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Meeting Agendas and Minutes

Board of Visitors

2-3-1984

1984-02-03 Minutes and Appendices

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LONGWOOD COLLEGE BOARD OF VISITORS

Minutes of Meeting

February ~~16~~³, 1984

The Board of Visitors of Longwood College met on Friday, February 3, 1984, on the College campus, beginning at 8:45 a.m. The following members were present:

Dr. Harold W. Conley
Ms. Kathy Graeber
Lt. General Richard L. Irby
Mr. Charles E. Perry
Dr. Grace Pleasants
Mrs. Joshua Pretlow
Mr. Thomas D. Rust
Dr. W. T. Thompson, Jr.
Mr. Hunter R. Watson
Lt. General Samuel V. Wilson

Board member absent:

Mrs. Mary Burton Holland

The following College officials were also in attendance: Dr. Janet D. Greenwood, President; Dr. Verna L. Armstrong, Vice President for Business Affairs; Dr. Michael Haltzel, Vice President for Academic Affairs; Mr. Donald Lemish, Vice President for Institutional Advancement; Ms. Phyllis Mable, Vice President for Student Affairs; Mr. Donald Winkler, Executive Director of Public Affairs and Publications; Dr. Robert Webber, Faculty Representative to Sit with the Board of Visitors; Mr. Randy Chittum, Student Representative to Sit with the Board of Visitors. Present also was Mr. Robert Barry, of the Office of the Attorney General of Virginia.

The Rector, Mr. Rust, presided. He recognized Dr. Webber, Mr. Chittum, and Mr. Barry.

Executive Session. Mr. Rust noted that there was a need to go into executive session and asked for the appropriate motion. On motion made by Mr. Perry, and seconded by Dr. Conley, the Board went into executive session to discuss personnel matters in accordance with Section 2.1-344(a)(1) of the Code of Virginia.

Open Session. The Board returned to open session at approximately 10:40 a.m.

Informational Reports:

1. Academic Affairs Committee:

Dr. Conley, Committee Chair, gave the following report of the Academic Affairs Committee meeting on February 2, 1984. (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - February 3, 1984.)

- a. SACS Reaccreditation. Longwood College was reaccredited by SACS in December for the ten-year period 1983-1993.

The recommendations as itemized in 1.a (Report of the President to the Board of Visitors*) have already been acted upon by the Board of Visitors or will require future action.

- b. Faculty Achievement Awards. A committee as listed in 1.b.1) on page 1.a.(1) (Report of the President to the Board of Visitors) was appointed this fall to recommend recipients of Faculty Achievement Awards during 1983-84. Dr. Bette Harris, who is on a teaching assignment in Finland, has been replaced on the Committee by Dr. Edward Smith.
 - c. Academic Program Review Process. The process of program review begins with the Committee on the Allocation of Academic Resources and moves in the stages outlined in 1.2) page 1.a(2) (Report of the President to the Board of Visitors).
 - d. Governance. As a result of the deliberations of the Committee on Committees and other groups on campus, involving faculty, students and administrators, the administration hopes to have a recommendation to present to the Board on governance in April 1984.
 - e. Access to Student Records. As a result of the deliberations of the Committee on Access to Student Records the administration hopes to have a report for the Board at its April 1984 meeting.
2. Student Affairs Committee:

The following report of the Student Affairs Committee meeting held on February 2, 1984, was given by the Committee Chair, Mrs. Pretlow: (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - February 3, 1984.)

- a. Review of Admissions Services. On February 6 and 7, Dr. Ernest Leach, Vice President for Academic Affairs, Triton College, will be here doing a review of Admissions services. Dr. Leach is a member of the Student Affairs Advisory Council and has done considerable work with college admissions--marketing and recruiting.
- b. Reports of Student Affairs Work Groups. Student Affairs planning is progressing appropriately.
 - (1) Leadership. A successful conference for approximately one hundred students and twenty faculty advisers was held on January 26 (enthusiastic response). New Student Government Association officers participated in a weekend leadership education program on January 27, 28, 29. Student Affairs staff members are teaching a leadership course--it is part of education and psychology.

*A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - February 3, 1984.

- (2) Leisure. A survey has been completed relevant to students' use of leisure time--how they currently use it and their preferences for future use (the survey was done with students and faculty). Interest committees will be formed to organize events, programs, and projects that match students, faculty, and staff with similar interests. The Alcohol Education Committee (part of leisure) is ready to carry out the VARY Program (Values, Alcohol, Responsibility and You) to be utilized as a referral process with the judicial system. There will also be an Alcohol Assistance Program (Thursday, Friday, and Saturday nights); students will assist other students who have consumed too much alcohol.
- (3) Residence Halls. Plans for fall will emphasize community development workshops with freshman floors, involvement of faculty, and special interest floors--emphasis will be placed on improved study and recreational space (facilities).
- (4) Communications. Communication with new students (freshmen and transfers) will be coordinated and will tell the Longwood story in purposeful and logical ways.
- (5) Placement Report. Board members have the report. The executive summary provides much information. The 1983 graduating class has a total of 89.4% placement record. This is a 4.6% higher placement than that of the 1982 class (84.8%).
- (6) Student Government Association Officers. The SGA 10 points for 1984 were distributed by Randy Chittum, SGA President.

3. Business Affairs Committee:

Dr. Pleasants, Chair of the Business Affairs Committee, reported as follows on the meeting of the Committee held on February 2, 1984: (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix D - February 3, 1984.)

Dr. Armstrong:

- a. Gave a review of revenue projections, budget, and expenditures-to-date (December 31, 1983). Explanation of Sales and Services of E & G activities was given as amounts received from Regional Audio Visual Services, etc.
- b. Presented an update on Legislative activities regarding budget. Longwood College's needs in addition to the Governor's Budget, 1984-86 were explained by Dr.

Armstrong as follows: 1) funds needed to continue operations at same level as 1982-84, 2) restoration of seven positions, 3) additional funds for faculty salaries, 4) addition to the budget for improvement of teacher education, 5) additional funds to improve effectiveness of college operations including maintenance of facilities and seed money to increase private fund support, and capital outlay projects needed for Longwood College in 1984-86. A House Bill has been offered to the General Assembly to amend and reenact the Code of Virginia relating to requiring two alumni to be on the Board of Visitors of Longwood College.

- c. Presented a schedule of review of policies within Business Affairs.

4. Advancement Committee:

The following report was given by Mr. Rust, Committee Chair, of the Institutional Advancement Committee meeting held on February 3, 1984: (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix E - February 3, 1984.)

- a. Reviewed the following actions taken by the Longwood College Foundation, Incorporated, Board of Directors at its November 12, 1983, meeting:
 - (1) Approved the annual Financial Report.
 - (2) Approved Executive Committee action to NOT accept unitrust offer from Sarah Francis Blakely Adams.
 - (3) Accepted appointment by President Dixon of John Smyth to the Advancement Committee replacing Lewis Goode, Jr.
 - (4) Approved motion to give Foundation Finance Committee authority to review a proposal from the College for the Foundation to loan a maximum of \$40,000 to the College for the purchase of mail labeling and stuffing equipment.
 - (5) Approved an addition to the 1983-84 operating budget of \$6,250 for the Longwood History Project (\$5,000 salary stipend to Mr. Couture, \$1,000 indexing to Mrs. Couture, \$250 photography to Carolyn Wells). The Foundation has provided a total of \$12,250 for the Project plus approximately \$1,000 of additional expenses for travel and copying paid by the Institutional Advancement Office's budget from the Foundation.

- (6) The next meeting of the Foundation Board of Directors will be at 10 a.m., Friday, June 29, 1984.
- b. Reviewed and discussed nominations for additional appointments to Departmental Advisory Committees.
 - c. Received report of the Vice President of Institutional Advancement concerning the review of Board policies relative to the area of Institutional Advancement. The Policy and Guidelines on Fund Raising, passed by the Board of Visitors, November, 1982, represents the Board policies and remains complete and appropriate at this date.
 - d. Mr. Lemish distributed a "1983 Calendar Year Report of Private Gifts". (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix F - February 3, 1984.)

In addition to the report given by Mr. Rust, Mr. Lemish noted that alumni support in 1983 went over \$100,000 for the first time. A total of 33.49% of the alumni solicited made contributions.

Mr. Lemish announced that the Rector of the Board of Visitors had recently created a fully endowed scholarship for teacher education majors, in the centennial year of teacher education at Longwood, in memory of his mother and in honor of his aunt, both Longwood alumni.

Appointment of Nominating Committee. The following persons were appointed by the Rector to serve on the Nominating Committee: Mrs. Pretlow, Chair; Dr. Pleasants; General Wilson. The Committee was asked to submit to the Board, at its next meeting in early April, nominees for the offices of Rector, Vice Rector, Secretary, and At-large Member of the Executive Committee. Mr. Rust noted that those serving on the committee were not precluded from holding offices.

Action Items:

1. Minutes of November 11, 1983, Meeting:

On motion made by Ms. Graeber, and seconded by General Irby, the minutes of the November 11, 1983, meeting of the Board were approved as distributed.

2. Academic Affairs Committee:

a. Revised Statement of Institutional Purpose:

It was noted that the current Statement of Institutional Purpose was adopted by the Board of Visitors on November 6, 1980. The revised statement currently being offered for

adoption was developed jointly by the Office of Academic Affairs and Professor Sprague and members of her committee. It represents a significant updating of Longwood's activities and mission.

The members of the Board, on motion made by Dr. Conley, and seconded by Mr. Perry, adopted the revised Statement of Institutional Purpose. (A copy of this statement is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix G - February 3, 1984.)

b. Clarifying Resolution Regarding General Merit:

On motion made by Dr. Conley, and seconded by Dr. Thompson, the Board approved the adoption of the following clarifying resolution regarding recognition of general merit in the faculty:

RESOLVED: The cooperative effort of Board, Faculty, and Administration in joint committee will be accomplished by the appointment of a committee of the teaching faculty members and the Dean of the Faculty, which shall recommend a plan for recognition of general merit in the faculty to the Vice President for Academic Affairs, who will make a recommendation to the President, who will then make a recommendation to the Board of Visitors.

c. Faculty Exchange Assignment:

The members of the Board, on motion made by Dr. Conley, and seconded by Ms. Graeber, endorsed the faculty exchange assignment of Professor Bette Harris at the University of Jyväskylä for the spring 1984 term. The exchange is in connection with the two-way USIA Partnership Agreement.

d. Personnel Actions:

On motion made by Dr. Conley and seconded by Dr. Pleasants, the Board approved the personnel actions on Pages 2b(1-3) of the "Confidential Personnel Recommendations of the President to the Board of Visitors". (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix H- February 3, 1984.) These actions include full-time faculty appointments, salary adjustments for full-time faculty, adjunct faculty, and continuing education personnel.

e. Policy Concerning Delegation of Certain Appointment and Salary Decisions:

The members of the Board, on motion made by Dr. Conley, and seconded by Mr. Perry, approved the following statement concerning the delegation of certain appointment and salary decisions:

That the Vice President for Academic Affairs prepare for the Board's consideration a policy concerning the delegation of certain appointment and salary decisions from the Board to the Administration. Such proposal to be prepared and brought back to the Board at its next meeting.

f. Summer Bridge Program Grades:

On motion made by Dr. Conley, and seconded by Dr. Thompson, the Board approved the following recommendation regarding the 1983 Summer Bridge Program Grades:

That the students in the 1983 Summer Bridge Program who had a grade not recorded for a course they had taken be given an irrevocable option, after consultation with the Assistant Dean for Student Academic Standing, of having that grade count in their grade point average. This action is based on certain extraordinary circumstances pertaining to the 1983 Summer Bridge Program and does not constitute a general policy of the Board.

g. Faculty Salaries:

Dr. Thompson stated:

The Board of Visitors has been troubled for many years by the level of salaries of the faculty, therefore, to reemphasize this concern, I move that the Board of Visitors go on record as supporting the administration's position of raising the salaries of the faculty of Longwood College to benchmark level; and that the Board members, individually and collectively, do whatever we can to assist the President and staff in this effort.

Dr. Thompson's motion was seconded by Mr. Perry, who stated that he would like to add that the resolution be transmitted to the appropriate legislative delegation and submitted to appropriate governmental agencies as an expression of the Board's feelings. This action was approved by the members of the Board.

3. Student Affairs Committee:

a. Existing Policies:

On motion made by Mrs. Pretlow, and seconded by Dr. Pleasants, the Board endorsed the following existing policies pertaining to student affairs: (Copies of these policies are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendices I, J, K, L, M, N - February 3, 1984.)

"Academic Standards", Office of Financial Aid
 "Performance Scholarships", Office of Financial Aid
 "Work Study", Office of Financial Aid
 "Campus Police Department"
 "Joint Statement of Rights and Freedoms of Students"
 "Statement on Sexual Harassment"

b. Word Clarification of Existing Policies:

The members of the Board, on motion made by Mrs. Pretlow, and seconded by Dr. Pleasants, endorsed the proposed word clarifications of the following existing policies: (Copies of these policies are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendices O,P,Q,R, S,T,U,V,W - February 3, 1984.)

"Admission Standard", Office of Admissions
 "Cancellation of Scholarship Debt", Office of Financial Aid
 "Academic Year Residence Hall Room Agreement", Housing and Residence Education
 "Residence Hall Obligation", Housing and Residence Education
 "Rent Reductions in Overassigned Rooms", Housing and Residence Education
 "Residence Hall Damage Deposit", Housing and Residence Education
 "Residence Hall Group Damage", Housing and Residence Education
 "Arrested Students", Campus Police
 (The word clarification should read: The Vice President for Student Affairs or designated representative may immediately suspend a student whose continued presence on campus represents a danger to self or others as evidenced by illegal acts, by an arrest by campus police or civil authorities, or by severe mental/emotional disorders. Following suspension, the student will be accorded a hearing as required by guidelines established in the Honor Code process.)
 "Student Appeals"

The "Statement of Rights and Responsibilities" was held until the April meeting for complete proposal of student conduct policies.

c. Rescind Existing Policies:

On motion made by Mrs. Pretlow, and seconded by Dr. Conley, the Board rescinded the following existing policies: (Copies of these policies are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendices X,Y,Z,Aa, Bb,Cc - February 3, 1984.)

"Loss of Financial Aid Through Withdrawal",
 Office of Financial Aid
 "Academic Eligibility for Financial Assistance",
 Office of Financial Aid
 "Statement on Student Life"
 "Visitation in Residence Halls"
 "The Student Liaison Committee of the Board of
 Visitors"
 "Student Liaison Committee - Student Membership"

d. Revisions of Existing Policies:

The members of the Board, on motion made by Mrs. Pretlow, and seconded by Mr. Perry, endorsed substantive revisions of the following existing policies: (Copies of these policies are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendices Dd, Ee, Ff - February 3, 1984.)

"Students' Grievance Procedures for Allegations of Discrimination"
 "Possession and Consumption of Alcoholic Beverages"
 "Residence Hall Open House Policy"
 (Of the two options presented, Option #1, which reads as follows, was approved: "The Vice President for Student Affairs will determine the maximum hours for visitation by members of the opposite sex in Longwood residence halls. Visitation at any approved time is contingent upon considerate and responsible conduct on the part of both host/hostess and guest, and is subject to veto by roommate. The rights and preferences of roommates and suitemates take precedence over those of guests of the host/hostess in relation to the guest.")

4. Business Affairs Committee:

a. Policies on Student Accounts:

On motion made by Dr. Pleasants, and seconded by Mr. Perry, the Board approved, without change, the following policies: (Copies of these policies are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix Gg and Appendix Hh - February 3, 1984.)

Collection of Student Accounts
 Student Tuition and Fees Payment Plans

b. Personnel Appointment:

The members of the Board, on motion made by Dr. Pleasants, and seconded by Mr. Watson, approved the personnel recommendation included on Page 2.b(1) of the Confidential Report.

c. Tuition and Fees for 1984-85 Summer Session:

On motion made by Dr. Pleasants, and seconded by Mr. Watson, the Board members approved the tuition and fees for the Summer Session and Conference Activities for 1984-85 as submitted, with the correction of the out-of-state undergraduate tuition to \$70 per credit hour. (A copy of the corrected schedule is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix Ii - February 3, 1984.)

d. Affirmative Action Plan:

The members of the Board, on motion made by Dr. Pleasants, and seconded by General Irby, approved the Affirmative Action Plan as written. A narrative assessment of the entire program will be given on an annual basis. (A copy of this plan is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix Jj - February 3, 1984.)

e. Equal Opportunity and Civil Rights Policy:

On motion made by Dr. Pleasants, and seconded by Mr. Watson, the Board approved the Equal Opportunity and Civil Rights Policy as presented. (A copy of this policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix Kk - February 3, 1984.)

f. Establishment of Special Longwood House Committee:

The members of the Board, on motion made by Dr. Pleasants, and seconded by Mrs. Pretlow, approved the establishment of a special Longwood House Committee as follows:

Since Longwood House has been placed on the Virginia Landmarks Register, a special committee shall be established to oversee the refurbishing of the first and third floors of Longwood House. The committee's goal will be to refurbish the house in the style appropriate to the 1820-1840 time period. The committee shall develop a proposed budget for this effort and submit for approval to the appropriate college officer for review and implementation. The target date for completion of the first floor project will be the Spring of 1989. The members of the committee will be determined by and shall report to the President of the College.

Dr. Thompson stated he hoped during the refurbishing of the House the Committee would be as understanding and as compassionate as possible in its endeavors, remembering that it is a "home" and that it would not want to go back to the time period of the house in all respects.

g. Bond Resolution - North Cunningham Renovation:

On motion made by Dr. Pleasants, and seconded by Mr. Watson, the Board approved the bond resolution regarding the renovation of North Cunningham. (A copy of this resolution is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix L1 - February 3, 1984.)

5. Institutional Advancement Committee:

a. Recommendations to the Longwood College Foundation, Incorporated:

The members of the Board, on motion made by Mr. Rust, and seconded by General Wilson, approved the following recommendations to the Longwood College Foundation, Incorporated, in order to bring its articles and bylaws in closer concurrence with the "Summary of Responses Regarding Foundations Supporting Public Institutions of Higher Education and Recommendations of the Attorney General" and the Thompson and Pendel Study:

- (1) The Longwood College Foundation, Incorporated, amend its bylaws to provide that the chairperson of the Board of Visitors Advancement Committee be an ex-officio member, without voting rights, of the Board of Directors of the Longwood College Foundation, Incorporated.
- (2) The Longwood College Foundation amend its bylaws to provide that the President and Vice President for Institutional Advancement of the College shall be ex-officio directors of the Foundation without voting rights.
- (3) The Longwood College Foundation, Incorporated, amend its by-laws to provide that the Vice President for Business Affairs of the College be an ex-officio director, without voting rights, of the Foundation.
- (4) Although not specifically related to the Attorney General Recommendations, the Longwood College Foundation, Incorporated, amend its bylaws to provide that the President of the Longwood College Alumni Association, Incorporated, be an ex-officio director of the Longwood College Foundation, Incorporated, with full voting rights.

b. Advertising from Private Enterprise:

The Advancement Committee tabled the recommendation to approve the use of advertising from private enterprise in accordance with NCAA guidelines on advertising and acceptable television advertising until the April meeting of the Board.

6. Executive Committee:

On motion made by Mr. Rust, and seconded by Mr. Watson, the following recommendations of the Executive Committee were approved by the Board:

- a. The policies and procedures of the College as amended.
(A copy of the policies and procedures is filed with "Addenda to Minutes of Meetings of the Board of Visitors" - Appendix Mm - February 3, 1984.)
- b. The President be directed to obtain information from other public institutions in Virginia pertaining to distribution of materials for the Board of Visitors' meetings in advance and to develop Board policy accordingly.
- c. The President be directed to communicate to the Organization of the Teaching Faculty appreciation for its resolution regarding the employment of spouses and note that the Conflict of Interest law effective July 1, 1983, has resolved this matter.

Executive Session. The following actions taken by the Board in executive session were presented for consideration in open session:

1. President's Salary Supplement:

The Board of Visitors of Longwood College, in executive session on February 2, 1984, has taken the following action. Upon review of the President's performance and with due regard to merit increases already awarded to other top administrators, and a state funded increase to the general faculty which were not awarded to the President, the Board has voted to request the Longwood College Foundation, Incorporated, to supplement the President's salary by \$4,286.00 from private funds.

The members of the Board, on motion made by Mr. Rust, and seconded by Mr. Perry, approved the above. (Ms. Graeber voted "no".)

2. Additional Funds for Faculty Achievement Awards:

The Board of Visitors recommends the requesting of the Longwood College Foundation, Incorporated, to make every effort to supplement achievement awards for faculty members with additional private funds.

On motion made by Mr. Rust, and seconded by General Wilson, the Board approved the above.

Adjournment. On motion made by Mr. Perry, and seconded by Mr. Watson, the meeting was adjourned at approximately 11:25 a.m. Mr. Rust indicated that the Board members would go immediately to tour the language laboratory in Grainger and would then return to the Board Room where discussion would be continued, in open session, from the previous day.

Secretary

Minutes approved by the Secretary of the Board of Visitors.

Appendix A - February 3, 1984

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE TO THE LONGWOOD COLLEGE BOARD OF VISITORS
February 2, 1984, 2:30 p.m., in the Virginia Room

Members Present: Dr. Conley, Chair
Dr. Thompson
General Wilson
Dr. Haltzel

Others Present: Ms. Graeber
Ms. Holland
Ms. Pretlow
Mr. Barry
Dr. Greenwood
Mr. Watson
Mr. Lemish
Dr. Pleasants
Dr. Conway
Dr. Webber
Faculty Members and Students

1. Information Items

The following information items included on pages 1.a(1) thru 1.a(3) were discussed during the meeting of the Academic Affairs Committee:

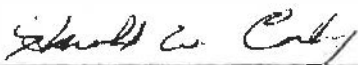
SACS Reaccreditation: Longwood College was reaccredited by SACS in December for the ten year period 1983-1993. The recommendations as itemized in 1.a. have already been acted upon by the Board of Visitors or will require future action.

Faculty Achievement Awards: A committee as listed in 1.b.1) on page 1.a.(1) was appointed this fall to recommend recipients of Faculty Achievement Awards during 1983-84. Dr. Bette Harris, who is currently on a teaching assignment in Finland, has been replaced on the Committee by Dr. Edward Smith.

Academic Program Review Process: The process of program review begins with the Committee on the Allocation of Academic Resources and moves in the stages outlined in 1.2) page 1.a(2).

Governance: As a result of the deliberations of the Committee on Committees and other groups on campus, involving faculty, students and administrators, the administration hopes to have a recommendation to present to the Board on governance in April 1984. Page 1.a(2)

Access to Student Records: As a result of the deliberations of the Committee on Access to Student Records the administration hopes to have a report for the Board at its April 1984 meeting. Pages 1.a(2-3).



Dr. Harold W. Conley, Chair
Academic Affairs Committee to the
Longwood College Board of Visitors

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE TO THE LONGWOOD COLLEGE BOARD OF VISITORS
February 2, 1984, 2:30 p.m., in the Virginia Room

Members Present: Dr. Conley, Chair
Dr. Thompson
General Wilson
Dr. Hultzel

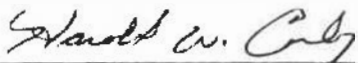
Others Present: Ms. Graeber
Ms. Holland
Ms. Pretlow
Mr. Barry
Dr. Greenwood
Mr. Watson
Mr. Lemish
Dr. Pleasants
Dr. Conway
Dr. Webber
Faculty Members and Students

2. Action Items

- a. On behalf of the Committee, I move that the Board of Visitors formally adopt the revised Statement of Institutional Purpose. (Page 2.a(1))

The current Statement of Institutional Purpose was adopted by the Board of Visitors on November 6, 1980. The revised statement currently being offered for adoption was developed jointly by the Office of Academic Affairs and Professor Sprague and members of her committee. It represents a significant updating of Longwood's activities and mission.

- c. The Academic Affairs Committee recommends the adoption of the resolution clarifying the cooperative effort of administration, faculty and Board in joint committee with regard to recognition of general merit in the faculty.
- c. On behalf of the Committee, I move that the Board of Visitors endorse the faculty exchange assignment of Professor Bette Harris at the University of Jyväskylä for the spring 1984 term. The exchange is in connection with our two-way USIA Partnership Agreement.



Dr. Harold W. Conley, Chair
Academic Affairs Committee to the
Longwood College Board of Visitors

Appendix B - February 3, 1984

CONFIDENTIAL

LONGWOOD COLLEGE

Farmville, VA 23901

Report of the President

to the

Board of Visitors

February 3, 1984

Agenda

Board of Visitors' Meeting

February 2-3, 1984

Thursday, February 2, 1984:

- 12 noon - 1 p.m.: Luncheon - Board Room
- 1 p.m. - 2:30 p.m.: Advancement Committee - President's Office
Mr. Rust, Chair; Mr. Andrews; Mr. Dixon; Mr. Perry;
Mr. Smyth; Dr. Thompson; Dr. Greenwood; Mr. Lemish
- Student Affairs Committee - Board Room
Mrs. Pretlow, Chair; Ms. Graeber; Mrs. Holland
(Ms. Mable)
- 2:30 p.m. - 4 p.m.: Academic Affairs Committee - Board Room
Dr. Conley, Chair; Dr. Thompson; General Wilson
(Dr. Haltzel)
- Business Affairs Committee - Internal Audit Committee -
President's Office
Dr. Pleasants, Chair; General Irby; Mr. Perry
(Dr. Armstrong, Mr. Martin)
- 4 p.m. - 5:30 p.m.: Executive Committee - Board Room
Mr. Rust, Chair; Ms. Graeber; General Irby; Mr. Watson
(Dr. Greenwood)
Executive session (Section 2.1-344(a)(1)(6) of the Code
of Virginia - personnel and legal matters)
- 5:30 p.m.: Visit language laboratory - Grainger
- 6:30 p.m. - 7 p.m.: Social - Home of Mr. and Mrs. Don Lemish, 707 First Avenue
- 7 p.m.: Dinner and program - Home of Mr. and Mrs. Don Lemish

Friday, February 3, 1984:

- 7:30 a.m. - 8:30 a.m.: Stand-up breakfast with College community - Prince Edward
Room
- 8:45 a.m. - 11 a.m.: Public meeting of the Board of Visitors -
Virginia Room
- 12 noon - 1 p.m.: Luncheon - Board Room

Agenda

Meeting of the Board of Visitors

8:45 a.m. - 11 a.m., February 3, 1984

Virginia Room

1. Call to order
2. Informational reports:
 - a. Academic Affairs Committee - Dr. Conley
 - b. Student Affairs Committee - Mrs. Pretlow
 - c. Business Affairs Committee - Dr. Pleasants
 - d. Institutional Advancement Committee - Mr. Rust
 - e. Executive Committee - Mr. Rust
3. Items requiring action:
 - a. Consideration of minutes of preceding meeting
 - b. Academic Affairs Committee - Dr. Conley
 - c. Student Affairs Committee - Mrs. Pretlow
 - d. Business Affairs Committee - Dr. Pleasants
 - e. Institutional Advancement Committee - Mr. Rust
 - f. Executive Committee - Mr. Rust
4. Adjournment

LONGWOOD COLLEGE BOARD OF VISITORS

Minutes of Meeting

November 11, 1983

The Board of Visitors of Longwood College met on November 11, 1983, on the College campus, beginning at 10 a.m. The following members of the Board were present:

Dr. Harold W. Conley
Ms. Kathleen Graeber
Mrs. Mary Burton Holland
Lt. General Richard L. Irby
Dr. Grace M. Pleasants
Mrs. Joshua Pretlow
Mr. Thomas D. Rust
Mr. Hunter R. Watson
Lt. General Samuel V. Wilson

Board members absent:

Mr. Charles E. Perry
Dr. W. T. Thompson, Jr.

Also present were: Dr. Janet D. Greenwood, President; Dr. Verna L. Armstrong, Vice President for Business Affairs; Dr. Michael H. Haltzel, Vice President for Academic Affairs; Mr. Donald L. Lemish, Vice President for Institutional Advancement; Ms. Phyllis Mable, Vice President for Student Affairs; Dr. Ray Rothermel, Executive Assistant to the President; Mr. Donald Winkler, Executive Director of Public Affairs and Publications; Dr. Robert P. Webber, Faculty Representative to Sit with the Board of Visitors; Ms. Trisha Boyle, Student Representative to Sit with the Board of Visitors.

The Rector, Mr. Rust, presided. He noted that all Board members were present except Mr. Perry and Dr. Thompson. However, Mr. Perry was present Wednesday evening and all day Thursday and had participated in all meetings during that time. Dr. Thompson was absent because he was traveling.

Mr. Rust welcomed Dr. Webber and Ms. Boyle and noted that this would be the last meeting for Ms. Boyle, since her term of office as student government association president would end in December.

Informational Reports:

1. Academic Affairs Committee. The Committee Chair, Dr. Conley, noted the following items from the Committee's meeting on November 10, 1983. (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - November 11, 1983.)

-Those information items included on pages 2.a(1-7)* were discussed during the meeting of the Academic Affairs

*"Report of the President to the Board of Visitors". A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - November 11, 1983.

Committee. During discussion of the Report of the Committee on Committees a motion was made which is included in the action items.

-Dr. Webber requested that under Information Items on the February agenda we include as item f. Faculty General Merit Awards.

2. Student Affairs Committee. Mrs. Pretlow, Committee Chair, gave the following report of the Student Affairs Committee meeting held on November 11, 1983. (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 11, 1983.)

-Called attention to information items presented in 2.b of Board of Visitors' materials.*

-Student Affairs is involved with many specific plans for fall 1984 in the following areas: (1) students' use and involvement with leisure time, (2) student leadership experiences and education, (3) continuing orientation efforts with new students as they cope with transitions and involve themselves with the 14 student goals, (4) student needs assessment, (5) new student communications, and (6) policy review.

Mrs. Pretlow noted that they had just come from the meeting of the Student Affairs Committee which was attended by faculty and students as well as Board members. She said she thought the meeting had given the members of the Committee an awareness of the feelings of the students as well as a feeling for some of the things that need continued work.

3. Business Affairs Committee. The Committee Chair, Dr. Pleasants, gave the following report of the Committee's meeting on November 10, 1983. (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 11, 1983.)

-The summary report of Physical Plant activities through 1987 was discussed. Planned projects depend upon funding especially maintenance reserve funds. A great deal of support is being given for these monies. Dr. Armstrong presented information concerning the wood conversion process. She stated this process would cost approximately \$242,000.

-Dr. Armstrong presented the Financial Statement for 1983-84. Mr. Ben Johnson, Budget Director, was introduced to the Board.

-Dr. Armstrong also presented revenue and budget projections for 1983-84. She explained that restricted funds could not be shifted around. The deficit appeared because of the reversion of State general funds. Dr. Armstrong indicated that the College would need supplementation from the Central State Account.

-Dr. Armstrong reviewed information from the Attorney General's Law Conference for Public Higher Education which was held August 25-26, 1983. Dr. Greenwood and several board members attended. A meeting is being arranged for the Attorney General's Office to come on campus December 9 to discuss major items discussed at the conference.

4. Internal Audit Committee. Dr. Pleasants, Committee Chair, reported as follows on the meeting of the Internal Audit Committee on November 10, 1983:*

-The new State Internal Audit Policies and Procedures Manual was presented by Mr. Lawrence Martin, the Internal Auditor.

-The new SIA-CARS Audit Retrieval Manual was presented by Mr. Martin.

5. Advancement Committee. The Committee Chair, Mr. Rust, summarized the meeting of the Advancement Committee on November 10, 1983, as follows. He noted that the Committee was made up not only of members of the Board of Visitors but also representatives from the Foundation Board. (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 11, 1983.)

-The review of the Capital Funds Prospectus will be carried over to the February meeting of the Board of Visitors.

-Mr. Lemish distributed Annual Fund contribution reports for January 1, 1983 through October 31, 1983, and the Annual Fund contribution report for the same period in 1982. Total support for this period was \$839,826.91 with 4,672 donors. (At this point, Mr. Lemish noted that the \$839,826.91 figure included a very large bequest and that the figure for annual support should be \$321,542.73.)

-The Advancement Committee requested President Greenwood and Mr. Lemish present an analysis of the Thompson and Pendel Study at the February 1984, meeting citing the recommendations which deal specifically with the bylaws and organizational structure of the Longwood College Foundation, Inc.

6. Executive Committee. The Committee Chair, Mr. Rust, gave the following summary of the meetings of the Executive Committee that had been held since the July Board meeting:

September 16, 1983

-Discussed the upcoming Advance, including agenda items. Particular emphasis will be given to fund raising and a planning process which will involve faculty, staff, students, and the Board itself.

*(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 11, 1983.)

-Received information pertaining to data being prepared for Board members on such topics as college-wide governance; committee system; admissions, retention, graduation; enrollment; academic programs; athletics; Greek housing.

-Heard a report on the summer session.

October 21, 1983:

-Dean Conway gave a report on curriculum planning and the job market.

-Three members of the Board attended the AGB National Trusteeship Conference in New Orleans, which proved to be a very worthwhile meeting.

-There was a discussion of the on-going study of alumni representation on the Board of Visitors.

Action Items:

1. Minutes of Preceding Meeting of the Board:

The members of the Board, on motion made by Ms. Gracber, and seconded by Mr. Watson, approved the minutes of the July 15, 1983, meeting as distributed.

2. Academic Affairs Committee:

a. Statement of Institutional Purpose:

On motion made by Dr. Conley, and seconded by Mr. Watson, the Board approved the following recommendation pertaining to the Statement of Institutional Purpose:

The Board of Visitors formally request that the President, in consultation with her staff and representatives of the teaching faculty, develop and present to the Board at its February, 1984, meeting a revised Statement of Institutional Purpose to serve as a working document until such time as the College's planning process may make further revisions desirable.

b. Salary Ranges:

The members of the Board, on motion made by Dr. Conley, and seconded by Dr. Pleasants, approved the following salary scale (based on 10-month salaries):

Professors	\$50,000 - \$26,500
Associate Professors	47,000 - 20,500
Assistant Professors	42,000 - 14,500
Instructors	37,000 - 13,500
Lecturers	50,000 - 12,500

c. Personnel Actions:

On motion made by Dr. Conley, and seconded by Dr. Pleasants, the Board approved the personnel actions listed on pages 3.d(2) - 3.d(21) of the Board report.*

d. Report of the Committee on Committees:

The members of the Board, on motion made by Dr. Conley, and seconded by Mrs. Holland, approved the following recommendation of the Academic Affairs Committee:

The Academic Affairs Committee, on motion made by General Wilson, seconded by Mr. Rust, has requested that the President, in consultation with the faculty, other administrators, students, and classified employees, bring to the Board by February 1984 if possible, by April 1984 at the latest, a report that proposes steps to rationalize and streamline the system of governance within the College, including committees.

3. Student Affairs Committee:

On motion made by Mrs. Pretlow, and seconded by Ms. Graeber, the following recommendation pertaining to student development was approved:

- The Board of Visitors endorse Student Development as communicated in Attachment A and support the student goals as a focus for program planning, design, and implementation.
- The Board of Visitors support Student Development (Attachment A) as a policy pertinent to all programs and procedures.
- The Board of Visitors support Student Development as a concept, focus, and direction for programs and procedures.

(A copy of Attachment A is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - November 11, 1983.)

Mrs. Pretlow expressed the Committee's appreciation for all of the work that Ms. Mable has been doing in the student affairs area.

4. Business Affairs Committee:

a. Appointment:

The members of the Board, on motion made by Dr. Pleasants, and seconded by Mr. Watson, approved the appointment of Mr. Richard A. Weibl to the position of Residence Education Coordinator at an annual salary of \$13,000 for the period August 1, 1983 - October 15, 1983. Salary \$2,708.33 for the period; and, effective October 16, 1983 the appointment of Mr. Richard A. Weibl to the position of Acting Director of Housing at an annual salary of \$17,500 (\$12,395.81 for the period from October 16, 1983, to June 30, 1984.)

*"Report of the President to the Board of Visitors". A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - November 11, 1983.

b. Use of Facilities:

On motion made by Dr. Pleasants, and seconded by Dr. Conley, the following resolution regarding the use of facilities was approved:

The Board of Visitors wishes to emphasize its concern that the facilities of Longwood College be used in a maximum effective and efficient manner. The Board directs the College administration to develop and implement procedures to ensure adherence to this policy.

c. Liability Insurance on Board of Visitors:

The members of the Board, on motion made by Dr. Pleasants, and seconded by Mrs. Holland, approved the following statement pertaining to liability insurance:

Since the College is included in the statewide comprehensive coverage, the Board of Visitors directs the College to discontinue carrying separate liability insurance on the Board of Visitors.

d. Financial Proposal for 1984-86:

On motion made by Dr. Pleasants, and seconded by Mr. Watson, the Financial Proposal for 1984-86 was approved by the Board. (A copy of this proposal is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix H - November 11, 1983.)

e. Addendum Proposal for 1984-86:

The members of the Board, on motion made by Dr. Pleasants, and seconded by Dr. Conley, approved the Addendum Proposal for 1984-86. (A copy of this proposal is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix I - November 11, 1983.)

f. Higher Education Law Conference

On motion made by Dr. Pleasants, and seconded by Mrs. Pretlow, the Board approved the following resolution pertaining to the upcoming law conference:

Whereas, the Board of Visitors recognizes that it is the responsibility of all College personnel to be familiar with and adhere to State and Federal laws which apply to their employment activities.

The Board, hereby, states its wish that all faculty, administrators, and appropriate staff will attend the Higher Education Law Conference being arranged for Longwood College.

5. Advancement Committee:

a. Changes in the Foundation Articles and Bylaws:

The members of the Board, on motion made by Mr. Rust, and seconded by Dr. Pleasants, approved the following changes in the Foundation articles and bylaws to more closely concur with the "Summary of Responses Regarding Foundations Supporting Public Institutions of Higher Education and Recommendations of the Attorney General" and the Thompson and Pendel Study:

- (1) The Board of Visitors recommends that the Longwood College Foundation, Inc., adopt a resolution which provides that the Board of Visitors shall be informed on a regular basis through the Advancement Committee of any changes and/or proposed changes in the articles or bylaws of the Longwood College Foundation, Inc.
- (2) The Board of Visitors recommends that the Longwood College Foundation, Inc., amend its bylaws to provide that the Vice President for Institutional Advancement be designated as the executive director of the Foundation.
- (3) The Board of Visitors recommends that the Longwood College Foundation, Inc., adopt the following conflict of interest statement:

Any director or officer shall declare himself/herself as abstaining from vote and discussion on any matter in which said director or officer may be considered to have a conflict of interest. Such abstaining declaration shall be made for the record at the beginning of any such motion or discussion and shall be recorded in the official minutes of the meeting. The same conflict of interest procedures shall apply to any director or officer participating in any committee action or vote.

b. LIVE '84

On motion made by Mr. Rust, and seconded by General Wilson, the Board approved the following resolution of the Advancement Committee in support of LIVE '84:

WHEREAS, The students, faculty, staff, administration, and volunteer boards of Longwood College are interested in the fostering of positive and productive relations with the greater Farmville, Prince Edward County and Southside Virginia community,

WHEREAS, A college/community steering committee has planned a volunteer day of college students, faculty, staff, and Board of Visitors serving the community.

WHEREAS, On March 31, 1984, from 9 a.m. to 3 p.m., students, faculty, and staff of Longwood will provide volunteer service to governmental, church, and non-profit organizations, and to senior citizens through a Longwood Volunteer Day, and

WHEREAS, The Longwood Volunteer Day has been officially named LIVE '84, (Longwood Initiates Volunteer Energy 1984),

BE IT RESOLVED THAT, The Longwood College Board of Visitors hereby enthusiastically endorses LIVE '84 and encourages the participation of every member of the student body, faculty, staff, and administration.

6. Executive Committee:

a. Section 6, Article VII:

The members of the Board, on motion made by Mr. Rust, and seconded by General Irby, approved the renumbering of Article VII, Section 6, to Article XVIII and to read:

"Performance evaluation shall be an established practice at the college and shall include the Board's self-assessment, its evaluation of the President, the President's evaluations of personnel and evaluations by other members of the College community as are determined by the President under the Board of Visitors' policies."

b. Amendment of Article V of the By-laws:

On motion made by Mr. Rust, and seconded by General Irby, the Board approved the changing of the committee structure as recommended by the Executive Committee. After the motion was made, two changes were noted on page 3.f(15): (1) "Business Affairs Committee", change "...The Business Affairs Committee shall consist of three members of the Board..." to "The Business Affairs Committee shall consist of four members of the Board." (2) In the section, "Communications Between Committees and the College Community," second sentence, delete, "...representatives of the student body..."

General Irby seconded the motion as amended.

Beginning with line 13, page 7 (Board by-laws), the committee structure would be as follows:

- (1) The Executive Committee. The Executive Committee shall consist of the officers of the Board and a member at large and shall meet at the call of the Rector in cases where action is needed. The Committee shall report its actions to the full Board at the Board's next meeting, regular or special.
- (2) The Academic and Student Affairs Committee. The Academic and Student Affairs Committee shall consist of four members of the Board. The Committee shall make recommendations to the Board on all matters within the purview of the Vice President for Academic Affairs and the Vice President for Student Affairs, including, among others, curricula; instructional programs and practices; teaching faculty status; instructional support services; public service and research; athletics; admissions; financial aid; student services and programs; and campus security.
- (3) Business Affairs Committee. The Business Affairs Committee shall consist of four members of the Board. The Committee shall make recommendations to the Board on all matters within the purview of the Vice President for Business Affairs, including, among others, financial affairs; operating and capital project budgets; physical plant; fee schedules; real property; investments of fund balances; purchasing; employee relations; administrative faculty and classified personnel status; and technical support services. This committee also shall serve as the internal audit committee of the Board.
- (4) The Advancement Committee. The Advancement Committee shall consist of the Rector and two other members of the Board of Visitors, three members of the Longwood College Foundation, Incorporated, and the President of the Alumni Association (or his/her designee). The Rector of the Board of Visitors shall be the chair of the Committee. The President of the Longwood College Foundation, Incorporated, shall serve as vice chair of the Committee and shall appoint two additional Foundation directors to membership on the Committee. Ex officio membership shall consist of volunteers at the designation of the Rector and shall include the President of the College and Vice President for Institutional Advancement. The Vice President also will serve as executive secretary of the Committee.

The Advancement Committee shall be responsible for recommending to the Board of Visitors all fund-raising policy and programs and for providing leadership for the successful completion of all fund-raising programs.
- (5) Ad Hoc Committees. The Rector may appoint ad hoc committees as deemed necessary.

Communications between Committees and the College Community. The Board of Visitors is vitally interested in communication with the members of the College community. The Board feels that such dialogue is best accomplished when a small group of representative faculty, students or staff presents their views through a spokesperson to the appropriate board committees. To that end, the chairs of Board committees will recognize those spokespersons who have arranged their presentations through the President of the College. From time to time, the Rector also may schedule meetings between standing committees and representative college and community groups.

These changes shall take effect July 1, 1984.

c. Establishment of Long-range Planning Process:

The members of the Board, on motion made by Mr. Rust, and seconded by Mrs. Pretlow, approved the following recommendation regarding the long-range planning process:

The Board of Visitors designate its present Executive Committee as its long-range planning committee. The Committee shall oversee the President's development of a comprehensive long-range plan for the College.

The Board of Visitors authorize the President:

- (1) To establish a Planning Commission and appropriate subcommissions and task forces to carry out a comprehensive college-wide planning process.
- (2) To establish the position of coordinator of planning in her office to facilitate the day-to-day work of the planning committees and perform such related work as she shall determine.
- (3) To assign such professional and clerical assistance as she determines the coordinator requires in order to perform the tasks.

d. Statutory Change in Board Composition:

On motion made by Mr. Rust, and seconded by General Irby, the Board approved the following recommendation:

- (1) The Board request the Legislature to change the composition of the Board to include the requirement that two alumni shall serve on the Board at all times.

- (2) The Board revise its by-laws to specify that the president of the alumni association (or his/her designee) shall sit with the Board at its meetings in the same manner now accorded representatives of the faculty and the students.

e. Achievement Pay Awards:

On motion made by Mr. Rust, and seconded by Mrs. Holland, the Board endorsed the 1982-83 achievement pay awards for selected administrators determined by the President for the fiscal year 1983-84. The Board is pleased that the achievement for this group has been determined for 1982-83 and looks forward to receiving recommendations on faculty achievement awards soon.

Appointment to By-laws Committee. Mr. Rust said he would like to appoint a third member to work with General Irby, Chair, and Dr. Pleasants on the committee working on the revision of the by-laws of the Board. He asked Mrs. Holland to serve in this capacity.

Statement by the Rector. Mr. Rust read a statement, which he said expressed his views, as an individual, not those of the Board. This statement, he said, was an outgrowth of the Advance which had recently been held and it was his hope that the statement would convey some of the things he received from the meeting. (A copy of the statement is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix J - November 11, 1983.)

Following the conclusion of Mr. Rust's statement, Dr. Conley said he felt this was a charge to the Board and that he intended to fulfill it as best he could.

Dr. Pleasants noted that the statement was a reflection of the kind of leadership Mr. Rust had given since she had been on the Board. She moved, seconded by Dr. Conley, that the Board endorse the views expressed by the Rector and that the Rector's statement be included in the minutes and be communicated to the College community. After discussion, the motion was amended to read that the statement would be distributed to all Board members and would be considered for formal endorsement at the February meeting of the Board. Dr. Conley seconded the amended motion.

Adjournment. On motion made by General Irby, and seconded by Ms. Graeber, the meeting was adjourned at 11:10 a.m.

Secretary

Minutes approved by the Secretary of the Board of Visitors.

ACADEMIC AFFAIRS COMMITTEE

February 1984 Meeting

Agenda

1. Information Items (Pages 1.a(1-3))
 - a. SACS Reaccreditation (Page 1.a(1))
 - b. Faculty Achievement Awards (Page 1.a(2))
 - c. Academic Program Review Process (Page 1.a(2))
 - d. Governance (Page 1.a(2))
 - e. Access to Student Records (Pages 1.a(2-3))
2. Action Items (Pages 2.a(1), 2.b(1-2), 2.c(1), 2.d(1))
 - a. Statement of Institutional Purpose (Page 2.a(1))
 - b. Personnel Actions (Page 2.b(1-3))(Confidential Report)
 - c. Clarification of Joint Committee on General Merit in the Faculty (Page 2.c(1))
 - d. International Programs/Faculty Exchange Assignment (Page 2.d(1))
3. Setting of April Agenda
4. Review of Meeting

ACADEMIC AFFAIRS

Presenter: Dr. Conley

1. Information Items

a. Policy Reference: Curriculum and Long-Range Planning (Article X and Article XII)SACS Reaccreditation

At its annual meeting in New Orleans on December 13, 1983, the Southern Association of Colleges and Schools (SACS) voted Longwood College re-accreditation for the 1983-1993 period.

The carrying out of several of the recommendations made by the SACS reaffirmation visit team either have already been acted upon by the Board of Visitors or will require future action. They include:

1. Revised Statement of Institutional Purpose -- submitted as an action item for the February 1984 Board meeting.
2. Adding Marketing and Finance faculty to the Department of Business and Economics -- personnel action items for the February 1984 Board meeting.
3. Hire a highly qualified permanent chairperson for the Department of Business and Economics -- Board action, November 1983, in hiring Dr. Wilfred Jacques.
4. A revised curricular plan for the Department of Business and Economics -- to be submitted for Board action in April 1984.
5. A recommendation from the Committee on Committees might require Board action, probably in April 1984.
6. The design of a new program in Management Information Systems, which will affect the direction Computer Science at Longwood will take, will be brought to the Board for action in April 1984.
7. A comprehensive policy on research at Longwood will be brought to the Board in July 1984.
8. The position of Internal Auditor report directly to a college administrator -- to be considered at the discretion of the Board.

b. Policy Reference: The President of the College (Article VII)1) Faculty Achievement Awards

During the fall a faculty and administration committee chaired by Professor Sandra Breil developed the criteria for the awarding of Faculty Achievement Awards during 1983-84. Vice-President Haltzel then appointed a screening committee chaired by Dr. Merry Lewis Allen, Associate Professor of Mathematics. Other members are: Dr. Elizabeth Etheridge, Professor of History; Dr. Douglas Young, Associate Professor of Speech; Dr. Patrick Barber, Assistant Professor of Chemistry; Dr. Bette Harris, Assistant Professor of Physical

Education, Dr. Edmond Conway, Dean of the Faculty, and Dr. Michael H. Haltzel, Vice-President for Academic Affairs. The Committee drew up a nomination form, which was sent to all teaching faculty on November 30, 1983. Nominations are due on February 1, 1984. The committee anticipates bringing the names of proposed award recipients to the Board of Visitors at its April 1984 meeting.

2) Academic Program Review Process

The process of academic program review begins with the Committee on the Allocation of Academic Resources. This committee, created in December 1982, is chaired by Dean Conway and also includes in its membership Dr. Patrick Barber, Associate Professor of Chemistry; Dr. Paul Hesselink, Associate Professor of Music; Dr. Charles Patterson, Board of Visitors Distinguished Professor of Education and Head of the Department of Education and Psychology and Director of the Graduate Program; Dr. Donald Stuart, Associate Professor of English; and Dr. Robert Webber, Associate Professor of Mathematics.

The Committee, in considering faculty allocations to departments, has a broad mandate to investigate all factors in academic programs at the College, including instructional cost, personnel, recruitment of students, placement of graduates, and present and potential quality of the program. The Committee makes recommendations to Vice-President Haltzel, who then makes recommendations to President Greenwood, who may then choose to have an action item, including program discontinuation, brought to the Academic Affairs Committee of the Board of Visitors.

During the first year of its existence, the Committee on the Allocation of Academic Resources reviewed data on ten of the thirteen academic departments that offer degrees at the College.

3) Governance

The joint administration-faculty task force has completed its initial review of the 72 committees currently in existence at Longwood. It will shortly make recommendations to the OTF and to the administration as to the elimination of some committees and the merging of others. The group's work is part of a comprehensive effort to assure effective college governance, with a proposal scheduled to be made to the Board of Visitors at its April 1984 meeting.

4) Access to Student Records

The Committee on Access to Student Records (cf. On Campus, December 7, 1983) met in December 1983 to consider possible changes in the current Longwood College policy statement. The group reviewed policy statements from other institutions within the state. A subcommittee

was designated to review surveys previously solicited from administrative and departmental offices with regard to the type of student records that are kept and the kinds of purposes of access that are generally requested. The subcommittee will summarize this information and make a recommendation to the full committee with regard to appropriate policy statement changes. The committee anticipates bringing suggested changes to the Board of Visitors for action at its April 1984 meeting.

2. Action Items

a. POLICY: Statement of Institutional Purpose

BY-LAWS: Committees (Article V, Section 2)

RECOMMENDATION: On behalf of the Committee, I move that the Board of Visitors formally adopt the revised Statement of Institutional Purpose.

EXPLANATION: The current Statement of Institutional Purpose was adopted by the Board of Visitors on November 6, 1980. During the self-study of 1981-82 in preparation for the reaccreditation visit of the Southern Association of Colleges and Schools (SACS), the faculty/student committee chaired by Professor Rosemary Sprague developed a revised statement, adopted by the OTF in April 1982. The text of the current Statement and of the OTF draft statement, together with a comparison of the two documents can be found in the materials for the October 1983 Virginia Beach Board Advance on pages III-2 to III-6. The statement currently being offered for adoption was developed jointly by the Office of Academic Affairs and Professor Sprague and members of her committee. It represents a significant updating of Longwood's activities and mission in the following areas:

1. Emphasis on the total education of each student and individual development.
2. Balance in the Statement with regard to the liberal arts, pre-professional programs, teacher education, and business.
3. Continuing Education is given more prominence.
4. Service to the citizens of Southside Virginia is mentioned.
5. The list of cooperative programs with other institutions has been updated.

The revised Statement of Institutional Purpose is to serve as a working document until such time as the College's planning process may make further revisions necessary.

(Revised Statement follows)

STATEMENT OF INSTITUTIONAL PURPOSE

(to be submitted for action by the Board of Visitors at its February 1984 meeting)

Longwood College, founded in 1839, is a medium-size, state-assisted, coeducational, comprehensive college offering programs leading to the bachelor's and master's degrees, and continuing education courses, both credit and non-credit, on and off-campus.

The College's major emphasis is the offering of a baccalaureate program that fosters the total education of each student. Central to that effort is a baccalaureate curriculum distinguished by academic excellence. The College believes that the goal of academic excellence can best be achieved by a faculty committed to the highest standards of teaching and research and/or creative pursuits.

Longwood is committed both to the liberal arts and to professional and pre-professional programs. Its commitment to the liberal arts is reflected in an intensive and extensive General Education requirement for all students and in its sponsorship of degree programs in the humanities, fine arts, social sciences, natural sciences, and mathematics. In addition to its traditionally strong programs in teacher education, the College offers programs in business, social work, and therapeutic recreation, each of which leads to the awarding of a bachelor's degree.

Longwood maintains cooperative programs with other institutions of higher learning. Its curriculum is enhanced by a cross-registration opportunity with Hampden-Sydney College and by cooperative degree programs in medical technology, nuclear medicine technology, physics and engineering, and speech pathology developed with the Memorial Hospital at Danville, Roanoke Memorial Hospitals, Fairfax Hospital, the University of Virginia, Old Dominion University, and the Georgia Institute of Technology. The College sponsors transfer programs in dietetics, dental hygiene, pharmacy, physical therapy, occupational therapy, medical technology, medical record administration, dentistry, and nursing in cooperation with the University of Virginia, Virginia Commonwealth University-Medical College of Virginia, Virginia Polytechnic Institute and State University, Old Dominion University, and the University of Virginia Medical School.

Longwood's commitment to the total education of each student is reflected in an effort to provide an atmosphere supportive of individual development. The College has established a set of clearly articulated goals for students with policies and procedures to foster their attainment.

Longwood's service to the citizens of Southside Virginia is reflected in special cooperative programs with Southside Virginia Community College, the activities sponsored by the Office of Continuing Education, an extensive program of lectures, concerts, and other cultural events that are open to the public, and the making available of campus facilities for use by community groups.

c. POLICY: Resolution from the Academic Affairs Committee on Special Achievement of the Faculty, (May 13, 1983).

BY-LAWS: Committees (Article V)

RECOMMENDATION: The Academic Affairs Committee recommends the adoption of the following resolution.

EXPLANATION: At its meeting of May 13, 1983, the Board of Visitors endorsed the following motion:

RESOLVED: The Academic Affairs Committee recommends that the Board of Visitors of Longwood College endorse the recognition of special achievement of the faculty as evidenced by obtaining grants through peer review and/or accomplishment of major scholarly and creative works with the hope that money will be available to reward these efforts by an award program to be implemented in the 1983-84 fiscal year.

FURTHERMORE, the Board, the Faculty and the Administration in joint committee are to develop a plan for the recognition of general merit in the faculty so that awards may be provided for the 1984-85 budget approved by the Board of Visitors.

The Academic Affairs Committee recommends the adoption of the following resolution of clarification:

RESOLVED: The cooperative effort of Board, Faculty, and Administration in joint committee will be accomplished by the appointment of a committee of the teaching faculty members and the Dean of the Faculty, which shall recommend a plan for recognition of general merit in the faculty to the Vice-President for Academic Affairs, who will make a recommendation to the President, who will then make a recommendation to the Board of Visitors.

d. POLICY: International Programs/Faculty Exchange Assignment

BY-LAWS: The President of the College (Article VII)

RECOMMENDATION: On behalf of the Committee, I move that the Board of Visitors endorse the faculty exchange assignment of Professor Bette Harris at the University of Jyväskylä for the spring 1984 term.

EXPLANATION: In connection with the USIA Partnership Agreement between Longwood College and the University of Jyväskylä in Finland, Dr. Bette Harris, Assistant Professor of Physical Education, has been invited to teach at Jyväskylä during the spring 1984 term.

ACADEMIC AFFAIRS COMMITTEE

April Meeting

Agenda

1. Information Items:
 - a. Registrar's Report
 - b. Summer School Report
 - c. New program in Special Education
 - d. New curriculum for the Department of Business and Economics
2. Action Items:
 - a. Faculty Achievement Awards
 - b. College Governance
 - c. Degree Programs
 - d. Policy on Access to Student Records
 - e. Personnel Actions
 - f. Academic Affairs Policies and Procedures
3. Setting of July Agenda
4. Review of Meeting

AGENDA

Student Affairs Committee

February 2, 1984

1:00 p.m. - 2:30 p.m.

Presenter: Mrs. Pretlow

1. Information Items -
 - a. Review of Admissions Services (Page 1.a.b.)
 - b. Reports of Student Affairs Work Groups (Page 1.a.b.)
2. Action Items
 - a. Endorse existing policies (Page 2.a)
 - (1) Academic Standards (Page 2.a(1)1-2)
 - (2) Performance Scholarships (Page 2.a(2))
 - (3) Work Study (Page 2.a(3))
 - (4) Campus Police Department (Page 2.a(4))
 - (5) Joint Statement on Rights and Freedoms of Students
 - (6) Statement on Sexual Harassment (Pages 2.a(6) Pages 2.a(5) 1-2) 1-7)
 - b. Endorse word clarifications of existing policies (Page 2.b)
 - (1) Admission Standard (Page 2.b(1))
 - (2) Cancellation of Scholarship Debt (Page 2.b(2))
 - (3) Academic Year Residence Hall Room Agreement (Pages 2.b(3) 1-7)
 - (4) Residence Hall Obligation (Page 2.b(4))
 - (5) Rent Reduction in Over-Assigned Rooms (Page 2.b(5))
 - (6) Residence Hall Damage Deposit (Page 2.b(6))
 - (7) Residence Hall Group Damage (Page 2.b(7))
 - (8) Arrested Students (Page 2.b(8))
 - (9) Statement of Rights and Responsibilities (hold for April meeting for complete proposal of student conduct policies) (Page 2.b(9(1-2)))
 - (10) Student Appeals (Page 2.b(10))
 - c. Rescind existing policies (Page 2.c)
 - (1) Loss of Financial Aid (Page 2.c(1))
 - (2) Academic Eligibility for Financial Assistance (Page 2.c(2))
 - (3) Statement on Student Life (Pages 2.c(3)1-2)
 - (4) Visitation in Residence Halls (Page 2.c(4))
 - (5) The Student Liaison Committee (Page 2.c(5))
 - (6) Student Liaison Committee - Student Membership (Page 2.c(6))
 - d. Endorse substantive revisions of existing policies (Page 2.d)
 - (1) Students' Grievance Procedures for Allegations of Discrimination (Pages 2.d(1) 1-2)
 - (2) Possession and Consumption of Alcoholic Beverages (Page 1-2)
 - (3) Residence Hall Open House Policy (Pages 2.d(3) 2.d(2)) 1-2)
3. April Meeting Preview
4. Introduction of New Student Government Association Officers
5. Review of Meeting

Information Items

STUDENT AFFAIRS

February 2, 1984

Presenter: Mrs. Pretlow

1. Review of Admissions Services

In early February, the services provided by the Admissions Office will be reviewed by an outside consultant and expert.

2. Reports of Student Affairs Work Groups

Work groups in Student Affairs have been functioning during the fall. Each of these groups will have a completed report by January 25. Reports will include plans and recommendations for implementation during the spring and summer. Work groups including students, faculty, and staff will propose plans and recommendations for residence halls, leisure, leadership, orientation, communication, and student life research.

Information Items

STUDENT AFFAIRS

February 2, 1984

Presenter: Mrs. Pretlow

1. Review of Admissions Services

On February 6 and 7, Dr. Ernest Leach, Vice President for Academic Affairs, Triton College, will be here doing a review of Admissions services. Dr. Leach is a member of the Student Affairs Advisory Council and has done considerable work with college admissions . . . marketing and recruiting. (Page 1 a.b.)

2. Reports of Student Affairs Work Groups

Student Affairs planning is progressing appropriately.
(Page 1 a.b.)

a. Leadership

A successful conference for approximately one hundred students and twenty faculty advisers was held on January 26 (enthusiastic response.) New Student Government Association Officers participated in a weekend leadership education program on January 27, 28, and 29. Student Affairs staff members are teaching a leadership course . . . it is part of education and psychology.

b. Leisure

A survey has been completed relevant to students' use of leisure time . . . how they currently use it and their preferences for future use (the survey was done with students and faculty). Interest committees will be formed to organize events, programs, and projects that match students, faculty, and staff with similar interests. The Alcohol Education Committee (part of leisure) is ready to carry out the VARY Program (Values, Alcohol, Responsibility, and You) to be utilized as a referral process with the judicial system. There will also be an Alcohol Assistance Program (Thursday, Friday, and Saturday nights); students will assist other students who have consumed too much alcohol.

c. Residence Halls

Plans for fall will emphasize community development workshops with freshman floors, involvement of faculty, and special interest floors . . . emphasis will be placed on improved study and recreational space (facilities).

d. Communications

Communication with new students (freshmen and transfers) will be coordinated and will tell the Longwood story in purposeful and logical ways.

3. Placement Report

Board members have the report. The executive summary provides much information. The 1983 graduating class has a total of 89.4% placement record. This is a 4.6% higher placement than that of the 1982 class (84.8%).

4. Student Government Association Officers

The SGA 10 points for 1984 were distributed by Randy Chittum, SGA President.

Action Items

STUDENT AFFAIRS

February 2, 1984

Presenter: Mrs. Pretlow

BY-LAWS: Article V, Section 4

- ACTION: 1. On behalf of the Student Affairs Committee, I propose that the Board of Visitors endorse these existing policies:
- a. Office of Financial Aid, ACADEMIC STANDARDS (adopted by the Board on July 16, 1982) (Page 2.a(1)1)
 - b. Office of Financial Aid, PERFORMANCE SCHOLARSHIPS (adopted by the Board on February 5, 1976) (Page 2.a(2))
 - c. Office of Financial Aid, WORK STUDY (adopted by the Board on August 5, 1976) (Page 2.a(3))
 - d. CAMPUS POLICE Department (adopted by the Board on November 3, 1977) (Page 2.a(4))
 - e. JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS (adopted by the Board on November 7, 1969 (Page 2.A(5)1))
 - f. STATEMENT ON SEXUAL HARASSMENT (adopted by the Board on November 6, 1981) (Page 2.a(6)1)

BY-LAWS: Article V, Section 4

- ACTION: 2. On behalf of the Student Affairs Committee, I propose that the Board of Visitors endorse word clarifications of these existing policies:
- a. Office of Admissions, ADMISSION STANDARD (adopted by the Board on February 3, 1965) (Page 2.b(1))
 - b. Office of Financial Aid, CANCELLATION OF SCHOLARSHIP DEBT (adopted by the Board on May 7, 1968) (Page 2.b(2))
 - c. Housing and Residence Education, ACADEMIC YEAR RESIDENCE HALL ROOM AGREEMENT (adopted by the Board on May 7, 1982) (Page 2.b(3)1)
 - d. Housing and Residence Education, RESIDENCE HALL OBLIGATION (adopted by the Board on May 7, 1982) (Page 2.b(4))
 - e. Housing and Residence Education, RENT REDUCTION IN OVER-ASSIGNED ROOMS (adopted by the Board on May 7, 1982) (Page 2.b(5))
 - f. Housing and Residence Education, RESIDENCE HALL DAMAGE DEPOSIT (adopted by the Board on May 7, 1982) (Page 2.b(6))
 - g. Housing and Residence Education, RESIDENCE HALL GROUP DAMAGE (adopted by the Board on May 7, 1982) (Page 2.b(7))
 - h. Campus Police, ARRESTED STUDENTS (adopted by the Board on February 5, 1982) (Page 2.b(8))
- *The word clarification should read The Vice President for Student Affairs or designated representative may immediately suspend a student

whose continued presence on campus represents a danger to self or others as evidenced by illegal acts, by an arrest by campus police or civil authorities, or by severe mental/emotional disorders.

Following suspension, the student will be accorded a hearing as required by guidelines established in the Honor Code process.

- i. STATEMENT OF RIGHTS AND RESPONSIBILITIES (adopted by the Board on November 7, 1969 . . . amended February 4, 1971; May 12, 1972; August 1, 1974)
*Hold until April Meeting for complete proposal of student conduct policies. (Page 2.b(9)1-2)
- j. STUDENT APPEALS (adopted by the Board on May 8, 1981)
(Page 2.b(10))

BY-LAWS: Article V, Section 4

- ACTION: 3. On behalf of the Student Affairs Committee, I propose that the Board of Visitors rescind these existing policies:
- a. Office of Financial Aid, LOSS OF FINANCIAL AID THROUGH WITHDRAWAL (adopted by the Board on May 6, 1976) (Page 2.c(1))
 - b. Office of Financial Aid, ACADEMIC ELIGIBILITY FOR FINANCIAL ASSISTANCE (adopted by the Board on August 5, 1976) (Page 2.c(2))
 - c. STATEMENT ON STUDENT LIFE (adopted by the Board on May 7, 1971) (Page 2.c(3)1)
 - d. VISITATION IN RESIDENCE HALLS (adopted by the Board on September 14, 1972) (Page 2.c(4))
 - e. THE STUDENT LIAISON COMMITTEE of the Board of Visitors (adopted by the Board on August 5, 1976) (Page 2.c(5))
 - f. STUDENT LIAISON COMMITTEE - STUDENT MEMBERSHIP (adopted by the Board on May 4, 1978) (Page 2.c(6))

BY-LAWS: Article V, Section 4

- ACTION: 4. On behalf of the Student Affairs Committee, I propose that the Board of Visitors endorse substantive revisions of these existing policies:
- a. STUDENTS' GRIEVANCE PROCEDURES FOR ALLEGATIONS OF DISCRIMINATION (adopted by the Board on August 4, 1978) (Page 2.d(1)1)
 - b. POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES (adopted by the Board on November 6, 1981) (Page 2.d(2))
 - c. RESIDENCE HALL OPEN HOUSE POLICY (adopted by the Board on May 2, 1975) (Page 2.d(3)1)

OPTION # Visitation in Residence Halls

The Vice President for Student Affairs will determine the maximum hours for visitation by members of the opposite sex in Longwood residence halls. Visitation at any approved time is contingent upon considerate and responsible conduct on the part of both host/hostess and guest, and is subject to veto by roommate. The rights and preferences of roommates and suite-

mates take precedence over those of guests of the host/
hostess in relation to the guest.

Betty C. Pretlow
Mrs. Betty Pretlow, Chair

BUSINESS AFFAIRS COMMITTEE MEETING
February 2, 1984
2:30 p.m. - Prince Edward Room

Presenter: Dr. Grace Pleasants

Members Attending: Dr. Pleasants, Chair
General Irby
Mr. Perry
Dr. Armstrong - Staff
Others Attending: Mr. Baynham
Mrs. Shelton
Mr. Johnson
Dr. Greenwood

I. Information Items

- a. Dr. Armstrong gave a review of revenue projections, budget, and expenditures-to-date (December 31, 1983). Explanation of Sales and Services of E & G Activities was given as amounts received from Regional Audio Visual Services, etc.
- b. Dr. Armstrong presented an update on Legislative activities regarding budget. Longwood College's needs in addition to the Governor's Budget, 1984-86 were explained by Dr. Armstrong as follows: 1) funds needed to continue operations at same level as 1982-84, 2) restoration of seven positions, 3) additional funds for faculty salaries, 4) addition to the budget for improvement of teacher education, 5) additional funds to improve effectiveness of college operations including maintenance of facilities and seed money to increase private fund support, and capital outlay projects needed for Longwood College in 1984-86. A House Bill has been offered to the General Assembly to amend and reenact the Code of Virginia relating to requiring two alumni to be on the Board of Visitors of Longwood College.
- c. Dr. Armstrong presented a schedule for review of policies within Business Affairs.


Dr. Grace Pleasants, Chair

BUSINESS AFFAIRS COMMITTEE MEETING

February 2, 1984

2:30 p.m. - Prince Edward Room

Presenter: Dr. Grace Pleasants

Members Attending: Dr. Pleasants, Chair
General Irby
Mr. Perry
Dr. Armstrong - Staff

Others Attending: Mr. Baynham
Mrs. Shelton
Mr. Johnson
Dr. Greenwood

II. Action Items

- upon the recommendation*
- a. RECOMMENDATION: The Business Affairs Committee moved that the Policies on Student Accounts be approved without change.
 - 1) Collection of Student Accounts (Pages 2.a(1)1-4)
 - 2) Student Tuition and Fees Payment Plans (Pages 2.a(2)1-6)
 - b. RECOMMENDATION: The Business Affairs Committee recommended the personnel appointment included on Page 2.b(1) of the Confidential Report.
 - c. RECOMMENDATION: The Business Affairs Committee recommended that the tuition and fees for the Summer School Session and Conference Activities for 1984-85 be approved by the Board as submitted with the correction of the out-of-state undergraduate tuition to \$70 per credit hour (Pages 2.c(1-3)
 - d. RECOMMENDATION: The Business Affairs Committee recommended that the Board approve the Affirmative Action Plan as written. Narrative assessment of entire program will be given on an annual basis. (Pages 2.d(1-34)
 - e. RECOMMENDATION: The Business Affairs Committee recommended that the Board approve the Equal Opportunity and Civil Rights Policy. (Page 2.e)
 - f. RECOMMENDATION: The Business Affairs Committee recommended that the Board approve the Establishment of Special Longwood House Committee, as follows:

"Since Longwood House has been placed on the Virginia Landmark Register, a special committee shall be established to oversee the refurbishing of the first and third floors of Longwood House. The committee's goal will be to refurbish the house in the style appropriate to the 1820-1840 time period. The committee shall develop a proposed budget for this effort and submit for approval to the appropriate college officer for review and implementation. The target date for completion of the first floor project will be the Spring of 1989. The members of the committee will be determined by and shall report to the President of the College."
(Page 2.f)
 - g. RECOMMENDATION: The committee recommends that the Board approve the Renovation of North Cunningham Bond Resolution. (Page 2.g(1)

The meeting was adjourned.

Grace M. Pleasants
Dr. Grace Pleasants, Chair

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

February 2, 1984, 1:00 p.m., Prince Edward Room

Present: Mr. Thomas D. Rust, Chairman
Mr. Lester E. Andrews
Mr. Gene Dixon
Mr. John Smyth
Dr. W. T. Thompson, Jr.
Dr. Janet D. Greenwood
Mr. Donald L. Lemish

In Attendance: Miss Nancy Jo Easley
Mr. Thomas Bailey
Mr. Bob Barry
Lt. Gen. Richard Irby
Dr. Robert Webber
Dr. Marvin Scott

Section A. Information Items.

- 1.a Reviewed the following actions taken by the Longwood College Foundation, Inc., Board of Directors at its November 12, 1983, meeting:
- a. Approved the annual Financial Report;
 - b. Approved Executive Committee action to NOT accept unitrust offer from Sarah Francis Blakely Adams;
 - c. Accepted appointment by President Dixon of John Smyth to the Advancement Committee replacing Lewis Goode, Jr.
 - d. Approved motion to give Foundation Finance Committee authority to review a proposal from the College for the Foundation to loan a maximum of \$40,000 to the College for the purchase of mail labeling and stuffing equipment;
 - e. Approved an addition to the 1983-84 operating budget of \$6,250 for the Longwood History Project (\$5,000 salary stipend to Mr. Couture, \$1,000 indexing to Mrs. Couture, \$250 photography to Carolyn Wells). The Foundation has provided a total of \$12,250 for the Project plus approximately \$1,000 of additional expenses for travel and copying paid by the Institutional Advancement Office's budget from the Foundation;
 - f. The next meeting of the Foundation Board of Directors will be at 10 a.m., Friday, June 29, 1984.
- 1.c(1-8) Reviewed and discussed nominations for additional appointments to Departmental Advisory Committees.

- 1.d(1) Received report of the Vice President of Institutional Advancement concerning the review of Board policies relative to the area of Institutional Advancement. The Policy and Guidelines on Fund Raising, passed by the Board of Visitors, November, 1982, represents the Board policies and remains complete and appropriate at this date.
- 1.e(1-3) Mr. Lemish distributed a "1983 Calendar Year Report of Private Gifts," as attached.

THOMAS D. RUST

Thomas D. Rust, Chairman
Advancement Committee of the
Longwood College Board of Visitors

bjs

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

February 2, 1984, 1:00 p.m., Prince Edward Room

Present: Mr. Thomas D. Rust, Chairman
Mr. Lester E. Andrews
Mr. Gene Dixon
Mr. John Smyth
Dr. W. T. Thompson, Jr.
Dr. Janet D. Greenwood
Mr. Donald L. Lemish

In Attendance: Miss Nancy Jo Easley
Mr. Thomas Bailey
Mr. Bob Barry
Lt. Gen. Richard Irby
Dr. Robert Webber
Dr. Marvin Scott

Section B. Action Items

- 2.a(1) The Advancement Committee approved and recommends to the Board of Visitors the following recommendations to the Longwood College Foundation, Inc., which will bring its articles and bylaws to a closer concurrence with the "Summary of Responses Regarding Foundations Supporting Public Institutions of Higher Education and Recommendations of the Attorney General" and the Thompson and Pendel Study:
1. The Board of Visitors recommends that the Longwood College Foundation, Inc., amend its bylaws to provide that the chairperson of the Board of Visitors Advancement Committee be an ex-officio member, without voting rights, of the Board of Directors of the Longwood College Foundation, Inc.
 2. The Board of Visitors recommends that the Longwood College Foundation, Inc., amend its bylaws to provide that the President and Vice President for Institutional Advancement of the College shall be ex-officio directors of the Foundation without voting rights.
 3. The Board of Visitors recommends that the Longwood College Foundation, Inc., amend its bylaws to provide that the Vice President for Business Affairs of the College be an ex-officio director, without voting rights, of the Foundation.
 4. Although not specifically related to the Attorney General Recommendations, the Board of Visitors recommends that the Longwood College Foundation, Inc., amend its bylaws to provide that the president of the Longwood College Alumni Association, Inc., be an ex-officio director of the Longwood College Foundation, Inc., with full voting rights.

2.b(1)

On motion duly made, seconded, and carried, the Advancement Committee tabled the recommendation to approve the use of advertising from private enterprise in accordance with NCAA guidelines on advertising and acceptable television advertising until the April meeting of the Board.



Thomas D. Rust, Chairman
Advancement Committee of the
Longwood College Board of Visitors

bjs

Action Item

STUDENT AFFAIRS

February 2, 1984

Presenter: Mrs. Pretlow

BY-LAWS: Article V, Section 4

RECOMMENDATIONS:

1. On behalf of the Student Affairs Committee, I propose that the Board of Visitors endorse the following existing policies:
 - a. Office of Financial Aid, ACADEMIC STANDARDS (adopted by the Board on July 16, 1982)
 - b. Office of Financial Aid, PERFORMANCE SCHOLARSHIPS (adopted by the Board on February 5, 1976)
 - c. Office of Financial Aid, WORK STUDY (adopted by the Board on August 5, 1976)
 - d. CAMPUS POLICE Department (adopted by the Board on November 3, 1977)
 - e. JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS (adopted by the Board on November 7, 1969)
 - f. STATEMENT ON SEXUAL HARASSMENT (adopted by the Board on November 6, 1981)

OFFICE OF FINANCIAL AID
ACADEMIC STANDARDS
1.a.

To receive financial aid at Longwood College a student must (1) enroll as a full-time student (exception, Pell Grant), (2) be in good academic standing; and (3) make satisfactory academic progress.

A. Enrollment Status

Students enrolled for 12 undergraduate hours or nine graduate hours are considered to be full-time. The Pell Grant may be used for as few as six semester hours of undergraduate enrollment. The amount of the grant for such part-time enrollment (six to 11 hours) will be reduced proportionately.

B. Satisfactory Academic Standing

For purposes of receiving financial assistance, satisfactory academic standing is defined as follows:

1. Continued enrollment at Longwood College as determined by the academic dean.
2. Achievement of 0.5 or better cumulative grade point average in any one semester. Students earning less than an 0.5 GPA will not be eligible for financial assistance the following semester.

C. Satisfactory Academic Progress

During any year in which a student receives financial assistance, that student must average 12 earned credit hours for each semester (9 hours for graduate enrollment). Typically, a student who attends both fall and spring semesters and who does not attend summer school must complete 24 credit hours during those two semesters. A student who does not earn the 24 hours has the following options:

1. Enroll for the necessary number of hours during the summer term (without summer financial aid). Successful completion would reestablish aid eligibility for the following fall semester.
2. Not attend the summer term, and for the fall semester (without financial aid) earn 12 hours plus the necessary number to bring the total (fall and spring from the prior year plus fall semester) to 36 hours. Successful completion of these hours would re-establish eligibility for the spring semester.

For example, a financial aid recipient who completes only 21 hours during the fall and spring semesters of 1982-83 must:

1. Earn 3 hours during the summer term, 1983, without financial aid, or
2. Earn 15 hours during the fall, without financial aid, to re-establish eligibility for the spring semester, 1984.

ACADEMIC STANDARDS (cont)

For students receiving part-time Pell awards, the required number of hours to be completed will be reduced proportionately.

D. Withdrawal

1. Students withdrawing from the college during a semester will be expected to repay a prorated amount to the applicable assistance program (s).
2. Students withdrawing after 50% or one-half of the total number of days in any given semester will not be eligible for financial aid during the next academic year when (and if) they return.

E. Appeal Process

Any student failing to receive financial assistance for satisfactory academic reasons may appeal, in writing, to the Director of Financial Aid.

Adopted by the Board of Visitors July 16, 1982.

OFFICE OF FINANCIAL AID
PERFORMANCE SCHOLARSHIPS
1.b.

2.a(2)

Authorization is granted to award performance scholarships to deserving students in the fine and performing arts, and in athletics.

Adopted by the Board of Visitors February 5, 1976.

OFFICE OF FINANCIAL AID
WORK-STUDY
l.c.

2.a(3)

The maximum allowable hours for work-study assignments at Longwood College will be in agreement with the current federal requirements for work-study. Longwood's policy will stipulate that, in general, maximum hours per week will be 15 with individual exceptions coordinated between the Financial Aid Office and the individual budget director. These exceptions will be allowed to work up to the maximum as permitted by the current federal regulations.

Adopted by the Board of Visitors August 5, 1976.

CAMPUS POLICE DEPARTMENT

1.d.

Under Section 23-232, CODE OF VIRGINIA, a Campus Police Department is established.

Adopted by the Board of Visitors, November 3, 1977.

GENERAL
JOINT STATEMENT
ON
RIGHTS AND FREEDOMS OF STUDENTS
1.e.

Prepared by a Joint Drafting Committee representing the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors.

Approved by U.S. National Student Association (August 1967)

Approved by Council of American Association of University Professors (October 1967)

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. IN THE CLASSROOM

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. PROTECTION OF FREEDOM OF EXPRESSION. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. PROTECTION AGAINST IMPROPER DISCLOSURE. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. STUDENT RECORDS

Institutions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provision should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. STUDENT AFFAIRS

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. FREEDOM OF ASSOCIATION. Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be

free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.

2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.

3. If campus advisers are required each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. FREEDOM OF INQUIRY AND EXPRESSION.

1. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNMENT. As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. STUDENT PUBLICATIONS. Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editors and managers. Editors and managers should be subject to removal only by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

V. OFF-CAMPUS FREEDOM OF STUDENTS

A. EXERCISE OF RIGHTS OF CITIZENSHIP. College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. INSTITUTIONAL AUTHORITY AND CIVIL PENALTIES. Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and sanctions which may be applied. They should also take into account the presence or absence of an HONOR CODE, and the degree to which the institutional officials have direct acquaintance with student life, in general, and with the involved student and the circumstances of this case in particular. The jurisdictions of faculty or student judicial bodies,

the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him, that he be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there is no Honor Code offering comparable guarantees.

A. STANDARDS OF CONDUCT EXPECTED OF STUDENTS. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be as free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. INVESTIGATION OF STUDENT CONDUCT.

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. STATUS OF STUDENT PENDING FINAL ACTION. Pending action on the charges, the status of a student should not be altered, or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and

well-being, or for reasons relating to the safety and well-being of students, faculty, or university property.

D. HEARING COMMITTEE PROCEDURES. When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him, he should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality:

1. The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted in his defense by an adviser of his choice.

4. The burden of proof should rest upon the officials bringing the charge.

5. The student should be given an opportunity to testify and to present evidence and witnesses. He should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him unless he has been advised to their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

8. The decision of the hearing committee should be final, subject only to the student's right of appeal to the President or ultimately to the governing board of the institution.

Adopted by the Board of Visitors November 7, 1969.

GENERAL
STATEMENT ON SEXUAL HARASSMENT
1.f.

2.a(6)1

Longwood College reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the College community. Sexual harassment of staff, students or faculty shall not be tolerated.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment is understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcomed emphasizing of sexual identity. This definition does not impinge on individual standards of mature behavior, academic freedom, or freedom of expression.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty. When authority and power inherent in faculty relationships to their students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the person complained of, and to the educational climate of the College. Even though it can be acknowledged that close personal relationships can develop between individuals in a large, diverse community such as ours, there is inherent suspicion about such relationships between faculty and students because of the complexity of academic authority.

Even when the circumstances do not legally constitute sexual harassment, individuals should be sensitive to the conflicts of interest inherent in personal relationships where professional and educational relationships are also involved.

Individuals who feel that they have been subjected to sexual harassment may seek redress through the already established informal and formal procedures of the College. Complaints about sexual harassment shall be responded to promptly and equitably. The rights to confidentiality of all members of the College community shall be respected in both informal and formal procedures. There shall be no retaliation against individuals for bringing complaints of sexual harassment. Formal procedures shall not be initiated without a written signed complaint. An individual found to be guilty of sexual harassment and, therefore, violation of College policy, is subject to disciplinary action up to and including termination of employment.

Individuals seeking redress or information concerning sexual harassment should use the following resources:

STUDENTS

Vice President for Student Affairs, 392-9231
Employee Relations Office, 392-9381

FACULTY

Vice President for Academic Affairs, 392-9261
Employee Relations Office, 392-9381

STAFF

Vice President for Business Affairs, 392-9221
Employee Relations Office, 392-9381

The Employee Relations Office has institutional responsibility for monitoring compliance with Title VII and Title IX; any individual who feels that a sexual harassment complaint did not receive prompt and equitable response should contact the Director of Employee Relations, 392-9381.

Adopted by the Board of Visitors November 6, 1981.

Action Item

STUDENT AFFAIRS

February 2, 1984

Presenter: Mrs. Pretlow

BY-LAWS: Article V, Section 4

- RECOMMENDATION: 2. On behalf of the Student Affairs Committee, I propose that the Board of Visitors endorse word clarifications of these existing policies:
- a. Office of Admissions, ADMISSION STANDARD (adopted by the Board on February 3, 1965)
 - b. Office of Financial Aid, CANCELLATION OF SCHOLARSHIP DEBT (adopted by the Board on May 7, 1968)
 - c. Housing and Residence Education, ACADEMIC YEAR RESIDENCE HALL ROOM AGREEMENT (adopted by the Board on May 7, 1982)
 - d. Housing and Residence Education, RESIDENCE HALL OBLIGATION (adopted by the Board on May 7, 1982)
 - e. Housing and Residence Education, RENT REDUCTION IN OVER-ASSIGNED ROOMS (adopted by the Board on May 7, 1982)
 - f. Housing and Residence Education, RESIDENCE HALL DAMAGE DEPOSIT (adopted by the Board on May 7, 1982)
 - g. Housing and Residence Education, RESIDENCE HALL GROUP DAMAGE (adopted by the Board on May 7, 1982)
 - h. Campus Police, ARRESTED STUDENTS (adopted by the Board on February 5, 1982)
 - i. STATEMENT OF RIGHTS AND RESPONSIBILITIES (adopted by the Board on November 7, 1969...amended February 4, 1971; May 12, 1972; August 1, 1974)
*Hold until April meeting for complete proposal of student conduct policies.
 - j. STUDENT APPEALS (adopted by the Board on May 8, 1981)

OFFICE OF ADMISSIONS
ADMISSION STANDARD
2.a.

Existing policy

The Admissions Office shall review all applications for admission on the basis of qualifications for success in College and shall strive to apply to all applicants the same criteria in judging those qualifications. This is an extension of the policy of the State Board of Education.

Adopted by the Board of Visitors February 3, 1965.

Proposed word clarification

The Admissions Office shall apply the same approved standards in judging the academic and extracurricular qualifications of candidates for admission to the college, and shall admit qualified students.

Rationale

Make policy consistent with practice.

OFFICE OF FINANCIAL AID
CANCELLATION OF SCHOLARSHIP DEBT
2.b.

Existing policy

It will be standard procedure to cancel the scholarship debt of any student who dies while a member of the student body.

Adopted by the Board of Visitors May 7, 1968.

Proposed word clarification

Upon the death of a student or former student, the Director of Financial Aid will cancel obligations on any loan made to the student by Longwood College.

Rationale

This policy coincides with federal regulations of NDSL.

HOUSING AND RESIDENCE EDUCATION
ACADEMIC YEAR RESIDENCE HALL ROOM AGREEMENT

2.c.

Existing policy

A. Terms and Length of Agreement

All terms in this agreement are legally binding. Residents should familiarize themselves with the conditions, rules, and regulations as stated. Each resident must sign and date a copy of this agreement prior to occupancy as evidence of acceptance of these terms. This agreement is binding from the start of the academic year (August) through the end of the academic year (May) except for residents who graduate, withdraw, are dismissed, are granted permission to move off-campus, or as otherwise specified in the "Release from the Residence Hall Obligation Policy". A summer semester agreement will be used for those residents in attendance during that period.

B. Period of Occupancy

Residents may occupy assigned rooms only while the College is officially in session. Rooms must be vacated during designated holiday periods such as Fall Break, Thanksgiving Weekend, Christmas Break, Spring Break, and any other times the College is officially closed.

C. Facilities

The College will provide and maintain accommodations, electrical service, light, heat, and water in each residence hall. Residents will be responsible for cleaning their own rooms and bathrooms—except as described below for Tabb and South Ruffner. Corridors, stairwells, lounges, and other common areas in residence halls (including the common bathrooms in Tabb and South Ruffner) will be cleaned and maintained by custodians except in halls so designated. In cooperative maintenance residence halls, residents will assume responsibilities for the cleaning of common areas as well as for other maintenance duties as specified in the Cooperative Maintenance Agreement.

D. Furnishings

The College will provide each room with one bed, mattress, desk, and chair for each resident. A dresser or chest of drawers will also be provided in each room. Other furnishings such as desk-top mirrors, night stands, and book shelves may vary according to individual residence hall inventories. In the case of room over-assignment, such as three students in a College-designated, two-student room, a bed and mattress is guaranteed each student in the room; dressers, desks, chairs, and study space will be provided as equally to all students as reasonably possible.

E. Repairs (Normal Wear)

The College will provide usual and routine maintenance for structural problems, furnishings, or utility malfunctions. Except where abuse or vandalism is involved, repair costs will be paid by the College. In the event that damaged furnishings cannot be repaired, replacement or substitution of repaired items will be made by the College as soon as such items can be obtained.

F. Damage Liability (Abuse, Vandalism, Negligence)

The resident is liable for damages to his/her room and damage or loss of furnishing or fixtures. Likewise, residents, as a group, are liable for damages to common areas of the residence hall when individual responsibility cannot be assigned. The "group" responsible may include suite-mates, corridor-mates, or hall-mates as determined by the location of the damages and the nature of the circumstances surrounding the damage incident.

G. Room Condition

The College will provide each resident with a Room Condition Form on arrival. The resident is responsible for noting missing or damaged items and unsatisfactory conditions in his/her room. A College employee will check the Room Condition Report Form after it is completed by the resident. In departure, a staff member will review the condition of room and furnishings using the completed form. Damages not previously noted on the form will be billed to resident. Resident is expected, but not required, to be present at departure inspection.

H. Theft/Damage Insurance

The College will not be liable for and the resident agrees to indemnify and hold the College harmless for any loss or damage of property resulting from theft, fire, water, casualty, or any other cause, or for personal injury occurring within the leased premises. Residents are encouraged to carry private insurance on personal possessions and for bodily injury.

I. Room Costs

Excepting for clerical error, the initial rate at which the resident is billed is guaranteed for the academic term unless the resident requests to pay an additional fee for a guaranteed single occupancy room or a rent reduction occurs as a consequence of qualifying according to the policy on "Rent Reduction in Over-Assigned Rooms". Refunds of room rent will be made in accordance with the policy as outlined in the COLLEGE CATALOG. A \$100.00 damage deposit is required of each resident upon assignment to the residence halls, excluding the summer term. Subsequently, if the deposit balance falls below \$25.00 at any time, the student must restore the deposit to the \$100.00 level. The assessment of individual and group

damages may be made against the deposit. The deposit balance will be refunded the student upon graduation from the College or withdrawal from residence halls.

J. Guidelines, Rules, and Regulations

The resident is expected to abide by the guidelines, rules, and regulations of the College and the residence hall in which he/she resides. In addition, no unlawful or illegal activities shall be conducted or permitted on the premises. The College will provide each resident with a STUDENT HANDBOOK containing pertinent guidelines, rules, and regulations. Extra copies may be obtained from the Dean of Students' Office. It is understood that violation of the terms of this agreement by the resident may result in penalties ranging from warning to dismissal from the College.

If for any reason required by strike, damage, emergency, earthquake, accident, flood, riot, or act of God, the College is unable to provide adequate housing either party shall have the right to cancel any agreement with no liability to the residents or the College save by contracted commitments due prior to the date of cancellation.

I agree to the terms and conditions of this agreement.

Signature of Resident

Date

Adopted by the Executive Committee of the Board of Visitors June 18, 1982, as authorized by the Board of Visitors May 7, 1982.

SUMMER RESIDENCE HALL ROOM AGREEMENT

A. Terms and Length of Agreement

All terms in this agreement are legally binding. Residents should familiarize themselves with the conditions, rules, and regulations as stated. Each resident must sign and date a copy of this agreement prior to occupancy as evidence of acceptance of these terms. This agreement is binding during the time that the resident is enrolled during summer terms, except for residents who withdraw, are dismissed, are granted permission to move off-campus, or as otherwise specified in the "Release from Residence Hall Obligation Policy".

B. Period of Occupancy

Residents may occupy assigned rooms only while the College is officially in session.

C. Facilities

The College will provide and maintain accommodations, electrical service, light, heat, and water in each residence hall. Residents will be responsible for cleaning their own rooms and bathrooms--except as described below for Tabb and South Ruffner. Corridors, stairwells, lounges, and other common areas in residence halls (including the common bathrooms in Tabb and South Ruffner) will be cleaned and maintained by custodians except in halls so designated. In cooperative maintenance residence halls, residents will assume all responsibilities for the cleaning of common areas as well as for other maintenance duties as specified in the Cooperative Maintenance Agreement.

D. Furnishings

The College will provide each room with one bed, mattress, desk, and chair for each resident. A dresser or chest of drawers will also be provided each room. Other furnishings such as desk-top mirrors, night stands, and book shelves may vary according to individual residence hall inventories. In the case of room over-assignment, such as three students in a College-designated two-student room, a bed and mattress is guaranteed each student in the room; dressers, desks, chairs, and study space will be provided as equally to all students as reasonably possible.

E. Repairs (Normal Wear)

The College will provide usual and routine maintenance for structural problems, furnishings, or utility malfunctions. Except where abuse or vandalism is involved, repair costs will be paid by the College. In the event that damaged furnishings cannot be repaired, replacement or

substitution of repaired items will be made by the College as soon as such items can be obtained.

F. Damage Liability (Abuse, Vandalism, Negligence)

The resident is liable for damages to his/her room and damage or loss of furnishings and fixtures. Likewise, residents, as a group, are liable for damages to common areas of the residence hall when individual responsibility cannot be assigned. The "group" responsible may include suite-mates, corridor-mates, or hall-mates as determined by the location of the damages and the nature of the circumstances surrounding the damage incident.

G. Room Condition

The College will provide each resident with a Room Condition Report Form on arrival. The resident is responsible for noting missing or damaged items and unsatisfactory conditions in his/her room. A college employee will check the Room Condition Report Form after it is completed by the resident. In departure, a staff member will review the condition of room and furnishings using the completed form. Damages not previously noted on the form will be billed to resident. Resident is expected, but not required, to be present at departure inspection.

H. Theft/Damage Insurance

The College will not be liable for and the resident agrees to indemnify and hold the College harmless for any loss or damage of property resulting from theft, fire, water, casualty, or any other cause, or for personal injury occurring within the leased premises. Residents are encouraged to carry private insurance on personal possessions and for bodily injury.

I. Room Costs

Excepting for clerical error, the initial rate at which the resident is billed is guaranteed for the academic term unless the resident requests to pay an additional fee for a guaranteed single occupancy room or a rent reduction occurs as a consequence of qualifying according to the policy on "Rent Reduction in Over-Assigned Rooms". Refunds of room rent will be made in accordance with the policy outlined in the COLLEGE CATALOG. A \$100.00 damage deposit is required of each resident upon assignment to residence halls, excluding the summer term. Subsequently, if deposit balance falls below \$25.00 at any time, the student must restore the deposit to the \$100.00 level. The assessment of individual and group damages may be made against the deposit. The deposit balance will be refunded the student upon graduation from the College or withdrawal from residence halls.

J. Guidelines, Rules, and Regulations

The resident is expected to abide by the guidelines, rules, and regulations of the College and the residence hall in which he/she resides. In addition, no unlawful or illegal activities shall be conducted or permitted on the premises. The College will provide each student with a STUDENT HANDBOOK containing pertinent guidelines, rules, and regulations. Extra copies may be obtained from the Dean of Students' Office. It is understood that violation of the terms of this agreement by the resident may result in penalties ranging from warning to dismissal from the College.

If for any reason required by strike, damage, emergency, earthquake, accident, flood, riot, or act of God, the College is unable to provide adequate housing either party shall have the right to cancel any agreement with no liability to the residents or the College saved by contracted commitments due prior to the date of the cancellation.

I agree to the terms and conditions of this agreement.

Signature of Resident

Date

Adopted by the Executive Committee of the Board of Visitors June 18, 1982
as authorized by the Board of Visitors May 7, 1982.

Proposed word clarification (for both academic year and summer Residence Hall Room Agreements)

Item G. Room Condition

The College will provide each resident upon arrival with an opportunity to note missing or damaged items and unsatisfactory conditions in his/her room on a Room Condition Form. In departure, a staff member will review the condition of room and furnishings using the completed form. Damages not previously noted on the form will be billed to resident. Resident is expected, but not required, to be present at departure inspection. Residents not present at the time of the final inspection forfeit their right to appeal damage charges.

Proposed word clarification

Item I. Room Costs, fourth sentence

Subsequently, if the damage deposit balance falls below \$50.00 at any time the student must restore the deposit to the \$100.00 level.

Rational

Make policy consistent with current practices.

HOUSING AND RESIDENCE EDUCATION
RELEASE FROM RESIDENCE HALL OBLIGATION
2.d.

Existing policy

A Longwood student may be released from his/her residence hall contract only under the following conditions:

- A. Graduation, withdrawal or other formal separation from the College.
- B. Formal authorization from the Off-Campus Housing Committee.
- C. When residence halls are over-assigned to the extent that normal attrition cannot be expected to adequately reduce the occupancy coverage by mid-semester. In such instances, a lottery will be utilized to identify those students authorized to move off-campus. The lottery will be implemented by class involving seniors first, juniors second, etc., as needed. Class identification will be by minimum hours, completed at the time of the lottery: Seniors--90, Juniors--60, Sophomores--30, Freshmen--under 30.

Adopted by the Board of Visitors, May 7, 1982.

Proposed word clarification

1. Change title to RESIDENCE HALL OBLIGATION
2. Insert as a first paragraph: As a residential institution, Longwood College believes group living provides opportunities for personal growth, development, and education. The College, therefore, requires all students, with the exception of local students who prefer to live at home, to live in the residence halls.
3. Change item B to read: Formal authorization from the Director of Housing in conjunction with the Vice President for Student Affairs and the Vice President for Business Affairs.
4. Change item C to read: When residence halls are over-assigned to the extent that normal attrition cannot be expected to adequately reduce the occupancy coverage by mid-semester. In such instances, a lottery will be utilized to identify those students authorized to move off-campus. The lottery will apply to classes involving only seniors and juniors and to students 21 years of age and over.

Rationale

Assert the residency requirements.

Make policy consistent with practice.

Reserve the lottery for seniors, juniors, and students 21 years of age and over.

HOUSING AND RESIDENCE EDUCATION
RENT REDUCTION IN OVER-ASSIGNED ROOMS
2.e.

Existing policy

Any resident, including a student teacher, will be eligible for an approximate 10 percent reduction in room rent as the result of living in an over-assigned room, such as living with two other students in a College-designated two-student room. In order to qualify for rent reduction, a resident must live in an over-assigned room for at least six full weeks of the semester and NOT have been offered a vacancy.

If a resident is offered standard accommodations and refuses to accept this assignment or requests a voluntary over-assignment before the six-week deadline, all rights to claim a rent reduction are forfeited.

It should be noted that this reduction is offered as compensation, not incentive. Residents should not plan to use this reduction procedure IN ORDER TO obtain lower room rent.

Rent reductions will be verified and granted at the end of each semester. The administration of this policy will be shared by the Housing Office and the Business Office.

Adopted by the Board of Visitors May 7, 1982.

Proposed word clarification

Students assigned to a residence hall room which is over-assigned, such as three students in a college-designated two student room, may be eligible for a reimbursement of a portion of room rent at the end of the semester. The student(s) will be eligible for a reimbursement only if:

1. the over assignment was not requested by the student(s),
2. the student(s) are not offered an opportunity to move prior to the sixth week of the semester,
3. the student(s) live in an overassigned situation for at least six weeks.

Rationale

Clarifies existing policy.

HOUSING AND RESIDENCE EDUCATION
RESIDENCE HALL DAMAGE DEPOSIT
2.f.

Existing policy

All students residing in campus residence halls must pay a damage deposit of \$100.00 upon initial assignment to residence halls, excluding the summer term. Subsequently, if the deposit balance falls below \$25.00 at any time, the student must restore the deposit to the \$100.00 level. The assessment of individual and group damages may be made against the deposit. The deposit balance, not including any accrued interest, will be refunded to the student upon graduation from the College or withdrawal from residence halls.

Adopted by the Board of Visitors May 7, 1982.

Proposed word clarification, second sentence

Subsequently, if the deposit balance falls below \$50.00 at any time, the student must restore the deposit to the \$100.00 level.

Rationale

Make policy consistent with current practice.

HOUSING AND RESIDENCE EDUCATION
RESIDENCE HALL GROUP DAMAGE
2.g.

Existing policy

In addition to individual resident responsibility for damage to room accommodations (beyond normal wear), residents, as a group, are liable for damages to common areas of the residence hall when individual responsibility cannot be assigned. The "group" responsible may include suite-mates, corridor-mates, or hall-mates as determined by the location of the damages and the nature of the circumstances surrounding the damage incident.

Adopted by the Board of Visitors May 7, 1982.

Proposed word clarification

Resident students will be liable for damages to common areas of their residence hall when individual responsibility cannot be determined and assigned. Responsible groups of residents may include roommates, suitemates, residents of the same floor, and residents of the same building. Responsibility for damage will be determined by the location of the damages and the nature of the circumstances surrounding the damage. Charges will be made against the damage deposit of each student responsible.

Rationale

Define corridor-mates and hall-mates.
Assert that individual damage deposits are charged.

CAMPUS POLICE
ARRESTED STUDENTS
2.h.

Existing policy

The College will automatically examine the circumstances surrounding the arrest of any Longwood student. Following the preliminary investigation, a disciplinary hearing may be held. Students may be subject to immediate suspension as a result of this hearing if it is determined that the student's continued presence on campus is detrimental to the well being of the college community.

Adopted by the Board of Visitors, February 5, 1982.

Proposed word clarification

The Vice President of Student Affairs may immediately suspend a student whose continued presence on campus represents a danger to self or others as evidenced by illegal acts, by an arrest by campus police or civil authorities, or by severe mental/emotional disorders. Following suspension, the student will be accorded a hearing as required by guidelines established in the Honor Code process.

Rationale

In cases when a student represents danger to the community, suspension must be immediate. The student is nonetheless guaranteed due process.

GENERAL
STATEMENT OF RIGHTS AND RESPONSIBILITIES
2.i.

Existing policy

In 1969, the Board of Visitors, faculty and administration, and Legislative Board, acting for the student body, approved the "Joint Statement on Rights and Freedoms of Students", previously passed by a group of national organizations, including: American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors. Complete copies of that publication are available in the offices of the President, the Dean of Students, and the President of the Student Government Association. In addition, each of these groups passed the following statement of Rights and Responsibilities:

So that all may be aware of the feelings and expectations of the Board of Visitors of Longwood College, this statement of policy was adopted on November 7, 1969. The adoption occurred after due consultation with faculty, staff, and student groups. It is recognized that no single statement is capable of covering all possible contingencies but it is hoped that this statement will convey the prevailing philosophy of the Board.

The objective of Longwood College is that of providing an education of high quality. In order that this might be accomplished, the Board of Visitors recognizes that certain rights and responsibilities must be incumbent upon the varied parties involved in the educational process. This includes the student body as well as the faculty and staff. Total effort should be expended to promote acceptance of the concept that all groups comprising the college have a common objective in securing such an education of quality.

The student body has the right to expect that the fundamentals of due process will be accorded to each and every student just as these fundamentals also must be accorded to all members of the college community. The Board of Visitors, therefore, adopted as institutional policy "The Joint Statement on Rights and Freedoms of Students" published in 1967. This document was prepared by a joint committee representing a wide range of student and professional organizations.

The Board wishes to note its concern that members of the college community have the privileges and rights accorded to other citizens. While the Board is concerned with individual rights, so is it concerned with the responsibility of the college community to avoid taking advantage of membership in this community in order to further partisan political or other views.

Embodied in the joint statement is the concept that freedom and rights do carry with them certain responsibilities for all member of the college community. The Board of Visitors, therefore, asserts the responsibility of all involved to follow established and orderly channels of communication,

inquiry, and dissent and to desist from any action which interferes with the rights of others to pursue their normal educational tasks.

Recognizing that the student body has certain rights and responsibilities, so too, should it be observed that certain rights and responsibilities accrue to the faculty and staff of the College. The faculty and staff have the responsibility of establishing and maintaining open channels of communication through which student inquiry and dissent may be directed. On the other hand the faculty and staff have the right to expect that students will recognize student responsibility to direct inquiry and dissent peacefully through such channels.

The Board can tolerate no activity which disrupts the normal processes of instruction, study, research, service, assembly, and administration. Neither can the Board accept conduct which encourages or incites others to disrupt the functions of the College. Specifically included in the intent of this statement is prohibition of demonstrations inside any buildings and to require registration of a proposed demonstration in other areas with the Dean of Students' Office as a means of providing for appropriate utilization of space. The required registration will be made in accordance with the Scheduling of Events Section of the Longwood College Student Handbook.

Any person from within the College community found guilty of the above noted offenses in regard to disruption may be subject to disciplinary action including suspension, removal from any association with the College, or other serious penalties. These offenders may also be prosecuted through the courts. Persons found guilty of disruption who are not members of the College community are also liable to prosecution in the courts.

Adopted by the Board of Visitors November 7, 1969.
Amended February 4, 1971, May 12, 1972, August 1, 1974.

Proposed action

Hold until April meeting for complete proposal of student conduct policies.

GENERAL
STUDENT APPEALS

2.b(10)

2.j.

Existing policy

Appeals decisions of the Assistant to the Vice President for Student Affairs or the Disciplinary Hearing Committee must be made in writing to the Vice President for Student Affairs within 24 hours after receipt of the letter describing the final decision. The President of the College may exercise review authority over all separation decisions.

Adopted by the Board of Visitors May 8, 1981.

Proposed word clarification

Appeals of decisions of the Dean of Students or any Disciplinary Hearing Committees must be made in writing to the Vice President for Student Affairs within 5 working days after receipt of the letter describing the final decision. The President of the College may exercise review authority over all separation decisions.

Rationale

Make policy consistent with current practice.

Action Item

STUDENT AFFAIRS

February 2, 1984

Presenter: Mrs. Pretlow

BY-LAWS:

Article V, Section 4

RECOMMENDATION:

3. On behalf of the Student Affairs Committee, I propose that the Board of Visitors rescind these existing policies:
 - a. Office of Financial Aid, LOSS OF FINANCIAL AID THROUGH WITHDRAWAL (adopted by the Board on May 6, 1976)
 - b. Office of Financial Aid, ACADEMIC ELIGIBILITY FOR FINANCIAL ASSISTANCE (adopted by the Board on August 5, 1976)
 - c. STATEMENT ON STUDENT LIFE (adopted by the Board on May 7, 1971)
 - d. VISITATION IN RESIDENCE HALLS (adopted by the Board on September 14, 1972)
 - e. THE STUDENT LIAISON COMMITTEE of the Board of Visitors (adopted by the Board on August 5, 1976)
 - f. STUDENT LIAISON COMMITTEE - STUDENT MEMBERSHIP (adopted by the Board on May 4, 1978)

OFFICE OF FINANCIAL AID
LOSS OF FINANCIAL AID THROUGH WITHDRAWAL
3.a.

Existing policy

Students who voluntarily withdraw after mid-semester are not considered to be in good standing at the College during the academic year in which they return; therefore, such individuals are not eligible for financial aid during that time. Exceptions may be made when withdrawal was for medical reasons and when specific approval has been obtained from the Dean of Students.

Adopted by the Board of Visitors May 6, 1976.

Proposed rescission

Propose rescission of this policy in light of more recent statement in Academic Standards Policy (Adopted by the Board of Visitors July 16, 1982).

OFFICE OF FINANCIAL AID
ACADEMIC ELIGIBILITY FOR FINANCIAL ASSISTANCE
3.b.

Existing policy

College policy shall permit a student to be eligible for financial assistance if, in the opinion of the institution, that student is capable of maintaining good standing. Any student accepted or allowed to return is, in the opinion of College officials, capable of maintaining good standing. This policy applies to all financial aid not containing specific academic requirements. Exceptions to this policy can be made by the Dean of the College or the Financial Aid Office. A standing exception provides that students who voluntarily withdraw after mid-semester are not considered to be good in standing at the College during the academic year in which they return; therefore, such individuals are not eligible for financial aid during that time. Exceptions may be made when withdrawal was for medical reasons and when specific approval has been obtained from the Dean of Students.

Adopted by the Board of Visitors August 5, 1976.

Proposed rescission

Propose rescission of this policy in light of more recent statement in Academic Standards Policy (Adopted by the Board of Visitors July 16, 1982).

GENERAL
STATEMENT ON STUDENT LIFE
3.c.

Existing policy

The Board of Visitors of Longwood College at its quarterly meeting held on May 7, 1971, has reviewed a number of College policies relating to student life. The Board directs that the following policy statement, adopted at that meeting, be made available to all segments of the College community.

I. In compliance with a request of the General Assembly of Virginia to review policies relating to visitation in college dormitory rooms, the Board wishes to formally endorse Senate Joint Resolution No. 24. In essence, this resolution states: "...the General Assembly hereby advises the presidents and governing boards of all State-supported institutions of higher learning that any policy which permits the visitation with students of the opposite sex in college dormitory bedrooms without proper regulation, control and supervision, and without the prior consent of the parents of any student under twenty-one years of age, is contrary to the public policy of the Commonwealth, inimical to the standards of morality, public decency and decorum which are indispensable for a stable, well-ordered society..."

Longwood's policy conformed with the particular resolution at the time of its passage and will continue to do so.

- II. The Board of Visitors reaffirms its strong opposition to any narcotics on campus and notes that violators of the policy contained in the Student Handbook with reference to narcotics will continue to be dealt with severely. The Board of Visitors wishes to commend the Dean of Students' office for the programs which it has initiated in the area of drug education and calls upon this office to continue and to expand such efforts.
- III. While wishing to make perfectly clear that the Board of Visitors does not endorse the use of alcoholic beverages, the Board accepts the recommendation from the Legislative Board of Student Government which would permit some utilization of alcohol on campus strictly in compliance with the Laws of Virginia.
- IV. The Board of Visitors endorses the letter of the President to the Legislative and Publications Boards of the student body requesting the development of a code of ethics for all campus publications and directs that such a code be made available to the President and his staff and the Board of Visitors for review prior to the August Board meeting.
- V. The Board of Visitors wishes to commend the student body generally and the student leadership particularly for the manner in which students have sought change in campus regulations. Such efforts by Longwood students have been directed through well established and proper channels and the Board wishes to note publicly its approval for such procedures.

Adopted by the Board of Visitors May 7, 1971.

Proposed rescission

Propose rescission of this policy as it duplicates or contradicts other existing statements.

- Paragraph I Revision of subsequent visitation policy proposed in later document.
- Paragraph II Contained in proposal of student conduct guidelines to be discussed in April, 1984.
- Paragraph III Revision of subsequent alcohol policy proposed in later document.
- Paragraph IV Contained in proposed revision of subsequent publications code to be discussed in April, 1984.
- Paragraph V Not a policy statement.

VISITATION IN THE RESIDENCE HALLS
3.d.

Existing policy

In accordance with the Bateman resolution, authorization is granted for visitation in the residence halls on Saturdays from 2 p.m. to 5 p.m. and from 7 p.m. to 12 midnight, with the understanding that a system will be developed whereby persons may return to the dormitories after the hours they are locked. These rules are initiated on a trial basis.

Adopted by the Board of Visitors September 14, 1972.

Proposed rescission

Recommend rescission of this policy in light of 1975 policy and new recommendations.

GENERAL
THE STUDENT LIAISON COMMITTEE OF THE BOARD OF VISITORS
3.e.

Existing policy

The Board of Visitors is anxious to provide for communication with as many individual students and groups of students as possible. In order to facilitate communication between students and itself, the Board has appointed a Student Liaison Committee.

Since the Board recognizes that effective communication is best achieved when small, representative groups exchange ideas, it is recommended that the Student Liaison Committee normally meet with elected representatives from the student body at those times during the year when the Board is in session. Meetings with the student body as a whole, or with other officially recognized student groups, may be held from time to time.

Communication with the Student Liaison Committee, including requests to meet with the Committee, must follow the normal channels of contact through the President of the College.

Adopted by the Board of Visitors August 5, 1976.

Proposed rescission

Recommend rescission of this policy in conjunction with the Board of Visitor's new committee structure and by-laws revision. Arrangements will be made for various students and student groups to meet with the Student Affairs and Academic Affairs Committee with regard to various policy and student life matter.

STUDENT LIAISON COMMITTEE - STUDENT MEMBERSHIP 3.f.

Existing policy

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

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

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

Adopted by the Board of Visitors May 4, 1978.

Representatives from Judicial Board and Residence Board are included in the composition of the Student Liaison Committee of the Board of Visitors. These representatives are automatically the chairmen of the respective boards.

Adopted by the Board of Visitors November 3, 1978.

Proposed rescission

Recommend rescission of these policies pending rescission of the policy on the Student Liaison Committee of the Board of Visitors.

Action Item

STUDENT AFFAIRS

February 2, 1984

Presenter: Mrs Pretlow

BY-LAWS: Article V, Section 4

RECOMMENDATION:

4. On behalf of the Student Affairs Committee, I propose that the Board of Visitors endorse substantive revisions of these existing policies:
 - a. STUDENTS' GRIEVANCE PROCEDURES FOR ALLEGATIONS OF DISCRIMINATION (adopted by the Board on August 4, 1978)
 - b. POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES (adopted by the Board on November 6, 1981)
 - c. RESIDENCE HALL OPEN HOUSE POLICY (adopted by the Board on May 2, 1975)

GENERAL
STUDENTS' GRIEVANCE PROCEDURES FOR ALLEGATIONS OF DISCRIMINATION
4.a.

Existing policy

Longwood College does not discriminate on the basis of age, handicap, national origin, race, religion, or sex in its basic policies and procedures or in their administration.

OBJECTIVE

The purpose of this policy is to provide informal and formal procedures for the prompt, orderly, and equitable resolution of a grievance which may arise under the College's policies and practices.

This grievance procedure may be used by students when a difference, complaint, or dispute alleging such discrimination arises between a student and another student, or a faculty member, or an administrator of the College with respect to the equal, fair, and impartial application, meaning, or interpretation of the rules, policies, procedures, and regulations of the College as they affect the educational activity of the grievant. This grievance procedure will operate only with respect to differences, complaints, and disputes alleging such discrimination and will not replace or supersede currently operative policies and procedures regarding student rights and the College judicial and residence hall systems. If there is a dispute concerning the jurisdiction of a grievance, the Affirmative Action Coordinator and the Vice President for Student Affairs will determine which procedure will be used.

PROCEDURES

LEVEL ONE:

A student who has a grievance alleging discrimination on the basis of age, handicap, national origin, race, religion, or sex should discuss the matter directly with the other party or parties involved in the dispute. This conference should take place within ten (10) days immediately following the event giving rise to the complaint, or within ten (10) days after the grievant gains knowledge of its occurrence.

LEVEL TWO:

In the event that the grievant is not satisfied with the result of this conference with the other party or parties of the grievance, the grievant should discuss the matter within ten (10) days with the immediate supervisor or that party or parties. If the grievant is uncertain whom to contact at this level, he or she should consult with the Affirmative Action Coordinator to determine who would be the appropriate person for the grievant to contact.

LEVEL THREE :

2.d(1)2

If the supervisor's reply from the second level meeting is not acceptable to the grievant, he or she will discuss the matter within ten (10) days with the Vice President for Student Affairs. Every reasonable attempt should be made at each level to resolve and mediate the grievance informally at these levels before formal proceedings are initiated. No written record of the matter will be placed in the grievant's official file if the matter is thus resolved.

LEVEL FOUR :

If the decision of the Vice President for Student Affairs is unacceptable to the grievant, an appeal, in writing, may be made to the College President. An acknowledgement of receipt of the appeal will be made within five (5) days. The grievant shall receive the President's decision within ten (10) days. Copies of the President's decision shall be transmitted to the grievant and the Vice President for Student Affairs, as well as to Longwood's Affirmative Action Coordinator.

If the College President's decision is not acceptable to the grievant, he or she has the right to appeal to the Executive Committee of the Board of Visitors. The grievant must make this request for a hearing to the Executive Committee of the Board of Visitors within ten (10) days following the receipt of the President's decision.

The decision of the Executive Committee of the Board of Visitors shall be final in all determinations related to the Longwood College position on the grievance. Failure to comply with the decision of the Executive Committee of the Board of Visitors or reprisals as a result of the decision shall be grievable or cause for disciplinary action.

NOTE: The parties to the grievance, by mutual agreement, may extend any, or all of the time periods established in this procedure.

Adopted by the Board of Visitors August 4, 1978.

Proposed substantive revisions

Longwood College does not discriminate on the basis of age, handicap, veteran status, national origin, race, religion, or sex in its basic policies and procedures or in their administration.

The Vice President for Student Affairs shall establish, maintain, and inform the college community of procedures for prompt, orderly, and equitable resolution of student grievances arising from alleged discrimination under the College's policies and/or practices.

Rationale

Make the policy statement more concise as well as flexible to individual circumstances.

GENERAL
POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES
4.b.

Existing policy

Students 17 years of age and under:

May not possess or consume any alcoholic beverage (including wine or beer) on College property.

Students 18 years of age:

- A. May consume beer at a licensed College event, but may not possess or consume it elsewhere on College property.
- B. May not possess or consume any other alcoholic beverage on College property.

Students 19 or 20 years of age:

- A. May possess or consume beer at designated places on College property.
- B. May not possess or consume any other alcoholic beverage on College property.

Students 21 years of age or over:

May possess or consume any alcoholic beverage at designated places on College property.

Note: The wording of this policy is consistent with State laws on the possession and consumption of alcoholic beverages.

Adopted by the Board of Visitors November 6, 1981.

Proposed substantive revision

Possession and consumption of alcoholic beverages on College property is limited to conditions established by laws of the Commonwealth of Virginia, Longwood College regulations, and circumstances which encourage the responsible consumption of alcoholic beverages. The Dean of Students will designate locations where possession and/or consumption of alcoholic beverages is permitted.

Rationale

The proposed statement will be consistent with present and future law and with College priorities in regulation of alcoholic beverages.

GENERAL
RESIDENCE HALL OPEN HOUSE AND ALCOHOL RULES
4.c.

Existing policy

OPEN HOUSE HOURS

Friday: 5:00 p.m. - 1:30 a.m.
Saturday: 1:00 p.m. - 1:30 a.m.
Sunday: 2:00 p.m. - 10:00 p.m.

Students participating in Open House must keep the suite doors open during Open House when male guests are in a room.

ALCOHOL RULES

Alcoholic beverages may be consumed by a student and her male guest according to State law and College regulations. In freshman residence halls, only beer may be consumed by students and/or their guests.

RECOMMENDED IMPLEMENTATION OF RULE CHANGES

1. The Open House hours and alcohol rules are considered to be limits of the extension of the present rules.
2. Each Residence Hall Council shall be responsible for ratifying, by a majority vote of at least eighty per cent of the residents of the hall, the proposed extension of the Open House and alcohol rules. A Residence Hall Council may determine that the entire hall or specific floors in that hall has, by its vote, accepted Open House or alcohol rules which are MORE RESTRICTIVE than the limits prescribed.
3. Meetings shall be scheduled by the Residence Hall President in upper class halls one week after the election of hall and floor presidents to determine the regulations under which each hall is to function. In freshman residence halls, the Residence Hall councils meet on approximately November 1 to determine the extent to which each will ratify the extension of Open House and alcohol rules.
4. Residence Hall presidents will submit, in writing, the results of the voting in the halls to Residence Board. Residence Board is responsible for presenting a summary to the President for his approval.
5. Procedures will be implemented on a trial basis.

Adopted by the Board of Visitors May 2, 1975.

CONFIDENTIALProposed substantive revisions

In place of Open House Hours:

Option #1 VISITATION IN RESIDENCE HALLS

The Vice President for Student Affairs will determine the maximum hours for visitation by members of the opposite sex in Longwood residence halls. Visitation at any approved time is contingent upon considerate and responsible conduct on the part of both host/hostess and guest, and is subject to veto by a roommate. The rights and preferences of roommates and suitemates take precedence over those of guests or of the host/hostess in relation to the guest.

Option #2 VISITATION IN RESIDENCE HALLS

Visitation in residence hall student rooms by persons of the opposite sex is permitted during the following hours:

Sunday 10 a.m. - Midnight
Monday-Thursday - Noon - Midnight
Friday-Noon - 2 a.m.
Saturday-10 am. - 2 a.m.

The host/hostess is responsible for seeing that the guest leaves on time, and otherwise abides by College regulations.

In place of Alcohol Rules:

Previously proposed policy on Alcoholic Beverages.

Rationales

Proposed visitation policies reflect the practices in effect at the time of employment of the current Vice President for Student Affairs.

Proposed Alcoholic Beverages policy will sufficiently define concerns and parameters.

POLICIES FOR APRIL MEETING

Admissions

Application fee
Admissions deposit

Financial Aid

Compliance with federal regulations

Housing and Residence Education

Student Activities

Student organization registration
Eligibility for use of campus space and student fees

Counseling Services

Confidentiality
Emergency procedures

Student Health Services

Health record
Rubella immunization
Emergency procedures

Career Planning and Placement

EOE compliance by employers

Campus Police

Student parking
Use of force

General Student Affairs Matters

Student conduct guidelines
Solicitation
Ethical standards for Student Affairs staff as proposed by the American
College Personnel Association
Student Affairs statement on student records
Student Affairs statement on non discrimination
Alcohol marketing statement as proposed by the National Association of
Student Personnel Administrators
Publications policy

NOTE: Policy action not listed here may be proposed.

AGENDA
BUSINESS AFFAIRS COMMITTEE
FEBRUARY MEETING

1. Information Report

- a. Review of revenue projections, budget, and expenditures-to-date (December 31, 1983). (to be distributed at meeting)
- b. Update on Legislative activities regarding budget
- c. Review of policies and procedures

2. Action Items

- a. Policies on Student Accounts
 - 1) Collection of Student Accounts (Pages 2.a(1)1-4)
 - 2) Student Tuition and Fees Payment Plans (Pages 2.a(2)1-1)
- b. Appointment (Page 2.b(1) (Confidential Report))
- c. Fee Schedule for Summer Session and Conference Activities, 1984-5 (Pages 2.c(1-3))
- d. Affirmative Action Plan (Pages 2.d(1-34))
- e. Equal Opportunity and Civil Rights Policy (Page 2.e)
- f. Establishment of Special Longwood House Committee. (Page 2.f)

3. April Board Meeting Preview

4. Review of Committee Meeting

ACTION ITEM
 BUSINESS AFFAIRS
 February 2, 1984

CONFIDENTIAL

POLICY: Collection of Student Accounts

BY-LAWS: Article V.3

RECOMMENDATION:

On behalf of the Business Affairs Committee, I move that the Board approve the following policy statement which shall replace any preceding policy on this matter:

"Prior to completion of registration, each student must pay full tuition, fees or other charges due or secure such payment to the satisfaction of the Vice President for Business Affairs in accordance with Board of Visitors policies. The Vice President for Business Affairs may delegate day-to-day oversight of this function to an appropriate officer of the College. An account may be secured in lieu of cash payment by any of the following methods:

Verification that student has sufficient aid in process.

Signed commitment of anticipated earnings for the semester from work study employment.

Signed completion of an approved payment agreement; such plan must be secured by both the student and an appropriate co-signer.

Verification in writing from a third party payer that a scholarship, grant or other firm payment is in process.

If an account becomes delinquent due to default for any reason, credit and grades for courses taken, transcripts, and certification of grades of or for graduation may be withheld until the debt is satisfactorily cleared. In addition, vigorous collection procedures may be implemented in accordance with State laws. Accounts over \$25 may not be written-off except with approval of the Board of Visitors."

EXPLANATION:

The above policy alters the existing policy in the following ways:

The primary responsibility for control of student accounts is placed upon the Vice President for Business Affairs with the authorization for delegation of day-to-day oversight rather than the existing circumstance where the Treasurer apparently has the primary responsibility.

The inclusion of the term "other charges" allows collection procedures to be implemented in the case of amounts due for reasons other than just tuition and fees, e.g., for fines or damage charges.

Inclusion of the provision that verification in writing of "other firm payment" allows acceptance of other secured payment in addition to just scholarships or grants.

The term "deferred payment agreement" is replaced with "approved payment agreement". This allows for such arrangements as loans under special circumstances from the President's discretionary funds or other secure payment plans should they become available.

The term "parent" is replaced with "appropriate co-signer".

The holding of student academic records because of delinquent student accounts receivable is now included.

The above also separates Board policy from the College procedures for implementation the Board policy.

POLICY ON COLLECTIONS OF STUDENT ACCOUNTS

CONFIDENTIAL

Student accounts for tuition and fees must be paid in full or secured to the satisfaction of the Business Manager and Treasurer prior to completion of registration. An account may be secured in lieu of cash payment by any of the following methods:

1. Verification by Financial Aid that student has aid in process.
2. Signing over anticipated earnings for the semester from work study employment.
3. Completion of a deferred payment agreement by parent and student.
4. Verification in writing from outside agency that a scholarship or grant is in process.

If the account becomes delinquent due to default on any of the above categories, the following collection procedures will be implemented:

Collection Procedures

A. Business Office Accounts:

1. Upon an account becoming delinquent, a bill will be sent to both the home address and College address of the student for settlement within ten (10) days.
2. For a student who is currently enrolled, if settlement is not made within this specified period, the student will be notified of impending withdrawal from the College by the Vice-President for Academic Affairs.
3. If settlement is not made immediately, withdrawal will be processed. Faculty members involved will be notified not to allow the student back in class without authorization from the Vice-President for Academic Affairs.
4. For a student who is not currently enrolled, a letter will be sent to the student's current address and home address stating that the account is overdue. The student will be contacted and billed at least every thirty (30) days until the account is 120 days delinquent.
5. The Registrar will be notified to flag and hold the student's transcripts.
6. All accounts which become 120 days delinquent will be submitted to a private collection agency. If there is no collection activity for six (6) months, the collection agency shall return the account to the College.
7. At the time that the account is submitted to the collection agency, the account will be listed with the Virginia Department of Taxation to be applied against any State income tax refund that the student may have in the future.

8. Accounts of \$500 and over which are returned to the College by the collection agency as uncollectible will be submitted to the College attorney to take the appropriate legal actions toward collection.
9. Accounts under \$500 which are returned to the College by the collection agency as uncollectible will be submitted to the Board of Visitors to be written off when they have been in a delinquent status for two years.
10. Accounts which are returned by the College attorney as uncollectible will be submitted to the Board for write-off under the same condition as indicated in #9.
11. Accounts of less than \$25.00 may be written off with the permission of the Vice-President for Student Affairs without action of the Board of Visitors.

B. Student Loan Accounts

Collection Procedures

1. All loans which become 120 days delinquent will be submitted to the collection agency with collection costs added to the loan. If there is no collection activity for six (6) months, the collection agency shall return the account to the College.
2. All short-term loans which are delinquent at the end of an academic year will be converted to long-term loan status with the same collection procedures applied.
3. The Registrar will be notified to flag and hold the student's transcripts.
4. The account will be listed with the Virginia Department of Taxation to be applied against any State income tax refund that the student may have in the future.
5. Accounts of \$500 and over which are returned to the College by the collection agency as uncollectible will be submitted to the College attorney to take the appropriate legal action toward collection.
6. Accounts under \$500 which are returned to the College by the collection agency as uncollectible will be submitted to the Board of Visitors to be written off when they have been in a delinquent status for two (2) years.
7. Accounts which are returned by the College attorney as uncollectible will be submitted to the Board of Visitors for write-off as indicated in #6.
8. Accounts of less than \$25.00 may be written off with the permission of the Vice-President for Student Affairs without action of the Board of Visitors.

ACTION ITEM
BUSINESS AFFAIRS
February 2, 1984

CONFIDENTIAL

POLICY: Student Tuition and Fees Payment Plans

BY-LAWS: Article V. Section 3

RECOMMENDATION:

On behalf of the Committee, I move that the Board approve the following policy statement which shall replace any preceding policy on this matter:

"Longwood College may offer alternate tuition and fees payment plans ranging from full payment prior to the beginning of each semester to monthly payments so long as full payment of tuition and fees is accomplished prior to the end of each semester. Any payment plan offered by the College does not alter in any way the tuition and fees due the College for full or partial semesters. Credit and grades for courses taken, transcripts, and certification of or for graduation may be withheld pending full payment of monies due the College by or on behalf of any individual student. Methods of Collection of monies due the College which are in conformance with local, state, and federal laws may be used to collect debts to the College."

EXPLANATION:

The above policy statement has been approved by Assistant Attorney General Pamela Sargent. Ms. Sargent stated in writing the following:

"I write in reference to your proposed deferred payment plan for students. As we have discussed since your letter, I believe that such a plan comports with legislative restrictions as long as it is handled very carefully.

As you know, Section 23-189 gives the College's Board of Visitors the power to "...fix the rates charged the students of the College for tuition, fees and other necessary charges." This power is further acknowledged by the General Assembly in Section 4-2.01(d)(3) of the 1983 Appropriations Act, which reads as follows:

"3. The determination of proper tuition, fees and charges is let to the judgment of the Boards of Visitors or other governing bodies of said institutions but in fixing same due regard should be given to the actual cost of providing education and to appropriate charges to out-of-state students...."

Since the Board of Visitors is vested with the discretion to determine the proper rate to charge students for tuition and fees, then it follows that the Board may also determine the timing of said tuition and fees payments. The only limiting factor here is that the Board may not defer payments on such a scale as to impair the institution's cash flow or to cause the College to incur debt."

The development of a financially sound payment plan would be of great benefit to some students and their parents. Charges for this service would be more than sufficient to pay for any increase staff which might be needed and to provide funds for other necessary expenses associated with such plan.

Since the policy requires that payment be made in full prior to the end of each semester, the College has sufficient opportunity to enforce such payment by withholding instruction, grades, etc. Furthermore, should the student decide to withdraw, the payment plan would provide sufficient payment-to-date so that the amount due the College for such partial attendance would already have been received. This would occur since the student would be eligible for pro rata refund of fees, and, if withdrawal occurs before mid-semester, for some refund of tuition charges.

Since this policy requires payment in full prior to the end of the semester, the State would not view this as increased accounts receivable. Tuition and fees due after the end of the semester would be viewed as accounts receivable.

The plan would not cause a cash flow problem for three reasons:

1. The State appropriations (approximately 70% of E and G revenues would be available beginning July 1 of each year.
2. At least monthly payments would be received, some in advance of school opening.
3. The expenditures of the College in the E and G area are somewhat evenly spread over the year since the greatest percentage is spent for personnel costs.

Proposed Policies for Collection of Tuition and Fees

Historically, Longwood's policy for collection of tuition and fees has been a relaxed one. Normally, a college student is not officially registered for classes until tuition and fees are paid in full. At Longwood, billing is made to the parent with a specified due date for payment, which is usually after classes have begun. In the past, the Business Office has been able to make exceptions to the due date for payment of fees. Installment payments have been allowed when parents have had problems meeting their financial obligation to the College. This flexibility has enabled a few students to remain in college who otherwise might have had to drop out, but increasingly our willingness to aid students financially is being abused as noted by the delinquent accounts below.

If it were financially feasible, the Business Office would like to continue a policy of leniency, but beginning in 1974-75, delinquent accounts have increased to the point where some definite guidelines for collection of tuition and fees must be formulated. In addition, appropriations from the State are being reduced periodically due to the economic situation, making collection of all tuition and fees a necessity if a sound fiscal basis is to be maintained.

As of March 31, 1976, amounts outstanding for tuition and fees are:

1971-72		\$ 2,503.50
1972-73		5,778.75
1973-74		3,418.04
1974-75		16,749.85
Summer 1975	\$ 5,606.79	
First Semester 1975-76	25,845.27	
Second Semester 1975-76	105,562.95	135,013.01

It is noted that the 1974-75 delinquent accounts were approximately 7.3 times greater than the 1971-72 accounts. For Summer and First Semester 1975-76, past due accounts are already 12.8 times greater than 1971-72. If the present rate is projected for the entire 1975-76 academic year, delinquent accounts will total approximately \$80,000 which is 31.7 times greater than 1971-72. It is evident that this can not continue.

The following guidelines for collection of tuition and fees are recommended for adoption:

1. Only the following categories of students are eligible for deferment of tuition and fees past the regular deadline:
 - a. Students who have authorization for payment of fees by outside agencies, including Vocational Rehabilitation. Deferments will be allowed only for the amount authorized by the agency for a specified semester.

- b. Students who have in writing loan or scholarship approvals in process. Deferrals will be allowed only for the amount of the loan or scholarship in process for a specified semester.
 - c. Students who have in writing College approved scholarships or loans for the semester in which the deferral is requested.
2. If a student or parent has a legitimate reason for delaying payment past the regular deadline, an extension not to exceed 30 days may be granted by the Business Office. A promissory note will be required by the Business Office signed by the parent or guardian of the student unless the student is responsible for his own accounts to effect an extension of credit.
 3. In circumstances where requests for extensions exceed 30 days, the request must be approved by the Treasurer, or in his absence, the Business Manager. Time extensions may not be granted beyond the deadlines as outlined in paragraph 4.
 4. Payment may not be extended past the deadline of December 1 for First Semester, May 1 for Second Semester, and August 31, for Summer Semester.
 5. If a student has an outstanding financial obligation at the end of a semester or a summer session or defaults on the conditions of the present extensions, he may not continue his enrollment until the account is paid in full or secured to the satisfaction of the Business Office.
 - a. Before the parents and the student are notified that he may not return to College, a committee composed of the Business Manager, the Dean of Students, and the Dean of the College, or their designated representatives, will review each case individually. The Business Office shall be notified in writing of the results of the Committee's action.
 - b. The Business Office shall inform the parents and the student that he may not return to the College until the account is paid in full. Notification of this action will be sent to the following College offices:

Dean of the College
Dean of Students
Admissions
Data Processing

CONFIDENTIAL

CATALOGUE

Official records of the College may not be released until all financial obligations to the College, other than student loans, have been settled.

No student may continue his enrollment if he has an outstanding financial obligation to the College.

~~CONFIDENTIAL~~

No. 1 Farnville, Virginia, _____, 19 _____ \$ _____

For value received I/we, jointly and severally, promise to pay to the order of Longwood College, Farnville, Va. _____ Dollars at its offices in the Town of Farnville, Va., in _____ equal consecutive monthly installments of \$ _____ each, the first equal installment payable on the _____ day of _____ 19 _____, and an equal installment on the same day of each succeeding month until all said equal installments are paid, and a final installment of \$ _____ payable on the _____ day of _____, 19 _____, with interest at the rate of six per centum per annum on each installment not paid at maturity from its due date until paid.

In the event of default in making payment of any installment on the date required therefor, the holder may declare due and payable the entire unpaid balance of this note.

The makers, guarantors, and endorsers of this note hereby waive presentment, demand, protest, and notice of dishonor and hereby agree to remain bound for the payment of this note notwithstanding any extension or extensions of time of payment of it, or any part of it, made by agreement with any one or more parties hereto, and they do likewise waive the benefit of all homestead exemptions as to his debt and agree to pay all expenses incurred in collecting the same, including a 15% attorney's fee in case this note shall not be paid at maturity or when declared due and payable as provided herein.

Witness the following signatures and seals:

STREET _____ X _____

CITY _____

STREET _____ X _____

CITY _____

BUSINESS AFFAIRS COMMITTEE

POLICY: Tuition and Fees for 1984-85 Summer Session and Conferences

BY-LAWS: Article V.3

RECOMMENDATION: On behalf of the Business Affairs Committee I move that the Board approve the following tuition and fees for 1984-85 Summer Session and Conferences.

Tuition

Undergraduate

In-State	\$43.00 per credit hour
Out-of-State	\$60.00 per credit hour

Graduate

In-State	\$50.00 per credit hour
Out-of-State	\$70.00 per credit hour

Application Fee (non-refundable) \$5

Comprehensive and Conferences:Graduate and Undergraduate Academic Programs

Residence Hall Students: (per week)

Comprehensive Fee

	<u>Double Occupancy</u>	<u>Single Occupance</u>
Board	\$35.50	\$35.50
Room	41.00	51.00
Laundry	1.50	1.50
Health Services	3.00	3.00
Auxiliary Service Fee	3.00	3.00
	<u>\$84.00</u>	<u>\$94.00</u>

Non-Residence Hall Students: (per session)

Auxiliary Service Fee:

Student Union	\$5.00
Activity Fee	3.00
Construction Fee	5.00
Reserve	2.00
	<u>\$15.00</u>

Students who fail to register before the first class meeting will be charged a late 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.

BUSINESS AFFAIRS COMMITTEE

Conferences

	<u>Double Occupancy</u>	<u>Single Occupancy</u>
Board (Per Day, Per Person)	\$ 9.00	\$ 9.00
Room (Per Day, Per Person)	8.50 (Air Cond.)	12.00
	7.00 (Non-Air Cond.)	10.25
*Conference Fee (Minimum Per Person, Per Conference)	3.50	3.50

When required to be competitive, the Office of Continuing Studies may negotiate lower rates subject to prior approval by the Vice-President for Business Affairs.

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 ProgramsResident:

<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-Aid 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.

If necessary to be competitive for conference groups, The Office of Continuing Studies has the flexibility of charging as low as \$7.00 per double and \$10.00 per single in air conditioned facilities.

ACTION ITEM
BUSINESS AFFAIRS
February 2, 1984

CONFIDENTIAL

POLICY: Affirmative Action Plan

BY-LAWS: Article V.3


RECOMMENDATION:

On behalf of the Business Affairs Committee, I move that the Board approve the following Affirmative Action Plan:

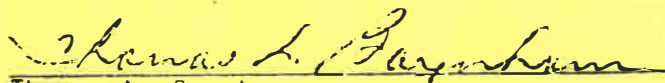
LONGWOOD COLLEGE

AFFIRMATIVE ACTION PLAN

July 1, 1983 - June 30, 1986



Janet D. Greenwood
President



Thomas L. Baynham
Affirmative Action Officer

INTRODUCTION

I.

Longwood College is a four year, state-supported coeducational Liberal Arts institution with a current enrollment of approximately 3,000 students, the majority (2,200) of whom are resident students. There are 455 positions, in full-time permanent faculty-administrators, full-time permanent classified, adjunct faculty, and wage employees. The College has been in existence since 1839, and is located in Farmville, Virginia.

This Affirmative Action Plan (hereinafter the AAP) is a statement of the College's intent to adhere to, and be guided by the equal employment opportunity and affirmative action mandates contained in Executive Order No. 1 (82) and the Secretary of Administration and Finance Directive No. 3 (82). The College will also adhere to State and federal laws and policies which speak to discriminatory employment and retention practices, including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, the Qualifications Standards Policy, the Equal Pay Act of 1963, as amended by the Higher Education Act of 1972, and the Equal Employment Opportunity Commission Guidelines.

The AAP, including approved amendments, will be in effect from July 1, 1983 through June 30, 1986.

II.

COMMUNICATION OF THE AAP

The AAP will be communicated to current employees by means of On Campus, an internal publication circulated campus-wide, to Alumnae, and to the Board of Visitors. Additionally, a copy of the College President's latest policy statement will be distributed to each current employee and to all new employees. The current Employee Handbook, which is given to all new employees, also contains an EEO/AA policy statement on two (2) different pages.

Federal and State posters and the President's policy statement will continue to be posted on conspicuous bulletin boards around the campus. The phrase "Equal Employment Opportunity/Affirmative Action Employer" will continue to appear in all ads for job vacancies. Whenever the policy statement is updated or revised during the 3-year life of the AAP, employees will receive a redistribution. The College will continue to advise the Richmond Urban League, the Farmville Chapter of the NAACP, WPAK Radio in Farmville, commercial publishers which handle our ads, and State agencies of Longwood College's EEO/AA policy. Finally, professional organizations which post our ads at their conventions will receive copies of the statement.

III.

EVALUATION OF CURRENT POLICIES & PRACTICES

Longwood College is a coeducational four-year Liberal Arts institution which is dedicated to quality higher education principles and practices and to positive student development. Institutional policies and programs are determined by an administrative Board of Visitors whose members are appointed by the Governor of Virginia, and whose authority is derived from the Code of Virginia, 1950, as amended. Management planning and implementation are carried out by the President, four Vice Presidents (Student Affairs, Institutional Advancement, Business Affairs, and Academic Affairs), the Executive Assistant to the President, and various staff and faculty support groups and committees. The Director of Employee Relations is the designated Affirmative Action Officer (AAO).

The agency personnel policies and practices are consistent with the policies of the State Department of Personnel and Training and with the faculty and faculty-administrator personnel policies as determined by the Board of Visitors. The Equal Pay Act of 1963, the Governor of Virginia, and the Secretary of Administration and Finance also influence personnel practices, and Longwood College will ensure equitable treatment of all classes of employees. All employee benefits for permanent employees will continue to be made available to those employees on an equal basis. Benefits include, but are not limited to, earned or granted leave, insurances, opportunity for promotion or transfer, and compensation. Any formal complaints of discrimination involving the terms or conditions of employment, recruitment, or selection will continue to be reported to the State EEO Office. The College will continue to allow formal complaints to be filed internally or with the State EEO Office.

Formal grievances by classified employees may be filed with the College and employees can seek assistance with grievances from the Employee Relations Office, or from the State Office of Employee Relations Counselors.

according to the grievant's choice. The College will continue to permit informal grievances to be made to, investigated by, and resolved by the Employee Relations Director, or the Vice President for Business Affairs, as desired by the grievant and as appropriate. The Dean of the Faculty, or the Vice President for Academic Affairs or the President as appropriate, will administer similar grievance or complaint procedures for employees with faculty status. Grievances and/or appeals may also be presented to the Board of Visitors, which decides whether or not to hear same. It is expected that all internal routes of resolution be sought prior to consideration of grievance or appeal by the Board of Visitors.

Recruitment and Selection Procedures consistent with applicable policies and laws will continue to be followed while filling faculty, classified, and hourly vacancies. Both procedures allow the Affirmative Action Officer to challenge any appointments which are non-conforming.

Training in EEO/AA matters will be provided by the State Department of Personnel & Training, the Affirmative Action Officer, and by other training Organizations, such as the Institute of Applied Management & Law, as appropriate.

The College's EEO/AA Advisory Committee members are appointed annually by the Vice President for Academic Affairs. Its role is to review policies, plans, and related documents and activities in order to determine the institution's degree of success in achieving its Affirmative Action goals and objectives. The Committee reports its findings and suggestions for improvement to the President. This group also carries out small, short term research projects on campus. It uses the results to increase its knowledge of specific needs, and to support recommendations and suggestions. The current committee members are:

Thomas L. Baynham, B/M, Director of Employee Relations, Chairman

Michael Lund, W/M, Faculty, English Department

Alice Younger, B/F, Student

Bonnie Clevenger, W/F, Associate Director of Admissions

Edna Allen-Bledsoe, B/F, Faculty, Social Work Department

Carolyn Craft, W/F, Faculty, English Department

Lawrence Hlad, W/M, Faculty, Sociology & Anthropology Department

The AAP and any revisions thereof are reviewed by the President, the four Vice Presidents, the Executive Assistant to the President, the Dean of the Faculty, the EEO/AA Advisory Committee and the Affirmative Action Officer prior to final drafting. The plan is also presented to the Board of Visitors for its endorsement. The Affirmative Action Officer will continue to speak to faculty and staff groups on the subject, and will continue to advise employment candidates of the policy.

IV.

RECRUITMENT & SELECTION

The Employee Relations Director will use the results of the utilization analysis to pinpoint the EEO-4 categories and academic departments which demonstrate an underutilization of blacks, other minorities, and females. Those categories and departments will be targeted for special emphasis, re: recruitment and selection. The College will continue to make good faith efforts to search for and select that same group of applicants for all types of positions. Additionally, the College will continue to maintain contact with the State Department of Rehabilitative Services, the Farmville Sheltered Workshop, and the Southside Skills Center, all of which deal with clients who have various types of handicaps. Contacts with the Richmond Urban League, the Farmville Chapter of the NAACP, and the predominantly black colleges in the country will continue. Those contacts are mainly in the form of notification of vacancies. The College will also continue to use the faculty exchange program and the Commonwealth Visiting Professor program to further integrate its faculty ranks.

The Employee Relations Office will preserve all recruitment and selection materials and will make them available for review by appropriate persons or agencies. The Employee Relations Director will continue to periodically informally review the terms and conditions of employment of each newly appointed employee for evidence of discriminatory treatment.

All wage employees are allowed to apply for full-time permanent positions for which they meet the minimum qualifications. Qualifying hourly applicants are guaranteed an interview. The same privilege is extended to full-time permanent employees who are seeking promotions, demotions, or transfers.

V.

TRAINING

In-service training is available to all employees via on-the-job training, free courses at Longwood College, tuition reimbursement for job related courses taken at other institutions, workshops, seminars, and educational leave with partial pay. The Graduate Assistance Program for Minorities (faculty) is sponsored and underwritten by the State Council of Higher Education in Virginia. In addition, the College participates in the Summer Fellowship Program for undergraduate minority and majority students who exhibit an interest in college level teaching at other race State-supported colleges or universities in Virginia. This program has also been underwritten and sponsored by the State Council of Higher Education in Virginia.

Communication of the AAP would likely occur immediately upon its approval, and in the Fall of each year thereafter during the life of the AAP. Faculty meetings, staff meetings, and Orientation meetings for new employees are the most likely vehicles. The highlights of the AAP will be circulated campus-wide via On Campus, a publication of the institution. The Employee Relations Director will monitor all aspects of training to assure that it is managed in a non-discriminatory way. Data to be maintained will include name, position, race, and sex. Training resources shall include seminars offered by the State Department of Personnel and Training, courses offered by this and other institutions of higher learning, current staff and faculty, and national, state, and regional conventions and workshops. Training shall be coordinated by the Employee Relations Director/Affirmative Action Officer, who will also train supervisory personnel in EEO/AA matters and practices.

VI.

RECORDKEEPING

Records will continue to be maintained according to race and sex for three years for the following personnel actions:

- a. All Applications
- b. Applicant Flow Statistics
- c. Applicants Interviewed
- d. New Hires
- e. Terminations
- f. Promotions
- g. Transfers
- h. Demotions
- i. Training
- j. Complaints of Discrimination
- k. Standards of Conduct Offenses
- l. Reclassifications
- m. Grievances

Identifying data will be obtained from applicants by using the standard Commonwealth of Virginia application, DPT Form 10 012 (Rev. 3-82). The tear-off section at the bottom of the form, when completed by the applicant, will have race, sex, handicap, and educational level data and will be separated from the rest of the form prior to the review by the appointing supervisor or administrator. Necessary data on current employees, re: personnel or employee relations actions, will be obtained from current files and DPT PME 210 printouts.

VII.

JOB STRUCTURING & UPWARD MOBILITY

The Employee Relations Director is responsible for job classification review and career counseling and guidance. The Director is also responsible for insuring that all listed job qualifications are job related and adhere to the Qualifications Standards Policy. An inventory of employees' training and experience will be conducted to determine each person's potential for promotion. If conflicts arise (internal promotion vs. numerical objectives), the College will use its best judgment in making a final decision. Additionally, numerical objectives for lower level positions in the same classification group will be established. If reallocations or reclassifications over a period of time are shown to have a disparate affect, re: minorities, corrective action will be taken whenever possible and reasonable.

All qualified employees have the right to apply for positions which could mean promotions or other personnel actions directly affecting them. Allegations of discrimination, particularly in the selection process, would be addressed through a complaint to the State EEO Office, a formal grievance internally or with the State Employee Relations Counselors, or an informal grievance. The Affirmative Action Officer, by his own initiative, would use the conflict resolution procedures found in the Recruitment and Selection Procedures.

VIII.

ASSESSMENT OF PROGRAM EFFECTIVENESS

Exit interviews will continue to be conducted with terminating employees who are willing to participate, and the information will be analyzed by the Employee Relations Director or the Personnel Practices Specialist. Review and recommendations for revision of the AAP will be done by the Employee Relations Director, who will also be responsible for preparing the required annual reports re: personnel actions, agency workforce vs. RLMA, labor market analysis, and evaluation of the agency workforce. The Employee Relations Director will also be responsible for identifying possible reasons for lack of progress. Finally, the Personnel Practices Specialist will analyze the starting pay step in relation to race and sex for new hires.

IX.

ACCOMMODATION FOR THE HANDICAPPED

The Physical Plant Director is designated as the College's 504 Coordinator. Every effort will be made to make the facilities and programs available to handicapped employees and students. This includes the continuation of a special aide for hearing and visually impaired students. Newer buildings on campus are designed to accommodate the handicapped. Pavement cut-outs, ramps, and similar changes have been in progress during the last 3 years and will continue during the life of the AAP, or until completion. The Employee Relations Director will continue to encourage all current and new employees to register their handicaps.

X.

UTILIZATION STUDY & ANALYSIS

The utilization study was completed in accordance with the instructions in the Administrative Guidelines booklet. Data for the Employment Analysis Form was gathered from the PME 210 printout dated October 31, 1983, which was accurate through October 31, 1983. Availability data for minorities and females was taken from the availability charts provided in the Administrative Guidelines booklet. The cumulative results for each EEO-4 category were entered on the designated Comparative Employment Analysis Form. Note the EEO-6 Categories C and E are grouped together on the latter form, as per instructions.

The analysis shows that there is underutilization of blacks and other minorities in EEO Categories C and E. The numerical objectives to correct this situation is one black and one other minority in this combined category. Actually, there is one additional black in this category (Computer Operator), but she is an hourly employee and does not count statistically. Recruitment for these types of positions, when they become available, will be directed towards meeting the objectives. In EEO Category G, there is underutilization of females. The College had employed a female as a painter for several months during 1983 with the expectation that when a personnel action regarding a full-time position was completed, the female would be a very likely candidate. Due to the final action, however, a former incumbent was rehired. The female will probably be hired if a position becomes available in the future.

The utilization studies females and other minority faculty show a goal of three additional other minority faculty members.

All other utilization studies reveal that Longwood is at or above parity for females, blacks, and other minorities.

APPENDIX D

FORM FOR COMPUTING GOALS FOR FEMALE OR OTHER MINORITY FACULTY

2.d(15)

Column	A	B	C	D	E	F
SCHOOL / DEPARTMENT	TOTAL # OF EMPLOYEES	TOTAL # OF FEMALES	UTILIZATION RATE	** LABOR MARKET AVAILABILITY	Column D x A EQUITABLE UTILIZATION	Column E - B GOALS
Business & Economics	14	3	21%	14.1%	2(1.9)	-0
Teacher Education & Psychology	43	19	44%	29.2%	10(10.2)	0
Natural & Applied Sciences	19	5	26%	11.6%	2(2.2)	0
English, Philosophy & Foreign Languages	20	9	45%	32%	6(5.7)	0
Social Sciences	18	*5	28%	20.2%	4(3.6)	0
Home & Applied Arts	21	7	33%	22.1%	5(4.6)	0
Mathematics	9	3	33%	10.3%	1(.9)	0
Health Economics	3	3	100%	84.9%	3(2.5)	0
Library Science	6	5	83%	38.7%	2(2.3)	0
Physical Education	11	5	45%	23.5%	3(2.6)	0

*Includes Fulbright Scholar

**Table GD 8, Women & Minority Ph.D's - A Data Book, National Research Council

APPENDIX D

Longwood College December 1985
FORM FOR COMPUTING GOALS FOR FEMALE OR OTHER MINORITY FACULTY

Column	A	B	C	D	E	F
SCHOOL / DEPARTMENT	TOTAL # OF EMPLOYEES	TOTAL # OF OTHER MINORITY	UTILIZATION RATE	** LABOR MARKET AVAILABILITY	Column D x A EQUITABLE UTILIZATION	Column E - B GOALS
Business & Economics	14	1	7%	3.9%	1	0
Education & Psychology HPER	43	1	2%	3.1%	1	0
Natural & Applied Sciences	19	0	0	8%	2	2
English, Philosophy & Foreign Languages	20	2	10%	3.6%	1	0
Social Sciences	18	1 *	6%	3.7%	1	0
Fine & Applied Arts	21	0	0	3%	1	1
Mathematics	9	1	11%	8.2%	1	0
Home Economics	3	0	0	3.4%	0	0
Library Science	6	2	33%	6.8%	0	0
Athletics	11	0	0	2.4%	0	0

*Fulbright Scholar

**Table GD 8, Women & Minority Ph.D's in the 1970's - A Data Book, National Research Council

Name of Institution: Longwood College

Reporting Period - FROM: July 1, 1982 TO: June 30, 1983 Date December 1, 1983

APPLICANTS FOR EMPLOYMENT

	EEO Categories	TOTAL NUMBER	WHITE		BLACK		OTHER MINORITY	
			Male	Female	Male	Female	Male	Female
APPLICATIONS RECEIVED	*8 Officials/ Administrators	770	595	135	10	7	11	4
	*1 Professionals	135	77	43	6	6	1	1
	Technicians							
	*6 Protective Service Workers	87	53	6	19	2	1	
	Para-Professionals	72	33	31	3	3	1	1
	*10 Office-Clerical Workers	180	33	115	6	14	1	1
	*2 Skilled Crafts Workers	26	23		1			
	*8 Service Maintenance Workers	65	37	6	12	2		
	Total	1335	851	336	57	34	6	7
PEOPLE EMPLOYED	Officials/ Administrators	9	4	4		1		
	Professionals	8	3	4		1		
	Technicians	1	1					
	Protective Service Workers	2	1	1				
	Para-Professionals	5	1	3		1		
	Office-Clerical Workers	22	2	16	1	3		
	Skilled Crafts Workers	14	10	2	2			
	Service Maintenance Workers	24	12	3	7	1	1	
	Total	85	34	33	10	7	1	

Describe special recruitment efforts where underutilization occurs:

*35 applicants did not indicate sex or race.

APPENDIX D EMPLOYMENT ANALYSIS FORM
 EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution Longwood College
 EEO Category A
 RLMA National
 Date October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
President	1		1				
ACAD VP Lect	1	1					
Dir of Dev Lect	1	1					
ACAD Dean Lect	1	1					
ACAD Dean Asst. Prof.	2	1	1				
Dir Acad Div Assoc. Prof	1	1					
Dir ACAD Div Prof	1	1					
Asst. Dir Inst Studies Lect.	1	1					
Dir St. Per SV Lect	1		1				
Asst. Dr St Per SV Lect	1	1					
Asst DR ST PER SV Asst. Prof	2	1	1				
Chief Bus OFCR Lect	1		1				
Dir of ADM Asst. Prof	1	1					
Asst Dir of ADM Asst. Prof	1		1				
Registrar Asst. Prof	1		1				
ADM Asst to Pres Lect	1	1					
Total Page 1	18	11	7				
Total Page 2	12	2	7	1		1	1
Total Page 3							
TOTAL	30	13	14	1		1	1

APPENDIX D EMPLOYMENT ANALYSIS FORM
 EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution Longwood CollegeEEO Category ARLMA NationalDate October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Prof Libr Inst	2		1				1
Prof Libr Asst. Prof	3		2			1	
Prof Libr Assoc Prof	1		1				
Prof Counselor Lect	2		2				
Prof Coun. Inst	1		1				
Prof. Coun. Assoc. Prof	1	1					
Employee Rel Dir A	1			1			
Bldgs & Grds Dir A	1	1					
Total Page 1							
Total Page 2	12	2	7	1		1	1
Total Page 3							
TOTAL							

APPENDIX D

EMPLOYMENT ANALYSIS FORM
EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)Name of Institution Longwood CollegeEEO Category BRLMA StateDate October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Systems Analyst	1	1					
Golf Course Manager	1	1					
Research ADM Ofcr B	1	1					
Accountant C	2	1			1		
Internal Auditor	1	1					
Per s. Practices Spc.	1		1				
Schol/Placement Asst.	2		1		1		
College Hostess A	2		2				
ADM Coun.	2		1		1		
Info. Tech	2	1	1				
Info. Officer B	2		1			1	
Television System Tech	1		1				
Reg. Nurse	4		3		1		
Reg. Nurse Clinician B	1		1				
Recreation Supervisor A	1			1			
Total Page 1	24	6	12	1	4	1	
Total Page 2							
Total Page 3							
TOTAL	24	6	12	1	4	1	

APPENDIX D

EMPLOYMENT ANALYSIS FORM

EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution Longwood CollegeEEO Category C & ERLMA StateDate October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Prod. Control Tech	1		1				
Computer Lead Operator	1		1				
Programmer	1		1				
Programmer Analyst	1		1				
Pur and Stores Supervisor A	1	1					
Pur & Stores Supervisor B	1		1				
Insect/Rodent Exterminator	1			1			
Laundry Manager A	1	1					
Library Asst. Resident	3		3				
Hall Coor.	5	2	3				
Total Page 1	16	4	11	1			
Total Page 2							
Total Page 3							
TOTAL							

APPENDIX D

EMPLOYMENT ANALYSIS FORM

EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution Longwood CollegeEEO Category FRLMA Prince Edward, Amelia, Appomattox, Nottoway, Cumberland, and Charlotte
Local - Counties and incorporated towns within these counties. Also Buckingham
CountyDate October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Clerk B	1	1					
Clerk C	3		1		2		
Clerk D	5		5				
Clerk Mess. A	1			1			
Clerk Steno B	5		5				
Clerk Steno C	26		25		1		
Clerk Steno D	6		6				
Clerk Typist B	2		2				
Clerk Typist C	5		5				
Cashier A	2		2				
Cashier B	1		1				
Confidential Secretary	1		1				
Store Clerk B	1			1			
Accountant A	1		1				
Fiscal/Acct Tech	1		1				
Phototype Setting Specialist	1		1				
Total Page 1	60	1	54	2	3		
Total Page 2	2	2					
Total Page 3							
TOTAL	62	3	54	2	3		

APPENDIX D

EMPLOYMENT ANALYSIS FORM

EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution Longwood College

EEO Category F

RLMA Prince Edward, Amelia, Appomattox, Nottoway, Cumberland, and Charlotte
Local - Counties and incorporated towns within these counties

Date October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Storekeeper							
Supervisor B	2	2					
Total Page 1							
Total Page 2	2	2					
Total Page 3							
TOTAL							

EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution: Longwood CollegeEEO Category G

Prince Edward, Amelia, Appomattox, Nottoway, Cumberland, and Charlotte
 RLMA Local - Counties and incorporated towns within these counties Also Buckingham
 County

Date October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Duplicating Serv. Supv. B	1	1					
Air Cond Refrig Mech	1	1					
Air Cond Refrig Lead Man	1	1					
Carpenter	3	3					
Electrician	1	1					
Electrical Foreman	1	1					
Laboratory Mech A	1	1					
Painter	4	3		1			
Painter Lead Man	1	1					
Plumber Steamfitter	2	2					
Plumber Steamfitter Leadman	1	1					
Pressman	1	1					
Stat Boiler Fireman A	2			2			
Power Plant Shift Supv. A	3	2		1			
Power Plant Shift Supv. B	1	1					
Utility Service Foreman	1	1					
Total Page 1	25	21		4			
Total Page 2	6	5		1			
Total Page 3							
TOTAL	31	26		5			

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983EEO-1 Category A Relevant Labor Market Area National

Step # One ---

NUMBER OF EMPLOYEES							Total Number of Employees
Male			Female			7	
(column) 1	2	3	4	5	6		30
White	Black	Other	White	Black	Other		
13	1	1	14	0	1		

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
4.2	3.3	.9 (1)	5.1	6.6	0	28.8	50	0

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	Blacks	Other Minorities	Females
	<u>3</u>	<u>0</u>	<u>0</u>

Step # Four ---

Interim Objectives

1983 - 1984

1

1984 - 1985

1

1985 - 1986

1

*To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
 To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
 To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983EEO-1 Category B Relevant Labor Market Area State

Step # One ---

NUMBER OF EMPLOYEES							Total Number of Employees
Male			Female			7	
(column) 1	2	3	4	5	6		24
White	Black	Other	White	Black	Other		
6	1	1	12	4	0		

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
6.2	2.0	0	3.9	4.2	0	44.3	66.6	0

Step # Three ---

% Underutilization × Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	Blacks	Other Minorities	Females
	0	0	0

Step # Four ---

Interim Objectives
 1983 - 1984
 1984 - 1985
 1985 - 1986

*To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
 To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
 To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983EEO Category C & E Relevant Labor Market Area _____ State _____

Step # One ---

NUMBER OF EMPLOYEES						
Male			Female			Total Number of Employees
(column) 1	2	3	4	5	6	
White	Black	Other	White	Black	Other	7
4	1	0	11	0	0	16

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
12.5	6.25	6.25	3.9	0	3.9	47.9	68.8	0

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	Blacks	Other Minorities	Females
	<u>1</u>	<u>1</u>	<u>0</u>

Step # Four ---

Interim Objectives

1983 - 1984

1984 - 1985

1985 - 1986

11

- *To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
 To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
 To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood CollegeDate December 1, 1983EEO-1 Category DRelevant Labor Market Area Local

Step # One ---

NUMBER OF EMPLOYEES						
(column) 1	Male		Female			Total Number of Employees
	2 White	3 Black	4 White	5 Black	6 Other	
8	2	0	1	0	0	11

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
9	18.1	0	0	0	0	2.3	9	0

Step # Three ---

% Underutilization × Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	Blacks	Other Minorities	Females
	<u>0</u>	<u>0</u>	<u>0</u>

Step # Four ---

Interim Objectives
 1983 - 1984
 1984 - 1985
 1985 - 1986

_____	_____	_____
_____	_____	_____
_____	_____	_____

- *To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
 To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
 To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983

EEO Category F Relevant Labor Market Area Local

Step # One ---

NUMBER OF EMPLOYEES						
Male			Female			Total Number of Employees
(column) 1	2	3	4	5	6	
White	Black	Other	White	Black	Other	7
3	2	0	54	3	0	62

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
6.6	8	0	0	0	0	72.1	91.9	0

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	Blacks	Other Minorities	Females
_____	_____	_____	_____

Step # Four ---

Interim Objectives	Blacks	Other Minorities	Females
1983 - 1984	_____	_____	_____
1984 - 1985	_____	_____	_____
1985 - 1986	_____	_____	_____

*To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
 To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
 To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983EEO-1 Category G Relevant Labor Market Area Local

Step # One ---

NUMBER OF EMPLOYEES							Total Number of Employees
Male			Female			7	
(column) 1	2	3	4	5	6		31
White	Black	Other	White	Black	Other		
26	5	0	0	0	0		

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
11.2	16.1	0	0	0	0	3	0	.9

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	Blacks	Other Minorities	Females
	<u>0</u>	<u>0</u>	<u>1</u>

Step # Four ---

Interim Objectives	Blacks	Other Minorities	Females
1983 - 1984	<u> </u>	<u> </u>	<u> </u>
1984 - 1985	<u> </u>	<u> </u>	<u>1</u>
1985 - 1986	<u> </u>	<u> </u>	<u> </u>

*To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
 To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
 To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983

EEO Category H Relevant Labor Market Area Local

Step # One ---

NUMBER OF EMPLOYEES

(column) 1	Male			Female			Total Number of Employees
	2 White	3 Black	4 Other	5 White	6 Black	7 Other	
8	16	0	4	29	0	57	

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
48.6	78.9	0	0	0	0	34.3	54.5	0

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

	Blacks	Other Minorities	Females
Total Numerical Objectives	<u>0</u>	<u>0</u>	<u>0</u>

Step # Four ---

Interim Objectives
 1983 - 1984
 1984 - 1985
 1985 - 1986

_____	_____	_____
_____	_____	_____
_____	_____	_____

- *To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
- To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
- To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

ACTION ITEM
BUSINESS AFFAIRS
February 2, 1984

CONFIDENTIAL

POLICY: Equal Opportunity and Civil Rights

BY-LAW: Article XVII

RECOMMENDATION: On behalf of the Business Affairs Committee, I move that the Board of Visitors adopt the following:

"It is the policy of Longwood College to assure equal opportunity for all prospective and enrolled students and for all prospective and current employees of the College. In the operations of the College no Board member, officer, administration, classified staff, faculty or shall discriminate against nor denigrate any other person on the basis of race, creed, color, national or ethnic origin, sex, age, or disability.

An action(s) contrary to this policy shall constitute grounds for immediate dismissal from the College."

The above statement shall be published in the faculty handbook, the student handbook, and the administrative handbook.

ACTION ITEM
BUSINESS AFFAIRS
February 2, 1984

CONFIDENTIAL

POLICY: Special Longwood House Committee

BY-LAW: Article V.3

RECOMMENDATION:

On behalf of the Business Affairs Committee, I move that the Board endorse the following:

"Since Longwood House has been placed on the Virginia Landmark Register, a special committee shall be established to oversee the refurbishing of the first and third floors of Longwood House. The committee's goal will be to refurbish the house in the style appropriate to the 1820-1840 time period. The target date for completion of the first floor project will be the Spring of 1989. The members of the committee will be determined by and shall report to the President of the College."

EXPLANATION:

The first and third floors of Longwood House are public areas used for entertaining college guests or for overnight accommodations for college guests. The furniture currently in the house is a collection of uncoordinated pieces of college furniture, plus personal furniture of the President. Plans need to be developed to refurbish the house so it can be an authentic example of a 19th century home. Members of the college community and the larger Southside Virginia community will be able to share in the educational value of experiencing an authentic 19th century home.

The committee will include alumni and staff members who are knowledgeable about antiques and refurbishing projects. Those alumni who will be asked to serve are Mrs. James Wheat, Richmond; Mrs. Joshua Pretlow, Suffolk; Mrs. Lloyd Anfin, Radford; Mrs. Robert Mayo, Richmond; Mrs. Melville Johns, Farmville; Mrs. Charles Dowdy, III, Farmville; and Mrs. Robert Shelton, Farmville, the latter of whom shall serve as on-site coordinator.

Agenda

BUSINESS AFFAIRS COMMITTEE - INTERNAL AUDIT COMMITTEE

February 2, 1984

1. Information Item

Internal Audit work report for fiscal year 1982-83 with addendum through January 31, 1984. (Pages 1(1-3))

2. Action Item:

Adoption of the Internal Audit Charter, as revised. (Pages 2(1-23))

3. April Board meeting preview

4. Review of Committee meeting

Internal Auditor
Work Report to the Audit Committee
July 1, 1982 through December 31, 1983

Jobs Completed

Major Findings

Cash cut offs at June 30, 1982
 Confirmation of bank balances at June 30, 1982
 Central Stores test counts at June 30, 1982
 Physical inventory of Bookstore at June 30, 1982
 Review of Auditor of Public Accounts audit exceptions for fiscal year 1980-81.
 Completed twenty-nine Student Activity audits:
 Afro-American Student Alliance
 Camerata Singers
 Catalinas
 Chemistry Club
 Class of 1983
 Class of 1984
 Class of 1985
 Concert Choir
 Foreign Language Club
 Gyre
 Home Economics Club
 Inter-Religious Council
 Intramural Activity Association
 Kappa Delta
 Longwood Company of Dancers
 Longwood Concert Band
 Longwood Pageant
 Longwood Players (2 years)
 Iychnos
 Phi Beta Lambda
 Pre-Professional Club
 Rotunda
 Series of the Performing Arts
 Sociology and Anthropology Club
 Student Education Association
 Student Government Association
 Student Union
 Therapeutic Recreation
 Virginian

Fund balances were correct.
 Balances agreed with the trial balance.
 Perpetual record needs improvements.
 None. Work performed due to contractor change.
 We are in compliance with requirements.

Record quality varied widely, but was generally acceptable. Quality depends on interest and skills of the individual elected Treasurers.

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Jobs Completed

Business Office Audits:

Petty Cash Fund

Agency Fund

Discretionary Fund

Travel advances at June 30, 1982

Institutional Memberships

Athletic Ticket Sales

Security/procedures/relocation of Office of

Continuing Education

Panhellenic Council

Equipment inventory testing

Athletic event concession sales

Service Contracts - All

Review/E&G Teaching Positions/4 years

Longwood Golf Course

Longwood Post Office

Printing/Duplicating Services

Library/Fines

Employee Relations

Payroll Department

Student Housing/Damage Deposits

Jobs Completed/In Process Since July 1, 1983

Registrar

Travel Advances at 6/30/83

Discretionary Fund to 2/21/83

Admissions

Continuing Education

Physical Plant

Purchasing

Accounts Payable

Development/Fund Raising

Off Campus Workshops

Audio-Visual Services

Major Findings

Accountability excellent.

Accountability excellent.

Accountability excellent.

Accountability excellent.

Should be used only for College name dues.

Control system working well.

Transition completed successfully.

Accountability excellent

Many errors. System needs management support.

Control system working well.

In compliance with requirements.

Accountability much improved.

Internal controls are adequate.

Internal controls are adequate.

Internal controls are adequate.

Should be computerized.

Should be computerized, controls inadequate.

Damage deposit system working properly.

Major Findings

Internal controls and storage inadequate.

Controls are functioning properly.

Proper accounting.

Control over cash receipts needs improvement.

Internal controls are adequate.

Controls and procedures need improvement.

Equipment inventory system controls weak.

In process at Dec. 31, fieldwork not yet completed.

Jobs Completed/In Process Since July 1, 1983

Conversion of Student Activity Organizations
to McBee Accounting Systems
Cash cut-offs at June 30, 1983
Computerizing College Art Collections
Equipment Inventory System

Other

Seminar: Audit Report Writing
Seminar: Auditing in an ADP Environment
Seminar: Senior Level Internal Auditing
Professional Development: Attended ACUA Conference
with 4 days intensive classwork.
Served on committee dealing with relocation of the Data
Processing Department to Barlow Building
Practice and familiarization with Otrona Attache computer
using Multiplan.

Major Findings

Installation proceeding smoothly.

Fund balances were correct.

On "hold" due to FAACS.

System needs management support.

L. M. Martin
December 31, 1983

CONFIDENTIAL

CONFIDENTIALACTION ITEM

INTERNAL AUDIT COMMITTEE

February 2, 1984

POLICY: Internal Audit Policy

BY-LAWS: Article V.3

RECOMMENDATION: On behalf of the Internal Audit Committee, I move that the Board approve the following Internal Audit Charter, as revised:

CHARTER
of the
INTERNAL AUDIT DEPARTMENT
LONGWOOD COLLEGE
FARMVILLE, VIRGINIA

Originally approved by the Audit Committee of the Board of Visitors, Longwood College on

The policies adopted herein will govern the activities of the Internal Audit Department of Longwood College.

Longwood College
Internal Audit Charter

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I. Foreword

The Internal Audit Department of Longwood College has prepared this Internal Audit Charter to serve as a guide in the performance of its duties. The Charter does not include, nor is it intended to include, all of the department's duties or responsibilities as they may exist from time to time.

II. Introduction

Internal auditing involves reviewing and appraising the activities of an organization, examining the integrity of its records, and evaluating the effectiveness of operations. The internal audit function is also concerned with ensuring that effective internal controls are in place and are functioning as designed.

The Internal Audit Department is responsible for the performance of all internal audit procedures for all departments of Longwood College.

The Internal Audit Charter will:

- A. Create a formal written record of the policies of the Internal Audit Department.
- B. Provide a basis for the evaluation of the performance of the Internal Audit Department by the Board of Visitors of the College, the management of the College, and the external auditors.
- C. Serve as a basic document in the organization and administration of the Internal Audit Department.

As used herein, the term "external" shall refer to representatives of or the activities of the Auditor of Public Accounts for the Commonwealth of Virginia, independent Certified Public Accountants (the CPA) and auditors from organizations, governmental or commercial, outside the College.

III. Objective

The overall objective of the Internal Audit Department is to assist the members of the Board of Visitors and the management of the College in the effective discharge of their responsibilities by furnishing them with objective analyses, appraisals, recommendations, counsel and information concerning the activities reviewed. The Internal Auditor is concerned with any phase of business activity wherein he can be of service to the Board and to management.

To accomplish this objective, the audit plan of the Internal Audit Department will provide for an evaluation of the following:

- A. The adequacy of the College's system of internal controls. Internal controls are those procedures that:
 - 1. Safeguard assets through an established system of checks and balances.
 - 2. Ensure the reliability of financial data and reports prepared therefrom.
 - 3. Ensure compliance with institutional policies and procedures and externally-imposed regulations.
- B. The degree of compliance with the College's systems of internal controls.
- C. The economy, efficiency and effectiveness of financial, administrative, and academic management.
- D. The adequacy of compliance with applicable Federal, State and local laws and regulations.

IV. Standards for the Professional Practice of Internal Auditing

In 1978, the Institute of Internal Auditors, Inc., (IIA), an international organization dedicated solely to the advancement of the internal auditor and the internal auditing profession, adopted international "Standards for the Professional Practice of Internal Auditing".

The Internal Audit Department of Longwood College recognizes the benefits of these standards and hereby adopts the "Standards for the Professional Practice of Internal Auditing" as an integral part of the department's charter.

V. Generally Accepted Auditing Standards

The American Institute of Certified Public Accountants has promulgated Generally Accepted Auditing Standards (GAAS) through Statements of Auditing Standards, Industry Audit Guides and other professional releases. The Comptroller General of the United States has also issued Standards for Audit of Governmental Organizations, Programs, Activities and Functions.

The Internal Audit Department endorses and adopts the appropriate use of GAAS and the Standards for Audit of Governmental Organizations, Programs, Activities and Functions.

VI. Reporting Responsibilities

The Internal Auditor shall have direct access to the College's Board of Visitors through an established reporting relationship with the Audit Committee of the Board of Visitors. The Internal Auditor shall also have direct access to the Rector of the Board of Visitors of the College in any instance where the Internal Auditor believes that such access is needed to fulfill the stated objectives of the department.

The Internal Auditor shall meet with the Audit Committee on a regularly scheduled basis to discuss:

- A. Audit Reports issued to the Audit Committee and the President of the College.
- B. Detailed Audit Plan for the three-year period.
- C. Relationships of the Internal Audit Department and external auditors.
- D. Any limitations on the scope of internal audits imposed by College management, and
- E. Any administrative problems created by limitations imposed by College management.

The Internal Auditor shall have direct access to the President of the College through a simultaneous reporting relationship. It is the responsibility of the Internal Auditor to ensure that the President of the College is aware of all matters that have been discussed or will be discussed with the Audit Committee of the Board of Visitors, or the Rector of the Board of Visitors.

VII. Authority

The Internal Audit Department shall have unrestricted access to all College activities, records, properties and personnel applicable to the area under review. The Board of Visitors has endorsed this right and has resolved that the scope of internal audit activities not be restricted by actions of College management.

The Internal Audit Department recognizes that certain items of the College are confidential in nature and special arrangements will be made when examining and reporting on such items.

VIII. Independence

The Internal Audit Department can be independent only when the department can work freely and objectively. Independence, in fact and in appearance, permits the Internal Auditor to render the impartial and unbiased judgments essential to the proper conduct of any internal audit.

The organization/reporting structure of the Internal Audit Department has been established to ensure that the department will be independent in organization and in function. The Internal Audit Department shall have:

A. Programming independence.

The department shall be free from control or undue influence in selection and application of audit programs, procedures and techniques.

B. Reporting independence.

The department shall be free from control or undue influence in the determination of facts revealed during examinations or in the recommendations or opinions resulting from the examinations.

C. Investigative independence.

The department shall be free from control or undue influence in the selection of areas, activities, personal relationships and managerial policies examined.

The Internal Audit Department shall be organizationally independent of all programs and operations that are to be reviewed. Participation in special projects shall be minimized or incorporated into the audit plan.

VIII. Independence (Continued)

If not included in the audit plan, all special projects shall require written approval of the Chairman of the Audit Committee.

The Internal Audit Department will not be used in the preparation or reconstruction of accounting systems, data, or records as the objectivity needed to review and report on this information would then be lost. The Internal Audit Department can act only in an advisory capacity on these matters.

The Internal Audit Department must be cognizant of the fact that independence can be impaired due to personal involvements in certain situations.

The President shall be informed immediately of all instances where a member of the College community believes that independence, in fact or in appearance, has been impaired.

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IX. Responsibilities for the Detection of Errors or Irregularities

The Internal Auditor has a professional responsibility to the Board of Visitors and management of the College to conduct his/her areas of review with an attitude of professional skepticism, recognizing that the application of internal auditing procedures may produce evidential matter indicating the possibility of errors or irregularities.

An error is an unintentional mistake in financial statements which includes mathematical or clerical mistakes in the underlying records and accounting data from which the financial statements were prepared, mistakes in the application of accounting principles and oversight or misinterpretation of facts that existed at the time the financial statements were prepared.

An irregularity is an intentional distortion of financial statements or the misappropriation of College assets.

The attitude of professional skepticism must be based on the Internal Auditor's consideration of the degree of internal control within the area under review, the results of his/her review procedures, and by circumstances that raise questions concerning the integrity of management in the area under review.

If the Internal Auditor believes that a material error or an irregularity may exist in an area under review or in any other area of the College, the Audit Committee and the President shall be notified at once. The Internal Auditor should consider the implications of such an error or irregularity and determine the extent of any further review. The Internal Auditor will discuss the potential error or irregularity and its disposition with the Audit Committee and the President.

IX. Responsibilities for the Detection of Errors or Irregularities (Continued)

The internal review process alone cannot be relied upon by the Board of Visitors or management of the College to detect and prevent all errors and irregularities that may occur within the College. This is a responsibility shared by all members of the College management team.

X. System Planning and Development

The Internal Audit Department will participate, in an advisory capacity, in the planning, development, implementation, and modification of major computer-based and manual systems to ensure that:

- A. The system design and plan is adequate,
- B. Adequate controls are incorporated within the system,
- C. A thorough testing of the system is performed at appropriate stages,
- D. System documentation is complete and accurate, and
- E. The intended purpose and objective of the system implementation or modification has been met.

The Internal Auditor participating in such a review should ensure that the extent of his/her work does not affect the Internal Audit Department's independence.

XI. Cooperation with External Auditors

The Internal Auditor is responsible for coordinating the audit efforts of the Internal Audit Department with independent public accountants, the Auditor of Public Accounts for the Commonwealth of Virginia, and other external auditors representing Federal, State or local agencies that have business with the College.

The coordination of audit efforts should be in the planning and definition of the scope of proposed internal audits so that the work of all auditing groups is complementary and will provide a comprehensive, cost-effective audit.

The Internal Audit Department shall assist the Audit Committee of the Board of Visitors in the evaluation of and response to the Auditor of Public Accounts' annual examination of the College.

XII. Audit Plan

The three-year audit plan approved by the Board of Visitors shall serve as a guide for the work to be performed. Additions and changes to the plan will be made only with written approval of the Chairman of the Audit Committee. The Internal Auditor will initiate audits pursuant to this approved plan.

Time will be set aside for special investigations and special projects.

XIII. Audit Reports

At the conclusion of each audit over 20 hours in length, an exit conference will be held with the chief financial/operational officer responsible for the area under review and the individual in charge of the department or activity under review. All Internal Audit findings and recommendations will be discussed with the representatives of management and management will be requested to provide their response to such findings and recommendations.

A formal audit report will be prepared after the exit conference is held. This report will contain a summary of the function of the department or area under audit, the objective of performing the audit, the audit work performed, explanations of major weaknesses noted during the audit, our recommendations for improvements thereon, and management's response to such. All internal audit reports shall be structured to meet the needs of the Board and College Administration. Information contained shall be restricted to those who need the information and those involved in responding to comments. This ensures complete candor and objectivity.

The audit report will be discussed with the chief financial/operational officer responsible for the area under review prior to issuance to the Audit Committee and the President of the College.

All audit reports will be issued to the Audit Committee and the President of the College and be available for discussion at the next regularly scheduled meeting of the Audit Committee of the Board of Visitors.

XIII. Audit Reports (Continued)

The Internal Audit Department will conduct a follow-up review in 30 days on audit reports issued to ensure that all recommendations have been considered and acted upon. The Audit Committee of the Board of Visitors and the President of the College will be furnished a memorandum summarizing the follow-up review.

XIV. Personnel

Minimum qualifications for each position within the department have been established by the Commonwealth of Virginia; however, additional experience, training, specialized skills as well as intelligence, adaptability, promotability, an inquiring mind, analytical ability, good business judgment, and an ability to communicate with individuals must be considered in the employment process.

The Internal Auditor should report annually to the Audit Committee and the President of the College as to the effectiveness of the present staff in fulfilling the stated objectives of the Internal Audit Department.

XV. Training

The College recognizes the need for members of the Internal Audit Department to "stay current" on accounting issues and auditing techniques in the college field.

To fulfill this need, the Internal Audit Department will require each representative of the department to obtain at least 40 hours of continuing education credits annually.

XVI. Investigations

The Internal Audit Department shall be notified in all cases where assets have or are thought to have been lost through embezzlement or other security breaches in the financial and operating systems of the College. Immediately upon such notification, the Internal Auditor should ensure that the Audit Committee, the President, and the Auditor of Public Accounts have been notified of the potential loss.

The Internal Audit Department and/or the Auditor of Public Accounts will perform sufficient tests to identify the weaknesses in financial and operating procedures which permitted the loss to occur and recommend improvements to the procedures to correct these weaknesses.

At the completion of the Internal Audit Department's and/or Auditor of Public Accounts' tests of the financial and operating procedures, a complete report will be prepared for the Audit Committee of the Board of Visitors, and the President of the College.

When information comes to the attention of the Internal Audit Department which indicates that a criminal act may have occurred, the following guidelines will be used:

A. When information comes to the Internal Audit Department's attention that would indicate that a criminal act has, in fact, occurred, this information will be referred to the College's President for handling. The Rector of the Board and the Chairman of the Audit Committee will be notified, also.

B. When information comes to the Internal Audit Department's attention that would indicate the possibility that a criminal act may have occurred, the Internal Audit Department will consult with the Attorney General's Office as to the legal status of such an act.

1. If the Attorney General believes that such an act has, in fact, been criminal in nature, the Internal Audit Department will refer this information to the Rector of the Board, the Chairman of the Audit Committee, and the College President for handling.

2. If the Attorney General believes that such an act has not been criminal in nature, the Internal Audit Department will review the act with the Rector of the Board, the Chairman of the Audit Committee, and the College President, and inform them of the Attorney General's opinion. Additional work may be performed to satisfy any area of concern.

The investigation of the specific event with the objective of recovery and/or prosecution is the responsibility of the President, Campus Police, Auditor of Public Accounts, and State Police with the decision to prosecute being the responsibility of the Attorney General and the appropriate Commonwealth's Attorney.

Agenda

Advancement Committee

February 2, 1984

Presenter: Mr. Rust

1. Information Items:

- a. Review of Longwood College Foundation, Inc., actions by the Board of Directors at the November 12, 1983, meeting. (Page 1)
- b. Review of Thompson and Pendel Study recommendations concerning the Foundation and the Board of Visitors. (Pages 1.b(1-3))
- c. Review Departmental Advisory Committee nominations. (Pages 1.c(1-8))
- d. Review of Board of Visitors fund raising policies. (Page 1.d(1))
- e. Review of the Fund Raising Report. (Pages 1.e(1-3))

2. Action Items:

- a. Recommended changes in the Foundation articles and bylaws to more closely concur with the "Summary of Responses Regarding Foundations Supporting Public Institutions of Higher Education and Recommendations of the Attorney General." (Page 2.a(1))
- b. Resolution on athletic promotion and advertising. Page 2.b(1))

3. April Agenda

4. Review of the Meeting

Advancement Committee
February 2, 1984

POLICY
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Review and conduct appropriate discussion in reference to the following actions taken by the Longwood College Foundation, Inc., Board of Directors at its November 12, 1983, meeting.

EXPLANATION: Approved the annual Financial Report. (Copies being distributed to Board of Visitors Advancement Committee members only. Other copies will be provided upon request to the Advancement Office.)

Approved Executive Committee action to NOT accept unitrust offer from Sarah Francis Blakely Adams because of outstanding mortgages on proposed real estate for donation and because property was not near campus.

Accepted appointment by President Dixon of Mr. John Smyth to the Advancement Committee replacing Mr. Lewis Goode, Jr.

Approved motion to give Foundation Finance Committee authority to review a proposal from the college for the Foundation to loan a maximum of \$40,000 to the college for the purchase of mail labeling and stuffing equipment.

Approved an addition to the 1983-84 operating budget of \$6,250 for the Longwood History Project. \$5,000 is salary stipend to Mr. Couture, \$1,000 to Mrs. Couture for indexing, and \$250 to Dr. Carolyn Wells for photography. The Foundation has provided a total of \$12,250 for the Longwood History Project plus approximately \$1,000 of additional expenses for travel and copying paid by the Institutional Advancement Office's budget from the Foundation.

The next meeting of the Foundation will be at 10 a.m., Friday, June 29, 1984.

INFORMATION ITEM

CONFIDENTIAL

Advancement Committee
February 2, 1984

POLICY
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Review Thompson and Pendel Study recommendations and discuss progress in accomplishment of those recommendations.

EXPLANATION: The Thompson and Pendel Study recommendations were accepted and approved by the Board of Visitors in July 1981. The Vice President for Institutional Advancement has been directing the implementation of those recommendations, the most difficult of which have been the changes in the Foundation bylaws. The following two pages restate the recommendations in the Study which pertained specifically to the Board of Visitors and/or the Longwood College Foundation, Inc.

These need to be reviewed by the Committee and desired direction determined.

Thompson & Pendel Study Recommendations Related to the Board
of Visitors and the Longwood College Foundation

XII. THE BOARD OF VISITORS AND THE LONGWOOD COLLEGE FOUNDATION, INC.

Many of those interviewed were concerned about the apparent lack of coordination and communication between the two Boards. Also, many felt that the Board of Visitors had "abdicated" their responsibility for advancement to the Foundation Board.

RECOMMENDATION #37: We suggest a Committee on Advancement be created as a Standing Committee of the Board of Visitors with two or three particularly qualified individuals as members. In addition, selected members of the Foundation Board would serve also. The Vice President for Advancement should serve as its executive secretary.

(This recommendation was established through the creation of the Advancement Committee in the By-Laws of the Board of Visitors. The most recent amendment added the president of the Alumni Association to this committee.)

XIII. THE LONGWOOD COLLEGE FOUNDATION, INC.

At the present time, it is officially recognized as the major organization responsible for private gifts to the College. However, many of those interviewed, including members of the Foundation Board themselves, had concerns about its role and structure. Many felt that the Board was too concerned with its budget and financial (investment) roles and gave too little attention to its advocacy/fund raising role. Others felt strongly that, as one states it, "Too many of us are too old and travel in the same circles. We need to add younger, more aggressive people and from other areas and groups." The question or concern about real or perceived "conflict of interest" by some board members was brought to our attention from both inside and outside the campus. Of particular concern was the role of two faculty members as voting members.

RECOMMENDATION #38: The Board should analyze its membership in terms of age, the geographic areas that Longwood needs, alumni representation, constituent groups that must be influenced or should become more influential; i.e., parents, etc. A guide could be the Board Evaluation Check List prepared by the Association of Governing Boards of Universities and Colleges.

(This has been done to some extent through the recommendations of the president and vice president for institutional advancement of persons to be considered for nomination to the Board of Directors. Substantial progress can be made in the future.)

RECOMMENDATION #39: The By-Laws of the Foundation should be reevaluated in terms of the need to increase its effectiveness. For example, are two meetings a year significant? Should terms of office be made clear? How can the powers of the Board be stated as well as its limitations? Is there a possible role for Emeriti or Honorary Directors? What about age limit, a conflict of interest statement, the role of the "Executive Director," (i.e., the chief advancement officer), the role of additional committees such as Annual Fund, Planned Giving, etc., the issue of indemnification, etc?

(Early in 1982 Lemish met with Mr. Johns and Mr. Hanbury of the Foundation to discuss possible changes to the By-Laws as proposed by the T & P Study. As guidelines, Lemish cited The Foundation Handbook and comments from Jack Holt Myers, noted attorney for "non-profits", Washington, D.C. At the suggestion of Thompson and Pendel, a complete new set of By-Laws was drafted and discussed with Mr. Johns and Mr. Hanbury. At the June 1982 meeting of the Foundation Board of Directors, Mr. Hanbury, chairman of the By-Laws Committee, reported that the committee had met and determined that no additional changes needed to be made to the By-Laws at that time. (No minutes of a committee meeting were submitted.) Mr. Lemish cited a specific problem in the By-Laws relative to identification of his position and suggested an amendment. The amendment was introduced, voted on, and passed at the same meeting (By-Laws require "altered, amended and repealed by a majority vote of the whole number of directors eligible to vote at any regular or special meeting of the Board of Directors, provided, thirty (30) days' notice of the proposed alteration, amendment or repeal has been given in the notice calling said regular or special meeting of the Board.") Mr. Goode (who was a member of the By-Laws Committee) stated for the record that he thought there should be continued review of the By-Laws.)

INFORMATION ITEM

Advancement Committee

February 2, 1984

POLICY REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Review, discuss, and report to the Board of Visitors the individuals listed below as nominations for additional appointments to Departmental Advisory Committees.

Dr. Rosabeth Moss Kanter, Sociology and Anthropology

Dr. Rutledge M. Dennis, Sociology and Anthropology

Dr. Catherine H. C. Seaman, Sociology and Anthropology

Dr. Robert B. Seligman, Natural Sciences

Dr. George M. Simmons, Natural Sciences

Dr. Edwin Martin, Natural Sciences

EXPLANATION: Prospective members of Longwood's Departmental Advisory Committees are recommended by the department faculty to the Office of Academic Affairs, which reviews the nominees and in turn makes its recommendation to the Advancement Committee of the Board of Visitors through the Office of Institutional Advancement and the President. Following suggestions and review by the Advancement Committee of the Board of Visitors, the President of the college will officially make appointments to the Committees.

Additional information on each of the nominees is attached, as well as, a current listing of the Longwood Departmental Advisory Committees.

NOMINEES FOR LONGWOOD DEPARTMENTAL ADVISORY COMMITTEES

DR. ROSABETH MOSS KANTER

Professor, Department of Sociology, Yale University and Chairman of the Board, Goodmeasure, Inc., Cambridge, Massachusetts.

DR. CATHERINE H. C. SEAMAN

Professor, Department of Sociology and Anthropology, Sweet Briar College, Sweet Briar, Virginia.

DR. RUTLEDGE M. DENNIS

Associate Professor, Department of Sociology and Anthropology, Virginia Commonwealth University, Richmond, Virginia.

DR. ROBERT B. SELIGMAN

Vice President of Research Development, Philip Morris, Inc., Richmond, Virginia.

DR. GEORGE M. SIMMONS

Professor, Department of Biology, Virginia Polytechnic Institute and State University, Blacksburg, Virginia.

DR. EDWIN MARTIN

Chemist, A. H. Robins Company, Richmond, Virginia.

DEPARTMENTAL ADVISORY COMMITTEES
OF LONGWOOD COLLEGEArt

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Mr. Virginius C. Hall, Jr.
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Mrs. Phyllis Houser
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The Honorable Eva F. Scott
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September, 1983

INFORMATION ITEM

1.d

Advancement Committee

February 2, 1984

POLICY REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Receive report of the Vice President of Institutional Advancement concerning the review of Board policies relative to the area of Institutional Advancement.

EXPLANATION: Each vice president has been charged with the review of Board of Visitors policies relative to the respective vice presidential area. The Policy and Guidelines on Fund Raising, passed by the Board of Visitors, November, 1982, represents the Board policies within Institutional Advancement and remains complete and appropriate at this date.

POLICY

REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Review the attached fund raising report comparing calendar year 1983 to calendar year 1982 by gift source.

EXPLANATION: The gift report by source reflects an increase in donors for 1983 to a record 5,145 compared to the previous high in 1982 of 4,359 donors. Total annual funds by sources reached a record \$400,329.74 in 1983 compared to \$253,493.36 in 1982.

Of significant note is the fact that the 1983 calendar year Alumni Fund reached a record \$101,847.02. This is the first time the annual Alumni Fund has exceeded \$100,000. In 1981 (before the reorganization of Institutional Advancement) the Alumni Fund totaled \$43,413. In 1982 the total was \$81,149.

1.e(2)

*** MONETARY GIFTS ***

*** NON-MONETARY GIFTS ***

SOURCE CODE	NUMBER OF DONORS	NUMBER OF CONTRIBUTIONS	TOTAL AMOUNT	NUMBER OF DONORS	NUMBER OF CONTRIBUTIONS	INTERNAL ASSIGNED VALUE
00 ALUMNI	3,926	4,444	\$100,322.02	2	3	\$1,525.00
11 PARENTS	700	731	\$20,242.24	0	0	\$.00
21 FACULTY AND STAFF	216	905	\$13,575.86	0	0	\$.00
31 STUDENTS	4	4	\$135.00	0	0	\$.00
41 INDIVIDUALS	132	172	\$34,711.12	9	11	\$67,529.37
50 FOUNDATIONS	2	3	\$18,200.00	0	0	\$.00
52 PERSONAL AND FAMILY FOUNDATIONS	0	0	\$.00	0	0	\$.00
53 TRUSTS AND BEQUESTS	4	8	\$156,225.01	1	1	\$462,783.18
61 LOCAL BUSINESS	54	104	\$26,269.68	2	2	\$1,085.00
62 NON-LOCAL BUSINESS	10	11	\$12,812.12	0	0	\$.00
63 MATCHING GIFT COMPANY	71	114	\$10,189.65	0	0	\$.00
71 RELIGIOUS ORGANIZATIONS	1	1	\$50.00	0	0	\$.00
81 FUND RAISING CONSORTIA	0	0	\$.00	0	0	\$.00
91 OTHER ORGANIZATIONS	25	47	\$7,597.04	0	0	\$.00
***** TOTALS	5,745	6,544	\$400,329.74	14	17	\$532,922.55

NUMBER OF DONORS = Actual number of different persons or organizations making gifts.

NUMBER OF CONTRIBUTIONS = Actual number of separate gifts received; some donors make more than one gift.

*** MONETARY GIFTS ***			** NON-MONETARY GIFTS **			
SOURCE CODE	NUMBER OF DONORS	NUMBER OF CONTRIBUTIONS	TOTAL AMOUNT	NUMBER OF DONORS	NUMBER OF CONTRIBUTIONS	INTERNAL ASSIGNED VALUE
00-ALUMNI	3,247	3,537	\$74,396.54	3	3	\$6,720.27
11 PARENTS	654	656	\$18,300.84	0	0	\$0.00
21 FACULTY AND STAFF	246	1,060	\$15,259.31	1	1	\$100.60
31 STUDENTS	0	0	\$0.00	0	0	\$0.00
41 INDIVIDUALS	132	171	\$20,950.22	5	5	\$21,675.00
50 FOUNDATIONS	2	3	\$18,625.00	0	0	\$0.00
51 REGIONAL AND FAMILY FOUNDATIONS	0	0	\$0.00	0	0	\$0.00
61 TRUSTS AND TRUSTS	5	7	\$64,050.86	2	2	\$782,567.94
62 LOCAL BUSINESS	20	82	\$25,724.67	0	0	\$0.00
63 NON-LOCAL BUSINESS	1	1	\$5,000.00	0	0	\$0.00
71 BUSINESS CONCERN COMPANY	2	89	\$6,590.00	0	0	\$0.00
72 SERVICE ORGANIZATIONS	0	0	\$0.00	0	0	\$0.00
73 RESEARCH PAYING CONSORTIA	0	0	\$0.00	0	0	\$0.00
74 OTHER ORGANIZATIONS	20	37	\$9,215.98	0	0	\$0.00
***** TOTALS:	4,559	5,643	\$255,493.56	11	11	\$811,043.81



Action Item

2.a()

Advancement Committee

February 2, 1983

POLICY
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: On behalf of the Advancement Committee, I move that the Board of Visitors approve the following recommendation to the Longwood College Foundation, Inc., which will bring its articles and bylaws to a closer concurrence with the "Summary of Responses Regarding Foundations Supporting Public Institutions of Higher Education and Recommendations of the Attorney General" and the Thompson and Pendel Study.

1. The Board of Visitors recommends that the Longwood College Foundation, Inc., amend its bylaws to provide that the chairperson of the Board of Visitors Advancement Committee be an ex-officio member of the Board of Directors of the Longwood College Foundation, Inc.
2. The Board of Visitors recommends that the Longwood College Foundation, Inc., amend its bylaws to provide that the President and Vice President for Institutional Advancement of the College shall be ex-officio directors of the Foundation with full voting rights.
3. The Board of Visitors recommends that the Longwood College Foundation, Inc., amend its bylaws to provide that the Vice President for Business Affairs of the College be an ex-officio director of the Foundation.
4. Although not specifically related to the Attorney General Recommendations, the Board of Visitors recommends that the Longwood College Foundation, Inc., amend its bylaws to provide that the president of the Longwood College Alumni Association, Inc., be an ex-officio director of the Longwood College Foundation, Inc, with full voting rights.

EXPLANATION: The Bylaws Committee of the Foundation has had two recent meetings to review its current bylaws, the Attorney General's recommendations, and the recommendation of the Thompson and Pendel Study. Specific direction and emphasis from the Advancement Committee and Board of Visitors would be helpful to the Bylaws Committee considerations.

Action Item
Advancement Committee

CONFIDENTIAL

February 2, 1984

2.b (1

POLICY
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: On behalf of the Advancement Committee, I move that the Board of Visitors approve the use of advertising from private enterprise in accordance with NCAA guidelines on advertising and acceptable television advertising.

EXPLANATION: The athletic department can gain revenue by accepting private business sponsorship on such items as schedules, tickets, special game promotions, etc. This has been done previously; however, the question of accepting sponsorship by certain types of enterprises has been questioned, particularly breweries. This is a good potential source of revenue and is acceptable within NCAA guidelines. Liquor and cigarette sponsorship are not acceptable by NCAA or television.

Advancement Committee

April Meeting

Agenda

1. Information Items:
 - a. Review of Longwood College Foundation, Inc. Bylaws Committee recommendations
 - b. Review of Major Gift Fund Raising Prospectus
 - c. Review of Fine Arts Center challenge grant status
 - d. Review of calendar year fund raising report
2. Action Items:

None anticipated at present
3. Setting of July Agenda
4. Review of Meeting

1983 Calendar Year Report of Private Gifts

Source	1983 Donors	1982 Donors	1983 Dollars	1982 Dollars
Alumni 33.49%.....	3,928	3,257	\$101,847.02	\$ 81,149.54
Parents.....	700	640	\$ 20,242.24	\$ 18,490.84
Faculty/Staff (Non-Alumni)..	216	247	\$ 13,575.86	\$ 15,360.41
Friends/Non-Alumni Individuals	141	133	\$102,240.49	\$ 36,855.22
Students.....	4	0	\$ 135.00	\$ 0
Foundations.....	2	2	\$ 18,200.00	\$ 18,025.00
Trusts & Bequests.....	4	5	\$619,008.19	\$846,598.77
Local Business.....	56	20	\$ 27,354.68	\$ 23,724.61
Non-Local Business.....	10	1	\$ 12,812.12	\$ 3,000.00
Matching Gift Companies.....	71	52	\$ 10,189.65	\$ 6,590.00
Other Organizations.....	20	20	\$ 7,647.04	\$ 9,215.98
TOTAL VOLUNTARY SUPPORT	5,158	4,381	\$933,252.29	1,059,010.37
TOTAL UNRESTRICTED DOLLARS.....			\$116,333.57	
TOTAL 1983 DOLLARS FOR SECOND FOUNDERS FUND.....			\$ 20,006.17	
TOTAL 1983 DOLLARS FOR LANCER CLUB.....			\$ 18,391.89	

MAJOR DONOR CLUBS	1983 Donors	1982 Donors
Founders and Presidents	45	24
Partners	21	21
Associates	46	28
Century	286	67

NEW LONGWOOD COLLEGE PRIVATE GIFT SUPPORT RECORDS

Alumni Donor Percentage, 33.49%
 Alumni Annual Fund Donors, 3,928
 Alumni Annual Fund Dollars, \$101,847.02
 Total Annual Fund Donors, 5,145
 Total Annual Fund Dollars, \$400,329.74
 Total Annual Fund Unrestricted Dollars, \$116,333.57
 Parents Fund Donors, 700
 Parents Fund Dollars, \$20,242.24
 Non-Alumni Individuals Donors, 141
 Non-Alumni Individuals Dollars, \$102,240.49
 Matching Gift Company Donors, 71
 Matching Gift Company Dollars, \$10,189.65
 Total Voluntary Support Donors, 5,158

Agenda

Executive Committee Meeting

February 2, 1984

1. Information Items

Executive session - personnel and legal matters.
(Section 2.1-344(a)(1)(6) of the Code of Virginia)

2. Action Items

a. Policy and Procedures of the College (Pages 2.a(1-2))

b. Statement by the Rector (Pages 2.b(1-5))

c. Approval of minutes of January 6, 1984, meeting

3. Preview of April meeting

4. Review of Meeting

Action Item

Executive Committee Meeting

February 2, 1984

POLICY: Policies and Procedures of the College (Section 23-188, Code of Virginia)

STATUTE: Section 23-188, Code of Virginia

RECOMMENDATION: The Board of Visitors is responsible for setting the policies of the College. Policies for this purpose shall be defined as those Board statements which are general rules or principles, or statements of intent or direction, that provide guidance to administrators in reaching decisions with respect to the particular matters entrusted to their care. (AGB)

I. Policies

Policies of the Board shall be available to members of the College community, or interested parties outside the College. Available documents shall include:

- A. The by-laws of the Board.
- B. The College Catalogue and Student Handbook, which shall carry policies affecting curriculum, academic practices, student life, and student conduct, among others.
- C. The Faculty Handbook, which shall carry policies affecting the working conditions and status of the teaching staff.
- D. The Administrative Handbook, which shall carry policies affecting the work relationships of all employees, and the working conditions and status of non-teaching staff.
- E. Topical manuals in such areas as Institutional Advancement and Finance, which shall carry policies pertaining to those areas.

In addition, in the Executive Office, the President shall maintain a library of official documents which shall contain at least copies of (1) the statutes of the Commonwealth, (2) extant Executive Orders of the Governor(s), (3) State agency regulations affecting Longwood, (4) the by-laws of the Board, (5) a compendium of all applicable Board policies, and (6) each of the circulation documents named above.

II. By-laws of College Organizations and Affiliated Entities

All by-laws and revisions of the by-laws of College organizations and affiliated entities shall be approved by the Board of Visitors.

III. Procedures

Procedures are those written descriptions of actions required to carry out Board policies. Each unit of the College shall operate under written procedures applicable to the policies governing the unit's performance. Procedures generally applicable to large numbers of users of a unit's services can be, at the discretion of the President, included in policy circulation documents. Otherwise, copies of procedures shall be available in administrative unit offices and in the office of the President. The President shall be responsible for approving all procedures.

EXPLANATION:

The College has regularly operated under policies created by the Board and interpreted through procedures developed by the President and/or the administrative staff. During the course of the years, some uncertainty has occurred as to responsibilities for policy and proceduremaking and the publication and application of those policies and procedures.

In order that the operations of the College may be conducted with maximum clarity and effectiveness, it is necessary for the Board to state a policy on policies and procedures and for the President thereafter, to arrange the policies and procedures of the College according to the Board directive.

Action Item

Executive Committee Meeting
February 2, 1984

A STATEMENT FROM THE RECTOR AS AN INDIVIDUAL**ON****ROLES AND POLICY MAKING AT LONGWOOD**

As most of you know, the Board of Visitors, and the President, and the senior administrators engaged in an "Advance" at Virginia Beach two weeks ago. The intent of that Educational Seminar was to (1) help all board members become much better informed about the Board's role in general and specifically in long-range planning and fund raising, (2) conduct the business of the Board, and (3) look at ways for the Board to improve its own effectiveness.

During that advance, Board members clarified their intent to modify the character of the agenda with which they have been dealing. Items and procedures which in the past may have potentially involved Board members in the administration of the College are now understood to be the responsibility of the President. The Board's focus and direction will be upon policy-making which is obviously our true role.

A number of items approved today by the Board express that intention. The Board by its action gives the highest priority to:

1. Reviewing and revising its by-laws
2. Initiating, supporting, and overseeing a college-wide comprehensive planning process
3. Approving a mission statement which takes account of the College's emerging responsibilities and its existing competences
4. Clarifying the governance and committee structure of the College

5. Continuing to develop policies

6. In addition discussion is ongoing concerning the Board of Visitors providing the leadership in seeking addition resources for the College to provide a margin of excellence

The Board is united in their belief that the time is appropriate for Longwood to enhance and reinforce its position as an excellent Virginia college. We are united in our feeling that the Board can be effective if it keeps its sights on the role of the institution in Virginia, the quality of the academic program, the value added to students' lives by their experience at Longwood, the effectiveness of the operations of the College, the acquisition and wise expenditure of resources, and the satisfactions which accrue to those who give their time to the institution.

The Board believes that every individual in the college community needs to be clear about the roles of each segment:

-It is the responsibility of the Board to establish the policy of the College..in all areas consistent with state law.

-It is the responsibility of the President to exercise the directives of the Board..on all fronts, consistent with the Board's by-laws.

-It is the responsibility of the administrative staff of the College to manage the College and to provide support for the accomplishment of the mission of the College..consistent with the direction of the President.

-It is the responsibility of the faculty to accomplish the academic goals of the College, to teach, advise, do scholarly

activities and provide service to the College and community...consistent with Board policy.

-It is the responsibility of the students at the College to demonstrate academic proficiency...consistent with the faculty's requirements for graduation...consistent with Board policy.

Let me say more about the role of the Board.

The Board and the President "share at least one major characteristic: they have a total institutional perspective." (AGB) George Rainsford stated: "While the president may be responsible for the management of the institution, the president and the board are jointly responsible for the leadership of the institution."

The nationally recognized responsibilities (J. Nason) of the Board include: (1) Appointing, supporting, and monitoring the performance of the president; (2) Clarifying the mission, (3) Approving and overseeing long-range plans, (4) Overseeing the educational program, (5) Ensuring financial solvency, (6) Assuring the maintenance of the physical plant, (7) Reserving institutional autonomy, (8) Enhancing the public image, (9) Serving as a court of appeals, (11) Assessing our own performance, and (10) Interpreting the community to the campus.

As the board works with policy development at three levels: (Bogue & Riggs) "(1) Governing policy: those policies of mission and program and general operating conditions set by governing agencies, (2) Executive policy: those policies of fiscal, facility, and personnel management established by the president and the chief executive officers in response to governing

policy, (3) Operating policy: those policies of work environment and expectations set by deans and directors of activities in response to executive policies."

In addition to the role of the Board which I have described, trustee codes of conduct (AGB) generally include the following expectations:

-To support the institution's fund-raising efforts through personal giving in accordance with one's means and to be willing to share in the solicitation of others.

-To devote time to learn how the institution functions--its uniqueness, strengths and needs--its place in postsecondary education.

-To carefully prepare for, regularly attend, and actively participate in board meetings and committee assignments.

-To accept and abide by the legal and fiscal responsibilities of the board as specified by institutional charter, bylaws, and state statutes and regulations.

-To vote according to one's individual conviction, to challenge the judgment of others when necessary, yet to be willing to support the majority decision of the board and work with fellow board members in a spirit of cooperation.

-To maintain the confidential nature of board deliberations and to avoid acting as spokesperson for the entire board unless specifically authorized to do so.

-To understand the role of the board as a policy-making body and to avoid attempting to administer policy.

-To learn and consistently to use designated institutional channels when conducting board business (e.g., responding to faculty and student grievances, responding to inquiries concerning the status of a presidential search, etc.)

-To comply with conflict of interest policies and disclosure forms developed by the board.

-To refrain from actions and involvements that might prove embarrassing to the institution.

-To make judgments always on the basis of what is best for the institution as a whole and for the advancement of higher education rather than to serve special interests.

Let all of us renew our dedication to the performance of our respective responsibilities in the belief that if each of us does our part, all of us will benefit and the college will become stronger. Let us help each other surmount the inevitable obstacles during this difficult period of reduced resources. Let us, in short, seek to be a community of people working together in pursuit of a common goal through positive collaborative efforts to advance Longwood and build on the rich traditions of the College's 144 years of history.

STATEMENT OF INSTITUTIONAL PURPOSE

(to be submitted for action by the Board of Visitors at its February 1984 meeting)

Longwood College, founded in 1839, is a medium-size, state-assisted, coeducational, comprehensive college offering programs leading to the bachelor's and master's degrees, and continuing education courses, both credit and non-credit, on and off-campus.

The College's major emphasis is the offering of a baccalaureate program that fosters the total education of each student. Central to that effort is a baccalaureate curriculum distinguished by academic excellence. The College believes that the goal of academic excellence can best be achieved by a faculty committed to the highest standards of teaching and research and/or creative pursuits.

Longwood is committed both to the liberal arts and to professional and pre-professional programs. Its commitment to the liberal arts is reflected in an intensive and extensive General Education requirement for all students and in its sponsorship of degree programs in the humanities, fine arts, social sciences, natural sciences, and mathematics. In addition to its traditionally strong programs in teacher education, the College offers programs in business, social work, and therapeutic recreation, each of which leads to the awarding of a bachelor's degree.

Longwood maintains cooperative programs with other institutions of higher learning. Its curriculum is enhanced by a cross-registration opportunity with Hampden-Sydney College and by cooperative degree programs in medical technology, nuclear medicine technology, physics and engineering, and speech pathology developed with the Memorial Hospital at Danville, Roanoke Memorial Hospitals, Fairfax Hospital, the University of Virginia, Old Dominion University, and the Georgia Institute of Technology. The College sponsors transfer programs in dietetics, dental hygiene, pharmacy, physical therapy, occupational therapy, medical technology, medical record administration, dentistry, and nursing in cooperation with the University of Virginia, Virginia Commonwealth University-Medical College of Virginia, Virginia Polytechnic Institute and State University, Old Dominion University, and the University of Virginia Medical School.

Longwood's commitment to the total education of each student is reflected in an effort to provide an atmosphere supportive of individual development. The College has established a set of clearly articulated goals for students with policies and procedures to foster their attainment.

Longwood's service to the citizens of Southside Virginia is reflected in special cooperative programs with Southside Virginia Community College, the activities sponsored by the Office of Continuing Education, an extensive program of lectures, concerts, and other cultural events that are open to the public, and the making available of campus facilities for use by community groups.

LONGWOOD COLLEGE
Farmville, VA 23901

Personnel Recommendations
of the President
to the Board of Visitors

February 3, 1984

b. POLICY: Personnel Actions

BY-LAWS: The President of the College (Article VII, Sections 3 and 5)

RECOMMENDATION: On behalf of the Committee, I move that the Board endorse the following:

1) Full-time Faculty Appointments

Wayne E. McWee, Assistant Professor of Business, Department of Business and Economics, at a 5-month salary of \$14,500 based on a 10-month salary of \$29,000, effective January 1, 1984.

Dr. McWee received the Doctor of Education from the University of Northern Colorado, Greeley, Colorado in 1982. He received the Master of Education and the Bachelor of Science in 1972 and 1969, respectively, from Central Michigan University, Mount Pleasant, Michigan.

Dr. McWee served as Assistant Professor of Business at Southeastern Oklahoma State University, Durant, from 1980 until December 1983. He has written papers for the Journal of Finance, Financial Management and financial programs for the Apple II.

Lawrence C. Minks, Associate Professor of Business, Department of Business and Economics, at a 5-month salary of \$15,250 based on a 10-month salary of \$30,500, effective January 1, 1984.

Dr. Minks received the Doctor of Education in Business Teaching, from the University of Northern Colorado in 1980. He received the MBA and BBA from the Graduate School and College of Business, Eastern New Mexico University in 1969.

Dr. Minks served as Director, Center for Organizational Effectiveness and Associate Professor of Business Administration and Management, School of Business and Industry, Southeastern Oklahoma State University, Durant, from 1981 until December 1983. He also worked for Miles Laboratory in the Consumer Products Division serving as its director from 1971-76.

Dr. Minks has written and co-authored many papers, reports and presentations on management development and organization research.

Mary Wilson Schill, Instructor in the Department of Health, Physical Education and Recreation, at a 5-month salary of \$8,000, effective January 1, 1984.

A native of Virginia, Ms. Schill received the Bachelor of Arts Degree, May, 1973, from Hollins College and the Master of Education from the University of Virginia, January, 1982. She served in this position during the Fall 1983 semester.

2) Salary Adjustments for Full-Time Faculty

As a result of the new approved faculty salary ranges, salaries for two of our professors were found to be below the minimum. Request Board approval for the following adjustments:

Dr. Carolyn M. Craft, Professor of English, Department of English, Philosophy and Foreign Languages, adjust 10-month salary from \$25,880 to \$26,500 effective August 1, 1983.

Dr. Richard F. Kidder, Professor of Mathematics, Department of Mathematics and Computer Science, adjust 10-month salary from \$26,225 to \$26,500 effective August 1, 1983.

3) Adjunct Faculty

Approval to correct salary of Adjunct Faculty member, Frank Coffey, Instructor in the Department of Music (Fall Term Only) from \$2,425 to \$3,050. This adjustment allows for the addition of a class in arranging.

4) Continuing Education

- a) Approval to correct typing error in the listing of salary for Dr. Nancy Vick (On Campus Programs, Fall 1983 Semester, pg. 3.b(19) of the November Board Report) from \$1,000 to \$1,200.
- b) Approval is requested for Continuing Education Salaries for Non-Credit Classes taught during the period October - December 9, 1983 as indicated on the attached list.
- c) Acceptance of the resignation of Dr. Robert H. Lehman, Director of Continuing Studies is recommended. Dr. Lehman submitted his resignation as Director of Continuing Studies effective June 30, 1984 in order to return to full-time teaching.



1839

LONGWOOD COLLEGE

FARMVILLE VIRGINIA 23901

Office of Continuing Studies
804/392-9256

December 19, 1983

BOARD REPORT

During the time frame October 31 through December 19, 1983, the Office of Continuing Studies offered eight noncredit classes with a total enrollment of 87. One of these programs was a CEU program held in Fredericksburg entitled, "Safety in the Chemical Workshop."

Listed below are the faculty and salaries since October of 1983:

NONCREDIT

Sushila Bales (Stained Glass)	\$ 120.00
Dr. Pat Barber (Safety in the Chemical Lab)	200.00
Shirby Brown (Aerobics)	120.00
Kim Corvin (Baton Twirling)	75.00
Jean Egbert (Drawing and Ceramics for Children)	75.00
Barb Gorski (Relaxation)	120.00
Maria Joseman (Tole Painting)	120.00

OFF-CAMPUS

Frank Brasile (94-135-01, Playing and Coaching Wheelchair Basketball)	360.00
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ON CAMPUS

Timothy Phillips (14-100-05, Introduction to Personal Computing)	400.00
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Atkinson

ACTION ITEMS

2.b(1)

BUSINESS AFFAIRS
January 6, 1984

POLICY: Personnel Actions

BY-LAWS: Article VII, Section 3a

RECOMMENDATION: On behalf of the committee, I move that the Board endorse the following appointment:

Mr. A. T. Wadiike Williams has been employed for the position of Assistant to the Vice-President for Business Affairs, at an annual salary of \$32,000, effective December 1, 1983. Mr. Williams shall serve for an indefinite period as Interim Director of the Physical Plant.

EXPLANATION:

Mr. Williams graduated, in 1939, from Prince of Wales School in Sierra Leone as a Government scholar; in 1944, received diploma from Public Works Department Technical Institute in Lagos, Nigeria; 1946 received Bachelor of Engineering Degree from Leeds University. Mr. Williams is a registered engineer in nine states including Virginia. Mr. Williams is a native of Sierra Leone, West Africa. He has been Director of Engineering for Holly, Spain, Sutton and Marsh of Mechanicsville and has worked for firms in Richmond, Washington, DC, Jersey City, NJ, New York, NY, London, England, and Sierra Leone.

OFFICE OF FINANCIAL AID
ACADEMIC STANDARDS
1.a.

To receive financial aid at Longwood College a student must (1) enroll as a full-time student (exception, Pell Grant), (2) be in good academic standing; and (3) make satisfactory academic progress.

A. Enrollment Status

Students enrolled for 12 undergraduate hours or nine graduate hours are considered to be full-time. The Pell Grant may be used for as few as six semester hours of undergraduate enrollment. The amount of the grant for such part-time enrollment (six to 11 hours) will be reduced proportionately.

B. Satisfactory Academic Standing

For purposes of receiving financial assistance, satisfactory academic standing is defined as follows:

1. Continued enrollment at Longwood College as determined by the academic dean.
2. Achievement of 0.5 or better cumulative grade point average in any one semester. Students earning less than an 0.5 GPA will not be eligible for financial assistance the following semester.

C. Satisfactory Academic Progress

During any year in which a student receives financial assistance, that student must average 12 earned credit hours for each semester (9 hours for graduate enrollment). Typically, a student who attends both fall and spring semesters and who does not attend summer school must complete 24 credit hours during those two semesters. A student who does not earn the 24 hours has the following options:

1. Enroll for the necessary number of hours during the summer term (without summer financial aid). Successful completion would reestablish aid eligibility for the following fall semester.
2. Not attend the summer term, and for the fall semester (without financial aid) earn 12 hours plus the necessary number to bring the total (fall and spring from the prior year plus fall semester) to 36 hours. Successful completion of these hours would re-establish eligibility for the spring semester.

For example, a financial aid recipient who completes only 21 hours during the fall and spring semesters of 1982-83 must:

1. Earn 3 hours during the summer term, 1983, without financial aid, or
2. Earn 15 hours during the fall, without financial aid, to re-establish eligibility for the spring semester, 1984.

ACADEMIC STANDARDS (cont)

For students receiving part-time Pell awards, the required number of hours to be completed will be reduced proportionately.

D. Withdrawal

1. Students withdrawing from the college during a semester will be expected to repay a prorated amount to the applicable assistance program (s).
2. Students withdrawing after 50% or one-half of the total number of days in any given semester will not be eligible for financial aid during the next academic year when (and if) they return.

E. Appeal Process

Any student failing to receive financial assistance for satisfactory academic reasons may appeal, in writing, to the Director of Financial Aid.

Adopted by the Board of Visitors July 16, 1982.

Appendix J - February 3, 1984

OFFICE OF FINANCIAL AID
PERFORMANCE SCHOLARSHIPS
1.b.

2.a(2)

Authorization is granted to award performance scholarships to deserving students in the fine and performing arts, and in athletics.

Adopted by the Board of Visitors February 5, 1976.

OFFICE OF FINANCIAL AID
WORK-STUDY
l.c.

2.a(3)

The maximum allowable hours for work-study assignments at Longwood College will be in agreement with the current federal requirements for work-study. Longwood's policy will stipulate that, in general, maximum hours per week will be 15 with individual exceptions coordinated between the Financial Aid Office and the individual budget director. These exceptions will be allowed to work up to the maximum as permitted by the current federal regulations.

Adopted by the Board of Visitors August 5, 1976.

Appendix L - February 3, 1984

2.a.(4)

CAMPUS POLICE DEPARTMENT

1.d.

Under Section 23-232, CODE OF VIRGINIA, a Campus Police Department is established.

Adopted by the Board of Visitors, November 3, 1977.

GENERAL
JOINT STATEMENT
ON
RIGHTS AND FREEDOMS OF STUDENTS
I.e.

Prepared by a Joint Drafting Committee representing the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors.

Approved by U.S. National Student Association (August 1967)

Approved by Council of American Association of University Professors (October 1967)

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. IN THE CLASSROOM

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. PROTECTION OF FREEDOM OF EXPRESSION. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. PROTECTION AGAINST IMPROPER DISCLOSURE. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. STUDENT RECORDS

Institutions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provision should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

IV. STUDENT AFFAIRS

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. FREEDOM OF ASSOCIATION. Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be

free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.

2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.

3. If campus advisers are required each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. FREEDOM OF INQUIRY AND EXPRESSION.

1. Students and student organizations should be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNMENT. As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. STUDENT PUBLICATIONS. Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editors and managers. Editors and managers should be subject to removal only by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

V. OFF-CAMPUS FREEDOM OF STUDENTS

A. EXERCISE OF RIGHTS OF CITIZENSHIP. College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. INSTITUTIONAL AUTHORITY AND CIVIL PENALTIES. Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and sanctions which may be applied. They should also take into account the presence or absence of an HONOR CODE, and the degree to which the institutional officials have direct acquaintance with student life, in general, and with the involved student and the circumstances of this case in particular. The jurisdictions of faculty or student judicial bodies,

the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him, that he be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there is no Honor Code offering comparable guarantees.

A. STANDARDS OF CONDUCT EXPECTED OF STUDENTS. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be as free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. INVESTIGATION OF STUDENT CONDUCT.

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. STATUS OF STUDENT PENDING FINAL ACTION. Pending action on the charges, the status of a student should not be altered, or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and

well-being, or for reasons relating to the safety and well-being of students, faculty, or university property.

D. HEARING COMMITTEE PROCEDURES. When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him, he should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality:

1. The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted in his defense by an adviser of his choice.

4. The burden of proof should rest upon the officials bringing the charge.

5. The student should be given an opportunity to testify and to present evidence and witnesses. He should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him unless he has been advised to their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

8. The decision of the hearing committee should be final, subject only to the student's right of appeal to the President or ultimately to the governing board of the institution.

Adopted by the Board of Visitors November 7, 1969.

GENERAL
STATEMENT ON SEXUAL HARASSMENT
1.f.

Longwood College reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the College community. Sexual harassment of staff, students or faculty shall not be tolerated.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment is understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcomed emphasizing of sexual identity. This definition does not impinge on individual standards of mature behavior, academic freedom, or freedom of expression.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty. When authority and power inherent in faculty relationships to their students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the person complained of, and to the educational climate of the College. Even though it can be acknowledged that close personal relationships can develop between individuals in a large, diverse community such as ours, there is inherent suspicion about such relationships between faculty and students because of the complexity of academic authority.

Even when the circumstances do not legally constitute sexual harassment, individuals should be sensitive to the conflicts of interest inherent in personal relationships where professional and educational relationships are also involved.

Individuals who feel that they have been subjected to sexual harassment may seek redress through the already established informal and formal procedures of the College. Complaints about sexual harassment shall be responded to promptly and equitably. The rights to confidentiality of all members of the College community shall be respected in both informal and formal procedures. There shall be no retaliation against individuals for bringing complaints of sexual harassment. Formal procedures shall not be initiated without a written signed complaint. An individual found to be guilty of sexual harassment and, therefore, violation of College policy, is subject to disciplinary action up to and including termination of employment.

Individuals seeking redress or information concerning sexual harassment should use the following resources:

STUDENTS

Vice President for Student Affairs, 392-9231

Employee Relations Office, 392-9381

FACULTY

Vice President for Academic Affairs, 392-9261

Employee Relations Office, 392-9381

STAFF

Vice President for Business Affairs, 392-9221

Employee Relations Office, 392-9381

The Employee Relations Office has institutional responsibility for monitoring compliance with Title VII and Title IX; any individual who feels that a sexual harassment complaint did not receive prompt and equitable response should contact the Director of Employee Relations, 392-9381.

Adopted by the Board of Visitors November 6, 1981.

OFFICE OF ADMISSIONS
ADMISSION STANDARD
2.a.

Existing policy

The Admissions Office shall review all applications for admission on the basis of qualifications for success in College and shall strive to apply to all applicants the same criteria in judging those qualifications. This is an extension of the policy of the State Board of Education.

Adopted by the Board of Visitors February 3, 1965.

Proposed word clarification

The Admissions Office shall apply the same approved standards in judging the academic and extracurricular qualifications of candidates for admission to the college, and shall admit qualified students.

Rationale

Make policy consistent with practice.

OFFICE OF FINANCIAL AID
CANCELLATION OF SCHOLARSHIP DEBT
2.b.

Existing policy

It will be standard procedure to cancel the scholarship debt of any student who dies while a member of the student body.

Adopted by the Board of Visitors May 7, 1968.

Proposed word clarification

Upon the death of a student or former student, the Director of Financial Aid will cancel obligations on any loan made to the student by Longwood College.

Rationale

This policy coincides with federal regulations of NDSL.

HOUSING AND RESIDENCE EDUCATION
ACADEMIC YEAR RESIDENCE HALL ROOM AGREEMENT

2.c.

Existing policy

A. Terms and Length of Agreement

All terms in this agreement are legally binding. Residents should familiarize themselves with the conditions, rules, and regulations as stated. Each resident must sign and date a copy of this agreement prior to occupancy as evidence of acceptance of these terms. This agreement is binding from the start of the academic year (August) through the end of the academic year (May) except for residents who graduate, withdraw, are dismissed, are granted permission to move off-campus, or as otherwise specified in the "Release from the Residence Hall Obligation Policy". A summer semester agreement will be used for those residents in attendance during that period.

B. Period of Occupancy

Residents may occupy assigned rooms only while the College is officially in session. Rooms must be vacated during designated holiday periods such as Fall Break, Thanksgiving Weekend, Christmas Break, Spring Break, and any other times the College is officially closed.

C. Facilities

The College will provide and maintain accommodations, electrical service, light, heat, and water in each residence hall. Residents will be responsible for cleaning their own rooms and bathrooms--except as described below for Tabb and South Ruffner. Corridors, stairwells, lounges, and other common areas in residence halls (including the common bathrooms in Tabb and South Ruffner) will be cleaned and maintained by custodians except in halls so designated. In cooperative maintenance residence halls, residents will assume responsibilities for the cleaning of common areas as well as for other maintenance duties as specified in the Cooperative Maintenance Agreement.

D. Furnishings

The College will provide each room with one bed, mattress, desk, and chair for each resident. A dresser or chest of drawers will also be provided in each room. Other furnishings such as desk-top mirrors, night stands, and book shelves may vary according to individual residence hall inventories. In the case of room over-assignment, such as three students in a College-designated, two-student room, a bed and mattress is guaranteed each student in the room; dressers, desks, chairs, and study space will be provided as equally to all students as reasonably possible.

E. Repairs (Normal Wear)

The College will provide usual and routine maintenance for structural problems, furnishings, or utility malfunctions. Except where abuse or vandalism is involved, repair costs will be paid by the College. In the event that damaged furnishings cannot be repaired, replacement or substitution of repaired items will be made by the College as soon as such items can be obtained.

F. Damage Liability (Abuse, Vandalism, Negligence)

The resident is liable for damages to his/her room and damage or loss of furnishing or fixtures. Likewise, residents, as a group, are liable for damages to common areas of the residence hall when individual responsibility cannot be assigned. The "group" responsible may include suite-mates, corridor-mates, or hall-mates as determined by the location of the damages and the nature of the circumstances surrounding the damage incident.

G. Room Condition

The College will provide each resident with a Room Condition Form on arrival. The resident is responsible for noting missing or damaged items and unsatisfactory conditions in his/her room. A College employee will check the Room Condition Report Form after it is completed by the resident. In departure, a staff member will review the condition of room and furnishings using the completed form. Damages not previously noted on the form will be billed to resident. Resident is expected, but not required, to be present at departure inspection.

H. Theft/Damage Insurance

The College will not be liable for and the resident agrees to indemnify and hold the College harmless for any loss or damage of property resulting from theft, fire, water, casualty, or any other cause, or for personal injury occurring within the leased premises. Residents are encouraged to carry private insurance on personal possessions and for bodily injury.

I. Room Costs

Excepting for clerical error, the initial rate at which the resident is billed is guaranteed for the academic term unless the resident requests to pay an additional fee for a guaranteed single occupancy room or a rent reduction occurs as a consequence of qualifying according to the policy on "Rent Reduction in Over-Assigned Rooms". Refunds of room rent will be made in accordance with the policy as outlined in the COLLEGE CATALOG. A \$100.00 damage deposit is required of each resident upon assignment to the residence halls, excluding the summer term. Subsequently, if the deposit balance falls below \$25.00 at any time, the student must restore the deposit to the \$100.00 level. The assessment of individual and group

damages may be made against the deposit. The deposit balance will be refunded the student upon graduation from the College or withdrawal from residence halls.

J. Guidelines, Rules, and Regulations

The resident is expected to abide by the guidelines, rules, and regulations of the College and the residence hall in which he/she resides. In addition, no unlawful or illegal activities shall be conducted or permitted on the premises. The College will provide each resident with a STUDENT HANDBOOK containing pertinent guidelines, rules, and regulations. Extra copies may be obtained from the Dean of Students' Office. It is understood that violation of the terms of this agreement by the resident may result in penalties ranging from warning to dismissal from the College.

If for any reason required by strike, damage, emergency, earthquake, accident, flood, riot, or act of God, the College is unable to provide adequate housing either party shall have the right to cancel any agreement with no liability to the residents or the College save by contracted commitments due prior to the date of cancellation.

I agree to the terms and conditions of this agreement.

Signature of Resident

Date

Adopted by the Executive Committee of the Board of Visitors June 18, 1982, as authorized by the Board of Visitors May 7, 1982.

SUMMER RESIDENCE HALL ROOM AGREEMENT

A. Terms and Length of Agreement

All terms in this agreement are legally binding. Residents should familiarize themselves with the conditions, rules, and regulations as stated. Each resident must sign and date a copy of this agreement prior to occupancy as evidence of acceptance of these terms. This agreement is binding during the time that the resident is enrolled during summer terms, except for residents who withdraw, are dismissed, are granted permission to move off-campus, or as otherwise specified in the "Release from Residence Hall Obligation Policy".

B. Period of Occupancy

Residents may occupy assigned rooms only while the College is officially in session.

C. Facilities

The College will provide and maintain accommodations, electrical service, light, heat, and water in each residence hall. Residents will be responsible for cleaning their own rooms and bathrooms—except as described below for Tabb and South Ruffner. Corridors, stairwells, lounges, and other common areas in residence halls (including the common bathrooms in Tabb and South Ruffner) will be cleaned and maintained by custodians except in halls so designated. In cooperative maintenance residence halls, residents will assume all responsibilities for the cleaning of common areas as well as for other maintenance duties as specified in the Cooperative Maintenance Agreement.

D. Furnishings

The College will provide each room with one bed, mattress, desk, and chair for each resident. A dresser or chest of drawers will also be provided each room. Other furnishings such as desk-top mirrors, night stands, and book shelves may vary according to individual residence hall inventories. In the case of room over-assignment, such as three students in a College-designated two-student room, a bed and mattress is guaranteed each student in the room; dressers, desks, chairs, and study space will be provided as equally to all students as reasonably possible.

E. Repairs (Normal Wear)

The College will provide usual and routine maintenance for structural problems, furnishings, or utility malfunctions. Except where abuse or vandalism is involved, repair costs will be paid by the College. In the event that damaged furnishings cannot be repaired, replacement or

substitution of repaired items will be made by the College as soon as such items can be obtained.

F. Damage Liability (Abuse, Vandalism, Negligence)

The resident is liable for damages to his/her room and damage or loss of furnishings and fixtures. Likewise, residents, as a group, are liable for damages to common areas of the residence hall when individual responsibility cannot be assigned. The "group" responsible may include suite-mates, corridor-mates, or hall-mates as determined by the location of the damages and the nature of the circumstances surrounding the damage incident.

G. Room Condition

The College will provide each resident with a Room Condition Report Form on arrival. The resident is responsible for noting missing or damaged items and unsatisfactory conditions in his/her room. A college employee will check the Room Condition Report Form after it is completed by the resident. In departure, a staff member will review the condition of room and furnishings using the completed form. Damages not previously noted on the form will be billed to resident. Resident is expected, but not required, to be present at departure inspection.

H. Theft/Damage Insurance

The College will not be liable for and the resident agrees to indemnify and hold the College harmless for any loss or damage of property resulting from theft, fire, water, casualty, or any other cause, or for personal injury occurring within the leased premises. Residents are encouraged to carry private insurance on personal possessions and for bodily injury.

I. Room Costs

Excepting for clerical error, the initial rate at which the resident is billed is guaranteed for the academic term unless the resident requests to pay an additional fee for a guaranteed single occupancy room or a rent reduction occurs as a consequence of qualifying according to the policy on "Rent Reduction in Over-Assigned Rooms". Refunds of room rent will be made in accordance with the policy outlined in the COLLEGE CATALOG. A \$100.00 damage deposit is required of each resident upon assignment to residence halls, excluding the summer term. Subsequently, if deposit balance falls below \$25.00 at any time, the student must restore the deposit to the \$100.00 level. The assessment of individual and group damages may be made against the deposit. The deposit balance will be refunded the student upon graduation from the College or withdrawal from residence halls.

HOUSING AND RESIDENCE EDUCATION
RELEASE FROM RESIDENCE HALL OBLIGATION
2.d.

Existing policy

A Longwood student may be released from his/her residence hall contract only under the following conditions:

- A. Graduation, withdrawal or other formal separation from the College.
- B. Formal authorization from the Off-Campus Housing Committee.
- C. When residence halls are over-assigned to the extent that normal attrition cannot be expected to adequately reduce the occupancy coverage by mid-semester. In such instances, a lottery will be utilized to identify those students authorized to move off-campus. The lottery will be implemented by class involving seniors first, juniors second, etc., as needed. Class identification will be by minimum hours, completed at the time of the lottery: Seniors--90, Juniors--60, Sophomores--30, Freshmen--under 30.

Adopted by the Board of Visitors, May 7, 1982.

Proposed word clarification

1. Change title to RESIDENCE HALL OBLIGATION
2. Insert as a first paragraph: As a residential institution, Longwood College believes group living provides opportunities for personal growth, development, and education. The College, therefore, requires all students, with the exception of local students who prefer to live at home, to live in the residence halls.
3. Change item B to read: Formal authorization from the Director of Housing in conjunction with the Vice President for Student Affairs and the Vice President for Business Affairs.
4. Change item C to read: When residence halls are over-assigned to the extent that normal attrition cannot be expected to adequately reduce the occupancy coverage by mid-semester. In such instances, a lottery will be utilized to identify those students authorized to move off-campus. The lottery will apply to classes involving only seniors and juniors and to students 21 years of age and over.

Rationale

Assert the residency requirements.

Make policy consistent with practice.

Reserve the lottery for seniors, juniors, and students 21 years of age and over.

HOUSING AND RESIDENCE EDUCATION
RENT REDUCTION IN OVER-ASSIGNED ROOMS
2.e.

Existing policy

Any resident, including a student teacher, will be eligible for an approximate 10 percent reduction in room rent as the result of living in an over-assigned room, such as living with two other students in a College-designated two-student room. In order to qualify for rent reduction, a resident must live in an over-assigned room for at least six full weeks of the semester and NOT have been offered a vacancy.

If a resident is offered standard accommodations and refuses to accept this assignment or requests a voluntary over-assignment before the six-week deadline, all rights to claim a rent reduction are forfeited.

It should be noted that this reduction is offered as compensation, not incentive. Residents should not plan to use this reduction procedure IN ORDER TO obtain lower room rent.

Rent reductions will be verified and granted at the end of each semester. The administration of this policy will be shared by the Housing Office and the Business Office.

Adopted by the Board of Visitors May 7, 1982.

Proposed word clarification

Students assigned to a residence hall room which is over-assigned, such as three students in a college-designated two student room, may be eligible for a reimbursement of a portion of room rent at the end of the semester. The student(s) will be eligible for a reimbursement only if:

1. the over assignment was not requested by the student(s),
2. the student(s) are not offered an opportunity to move prior to the sixth week of the semester,
3. the student(s) live in an overassigned situation for at least six weeks.

Rationale

Clarifies existing policy.

HOUSING AND RESIDENCE EDUCATION
RESIDENCE HALL DAMAGE DEPOSIT
2.f.

Existing policy

All students residing in campus residence halls must pay a damage deposit of \$100.00 upon initial assignment to residence halls, excluding the summer term. Subsequently, if the deposit balance falls below \$25.00 at any time, the student must restore the deposit to the \$100.00 level. The assessment of individual and group damages may be made against the deposit. The deposit balance, not including any accrued interest, will be refunded to the student upon graduation from the College or withdrawal from residence halls.

Adopted by the Board of Visitors May 7, 1982.

Proposed word clarification, second sentence

Subsequently, if the deposit balance falls below \$50.00 at any time, the student must restore the deposit to the \$100.00 level.

Rationale

Make policy consistent with current practice.

HOUSING AND RESIDENCE EDUCATION
RESIDENCE HALL GROUP DAMAGE
2.g.

Existing policy

In addition to individual resident responsibility for damage to room accommodations (beyond normal wear), residents, as a group, are liable for damages to common areas of the residence hall when individual responsibility cannot be assigned. The "group" responsible may include suite-mates, corridor-mates, or hall-mates as determined by the location of the damages and the nature of the circumstances surrounding the damage incident.

Adopted by the Board of Visitors May 7, 1982.

Proposed word clarification

Resident students will be liable for damages to common areas of their residence hall when individual responsibility cannot be determined and assigned. Responsible groups of residents may include roommates, suitemates, residents of the same floor, and residents of the same building. Responsibility for damage will be determined by the location of the damages and the nature of the circumstances surrounding the damage. Charges will be made against the damage deposit of each student responsible.

Rationale

Define corridor-mates and hall-mates.
Assert that individual damage deposits are charged.

CAMPUS POLICE
ARRESTED STUDENTS
2.h.

Existing policy

The College will automatically examine the circumstances surrounding the arrest of any Longwood student. Following the preliminary investigation, a disciplinary hearing may be held. Students may be subject to immediate suspension as a result of this hearing if it is determined that the student's continued presence on campus is detrimental to the well being of the college community.

Adopted by the Board of Visitors, February 5, 1982.

Proposed word clarification

The Vice President of Student Affairs/^{or designated representative} may immediately suspend a student whose continued presence on campus represents a danger to self or others as evidenced by illegal acts, by an arrest by campus police or civil authorities, or by severe mental/emotional disorders. Following suspension, the student will be accorded a hearing as required by guidelines established in the Honor Code process.

Rationale

In cases when a student represents danger to the community, suspension must be immediate. The student is nonetheless guaranteed due process.

GENERAL
STUDENT APPEALS
2.j.

2.b(10)

Existing policy

Appeals decisions of the Assistant to the Vice President for Student Affairs or the Disciplinary Hearing Committee must be made in writing to the Vice President for Student Affairs within 24 hours after receipt of the letter describing the final decision. The President of the College may exercise review authority over all separation decisions.

Adopted by the Board of Visitors May 8, 1981.

Proposed word clarification

Appeals of decisions of the Dean of Students or any Disciplinary Hearing Committees must be made in writing to the Vice President for Student Affairs within 5 working days after receipt of the letter describing the final decision. The President of the College may exercise review authority over all separation decisions.

Rationale

Make policy consistent with current practice.

OFFICE OF FINANCIAL AID
LOSS OF FINANCIAL AID THROUGH WITHDRAWAL
3.a.

Existing policy

Students who voluntarily withdraw after mid-semester are not considered to be in good standing at the College during the academic year in which they return; therefore, such individuals are not eligible for financial aid during that time. Exceptions may be made when withdrawal was for medical reasons and when specific approval has been obtained from the Dean of Students.

Adopted by the Board of Visitors May 6, 1976.

Proposed rescission

Propose rescission of this policy in light of more recent statement in Academic Standards Policy (Adopted by the Board of Visitors July 16, 1982).

OFFICE OF FINANCIAL AID
ACADEMIC ELIGIBILITY FOR FINANCIAL ASSISTANCE
3.b.

Existing policy

College policy shall permit a student to be eligible for financial assistance if, in the opinion of the institution, that student is capable of maintaining good standing. Any student accepted or allowed to return is, in the opinion of College officials, capable of maintaining good standing. This policy applies to all financial aid not containing specific academic requirements. Exceptions to this policy can be made by the Dean of the College or the Financial Aid Office. A standing exception provides that students who voluntarily withdraw after mid-semester are not considered to be good in standing at the College during the academic year in which they return; therefore, such individuals are not eligible for financial aid during that time. Exceptions may be made when withdrawal was for medical reasons and when specific approval has been obtained from the Dean of Students.

Adopted by the Board of Visitors August 5, 1976.

Proposed rescission

Propose rescission of this policy in light of more recent statement in Academic Standards Policy (Adopted by the Board of Visitors July 16, 1982).

GENERAL
STATEMENT ON STUDENT LIFE
3.c.

Existing policy

The Board of Visitors of Longwood College at its quarterly meeting held on May 7, 1971, has reviewed a number of College policies relating to student life. The Board directs that the following policy statement, adopted at that meeting, be made available to all segments of the College community.

- I. In compliance with a request of the General Assembly of Virginia to review policies relating to visitation in college dormitory rooms, the Board wishes to formally endorse Senate Joint Resolution No. 24. In essence, this resolution states: "...the General Assembly hereby advises the presidents and governing boards of all State-supported institutions of higher learning that any policy which permits the visitation with students of the opposite sex in college dormitory bedrooms without proper regulation, control and supervision, and without the prior consent of the parents of any student under twenty-one years of age, is contrary to the public policy of the Commonwealth, inimical to the standards of morality, public decency and decorum which are indispensable for a stable, well-ordered society..."

Longwood's policy conformed with the particular resolution at the time of its passage and will continue to do so.

- II. The Board of Visitors reaffirms its strong opposition to any narcotics on campus and notes that violators of the policy contained in the Student Handbook with reference to narcotics will continue to be dealt with severely. The Board of Visitors wishes to commend the Dean of Students' office for the programs which it has initiated in the area of drug education and calls upon this office to continue and to expand such efforts.
- III. While wishing to make perfectly clear that the Board of Visitors does not endorse the use of alcoholic beverages, the Board accepts the recommendation from the Legislative Board of Student Government which would permit some utilization of alcohol on campus strictly in compliance with the Laws of Virginia.
- IV. The Board of Visitors endorses the letter of the President to the Legislative and Publications Boards of the student body requesting the development of a code of ethics for all campus publications and directs that such a code be made available to the President and his staff and the Board of Visitors for review prior to the August Board meeting.
- V. The Board of Visitors wishes to commend the student body generally and the student leadership particularly for the manner in which students have sought change in campus regulations. Such efforts by Longwood students have been directed through well established and proper channels and the Board wishes to note publicly its approval for such procedures.

Adopted by the Board of Visitors May 7, 1971.

Proposed rescission

Propose rescission of this policy as it duplicates or contradicts other existing statements.

- Paragraph I Revision of subsequent visitation policy proposed in later document.
- Paragraph II Contained in proposal of student conduct guidelines to be discussed in April, 1984.
- Paragraph III Revision of subsequent alcohol policy proposed in later document.
- Paragraph IV Contained in proposed revision of subsequent publications code to be discussed in April, 1984.
- Paragraph V Not a policy statement.

VISITATION IN THE RESIDENCE HALLS

3.d.

Existing policy

In accordance with the Bateman resolution, authorization is granted for visitation in the residence halls on Saturdays from 2 p.m. to 5 p.m. and from 7 p.m. to 12 midnight, with the understanding that a system will be developed whereby persons may return to the dormitories after the hours they are locked. These rules are initiated on a trial basis.

Adopted by the Board of Visitors September 14, 1972.

Proposed rescission

Recommend rescission of this policy in light of 1975 policy and new recommendations.

GENERAL
THE STUDENT LIAISON COMMITTEE OF THE BOARD OF VISITORS
3.e.

Existing policy

The Board of Visitors is anxious to provide for communication with as many individual students and groups of students as possible. In order to facilitate communication between students and itself, the Board has appointed a Student Liaison Committee.

Since the Board recognizes that effective communication is best achieved when small, representative groups exchange ideas, it is recommended that the Student Liaison Committee normally meet with elected representatives from the student body at those times during the year when the Board is in session. Meetings with the student body as a whole, or with other officially recognized student groups, may be held from time to time.

Communication with the Student Liaison Committee, including requests to meet with the Committee, must follow the normal channels of contact through the President of the College.

Adopted by the Board of Visitors August 5, 1976.

Proposed rescission

Recommend rescission of this policy in conjunction with the Board of Visitor's new committee structure and by-laws revision. Arrangements will be made for various students and student groups to meet with the Student Affairs and Academic Affairs Committee with regard to various policy and student life matter.

**STUDENT LIAISON COMMITTEE - STUDENT MEMBERSHIP
3.f.**Existing policy

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

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

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

Adopted by the Board of Visitors May 4, 1978.

Representatives from Judicial Board and Residence Board are included in the composition of the Student Liaison Committee of the Board of Visitors. These representatives are automatically the chairmen of the respective boards.

Adopted by the Board of Visitors November 3, 1978.

Proposed rescission

Recommend rescission of these policies pending rescission of the policy on the Student Liaison Committee of the Board of Visitors.

GENERAL
STUDENTS' GRIEVANCE PROCEDURES FOR ALLEGATIONS OF DISCRIMINATION
4.a.

Existing policy

Longwood College does not discriminate on the basis of age, handicap, national origin, race, religion, or sex in its basic policies and procedures or in their administration.

OBJECTIVE

The purpose of this policy is to provide informal and formal procedures for the prompt, orderly, and equitable resolution of a grievance which may arise under the College's policies and practices.

This grievance procedure may be used by students when a difference, complaint, or dispute alleging such discrimination arises between a student and another student, or a faculty member, or an administrator of the College with respect to the equal, fair, and impartial application, meaning, or interpretation of the rules, policies, procedures, and regulations of the College as they affect the educational activity of the grievant. This grievance procedure will operate only with respect to differences, complaints, and disputes alleging such discrimination and will not replace or supersede currently operative policies and procedures regarding student rights and the College judicial and residence hall systems. If there is a dispute concerning the jurisdiction of a grievance, the Affirmative Action Coordinator and the Vice President for Student Affairs will determine which procedure will be used.

PROCEDURES

LEVEL ONE:

A student who has a grievance alleging discrimination on the basis of age, handicap, national origin, race, religion, or sex should discuss the matter directly with the other party or parties involved in the dispute. This conference should take place within ten (10) days immediately following the event giving rise to the complaint, or within ten (10) days after the grievant gains knowledge of its occurrence.

LEVEL TWO:

In the event that the grievant is not satisfied with the result of this conference with the other party or parties of the grievance, the grievant should discuss the matter within ten (10) days with the immediate supervisor or that party or parties. If the grievant is uncertain whom to contact at this level, he or she should consult with the Affirmative Action Coordinator to determine who would be the appropriate person for the grievant to contact.

LEVEL THREE :

2.d(1)2

If the supervisor's reply from the second level meeting is not acceptable to the grievant, he or she will discuss the matter within ten (10) days with the Vice President for Student Affairs. Every reasonable attempt should be made at each level to resolve and mediate the grievance informally at these levels before formal proceedings are initiated. No written record of the matter will be placed in the grievant's official file if the matter is thus resolved.

LEVEL FOUR :

If the decision of the Vice President for Student Affairs is unacceptable to the grievant, an appeal, in writing, may be made to the College President. An acknowledgement of receipt of the appeal will be made within five (5) days. The grievant shall receive the President's decision within ten (10) days. Copies of the President's decision shall be transmitted to the grievant and the Vice President for Student Affairs, as well as to Longwood's Affirmative Action Coordinator.

If the College President's decision is not acceptable to the grievant, he or she has the right to appeal to the Executive Committee of the Board of Visitors. The grievant must make this request for a hearing to the Executive Committee of the Board of Visitors within ten (10) days following the receipt of the President's decision.

The decision of the Executive Committee of the Board of Visitors shall be final in all determinations related to the Longwood College position on the grievance. Failure to comply with the decision of the Executive Committee of the Board of Visitors or reprisals as a result of the decision shall be grievable or cause for disciplinary action.

NOTE: The parties to the grievance, by mutual agreement, may extend any, or all of the time periods established in this procedure.

Adopted by the Board of Visitors August 4, 1978.

Proposed substantive revisions

Longwood College does not discriminate on the basis of age, handicap, veteran status, national origin, race, religion, or sex in its basic policies and procedures or in their administration.

The Vice President for Student Affairs shall establish, maintain, and inform the college community of procedures for prompt, orderly, and equitable resolution of student grievances arising from alleged discrimination under the College's policies and/or practices.

Rationale

Make the policy statement more concise as well as flexible to individual circumstances.

GENERAL
POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES

4.b.

Existing policy

Students 17 years of age and under:

May not possess or consume any alcoholic beverage (including wine or beer) on College property.

Students 18 years of age:

- A. May consume beer at a licensed College event, but may not possess or consume it elsewhere on College property.
- B. May not possess or consume any other alcoholic beverage on College property.

Students 19 or 20 years of age:

- A. May possess or consume beer at designated places on College property.
- B. May not possess or consume any other alcoholic beverage on College property.

Students 21 years of age or over:

May possess or consume any alcoholic beverage at designated places on College property.

Note: The wording of this policy is consistent with State laws on the possession and consumption of alcoholic beverages.

Adopted by the Board of Visitors November 6, 1981.

Proposed substantive revision

Possession and consumption of alcoholic beverages on College property is limited to conditions established by laws of the Commonwealth of Virginia, Longwood College regulations, and circumstances which encourage the responsible consumption of alcoholic beverages. The Dean of Students will designate locations where possession and/or consumption of alcoholic beverages is permitted.

Rationale

The proposed statement will be consistent with present and future law and with College priorities in regulation of alcoholic beverages.

GENERAL
RESIDENCE HALL OPEN HOUSE AND ALCOHOL RULES
4.c.

Existing policy

OPEN HOUSE HOURS

Friday: 5:00 p.m. - 1:30 a.m.
Saturday: 1:00 p.m. - 1:30 a.m.
Sunday: 2:00 p.m. - 10:00 p.m.

Students participating in Open House must keep the suite doors open during Open House when male guests are in a room.

ALCOHOL RULES

Alcoholic beverages may be consumed by a student and her male guest according to State law and College regulations. In freshman residence halls, only beer may be consumed by students and/or their guests.

RECOMMENDED IMPLEMENTATION OF RULE CHANGES

1. The Open House hours and alcohol rules are considered to be limits of the extension of the present rules.
2. Each Residence Hall Council shall be responsible for ratifying, by a majority vote of at least eighty per cent of the residents of the hall, the proposed extension of the Open House and alcohol rules. A Residence Hall Council may determine that the entire hall or specific floors in that hall has, by its vote, accepted Open House or alcohol rules which are MORE RESTRICTIVE than the limits prescribed.
3. Meetings shall be scheduled by the Residence Hall President in upper class halls one week after the election of hall and floor presidents to determine the regulations under which each hall is to function. In freshman residence halls, the Residence Hall councils meet on approximately November 1 to determine the extent to which each will ratify the extension of Open House and alcohol rules.
4. Residence Hall presidents will submit, in writing, the results of the voting in the halls to Residence Board. Residence Board is responsible for presenting a summary to the President for his approval.
5. Procedures will be implemented on a trial basis.

Adopted by the Board of Visitors May 2, 1975.

CONFIDENTProposed substantive revisions

In place of Open House Hours:

*Option #1 VISITATION IN RESIDENCE HALLS

The Vice President for Student Affairs will determine the maximum hours for visitation by members of the opposite sex in Longwood residence halls. Visitation at any approved time is contingent upon considerate and responsible conduct on the part of both host/hostess and guest, and is subject to veto by a roommate. The rights and preferences of roommates and suitemates take precedence over those of guests or of the host/hostess in relation to the guest.

Option #2 VISITATION IN RESIDENCE HALLS

Visitation in residence hall student rooms by persons of the opposite sex is permitted during the following hours:

Sunday 10 a.m. - Midnight
Monday-Thursday - Noon - Midnight
Friday-Noon - 2 a.m.
Saturday-10 am. - 2 a.m.

The host/hostess is responsible for seeing that the guest leaves on time, and otherwise abides by College regulations.

In place of Alcohol Rules:

Previously proposed policy on Alcoholic Beverages.

Rationales

Proposed visitation policies reflect the practices in effect at the time of employment of the current Vice President for Student Affairs.

Proposed Alcoholic Beverages policy will sufficiently define concerns and parameters.

*Option #1 approved - February 3, 1984

ACTION ITEM
BUSINESS AFFAIRS
February 2, 1984

CONFIDENTIAL

POLICY: Collection of Student Accounts

BY-LAWS: Article V.3

RECOMMENDATION:

On behalf of the Business Affairs Committee, I move that the Board approve the following policy statement which shall replace any preceding policy on this matter:

"Prior to completion of registration, each student must pay full tuition, fees or other charges due or secure such payment to the satisfaction of the Vice President for Business Affairs in accordance with Board of Visitors policies. The Vice President for Business Affairs may delegate day-to-day oversight of this function to an appropriate officer of the College. An account may be secured in lieu of cash payment by any of the following methods:

Verification that student has sufficient aid in process.

Signed commitment of anticipated earnings for the semester from work study employment.

Signed completion of an approved payment agreement; such plan must be secured by both the student and an appropriate co-signer.

Verification in writing from a third party payer that a scholarship, grant or other firm payment is in process.

If an account becomes delinquent due to default for any reason, credit and grades for courses taken, transcripts, and certification of grades or for graduation may be withheld until the debt is satisfactorily cleared. In addition, vigorous collection procedures may be implemented in accordance with State laws. Accounts over \$25 may not be written-off except with approval of the Board of Visitors."

EXPLANATION:

The above policy alters the existing policy in the following ways:

The primary responsibility for control of student accounts is placed upon the Vice President for Business Affairs with the authorization for delegation of day-to-day oversight rather than the existing circumstance where the Treasurer apparently has the primary responsibility.

The inclusion of the term "other charges" allows collection procedures to be implemented in the case of amounts due for reasons other than just tuition and fees, e.g., for fines or damage charges.

Inclusion of the provision that verification in writing of "other firm payment" allows acceptance of other secured payment in addition to just scholarships or grants.

The term "deferred payment agreement" is replaced with "approved payment agreement". This allows for such arrangements as loans under special circumstances from the President's discretionary funds or other secure payment plans should they become available.

The term "parent" is replaced with "appropriate co-signer".

The holding of student academic records because of delinquent student accounts receivable is now included.

The above also separates Board policy from the College procedures for implementation the Board policy.

ACTION ITEM
BUSINESS AFFAIRS
February 2, 1984

CONFIDENTIAL

POLICY: Student Tuition and Fees Payment Plans

BY-LAWS: Article V. Section 3

RECOMMENDATION:

On behalf of the Committee, I move that the Board approve the following policy statement which shall replace any preceding policy on this matter:

"Longwood College may offer alternate tuition and fees payment plans ranging from full payment prior to the beginning of each semester to monthly payments so long as full payment of tuition and fees is accomplished prior to the end of each semester. Any payment plan offered by the College does not alter in any way the tuition and fees due the College for full or partial semesters. Credit and grades for courses taken, transcripts, and certification of or for graduation may be withheld pending full payment of monies due the College by or on behalf of any individual student. Methods of Collection of monies due the College which are in conformance with local, state, and federal laws may be used to collect debts to the College."

EXPLANATION:

The above policy statement has been approved by Assistant Attorney General Pamela Sargent. Ms. Sargent stated in writing the following:

"I write in reference to your proposed deferred payment plan for students. As we have discussed since your letter, I believe that such a plan comports with legislative restrictions as long as it is handled very carefully.

As you know, Section 23-189 gives the College's Board of Visitors the power to "...fix the rates charged the students of the College for tuition, fees and other necessary charges." This power is further acknowledged by the General Assembly in Section 4-2.01(d)(3) of the 1983 Appropriations Act, which reads as follows:

"3. The determination of proper tuition, fees and charges is let to the judgment of the Boards of Visitors or other governing bodies of said institutions but in fixing same due regard should be given to the actual cost of providing education and to appropriate charges to out-of-state students...."

Since the Board of Visitors is vested with the discretion to determine the proper rate to charge students for tuition and fees, then it follows that the Board may also determine the timing of said tuition and fees payments. The only limiting factor here is that the Board may not defer payments on such a scale as to impair the institution's cash flow or to cause the College to incur debt."

The development of a financially sound payment plan would be of great benefit to some students and their parents. Charges for this service would be more than sufficient to pay for any increase staff which might be needed and to provide funds for other necessary expenses associated with such plan.

Since the policy requires that payment be made in full prior to the end of each semester, the College has sufficient opportunity to enforce such payment by withholding instruction, grades, etc. Furthermore, should the student decide to withdraw, the payment plan would provide sufficient payment-to-date so that the amount due the College for such partial attendance would already have been received. This would occur since the student would be eligible for pro rata refund of fees, and, if withdrawal occurs before mid-semester, for some refund of tuition charges.

Since this policy requires payment in full prior to the end of the semester, the State would not view this as increased accounts receivable. Tuition and fees due after the end of the semester would be viewed as accounts receivable.

The plan would not cause a cash flow problem for three reasons:

1. The State appropriations (approximately 70% of E and G revenues would be available beginning July 1 of each year.
2. At least monthly payments would be received, some in advance of school opening.
3. The expenditures of the College in the E and G area are somewhat evenly spread over the year since the greatest percentage is spent for personnel costs.

BUSINESS AFFAIRS COMMITTEE

POLICY: Tuition and Fees for 1984-85 Summer Session and Conferences

BY-LAWS: Article V.3

RECOMMENDATION: On behalf of the Business Affairs Committee I move that the Board approve the following tuition and fees for 1984-85 Summer Session and Conferences.

Tuition

Undergraduate

In-State \$43.00 per credit hour
 Out-of-State ~~\$70.00~~ \$60.00 per credit hour

Graduate

In-State \$50.00 per credit hour
 Out-of-State \$70.00 per credit hour

Application Fee (non-refundable) \$5

Comprehensive and Conferences:Graduate and Undergraduate Academic Programs

Residence Hall Students: (per week)

Comprehensive Fee

	<u>Double Occupancy</u>	<u>Single Occupancy</u>
Board	\$35.50	\$35.50
Room	41.00	51.00
Laundry	1.50	1.50
Health Services	3.00	3.00
Auxiliary Service Fee	3.00	3.00
	<u>\$84.00</u>	<u>\$94.00</u>

Non-Residence Hall Students: (per session)

Auxiliary Service Fee:

Student Union	\$5.00
Activity Fee	3.00
Construction Fee	5.00
Reserve	2.00
	<u>\$15.00</u>

Students who fail to register before the first class meeting will be charged a late 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.

BUSINESS AFFAIRS COMMITTEE

Conferences


	<u>Double Occupancy</u>	<u>Single Occupancy</u>
Board (Per Day, Per Person)	\$ 9.00	\$ 9.00
Room (Per Day, Per Person)	8.50 (Air Cond.)	12.00
	7.00 (Non-Air Cond.)	10.25
*Conference Fee (Minimum Per Person, Per Conference)	3.50	3.50

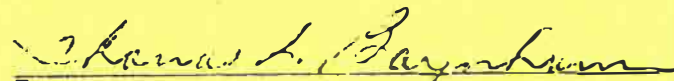
When required to be competitive, the Office of Continuing Studies may negotiate lower rates subject to prior approval by the Vice-President for Business Affairs.

LONGWOOD COLLEGE

AFFIRMATIVE ACTION PLAN

July 1, 1983 - June 30, 1986


Janet D. Greenwood
President


Thomas L. Baynham
Affirmative Action Officer

I. INTRODUCTION

Longwood College is a four year, state-supported coeducational Liberal Arts institution with a current enrollment of approximately 3,000 students, the majority (2,200) of whom are resident students. There are 455 positions, in full-time permanent faculty-administrators, full-time permanent classified, adjunct faculty, and wage employees. The College has been in existence since 1839, and is located in Farmville, Virginia.

This Affirmative Action Plan (hereinafter the AAP) is a statement of the College's intent to adhere to, and be guided by the equal employment opportunity and affirmative action mandates contained in Executive Order No. 1 (82) and the Secretary of Administration and Finance Directive No. 3 (82). The College will also adhere to State and federal laws and policies which speak to discriminatory employment and retention practices, including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, the Qualifications Standards Policy, the Equal Pay Act of 1963, as amended by the Higher Education Act of 1972, and the Equal Employment Opportunity Commission Guidelines.

The AAP, including approved amendments, will be in effect from July 1, 1983 through June 30, 1986.

II.

COMMUNICATION OF THE AAP

The AAP will be communicated to current employees by means of On Campus, an internal publication circulated campus-wide, to Alumnae, and to the Board of Visitors. Additionally, a copy of the College President's latest policy statement will be distributed to each current employee and to all new employees. The current Employee Handbook, which is given to all new employees, also contains an EEO/AA policy statement on two (2) different pages.

Federal and State posters and the President's policy statement will continue to be posted on conspicuous bulletin boards around the campus. The phrase "Equal Employment Opportunity/Affirmative Action Employer" will continue to appear in all ads for job vacancies. Whenever the policy statement is updated or revised during the 3-year life of the AAP, employees will receive a redistribution. The College will continue to advise the Richmond Urban League, the Farmville Chapter of the NAACP, WPAK Radio in Farmville, commercial publishers which handle our ads, and State agencies of Longwood College's EEO/AA policy. Finally, professional organizations which post our ads at their conventions will receive copies of the statement.

III.

EVALUATION OF CURRENT POLICIES & PRACTICES

Longwood College is a coeducational four-year Liberal Arts institution which is dedicated to quality higher education principles and practices and to positive student development. Institutional policies and programs are determined by an administrative Board of Visitors whose members are appointed by the Governor of Virginia, and whose authority is derived from the Code of Virginia, 1950, as amended. Management planning and implementation are carried out by the President, four Vice Presidents (Student Affairs, Institutional Advancement, Business Affairs, and Academic Affairs), the Executive Assistant to the President, and various staff and faculty support groups and committees. The Director of Employee Relations is the designated Affirmative Action Officer (AAO).

The agency personnel policies and practices are consistent with the policies of the State Department of Personnel and Training and with the faculty and faculty-administrator personnel policies as determined by the Board of Visitors. The Equal Pay Act of 1963, the Governor of Virginia, and the Secretary of Administration and Finance also influence personnel practices, and Longwood College will ensure equitable treatment of all classes of employees. All employee benefits for permanent employees will continue to be made available to those employees on an equal basis. Benefits include, but are not limited to, earned or granted leave, insurances, opportunity for promotion or transfer, and compensation. Any formal complaints of discrimination involving the terms or conditions of employment, recruitment, or selection will continue to be reported to the State EEO Office. The College will continue to allow formal complaints to be filed internally or with the State EEO Office.

Formal grievances by classified employees may be filed with the College and employees can seek assistance with grievances from the Employee Relations Office, or from the State Office of Employee Relations Counselors.

according to the grievant's choice. The College will continue to permit informal grievances to be made to, investigated by, and resolved by the Employee Relations Director, or the Vice President for Business Affairs, as desired by the grievant and as appropriate. The Dean of the Faculty, or the Vice President for Academic Affairs or the President as appropriate, will administer similar grievance or complaint procedures for employees with faculty status. Grievances and/or appeals may also be presented to the Board of Visitors, which decides whether or not to hear same. It is expected that all internal routes of resolution be sought prior to consideration of grievance or appeal by the Board of Visitors.

Recruitment and Selection Procedures consistent with applicable policies and laws will continue to be followed while filling faculty, classified, and hourly vacancies. Both procedures allow the Affirmative Action Officer to challenge any appointments which are non-conforming.

Training in EEO/AA matters will be provided by the State Department of Personnel & Training, the Affirmative Action Officer, and by other training Organizations, such as the Institute of Applied Management & Law, as appropriate.

The College's EEO/AA Advisory Committee members are appointed annually by the Vice President for Academic Affairs. Its role is to review policies, plans, and related documents and activities in order to determine the institution's degree of success in achieving its Affirmative Action goals and objectives. The Committee reports its findings and suggestions for improvement to the President. This group also carries out small, short term research projects on campus. It uses the results to increase its knowledge of specific needs, and to support recommendations and suggestions. The current committee members are:

Thomas L. Baynham, B/M, Director of Employee Relations, Chairman

Michael Lund, W/M, Faculty, English Department

Alice Younger, B/F, Student

Bonnie Clevenger, W/F, Associate Director of Admissions

Edna Allen-Bledsoe, B/F, Faculty, Social Work Department

Carolyn Craft, W/F, Faculty, English Department

Lawrence Hlad, W/M, Faculty, Sociology & Anthropology Department

The AAP and any revisions thereof are reviewed by the President, the four Vice Presidents, the Executive Assistant to the President, the Dean of the Faculty, the EEO/AA Advisory Committee and the Affirmative Action Officer prior to final drafting. The plan is also presented to the Board of Visitors for its endorsement. The Affirmative Action Officer will continue to speak to faculty and staff groups on the subject, and will continue to advise employment candidates of the policy.

IV.

RECRUITMENT & SELECTION

The Employee Relations Director will use the results of the utilization analysis to pinpoint the EEO-4 categories and academic departments which demonstrate an underutilization of blacks, other minorities, and females. Those categories and departments will be targeted for special emphasis, re: recruitment and selection. The College will continue to make good faith efforts to search for and select that same group of applicants for all types of positions. Additionally, the College will continue to maintain contact with the State Department of Rehabilitative Services, the Farmville Sheltered Workshop, and the Southside Skills Center, all of which deal with clients who have various types of handicaps. Contacts with the Richmond Urban League, the Farmville Chapter of the NAACP, and the predominantly black colleges in the country will continue. Those contacts are mainly in the form of notification of vacancies. The College will also continue to use the faculty exchange program and the Commonwealth Visiting Professor program to further integrate its faculty ranks.

The Employee Relations Office will preserve all recruitment and selection materials and will make them available for review by appropriate persons or agencies. The Employee Relations Director will continue to periodically informally review the terms and conditions of employment of each newly appointed employee for evidence of discriminatory treatment.

All wage employees are allowed to apply for full-time permanent positions for which they meet the minimum qualifications. Qualifying hourly applicants are guaranteed an interview. The same privilege is extended to full-time permanent employees who are seeking promotions, demotions, or transfers.

V.

TRAINING

In-service training is available to all employees via on-the-job training, free courses at Longwood College, tuition reimbursement for job related courses taken at other institutions, workshops, seminars, and educational leave with partial pay. The Graduate Assistance Program for Minorities (faculty) is sponsored and underwritten by the State Council of Higher Education in Virginia. In addition, the College participates in the Summer Fellowship Program for undergraduate minority and majority students who exhibit an interest in college level teaching at other race State-supported colleges or universities in Virginia. This program has also been underwritten and sponsored by the State Council of Higher Education in Virginia.

Communication of the AAP would likely occur immediately upon its approval, and in the Fall of each year thereafter during the life of the AAP. Faculty meetings, staff meetings, and Orientation meetings for new employees are the most likely vehicles. The highlights of the AAP will be circulated campus-wide via On Campus, a publication of the institution. The Employee Relations Director will monitor all aspects of training to assure that it is managed in a non-discriminatory way. Data to be maintained will include name, position, race, and sex. Training resources shall include seminars offered by the State Department of Personnel and Training, courses offered by this and other institutions of higher learning, current staff and faculty, and national, state, and regional conventions and workshops. Training shall be coordinated by the Employee Relations Director/Affirmative Action Officer, who will also train supervisory personnel in EEO/AA matters and practices.

VI.

RECORDKEEPING

Records will continue to be maintained according to race and sex for three years for the following personnel actions:

- a. All Applications
- b. Applicant Flow Statistics
- c. Applicants Interviewed
- d. New Hires
- e. Terminations
- f. Promotions
- g. Transfers
- h. Demotions
- i. Training
- j. Complaints of Discrimination
- k. Standards of Conduct Offenses
- l. Reclassifications
- m. Grievances

Identifying data will be obtained from applicants by using the standard Commonwealth of Virginia application, DPT Form 10 012 (Rev. 3-82). The tear-off section at the bottom of the form, when completed by the applicant, will have race, sex, handicap, and educational level data and will be separated from the rest of the form prior to the review by the appointing supervisor or administrator. Necessary data on current employees, re: personnel or employee relations actions, will be obtained from current files and DPT PME 210 printouts.

VII.

JOB STRUCTURING & UPWARD MOBILITY

The Employee Relations Director is responsible for job classification review and career counseling and guidance. The Director is also responsible for insuring that all listed job qualifications are job related and adhere to the Qualifications Standards Policy. An inventory of employees' training and experience will be conducted to determine each person's potential for promotion. If conflicts arise (internal promotion vs. numerical objectives), the College will use its best judgment in making a final decision. Additionally, numerical objectives for lower level positions in the same classification group will be established. If reallocations or reclassifications over a period of time are shown to have a disparate affect, re: minorities, corrective action will be taken whenever possible and reasonable.

All qualified employees have the right to apply for positions which could mean promotions or other personnel actions directly affecting them. Allegations of discrimination, particularly in the selection process, would be addressed through a complaint to the State EEO Office, a formal grievance internally or with the State Employee Relations Counselors, or an informal grievance. The Affirmative Action Officer, by his own initiative, would use the conflict resolution procedures found in the Recruitment and Selection Procedures.

VIII.

ASSESSMENT OF PROGRAM EFFECTIVENESS

Exit interviews will continue to be conducted with terminating employees who are willing to participate, and the information will be analyzed by the Employee Relations Director or the Personnel Practices Specialist. Review and recommendations for revision of the AAP will be done by the Employee Relations Director, who will also be responsible for preparing the required annual reports re: personnel actions, agency workforce vs. RLMA, labor market analysis, and evaluation of the agency workforce. The Employee Relations Director will also be responsible for identifying possible reasons for lack of progress. Finally, the Personnel Practices Specialist will analyze the starting pay step in relation to race and sex for new hires.

IX.

ACCOMMODATION FOR THE HANDICAPPED

The Physical Plant Director is designated as the College's 504 Coordinator. Every effort will be made to make the facilities and programs available to handicapped employees and students. This includes the continuation of a special aide for hearing and visually impaired students. Newer buildings on campus are designed to accommodate the handicapped. Pavement cut-outs, ramps, and similar changes have been in progress during the last 3 years and will continue during the life of the AAP, or until completion. The Employee Relations Director will continue to encourage all current and new employees to register their handicaps.

X.

UTILIZATION STUDY & ANALYSIS

The utilization study was completed in accordance with the instructions in the Administrative Guidelines booklet. Data for the Employment Analysis Form was gathered from the PME 210 printout dated October 31, 1983, which was accurate through October 31, 1983. Availability data for minorities and females was taken from the availability charts provided in the Administrative Guidelines booklet. The cumulative results for each EEO-4 category were entered on the designated Comparative Employment Analysis Form. Note the EEO-6 Categories C and E are grouped together on the latter form, as per instructions.

The analysis shows that there is underutilization of blacks and other minorities in EEO Categories C and E. The numerical objectives to correct this situation is one black and one other minority in this combined category. Actually, there is one additional black in this category (Computer Operator), but she is an hourly employee and does not count statistically. Recruitment for these types of positions, when they become available, will be directed towards meeting the objectives. In EEO Category G, there is underutilization of females. The College had employed a female as a painter for several months during 1983 with the expectation that when a personnel action regarding a full-time position was completed, the female would be a very likely candidate. Due to the final action, however, a former incumbent was rehired. The female will probably be hired if a position becomes available in the future.

The utilization studies females and other minority faculty show a goal of three additional other minority faculty members.

All other utilization studies reveal that Longwood is at or above parity for females, blacks, and other minorities.

Column	A	B	C	D	E	F
SCHOOL / DEPARTMENT	TOTAL # OF EMPLOYEES	TOTAL # OF FEMALES	UTILIZATION RATE	** LABOR MARKET AVAILABILITY	Column D x A EQUITABLE UTILIZATION	Column E - B GOALS
Business & Economics	14	3	21%	14.1%	2(1.9)	-0
PER, Education & Psychology	43	19	44%	29.2%	10(10.2)	0
Natural & Applied Sciences	19	5	26%	11.6%	2(2.2)	0
English, Philosophy & Foreign Languages	20	9	45%	32%	6(5.7)	0
Social Sciences	18	*5	28%	20.2%	4(3.6)	0
Fine & Applied Arts	21	7	33%	22.1%	5(4.6)	0
Mathematics	9	3	33%	10.3%	1(.9)	0
Law Economics	3	3	100%	84.9%	3(2.5)	0
Library Science	6	5	83%	38.7%	2(2.3)	0
Athletics	11	5	45%	23.5%	3(2.6)	0

*Includes Fulbright Scholar

**Table GD 8, Women & Minority Ph.D's - A Data Book, National Research Council

Column	A	B	C	D	E	F
SCHOOL / DEPARTMENT	TOTAL # OF EMPLOYEES	TOTAL # OF OTHER MINORITY	UTILIZATION RATE	** LABOR MARKET AVAILABILITY	Column D x A EQUITABLE UTILIZATION	Column E - B GOALS
Business & Economics	14	1	7%	3.9%	1	0
Education & Psychology HPER	43	1	2%	3.1%	1	0
Natural & Applied Sciences	19	0	0	8%	2	2
English, Philosophy & Foreign Languages	20	2	10%	3.6%	1	0
Social Sciences	18	1 *	6%	3.7%	1	0
Fine & Applied Arts	21	0	0	3%	1	1
Mathematics	9	1	11%	8.2%	1	0
Home Economics	3	0	0	3.4%	0	0
Library Science	6	2	33%	6.8%	0	0
Athletics	11	0	0	2.4%	0	0

*Fulbright Scholar

**Table GD 8, Women & Minority Ph.D's in the 1970's - A Data Book, National Research Council

Name of Institution: Longwood College

Reporting Period - FROM: July 1, 1982 TO: June 30, 1983 Date December 1, 1983

APPLICANTS FOR EMPLOYMENT

	EEO Categories	TOTAL NUMBER	WHITE		BLACK		OTHER MINORITY	
			Male	Female	Male	Female	Male	Female
APPLICATIONS RECEIVED	*8 Officials/ Administrators	770	595	135	10	7	11	4
	*1 Professionals	135	77	43	6	6	1	1
	Technicians							
	*6 Protective Service Workers	87	53	6	19	2	1	
	Para-Professionals	72	33	31	3	3	1	1
	*10 Office-Clerical Workers	180	33	115	6	14	1	1
	*2 Skilled Crafts Workers	26	23		1			
	*8 Service Maintenance Workers	65	37	6	12	2		
	Total	1335	851	336	57	34	6	7
PEOPLE EMPLOYED	Officials/ Administrators	9	4	4		1		
	Professionals	8	3	4		1		
	Technicians	1	1					
	Protective Service Workers	2	1	1				
	Para-Professionals	5	1	3		1		
	Office-Clerical Workers	22	2	16	1	3		
	Skilled Crafts Workers	14	10	2	2			
	Service Maintenance Workers	24	12	3	7	1	1	
	Total	85	34	33	10	7	1	

Describe special recruitment efforts where underutilization occurs:

*35 applicants did not indicate sex or race.

APPENDIX D EMPLOYMENT ANALYSIS FORM
EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution Longwood College
 EEO Category A
 RLMA National
 Date October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
President	1		1				
ACAD VP Lect	1	1					
Dir of Dev Lect	1	1					
ACAD Dean Lect	1	1					
ACAD Dean Asst. Prof.	2	1	1				
Dir Acad Div Assoc. Prof	1	1					
Dir ACAD Div Prof	1	1					
Asst. Dir Inst Studies Lect.	1	1					
Dir St. Per SV Lect	1		1				
Asst. Dr St Per SV Lect	1	1					
Asst DR ST PER SV Asst. Prof	2	1	1				
Chief Bus OFCR Lect	1		1				
Dir of ADM Asst. Prof	1	1					
Asst Dir of ADM Asst. Prof	1		1				
Registrar Asst. Prof	1		1				
ADM Asst to Pres Lect	1	1					
Total Page 1	18	11	7				
Total Page 2	12	2	7	1		1	1
Total Page 3							
TOTAL	30	13	14	1		1	1

APPENDIX D

 EMPLOYMENT ANALYSIS FORM
 EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)
Name of Institution Longwood CollegeEEO Category BRLMA StateDate October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Systems Analyst	1	1					
Golf Course Manager	1	1					
Research ADM Ofcr B	1	1					
Accountant C	2	1			1		
Internal Auditor	1	1					
Pers. Practices Spec.	1		1				
Schol/Placement Asst.	2		1		1		
College Hostess A	2		2				
ADM Coun.	2		1		1		
Info. Tech	2	1	1				
Info. Officer B	2		1			1	
Television System Tech	1		1				
Reg. Nurse	4		3		1		
Reg. Nurse Clinician B	1		1				
Recreation Supervisor A	1			1			
Total Page 1	24	6	12	1	4	1	
Total Page 2							
Total Page 3							
TOTAL	24	6	12	1	4	1	

APPENDIX D EMPLOYMENT ANALYSIS FORM
 EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution Longwood College

EEO Category C & E

RLMA _____ State _____

Date October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Prod. Control Tech	1		1				
Computer Lead Operator	1		1				
Programmer	1		1				
Programmer Analyst	1		1				
Pur and Stores Supervisor A	1	1					
Pur & Stores Supervisor B	1		1				
Insect/Rodent Exterminator	1			1			
Laundry Manager A	1	1					
Library Asst.	3		3				
Resident Hall Coor.	5	2	3				
Total Page 1	16	4	11	1			
Total Page 2							
Total Page 3							
TOTAL							

APPENDIX D

EMPLOYMENT ANALYSIS FORM

EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution Longwood College

EEO Category D

RLMA Local - Prince Edward, Amelia, Appomattox, Nottoway, Cumberland, And Charlotte Counties and incorporated towns within these counties. Also Buckingham County

Date October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Campus Police Officer	7	4	1	2			
Campus Police Sergeant	3	3					
Campus Police Lieutenant	1	1					
Total Page 1	11	8	1	2			
Total Page 2							
Total Page 3							
TOTAL	11	8	1	2			

APPENDIX D EMPLOYMENT ANALYSIS FORM
EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution Longwood College

EEO Category F
Prince Edward, Amelia, Appomattox, Nottoway, Cumberland, and Charlotte

RLMA Local - Counties and incorporated towns within these counties. Also Buckingham
County

Date October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Clerk B	1	1					
Clerk C	3		1		2		
Clerk D	5		5				
Clerk Mess. A	1			1			
Clerk Steno B	5		5				
Clerk Steno C	26		25		1		
Clerk Steno D	6		6				
Clerk Typist B	2		2				
Clerk Typist C	5		5				
Cashier A	2		2				
Cashier B	1		1				
Confidential Secretary	1		1				
Store Clerk B	1			1			
Accountant A	1		1				
Fiscal/Acct Tech	1		1				
Phototype Setting Specialist	1		1				
Total Page 1	60	1	54	2	3		
Total Page 2	2	2					
Total Page 3							
TOTAL	62	3	54	2	3		

APPENDIX D EMPLOYMENT ANALYSIS FORM
EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution: Longwood College

EEO Category: F
Prince Edward, Amelia, Appomattox, Nottoway, Cumberland, and Charlotte
RLMA: Local - Counties and incorporated towns within these counties

Date: October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Storekeeper Supervisor B	2	2					
Total Page 1							
Total Page 2	2	2					
Total Page 3							
TOTAL							

EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution Longwood CollegeEEO Category G

Prince Edward, Amelia, Appomattox, Nottoway, Cumberland, and Charlotte

RLMA Local - Counties and incorporated towns within these counties Also Buckingham

County

Date October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Duplicating Serv. Supv. B	1	1					
Air Cond Refrig Mech	1	1					
Air Cond Refrig Lead Man	1	1					
Carpenter	3	3					
Electrician	1	1					
Electrical Foreman	1	1					
Laboratory Mech A	1	1					
Painter	4	3		1			
Painter Lead Man	1	1					
Plumber Steamfitter	2	2					
Plumber Steamfitter Leadman	1	1					
Pressman	1	1					
Stat Boiler Fireman A	2			2			
Power Plant Shift Supv. A	3	2		1			
Power Plant Shift Supv. B	1	1					
Utility Service Foreman	1	1					
Total Page 1	25	21		4			
Total Page 2	6	5		1			
Total Page 3							
TOTAL	31	26		5			

APPENDIX D EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College

EEO Category G

Prince Edward, Amelia, Appomattox, Nottoway, Cumberland, and Charlotte

RLMA Local - Counties and incorporated towns within these counties

Date October 31, 1983

Table with 8 columns: State Job Classification, Total # of Employees, White Male, White Female, Black Male, Black Female, Other Minority Male, Other Minority Female. Rows include job classifications like Bldgs/Grnds Supv A, Hwy Equip Mech B, etc., and summary rows for Total Page 1, Total Page 2, Total Page 3, and TOTAL.

APPENDIX B

EMPLOYMENT ANALYSIS FORM

EEO CATEGORY/RELEVANT LABOR MARKET AREA (RLMA)

Name of Institution Longwood CollegeEEO Category HPrince Edward, Amelia, Appomattox, Nottoway, Cumberland, and Charlotte
RLMA Local- Counties and incorporated towns within these counties). Also Buckingham

County

Date October 31, 1983

State Job Classification	Total # of Employees	White Male	White Female	Black Male	Black Female	Other Minority Male	Other Minority Female
Trades							
Laborer	1			1			
Custodial							
Worker	40	4	1	9	26		
Housekeeper							
Supv A	2			1	1		
Housekeeper							
Supv B	1				1		
Grounds							
Laborer	5	2		3			
Grounds							
Lead Man	1	1					
Grounds							
Supervisor	1	1					
Laundry							
Worker A	2		2				
Laundry							
Worker B	3		1	1	1		
Hwy Equip							
Mech Appren	1			1			
Total Page 1	57	8	4	16	29		
Total Page 2							
Total Page 3							
TOTAL	57	8	4	16	29		

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983

EEO-1 Category A Relevant Labor Market Area National

Step # One ---

NUMBER OF EMPLOYEES							Total Number of Employees
Male			Female			7	
(column) 1	2	3	4	5	6		30
White	Black	Other	White	Black	Other		
13	1	1	14	0	1		

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
4.2	3.3	.9 (1)	5.1	6.6	0	28.8	50	0

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	Blacks	Other Minorities	Females
	<u>3</u>	<u>0</u>	<u>0</u>

Step # Four ---

Interim Objectives

1983 - 1984	<u>1</u>	<u> </u>	<u> </u>
1984 - 1985	<u>1</u>	<u> </u>	<u> </u>
1985 - 1986	<u>1</u>	<u> </u>	<u> </u>

- *To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
- To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
- To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983EEO-1 Category B Relevant Labor Market Area State

Step # One ---

NUMBER OF EMPLOYEES

Male			Female			Total Number of Employees
(column) 1 White	2 Black	3 Other	4 White	5 Black	6 Other	
6	1	1	12	4	0	24

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
6.2	20	0	3.9	4.2	0	44.3	66.6	0

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	Blacks	Other Minorities	Females
	<u>0</u>	<u>0</u>	<u>0</u>

Step # Four ---

Interim Objectives
 1983 - 1984
 1984 - 1985
 1985 - 1986

_____	_____	_____
_____	_____	_____
_____	_____	_____

*To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
 To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
 To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983EEO Category C & E Relevant Labor Market Area _____ State _____

Step # One ---

NUMBER OF EMPLOYEES						
Male			Female			Total Number of Employees
(column) 1 White	2 Black	3 Other	4 White	5 Black	6 Other	
4	1	0	11	0	0	16

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
12.5	6.25	6.25	3.9	0	3.9	47.9	68.8	0

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	Blacks	Other Minorities	Females
	1	1	0

Step # Four ---

Interim Objectives

1983 - 1984
1984 - 1985
1985 - 1986

1		
1	1	

*To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
 To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
 To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983

EEO Category D Relevant Labor Market Area Local

Step # One ---

NUMBER OF EMPLOYEES						
Male			Female			Total Number of Employees
(column) 1	2	3	4	5	6	
White	Black	Other	White	Black	Other	7
8	2	0	1	0	0	11

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
9	18.1	0	0	0	0	2.3	9	0

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	<u>Blacks</u> 0	<u>Other Minorities</u> 0	<u>Females</u> 0
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Step # Four ---

Interim Objectives			
1983 - 1984	_____	_____	_____
1984 - 1985	_____	_____	_____
1985 - 1986	_____	_____	_____

- *To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
- To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
- To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood CollegeDate December 1, 1983EEO Category F

Relevant Labor Market Area

Local

Step # One ---

NUMBER OF EMPLOYEES						
Male			Female			Total Number of Employees
(column) 1	2	3	4	5	6	
White	Black	Other	White	Black	Other	7
3	2	0	54	3	0	62

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
6.6	8	0	0	0	0	72.1	91.9	0

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	Blacks	Other Minorities	Females
	_____	_____	_____

Step # Four ---

Interim Objectives
 1983 - 1984
 1984 - 1985
 1985 - 1986

_____	_____	_____
_____	_____	_____
_____	_____	_____

*To obtain Black utilization:

Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)

To obtain Other utilization:

Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)

To obtain Female utilization:

Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

2.00

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983

EEO-1 Category G Relevant Labor Market Area Local

Step # One ---

NUMBER OF EMPLOYEES

Male			Female			Total Number of Employees
(column) 1 White	2 Black	3 Other	4 White	5 Black	6 Other	
26	5	0	0	0	0	31

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
11.2	16.1	0	0	0	0	3	0	.9

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	<u>Blacks</u> 0	<u>Other Minorities</u> 0	<u>Females</u> 1
----------------------------	--------------------	------------------------------	---------------------

Step # Four ---

Interim Objectives			
1983 - 1984	<u> </u>	<u> </u>	<u> </u>
1984 - 1985	<u> </u>	<u> </u>	<u>1</u>
1985 - 1986	<u> </u>	<u> </u>	<u> </u>

*To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
 To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
 To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

COMPARATIVE EMPLOYMENT ANALYSIS FORM

Name of Institution Longwood College Date December 1, 1983

EEO Category H Relevant Labor Market Area Local

Step # One ---

NUMBER OF EMPLOYEES							Total Number of Employees
Male			Female			7	
(column) 1	2	3	4	5	6		57
White	Black	Other	White	Black	Other		
8	16	0	4	29	0		

Step # Two* ---

% Black Availability	% Black Utilization	% Black Underutilization	% Other Availability	% Other Utilization	% Other Underutilization	% Female Availability	% Female Utilization	% Female Underutilization
48.6	78.9	0	0	0	0	34.3	54.5	0

Step # Three ---

% Underutilization x Total Number of Employees = Total Numerical Objective(s)

Total Numerical Objectives	Blacks	Other Minorities	Females
	<u>0</u>	<u>0</u>	<u>0</u>

Step # Four ---

Interim Objectives			
1983 - 1984	_____	_____	_____
1984 - 1985	_____	_____	_____
1985 - 1986	_____	_____	_____

- *To obtain Black utilization: Add column 2 + column 5 and divide by column 7 (2 + 5 ÷ 7)
- To obtain Other utilization: Add column 3 + column 6 and divide by column 7 (3 + 6 ÷ 7)
- To obtain Female utilization: Add column 4 + column 5 + column 6 and divide by column 7 (4 + 5 + 6 ÷ 7)

ACTION ITEM
BUSINESS AFFAIRS
February 2, 1984

CONFIDENTIAL

POLICY: Equal Opportunity and Civil Rights

BY-LAW: Article XVII

RECOMMENDATION: On behalf of the Business Affairs Committee, I move that the Board of Visitors adopt the following:

"It is the policy of Longwood College to assure equal opportunity for all prospective and enrolled students and for all prospective and current employees of the College. In the operations of the College no Board member, officer, administration, classified staff, faculty or shall discriminate against nor denigrate any other person on the basis of race, creed, color, national or ethnic origin, sex, age, or disability.

An action(s) contrary to this policy shall constitute grounds for immediate dismissal from the College."

The above statement shall be published in the faculty handbook, the student handbook, and the administrative handbook.

ACTION ITEM
BUSINESS AFFAIRS
February 2, 1984

CONFIDENTIAL

POLICY: Renovation of North Cunningham Bond Resolution

BY-LAWS: Article V.3

RECOMMENDATION:

On behalf of the Business Affairs Committee, I move that the Board approve the following resolution to authorize the participation of the College in the Bond Issue and pledges dormitory revenues to the payment of bonds.

WHEREAS, there has been introduced to the 1984 session of the General Assembly of Virginia an act entitled "Commonwealth of Virginia Higher Educational Institutions Bond Act of 1984" (the "Act");

WHEREAS, if the Act, as it may be amended, or comparable legislation, is enacted by the General Assembly of Virginia, the Treasury Board of the Commonwealth of Virginia shall be authorized, upon the consent of the Governor, to sell and issue bonds of the Commonwealth of Virginia in an aggregate principal amount not currently exceeding \$33,176,000 pursuant to the Act, together with additional unissued amounts authorized by the General Assembly of Virginia in previous years, for the purpose of providing funds, with any other available funds, for paying the cost of acquiring, constructing and equipping revenue producing capital projects, including the enlarging and improving thereof, at institutions of higher learning in the Commonwealth, all in accordance with the provisions of Section 9(c) of Article X of the Constitution of Virginia;

WHEREAS, said revenue producing capital projects under the Act include the renovation of the Main and North Cunningham Residence Halls (the "Project") for Longwood

College (the "College") at a cost now estimated to equal or exceed \$739,500; and

WHEREAS, the Treasury Board proposes to sell a portion of the above bonds to be designated "Higher Educational Institutions Bonds, 1984 Series _" with an appropriate series designation (the "Bonds") which will include an amount not to exceed \$739,500 for the purpose of financing the cost of the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF VISITORS OF LONGWOOD COLLEGE:

Section 1. The Board of Visitors of Longwood College (the "Board") (a) covenants to fix, revise, charge and collect housing fees or rents from all of its state owned housing (including, without limitation, the Project), and (b) pledges said fees and rents to the payment of the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project; provided that the current expenses of operating all of the College's state owned housing (the "Current Expenses") shall be a first charge on such fees and rents. The Board further covenants that such fees and rents will be fixed, revised, charged and collected so that the net revenues from or for the use or otherwise received on behalf of the College's state owned

housing (including the Project), after payment of the Current Expenses and other debt service payable therefrom, if any, will at all times be sufficient to pay the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project, as and when the same become due. Any such revenues in excess of the amounts required for payment of the Current Expenses and other debt service payable therefrom, if any, and the payment of the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project when due may be used by the College for any other proper purpose.

Section 2. It is hereby found, determined and declared that, based upon responsible engineering and economic estimates and advice of appropriate officials of the College as shown on Exhibit A hereto, the anticipated net revenues received from or on behalf of the College's state owned housing (including the Project) pledged above will be sufficient to pay the Current Expenses, any other debt service presently secured by or payable from such revenues, and the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project, as the same become due, so long as the average interest rate on the Bonds does not exceed 9.0% per annum.

Section 3. The Board covenants that so long as the Bonds are outstanding, the College will pay the Treasurer of Virginia not less than 30 days before each interest or principal and interest payment date, the amount certified by the Treasurer of Virginia to be due and payable on such date as principal and interest on that portion of the Bonds issued on behalf of the College to finance the Project.

Section 4. The Board covenants that the College will pay from time to time its proportionate share of all expenses incurred in connection with the sale and issuance of the Bonds and all expenses thereafter incurred in connection with the payment of the principal of, premium, if any, and interest on the Bonds all as certified by the Treasurer of Virginia to the College.

I, _____, Secretary of the Board of Visitors of Longwood College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at the meeting of the Board of Visitors of Longwood College, duly convened and held on February __, 1984, at which a quorum was present and voting, and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand
and affixed the seal of Longwood College this _____ day
of _____, 1984.

EXPLANATION:

The following is the feasibility study as described in the attorney's letter dated January 24, 1984. (See Schedule II)

LONGWOOD COLLEGE

Debt Service for 1984 Bond
Issuance for Renovation of North Cunningham Dorm
February 1, 1984

Payment of debt on the 1984 bond issuance for Renovation of North Cunningham Dorm will be paid from the housing fee charged to each regular session resident student. All student housing operations are supported by the student housing fee. From the total fees collected, operating costs are paid first followed by payments to retire debt of previous bond issues. Net revenues would next be applied to retire principal and interest of the Renovation of North Cunningham Dorm bond issues. Any remaining net revenues would accumulate in retained earnings. Currently, the student housing operation has bond principal outstanding of \$3,110,000 which is to be retired from student housing fees. Also, the student housing operation has bond principal outstanding of \$48,000 which is to be retired from the sinking fund.

In estimating net revenues available to retire the principal and interest of the Renovation of North Cunningham Dorm bond issue, revenue estimates are based on projected student enrollment and fee structure. Operating costs are based on estimates to maintain housing facilities in a manner that is conducive to the objectives of Higher Education. The interest rates of 9% are used in calculating level debt service over a period of 20 years. (See Schedule II) Estimated net revenues will be sufficient to cover additional level debt service of the new bond issue ranging from \$83,810 to \$76,660 annually. (See Schedule I)

LONGWOOD COLLEGE

Estimated Revenues and Expenditures
For Student Housing
February 1, 1984

	1984-85	1985-86	1986-87	1987-88
ESTIMATED REVENUE				
Regular Session Students				
Estimated Students	Projected Student Housing Fee			
2000 *	1195	2,390,000		
2000 *	1204		2,408,000	
2000 *	1252		2,504,000	
2000 *	1294			2,588,000
ESTIMATED EXPENDITURES				
Personal Services	490,000	514,500	540,225	567,286
Contractual Services	50,000	52,500	55,125	57,881
Supplies and Materials	103,900	109,095	114,550	120,277
Utilities	953,425	1,001,096	1,051,151	1,103,709
Equipment	130,000	136,500	143,325	150,491
	-----	-----	-----	-----
TOTAL EST. EXPENDITURES	1,727,325	1,813,691	1,904,376	1,999,595
	-----	-----	-----	-----
NET REV. BEFORE DEBT SERVICE	662,675	594,309	599,624	588,405
	-----	-----	-----	-----
Prior Debt Service Payable				
From Current Revenues:				
Hi-Rise System	354,380	343,200	346,500	334,125
French Dorm Renovation	67,790	71,702	79,252	73,802
	-----	-----	-----	-----
TOTAL PRIOR DEBT SERVICE	422,170	414,902	425,752	407,927
	-----	-----	-----	-----
North Cunningham Debt Serv	81,510	80,160	83,810	82,010
	-----	-----	-----	-----
TOTAL DEBT SERVICE	503,680	495,062	509,562	489,937
	-----	-----	-----	-----
PROJECTED INCREASE IN RETAINED EARNINGS	158,995	99,247	90,062	98,468
	=====	=====	=====	=====

LONGWOOD COLLEGE

North Cunningham Renovation
Debt Service Schedule
February 1, 1984

YEAR NUMBER	PAYMENT PERIOD	PRINCIPAL MATURITY	INTEREST RATE	INTEREST PAYMENT	TOTAL PAYMENT
1	01/01/85	15,000	9%	66,510	81,510
2	01/01/86	15,000	9%	65,160	80,160
3	01/01/87	20,000	9%	63,810	83,810
4	01/01/88	20,000	9%	62,010	82,010
5	01/01/89	20,000	9%	60,210	80,210
6	01/01/90	25,000	9%	58,410	83,410
7	01/01/91	25,000	9%	56,160	81,160
8	01/01/92	25,000	9%	53,910	78,910
9	01/01/93	25,000	9%	51,660	76,660
10	01/01/94	30,000	9%	49,410	79,410
11	01/01/95	35,000	9%	46,710	81,710
12	01/01/96	40,000	9%	43,560	83,560
13	01/01/97	40,000	9%	39,960	79,960
14	01/01/98	45,000	9%	36,360	81,360
15	01/01/99	50,000	9%	32,310	82,310
16	01/01/00	50,000	9%	27,810	77,810
17	01/01/01	55,000	9%	23,310	78,310
18	01/01/02	60,000	9%	18,360	78,360
19	01/01/03	70,000	9%	12,960	82,960
20	01/10/04	74,000	9%	6,660	80,660
		-----		-----	-----
		739,000		875,250	1,614,250
		=====		=====	=====

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FILE NO.

Dr. Verna Armstrong
 Vice President for Business Affairs
 Longwood College
 Farmville, Virginia 23901

✓ Mr. Ben Johnson
 Budget Director
 Longwood College
 Farmville, Virginia 23901

Re: 1984 Higher Educational Institutions
 Bonds - Renovation of Main and North
 Cunningham Residence Halls

Dear Dr. Armstrong and Mr. Johnson:

As you may know, we have been chosen to act as bond counsel for the Commonwealth of Virginia for the issuance of its 1984 Higher Educational Institutions Bonds. The renovation of the Main and North Cunningham Residence Halls at Longwood College is among the projects to be financed with the Bonds.

Enclosed is a resolution to be presented to the Board of Visitors of Longwood College at its meeting on February 2 and 3, 1984. The resolution authorizes the participation of the College in the Bond issue and pledges dormitory revenues to the payment of the Bonds. The form of the resolution is quite similar to the form of the resolutions adopted by your Board of Visitors for the 1982 and 1983 Bond issues.

Ben, as we discussed yesterday, there must be attached to the resolution as Exhibit A a feasibility study showing dormitory revenues to be sufficient to pay current expenses of the housing system, existing debt service for the housing system and debt service on the 1984 Bonds at an assumed interest rate of 9%. Please call George Calvert if you have any questions about the feasibility study.

Appendix Mm - February 3, 1984

Action Item

Executive Committee Meeting

February 2, 1984

POLICY: Policies and Procedures of the College (Section 23-188, Code of Virginia)

STATUTE: Section 23-188, Code of Virginia

RECOMMENDATION: The Board of Visitors is responsible for setting the policies of the College. Policies for this purpose shall be defined as those Board statements which are general rules or principles, or statements of intent or direction, that provide guidance to administrators in reaching decisions with respect to the particular matters entrusted to their care. (AGB)

I. Policies

Policies of the Board shall be available to members of the College community, or interested parties outside the College. Available documents shall include:

- A. The by-laws of the Board.
- B. The College Catalogue and Student Handbook, which shall carry policies affecting curriculum, academic practices, student life, and student conduct, among others.
- C. The Faculty Handbook, which shall carry policies affecting the working conditions and status of the teaching staff.
- D. The Administrative Handbook, which shall carry policies affecting the work relationships of all employees, and the working conditions and status of non-teaching staff.
- E. Topical manuals in such areas as Institutional Advancement and Finance, which shall carry policies pertaining to those areas.

In addition, in the Executive Office, the President shall maintain a library of official documents which shall contain at least copies of (1) the statutes of the Commonwealth, (2) extant Executive Orders of the Governor(s), (3) State agency regulations affecting Longwood, (4) the by-laws of the Board, (5) a compendium of all applicable Board policies, and (6) each of the circulation documents named above.

II. By-laws of College Organizations and Affiliated Entities

All by-laws and revisions of the by-laws of major College organizations and affiliated entities shall be approved by the Board of Visitors. The Board, at its discretion, has the option to review any and all by-laws.

III. Procedures

Procedures are those written descriptions of actions required to carry out Board policies. Each unit of the College shall operate under written procedures applicable to the policies governing the unit's performance. Procedures generally applicable to large numbers of users of a unit's services can be, at the discretion of the President, included in policy circulation documents. Otherwise, copies of procedures shall be available in administrative unit offices and in the office of the President. The President shall be responsible for approving all procedures.

EXPLANATION:

The College has regularly operated under policies created by the Board and interpreted through procedures developed by the President and/or the administrative staff. During the course of the years, some uncertainty has occurred as to responsibilities for policy and proceduremaking and the publication and application of those policies and procedures.

In order that the operations of the College may be conducted with maximum clarity and effectiveness, it is necessary for the Board to state a policy on policies and procedures and for the President thereafter, to arrange the policies and procedures of the College according to the Board directive.

OFFICE OF CAREER PLANNING AND PLACEMENT
Placement/Credentials File

Policy

The Office of Career Planning and Placement will make available to all rising seniors the opportunity to establish a placement file/credentials file.

Explanation

Contents are mailed to employers for employment evaluation.