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Meeting Agendas and Minutes

Board of Visitors

10-30-1986

1986-10-30 Minutes and Appendices

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LONGWOOD COLLEGE BOARD OF VISITORS
Minutes of Meeting
October 30-31, 1986

The Longwood College Board of Visitors met on October 30-31, 1986, on the College campus. The public session was held at 2:30 p.m.

The following members were present:

Ms. Martha A. Burton
Dr. Harold W. Conley
Ms. Martha W. High
Mr. George E. Murphy, Jr.
Mr. Thomas D. Rust
Mr. Hunter R. Watson
Lt. General (Ret.) S. V. Wilson

Board members absent were:

Ms. Jean Dixon Colgate
Mr. Bertram Schewel
*Ms. Linda E. Sydnor
*Mr. W. T. Thompson, III

College officials in attendance were: Dr. Janet D. Greenwood, President; Mr. Richard V. Hurley, Vice President for Business Affairs; Mr. Donald Lemish, Vice President for Institutional Advancement; Ms. Phyllis Mable, Vice President for Student Affairs; Dr. Donald Stuart, Vice President for Academic Affairs; Mr. H. Donald Winkler, Associate Vice President and Executive Director of Public Affairs & Publications; Dr. John King, Associate Vice President for Planning, Research and Information Systems; Ms. Kathe Taylor, Assistant to the President; Dr. Jack Millar, Faculty Representative to Sit with the Board; Mr. Richard Kast, Assistant Attorney General of the Commonwealth of Virginia.

The Rector, Mr. Rust, presided. He called the meeting to order, noting that Mr. Schewel, Ms. Sydnor, Mr. Thompson, and John Colangelo, the student representative to sit with the Board, were absent. (Also absent was the alumni representative to sit with the Board, Mr. Eric L. Robinson.)

Informational Items:

1. Academic/Student Affairs Committee:

Dr. Conley, Committee Chair, gave a report on the meeting of the committee held earlier that day. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - October 30-31, 1986.)

*In attendance on 10/30/86 but unable to attend public session.

a. Academic Affairs:

-Summer School, 1986 (p.1**). The 1986 Summer School, which included a three-week interim session, was profitable and produced 222.945 FTE.

-Student Academic Records (p. 2). As part of the reorganization of Academic Affairs, all student records have been transferred to the Deans which resulted in the elimination of three-fourths of the student traffic in the Office of Academic Affairs. The Assistant Vice President now has time to work with faculty on grants and development projects and services for disabled and minority students.

Transfer Credit Policy (p. 3). As a result of the revised student transfer credit policy, Longwood, for the first time, accepted all "comparable" courses taken elsewhere as well as those listed in the catalogue. Eleven transfer students entered Longwood with all general education requirements satisfied. Longwood appears to be the first in the state to make this move, and coupled with our articulation agreement with Southside Virginia Community College, positions Longwood to be very attractive to transfer students.

-New Academic Probation and Suspension Policy (p. 4). The new academic probation and suspension policy was implemented in the Spring of 1986. The new policy provided early detection of student academic difficulty which permitted 27 students to remove themselves from suspension through successful course work taken during summer school. There were 116 students suspended at the end of the 1985-86 academic year.

-Continuing Studies (p. 5). Continuing Studies had a successful summer program which included 19 conferences and 29 workshops. This fall there are two on-campus classes and four off-campus classes. A major project is the Southside Virginia Literacy Network for which Longwood is serving as an organizing agent in the advocacy campaign and is providing a meeting place and resource center for the 11 counties in the network. An amendment will be presented to the Legislature in January, requesting funds to support this three-phased project.

-Registrar's Report (p. 5). A total of 410 undergraduates and 37 graduate degrees were conferred at

**Page numbers refer to the 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 - October 30-31, 1986.

the 1986 Commencement with 105 of the 410 undergraduates receiving Collegiate Professional Teacher Certificates. The fall semester opened with a total on-campus headcount enrollment of 2,789.

-Funds for Excellence (p. 7). Longwood received a Funds for Excellence grant from the State Council of Higher Education for Virginia in the amount of \$85,400 for a Word Processing Lab for English 051 and 100 classes. The lab will indirectly assess undergraduate achievement and place a premium emphasis upon the student's mastery of basic verbal skills.

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b. Student Affairs:

-Drug and Alcohol Education and Enforcement Committee (p. 10). The President has appointed a Drug and Alcohol Education and Enforcement Committee composed of students, faculty, staff, and community leaders. The Committee will work in three task groups to address education, enforcement of laws, and alternatives to drugs and alcohol. The Committee will have initial reports and recommendations in November.

-Enrollment Management (p. 11). An enrollment management plan is being developed involving all members of the Cabinet and the Admissions Staff. Mr. Chonko, Director of Admissions, briefed the Board on current and proposed recruiting strategies.

-Food Service Improvements (p. 12). In a cooperative effort, Longwood and ARA are making many necessary improvements in the dining service. The lower dining hall will be made into a Rotunda Market with a variety of food selections. The aesthetic

appearance will be in keeping with the market theme. The continuous dining service, new this year, has proved worthwhile. A two-day educational training program was held for student waiters and waitresses.

-Mission and Goals Statement (p. 13). Student Affairs has prepared mission and goals statements reflecting the intentions of the Council for the Advancement of Standards for Student Services/Development Programs which have been adopted by 22 student affairs professional associations. The statements relate to the Board's Goal III and will be revised as Longwood's strategic plan is refined.

-Parents for Partners (p. 14). Parents of freshmen were invited to campus to meet with administrators and discuss the life and experiences of freshmen students. There were approximately 100 parents in attendance at each of the three Sunday programs. This is another step in the College's effort to create a bonding between the student and the College. It is also part of the overall retention process.

-Student Clubs and Organizations: Fund Raising (p. 15). Student groups and organizations are experiencing changes in their student and social life as a result of the change in the drinking age. Without the sale of beer, mixers are no longer successful. Initiatives are underway to help students find new ways and ideas to support their organizations.

-Student Union and Activities Program (p. 16). With new leadership in the Student Union and Activities Program, a strong program to identify and meet student needs has been shaped. This year a freshmen leadership program will take place during the fall. The Series of Performing Arts continues to improve in quality, especially with the assistance of a Farmville Advisory Group.

2. Business Affairs/Internal Audit Committee: Mr. Watson, Vice Chair, gave the following report of the Business Affairs/Internal Audit Committee meeting held on October 30-31, 1986. (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - October 30-31, 1986.)

-Quarterly Report. The Quarterly Report, which showed the approved College budget and revenues and expenditures as of September 30, 1986, was reviewed and discussed. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of

Visitors" as Appendix D - October 30-31, 1986.)

-Financial Aid Programs Audit Report (pp.1-15).

An audit was conducted on the Student Financial Assistance Program for the years 1983-84 and 1984-85 in June, 1986. The State auditors brought in an outside accounting firm, McGladrey, Hendrickson and Pullen, to do the audit due to their heavy work load. In summary, it was a good audit with no problems in accounting controls of administrative procedures and methods. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix E - Oct. 30-31, 1986.)

-Update on Capital Outlay Reports (pp.16-17).

A chart was given to the members of the Board of Visitors which provided an update on the status of each Capital Outlay project. The Committee agreed that the information as presented was useful and should be continued. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix F - Oct. 30-31, 1986.)

-Preliminary Year-End Closing 1985-86 (p. 18).

The Unaudited Financial Statement for the Fiscal Year Ended June 30, 1986 was reviewed and discussed. This statement will be used by the State Auditors who will be arriving on campus the first week in November. (A copy of this statement is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix G - Oct. 30-31, 1986.)

-Personnel Matters (Classified Employees) pp. 19-20).

The Committee reviewed a report which showed hiring, promotion, transfer and retirement actions pertaining to classified staff.

-Legislative Budget Amendments (pp.21-22).

The Committee reviewed a list of Amendment Requests which will be submitted to the 1987 General Assembly Session. The requests listed below were approved in Executive Session at the last Board meeting.

Priority 1	Planning Money for Learning and Communications Center/Library
Priority 2	Replacement of Computer, Computer Peripherals and Operating Software for Computerized Library System
Priority 3	Support Services for Learning Disabled and Physically Handicapped Students
Priority 4	Longwood Business Innovation Center
Priority 5	Southside Virginia Literacy Project
Priority 6	Continuation of Summer Foreign Immersion Programs

Priority 7

Immersion Programs
Revenue Bond funding for the purchase and installation of a campus-wide telecommunications network

-Literacy Program (p. 23). Longwood College has established a Literacy Program for employees who want to learn to read, write and otherwise improve their basic skills. A member of our faculty has agreed to work with our employees in the program. An informational meeting for interested employees was conducted and, to date, seven employees have signed up for instruction. Also, seven Longwood College employees have enrolled in the GED Program at Prince Edward County High School.

3. Advancement Committee:

The Advancement Committee met on October 30, 1986. Mr. Rust, the Committee Chair, gave the following report of the meeting. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix H - October 30-31, 1986.)

-Mr. Lemish reviewed the current fund raising status at the College and made special note of the increase in gifts to Longwood of \$810,308.34 in fiscal year 1985-86, as compared with \$624,630.68 in fiscal year 1984-85. The Capital Campaign, as of October 20, 1986, now totals \$1,227,576.30. In addition, Mr. Lemish reported that \$750,000 has been pledged to the Fine Arts Center, with \$700,000 having been paid to date. (pp. 2-7)

-Mr. Lemish distributed copies of the Longwood College Foundation, Inc., Financial Report for 1985-86 and distributed the minutes from the Annual Meeting of the Board of Directors, September 12, 1986. (pp. 8-9)

-Mr. Lemish briefed the Committee on the condition of the old high school building stating the improvements made have contributed greatly to the appearance of the building. He also informed the Committee on the need for a chain link fence at the south end of the athletic field to keep soccer balls, etc., out of the adjoining yard. The fence will be paid for from Lancer Club funds.

4. Executive Committee:

Mr. Rust, Committee Chair, noted that the Executive Committee met on September 18, 1986, on the College campus. The following topics were discussed:

-Board Advance and Honors Conference - October 10-11, 1986

-Strategic planning

- Capital campaign update
- Use of auxiliary funds for acquisition of property
- SCHEV program review
- Vice President for Academic Affairs search
- Fund-raising event sponsored by the American Diabetes Association.
- Personnel and legal matters in executive session.

The committee had met the morning of October 31, 1986, in executive session and had invited the entire Board to participate in the meeting. The following actions were taken in executive session:

- The salary of the Vice President for Academic Affairs was adjusted, effective November 1, 1986.
- In an attempt to continue the stability of Academic Affairs, the President is to begin a national search immediately for a Vice President of Academic Affairs, with the search terminating on April 15, 1987. The position is to be filled no later than July 1, 1987. It is anticipated that Dr. Donald Stuart would be a candidate for the position.
- The Rector stated that he would write to the President concerning the above matter as well as the contract that goes with it.

Action Items:

1. Minutes of May 15-16, 1986 and July 17, 1986, Meetings:

The members of the Board, on motion made by General Wilson, and seconded by Ms. Burton, approved the minutes of the May 15-16, 1986 and July 17, 1986, meetings as distributed.

2. Academic/Student Affairs Committee:

a. Academic Affairs:

(1) Authorized Salary Ranges for 1986-87 (p. 17).

On motion made by Dr. Conley, and seconded by Ms. High, the Board approved the adoption of the revised 12 month salary scale for administrators, coaches and faculty as presented and modified on page 17 on the Confidential Report. (A copy of this report

(2) Personnel Actions in the Confidential Report
(pp. 18-25).

The members of the Board, on motion made by Dr. Conley, and seconded by Ms. High, approved the following personnel actions:

(a) New faculty appointments:

Dr. Robert B. Bartos - Professor of Education and Dean of the School of Education and Human Services

Ms. Sally Gilfillan - Instructor of Accounting

Mr. Leonard C. Klein - Instructor in Chemistry

Ms. Rena A. Koesler - Instructor in Therapeutic Recreation

Ms. Elaine Lemmond - Instructor of Library Science

Ms. Brownyn O'Grady - Instructor in English

Ms. Amie Oliver - Instructor in Art

Ms. Priscilla A. Ord - Instructor in English

Mr. Julian O'Neal - Instructor in Business

Dr. John T. Petty - Assistant Professor in Chemistry

Ms. Sue Olinger Shaw - Associate Professor in Economics

Mr. Alan J. Sofalvi - Instructor in Physical Education

(b) Appointment of Dr. James S. Cross as Longwood's Commonwealth Visiting Professor in the Department of Business and Economics.

(c) The resignations of Dr. Sandra L. Hupp and Ms. Susan R. Chickering.

(d) The retirement of Dr. Richard Kidder, Professor of Mathematics.

- (e) The granting of a leave of absence to Dr. Robert H. Lehman for the period August 14, 1986 through June 30, 1987.
- (f) The adjustment of salaries for Dr. Robert Gibbons and Dr. Lynn M. Ferguson.
- (g) The approval of adjunct and overload salaries for the Fall Semester.
- (h) The approval of salaries for Summer School 1986.

b. Student Affairs:

The members of the Board, on motion made by Dr. Conley, and seconded by Mr. Murphy, approved the proposed Disabled Students Policy as presented. (A copy of this policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix J - October 30-31, 1986.)

3. Business Affairs:

- a. On motion made by Mr. Watson, and seconded by Ms. Burton, the Board approved the 1986-87 Operating Budget on pages 24-26 of the Board Report. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix K - October 30-31, 1986.)
- b. Changes in Admissions Deposits and Fees for Fall, 1987 Term (pp. 27-28). The members of the Board, on motion by Mr. Watson, and seconded by Mr. Murphy, approved the proposed changes in the admissions deposit and application fee/policy: (1) Increase the current \$90.00 admissions deposit to \$100.00 for day students and \$150.00 for residence students. This fee will be applicable to new and returning students. (2) Eliminate the current \$15.00 fee and requirement of completing another application form for students who wish to reapply for admissions within a 3-year period of initial application.
- c. Use of MasterCard and VISA for Payment of Tuition and Fees (pp. 29-30). The members of the Board, on motion made by Mr. Watson, and seconded by General Wilson, approved the practice of allowing the College to accept MasterCard and VISA as payment of College charges.
- d. Tuition Waiver for Out-of-State Students Working for a Virginia Employer (p. 31). On motion made by Mr. Watson, and seconded by Dr. Conley, the Board

approved a waiver of the difference between in-state and out-of-state tuition charges for out-of-state students working for a Virginia Employer enrolled in Longwood College courses under the conditions described in Section 23-7.4 Part G of the Code of Virginia.

e. Enrollment Projections (pp. 32-33). The members of the Board, on motion made by Mr. Watson, and seconded by Mr. Murphy, approved the enrollment projections for the 1987-88 - 1989-90 academic years as shown on page 33 of the Board Report. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix L - October 30-31, 1986.)

f. Personnel Matters in the Confidential Report (pp. 1-2). On motion made by Mr. Watson, and seconded by Ms. Burton, the Board approved the following:

(1) New Appointments

Dr. Wayne R. O'Brien, Director of Counseling Services

Joseph C. McGill, Director of Student Services

Karen O. Clifford, Student Development Educator

Lisa Coviello, Residence Education Coordinator

Tina Reiners, Residence Education Coordinator

Cynthia Harris, Residence Education Coordinator

(2) Transfers

Susan Chickering, Assistant Librarian and Instructor, to James Madison University

(3) Resignation

Eli Jordan, Residence Education Coordinator

4. Advancement Committee

The members of the Board, on motion by Mr. Rust, and seconded by General Wilson, approved the following recommendations:

a. The Officers of the Research and Service Foundation:

President - Dr. Janet D. Greenwood
Vice-President - Dr. Donald Stuart
Secretary - Donald L. Lemish
Treasurer - Richard V. Hurley

- b. The naming of the appropriate rooms in the proposed Fine Arts Center facility be named for the following donors based on their gift levels:

Jessie Ball duPont
Louise Bates Chase
Jean Sully West
CSX Corporation
Sovran Bank
Sidney and Ann Weinstein
Sara Cross Squires Robert
John Smyth
Chesapeake Corporation

5. Executive Committee:

Resolution for Hampden-Sydney College President:

The members of the Board, on motion made by Mr. Watson, and seconded by General Wilson, approved the following resolution in recognition of the President of Hampden-Sydney College, Josiah Bunting, III. This resolution will be presented to him at the Longwood House Christmas reception which will be in honor of President Bunting and his family.

Whereas, Josiah Bunting, III, has served faithfully and effectively as President of Hampden-Sydney since 1976, and

Whereas, he has made a substantial contribution to faculty development in small liberal arts colleges through the Wye Faculty Seminar, and in six private Virginia colleges through the Mellon Seminars, and

Whereas, he has made concerted efforts to strengthen Hampden-Sydney's friendship with Farmville and surrounding communities, and

Whereas, he has enhanced the academic and cultural environment of the region through innovative programs, and

Whereas, he began a new era of mutually beneficial relationships between Longwood and Hampden-Sydney, fostering a genuine spirit of cooperation between the two colleges: Be it

Resolved, that Longwood College thanks, honors,
and extends sincere best wishes to Josiah
Bunting, III.

Evening Session - October 30, 1986. A summary of the discussion
regarding assessment which was held with the Board and Cabinet
members following dinner on October 30, 1986, is included with
these minutes as Attachment A.

Adjournment. On motion made by General Wilson, and, seconded by
Ms. Burton, the meeting was adjourned.

January 29-30, 1987, Meeting. The next meeting of the Board of
Visitors is scheduled on January 29-30, 1987.


Secretary

LONGWOOD COLLEGE BOARD OF VISITORS

Summary of Evening Session

October 30, 1987

Dr. Greenwood stated that there is a long-term debate going on in higher education regarding the quality of teaching. Dr. Stuart has spent a great deal of time talking with the deans and the department heads about this. Dr. Greenwood said she felt it important for Board members to have some knowledge of this topic, particularly since it measures academic achievement of students.

Dr. Stuart noted that the topic of assessment was something that the faculty would be talking about during the upcoming year. He distributed pertinent information regarding assessment. (Copies are attached as Appendix A, "Criteria for Accreditation," Commission on Colleges, SACS; Appendix B, Notes from "Joint Meeting of Academic Programs and Academic Affairs Council - October 23, 1986"; Appendix C, copy of article by Dr. Ernest L. Boyer in The Chronicle of Higher Education, October 15, 1986.) These appendices give information pertaining to the presentation Dr. Stuart made. Following his presentation, there was a discussion between the Board members and Cabinet (as well as the faculty representative to sit with the Board). Strong pro and con views were expressed. Dr. Stuart indicated to the group that it should keep in mind that colleges in the country are moving toward assessment and that there is some money being provided Longwood. Also, there are some faculty members on campus who came only recently and they have just gone through an assessment performance at their institutions, which will be helpful to the College.

REPORT OF THE ACADEMIC/STUDENT AFFAIRS COMMITTEE
to the
LONGWOOD COLLEGE BOARD OF VISITORS

Members Present: Dr. Conley, Chair
 Ms. Burton
 Ms. High
 Mr. Murphy
 Dr. Stuart
 Dr. Greenwood
 Ms. Mable

Others Present: Mr. Rust
 Ms. Sydnor
 Mr. Watson
 Gen. Wilson
 Mr. Kast
 Dr. Millar

INFORMATION ITEMS

Academic Affairs

Summer School, 1986 (p.1) The 1986 Summer School, which included, a three-week interim session, was profitable and produced 222.945 FTE.

Student Academic Records (p.2) As part of the reorganization of Academic Affairs, all student records have been transferred to the Deans which resulted in the elimination of three-fourths of the student traffic in the Office of Academic Affairs. The Assistant Vice-President now has time to work with faculty on grants and development projects and services for disabled and minority students.

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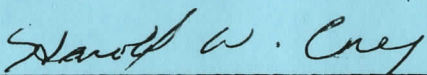
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Respectfully submitted,


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

Meetings of the Board of Visitors

1986-87

Executive Committee:

Friday, August 29, 1986
Thursday, September 18, 1986
Friday, December 5, 1986 (afternoon)
Friday, February 20, 1987
Tuesday, March 17, 1987
Friday, May 8, 1986 (afternoon)

Regular Board Meetings:

Thursday and Friday, October 30 and 31, 1986
Thursday and Friday, January 29 and 30, 1987
Thursday and Friday, April 9 and 10, 1987
Thursday and Friday, July 16 and 17, 1987

Board Advance:

Friday, October 10, 1986

APPENDIX B

LONGWOOD COLLEGE
Farmville, Virginia 23901

WORKING OUTLINE
FOR THE
STRATEGIC PLANNING PROCESS

I. Laying the Foundations of the Strategic Planning Process

Completed 9/85

A. Emphasis Upon Strategic Planning In Contrast To
Traditional Long-Range Planning

- discussion of Board and leadership expectations
- distribution and discussion of planning literature
- discussion of strategic planning concepts and processes
- discussions to engender strategic thinking

B. Examination of Basic, Underlying Planning Assumptions
and Concerns

- review of Board discussions and activities
- discussion with President and Vice President for Academic Affairs about: Board-developed goals, principles underlying Longwood's mission and operations, and "visions" of the future of the college as they relate to the first two items
- examination of what it means to be a comprehensive college
- consideration of student development goals
- consideration of biennial budget submissions
- consideration of ongoing operational activities of the college and activities of other groups that tie/may tie into the strategic planning process

II. Strategic Audit of Institutional Values and Philosophy of
Operations and Identification of Values-Related Issues

Completed 4/86

A. Review and examination of Board-developed goals to
identify key areas, topics, and concepts for further
clarification and in-depth, focused attention

B. Examination, on a one-by-one basis, of institutional
values and operational philosophies as they relate to
the goals and associated areas, topics and concepts
identified in II, A

- C. Identification and description, on a one-by-one basis, of the issues related to the values and operational philosophies tied to the goals and associated areas, topics and concepts identified in I, D and II, A

(See separate sheet for outline of goals and associated areas, topics and concepts to be considered in II B and II, C)

III. Development of Preliminary Statements of Strategic Direction

Completed 5/86

- A. Review and Examination of Values Audit and Issues Identification Completed in II
- Synthesis and integration of values and values statements as they relate to each of the goals and as they relate to the overall strategic direction of the college
 - Synthesis and integration of issues as they relate to each of the goals and associated areas, topics and concepts and to the overall strategic direction of the college
- B. Development of Preliminary Statements of Strategic Direction
- identification from III, A of primary driving forces or strategic thrusts
 - strategic statements for each of the goals and associated areas, topics and concepts
 - overall strategic statement for institution
- C. Development of Statements of Value-Related Issues with Potential Impact Upon the Strategic Directions of the College Identified in III, B
- development of statements follow directly from III, A and B above and actually are done at same time as III, B
- D. Administrative Review of Preliminary Statement of Strategic Directions and Related issues

IV. Audit of Current Operations

- A. Review By Cabinet Area Of Current Operations To Determine Their Relation To Goals and Statements of Strategic Direction

Completed 6/86

- B. Review By Cabinet Area of Planned Operations, to Determine Their Relation to Goals and Statements of Strategic Direction

In Process To Be Completed 7/86

- V. Environmental Scan to Assess External Issues, Trends and Events with Potential Impact on Strategic Direction of the College

In Process To Be Completed 8/86

- A. Reviews of Strategic Values Audit and Issues Identification

- specification and elaboration of external issues, trends and events previously identified

- B. Identification and Assessment of Macrosocial Issues, Trends and Events

- population and demographics
- economic factors
- social values
- regional, state and federal policies (legislative/regulatory factors)
- technological and scientific factors

- C. Identification and Assessment of the General State of Higher Education

- higher education structure and administration
- financing
- governmental presence/influence
- student population
- changing curriculum
- faculty

D. Identification and Assessment of Market Niche and Competition

- image
- competitor profile
- market segmentation patterns
- marketing strategies

E. Development of Statements of External Issues With Potential Impact Upon Strategic Directions of the College Identified in III, B

VI. Values-Related and External Issues Analyses

A. Formation of Issues Study Groups

- distribution of preliminary statements of strategic directions and related issues and external issues to all college constituencies
- solicitation and invitation to individuals with skills, expertise and interest in identified issues areas to participate in study groups

In Process To Be Completed 9/86

B. Issues Study Groups Begin Work With the Charge to Analyze Issues in Regard to:

- potential impact upon strategic directions of the college
- degree to which influence/control can be exercised in dealing with the issues
- appropriate responses to the issues and their impact
- potential need to reassess and reformulate strategic directions

C. Development Of Recommended Courses Of Action To Enable Longwood Move In Strategic Directions And To Achieve Goals

D. Issues Study Groups Issue Reports to Strategic Planning and Issues Management Coordinating Committee

To Be Completed 12/86

VI. Review and Evaluation of Reports and Recommendations from Values-Related and External Issues Study Groups

- A. Synthesis and Integration of the Work of the Groups
- B. Formulation of Revised Statements of Strategic Direction and Development of preliminary Strategic Profile
- C. Administrative Review of Revised Statements of Strategic Direction and of Preliminary Strategic Profile

To Be Completed 2/87

VIII. Strategic Modeling

To Be Completed 3/87

- A. Given statements on institutional commitments, strategic directions and recommended courses of action, what will need to be done?
 - "proactive futuring and focused activity"
 - setting of alternative future scenarios
 - evaluation and selection of future Institutional model
 - provisions for dealing with contingencies

(These activities may necessitate development and involvement of "future scenarios study groups.")

- B. Development of Strategic Profile
 - identification of performance indices/critical success factors by which college can be evaluated in light of future goals and strategic directions
 - identification of types and levels of activities that will define/create the institution's future and reflect its goals and strategic directions
 - development of operational and measurable objectives
- C. Development of Statements of How Operational and Measurable Objectives Will be Achieved: strategy formulation
- D. Development of Interim Report on Strategic Model for College

- with preliminary statements on objectives and strategies for moving the college toward attainment to the Board-developed goals.

E. Administrative Review of Interim Report

F. Issuance of Approved Interim Report to All Constituencies with Solicitation of Feedback and

IX. Performance Audit

To Be Completed 4/87

A. Evaluation of Current/Recent Performance in Terms of Strategic Profile Developed in VIII, B

- measurement against performance indicators
- assessments of types and levels of activities

B. Evaluations of Academic Programs

- development of "Academic Portfolio Strategy"
- quality, centrality and market visibility and penetration

C. Evaluation of Administrative Programs and Services

D. Assessment of Performance in Light of Market Niche and Competition Identified in V, D

- development of "market-opportunity strategy"

X. Gap Analysis

To Be Completed 4/87

A. Assessment of Performance (as measured in IX) Against Strategic Model(as identified in VIII).

- identification of gaps or discrepancies
- assessment of type, degree and/or level of the gap or discrepancy

B. Evaluation of Potential for Overcoming Gaps or Discrepancies

- determination of need for improvement, modification or total change in operation
- identification of activities and resources needed to overcome gap/discrepancy

C. Reaffirmation and/or Reassessment of Strategic Directions and Strategic Model

- determination of need for changes or modifications in statements of strategic direction and in strategic model given outcomes of performance audit and gap analysis

XI. Final Development of Institutional Plan

To Be Completed 5/87

- A. Development and Review of final statement of Strategic Directions as they Relate to the Board Developed Goals and the future of the College
- B. Final statement on Future Strategic Institutional Model
- C. Elaboration of Objectives and Strategies Related to Each Board-Developed Goal
 - descriptions of how to enact the College's strategic directions and realize its strategic institutional model
- D. Submission of Institutional Plan for Review
 - administrative review and comment
 - circulation for review and comment by all constituencies
 - refinements and modifications made as needed

XII. Development and Integration of Functional Unit Plans

To Begin 5/87

- A. Determination of Functional Responsibilities for Each Component of the Institutional Plan
- B. Functional Units Develop Operational Plans for Implementation of Institutional Plan
- C. Functional Unit Plans are Reviewed vis a vis One Another and in Relation to the Institutional Plan and Modified as Needed
- D. Functional Unit Operational Plans are Integrated with One Another and With the Institutional Plan

XIII. Implementation, Monitoring, and Evaluation of Strategic
Plan

Ongoing

Office of Planning, Research and Information Systems
November 15, 1985
Revised June 19, 1986

M E M O R A N D U M

TO: Dr. Janet Greenwood
FROM: Rick Hurley
DATE: June 19, 1986
SUBJECT: Compensation Planning Timetable

There are many issues surrounding employee compensation here at Longwood College. Included are concerns about average faculty salary as compared to other Virginia colleges, comparable size institutions across the United States, and within our established benchmark group; concerns about salary levels or percentage increases for Cabinet members and other administrators; issues of performance evaluation tied to proposed salary increases; timing issues related to legislative action, Cabinet recommendations, Board of Visitors review and action, and employee notification; and finally, issues around compensation levels and packages for the chief executive officer of the College.

Given the potential for confusion and problems in this area, a planning timetable should be established to lead us through, in an orderly fashion, the various compensation decisions and procedures the College will presumably face each new fiscal year. It would also be extremely beneficial if the Board of Visitors would agree to the establishment of a Compensation Committee or the assignment of Board of Visitors related responsibilities in this area to an existing sub-group of the Board.

The following is a proposed compensation planning timetable which assumes the Board will approve of a more structured role for itself in the process.

July - December:

- o The State Council of Higher Education establishes a Committee during this time charged with the responsibility of reviewing each institution's average faculty salary standing within their peer group. This review forms the basis of a proposed salary increase for all faculty in the State system which is presented to the Secretary of Education.

November - December:

- o A College committee begins work on developing a comparison of faculty and administrators current salaries and the percentage increases awarded for the current academic year.

January:

- o The report prepared by the above committee is released to the College community.
- o The General Assembly convenes; salary increases for all State employees is one of their many topics of discussion.

February:

- o The Compensation Committee of the Board of Visitors should meet to: (1) receive an update on legislative action on salary issues; (2) begin review and discussion of salary data gathered from State and national sources relative to comparable salaries of faculty, administrators, Cabinet members, and the Chief Executive Officer (C.E.O.); and (3) begin review and discussion of C.E.O. compensation packages.
- o The performance evaluation process for Cabinet members and administrators begins.

March:

- o The performance evaluation process for Cabinet members and other administrators to be completed by March 15.
- o Recommendations for faculty salary increases are to be submitted to the Vice President for Academic Affairs by March 15.
- o Recommendations for salary increases for administrators to be submitted to the President by March 15.
- o General Assembly adopts a budget bill which contains approved salary increases for all classes of employees.
- o The Compensation Committee of the Board of Visitors should meet to: (1) continue discussions on compensation packages for the C.E.O.; (2) receive updates on legislative action relative to salary issues; and (3) continue discussions and comparisons of State and national salary data.
- o Staff should present to the Committee at this time the options being considered for proposed salary increases for faculty, administrators, and Cabinet members.

April:

- o Recommendations for faculty salary increases to be submitted to the President by April 10.
- o The performance evaluation process for the President should begin.
- o The Board of Visitors should meet toward the latter part of the month to act on proposed salary increases for faculty, administrators, and Cabinet members.
- o The Compensation Committee should meet to continue their previous discussions and to begin considering options for the President's compensation package.

May:

- o Salary increase notification letters to be issued to all faculty, administrators, and Cabinet members during first week of the month.
- o If necessary, Compensation Committee meets to finalize recommendations on compensation package for President.

June:

- o Board of Visitors meet early in the month to review performance evaluation of the President and act on proposed compensation package.
- o Secretary of Education advised of approved salary for the President.

RVH:my

Meetings of the Board of Visitors

1986-87

Executive Committee:

Friday, August 29, 1986
Thursday, September 18, 1986
Friday, December 5, 1986 (afternoon)
Friday, February 20, 1987
Tuesday, March 17, 1987
Friday, May 8, 1986 (afternoon)

Regular Board Meetings:

Thursday and Friday, October 30 and 31, 1986
Thursday and Friday, January 29 and 30, 1987
Thursday and Friday, April 9 and 10, 1987
Thursday and Friday, July 16 and 17, 1987

Board Advance:

Friday, October 10, 1986

REPORT OF THE ACADEMIC/STUDENT AFFAIRS COMMITTEE
to the
LONGWOOD COLLEGE BOARD OF VISITORS

Members Present: Dr. Conley, Chair
Ms. Burton
Ms. High
Mr. Murphy
Dr. Stuart
Dr. Greenwood
Ms. Mable

Others Present: Mr. Rust
Ms. Sydnor
Mr. Watson
Gen. Wilson
Mr. Kast
Dr. Millar

INFORMATION ITEMS

Academic Affairs

Summer School, 1986 (p.1) The 1986 Summer School, which included, a three-week interim session, was profitable and produced 222.945 FTE.

Student Academic Records (p.2) As part of the reorganization of Academic Affairs, all student records have been transferred to the Deans which resulted in the elimination of three-fourths of the student traffic in the Office of Academic Affairs. The Assistant Vice-President now has time to work with faculty on grants and development projects and services for disabled and minority students.

Transfer Credit Policy (p.3) As a result of the revised student transfer credit policy, Longwood, for the first time, accepted all "comparable" courses taken elsewhere as well as those listed in our catalog. Eleven transfer students entered Longwood with all general education requirements satisfied. Longwood appears to be the first in the state to make this move, and coupled with our articulation agreement with Southside Virginia Community College, positions Longwood to be very attractive to transfer students.

New Academic Probation and Suspension Policy (p.4) The new academic probation and suspension policy was implemented in the Spring of 1986. The new policy provided early detection of student academic difficulty which permitted 27 students to remove themselves from suspension through successful course work taken during summer school. There were 116 students suspended at the end of the 1985-86 academic year.

Continuing Studies (p.5) Continuing Studies had a successful summer program which included 19 conferences and 29 workshops. This fall there are two on-campus classes and four off-campus classes. A major project is the Southside Virginia Literacy Network for which Longwood is serving as an organizing agent in the advocacy campaign and is providing a meeting place and resource center for the 11 counties in the network. An amendment will be presented to the Legislature in January requesting funds to support this three-phased project.

Registrar's Report (p. 6) A total of 410 undergraduate and 37 graduate degrees were conferred at the 1986 Commencement with 105 of the 410 undergraduates receiving Collegiate Professional Teacher Certificates. The fall semester opened with a total on-campus headcount enrollment of 2,789.

Funds for Excellence (p.7) Longwood received a Funds for Excellence grant from the State Council of Higher Education for Virginia in the amount of \$85,400 for a Word Processing Lab for English 051 and 100 classes. The lab will indirectly assess undergraduate achievement and place a premium emphasis upon the student's mastery of basic verbal skills.

Funds for Excellence Subprogram Recruiting and Retaining Other Race Students (p.8) Longwood received a grant in the amount of \$33,750 for a Regional Pre-College Program which will enhance recruitment of minority students through identification of ninth grade students, parental involvement, and guaranteed admission of students who fulfill program expectations.

Summer Bridge Program, (p.9) Longwood received a grant in the amount of \$50,057 for the 1986-87 Virginia Student Transition Program. This year's program will focus on academic readiness and preparedness in conjunction with ongoing focus on personal development and will serve 35 Virginia residents whose academic credentials may be lower than those of regularly admitted students.

Student Affairs

Drug and Alcohol Education and Enforcement Committee (p.10) The President has appointed a Drug and Alcohol Education and Enforcement committee composed students, faculty, staff, and community leaders. The committee will work in three task groups to address education, enforcement of laws, and alternatives to drug and alcohol. The committee will have initial reports and recommendations in November.

Enrollment Management (p. 11) An enrollment management plan is being developed involving all members of the cabinet and the Admissions staff. Mr. Chonko, Director of Admissions, briefed the Board on current and proposed recruiting strategies.

Food Service Improvements (p.12) In a cooperative effort, Longwood and ARA are making many necessary improvements in the dining service. The lower dining hall will be made into a Rotunda Market with a variety of food selections. The aesthetic appearance will be in keeping with the market theme. The continuous dining service, new this year, has proved worthwhile. A two-day educational training program was held for student waiters and waitresses.

Mission and Goals Statement (p.13) Student Affairs has prepared mission and goals statements reflecting the intentions of the Council for the Advancement of Standards for Student Services/Development Programs which have been adopted by 22 student affairs professional associations. The statements relate to the Board's Goal III and will be revised as Longwood's strategic plan is refined.

Parents for Partners (p.14) Parents of freshmen were invited to campus to meet with administrators and discuss the life and experiences of freshmen students. There were approximately 100 parents in attendance at each of the three Sunday programs. This is another step in the College's effort to create a bonding between the student and the college. It is also part of the overall retention process.

Student Clubs and Organizations: Fund Raising (p.15) Student groups and organizations are experiencing changes in their student and social life as a result of the change in the drinking age. Without the sale of beer, mixers are no longer successful. Initiatives are underway to help students find new ways and ideas to support their organizations.

Student Union and Activities Program (p.16) With new leadership in the Student Union and Activities Program, a strong program to identify and meet student needs has been shaped. This year a freshmen leadership program will take place during the fall. The Series of Performing Arts continues to improve in quality, especially with the assistance of a Farmville Advisory Group.

Respectfully submitted,



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

Appendix B - October 30-31, 1986

LONGWOOD COLLEGE
FARMVILLE, VA 23901

REPORT OF THE PRESIDENT
TO THE
BOARD OF VISITORS

OCTOBER 30-31, 1986

LONGWOOD COLLEGE BOARD OF VISITORS

Agenda

Meeting of the Board

October 30-31, 1986

Thursday, October 30, 1986:

11:30 a.m. - 12:15 p.m.:	Luncheon - Board Room
12:30 p.m. - 2:30 p.m.:	Advancement Committee - Prince Edward Room
2:45 p.m. - 5 p.m.:	Business Affairs/Internal Audit Committee - Prince Edward Room
6 p.m.:	Reception/Dinner - Longwood House (working session)

Friday, October 31, 1986:

7:30 a.m. - 8:15 a.m.:	Stand-up Breakfast - Prince Edward Room
8:30 a.m. - 10:45 a.m.:	Academic/Student Affairs Committee - Virginia Room
11 a.m. - 12 noon:	Class visitation
12:15 p.m. - 1 p.m.:	Lunch - Board Room
1:15 p.m. - 2 p.m.:	Executive Committee - Prince Edward Room
2:15 p.m. - 3:15 p.m.:	Public session - Virginia Room
	1. Call to order
	2. Adoption of agenda
	3. Informational reports:
	a. Academic/Student Affairs Committee - Dr. Conley

b. Business Affairs/
Internal Audit
Committee - Mr.
Thompson

c. Advancement Com-
mittee - Mr. Rust

d. Executive Com-
mittee - Mr. Rust

4. Items requiring action:

a. Minutes of May 15-
16, 1986, and July
17, 1986, meetings.

b. Academic/Student
Affairs Committee -
Dr. Conley

c. Business Affairs/
Internal Audit Com-
mittee - Mr. Thomp-
son

d. Advancement Com-
mittee - Mr. Rust

e. Executive Committee
Mr. Rust

3:15 p.m.:

Adjournment

3:30 p.m. - 5 p.m.:

Campus tour

EXECUTIVE SUMMARY

Basic Facts

Academic Affairs:

3 Schools (12 Departments)
136 Full-time teaching faculty
1 Writer-in-Residence
1 Commonwealth Visiting Professor

Student Affairs:

As of September 22, we are housing 2256 students. At the same time last year (1985), we were housing 2196 students.

We have awarded \$4,102,315 (loans and all aid) in financial aid for the 1986-87 year. The number of students who have been assisted is 1699. In general, we are meeting an average 61% of each student's financial need based on college scholarship service figures.

We have 2268 students on the meal plan: 685 on the 19 meal plan and 1583 on the 15 meal plan.

There are seven new student affairs professionals for fall. There is also one promotion for Campus Police Chief; this was accomplished through the search process.

Business Affairs:

ARA Services served as host for the annual Employees Achievement/Awards Dinner. The affair was well attended by both former and current employees and their families.

Nine members of the Business Affairs staff traveled to Mary Washington College to meet with their counterparts in an effort to learn whether or not there are new and better ways to do their jobs. A lot was learned and shared by all who attended.

Direct Payroll Deposit began on October 1 for 140 Longwood employees.

The first piece of property in the area designated for the construction of a new parking lot has been acquired. Appraisals are being conducted on other pieces of property currently for sale in the areas designated in our Master Plan for new student housing and the parking lot.

Institutional Advancement:

Institutional Advancement was formed as a college unit in 1980 at the vice presidential level. The overall mission is to devise

and achieve the means to provide Longwood with needed resources from the private sector. In order to identify resources necessary for the development and maintenance of academic, research, and service programs responsive to the needs of Virginia citizenry, Institutional Advancement encompasses program areas which help generate support and understanding among the College's various constituencies. These program areas include annual fund, capital campaign, major donor clubs, planned gift research and records, public affairs, printing and duplicating, and the Longwood Ambassadors.

Public Affairs:

Prepared and mailed 200 letters to prominent Virginians to determine who their best teachers were in elementary and secondary schools; will use information to develop a special poster promoting teacher education.

Established computerized mailing list of 600 for community mailings.

Produced 14 issues of the Campus Bulletin, four issues of on Campus, and four issues of Faculty News Notes.

Planning, Research and Information Systems:

Forty-four statements of direction for Longwood's future and several hundred issues related to those statements have been analyzed in preparation for the formation of Strategic Planning Issues Study Groups.

The Associate Vice President has been meeting regularly with staff from the Department of Education, State Council, the Senate Finance Committee, the House Appropriations Committee and other colleges and universities as a member of two task forces examining faculty salaries and the establishment of benchmark/peer groups to aid in the establishment of faculty salary targets.

Approximately 600 individual consultations with faculty, students and staff, 31 technical assistance/training sessions and, 8 workshops were conducted by instructional computing and micromputer support staff.

Computing Services processes 250-300 production runs per month for the administrative areas of the College and developed/modified 9 programs.

Requests for approximately 500 loans, approximately 600 play-backs, 325 tapings, 249 duplications, 135 repair, work and purchase orders, and 49 special event set-ups were responded to by Campus Audiovisual and Television Studio Services staff.

Accomplishments

Academic Affairs:

Conducted a very successful summer school, 19 conferences and 29 workshops.

Formed the Southside Virginia Literacy Network, identifying the geographical area to serve and identifying the membership of the committee.

Relocated all science faculty offices and classes due to renovation of Stevens Hall prior to the opening of the fall session.

Completed new student mail-in registration and late registration.

Worked with the Attorney General's Office in preparing materials for two legal cases which involved a considerable amount of research and copying of files. One case has been terminated.

Listed in order of priority the requests for equipment to be funded through the Equipment Trust Fund from the Academic Affairs Department. Requests were grouped in the following categories: computing, engineering, obsolete equipment and new equipment. Longwood submitted requests totaling \$1,764,969 to SCHEV.

Developed a Performance Pay Proposal which has been given to the OTF Merit Pay Committee for their consideration and was sent to the Board in September.

Distributed a comprehensive and detailed letter to all faculty outlining the goals and objectives for Academic Affairs during the current academic year.

Published and distributed an edited edition of the Codified Faculty Handbook to all faculty and published and distributed a department heads' manual prior to the opening of school.

Worked with numerous offices on campus writing a job description for the new part-time position of Facilitator for Minority Affairs staff to arrange special programs to meet the needs of these students.

Conducted an orientation session for transfer students about the transfer policy and other academic policies relevant to transfer students. Also presented a program to RA's and Student Affairs Staff about effects of new academic policies and regulations for students.

Transferred all student academic records and duties associated with the academic records to the Deans.

Helped develop a new policy for disabled students.

Student Affairs:

In August, all new student affairs staff participated in an orientation program. The entire staff participated in an Advance program designed to build community and commitment, to make student development plans for fall, and to think about the role of student affairs in higher education - and especially with the activity of academic affairs.

Planning and carrying out the opening of Longwood housing was very well done. The public relations and care extended to students and parents especially in connection with expanded rooms were excellent. The Residence Hall Staff Members were prepared and ready to provide both service and support.

The education and training of both Resident Assistants and Orientation Leaders was comprehensive and complete. These students played major roles in selling Longwood as an academic experience with considerable student involvement and responsibility. They also set examples and expectations, communicated consistent messages about rules and regulations, and enforced Longwood's standards. The work of these students is commendable as they balance help and care with leadership and expectation - they set a tone for the quality of student life.

New students were enthusiastic about orientation. Over 400 students attended all programs and, thus, received gift certificates for the Lancer Cafe. The Orientation Leaders set a Longwood expectation which seems to result in a serious sense of effort - a little more than ever before here.

Four student affairs staff members received awards at the Awards Dinner - these awards were for special accomplishments during the 1985-86.

The SCHEV team spent a day here, reviewing the career planning and placement report prepared at SCHEV's request. There was considerable interaction about career planning as a major force in retention, student satisfaction, and the preparation of Longwood students for a life of worth and work. This aspect of our institution's service to students is one that will require more attention as students' needs are truly identified and met.

Business Affairs

The College's instructional equipment inventory has been completed which will enable us to participate fully in the Higher Education Equipment Trust Fund.

A computer program designed to track salary savings across the College has been developed. This will aid greatly in keeping track of available revenue from this source.

A formal budget document for the 1986-87 fiscal year has been developed and distributed to members of the Cabinet and to the

Library.

The Golf Course Beautification Plan has been initiated and is almost complete. The facility's appearance has improved greatly, and there has been a noticeable increase in play.

The move of the Computer Center from Barlow to Coyner was completed. The new facility is modern and well equipped to handle the space and temperature/humidity needs of our computers.

An academic equipment request list in priority order totaling \$1,764,969 has been prepared and submitted to SCHEV. The list will be used in reviewing institutional equipment purchase requests which are made through the Higher Education Equipment Trust Fund.

The 1985-86 Financial Statement for the College has been prepared and sent to Richmond. It will be used as the basis of the State Audit which will begin November 1, 1986.

Two live-bottom trailers have been purchased and delivered. They will be used in hauling wood products for the heating plant.

Institutional Advancement:

Completion of the Fifth Annual Greater Longwood Lancer/Coors Invitational Golf Tournament with approximately 150 participations. Approximately \$5,000 was raised to support the intercollegiate athletic scholarship program.

Through a generous gift from Mr. Red Stone of Stone Motor Company, of Amelia, the athletic scholarship fund netted \$5,850.

The Longwood College Foundation, Incorporated, received a gift of a horse, valued at \$6,500, from Mr. Les Figg, of Richmond, for the use of the Longwood Riding Team.

Commitments to the Capital Campaign, as of August 31, totaled \$614,761.

Total paid to the Fine Arts Center, as of August 31, is \$695,231.69, with pledges totaling \$745,622.75.

The Louise Brightwell Watson Memorial Scholarship Endowment agreement was finalized with Mr. W. A. Watson, Jr.

The tenth anniversary of residential coeducation was held September 20.

Public Affairs:

Researched, wrote and placed more than 50 articles in the Farmville Herald (1,300 column inches) and 10 articles in the Richmond newspapers (224 column inches). This is believed to be record numbers of articles and inches for Longwood in these

newspapers during this time frame. We also placed news stories in numerous other newspapers and on various radio stations, and obtained an editorial in the Roanoke Times and World News on Dr. Helms' research. Among the academic articles secured in the Richmond newspapers were stories on the Archeology Field School, Minority Scholarships, the Dulcimer Workshop, "Professor Wants Serial Novels Read as They Were Written" (33 on Dr. Lund's seminar), School Dean Named, Record Freshman Class Enrolled, Two student Teachers Leave for Korean Classrooms, and a summary of the Attorney-General's remarks at the Fall Convocation.

Produced the Longwood College Viewbook--the major recruitment piece--after a four-week delay because of the printer's unwillingness to fulfill normal expectations for color quality; required the intervention of State Purchasing and our spending three days with the printer in Blacksburg.

Produced the Longwood College Catalogue and the Student Handbook.

Worked with the Department of Visual and Performing Arts in developing an expanded and enlarged Cultural Arts Calendar and assisted the Department in mailing it to interested persons in the region.

Worked with Billy Clark, Longwood's Writer-in-Residence in finalizing materials for the first issue of "Virginia Writing," and in securing the cooperation of the Fine Arts Division of the Virginia Department of Education in providing the best art from Virginia high school students for publication in the journal.

Worked closely with Dr. Larry Minks of the School of Business in developing a publicity plan for the new Longwood Business Innovation Center. A major article is expected to appear in the Richmond Times-Dispatch soon. We also finished design and production of a brochure on "BIC" and signs for the doors to the Center.

Worked closely with Dr. Eleanor Bobbitt of the Department of Health, Physical Education, and Recreation in the development, design, and production of a booklet for the region on workshops and other faculty services available to the region.

Completed 24 promotional publications, including two for the music program, five for the Alumni Office, seven for the Admissions Office, six for the President's Office, two for Counseling Services, one for the Academic Affairs Office, and one for the Continuing Studies Office.

Completed proposal for new typesetting equipment for the College.

Completed report on the College's Internal Communications.

Completed report on procedures, direction, and committee structure for planning the Sesquicentennial celebration in 1989.

Obtained approval for a two-year-cycle schedule for the College Catalog and the Student Handbook with the Handbook to be printed for 1987-89 and the Catalog for 1988-90.

Planning, Research and Information Systems:

Final decisions on the structure and process for the Strategic Planning Issues Study/Work Groups were made by the Planning Coordinating Committee and discussions with key campus leaders were held to pave the way for the work of those groups.

Longwood's Computing Services moved to a new location. The new location provides a more appropriate environment for both the computing hardware and for users of computing services.

Longwood's Computing Services area was reorganized by the Associate Vice President into four functionally-based units. The new organizational structure will ensure greater efficiency and effectiveness in the delivery of services.

The microcomputing lab for faculty and students has been nearly doubled in size and is open for extended hours.

A new technical support unit has been established to provide technical repair and maintenance support for computing, telecommunications and audio-visual needs on campus.

The survey of campus telephones and voice/data transmission needs was completed and a request for proposals for a new telephone/telecommunications system is under development.

Ongoing Concerns/Challenges

Academic Affairs:

Establishing a successful and effective Minority Affairs Office.

Establishing services to work with the disabled students.

Revising general education requirements.

Establishing Centers of Excellence.

Student Affairs:

As we plan both housing and financial aid for next year in connection with enrollment management, it will be necessary to consider housing options in addition to expanded rooms - it will also be necessary to work on the most advantageous student aid packages for students and for the benefit of Longwood's future. Both of these areas play major parts in recruitment and retention, as well as student satisfaction and the change of Longwood's future directly related to strategic planning and the Board goals.

Business Affairs:

The cleaning of the residence halls on the weekends continues to be a problem. Staffing limitations preclude weekend shifts. Solutions are being discussed, proposed and analyzed.

The renovation of the Science Building presents continual challenges in that laboratories, classrooms and faculty offices had to be relocated prior to the opening of school. As a result, daily problems continue to surface concerning the location of stored items, the need for labs equipped with water, gas and other necessities, the impact on research grants, etc.

The implementation of the Master Plan is a complex, time consuming exercise when you try to put a plan on paper as to how to proceed. The relevant information has been compiled, and a plan will be developed over the course of this year.

The planned implementation of the new Student Information System is creating the need for staff to look at different ways to do their work. As a result, there is increased anxiety in the areas affected within Business Affairs.

The acquisition of property needed for the construction of a parking lot and new student housing is being approached on a planned but careful basis. Property currently available in the targeted areas is being pursued. We are discussing the best approach to follow where we would like to acquire property which is not presently available.

Work on Capital Outlay projects including Energy Management projects is proceeding. The paper work and project management of twenty-eight projects requires intense planning efforts on the part of physical plant staff as well as tight coordination with the budget and purchasing office. This is a major activity of the College and presents considerable daily challenge.

Institutional Advancement:

Sufficient full time staff for responsibilities of area. Particularly short on secretarial help and we rely on too many part-time positions.

Need for additional volunteer involvement in the solicitation of major leadership gifts.

Sufficient online computer system for the efficient tracking of donors, prospects, and general ledger accounting.

Public Affairs:

Part-time art assistant needs to become full-time in order for us to meet the increasing demand for editorial and design services from academic departments and offices.

The increasing workload required from us makes it more difficult to fulfill our creative responsibilities. We do continue to meet all deadlines but only with extensive night work on the part of the Associate Vice President and the one staff member who is permitted by state regulation to work overtime.

Planning, Research, and Information Systems:

Increased demands by the federal government, the state and by internal Longwood College constituencies for data and informational reports is putting a tremendous strain upon this area. Only the Associate Vice President and his secretary are available to respond to these requests. The addition of a research associate to the area will help with this work, but major responsibilities for program evaluation and assessment will occupy most of this person's time.

The implementation of new, integrated management information systems is proceeding but must be carefully monitored to ensure that the vendor, Computing Services staff and affected administrative units are all fulfilling their responsibilities in a timely manner.

Longwood's ability to install a new telecommunications system that will adequately and appropriately meet the college's needs is dependent upon the legislature's approval of additional funding in the amount of \$800,000. Without the additional funding Longwood will be able to meet administrative needs, but not student and instructional needs.

ACADEMIC/STUDENT AFFAIRS COMMITTEE

October 30, 1986

Presenter: Dr. Conley

PUBLIC SESSION

1. Approval of Agenda

2. Information Items

a. Academic Affairs

- (1) Summer School 1986 (p.1)
- (2) Student Academic Records (p.2)
- (3) Transfer Credit Policy (p.3)
- (4) New Academic Probation and Suspension Policy (p.4)
- (5) Continuing Studies (p.5)
- (6) Registrar`s Report (p.6)
- (7) Funds for Excellence (p.7)
- (8) Funds for Excellence Subprogram Recruiting and Retaining Other Race Students (p.8)
- (9) Summer Bridge Program (p.9)
- (10) Discussion of Tenure
- (11) Discussion of Teacher Education

b. Student Affairs

- (1) Drug and Alcohol Education and Enforcement Committee (p.10)
- (2) Enrollment Management (p.11)
- (3) Food Services Improvements (p.12)
- (4) Mission and Goals Statement (p.13)
- (5) Parents as Partners (p.14)
- (6) Student Clubs and Organizations: Fund Raising (p.15)

(7) Student Union and Activities Program (p.16)

3. Action Items

a. Academic Affairs

(1) Authorized Salary Range for 1986-87 (p.17)

EXECUTIVE SESSION (Pursuant to Section 2.1-344 (a)(1) (6)
of the Code of Virginia - personnel and legal
matters - pages 18 - 26 of the Confidential
Report.)

(2) Personnel Actions (pp.18-26)

b. Student Affairs

Admission of Disabled Students (p.27)

4. Setting the Agenda for January

5. Review of the Meeting

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Summer School, 1986

BYLAW: Article V, Academic Affairs

Longwood's summer session this year, for the first time, included a three-week interim session which was a success. The combined sessions of summer school 1986 produced 222.945 FTE and proved to be profitable.

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Student Academic Records

BYLAWS: Article V, Academic Records

As part of the reorganization of Academic Affairs, all student academic records and duties associated with those records have been transferred to the Deans of the three schools. Transferral of student academic records has eliminated three-fourths of the student traffic in the office, freed up time for the Assistant Vice-President to spend the major portion of her time working on grants for faculty, faculty development projects, services for disabled students, and minority affairs. Prior to transferring the student academic records, training sessions were held with the three deans to go over their duties which include; authorization of courses to be taken elsewhere, transfer of credit, permission to carry an overload of courses, notification of teachers regarding student absences, clarification of student academic status, initiation of course withdrawal requests after the official drop period has ended, academic counseling with students and/or parents, academic advising, enforcement of academic probations and suspension, and permission to readmit to college.

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Information Item:

POLICY: Transfer Credit Policy

BYLAW: Article V, Academic Affairs

The student transfer credit policy was revised by the faculty in February 1986 and fully implemented this summer. Longwood, for the first time, accepted all "comparable" courses taken elsewhere as well as those listed in our catalog. Eleven transfer students entered Longwood with all general education requirements satisfied through completion of the university parallel degree program in the Virginia Community College System. Longwood appears to be the first in the state to make this move. This step, coupled with our articulation agreement with Southside Virginia Community College, has positioned Longwood to be very attractive to the transfer student.

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: New Academic Probation and Suspension Policy

BYLAW: Article V, Academic Affairs

The new academic probation and suspension policy implemented in the Spring of 1986 is providing early detection of student academic difficulty. There were 116 students suspended at the end of the 1985-86 academic year. Another step in the automation of student academic records permitted the student's academic status to be printed on the grade sheet. With the early notification, 27 students removed themselves from suspension through successful course work taken during summer school. The remaining 89 suspended students for the fall compares with 43, 33, and 44 for the previous three years, 1985, 1984, and 1983, respectively.

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Continuing Studies

BYLAW: Article V, Academic Affairs

Continuing Studies had a successful summer program which included 19 conferences and 29 workshops. There are two on-campus classes and four off-campus classes for the fall semester.

A major project of the Continuing Studies Office is the Southside Virginia Literacy Network. Longwood's role in the network is to serve as an organizing agent in our advocacy campaign, a central meeting place and a resource center. Eleven counties and the City of South Boston were identified as a workable geographic area for the network to cover. A group of 15 members have been selected to begin developing a plan of action.

Longwood will present an amendment to the short session of the Legislature in January requesting \$66,833 in 1987-88 and \$68,886 in 1988-89 to support this three-phased project. Phase I will cover organizational and advertising expenses, Phase II will involve research into the period of time when the public schools in Prince Edward were closed and the impact it had on public education, and Phase III will cover the development and implementation of a literacy program for employees of Longwood and Southside Virginia businesses and industries.

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Registrars Report

BYLAW: Article V, Academic Affairs

A total of 410 undergraduate and 37 graduate degrees were conferred at the 1986 Commencement. Of the 410 undergraduates receiving bachelor degrees, 105 qualified and applied for Collegiate Professional Teacher Certificates.

During the spring semester of 1986, 256 students made the Dean's List and 58 achieved a 4.0 grade point average.

The fall semester opened with a total on-campus headcount enrollment of 2,789 as compared with 2,663 in the fall of 1985. The headcount figures for the Fall of 1986 include 24 senior citizens and 3 Longwood employees.

7

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Funds for Excellence

BYLAW: Article V, Academic Affairs

Longwood College received a grant, under the auspices of the Funds for Excellence Program sponsored by the State Council of Higher Education for Virginia, in the amount of \$85,400 for a Word Processing Lab for English 051 and 100 classes. The lab will indirectly assess undergraduate achievement, place a premium emphasis upon the student's mastery of basic verbal skills; and place the department's best teachers in the freshman English program. The proposal was written by Drs. William Frank and Ellery Sedgwick.

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Funds for Excellence Subprogram Recruiting and Retaining Other Race Students

BYLAW: Article V, Academic Affairs

Longwood received a grant from the State Council of Higher Education under the Funds for Excellence Subprogram in the amount of \$33,750 for a Regional Pre-College Program. The regional pre-college program will enhance recruitment of minority students through identification of ninth grade students, parental involvement, and guaranteed admission of students who fulfill program expectations. A program coordinator will develop a financial resource data bank, identify public and private sources. Workshops will be given to educate students and their families about financing a college education.

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Summer Bridge Program

BYLAW: Article V, Academic Affairs

Longwood College received a grant in the amount of \$50,057 from the State Council of Higher Education for Virginia for its 1986-87 Virginia Student Transition Program (Summer Bridge). This year's program will focus on academic readiness and preparedness in conjunction with an ongoing focus on personal development. The program is designed to assist those students defined as "academically disadvantaged." This year's program will serve 35 Virginia residents whose academic credentials may be lower than those of regularly admitted students, or who may indicate a specific weakness in reading, writing, mathematics and the biological sciences. Students are admitted with the understanding that their admission to Longwood in the fall is directly related to their successful completion of the summer program.

STUDENT AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Drug and Alcohol Education and Enforcement Committee

BY-LAWS: Article V, Student Affairs Committee

A Drug and Alcohol Education and Enforcement Committee has been appointed by the President. The committee is composed of 22 students, 8 faculty, 10 staff, 1 campus minister, and 1 community person from Crossroads Services. The committee will work in three task groups to address: drug and alcohol education on the Longwood campus; enforcement of drug and alcohol laws, standards, and procedures; and alternatives for involvement that enhance quality of life (and student interest) without the presence of alcohol. The committee will have initial reports and recommendations in November.

STUDENT AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Enrollment Management

BY-LAWS: Article V, Student Affairs Committee

Enrollment Management would be an active process of using those factors under Longwood's control to maximize (or optimize) the flow of students through the initial stages of admissions through successful completion of the academic program i.e. graduation in most cases. It is an institutionwide process of coordination.

STUDENT AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Food Services Improvements

BY-LAWS: Article V, Student Affairs Committee

With Board approval, we are making many necessary improvements in the dining service. Because of our initiative and effort, ARA is contributing money as well - this money will be used to really fix the Lower Dining Hall into a Rotunda Market (literally a market place with a variety of food selections). We will also fix the feeling and attractiveness of the dining part of the area. In terms of student satisfaction, the dining hall rates fairly high on the lists of many students. The continuous dining service which is new this year is especially worthwhile. A special two day education and training program for student waiters and waitresses was also helpful to building pride and belonging as part of the dining hall staff - and a good feeling about providing service for fellow students.

STUDENT AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Mission and Goals Statement

BY-LAWS: Article V, Student Affairs Committee

The Student Affairs staff members have prepared mission and goals statements for the functional areas and will be presenting them for the critique of colleagues during Student Affairs staff meetings. The statements reflect the intents of the Council for the Advancement of Standards for Student Services/ Development Programs which have been adopted by twenty-two student affairs professional associations. The statements will be revised as Longwood's strategic plan is shaped - the statements clearly relate to Goal III of the Board's initiative and direction.

STUDENT AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Parents as Partners

BY-LAWS: Article V, Student Affairs Committee

Parents of freshman students have been invited to the campus on three Sundays. Almost one hundred parents have been present for each of the Sundays. They have a chance to spend time with their sons and daughters, and they hear from various administrators about the life and experience of freshman students. Parents have appreciated the interest that has supported their desire to help their students to be successful in both social and academic ways.

STUDENT AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Student Clubs and Organizations: Fund Raising

BY-LAWS: Article V, Student Affairs Committee

A number of student groups have supported some of their Longwood activity through the sale of beer at mixers. This fall, because of changes in the drinking age, beer has not been sold or served at most mixers. The mixers have not been very successful. Students are experiencing changes in their student and social life. There will be many initiatives to support students in finding new involvements and in finding new ways to raise money in support of their activities. There will be discussion and debate about future beer sales at the Lancer Cafe. Presently, beer is being sold four nights per week. We have been trying to "sell" the idea of "no beer" on the other nights.

STUDENT AFFAIRS

Presenter: Dr. Conley

Information Item

POLICY: Student Union and Activities Program

BY-LAWS: Article V, Student Affairs Committee

With new leadership in the Student Union and Activities Program, a stronger program to identify and meet student needs has been shaped. Last year, new effort was put into the student leadership education program - an initiative important to the quality of student life and academic success. This year, a leadership program for freshmen will take place during fall semester; 80 freshmen met with the Student Union and Activities Director during orientation to talk about this program. On September 11, the students enjoyed a picnic on the Lankford Mall and an Interest Fair with some fifty student clubs and organizations participating. Students realize the amount and quality of their own initiative and involvement, as they build the essence of an active student community. The Series of Performing Arts continues to improve in quality, especially with the addition of a Farmville Advisory Group. Obviously, we intend to serve student needs, and we can also include and involve the community effectively. A big band for Oktoberfest will be featured.

Appendix E - October 30-31, 1986

LONGWOOD COLLEGE
FINANCIAL REPORT
OF
NATIONAL DIRECT STUDENT LOAN PROGRAM
COLLEGE WORK-STUDY PROGRAM
SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS PROGRAM
PELL GRANTS PROGRAM

ENTITY IDENTIFICATION NUMBER 1-54-600-1788-A1

JUNE 30, 1985

NOTE TO FINANCIAL STATEMENT

Note. Accounting Policy

The accompanying statement of changes in Student Financial Assistance (SFA) Program fund balances (statement) has been prepared in accordance with generally accepted accounting principles and the format as set forth in the publication, Audit Guide for Student Financial Assistance Programs. The purpose of the statement is to present, in summary form, SFA activities of Longwood College for the two year period ended June 30, 1985, which have been financed by the U. S. Department of Education. Generally accepted accounting principles used are in agreement with the accounting practices prescribed for such programs by the Department of Education's fiscal control and fund accounting procedures.

The prescribed practices for the NDSL Program do not provide for accrual of interest on student loans receivable or for a provision of allowance for doubtful loans. Accordingly, interest on loans is recorded as received; uncollectible loans are not recognized until the loans are cancelled or written-off in conformity with NDSL Program requirements. These practices do not conform with generally accepted accounting principles. In order to fully disclose the financial position of the NDSL loan fund, an allowance for doubtful loans and an amount for accrued interest receivable was reported in the statement; however, the amounts are not included in the data submitted to the Department of Education on the Fiscal Operations Report for the NDSL Program.

Because the statement presents only a selected portion of the activities of the College, it is not intended to and does not present either the financial position, changes in fund balances or the current funds, revenues, expenditures, and other changes in fund balances of the College.

SCHEDULE OF DISBURSEMENTS AND EXPENDITURES
FOR EACH SFA PROGRAM
Years Ended June 30, 1985 and 1984

	<u>1985</u>	<u>1984</u>
Disbursements:		
National Direct Student Loan Program	\$ 125,550	\$ 98,925
Expenditures:		
College Work-Study Program	\$ 326,391	\$ 379,067
Supplemental Educational Opportunity Grant Program	\$ 27,400	\$ 32,450
Pell Grant Program	\$ 557,159	\$ 549,580

M **McGLADREY**
Hendrickson
& Pullen
CERTIFIED PUBLIC ACCOUNTANTS

To the Board of Visitors
Longwood College
Farmville, Virginia

We have examined the statement of changes in Student Financial Assistance (SFA) Program fund balances of Longwood College for the two year period ended June 30, 1985, and have issued our report thereon dated June 5, 1986. As part of our examination, we made a study and evaluation of the system of internal accounting control of Longwood College to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards for financial and compliance audits contained in the U. S. General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities and Functions. For the purpose of this report, we have classified the significant internal accounting controls in the following categories:

- . Receipts
- . Disbursements
- . External financial reporting
- . Grants financial status reporting
- . Granting loans or other awards
- . General ledger accounting for transactions

Our study included all of the control categories listed above. The purpose of our study and evaluation was to determine the nature, timing and extent of performing the auditing procedures necessary for expressing an opinion on the entity's statement of changes in SFA Program fund balances. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole or on any of the categories of controls identified above.

The management of Longwood College is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation made for the limited purpose described in the first paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of Longwood College taken as a whole or on any of the categories of controls identified in the first paragraph. However, our study and evaluation disclosed no condition that we believe to be a material weakness.

This report is intended solely for the use of management and the U. S. Department of Education and should not be used for any other purpose.

McGladrey, Hendrickson & Pullen

Richmond, Virginia
June 5, 1986



To the Board of Visitors
 Longwood College
 Farmville, Virginia

We have examined the accompanying statement of changes in Student Financial Assistance (SFA) Program fund balances of Longwood College for the two year period ended June 30, 1985, and have issued our report thereon dated June 5, 1986. As part of our examination, we made a study and evaluation of those internal administrative methods and procedures established by Longwood College to administer and account for Student Financial Assistance Programs in accordance with the significant administrative requirements of the Department of Education's (Education) March 1984 Audit Guide for Student Financial Assistance Programs (Guide) Section II and the following compliance requirements:

- I Cash Management
- II Financial Reporting
- III Institutional Eligibility and Participation
- IV Coordination of Student Aid Programs
- V Student File Maintenance Fiscal Procedures and Record Keeping
- VI Student Eligibility
- VII Institutional Disbursements to Award Recipients
- VIII Refund Calculation and Overpayment Determination Procedures

Other Compliance Requirements Specific to Each SFA Program.

We understand that procedures and systems in conformity with the criteria contained in these significant administrative requirements are considered by Education to be adequate for its purposes in accordance with the provisions of The Higher Education Act as amended. Based on this understanding and our study and evaluation, we believe the institution's procedures and systems were adequate for Education's purposes.

In addition, our examination also included tests of controls to ensure compliance with the provisions of certain major program terms and conditions identified in Section II - Compliance Requirements of the Guide. Based upon our examination, we found that for the items tested, the Institution complied with the material terms and conditions of the SFA award agreements except as described in the Schedule of Findings and Questioned Costs Section of this report.

Further, based on our examination and the procedures referred to above, except as discussed in the preceding paragraph, nothing came to our attention to indicate that Longwood College had not complied with the material terms and conditions of Longwood College SFA Programs.

This report is intended solely for the use of management and the U. S. Department of Education and should not be used for any other purpose.

McGladrey, Hendrickson & Pullen

Richmond, Virginia
June 5, 1986

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Finding No. 1

Signing of Revised Award Letters

Observation/Background:

Out of forty-six files tested, we noted five instances in which revised award letters were not signed by the students. While federal regulations do not require that students formally accept their revised financial aid awards, this might be a meaningful process to help the College document its communications with the students.

Recommendation:

The Financial Aid Office should keep a record of students receiving revised award letters and indicate whether or not these have been signed by the recipient. When the Financial Aid Office goes through file maintenance procedures the revised award letters can be checked for signatures.

College's Comments:

Student's are notified of any changes in their original award by the Financial Aid Office. Original awards are signed. There is no federal regulation which requires that revised award letters be signed.

Finding No. 2

Reconciliation of Detail Award Listing to the General Ledger

Observation:

Detail award listings for Pell, CWS, and NDSL did not agree with the College's general ledger.

Recommendation:

The Financial Aid Office should document any entries made after the June 30 fiscal year close by preparing a reconciliation between the detail listing, general ledger and the FISAP report.

College's Comments:

Reconciliations are performed for the purpose of filing the annual FISAP report; however, no supporting documentation has been kept. The College plans to keep documentation of their reconciliations in the future.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Finding No. 3

Administrative Expense

Observation:

Administrative expenses taken per the 1983-84 and 1984-85 FISAP Reports Part III Section B did not agree with the general ledger totals because entries were made during the next fiscal year.

Recommendations:

All administrative costs should be recomputed and reviewed to determine that the College attains its 5% of expenditures allowances. Once administrative expenses are determined to be accurate, they should be recorded in the general ledger for the fiscal year to which they apply.

College's Response:

Administrative Expense was correctly taken for both 83-84 and 84-85. Totals on FISAP did not agree with the general ledger totals because of fiscal year close on June 30. Entries for administrative expenses were made to the general ledger during the next fiscal year. The Department of Education was in agreement with the way we reported administrative expenses on the FISAP report.

Finding No. 4

Unspent Authorized Drawdown

Observation:

During the 1984-85 award year, the College drew down \$2,370 more than they spent in their SEOG fund. This was reported as a transfer to CWS on the 1984-85 FISAP (Part IV, Section B). However, due to the close of the fiscal year, the funds could not be used as CWS and were transferred back to the SEOG account.

Recommendation:

The College did not use all of its administrative cost allowance available in 1984-85 and should apply the unspent funds towards administrative expenses.

College's Response:

The Financial Aid Office of the College has contacted the Department of Education for advice on how to handle these funds. With their approval, the College will disburse the funds to the current operating fund applying it towards the excess administrative cost allowance still available for 1984-1985 CWS expenditures.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Finding No. 5

Cash Balances in NDSL

Observation:

Large cash balances have existed at June 30 in the College's non-interest bearing checking account for the past two award years. This cash is loaned to students during the next fall quarter.

Recommendation:

Any cash balances should be invested in interest bearing accounts with the income being deposited back into the NDSL fund.

College's Response:

The Treasurer of the College agrees that the cash should be invested. Since the cash balances are only available for short time periods, an interest bearing checking account has been opened.

Finding No. 6

Institutional Matching Contribution

Observation/Background:

The College did not meet its contribution requirement of one-ninth of the Federal Capital Contribution to the NDSL fund during the 1983-84 award year by June 30.

Recommendation:

The federal regulations require that the institution deposit their matching contribution at the same time the institution deposits its Federal Capital Contribution.

College's Response:

The College met their 1983-84 contribution requirement in the next fiscal year. Funds are obligated in the correct fiscal year but sometimes do not appear on the books until later due to the timing of the fiscal year close.

AUDITORS' COMMENTS ON AUDIT RESOLUTION MATTERS
RELATING TO THE STUDENT FINANCIAL ASSISTANCE PROGRAMS

There were no findings and recommendations for the two year period ended June 30, 1983.

PROJECT		FUNDING AMOUNTS \$							PROGRAM SCHEDULE										REMARKS					
NAME	BUDGET NUMBER	E & G	AUX	Construction / Equipment and/or Furniture	A & E	Contingency	TOTAL	A & E Selection	Notice To Proceed	DESIGN REVIEWS			PRECONSTRUCTION PHASE			CONSTRUCTION PHASE								
										Schematic	Preliminary	FINAL	Advertisement	Bid Receipt/ Open	Bid Award	Begin	Complete							
										T	A	T	A	T	A	T	A	T		A	T	A		
Stevens Renovation		7-70024	X	—	IN PROGRESS						IN PROGRESS													
Jarman Renovation		7-70020	X	—	300,000	32,000	6,120	338,120	7/3/86	7/30/86	N/A	N/A	8/18/86	8/14/86	1/87	2/87	3/87	5/87	9/87					
Fuel Handling Fac.		7-70022	X	—	295,700	27,500	—	401,850	7/1/86		8/4/86	8/4/86	11/3/86	2/87	2/87	3/87	5/87	9/87						
Fuel Handling Equip.		7-70022	X	—	83,000						8/4/86	11/3/86	2/5/87	3/18/87	4/7/87	5/25/87	8/25/87							
Maintenance Reserve		7-70029	X	—	405,000	22,330	—	427,330																
(a) Wmne New Roof		"			49,000	6,500	1,500	57,000	10/31/86	10/31/86			12/9/87	1/16/87	1/30/87	2/24/87	4/17/87	6/26/87						
(b) Lancer Roof Repair		"																						
(c) Ruffner Comp. Roof Repair		"																						
(d) Repair Water-Proof Basements		"																						
(e) Roof/Walls Repair - Barlow		"																						
(f) replace brick Lt. Yd. Jarman/Lancaster		"																						
(g) Steam Valves - Bedford/Woal		"																						
(h) Replace Dimmer Switch/Woal		"																						
(i) Replace Window Sashes/French Pod		"																						
(j) Replace Ext. Door Locks - Ruffner		"																						
(k) Repairs-Floors in Rotunda & New Smoker		"																						
(l) Stevens - Pipe Clean out		"			4,500												7/14/86	7/16/86						
C-7 Energy Conserv.		7-70026			113,080	10,000	10,838	133,918	9/25/85		N/A	N/A	—	2/86	—	3/86	—	3/16 & 23	—	4/9 & 10	5/4/86	9/2/86	3/2/87	
C-4 Handicap Access		7-70021			16,400	—	850	17,250	N/A	N/A														
C-6 Asbestos Removal																								
French Gym Renovation		7-70031	X	X	390,000	22,560	15,917	428,477	9/4/85		—	2/7/86	—	8/86	11/18/86	1/17/87	2/10 & 19	4/22/87	8/14/87					
C-4 Handicap Access		7-70033	X	X							FUNDS APPLIED FOR BUT NOT YET APPROVED.....													
C-7 Energy Conserv.											FUNDS APPLIED FOR BUT NOT YET APPROVED.....													
ICP Program - Cycle VII			X	X	Grant: 81,517 L.C.	38,321	119,838	9/11/85	9/11/85	N/A		11/22/85	3/21/86	Sole Source Approved	5/8/86	10/1/86	2/2/87							
ICP Program - Cycle VIII				X	Grant: 69,034 L.C.	37,172	106,206	4/11/86	5/23/86	N/A	9/11/86	10/10/86					12/3/86	4/7/87						
French Gym Locker		3-10300	X		23,000	—	2,000	25,000	N/A	N/A	8/1/86	9/15/86	10/7/86	10/19/86	11/11 & 12	11/24/86	1/8/87							
Cunningham Doors		3-10320	—	X	16,500	—	1,500	18,000	N/A	N/A	← NOT NECESSARY → 10/1/86 11/4 & 5													
Lankford Steps		3-10340		X	4,750	—	250	5,000	N/A	N/A	← NOT NECESSARY → 9/1 & 2													

GENERAL FUNDS

COMBINATION GENERAL & NON-GENERAL FUNDS
LONGWOOD COLLEGE BOARD'S FINANCED PROJECTS

AWAITED APPROVAL OF CO-2

LEGEND: T: Target A: Actual

PROGRESS SCHEDULE -----

PROJECT		FUNDING AMOUNTS \$							PROGRAM SCHEDULE										REMARKS	
NAME	BUDGET NUMBER	E & G	AUX	Construction / Equipment and/or Furniture	A & E	Contingency	TOTAL	A & E Selection	Notice To Proceed	DESIGN REVIEWS			PRECONSTRUCTION PHASE				CONSTRUCTION PHASE			
										Schematic	Preliminary	FINAL	Advertisement	Bid Receipt/ Open	Bid Award	Begin	Complete			
										T	A	T	A	T	A	T	A	T		A
Replace Bathrm. Fittings	7-70004	--	X	384,400	33,000	15,600	438,000	5/26/86	7/8/86	N/A	N/A	8/18/86	8/21/86	10/15/86	11/1/86	11/24/86	12/25/86	See Below.....		
(a) Stubbs	"	--	X																DETAILS	
(b) Cox	"	--	X																LATER	
(c) Wheeler	"	--	X																↓	
(d) South Cunn.	"	--	X																↓	
Repair Parapet & Corn.	7-70003	--	X	360,000	30,000	20,000	410,000	7/3/86	7/8/86	N/A	N/A	9/12/86	10/10/86	11/7/86	12/1/86	2/86	See Below.....			
(a) Stubbs	"	--	X																DETAILS	
(b) Cox	"	--	X																LATER	
(c) Wheeler	"	--	X																↓	
Repair A/C Lines	7-70005	--	X	248,000	20,000	7,000	275,000	6/30/86	7/10/86	N/A	N/A	8/30/86	8/27/86	11/28/86	1/3/87	11/26/86	1/27/86	See Below.....		
(a) Curry	"	--	X																DETAILS	
(b) Frazer	"	--	X																LATER	
Renovation to Apts.	7-70008	--	X	802,000	62,100	40,900	1,345,000	HELD IN ABEYANCE UNTIL NEW STUDENT HOUSING (Below) DEVELOPS APPRECIABLY.												
" to Equip. & Furn.	7-70008	--	X	440,000																
(a) Cox	"	--	X															DETAILS		
(b) Wheeler	"	--	X															LATER		
New Student Housing	7-70007	--	X	3,907,500	225,000	617,500	5,000,000	HELD IN ABEYANCE WHILE ACQUISITION OF PROPERTY IS IN PROGRESS.....												
New Student Furniture	7-70007	--	X	250,000				HELD IN ABEYANCE WHILE ACQUISITION OF PROPERTY IS IN PROGRESS.....												
Parking Lot (New)	7-70006	--	X	1,008,000	12,000	80,000	1,100,000	HELD IN ABEYANCE WHILE ACQUISITION OF PROPERTY IS IN PROGRESS.....												
CAPITAL OUTLAY 1984-86																				
Stevens Renovation	7-70024	X	--	894,100	68,000	1,370	963,470	8/10/84	8/24/85			8/15/85			11/29/86	1/30/86	4/24/86	5/1/86	2/27/87	
Stevens Renovation Equip.	7-70025	X	--	236,530			236,530											No Details		

NON-GENERAL FUNDS

L O N G W O O D C O L L E G E

Farmville, Virginia

FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED

JUNE 30, 1986

(UNAUDITED)

L O N G W O O D C O L L E G E
Farmville, Virginia

BOARD OF VISITORS
1986-87

Ms. Martha A. Burton	Mr. Thomas D. Rust, Rector
Ms. Jean Dixon Colgate	Mr. Bertram R. Schewel
Dr. Harold W. Conley	Ms. Linda E. Sydnor
Ms. Martha W. High	Mr. W.T. Thompson III
Mr. George E. Murphy, Jr.	Mr. Hunter R. Watson

Lt. General Samuel V. Wilson (Vice Rector)

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Richard V. Hurley, Vice President for Business Affairs

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H. Donald Winkler, Associate Vice President and Executive
Director of Public Affairs and Publications

Agenda

EXECUTIVE COMMITTEE

October 31, 1986

Presenter: Mr. Rust

1. Adoption of Agenda
2. Information Item:
Summary of Discussion of Strategic Planning at Board Advance
3. Action Items
None
4. Setting the Agenda for January
5. Review of the Meeting

EXECUTIVE COMMITTEE

October 31, 1986

Information Item

Police Reference: Strategic Planning

By-Law: Article XII, Section I

Subject: Summary of October 10, 1986 Board Advance on Strategic Planning

I. Evaluation of Statements and Areas of Strategic Direction as related to Statement of Institutional Purpose

It was agreed that the statements of strategic direction met the ten criteria for evaluation presented to the Board and that they, indeed, were consistent with the Statement of Institutional Purpose.

Questions were raised during the Board's discussion in regard to the following issues:

- the level of specificity needed to clearly convey Longwood's basic philosophy of operation
- Longwood as a hub of activity for the region and state that "reaches out"
- the need for increased attention to the nature and type of internal and external organizational relationships that will enhance Longwood's ability to move in its identified strategic directions
- an emphasis upon operations in the service of instruction
- the need for attention to faculty involvement in community service with appropriate recognition of such involvement

These issues will be addressed during the strategic planning process.

II. Identification of Driving Forces

In establishing the priorities for the major driving forces for Longwood the Board noted that the forces presented for consideration could be grouped together into several

categories. While there, indeed, was a certain degree of interrelation between the forces presented, there was agreement that certain ones did stand out for individual consideration.

In discussing the driving forces behind the operation of Longwood it was emphasized that we needed to pay attention to the following factors:

- the "end product" of Longwood's activities
- those factors that produce the "end product"
- and the means needed to do this.

Those items given the most weight in discussions of what ideally should be the major driving forces behind the college were:

- development of the "total individual"
- intellectual development of students
- academic programs
- faculty development
- development of salable career skills for students .

Discussions of what appeared to be the actual current driving forces behind the operations of Longwood centered upon the fact that the college faces, and must deal with, "real world" short-term demands and pressures. At times, adherence to ideals have costs that out weigh the benefits. For example, funding pressure and the commonwealth's enrollment driven funding formula have led to great concerns about enrollment size and growth that have had such a significant psychological impact that these factors at times appear to be the major driving force of the College.

III. Competitive Positioning

Discussions of the options Longwood should ideally adopt in positioning and distinguishing itself relative to other colleges and universities produced a very interesting difference between Board members and the College administration. Board members tended to place the greatest emphasis upon focus, while the administration tended to place the greatest emphasis upon performance. Differentiation received lesser emphasis from both groups, but discussions related to dealings with the legislature and to fund raising efforts reminded everyone that this was an important factor to keep in mind.

Turning its attention to the perceived actual competitive positioning of the institution, there was a substantial degree of concensus that it was unclear how Longwood

distinguished itself.

IV. Critical Success Factors

As the Board moved through its identification of those activities, factors, accomplishments, etc. that would be indicative of Longwood's success, it became quite clear that there was an intimate relationship between these success indicators and those factors identified as the major driving forces behind the institution's operations. As had been the case when examining the driving forces, emphasis was placed upon the "end products" of Longwood's activities and the resources needed to produce those end products:

- student outcomes in terms of "value added" during the College career
- attraction and retention of distinguished faculty
- attraction and retention of students with demonstrable growth in the number of "quality students" and students who made Longwood their first choice
- increased public and private monetary support
- recognition of programs and identification of Longwood as the "best at _____"

Further examination of the critical success factors revealed that we need to look at both quantifiable indicators and at value-related (and therefore abstract, or qualitative) indicators.

V. Issues Identification

Building upon its previous work and discussion, and upon a general discussion of major external issues, events and trends, the Board identified the following issues as having the potential for significantly impacting the future of Longwood:

- 1) increased public and governmental emphasis upon instruction and the quality of instruction
- 2) The 1986 Tax Act
- 3) Other federal and state changes in funding for Higher Education
- 4) The level of State control over the internal operations of the college
- 5) The decreasing number of traditional

- college age students and the increasing number of nontraditional students
- 6) Increased concern and emphasis of "consumers" upon programs, services and facilities
 - 7) The changing character of Southside Virginia: population growth, industrialization/economic development, attractiveness due to cost of living and labor pool availability
 - 8) Northern Virginia as a major market
 - 9) Attractiveness of the south to industry, families, students
 - 10) Social, demographic, technological and occupational changes producing an increasingly larger number of individuals with the need for continuing education, up-grading of skills and retraining
 - 11) The question of Farmville's attractiveness to students and to business and industry
 - public school improvements
 - commercial improvements
 - recreational improvements
 - industrial development built upon a base of water, sewage, information/communication resource availability, etc.
 - 12) Longwood's relationships with Hampden-Sydney and the nature and types of developments planned for this relationship
 - 13) Student markets, particularly out-of-state
 - 14) Faculty - related issues
 - quality
 - stability
 - dedication to Longwood
 - cooperative relationships with administration and staff
 - questions of how to ensure continuing development and vitality
 - the current and future impact upon college operations given the uniformity of age and experience among Longwood's faculty
 - morale
 - salary
 - decrease of faculty labor pool

- 15) development of strategies to attract minority faculty and increase minority student enrollment
- 16) cost competition
 - tuition increases
- 17) increased emphasis upon accountability
 - program evaluation
 - outcomes assessments
 - measure of "institutional effectiveness"
 - potential of external and internal budget decisions tied to effectiveness
- 18) increasing number of incoming students (nationally) with skill deficiencies
 - presenting both difficulties/obstacles and opportunities/challenges
 - gap between faculty expectations and the "reality" of the (national) situation
 - need to direct attention to current activities in elementary and secondary education.
- 19) the functional illiteracy of Americans in relation to cross-cultural knowledge and communications.
- 20) impact of the electronic information age and continuing developments in computing and telecommunications
- 21) economic uncertainty
 - inflation/deflation
 - federal deficits

VI. Impact and Importance of Issues

The following issues were identified as having a potentially major and positive impact upon the operations of the College:

- instructional telecommunications and computer-assisted instruction
- changes in the Southside region and in Farmville
- emphasis upon the development of basic skills and corresponding changes in elementary and secondary education
- emphasis upon value-added outcomes
- faculty development efforts

The issues noted below were identified as having a potentially major and negative impact upon the operations of the college:

- the 1986 Tax Bill
- the level of state control over the internal operations of the college
- uncontrollable and, at times, unpredictable economic swings
- large number of faculty retiring at the same time and the dwindling labor pool of faculty to replace them.

VIII. Future Scenarios

Four scenarios were discussed. They are summarized below.

Scenario 1.

The increased concern and emphasis upon elementary and secondary education has resulted in major state and national incentives aimed at improving the instructional process. Initial emphasis upon training in specific subject areas has been joined with emphases upon effectiveness in teaching skills and the development of innovative teaching techniques. Examinations of the manner in which the teaching process is carried out have been undertaken in conjunction with examinations of the learning process. The results of these examinations have led to theoretically and technologically advanced and unique approaches to teaching and learning that have the potential for truly revolutionizing elementary and secondary education.

Given the advances noted above, there has been a dramatic increase in the emphasis upon, and respect for, the teaching profession. Correspondingly, the support given to teacher education programs by the public and private sectors has increased tremendously and the number of quality students selecting teacher education as a major has seen unimagined growth. Only those institutions of higher education that have developed teacher education programs that have developed curricula embodying the innovative and advanced approaches and techniques to teaching and learning, however, are benefiting from this new student demand.

Comments on Scenario 1.

Longwood must be able to position itself to take advantage of such a potential situation. Work on the development and implementation of the Teacher Education Honors College must proceed. Further, a full-scale reexamination of teacher education must take place with emphases upon innovative and

theoretically and technologically advanced approaches to teaching and learning.

Scenario 2.

The citizens, businesses and industries of Southside Virginia look to Longwood as a major force in the area and recognize it as an educational hub. Longwood has reached this position and achieved this recognition because its full range of programs and services have truly incorporated the ideal of service to the region and corresponding emphases upon participation of the citizens of the region in the life of the college and participation of the college in the life of the region.

Examples of how this has been accomplished are the development and operation of the Longwood Fine Arts Center and the new Longwood Learning Resource Center/Library. Opportunities and resources for the cultural and intellectual involvement of individuals from the region have been provided through these two centers and sets of programs and the needs of the region have been aggressively addressed. Programs particularly aimed at the participation of entire families, parents and children, have played a major role in all of this.

What has been particularly successful in these programs , as well, is that Longwood students, faculty and staff have benefitted because of this and, in many ways, have become "local stars". Longwood, therefore, is drawing attention because of the activities and accomplishments of its students and faculty and staff.

Comments on Scenario 2.

This scenario places Longwood in the future and envisions what Longwood has accomplished and what characterizes the college of that future. In dealing with a scenario of this nature, one must start with that accomplished future and then ask what has happened to produce that future. Time demands precluded the Board's opportunity to work through this, but it is something that definitely needs to be followed up in the work/study group process.

Scenario 3.

The egocentric focus of individuals that reared its head during the 80's has intensified and continued unabated. Drugs, alcohol, sexual promiscuity and vandalism have become a part of the fabric of life among significant segments of the population. The impact upon colleges and universities has been devastating. Student involvement and motivation is at a dismal level.

Comments on Scenario 3.

This is an example of a future that must be proactively anticipated. Techniques for managing that future, and the time and events leading up to it, must be developed. Discussions focused upon questions about the type of value system that could engender such a development and then support or fail to combat it. Social responsibilities of Longwood in helping to avert or thwart such a state of affairs were discussed. Services and programs at the college constructively drawing attention to existing problems and posing creative solutions were seen as a major effort that could be undertaken now. Longwood, in doing this, could enhance its reputation and attractiveness to those students, citizens and leaders who show a concern over these troublesome factors.

Scenario 4.

Farmville has become, in the words of one Board member, a "little Charlottesville." Business and industry have been attracted to Farmville because of its small town setting, the availability of water and sewage service, its sizeable labor pool and generally favorable climate for economic development. To the vitality of the downtown business district, industries and the commercial and residential property markets have been matched by significant strides in historic preservation and development.

Comments on Scenerio 4.

Discussion of how Longwood could contribute to the realization of such a state of affairs and, likewise, benefit from it followed the presentation of this scenario. Discussions drew upon comments presented in relation to the first scenario and the idea of Longwood as an educational hub and driving force for the region. Two particular areas and sets of activities that were identified as playing major roles in the "blossoming" of Farmville were the Business Innovation Center and Longwood's Teacher Education programs and work with the Superintendents' Network. The Business Innovation Center, of course, would be a vital resource for economic development and Teacher Education programs a vital resource for the continuing improvement of the public education system in Prince Edward County.

Discussions emphasized the interdependence between Longwood and Farmville and Prince Edward County. Longwood not only can contribute to the development of a more vibrant and attractive Farmville, but can also benefit tremendously from such a future Farmville. Farmville's attractiveness adds to Longwood's attractiveness to potential students, faculty members, conferences, etc. A more diversified

business, industrial and residential base provide more opportunities for cooperative programs and the potential for more students.

VII. Policy Initiatives

Discussions of issues and policy areas/initiatives to address those issues served to wrap up the Board Advance. It was understood by all that these discussions were only a beginning point and, realistically, only barely touched upon the full array of policy initiatives that needed to be addressed.

- 1) General issue area: Competition for Quality Students.

Policy initiative/area: Development of a disciplined market approach to recruitment with particular emphasis upon targeting students prior to the Junior and Senior years.

- 2) General issue area: Competition for Faculty.

Policy initiatives/areas: a) supplementing state funds for salaries and faculty development, b) targeting individuals with good potential who may not yet have their terminal degree and providing support/incentives for them to obtain that degree.

- 3) General issue area: State control over internal operations.

Policy initiative/area: development of a stance and mode of operations that advocates for, and supports, autonomous control.

- 4) General issue area: uncertain state and federal funding support.

Policy initiative/area: identification of specific programs and services and the development of funding proposals for those programs in particular (rather than seeking funding in general or for global programs and services).

- 5) General issue area: Developments at Hampden-Sydney College, Southside Virginia Community College and Longwood often take place independently without coordination.

Policy initiative/area: establish strategic planning relationships with these other institutions and coordinate activities and work together so that in certain areas, programs and services what each is doing will be strategically positive and supportive of the

others.

- 6) General issue area: resource availability for academic programs

Policy initiative/area: Undertake systematize evaluations of all academic programs to determine the fit with the mission of the institution, relation to an objectives-based general education curriculum, level of productivity etc. On the basis of these evaluations decisions should be made about the level of support for programs and possible reallocations of resources to other programs.

- 7) General issue are: curriculum innovation

Policy initiative/area: increased emphasis upon nontraditional techniques of program delivery including serious consideration of the implementation of coop opportunities.

- 8) General issue area: services to "special need students" (learning disabled and physically handicapped).

Policy initiative/area: building upon existing strengths in Longwood's special education program and upon teacher education as a center for excellence, develop a program of services and support mechanisms that not only serve special need students but which stand out as model programs for others to emulate.

- 9) General issue area: technological advancements in instructional computing and telecommunications.

Policy initiative/area: review current capabilities and directions in this area and develop, as a part of the strategic planning process, a strategic plan for developing these areas and integrating them into the curriculum.

- 10) General issue area: regional change

Policy initiative/area: establish enhanced relationships and communications with the Piedmont Planning District and regional planning agencies/offices to ensure coordination of effort and sharing of information and resources.

- 11) General issue area: ethics and values on campus

Policy initiatives/areas: a) develop faculty, staff and student programs that draw attention to this issue

and present positive steps that can be taken, b)
develop "great issues" seminars and courses that
discuss/emphasize ethics in different disciplines and
professional areas.

BUSINESS AFFAIRS/INTERNAL AUDIT COMMITTEE

October 30, 1986

2:45 p.m. - Prince Edward Room

Presenter: Mr. Thompson

Members Attending: Mr. Thompson, Chair
Dr. Greenwood
Mr. Hurley
Ms. Sydnor
Mr. Watson

Members Absent: Mr. Rust
Mr. Schewel

Others Attending: Dr. Conley
Ms. Burton
Ms. High
Mr. Kast

INFORMATION ITEMS

Business Affairs

PUBLIC SESSION

Approval of the Agenda The Agenda was approved as submitted.

Quarterly Report (distributed) The Quarterly Report, which showed the approved College budget and revenues and expenditures as of September 30, 1986, was reviewed and discussed.

Financial Aid Programs Audit Report (pp.1-15) An audit was conducted on the Student Financial Assistance Program for the years 1983-84 and 1984-85 in June, 1986. The State auditors brought in an outside accounting firm, McGladrey, Hendrickson and Pullen, to do the audit due to their heavy work load. In summary, it was a good audit with no problems in accounting controls or administrative procedures and methods.

Update on Capital Outlay Reports (pp.16-17) A chart was given to the members of the Board of Visitors which provided an update on the status of each Capital Outlay project. The Committee agreed that the information as presented was useful and should be continued.

Preliminary Year-End Closing 1985-86 (p.18) The Unaudited Financial Statement for the Fiscal Year Ended June 30, 1986 was reviewed and discussed. This statement will be used by the State Auditors who will be arriving on campus the first week in November.

Personnel Matters (Classified Employees) (pp.19-20) The Committee reviewed a report which showed hiring, promotion, transfer and retirement actions pertaining to classified staff.

Legislative Budget Amendments (pp.21-22) The Committee reviewed a list of Amendment Requests which will be submitted to the 1987 General Assembly Session. The requests listed below were approved in Executive Session at the last Board meeting.

- Priority 1 Planning Money for Learning and Communications Center/Library
- Priority 2 Replacement of Computer, Computer Peripherals and Operating Software for Computerized Library System
- Priority 3 Support Services for Learning Disabled and Physically Handicapped Students
- Priority 4 Longwood Business Innovation Center
- Priority 5 Southside Virginia Literacy Project
- Priority 6 Continuation of Summer Foreign Immersion Programs
- Priority 7 Revenue Bond funding for the purchase and installation of a campus-wide telecommunications network

Literacy Program (p.23) Longwood College has established a Literacy Program for employees who want to learn to read, write and otherwise improve their basic skills. A member of our faculty has agreed to work with our employees in the program. An informational meeting for interested employees was conducted and, to date, we have had seven employees sign up for instruction. Also, seven Longwood College employees have enrolled in the GED Program at Prince Edward County High School.



Mr. Hunter Watson, Vice Chair
Business Affairs Committee for
The Longwood College Board of
Visitors

LONGWOOD COLLEGE
Current Unrestricted
Statement of Revenue and Expenditures
For 3 Months Period Ended Sept. 30, 1986

EDUCATIONAL AND GENERAL	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE SEP 30, 1986	ACTUAL AS PERCENT OF BUDGET
REVENUES:						
Tuition and Fees	3,779,697	120,000	120,000	3,899,697	1,713,585	43.94%
State Appropriations	9,059,415			9,059,415	9,059,415	100.00%
Sale and Service of E & G Activities	60,000			60,000	4,520	7.53%
Federal Work Study	100,000			100,000	915	0.92%
Other Sources	113,888			113,888	13,078	11.48%
Total Revenues	13,113,000	120,000	120,000	13,233,000	10,791,513	
EXPENDITURES:						
Instruction	6,317,581	6,290	6,290	6,323,871	1,472,942	23.29%
Public Service	4,536	500	500	5,036	171	3.40%
Academic Support	1,842,358	4,066	4,066	1,846,424	467,676	25.33%
Student Services	767,457			767,457	209,013	27.23%
Institutional Support	2,683,322			2,683,322	692,888	25.82%
Operation and Maintenance of Plant	1,497,746	38,288	38,288	1,536,034	378,336	24.63%
Salary Savings	0	-43,964	-43,964	-43,964	0	
Total Expenditures	13,113,000	5,180	5,180	13,118,180	3,221,026	
Excess revenues over expenses				114,820	7,570,487	
AUXILIARY ENTERPRISES						
REVENUES:						
Housing Fee	2,943,526	139,500	139,500	3,083,026	1,457,380	47.27%
Dining Fee	2,584,792	125,000	125,000	2,709,792	1,299,826	47.97%
Comprehensive Fee	2,471,355	110,500	110,500	2,581,855	1,181,659	45.77%
Federal Work Study	82,000			82,000	0	0.00%
Other Sources	348,037			348,037	152,274	43.75%
Total Revenues	8,429,710	375,000	375,000	8,804,710	4,091,139	
EXPENDITURES:						
Housing Services	2,616,781	6,299	6,299	2,623,080	402,388	15.34%
Dining Services	2,215,650			2,215,650	100,345	4.53%
Athletics	1,065,605	8,290	8,290	1,073,895	195,088	18.17%
All Other Student/Faculty Services	2,244,064	11,982	11,982	2,256,046	644,076	28.55%
Salary Savings	0	-24,667	-24,667	-24,667	0	
Total Expenditures	8,142,100	1,904	1,904	8,144,004	1,341,897	
Excess Revenues Over Expenditures				660,706	2,749,242	
Auxiliary Reserve Balance July 1, 1986				1,707,811		
				2,368,517		
Less: Funding Requirements of Special Projects				687,477		
Auxiliary Reserve Balance June 30, 1987				1,681,040		

L O N G W O O D C O L L E G E
 Current Restricted
 Statement of Revenue and Expenditures
 For 3 Months Period Ended Sept. 30, 1986

EDUCATIONAL AND GENERAL	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE SEP 30, 1986	ACTUAL AS PERCENT OF BUDGET
REVENUES:						
State Appropriations	239,211			239,211	239,211	100.00%
State Grants	105,789	215,008	215,008	320,797	283,397	88.34%
Federal Grants and Contracts	1,240,100	-361,444	-361,444	878,656	1,360	0.15%
Private Gifts, Grants and Contracts	310,400	-19,332	-19,332	291,068	9,371	3.22%
				0		
Total Revenues	1,895,500	-165,768	-165,768	1,729,732	533,339	
EXPENDITURES:						
Instruction	445,690			445,690	89,345	20.05%
Research	31,048			31,048	5,206	16.77%
Academic Support				0		
Student Services	33,750			33,750	3,734	11.06%
Institutional Support	63,900			63,900	12,524	19.60%
Operation and Maintenance of Plant	71,384			71,384		0.00%
Scholarships and Fellowships	1,249,728	-165,768	-165,768	1,083,960	67,606	6.24%
Total Expenditures	1,895,500	-165,768	-165,768	1,729,732	178,415	
Excess Restricted Receipts Over Restricted Expenditures				0	354,924	

C O N T E N T S

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To the Board of Visitors
Longwood College
Farmville, Virginia

We have examined the accompanying statement of changes in Student Financial Assistance (SFA) Program fund balances of Longwood College for the two year period ended June 30, 1985. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures including those prescribed by the financial and compliance elements of the Standards for Audits of Governmental Organizations, Programs, Activities and Functions, (1981 revision) issued by the U. S. Comptroller General and the Student Financial Assistance Programs Audit Guide dated March 1984, as we considered necessary in the circumstances.

The accompanying statement was prepared for the purpose of complying with the audit requirement relating to the Student Financial Assistance Programs of the U. S. Department of Education and is limited to activities related to these programs.

In our opinion, the statement referred to above presents fairly the changes in SFA Program fund balances of Longwood College for the two year period ended June 30, 1985, in conformity with generally accepted accounting principles applied on a consistent basis.

McGladrey/Hendrickson & Pullen

Richmond, Virginia
June 5, 1986

LONGWOOD COLLEGE

2

STATEMENT OF CHANGES IN STUDENT FINANCIAL ASSISTANCE (SFA)
PROGRAM FUND BALANCES
Two Years Ended June 30, 1985

	Grants and College Work-Study			Student Loans	Total
	Pell	SEOG	CWS	NDSL	
Additions:					
Federal awards	\$1,109,239	\$ 71,086	\$369,079	\$ 122,115	\$1,671,519
Reduction in allowance for doubtful loans	-	-	-	2,336	2,336
Interest income on loans	-	-	-	5,141	5,141
Reimbursement on loans cancelled	-	-	-	8,106	8,106
Total additions	<u>\$1,109,239</u>	<u>\$ 71,086</u>	<u>\$369,079</u>	<u>\$ 137,698</u>	<u>\$1,687,102</u>
Deductions:					
Grants	\$1,106,739	\$ 59,850	\$ -	-	\$1,166,589
Wages	-	-	705,458	-	705,458
Loan cancellations	-	-	-	3,254	3,254
Expenses	2,500	11,236	11,621	15,955	41,312
Other	-	-	-	23	23
	<u>\$1,109,239</u>	<u>\$ 71,086</u>	<u>\$717,079</u>	<u>\$ 19,232</u>	<u>\$1,916,636</u>
Other changes:					
Institution matching grant	\$ -	\$ -	\$347,307	\$ 17,679	\$ 364,986
Loan collection costs	-	-	-	(44)	(44)
	<u>\$ -</u>	<u>\$ -</u>	<u>\$347,307</u>	<u>\$ 17,635</u>	<u>\$ 364,942</u>
Net increase (decrease) in fund balances	\$ -	\$ -	\$ (693)	\$ 136,101	\$ 135,408
Fund balances, beginning	-	-	693	256,429	257,122
Fund balances, ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 392,530</u>	<u>\$ 392,530</u>

See Note to Financial Statement.

NOTE TO FINANCIAL STATEMENT

Note. Accounting Policy

The accompanying statement of changes in Student Financial Assistance (SFA) Program fund balances (statement) has been prepared in accordance with generally accepted accounting principles and the format as set forth in the publication, Audit Guide for Student Financial Assistance Programs. The purpose of the statement is to present, in summary form, SFA activities of Longwood College for the two year period ended June 30, 1985, which have been financed by the U. S. Department of Education. Generally accepted accounting principles used are in agreement with the accounting practices prescribed for such programs by the Department of Education's fiscal control and fund accounting procedures.

The prescribed practices for the NDSL Program do not provide for accrual of interest on student loans receivable or for a provision of allowance for doubtful loans. Accordingly, interest on loans is recorded as received; uncollectible loans are not recognized until the loans are cancelled or written-off in conformity with NDSL Program requirements. These practices do not conform with generally accepted accounting principles. In order to fully disclose the financial position of the NDSL loan fund, an allowance for doubtful loans and an amount for accrued interest receivable was reported in the statement; however, the amounts are not included in the data submitted to the Department of Education on the Fiscal Operations Report for the NDSL Program.

Because the statement presents only a selected portion of the activities of the College, it is not intended to and does not present either the financial position, changes in fund balances or the current funds, revenues, expenditures, and other changes in fund balances of the College.



To the Board of Visitors
Longwood College
Farmville, Virginia

Our examination was made for the purpose of forming an opinion on the accompanying statement of changes in Student Financial Assistance (SFA) Program fund balances taken as a whole. The supplementary information for the two year period ended June 30, 1985 is presented for purposes of additional analysis and is not a required part of the accompanying statement of changes in SFA program fund balances. The information has been subjected to the auditing procedures applied in the examination of the accompanying statement of changes in SFA Program fund balances of Longwood College, and in our opinion, is fairly stated in all material respects in relation to the accompanying statement taken as a whole.

McGladrey, Hendrickson & Pullen

Richmond, Virginia
June 5, 1986

SCHEDULE OF DISBURSEMENTS AND EXPENDITURES
FOR EACH SFA PROGRAM
Years Ended June 30, 1985 and 1984

	<u>1985</u>	<u>1984</u>
Disbursements:		
National Direct Student Loan Program	\$ 125,550	\$ 98,925
Expenditures:		
College Work-Study Program	\$ 326,391	\$ 379,067
Supplemental Educational Opportunity Grant Program	\$ 27,400	\$ 32,450
Pell Grant Program	\$ 557,159	\$ 549,580



To the Board of Visitors
Longwood College
Farmville, Virginia

We have examined the statement of changes in Student Financial Assistance (SFA) Program fund balances of Longwood College for the two year period ended June 30, 1985, and have issued our report thereon dated June 5, 1986. As part of our examination, we made a study and evaluation of the system of internal accounting control of Longwood College to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards for financial and compliance audits contained in the U. S. General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities and Functions. For the purpose of this report, we have classified the significant internal accounting controls in the following categories:

- . Receipts
- . Disbursements
- . External financial reporting
- . Grants financial status reporting
- . Granting loans or other awards
- . General ledger accounting for transactions

Our study included all of the control categories listed above. The purpose of our study and evaluation was to determine the nature, timing and extent of performing the auditing procedures necessary for expressing an opinion on the entity's statement of changes in SFA Program fund balances. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole or on any of the categories of controls identified above.

The management of Longwood College is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation made for the limited purpose described in the first paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of Longwood College taken as a whole or on any of the categories of controls identified in the first paragraph. However, our study and evaluation disclosed no condition that we believe to be a material weakness.

This report is intended solely for the use of management and the U. S. Department of Education and should not be used for any other purpose.

McGladrey, Hendrickson & Pullen

Richmond, Virginia
June 5, 1986



To the Board of Visitors
 Longwood College
 Farmville, Virginia

We have examined the accompanying statement of changes in Student Financial Assistance (SFA) Program fund balances of Longwood College for the two year period ended June 30, 1985, and have issued our report thereon dated June 5, 1986. As part of our examination, we made a study and evaluation of those internal administrative methods and procedures established by Longwood College to administer and account for Student Financial Assistance Programs in accordance with the significant administrative requirements of the Department of Education's (Education) March 1984 Audit Guide for Student Financial Assistance Programs (Guide) Section II and the following compliance requirements:

- I Cash Management
 - II Financial Reporting
 - III Institutional Eligibility and Participation
 - IV Coordination of Student Aid Programs
 - V Student File Maintenance Fiscal Procedures and Record Keeping
 - VI Student Eligibility
 - VII Institutional Disbursements to Award Recipients
 - VIII Refund Calculation and Overpayment Determination Procedures
- Other Compliance Requirements Specific to Each SFA Program.

We understand that procedures and systems in conformity with the criteria contained in these significant administrative requirements are considered by Education to be adequate for its purposes in accordance with the provisions of The Higher Education Act as amended. Based on this understanding and our study and evaluation, we believe the institution's procedures and systems were adequate for Education's purposes.

In addition, our examination also included tests of controls to ensure compliance with the provisions of certain major program terms and conditions identified in Section II - Compliance Requirements of the Guide. Based upon our examination, we found that for the items tested, the Institution complied with the material terms and conditions of the SFA award agreements except as described in the Schedule of Findings and Questioned Costs Section of this report.

Further, based on our examination and the procedures referred to above, except as discussed in the preceding paragraph, nothing came to our attention to indicate that Longwood College had not complied with the material terms and conditions of Longwood College SFA Programs.

This report is intended solely for the use of management and the U. S. Department of Education and should not be used for any other purpose.

McGladrey, Hendrickson & Pullen

Richmond, Virginia
June 5, 1986

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Finding No. 1

Signing of Revised Award Letters

Observation/Background:

Out of forty-six files tested, we noted five instances in which revised award letters were not signed by the students. While federal regulations do not require that students formally accept their revised financial aid awards, this might be a meaningful process to help the College document its communications with the students.

Recommendation:

The Financial Aid Office should keep a record of students receiving revised award letters and indicate whether or not these have been signed by the recipient. When the Financial Aid Office goes through file maintenance procedures the revised award letters can be checked for signatures.

College's Comments:

Student's are notified of any changes in their original award by the Financial Aid Office. Original awards are signed. There is no federal regulation which requires that revised award letters be signed.

Finding No. 2

Reconciliation of Detail Award Listing to the General Ledger

Observation:

Detail award listings for Pell, CWS, and NDSL did not agree with the College's general ledger.

Recommendation:

The Financial Aid Office should document any entries made after the June 30 fiscal year close by preparing a reconciliation between the detail listing, general ledger and the FISAP report.

College's Comments:

Reconciliations are performed for the purpose of filing the annual FISAP report; however, no supporting documentation has been kept. The College plans to keep documentation of their reconciliations in the future.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Finding No. 3

Administrative Expense

Observation:

Administrative expenses taken per the 1983-84 and 1984-85 FISAP Reports Part III Section B did not agree with the general ledger totals because entries were made during the next fiscal year.

Recommendations:

All administrative costs should be recomputed and reviewed to determine that the College attains its 5% of expenditures allowances. Once administrative expenses are determined to be accurate, they should be recorded in the general ledger for the fiscal year to which they apply.

College's Response:

Administrative Expense was correctly taken for both 83-84 and 84-85. Totals on FISAP did not agree with the general ledger totals because of fiscal year close on June 30. Entries for administrative expenses were made to the general ledger during the next fiscal year. The Department of Education was in agreement with the way we reported administrative expenses on the FISAP report.

Finding No. 4

Unspent Authorized Drawdown

Observation:

During the 1984-85 award year, the College drew down \$2,370 more than they spent in their SEOG fund. This was reported as a transfer to CWS on the 1984-85 FISAP (Part IV, Section B). However, due to the close of the fiscal year, the funds could not be used as CWS and were transferred back to the SEOG account.

Recommendation:

The College did not use all of its administrative cost allowance available in 1984-85 and should apply the unspent funds towards administrative expenses.

College's Response:

The Financial Aid Office of the College has contacted the Department of Education for advice on how to handle these funds. With their approval, the College will disburse the funds to the current operating fund applying it towards the excess administrative cost allowance still available for 1984-1985 CWS expenditures.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Finding No. 5

Cash Balances in NDSL

Observation:

Large cash balances have existed at June 30 in the College's non-interest bearing checking account for the past two award years. This cash is loaned to students during the next fall quarter.

Recommendation:

Any cash balances should be invested in interest bearing accounts with the income being deposited back into the NDSL fund.

College's Response:

The Treasurer of the College agrees that the cash should be invested. Since the cash balances are only available for short time periods, an interest bearing checking account has been opened.

Finding No. 6

Institutional Matching Contribution

Observation/Background:

The College did not meet its contribution requirement of one-ninth of the Federal Capital Contribution to the NDSL fund during the 1983-84 award year by June 30.

Recommendation:

The federal regulations require that the institution deposit their matching contribution at the same time the institution deposits its Federal Capital Contribution.

College's Response:

The College met their 1983-84 contribution requirement in the next fiscal year. Funds are obligated in the correct fiscal year but sometimes do not appear on the books until later due to the timing of the fiscal year close.

AUDITORS' COMMENTS ON AUDIT RESOLUTION MATTERS
RELATING TO THE STUDENT FINANCIAL ASSISTANCE PROGRAMS

There were no findings and recommendations for the two year period ended June 30, 1983.

LONGWOOD COLLEGE CAPITAL OUTLAY (1986-88)

Appendix F October 30-31, 1986

PROGRESS SCHEDULE

DESIGN THROUGH CONSTRUCTION

Updated to: September 30 19 86

PROJECT		FUNDING AMOUNTS \$								PROGRAM SCHEDULE								REMARKS			
NAME	BUDGET NUMBER	E & G	AUX	Construction / Equipment and/or Furniture	A & E	Contingency	TOTAL	A & E Selection	Notice To Proceed	DESIGN REVIEWS			PRECONSTRUCTION PHASE			CONSTRUCTION PHASE					
										Schematic	Preliminary	FINAL	Advertisement	Bid Receipt/ Open	Bid Award	Begin	Complete				
										T	A	T	A	T	A	T	A		T	A	
Stevens Renovation										IN PROGRESS											
Jamen Renovation	7-70020	X	—	300,000	32,000	6,120	338,120	7/3/86	7/30/86	N/A	N/A	8/18/86	8/14/85	1/87	2/87	3/87	5/87	9/87			
Fuel Handling Fac.	7-70022	X	—	295,700	27,500	—	401,850	7/1/86		8/4/86	8/4/86	11/3/86	2/87	2/87	3/87	5/87	9/87				
Fuel Handling Equip.	7-70022	X	—	83,000						8/4/86	11/3/86	2/5/87	3/18/87	4/7/87	5/25/87	8/25/87					
Maintenance Reserve	7-70029	X	—	405,000	22,330	—	427,330														
(a) Wmme New Roof	"			49,000	6,500	1,500	57,000	10/31/86	10/31/86			12/9/87	1/16/87	1/30/87	2/24/87	4/17/87	6/26/87				
(b) Lancer Roof Repair	"																				
(c) Buffner Comp. Roof Repair	"																				
(d) Repair Water-Proof Basements	"																				
(e) Roof/Walls Repair - Barlow	"																				
(f) Replace Brick Ct. Yd. Jamen/Lancaster	"																				
(g) Steam Valves - Bedford/Wycal	"																				
(h) Replace Dimmer Switch/Wycal	"																				
(i) Replace Window Sashes/French Pool	"																				
(j) Replace Ext. Door Locks - Ruffner	"																				
(k) Repairs Floors in Rotunda & New Smoker	"																				
(l) Stevens - Pipe Clean out	"			4,500													7/14/86	7/16/86			
C-7 Energy Conserv.	7-70026			113,080	10,000	10,838	133,918	9/25/85		N/A	N/A	—	2/86	—	3/86	—	3/16 & 2/86	4/9 & 10/86	5/4/86	9/2/86	3/2/87
C-4 Handicap Access	7-70021			16,400	—	850	17,250	N/A	N/A												
C-6 Asbestos Removal																					
French Gym Renovation	7-70031	X	X	390,000	22,560	15,917	428,477	9/4/85		—	2/7/86	—	8/86	11/18/86	1/17/87	2/10 & 11/86	4/22/87	8/14/87			
C-4 Handicap Access	7-70033	X	X							FUNDS APPLIED FOR BUT NOT YET APPROVED.....											
C-7 Energy Conserv.										FUNDS APPLIED FOR BUT NOT YET APPROVED.....											
ICP Program - Cycle VII		X	X	Grant: 81,517 L.C.	38,321		119,838	9/11/85	9/11/85	N/A		11/22/85	3/21/86	Sole Source Approved	5/8/86		10/1/86	2/2/87			
ICP Program - Cycle VIII			X	Grant: 69,034 L.C.	37,172		106,206	4/11/86	5/23/86	N/A	9/11/86	10/10/86					12/3/86	4/7/87			
French Gym Locker	3-10300	X		23,000	—	2,000	25,000	N/A	N/A	8/1/86	9/15/86	10/7/86	10/19/86	11/11 & 12/86		11/24/86	1/8/87				
Cunningham Doors	3-10320	—	X	16,500	—	1,500	18,000	N/A	N/A	← NOT NECESSARY →		10/1/86	11/4 & 5/86		11/24/86	1/9/87					
Lankford Steps	3-10340		X	4,750	—	250	5,000	N/A	N/A	← NOT NECESSARY →		9/1 & 2/86		9/19/86	10/3/86						

GENERAL FUNDS

COMBINATION GENERAL & NON-GENERAL FUNDS
LONGWOOD COLLEGE BOARD'S FINANCED PROJECTS

APPROVAL OF CO-2 AWAITED

LEGEND: T: Target -A: Actual

NON-GENERAL FUNDS

PROJECT		FUNDING AMOUNTS \$							PROGRAM SCHEDULE										REMARKS						
NAME	BUDGET NUMBER	E & G	AUX	Construction/Equipment and/or Furniture	A & E	Contingency	TOTAL	A & E Selection	Notice To Proceed	DESIGN REVIEWS			PRECONSTRUCTION PHASE			CONSTRUCTION PHASE									
										Schematic	Preliminary	FINAL	Advertisement	Bid Receipt/ Open	Bid Award	Begin	Complete								
										T	A	T	A	T	A	T	A	T		A	T	A			
Replace Bathrm. Fittnos	7-70004	-	X	384,400	33,000	15,600	438,000	6/26/86	7/8/86	N/A	N/A	8/18/86	8/21/86	10/15/86	11/1/86	11/24/86		See Below.....							
(a) Stubbs	"	-	X																DETAILS						
(b) Cox	"	-	X																LATER						
(c) Wheeler	"	-	X																↓						
(d) South Cunn.	"	-	X																↓						
Repair Parapet & Corn.	7-70003	-	X	360,000	30,000	20,000	410,000	7/3/86	7/8/86	N/A	N/A														
(a) Stubbs	"	-	X									9/12/86	10/10/86	11/7/86	12/1 & 2/86			See Below.....	DETAILS						
(b) Cox	"	-	X																LATER						
(c) Wheeler	"	-	X																↓						
Repair A/C Lines	7-70005	-	X	248,000	20,000	7,000	275,000	6/30/86	7/10/86	N/A	N/A	8/30/86	8/27/86	11/28/86	1/3/87	11/26 & 27/86		See Below.....							
(a) Curry	"	-	X																DETAILS						
(b) Frazer	"	-	X																LATER						
Renovation to Apts.	7-70008	-	X	802,000	62,100	40,900	1,345,000	HELD IN ABEYANCE UNTIL NEW STUDENT HOUSING (Below) DEVELOPS APPRECIABLY.																	
" to Equip. & Furn.	7-70008	-	X	440,000																					
(a) Cox	"	-	X																	DETAILS					
(b) Wheeler	"	-	X																	LATER					
New Student Housing	7-70007	-	X	3,907,500	225,000	617,500	5,000,000	HELD IN ABEYANCE WHILE ACQUISITION OF PROPERTY IS IN PROGRESS.....																	
New Student Furniture	7-70007	-	X	250,000				HELD IN ABEYANCE WHILE ACQUISITION OF PROPERTY IS IN PROGRESS.....																	
Parking Lot (New)	7-70006	-	X	1,008,000	12,000	80,000	1,100,000	HELD IN ABEYANCE WHILE ACQUISITION OF PROPERTY IS IN PROGRESS.....																	
CAPITAL OUTLAY 1984-86																									
Stevens Renovation	7-70024	X	-	894,100	68,000	1,370	963,470	8/10/84	8/24/85			8/15/85				11/29/86	1/20/86	4/24/86	5/1/86	2/27/87					
Stevens Renovation Equip.	7-70025	X	-	236,530	-	-	236,530														No Details				

LEGEND: T: Target A: Actual

LONGWOOD COLLEGE

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 1986

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Longwood College have been prepared in accordance with generally accepted accounting principles for college and universities. The significant accounting policies followed by the College are as follows:

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting under which revenues have been recorded when earned and expenses are recorded at the time liabilities are incurred through the receipt of goods or services.

As an agency of the Commonwealth of Virginia, the College's financial operations are subject to the State appropriation and budgetary process which is based upon cash receipts and disbursements. Under the accrual basis of accounting, the decrease from the College's cash basis fund balance (representing generally the excess of accounts payable and accrued expenses over accounts receivable) of 1986, is approximately \$850,035 and is included in the reported fund balance.

Fund Accounting

To insure observance of limitations and restrictions placed on the use of resources, the accounts are maintained in accordance with the principles of "fund accounting." Resources are classified for accounting and reporting purposes into funds which may be used for activities or objectives specified. Separate accounts are maintained for each fund; however, in the accompanying financial statements, funds that have similar characteristics have been combined into fund groups. Accordingly, all financial transactions have been recorded and reported by fund group.

Within each fund group, fund balances restricted by outside sources are so indicated and are distinguished from unrestricted funds allocated to specific purposes by action of the Board of Visitors. Externally restricted funds may only be utilized in accordance with the purposes established by the source of such funds and are in contrast with unrestricted funds over which the governing board retains full control and use in achieving any of its institutional purposes.

Unrestricted revenue is accounted for in the Current Unrestricted Fund. Restricted gifts, grants, appropriations, and other restricted resources are accounted for in the appropriate Restricted Funds. Restricted Current Funds are reported as revenues and expenditures when expended for current operating purposes.

A summary of Fund group definitions is as follows:

- A. Current Funds. Current fund balances are separated into those which are restricted by donors and those which are unrestricted. Restricted funds may only be expended for the purpose indicated by the donor or grantor whereas unrestricted funds are available for current operations at the discretion of the institution.
- B. Loan Funds. Loan funds represent funds which are limited by the terms of their donors or by action of the Board of Visitors to the purpose of making loans to students.
- C. Plant Funds. Plant funds are divided into three groups: Unexpended plant funds represent funds which were specified by external sources or designated by the Board Of Visitors for the acquisition, construction, renovation, and replacement of physical properties. The retirement of indebtedness fund includes resources held for the retirement of both principal and interest on debt and sinking funds established under bond indentures. New investment in plant represents the capitalized value of physical property owned by the College, less associated long-term debt.

Physical plant and equipment are stated at cost or estimated cost at the date of acquisition. Depreciation on physical plant and equipment is not recorded.

To the extent that current funds are used to finance plant assets, the amounts so provided are accounted for as (1) expenditures, in the case of normal replacement of movable equipment and library books, and (2) for debt amortization and interest. Plant assets, at the time of disposal, revert to the Commonwealth of Virginia for disposition. Proceeds, if any, are returned to the College.

- D. Agency Funds. Agency funds reflect funds held in trust by the College.

2. **LONGWOOD COLLEGE FOUNDATION**

Assets of the Longwood College Foundation, which is separately incorporated and managed by its own Board, are not included in these financial statements. The Foundation is audited by a firm of independent certified public accountants. The following table summarizes the financial position of the Foundation at June 30, 1986:

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>
Assets	\$1,594,660 =====	\$1,688,922 =====	\$3,283,582 =====
Liabilities	\$ 8,913	\$ -	\$ 8,913
Fund Balances	1,585,747 -----	1,688,922 -----	3,274,669 -----
 TOTAL	 \$1,594,660 =====	 \$1,688,922 =====	 \$3,283,582 =====

The Foundation is organized as a fund raising activity to support the College. Gifts and private grants to the College are received and managed by the Foundation. Income received from the Foundation is recorded as a gift when received. For the year ended June 30, 1986, the College received \$253,217 from the Foundation.

3. **STATE APPROPRIATIONS**

During the fiscal year ended June 30, 1986, the College received supplemental appropriations for Education and General in accordance with the Appropriations Act, Chapter 619.

Original Appropriation	\$7,642,745
Central Fund Appropriation for Personal Service Adjustments	470,125
Reversion to General Fund for Insurance, Telephone and Travel and Cost Adjustments	(5,520)
	<u>\$8,107,350</u> =====

4. **REVERSIONS**

As of June 30, 1986, The College reverted to the General Fund of the Commonwealth \$806 which represents the unused portion of Educational and General funds, and unused portion of State Student Financial Assistance funds.

5. **LONG-TERM INDEBTEDNESS**
Bonds Payable

Balance as of
June 30, 1986

Hi Rise System. General Obligation Revenue Bonds, Series 1971, issued \$4,250,000, balance payable in annual installments on June 1, varying from \$125,000 to \$275,000 with interest of 6.0% to 4.0% payable semiannually; the final installment of \$275,000 being due in 1992.

\$1,650,000

Dining Hall. General Obligation Revenue Bonds, Series 1973, issued \$400,000, balance payable in annual installments on January 1, varying from \$15,000 to \$30,000 with interest of 4.9% to 3.5% payable semiannually; the final installment of \$5,000 being due in 1992.

170,000

Athletic Fields. General Obligation Revenue Bonds, Series 1982-A, issued \$100,000, balance payable in annual installments on June 1, varying from \$5,000 to \$15,000 with interest of 12.0% payable semiannually; the final installment of \$15,000 being due in 1992.

75,000

Physical Education Building. General Obligation Revenue Bonds, Series 1982-A, issued \$630,000, balance payable in annual installments on June 1, varying from \$10,000 to \$65,000 with interest of 12.0% to 8.0% payable semiannually; the final installment of \$65,000 being due in 2001.

560,000

Dining Hall Renovations. General Obligation Revenue Bonds, Series 1983-D, issued \$115,000, balance payable in annual installments on June 1, varying from \$5,000 to \$10,000 with interest of 7.25% to 8.1% payable semiannually; the final installment of \$10,000 being due in 1998.

100,000

Balance as of
June 30, 1986

Bonds Payable

French Dormitory Renovation. General Obligation Revenue Bonds, Series 1983-D, issued \$690,000, balance payable in annual installments on June 1, varying from \$15,000 to \$65,000 with interest of 7.25% to 8.3% payable semiannually; the final installment of \$65,000 being due in 2002. \$640,000

North and Main Cunningham Dorm Renovations. General Obligation Revenue Bonds, Series 1984, issued \$735,000, balance payable in annual installments on June 1, varying from \$15,000 to \$70,000 with interest of 7.0% to 12.25% payable semiannually; the final installment of \$70,000 being due in 2004. 705,000

TOTAL \$3,900,000
=====

Debt service for the the next five years and in the aggregate are:

	Principal	Interest	Total
1986-1987	\$ 370,000	\$ 273,357	\$ 643,357
1987-1988	380,000	252,506	632,506
1988-1989	380,000	230,683	610,683
1989-1990	395,000	208,719	603,719
1990-1991	410,000	185,420	595,420
1991-2004	1,965,000	1,088,386	3,053,386
	-----	-----	-----
	\$3,900,000	\$2,239,071	\$6,139,071
	=====	=====	=====

6. LEASES

The College is the lessee of computer equipment under a capital lease. The assets and liabilities under capital leases are recorded at the lower of the present value of the minimum lease payments or the fair value of the asset. General fixed assets acquired via lease agreements for governmental funds are capitalized in the General Fixed Asset Account Group. The associated liability is recorded in the General Long-Term Debt Account Group. The entire lease contract was paid off June 30, 1986 which resulted in a payoff of principal of \$80,957 and interest of \$13,678.

The College uses various types of equipment under lease arrangements. Commitments for subsequent fiscal years are as follows:

1986-1987	\$ 8,512
1987-1988	4,829
1988-1989	4,328
1989-1990	2,164
1990-1991	-0-

The Total rental expense for the above equipment was approximately \$ 26,011 for the fiscal year ended June 30, 1986.

7. LEAVE LIABILITY

Non faculty salaried employees' attendance and leave regulations make provisions for the granting of a specified number of days of leave with pay each year. Instruction personnel do not earn leave. At June 30, 1986, compensated balances were as follows:

Accrued Sick Leave Liability

Employees earn 10 hours of sick leave for each completed calendar month worked regardless of length of service. There is no limit on the maximum accumulation of sick leave. Upon permanent separation from State service, an employee with five or more years of continuous service is entitled to 25% of his/her accumulated unused sick leave not to exceed \$2,500. At June 30, 1986, employees had eligible sick leave balances totaling 28,415 hours representing a liability of approximately \$198,226.

Accrued Vacation Leave Liability

Employees earn from 8 to 14 hours of vacation leave monthly with a minimum accumulation of 192 hours to 336 hours, depending on the employees year of service with the Commonwealth. At June 30, 1986, the accumulated vacation leave balance totaled 42,803 hours representing a liability of approximately \$379,113.

8. COMPENSATORY TIME LIABILITY

Eligible employees may earn compensatory time in lieu of payment for overtime hours worked. There is no limit on the maximum accumulation of compensatory time except that it must be taken as leave within one year or the time will no longer be available to the employee. Upon permanent separation from State services, the employee is entitled to receive compensation for his/her accumulated compensatory leave. At June 30, 1986, employees had compensatory leave balances totaling 961 hours representing a liability of approximately \$7,447.

9. CONTRIBUTIONS TO PENSION PLAN

All employees of the College are covered under the Virginia Supplemental Retirement System. Required contributions to the Virginia Supplemental Retirement System are established annually by the Virginia Supplemental Retirement System Board and, subsequently, included in the Appropriations Act by the Legislature. Employer contribution rates in effect for the fiscal year ended June 30, 1986 were 12.68%.

The above contribution rates were actuarially determined by the Virginia Supplemental Retirement Board as the rates required to fund normal costs plus amortization of prior service costs over a 40-year period. Retirement costs incurred by the College for the fiscal year ending June 30, 1986 were \$1,056,642.

10. CONTINGENCIES

The College receives assistance from Non State grantor agencies in the form of grants. Entitlement to these resources is generally conditional upon compliance with the terms and conditions of grant agreements, including the expenditure of resources for eligible purposes. Substantially all grants are subject to financial and compliance audits by the grantors. All disallowances as a result of these audits become a liability of the College. As of June 30, 1986, the College estimates that no material liabilities will result from such audits.

11. RESTATEMENT OF FUND BALANCES AT JUNE 30, 1985.

The fund balances originally reported in the College's Financial Statements as of June 30, 1985 have been restated as follows:

	Current Unrestricted	Current Restricted	Agency
Fund Balance as originally reported	\$905,799	\$59,403	\$300,162
Effects of Federal Workstudy additional Revenue	11,293		
Effects of Accrual of Leave Liability	(499,791)	(2,719)	
Effects of Reversion of State Grant Balance		(14,034)	
Effects of Recording Payment Plan Agency Balances and un-restricted Net Interest earned	97,140		155,973
Effects of Accounts Payable Adjustment	39,546		
	<u>\$553,987</u> =====	<u>\$42,650</u> =====	<u>\$456,135</u> =====

A P P E N D I X

**LONGWOOD COLLEGE
INTERCOLLEGIATE ATHLETICS
STATEMENT OF REVENUES AND EXPENDITURES
For The Twelve Month Period June 30, 1986**

Operating Revenues:

Athletic Student Fees	\$1,002,754	
Ticket Sales	1,046	
Total Revenue		\$1,003,800

Operating Expenditures:

Coaches Salaries	\$ 234,367	
Other Salaries	72,815	
Part-Time Wages	1,420	
Fringe Benefits	77,047	
Recovery To E&G	113,613	
Total Personal Serv	<hr/>	\$499,262
Travel	67,647	
Telecommunications	13,723	
Postage	3,909	
Referee Officials	14,387	
Other	9,078	
Recovery To E&G	7,544	
Total Contractual Ser	<hr/>	116,288
Recreational Supplies	25,376	
Office Supplies	5,480	
Medical Supplies	5,235	
Other	4,052	
Recovery To E&G	26,104	
Total Supplies & Mat.	<hr/>	66,247
Scholarships	135,279	
Other	3,039	
Recovery To E&G	646	
Total Trans. Payments	<hr/>	138,964

Insurance	14,460
Other	3,260
Recovery To E&G	19,440

Total	37,163
-------	--------

Equipment	8,549
-----------	-------

Debt Service	104,935
--------------	---------

Total Expenditures	971,408
--------------------	---------

Excess Revenues Over Expenditures	32,392
-----------------------------------	--------

=====

LONGWOOD COLLEGE
AUXILIARY ENTERPRISES
STATEMENT OF REVENUES AND EXPENDITURES
Year Ended June 30, 1986

APENDIX II

	Student Services	Athletics	Faculty/Staf Housing	Other Auxiliary	Total Auxiliary
REVENUES:					
Student Fees	\$ 6,414,376	\$ 1,002,754	\$ 117,491	\$ -	\$ 7,534,621
Conference Fees	-	-	-	218,630	218,630
Vending Sales	-	-	-	56,868	56,868
Parking Fees and Fines	31,308	-	-	-	31,308
Bookstore Commissions	18,910	-	-	-	18,910
Athletic Ticket Sales	-	1,046	-	-	1,046
Faculty/ Staff Housing	-	-	2,626	-	2,626
Other	-	-	-	23,144	23,144
	-----	-----	-----	-----	-----
TOTAL REVENUES:	6,464,594	1,003,800	120,117	298,642	7,887,153
	-----	-----	-----	-----	-----
EXPENDITURES AND OTHER DEDUCTIONS:					
Personal Services	2,066,725	499,262	3,178	68,364	2,637,529
Contractual Services	2,118,725	116,288	36,318	108,554	2,379,885
Supplies and Materials	342,558	66,247	12,098	24,393	445,296
Transfer Payments	270,050	138,964	19	14,704	423,737
Continuous Charges	284,848	37,163	11,198	71,450	404,659
Equipment	154,810	8,549	3,694	10,240	177,293
	-----	-----	-----	-----	-----
TOTAL EXPENDITURES:	5,237,716	866,473	66,505	297,705	6,468,399
	-----	-----	-----	-----	-----
MANDATORY TRANSFERS:					
Annual Debt Service	548,385	104,935	-	-	653,320
	-----	-----	-----	-----	-----
TOTAL EXPENDITURES AND TRANSFERS	5,786,101	971,408	66,505	297,705	7,121,719
	-----	-----	-----	-----	-----
Excess (Deficiency) of Revenue over Expenditures	\$ 678,493	\$ 32,392	\$ 53,612	\$ 937	765,434
	=====	=====	=====	=====	=====
Fund Balance Beginning of Year					955,720

Fund Balance End of Year					\$ 1,721,154
					=====

LONGWOOD COLLEGE
 SCHEDULE OF FEDERAL GRANTS
 FOR THE YEAR ENDED JUNE 30, 1986

APPENDIX III

(2) FEDERAL GRANTS:

<u>Account Number</u>	<u>Federal Agency</u>	<u>Grant No.</u>	<u>Grant Period</u>	<u>Grant Subject</u>	<u>Indirect Cost</u>	<u>Amount</u>
5-21002	National Endowment for the the Humanities	EK-20079-84	1/1/85 - 1/31/86	Restoring Great Long Works to Introductory Literature	yes	\$28,492
5-22001	NASA	NAG-1-498	7/1/84 - 9/1/85	Growth of Lead Tin Telluride Crystals in Gels	no	12,617
5-22002	NASA	N/A	9/1/84 - 8/31/85	Salary & Fringe Benefits for Visiting Scientist at NASA Langley Research Center	no	55,000
5-21003	United States Information Agency	IA20819-19-G	9/1/83 - 8/31/86	Partnership Grant for Professors	no	50,000
5-22003	NASA	NAG-1-357 #2	10/1/84 - 9/30/85	Bithienyl Polymers	no	31,785
5-22004	NASA	NAG-1-627	1/1/86 - 12/31/86	Crystal Growth in Bridgeman Furnaces	no	54,000
5-27001	Department of Energy	DE-FG43- 84R366635	7/1/84 - 6/30/85	Technical Assistance in Energy Conservation cycle VI	no	12,314
5-27000	Department of Energy	OMME/VA010	8/1/84 - 5/31/85	Energy Conservation cycle VI	no	55,250
5-27003	Department of Energy	DE-FG43- 85R377160	7/1/85 - 12/31/86	Energy Conservation cycle VII	no	81,517
5-27002	Department of Energy	DE-FG43- 85R377038	6/1/85 - 11/30/86	Technical Assistance in Energy Conservation cycle VII	no	39,324
5-21014	National Foundation for Humanities	FV-20400-85	10/1/85 - 9/30/86	Great Serial Novels	yes	44,518
5-21008	National Foundation for Humanities	EK-20079-84	1/31/85 - 1/31/86	Restoring Great Long Works To Introductory Literature	yes	28,492



FINANCIAL STATEMENT

FOR THE FISCAL YEAR ENDED

JUNE 30, 1986

(UNAUDITED)

BUSINESS AFFAIRS COMMITTEE

INFORMATION ITEM

POLICY: PERSONNEL

BY-LAWS: ARTICLE V, SECTION 3

1. All classified and hourly employees received an across the board salary increase of 4.57% effective July 1, 1986 authorized by the Legislature through the agency budget.
2. Three positions were reallocated upward effective July 1, 1986: Brenda Nagy to Personnel Assistant, Karen Schinabeck to Scholarship and Placement Coordinator and Karen Stokes to Computer Operator.
3. During the 1985-86 year, 14 employees were reallocated upward, nine in-house promotions occurred and six hourly people were appointed to permanent full-time positions.
4. Starting July 1, 1986, all Longwood personnel now have a choice of health care insurance one of which includes a dental plan.
5. Thirty-six hourly people were hired for summer employment.
6. Actions since last Board report:

Retirements: Barbara Patterson - May 31, 1986 Clerk-Steno B
Regina Randolph - March 31, 1986 Custodial
Worker-Disability
Ruby Smith - July 31, 1986 - Home Economics

Transfers: Eric Shoemaker - July 31, 1986 Police Chief
(Old Dominion University)

Resignations: Frank Bowman - June 9, 1986 Police Officer
Deborah Hedrick - August 1, 1986 - Placement

Promotions: James Huskey - September 4, 1986 from Campus
Police Sargeant to Campus Police Chief

Alan Franklin - April 3, 1986 Clerk D
(Postmaster)

Joe Bowman - June 9, 1986 Postal Aide
Kay Nixon March 24, 1986 Clerk Steno D-
Institutional Advancement

Barbara Stonikinis - February 16, 1986
Assistant to Vice President of
Institutional Advancement

Willie Oertel - October 1, 1986 from Campus
Police Officer to Campus Police Sargeant

Cynthia Mason - October 1, 1986 hourly Clerk
Typist to permanent Secretary Senior in
Continuing Education

Claudio Aragon August 16, 1986 hourly Painter
to permanent Utility Serviceman

Outside New Hires: Donna Raby - Feb. 24, 1986 Director
of Purchasing
John Thompson - July 1, 1986 Police
Officer
Robert Baldwin - June 30, 1986 Golf
Course Manager
Marlene F. Brown - September 1, 1986
Enrollment and Student Services
Specialist in Placement Office
Judy Meloy - September 15, 1986 Student
Development Educator in Student Affairs
area

Hourly in-house promotions to permanent positions:

Betty Newman - July 1, 1986 Clerk-Stenographer C
Geneva Coffin - April 9, 1986 Clerk-Stenographer C
Virginia Bates - April 1 Custodial Worker
Ricky Sims - April 1, 1986 Custodial Worker
Robert Mason - June 16, 1986 Custodial Worker
Oral Roberts - July 16, 1986 Custodial Worker

LONGWOOD COLLEGE
AMENDMENT REQUESTS
1987 GENERAL ASSEMBLY SESSION

PRIORITY 1 Planning Money for Learning and Communications
Center/Library
\$499,000 General Fund - 1987-88

- 1) Space inadequate according to SCHEV guidelines.
- 2) Building not designed for state-of-the art technologies.
- 3) Need for comprehensive telecommunications-based instructional curriculum.

PRIORITY 2 Replacement of Computer, Computer Peripherals and
Operating Software for Computerized Library System
\$225,000 General Fund - 1987-88

- 1) Present computer purchased from Tech in 1982 is reaching obsolescence.
- 2) Within next year manufacturer will no longer maintain equipment.
- 3) Recent upgrade of VTLS has left Longwood with a computer system that cannot be used to access over 1000 library records containing accents and diacritics - nor can new records containing diacritics and accents be entered.

PRIORITY 3 Support Services for Learning Disabled and Physically
Handicapped Students
\$105,000 General Fund - 1987-88
Two FTE positions - 1987-88

- 1) Section 504, Rehabilitation Act of 1973, and its implementing regulations, require College to provide reasonable services/accommodations for disabled students.
- 2) Need to provide services as comparable as provided by public elementary/secondary schools.
- 3) Would develop a model higher education program to demonstrate how the needs of such students can be met appropriately.
- 4) Number of handicapped students is increasing - from 2.7% to 7.3% from '78 to '84 - and will continue to increase.

PRIORITY 4 Longwood Business Innovation Center
\$200,000 (General Fund) - 1987-88
\$150,000 (General Fund) - 1988-89
One FTE position - 1987-88

- 1) Southside area accounts for only 1.1% of industrial output for state.
- 2) Unemployment rate higher than state average.

- 3) Benefit economic development, faculty development, and students by providing hands-on experience in business world and providing internship opportunities.
- 4) The Office of Productivity, Technology, and Innovation assisted in development and establishment of the Center.
- 5) Anticipate Center being a model for colleges and universities located in rural areas throughout the United States.

PRIORITY 5

Southside Virginia Literacy Project

\$66,833 (General Fund) - 1987-88

\$68,886 (General Fund) - 1988-89

- 1) Only 39.6% of population 25 years old or older has completed high school.
- 2) Three-phased project:
 - Coordinating Activities and Promoting Literacy Research
 - Model Literacy Program for Longwood Employees and Southside Virginia Businesses and Industries

PRIORITY 6

Continuation of Summer Foreign Immersion Programs

\$101,000 (General Fund) - 1987-88

\$103,500 (General Fund) - 1988-89

One FTE Position - 1987-88

- 1) Retraining of existing teachers in languages of French, German, and Spanish.
- 2) 1987 program would include Japan immersion.
- 3) For language teachers, social studies teachers, business people.
- 4) This total-immersion program is the only such offering in Virginia.

PRIORITY 7

Revenue Bond funding for the purchase and installation of a campus wide telecommunications network.

\$800,000 (Revenue Bond) - 1987-88

- 1) Funds would be combined with \$700,000 revenue bond approved in 1985.
- 2) Allow installation of a system to handle both administrative needs and auxiliary needs of College - students, residence halls.
- 3) Recommended by Department of Information Technology.

Longwood Literacy Program

Longwood College has established a Literacy Program for employees who want to learn to read, write and otherwise improve their basis skills. Dr. Mary Stuart Woodburn, a member of the faculty, has agreed to work with our employees in the program. An informational meeting for interested employees was conducted and, to date, we have had seven employees sign up for instruction in reading and writing and seven other employees express an interest in learning basic arithmetic. Instruction in the reading and writing has begun and will continue throughout the academic year.

BUSINESS AFFAIRS COMMITTEE

ACTION ITEMS

POLICY: Approval of the 1986-87 Operating and Capital Budgets

BY-LAWS: Article V, Section 3

RECOMMENDATION: On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the attached 1986-87 Operating and Capital Budgets.

LONGWOOD COLLEGE
OPERATIONS BUDGET
FISCAL YEAR 1986-87

	<u>Unrestricted</u>	<u>Restricted</u>
REVENUE:		
Tuition and Fees	\$ 4,053,600	\$ -
State Appropriations	9,059,400	345,000
Federal Grants and Contracts	-	1,240,100
Private Gifts, Grants and Contracts	-	310,400
Sales and Services of E&G Activities	60,000	-
Sales and Services of Auxiliary Enterprises	8,429,710	-
Other Sources	60,000	-
TOTAL REVENUES	<u>\$21,662,710</u>	<u>\$1,895,500</u>
 EXPENDITURES:		
Educational and General	\$13,233,000	\$ -
Student Financial Assistance	-	1,055,400
Financial Assistance for E&G	-	653,600
Auxiliary Enterprises	8,142,100	186,500
TOTAL EXPENDITURES	<u>\$21,375,100</u>	<u>\$1,895,500</u>
 NET INCREASE (DECREASE)	 <u>\$ 287,610</u>	 <u>-0-</u>

July 1, 1986

**LONGWOOD COLLEGE
CAPITAL OUTLAY BUDGET
FISCAL YEAR 1986-1987**

STATE APPROPRIATIONS

\$ 2,301,307

Renovation of Jarman	\$ 338,120
Fuel Handling Improvements	401,850
Science Building Renovation	726,373
Science Equipment	19,729
Science Building Supplement C-3	103,400
Handicapped Access C-4	79,850
Energy Conservation C-7	123,022
Power Plant Wood Conversion	40,092
Asbestos Removal	36,311
Maintenance Reserve	432,560

REVENUE BONDS

\$ 9,268,000

Telecommunications System	\$ 700,000
Repair Residence Halls Parapet Walls	410,000
Repair Residence Halls Bath Fixtures	438,000
Repair Residence Halls Air Conditioners	275,000
Parking Lot Construction	1,100,000
New Student Housing	5,000,000
Renovation of Cox/Wheeler Residence Halls	1,345,000

AUXILIARY ENTERPRISE RESERVES

\$ 527,477

French Gym Renovation	\$ 428,477
Handicapped Access Improvements	99,000

\$12,096,784

BUSINESS AFFAIRS COMMITTEE

ACTION ITEMS

POLICY: Changes in Admissions Deposits and Fees for Fall, 1987 Term

BY-LAWS: Article V, Section 3

RECOMMENDATION: On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the attached proposed changes in admission deposit amount and application fee/policy.

M E M O R A N D U M

TO: Rick Hurley

FROM: Bob Chonko

DATE: September 18, 1986

SUBJECT: Recommendations for Changes in Admissions Deposits and Fees Beginning Fall, 1987 Term

As a result of our survey of Virginia colleges and discussions with affected college departments, the following deposit amounts and application fee changes are recommended for action:

1. Increase the current \$90.00 admissions deposit to \$100.00 for day students and \$150.00 for residence students. Fifty dollars of the residence amount is considered a room deposit.
2. Eliminate the current \$15.00 fee and requirement of completing another application form for students who wish to reapply for admissions within a 3-year period of initial application.

BUSINESS AFFAIRS COMMITTEE

ACTION ITEMS

- POLICY:** Approval of Use of MasterCard and VISA for payment of tuition and fees
- BY-LAWS:** Article V, Section 3
- RECOMMENDATION:** On behalf of the Business Affairs Committee, I move that the Board approve the practice of allowing the College to accept MasterCard and VISA as payment of College charges.

VISA AND MASTER CHARGE FOR TUITION PAYMENT

VA. TECH	JAMES MADISON	RADFORD	GEORGE MASON	VCU	OLD DOMINION
<p>Accepts both cards for tuition and room and board for any type of tuition. Will only accept if in person and has card - none over the phone.</p> <p>Has been done for at least 5 years.</p> <p>Convenience to students. Office staff finds it very time consuming.</p>	<p>Accepts both for summer and winter session. Professors accept Continuing Ed. registration and very few of these are done with credit cards. Teachers taking classes for certification tend to use it quite often.</p> <p>Require student to be in person with card in hand. Staff spends several hours on phone after registration with Master Charge to verify acceptance. Very few are rejected. Has been done for at least 9 years.</p>	<p>Does not accept either.</p>	<p>Does not accept either.</p>	<p>Accepts both cards for summer, winter & Continuing Ed. No minimum amount required.</p> <p>Will accept by mail but prefer to be in person. Call Master Charge if amount is over \$500.</p> <p>Probably close to half of the students use this method.</p> <p>Has been done for 10 years.</p> <p>A convenience to students.</p>	<p>Accepts both cards for summer, winter and Continuing Ed. for tuition and room and board.</p> <p>Prefer to be done in person but if done by phone, Master charge is called to verify, otherwise not verified.</p> <p>Small percentage of students use this method.</p> <p>Has been done for about 6 years.</p>



BUSINESS AFFAIRS COMMITTEE

ACTION ITEMS

POLICY: Tuition Waiver for Out-of-State Students Working for a Virginia Employer

BY-LAWS: Article V, Section 3

RECOMMENDATION: On behalf of the Business Affairs Committee, I move that the Board approve a tuition waiver for out-of-state students working for a Virginia Employer enrolled in Longwood College courses under the conditions described in Section 23-7.4 Part G of the Code of Virginia.

BUSINESS AFFAIRS COMMITTEE

ACTION ITEMS

POLICY: Enrollment Projections

BY-LAWS: Article V, Section 3

RECOMMENDATION: On behalf of the Business Affairs Committee, I move that the Board approve the enrollment projections for 1986-87 - 1989-90 academic years as shown on the attached.

ENROLLMENT INFORMATION

Enrollment Trends

	<u>80-81</u>	<u>81-82</u>	<u>82-83</u>	<u>83-84</u>	<u>84-85</u>	<u>85-86</u>
Fall On-Campus Headcount	2397	2426	2589	2595	2597	2663
Fall Semester FTE	2538	2545	2666	2631	2732	2741
Annual FTE (All Sessions)	2775	2746	2820	2908	2882	2880

Enrollment Projections

	<u>86-87</u>	<u>87-88</u>	<u>88-89</u>	<u>89-90</u>
Fall On-Campus Headcount	2762	2780	2807	2836
(Including Employees & Senior Citizens)	(2789)	(2810)	(2837)	(2866)
Fall Semester FTE	2791	2808	2835	2864
Annual FTE (All Sessions)	2919	2948	2977	3007

Longwood College
Office of Planning, Research and Information Systems
September 30, 1986

L O N G W O O D C O L L E G E

Farmville, Virginia

FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED

JUNE 30, 1986

(UNAUDITED)

L O N G W O O D C O L L E G E
Farmville, Virginia

BOARD OF VISITORS
1986-87

Ms. Martha A. Burton

Mr. Thomas D. Rust, Rector

Ms. Jean Dixon Colgate

Mr. Bertram R. Schewel

Dr. Harold W. Conley

Ms. Linda E. Sydnor

Ms. Martha W. High

Mr. W.T. Thompson III

Mr. George E. Murphy, Jr.

Mr. Hunter R. Watson

Lt. General Samuel V. Wilson (Vice Rector)

OFFICIALS

Janet D. Greenwood, President

Richard V. Hurley, Vice President for Business Affairs

John P. King, Associate Vice President for Planning,
Research, and Information Systems

Donald L. Lemish, Vice President for Institutional Advancement

Phyllis L. Mable, Vice President for Student Affairs

Donald C. Stuart, Vice President for Academic Affairs

H. Donald Winkler, Associate Vice President and Executive
Director of Public Affairs and Publications

LONGWOOD COLLEGE
BALANCE SHEET
As of June 30, 1986

With comparative Figures at June 30, 1985

Exhibit A

ASSETS	Current Year	Prior Year	LIABILITIES AND FUND BALANCES	Current Year	Prior Year
CURRENT FUNDS:			CURRENT FUNDS:		
Unrestricted:			Unrestricted:		
Cash	\$ 1,764,232	\$ 1,365,287	Accounts payable and accrued expenses	\$ 493,677	\$ 266,734
Accounts receivable:			Accrued leave (Notes 7 and 8)	580,745	499,791
Students - Net of allowance for doubtful			Deferred revenue	30,557	53,921
accounts of \$45,720 for current year	5,389	7,380	Due to Commonwealth of Virginia petty		
and \$47,600 for prior year	3,119	7,766	cash advance	26,000	6,000
Other			Fund balance	641,761	553,987
Total Unrestricted	1,772,740	1,380,433	Total Unrestricted	1,772,740	1,380,433
Restricted:			Restricted:		
Cash	163,906	46,571	Accounts payable and accrued expenses	8,981	1,202
Accounts receivable	30,988	-	Accrued leave (Notes 7 and 8)	4,042	2,719
Total Restricted	194,894	46,571	Fund balance	181,871	42,650
Total Current Funds	\$ 1,967,634	\$ 1,427,004	Total Restricted	194,894	46,571
	=====	=====	Total Current Funds	\$ 1,967,634	\$ 1,427,004
	=====	=====		=====	=====
LOAN FUNDS:			LOAN FUNDS:		
Cash	87,270	72,058	Fund balances:		
Accounts receivable	4624	200	U. S. Government refundable	609,455	538,155
Notes receivable - Net of allowance for			College funds - Restricted	(83,183)	(85,003)
doubtful accounts of \$97,219 for current			Total Loan Funds	\$ 526,272	\$ 453,152
period and \$85,512 for prior period	434,378	380,894		=====	=====
Total Loan Funds	\$ 526,272	\$ 453,152		=====	=====
	=====	=====		=====	=====
	=====	=====		=====	=====
PLANT FUNDS:			PLANT FUNDS:		
Unexpended:			Unexpended:		
Appropriations available	967,085	1,584,788	Accounts payable	68,406	193
Total Unexpended	967,085	1,584,788	Retainage payable	-	12,460
Investment in plant:			Fund balance	898,679	1,572,135
Land	1,328,081	1,328,081	Total Unexpended	967,085	1,584,788
Buildings	32,881,920	32,210,539	Investment in plant:		
Equipment	6,260,909	5,540,684	Bonds payable (Note 5)	3,900,000	4,255,000
Total Investment in Plant	40,470,910	39,079,304	Leases payable (Note 6)	-	80,957
Total Plant Funds	\$ 41,437,995	\$ 40,664,092	Net investment in plant	36,570,910	34,743,347
	=====	=====	Total Investment in Plant	40,470,910	39,079,304
	=====	=====	Total Plant Funds	\$ 41,437,995	\$ 40,664,092
	=====	=====		=====	=====
	=====	=====		=====	=====
AGENCY FUNDS:			AGENCY FUNDS:		
Cash	871,419	456,135	Funds held in custody for others	871,419	456,135
Total Agency Funds	871,419	456,135	Total Agency Funds	\$ 871,419	\$ 456,135
	=====	=====		=====	=====
	=====	=====		=====	=====

The accompanying notes to financial statements are an integral part of this statement.
Compiled from the books of the institution without audit.

LONGWOOD COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES
Year Ended June 30, 1986

Exhibit B

Items	Current Funds		Loan Funds	Plant Funds		
	Unrestricted	Restricted		Unexpended	Retirement of Investment	
					Indebtedness	in Plant
Revenues and other additions:						
Unrestricted current funds revenues	\$ 19,762,836	\$ -	\$ -	\$ -	\$ -	\$ -
State appropriations - Restricted	-	-	-	151,168	-	-
Federal grants and contracts	-	1,271,188	-	-	-	-
State grants and contracts	-	342,583	-	-	-	-
Private gifts, grants and contracts - Restricted	-	310,425	360	-	-	-
Interest on loans receivable	-	-	7,069	-	-	-
Federal government advances	-	-	75,000	-	-	-
Proceeds from sale of general obligation bonds	-	-	-	-	-	-
Expended for plant facilities (\$561,292 expended from current funds)	-	-	-	-	-	1,391,606
Retirement of indebtedness	-	-	-	-	-	435,957
Other revenues	-	-	5,204	-	-	-
Total revenues and other additions	19,762,836	1,924,196	87,633	151,168	-	1,827,563
Expenditures and other deductions:						
Education and general expenditures	12,323,043	1,914,146	-	-	-	-
Auxiliary enterprises expenditures	6,468,399	-	-	-	-	-
Loan cancellations and write-offs	-	-	14,096	-	-	-
Administrative and collection costs	-	-	517	-	-	-
Expended for plant facilities	-	-	-	830,314	-	-
Reversions to the General Fund of the Commonwealth (Note 4)	248	558	-	-	-	-
Retirement of indebtedness	-	-	-	-	435,957	-
Interest on indebtedness	-	-	-	-	311,998	-
Total expenditures and other deductions	18,791,690	1,914,704	14,613	830,314	747,955	-
Transfers among funds:						
Mandatory:						
Debt service	(747,955)	-	-	-	747,955	-
Nonmandatory:						
(To)/from other funds	(135,417)	129,729	-	5,688	-	-
Total transfers	(883,372)	129,729	-	5,688	747,955	-
Net increase (decrease) for the year	87,774	139,221	73,020	-673,458	-	1,827,563
Fund balance (deficit) at beginning of year	553,987	42,650	453,252	1,572,136	-	34,743,347
Fund balance (deficit) at end of year	\$ 641,761	\$ 181,871	\$ 526,272	\$ 898,678	\$ -	\$ 36,570,910

The accompanying notes to financial statements are an integral part of this statement.
Compiled from the books of the institution without audit.

LONGWOOD COLLEGE
STATEMENT OF CURRENT FUNDS REVENUES, EXPENDITURES
AND OTHER CHANGES
Year Ended June 30, 1986
With Comparative Figures at June 30, 1985

Exhibit C

Item	Current Funds		Total Current Year	Total Prior Year
	Unrestricted	Restricted		
Revenues:				
Student tuition and fees	\$ 3,563,591	\$ -	\$ 3,563,591	\$ 3,388,822
State appropriations (Note 3)	8,107,350	-	8,107,350	7,457,848
Federal grants and contracts	-	1,283,793	1,283,793	1,103,846
State grants and contracts	-	329,966	329,966	192,180
Private gifts, grants and contracts	15,029	300,387	315,416	105,857
Sales and services of educational activities	59,938	-	59,938	68,280
Sales and services of auxiliary enterprises	7,887,153	-	7,887,153	7,403,564
other sources	129,775	-	129,775	180,593
Total current revenues	19,762,836	1,914,146	21,676,982	19,900,990
Expenditures and mandatory transfers:				
Educational and general:				
Instruction	5,818,687	339,258	6,157,945	5,678,001
Research	-	69,254	69,254	61,682
Public service	1,072	-	1,072	590
Academic support	1,446,935	29,264	1,476,199	1,200,798
Student services	697,863	45,434	743,297	623,647
Institutional support	2,810,775	87,350	2,898,125	2,199,017
Operation and maintenance of plant	1,547,711	101,556	1,649,267	1,396,397
Scholarships and fellowships	-	1,055,493	1,055,493	844,081
Total educational and general	12,323,043	1,727,609	14,050,652	12,004,213
Mandatory transfers for debt service	94,635	-	94,635	36,084
Total educational and general expenditures and mandatory transfers	12,417,678	1,727,609	14,145,287	12,040,297
Auxiliary enterprises:				
Operating expenditures	6,468,399	186,537	6,654,936	6,299,819
Mandatory transfers to debt service	653,320	-	653,320	653,721
Total auxiliary enterprise expenditures and mandatory transfers	7,121,719	186,537	7,308,256	6,953,540
Total expenditures and mandatory transfers	19,539,397	1,914,146	21,453,543	18,993,837
Other transfers and additions (deductions):				
Excess restricted receipts over restricted expenditures	-	(10,050)	(10,050)	98,816
Reversion to the General Fund of the Commonwealth	248	558	806	6,229
Non-mandatory transfers: (To)/from other funds	135,417	(129,729)	5,688	(69,730)
Net increase in fund balances	\$ 87,774	\$ 139,221	\$ 226,995	\$ 871,838

The accompanying notes to financial statements are an integral part of this statement.
Compiled from the books of the institution without audit.

LONGWOOD COLLEGE

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 1986

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Longwood College have been prepared in accordance with generally accepted accounting principles for college and universities. The significant accounting policies followed by the College are as follows:

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting under which revenues have been recorded when earned and expenses are recorded at the time liabilities are incurred through the receipt of goods or services.

As an agency of the Commonwealth of Virginia, the College's financial operations are subject to the State appropriation and budgetary process which is based upon cash receipts and disbursements. Under the accrual basis of accounting, the decrease from the College's cash basis fund balance (representing generally the excess of accounts payable and accrued expenses over accounts receivable) of 1986, is approximately \$850,035 and is included in the reported fund balance.

Fund Accounting

To insure observance of limitations and restrictions placed on the use of resources, the accounts are maintained in accordance with the principles of "fund accounting." Resources are classified for accounting and reporting purposes into funds which may be used for activities or objectives specified. Separate accounts are maintained for each fund; however, in the accompanying financial statements, funds that have similar characteristics have been combined into fund groups. Accordingly, all financial transactions have been recorded and reported by fund group.

Within each fund group, fund balances restricted by outside sources are so indicated and are distinguished from unrestricted funds allocated to specific purposes by action of the Board of Visitors. Externally restricted funds may only be utilized in accordance with the purposes established by the source of such funds and are in contrast with unrestricted funds over which the governing board retains full control and use in achieving any of its institutional purposes.

Unrestricted revenue is accounted for in the Current Unrestricted Fund. Restricted gifts, grants, appropriations, and other restricted resources are accounted for in the appropriate Restricted Funds. Restricted Current Funds are reported as revenues and expenditures when expended for current operating purposes.

A summary of Fund group definitions is as follows:

- A. Current Funds. Current fund balances are separated into those which are restricted by donors and those which are unrestricted. Restricted funds may only be expended for the purpose indicated by the donor or grantor whereas unrestricted funds are available for current operations at the discretion of the institution.
- B. Loan Funds. Loan funds represent funds which are limited by the terms of their donors or by action of the Board of Visitors to the purpose of making loans to students.
- C. Plant Funds. Plant funds are divided into three groups: Unexpended plant funds represent funds which were specified by external sources or designated by the Board Of Visitors for the acquisition, construction, renovation, and replacement of physical properties. The retirement of indebtedness fund includes resources held for the retirement of both principal and interest on debt and sinking funds established under bond indentures. New investment in plant represents the capitalized value of physical property owned by the College, less associated long-term debt.

Physical plant and equipment are stated at cost or estimated cost at the date of acquisition. Depreciation on physical plant and equipment is not recorded.

To the extent that current funds are used to finance plant assets, the amounts so provided are accounted for as (1) expenditures, in the case of normal replacement of movable equipment and library books, and (2) for debt amortization and interest. Plant assets, at the time of disposal, revert to the Commonwealth of Virginia for disposition. Proceeds, if any, are returned to the College.

- D. Agency Funds. Agency funds reflect funds held in trust by the College.

2. **LONGWOOD COLLEGE FOUNDATION**

Assets of the Longwood College Foundation, which is separately incorporated and managed by its own Board, are not included in these financial statements. The Foundation is audited by a firm of independent certified public accountants. The following table summarizes the financial position of the Foundation at June 30, 1986:

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>
Assets	\$1,594,660 =====	\$1,688,922 =====	\$3,283,582 =====
Liabilities	\$ 8,913	\$ -	\$ 8,913
Fund Balances	1,585,747 -----	1,688,922 -----	3,274,669 -----
 TOTAL	 \$1,594,660 =====	 \$1,688,922 =====	 \$3,283,582 =====

The Foundation is organized as a fund raising activity to support the College. Gifts and private grants to the College are received and managed by the Foundation. Income received from the Foundation is recorded as a gift when received. For the year ended June 30, 1986, the College received \$253,217 from the Foundation.

3. **STATE APPROPRIATIONS**

During the fiscal year ended June 30, 1986, the College received supplemental appropriations for Education and General in accordance with the Appropriations Act, Chapter 619.

Original Appropriation	\$7,642,745
Central Fund Appropriation for Personal Service Adjustments	470,125
Reversion to General Fund for Insurance, Telephone and Travel and Cost Adjustments	(5,520)
	<u>\$8,107,350</u> =====

4. **REVERSIONS**

As of June 30, 1986, The College reverted to the General Fund of the Commonwealth \$806 which represents the unused portion of Educational and General funds, and unused portion of State Student Financial Assistance funds.

5. **LONG-TERM INDEBTEDNESS**
Bonds Payable

Balance as of
June 30, 1986

Hi Rise System. General Obligation Revenue Bonds, Series 1971, issued \$4,250,000, balance payable in annual installments on June 1, varying from \$125,000 to \$275,000 with interest of 6.0% to 4.0% payable semiannually; the final installment of \$275,000 being due in 1992.	\$1,650,000
Dining Hall. General Obligation Revenue Bonds, Series 1973, issued \$400,000, balance payable in annual installments on January 1, varying from \$15,000 to \$30,000 with interest of 4.9% to 3.5% payable semiannually; the final installment of \$5,000 being due in 1992.	170,000
Athletic Fields. General Obligation Revenue Bonds, Series 1982-A, issued \$100,000, balance payable in annual installments on June 1, varying from \$5,000 to \$15,000 with interest of 12.0% payable semiannually; the final installment of \$15,000 being due in 1992.	75,000
Physical Education Building. General Obligation Revenue Bonds, Series 1982-A, issued \$630,000, balance payable in annual installments on June 1, varying from \$10,000 to \$65,000 with interest of 12.0% to 8.0% payable semiannually; the final installment of \$65,000 being due in 2001.	560,000
Dining Hall Renovations. General Obligation Revenue Bonds, Series 1983-D, issued \$115,000, balance payable in annual installments on June 1, varying from \$5,000 to \$10,000 with interest of 7.25% to 8.1% payable semiannually; the final installment of \$10,000 being due in 1998.	100,000

Balance as of
June 30, 1986

Bonds Payable

French Dormitory Renovation. General Obligation Revenue Bonds, Series 1983-D, issued \$690,000, balance payable in annual installments on June 1, varying from \$15,000 to \$65,000 with interest of 7.25% to 8.3% payable semiannually; the final installment of \$65,000 being due in 2002.

\$640,000

North and Main Cunningham Dorm Renovations. General Obligation Revenue Bonds, Series 1984, issued \$735,000, balance payable in annual installments on June 1, varying from \$15,000 to \$70,000 with interest of 7.0% to 12.25% payable semiannually; the final installment of \$70,000 being due in 2004.

705,000

TOTAL

\$3,900,000
=====

Debt service for the the next five years and in the aggregate are:

	Principal	Interest	Total
1986-1987	\$ 370,000	\$ 273,357	\$ 643,357
1987-1988	380,000	252,506	632,506
1988-1989	380,000	230,683	610,683
1989-1990	395,000	208,719	603,719
1990-1991	410,000	185,420	595,420
1991-2004	1,965,000	1,088,386	3,053,386
	<u>\$3,900,000</u>	<u>\$2,239,071</u>	<u>\$6,139,071</u>
	=====	=====	=====

6. LEASES

The College is the lessee of computer equipment under a capital lease. The assets and liabilities under capital leases are recorded at the lower of the present value of the minimum lease payments or the fair value of the asset. General fixed assets acquired via lease agreements for governmental funds are capitalized in the General Fixed Asset Account Group. The associated liability is recorded in the General Long-Term Debt Account Group. The entire lease contract was paid off June 30, 1986 which resulted in a payoff of principal of \$80,957 and interest of \$13,678.

The College uses various types of equipment under lease arrangements. Commitments for subsequent fiscal years are as follows:

1986-1987	\$ 8,512
1987-1988	4,829
1988-1989	4,328
1989-1990	2,164
1990-1991	-0-

The Total rental expense for the above equipment was approximately \$ 26,011 for the fiscal year ended June 30, 1986.

7. LEAVE LIABILITY

Non faculty salaried employees' attendance and leave regulations make provisions for the granting of a specified number of days of leave with pay each year. Instruction personnel do not earn leave. At June 30, 1986, compensated balances were as follows:

Accrued Sick Leave Liability

Employees earn 10 hours of sick leave for each completed calendar month worked regardless of length of service. There is no limit on the maximum accumulation of sick leave. Upon permanent separation from State service, an employee with five or more years of continuous service is entitled to 25% of his/her accumulated unused sick leave not to exceed \$2,500. At June 30, 1986, employees had eligible sick leave balances totaling 28,415 hours representing a liability of approximately \$198,226.

Accrued Vacation Leave Liability

Employees earn from 8 to 14 hours of vacation leave monthly with a minimum accumulation of 192 hours to 336 hours, depending on the employees year of service with the Commonwealth. At June 30, 1986, the accumulated vacation leave balance totaled 42,803 hours representing a liability of approximately \$379,113.

8. COMPENSATORY TIME LIABILITY

Eligible employees may earn compensatory time in lieu of payment for overtime hours worked. There is no limit on the maximum accumulation of compensatory time except that it must be taken as leave within one year or the time will no longer be available to the employee. Upon permanent separation from State services, the employee is entitled to receive compensation for his/her accumulated compensatory leave. At June 30, 1986, employees had compensatory leave balances totaling 961 hours representing a liability of approximately \$7,447.

9. CONTRIBUTIONS TO PENSION PLAN

All employees of the College are covered under the Virginia Supplemental Retirement System. Required contributions to the Virginia Supplemental Retirement System are established annually by the Virginia Supplemental Retirement System Board and, subsequently, included in the Appropriations Act by the Legislature. Employer contribution rates in effect for the fiscal year ended June 30, 1986 were 12,68%.

The above contribution rates were actuarially determined by the Virginia Supplemental Retirement Board as the rates required to fund normal costs plus amortization of prior service costs over a 40-year period. Retirement costs incurred by the College for the fiscal year ending June 30, 1986 were \$1,056,642.

10. CONTINGENCIES

The College receives assistance from Non State grantor agencies in the form of grants. Entitlement to these resources is generally conditional upon compliance with the terms and conditions of grant agreements, including the expenditure of resources for eligible purposes. Substantially all grants are subject to financial and compliance audits by the grantors. All disallowances as a result of these audits become a liability of the College. As of June 30, 1986, the College estimates that no material liabilities will result from such audits.

11. RESTATEMENT OF FUND BALANCES AT JUNE 30, 1985.

The fund balances originally reported in the College's Financial Statements as of June 30, 1985 have been restated as follows:

	Current Unrestricted	Current Restricted	Agency
Fund Balance as originally reported	\$905,799	\$59,403	\$300,162
Effects of Federal Workstudy additional Revenue	11,293		
Effects of Accrual of Leave Liability	(499,791)	(2,719)	
Effects of Reversion of State Grant Balance		(14,034)	
Effects of Recording Payment Plan Agency Balances and un-restricted Net Interest earned	97,140		155,973
Effects of Accounts Payable Adjustment	39,546		
	<hr/>	<hr/>	<hr/>
	\$553,987	\$42,650	\$456,135
	=====	=====	=====

A P P E N D I X

**LONGWOOD COLLEGE
INTERCOLLEGIATE ATHLETICS
STATEMENT OF REVENUES AND EXPENDITURES
For The Twelve Month Period June 30, 1986**

Operating Revenues:

Athletic Student Fees	\$1,002,754	
Ticket Sales	1,046	
Total Revenue		\$1,003,800

Operating Expenditures:

Coaches Salaries	\$ 234,367	
Other Salaries	72,815	
Part-Time Wages	1,420	
Fringe Benefits	77,047	
Recovery To E&G	113,613	
Total Personal Serv		\$499,262
Travel	67,647	
Telecommunications	13,723	
Postage	3,909	
Referee Officials	14,387	
Other	9,078	
Recovery To E&G	7,544	
Total Contractual Ser		116,288
Recreational Supplies	25,376	
Office Supplies	5,480	
Medical Supplies	5,235	
Other	4,052	
Recovery To E&G	26,104	
Total Supplies & Mat.		66,247
Scholarships	135,279	
Other	3,039	
Recovery To E&G	646	
Total Trans. Payments		138,964

Insurance	14,460
Other	3,260
Recovery To E&G	19,440

Total	<u>37,163</u>
-------	---------------

Equipment	8,549
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Debt Service	<u>104,935</u>
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Total Expenditures	<u>971,408</u>
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Excess Revenues Over Expenditures	<u>32,392</u> =====
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LONGWOOD COLLEGE
AUXILIARY ENTERPRISES
STATEMENT OF REVENUES AND EXPENDITURES
Year Ended June 30, 1986

APPENDIX II

	Student Services	Athletics	Faculty/Staf Housing	Other Auxiliary	Total Auxiliary
REVENUES:					
Student Fees	\$ 6,414,376	\$ 1,002,754	\$ 117,491	\$ -	\$ 7,534,621
Conference Fees	-	-	-	218,630	218,630
Vending Sales	-	-	-	56,868	56,868
Parking Fees and Fines	31,308	-	-	-	31,308
Bookstore Commissions	18,910	-	-	-	18,910
Athletic Ticket Sales	-	1,046	-	-	1,046
Faculty/ Staff Housing	-	-	2,626	-	2,626
Other	-	-	-	23,144	23,144
TOTAL REVENUES:	6,464,594	1,003,800	120,117	298,642	7,887,153
EXPENDITURES AND OTHER DEDUCTIONS:					
Personal Services	2,066,725	499,262	3,178	68,364	2,637,529
Contractual Services	2,118,725	116,288	36,318	108,554	2,379,885
Supplies and Materials	342,558	66,247	12,098	24,393	445,296
Transfer Payments	270,050	138,964	19	14,704	423,737
Continuous Charges	284,848	37,163	11,198	71,450	404,659
Equipment	154,810	8,549	3,694	10,240	177,293
TOTAL EXPENDITURES:	5,237,716	866,473	66,505	297,705	6,468,399
MANDATORY TRANSFERS:					
Annual Debt Service	548,385	104,935	-	-	653,320
TOTAL EXPENDITURES AND TRANSFERS	5,786,101	971,408	66,505	297,705	7,121,719
Excess (Deficiency) of Revenue over Expenditures	\$ 678,493	\$ 32,392	\$ 53,612	\$ 937	765,434
Fund Balance Beginning of Year					955,720
Fund Balance End of Year					\$ 1,721,154

LONGWOOD COLLEGE
SCHEDULE OF FEDERAL GRANTS
FOR THE YEAR ENDED JUNE 30, 1986

APPENDIX III

(2) FEDERAL GRANTS:

<u>Account Number</u>	<u>Federal Agency</u>	<u>Grant No.</u>	<u>Grant Period</u>	<u>Grant Subject</u>	<u>Indirect Cost</u>	<u>Amount</u>
5-21002	National Endowment for the Humanities	EK-20079-84	1/1/85 - 1/31/86	Restoring Great Long Works to Introductory Literature	yes	\$28,492
5-22001	NASA	NAG-1-498	7/1/84 - 9/1/85	Growth of Lead Tin Telluride Crystals in Gels	no	12,617
5-22002	NASA	N/A	9/1/84 - 8/31/85	Salary & Fringe Benefits for Visiting Scientist at NASA Langley Research Center	no	55,000
5-21003	United States Information Agency	IA20819-19-G	9/1/83 - 8/31/86	Partnership Grant for Professors	no	50,000
5-22003	NASA	NAG-1-357 #2	10/1/84 - 9/30/85	Bithienyl Polymers	no	31,785
5-22004	NASA	NAG-1-627	1/1/86 - 12/31/86	Crystal Growth in Bridgeman Furnaces	no	54,000
5-27001	Department of Energy	DE-FG43-84R366635	7/1/84 - 6/30/85	Technical Assistance in Energy Conservation cycle VI	no	12,314
5-27000	Department of Energy	ONME/VA010	8/1/84 - 5/31/85	Energy Conservation cycle VI	no	55,250
5-27003	Department of Energy	DE-FG43-85R377160	7/1/85 - 12/31/86	Energy Conservation cycle VII	no	81,517
5-27002	Department of Energy	DE-FG43-85R377038	6/1/85 - 11/30/86	Technical Assistance in Energy Conservation cycle VII	no	39,324
5-21014	National Foundation for Humanities	FV-20400-85	10/1/85 - 9/30/86	Great Serial Novels	yes	44,518
5-21008	National Foundation for Humanities	EK-20079-84	1/31/85 - 1/31/86	Restoring Great Long Works To Introductory Literature	yes	28,492

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

October 30, 1986, 12:30 p.m., Prince Edward Room

Present: Mr. Andrew Hull
Mr. Gene Dixon
Mr. W. T. Thompson, III
Dr. Janet D. Greenwood
Mr. Donald L. Lemish

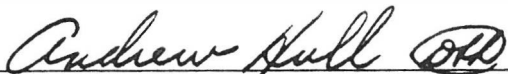
In Attendance: Dr. Richard Heinemann, Mr. H. Franklin Grant,
Dr. Gilbert J. Millar, Dr. Donald Stuart, Ms. Paula Clay, Ms. Nancy
Shelton, Ms. Linda Gearheart, Ms. Kathe Taylor, Dr. Harold Conley,
Ms. Linda Sydnor, Ms. Martha Burton, Mr. Hunter Watson, Mr. Richard
Kast, Ms. Barbara Stonikinis

Information Items:

1. (pp 2-7) Mr. Lemish reviewed the current fund raising status at the College and made special note of the increase in gifts to Longwood in fiscal year 1985-86 with \$810,308.34, as compared to fiscal year 1984-85 with \$624,630.68. The Capital Campaign, as of October 20, 1986, now totals \$1,227,576.30 (as attached). In addition, Mr. Lemish reported that \$750,000 has been pledged to the Fine Arts Center, with \$700,000 having been paid to date.

2. (pp 8-9) Mr. Lemish distributed copies of the Longwood College Foundation, Inc., Financial Report for 1985-86 and distributed the minutes from the Annual Meeting of the Board of Directors, September 12, 1986 (as attached).

Mr. Lemish briefed the Committee on the condition of the old high school building stating the improvements made have done a lot for visual appeal. He also informed the Committee on the need for a chain link fence at the south end of the athletic field to keep soccer balls, etc., out of the adjoining yard. The fence will be paid for from Lancer Club funds.



Andrew Hull, Vice-Chair
Advancement Committee of the
Longwood College Board of Visitors

LONGWOOD COLLEGE FOUNDATION, INC.
Minutes of the Meeting of the Board of Directors
Held, pursuant to due notice, in the Virginia Room, Longwood College
Farmville, Virginia
Friday, September 12, 1986, 10:00 a.m., EST

Presiding: Mr. Gene Dixon, President
Recording Secretary: Mrs. Kay Nixon

Present

Dr. Eleanor Bobbitt
Ltc. John E. Carr, III
Ms. Patricia B. Delany
Mr. Lewis B. Goode, Jr.
Mr. Ross A. Hotchkiss
Mr. Andrew W. Hull
Dr. Anthony J. Munoz
Mr. Hill Sandidge, Jr.
Mr. W. Kelly Scott
Mr. Thomas J. Starke, III
Mr. William N. Utz
Dr. Janet D. Greenwood, College
President, exofficio
Mr. Donald L. Lemish, Vice President
for Institutional Advancement,
exofficio
Mr. Jimmy H. Paul, Foundation Treasurer,
exofficio

Absent

Ms. Jean R. Appich
Senator Elmon T. Gray
Mrs. Bobbie Hanbury
Mr. Melville M. Johns
Mr. Alan I. Kirshner
Ms. Penelope W. Kyle
Ms. Esther Hay Smith

Attendance: Ms. Nancy Shelton, Mr. Franklin Grant, Ms. Paula Clay,
Ms. Linda Gearheart, Ms. Barbara Stonikinis.

Mr. Dixon requested a moment of silence in memory of former Board member, Mr. John R. Smyth, who passed away June 4, 1986.

Quorum. It was verified by the recording secretary that a quorum was present.

Minutes. On motion duly made, seconded, and carried, the minutes of the Meeting of the Board of Directors of May 16, 1986, were approved as previously circulated.

Treasurer's Report. Mr. Paul distributed copies of the Financial Report for the Longwood College Foundation, Inc., for the fiscal year, July 1, 1985 - June 30, 1986 (Appendix A).

Finance Committee. Mr. Hull distributed a summary from W. Bates Chappell of Capitoline Investment Services, Inc., regarding the Foundation (Appendix B).

Nominating Committee. On motion duly made by Mr. Sandidge, seconded by Dr. Munoz, and carried, the Board approved the renomination to 3-year terms of the following directors:

Eleanor W. Bobbitt, Ross A. Hotchkiss, Alan I. Kirshner, Andrew W. Hull, Patricia B. Delany, John E. Carr, III.

On motion duly made by Mr. Sandidge, seconded by Dr. Munoz, and carried, Mr. Earl Lockwood, CEO, Betac International Corporation, was nominated to fill the vacancy that exists as a result of the death of John Smyth.

On motion duly made by Mr. Sandidge, seconded by Mr. Starke, and carried, the following officers were elected for 1986-87:


Andrew Hull - President
Jean Appich - First Vice President
Thomas Starke, III - Second Vice President
Donald L. Lemish - Executive Secretary
Jimmy H. Paul - Treasurer
Gene Dixon, Jr. - Executive Committee (at-large)
Hill Sandidge, Jr. - Executive Committee (at-large)

Old Business (Old High School Property). On motion duly made by Mr. Scott, seconded by Mr. Sandidge, and carried, the Executive Committee and the College counsel are given the authority to resolve the fence question with the Wall family.

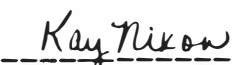
Fund Raising Report. On motion duly made by Mr. Dixon, seconded by Mr. Utz, and carried, the Longwood College Foundation, Inc., will accept the gift of real property (Hardy Home) under the arrangement as discussed.

Date for Next Meeting. The date for the next meeting of the Board of Directors of the Longwood College Foundation, Inc., will be Friday, February 6, 1987, at 10 a.m.

Adjourn. At 12:20 p.m., it was moved, seconded, and carried to adjourn the meeting.



Donald Lee Lemish
Executive Secretary



Kay T. Nixon
Recording Secretary

INFORMATION ITEM

Advancement Committee

October 31, 1986

POLICY
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Briefing of actions by the Longwood College Foundation, Inc., at its Annual Meeting, September 12, 1986

EXPLANATION: Copies of the Annual Financial Report will be distributed; Copies of the Minutes of the meeting will be distributed; briefing on need for a fence at end of Old High School property; officers for 1986-87.

LONGWOOD

Farmville, Virginia 23901

LONGWOOD COLLEGE FOUNDATION, INC.

NOMINATING COMMITTEE

AUGUST 18, 1986

BOARD OF DIRECTORS

To be renominated to 3-year terms:

- Eleanor W. Bobbitt
- Ross A. Hotchkiss
- Alan I. Kirshner
- Andrew W. Hull
- Patricia B. Delany
- John E. Carr, III

One vacancy for a 3-year term exists as a result of the death of John Smyth:

Recommended (rank order) for consideration:

1. Earl Lockwood, CEA, Betac, Inc., Washington, D. C.
2. William Crews, Richmond Attorney, Jetersville Resident
3. Landon Atkins, Farmville Realtor
4. Sidney Smyth, President, Smyth Food Services, Kenbridge

Officers for 1986-87:

- Andrew Hull President
- Jean Appich First Vice President
- Thomas Starke, III Second Vice President
- Donald L. Lemish Executive Secretary
- Jimmy H. Paul Treasurer
- Gene Dixon, Jr. Executive Committee (at-large)
- Hill Sandidge, Jr. Executive Committee (at-large)



ACTION ITEM

Advancement Committee

October 31, 1986

POLICY
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: In accordance with the Articles of Incorporation and By-Laws, elect officers for the Research and Service Foundation:
President - Dr. Janet D. Greenwood
Vice President - Dr. Donald Stuart
Secretary - Donald L. Lemish
Treasurer - Richard V. Hurley

EXPLANATION: The Research and Service Foundation funds are deposited with and managed by the Longwood College Foundation, Inc. The R & S Foundation was created to assist faculty and staff with grant and service projects and as a vehicle to protect grant funds.

Since day to day operations of the Foundation require work by college staff, it is recommended that college officers serve as the officers of the Research and Service Foundation.

BYLAWS
OF THE
LONGWOOD COLLEGE RESEARCH AND SERVICE FOUNDATION, INCORPORATED

PREAMBLE. The Longwood College Research and Service Foundation, Inc., is organized for the purpose of assisting Longwood College, its faculty and staff, in securing and maintaining research and service funds for the specific benefit of the College. It is not a fundraising foundation in the sense of seeking gifts from private sector individuals, corporations, or other foundations. It is sanctioned by the Longwood College Board of Visitors.

ARTICLE I. - OFFICE

The principal office of the Longwood College Research and Service Foundation, shall be located in Farmville, Prince Edward County, Virginia.

ARTICLE II. - SEAL

The Corporate Seal of the Foundation shall consist of two concentric circles around the inner edge of which shall be engraved the words, "Longwood College Research and Service Foundation, Incorporated, Farmville, Virginia." and across the center thereof the word "seal" and figure "1985."

ARTICLE III. - BOARD OF DIRECTORS

Section 1. General Power. The entire management of the Foundation and its property is vested in its Board. The Longwood College Foundation, Inc., shall be used for the management of all funds held by the Longwood College Research and Service Foundation, Inc.

Section 2. Number. The Board of Directors of the Corporation shall consist of ten (10) individuals.

Section 3. Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of business. However, less than a majority of the members of the Board may adjourn a meeting from time to time after determination of an alternate date for a meeting of the Board and notification to the directors.

Section 4. Directors. The following shall constitute the Directors by virtue of their positions or associations with the College:

1. President of the College
2. Vice President for Academic Affairs
3. Vice President for Institutional Advancement
4. Vice President for Business Affairs
5. The six (6) representatives of the Advancement Committee of the Board of Visitors

ARTICLE IV. - MEETINGS

Section 1. Regular Meetings. There shall be at least one (1) regular meeting of the Board of Directors each year. The time, place and date of the annual meeting shall be determined by the Board of Directors.

Section 2. Special Meetings. Special meetings of the directors may be called by the President, upon ninety-six (96) hours notice. Special meetings may also be called any time by petition of a majority of the directors.

Section 3. Manner of Acting. The act of a majority of the Board present at a meeting at which quorum is present shall be an act of the Board unless a greater number is required by these Bylaws or by law.

Section 4. Vacancies. The continuation of a vacancy in an ex-officio position shall not be deemed to be a default in the terms of the Articles of Incorporation or in the terms of these bylaws and the Board shall have full authority to continue to operate.

Section 5. Informal Action. Any action required by law to be taken at a meeting of the Board, or any action that may be taken at a meeting of the Board, or of any committee of the Board may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors or committee members entitled to vote on the subject thereof. Such consent shall have the same force and effect as a unanimous vote of the Board and shall be recorded with the minutes of the Foundation.

ARTICLE V. - OFFICERS

Section 1. Officers. The officers of the Foundation shall be a President, a Secretary, and a Treasurer. All officers shall be elected from the Board of Directors. The officers shall be elected each year at the annual meeting for a term of one (1)

at its meetings of the financial condition of the Foundation, and submit an annual financial statement to the Board of Directors. The treasurer will be bonded; the amount of coverage to be determined by the Board of Directors. All money of the Corporation shall be deposited in such depositories as shall be selected by the Directors and within the management of the Longwood College Foundation, Inc. Checks may be signed by anyone authorized to do so by the Board of Directors.

Section 6. Vacancies. A vacancy in any elected office may be filled by a majority vote of a quorum of the Board for the unexpired term of the predecessor in office.

Section 7. Delegation of Duties. The Board for any reason may delegate the powers or duties of any officer to any other officer or director.

Section 8. Other Officers. The Board may appoint other officers, as they may deem advisable, and give them such authority and prescribe such duties as they see fit.

Section 9. Removal. Any officer elected or appointed by the Board may be removed by the Board for any reason whenever in the Board's judgment the best interests of the Foundation would be served thereby. Such removal shall be without prejudice to any contract rights of the officer removed.

ARTICLE VI. - COMMITTEES

Section 1. Executive Committee. The Executive Committee shall be the administrative body of the Foundation. The Board of Directors shall elect annually an Executive Committee. The

year, beginning July 1 next, and shall hold office until their successors are elected and qualified.

Section 2. Remuneration. No officer or director may employ anyone at the expense of the Foundation without approval of at least three-fourths of the Directors present and qualified to vote at a regular or special meeting of the Board. The Directors shall fix the remuneration to be paid to anyone so employed. Vacancies in any position already authorized may be filled, but the Directors shall fix the remuneration to be paid to anyone filling such vacancies.

Section 3. The President. It shall be the duty of the President to preside at all meetings of the Board of Directors and the Executive Committee and to see that such meetings are conducted strictly in accordance with the Articles of Incorporation, Bylaws, and Robert's Rules of Order.

Section 4. The Secretary. The Secretary shall keep the records of the Corporation and books of account. The Secretary shall have the custody of the seal of the Corporation, and shall issue, sign, and seal together with the President, all instruments of writing affecting the Corporation. The Secretary shall, in addition, perform all the other duties usually pertaining to this office.

Section 5. Treasurer. The Treasurer shall keep the accounts of the Foundation and prepare checks to pay all legitimate bills and other legitimate expenses of the Foundation, as may be authorized by the Board. His accounts shall at all times be subject to inspection by the directors. He shall inform the Board

Executive Committee shall be two elected Directors, the President of the Foundation, the Secretary, and the Treasurer.

The function of the Executive Committee shall be to perform any routine administrative duties by express authority of the Board of Directors or subject to ratification of the Board at its next meeting or any other matter as may be prescribed by the Board. The Executive Committee shall be empowered to act on behalf of the Board of Directors to conserve, protect, and disburse funds of the Foundation, which may, from time to time, come into possession of the Foundation, and in matters which may require Board action, and with reference to which it be necessary that action be taken before the next regular or special meeting of the Board will or may be convened. All action taken at the Executive Committee meetings will be reported to the Board by the President at its next meeting for its information. The Executive Committee shall meet at the call of the President at any time and place it decides.

ARTICLE VII. - FINANCES

Section 1. Use of Income. All income shall be maintained in "Restricted" accounts and under management of the Longwood College Foundation, Inc.

Section 2. Income and Disbursements. All income received by the Foundation shall be deposited by the Treasurer in a special account or accounts in such banks, trust companies, or other depositories as the Board may select. All disbursements shall be made under a proper authority of the Board. All contributions to and disbursements from the Foundation shall be recorded by the

Treasurer and such records shall be subject to examination at any reasonable time, upon request, by any director.

Section 3. Budget. A statement of proposed operating income and expenditures for the following year shall be prepared by the Treasurer and submitted to the Board annually. When approved by the Board, such budget shall be the only authorization for expenditures for operating expenses of the Foundation subject to subsequent changes made by the Board.

Section 4. Checks, Drafts, Etc. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Foundation shall be signed by such officer or officers or agent or agents of the Foundation and in such manner as shall from time to time be provided by resolution of the Board. In the absence of such provision by the Board such instrument shall be signed by the Treasurer or an Assistant Treasurer.

Section 5. The Fiscal Year. The fiscal year of the Foundation shall be July 1 to June 30 but may be altered by resolution of the Board.

ARTICLE VIII. - EXECUTION OF CONTRACTS, DEEDS, AND TRANSFERS

Except as otherwise provided by resolution of the Board authorizing the execution thereof, all contracts, deeds, mortgages, pledges, transfers, and other written instruments binding upon the Foundation shall be executed on behalf of the Foundation by the President and the corporate seal shall be affixed and attested by the Secretary.

ARTICLE IX. - EXCULPATION OF DIRECTORS

No director shall be liable to anyone for any acts on behalf of the Foundation or any omissions with respect to the Foundation committed by such director except for his or her own willful neglect or default, nor shall any director be liable to anyone for any act or neglect or default on the part of any one or more of the other directors of the Foundation in the absence of specific knowledge on the part of such director of such neglect or default.

ARTICLE X. - CONFLICT OF INTEREST

Any director or officer shall declare himself 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 participating in any committee action or vote.

ARTICLE XI. - EFFECTIVE DATE

These Bylaws shall become effective upon their approval by the Board.

ARTICLE XII. - AMENDMENTS

These Bylaws may be amended or repealed and new Bylaws may be adopted by a majority of the directors present at any regular or

special meeting at which there is a quorum if at least six (6) days written notice is given of the intention to amend or repeal the Bylaws or to adopt new Bylaws at such meeting.

No amendment may be made to avoid limitations imposed by the Articles of Incorporation.

May 31, 1985

SUMMARY REPORT

DATE: October 20, 1986

TYPE OF GIFT	THIS REPORT		PREVIOUS REPORTS		TOTAL	
	#	\$	#	\$	#	\$
CASH & PLEDGES	13	210,565.30	253	315,475	266	526,040.30
PLANNED GIFT ASSET VALUE	1	500,000	7	201,536	8	701,536
GIFT-IN-KIND ASSIGNED VALUE						
TOTALS	14	710,565.30	260	517,011	274	1,227,576.30

Reflects Number of Gifts

Don L. Sh

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Action Item

POLICY: Personnel Actions

BYLAW: Article VII, Section 3

RECOMMENDATION: Pursuant to Section 2.344 (a) (1) of the Code of Virginia, I move the approval of the following personnel actions.

1. New Appointments

- a. Dr. Robert B. Bartos, Professor of Education and Dean of the School of Education and Human Services, at a salary of \$45,000 for the 1986-87 academic year effective August 1, 1986.

Dr. Bartos received his Ed.D. in Curriculum and Instruction Educational Psychology from West Virginia University, Morgantown, West Virginia in 1972. Prior to joining the Longwood faculty he served from 1972 to present as Assistant Dean, Coordinator of the Graduate Program, Director of Research Services and Professor of Education at Georgia College, Milledgeville, Ga. He has published articles in "Research Education" and presented papers at professional meetings throughout the United States.

- b. Ms. Sally Gilfillan, Instructor of Accounting, at a salary of \$20,017, for the academic year, effective August 15, 1986.

Ms. Gilfillian is a graduate of Longwood College with a B.S. in Business with an accounting concentration. She graduated with a 4.0 (Summa Cum Laude) and was a member of the Phi Kappa Phi Honor Society. She has worked at Longwood as an adjunct faculty

- c. Mr. Leonard C. Klein, Instructor in Chemistry, at a salary of \$20,000, for the 1986-87 academic year, effective August 15, 1986.

Mr. Klein received the B.S. in Chemistry from Hampden-Sydney College and his masters degree

from Central Michigan University. He taught chemistry at Longwood last year on a one-year pre-doctoral appointment.

- d. Ms. Rena A. Koesler, Instructor in Therapeutic Recreation, at a salary of \$20,000 for the 1986-87 academic year, effective August 20, 1986.

Ms. Koesler received the M.Ag. in Park and Recreation from Texas A & M University in December 1985. She served as program advisor, Memorial Student Center, Texas A & M from 1984-1985. From 1982-1984, she served as a graduate assistant/advisor to the Memorial Student Center. Ms. Koesler is also a certified wilderness instructor.

- e. Ms. Elaine Hartman Lemmond, Instructor of Library Science, at a salary of \$19,166.67 for the fiscal year 1986-87, effective September 1, 1986. (This salary is based on an annual salary of \$23,000.)

Ms. Lemmond received the M.S. in Library Science from The Catholic University of America, in 1975. Prior to joining the Longwood faculty, she served as catalog librarian and instructor at the University of North Carolina at Charlotte. She served as Children's Librarian and Catalog Librarian for the Richmond Public Library from 1977 to 1984.

- f. Ms. Brownyn O'Grady, Instructor in English, at a salary of \$19,000 for the academic year 1986-87 only, effective August 20, 1986.

Ms. O'Grady received the Master of Liberal Arts from Johns Hopkins University in 1972. A former adjunct faculty member for Longwood, her teaching experience includes the teaching of English at the secondary level in the public schools of Virginia, Delaware and Maryland.

- g. Ms. Amie Oliver, Instructor of Art, at a salary of \$21,000, for the 1986-87 academic year effective August 15, 1986.

Ms. Oliver received the MFA in Graphics from Bowling Green State University. Prior to joining the Longwood faculty she was a graduate teaching assistant at Bowling Green State University. She has exhibited and has paintings in the collections at Bowling Green State University and Mississippi State University.

- h. Ms. Priscilla A. Ord, Instructor in English, at a salary of \$20,017, for the 1986-87 academic year, effective August 15, 1986.

Ms. Ord received the B.A. in English-Education and Fine Arts from Western Maryland College in 1963, and the A. M. in Linguistics from the University of Pennsylvania in 1969. She was a lecturer in humanities at Pennsylvania State University prior to joining the Longwood faculty. She has worked in administrative positions during the summers and gained editorial experience through her work with "The Children's Literature Council of Central Pennsylvania." Ms. Ord has published articles in professional magazines.

- i. Mr. Julian E. O'Neal; Instructor of Business, at a salary of \$25,000, for the 1986-87 academic year effective August 15, 1986.

Mr. O'Neal received the MBA in Management and Economics, from Western Carolina University, Cullowhee, NC in 1979. He served as an Assistant Professor of Business and Economics/Goal Program Coordinator, at Gardner-Webb College, Boiling Springs, NC.

- j. Dr. John T. Petty, Assistant Professor in Chemistry, at a salary of \$25,000 for the 1986-87 academic year only, effective August 15, 1986.

Dr. Petty received the Ph.D. in Chemistry from the University of Michigan. He served as an adjunct faculty member in the Natural Sciences Department during the spring semester of 1985. Prior to that, he was a research associate in the Chemistry Department at VPI&SU.

- k. Ms. Sue Olinger Shaw, Associate Professor of Economics, at a salary of \$28,000, for the 1986-87 academic year effective August 15, 1986.

Ms. Shaw received the Ph.D. in economics from Harvard in 1967. She served as a Labor/Arbitrator and Visiting Lecturer and Assistant Professor, North Carolina State University, Raleigh, prior to joining the Longwood faculty. She is a member of the American Arbitration Association. Ms. Shaw was the founding editor of "Akron Business and Economic Review." She has taught in higher education both in North and South Carolina.

1. Mr. Alan J. Sofalvi, Instructor of Physical Education, at a salary of \$19,000 for the 1986-87 academic year, effective August 15, 1986.

Mr. Sofalvi received the M.S.Ed. from Southern Illinois University in 1985. He held a one-year lecturer appointment at East Carolina University prior to joining the Longwood faculty. Mr. Sofalvi served as a teaching assistant at Southern Illinois University from 1983-1984.

2. Commonwealth Visiting Professor

Dr. James S. Cross, has been appointed Longwood's Commonwealth Visiting Professor for the 1986-87 academic year, effective August 15, 1986, at a salary of \$55,000. Dr. Cross is on a one-year leave of absence from Bank of America where he was Vice-President and Manager of Operations Planning and Development. He received his Ph.D. from the University of Pittsburgh in 1974. He has extensive experience in management information systems.

3. Resignations

- a. Dr. Sandra L. Hupp, Assistant Professor of Therapeutic Recreation, effective May 30, 1986.
- b. Ms. Susan R. Chickering, Librarian, effective July 12, 1986.
- c. Dr. Richard Kidder, Professor of Mathematics, effective May 30, 1986.

4. Leave of Absence

Dr. Robert H. Lehman, Associate Professor of Biology, has been granted a year's leave of absence (August 14, 1986 through June 30, 1987) to pursue career development at a small university in Alabama.

5. Salary Adjustment

Dr. Robert Gibbons, Professor of Education and Director of Student Teaching had his salary adjusted from \$38,569 to \$39,156 as an incorrect conversion factor had been used in converting his salary from 12 month to 10 month.

Dr. Lynn M. Ferguson, Associate Professor of Natural Science, salary should be \$27,904 instead of \$27,104. As a result of his promotion from Assistant to Associate, Dr. Ferguson's current

salary is below the approved minimum for the Associate Professor range.

5. Adjunct Faculty and Overload Salaries

Art

Ms. Christy Dunn \$1200

Business and Economics

Mr. Leif Aagaard 3800
 Mr. Robert Bruce 2700
 Ms. Jill Dickerson 2400
 Mr. Dennis Klayton 2400
 Mr. Jay Dee Martin 1200

Education

Dr. Louis Kovacs 1600
 Ms. Linda B. Rice 2400
 Mr. F. Brent Sandidge 3000
 Dr. Charlotte Smith 1200
 Mr. Rodney B. Taylor 3000

English

Mr. Acie Allen 2400
 Ms. Susan Bagby 2400
 Ms. Virginia Grant 1200
 Ms. Martha Hall 2400
 Ms. Anne Moore 2400
 Ms. Johnny Narkinsky 2900
 Ms. Pauline Nelson 2400
 Ms. Kristen Rabe 1500
 Mr. John F. Reynolds 3000
 Ms. Barbara Rohr 2400
 Ms. Jose Tucker 2400

Health, Physical Education & Recreation

Dr. Nancy Osgood 1600
 Ms. Tammy Tipton 2550

History

Mr. Thomas P. Burke, Jr. 7500

Home Economics

Ms. Patricia Williams 1200
 Dr. Triva Babcock 1900

Mathematics

Mr. Ryalnd Crews	3600
Mr. Phillip Somers	1200
Ms. Edith Austin	3600
Ms. Cada Parrish	110

Music

Ms. Patricia Campbell	2268
Mr. Lowell Harper	801
Mr. R. Christopher Pace	700
Ms. Mary Hardy Roberts	1314
Ms. Nancy Sherman	1800
Mr. David Townsend	1278
Ms. Patricia Werrell	1728

Natural Sciences

Mr. John M. Austin	1600
Mr. Wayne Meshejian	1600
Dr. Charles Lane	2400
Dr. Ruth Wellman	3550
Dr. Carolyn Wells	1600

Psychology

Mr. Frank Howe	1200
Ms. Deborah McWee	1200
Dr. Edward Smith	1200
Ms. Phyllis Wacker	1200

Social Work

Mr. George Stonikinis	1200
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Sociology & Anthropology

Mr. John M. Pippert	1200
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Speech and Theatre

Ms. J. C. Coy	2400
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Athletics

Ms. Linda Elliott	2400
Mr. William Moore	1200
Ms. Mary Whitlock	2400
Ms. Karen Flint (Graduate Assist.)	2500

Graduate Teaching Assistants

Ms. Virginia Grant	2000
Ms. Diane Marion	1000
Mr. Tom Richard	2000

6. Summer School Salaries

a. 1986 Summer Session Stipends For Deans
and Department Heads

Dr. Merry Lewis Allen, Head	\$1000
Dr. Robert B. Bartos, Dean	1500
Mr. Randy Edmonson, Head	800
Dr. Robert Gibbons, Director	800
Mr. Marshall Hall, Head	1000
Dr. Larry Hlad, Head	800
Dr. Wilfred Jacques, Dean	1500
Dr. Judy Johnson, Head	1500
Dr. Samuel McCarter, Head	1500
Dr. Freda McCombs, Dean	1500
Dr. Bruce Montgomery, Head	800
Dr. Geoffrey Orth, Head	750
Ms. Marilyn Osborn, Head	500
Dr. Marvin Scott, Head	1500
Dr. Ellery Sedgwick, Director	2000
Dr. Edward Smith, Head	400
Dr. Vera Williams, Head	1000
Dr. Douglas Young, Head	1000

b. 1986 Summer Session Salaries

Art

Ms. Carol Edmonson, one section	1200
Ms. Jenny S. Barone, one section	1200
Ms. Christy C. Dunn, one section	1200
Mr. Benjamin P. Eppes III, one section	1200

Business/Economics

Mr. Norman B. Brooks, three sections	4224
Ms. Sally Gilfillan, one section	1098
Dr. Wilfred Jacques, Jr., three sections	5982
Mr. Dennis Klayton, one section	1586
Mr. Jay Dee Martin, two sections	3072
Dr. Lawrence Minks, three sections	5982
Mr. George Roy, two sections	3172
Ms. Margaret A. Terzin, two sections	3008

Education and Psychology

Dr. Jennifer M. Apperson, two sections	2821
Dr. R. Lee Banton, two sections	2094
Dr. Louis Kovacs, two sections	3426

Dr. Jung B. Ra, two sections	4186
Dr. Ray B. Sizemore, three sections	3995
Dr. Edward Smith, three sections	5800
Dr. David B. Stein, one section	1410
Dr. Nancy H. Vick, two sections	3995
Dr. Vera Williams, one section	1665
Dr. Mary S. Woodburn, four sections	5960

English, Philosophy and Foreign Languages

Ms. Karen Alexander, one section	1500
Dr. Carolyn Craft, two sections	4051
Dr. William Frank, one section	2335
Dr. Fillmer Hevener, two sections	3930
Dr. David James, one section	1392
Ms. Browyn O'Grady, one section	1200
Dr. Massie Stinson, four sections	7814
Ms. Camilla Tinnell, one section	1419

HPER

Dr. Eleanor Bobbitt, one section	2304
Ms. Carolyn Callaway, one section	1048
Dr. Gerald Graham, one section	1621
Dr. Bette Harris, one section	1184
Mr. Cal Luther, one section	1230
Ms. Janet Merling, two sections	3200
Mr. Steve Nelson, three sections	2445
Mr. Wallace Vale, one section	2692

History and Government

Dr. David Calihan, one section	1602
Mr. Marshall Hall, two sections	3994
Dr. William Harbour, one section	1636

Home Economics

Ms. Melinda Fowlkes, two sections	901
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Mathematics and Computer Science

Mr. Ryland Crews, two sections	2400
Dr. James C. Gussett, three sections	5991
Dr. Kouok K. Law, three sections	1680
Mr. Philip Somers, one section	1200
Dr. Robert S. Wu, two sections	2400

Music

Dr. Bruce Montgomery, one section	1965
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Natural Sciences

Mr. John Austin, one section	2349
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Dr. Billy S. Batts, one section	3272
Dr. David Breil, one section	2947
Dr. Sandra Breil, one section	2617
Dr. Leonard Klein, two sections	3200
Dr. Charles Lane, one section	1200
Dr. Robert Lehman, one section	2377
Dr. Donald Merkle, two sections	4480
Mr. Wayne Meshejian, two sections	4363
Dr. Marvin Scott, one section	3064

Social Work

Mr. George Stonikinis, six sections	3380
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Sociology and Anthropology

Dr. Larry Hlad, three sections	4992
Dr. James Jordan, four sections	7638
Dr. Marvin Pippert, two sections	2564

Speech and Theatre

Dr. Nancy Anderson-Haga, one section	1794
Mr. Moffatt Evans, one section	1357
Dr. Patton Lockwood, one section	2300
Dr. Robert Woodburn, one section	1736

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BUSINESS AFFAIRS COMMITTEE

ACTION ITEM

POLICY: PERSONNEL

BY-LAWS: ARTICLE V, SECTION 3

T & R ADMINISTRATORS

NEW APPOINTMENTS

1. Dr. Wayne R. O'Brien, Director of Counseling Services at a salary of \$31,000 effective August 1, 1986. Dr. O'Brien received a bachelor's degree in psychology from Kenyon College, a master's degree from Bowling Green State University, and the PhD in counseling and guidance from the University of Toledo. He has extensive experience in individual and group counseling with students at Kenyon College in Ohio, St. Joseph's College in Philadelphia, the University of Toledo and Bowling Green State University. He also has worked with individual, marital and family therapy.
2. Joseph C. McGill, Director of Student Services at a salary of \$26,880 effective August 1, 1986. Mr. McGill holds the bachelor's degree from the State University of New York Cortland, the master's degree from Appalachian State University and expects to receive the PhD degree in counseling and student development from The American University this fall. He has held positions at Wake Forest University, Appalachian State University, and comes to Longwood from American University where he has been assistant dean of students, administrator of the Division of Student Life Central office, and director of a residence complex housing 1,800 students.
3. Karen O. Clifford, Student Development Educator at a salary of \$20,934 effective July 28, 1986. Ms. Clifford received the bachelor's degree from Radford University and the master's degree in counselor education from the University of Virginia. She has been a career counselor at Vanderbilt University and assistant director of academic support at the College of William and Mary which included academic, personal, social and career planning matters.

4. Lisa Coviello, Residence Education Coordinator at a salary of \$14,000 effective August 1, 1986. Ms. Coviello received the bachelors degree in psychology from the University of North Carolina at Charlotte and the master's degree in higher education/student personnel administration from Florida State University. Her work experience includes student development, administration of a 500 student housing complex, student government advising, financial accounting, student discipline, personal and group counseling, and coordination of a freshman leadership program.
5. Tina Reiners, Residence Education Coordinator at a salary of \$14,000 effective August 1, 1986. Ms. Reiners received the bachelor's degree in sociology and psychology from Florida State University and the master's degree in student personnel in higher education from the University of Georgia. Her skills include experience in student development, public relations, counseling, management, self-study task force, and supervising a student volunteer program within the community.
6. Cynthia Harris, Residence Education Coordinator returned at a salary of \$15,470 effective August 1, 1986. Ms. Harris received the B.S. and the M.S. degrees from Radford University. She has varied residence hall, counseling and management experience. She was employed at Longwood in this position for the 1985-86 year.

TRANSFERS:

Susan Chickering - July 31, 1986 Librarian - (Went to James Madison University)

RESIGNATIONS:

Eli Jordan - July 31 Resident Education Coordinator

CONFIDENTIAL

EXECUTIVE SESSION

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EXECUTIVE SESSION

INFORMATION ITEM

Advancement Committee

October 31, 1986

POLICY
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

RECOMMENDATION: Numerous special gift arrangements are being negotiated by the Advancement Staff and the following information is presented for the Board's knowledge.

EXPLANATION: Some unitrusts, property, and endowment gifts are being arranged which should be known by the Board. Backup papers follow and will be explained by Vice President Lemish.

CONFIDENTIAL

21

September 11, 1986

Mr. and Mrs. Ernest Goodrich
P. O. Box 226
Surry, VA 23883

Dear Mr. and Mrs. Goodrich:

I am enclosing the information you requested regarding the possible establishment of a unitrust. It can be a very effective way to make a major charitable contribution, receive a significant tax break and possibly increase spendable income.

Examples enclosed are:

- Two Life Unitrust charitable deduction worksheets.
- Two Life Unitrust agreements. Please note this is an example to serve as a guide for the attorney drawing up the document.
- One Life Unitrust charitable deduction worksheet.
- One Life Annuity Trust charitable deduction worksheet.

The Annuity Trust provides a fixed income (6%) to the beneficiary(ies). Additional funds can never be added to the trust. The unitrust provides a variable income based on its annual value. This could serve as a hedge against inflation. Additional funds may be added to the trust.

The type you chose depends on your own situation. I will be happy to discuss any questions you have regarding this.

Tax considerations for the establishment of a Unitrust are:

1. No capital gains.
2. Tax free growth within the trust.
3. Income tax deduction (30% of AGI with a 5-year carryover.)

CONFIDENTIAL

Mr. and Mrs. Ernest Goodrich
Page 2
September 11, 1986

4. Estate tax savings.
5. Gift tax (qualifies under the unlimited marital deduction).

We appreciate your past support and we are grateful you have expressed an interest in our future. Please let me know if I may be of service in any way.

With kind regards, I am

Sincerely,

H. Franklin Grant
Director of Planned Support

HFG/ktn

Enclosures

P.S. We are currently in a 5-year Capital Campaign and your gift will greatly enhance our ability to meet our \$7,000,000 goal. I will be sending you additional information regarding the campaign.

WORKSHEET FOR COMPUTING THE CHARITABLE DEDUCTION

TWO-LIFE UNITRUST

Donor M/M Ernest Goodrich Amount Transferred \$ 50,000 Date 9/11/86

First Beneficiary Mrs. Goodrich Birthdate _____ Age* 68 Sex F

Second Beneficiary Mr. Goodrich Birthdate _____ Age* 73 Sex M

Frequency of Payment quarterly Payout Rate 6 %

Gift Valuation Date 10/1/86 Date of First Payment 1/1/87

*Age nearest birthday

1. Full months between first valuation date & first payment date...	<u>3</u>
2. Adjustment Factor from <u>Table F</u> (IRS Regs.).....	<u>.942505</u>
3. Unitrust payout rate as shown above.....	<u>6%</u>
4. Adjusted Payout Rate (Line 2 x Line 3).....	<u>5.655%</u>
5. Next lower payout rate found in <u>Table E2</u> , Pub. 723C.....	<u>5.6%</u>
6. Next higher payout rate found in <u>Table E2</u> , Pub. 723C.....	<u>5.8%</u>
7. Difference between rate on Line 4 and rate on Line 5.....	<u>.055</u>
8. Amount on Line 7 x <u>5</u>	<u>.25</u>
9. Age and Sex of OLDER Beneficiary.....	<u>73M</u>
10. Age and Sex of YOUNGER Beneficiary.....	<u>68F</u>
11. Factor for Rate on Line 5 --- <u>Table E2</u> , Pub. 723C.....	<u>.42775</u>
12. Factor for Rate on Line 6 --- <u>Table E2</u> , Pub. 723C.....	<u>.41567</u>
13. Difference between factors (Line 11 minus Line 12).....	<u>.01208</u>
14. Line 13 multiplied by Line 8.....	<u>.00332</u>
15. Interpolated Factor for Adjusted Payout Rate (Line 11 minus Line 14).....	<u>.42443</u>
16. Amount transferred to Unitrust.....	<u>\$50,000</u>
17. Charitable Contribution Deduction (Line 15 x Line 16).....	<u>\$21,221.50</u>

(Guide for Attorneys Only)

INTER VIVOS CHARITABLE REMAINDER

UNITRUST AGREEMENT - TWO LIVES WITH SPEEDUP OPTION

This CHARITABLE REMAINDER UNITRUST AGREEMENT is made and entered into this _____ day of _____, 19 __, between Richard Roe of _____, County of _____, State of _____ (hereinafter called the "Donor") and Anybank, a corporation duly existing under the laws of the State of _____, and located in _____ in said State (hereinafter called the "Trustee").

A. Acknowledgment of Gift. The Trustee acknowledges receipt of the property listed on Exhibit A attached hereto, which property and all additions thereto shall be held and administered IN TRUST as follows.

B. Name. This Unitrust shall be designated on the books and records of the Trustee as the Richard Roe Unitrust.

C. Additional Contributions. The Donor or any other person may at any time make additional contributions to this Unitrust by gift or bequest with the consent of the Trustee.

Note: The instruments must specifically allow or prohibit additional contributions. If allowed the instrument must provide for precise calculation of the unitrust amount for the year of such additional contributions and for valuation of the contributions under certain circumstances. See Section G of this Instrument.

D. Investments. The Trustee is authorized to continue investment of the trust in the assets set forth in Exhibit A or may sell any part or all of said assets and reinvest same in any manner it deems consistent with accomplishing the purposes of the trust, provided however that nothing in this trust instrument shall be construed to restrict the Trustee from investing the trust assets in a manner which could result in the annual realization of a reasonable amount of income or gain from the sale or disposition of trust assets.

E. Payments.

Fixed Payout Alternative. During the lifetime of the Donor, the Trustee shall pay the Donor an amount equal to ___percent of the net fair market value of the assets of the trust determined annually in accordance with Section I. This amount shall be paid from income, or, to the extent that income is insufficient, from principal. Any income of the trust for the taxable year in excess of the amount required to be paid under this paragraph shall be added to principal.

Payout from Current Income Alternative. During the lifetime of the Donor, the Trustee shall pay the Donor the amount of the trust income to the extent that such amount does not exceed ___percent of the net fair market value of the trust assets determined annually in accordance with Section I. Any income of the trust for the taxable year in excess of the amount required to be paid under this paragraph shall be added to principal.

Payout from Current Income with "Catch-up" Alternative. During the lifetime of the Donor, the Trustee shall pay the Donor the amount of the trust income to the extent that such amount does not exceed ___percent of the net fair market value of the trust assets determined annually in accordance with Section I. If the trust income in any taxable year exceeds ___percent of

the net fair market value of the assets determined annually, such excess income shall be distributed to the Donor to the extent that the aggregate of the percentage amount paid in prior years was less than the aggregate of the amounts required to be paid hereunder. Any income of the trust for the taxable year in excess of the amount required to be paid under this paragraph shall be added to principal.

Note: Provision must be made for excess income.
The instrument should provide that such income be:

- a. Added to principal, or
- b. Paid currently to the individual beneficiary to make up deficiencies between income and stated percentage incurred in prior years, or
- c. Paid currently to a charitable organization.

If the Donor's wife _____ hereinafter referred to as "Donor's wife"), survives the Donor, the Trustee shall pay this amount to her during her lifetime. However, the Donor hereby reserves the right to appoint and direct by his Will that all of the trust assets shall be irrevocably transferred to the Trustee upon his death, subject to the provisions of Section L hereafter, whether or not the Donor's wife survives the Donor. The Trustee may rely on any instrument admitted to probate in any jurisdiction as the Will of the Donor, or, if the Trustee has no notice or knowledge of the existence of such Will within four months after the Donor's death, it may act upon the assumption that he died intestate. (Such reserved power eliminates Federal gift tax consequences to Donor).

Except in the case of a short taxable year, the amount required to be distributed above shall be paid during every taxable year of the trust.

This amount shall be paid in four quarterly payments on or after March 31, June 30, September 30 and December 31. However, the obligation of the Trustee to make payments to the Donor hereunder shall terminate with the regular quarterly payment next preceding the death of the Donor. If the Donor's wife survives the Donor and the Donor has failed to exercise the above-mentioned power of appointment, then the obligation of the Trustee to make payments to the Donor's wife hereunder shall begin with the next quarterly payment after the Donor's death and shall terminate with the regular quarterly payment next preceding the Donor's wife's death.

F. Short Taxable Year. In the case of a taxable year which is for a period of less than 12 months, the amount required to be distributed under Section E shall be the fraction of such percentage of which the numerator is the number of days in the short taxable year of the trust and of which the denominator is 365 (366 if February 29 is a day included in the numerator).

G. Additional Contributions. If any additional contributions are made to the trust after the initial contribution in trust, the unitrust amount for the taxable year in which the assets are added shall be ___ percent of the sum of (a) the net fair market value of trust assets (excluding the added assets and any income from, or appreciation on, such assets) and (b) that proportion of the value of the added assets, that was excluded under (a) which the number of days in the period beginning with the date of contribution and ending with the earlier of the last day of the taxable year or the date of

death of the last individual beneficiary hereunder bears to the number of days in the period beginning with the first day of such taxable year and ending with the earlier of the last day in such taxable year or the date of death of the last individual beneficiary hereunder. In the case where there is no valuation date after the time of contribution, the assets so added shall be valued at the time of contribution.

An additional contribution made by way of bequest or devise shall be deemed to have been made on the date of the decedent's death even though the distribution is not made until the end of a reasonable period for administration or settlement of the estate. With respect to such a bequest or devise, the Trustee shall be required to pay the beneficiary or beneficiaries hereunder the amount provided in Section E with respect to said bequest or devise beginning as of the date of death of the decedent even though the requirement to pay such amount is deferred until the bequest or devise is actually received. Within a reasonable time after the occurrence of said event, the Trustee shall pay, in the case of an underpayment, or shall receive, in the case of an overpayment, the difference between any amounts actually paid, plus interest on such amounts computed at 6 percent a year, compounded annually, and the amounts payable, plus interest on such amounts computed at 6 percent a year, compounded annually.

H. Taxable Year. The taxable year of this trust shall be the year ending December 31.

I. Valuation Date. The trust assets, including additional contributions, shall be valued on the last business day occurring in the month

of January. Except for the valuation of added contributions as provided in G above, if no valuation date occurs before the end of any taxable year of the trust, the assets shall be valued on the last day of the taxable year of the trust, or as of the date on which all noncharitable interests terminate.

J. Incorrect Valuation. In the case where the net fair market value of the trust assets is incorrectly determined, the Trustee shall pay to the income beneficiary in the case of an undervaluation, or the income beneficiary shall repay to the Trustee in the case of an overvaluation, an amount equal to the difference between the amount which the trust should have paid, if the correct value were used and the amount which the trust actually paid, within a reasonable period after the final determination of such value.

K. Income Defined. For the purposes of this trust, the term "income" has the same meaning as it does under Section 643(b) of the Internal Revenue Code and Regulations thereunder. The term "income" shall mean net income after payment of any reasonable expenses of administering the trust. The following shall be treated as principal and not as "income":

- (a) Gains and losses from the sale, exchange, redemption, or other disposition of investments;
- (b) Stock dividends, stock splits, or similar distributions;
- (c) Capital gain dividends of regulated investment companies (mutual funds);
- (d) Liquidating distributions.

If interest-bearing securities are acquired at a premium over par or other stated value, the premium shall be amortized from income so as to restore the premium to principal.

Note: Premium amortization may be desirable to avoid uncertainty in the valuation of (and possible disqualification of) the remainder.

L. Termination. Upon the death of the survivor of the Donor and the Donor's wife (or upon the death of the Donor if the Donor exercises the power of appointment under Section E, the trust shall terminate and the assets of the trust shall be irrevocably transferred to XYZ Charity.

Note: Donor may suggest that assets be used by the Charitable remainderman for a specific purpose, but should probably not require same. It is also suggested that payment be made at the termination of the non-charitable interests rather than to have the trust continue solely as a charitable trust. Such a continuing trust would probably be treated as a private foundation. See Section 4947 (a) (1) of I.R.C.

M. Charitable Purpose Required. In the event the XYZ Charity is not an organization described in Section 170(c) of the Internal Revenue Code at the time when any amount is to be irrevocably transferred to the Charity, such amount shall be transferred to or for the use of an organization or organizations which are described in the said Section 170(c) or retained for such use, provided such organization is also an entity described in Section 2055(a) or 2522(a) or (b) of said Code. The selection of any such organization or organizations shall be made by the Trustee in its absolute discretion in a manner deemed most likely to carry out the Donor's charitable intention.

N. Controlling Law. It is the intention of the Donor and the Trustee in executing this agreement to create a Charitable Remainder Unitrust within the meaning of Section 664 of the Internal Revenue Code and the Regulations thereunder and that said Unitrust be of a nature to enjoy favorable Federal income, gift, and estate tax treatment under Sections 170,

2522, and 2055 of the Internal Revenue Code. All the provisions hereof should be interpreted in a manner consistent with the Regulations and Rulings promulgated by the Internal Revenue Service with respect thereto. Otherwise, this instrument shall be governed by the laws of the State of _____.

O. Trust Not Liable for Estate or Inheritance Taxes. Regardless of the laws of any state or jurisdiction and anything to the contrary notwithstanding, the assets of the trust estate shall not be subject to claim for any Federal, state or other estate, inheritance or succession taxes or duties which may be assessed against the estate of the Donor or against any beneficiary hereunder, and the Donor agrees that his Will will include a provision that any and all said taxes and duties shall be paid out of assets of the Donor's estate as are subject to administration and not out of the assets of the trust estate. Regardless of the laws of any state or jurisdiction and anything to the contrary notwithstanding, the Trustee shall not have the power to invade the trust for the benefit of the Donor or any other beneficiary or any other party for any purpose whatsoever and the only payments from the trust shall be the unitrust amounts payable to the Donor and/or beneficiaries of the trust.

P. Payment of Death Taxes by Beneficiary. The Donor has provided for the payment of any death taxes from sources other than this trust. Nevertheless, if for any reason, the trust becomes liable for any Federal, state or other estate, inheritance or succession taxes or duties which may be assessed against the estate of the Donor, the life interest of the successor beneficiary shall take effect only if the successor beneficiary furnishes the funds for payment of any such taxes or duties for which the trust may be

liable. If the successor beneficiary fails to furnish those funds, the successor beneficiary shall be deemed to have predeceased the Donor for all purposes of this trust.

Q. Prohibited Activities. Notwithstanding any other provision hereof, the unitrust amount for each taxable year shall be distributed at such time and in such manner as not to subject the trust to tax under IRC 4942. The Trustee shall not engage in any act of self-dealing (as defined in §4941(d) of the Internal Revenue Code of 1954, as amended); nor shall the Trustee make any investments which jeopardize the charitable purpose of the unitrust (as defined in §4944 of the said Code) or retain any excess business holdings (within the meaning of §4943 of the said Code).

R. Limited Power to Amend.

(a) Except as provided in this paragraph, this instrument may be amended, altered or modified at any time or from time to time, in writing, by the College.

(b) In the event that an amendment affects the rights or obligations of any income beneficiary hereunder, such amendment shall not become effective until the first day of the calendar month following sixty days after a copy of such amendment shall have been mailed to each such beneficiary. If such income beneficiary shall file with the College a notice in writing objecting to such amendment, and if such notice is received by the College at least five days prior to the effective date of the amendment, such amendment shall be void.

(c) Notwithstanding any other provision of this paragraph, no amendment shall be made which affects the irrevocable remainder interest granted to the College in all property held in the trust, or which otherwise affects the qualification of the trust as a charitable remainder annuity trust within the meaning of §664 of the Internal Revenue Code, as that term is defined from time to time in said Code, and the College shall have the power to amend this instrument for the purpose of preserving such qualification without reference to the limitations set forth in subparagraph (b) of this paragraph.

S. Trustees' Powers. The Trustee shall have all the powers conferred upon trustees by the Uniform Trustees' Powers' Act as in force in this State except to the extent limited by this agreement and Section 664 of said Code.

T. Trustee Compensation. The Trustee shall receive as compensation for services rendered under this agreement a reasonable management fee.

U. Effective Date. This agreement shall be effective only upon execution by the parties at its offices at _____.

IN WITNESS WHEREOF, the parties have set their hands and seals hereto in duplicate the day, month and year hereinabove first written.

CONFIDENTIAL

In the presence of

(SEAL)

Anybank

(SEAL)

Name:

Title:

LONGWOOD

CONFIDENTIAL

Farmville, Virginia 23901

WORKSHEET FOR COMPUTING THE CHARITABLE DEDUCTION

ONE - LIFE UNITRUST

Donor Mr. & Mrs. Ernest Goodrich Amount Transferred \$ 50,000 Date 9/11/86
Beneficiary's Name Mrs. Sue Goodrich Date of Birth _____ Age* 68 M/F
Gift Valuation Date 10/1/86 First Payment Date 1/1/87
Frequency of Payment Quarterly Payout Rate 6 %

*Age at nearest birthday

1. Number of full months between first valuation date and date of first payment..... 3
2. Adjustment Factor from Table F (IRS Regs.)..... .942505
3. Unitrust Payout Rate (per above)..... 6%
4. Adjusted Payout Rate (Line 2 x Line 3)..... 5.655
5. Next lower payout rate shown in Table E (IRS Regs.)..... 5.6
6. Next higher payout rate shown in Table E..... 5.8
7. Difference between Rate on Line 4 and Rate on Line 5..... .055
8. Amount on Line 7 x 5..... .275
9. Factor for AGE 68F at rate shown on Line 5 (Table E).... .51416
10. Factor for AGE 68F at rate shown on Line 6 (Table E).... .50339
11. Difference ----- Line 9 minus Line 10..... .01077
12. Line 11 x Line 8..... .00296
13. Interpolated Factor for Adjusted Payout Rate---Line 9 minus Line 12..... .51120
14. Amount Transferred to Unitrust..... \$50,000
15. Charitable Contribution Deduction --- Line 13 x Line 14.... \$25,560

LONGWOOD

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Farmville, Virginia 23901

CALCULATION OF THE CHARITABLE REMAINDER INTEREST FOR A ONE-LIFE ANNUITY TRUST

Donor Mr. & Mrs. Ernest Goodrich Date of Agreement _____
Beneficiary Mrs. Sue S. Goodrich Date of Birth _____ Age* 68 Sex F
Amount Transferred \$ 50,000 Amount of Annual Payout \$ 3,000
Date of First Payment 1/1/87 Payout Frequency Quarterly

*Age nearest birthday on date of agreement

1. Amount of Annual Payout.....\$ 3,000
2. Annuity Factor for Age _____ --(Table A).....\$ 6.3610
3. Present value of annuity before adjustment
(Line 1 x Line 2).....\$ 19,083
4. Adjustment Factor for Frequency of Payment..... 1.0368

Payment at End of Period

Annual Payments..... 1.0000
Semi-Annual Payments..... 1.0244
Quarterly Payments..... 1.0368
Monthly Payments..... 1.0450

5. Adjusted Present Value of Annuity (Line 3 x Line 4).....\$ 19,785.25
6. If Payment is Made at Beginning of Period, Enter the
Amount of First Payment --- Otherwise Enter Zero.....\$ 0
7. Present Value of Annuity (Line 5 + Line 6).....\$ 19,785.25
8. Amount Transferred to Annuity Trust.....\$ 50,000.00
9. Present Value of Remainder Interest (Line 8 minus
Line 7).....\$ 30,214.75

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September 25, 1986

Mr. and Mrs. David W. Harker
1812 Blakefield Circle
Lutherville-Timmonium, MD 21093

Dear Mr. and Mrs. Harker:

We thoroughly enjoyed our visit to your home last week. It is always a pleasure to see and talk to someone with such fond memories of Longwood. Lunch at your favorite restaurant was a real treat.

After giving some thought to your particular situation, we would recommend, based on current and soon-to-be tax laws, a cash contribution for 1986:

- a) Next year you will, in all likelihood, be in a lower tax bracket, thus the cost of giving a cash gift will be lower in 1986.
- b) The Longwood College Foundation investment counsel recommends no trust smaller than \$30,000 to \$50,000, depending on the donors age and circumstances because of possible negative tax consequences for the donor.

Mrs. Harker, during our visit you asked what it would take to fully endow a \$1,000 scholarship. If we assume a safe six-percent payment it would require a corpus of \$16,667. Your kind and generous donations to date are \$5,000. Should you consider adding an additional \$11,667 to the Lois Barbee Harker Scholarship Fund, it would be a \$1,000 scholarship. The charitable contribution deduction would, of course, act as an offsetting entry against any capital gains tax due for 1986.

CONFIDENTIAL

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Mr. and Mrs. David W. Harker
Page 2
September 25, 1986

We want you to know we appreciate your kindness and thoughtfulness and do hope the both of you are able to visit our campus in the near future.

Sincerely,

H. Franklin Grant
Director of Planned Support

HFG/ktn

P.S. I will be forwarding trust information to you next week. I just wanted you to know it will be based on putting in more than \$10,000.

REMAINDER VALUE CALCULATION OF
A CHARITABLE REMAINDER ANNUITY TRUST

Prepared for: Lois B. Harker
Prepared by: H. Franklin Grant
Director of Planned Support
Office of Institutional Advancement
Longwood College
Date: October 8, 1986

RELEVANT FACTS REGARDING YOU AND YOUR GIFT

- (1) Name of Donor : Lois B. Harker
- (2) Name of First Beneficiary : Lois B. Harker
- (3) Age of First Beneficiary : 69
- (4) Name of Second Beneficiary : David W. Harker
- (5) Age of Second Beneficiary : 63
- (6) Date of Gift : November 1, 1986
- (7) Amount Transferred to Trust : \$50,000
- (8) Annual Annuity Payout : \$3,000
- (9) Payout Frequency : Annual at end of interval

This illustration is for educational purposes and is merely intended to provide information based on certain assumptions. The donor or others should not interpret the information as legal, tax or financial advice. Therefore, before entering into a planned or deferred giving arrangement with any charitable organization, the donor should seek competent and relevant professional legal and tax opinion.

REMAINDER VALUE CALCULATION - CHARITABLE REMAINDER ANNUITY TRUST
TWO LIVES

- Donor : Lois B. Harker
- Date of Gift : November 1, 1986
- Type of Gift : Cash
- Amount Transferred to Trust : \$50,000
- Ages of Beneficiaries : 69 - 63
- Payout Percentage : 6.0000%
- Payout Frequency : Annual at end of interval
- Present Remainder Value : \$26,032.40

The amount of the remainder value is deductible in the year of the gift within certain limitations. Your cash gift is deductible up to 50% of your adjusted gross income with up to 5 additional years if needed.

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LONGWOOD

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Farmville, Virginia 23901

September 9, 1986

Mr. James C. Wheat, Jr.
Chairman
Wheat First Securities
P. O. Box 1357
Richmond, VA 23211

Dear Jim:

Please accept this letter as follow up to our previous conversations concerning the possibility of gifting Mrs. Hardy's home to Longwood College.

The home and property is located within the College's new master plan and it would be wonderful for Mrs. Hardy's home to have a permanent tie to Longwood.

Although a gift with the donor retaining a life interest would require approval of the Foundation Board of Directors, I am confident in saying that would be no problem. I am enclosing information prepared by the Institutional Advancement Office concerning a gift of real property with the donor retaining a life interest. The example would vary based on the age of the donor (the higher the age, the higher the contribution deduction).

I would like to visit with you at your convenience to discuss how we might proceed and tie this possible gift to the advanced gift phase of the College's first capital campaign.

With very kindest personal regards, I am

Sincerely,

Janet D. Greenwood
President

JDG/ktn

Enclosure



GIFTS OF A PERSONAL RESIDENCE TO THE

LONGWOOD COLLEGE FOUNDATION, INC.

RESERVING A LIFE INTEREST FOR THE DONOR

Contacts:

**Mr. Donald Lee Lemish
Vice President for
Institutional Advancement
Longwood College
Farmville, VA 23901
(804) 392-9216**

**Mr. H. Franklin Grant
Director of Planned Support
Longwood College
Farmville, VA 23901
(804) 392-9216**

- THE LONGWOOD COLLEGE FOUNDATION BOARD MUST APPROVE ALL TRANSFERS.
- ALL MAINTENANCE MUST BE PROVIDED BY THE DONOR.
(example: insurance, repairs, general maintenance, etc.)
- APPRAISAL MUST BE DONE AT THE DONOR'S EXPENSE.

TAX IMPLICATIONS:

CAPITAL GAINS - not taxable on a transfer of appreciated property to a public charity.

INCOME TAX - deductible up to 30% of donor's adjusted gross income - with a five-year carryover for any excess.

GIFT TAX - not subject to federal gift tax. However, the donor must report the gift (remainder interest) on a federal gift tax return. The donor then takes an offsetting gift tax charitable deduction.

ESTATE TAX - the fair market value of the residence is includable in the gross estate when a life interest is retained. The estate then deducts as a charitable contribution the amount included in the gross estate - resulting in a washout.

COMPUTING THE CHARITABLE DEDUCTION:

*For income tax charitable deduction, depreciation (computed on the straight-line method) and depletion must be taken into account in determining the value of the remainder interest.

Example: A female, age 82, donates to a qualified charity the remainder interest in her personal residence reserving the life interest for herself. Total value of the property at the time of transfer is \$100,000

	<u>F.M.V.</u>	<u>RESIDUAL VALUE</u>	<u>DEPRECIATION VALUE</u>
LAND	20,000	20,000	0
HOUSE	80,000	* 15,000	65,000

ESTIMATED USEFUL LIFE OF PROPERTY IS 25 YEARS

INITIAL AGE Female 82

TERMINAL AGE107

DEPRECIATION ADJUSTMENT FACTOR

$$\text{Depreciation Adjustment} = \frac{32.838728 - .001629198}{25 \times 11.851619} = \frac{32.83709881}{296.290475}$$

equals .11080 (Rounded to 5 places)

*Value must be obtained from appraiser

REMAINDER VALUE

Factor for Age 82	.59705
Less depreciation adjustment	<u>.11080</u>
Adjusted Factor	.47897

THEN;

Residual Value	\$35,000 x .59705 equals:	20,896.75
Depreciable Value	\$65,000 x .47897 equals	<u>31,133.05</u>
Contribution Deduction		52,029.80

THE PRECEEDING EXAMPLE AND REQUIREMENTS ARE BASED ON OUR KNOWLEDGE OF CURRENT LAW. FOR FINAL FACTS AND FIGURES, DONORS MUST SEEK THEIR OWN PROFESSIONAL ADVICE.

CONFIDENTIAL

September 23, 1986

Reverend & Mrs. Alfred Lee
P. O. Box C
Mount Holly, VA 22524

Dear Reverend & Mrs. Lee:

Thank you for the wonderful dinner and hospitality which you provided to us last week. It was a delightful evening! We also appreciated your genuine concern about our trip home. We both feel that we have gained two warm, personal friends.

Your interest in endowing a "chair" at Longwood is most commendable and very exciting for the future of the College. Thank you for allowing us to present the information about the Teachers Education Honors College and the Writer-in-Residence program. Your proposed bequest will have significant impact on Longwood's ability to enhance educational excellence.

Also, thank you for indicating a desire to make an annual fund gift in December of each year. We have made a note to correspond with you as a reminder in late November. If you would like any communications to be sent to your Florida address, please advise.

We hope that you will be able to visit the campus again in the near future and have a complete tour. We would like for you to be our guests at the Alumni House and have dinner with Dr. Greenwood.

With thanks for the gracious evening and kindest personal regards, we are

Sincerely,

Donald Lee Lemish
Vice President

H. Franklin Grant
Director of Planned Support

/ktn

CONFIDENTIAL
C O N F I D E N T I A L
S T A T E M E N T

It is my intent to include Longwood College Foundation, Inc., in my last will and testament. I understand that this statement of intent is not a binding agreement; it is simply a declaration of my desire to be a part of The Longwood Endowment Society.

Signature: Mary Folley Ames Lee
Date: 8/28/86

*Please use Boyce Mt Hally, Va. 22524
as my mailing address*
PLEASE SEE BACK

OPTIONAL INFORMATION

BEQUEST AMOUNT	CHECK ONE	If you wish to provide a specific amount, please enter it in the space below.
\$ 1,000 - \$ 4,999	<input type="checkbox"/>	\$ _____
\$ 5,000 - \$ 9,999	<input type="checkbox"/>	
\$ 10,000 - \$ 19,999	<input type="checkbox"/>	<input type="checkbox"/> Do not include my name in any publicity concerning The Longwood Endowment Society.
\$ 20,000 - \$ 29,999	<input type="checkbox"/>	
\$ 30,000 - \$ 49,999	<input type="checkbox"/>	
\$ 50,000 - \$ 99,999	<input type="checkbox"/>	
\$100,000 - \$199,999	<input type="checkbox"/>	<input type="checkbox"/> Feel free to include my name in any College publication relating to the Longwood Endowment Society.
\$200,000 - \$499,999	<input checked="" type="checkbox"/>	
\$500,000 - \$999,999	<input type="checkbox"/>	
\$1,000,000 +	<input type="checkbox"/>	

*Before my name is used in such publicity I would like to approve it. Thank you
Mary Folley Ames Lee*

CONFIDENTIAL

ESTABLISHMENT OF AN ENDOWED CHAIR FOR
HONORS COLLEGE IN TEACHER EDUCATION
OR
LONGWOOD'S WRITER-IN-RESIDENCE

1. The Chair will be established with a bequest in the range of \$500,000.
2. The gift income will be matched by the Virginia Eminent Scholars Program.
3. Annual income from the Endowment and Eminent Scholars will completely fund the "Chair."
4. The \$500,000 corpus shall be invested and the interest income only will be used for compensation. The entire income may be spent annually.
5. The Chair shall be named for Mary Farley Ames Lee, Class of 1938.
4. The donor is requested to sign the attached statement and provide a copy of the will codicil directing the establishment of the Chair, thus enabling the College to count this commitment towards the \$7,000,000 "A Past To Build Upon, A Promise To Fulfill" capital fund raising campaign.
6. The Mary Farley Ames Lee Chair will be administered by the Longwood College Foundation, Inc., and will be invested as part of its endowment.
7. Appropriate publicity and recognition will be provided to Mrs. Mary Farley Ames Lee for her most generous bequest.

CONFIDENTIAL**LOUISE BRIGHTWELL WATSON MEMORIAL SCHOLARSHIP ENDOWMENT**

1. This endowed memorial fund will be established with a cash gift creating an endowment corpus of \$25,000. The gift will be provided by W. A. Watson, Jr., in memorium to his wife, Louise Brightwell Watson, Class of 1920.
2. The \$25,000 corpus of this fund shall be invested and the interest income only shall be used to fund scholarship payments to students based first on need and second on academic merit.
3. First preference should be given to student applicants from Prince Edward, Buckingham, Cumberland, Nottoway, and/or Charlotte Counties.
4. All scholarships will be awarded to students enrolled in the Longwood Teacher Education Honors College.
5. The entire income from the corpus can be spent annually and the size of each scholarship may vary based on each student's need. One to five scholarships will be awarded annually.
6. Each recipient will be identified as a Louise Brightwell Watson Teacher Education Honors College Scholar.
7. The Louise Brightwell Watson Memorial Scholarship Endowment will be administered by the Longwood College Foundation, Inc., and will be invested as part of its endowment.
8. Appropriate publicity and recognition will be provided to Mr. W. A. Watson, Jr., for his most generous gift.

September 9, 1986
DATE

LONGWOOD COLLEGE FOUNDATION, INC.

BY: W. A. Watson, Jr.
W. A. WATSON, JR.

BY: Donald L. Lemish
DONALD L. LEMISH

CONFIDENTIAL

LONGWOOD

48

Farmville, Virginia 23961

October 8, 1986

Dr. M. Kathleen Ranson
Route 7
Warrensburg, MO 64093

Dear Kathleen:

Thank you for your recent gift which endowed the Dr. Kathleen Ranson Teacher Education Honors College Scholarship with a corpus of \$10,000. Your support is most generous and deeply appreciated.

Endowment for Teacher Education Honors College Scholarships is a major priority of the College's Board of Visitors and the Directors of the Longwood College Foundation. We have begun the advance gifts phase of a capital fund raising campaign which includes a goal of \$2,000,000 for endowed scholarships. Your gift is a great boost to our efforts to eventually fund 100 Teacher Education scholarships. Our goal is to generate enough endowment for each student recipient to receive \$2,500 each of her/his four years at Longwood.

I thought you might be interested in some of the narrative we are presently using to seek gift support from certain foundations and individuals. The Teacher Education Honors College plans are still being developed and the enclosed material is not a final explanation of the proposed program. We have a new Dean of Education and Human Resources and a new Education Department Chairperson. These two individuals are giving leadership to the planning for the Teacher Education Honors College.

With very kindest personal regards and deepest appreciation for your support, I am

Sincerely,

Donald Lee Lemish
Vice President

DLL/ktn

Enclosure

cc: Dr. Greenwood



EXECUTIVE SESSION

ACTION ITEM

Advancement Committee

October 31, 1986

POLICY
REFERENCE: Advancement Committee Purpose

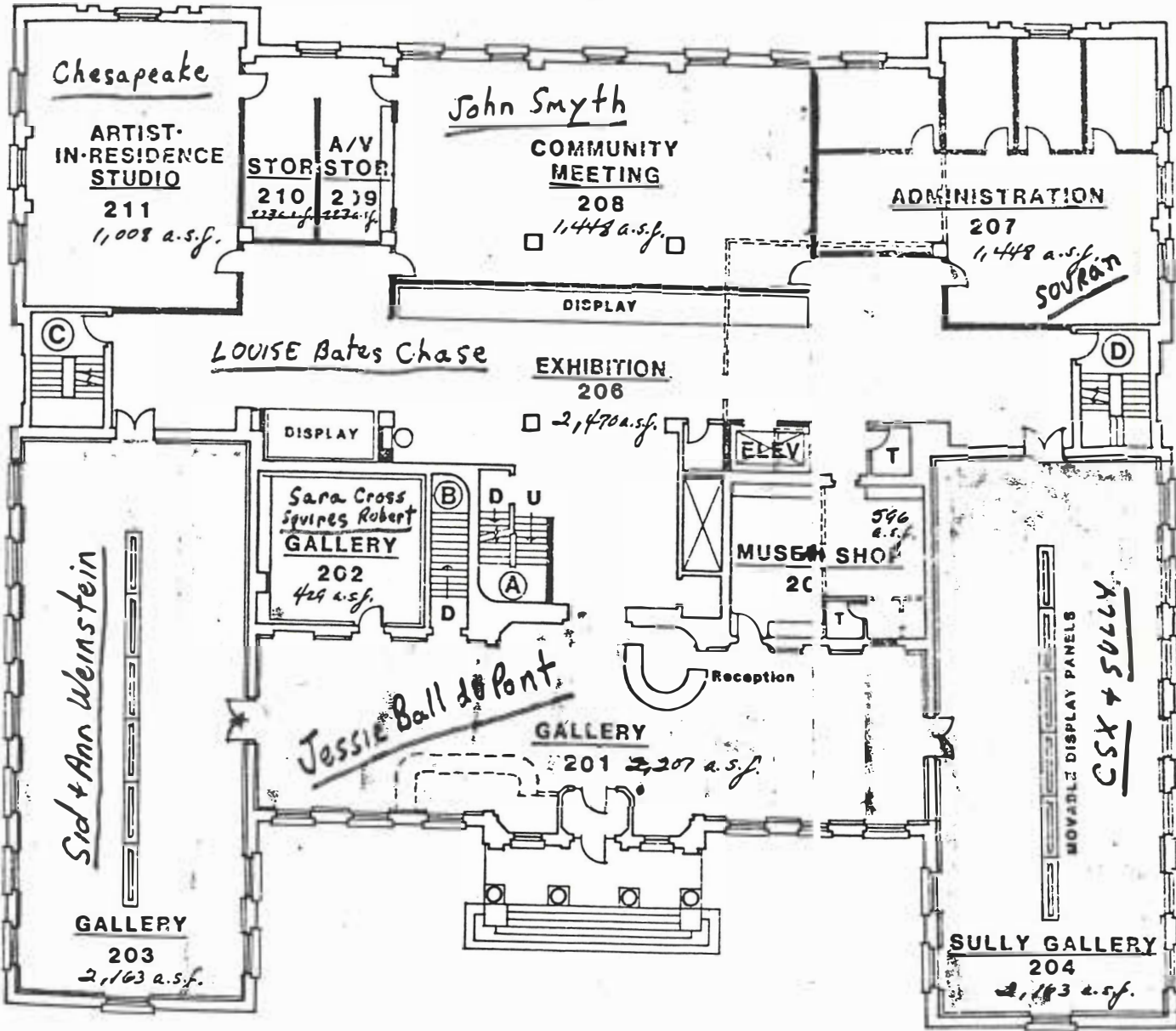
BY-LAW: Article V, Section 6

RECOMMENDATION: Resolved that the Longwood College Board of Visitors hereby on this date approves the naming of appropriate rooms in the proposed Fine Arts Center facility for the following donors based on their gift levels:

Jessie Ball duPont
Louise Bates Chase
Jean Sully West
CSX Corporation
Sovran Bank
Sidney and Ann Weinstein
Sara Cross Squires Robert
John Smyth
Chesapeake Corporation

EXPLANATION: Such approval at this time would provide the Advancement Office an appropriate reason for a special cultivation and recognition of these donors. Since the construction timetable is longer than originally anticipated, we feel this action is necessary to hold the interest and confidence of the donors. It also could result in additional giving from some of these donors.

The following page shows the possible named gifts associated with specific rooms if the Fine Arts Center is located in the current Lancaster Library. Although the above recommended action does not set the specific rooms, it is an action that will demonstrate to the donors our future intent. The specific room names will be brought to the Board at the appropriate time. The gift amounts from the above donors received to date are: duPont, \$250,000; Chase, \$230,000; Weinstein, \$50,000; Squires Robert, \$25,000; CSX, \$25,000; Smyth, \$15,000; Chesapeake, \$10,000; Sovran, \$8,600. Jean Sully West contributed \$40,000 cash and \$14,000 in art in the 1970's with the understanding that a Sully Gallery would be named sometime in the future.



MAIN LEVEL PLAN



LONGWOOD COLLEGE
FARMVILLE, VIRGINIA

EXISTING WALLS

WALLS TO BE REMOVED

NEW WALLS

MAIN GALLERIES

GENERAL EXHIBITION

PUBLIC

ADMINISTRATIVE

MAIN FLOOR PLAN

ODELL
RICHMOND, VIRGINIA

Appendix J - October 30-31, 1986

STUDENT AFFAIRS

Presenter: Dr. Conley

Action Item

POLICY: Admission of Disabled Students

BY-LAW: Article V, Student Affairs

RECOMMENDATION: On behalf of the Academic and Student Affairs Committee, I move that the Board approve the Disabled Students Policy as follows:

All admission decisions are made without regard to disabilities. Special consideration may be requested for admission by students with identified learning disabilities whose academic credentials are below the current admission standards.

Once admitted, all students with disabilities must inform the campus coordinator and may be requested to provide appropriate documentation prior to enrolling if special services are to be requested.

EXPLANATION: Longwood intends to be fair and just and certainly committed to the quality of education for disabled students.

BUSINESS AFFAIRS/INTERNAL AUDIT COMMITTEE

October 30, 1986

2:45 p.m. - Prince Edward Room

Presenter: Mr. Thompson

Members Attending: Mr. Thompson, Chair
Dr. Greenwood
Mr. Hurley
Ms. Sydnor
Mr. Watson

Members Absent: Mr. Rust
Mr. Schewel

Others Attending: Ms. Burton
Ms. High
Mr. Murphy
Mr. Kast

ACTION ITEMS

Business Affairs

1986-87 Operating and Capital Budgets (pp.24-26) On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the 1986-87 Operating and Capital Budgets on pages 24, 25, 26 of the Board Report.

Changes in Admissions Deposits and Fees for Fall, 1987 Term (pp.27-28) On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the proposed changes in admission deposit and application fee/policy. Increase the current \$90.00 admissions deposit to \$100.00 for day students and \$150.00 for residence students. This fee will be applicable to new and returning students. Eliminate the current \$15.00 fee and requirement of completing another application form for students who wish to reapply for admissions within a 3-year period of initial application.

Use of MasterCard and VISA for payment of tuition and fees (pp.29-30) On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the practice of allowing the College to accept MasterCard and VISA as payment of College charges.

Tuition Waiver for Out-of-State Students Working for a Virginia Employer (p.31) On behalf of the Business Affairs Committee, I move that the Board of Visitors approve a waiver of the difference between in-state and out-of-state tuition charges for out-of-state students working for a Virginia Employer enrolled in Longwood College courses under the conditions described in Section 23-7.4 Part G of the Code of Virginia.

Enrollment Projections (pp.32-33) On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the enrollment projections for 1986-87 - 1989-90 academic years as shown on page 33 of the Board Report.

Personnel Matters (pp.1-2) of the Confidential Report) On behalf of the Business Affairs Committee, I move that the Board of Visitors approve new appointments, resignations, and transfers on pages 1 and 2 of the Confidential Report.

A handwritten signature in black ink, appearing to read "Hunter Watson", written over a horizontal line.

Mr. Hunter Watson, Vice Chair
Business Affairs Committee for
the Longwood College Board of
Visitors

Appendix L - October 30-31, 1986

ENROLLMENT INFORMATION

Enrollment Trends

	<u>80-81</u>	<u>81-82</u>	<u>82-83</u>	<u>83-84</u>	<u>84-85</u>	<u>85-86</u>
Fall On-Campus Headcount	2397	2426	2589	2595	2597	2663
Fall Semester FTE	2538	2545	2666	2631	2732	2741
Annual FTE (All Sessions)	2775	2746	2820	2908	2882	2880

Enrollment Projections

	<u>86-87</u>	<u>87-88</u>	<u>88-89</u>	<u>89-90</u>
Fall On-Campus Headcount	2762	2780	2807	2836
(Including Employees & Senior Citizens)	(2789)	(2810)	(2837)	(2866)
Fall Semester FTE	2791	2808	2835	2864
Annual FTE (All Sessions)	2919	2948	2977	3007

Longwood College
Office of Planning, Research and Information Systems
September 30, 1986