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Meeting Agendas and Minutes

Board of Visitors

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1-28-1988

### 1988-01-28 Minutes and Appendices

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LONGWOOD COLLEGE BOARD OF VISITORS

Minutes of Meeting

January 28-29, 1988

TIME AND PLACE

The regular quarterly meeting of the Longwood College Board of Visitors was held on January 28-29, 1988, on the College campus.

PRESENT

Board members present were: Dr. Wyndham Blanton, Jr., Ms. Martha A. Burton, Dr. Harold W. Conley, Mr. Thomas D. Rust, Mr. Bertram R. Schewel, Ms. Linda E. Sydnor, Mr. W. T. Thompson, III.

Also present were: Dr. George R. Healy, President; Mr. Richard V. Hurley, Vice President for Academic Affairs; Ms. Phyllis Mable, Vice President for Student Affairs; Ms. Nancy B. Shelton, Interim Vice President for Advancement; Dr. Donald Stuart, III, Vice President for Academic Affairs; Mr. H. Donald Winkler, Associate Vice President and Executive Director of Public Affairs; Dr. James Cross, Vice President for Research and Information Systems; Ms. Kathe Taylor, Executive Assistant to the President; Mrs. Marion Combs, Alumni Representative to Sit with the Board of Visitors; Dr. Judy Johnson, Faculty Representative to Sit with the Board of Visitors; Mr. Rick Otey, Student Representative to Sit with the Board of Visitors; Mr. Richard Kast, Assistant Attorney General of the Commonwealth of Virginia.

ABSENT

Board members absent: Ms. Jean Dixon Colgate, Ms. Martha W. High, Mr. George E. Murphy, Jr., Mr. Hunter R. Watson.

The Rector, Mr. Rust, presided. In view of the absence of the Secretary, Mr. Watson, the Vice Rector, Ms. Burton, assumed the duties of Secretary.

REPORT OF THE  
PRESIDENT

Dr. Healy stated that the institutional concern is primarily upon the General Assembly. The executive budget recommended by the Governor is a very good one--the best one that has come out in the past eight to ten years. The most

pleasant surprise was the awarding of 19.34 positions for the College based on actual enrollment figures in the fall of 1987 and predictions for 1988. All of these are specified as restricted positions, such as research positions supported out of grant money which could "dry up". This language was used for all institutions who accepted more than 65% of their applications. Dr. Healy noted that the College would like for the positions to come unrestricted because the State takes away positions when enrollments decline. The money for the positions will come without any strings attached. This provides an opportunity for the institution to put them in the places they are needed.

Regarding capital projects, the Governor has recommended that, for most capital projects, only planning monies could be funded in 1988-89, with construction monies funded in 1989-90 from lottery revenues. The new library construction project is on the Governor's list of projects to be funded in 1989-90.

The College is considering joining with four other institutions in submitting a budget amendment for construction funds. The other four institutions also received planning money during the 1987-88 legislative session.

The College has requested Senator Howard Anderson and Delegate Watkins Abbitt, Jr., to sponsor several budget amendments. They are: new library construction - \$7,002,542 from General Funds; repair water infiltration problems in Grainger Hall - \$440,000, also from General Funds.

The second amendment has to do with increases for the next biennium-- a small increase for faculty salaries from 5.03% as proposed by the Governor to 5.8%; raise library funding for books/periodicals to 100% of guidelines; nonpersonal Services Support for 19.34 new positions.

INFORMATION  
ITEMS

Academic/Student Affairs Committee:

Dr. Conley gave the report of the Academic/ Student Affairs Committee meeting held on January 28, 1988. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - January 28-29, 1988.)

Academic Affairs:

Assessment Update (p.1).\* Longwood's five-year assessment development plan was approved during the summer of 1987. The plan provides that academic programs define their mission and select instruments appropriate to documenting student outcomes pertinent to the mission. Longwood received supplemental SCHEV grants to initiate alumni follow-up assessment and to participate in a pilot testing service of general education assessment. An updated plan must be filed with SCHEV in May 1988.

Continuing Studies (p.2). Continuing Studies reported as of January that there are four off-campus credit classes and two on-campus classes scheduled for the second semester. There are 26 credit classes scheduled for summer 1988. Continuing Studies generated 462 credits or 30.8 FTE during the Fall 1987 semester.

Registrar's Report (p.3). As of January 8 there were 2,392 students registered for the Spring 1988 semester. A total of 700 students had cumulative GPA's of less than 2.0, which is 100 less than the prior semester.

Teacher Education Update (pp 4-5). Longwood's "Proposal to Restructure Teacher Education" was submitted to the State Department of Education on December 17, 1987. We believe that our proposal complies fully with all of the mandates given by the Commission. Major issues are reflected in the decision regarding the proposed restructuring which include requiring a major in one of the disciplines in liberal arts

\*Page numbers refer to "Report of the President to the Board of Visitors, January 28-29, 1988". A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - January 28-29, 1988.

and sciences, increased field experience, and raising admission standards to require a 2.5 GPA. The timeline to begin implementation of restructured programs is July 1, 1989, for special education and July 1, 1990, for elementary and secondary education. Most teacher candidates will have completed existing programs by May, 1993.

Longwood Business Innovative Center (p.6).

The Longwood Business Innovative Center established in the Fall of 1986 is guaranteed funding at a reducing level for four years. A joint subcommittee Studying Economic Development and reporting to the Governor and the General Assembly in January will likely propose a Small Business Development Center which will be funded one-half by the state and one-half by the Small Business Administration. If the SBDC is developed and Longwood's LBIC is funded, the funding would be constant and greater than at present. Funding alternatives for Longwood's LBIC are: College and CIT for a maximum of two years; become a satellite of the state SBDC and move off-campus beginning in 1988 or 1989 at \$180K per year, or college and private sources as a long-term option.

Update on Remediation and Developmental Courses (p.7).

A joint study of developmental or remediation education was undertaken by the State Board for Community Colleges and the State Council of Higher Education in Virginia in January 1986 to define level of competence required for college level work, to develop methods and criteria for assessing and to propose procedures for more remedial work to be done in community colleges. A committee has begun work on a plan for implementing the objectives set forth by this committee.

Student Affairs:

SCHEV Study on Admissions Policies - December 1987 (pp. 8-9). A study of admission practices by SCHEV revealed that it is not practical to adopt uniform standards of admission at state-supported institutions. It also revealed that Virginia students are not being deprived of a college education and that out-of-state students are essential to the kinds of colleges and universities Virginia has developed in its state-supported system of higher education. There are eight SCHEV recommendations for admission practices in Virginia state institutions. These are

listed on page 9 of the board report. Several of the recommendations will require Board action at a later date.

Approximate Admissions Selection Criteria Used at other Four Year Virginia State Supported Institutions (pp. 10-12). A study conducted by the Admissions staff of admission practices at state colleges in Virginia indicates similarity among the colleges in major factors used in admissions. Colleges generally fall into three categories: very highly selective, moderately selective, and minimally selective or open admissions. Longwood falls in the moderately selective category along with George Mason, Mary Washington, VMI, VCU, ODU, and Radford.

Admissions Selection Guidelines Class Entering Fall 1988 (p. 13). Longwood's admissions criteria is reviewed annually by the admissions staff, the faculty admissions committee, the offices of Academic and Student Affairs and the President's Cabinet. The five major factors used in selecting students are high school courses, individual course grades, overall average, student's rank in his/her senior class and scores on SAT tests. Other factors are also considered. Admissions standards have been raised over the past two years to include a higher GPA and two years of a foreign language.

Business Affairs/Internal Audit Committee:

The Chair, Mr. Schewel, gave the following report on the meetings of the Business Affairs/Internal Audit Committee. (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - January 28-29, 1988.)

Business Affairs:

In summary, Mr. Schewel indicated that the monthly quarterly report was reviewed. Also Mr. Hurley presented information to the Board including a budget recommendation that Dr. Healy referred to as well as an update of capital projects. (Copies of this information are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix D, Appendix E, and Appendix F - January 28-29, 1988.)

A report was received on Prompt Pay Performance. The Board had some concerns about the College's compliance with this regulation but understood that there had been some personnel changes in that area, which Mr. Hurley also discussed.

The report from the Guaranteed Student Loan FY 1985 Default Rate showed a very fine record for Longwood.

Mr. Hurley discussed personnel changes among classified employees. Jane Crawley was moved from Fiscal Technician to Materiel Management Supervisor in Purchasing. Lucie P. Zehner moved to Fiscal Technician in Accounts Payable.

Mr. Hurley informed the Board of the Blackwell Mall Project which is under way. The group working on this is made up primarily of students. The architects have solicited comments regarding the conceptual drawings they have done. Recommendations for changes will be presented to the Board for approval.

The telecommunications project was reviewed by Dr. Cross. It appears that satisfactory progress is being made on this project.

Internal Audit:

There was a discussion and update on the current audit projects which the Internal Auditor is involved in. (A copy of this report was given to each of the Board members. A copy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix G - January 28-29, 1988.)

Controls were found to be adequate in the Student Union and Purchasing areas which had been audited. Control reviews have been started in the following areas:

Accounts Payable, Employee Relations, Payroll and Petty Cash.

Information was given to the committee to the effect that student organizations write their own checks against individual accounts. There are approximately 25-30

of these accounts, some of which are very small. They are audited each year by a faculty member.

Advancement Committee:

Mr. Rust, the Committee Chair, gave the following report on the Advancement Committee meeting held on January 29, 1988. (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix H-January 28-29, 1988.)

Mrs. Shelton gave a complete financial report of the Longwood College Foundation. The Committee received reports for the year pertaining to fund raising activities, broken down as to sources of gifts and dollar amounts, as well as a bound copy of the 1986-87 financial statement of the Foundation.

The Committee also received a summary report as of December 31, 1987, for the Capital Campaign.

A report was distributed and Ms. Shelton reviewed with the Committee the status of the Writer-in-Residence challenge grant. Ms. Shelton also briefed the Committee on the Cabell Foundation grant awarded to the Longwood College Foundation, Incorporated, for the Longwood House Refurbishing Committee's project. Discussion included the amount of the grant and the amount needed to meet the grant's terms.

The Committee went into executive session to discuss appropriate fund-raising activities. No action to record was taken.

Executive Committee:

Mr. Rust, Chair, gave the following information from meetings of the Executive Committee:

November 18, 1987:

The Executive Committee met in Richmond for the purpose of interviewing representatives of consultant firms to help with the presidential search.

December 4, 1987:

At its meeting on December 4, 1987, the Executive Committee recommended that the consulting firm of Perez-Arton, Consultants



of New York, be retained to assist with the presidential search. The Committee's recommendation was approved by the Board. The Longwood College Foundation, Incorporated, has agreed to provide some of the funding for this service.

Dr. James Cross was approved as Vice President for Research and Information Systems.

President Healy made comments on the State of the College pertaining to:

Matters before the General Assembly:

Library  
Literacy Center  
Budget amendment

Property acquisition  
Visiting team from the State Department of Education  
SCHEV request regarding AA/EEO Plan  
Christmas activities at Longwood House  
Planning  
Commencement, 1987  
Virginia Writing Workshop

January 28, 1988:

Family-Style Dining:

Dr. Healy discussed with the Board the fact that the administration was considering eliminating family-style meals in the dining halls and going strictly to cafeteria style meals. The primary reason for this is the cost to the College to hire the waiters and waitresses. ARA does not pay the students who work in the dining hall. In the past, the students have asked if they might have cafeteria-style meals. It is the thinking of the administration that this should be phased out during the current semester and the change made next fall.

April 7-8, 1988, Meeting:

The date of the next meeting of the Board is scheduled for April 7-8, 1988. Dr. Healy asked if it would be possible to change this to April 27-28, 1988, to allow sufficient time to receive information as to the final budget for 1988-90, so that faculty salaries

could be approved and the faculty members notified prior to the end of the semester. There seemed, at that time, no feasible alternate date, so the members of the Committee agreed to leave the dates as set for the present time. It is understood that, if the meeting is held on April 7-8, 1988, the revenue and expenditure figures will be estimates.

Board Manual:

Dr. Healy raised the question of whether or not the Board Manual, printed in 1982, should be revised. It was the consensus opinion that pertinent portions, such as the by-laws, should be updated and this information given to new Board members at the time of the orientation session for them. Mr. Rust stated that this was not to be considered a "high priority" item.

ACTION ITEMS

Minutes of Meetings of the Board of Visitors:

October 22-23, 1987:

The members of the Board, on motion made by Dr. Blanton, and seconded by Ms. Burton, approved the minutes of the October 22-23, 1987, meeting of the Board.

November 5, 1987

On motion made by Ms. Burton, and seconded by Mr. Thompson, the Board members approved the minutes of the special meeting on November 5, 1987.

Academic/Student Affairs Committee:

Academic Affairs:

Honorary Degree Recipients:

On motion made by Dr. Conley, and seconded by Ms. Burton, the Board approved the two candidates listed on page 15 of the Confidential Report as possible honorary degree recipients. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix I - January 28-29, 1988.)

Personnel Actions (pp. 16-17 of the Confidential Report):

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

Adjunct faculty for the spring semester.

The resignation of Dr. Jim Wallace, Associate Professor of Interior Design, effective January 8, 1988.

Business Affairs/Internal Audit Committee:

Business Affairs:

Tuition and Fees, Summer 1988:

The members of the Board, on motion made by Mr. Schewel, and seconded by Dr. Blanton, approved tuition and fees for summer, 1988. (A listing of these fees is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix J - January 28-29, 1988.)

Revised Policy on Collections of Student Accounts:

The members of the Board, on motion made by Mr. Schewel, and seconded by Mr. Thompson, approved the Revised Policy on Collection of Student Accounts as indicated on pages 12-13 of the Board report. (A copy of this policy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix K - January 28-29, 1988.)

Increase in Undergraduate Application Fee:

On motion made by Mr. Schewel, and seconded by Mr. Thompson, the Board members approved an increase in the undergraduate application fee. (A copy of the listing of this fee is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix L - January 28-29, 1988.)

Funds for the Mall Project and Approval  
of Specific Guidelines for Projects from  
College Funds:

The members of the Board, on motion made by Mr. Schewel, and seconded by Mr. Thompson, approved funding, not to exceed the amount of \$200,000 from College funds, for the Blackwell Mall Project. The Board requested that specific guidelines for future projects be presented to the Board for approval prior to beginning work on the project.

NOMINATING  
COMMITTEE -  
APPOINTMENT OF

Mr. Rust appointed the following to serve as the Nominating Committee: Dr. Conley, Chair; Dr. Blanton; Ms. Sydnor. He asked that the committee be prepared to present a slate of officers at the April meeting of the Board, making recommendations for a Rector, Vice Rector, Secretary, at-large member, Executive Committee. Mr. Rust stated that the intent is that members of the Committee can also be considered for an office. He noted that the work of the Nominating Committee is always an important task, but would be particularly important for the upcoming year. Real leadership would be required from the full Board.

EXECUTIVE  
SESSION

On motion made by Ms. Burton, and seconded by Dr. Conley, the Board went into executive session in accordance with Section 2.1-344(a)(c)(h) of the Code of Virginia, to discuss real property and finances.

END OF  
EXECUTIVE  
SESSION

The members of the Board, on motion made by Mr. Schewel, and seconded by Mr. Thompson, agreed to end the executive session. There was no action taken to report in public session.

ADJOURNMENT

The meeting was adjourned at approximately 1 p.m.

  
Vice Rector

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

Present: Dr. Conley  
Ms. Burton  
Dr. Stuart  
Ms. Mable  
Dr. Healy

Others Present: Mr. Rust  
Dr. Blanton  
Mr. Thompson  
Mr. Kast  
Dr. Johnson  
Mr. Otey

INFORMATION ITEMS

Academic Affairs

Assessment Update (p.1) Longwood's five-year assessment development plan was approved during the summer of 1987. The plan provides that academic programs define their mission and select instruments appropriate to documenting student outcomes pertinent to the mission. Longwood received supplemental SCHEV grants to initiate alumni follow-up assessment and to participate in a pilot testing service of general education assessment. An updated plan must be filed with SCHEV in May 1988.

Continuing Studies (p.2) Continuing Studies reported as of January that there are four off-campus credit classes and two on-campus classes scheduled for the second semester. There are 26 credit classes scheduled for summer 1988. Continuing Studies generated 462 credits or 30.8 FTE during the Fall 1987 semester.

Registrar's Report (p.3) As of January 8 there were 2,392 students registered for the spring 1988 semester. A total of 700 students had cumulative GPA's of less than 2.0, which is 100 less than the prior semester.

Teacher Education Update (pp.4-5) Longwood's "Proposal to Restructure Teacher Education" was submitted to the State Department of Education on December 17, 1987. We believe that our proposal complies fully with all of the mandates given by the Commission. Major issues are reflected in decisions of the proposed restructuring which include requiring a major in one of the disciplines in liberal arts and sciences, increased field experience, and raising admission standards to require a 2.5 GPA. The timeline to begin implementation of restructured programs is July 1, 1989 for special education and July 1, 1990 for elementary and secondary education. Most teacher candidates will have completed existing programs by May 1993.

Longwood Business Innovative Center (p.6) The Longwood Business Innovative Center established in the Fall of 1986 is guaranteed funding at a reducing level for four years. A joint subcommittee Studying Economic Development and reporting to the Governor and the General Assembly in January will likely propose a Small Business Development Center which will be funded one-half by the state and one-half by the Small Business Administration. If the SBDC is developed and Longwood's LBIC is funded, the funding would be constant and greater than at present. Funding alternatives for Longwood's LBIC are: College and CIT for a maximum of two years; become a satellite of the state SBDC and move off-campus beginning in 1988 or 1989 at \$180K per year, or college and private sources as a long-term option.

Update on Remediation and Developmental Courses (p.7) A joint study of developmental or remediation education was undertaken by the State Board for Community Colleges and the State Council of Higher Education in Virginia in January 1986 to define level of competence required for college level work, to develop methods and criteria for assessing and to propose procedures for more remedial work to be done in community colleges. A committee has begun work on a plan for implementing the objectives set forth by this committee.

### Student Affairs

SCHEV Study on Admissions Policies - December 1987 (pp.8-9) A study of admission practices by SCHEV revealed that it is not practical to adopt uniform standards of admission at state-supported institutions. It also revealed that Virginia students are not being deprived of a college education and that out-of-state students are essential to the kinds of college and universities Virginia has developed in its state-supported system of higher education. There are eight SCHEV recommendations for admission practices in Virginia state institutions. These are listed on page 9 of the board report. Several of the recommendations will require board action at a later date.

Approximate Admissions Selection Criteria Used at Other Four Year Virginia State Supported Institutions (pp. 10-12) A study conducted by the Admissions staff of admission practices at state colleges in Virginia indicates similarity among the colleges in major factors used in admissions. Colleges generally fall into three categories: very highly selective, moderately selective, and minimally-selective or open admissions. Longwood falls in the moderately selective category along with George Mason, Mary Washington, VMI, VCU, ODU and Radford.

Admissions Selection Guidelines Class Entering Fall 1988 (p.13) Longwood's admissions criteria is reviewed annually by the admissions staff, the faculty admissions committee, the offices of Academic and Student Affairs and the President's cabinet. The five major factors used in selecting students are high school courses, individual course grades, overall average, student's rank in his/her senior class and scores on SAT tests. Other

factors are also considered. Admissions standards have been raised over the past two years to include a higher GPA and two years of foreign language.

Respectfully submitted



Dr. Harold W. Conley, Chair  
Academic/Student Affairs Committee  
for the Board of Visitors

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

Present: Dr. Conley  
Ms. Burton  
Dr. Stuart  
Ms. Mable  
Dr. Healy

Others Present: Mr. Rust  
Dr. Blanton  
Mr. Thompson  
Mr. Kast  
Dr. Johnson  
Mr. Otey

ACTION ITEMS


Academic Affairs

Additional Possible Honorary Degree Recipients (p.15) On behalf of the Academic Affairs Committee, I move the approval of the two candidates listed on page 15 of the Confidential Report as possible Honorary Degree Recipients.

Personnel Actions (pp.16-17 of the Confidential Report) Pursuant to Section 2.344 (a)(1) of the Code of Virginia, I move the adoption of the following personnel actions:

1. Adjunct faculty for the spring semester.
2. Resignation of Mr. Jim Wallace, Associate Professor of Interior Design, effective January 8, 1988.

Respectfully submitted,

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



Appendix B - January 28-29, 1988

LONGWOOD COLLEGE  
Farmville, VA 23901

REPORT OF THE PRESIDENT  
TO THE  
BOARD OF VISITORS

JANUARY 28-29, 1988

AGENDA

Board of Visitors' Meeting

January 28-29, 1988

Thursday, January 28, 1988:

12 noon - 12:45 p.m.:	Lunch - Prince Edward Room
1 p.m. - 2:30 p.m.:	Business Affairs/Internal Audit Committee - Virginia Room
2:45 p.m. - 4:30 p.m.:	Academic/Student Affairs Committee - Virginia Room
4:45 p.m. - 5:30 p.m.:	Executive Committee - Virginia Room
6:30 p.m.:	Cocktails and buffet - Longwood House

Friday, January 29, 1988:

7:30 a.m. - 8:15 a.m.:	Breakfast with College com- munity - Prince Edward Room
8:30 a.m. - 9:30 a.m.:	Advancement Committee - Virginia Room
9:45 a.m. - 10:45 a.m.:	Search Committee - Board of Visitors' Conference Room
11 a.m.:	Public session - Virginia Room
	1. Call to order.
	2. Adoption of agenda.
	3. Report of the President.
	4. Informational Items:
	a. Academic/Student Affairs Committee- Dr. Conley

- b. Business Affairs/  
Internal Audit Com-  
mittee - Mr. Schewel
- c. Advancement Com-  
mittee - Mr. Rust
- d. Executive Committee-  
Mr. Rust

5. Action items:

- a. Minutes of October  
22-23, 1987, meet-  
ing.
- b. Minutes of November  
5, 1987, special  
meeting.
- c. Academic/Student  
Affairs Committee-  
Dr. Conley
- d. Business Affairs/  
Internal Audit Com-  
mittee - Mr. Schewel
- e. Executive Committee-  
Mr. Rust

6. Naming of Nominating Com-  
mittee - Mr. Rust

7. Adjournment

12 noon:

Lunch - Prince Edward Room

AGENDA  
ACADEMIC/STUDENT AFFAIRS COMMITTEE  
January 28-29, 1988

PUBLIC SESSION

1. Approval of Agenda
2. Information Items
  - a. Academic Affairs
    - (1) Assessment Update, p.1
    - (2) Continuing Studies Update, p.2
    - (3) Registrar's Report, p.3
    - (4) Teacher Education Update, pp. 4-5
    - (5) Longwood Business Innovative Center, p.6
    - (6) Update on SCHEV Remedial and Developmental Courses, p.7
  - b. Student Affairs
    - (1) SCHEV Study on Admissions Policies - December 1987, pp. 8-9
    - (2) Approximate Admissions Selection Criteria Used at Other Four Year Virginia State Supported Institutions, pp.10-12
    - (3) Admissions Selection Guidelines Class Entering Fall 1988, pp.13-14
3. Action Items

EXECUTIVE SESSION (Pursuant to Section 2.1-344 (a)(1)(6) of the Code of Virginia - Personnel matters - pages 16-17 of the Confidential Report.)

- a. Additional Possible Honorary Degree Recipients, p.15
- b. Personnel Actions (pp. 16-17 of the Confidential Section)
4. Setting the Agenda for the next meeting, p.18
5. Review of the Meeting

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

## INFORMATION ITEM

POLICY: Assessment Update

BYLAW: Academic Affairs, Article V

Longwood's five-year assessment development plan was approved during the summer of 1987. The plan provides that major individual academic programs define their mission and select instruments appropriate to documenting student outcomes pertinent to the mission. During the fall semester each academic discipline began working on specific objectives. The most difficult area for assessment will be general education, although the Academic Programs Committee of the OTF is working on a redefinition of General Education objectives in light of assessment requirements. Longwood has been awarded competitive supplemental SCHEV grants to initiate alumni follow-up assessment and participate in a pilot Educational Testing Service General Education assessment program. An updated assessment plan must be filed with State Council in May, 1988.

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

## INFORMATION ITEM

POLICY: Continuing Studies Update

BYLAW: Academic Affairs, Article V

Continuing Studies has four off-campus classes scheduled for the second semester--one in each of the following counties Halifax, Brunswick, Bedford, and Nottoway. There are also two on-campus credit classes scheduled for the second semester.

As of January 7, we have a total of 26 credit classes scheduled for summer 1988.

Continuing Studies classes for credit during the Fall Semester generated 462 credits or 30.8 FTE.

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

## INFORMATION ITEM

POLICY: Registrar`s Report

BYLAW: Academic Affairs, Article V

As of January 8, 1988 there were 2,392 students registered for the spring 1988 semester.

A total of 700 students had cumulative GPA's of less than 2.0. This is approximately 100 less than the prior semester.

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

## INFORMATION ITEM

POLICY: Teacher Education Update

BYLAW: Academic Affairs, Article V

Longwood submitted its "Proposal to Restructure Teacher Education" to the State Department of Education on December 17, 1987. Faculty members in virtually all the curricula of the College were involved in the preparation of the "Proposal", which reflects a commitment to designing the best possible program in Teacher Education at Longwood. We believe our proposal complies fully with all of the mandates given by the Commission.

Longwood's proposed restructuring is based on decisions made by various constituents after a thorough review of the present research and its specific applications. Major issues reflected in decisions of the proposed restructuring are:

1. All proposed programs (elementary, secondary, N, K-12, and special education, require a major in one of the disciplines in the liberal arts and sciences.
2. All proposed programs have increased field experience prior to the student teacher experience. The field experience will begin during the freshman and sophomore years.
3. Admission standards have been raised to meet national accreditation standards. Students must have a 2.5 GPA, letters of recommendation and must pass the NTE General Knowledge and Communication Skills Test.
4. The superintendent's network and the Teacher Education Advisory Council provide input into proposals for teacher education programs.
5. A better working relationship between the Liberal Arts and Sciences area and teacher education is evident by the development of the programs included in this proposal.



6. Longwood strongly supports the concept and encourages prospective teachers to be advocates for better working conditions and increased salaries.
7. A total of 47 semester hours in General Education is required for each degree, except the Bachelor of Arts, Bachelor of Music and the Bachelor of Fine Arts which require 51 semester hours.

The timeline to begin implementing the restructured programs is: July 1, 1989 for special education and July 1, 1990 for Elementary Education N, K-8, Secondary Education 8-12, and Education N, K-12. Existing programs will be phased out as of the dates listed above. Most teacher candidates will have completed existing programs by May 1993.

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

POLICY: Longwood Business Innovative Center

BYLAW: Academic Affairs, Article V

The Longwood Business Innovation Center, a unit of the School of Business and Economics, was established in the Fall 1986 funded by the Commonwealth of Virginia, Virginia Center for Innovative Technology, Longwood Foundation, Inc., South Central Private Industry Council, Virginia Power, Farmville Chamber of Commerce and Farmville Area Development Corporation. Funding for LBIC is guaranteed for four years on a reducing level.

A joint subcommittee Studying Economic Development and reporting to the Governor and the General Assembly will make a final report in January. They are likely to propose a Small Business Development Center which will be funded one-half by the state and one-half from the Small Business Administration. The SBDC will consist of a headquarters and 2-3 satellites the first year and up to 6 in total the second year. The director of the SBDC will have a lot of authority in establishing and developing the program. If the SBDC is developed and Longwood's LBIC funded, the funding would be constant and greater than at present.

Funding alternatives for Longwood's LBIC are: College and CIT for a maximum of two years; become a Satellite of the state SBDC system beginning either 1988-1989 or 1989-1990 at \$180K per year; or college and private sources as a long-term option. If we become a Satellite, the program would have to be moved off campus.

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

## INFORMATION ITEM

POLICY: Update on Remediation and Developmental Courses

BYLAW: Academic Affairs, Article V

In January 1986, the State Board for Community Colleges and the State Council for Higher Education in Virginia directed their respective staffs to undertake a joint study of developmental or remediation education. The purposes of the study were:

- a. To define level of competence required of a student wishing to do college level work for degree credit.
- b. To develop methods and criteria for assessing how much students are learning in remedial programs and how successful they are in degree credit work after remediation is complete.
- c. To propose procedures by which even more of the remedial work done in senior institutions can be undertaken by community colleges.

A committee composed of the Vice President for Academic Affairs, the the Deans, Minority Affairs personnel and selected faculty have begun work on a plan for implementing the objectives set forth by this committee.

## STUDENT AFFAIRS

Presenter - Dr. Conley

## Information Item

POLICY: SCHEV Study on Admissions Policies - December 1987

BY-LAWS: Article V, Student Affairs Committee

Attached are eight recommendations approved at the December 1987 meeting of the State Council of Higher Education in Virginia. Several of these recommendations will require Board of Visitors action in the future. The first recommendation will require Board approval of our policies for admission and selection of students by December 1988. A draft of the policy will be ready for Board members to review at the April meeting.

Copies of the full 44 page report are available. The study was directed by the 1987 Session of the General Assembly, House Joint Resolution 259. The major concerns for the study were the number of out-of-state students accepted and enrolled in Virginia's state-supported colleges, and the possibility that qualified in-state students were being denied acceptance at our state-supported schools. One chapter of the study contains data on Virginia's high school students. Other chapters discuss admissions practices, acceptance patterns, and tuition/fee costs. An appended joint study by William and Mary, University of Virginia, Virginia Tech, and James Madison University concluded that students denied admission to their colleges had availed themselves of opportunities to enroll at other Virginia state-supported colleges.

Attachment

## Chapter 6

### Recommendations

A review of the admissions practices of Virginia's state-supported four-year institutions suggests that it is not practical to adopt uniform standards for the admission of students. Qualified Virginia residents are not being deprived of admission to a state-supported institution and out-of-state students are essential to the kinds of colleges and universities Virginia has developed in its state-supported system of higher education.

The Council of Higher Education recommends that:

- Boards of Visitors should periodically review and approve policies for the admission and selection of students. Approved admissions policies should be submitted to the Council of Higher Education by December 1988.
- The mix of in-state and out-of-state enrollment should be included in the policies approved by the Boards of Visitors. Changes in the mix should be approved by the Boards of Visitors because of the demonstrated educational benefit to the institution, its students, and the Commonwealth.
- Institutional assessment plans should recognize that the characteristics of the student body are integral to the educational mission of the institution and therefore should include components assessing admissions and selection.
- Accurate and detailed admission policies should be published in the institutions' promotional literature. This should include admission and selection criteria. Profiles of the actual or expected distribution of the entering class should be included. These profiles should include only those measures which are relevant and used in admission and selection. Care should be taken to identify and exclude (or show in a separate profile) those students who are granted special consideration.
- Minimum standards for admissibility should be established. To the extent possible, they should be defined in terms of Virginia's high school diploma requirements. At a minimum, the institutions of higher education should adopt the Advanced Studies Diploma as a requirement for admission. While justifiable exceptions can be made, students not meeting this requirement should remove deficiencies through enrollment in the Community College System.
- The information provided to high school students before their senior year should be improved. This should begin at least in the freshman year of high school. Through guidance counselors, material regarding specific high school preparation necessary for admission and selection should be provided.
- Institutions should increase out-of-state tuition and fees so that out-of-state students are charged at least three times in-state.
- The Council of Higher Education should coordinate publication of admissions standards for all institutions in the state-supported system of higher education.

## STUDENT AFFAIRS

Presenter - Dr. Conley

## Information Item

POLICY: Approximate Admissions Selection Criteria Used at Other Four Year Virginia State-Supported Institutions

BY-LAWS: Article V, Student Affairs Committee

Background and Sources of Information for the Accompanying Chart

The admissions staff researched college guidance reference books, telephone surveyed selected colleges, contacted high school guidance counselors, and reviewed applications of students who applied to other colleges in addition to Longwood in order to obtain information for the accompanying chart. The colleges selected for the survey were Mary Washington, George Mason, James Madison, Old Dominion, Radford, Virginia Commonwealth University, and Virginia Tech. The academic data in the chart are taken from published college guide books. There is currently no state-wide source for the admissions criteria used at state colleges.

We were able to determine the minimum courses, overall high school averages and SAT scores generally used by these colleges to select students for regular admissions. We were not able to determine the admissions formulas, the weighting assigned to various factors in admissions decisions nor the criteria used in admitting exceptions to policy or special admissions (minorities, athletes, alumni, etc.). Colleges are extremely protective in releasing details of their admissions policy for fear of misinterpretation, public relations concerns, and frequent annual changes. Some colleges do not determine entrance criteria until all candidate applications are received and then they set their cut-off points for admission.

Observations and Cautions

Our survey indicates there is a great deal of similarity among the colleges in the major factors used in admissions. However, it would be unwise to make direct comparisons between the colleges based solely on these data. Not only are there distinct differences in mission, but also different historical demographic patterns which affect the composition of a college's applicant pool.

Virginia's state-supported colleges fall into three major categories of Very Highly Selective, Moderately Selective and Minimally Selective/Open Admissions. Each category would include a range within which some colleges would be more selective than others. Using the college's own assessment of entrance level difficulty as published in Peterson's Annual Guide to Undergraduate Study, acceptance rate data reported to the State Council of Higher Education in Virginia and average SAT data, Virginia's colleges can be grouped as follows:

1. Very Highly Selective - University of Virginia, The College of William and Mary, James Madison and Virginia Tech
2. Moderately Selective - George Mason (Upper Range), Mary Washington (Upper Range), Virginia Military Institute (Upper Range), Longwood, Virginia Commonwealth, Old Dominion and Radford
3. Minimally Selective or Open Admissions - Clinch Valley, Christopher Newport, Norfolk State, Virginia State, Virginia Community Colleges

NOTE: It should be noted that there are many college rating guidebooks in print and that none of them is the authoritative source. Also, a college may have an outstanding rating in one or more programs, but not be considered highly selective in all areas. For example: Virginia Tech's assessment of overall entrance selectivity is moderately difficult; very difficult for out-of-state applicants; and most difficult (very highly selective) for engineering programs.

Attachment

Admissions Selection Criteria Used  
by Other 4-Year State-Supported Colleges  
Competitive With Longwood

<u>Minimum College Prep High School Courses/Units</u>	<u>LC</u>		<u>MWC</u>	<u>GMU</u>	<u>JMU</u>	<u>ODU</u>	<u>VCU</u>	<u>RADFORD</u>	<u>TECH</u>
	<u>New</u>	<u>Old</u>							
English	4	(4)	4	4	4	4	4	4	4
Mathematics	3	(2)	3	3	3	3	3	2	3-4
Lab Sciences	2	(1)	2	2	2	3	2	1	2-3
Social Sciences	2	(2)	2	2	2	3	2	2	2
Foreign Languages	2	(0)	2	0	2	3	2	0	2
Electives	3	(0)	3	4	4	-	5	6	3+
TOTAL	16	(9)	16	15	17	16	18	15	18+

NOTES:                    16 units for Fall 88 class. 9 units former requirement                    --                    Add'l Math/Science for specific majors                    --                    Add'l Math for Engineering                    Liberal Arts School flexible on unit distribution                    --                    Typically require more Math and Science

Average SAT                    915                    1040                    1020                    1060                    920                    960                    900                    1090

NOTE: These criteria apply to regularly admitted students. Depending upon individual institution's policies, exceptions are made for minorities, adults, athletes, alumni children, geographical preference, marginal cases, special talents, males, etc. Some colleges admit as high as 20% of their enrollment as exceptions.

Reference Sources                    ° Peterson's Annual Guide to Undergraduate Study-Four Year Colleges (Peterson's Guides)  
   ° The College Handbook (College Board)  
   ° College Scope National College Directory (National College Services, Ltd.)



## STUDENT AFFAIRS

Presenter - Dr. Conley

## Information Item

POLICY: Admissions Selection Guidelines Class Entering Fall 1988

BY-LAWS: Article V, Student Affairs Committee

Background

Policies for admission into Longwood are reviewed annually by the admissions staff, the faculty admissions committee, the offices of Academic and Student Affairs, and the President's Cabinet. Entrance minimums are set to achieve a desired enrollment goal for new students and to meet the minimum academic competency level required for college-level coursework at Longwood.

The five major factors used in selecting students are high school courses, individual course grades, overall average, student's rank in his/her senior class, and scores on SAT tests. Activities, leadership, honors, sports, admissions essay, recommendations, and personal interview are also considered, though to a smaller degree, in an attempt to enroll a well-rounded student body. Different weights are assigned to academic factors based upon previous years' experience. For instance, overall high school average and grades in high school English are better indicators of a student's potential for academic success at Longwood and weighted more heavily than SAT scores.

Summary of Fall 1988 Criteria

For the last two years the admissions office has advocated and raised standards for admission. There appears to be strong faculty support to move in this direction while also attempting to meet the Board goal of gradual growth. Additional admissions marketing programs and recruiting have produced a larger applicant pool--a prerequisite to obtaining higher enrollment and better academic students.

The accompanying table illustrates the current criteria and minimums for selecting students for admissions. These are minimum standards; many students enrolling at Longwood exceed the minimums. For example, the average high school grade point average for the Fall 1987 freshmen was 2.80 while the minimum was 2.00. Students with a lower score on SAT will often need a higher offsetting high school average to gain admission.

During the last two years, increases in the minimum levels for entrance have occurred. The number of courses normally required in mathematics and laboratory science has been increased. A new two year high school foreign language requirement is being added. Students are advised to take the more rigorous Governor's diploma which includes additional coursework in the social sciences and fine arts. Also, the overall minimum high school average has been raised to 2.20, SAT score minimums have increased slightly, and more weight has been assigned to the student's high school curriculum.

**Admissions Selection Guidelines for  
Fall 1988 Entering Class**

I. High School Courses  
(College Preparatory Program)

<u>Course</u>	<u>Minimum Recommended Years (Units) of Study</u>
English (literature or humanities)	4
Mathematics (Algebra, Geometry & Trigonometry)	3
Laboratory Sciences (Biology, Chemistry or Physics)	2
Social Sciences (History, Government, Geography)	2
Foreign Language	2
Health & Physical Education	2
Earth or Physical Science	1
	16

NOTE The above requirements are recommended for Fall 88 applicants and will be required for Fall 89 applicants. Students are encouraged to take additional elective courses in fine arts, mathematics, social sciences, and science in their high school program. The Governor's diploma is recommended which allows up to 22 units of study.

II. Grades and High School Overall Average

A 2.20 is the minimum guideline for overall average calculated on the basis of college preparatory courses only. "C" grades are the minimum for college preparatory subjects.

III. Rank in High School Senior Class

A rank in the upper half of a student's class is preferred. A student ranking in the upper 70th percentile will be offered admission if the school is small and the high school record exceeds the other entrance minimums.

IV. Minimum SAT - Combined Verbal and Math Scores

Longwood has, over years, subscribed to a sliding SAT scale which allows a higher high school overall average to offset a lower SAT score. Much evidence exists that the SAT test as a single indicator is a poor predictor of a student's knowledge, motivation, and potential for success. It is much more accurate to judge a SAT score in combination with other academic criteria, as is our current and proposed method.

<u>High School Overall Average</u>	<u>Minimum SAT</u>
3.00-4.00 ("A" Student)	750
2.50-2.99 ("B" Student)	800
2.20-2.49 ("C" Student)	850

Many students enrolling at Longwood exceed the minimum SAT. For example, the SAT average for regularly admitted freshmen this past fall was 915.

The admissions office intends to set new minimums in both the verbal and math parts of the SAT test once we determine the minimum skill levels in math, reading and writing necessary to master Longwood coursework.

PROPOSED AGENDA  
ACADEMIC/STUDENT AFFAIRS  
April 1988

PUBLIC SESSION

1. Approval of Agenda
2. Information Items
  - a. Academic Affairs
    - (1) Assessment Update
    - (2) Accreditation for Business
    - (3) Continuing Studies Update
    - (4) Registrar's Report
    - (5) Strategic Plan
    - (6) Update on Teacher Education Proposal
  - b. Student Affairs
3. Action Items
  - a. Academic Affairs
    - (1) Academic Policies
    - (2) Performance Evaluation of Faculty
  - b. Student Affairs
4. Setting the Agenda for next meeting
5. Review of the Meeting

**AGENDA**

**BUSINESS AFFAIRS COMMITTEE**

January 28, 1988  
Virginia Room

Presenter: Mr. Schewel

**PUBLIC SESSION**

1. Approval of the Agenda
  - a. Information Items
    1. Quarterly Report \*
    2. Governor's Budget Recommendations for Longwood \*
    3. Update of Capital Outlay Projects \*
    4. Report on Prompt Pay Performance (Pages 1, 2,)
    5. Report on Guaranteed Student Loan FY 1985 Default Rates (Pages 3, 4, 5, 6)
    6. Personnel (Page 7)
    7. Update on Mall Project \*\*
    8. Update on Telecommunications Project \*\*
  - b. Action Items
    1. Approval of Tuition and Fees for Summer 1988 (Page 8) Pages 9, 10 \*
    2. Approval of Revised Policy on Delinquent Accounts (Pages 11, 12, 13)
    3. Approval of Increase in Undergraduate Application Fee (Pages 14, 15, 16)
2. EXECUTIVE SESSION (Section 2.1-344 (a) (2) (6) of the Code of Virginia - Personnel and Legal Matters
3. April Board Meeting Preliminary Agenda \*
4. Review of Committee Meeting

\*To Be Distributed  
\*\*Discussion

## BUSINESS AFFAIRS COMMITTEE

### INFORMATION ITEM

POLICY: Report on Prompt Pay Performance

BY-LAWS: Article V, Section 3

Several years ago the Virginia General Assembly passed a law that requires all state agencies and institutions to pay their bills within thirty (30) days after receipt of the invoice by the agency. The law is commonly referred to as the Prompt Pay Act. To be in compliance with the law, at least 95 percent of our bills must be paid on time.

Each month the College's performance, in this area, is monitored by the Department of Accounts, in Richmond, and a performance report is issued which shows the percentage of invoices paid on time and a list of those which were not. Attached is a report which shows the College's performance in this area over the last eleven (11) months.

The College has had problems in this area due to staff turnover and the late receipt of invoices in Accounts Payable from various departments.

The impact of our performance in this area is the denial of management benefits the College could enjoy such as the ability to carry-forward funds from one year to the next or the decentralization of our personnel or purchasing departments.

Attachment

MEMORANDUM

TO: Rick  
FROM: Amy *Amy*  
DATE: January 7, 1988  
SUBJECT: 1987 Prompt Pay Performance

MONTH	<u>PERCENTAGE OF INVOICES PAID ON TIME</u>
January	76.25
February	79.06
March	94.59
April	95.12
May	97.30
June	94.60
July	97.83
August	92.41
September	93.23
October	92.74
November	92.63
December	No report received yet.

ACE:my

## BUSINESS AFFAIRS COMMITTEE

### INFORMATION ITEM

POLICY: Report on Guaranteed Student Loan FY1985 Default Rates

BY-LAWS: Article V, Section 3

The Federal Government has recently proposed a law which ties the eligibility of an institution to participate in the Guaranteed Student Loan (GSL) to their loan default rate. To be eligible for participation, our default rates must be less than five percent. The law is proposed to be effective in 1988 and will be based on data collected for 1987.

Since the College has nothing to do with collections on Guaranteed Student Loans, the merits of the proposed law are suspect and largely controversial. Nonetheless, for now, it appears the law may be adopted.

Given this new development, we thought you might be interested in reviewing a report recently received which shows our performance based on 1985 information. The report shows that the default rate for students who attended Longwood is 3.32 percent.

Attachment



UNITED STATES DEPARTMENT OF EDUCATION  
WASHINGTON, DC 20202

To: Rick Neulen  
FYI  
From: Maria Ragla

GUARANTEED STUDENT LOAN FY 1985 DEFAULT RATES  
BY POSTSECONDARY INSTITUTIONS

Attached is a list indicating the FY 1985 default rate of the 7,295 postsecondary institutions, grouped by state or location, participating in the Guaranteed Student Loan (GSL) program. The FY 1985 default rate is calculated as the percentage of borrowers entering repayment in FY 1985 who default before the end of FY 1986.

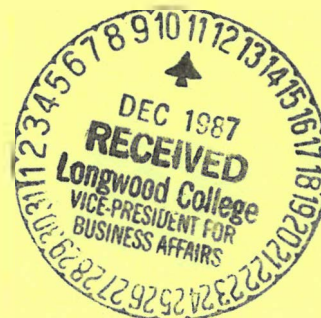
This listing is based on FY 1985 and FY 1986 GSL data reported by state and other guarantee agencies to the Department of Education. These data were voluntarily reported. Starting in FY 1987, reporting of these data is mandatory and data quality will be improved.

For each institution, the following information is provided:

1. Institutional name as listed on the FY 1986 data base. Some of the institutions listed have since closed.
2. Default rate (percent in default) calculated as a percentage of borrowers entering repayment status in FY 1985 who default in FY 1985 or FY 1986. On the printout this is called a "2-year rate," but technically this default rate is known as the FY 1985 "cohort default rate" because the rate tracks the defaults of the group (cohort) of borrowers entering repayment status in FY 1985 for two years (FY 1985 and FY 1986).
3. Number of borrowers in repayment status. This is the number of borrowers entering repayment status in FY 1985, not the number of borrowers repaying their loans. To get the number of defaulters, multiply the default rate by the number of borrowers in repayment status.

For further information, contact:

John Bertak or Tom Lyon  
Office of Public Affairs  
U.S. Department of Education  
Washington, D.C. 20202  
(202) 732-4576





**LONGWOOD COLLEGE**

**Cohort Default Rate**

**0.66225**

**Gross Cumulative Default Rate**

**3.32**

INSURANCE

TOTAL DOLLARS NOT IN SCHOOL  
DISHONORED TO  
DEFAULTERS

NAME	TOTAL DOLLARS NOT IN SCHOOL	SS IN DEFAULT	OUT IN SCHOOL
RICHARD BLAND C 44 & MARY	20,341.17	13.65	12.03
CARLEN DEVELOPMENT CENTER	4,371.2	12.03	12.39
VA INTERMONT COLLEGE	1,695.55	12.32	11.54
WASHINGTON BUSINESS SCHOOL	2,073.4	11.37	11.37
VA CLINCH VLY COL, PIVY IIF	20,810	56,975.65	11.03
AVENETT COLLEGE	12,706.3	12,061.11	10.66
VIRGINIA COMMONWEALTH U	11,361.09	40,841.34	10.61
SOUTHERN SEM JR COLLEGE	6,476.97	50,215.71	0.32
SHELDON C-CONS MUSIC	13,982.1	36,343.21	7.50
FLEMING COLLEGE	3,028.27	39,777.4	7.52
CHRISTOPHER NEWPONT C	33,094	30,539.64	7.06
WYTHEVILLE CNTY COLLEGE	23,135.25	40,676.6	7.05
ULD DUMINION UNIVERSITY	36,157.4	19,273.00	6.00
MARYMOUNT COLLEGE IIF VA	13,604.7	57,473.30	6.45
SWEET BRIAR COLLEGE	40,490.0	20,501.40	6.44
HUAHNE COLLEGE	6,526.0	69,550.9	6.39
LINCOLN UNIVERSITY	54,169.4	29,278.51	5.70
GEORGE MASON UNIVERSITY	12,915.77	26,392.52	5.25
BLUEFIELD COLLEGE	4,414	27,405.30	5.14
MULLING COLLEGE	16,690.7	21,132.151	4.01
MARY BALDWIN COLLEGE	13,055.0	76,367.50	4.36
EMORY AND MERRY COLLEGE	14,130.0	35,282.59	4.20
RADFORD UNIVERSITY	10,171.19	65,979.10	4.01
ESTH MEMORIAL C	33,314.3	8,612.01	3.98
MARY WASHINGTON COLLEGE	14,792.1	23,269.27	3.00
RASHINGTON AND LEE II	26,070.1	46,007.76	3.70
WASHING-SYDNEY COLLEGE	35,230.0	22,799.67	3.64
BRIDGEMATER COLLEGE	8,519	30,367.99	3.56
RANDOLPH-MACON JUNIATA'S C	17,005.6	20,513.409	3.44
JAMES MADISON UNIVERSITY	10,971.57	77,042.63	3.32
C OF WILLIAM AND MARY	9,797.6	17,403.407	3.31
LONGWOOD COLLEGE	25,014.1	46,602.69	3.00
RICHMOND, UNIV IIF	5,776.39	71,009.116	2.00
VIRGINIA MILITARY INST	13,992.0	84,950.752	2.76
VA PULY INST AND STATE II	19,062.29	21,343.660	1.32
UNIVERSITY OF VIRGINIA	23,285.0		
VA COMMONWEALTH UNIV MEDICAL COL	20,139.3		

4

NOTE

**BUSINESS AFFAIRS COMMITTEE**

**INFORMATION ITEM**

**POLICY:** Personnel (Classified)

**BY-LAWS:** Article V, Section 3

**Promotions:**

Jane Crawley 10-16-87 from Fiscal Technician in Accounts Payable to Materials Management Supervisor in Purchasing.

Lucie P. Zehner 12-01-87 from hourly to Fiscal Technician in Accounts Payable

**New Hire:**

Douglas Poulston 10-16-87 Electrician

**Regrade:**

Registered Nurse class was regraded by the Department of Personnel and Training with no title change but the salary range was raised from Grade 8 to Grade 9 effective 12-01-87. Edna Archer, Janyse Gemborys and Elnora Hendricks received this change.

**BUSINESS AFFAIRS COMMITTEE**

**ACTION ITEM**

**POLICY:** Approval of Tuition and Fees for Summer 1988

**BY-LAWS:** Article V, Section 3

**RECOMMENDATION:** On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the Tuition and Fees for Summer 1988 as submitted on pages 9 and 10 of the handout.

**BUSINESS AFFAIRS COMMITTEE**

**ACTION ITEM**

- POLICY:** Approval of Revised Policy on Collections of Student Accounts
- BY-LAWS:** Article V, Section 3
- RECOMMENDATION:** On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the Revised Policy on Collections of Student Accounts as submitted on the attached.

REQUEST FOR APPROVAL OF REVISED POLICY ON  
COLLECTIONS OF STUDENT ACCOUNTS

**Background:** The College's policy on how we handle delinquent accounts follows closely the state's policy on this subject as promulgated by the Office of the Comptroller and the Office of the Attorney General (OAG). Recently, the section of the state's policy which addresses when claims on accounts are sent to the OAG was revised. Prior to the change, any account over \$500 had to be sent to the OAG for action before it could be "written-off" by the Board of Visitors. The revised policy raises this ceiling to \$1000 and includes a new procedure on sending delinquent accounts to the OAG.

The Board of Visitors is being requested to approve changes to the College's policy on Collection of Student Accounts in order to conform with the state's revised policy on this subject. The current policy with revisions appears on the attached.

Attachment

PROPOSED POLICY CHANGES  
COLLECTIONS OF STUDENT ACCOUNTS

**Page 2, Section A, 8 and 9**

Current Language:

8. Accounts of \$500 and over which are returned to the College by the collection agency as uncollectible will be submitted to the College attorney to take the appropriate legal actions toward collection.
9. Accounts under \$500 which are returned to the College by the collection agency as uncollectible will be submitted to the Board of Visitors to be written off when they have been in a delinquent status for two (2) years.

Proposed Language:

8. Accounts of \$1000 and over which are returned to the College by the collection agency as uncollectible shall be reviewed and action taken in accordance with the following:
  - a. Collectible - If the College believes the claim is collectible, it will be sent to the Office of the Attorney General (OAG) Claims Section for collection.
  - b. Uncollectible - If the College believes the claim is uncollectible, then the reason for this decision should be documented and the claim should be reported consistent with the guidelines of the Department of Accounts. Such claims are not sent to the OAG.
  - c. Unsure of Collectibility - If the College is unsure of the collectibility of a claim, the claim should be forwarded to the OAG Claims Section with a note stating the reason for the uncertainty.
9. Accounts under \$1000 which are returned to the College by the collection agency as uncollectible will be submitted to the Board of Visitors to be written off when they have been in a delinquent status for two (2) years.

**BUSINESS AFFAIRS COMMITTEE**

**ACTION ITEM**

**POLICY:** Approval of Increase in Undergraduate Application Fee

**BY-LAWS:** Article V, Section 3

**RECOMMENDATION:** On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the Increase in Admissions Application Fee as submitted on the attached.



REQUEST FOR INCREASE IN ADMISSIONS APPLICATION FEE

We are requesting that the undergraduate application fee be increased from \$15.00 to \$20.00. If approved, the applicants for the Fall, 1989 Semester would pay the new fee.

The proposed fee is in line with other state institutions (see attached) and will provide additional revenues of approximately \$17,000 which will help to offset the rising costs of recruitment.

Attachment

APPLICATION FEE FALL 87

<u>COLLEGE</u>	<u>AMOUNT</u>
Mary Washington College	\$20.00
James Madison University	\$20.00
George Mason University	\$15.00
Old Dominion University	\$20.00
Radford University	\$15.00
Virginia Commonwealth University	\$10.00
Tech	\$20.00
University of Virginia	\$25.00
William & Mary	\$30.00

**AGENDA**

**INTERNAL AUDIT COMMITTEE**

January 28, 1988

Presenter: Mr. Schewel

**PUBLIC SESSION**

1. Approval of Agenda
  - a. Information Items
    1. Update and Discussion of Current Audit Projects
2. April Board Meeting Preliminary Agenda (Page 1)

**AGENDA**

**INTERNAL AUDIT COMMITTEE**

April 6, 1988

Presenter: Mr. Schewel

**PUBLIC SESSION**

1. Approval of Agenda

a. Information Item

1. Preliminary Discussion of 1988-89 Audit Plan

AGENDA

ADVANCEMENT COMMITTEE

January 28-29, 1988

Presenter: Mr. Rust

1. Public Session:

A. Approval of Advancement Committee Agenda

B. Information Items:

1. Presentation of Fund Raising Reports P. 1

2. Report on the duPont Challenge Grant P. 2

3. Report on the Cabell Foundation Grant P. 3

C. Action Items

None anticipated at this time

2. Executive Session P. 4

Section 2.1-344 (a)(6) (fund raising) of the Code of Virginia

3. April Meeting Agenda

4. Review of the Meeting

INFORMATION ITEM

Advancement Committee

January 28-29, 1988

Presenter: Mr. Rust

POLICY  
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

EXPLANATION: Presentation of Fund Raising  
Reports:

1. Longwood College Financial  
Report - July 1, 1986 -  
June 30, 1987
2. 1987 Fund Raising Report
3. 1987 Capital Campaign Report
4. 1987 Fine Arts Campaign Report

Complete reports will be distributed  
at the meeting.

INFORMATION ITEM

Advancement Committee

January 28-29, 1988

Presenter: Mr. Rust

POLICY REFERENCE:	Advancement Committee Purpose
BY-LAW:	Article V, Section 6
EXPLANATION:	Report on the duPont Challenge Grant.  A complete report will be distributed at the meeting.

INFORMATION ITEM

Advancement Committee

January 28-29, 1988

Presenter: Mr. Rust

POLICY  
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

EXPLANATION: Report on the Cabell Foundation Grant

In late November, The Robert G. Cabell III and Maude Morgan Cabell Foundation awarded the Longwood College Foundation, Inc., a \$20,000 grant for the Longwood House Refurbishing Committee's project. The grant will be paid by December 31, 1988, upon the Committee raising the remaining \$22,075 of the \$42,075 budget they presented to the Cabell Foundation. The Longwood House Committee has begun seeking additional grants and gifts to be applied toward this match.



CONFIDENTIAL

EXECUTIVE SESSION  
Advancement Committee  
January 29-29, 1988

POLICY  
REFERENCE: Advancement Committee Purpose

BY-LAW: Article V, Section 6

EXPLANATION: Fund Raising Report

A report will be distributed  
at the meeting.

AGENDA

ADVANCEMENT COMMITTEE

April 7-8, 1988

Presenter: Mr. Rust

1. Public Session:
  - A. Approval of Advancement Committee Agenda
  - B. Information Items:
    1. Review of the meeting of the Longwood College Foundation, Inc., February 5, 1988.
    2. Presentation of Fund Raising Reports
    3. Report on the duPont Challenge Grant
  - C. Action Items

None anticipated at this time.
2. Setting Agenda for next meeting.
3. Review of the meeting.

AGENDA

Executive Committee Meeting

January 28, 1988

Virginia Room

Information Item:

Update from Dr. Healy:

1. Planning process
2. Dining hall

**BUSINESS AFFAIRS COMMITTEE**  
January 28, 1988

1:00 p.m. - 2:45 p.m. - Virginia Room

Presenter: Mr. Schewel

Members Attending: Mr. Schewel, Chair  
Dr. Healy  
Mr. Hurley  
Dr. Blanton  
Mr. Rust

Members Absent: Mr. Watson  
Ms. Sydnor

Others Attending: Dr. Conley  
Mr. Kast  
Mr. Fuller  
Mr. Thompson

PUBLIC SESSION

INFORMATION ITEM

Approval of the Agenda The Agenda was approved as submitted.

Quarterly Report Mr. Hurley reviewed the Quarterly Report with the Committee for the period ending November 30, 1987. The report is not current because of the changeover to our new financial system. He reported that we are in solid financial shape.

Governor's Budget Recommendations for Longwood Mr. Hurley discussed the Governor's Budget Recommendations for Longwood. We have been allocated 19.34 positions in E&G. These additional enrollment-related positions are restricted positions. The Governor has recommended in his proposed budget that for most capital outlay projects, only planning monies be funded in 1988-89 with construction monies funded in 1989-90 using lottery revenues. The new Longwood Library Construction Project (approximately \$7,000,000) is on the Governor's list of projects to be funded in 1989-90. Mr. Hurley stated that we are pleased with the sizeable amount recommended for Student Financial Assistance. He said Budget Amendments have been submitted.

Update of Capital Outlay Projects Mr. Hurley presented an update on capital outlay projects. He said the Science Renovation Project is 99% complete. Jarman Renovation - seats have been removed, refurbished, and reinstalled. Preliminary design for remainder of project work has been approved. Proceeding with final design work. Parking Lot - preliminary design of proposed lot in front of Wynne Building has been approved. Now working on final drawings. Design of main new lot is in preliminary phase. Demolition of four recently purchased properties has been

approved. The French Gym Renovation is 70% complete, with completion expected by the end of March. Other projects are proceeding according to schedule.

Report on Prompt Pay Performance Mr. Hurley informed the Committee about the importance of this function of the College. Each month, the College's performance in this area is monitored by the Department of Accounts, and a performance report is issued which shows the percentage of invoices paid on time. To be in compliance with the law, at least 95 percent of our bills must be paid on time. The College has had problems in this area due to staff turnover and the late receipt of invoices in Accounts Payable from various departments.

Report on Guaranteed Student Loan FY 1985 Default Rates Mr. Hurley reported that, in reviewing a report recently received which shows our performance based on 1985 information, the report shows the default rate for students who attended Longwood is 3.32 which is very good. The default rate must be less than 10%. We do not grant nor collect. It is a controversial issue right now.

Personnel Mr. Hurley discussed personnel changes among classified employees. Jane Crawley was moved from Fiscal Technician in Accounts Payable to Materiel Management Supervisor in Purchasing. Lucie P. Zehner moved to Fiscal Technician in Accounts Payable.

Update on Mall Project Mr. Hurley reported that the Blackwell Mall Project is underway. He is working with a group, primarily students, on this project. Gene Kerns, a sophomore at Longwood, is chairman of the Mall Project Committee. Mr. Kerns gave a report on what is taking place now. The architects have submitted conceptual drawings for review. The Committee will solicit comments from students and others, and bring their recommendation to the Board for approval.

Update on Telecommunications Project Dr. Cross gave a summarization on the telecommunications project as of this date. The RFP has been handled through DIT and Purchasing. To execute this project smoothly, it will cost \$1,000,000 plus. Survey in the field says out of 60 vendors, we will have 20 bidders. Award of the bid will be made in mid-June. Progress is good with all bases being covered.

Respectfully submitted,



Mr. Bertram Schewel, Chair  
Business Affairs Committee for  
the Longwood College Board of  
Visitors.

**BUSINESS AFFAIRS COMMITTEE**

January 28, 1988

1:00 p.m. - 2:45 p.m. - Virginia Room

Presenter: Mr. Schewel

Members Attending: Mr. Schewel, Chair  
Dr. Healy  
Mr. Hurley  
Dr. Blanton  
Mr. Rust

Others Attending: Dr. Conley  
Mr. Fuller  
Mr. Kast

**PUBLIC SESSION**

**ACTION ITEMS**

Approval of Tuition and Fees for Summer 1988 (pp. 8-10) On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the Tuition and Fees for Summer 1988 as submitted on pages 9 and 10 of the Board Report.

Approval of Revised Policy on Collections of Student Accounts On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the Revised Policy on Collections of Student Accounts as submitted on pages 12 and 13 of the Board Report.

Approval of Increase in Undergraduate Application Fee On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the Increase in Undergraduate Application Fee as submitted on pages 15 and 16 of the Board Report.

Approval of Funds for the Mall Project and Approval of Specific Guidelines for Projects from College Funds On behalf of the Business Affairs Committee, I move that the Board of Visitors approve funding, not to exceed the amount of \$200,000 from college funds, for the Blackwell Mall Project, and that specific guidelines be presented to the Board for approval on future projects prior to beginning work on that project.

Respectfully submitted,



Mr. Bertram Schewel, Chair  
Business Affairs Committee for  
the Longwood College Board of  
Visitors

**INTERNAL AUDIT COMMITTEE**

January 28, 1987

1:00 p.m. - 2:45 p.m. - Virginia Room

Presenter: Mr. Schewel

Members Attending: Mr. Schewel, Chair  
Dr. Healy  
Mr. Fuller  
Mr. Hurley  
Dr. Blanton  
Mr. Rust

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

**PUBLIC SESSION**

**INFORMATION ITEMS**

Approval of the Agenda The Agenda was approved as submitted.

Update and Discussion of Current Audit Projects

Mr. Schewel and Mr. Fuller presented a report on the current audit projects. ( A copy of this report was distributed to all Board members).

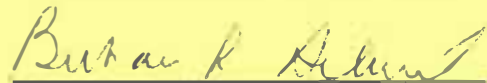
Internal control reviews have been completed in the Student Union and the Purchasing areas. Controls were found to be adequate.

Control reviews have been started in the following areas: Accounts Payable, Employee Relations, Payroll and Petty Cash.

Mr. Fuller explained to the committee that student organizations write their own checks against individual accounts. There are approximately 25 to 30 student accounts. They are audited each year by a faculty member. Some of the accounts are very small.

Meeting was adjourned.

Respectfully submitted



Mr. Bertram Schewel, Chair  
Internal Audit Committee for  
the Longwood College Board of  
Visitors

Appendix D - January 28-29,1988

LONGWOOD COLLEGE  
Current Unrestricted  
Statement of Revenue and Expenditures  
For Five Months Period Ended November 30, 1987

EDUCATIONAL AND GENERAL	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE NOV 30, 1987	ACTUAL AS PERCENT OF BUDGET
<b>REVENUES:</b>						
Tuition and Fees	4,416,755			4,416,755	2,232,459	50.55%
State General Fund Appropriation	9,426,435			9,426,435	9,426,435	100.00%
State Central Fund Appropriation	273,875		99,188	373,063	373,063	100.00%
Sale and Service of E & G Activities	19,000		30,000	49,000	33,862	69.11%
Federal Work Study	100,000			100,000	0	0.00%
Other Sources	60,000		-30,000	30,000	15,900	53.00%
<b>Total Revenues</b>	<b>14,296,065</b>	<b>0</b>	<b>99,188</b>	<b>14,395,253</b>	<b>12,081,719</b>	
<b>EXPENDITURES:</b>						
Instruction	6,546,874	-8,556	99,572	6,546,406	2,809,062	42.76%
Public Service	101,960	0	0	101,960	35,922	35.23%
Academic Support	2,413,092	25,131	25,831	2,438,923	939,170	38.51%
Student Services	939,707	2,495	5,399	945,106	387,470	41.00%
Institutional Support	2,655,134	1,660	4,556	2,659,690	956,942	35.98%
Operation and Maintenance of Plant	1,639,298	2,710	14,660	1,653,958	739,817	44.73%
Salary Savings	0	-20,530	-20,533	-80,533		
<b>Total Expenditures</b>	<b>14,296,065</b>	<b>2,910</b>	<b>69,445</b>	<b>14,365,510</b>	<b>5,868,383</b>	
Excess revenues over expenses				29,743	6,213,336	
<b>STATE AUXILIARY ENTERPRISE</b>						
<b>REVENUES:</b>						
Housing Fee	3,739,164			3,739,164	2,041,666	54.60%
Dining Fee	2,370,546			2,370,546	1,308,822	55.21%
Comprehensive Fee	2,533,040			2,533,040	1,425,350	56.27%
Federal Work Study	102,800			102,800	66,670	64.85%
Other Sources	80,000	44,000	44,000	124,000	62,881	50.71%
<b>Total Revenues</b>	<b>8,825,550</b>	<b>44,000</b>	<b>44,000</b>	<b>8,869,550</b>	<b>4,905,389</b>	
<b>EXPENDITURES:</b>						
Housing Services	3,684,944	0	13,000	3,697,944	1,541,978	41.70%
Dining Services	2,336,171	0	0	2,336,171	1,075,469	46.04%
Athletics	1,144,149	0	0	1,144,149	467,004	40.82%
All Other Student/Faculty Services	1,320,901	32,628	82,283	1,403,184	547,495	39.02%
Salary Savings	0	-1,644	-9,562	-9,562		
<b>Total Expenditures</b>	<b>8,486,165</b>	<b>30,984</b>	<b>85,721</b>	<b>8,571,886</b>	<b>3,631,946</b>	
Excess Revenues Over Expenditures				297,664	1,273,443	
State Auxiliary Balance July 1, 1987				1,915,221	=====	
				2,212,885		
Less: Funding Requirements of Auxiliary Projects				1,220,999		
State Auxiliary Balance June 30, 1988				991,886	=====	



L O N S W O O D   C O L L E G E  
 Current Restricted  
 Statement of Revenue and Expenditures  
 For Five Months Period Ended a November 30, 1987

EDUCATIONAL AND GENERAL	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE NOV 30, 1987	ACTUAL AS PERCENT OF BUDGET
<b>REVENUES:</b>						
State Appropriations	239,291			239,291	239,291	100.00%
State Grants	350,000	15,682	-119,575	230,425	230,425	100.00%
Federal Grants and Contracts	1,060,000	3,500	-585,858	474,142	345,951	72.96%
Private Gifts, Grants and Contracts	300,000	5,000	-159,116	140,884	42,513	30.18%
				0		
<b>Total Revenues</b>	<b>1,949,291</b>	<b>24,182</b>	<b>-864,549</b>	<b>1,084,742</b>	<b>858,180</b>	
<b>EXPENDITURES:</b>						
Instruction	445,690	20,682	-303,105	142,585	137,609	96.51%
Research	31,048		-14,239	16,809	15,548	92.50%
Academic Support	26,200			26,200	5,719	21.83%
Student Services	33,750		17,285	51,035	2,925	5.73%
Institutional Support	63,900		-32,987	30,913	17,952	58.07%
Operation and Maintenance of Plant	71,384	3,500	-31,385	39,999	39,349	98.37%
Scholarships and Fellowships	1,277,319		-500,118	777,201	503,878	64.83%
<b>Total Expenditures</b>	<b>1,949,291</b>	<b>24,182</b>	<b>-864,549</b>	<b>1,084,742</b>	<b>722,980</b>	
 <b>Excess Restricted Receipts Over Restricted Expenditures</b>					0    135,200	

LONGWOOD COLLEGE  
 Current Unrestricted  
 Statement of Revenue and Expenditures  
 For Five Months Period Ended November 30, 1987

LOCAL AUXILIARY ENTERPRISE	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE AUG 31, 1987	ACTUAL AS PERCENT OF BUDGET
<b>REVENUES:</b>						
Vending	65,000			65,000	15,157	24.86%
Conferences	250,000			250,000	195,875	78.35%
Interest	15,000			15,000		0.00%
<b>Total Revenues</b>	<b>330,000</b>	<b>0</b>	<b>0</b>	<b>330,000</b>	<b>212,032</b>	
<b>EXPENDITURES:</b>						
Conferences	240,000			240,000	176,823	73.68%
Other	10,000	20,000	20,000	30,000	17,925	59.75%
<b>Total Expenditures</b>	<b>250,000</b>	<b>20,000</b>	<b>20,000</b>	<b>270,000</b>	<b>194,748</b>	
Excess Revenues over Expenditures				60,000	17,284	
Local Auxiliary Balance July 1, 1987				311,677	=====	
Local Auxiliary Balance June 30, 1988				371,677	=====	

L O N G W O O D   C O L L E G E

Auxiliary Enterprise Reserved Fund Balance  
Fiscal Year 1987-88

	BUDGET JUL 31, 1987	EXPENDED AS OF NOV 30, 1987	BUDGET BALANCE AVAILABLE
 Capital Outlay Projects:			
French Gymnasium	422,789	151,507	271,282
Handicapped Access	99,000	0	99,000
	521,789	151,507	370,282
 Special Projects:			
Dining Hall Equipment	39,654	26,499	13,155
Weight Room Equipment	441	87	354
Cunningham Door Replacement	18,000	8,437	9,563
Sesquicentennial	25,840	14,250	11,590
Duplicating Equipment	22,000	0	22,000
Dorm Bathroom Repairs	45,000	0	45,000
Parapet Wall Repairs	125,000	0	125,000
Property Acquisition	39,011	0	39,011
Resident Hall Equipment	288,844	288,844	0
French Gym Lockers	23,220	0	23,220
Student Union Equipment	72,200	6,498	65,702
	699,210	344,615	354,595
	1,220,999	496,122	724,877

Appendix E - January 28-29, 1988

**CAPITAL OUTLAY BUDGET**

**AMENDMENT REQUESTS**

LONGWOOD COLLEGE  
1988-90 CAPITAL OUTLAY BUDGET  
AMENDMENT REQUEST

NEW LIBRARY CONSTRUCTION  
\$6,975,910 - General Fund

---

Longwood College is requesting \$6,975,910 for the construction of a new library facility. Planning money for this project was appropriated by the 1987 General Assembly. Planning will be completed and construction ready to begin on July 1, 1988. The College does not believe it is in the best interest of the Commonwealth to postpone construction of this facility until 1989, as proposed in the Governor's budget, for the following reasons:

- (1) This library, which is 100% guideline justified and is supported by the State Council of Higher Education, is needed to alleviate a serious shortage of reader and stack space.
- (2) A one-year delay in the awarding of a contract for the construction of this facility will result in increased costs due to inflation.
- (3) Delaying the construction of the new library will also delay the renovation of the existing library into a fine arts center (renovation to be done with private funds already in hand) and administrative office space. The renovated office space will free up space in residence halls that can be returned to student housing thus helping to ease the crowded residence hall situation.

The \$6,975,910 project cost is broken down as follows:

Construction	\$5,370,500
Site Work	250,000
Furnishings	975,000
2% Cont.	112,410
Misc. Cont.	268,000
	<hr/>
Total	\$6,975,910

LONGWOOD COLLEGE  
1988-90 CAPITAL OUTLAY BUDGET  
AMENDMENT REQUEST

GRAINGER HALL - WATER INFILTRATION PROBLEMS  
\$440,000 - General Fund

---

The College is seeking funds to address water/moisture infiltration problems causing deterioration of the interior plaster surfaces, the potential for structural collapse (floor framing deterioration is occurring), and deterioration of the exterior of the building. Grainger was built in 1890. Funds will be used to address moisture problems in the crawl space, on the masonry walls, around windows, as well as roof and portico repairs. A preplanning study of the problem was conducted. The amount requested is for urgent infrastructural needs only. None of the work done under this request will be redundant, or need to be repeated, in the event of a subsequent renovation of Grainger Hall so as better to accommodate current and projected functions.

Preliminary Statement of Probable Construction Costs:

Crawl Space Repairs (includes insulation, vapor, retarder, ventilation, excavation and lighting)	\$ 50,000
Ground Floor Structural Repairs	5,500
Regrading at West Wall	7,700
Masonry Wall Repairs:	
Repointing	45,000
Scaffolding	3,000
Window Repairs	132,000
Portico/Cornice Roof Repairs	35,000
Downspout/Drainage Repairs	2,000
Exhaust Vent Reconstruction	1,000
	-----
Subtotal	\$281,200
Contract OH&P @ 25%	70,300
	-----
	\$351,500
General Cond @ 4-1/2%	15,818
	-----
	\$367,318
Design Contingency @ 20%	73,464
	-----
TOTAL	\$440,782

**OPERATING BUDGET**

**AMENDMENT REQUESTS**

LONGWOOD COLLEGE  
1988-90 OPERATING BUDGET  
AMENDMENT REQUEST

INCREASE FACULTY SALARIES FROM 5.03% AS PROPOSED  
BY THE GOVERNOR TO 5.8%

ADDITIONAL REQUEST:

	1988-89	1989-90
General Fund	\$30,069	\$30,069
Nongeneral Fund	12,887	12,887

---

This budget amendment request is to seek additional funding to raise the full-time faculty salary increase from 5.03% to 5.8%. The latter figure is based on SCHEV's projection of the average faculty salary increment for all colleges and universities in the United States for 1988-89. Longwood is comparatively disfavored in salary analyses based on peer group comparisons, and even if this request is granted the average salary increment will be less than what is recommended in the Governor's budget for many other Virginia institutions.



LONGWOOD COLLEGE  
1988-90 OPERATING BUDGET  
AMENDMENT REQUEST

100% LIBRARY FUNDING

ADDITIONAL REQUEST:

	1988-89	1989-90
General Funds	\$44,388	\$68,350
Nongeneral Funds	19,024	29,293

---

The base budget for library books and periodicals has once again been funded at the 1985-86 level. This continued level funding is imposing an increased hardship on the institution as it strives to obtain and maintain the materials needed to support the curriculum. The cost of obtaining books and periodicals has increased over the years due to inflation. Foreign books and periodicals must be purchased to support the Modern Languages programs. Due to the decreased value of the dollar overseas, the cost of these materials has increased. Institutions of higher education are being urged by the State Council of Higher Education to increase their use of electronic media (see the SCHEV Library Study - 1986 and the 1987 drafted Virginia Plan). Electronic publishing is more expensive to obtain than traditional paper books and periodicals.

LONGWOOD COLLEGE  
1988-90 OPERATING BUDGET  
AMENDMENT REQUEST

NONPERSONAL SERVICES SUPPORT

REQUEST:

	1988-89	1989-90
General Fund	\$33,850	\$16,925
Nongeneral Fund	14,500	7,250

---

The 1988-90 budget proposed by the Governor gives the College an additional 19.34 new positions. These positions will help alleviate the dire need for positions, especially in the faculty area; however, the Governor's budget made no provisions for nonpersonal support for these positions. These positions necessitate desks, chairs, file cabinets, and other office furniture as well as office supplies; telecommunications and computing needs; postage; and duplicating costs. The request assumes that half of the first year funds will be for one-time expenditures (furniture and equipment); the other half will be a continuing obligation.

UPDATE ON CONSTRUCTION/RENOVATION PROJECTS

<u>PROJECT</u>	<u>STATUS</u>
1. Science Building Renovation A/E Firm - VVKR Contractor-Andrews, Large, & Whidden	Construction of Chemical Storage Room underway. Completion expected within the next month, at which time the project will be completed.
2. Jarman Renovation A/E Firm - Odell & Associates Contractor - N/A	Seats have been removed, re- furnished, and reinstalled. Preliminary design for re- mainder of project work has been approved. Proceeding with final design work.
3. Fuel Handling Improvements A/E Firm - Olver Associates Contractor - N/A	Bid documents are being pre- pared. Construction expected to begin this summer.
4. French Gym Renovation (Construction of Racquet- ball Courts) A/E Firm - Gauthier, Alvarado & Associates Contractor - Andrews, Large, & Whidden	Project 70% complete. Comple- tion expected by the end of March.
5. Replace Bathroom Fittings A/E Firm-Beach & Associ- ates Contractor - Booth & Co.	Asbestos removal occurred over Christmas break. Work to begin in South Cunningham in May 1988.
6. Repair Parapet Walls & Cornices A/E Firm - Maitland & Kuntz Contractor - N/A	Currently waiting on finaliz- ing preliminary drawings.
7. Repair A/C Lines and Drainage Pans A/E Firm - Smithey & Boynt- on Contractor - Leigh Mechan- ical, Inc.	Valves and lines have been cleared and re-set. Drainage pans are being manufactured and installed. Expect comple- tion by April 1988.
8. Parking Lot A/E Firm - Presnell Asso- ciates, Inc. Contractor - N/A	Preliminary design of proposed lot in front of Wynne Building has been approved. Now work- ing on final drawings. Design of main new lot is in preliminary phase. Demolition of four recently purchased properties has been approved.

PROJECT

STATUS

9. Blackwell Plaza  
A/E Firm - Hayes, Seay,  
Mattern & Mattern  
Contractor - N/A  
Conceptual drawings have been prepared. Expect to recommend final design within the next month.
10. Barlow Renovation  
A/E Firm - In-House Design  
Contractor - Piedmont  
Builders  
Converting space formerly occupied by Computer Center to new offices for Registrar. Construction is underway. Expect completion by March 1, 1988.
11. Maintenance Reserve Projects:
- a. Wynne Roof Repairs  
A/E Firm - In-House  
Design  
Contractor - Wingfield  
Roofing & Metal Co.  
Contract for repairs has been awarded.
- b. Lancer Roof Repairs  
A/E Firm - Edgerton &  
Associates  
Contractor - N/A  
Work will be bid next month.
- c. Study of Water Infiltra-  
tion Problems  
A/E Firm - VVKR  
Completed.
- d. Replace Brick Court Yard  
(Project includes Handi-  
capped Access to Library)  
Lancaster/Jarman  
A/E Firm - Edgerton &  
Associates  
Construction Bids to be opened on February 4, 1988.
- e. Replace Steam Valves  
Bedford/Wygal  
A/E Firm - In-House Design  
Contractor - Longwood  
Employees  
Completed.
- f. Replace Dimmer Switch  
Wygal  
A/E Firm - In-House Design  
Contractor - T. S. Ellis, Inc.  
Completed.

PROJECT

STATUS

- |    |   |   |
|----|---|---|
| g. | Replace Exterior Doors<br>and Locks<br>A/E Firm - In-House Design<br>Contractor - N/A | Project incomplete; waiting<br>on spring weather. |
| h. | Repairs to Floors in<br>Rotunda and New Smoker.<br>A/E Firm - N/A                     | Completed.  |
| i. | Clean-Out Pipes in<br>Stevens Building<br>A/E Firm - VVKR                             | Completed.  |

**M E M O R A N D U M**

**TO:** Audit Committee

**FROM:** Joseph H. Fuller, Jr.

**DATE:** January 28, 1988

**SUBJECT:** Update and Discussion of Current Audit Projects

I have outlined below the current audit projects and some brief comments. The scope of the audit program for the current fiscal year is to review the existing internal controls through questionnaires and observation.

As of this date, I feel the audit plan is progressing satisfactorily and the objectives for this fiscal year are being met. My control reviews to date indicate that internal controls are adequate and that operations appear in compliance with established policies and procedures.

Audit Projects - Complete                      Comments

Indirect Cost Study	Special project at the request of VP for Business Affairs.
Data Center Controls	Follow-up on response is still pending. Time extended due to personnel changes and system requirements.
Longwood House Inventory	Special project at the request of VP for Business Affairs.
Student Union Controls Review	Controls appear adequate.
Purchasing Controls Review	Controls appear adequate.
Microcomputer Selection Review	Special project for internal purposes. Selection of computer hardware and software for Internal Audit purposes.

Audit Projects - In Process                      Comments

Accounts Payable Controls Review	Preliminary results indicate controls are adequate. Final report will be the first of February.
Employee Relations Controls Review	Preliminary results indicate controls are adequate. Final report will be the first of February.

Payroll Controls Review

Questionnaires and survey now in process of being completed.

Petty Cash Controls Review

Questionnaires and survey now in process of being completed.

Other

Comments

Student Activity Fees

Participating in a review of procedures for handling these fees.

Training - Through the Department of the State Internal Auditor

Microcomputer Components, Applications and Controls. Virginia Procurement Laws and Regulations.

JHF:my

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

January 29, 1988, 8:30 a.m., Virginia Room, Longwood College

Present: Mr. Thomas Rust, Chair  
Mr. Andrew Hull  
Mr. W. T. Thompson  
Dr. George Healy  
Mr. Gene Dixon  
Mrs. Nancy Shelton

In attendance: Dr. Wyndham Blanton, Mr. Bertram Schewel, Mrs. Linda Sydnor, Ms. Martha Burton, Ms. Phyllis Mable, Mrs. Brenda Atkins, Dr. Harold Conley, Mr. Franklin Grant, Ms. Kay Nixon.

1. The Committee received a bound copy of the 1986-87 Financial Statement of the Longwood College Foundation, Inc.


2. The Committee reviewed Fund Raising Reports for the period January through December 1987, compared to the same period 1986. These reports indicate the breakdown of sources of gifts and dollar amounts.

3. The Committee received a summary report as of December 31, 1987, for the Capital Campaign.

4. A report was distributed and Mrs. Shelton reviewed with the Committee the status of the Writer-in-Residence challenge grant. This grant was discussed briefly, with detailed discussion delayed for Executive Session.

5. Mrs. Shelton briefed the Committee on the Cabell Foundation grant awarded to the Longwood College Foundation, Inc., for the Longwood House Refurbishing Committee's project. Discussion included the amount of the grant and the amount needed to meet the grant's terms.

The Committee went into Executive Session to discuss confidential matters regarding funding raising. No action was taken to record.

  
Thomas D. Rust, Chair



Appendix I - January 28-29, 1988

CONFIDENTIAL REPORT

TO THE

BOARD OF VISITORS

JANUARY 28-29, 1988

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

## ACTION ITEM

POLICY: Additional Possible Honorary Degree Recipients

BYLAW: Article IX, Section 1

RECOMMENDATION: On behalf of the Academic Affairs Committee, I move the approval of the two candidates listed below as possible Honorary Degree Recipients.

- a. Tom Wolfe Mr. Wolfe is the author of 10 widely acclaimed books on modern American life. In 1979 he published The Right Stuff, a study of the American astronauts that was the basis for an Oscar-winning movie. His newest book (published in 1987), The Bonfire of the Vanities, is also widely acclaimed. Mr. Wolfe is regarded as the "founding father of new journalism." In 1984 he received Longwood's John Dos Passos Prize for Literature. He is a close cousin of Frances Roberdeau Wolfe, who bequeathed approximately \$100,000 to Longwood to establish the Frances Roberdeau Wolfe Scholarship Fund.
- b. Garrison Keillor. Mr. Keillor was the host of the radio show, "A Prairie Home Companion" (National Public Radio), from 1974 to 1987. He is the recipient of a Peabody and an Edward R. Murrow Award. He is the author of two best-selling books, Happy to be Here (1982) and Lake Wobegon Days (1985). A new book, Leaving Home, was published in 1987. He has contributed for many years to The New Yorker and other magazines.

EXPLANATION: These two individuals are being considered as speakers for the sesquicentennial and the enticement of an Honorary Degree would aid in securing their services.

## ACADEMIC AFFAIRS COMMITTEE

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 adoption of the following personnel actions.

## 1. Adjunct faculty for Spring 1988

a. Art

Christy Crews Dunn	2,900
Michael E. Clark	1,600
Sarah M. Spital	1,300

b. Education

James Anderson	1,300
Larry Brooks	1,300
Louis Kovacs	6,033
Linda Rice	2,600
Brent Sandidge	3,000
Charlotte S. Smith	10,000
Rodney B. Taylor	3,000

c. English

Terri Daggs	1,300
Thomas E. McNalley	3,333
Johnny Narkinsky	3,333
Grace Simpson	1,300

d. History

Pearle M. Mankins	2,000
Robert E. Sears	1,600

e. Natural Science

Billy S. Batts	2,166
Mary Dawson	1,300
Raye Marion Tupper	1,300

## 2. Resignation

Mr. James Wallace, Associate Professor of Interior Design, effective January 8, 1988.

**COMPARISON OF SUMMER 1988 FEES**

	<u>JMU</u>	<u>MW</u>	<u>UVA</u>	<u>VCU</u>	<u>LC (Proposed)</u>
Instate Undergrad Tuition/Cr	\$41	\$48	\$72	\$86	\$62
Room/wk	\$37	\$63	\$46	\$40	\$45
Board/wk	\$45	\$56	Pay as you go	Unavail- able	\$37
Comp	\$2/wk	\$18/cr	\$54/session	None	\$9/wk

AMY C. EBERLY  
January 22, 1988

**PROPOSED 1988 SUMMER SCHOOL FEES**

	<u>Current</u>	<u>Proposed</u>		
Application Fee	\$5.00	\$5.00		
Tuition Per Credit Hour				
Undergraduate and Graduate				
In-State	57.00	62.00		
Out-of-State	112.00	124.00		
Residence Hall Students (Per Week)				
	<u>Double</u>	<u>Single</u>	<u>Double</u>	<u>Single</u>
Board	\$37.00	\$37.00	\$37.00	\$37.00
Room	43.00	53.00	45.00	55.00
Auxiliary Services Fee *	8.00	8.00	9.00	9.00
	<hr/>	<hr/>	<hr/>	<hr/>
	\$88.00	\$98.00	\$91.00#	\$101.00

\* Applies to both Dorm and Day students.

# Overall increase is approximately 3.23%.

REQUEST FOR APPROVAL OF REVISED POLICY ON  
COLLECTIONS OF STUDENT ACCOUNTS

**Background:** The College's policy on how we handle delinquent accounts follows closely the state's policy on this subject as promulgated by the Office of the Comptroller and the Office of the Attorney General (OAG). Recently, the section of the state's policy which addresses when claims on accounts are sent to the OAG was revised. Prior to the change, any account over \$500 had to be sent to the OAG for action before it could be "written-off" by the Board of Visitors. The revised policy raises this ceiling to \$1000 and includes a new procedure on sending delinquent accounts to the OAG.

The Board of Visitors is being requested to approve changes to the College's policy on Collection of Student Accounts in order to conform with the state's revised policy on this subject. The current policy with revisions appears on the attached.

Attachment

PROPOSED POLICY CHANGES  
COLLECTIONS OF STUDENT ACCOUNTS

**Page 2, Section A, 8 and 9**

Current Language:

8. Accounts of \$500 and over which are returned to the College by the collection agency as uncollectible will be submitted to the College attorney to take the appropriate legal actions toward collection.
9. Accounts under \$500 which are returned to the College by the collection agency as uncollectible will be submitted to the Board of Visitors to be written off when they have been in a delinquent status for two (2) years.

Proposed Language:

8. Accounts of \$1000 and over which are returned to the College by the collection agency as uncollectible shall be reviewed and action taken in accordance with the following:
  - a. Collectible - If the College believes the claim is collectible, it will be sent to the Office of the Attorney General (OAG) Claims Section for collection.
  - b. Uncollectible - If the College believes the claim is uncollectible, then the reason for this decision should be documented and the claim should be reported consistent with the guidelines of the Department of Accounts. Such claims are not sent to the OAG.
  - c. Unsure of Collectibility - If the College is unsure of the collectibility of a claim, the claim should be forwarded to the OAG Claims Section with a note stating the reason for the uncertainty.
9. Accounts under \$1000 which are returned to the College by the collection agency as uncollectible will be submitted to the Board of Visitors to be written off when they have been in a delinquent status for two (2) years.



REQUEST FOR INCREASE IN ADMISSIONS APPLICATION FEE

We are requesting that the undergraduate application fee be increased from \$15.00 to \$20.00. If approved, the applicants for the Fall, 1989 Semester would pay the new fee.

The proposed fee is in line with other state institutions (see attached) and will provide additional revenues of approximately \$17,000 which will help to offset the rising costs of recruitment.

Attachment

APPLICATION FEE FALL 87

<u>COLLEGE</u>	<u>AMOUNT</u>
Mary Washington College	\$20.00
James Madison University	\$20.00
George Mason University	\$15.00
Old Dominion University	\$20.00
Radford University	\$15.00
Virginia Commonwealth University	\$10.00
Tech	\$20.00
University of Virginia	\$25.00
William & Mary	\$30.00

# LONGWOOD

---

Farmville, Virginia 23901

January 18, 1988

TO: Mr. Hull  
Mr. Dixon  
Mr. Scott

FROM: Office of the President

The next meeting of the Longwood Board of Visitors will be held on January 28-29, 1988, on the College campus. As indicated on the attached agenda, the Advancement Committee will meet from 8:30 a.m. to 9:30 a.m. on the 29th. Attached also is a copy of the information which will be considered at the meeting.

We would be delighted to have you attend the breakfast with the College community on the morning of January 29, just prior to the Committee meeting, as well as the public session and the luncheon which will follow.

We would also be happy to arrange overnight accommodations for you, if you so desire. If you plan to arrive the night of the 28th, an invitation is extended to you and your wife for cocktails and buffet at Longwood House, beginning at 6:30 p.m.

If you have questions regarding any of this, please do not hesitate to get in touch with us.



CC: Ms. Nancy B. Shelton  
Mrs. Terrell H. Dunnivant



# LONGWOOD

---

Farmville, Virginia 23901

March 17, 1988

Dear Martha:

Since Hunter was not at the last Board meeting, and the by-laws state that in the absence of the Secretary, the Vice Rector assumes these duties, I am sending to you the minutes of the January 28-29, 1988, meeting of the Board. I would appreciate it if you would review these, and if all right, sign and return to me.

We plan to mail the Board report and agenda on Thursday of next week. I hope that you will be able to return the minutes to me in time to include them in the report. I apologize for not giving you more lead time.

At this point, all Board members except Linda Sydnor plan to attend the Board meeting on March 26. I will be giving Mr. Thompson a count, so that he can order lunch.

Hope you are beginning to settle into a more normal routine now that the General Assembly has adjourned.

Sincerely,



Enclosure

Ms. Martha A. Burton  
Post Office Box 387  
Dinwiddie, VA 23841



Report of President - January 29, 1987

Legislative Matters (Brenda's summary)

1. Executive Budget

- Base 1987-88 plus: 19.34 positions (Enrollment); assessment; unavoidable costs; auxiliary funds

2. Amendments

a. Capital

- Library (Lottery - Requests for funding in 1988)
- Grainger (Infrastructure 400 K)

b. Operating

- Faculty Salaries to 5.8%
- Full library funding
- Support for positions
- (- Salary gap - in executive session)

3. Prospects: State revenue estimates, etc.

4. Abbitt bill on zoning ordinances

Campus concerns and activities

Planning: Rough draft by April

Enrollment: Second Semester

Commencement Speaker

Family dining: Cost; phase down this semester; change  
in fall

Teacher Preparation Restructuring

Executive Committee

- Family dining (?)
- April meeting to 27-28 April
- Board of Visitors manual

Executive Sessions

Business Affairs: CENTEL; Wadi Williams

Development: Billy Clark

Academic Affairs: Honorary degrees

Full Board: Golf Course  
Amendment on salary gap

T. Rust

Attendance in Executive sessions

January 28, 1988 - Cocktail Buffet - Longwood House

Regrets:

Batts, Dr. & Mrs. Billy  
Blasch, Dr. Robert & Mrs.  
Breil, Dr. Sandra  
Curley, Mr. & Mrs. James  
Haga, Mr. & Mrs. Ralph  
Harbaum, Mr. Darrell  
Hardy, Dr. & Mrs. John (on leave of absence)  
Lockwood, Dr. & Mrs. Patton  
Merkle, Dr. & Mrs. Donald  
Mohr, Mr. & Mrs. Ralph  
Moore, Dr. William  
Oliver, Ms. Amie  
Rubley, Mr. & Mrs. Earl  
Springer, Mr. & Mrs. Homer  
Webber, Dr. & Mrs. Robert  
Williams, Mr. Thomas

Edmonson, Mr. & Mrs. Randall - no response

January 28, 1988 - Cocktail Buffet - Longwood House

Allen, Dr. Merry Lewis  
Arehart, Dr. & Mrs. John (Fran)  
Austin, Mr. & Mrs. John (Edith)  
Baldridge, Mr. & Mrs. Mark (Lynda)  
Barber, Dr. & Mrs. Pat (Patricia)  
Bishop, Ms. Barbara  
Breil, Dr. David  
Cross, Dr. & Mrs. James (Brenda)  
Evans, Mr. & Mrs. Moffatt (Janet)  
Fawcett, Dr. & Mrs. Raymond (Nancy)  
Ferguson, Dr. & Mrs. Lynn (Lucie)  
Flynn, Dr. Elisabeth  
Gussett, Dr. & Mrs. James (Ann)  
Hayden, Dr. & Mrs. Robert (Jean)  
Heinemann, Dr. & Mrs. Richard (Mary)  
Hesselink, Mr. Paul  
Hurley, Mr. & Mrs. Richard (Rose)  
Johnson, Mr. & Mrs. Raymond (Alice)  
Law, Dr. Louok  
Mable, Ms. Phyllis  
Maxwell, Dr. & Mrs. Maurice (Rebecca)  
May, Dr. Robert and Dr. Susan  
McCarter, Dr. & Mrs. Charles (Teresa)  
McCombs, Dr. James and Dr. Freda  
Meshejian, Mr. & Mrs. Wayne (Brenda)  
Montgomery, Dr. & Mrs. Bruce (Patricia)  
Myers, Ms. Frieda  
Noone, Dr. E. T. and Dr. Jean  
Petty, Dr. & Mrs. John (Kathie)  
Scott, Dr. & Mrs. Marvin (Lee)  
Shelton, Mr. & Mrs. Robert (Nancy)  
Stuart, Dr. Donald  
Taylor, Ms. Kathe  
Tinnell, Dr. & Mrs. Wayne (Camilla)  
Wells, Dr. Carolyn  
Winkler, Mr. & Mrs. Don (Lee)  
Woodburn, Dr. Robert and Dr. Mary Stuart  
Wu, Dr. & Mrs. Robert (Yu Mei)  
Young, Dr. Douglas and Dr. Sarah



1/28/88

	<u>Yes</u>	<u>No</u>
Allen, Mary Lewis	✓	
Arehart, Mr. & Mrs. John	✓	
Austin, Mr. & Mrs. John	✓	
-Baldrige, Mr. & Mrs. Mark	✓	
Barber, Mr. & Mrs. Pat	✓	
Batts, Mr. & Mrs. Billy		✓
Bishop, Barbara	✓	
Blasch, Mr. & Mrs. Robert	✓	<i>Important choir rehearsal</i>
-Breil, Mr. & Mrs. David	✓(1)	<i>Laundra - no (1)</i>
Coleman, Mr. & Mrs. Anderson		
Cross, Mr. & Mrs. James	✓	
Curley, Mr. & Mrs. James		✓
Edmonson, Mr. & Mrs. Randy		
Evans, Mr. & Mrs. Moffatt	✓	
Fawcett, Mr. & Mrs. Ray	✓	
Ferguson, Mr. & Mrs. Lynn		
Flynn, Elisabeth	✓	
-Gussett, Mr. & Mrs. Jim	✓	
Haga, Mr. & Mrs. Ralph		✓
Harbaum, Darrell		✓ <i>out of town - Univ of NC</i>
Hardy, Mr. & Mrs. John		
Heinemann, Mr. & Mrs. Dick	✓	
Hesselink, Paul	✓	
Hurley, Mr. & Mrs. Rick	✓	
Johnson, Mr. & Mrs. Ray	✓	
-Law, Kouok	✓	
Lockwood, Mr. & Mrs. Patt		✓ <i>rehearsal, Garden Club program</i>
Mable, Phyllis	✓	
Maxwell, Mr. & Mrs. Maurice	✓	
May, Mr. & Mrs. Bob	✓	
McCarter, Mr. & Mrs. Chuck	✓	
McCombs, Mr. & Mrs. James	✓	
Merkle, Mr. & Mrs. Don		
-Meshejian, Mr. & Mrs. Wayne	✓	
Mohr, Mr. & Mrs. Ralph	✓	
Montgomery, Mr. & Mrs. Bruce	✓	
Myers, Frieda	✓	
Noone, Mr. & Mrs. E.T.	✓	
Oliver, Amie		✓ <i>out of town</i>
-Petty, Mr. & Mrs. John	✓	
Rublely, Mr. & Mrs. Earl	✓	
-Scott, Mr. & Mrs. Marvin	✓	
Shelton, Mr. & Mrs. Robert	✓	
Springer, Mr. & Mrs. Homer		✓
Stuart, Don		
Taylor, Kathy	✓	<i>BILL MOORE - NO</i>
Tinnell, Mr. & Mrs. Wayne	✓	
Webber, Mr. & Mrs. Bob		✓
Wells, Carolyn	✓	
Williams, Thomas		
Winkler, Mr. & Mrs. Don	✓	
Woodburn, Mr. & Mrs. Bob	✓	
Wu, Mr. & Mrs. Robert	✓	
-Young, Mr. & Mrs. Doug	✓	

48 yes 96 total  
 14 no  
 34 no reply  
 96

Yes      No

Blanton, Dr. & Mrs. Wyndham		
Burton, Martha		
Colgate, Mr. & Mrs. Boyd		
Conley, Dr. & Mrs. Harold	✓	
High, Mr. & Mrs. Jack		✓
Murphy, Mr. & Mrs. George		✓
Rust, Mr. & Mrs. Tom		
Schewel, Mr. & Mrs. Bertram		
Sydnor, Dr. & Mrs. Charles	?	
Thompson, Mr. & Mrs. W.T.	✓	
Watson, Mr. & Mrs. Hunter		
Otey, Ricky	✓	
Johnson, Judy		
Hull, Mr. & Mrs. Andrew		
Dixon, Mr. & Mrs. Gene		
Scott, Mr. & Mrs. Kelly		✓
Combs, Marion	✓	
Kast, Mr. & Mrs. Richard	✓	

*plans uncertain*

LONGWOOD COLLEGE BOARD OF VISITORS

Committees, 1987-88

Executive Committee

(Elected May/July, 1987)

Mr. Rust, Chair

Ms. Burton

Mr. Watson

Mr. Thompson

Academic/Student Affairs Committee

Dr. Conley, Chair

Ms. Burton

Ms. High

Mr. Murphy

Advancement Committee

Mr. Rust, Chair

Mr. Hull, Vice Chair

Ms. Colgate

Mr. Dixon

Mr. Scott

Mr. Thompson

Business Affairs/Internal Audit Committee

Mr. Schewel, Chair

Dr. Blanton

Ms. Sydnor

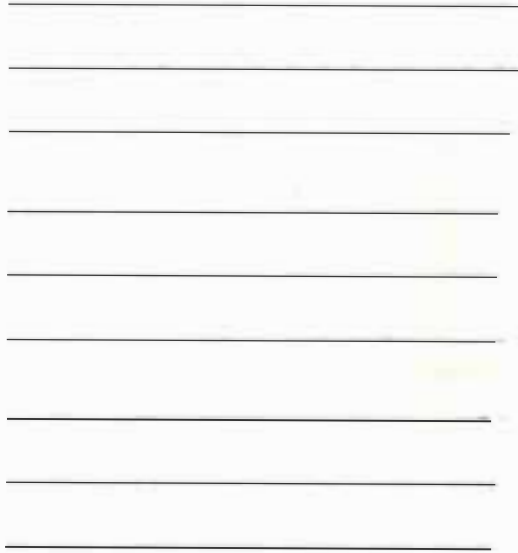
Mr. Watson

Representative to the Southside Virginia Special Education Consortium

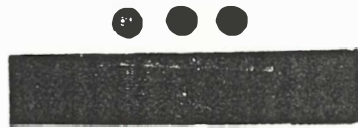
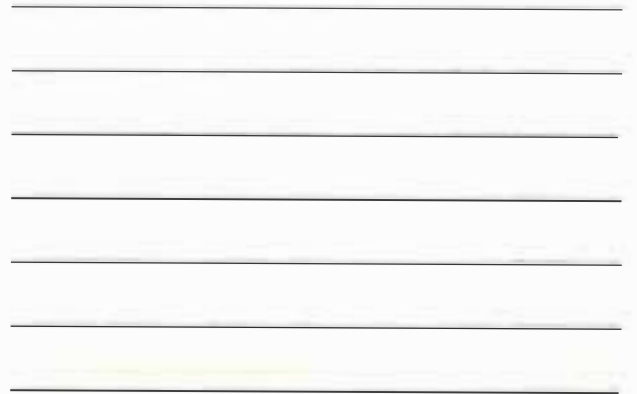
Mr. Watson

July 27, 1987

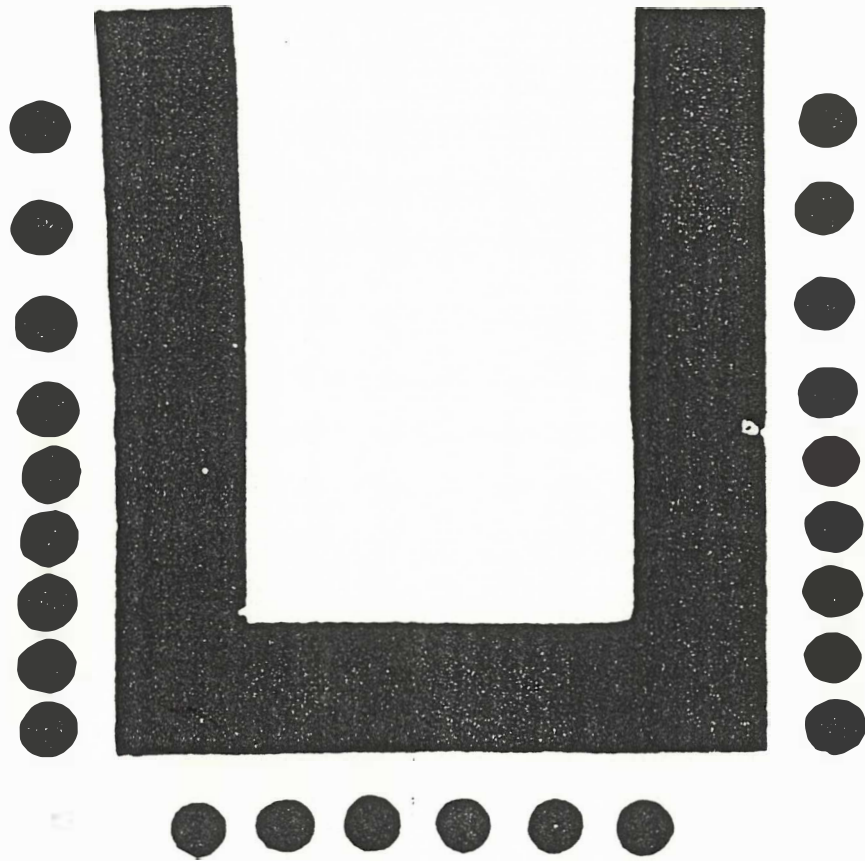
Refreshment Table



Spectators



Press Table

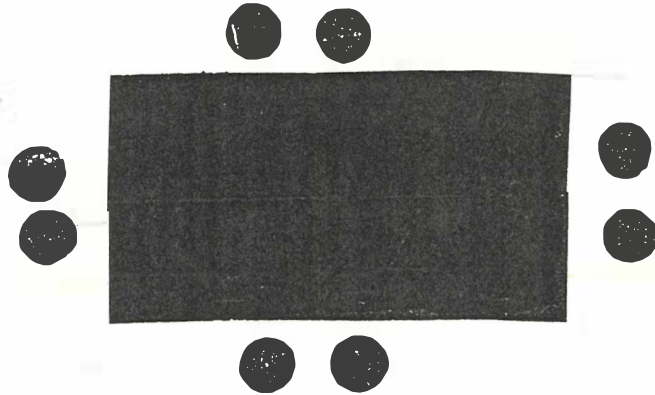


Winkler - to be near  
press table

Officers of the Board, President, Assistant Attorney General



Refreshment Table



Spectators

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## BOARD OF VISITORS MEETING

The Board of Visitors will meet on the campus on Thursday and Friday, Jan. 28 and 29. The schedule is:

### Thursday

- |           |  |
|-----------|--|
| 1:00 p.m. | Business Affairs/Internal Audit Committee<br>Virginia Room |
| 2:45 p.m. | Academic/Student Affairs Committee<br>Virginia Room        |
| 4:45 p.m. | Executive Committee<br>Virginia Room                       |

### Friday

- |            |  |
|------------|--|
| 7:30 a.m.  | Breakfast with College Community<br>Prince Edward Room |
| 8:30 a.m.  | Advancement Committee<br>Virginia Room                 |
| 9:45 a.m.  | Search Committee<br>Board of Visitors Conference Room  |
| 11:00 a.m. | Public Session of the Board<br>Virginia Room           |

## UPDATE OF RENOVATION PROJECTS ON CAMPUS

French Renovation -- This project includes conversion of the gymnasium into four racquet ball courts and office and classroom space, renovation of locker facilities and bathrooms, and handicapped access. The project is nearing completion and "the transformation is striking," said Richard Hurley, Vice President for Business Affairs.

Brickwork -- The project involves replacement of the brick walks and courtyard surrounding Lancaster Library and Jarman Auditorium and will provide handicapped access to the Library through the front entrance. Work will commence as soon as the weather is favorable.

M O R E

Board of Visitors' Meeting

January 28-29, 1988

Lunch - 1/28/88

Blanton  
Burton  
Colgate  
Conley  
High  
~~Murphy~~  
Rust  
Schewel  
Sydnor  
Thompson  
Watson

Johnson  
Combs  
Otey  
Kast

Hurley  
Mable  
Shelton  
Stuart  
Winkler  
Cross  
Taylor

*27 = 21*

Breakfast - 1/29/88

Approximately 50

Lunch - 1/29/88

Same as for 1/28/88 except add Dixon, Hull, Scott

*Total: 24*

Refreshments for about 25 persons.

To: Mrs. Coleman  
for your information.  
Betty

# LONGWOOD

---

Farmville, Virginia 23901

SAME LETTER TO:

January 21, 1988

Mike Steele, Richmond Times-Dispatch  
Jon Donnelly, Richmond News Leader  
Allen McCreary, Richmond News Leader  
Pauline Nelson, " " "  
Ken Woodley, Farmville Herald  
Bill Mason, Radio WSVS  
Philip Beard, Radio WFLO  
Rick Darnell, Radio WPAK

Mr. Overton McGehee  
Times-Dispatch Bureau  
P. O. Box 626  
Farmville, VA 23901

Dear Overton:

The Longwood College Board of Visitors will meet on Thursday and Friday, January 28 and 29, on the campus.

Three committees of the Board will meet Thursday afternoon, as follows:

1:00 p.m. Business Affairs/Internal Audit  
2:45 p.m. Academic/Student Affairs  
4:45 p.m. Executive Committee

On Friday morning, the Advancement Committee will meet at 8:30, and the Presidential Search Committee will have a short meeting (probably in executive session) at 9:45.

The full Board will convene in public session at 11 a.m. Friday in the Virginia Room.

Sincerely,

*Betty*

Betty F. Bryant  
Information Officer





Board of Visitors' Meeting

January 28-29, 1988

Lunch - 1/28/88

Blanton  
Burton  
Colgate  
Conley  
High  
~~Murphy~~  
Rust  
Schewel  
Sydnor  
Thompson  
Watson

Johnson  
Combs  
Otey  
Kast

Hurley  
Mable  
Shelton  
Stuart  
Winkler  
Cross  
Taylor

*Total = 21*

Breakfast - 1/29/88

Approximately 50

Lunch - 1/29/88

Same as for 1/28/88 except add Dixon, Hull, Scott

*Total: 24*

Refreshments for about 25 persons.

# LONGWOOD

---

Farmville, Virginia 23901

January 18, 1988

TO: Mr. Hull  
Mr. Dixon  
Mr. Scott

FROM: Office of the President

The next meeting of the Longwood Board of Visitors will be held on January 28-29, 1988, on the College campus. As indicated on the attached agenda, the Advancement Committee will meet from 8:30 a.m. to 9:30 a.m. on the 29th. Attached also is a copy of the information which will be considered at the meeting.

We would be delighted to have you attend the breakfast with the College community on the morning of January 29, just prior to the Committee meeting, as well as the public session and the luncheon which will follow.

We would also be happy to arrange overnight accommodations for you, if you so desire. If you plan to arrive the night of the 28th, an invitation is extended to you and your wife for cocktails and buffet at Longwood House, beginning at 6:30 p.m.

If you have questions regarding any of this, please do not hesitate to get in touch with us.

*Lucy Galiman*

CC: Ms. Nancy B. Shelton  
Mrs. Terrell H. Dunnavant



# LONGWOOD

---

Farmville, Virginia 23901

January 18, 1988

TO: Mr. Hull  
Mr. Dixon  
Mr. Scott

FROM: Office of the President

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If you have questions regarding any of this, please do not hesitate to get in touch with us.

*Lucy K. Korman*

CC: Ms. Nancy B. Shelton  
Mrs. Terrell H. Dunnivant



## January Board Meeting

### January 5, 1988:

Discuss agenda items. Ask Vice Presidents to indicate how long they will need for their committee meetings. Based on this, prepare a master agenda (similar to the one for the past meeting). Dr. Healy should go over this tentative agenda with Mr. Rust before it is done finally. The Vice Presidents should also clear their agendas with their committee chair before it is finally done.

### January 12, 1988:

9:30 a.m. - review agenda items with faculty/student representatives. Send <sup>v</sup>  
Judy Johnson and Rick Otey reminder notices.

Have a complete set of agendas for each of the Cabinet members and the faculty/student representatives. If the master agenda is ready, put it on top, with the others as follows: Academic/Student Affairs, Business Affairs/Internal Audit, Institutional Advancement, Executive Committee (if there is one).

### January 14-15, 1988:

35 complete sets for the Board report to be received by January 14; mailed January 15, 1988.

The binders are in the closet, the binders for the Confidential Report are in the cabinet in my office, with the cover sheet already done and inserted in it.

The booklets for the minutes are also in the cabinet in my office.

<p><b>NOTICE OF MEETING</b></p>	Date/Time Filed with Registrar of Regulations	Document Number
		Date of Publication in Virginia Register

DO NOT WRITE ABOVE THIS LINE

Under the provisions of the Code of Virginia, the notice of the following meeting is hereby given.

Longwood College Board of Visitors

(agency, board, commission, etc.)

will meet on Thursday-Friday, January 28-29, 1988 10 a.m., January 28, 1988

(Day) (Date) (Time)

Virginia-Prince Edward Rooms , College campus

(Location)

Location accessible to handicapped  Interpreter for deaf provided if requested

Brief, general description of the nature of the meeting and business to be conducted.

Regular quarterly meeting to conduct business pertaining to the College.

Additional information may be obtained from:
Dr. George R. Healy, President
(Name)
Longwood College, Farmville, VA 23901
(Address)
TTY - TTD Number
( 804 ) 392-9211 (SCATS 265-4211)
Area code (Telephone)

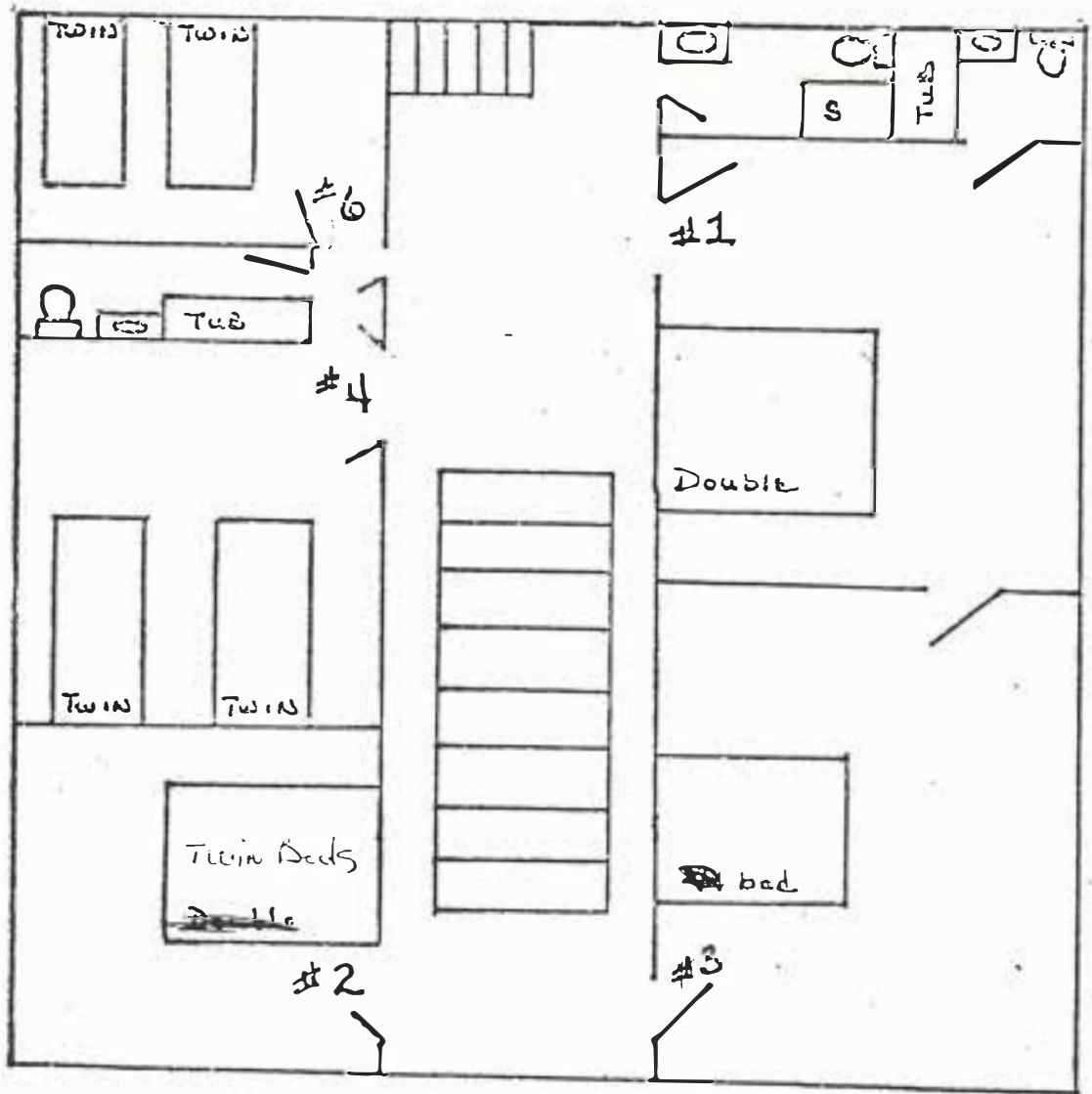
*mailed 12/17/87*

SCHEDULE FOR SUBMITTING INFORMATION FOR BOARD OF VISITORS'  
MEETING - January 28-29, 1988

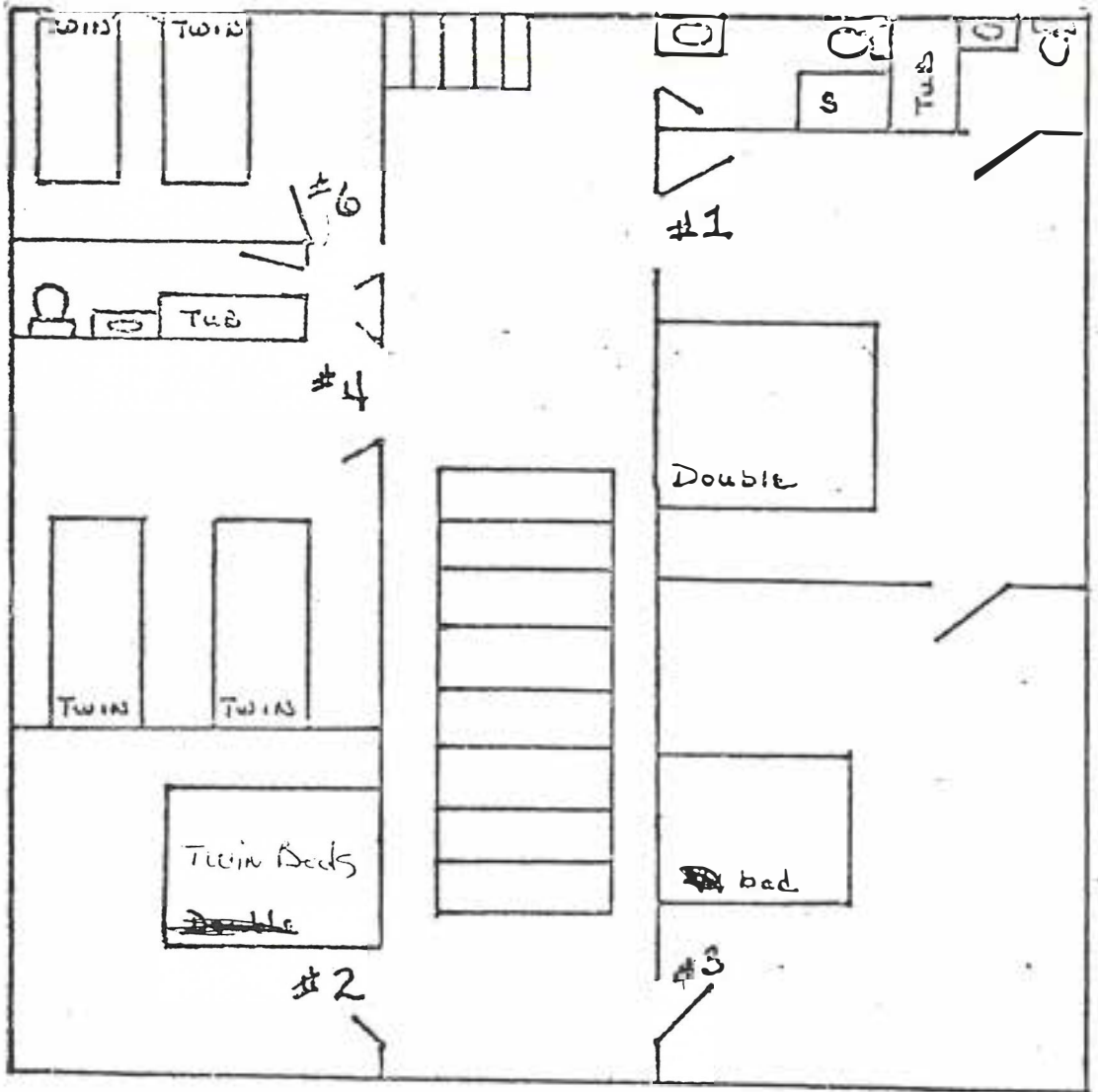
- December 18, 1987: Submit tentative agenda items to President by 11 a.m.
- January 5, 1988: Discuss tentative agenda items at Cabinet meeting - 8:30 a.m.
- January 8, 1988: Submit draft of information for the Board to the President by 12 noon.
- January 12, 1988: 8:30 a.m.: Discuss draft of information with Cabinet.  
9:30 a.m.: Review agenda items with faculty/student representatives.
- January 14, 1988: Submit 35 copies of report in final form by 5 p.m.
- January 15, 1988: Mail confidential and non-confidential reports.

November 16, 1987

# Alumni House Second Floor

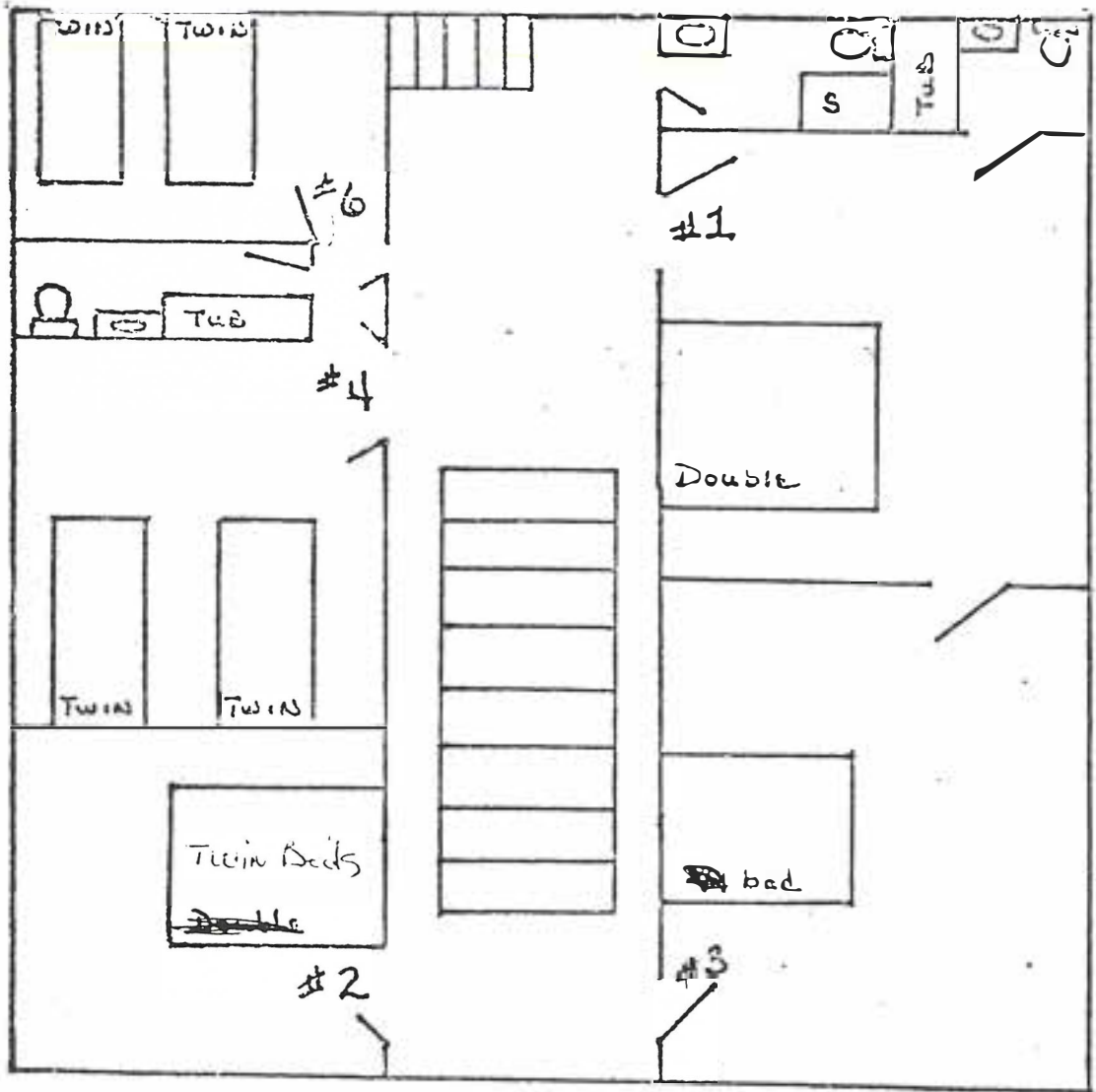


# Alumni House Second Floor

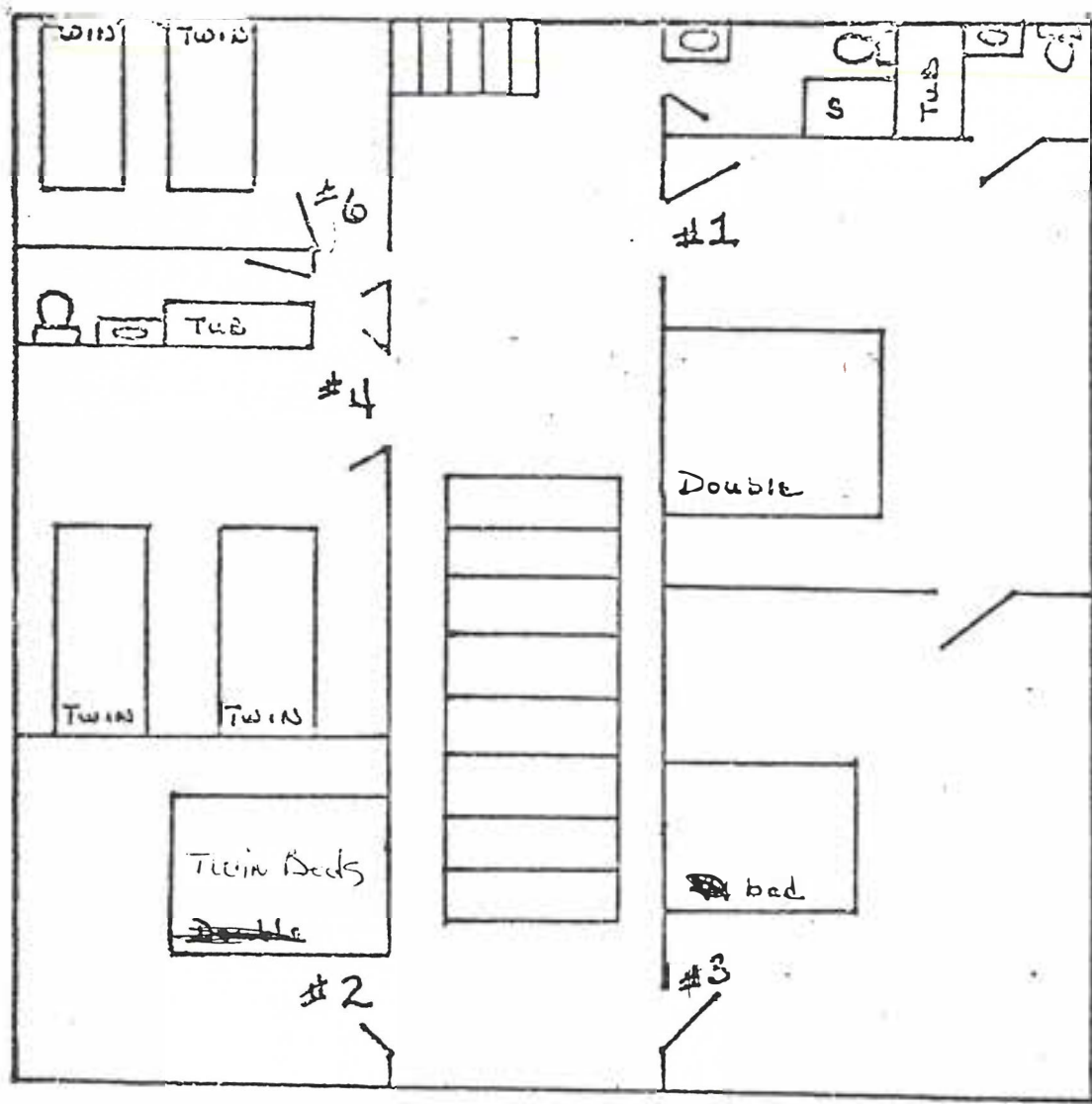




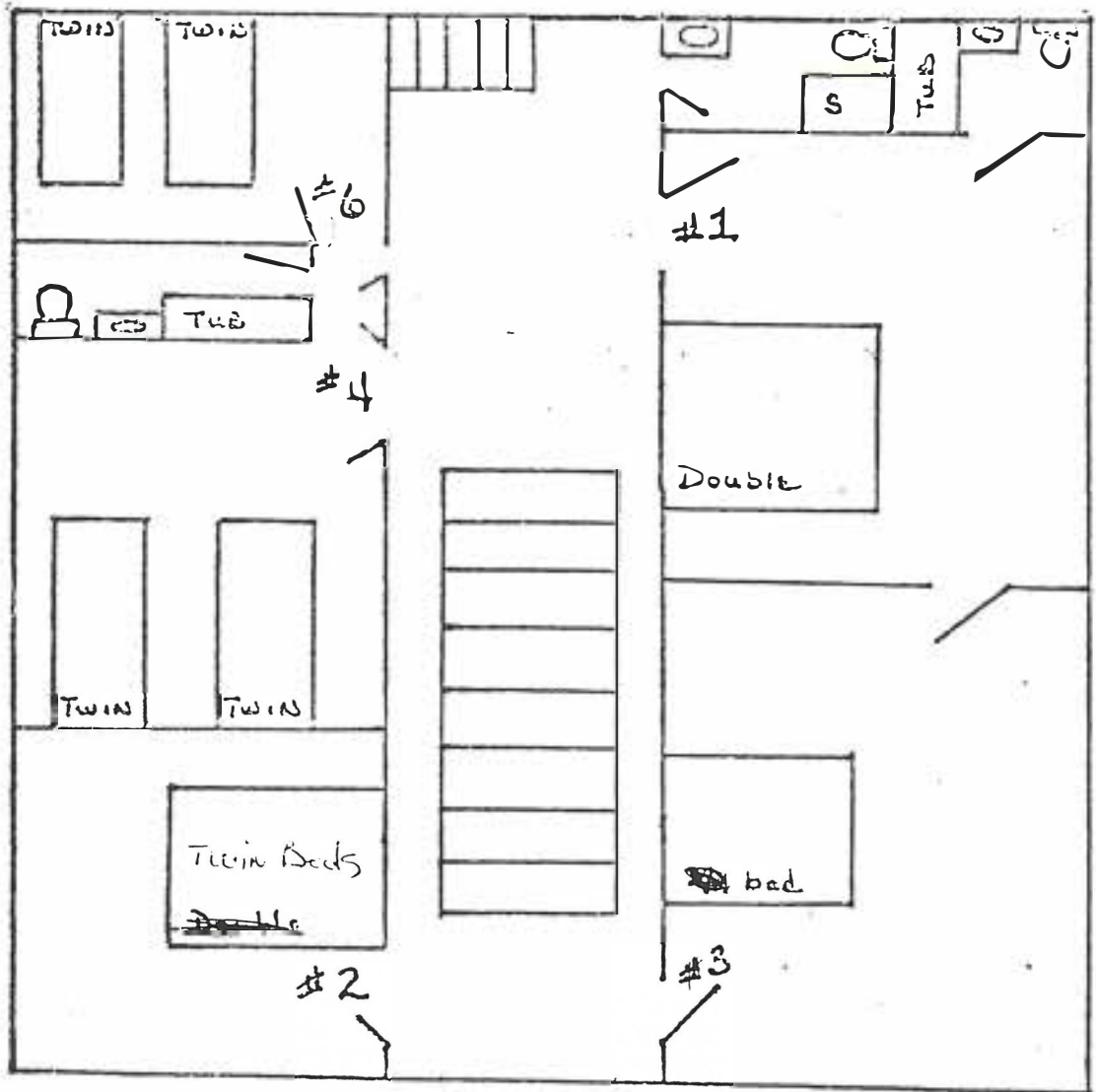
# Alumni House Second Floor



# Alumni House Second Floor



# Alumni House Second Floor



SCHEDULE FOR SUBMITTING INFORMATION FOR BOARD OF VISITORS'  
MEETING - January 28-29, 1988

- December 18, 1987: Submit tentative agenda items to President by 11 a.m.
- January 5, 1988: Discuss tentative agenda items at Cabinet meeting - 8:30 a.m.
- January 8, 1988: Submit draft of information for the Board to the President by 12 noon.
- January 12, 1988: 8:30 a.m.: Discuss draft of information with Cabinet.  
9:30 a.m.: Review agenda items with faculty/student representatives.
- January 14, 1988: Submit 35 copies of report in final form by 5 p.m.
- January 15, 1988: Mail confidential and non-confidential reports.

November 16, 1987

# LONGWOOD

---

Farmville, Virginia 23901

January 14, 1988

Ms. Sandra Bowen  
Secretary of the Commonwealth  
Office of the Governor  
Richmond, VA 23219

Dear Ms. Bowen:

Enclosed is the bulk of the "Statement of Economic Interests" from Longwood College. There are five which have not been received, but I should be sending these to you within the next several days.

If you have any questions, please do not hesitate to get in touch with us.

Sincerely,



(Mrs.) Evelyn M. Coleman  
Executive Secretary Senior



**AGENDA**

**BUSINESS AFFAIRS COMMITTEE**

January 28, 1988  
Virginia Room

Presenter: Mr. Schewel

**PUBLIC SESSION**

1. Approval of the Agenda
  - a. Information Items
    1. Quarterly Report \*
    2. Governor's Budget Recommendations for Longwood \*
    3. Update of Capital Outlay Projects \*
    4. Report on Prompt Pay Performance (Pages 1, 2,)
    5. Report on Guaranteed Student Loan FY 1985 Default Rates (Pages 3, 4, 5, 6)
    6. Personnel (Page 7)
    7. Update on Mall Project \*\*
    8. Update on Telecommunications Project \*\*
  - b. Action Items
    1. Approval of Tuition and Fees for Summer 1988 (Page 8) Pages 9, 10 \*
    2. Approval of Revised Policy on Delinquent Accounts (Pages 11, 12, 13)
    3. Approval of Increase in Undergraduate Application Fee (Pages 14, 15, 16)
2. EXECUTIVE SESSION (Section 2.1-344 (a) (2) (6) of the Code of Virginia - Personnel and Legal Matters
3. April Board Meeting Preliminary Agenda \*
4. Review of Committee Meeting

\*To Be Distributed

\*\*Discussion

## BUSINESS AFFAIRS COMMITTEE

### INFORMATION ITEM

POLICY: Report on Prompt Pay Performance

BY-LAWS: Article V, Section 3

Several years ago the Virginia General Assembly passed a law that requires all state agencies and institutions to pay their bills within thirty (30) days after receipt of the invoice by the agency. The law is commonly referred to as the Prompt Pay Act. To be in compliance with the law, at least 95 percent of our bills must be paid on time.

Each month the College's performance, in this area, is monitored by the Department of Accounts, in Richmond, and a performance report is issued which shows the percentage of invoices paid on time and a list of those which were not. Attached is a report which shows the College's performance in this area over the last eleven (11) months.

The College has had problems in this area due to staff turnover and the late receipt of invoices in Accounts Payable from various departments.

The impact of our performance in this area is the denial of management benefits the College could enjoy such as the ability to carry-forward funds from one year to the next or the decentralization of our personnel or purchasing departments.

Attachment

M E M O R A N D U M

TO: Rick  
FROM: Amy *Amy*  
DATE: January 7, 1988  
SUBJECT: 1987 Prompt Pay Performance

<u>MONTH</u>	<u>PERCENTAGE OF INVOICES PAID ON TIME</u>
January	76.25
February	79.06
March	94.59
April	95.12
May	97.30
June	94.60
July	97.83
August	92.41
September	93.23
October	92.74
November	92.63
December	No report received yet.

ACE:my



## BUSINESS AFFAIRS COMMITTEE

### INFORMATION ITEM

POLICY: Report on Guaranteed Student Loan FY1985 Default Rates

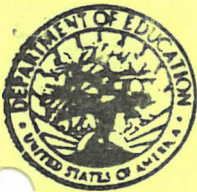
BY-LAWS: Article V, Section 3

The Federal Government has recently proposed a law which ties the eligibility of an institution to participate in the Guaranteed Student Loan (GSL) to their loan default rate. To be eligible for participation, our default rates must be less than five percent. The law is proposed to be effective in 1988 and will be based on data collected for 1987.

Since the College has nothing to do with collections on Guaranteed Student Loans, the merits of the proposed law are suspect and largely controversial. Nonetheless, for now, it appears the law may be adopted.

Given this new development, we thought you might be interested in reviewing a report recently received which shows our performance based on 1985 information. The report shows that the default rate for students who attended Longwood is 3.32 percent.

Attachment



UNITED STATES DEPARTMENT OF EDUCATION  
WASHINGTON, DC 20202

W: Rick Nunda  
FYI  
From: Marvin Ragla

**GUARANTEED STUDENT LOAN FY 1985 DEFAULT RATES  
BY POSTSECONDARY INSTITUTIONS**

Attached is a list indicating the FY 1985 default rate of the 7,295 postsecondary institutions, grouped by state or location, participating in the Guaranteed Student Loan (GSL) program. The FY 1985 default rate is calculated as the percentage of borrowers entering repayment in FY 1985 who default before the end of FY 1986.

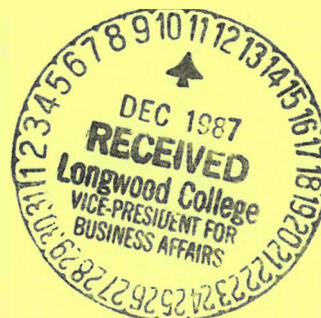
This listing is based on FY 1985 and FY 1986 GSL data reported by state and other guarantee agencies to the Department of Education. These data were voluntarily reported. Starting in FY 1987, reporting of these data is mandatory and data quality will be improved.

For each institution, the following information is provided:

1. Institutional name as listed on the FY 1986 data base. Some of the institutions listed have since closed.
2. Default rate (percent in default) calculated as a percentage of borrowers entering repayment status in FY 1985 who default in FY 1985 or FY 1986. On the printout this is called a "2-year rate," but technically this default rate is known as the FY 1985 "cohort default rate" because the rate tracks the defaults of the group (cohort) of borrowers entering repayment status in FY 1985 for two years (FY 1985 and FY 1986).
3. Number of borrowers in repayment status. This is the number of borrowers entering repayment status in FY 1985, not the number of borrowers repaying their loans. To get the number of defaulters, multiply the default rate by the number of borrowers in repayment status.

For further information, contact:

John Bertak or Tom Lyon  
Office of Public Affairs  
U.S. Department of Education  
Washington, D.C. 20202  
(202) 732-4576



**LONGWOOD COLLEGE**

<b>Cohort Default Rate</b>	<b>0.66225</b>
<b>Gross Cumulative Default Rate</b>	<b>3.32</b>

TOTAL DOLLARS NOT IN SCHOOL OVER \$5 IN DEFAULT

TOTAL DOLLARS DISBURSED TO DEFALTERS

INSTITUTION	TOTAL DOLLARS DISBURSED TO DEFALTERS	TOTAL DOLLARS NOT IN SCHOOL OVER \$5 IN DEFAULT
RICHARD BLAND C-44 & HARY	20,241.7	13.65
CAREER DEVELOPMENT CENTER	43712	12.03
VA INTERMONT COLLEGE	1,69555	12.39
WASHINGTON BUSINESS SCHOOL	249734	12.32
VA CLINCH VLY COLLEGE (IF	203810	11.34
AVENETT COLLEGE	127063	11.37
VIRGINIA COMMONWEALTH U	1,361,409	11.37
SOUTHERN SEM JR COLLEGE	647,607	11.03
SHEMANDUAN C-CONS V MUSIC	139821	10.00
FLRNUM COLLEGE	435314	10.61
CHRISTOPHER NEWPONT C	617537	9.32
MYTHEVILLE CNTY COLLEGE	342827	8.12
ULD DUMINIUM UNIVERSITY	33094	7.58
MARYMOUNT COLLEGE (IF VA	231,325	7.52
SWEET BRNAR COLLEGE	361574	7.06
NUAHURE COLLEGE	136047	7.05
LINLRY UNIVERSITY	404900	6.00
LYNCHBURG COLLEGE	652260	6.45
GEORGE MASON UNIVERSITY	541694	6.44
BLUEFIELD COLLEGE	1291577	6.39
MULLING COLLEGE	44414	5.70
MARY BALDWIN COLLEGE	166907	5.25
ENEMY AND HENRY COLLEGE	138550	5.14
RADFORD UNIVERSITY	141300	4.01
ESTH MEMORIAL C	1017114	4.36
NANOLPH-MACOM COLLEGE	333143	4.20
MARY WASHINGTON COLLEGE	147921	4.01
WASHINGTON AND LEE U	260701	3.90
WAMPUM-SYDNEY COLLEGE	352300	3.00
BRIDGEWATER COLLEGE	80519	3.70
RANDOLPH-MACON JUNIATA'S C	170056	3.64
JAMES MADISON UNIVERSITY	83900	3.56
C OF WILLIAM AND HARY	1097157	3.44
LONGWOOD COLLEGE	979796	3.32
RICHMOND, UNIV OF	250141	3.31
VIRGINIA MILITARY INST	577630	3.00
VA PULY INST AND STATE U	139920	2.00
UNIVERSITY OF VIRGINIA	1906224	2.76
VA COMMONWEALTH UNIV MEDICAL COL	2322050	1.32
	201393	

4

↑ Note

**BUSINESS AFFAIRS COMMITTEE**

**INFORMATION ITEM**

**POLICY:** Personnel (Classified)

**BY-LAWS:** Article V, Section 3

**Promotions:**

Jane Crawley 10-16-87 from Fiscal Technician in Accounts Payable to Materiels Management Supervisor in Purchasing.

Lucie P. Zehner 12-01-87 from hourly to Fiscal Technician in Accounts Payable

**New Hire:**

Douglas Poulston 10-16-87 Electrician

**Regrade:**

Registered Nurse class was regraded by the Department of Personnel and Training with no title change but the salary range was raised from Grade 8 to Grade 9 effective 12-01-87. Edna Archer, Janyse Gemborys and Elnora Hendricks received this change.

**BUSINESS AFFAIRS COMMITTEE**

**ACTION ITEM**

**POLICY:** Approval of Tuition and Fees for Summer 1988

**BY-LAWS:** Article V, Section 3

**RECOMMENDATION:** On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the Tuition and Fees for Summer 1988 as submitted on pages 9 and 10 of the handout.

**BUSINESS AFFAIRS COMMITTEE**

**ACTION ITEM**

**POLICY:** Approval of Revised Policy on Collections of Student Accounts

**BY-LAWS:** Article V, Section 3

**RECOMMENDATION:** On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the Revised Policy on Collections of Student Accounts as submitted on the attached.

REQUEST FOR APPROVAL OF REVISED POLICY ON  
COLLECTIONS OF STUDENT ACCOUNTS

**Background:** The College's policy on how we handle delinquent accounts follows closely the state's policy on this subject as promulgated by the Office of the Comptroller and the Office of the Attorney General (OAG). Recently, the section of the state's policy which addresses when claims on accounts are sent to the OAG was revised. Prior to the change, any account over \$500 had to be sent to the OAG for action before it could be "written-off" by the Board of Visitors. The revised policy raises this ceiling to \$1000 and includes a new procedure on sending delinquent accounts to the OAG.

The Board of Visitors is being requested to approve changes to the College's policy on Collection of Student Accounts in order to conform with the state's revised policy on this subject. The current policy with revisions appears on the attached.

Attachment



PROPOSED POLICY CHANGES  
COLLECTIONS OF STUDENT ACCOUNTS

**Page 2, Section A, 8 and 9**

Current Language:

8. Accounts of \$500 and over which are returned to the College by the collection agency as uncollectible will be submitted to the College attorney to take the appropriate legal actions toward collection.
9. Accounts under \$500 which are returned to the College by the collection agency as uncollectible will be submitted to the Board of Visitors to be written off when they have been in a delinquent status for two (2) years.

Proposed Language:

8. Accounts of \$1000 and over which are returned to the College by the collection agency as uncollectible shall be reviewed and action taken in accordance with the following:
  - a. Collectible - If the College believes the claim is collectible, it will be sent to the Office of the Attorney General (OAG) Claims Section for collection.
  - b. Uncollectible - If the College believes the claim is uncollectible, then the reason for this decision should be documented and the claim should be reported consistent with the guidelines of the Department of Accounts. Such claims are not sent to the OAG.
  - c. Unsure of Collectibility - If the College is unsure of the collectibility of a claim, the claim should be forwarded to the OAG Claims Section with a note stating the reason for the uncertainty.
9. Accounts under \$1000 which are returned to the College by the collection agency as uncollectible will be submitted to the Board of Visitors to be written off when they have been in a delinquent status for two (2) years.

**BUSINESS AFFAIRS COMMITTEE**

**ACTION ITEM**

**POLICY:** Approval of Increase in Undergraduate Application Fee

**BY-LAWS:** Article V, Section 3

**RECOMMENDATION:** On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the Increase in Admissions Application Fee as submitted on the attached.

REQUEST FOR INCREASE IN ADMISSIONS APPLICATION FEE

We are requesting that the undergraduate application fee be increased from \$15.00 to \$20.00. If approved, the applicants for the Fall, 1989 Semester would pay the new fee.

The proposed fee is in line with other state institutions (see attached) and will provide additional revenues of approximately \$17,000 which will help to offset the rising costs of recruitment.

Attachment

APPLICATION FEE FALL 87

<u>COLLEGE</u>	<u>AMOUNT</u>
Mary Washington College	\$20.00
James Madison University	\$20.00
George Mason University	\$15.00
Old Dominion University	\$20.00
Radford University	\$15.00
Virginia Commonwealth University	\$10.00
Tech	\$20.00
University of Virginia	\$25.00
William & Mary	\$30.00

**AGENDA**

**INTERNAL AUDIT COMMITTEE**

January 28, 1988

Presenter: Mr. Schewel

**PUBLIC SESSION**

1. Approval of Agenda
  - a. Information Items
    1. Update and Discussion of Current Audit Projects
2. April Board Meeting Preliminary Agenda (Page 1)

**AGENDA**

**INTERNAL AUDIT COMMITTEE**

April 6, 1988

Presenter: Mr. Schewel

**PUBLIC SESSION**

1. Approval of Agenda
  - a. Information Item
    1. Preliminary Discussion of 1988-89 Audit Plan

<b>NOTICE OF MEETING</b>	Date/Time Filed with Registrar of Regulations	Document Number
	REGISTRAR OF REGULATIONS 1987 DEC 18 PM 12:19	R Date of Publication in Virginia Register

DO NOT WRITE ABOVE THIS LINE

Under the provisions of the Code of Virginia, the notice of the following meeting is hereby given.

Longwood College Board of Visitors

(agency, board, commission, etc.)

will meet on Thursday-Friday, January 28-29, 1988 10 a.m., January 28, 1988  
(Day) (Date) (Time)

Virginia-Prince Edward Rooms , College campus  
(Location)

Location accessible to handicapped  Interpreter for deaf provided if requested

Brief, general description of the nature of the meeting and business to be conducted.

Regular quarterly meeting to conduct business pertaining to the College.

Additional information may be obtained from:

Dr. George R. Healy, President  
(Name)

Longwood College, Farmville, VA 23901  
(Address)

TTY - TTD Number

( 804 ) 392-9211 (SCATS 265-4211)  
Area code (Telephone)

# Information Items

## INFORMATION ITEMS

### Academic/Student Affairs Committee:

Dr. Conley gave the report of the Academic/Student Affairs Committee meeting held on January 28, 1988. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - January 28-29, 1988.)

### Academic Affairs:

Assessment Update (p.1).\* Longwood's five-year assessment development plan was approved during the summer of 1987. The plan provides that academic programs define their mission and select instruments appropriate to documenting student outcomes pertinent to the mission. Longwood received supplemental SCHEV grants to initiate alumni follow-up assessment and to participate in a pilot testing service of general education assessment. An updated plan must be filed with SCHEV in May 1988.

Continuing Studies (p.2). Continuing Studies reported as of January that there are four off-campus credit classes and two on-campus classes scheduled for the second semester. There are 26 credit classes scheduled for summer, 1988. Continuing Studies generated 462 credits or 30.8 FTE during the Fall 1987 semester.

Registrar's Report (p.3). As of January 8 there were 2,392 students registered for the Spring 1988 semester. A total of 700 students had cumulative GPA's of less than 2.0, which is 100 less than the prior semester.

Teacher Education Update (pp 4-5). Longwood's "Proposal to Restructure Teacher Education" was submitted to the State Department of Education on December 17, 1987. We believe that our proposal complies fully with all of the mandates given by the Commission. Major issues are reflected in the decision regarding the proposed restructuring which include requiring a major in one of the disciplines in liberal arts

\*Page numbers refer to "Report of the President to the Board of Visitors, January 28-29, 1988". A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - January 28-29, 1988.



and sciences, increased field experience, and raising admission standards to require a 2.5 GPA. The timeline to begin implementation of restructured programs is July 1, 1989, for special education and July 1, 1990, for elementary and secondary education. Most teacher candidates will have completed existing programs by May, 1993.

Longwood Business Innovative Center (p.6).

The Longwood Business Innovative Center established in the Fall of 1986 is guaranteed funding at a reducing level for four years. A joint subcommittee Studying Economic Development and reporting to the Governor and the General Assembly in January will likely propose a Small Business Development Center which will be funded one-half by the state and one-half by the Small Business Administration. If the SBDC is developed and Longwood's LBIC is funded, the funding would be constant and greater than <sup>at</sup> present. Funding alternatives for Longwood's LBIC are: College and CIT for a maximum of two years; become a satellite of the state SBDC and move off-campus beginning in 1988 or 1989 at \$180K per year, or college and private sources as a long-term option.

Update on Remediation and Developmental Courses (p.7).

A joint study of developmental or remediation education was undertaken by the State Board for Community Colleges and the State Council of Higher Education in Virginia in January 1986 to define level of competence required for college level work, to develop methods and criteria for assessing and to propose procedures for more remedial work to be done in community colleges. A committee has begun work on a plan for implementing the objectives set forth by this committee.

Student Affairs:

SCHEV Study on Admissions Policies - December 1987 (pp. 8-9).

A study of admission practices by SCHEV revealed that it is not practical to adopt uniform standards of admission at state-supported institutions. It also revealed that Virginia students are not being deprived of a college education and that out-of-state students are essential to the kinds of colleges and universities Virginia has developed in its state-supported system of higher education. There are eight SCHEV recommendations for admission practice in Virginia state institutions. These are

*Acton*

should be updated and this information given to new Board members at the time of the orientation session for them. Mr. Rust stated that this was not to be considered a "high priority" item.

ACTION ITEMS

Minutes of Meetings of the Board of Visitors:

October 22-23, 1987:

The members of the Board, on motion made by Dr. Blanton, and seconded by Ms. Burton, approved the minutes of the October 22-23, 1987, meeting of the Board.

November 5, 1987

On motion made by Ms. Burton, and seconded by Mr. Thompson, the Board members approved the minutes of the special meeting on November 5, 1987

Academic/Student Affairs Committee:

Academic Affairs:

On motion made by Dr. Conley, and seconded by Ms. Burton, the Board approved the two candidates listed on page 15 of the Confidential Report as possible honorary degree recipients. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix ~~B~~ - January 28-29, 1988.)

*OK*

Personnel Actions (pp. of the Confidential Report):

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

Adjunct faculty for the spring semester.

The resignation of Dr. Jim Wallace, Associate Professor of Interior Design, effective January 8, 1988.

//

~~Admission Standards~~

return to Evelyn Coleman

Okay  
Alfred M. Bee

and sciences, increased field experience, and raising admission standards to require a 2.5 GPA. The timeline to begin implementation of restructured programs is July 1, 1989, for special education and July 1, 1990, for elementary and secondary education. Most teacher candidates will have completed existing programs by May, 1993.

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listed on page 9 of the board report. Several of the recommendations will require Board action at a later date.

Approximate Admissions Selection Criteria Used at other Four Year Virginia State Supported Institutions (pp. 10-12). A study conducted by the Admissions staff of admission practices at state colleges in Virginia indicates similarity among the colleges in major factors used in admissions. Colleges generally fall into three categories: very highly selective, moderately selective, and minimally selective or open admissions. Longwood falls in the moderately selective category along with George Mason, Mary Washington, VMI, VCU, ODU, and Radford.

Admissions Selection Guidelines Class Entering Fall 1988 (p. 13). Longwood's admission criteria is reviewed annually by the admissions staff, the faculty admissions committee, the offices of Academic and Student Affairs and the President's Cabinet. The five major factors used in selecting students are high school courses, individual course grades, overall average, student's rank in his/her senior class and scores on SAT tests. Other factors are also considered. Admissions standards have been raised over the past two years to include a higher GPA and two years of a foreign language.

// Business Affairs/Internal Audit Committee:

The Chair, Mr. Schewel, gave the following report on the meetings of the Business Affairs/Internal Audit Committee. (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - January 28-29, 1988.)

Business Affairs:

In summary, Mr. Schewel indicated that the monthly quarterly report was reviewed. Also Mr. Hurley presented information to the Board including a budget recommendation that Dr. Healy referred to as well as an update of capital projects. (Copies of this information are filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix D, Appendix E, and Appendix F - January 28-29, 1988.)

# Information Items

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A report was received on Prompt Pay Performance. The Board had some concerns about the College's compliance with this regulation but understood that there had been some personnel changes in that area, which Mr. Hurley also discussed.

The report from the Guaranteed Student Loan FY 1985 Default Rate showed a very fine record for Longwood.

Mr. Hurley discussed personnel changes among classified employees. Jane Crawley was moved from Fiscal Technician to Materiel Management Supervisor in Purchasing. Lucie P. Zehner moved to Fiscal Technician in Accounts Payable.

Mr. Hurley informed the Board of the Blackwell Mall Project which is under way. The group working on this is made up primarily of students. The architects have solicited comments regarding the conceptual drawings they have done. Recommendations for changes will be presented to the Board for approval.

The telecommunications project was reviewed by Dr. Cross. It appears that satisfactory progress is being made on this project.

#### Internal Audit:

There was a discussion and update on the current audit projects which the Internal Auditor is involved in. (A copy of this report was given to each of the Board members. A copy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix G - January 28-29, 1988.)

Controls were found to be adequate in the Student Union and Purchasing areas which had been audited. Control reviews have been started in the following areas:

Accounts Payable, Employee Relations, Payroll and Petty Cash.

Information was given to the committee to the effect that student organizations write their own checks against individual accounts. There are approximately 25-30

of these accounts, some of which are very small. They are audited each year by a faculty member.

Advancement Committee:

Mr. Rust, the Committee Chair, gave the following report on the Advancement Committee meeting held on January 29, 1988. (A copy of the minutes of this meeting is filed with "Addenda to Minutes of meetings of the Board of Visitors" as Appendix G - January 28-29, 1988.) H

Mrs. Shelton gave a complete financial report of the Longwood College Foundation. The Committee received reports for the year pertaining to fund raising activities, broken down as to sources of gifts and dollar amounts, as well as a bound copy of the 1986-87 financial statement of the Foundation.

The Committee also received a summary report as of December 31, 1987, for the Capital Campaign.

A report was distributed and Ms. Shelton reviewed with the Committee the status of the Writer-in-Residence challenge grant. Ms. Shelton also briefed the Committee on the Cabell Foundation grant awarded to the Longwood College Foundation, Incorporated, for the Longwood House Refurbishing Committee's project. Discussion included the amount of the grant and the amount needed to meet the grant's terms.

The Committee went into executive session to discuss appropriate fund-raising activities. No action to record was taken.

Executive Committee:

Mr. Rust, Chair, gave the following information from meetings of the Executive Committee:

November 18, 1987:

The Executive Committee met in Richmond for the purpose of interviewing representatives of consultant firms to help with the presidential search.

December 4, 1987:

A presentation was made by Ms. Maria Perez, representing the firm of Perez-Arton, Consultants, of New York. This is the firm

Business Affairs/Internal Audit Committee:

Business Affairs:

Tuition and Fees, Summer 1988:

The members of the Board, on motion made by Mr. Schewel, and seconded by Dr. Blanton, approved tuition and fees for summer, 1988. (A listing of these fees is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix ~~H~~ - January 28-29, 1988.) <sub>J</sub>

Revised Policy on Collections of Student Accounts:

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Funds for the Mall Project and Approval of Specific Guidelines for Projects from College Funds:

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NOMINATING  
COMMITTEE -  
APPOINTMENT OF

~~Mr. Rust appointed the following to serve as the Nominating Committee: Dr. Conley, Chair; Dr. Blanton; Ms. Sydnor. He asked that the committee be prepared to present a slate of officers at the April meeting of the Board, making recommendations for a Rector, Vice Rector, Secretary, at-large member, Executive Committee. Mr. Rust stated that the intent is that members of the Committee can also be considered to serve as~~



## Information Items

Mrs. Coleman.

okay as  
shown

Thanks -  
Kay

of these accounts, some of which are very small. They are audited each year by a faculty member.

### Advancement Committee:

Mr. Rust, the Committee Chair, gave the following report on the Advancement Committee meeting held on January 29, 1988. (A copy of the minutes of this meeting is filed with "Addenda to Minutes of meetings of the Board of Visitors" as Appendix G - January 28-29, 1988.) H

Mrs. Shelton gave a complete financial report of the Longwood College Foundation. The Committee received reports for the year pertaining to fund raising activities, broken down as to sources of gifts and dollar amounts, as well as a bound copy of the 1986-87 financial statement of the Foundation.

The Committee also received a summary report as of December 31, 1987, for the Capital Campaign.

A report was distributed and Ms. Shelton reviewed with the Committee the status of the Writer-in-Residence challenge grant. Ms. Shelton also briefed the Committee on the Cabell Foundation grant awarded to the Longwood College Foundation, Incorporated, for the Longwood House Refurbishing Committee's project. Discussion included the amount of the grant and the amount needed to meet the grant's terms.

The Committee went into executive session to discuss appropriate fund-raising activities. No action to record was taken. //

### Executive Committee:

Mr. Rust, Chair, gave the following information from meetings of the Executive Committee:

#### November 18, 1987:

The Executive Committee met in Richmond for the purpose of interviewing representatives of consultant firms to help with the presidential search.

#### December 4, 1987:

A presentation was made by Ms. Maria Perez, representing the firm of Perez-Arton, Consultants, of New York. This is the firm

// Business Affairs/Internal Audit Committee:

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Increase in Undergraduate Application Fee:

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BOARD OF VISITORS' MEETING

January 28-29, 1988

Attendance

Yes

Blanton - late arrival because of conflict with meeting in Richmond. May not get here in time for the beginning of the Business Affairs/Internal Audit Committee meeting at 1 p.m. on 1/28/88.

Burton - will arrive in time for the Academic/Student Affairs Committee meeting at 2:45 p.m. on 1/28/88.

Colgate - plans to arrive sometime during the afternoon on 1/28/88.

Conley - will arrive in time for lunch.

Rust - will arrive in time for lunch. Has to be in Richmond on 1/29/88. Will return to Farmville that afternoon, attend Lancer Club function and basketball game. Will spend Friday night in Farmville and return home on Saturday.

Schewel - will be here in time for 1 p.m. meeting of Business Affairs/Internal Audit Committee. His attendance the remainder of the meeting is uncertain, although his secretary asked that a room be reserved for him at the Comfort Inn for Thursday night.

Sydnor - uncertain of her plans because of her mother's illness. Will at least try to attend her committee meeting--Business Affairs/Internal Audit at 1 p.m. on 1/28/88. *(Will not be able to come today - may be tomorrow)*

Thompson - will arrive in time for lunch.

No

High - meeting in Alexandria.

Murphy - in Australia

Watson - out of town

Thursday, January 28, 1988:

Lunch

Conley  
Rust  
Schewel?  
~~Sydnor?~~  
Thompson

J. Johnson  
Otey  
Combs

Hurley  
Mable  
Shelton  
Stuart  
Winkler  
Cross  
Taylor  
Coleman  
Healy  
Kast

Buffet

Blanton	Hull (2)
Burton	Dixon (2)
Colgate	Kast
Conley	Otey
Rust	Johnson
Schewel?	Combs
Sydnor?	
Thompson	

No spouses of Board members will be attending.

Logding

Alumni House  
Mr. and Mrs. Hull  
Mrs. Combs

Comfort Inn  
Burton/Colgate  
Conley  
Rust (2 nights)  
Schewel  
Sydnor  
Thompson  
Kast

Friday, January 29, 1988:

Meeting:

Blanton  
Burton  
Colgate  
Conley  
Schewel?  
Sydnor?  
Thompson

No  
High  
Murphy  
Rust  
Watson

Lunch:

Blanton  
Burton  
~~Colgate~~  
Conley  
Schewel?  
Sydnor?  
Thompson

~~Kest~~  
J. Johnson  
Otey  
~~Combs~~

Hurley  
Mable  
Shelton  
Stuart  
Winkler  
Cross  
Taylor  
Healy

Coleman

A report was received on Prompt Pay Performance. The Board had some concerns about the College's compliance with this regulation but understood that there had been some personnel changes in that area, which Mr. Hurley also discussed.

The report from the Guaranteed Student Loan FY 1985 Default Rate showed a very fine record for Longwood.

Mr. Hurley discussed personnel changes among classified employees. Jane Crawley was moved from Fiscal Technician to Materiel Management Supervisor in Purchasing. Lucie P. Zehner moved to Fiscal Technician in Accounts Payable.

Mr. Hurley informed the Board of the Blackwell Mall Project which is under way. The group working on this is made up primarily of students. The architects have solicited comments regarding the conceptual drawings they have done. Recommendations for changes will be presented to the Board for approval.

The telecommunications project was reviewed by Dr. Cross. It appears that satisfactory progress is being made on this project.

#### Internal Audit:

There was a discussion and update on the current audit projects which the Internal Auditor is involved in. (A copy of this report was given to each of the Board members. A copy is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix G - January 28-29, 1988.)

Controls were found to be adequate in the Student Union and Purchasing areas which had been audited. Control reviews have been started in the following areas:

Accounts Payable, Employee Relations, Payroll and Petty Cash.

Information was given to the committee to the effect that student organizations write their own checks against individual accounts. There are approximately 25-30

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