting Office for review and coding, and, in turn, forwarded to the Purchasing Department for processing.

E. Consideration will be given to department's preference of vendor, manufacturer, etc. However, determination of the vendor will be the responsibility of the Purchasing Office. It is expected that the majority of Foundation requisitions will be in line with established College purchasing policies and procedures. In a few instances, purchases will be for items generally not purchased from College funds. In such instances, purchase requests will be processed the same as all other requests in order to purchase such items at the lowest price consistent with quantity and quality desired.

F. Upon receipt of the merchandise requested, receiving copies of the purchase order will be signed by the department head and forwarded to the Purchasing Office for processing.

G. Payment to the vendor will be made by the Accounting Office and disbursement will be charged to the appropriate Foundation account.

H. One copy of each equipment order will be sent to College Inventory Control following payment to the vendor in order to record and label the equipment as a part of the College inventory system.

Office of the Vice President for Institutional Advancement
July 27, 1982

REPORT OF THE FACULTY LIAISON COMMITTEE OF THE LONGWOOD COLLEGE BOARD OF VISITORS

November 4, 1982, 1:00 p.m. in the Prince Edward Room

Members present: Mr. Rust, Acting Chair
Dr. Pleasants
Dr. Haltzel
Dr. Conway

Others Present: Dr. Greenwood
Ms. Graeber
Ms. Davidson
Ms. Holland
Dr. Rothermel
Ms. Pretlow
Mr. Watson
Dr. Armstrong
Mr. Lemish
Dr. Rothermel

Section I. Information. The following matters were discussed by members of the Faculty Liaison Committee, and are presented to the Board for your information. The Special Education Proposal and the Governor's School were discussed in detail by Drs. Greenwood and Haltzel at the beginning of the Ad Hoc Committee on Appointment, Reappointment, Promotion and Tenure and are included in that report.

a. Library Reclassification System (pages 10-11)

Academic Affairs has approved the request of Lancaster Library to initiate the conversion from the Dewey Decimal System to the Library of Congress Classification System. This change will bring the Lancaster Library in the mainstream of academic library practice and will greatly speed up the classification process, enhance the value of the "implementation of our computerized circulation system and facilities".

The Library has drawn up a priority list of materials to be reclassified. Within three years approximately 13% of the library holdings should be in the Library of Congress classification and after five years approximately 20%. These figures represent a much higher portion of the library's active collection. Cost of the reclassification project will be absorbed as part of the normal processing operation. The library will begin immediately to orient library support staff to the change and will also carefully design an orientation program for faculty and students.

b. Evaluation Update

The visit of outside consultants originally invited to study the Departments of Art and Music has been indefinitely postponed. Vice-President Haltzel and Dean Conway have had initial meetings with each department and are undertaking comprehensive departmental reviews.

c. Accreditation Update (Board Report, page 3)

Professors Frank and Patterson described in detail the preparations underway for the accreditation visits by the State Department of Education, SACS and NCATE. The State Council of Higher Education also reviews all graduate education programs in Administration and Supervision and Guidance and Counseling.

A concern was voiced by Dr. Patterson that State Council had been instructed by the State Legislature to reduce the number of programs and that the evaluation criteria included only one of cost efficiency, not of quality.

Dr. Greenwood added that the Council of President's was extremely upset by the State Council's entry into the evaluation field, especially as they will be duplicating the efforts of other bodies.

Dr. Haltzel reported that in August he had complained to State Council about using in-state professionals on the Evaluation Task Force because of inherent conflicts of interest. State Council responded to Dr. Haltzel that it agreed with his concern about procedures but that budgetary restraints precluded hiring task force members from outside the state.

Mrs. Graeber expressed concern about this program review and suggested that in addition to Dr. Patterson's committee, which is in the latter stages of its preparation and report, that a subcommittee of the Board be formed to aid them in their work.

Dr. Haltzel announced that he had just received word that the Longwood Therapeutic Recreation Degree program on October 24 became the first one in the nation to receive accreditation by the Council on Accreditation of the National Recreation and Parks Association. Mr. Frank Brasile, Program Director of Therapeutic Recreation, was in charge of the comprehensive study that preceded a three-day visit from a team appointed by the Council.

d. Outside Employment

Dean Conway explained the College's policy on outside employment and the measures he had taken to enforce it.

In addition to the matters discussed in committee, the Board's attention is invited to the following informational items listed in the Board Report on pages 2 thru 9:

NCAA Division II - Mason/Dixon Conference (page 2)

The Humanist Sociologist (page 2)
Foreign Language Proposal (page 2)
Faculty Salaries (page 3)
Registrar's Report (pages 4-8)
Report from Dean of Continuing Studies (page 9)

Section II. Action Matters requiring Board action were deferred to the Executive Committee's meeting on Friday, November 5, 1982 as there was not a quorum of members present to take action.



Thomas D. Rust, Acting Chair
Faculty Liaison Committee of the
Longwood College Board of Visitors

Appendix B - November 5, 1982

REPORT OF THE APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE COMMITTEE
OF THE LONGWOOD COLLEGE BOARD OF VISITORS

November 4, 1982, 12:15 p.m. in the Prince Edward Room

Members present: Mr. Rust (Acting Chair)
Ms. Graeber
Dr. Haltzel
Dr. Conway

Others Present: Dr. Greenwood
Ms. Overstreet
Ms. Davidson
Ms. Holland
Ms. Pretlow
Dr. Rothermel
Mr. Watson
Mr. Lester Andrews
Mr. Hunter Sledd
Dr. Armstrong
Mr. Lemish

Section I. Information. Dr. Greenwood announced that the College had just received three extremely positive notifications:

1. The Bachelor of Science Program in Special Education was approved November 3 by the State Council of Higher Education. Very few new programs in the state have been approved by the State Council and Longwood's is the only one of the many that were initially recommended for disapproval by State Council for which a reversal took place.
2. Longwood has just received notification from the State Department of Education that Longwood and VPI & SU will receive the Governor's Schools in the summer of 1983. 200 gifted high school students from all parts of the Commonwealth will attend the Longwood Governor's School. The application for the Governor's School and preparations for it are being directed by Ms. Jackie Wall, Instructor of Art, in coordination with the Office of Academic Affairs.
3. A proposal entitled, "Modalities and Reading," submitted by Dr. Mary S. Woodburn, of the Department of Education and Psychology, has received a grant of \$30,000 from the Funds for Excellence.

Dr. Haltzel elaborated on all three items of information.

The following matters were discussed by the members of the Ad Hoc Committee of Appointment, Reappointment, Promotion and Tenure, and are presented to the Board for your information.

November 4, 1982

a. Publication of Policies and Procedures

The policies and procedures approved by the Board on July 16, 1982 will be included as a part of the new Longwood College Faculty Handbook. As promised to the faculty, we will have final copies of the Faculty Handbook by the middle of next week. Unfinished copies have already been given to the department heads and through them to the department chairs of the committees on appointment, reappointment, promotion, and tenure.

b. Appropriate Terminal Degrees

Fifty-five of the 141 teaching faculty members at Longwood College do not have doctoral degrees. As mandated by the procedures approved by the Board July 16, 1982, we will be making decision during the course of the year on what the appropriate terminal degrees are both for individuals and for groups.

c. Review Schedules

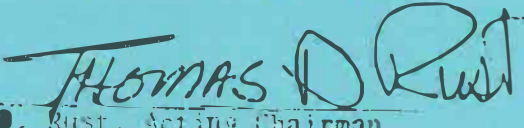
During the course of this academic year each untenured faculty member will be interviewed by the Dean of the Faculty. At that time the faculty member will receive a schedule of his/her review of consideration for tenure. The Dean of the Faculty will also meet with each faculty member who will be considered for promotion during this academic year.

d. Student Opinions on Instruction

Ms. Graebey asked whether steps had been taken to create questionnaires on student opinion on instruction. Dr. Haltzel explained that Dr. Rothermel is chairing a new college committee on Institutional Research that will be attempting as part of its mandate to design such a questionnaire. Professor Harbour, Chairman of the OTF, added that an OTF committee on Student Opinions on Instruction is being chosen and will be happy to coordinate with Dr. Rothermel's committee.

e. Sexual Harassment

Dean Conway described procedures to deal with complaints of sexual harassment. Three faculty members will be appointed to a committee and an additional faculty member will be appointed representing the area of the college affected by the particular case (e.g., academic affairs, student affairs, etc.). The procedures will be informal; therefore the alleged victim will not have to be identified in the initial stages of the investigation.


Thomas D. Rust, Acting Chairman
Ad Hoc Committee on Appointment,
Reappointment, Promotion and Tenure

Longwood College Board of Visitors
Minutes of Finance Committee Meeting
November 4, 1982 8:45 a.m. - 10:45 a.m.
November 5, 1982 10:15 a.m. - 11:00 a.m.

Members in Attendance: General Irby (Chair.), Mrs. Pretlow, Mr. Watson,
Mr. Rust, Dr. Armstrong (Staff Liaison Officer)

Others in Attendance: Mrs. Davidson, Mrs. Graeber, Dr. Greenwood, Mrs.
Holland, Mrs. Overstreet, Dr. Rothermel, Dr. Pleasants (11/5/82)

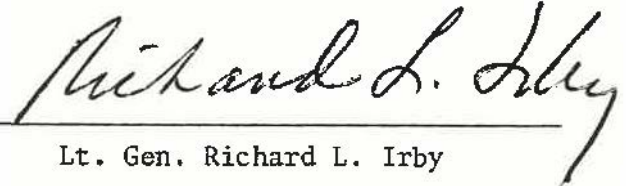
Information Items:

1. The committee discussed the auxiliary enterprises and the auxiliary reserve fund. The committee requested the College to prepare reports on the financial projections for auxiliary operations during the summer and on the projected amount of the auxiliary reserve at the end of this year.
2. The committee discussed the Internal Audit Survey for Longwood College. This is a recommended plan for the auditing process at the College. The plan will be considered further for possible future action.
3. Dr. Armstrong presented an update on the status of the Executive Agreement. The proposed agreement has been sent by Secretary Casteen to Governor Robb.
4. The committee was briefed on the status of the 5% General Fund reduction.
5. The committee received the 1981-82 Financial Statements (attached to agenda).

Action Items:

1. The committee considered the proposed Summer Session Fees for 1983 (attached) and recommends their adoption. Therefore, I move that the Board approve the Summer Session Fees for 1983 as detailed on the attached schedule.
2. The committee considered the proposed modification of the Contracting Policy Statement contained in the Board Report on page 29 and recommends its adoption. Therefore, I move the adoption of the proposed modification of the Contracting Policy Statement as stated on page 29 of the Board Report of November 5, 1982.

3. The committee discussed the purchase of computer hardware and software. On behalf of the committee, I move that the College be authorized to obtain bids for financing the purchase of computer hardware and software up to \$400,000 expenditure to be repaid over a period up to five (5) years.


Lt. Gen. Richard L. Irby

OFFICE OF THE VICE-PRESIDENT FOR FINANCE

Endorsement of the following fee schedules, pursuant to paragraph 23-189 of the Code of Virginia, is requested.

PROPOSED SUMMER SESSION FEES - 1983

| <u>Tuition</u> | <u>1983</u> | <u>1982</u> |
|---|----------------------|-------------|
| In-State | \$40 per credit hour | \$35 |
| Out-of-State | \$55 per credit hour | \$50 |
| <u>Application Fee (non-refundable)</u> | \$ 5 | \$ 5 |

Comprehensive and Conferences:

Graduate and Undergraduate Academic Programs

Resident:

| <u>Comprehensive Fee</u> | <u>1983 (Per Week)</u> | | <u>1982</u> |
|--------------------------|-------------------------|-------------------------|--------------------------|
| | <u>Double Occupancy</u> | <u>Single Occupancy</u> | <u>Per Week (Double)</u> |
| Board | \$32.00 | \$32.00 | \$27.00 |
| Room | 37.00 | 47.00 | 32.00 |
| Laundry | 1.00 | 1.00 | 1.00 |
| Health Services | 2.50 | 2.50 | 2.00 |
| Auxiliary Service Fee | 2.50 | 2.50 | 2.00 |
| | <u>\$75.00</u> | <u>\$85.00</u> | <u>\$65.00</u> |

Non-Resident

| <u>Auxiliary Service Fee:</u> | <u>(Per Session)</u> |
|-------------------------------|----------------------|
| Student Union | \$ 5.00 |
| Activity Fee | 3.00 |
| Construction Fee | 3.00 |
| Reserve | 1.50 |
| | <u>\$12.50</u> |

Students who fail to register before the first class meeting will be charged a fee of \$5. A refund of all but one hour's tuition and a pro-rata amount of the comprehensive fee may be obtained if withdrawal from a class occurs within the add/drop period of that session. Withdrawals after the first week of classes will require forfeit of the entire tuition charge. A pro-rata amount of the comprehensive fee will be refunded.

Conferences

| | <u>Double Occupancy</u> | <u>Single Occupancy</u> |
|--|-------------------------|-------------------------|
| Board (Per Day, Per Person) | \$ 9.00 | \$ 9.00 |
| Room (Per day, Per Person) | 8.00 (Air cond.) | 11.00 |
| | 6.75 (Non-Air cond.) | 9.75 |
| *Conference Fee (Per Person Per Conference) | 3.00 | 3.00 |

*To be charged to those organizations requesting the utilization of Longwood's audio visual materials, Jarman Auditorium, Lancer Hall, and other facilities

REPORT OF THE AUDIT COMMITTEE OF THE
LONGWOOD COLLEGE BOARD OF VISITORS

8:00 a.m., November 4, 1982

Board Room

Members present: General Irby, Chair
Mrs. Pretlow
Mr. Watson
Mr. Rust, ex-officio

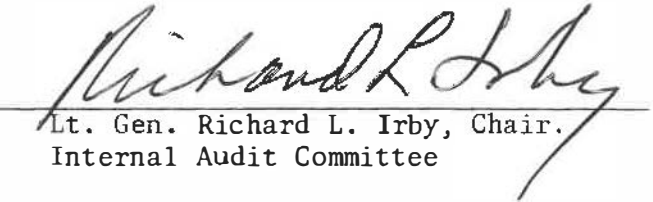
Others present: Mrs. Davidson
Ms. Graeber
Mrs. Overstreet
Dr. Greenwood, President
Dr. Armstrong, Staff Liaison Officer
Mr. Martin, Staff Liaison Officer

Section I. Information:

1. The Audit Committee received copies of the Auditor of Public Accounts' management letters for the fiscal year ended June 30, 1981 and the College's response to those letters.
2. Mr. Martin distributed copies of a suggested three-year audit plan for discussion. The finalized plan is to be presented at the next Board meeting for approval.
3. Mr. Martin distributed copies of his work report dated October 28, 1982.

Section II. Action:

None required.


Lt. Gen. Richard L. Irby, Chair.
Internal Audit Committee

Appendix E - November 5, 1982

REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE OF THE
LONGWOOD COLLEGE BOARD OF VISITORS

9:15 a.m., November 5, 1982

Board Room

Members present: Mrs. Overstreet, Chair
Mrs. Davidson
Mr. Watson
Mr. Rust, ex-officio

Others Present: Ms. Graeber
Mrs. Holland
Dr. Pleasants
Mrs. Pretlow
Dr. Greenwood
Dr. Armstrong
Mr. Hill
Dr. Rothermel
General Irby

Section I. Information. The Buildings and Grounds Committee discussed capital outlay projects currently being considered for the 1984-86 budget proposal of the College. The Board of Visitors will be kept informed by the Committee of its activities. The attached list describes some of the projects being considered, although additional may be discussed. It is anticipated that the Board will be asked, at its February meeting, to approve a specific list of capital outlay projects.

The Buildings and Grounds Committee also received information that Longwood College had been awarded \$160,000 for the removal of asbestos and that the Cunningham Hall project should be bid in December.

The Committee also discussed briefly the Master Plan of the College as reflected in the 1978 site plan.

Section II. Action.

Motion: Move that the Board of Visitors reaffirm the Master Plan of the College as described in the 1978 site plan.


Harriette S. Overstreet, Chair
Buildings and Grounds Committee

| <u>FAIS #</u> | <u>BUILDING</u> | <u>TYPE OF CONSTRUCTION</u> | <u>COST</u> |
|---------------|--|------------------------------------|-------------|
| 0001 | Grainger | Roof & gutter work | \$ 77,515 |
| 0031 | South Ruffner | Roof & cornice work | 90,285 |
| 0032 | Power Plant | Roof replacement | 54,060 |
| 0059 | Wynne (Continuing Ed. & Social Work Dept.) | Roof repair | 6,660 |
| 0057 | Wygol (Music Building) | Roof repair | 1,822 |
| 0023 | Jarman (Auditorium) | Flashing repair | 1,000 |
| 0047 | Stevens (Science) | Repair temporary roof | 7,500 |
| 0001 | Grainger | Floor, ceiling & electrical repair | 123,970 |
| 0056 | Bedford | Overhaul air-conditioning unit | 7,345 |
| | Steam Tunnels | Repair lines | 135,287 |
| 0064 | Lancer | Add return air ducts | 1,200 |
| 0025 | Library | Replace cooling tower | 12,450 |
| 0023 | Jarman (Auditorium) | Replace cooling tower | 13,000 |
| 0017 | Hiner | Add three electrical panels | 4,063 |
| 0025 | Library | Replace basement floor tile | 5,540 |
| 0017 | Hiner | Replace stair tread & vinyl floors | 21,750 |
| 0031 | Ruffner | Replace stair tread & vinyl floors | |
| 0047 | Stevens (Science) | Overhaul air-conditioning units | 2,400 |
| 0023 | Jarman (Auditorium) | Overhaul air-conditioning units | 1,500 |
| 0031 | Ruffner Basement | Repair waterproofing | 3,500 |
| 0039 | Stevens (Science) | Replace door hardware | 1,200 |
| 0030 | Barlow Building | Increase electrical service | 4,500 |
| 0023 | Jarman (Auditorium) | Dimmer switch panel board | 25,500 |
| 0023 | Jarman (Auditorium) | Replace stage floor | 16,660 |
| 36 | Ruffner | Repair bases of columns | 750 |

| <u>FAIS #</u> | <u>BUILDING</u> | <u>TYPE OF CONSTRUCTION</u> | <u>COST</u> |
|---------------|-----------------|---|-------------|
| 0025 | Library | Replace fan coil units on ground floor | \$ 14,470 |

Total construction - \$ 598,140

A & E - 35,787

Grand total - \$ 633,927

Report of the Student Liaison Committee
of the Longwood College Board of Visitors

November 5, 1982, 7:30 a.m. in the Prince Edward Room

Members present: Mrs. Pretlow, Chair
Mr. Todd Basham
Ms. Vicki Beasley
Mr. Ross Conner
Mr. Marty Criner
Mr. Carl Ellis
Ms. Suzanne Frailie
Mrs. Holland
Ms. Mable, Staff Liaison
Mr. Steve Meyers
Dr. Pleasants
Ms. Cherie Stevens
Ms. Lynda Whitley
Ms. Becky Young

Others present: Ms. Davidson
Ms. Graeber
Dr. Greenwood
Dr. Haltzel
Ms. Holland
Ms. Overstreet
Dr. Rothermel
Mr. Rust
Ms. Swackhammer
Mr. Watson

Information:

Student Affairs items for information are reported in the "Report of the President to the Board of Visitors," pages 12 - 21. Persons responsible for program and service areas reported their present goals, general accomplishments, and described some of their perceptions of student life.

Student Liaison Committee Meeting

The following items were discussed by members of the Student Liaison Committee and are presented to the Board for information purposes:

- a. Students presented some of their concerns with academics. Generally, these included the academic advising program which is a major problem, the requirement for late (all night) evening study space, and library hours. Dr. Haltzel discussed the ways in which these matters are being addressed in accordance with the student interests and desires. Immediate solutions will occur for study space and library hours.


- b. Becky Young, Residence Life Chair, reported on the increased interest and activity with the Residence Hall Councils, especially with the addition of an activity fee for programs. During one of the spring Board Meetings, an evaluation of residence life and regulations will be presented, and there may be requests for some changes in regulations.
- c. Ross Conner presented concerns about the "no drinking" policy in fraternity chapter rooms. The Greek life opportunities are being enhanced and reviewed, and I.F.C. and Panhellenic will be working on increased student responsibility, with the support and involvement of Longwood staff.
- d. Lisa Swackhammer reported on the Alcohol Awareness Week programs, and the interest and care demonstrated by students.
- e. Steve Meyers passed out a report prepared by the Student Ad Hoc Committee that proposes a "Student Leadership Retreat" in early January. The purpose of the retreat will be to educate student leaders of Longwood College in the fundamentals of leadership.

Announcement

Phyllis Mable, Longwood's Vice President for Student Affairs, received the Mel Hardee Award for outstanding service to student personnel work. This award was given by the Southern Association for College Student Affairs on November 4, 1982.

Action

Propose that the Board pass a resolution to commend the Student Government Association's effort with the Commonwealth's Alcohol Awareness Week . . . especially the student leadership, Mrs. Anderson, and Dr. Ogrosky.


Betty Pretlow, Chair
Student Liaison Committee of the
Longwood College Board of Visitors