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Meeting Agendas and Minutes

Board of Visitors

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4-7-1988

### 1988-04-07 Minutes and Appendices

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LONGWOOD COLLEGE BOARD OF VISITORS

Minutes of Meeting

April 7-8, 1988

TIME AND PLACE           The Longwood College Board of Visitors held its regular quarterly meeting on April 7-8, 1988, on the College campus.

PRESENT                   The following members of the Board were present: Dr. Wyndham B. Blanton, Jr., Ms. Martha Burton, Ms. Martha W. High, Mr. George E. Murphy, Jr., Mr. Thomas D. Rust, Mr. Bertram Schewel, Ms. Linda Sydnor, Mr. W. T. Thompson, III, Mr. Hunter R. Watson.

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

ABSENT                   Board members absent were: Ms. Jean Dixon Colgate, Dr. Harold W. Conley.

PRESIDING               The Rector, Mr. Rust, presided. He stated that all members were present with the exception of Ms. Colgate and Dr. Conley. Mr. Schewel was present on April 7, 1988, but was unable to attend on April 8, 1988. In addition, the representative from the Attorney General's Office had also been present on April 7, 1988, but had an unavoidable commitment on April 8, 1988.

1988-90 Biennial Budget Requests:

Dr. Healy stated that he was very pleased with the outcome of the General Assembly. It was a good year for higher education generally and on a comparative percentage basis, it was especially good for Longwood. He noted that he was indeed glad that the capital funding for the library and for some very important work in Grainger Hall was received. In addition, it was a pleasant surprise to receive funding for faculty salaries which resulted in a salary increment distribution of well over 10% throughout the faculty. It does not, however, he said resolve forever funding for faculty salaries, which is an ongoing matter of concern. He indicated that there were a number of people who had a part in the successful outcome of the College's budget requests.

Funding for 1988-89.

In regard to the 1988-89 budget, Dr. Healy said the College should be able to make good progress with the funding approved by the General Assembly and the Governor. He stated that the College is in good shape for next year. Enrollments have been larger than expected and, therefore, revenues are greater. The sum of excess funds at the end of the year can be used for one-time purchases, i.e., equipment, classroom furniture, etc. The College is in good financial shape for the end of the year, he said.

Enrollment figures look very promising for next year as well. The admissions inquiries, applications and acceptances are "standing up" very well to what they have been and admissions statistics indicate that there will be the same number of students as this year. This enable the administration to present a budget to the Board that calls for no tuition increases for next year for in-state students, which is unusual and should be viewed very favorably by the students and their parents.

Commencement:

Dr. Healy noted that commencement was four weeks away (May 7) and that there was an

Executive Committee meeting scheduled the afternoon before (May 6).

Mr. Rust thanked Dr. Healy for providing such a visable leadership role with the General Assembly. He stated that he had accomplished a very difficult task. Although there were others who had assisted, he had provided the leadership. He expressed appreciation to everyone who was involved.

INFORMATIONAL  
REPORTS

Academic/Student Affairs Committee:

In the absence of the Chair, Dr. Conley, Ms. High served as Chair and gave the report of the Academic/Student Affairs Committee meeting held on April 7, 1988. (A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - April 7-8, 1988.)

Academic Affairs:

Assessment Update (p.1)\*. The first year projects of the five-year assessment plan are proceeding normally with two exceptions. Longwood will have to plan for additional testing and remediation for special admissions students. The second issue is the assessment of general education. The Academic Programs Committee has been working on a new general education core program for Longwood that will be more assessable. Longwood will distribute an Alumni Survey Form to graduates who have been gone three and five years that will provide the College with information as to how our students are doing in the work place, how they view Longwood, and how we can improve our programs.

Accreditation for Business (p.2).

The Board in 1987 directed the Dean of the School of Business and Economics and the Vice President for Academic

\* Page numbers refer to "Report of the President to the Board of Visitors". A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - April 7-8, 1988.

Affairs to prepare a tactical plan to profile the business program for AACSB accreditation. As a status report on the development of this plan, Dr. Stuart reviewed with the Board a draft statement from Longwood's Strategic Plan which provided background for this accreditation. State Council has explicitly recommended that all business programs in Virginia profile for AACSB accreditation. If Longwood is to remain competitive with other Virginia institutions in the future, most of which are accredited, it is important for Longwood to market and deliver a competitive program as this program serves more than 700 majors on campus. The Business Program has been seriously understaffed in recent years which has led to unacceptable faculty/student ratios and advising loads. Longwood must ensure that all programs have reasonably equitable support, and can review the benefits of whatever additional support might be needed for accreditation. Dr. Stuart believed that the cost at that time would be minimal.

Continuing Studies Update (p.3).

Thus far, for summer, 1988, there are 30 workshops for credit scheduled and 13 conferences planned. Two of the conferences are Elderhostels. Last year Continuing Studies generated 503 undergraduate and graduate credits as compared with 1,004 this year, which is a 100% increase.

Educational (Sabbatical Leave) (p.3a.).

Four faculty members have been awarded sabbaticals during the 1988-89 academic year. They are: Ms. Phyllis Wacker, the 1988-89 academic year, with half salary; and Drs. Judy Johnson, Maria Milian-Silveira, and Wayne Tinnell, spring 1989, with full salary.

Registrar's Report (p.4). The Registrar reports a total headcount enrollment for spring 1987-88 of 2,746 as compared with 2,562 in spring 1986-87.

Update on Strategic Plan (p.5).

Draft #9 of the Strategic Plan as developed by a College committee headed by Dr. Stuart was distributed to the Board and will be discussed in greater detail at another meeting.

Update on Teacher Education Proposal (p.6). The State Ad Hoc Committee reviewing the Teacher Education Restructuring Proposal met with faculty and administration in February to discuss Longwood's proposal. Some minor issues were resolved and some general recommendations made by the Committee have been incorporated within the proposal. Longwood received an executive summary report in March which stated we had met all but one of the guidelines. In regard to that one guideline, Longwood consciously submitted a plan requiring a 24 professional course load rather than the required 18. Longwood is waiting for the Ad Hoc Committee approval of the proposal.

Student Affairs:

Admissions Information for Fall 1988. Mr. Chonko distributed admissions figures for Fall 1988. Longwood is projecting a new student (freshmen and transfers) headcount of 915 for Fall 1988. A higher number of upperclassmen are expected to return next fall, and the number of freshmen have been selectively reduced to improve the quality of the entering class.

Draft of the Admissions Policy. Mr. Chonko distributed copies of Longwood's current Admission Practices with recommendations as to how these practices will impact upon the Admissions Policies Longwood must submit to SCHEV in December. A draft policy, patterned after William and Mary's policy, was distributed for the Board's review. Mr. Thompson urged the Admissions Office to consider

developing a policy to encourage children of alumni to enroll at Longwood. A proposed policy will be submitted to the Board in October for action.

Mr. Ragland distributed information on funds disbursed and recorded as of March 31, 1988. He also presented, for comparison, figures from 1977-78. It was noted that 1,536 students, representing 58.6% of the total student body, received some type of aid. The average award was \$2,607. Longwood had an average unmet need per student of \$1,107.

Residence Hall Information. The Residence Hall Councils have been preparing recommendations for special interest floors. The recommendations for next year call for three special interest floors: one for business, one for international affairs, and one for social awareness interests. Noise and vandalism have been problems. A new policy has been implemented to cut down on noise, and a new student group called LAVA (Longwood Against Vandalism Association) was formed, under the leadership of a member of Student Government, to aid the College in combating vandalism.

Student Leadership Conference. The third student leadership conference was held in February at Virginia Beach. Over 100 students attended this conference which was planned in a large part by the students. The conference was conducted in a very professional manner. Some of the programs were designed to teach leadership skills. The conference is viewed as a tool to build loyalty to Longwood.

Judicial Board. Ms. Mable and Mr. Otey reported that Judicial Board is now taken more seriously by students. There is a greater respect for the system. Last fall Judicial Board heard 49 cases as compared with 78 this semester. Mr. Otey appointed a Judicial Task Force Committee composed of faculty, staff and students to study Judicial Board rules and to

come up with a more stringent policy that is clear cut. With the change in rules and policy, students now have some confidence in the system and come forward to report violations.

Business Affairs/Internal Audit Committee:

Ms. Sydnor, member of the Business Affairs/Internal Audit Committee, gave the report of the meeting of the Business Affairs/Internal Audit Committee which was held on April 7, 1988. (Mr. Schewel, Chair of the Committee, attended the meeting, but was unable to return for the public session on April 8, 1988.) A copy of the minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - April 7-8, 1988.

Business Affairs:

Quarterly Report on Revenues and Expenditures. Mr. Hurley reviewed the Quarterly Report with the Committee for the period ending March 31, 1988. He reported that we are in solid financial shape and that excess revenues generated through additional enrollments can be spent once approval from the State of Virginia is received.

Report on 1988-90 Biennium Budget. Mr. Hurley reviewed the Biennium Budget for 1988-90 with the Committee as submitted on pages 2,3,4 of the Board Report. Mr. Hurley said he was pleased with the funding we received for 1988-90. He and Dr. Healy complimented Brenda Atkins on a job well done with the legislature.

Update on Capital Outlay Projects. An update on campus-wide capital outlay maintenance projects was distributed and reviewed by the Committee as shown on the handout.

Personnel Matters. Mr. Hurley briefly advised the Committee of classified changes consisting of retirements, resignations, and new hires. He stated that Jean Wilson



retired after working at Longwood for 38 years. She is now working part-time in the physical plant area.

Update on Telecommunications RFP.

Dr. Cross presented an update on the telecommunication system for Longwood College. He reported that the RFP was released on March 22. Sixty plus vendors have responded. Meetings will be taking place, the first being a site survey. A tour of the campus will take place with 50-100 persons attending.

Internal Audit Committee:

Preliminary Discussion of the 1988-89 Audit Plan. Mr. Schewel and Mr. Fuller presented a draft of the audit plan for the next fiscal year. This plan incorporates a three-year cycle of audits for the College. A final draft of the plan will be presented to the committee as an action item at the July Board meeting.

Update and Discussion of Current Audit Projects. 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 Accounts Payable, Employee Relations, Payroll and Petty Cash areas. Controls were found to be adequate.

Audit projects in progress were as follows: Budget Office, Comptroller's Directive 1-88, Coordination with the Auditor of Public Accounts, and a Quality Assurance Review.

Mr. Fuller explained to the committee that the Quality Assurance Review is being conducted by the Department of the State Internal Auditor. The review is to evaluate the extent of compliance with the Standards for the Professional Practice of Internal Auditing as promulgated by the Institute of Internal Auditors.

Mr. Fuller explained to the committee that the coordination with the Auditor

of Public Accounts will affect the internal audit schedule as reliance will be placed on the work of this group and reducing the occurrence of duplication of effort.

Dr. Blanton asked questions concerning reporting procedures of the Internal Auditor with the Board of Visitors. Mr. Fuller explained the current reporting procedures. Mr. Rick Barrow, from the Department of the State Internal Auditor, was called upon to offer his comments regarding the reporting structure of other internal audit departments. These comments appeared to answer Dr. Blanton's questions.

#### Advancement Committee:

The Committee Chair, Mr. Rust, gave a summary of the committee meeting on April 9, 1988, as follows. (A copy of the complete minutes is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix D- April 7-8, 1988.)

Mr. Rust stated that information was distributed relating to fund raising compared with the past, present and future. The major item was the announcement of a \$25,000 anonymous gift given to the College to help refurbish Longwood House.

The Committee expressed to the Foundation Board the appreciation of the Board of Visitors and the College for the work that the Longwood Foundation has done for the College.

#### Executive Committee:

A summary of the discussions which took place at the meeting of the Executive Committee on April 8, 1988, was given by Mr. Rust. (A copy of the complete minutes of this meeting is filed with "Addenda to Minutes of Meetings of the Board of Visitors as Appendix E - April 7-8, 1988.)

ACTION  
ITEMS

Minutes of January 28-29, 1988, Meeting:

The members of the Board, on motion made by Dr. Blanton, and seconded by Ms. Sydnor, approved the minutes of the January 28-29, 1988, meeting of the Board.

Minutes of March 26, 1988, Special Meeting of the Board:

On motion made by Mr. Thompson, and seconded by Mr. Watson, the Board approved the minutes of the special Board meeting on March 26, 1988, in their entirety except that Dr. Blanton asked that under "Faculty Salary Policy", second paragraph, third line, the word "merely" be stricken, thus making the sentence read: "Dr. Blanton asked if the Faculty really has a voice in this matter or whether the Faculty view is advisory."

Academic/Student Affairs Committee:

Academic Affairs:

Authorized Salary Ranges for 1988-89 (p. 7).:

On motion made by Ms. High, and seconded by Ms. Burton, the Board adopted and approved the authorized salary scale for administrators, coaches and faculty as presented on page 7 of the Board Report. (A copy of this salary scale is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix F - April 7-8, 1988.)

Revisions to Promotion and Tenure Guidelines (pp 8-17):

The members of the Board, on motion made by Ms. High, and seconded by Ms. Burton, adopted and approved the revised promotion and tenure guidelines as approved by OTF and as presented on pages 8-17 of the Board report. (A copy of the revised guidelines is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix - G - April 7-8, 1988.)

Personnel Actions (pp. 18-29 of the Confidential Report): (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix H - April 7-8, 1988.)

On motion made by Ms. High, and seconded by Mr. Watson, the Board approved the following personnel actions:

1. Faculty salaries for 1988-89.  
(A copy of the list of these salaries is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix I - April 7-8, 1988.)
2. New faculty appointments:  
  - Mr. Robert Berry, Instructor  
in Business
  - Dr. G. Dean Palmer, Professor  
of Business
  - Dr. Reginald Yancey, Associate  
Professor of Business
3. Additional adjuncts for the  
spring semester
4. a. Retirements of:  
  - Dr. Mark Weatherly,  
Professor of Education
  - Dr. Shirley O'Neil,  
Professor of Health,  
Physical Education and  
Recreation
- b. Resignations of:  
  - Ms. Elaine Lemmond,  
Librarian and Instructor  
of Library Science
  - Mr. Wallace Vale,  
Instructor of Health,  
Physical Education and  
Recreation
- c. Leave of absence:  
  - Dr. Lawrence C. Minks,  
Executive Director,

Longwood Business  
Innovative Center and  
Professor of Business

5. The awarding of the rank of Professor Emeritus to Dr. Shirley M. O'Neil.

Promotion (pp. 25-27 of the Confidential Report):

The members of the Board, on motion made by Ms. High, and seconded by Ms. Sydnor, approved the following candidates for promotion:

To Professor: Dr. Nancy Andrews  
Dr. Mark Weatherly

To Associate Professor:

Ms. Edna Allen-Bledsoe  
Mrs. Frances N. Hamlett  
Dr. Jean A. Noone

To Assistant Professor:

Dr. Betty Jo Simmons

(Ms. High noted that Ms. Simmons had received the doctor's degree from the College of William and Mary in March.)

Tenure (pp. 28-29 of the Confidential Report):

On motion made by Ms. High, and seconded by Mr. Watson, the Board members approved the awarding of tenure of Dr. Bette L. Harris.

Business Affairs/Internal Audit Committee:

Tuition and Fees for 1988-89:

The members of the Board, on motion made by Ms. Sydnor, and seconded by Dr. Blanton, adopted and approved the listing of tuition and fees for the 1988-89 session as submitted. (A copy of this listing is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix J - April 7-8, 1988.)

T&R Administrative Salaries, 1988-89:

On motion made by Ms. Sydnor, and seconded by Mr. Thompson, the Board members approved the T&R Administrative Salaries for 1988-89 as submitted. (A copy of this listing is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix K - April 7-8, 1988.)

Property Acquisition:

The members of the Board, on motion made by Ms. Sydnor, and seconded by Mr. Thompson, gave authority to the administration to proceed with negotiations to acquire property as described on page 5 of the Confidential Report. (A copy of this information is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix L - April 7-8, 1988.)

REPORT OF THE  
NOMINATING  
COMMITTEE

Mr. Rust turned the Chair over to the Board Secretary, Mr. Watson, to handle the report of the Nominating Committee. He called for a report from the Committee, which was given by Ms. Sydnor because the Chair of the Committee, Dr. Conley, was unable to be present at the meeting. She stated that Dr. Blanton had also served on the Committee.

On behalf of the Nominating Committee, Ms. Sydnor presented the following slate of officers for 1988-89: Rector, Mr. Thompson; Vice Rector, Ms. Burton; Secretary, Mr. Watson; At-large member, Executive Committee, Dr. Blanton.

There being no nominations from the floor, on motion made by Mr. Murphy, and seconded by Mr. Rust, the Board approved the slate of officers as presented. The officers will assume their duties July 1, 1988.

RECOGNITION  
OF RECTOR

Ms. Burton stated that this was Mr. Rust's last formal quarterly meeting with the Board. Unfortunately, he cannot legally be reappointed to the Board. She stated that he had led the Board since she had been a member and had done it sometimes under difficult circumstances. He has done an incredible job and we cannot adequately

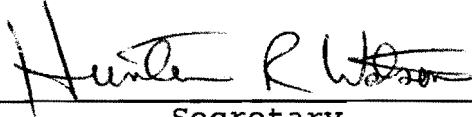
thank him for his guidance, leadership,  
and patience. On behalf of the Board, we  
are grateful for all that he has done.

AGENDA ITEM -  
JULY MEETING

Dr. Blanton asked that the accreditation of  
the Department of Business & Economics be  
put back on the agenda for the July meeting.

ADJOURNMENT

On motion made by Mr. Watson, and seconded  
by Mr. Thompson, the meeting was adjourned.

A handwritten signature in black ink, appearing to read "Hunter R. Watson". The signature is written in a cursive style with a large initial "H".

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Secretary

APPENDIX A - April 7-8, 1988  
REPORT OF THE ACADEMIC/STUDENT AFFAIRS COMMITTEE  
to the  
LONGWOOD COLLEGE BOARD OF VISITORS

Members Present: Ms. High, Acting Chair  
Ms. Burton  
Mr. Murphy  
Dr. Stuart  
Ms. Mable  
Dr. Healy  
Mr. Otey

Others Present: Mr. Rust  
Dr. Blanton  
Mr. Thompson  
Mr. Watson  
Mr. Kast  
Dr. Harris for Dr. J. Johnson

INFORMATION ITEMS

Academic Affairs

Assessment Update (p.1) The first year projects of the five year assessment plan are proceeding normally with two exceptions. Longwood will have to for plan additional testing and remediation for special admissions students. The second issue is the assessment of general education. The Academic Programs Committee has been working on a new general education core program for Longwood that will be more assessable. Longwood will distribute an Alumni Survey Form to graduates who have been gone three and five years that will provide the college with information as to how our students are doing in the work place, how they view Longwood, and how we can improve our programs.

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additional support might be needed for accreditation. Dr. Stuart believed that the cost at that time would be minimal.

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Financial Aid Mr. Ragland distributed information on funds disbursed and recorded as of March 31, 1988. He also presented, for comparison, figures from 1977-78. It was noted that 1536 students, representing 58.6% of the total student body, received some type of aid. The average award was \$2607. Longwood had an average unmet need per student of \$1,107.

Residence Hall Information The Residence Hall Councils have been preparing recommendations for special interest floors. The recommendations for next year call for three special interest floors: one for business students, one for international students and one for social awareness students. Noise and vandalism have been problems. A new policy has been implemented to cut down on noise, and a new student group called LAAV (Longwood Associateion Against Vandalism) was formed, under the leadership of a member of Student Government, to aid the college in combating vandalism.

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Respectfully submitted,

*Martha W. High*

Ms. Martha High, Acting Chair  
Academic/Student Affairs Committee  
for the Longwood College Board of Visitors

APPENDIX B - April 7-8, 1988

LONGWOOD COLLEGE  
Farmville, VA 23901

REPORT OF THE PRESIDENT  
TO THE  
BOARD OF VISITORS

APRIL 7-8, 1988

AGENDA

Board of Visitors Meeting

April 7-8, 1988

Thursday, April 7, 1988:

11 a.m. - 1 p.m.:	Academic/Student Affairs Committee - Virginia Room
1:15 p.m. - 2 p.m.:	Lunch - Prince Edward Room
2 p.m. - 2:30 p.m.:	Tour of French/Barlow
2:30 p.m. - 4:30 p.m.:	Business Affairs/Internal Audit Committee - Virginia Room
4:45 p.m. - 6 p.m.:	Executive Committee - Virginia Room
6:30 p.m.:	Cocktails and Buffet - Longwood House

Friday, April 8, 1988:

7:30 a.m. - 8:30 a.m.:	Breakfast - Prince Edward Room
8:45 a.m. - 10 a.m.:	Advancement Committee - Board 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 Committee -  
Mr. Rust

- d. Executive Committee -  
Mr. Rust
- 5. Action Items:
  - a. Minutes of January 28-29,  
1988 meeting; special meeting,  
March 26, 1988.
  - b. Academic/Student Affairs  
Committee - Dr. Conley
  - c. Business Affairs/  
Internal Audit Committee -  
Mr. Schewel
- 6. Report of Nominating Committee -  
Mr. Rust
- 7. Adjournment

12:15 p.m. - 1:15 p.m.

Lunch - Prince Edward Room

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.

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Vice Rector



AGENDA  
ACADEMIC/STUDENT AFFAIRS COMMITTEE  
April 7, 1988

PUBLIC SESSION

1. Approval of Agenda
2. Information Items

a. Academic Affairs

- (1) Assessment Update\* (p.1)
- (2) Accreditation of Business\* (p.2)
- (3) Continuing Studies Update (p.3)
- (4) Registrar's Report (p.4)
- (5) Update on Strategic Plan\* (p.5)
- (6) Update on Teacher Education Proposal (p.6)

b. Student Affairs

- (1) Admissions Information for Fall 1988\*
- (2) Draft of Admissions Policy to be Passed by the Board in October\*
- (3) Financial Aid Information\*
- (4) Residence Hall Information
- (5) Student Leadership Conference
- (6) Judicial Information

\*To be distributed

3. Action Items

a. Academic Affairs

- (1) Authorized Salary Ranges (p.7)
- (2) Revisions to Promotion and Tenure Guidelines (pp.8-17)

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

(3) Personnel Actions

(4) Promotion

(5) Tenure

4. Setting the Agenda for next meeting

5. Review of the Meeting

## ACADEMIC/STUDENT AFFAIRS COMMITTEE

Presenter: Dr. Conley

## Information Item

POLICY: Assessment Update

BYLAW: Article V, Academic Affairs

The first year projects of the five year assessment plan approved by the State Council for Higher Education are proceeding normally with two exceptions. The first is a series of separate recommendations issued by State Council regarding diagnostic and remedial policy for special admissions students. These will require much more testing and remediation than had been planned. The second issue is the assessment of general education. The Academic Programs Committee of the OTF has been working on a new general education core program for Longwood. It is unlikely to complete this process on schedule, and it is not certain that its recommendations will prove acceptable during OTF floor discussion.

## ACADEMIC/STUDENT AFFAIRS COMMITTEE

Presenter: Dr. Conley

## Information Item

POLICY: Accreditation for Business

BYLAW: Article V, Academic Affairs

We are continuing to develop plans for the accreditation of the Department of Business and Economics. However, those plans are changing according to the budget information that is coming out of the General Assembly. Consequently, we will not have time to complete plans prior to the deadline for mailing materials to the Board. Background information for the accreditation of business will be distributed to the Board at the April meeting.

## ACADEMIC/STUDENT AFFAIRS COMMITTEE

Presenter: Dr. Conley

## Information Item

POLICY: Continuing Studies Update

BYLAW: Article V, Academic Affairs

Thus far, we have 30 workshops for credit scheduled for summer 1988. Also, there are 13 conferences planned, 2 of which are Elderhostels.

ACADEMIC/STUDENT AFFAIRS COMMITTEE  
 Presenter: Dr. Conley

Information Item

POLICY: Registrar's Report

BYLAW: Article V, Academic Affairs

Listed below is a comparison of 1988-87 enrollment headcount figures with those of 1986-87.

	<u>1986-87</u>	<u>1987-88</u>
<u>Fall</u>		
Virginia	2564	2742
Non-Virginia	225	225
Total	2789	2967
Full-Time	2556	2746
Part-Time	233	221
Residential	2274	2368
Non-Resident	515	599
Male	898	975
Female	1891	1992
Asian	43	40
Black	238	265
Caucasian	2496	2625
Hispanic	9	15
Am. Ind. & Race Unknown	3	6
<u>Spring</u>		
Virginia	2362	2549
Non-Virginia	200	197
Total	2562	2746
Full-Time	2323	2511
Part-Time	239	235
Residential	2020	2134
Non-Res.	542	612
Male	827	908
Female	1735	1838
Asian	41	49
Black	233	229
Caucasian	2279	2443
Hispanic	6	13
Am. Ind. & Race Unknown	3	12

## ACADEMIC/STUDENT AFFAIRS COMMITTEE

Presenter: Dr. Conley

## Information Item

POLICY: Update on Strategic Plan

BYLAW: Article V, Academic Affairs

A committee composed of Dr. Stuart, the five deans (three academic deans, dean of students, dean of continuing studies) and the Vice President for Business Affairs has been rewriting the Strategic Plan, which is currently in its sixth draft. A summary of the current plan will be given to the Board at the April meeting for consideration and further discussion. We expect to bring a final plan to the Board at the October 1988 meeting.

## ACADEMIC/STUDENT AFFAIRS COMMITTEE

Presenter: Dr. Conley

## Information

POLICY: Update on Teacher Education Proposal

BYLAW: Article V, Academic V

The State Ad Hoc Committee reviewing the Teaching Education Restructuring Proposal met with faculty and administration February 25 to discuss the proposal. Some minor misunderstandings were resolved at that meeting. The Ad Hoc Committee made some general recommendations which were reviewed and have been incorporated within the proposal. We are awaiting an executive summary report to Longwood sometime after March 16 that will give Longwood more specificity as to how our proposal has been viewed by the Ad Hoc Committee.



**ACADEMIC/STUDENT AFFAIRS COMMITTEE****Presenter: Dr. Conley****Action Item****POLICY: Revisions to Promotion and Tenure Guidelines****BYLAW: Article V, Academic Affairs**

**RECOMMENDATION:** On behalf of the Academic/Student Affairs Committee, I move the adoption of the revised Promotion and Tenure Guidelines as stated on the attached pages which have been approved by the OTF.

**EXPLANATION:** These are minor housekeeping changes to put the Deans in the review process for Promotion and Tenure and to change due dates as appropriate.

The following items on Promotion and Tenure Procedure were approved by the OTF in January 1988.

Item #1: A change in the timing for actions to be taken by the Deans and Vice President for Academic Affairs with regard to applications for promotion or for tenure:

Moved, that subsections 4.5.6.3.2 (C), and 4.5.6.3.3. (DEANS RESPONSIBILITIES... promotion); 4.5.7.1.3 (VICE PRESIDENT'S RESPONSIBILITIES...promotion); 4.8.4.3.2 (B), and 4.8.4.3.3 (DEANS'S RESPONSIBILITIES.... tenure): and 4.8.5.1.3 (VICE PRESIDENT'S RESPONSIBILITIES...tenure) be amended as follows (deleted materials crossed-out and new material underlined):

- 4.5.6.3.2. (C)...to the respective candidates by not later than February 13th, ....
- 4.5.6.3.3. ...to the Vice President ...on February 15th (or, if that date falls on a Saturday or a Sunday, then on the immediately following Monday),...
- 4.5.7.1.3. ...President of the College on March 15th (or, if that date falls on a Saturday or Sunday, then on the immediately following Monday),....
- 4.8.4.3.2 (B)... to the respective candidates by not later than February 13th.
- 4.8.4.3.3. ...to the Vice President ... on February 15th (or, if that date falls on a Saturday or a Sunday, then on the immediately following Monday).....
- 4.8.5.1.3. ...President of the College on March 15th (or, if that date falls on a Saturday or a Sunday, then on the immediately following Monday),...

(Rationale for Item 1: The Deans and the Vice President would prefer not to be obliged to perform these duties on weekends. Candidates would be advised under this new schedule at least as early as under the current schedule; and the overall decisionmaking calendar would not be lengthened.)

Item #2 Moved, that Section 4.6.3 (PROBATIONARY REVIEW), pp. 61 & 62 of amended Handbook, be amended as follows (new material underlined, material to be deleted crossed out):

- 4.6.3 The department tenure committee and the department head shall separately review the candidate's credentials and performance, identifying strengths and making suggestions for improvement. Such review shall include the procedures outlined in Section 4.4 for promotional review, be in terms of the traits identified in Section 4.4.2 (or Section 4.4.4 in the case of Library faculty). Primary consideration shall be given to teaching effectiveness, professional activities, and participation in departmental and college activities. In addition to materials....:

(Rationale for Item #2: Premise that department heads should be involved in probationary reviews; and premise that the whole of Section 4.4 contains some provisions which are not appropriate for probationary reviews (see Item 3 for particular example).)

- Item #3: Moved, that Sub-section 4.6.2.1 (PROBATIONARY REVIEW, p. 61 of amended Handbook, be amended as follows (material to be deleted crossed out, new material underlined).

- 4.6.2.1 The first year review of probationary faculty shall be conducted between the first day of Spring semester classes and February 15th. The first annual review shall be conducted at the department level by February 10th, and the department head shall provide a summary of the results of the review to the faculty member and to the appropriate Dean by February 21st. Beginning with the second annual review, such reviews shall be according to the calendar and the terms specified in Section 4.4.1.1, with the exception that probationary faculty members may not decline such probationary reviews or prevent the specified communication of the reports of those reviews.

(Rationale for Item #3: To give the Deans and the Vice President a few more days prior to March 1st in which to review first-year probationary faculty members; and to clarify the presumed intention of both faculty and administration that probationary reviews are mandatory as far as probationary faculty members are concerned.)

- Item #4: Moved, that the following sub-section shall be an amendment to Section 4.6.2 (PROBATIONARY REVIEW,) p. 61 of the amended Handbook:

- 4.6.2.3 A further exception shall be that a Dean or the Vice President may elect to receive only a

summary of the department-level reviews, rather than to receive the entire file; or may first ask for only a summary of the lower-level reviews, with an option to later request the entire file.

(Rationale for Item #4: to facilitate the handling and processing of files of applicants about whom there is no apparent disagreement.)

Item #5: Moved, that Section 4.6.3 (PROBATIONARY REVIEW), p. 61 of the amended Handbook, be amended by the addition of the following sub-section:

- 4.6.3.3. Beginning not later than the second-year review, the probationary review reports by the department review committee shall be completely written. Such written reports shall contain at least the committee's findings as to the probationary faculty member's professionally relevant strengths and all aspects (if any) of the member's performance which might discourage the eventual making of an offer of tenure if not corrected.

(Rationale for Item # 5): To provide for a strengthened probationary review, thus enhancing the value of the faculty member to the College, providing the faculty member with information about opportunities for professional development, and working against an unexpected denial of tenure.)

Item # 6: Moved, that Section 4.6 (PROBATIONARY REVIEW), p. 61-62 of the amended Handbook, be amended by the addition of the following sub-section:

- 4.6.6. A probationary faculty member may request that the department-level review committee and/or the department head reconsider their respective conclusions. The faculty member may also enter a statement of exception or clarification into the review file, and such letter shall become a part of the file.

- 4.6.6.1. A request for a reconsideration must be made in writing and within five calendar days of the faculty member's receipt of the committee's or the head's report, whichever is to be the subject of the reconsideration. The request shall be delivered to the committee chair if the committee's report is to be reconsidered, or to the department head if the head's report is to

be reconsidered. No initial report is to be forwarded to the Dean before the expiration of such five-day period. If amendments to the initial report/s of the committee and/or head are ultimately made, the amended report shall become part of the file and the original report shall be purged immediately.

- 4.6.6.2. A letter of exception or clarification may be entered by the faculty member within five calendar days of his or her having received an original or amended department-level review report, whichever occurs later. The department-level report shall not be forwarded to the Dean prior to the expiration of such five-day period anything to the contrary in 4.6.3 notwithstanding. Further, no review summary to which such letter pertains shall be forwarded to either the Dean or the Vice President without being accompanied by the letter of clarification or of exception. Copies of the letter shall be provided by the faculty member to all persons who had previously participated in that particular review.

(Rationale for Item #6: Several provisions of the Handbook imply that there is to be an opportunity for reconsideration or appeal at various levels of the promotion and final tenure review processes. (See: 4.5.5.3 [PROMOTION] and 4.8.3.D [TENURE].) These sub-sections would explicitly provide essentially the same opportunity for a department-level appeal during the annual probationary review process, and would state the procedures to be followed in such an event. Further, sub-section 4.6.6.2 gives the applicant the same opportunity to be heard (read) by the Dean and the Vice President (in the event of a disagreement at the department level) as is manifestly enjoyed by the department head and the department-level committee. Thus, the candidate would have an opportunity to state his or her own case; and the department head and/or committee chair would not have the obligation to argue as forcefully as possible--in the interests of fairness against their own recommendation/s.)

Item #7: Moved, that Section 4.6 [PROBATIONARY REVIEW], p. 61 of the amended Handbook be amended by the addition of the following sub-section (to follow the amendment proposed immediately above, if passed):

- 4.6.7 Probationary faculty members shall have access to the documents which comprise their respective review files according to the following provisions:

- 4.6.7.1 The faculty member involved may retain originals or copies of annual probationary review reports or other pertinent review materials. Otherwise, file copies of such review reports, along with any materials--other than students' evaluation forms (see 4.6.7.4)--whether copies or originals, which were submitted to or gathered by the department tenure committee during the course of the reviews, shall be retained only by the department head. Except when needed by the department tenure or promotion committee/s, the Dean, and/or the Vice President for Academic Affairs for purposes of either considering whether to renew a probationary contract or for purposes of a promotion or final tenure review, all such retention by the department head shall continue until at least such time as
- (A) the probationary faculty member is promoted or is awarded tenure, or
  - (B) all procedures or opportunities, whether provided by the College directly or otherwise under state law, for appealing a final decision not to award tenure or a continuing probationary contract have expired, been exhausted, or been waived by the faculty member, whichever occurs last. Prior to the destruction of any documents in the file, they shall be offered without charge to the faculty member for his or her own purposes.
- 4.6.7.2 The faculty member shall have access to, and may make copies of, all other materials obtained by the committee during the course of its probationary reviews of that faculty member. However, the originals of students' evaluation forms shall be considered the property of the faculty member and shall be promptly returned to the faculty member by the department tenure committee following the conclusion of each annual probationary review. Statistical summaries of the evaluations may be retained in the file.
- 4.6.7.3 No person or organization other than the probationary faculty member, the members of the department promotion and/or tenure committee/s, the department head, the primary department secretary, the Dean, the Vice President for Academic Affairs, the President, or the members

of the Board of Visitors may have access to the file without the written consent of the faculty member.

(Rationale for Item #7: to provide a policy governing the use of, access to, and final disposition of review files.)

Item #8: Moved, that Section 4.5 [PROMOTION], p. 60 of the amended Handbook, be amended by the addition of the following sub-section:

4.5.5.4 Whether or not a candidate seeks a rehearing or pursues an appeal according to the provisions of 4.5.5.3, and regardless of the result of any such rehearing or appeal, the candidate shall be permitted to enter a letter of exception or clarification relevant to the recommendation of either the department head, the department-level committee, the dean, the Vice President, or any combination of them. Copies of the letter shall be provided by the faculty member to all persons who had previously participated in that particular review. Such letter of exception or clarification

(A) may be entered into the candidate's file at any time prior to the President's actual consideration of the application,

(B) becomes an integral part of the file, and shall accompany any summary of the contents of the file which is provided to either the Dean, the Vice President, or the President, and

(C) is not to be considered part of the materials referenced under 4.5.3.5.5.

Item #9: Moved that 4.8.3 [TENURE], p. 66 of the amended Handbook, be amended by the addition of the following sub-section:

(G) Whether or not a candidate seeks a rehearing or pursues an appeal according to the provisions of 4.8.3 (D), and regardless of the result of any such reconsideration or appeal, the candidate shall be permitted to enter a letter of exception relevant to the report of either the department tenure committee, the department head, the Dean, the Vice President, or any combination of them. Copies of the letter shall be

provided to all persons who had previously participated in that particular review. Such letter of exception or clarification

- (i) may be entered into the candidate's file at any time prior to the President's actual consideration of the application,
- (ii) becomes an integral part of the file, and
- (iii) is not to be considered part of the materials referenced under 4.8.1.5.5.

(Rationale for Items #8 & #9: To explicitly state the procedures for putting the candidate and a less-than-favorable department-level recommender on an equal footing before the Dean, the Vice President, and/or the President as far as the written promotion or tenure review file is concerned.)

Item #10: Moved, that Section 4.5.7 [VICE PRESIDENT...Promotion], p. 60a of the amended Handbook, and Section 4.8.5, [VICE PRESIDENT...Tenure], p. 66b of the amended Handbook, be amended by the addition of the following statements:

- 4.5.7. The Vice President shall recognize the primacy of the review process at the department level.
- 4.5.7. The Vice President shall act to maintain the fair and uniform application of promotion standards across departments, while recognizing differences between departments (e.g., publication in the sciences vs. performances or exhibition in the arts).
- 4.8.5. The Vice President shall recognize the primacy of the review process at the department level.
- 4.8.5. The Vice President shall act to maintain the fair and uniform application of tenure standards across departments, while recognizing differences between departments (e.g., publication in the sciences vs. performances or exhibition in the arts).



(Rationale for Item #10: to provide consistency between the duties prescribed for the Deans and for the Vice President. Careful readers will note that these proposed amendments are identical to the statements of the Deans' duties under 4.5.6.1 and 4.8.4.1.)

Item #11: Moved, that Sub-section 4.5.7.1.1 [VICE PRESIDENT...Promotion], p. 60a of the amended Handbook, and Sub-section 4.8.5.1.1 [VICE PRESIDENT...Tenure]. p 66b of the amended Handbook, be amended by the addition of the following statements:

- 4.5.7.1.1 (A) The Vice President may confer only with the candidate's Dean, department head, department-level promotion committee, and/or the candidate himself or herself for purposes of reviewing the application for promotion.
- (B) The candidate shall be invited to attend any such meeting between the Vice President and the Dean, the department head, and/or the department-level committee. In the event that the candidate declines to attend any such meeting, the meeting may be conducted in the candidate's absence, but a written summary of the events of the meeting shall be provided to the candidate.
- 4.8.5.1.1 (A) The Vice President may confer only with the candidate's Dean, department head, department-level tenure committee, and/or the candidate himself or herself for purposes of reviewing the application for tenure.
- (B) The candidate shall be invited to attend any such meeting between the Vice President, the Dean, the department head, and/or the department-level tenure committee. In the event that the candidate declines to attend any such meeting, the meeting may be conducted in the candidate's absence, but a written summary of the events of the meeting shall be provided to the candidate.

(Rationale for Item #11: The candidates for promotion and for tenure already receive copies of written recommendations pertaining to their applications. These provisions essentially parallel the procedural protections afforded citizens in public courts that they be able to know what is

said (and how) which affects their important interests and which may either add to or detract from the written records.)

PROPOSED AGENDA  
ACADEMIC/STUDENT AFFAIRS COMMITTEE  
July 1988

PUBLIC SESSION

1. Approval of Agenda
2. Information Items
  - a. Academic Affairs
    - (1) Assessment Update
    - (2) Registrar's Report
    - (3) Update on Teacher Education Restructuring
  - b. Student Affairs
3. Action Items
  - a. Academic Affairs
    - Personnel Actions
4. Setting Agenda for October
5. Review of Meeting

**AGENDA**

**BUSINESS AFFAIRS COMMITTEE**

April 7, 1988

2:15 p.m. - 4:30 p.m. - Virginia Room

Presenter: Mr. Schewel

**PUBLIC SESSION**

1. Approval of the Agenda
  - a. Information Items
    1. Quarterly Report on Revenues and Expenditures\*
    2. Report on 1988-90 Biennium Budget (Pgs.1-4)
    3. Update on Capital Outlay Projects\*
    4. Personnel Matters (Page 5)
    5. Update on Telecommunications RFP\*\*
  - b. Action Items
    1. Approval of Tuition and Fees for 1988-89\*
2. EXECUTIVE SESSION (Section 2.1-344 (a) (1) (2) (6) of the Code of Virginia - Personnel and Legal Matters
  - a. Information Item
    1. Update on Property Acquisition Efforts\*
  - b. Action Items
    1. 1988-89 T&R Administrative Salary Increases\*
    2. Request for Approval to Negotiate for Property Acquisition (Page 1 of the Confidential Report)
3. July Board Meeting Preliminary Agenda (Page 6)
4. Review of Committee Meeting

\*To Be Distributed

\*\*Discussion

**BUSINESS AFFAIRS COMMITTEE**

Information Item

POLICY: Report on 1988-90 Biennium Budget

BY-LAWS: Article V, Section 3

See attached pages 2-4.

**LONGWOOD'S CAPITAL OUTLAY REQUESTS  
1988-90**

<u>LONGWOOD REQUEST</u> MARCH 1987	<u>GOVERNOR'S RECOMMENDATION</u> JANUARY 1988	<u>LONGWOOD AMENDMENT</u> REQUESTS-JAN. 1988	<u>APPROVED BY</u> GEN.ASSEMBLY-MAR.1988
New Library Construction - \$7,459,400	-0-	\$7,002,542	\$6,027,542*
Grainger Renovation - \$2,883,400	-0-	\$ 440,000	\$ 367,320**
Maintenance Reserve - \$1,526,000	\$724,467	-0-	\$ 975,219
New Learning Comm. Center - \$7,113,900	LONGWOOD WITHDREW THIS PROJECT FROM CONSIDERATION		
Wynne Renovation - \$1,071,000	-0-	-0-	-0-

\*This provides the funds necessary to construct the new library at Longwood. Furnishings and equipment money will be in addition to this amount and will be funded in subsequent capital budget cycles. Actual construction of the new library should begin in late summer or early fall.

\*\*Longwood requested this project be reduced in scope to address the water infiltration problems only.

**LONGWOOD'S BUDGET ADDENDUM REQUESTS  
1988-90**

<u>LONGWOOD REQUEST MARCH 1987</u>		<u>GOVERNOR'S RECOMMENDATION JANUARY 1988</u>	<u>LONGWOOD AMENDMENT REQUESTS-JAN. 1988</u>	<u>APPROVED BY GEN.ASSEMBLY-MAR.1988</u>
Uncontrollable Costs	\$ 743,470 2,171,030	GF \$214,359 NGF \$ 91,872	0 0	\$214,359 91,872
Computing Hardware/Software Maintenance Contracts	\$ 250,187 107,223	GF \$ 96,845 NGF 41,505	0 0	\$ 96,845 41,505
Student Assessment	\$ 307,097 131,613 1	GF \$128,744 NGF 55,176 FTE 1	0 0	\$128,744 55,176 1
Academic Services Center	\$ 186,067 79,743 2	GF 0 NGF \$152,180 FTE 0	0 0	0 \$152,180 0
Virginia Writing	\$ 173,670	GF \$ 49,678***	0	49,678
Business Innovation Ctr.	\$ 42,600 1	GF 0**** FTE 0	0 0	0 0
Literacy Center	\$ 165,220 2	GF 0 FTE 0	0 0	0 0
New Positions	18	FTE 19.34*****	0	19.34
Telecommunications	\$ 169,897 72,813 2	GF 0 NGF 0 FTE 0	0 0 0	0 0 0
Student Financial Asst. Appopr. Increase	\$1,100,000	GF \$382,557	0	\$382,557

**LONGWOOD COLLEGE BUDGET AMENDMENT REQUESTS  
1988-90**

<u>LONGWOOD REQUEST MARCH 1987</u>	<u>GOVERNOR'S RECOMMENDATION JANUARY 1988</u>	<u>LONGWOOD AMENDMENT REQUESTS-JAN. 1988</u>	<u>APPROVED BY GEN.ASSEMBLY-MAR.1988</u>
Difference Between Appropriated/Actual Faculty Salary	0	0	\$168,000 72,000
			GF \$168,000 NGF 72,000
Faculty Salary Raise	0	4.96%	5.8%
			5.8%
Funding of Library Book Guidelines	0	75%	100% - \$112,738
			GF 80%-\$35,000
Nonpersonal Ser. Support for 19 new Positions	0	0	\$ 50,775 21,750
			GF 0 NGF 0
<b>OTHER FUNDING 1988-90</b>			
Funds to Complete Conversion of Bibliographic Records in Library to Machine Readable Form	0	0	0
			GF \$ 87,500 NGF 37,500
Telefax Machine for Library Funded Through SCHEV Budget	0	0	0
			GF \$ 17,000
Cost of Living Raise - Classified Employees (1988-89 Only)	0	2.5%	0
			3.5%
T/R Administrative-Part Time Faculty Salary Raise	0	4.96%	0
			5.96%

\*\*\* This program was funded through the Department of Education.  
 \*\*\*\* Funding will be through grants awarded by CIT.  
 \*\*\*\*\*College requested 18 faculty positions;  
 received 19.34 restricted positions (enrollment based)-  
 some faculty, some classified.



## BUSINESS AFFAIRS COMMITTEE

### INFORMATION ITEM

POLICY: Personnel (Classified)

BY-LAWS: Article V, Section 3

### Retirements:

Nathan Jackson 2/29/88 Custodial Worker  
Jean Wilson 3/31/88 Personnel Analyst  
Joseph Baker 4/30/88 Highway Equipment Operator B Power Plant  
Nellie Mallory 12/31/88 Custodial Worker  
Sarah Reid 4/30/88 Custodial Worker

### Resignations:

Susan A. Kessler 3/20/88 Secretary Senior  
Belinda Seimer 3/4/88 Certified Nurse Practitioner A

### New Hires:

Barbara P. Morris 2/16/88 Programmer  
David C. Hamilton, Jr. 2/22/88 Programmer  
Dirk Wainwright 3/1/88 Custodial Worker  
Janet Leonard 1/1/88 Custodial Worker

**BUSINESS AFFAIRS COMMITTEE**

**ACTION ITEM**

**POLICY:** Approval of Tuition and Fees for 1988-89

**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 1988-89 as submitted on the handout.

**AGENDA**

**BUSINESS AFFAIRS COMMITTEE**

July 21, 1988  
Virginia Room

Presenter: Mr. Schewel

**PUBLIC SESSION**

1. Approval of the Agenda
  - a. Information Items
    1. Update on Capital Outlay Projects
    2. Preliminary Year-End Closing 1987-88
    3. Personnel Matters
  - b. Action Item
    1. Approval of 1988-89 Operating and Capital Budgets
2. EXECUTIVE SESSION (Section 2.1-344 (a) (2) (1) (6) of the Code of Virginia - Personnel and Legal Matters of the Confidential Report.
3. Preliminary October Agenda

\*Discussion

\*\*To Be Distributed

**AGENDA**

**INTERNAL AUDIT COMMITTEE**

April 7, 1988

2:15 p.m. - 4:30 p.m. - Virginia Room

Presenter: Mr. Schewel

**PUBLIC SESSION**

1. Approval of Agenda
  - a. Information Item
    1. Preliminary Discussion of 1988-89 Audit Plan\*
    2. Update and Discussion of Current Audit Projects\*
2. July Board Meeting Preliminary Agenda
3. Review of Committee Meeting

PRELIMINARY AGENDA

INTERNAL AUDIT COMMITTEE

July 17, 1988

Presenter: Mr. Schewel

PUBLIC SESSION

1. Approval of the Agenda
  - a. Information Item
    1. Update and Discussion of Current Audit Projects
  - b. Action Item
    1. Approval of Internal Audit Plan

**AGENDA**

**ADVANCEMENT COMMITTEE**

April 7-8, 1988

Presenter: Mr. Rust

**PUBLIC SESSION**

1. Approval of Advancement Committee Agenda
  - a. Information Item  
Presentation of Fund Raising Reports\*
  - b. Action Items  
None anticipated at this time

**EXECUTIVE SESSION (Section 2.1-344)(a)(7) of the  
Code of Virginia - Fund Raising Matters**

2. July Board Meeting Preliminary Agenda
3. Review of Committee Meeting

\*To be Distributed

**AGENDA**

**ADVANCEMENT COMMITTEE**

July 1988

Presenter: Mr. Rust

**PUBLIC SESSION**

1. Approval of Advancement Committee Agenda
  - a. Information Item  
Presentation of Fund Raising Reports\*
  - b. Action Items  
None anticipated at this time
3. October Board Meeting Preliminary Agenda
4. Review of Committee Meeting

\*To be Distributed

**BUSINESS AFFAIRS COMMITTEE**

April 7, 1988

2:30 p.m. - 4:30 p.m. - Virginia Room

Presenter: Mr. Schewel

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

Others Attending: Mr. Kast  
Mr. Thompson  
Mr. Fuller  
Ms. High  
Mr. Murphy

PUBLIC SESSION

INFORMATION ITEM

Approval of the Agenda The Agenda was approved as submitted.

Quarterly Report on Revenues and Expenditures Mr. Hurley reviewed the Quarterly Report with the Committee for the period ending March 31, 1988. He reported that we are in solid financial shape and that excess revenues generated through additional enrollments can be spent once approval from the State of Virginia is received.

Report on 1988-90 Biennium Budget Mr. Hurley reviewed the Biennium Budget for 1988-90 with the Committee as submitted on pages 2, 3, and 4 of the Board Report. Mr. Hurley said we were pleased with the funding we received for 1988-90. He and Dr. Healy complimented Brenda Atkins on a job well done with the legislature.

Update on Capital Outlay Projects An update on campus-wide capital outlay and maintenance projects was distributed and reviewed by the Committee as shown on the handout.

Personnel Matters Mr. Hurley briefly advised the Committee of classified changes consisting of retirements, resignations, and new hires. He stated that Jean Wilson retired after working at Longwood College for 38 years. She is now working part-time in the physical plant area.



Update on Telecommunications RFP Dr. Cross presented an update on the telecommunication system for Longwood College. He reported that the RFP was released on March 22. Sixty plus vendors have responded. Meetings will be taking place - the first being a site survey. A tour of the campus will take place with 50 - 100 persons attending.

Respectfully submitted,

Handwritten signature of Thomas D. Rust in black ink, written in a cursive style. The signature is written over a horizontal line.

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

INTERNAL AUDIT COMMITTEE

April 7, 1988

2:30 p.m. - 4:30 p.m. - Virginia Room

Presenter: Mr. Schewel

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

Others Attending: Mr. Thompson  
Ms. Burton  
Mr. Kast  
Ms. High  
Mr. Murphy

PUBLIC SESSION

INFORMATION ITEMS

Approval of the Agenda The Agenda was approved as submitted.

Preliminary Discussion of the 1988-89 Audit Plan Mr. Schewel and Mr. Fuller presented a draft of the audit plan for the next fiscal year. This plan incorporates a three-year cycle of audits for the college. A final draft of the plan will be presented to the committee as an action item at the July Board Meeting

Update and Discussion of Current Audit Projects 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 Accounts Payable, Employee Relations, Payroll and Petty Cash areas. Controls were found to be adequate.

Audit projects in progress were as follows: Budget Office, Comptroller's Directive 1-88, Coordination with the Auditor of Public Accounts, and a Quality Assurance Review.

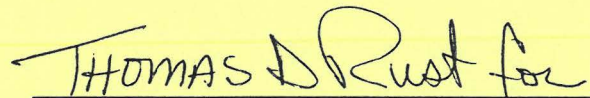
Mr. Fuller explained to the committee that the Quality Assurance Review is being conducted by the Department of the State Internal Auditor. The review is to evaluate the extent of compliance with the Standards for the Professional Practice of Internal Auditing as promulgated by the Institute of Internal Auditors.

Mr. Fuller explained to the committee that the coordination with the Auditor of Public Accounts will effect the internal audit schedule as reliance will be placed on the work of this group and reducing the occurrence of duplication of effort.

Dr. Blanton asked questions concerning reporting procedures of the internal auditor with the Board of Visitors. Mr. Fuller explained the current reporting procedures. Mr. Rick Barrow, from the Department of the State Internal Auditor, was called upon to offer his comments regarding the reporting structure of other internal audit departments. These comments appeared to answer Dr. Blanton's questions.

The meeting was adjourned.

Respectfully submitted,



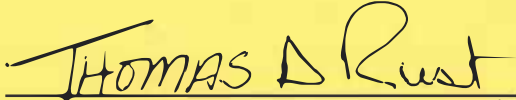
Mr. Bertram Schewel, Chair  
Business Affairs Committee for  
the Longwood College Board of  
Visitors

The Board members requested that they be given an opportunity "early on" to address the various issues and to give input. In fact, the entire College community should be involved in this process and the Board members felt that it was.

Executive Session:

On motion made by Ms. Burton, and seconded by Mr. Watson, the Committee went into executive session to discuss personnel matters in accordance with Section 2.1-344(a)(1) of the Code of Virginia. No action was taken.

The meeting was adjourned, upon motion made by Ms. Burton, and seconded by Mr. Thompson to end the executive session.

  
\_\_\_\_\_  
Thomas D. Rust, Chair

CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Action Item

POLICY: Authorized Salary Ranges for 1988-89

BYLAW: Article VII, Section 3

RECOMMENDATION: On behalf of the Academic Affairs Committee, I move the adoption of the following 12 month salary scale for administrators, coaches and faculty.

ACADEMIC	LOW	HIGH
Professor	33,000	60,000
Associate Professor	27,000	50,000
Assistant Professor	22,000	40,000
Instructor	21,000	35,000
Lecturers		
ADMINISTRATORS		
Professor	53,500	71,000
Associate Professor	43,500	71,000
Assistant Professor	40,000	47,000
Instructor	22,000	35,000
Lecturers	12,600	71,000

EXPLANATION: The range approved establishes guidelines for hiring at the various levels.

ACADEMIC/STUDENT AFFAIRS COMMITTEE

Presenter: Dr. Conley

Action Item

POLICY: Revisions to Promotion and Tenure Guidelines

BYLAW: Article V, Academic Affairs

RECOMMENDATION: On behalf of the Academic/Student Affairs Committee, I move the adoption of the revised Promotion and Tenure Guidelines as stated on the attached pages which have been approved by the OTF.

EXPLANATION: These are minor housekeeping changes to put the Deans in the review process for Promotion and Tenure and to change due dates as appropriate.

The following items on Promotion and Tenure Procedure were approved by the OTF in January 1988.

Item #1: A change in the timing for actions to be taken by the Deans and Vice President for Academic Affairs with regard to applications for promotion or for tenure:

Moved, that subsections 4.5.6.3.2 (C), and 4.5.6.3.3. (DEANS RESPONSIBILITIES... promotion); 4.5.7.1.3 (VICE PRESIDENT'S RESPONSIBILITIES...promotion); 4.8.4.3.2 (B), and 4.8.4.3.3 (DEANS'S RESPONSIBILITIES.... tenure): and 4.8.5.1.3 (VICE PRESIDENT'S RESPONSIBILITIES...tenure) be amended as follows (deleted materials crossed-out and new material underlined):

4.5.6.3.2. (C)...to the respective candidates by not later than February 13th, ....

4.5.6.3.3. ...to the Vice President ...on February 15th (or, if that date falls on a Saturday or a Sunday, then on the immediately following Monday),...

4.5.7.1.3. ...President of the College on March 15th (or, if that date falls on a Saturday or Sunday, then on the immediately following Monday),....

4.8.4.3.2 (B)... to the respective candidates by not later than February 13th.

4.8.4.3.3. ...to the Vice President ... on February 15th (or, if that date falls on a Saturday or a Sunday, then on the immediately following Monday).....

4.8.5.1.3. ...President of the College on March 15th (or, if that date falls on a Saturday or a Sunday, then on the immediately following Monday),...

(Rationale for Item 1: The Deans and the Vice President would prefer not to be obliged to perform these duties on weekends. Candidates would be advised under this new schedule at least as early as under the current schedule; and the overall decisionmaking calendar would not be lengthened.)

Item #2 Moved, that Section 4.6.3 (PROBATIONARY REVIEW), pp. 61 & 62 of amended Handbook, be amended as follows (new material underlined, material to be deleted crossed out):

- 4.6.3        The department tenure committee and the department head shall separately review the candidate's credentials and performance, identifying strengths and making suggestions for improvement. Such review shall include the procedures outlined in Section 4.4 for promotional review, be in terms of the traits identified in Section 4.4.2 (or Section 4.4.4 in the case of Library faculty). Primary consideration shall be given to teaching effectiveness, professional activities, and participation in departmental and College activities. In addition to materials...:

(Rationale for Item #2: Premise that department heads should be involved in probationary reviews; and premise that the whole of Section 4.4 contains some provisions which are not appropriate for probationary reviews (see Item 3 for particular example).)

- Item #3: Moved, that Sub-section 4.6.2.1 (PROBATIONARY REVIEW, p. 61 of amended Handbook, be amended as follows (material to be deleted crossed out, new material underlined).

- 4.6.2.1        The first year review of probationary faculty shall be conducted between the first day of Spring semester classes and February 15th. The first annual review shall be conducted at the department level by February 10th, and the department head shall provide a summary of the results of the review to the faculty member and to the appropriate Dean by February 21st. Beginning with the second annual review, such reviews shall be according to the calendar and the terms specified in Section 4.4.1.1, with the exception that probationary faculty members may not decline such probationary reviews or prevent the specified communication of the reports of those reviews.

(Rationale for Item #3: To give the Deans and the Vice President a few more days prior to March 1st in which to review first-year probationary faculty members; and to clarify the presumed intention of both faculty and administration that probationary reviews are mandatory as far as probationary faculty members are concerned.)

- Item #4:        Moved, that the following sub-section shall be an amendment to Section 4.6.2 (PROBATIONARY REVIEW,) p. 61 of the amended Handbook:

- 4.6.2.3        A further exception shall be that a Dean or the Vice President may elect to receive only a



summary of the department-level reviews, rather than to receive the entire file; or may first ask for only a summary of the lower-level reviews, with an option to later request the entire file.

(Rationale for Item #4: to facilitate the handling and processing of files of applicants about whom there is no apparent disagreement.)

Item #5: Moved, that Section 4.6.3 (PROBATIONARY REVIEW), p. 61 of the amended Handbook, be amended by the addition of the following sub-section:

- 4.6.3.3. Beginning not later than the second-year review, the probationary review reports by the department review committee shall be completely written. Such written reports shall contain at least the committee's findings as to the probationary faculty member's professionally relevant strengths and all aspects (if any) of the member's performance which might discourage the eventual making of an offer of tenure if not corrected.

(Rationale for Item # 5): To provide for a strengthened probationary review, thus enhancing the value of the faculty member to the College, providing the faculty member with information about opportunities for professional development, and working against an unexpected denial of tenure.)

Item # 6: Moved, that Section 4.6 (PROBATIONARY REVIEW), p. 61-62 of the amended Handbook, be amended by the addition of the following sub-section:

- 4.6.6. A probationary faculty member may request that the department-level review committee and/or the department head reconsider their respective conclusions. The faculty member may also enter a statement of exception or clarification into the review file, and such letter shall become a part of the file.

- 4.6.6.1. A request for a reconsideration must be made in writing and within five calendar days of the faculty member's receipt of the committee's or the head's report, whichever is to be the subject of the reconsideration. The request shall be delivered to the committee chair if the committee's report is to be reconsidered, or to the department head if the head's report is to

be reconsidered. No initial report is to be forwarded to the Dean before the expiration of such five-day period. If amendments to the initial report/s of the committee and/or head are ultimately made, the amended report shall become part of the file and the original report shall be purged immediately.

- 4.6.6.2. A letter of exception or clarification may be entered by the faculty member within five calendar days of his or her having received an original or amended department-level review report, whichever occurs later. The department-level report shall not be forwarded to the Dean prior to the expiration of such five-day period anything to the contrary in 4.6.3 notwithstanding. Further, no review summary to which such letter pertains shall be forwarded to either the Dean or the Vice President without being accompanied by the letter of clarification or of exception. Copies of the letter shall be provided by the faculty member to all persons who had previously participated in that particular review.

(Rationale for Item #6: Several provisions of the Handbook imply that there is to be an opportunity for reconsideration or appeal at various levels of the promotion and final tenure review processes. (See: 4.5.5.3 [PROMOTION] and 4.8.3.D [TENURE].) These sub-sections would explicitly provide essentially the same opportunity for a department-level appeal during the annual probationary review process, and would state the procedures to be followed in such an event. Further, sub-section 4.6.6.2 gives the applicant the same opportunity to be heard (read) by the Dean and the Vice President (in the event of a disagreement at the department level) as is manifestly enjoyed by the department head and the department-level committee. Thus, the candidate would have an opportunity to state his or her own case; and the department head and/or committee chair would not have the obligation to argue as forcefully as possible--in the interests of fairness against their own recommendation/s.)

Item #7: Moved, that Section 4.6 [PROBATIONARY REVIEW], p. 61 of the amended Handbook be amended by the addition of the following sub-section (to follow the amendment proposed immediately above, if passed):

- 4.6.7 Probationary faculty members shall have access to the documents which comprise their respective review files according to the following provisions:

- 4.6.7.1 The faculty member involved may retain originals or copies of annual probationary review reports or other pertinent review materials. Otherwise, file copies of such review reports, along with any materials--other than students' evaluation forms (see 4.6.7.4)--whether copies or originals, which were submitted to or gathered by the department tenure committee during the course of the reviews, shall be retained only by the department head. Except when needed by the department tenure or promotion committee/s, the Dean, and/or the Vice President for Academic Affairs for purposes of either considering whether to renew a probationary contract or for purposes of a promotion or final tenure review, all such retention by the department head shall continue until at least such time as
- (A) the probationary faculty member is promoted or is awarded tenure, or
  - (B) all procedures or opportunities, whether provided by the College directly or otherwise under state law, for appealing a final decision not to award tenure or a continuing probationary contract have expired, been exhausted, or been waived by the faculty member, whichever occurs last. Prior to the destruction of any documents in the file, they shall be offered without charge to the faculty member for his or her own purposes.
- 4.6.7.2 The faculty member shall have access to, and may make copies of, all other materials obtained by the committee during the course of its probationary reviews of that faculty member. However, the originals of students' evaluation forms shall be considered the property of the faculty member and shall be promptly returned to the faculty member by the department tenure committee following the conclusion of each annual probationary review. Statistical summaries of the evaluations may be retained in the file.
- 4.6.7.3 No person or organization other than the probationary faculty member, the members of the department promotion and/or tenure committee/s, the department head, the primary department secretary, the Dean, the Vice President for Academic Affairs, the President, or the members

of the Board of Visitors may have access to the file without the written consent of the faculty member.

(Rationale for Item #7: to provide a policy governing the use of, access to, and final disposition of review files.)

Item #8: Moved, that Section 4.5 [PROMOTION], p. 60 of the amended Handbook, be amended by the addition of the following sub-section:

4.5.5.4 Whether or not a candidate seeks a rehearing or pursues an appeal according to the provisions of 4.5.5.3, and regardless of the result of any such rehearing or appeal, the candidate shall be permitted to enter a letter of exception or clarification relevant to the recommendation of either the department head, the department-level committee, the dean, the Vice President, or any combination of them. Copies of the letter shall be provided by the faculty member to all persons who had previously participated in that particular review. Such letter of exception or clarification

(A) may be entered into the candidate's file at any time prior to the President's actual consideration of the application,

(B) becomes an integral part of the file, and shall accompany any summary of the contents of the file which is provided to either the Dean, the Vice President, or the President, and

(C) is not to be considered part of the materials referenced under 4.5.3.5.5.

Item #9: Moved that 4.8.3 [TENURE], p. 66 of the amended Handbook, be amended by the addition of the following sub-section:

(G) Whether or not a candidate seeks a rehearing or pursues an appeal according to the provisions of 4.8.3 (D), and regardless of the result of any such reconsideration or appeal, the candidate shall be permitted to enter a letter of exception relevant to the report of either the department tenure committee, the department head, the Dean, the Vice President, or any combination of them. Copies of the letter shall be

provided to all persons who had previously participated in that particular review. Such letter of exception or clarification

- (i) may be entered into the candidate's file at any time prior to the President's actual consideration of the application,
- (ii) becomes an integral part of the file, and
- (iii) is not to be considered part of the materials referenced under 4.8.1.5.5.

(Rationale for Items #8 & #9: To explicitly state the procedures for putting the candidate and a less-than-favorable department-level recommender on an equal footing before the Dean, the Vice President, and/or the President as far as the written promotion or tenure review file is concerned.)

Item #10: Moved, that Section 4.5.7 [VICE PRESIDENT...Promotion], p. 60a of the amended Handbook, and Section 4.8.5, [VICE PRESIDENT...Tenure], p. 66b of the amended Handbook, be amended by the addition of the following statements:

- 4.5.7. The Vice President shall recognize the primacy of the review process at the department level.
- 4.5.7. The Vice President shall act to maintain the fair and uniform application of promotion standards across departments, while recognizing differences between departments (e.g., publication in the sciences vs. performances or exhibition in the arts).
- 4.8.5. The Vice President shall recognize the primacy of the review process at the department level.
- 4.8.5. The Vice President shall act to maintain the fair and uniform application of tenure standards across departments, while recognizing differences between departments (e.g., publication in the sciences vs. performances or exhibition in the arts).

(Rationale for Item #10: to provide consistency between the duties prescribed for the Deans and for the Vice President. Careful readers will note that these proposed amendments are identical to the statements of the Deans' duties under 4.5.6.1 and 4.8.4.1.)

Item #11: Moved, that Sub-section 4.5.7.1.1 [VICE PRESIDENT...Promotion], p. 60a of the amended Handbook, and Sub-section 4.8.5.1.1 [VICE PRESIDENT...Tenure]. p 66b of the amended Handbook, be amended by the addition of the following statements:

- 4.5.7.1.1 (A) The Vice President may confer only with the candidate's Dean, department head, department-level promotion committee, and/or the candidate himself or herself for purposes of reviewing the application for promotion.
- (B) The candidate shall be invited to attend any such meeting between the Vice President and the Dean, the department head, and/or the department-level committee. In the event that the candidate declines to attend any such meeting, the meeting may be conducted in the candidate's absence, but a written summary of the events of the meeting shall be provided to the candidate.
- 4.8.5.1.1 (A) The Vice President may confer only with the candidate's Dean, department head, department-level tenure committee, and/or the candidate himself or herself for purposes of reviewing the application for tenure.
- (B) The candidate shall be invited to attend any such meeting between the Vice President, the Dean, the department head, and/or the department-level tenure committee. In the event that the candidate declines to attend any such meeting, the meeting may be conducted in the candidate's absence, but a written summary of the events of the meeting shall be provided to the candidate.

(Rationale for Item #11: The candidates for promotion and for tenure already receive copies of written recommendations pertaining to their applications. These provisions essentially parallel the procedural protections afforded citizens in public courts that they be able to know what is

said (and how) which affects their important interests and which may either add to or detract from the written records.)

APPENDIX H - April 7-8, 1988

CONFIDENTIAL REPORT

TO THE

BOARD OF VISITORS

APRIL 7-8, 1988



CONFIDENTIAL

ACADEMIC AFFAIRS

Presenter: Dr. Conley

Action Item

POLICY: Authorized Salary Ranges for 1988-89

BYLAW: Article VII, Section 3

RECOMMENDATION: On behalf of the Academic Affairs Committee, I move the adoption of the following 12 month salary scale for administrators, coaches and faculty.

ACADEMIC	LOW	HIGH
Professor	33,000	60,000
Associate Professor	27,000	50,000
Assistant Professor	22,000	40,000
Instructor	21,000	35,000
Lecturers		
ADMINISTRATORS		
Professor	53,500	71,000
Associate Professor	43,500	71,000
Assistant Professor	40,000	47,000
Instructor	22,000	35,000
Lecturers	12,600	71,000

EXPLANATION: The range approved establishes guidelines for hiring at the various levels.

CONFIDENTIAL

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

Action Item

POLICY: Personnel Actions

BYLAW: Article VII, Section 3

RECOMMENDATION: Pursuant to Section 2.1-344 (a)(1) of the Code of Virginia, I move the adoption of the following personnel actions.

1. Faculty Salaries for 1988-89

Art	1987-88	1988-89
Baldrige, Mark S. (Assoc.T.PD) (Incl. 500 Stipend)	30,007	33,931
Bishop, Barbara L. (Prof.T.)	38,864	43,164
Edmonson, Randall W. (Assoc.T.)	31,332	34,732
Flynn, Elisabeth (Prof.T.)	37,551	40,797
McCarter, Samuel C. (Prof. H.) (Incl. 2000 S)	39,188	43,809
Oliver, Amie (Instr.)	21,693	24,479
Springer, Homer L. (Prof. T.)	38,588	42,964
<b>Business &amp; Economics</b>		
Berry, Robert (Assist.)		33,000
Brastow, Raymond T. (Assist.)	28,500	33,940
Brooks, N. Burton, Jr. (Assist.)	30,000	35,940
Brown, William P. (Assoc.)	44,500	48,940
Carr, John E. III (Prof. T.)	47,000	54,000
Fields, Owen F. (Assoc. T.)	33,500	36,940
Fowlkes, Melinda (Assist. T.)	24,000	26,940
Ghouse, Ash I. (Instr.)	26,500	30,940
Gilfillan, Sally (Instr.)	21,000	26,940
Hamlett, Frances N. (Assoc. T.) (Incl. 1000 P.)	29,000	32,940
Harbour, C. Kristine (Assist.)	30,000	35,940
Luthar, Harsh (Instr.)	25,000	26,620
Martin, Jay Dee (Assist.)	30,000	35,940
O'Neal, Julian E. (Instr.)	27,000	29,940
Palmer, Dean (Prof.)		45,000
Roy, George (Instr.)	26,500	28,980
Shaw, Sue Olinger (Assoc.)	29,000	34,940
Terzin, Marge (Instr.)	28,000	30,940

Yancey, Reginald (Assoc.)		38,000
<b>Education</b>		
Banton, Robert L. (Prof. T.)	38,354	42,399
Gibbons, Robert D. (Prof. T.)	40,848	45,249
Meese, Ruth Lyn (Assist.)	24,500	27,942
Osborn, Marilyn W. (Assist. T.)	29,107	32,553
Overton, Terry (Assist.)	24,410	28,552
Ra, Jung B. (Prof. T.)	37,475	41,213
Simmons, Betty J. (Assist.) (Includes 500 P.)	28,801	32,727
Sizemore, Ray B. (Assoc. T.)	38,449	41,700
Vick, Nancy J. (Assoc. T.)	36,868	41,337
Williams, Vera G. (Assoc. H.) (Incl. 2000 S.)	36,041	40,150
Woodburn, Mary S. (Prof. T.)	38,396	42,444
<b>English, Philosophy &amp; Modern Languages</b>		
Brooks, Frank B. (Instr.)	21,098	23,838
Challender, Craig A. (Assist.)	24,254	27,413
Cook, Martha E. (Assoc. T.)	32,662	36,896
Craft, Carolyn M. (Prof. T.)	36,989	40,807
Douglas, Otis W. III (Assist. T.)	26,938	28,764
Frank, William L. (Prof. T.)	53,267	59,294
Hevener, Fillmer (Assoc. T.)	34,264	37,797
Kelly, Jill B. (Assist.)	24,376	26,029
Lund, Michael C. (Assoc. T.)	33,398	37,682
May, Susan H. (Prof. T.)	38,137	42,943
Ord, Priscilla A. (Instr.)	20,678	23,390
Orth, Geoffrey C. (Assoc.T.H.) (Incl. 2000 S.)	32,401	36,562
Peale, John S. (Prof. T.)	34,349	38,698
Reynolds, John D. (Assist.)	25,000	27,850
Sedgwick, Ellery (Assoc. T.)	28,487	31,318
Silveira, Maria C. (Prof. T.)	36,366	41,557
Sprague, Rosemary (Prof. T.)	45,937	50,567
Stinson, Massie C. (Assoc. T.)	34,520	37,725
Tinnell, Camilla A. (Instr.)	24,781	27,821
Van Ness, A. Gordon (Assist.)	22,000	24,647
Woods, William C. (Assist. T.)	24,925	26,615

**Health, Physical Education  
& Recreation**

Andrews, Nancy A. (Prof. T.) (Incl. 1500 P.)	33,350	38,618
Bingham, Sarah (Instr.)	26,452	29,641
Bobbitt, Eleanor W. (Prof. T.)	44,783	50,043
Callaway, Carolyn R. (Assist. T.)	30,731	34,204
Graham, Gerald P. (Prof. T.)	39,515	43,980
Harris, Bette (Assoc.T.)	34,958	39,108

Huffman, Anne H. (Assist. T.)	25,628	28,126
Johnson, Judith R. (Assoc. T. H.) (Incl. 1000 S. for half year)	39,621	44,090
Koesler, Rena A. (Instr.)	21,080	23,662
Kosarchyn, Chrystyna (Assist.)	24,000	26,912
Merling, Janet E. (Instr.)	24,014	26,727
Neal, Nelson D. (Assoc. T.)	29,613	32,959
Smith, Barbara B. (Prof. T.)	40,986	45,616

### History and Political Science

Calihan, David B. (Assoc. T.)	30,024	33,570
Couture, Richard T. (Assist. T.)	28,491	32,443
Crowl, James W. (Assoc. T.)	31,905	36,088
Etheridge, Elizabeth W. (Prof. T.)	38,479	42,128*
Hall, L. Marshall (Assoc. T. H.) (Incl. 1200 S)	39,011	43,575
Harbour, William R. (Assoc. T.)	29,666	33,397
Helms, James M. (Prof. T.)	42,347	46,528
Millar, Gilbert J. (Prof. T.)	38,545	42,468
Sneller, Maurice P. (Prof. T.)	38,891	42,728

### Mathematics & Computer Science

Allen, Merry L. (Assoc. T. H.) (Incl. 1200 S.)	39,355	43,842
Arehart, John E. (Assoc. T.)	29,909	33,217
Gussett, James C. (Assoc. T.)	41,082	45,837
Law, Kouok K. (Assist.)	24,590	27,187
May, Robert (Assist. T.)	27,315	30,417
Noone, E. T. (Assoc. T.)	33,117	36,902
Noone, Jean A. (Assoc. T.) (Incl. 1000 P.)	30,425	34,893
Webber, Robert P. (Assoc. T.)	38,157	42,559
Wu, Robert S. (Assoc. T.)	30,440	33,414

### Music

Blasch, Robert E. (Prof. T.)	38,460	43,068
Egbert, Louard E., Jr. (Assoc. T.)	33,961	36,264
Harbaum, Darrell G. (Assoc. T.)	30,939	33,037
Hesselink, Paul S. (Prof. T.) (Incl. 500 PD)	36,138	41,488
Mohr, Ralph (Assist.)	27,119	28,958
Montgomery, Bruce W. (Assoc. T. PD)	36,854	41,439
Myers, Frieda E. (Assoc. T.)	31,151	35,563
Williams, Thomas A. (Assoc. T.)	34,362	38,992

### Natural Sciences

Austin, John M. (Assoc. T.)	31,257	34,636
Barber, Patrick (Prof. T.)	38,193	42,952
Batts, Billy S. (Assoc. T.)	35,046	38,432
Breil, David A. (Prof. T.)	41,359	46,323
Breil, Sandra A. (Assoc. T.)	37,819	41,753

Curley, James W. (Assist. T.)	28,587	31,785
Fawcett, Louis R. (Assoc. T.)	39,950	44,824
Ferguson, Lynn M. (Assoc. T.)	29,255	33,403
Hardy, John A. III (Assist.T.)	26,547	28,347
Hayden, Robert (Assist.)	26,000	28,773
Heinemann, Richard L. (Assoc. T.)	35,551	39,706
Maxwell, Maurice H. (Assoc. T.)	32,833	36,679
Merkle, Donald A. (Assoc. T.)	32,687	37,068
Meshejian, Wayne K. (Assist. T.)	30,788	34,700
Rubley, Earl A (Assoc. T.)	32,810	36,090
Scott, Marvin W. (Prof. T.)	43,210	47,904
(Incl. 2000 S.)		
Tinnell, Wayne H. (Prof. T.)	41,470	46,202
Wells, Carolyn (Prof. T.)	48,007	52,272

### Psychology

Apperson, Jennifer M. (Assist.)	25,020	27,926
Smith, Edward D. (Assoc. T. H.)	36,861	41,919
(Incl. 1000 S)		
Stein, David B. (Assist.)	25,938	28,587
Wacker, Phyllis G. (Assoc. T.)	32,084	17,885**

### Social Work

Allen-Bledsoe, Edna V. (Assoc. T.)	30,407	34,437
(Incl. 1000 P.)		
Simpson-Johnson, Marilyn (Assoc. T.)	30,055	33,063
Stonikinis, George C. Jr., (Assoc. T.)	29,325	33,285

### Sociology & Anthropology

Armstrong, Karen V. (Assist.)	25,618	29,005
Hlad, Lawrence C. (Assist. T.)	32,595	36,455
Jordan, James W. (Prof. T.)	36,580	39,855
Perkins, Kenneth (Assist. H.)	24,167	28,365
(Incl. 1000 S.)		
Robinson, Cherylon (Assist.)	21,000	23,384

### Speech & Theatre

Evans, Moffatt (Assist)	24,596	27,964
Haga-Anderson, Nancy A. (Assoc. T.)	34,346	39,155
(Incl. 500 PD)		
Lockwood, Patton (Prof. T.)	40,504	45,120
Woodburn, Robert J. (Assist. T.)	30,277	32,330
Young, Douglas M. (Prof. T.)	34,223	37,829

### Library Science

Howe, Patricia (Assist.)	26,800	29,200
Laine, Rebecca R. (Assist.)	35,058	37,700
LeSturgeon, Martha (Assoc. T.H.)	53,054	56,500
Poole, Jean (Instr.)	23,500	24,500
Stwodah, M. Ibrahim (Assist.)	34,287	36,900

## Athletics

Bolding, Charles B. (Instr.)	28,065	29,900
Budd, Ruth L. (Instr.)	25,704	27,300
Carlton, William G., Jr. (Instr.)	25,271	26,800
Coughlin, Loretta (Instr.)	20,978	22,400
Duncan, Shirley (Instr.)	30,153	32,100
Finnie, Susan (Instr.)	24,008	25,500
Hodges, Carolyn V. (Dir., Assist.)	42,955	45,800
Luther, Calvin C. (Assoc.)	35,268	37,400
Neal, Ernest L. (Instr.)	23,974	25,100
Nelson, Steve C. (Instr.)	25,215	26,800
Posipanko, Richard J. (Instr.)	24,637	26,100

Note: \* Dr. Etheridge will be on leave the first semester working for the National Center for Disease Control.

\*\* Ms. Wacker is on sabbatical for the 1988-89 academic year and will receive half salary.

## 2. New Faculty Appointments

- a. Mr. Robert Berry, Instructor of Business, at a salary of \$33,000 for the 1988-89 academic year, effective August 15, 1988.

Mr. Berry is currently writing his dissertation for the Ph.D. in Economics from the University of Virginia. He holds the MBA with a Concentration in Finance, and the B.A. in Economics from the University of Texas. Mr. Berry is currently serving as Visiting Assistant Professor at the University of Richmond. He was an instructor at the University of Virginia from 1980-1983. He has written and published numerous papers.

- b. Dr. G. Dean Palmer, Professor of Business at a salary of \$45,000 for the 1988-89 academic year, effective August 15, 1988.

Dr. Palmer received the Ed.D. from Montana State University and the A.B. and A.M. from Colorado State University. He is currently President of Quad P. Management Inc. and a realtor. He served as Professor of Business Administration from 1972-1982 at the University of Northern Colorado. He has also taught at VPI &SU and Montana State University. Dr. Palmer is co-author of three books on marketing published by the Southwestern Publishing Co.

- c. Dr. Reginald Yancey, Associate Professor of Business, at a salary of \$38,000 for the 1988-89 academic year, effective August 15, 1988. Dr.

Yancey received the Juris Doctor from Washington and Lee University in 1978. He received the Bachelor of Science in Accounting from Virginia State University in 1974. He successfully passed the CPA and the Virginia State Bar exam. Dr. Yancey is currently self-employed as an attorney and certified public accountant. He served as an assistant professor of accounting at Piedmont Virginia Community College from September 1982 to June 1983.

### 3. Additional Adjuncts for the Spring Semester

#### **Athletics**

Mildred R. Johnson	1,000
Philip Nelson Lassiter	500

#### **Business & Economics**

Leif Aagaard	3800
Robert Bruce	2700
Jill Dickerson	2700

#### **Education**

Larry Brooks	1300
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#### **English**

Paul Jagasich	1450
Maria M. Silveira	1300
Joan Westmoreland	1300

#### **Graduate Teaching Assistants**

Dianne Marion	2000
Dawn Ownby	1000
Elizabeth Stephens	2000

#### **HPER**

Shirley Musik	1080
Tammy A. Tipton-Nay	3400

#### **Mathematics & Computer Sciences**

Ryland Crews	2600
Harlan V. Cundiff	2850
Philip Somers	2600
Catherine Varner	1300

#### **Mathematics Institute**

E. T. Noone, Jr.	1200
Cada R. Parrish	1200
Philip Somers	2600

**Reading Lab**

Carolyn DeWolfe	3600
Dawn Ownby	1000

**Sociology and Anthropology**

Arthur T. Greene, Jr.	2600
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**Visual & Performing Arts**

Mark S. Baldrige	1300
Patricia Werrell	1728
Lowell Harper	1978
David Townsend	1053
Ann O. Brown	3382
Dudley D. Sauve	1300
Nancy Sherman	1825

4. Retirements/Resignations/Leaves of Absence

a. Retirements:

Dr. Mark Weatherly, Professor of Education, effective May 1988. Dr. Weatherly has served Longwood College for seventeen years.

Dr. Shirley O'Neil, Professor of Health, Physical Education and Recreation, effective June 30, 1988. Dr. O'Neil has served Longwood College for twenty-two years.

b. Resignations:

Ms. Elaine Lemmond, Librarian and Instructor of Library Science, effective May 6, 1988.

Mr. Wallace Vale, Instructor of Health, Physical Education and Recreation, effective at the end of the 1987-88 academic year.

c. Leave of Absence:

Dr. Lawrence C. Minks, Executive Director, Longwood Business Innovation Center and Professor of Business, has requested a leave of absence without pay for the 1988-89 academic year.



5. Awarding the Rank of Professor Emeritus

It is recommended that the rank of Professor Emeritus be awarded to Dr. Shirley M. O'Neil. Dr. O'Neil has served Longwood College in the Department of Health, Physical Education and Recreation for twenty-one years, fifteen as Department Head and seven as Professor of Physical Education.

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

Action Item:

POLICY: Promotion

BYLAW: Article VII, Section 3a., The President of the College

RECOMMENDATION: On behalf of the Academic Affairs Committee, I move that the Board approve the following candidates for promotion:

1. To Professor
  - Dr. Nancy Andrews  
Department of Health, Physical Education  
and Recreation
  - Dr. Mark Weatherly  
Department of Education, Special Education  
and Social Work
2. To Associate Professor
  - Ms. Edna Allen-Bledsoe  
Department of Health, Physical Education  
and Recreation
  - Mrs. Frances N. Hamlett  
Department of Business and Economics
  - Dr. Jean A. Noone  
Department of Mathematics and Computer  
Science
3. Assistant Professor
  - Dr. Betty J. Simmons  
Department of Education, Special Education  
and Social Work

EXPLANATION: Credentials of each of the candidates have been reviewed and approved by the Departmental Promotion and Tenure, the Department Head, the Dean, the Vice-President for Academic Affairs and the President as meeting the criteria for promotion.

## SUMMARY OF VITAE FOR CANDIDATES FOR PROMOTION

Professors**Dr. Nancy A. Andrews**

Dr. Andrews received her Ed.D. in Supervision, Higher Education Physical Education from VPI & SU in 1977. She joined the Longwood faculty in 1966 as an Assistant Professor in Health, Physical Education and Recreation. Dr. Andrews is described as an outstanding teacher who is very knowledgeable in her subject matter, frequently supplementing the subject matter with outside and up to date information. She uses a variety of teaching methods with heavy emphasis on individualized instruction. Her student evaluations are excellent. Dr. Andrews has been elected and/or assigned to a number of departmental and college committees. She is currently secretary of the Organization of Teaching Faculty. Dr. Andrews has studied movement education in the United States as well as in Finland, Austria, England, Wales and Ireland.

**Dr. Mark Weatherly**

Dr. Weatherly has given seventeen years of service to Longwood College, which will terminate with his retirement at the end of this academic year. In recognition of his leadership as evidenced by the growth of the guidance and counseling graduate program and to reaffirm the confidence expressed in recommending him for promotion two years ago, his departmental promotion and tenure committee, department head and dean feel that his promotion has been earned and is an appropriate honor at this time of his retirement.

Associate Professors**Ms. Edna Allen-Bledsoe**

Ms. Edna Allen-Bledsoe received the M.S.W. (terminal degree) in Social Work from Columbia University in 1963. She joined the Longwood faculty in August of 1980. Ms. Allen-Bledsoe has made some outstanding contributions to Longwood especially in the area of minority relations. She has also served in many capacities at the state and national level.

**Ms. Frances N. Hamlett**

Ms. Hamlett received the M.S. in Business Education in 1966 from VPI & SU. She joined the Longwood faculty in September of 1965. Her teaching effectiveness is judged to be superior as evidenced by high student evaluation scores and evaluations made by the Promotion and Tenure Committee. Her professional achievements include publication, participation in professional societies, and scholarly and professional activity at the state, region and national level. She has made outstanding contributions to

departmental, faculty and college-wide activities. Each spring since 1970 Ms. Hamlett has organized and led the Future Business Leaders of America conference on campus with between 500 and 600 students in attendance.

**Dr. Jean A. Noone**

Dr. Noone received the Ed.D. from the University of Virginia in 1978 in Major Mathematics Education with a Minor in Educational Research and Audio-visual Education. She joined the Longwood faculty as an instructor in 1969. Dr. Noone is currently the department's primary authority in the area of teacher preparation and is the departmental supervisor of student teachers. Her student evaluations are positive. She is active in a number of professional organizations and has served consistently on departmental and college-wide committees.

Assistant Professors

**Ms. Betty J. Simmons.**

Ms. Simmons will receive her Ed.D. in Higher Education from the College of William and Mary in May. Ms. Simmons is rated as superior by her student evaluations. She ranks in the top 10% of all teachers that have been observed by her department head. Ms. Simmons is a dedicated teacher who always exhibits professionalism. She first joined the Longwood faculty in 1966 as an instructor. Ms. Simmons has been an excellent supervisor of student teachers and has taught modular courses in educational measurement.

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

## Action Item

POLICY: Tenure

BYLAW: Article VII, Section 3 a., The President of the College

RECOMMENDATION: On behalf of the Academic Affairs Committee, I move that the Board approve the awarding of tenure to the following faculty members.

Dr. Bette L. Harris  
Department of Health, Physical Education and  
Recreation

EXPLANATION: Credentials of the candidate have been reviewed and approved by the Departmental Promotion and Tenure Committee, the Department Head, the Dean, the Vice-President for Academic Affairs and the President as meeting the criteria for the awarding of tenure. A vitae summary is attached.

## SUMMARY OF VITAE

**Dr. Bette L. Harris** was appointed to the Department of Health, Physical Education and Recreation in August of 1985 at the rank of Associate Professor. She received the Ed.D. from the University of North Carolina at Greensboro and joined the Longwood faculty as Associate Professor of Health, Physical Education and Recreation and Field Hockey Coach in 1979.

Dr. Harris has received the unanimous support from her Promotion and Tenure Committee. Her teaching has been rated outstanding by her colleagues and students. She is a a concerned, hard working faculty member. She serves on major college committees and has assumed a significant leadership role in formulating and developing a curriculum in sport pedagogy.

The performance of Dr. Harris in the conduct of her duties is exemplary and has been consistent throughout her years at Longwood.

CONFIDENTIAL

BUSINESS AFFAIRS COMMITTEE

ACTION ITEMS

POLICY: Approval of the 1988-89 Administrative Salary Increases

BY-LAWS: Article V, Section 3

RECOMMENDATION: On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the 1988-89 T&R Administrative Salary Increases as submitted in the Confidential Report on pages 2 and 3 of the handout.

BUSINESS AFFAIRS COMMITTEE  
April 7, 1988  
Presenter: Mr. Thompson

ACTION ITEM

POLICY: Personnel

BY-LAWS: Article V, Section 3

RECOMMENDATION: The Board is requested to approve the following administrative salaries for 1988-89.

1. Educational and General

		1987-88 <u>Salary</u>	Recommended 1988-89 <u>Salary</u>
Bartos, Robert	Dean, Sch. of Ed.	53,500	55,100
Bollinger, Sandra	Registrar	36,965	40,000
Brown, Ralph	Res. Associate	31,448	33,500
Chonko, Robert	Dir., Admissions	48,530	51,700
Clark, John	Acad. Programmer	28,000	30,000
Cross, James	VP, Res./Info. Sys.	59,000	62,900
Fallis, Androniki	Dir., Placement	38,900	41,200
Hurley, Richard	VP, Bus. Affairs	59,850	64,800
Jacques, Jack	Dean, Sch. of Bus.	58,129	61,600
Johnson, Mildred	Asst. Dir., Adm.	28,025	29,700
Lust, Patricia	Dir., Cont. Ed.	42,500	45,500
Mable, Phyllis	VP, Student Affairs	65,171	68,200
McCombs, Freda	Dean, Sch., Arts & Sc.	50,000	53,400
McWee, Wayne	Assoc. VP, Acad. Affs.	50,175	54,000
O'Connor, Rory	Sys. Engr., Computing	40,000	42,200
Ragland, Marvin	Dir., Fin. Aid	29,668	31,700
Saunders, Sue	Dean of Students	41,025	43,700
Shelton, Nancy	Dir., Alumni Affairs (Act. Dir., Inst. Ad.)	32,233 42,000	34,400 44,700
Stuart, Donald	VP, Academic Affairs	65,000	69,300
Taylor, Kathe	Asst. to Pres.	32,025	34,100
Winkler, Donald	Assoc. VP, Pub. Affs.	59,090	62,900
Young, Sarah	Asst. Dean, Aca. Affs.	40,625	43,500

2. Auxiliary

Bronson, Bonny	Counselor	27,200	28,900
Brownson, Ann	Res. Ed. Coord.	17,100	18,200
Currie, Hoke	Dir., Sports Info.	28,456	30,200
Dean, Randy	Res. Ed. Coord.	17,100	18,200
Harris, Cindi	Res. Ed. Coord.	17,100	18,200
McGill, Joseph	Dir., Stu. Services	28,110	29,900



Auxiliary Continued

		1987-88 <u>Salary</u>	Recommended 1988-89 <u>Salary</u>
O'Brien, Wayne	Dir., Counseling	32,600	34,800
Rettig, David	Dir., Housing	26,000	27,600
Stanley, Aaron	Res. Ed. Coord.	16,300	17,400
Striffolino, Paul	Dir., Student Union	30,800	32,400
Warner, Charlie	Greek Affairs Coord.	15,000	16,100
3. <u>Sponsored Programs</u>			
Clay, Paula	Dir., Annual Funds	20,675	22,000

CONFIDENTIAL

BUSINESS AFFAIRS COMMITTEE

ACTION ITEM

POLICY: Approval to Negotiate for Property Acquisition

BY-LAWS: Article V, Section 3

RECOMMENDATION: On behalf of the Business Affairs Committee, I move that the Board of Visitors approve the Request for Approval to Negotiate for Property Acquisition as submitted on page 5 of the Confidential Report.

CONFIDENTIAL

PROPOSED RESOLUTION ON  
PROPERTY ACQUISITION

GENERAL INFORMATION

Several times during the last few years, various properties south of the campus, but within the College's Master Plan, have been listed "For Sale." Recently, the College has only purchased properties in the area targeted as a proposed parking lot.

Given the College's expansion plans and the controversy surrounding the acquisition of property through means other than negotiated sales, it seems to be in the best interest of the College to acquire properties which come up for sale as they become available.

To ensure that properties being considered by the College for purchase are appropriate for the long and short term needs of the institution, it is proposed that each property be brought to the Board of Visitors on an individual basis to seek their approval to negotiate for the eventual purchase of the property.

CURRENT PROPERTY

Presently, two properties are available which are within the area targeted for expansion. One property is in the area designated for new student housing, and the other is across the street from our proposed parking lot.

PROPOSED RESOLUTION

The request is that the administration be authorized to negotiate with the property owner or his/her designee for the purpose of purchasing the property described above within the limits allowable under the regulations of the State; that auxiliary reserve funds be used as the source of funds from which payment for one property will be made; and that previously approved revenue bond funds be used to purchase the second property.

If approved, this action would permit the College to negotiate a purchase price for the property not to exceed ten percent above the highest appraised value. It is estimated that the cost to purchase both properties will be in the range of \$80,000 to \$90,000.

CONFIDENTIAL

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

Action Item

POLICY: Personnel Actions

BYLAW: Article VII, Section 3

RECOMMENDATION: Pursuant to Section 2.1-344 (a)(1) of the Code of Virginia, I move the adoption of the following personnel actions.

1. Faculty Salaries for 1988-89

Art	1987-88	1988-89
Baldrige, Mark S. (Assoc.T.PD) (Incl. 500 Stipend)	30,007	33,931
Bishop, Barbara L. (Prof.T.)	38,864	43,164
Edmonson, Randall W. (Assoc.T.)	31,332	34,732
Flynn, Elisabeth (Prof.T.)	37,551	40,797
McCarter, Samuel C. (Prof. H.) (Incl. 2000 S)	39,188	43,809
Oliver, Amie (Instr.)	21,693	24,479
Springer, Homer L. (Prof. T.)	38,588	42,964
<b>Business &amp; Economics</b>		
Berry, Robert (Assist.)		33,000
Brastow, Raymond T. (Assist.)	28,500	33,940
Brooks, N. Burton, Jr. (Assist.)	30,000	35,940
Brown, William P. (Assoc.)	44,500	48,940
Carr, John E. III (Prof. T.)	47,000	54,000
Fields, Owen F. (Assoc. T.)	33,500	36,940
Fowlkes, Melinda (Assist. T.)	24,000	26,940
Ghouse, Ash I. (Instr.)	26,500	30,940
Gilfillan, Sally (Instr.)	21,000	26,940
Hamlett, Frances N. (Assoc. T.) (Incl. 1000 P.)	29,000	32,940
Harbour, C. Kristine (Assist.)	30,000	35,940
Luthar, Harsh (Instr.)	25,000	26,620
Martin, Jay Dee (Assist.)	30,000	35,940
O'Neal, Julian E. (Instr.)	27,000	29,940
Palmer, Dean (Prof.)		45,000
Roy, George (Instr.)	26,500	28,980
Shaw, Sue Olinger (Assoc.)	29,000	34,940
Terzin, Marge (Instr.)	28,000	30,940

Yancey, Reginald (Assoc.) 38,000

### Education

Banton, Robert L. (Prof. T.)	38,354	42,399
Gibbons, Robert D. (Prof. T.)	40,848	45,249
Meese, Ruth Lyn (Assist.)	24,500	27,942
Osborn, Marilyn W. (Assist. T.)	29,107	32,553
Overton, Terry (Assist.)	24,410	28,552
Ra, Jung B. (Prof. T.)	37,475	41,213
Simmons, Betty J. (Assist.) (Includes 500 P.)	28,801	32,727
Sizemore, Ray B. (Assoc. T.)	38,449	41,700
Vick, Nancy J. (Assoc. T.)	36,868	41,337
Williams, Vera G. (Assoc. H.) (Incl. 2000 S.)	36,041	40,150
Woodburn, Mary S. (Prof. T.)	38,396	42,444

### English, Philosophy & Modern Languages

Brooks, Frank B. (Instr.)	21,098	23,838
Challender, Craig A. (Assist.)	24,254	27,413
Cook, Martha E. (Assoc. T.)	32,662	36,896
Craft, Carolyn M. (Prof. T.)	36,989	40,807
Douglas, Otis W. III (Assist. T.)	26,938	28,764
Frank, William L. (Prof. T.)	53,267	59,294
Hevener, Fillmer (Assoc. T.)	34,264	37,797
Kelly, Jill B. (Assist.)	24,376	26,029
Lund, Michael C. (Assoc. T.)	33,398	37,682
May, Susan H. (Prof. T.)	38,137	42,943
Ord, Priscilla A. (Instr.)	20,678	23,390
Orth, Geoffrey C. (Assoc.T.H.) (Incl. 2000 S.)	32,401	36,562
Peale, John S. (Prof. T.)	34,349	38,698
Reynolds, John D. (Assist.)	25,000	27,850
Sedgwick, Ellery (Assoc. T.)	28,487	31,318
Silveira, Maria C. (Prof. T.)	36,366	41,557
Sprague, Rosemary (Prof. T.)	45,937	50,567
Stinson, Massie C. (Assoc. T.)	34,520	37,725
Tinnell, Camilla A. (Instr.)	24,781	27,821
Van Ness, A. Gordon (Assist.)	22,000	24,647
Woods, William C. (Assist. T.)	24,925	26,615

### Health, Physical Education & Recreation

Andrews, Nancy A. (Prof. T.) (Incl. 1500 P.)	33,350	38,618
Bingham, Sarah (Instr.)	26,452	29,641
Bobbitt, Eleanor W. (Prof. T.)	44,783	50,043
Callaway, Carolyn R. (Assist. T.)	30,731	34,204
Graham, Gerald P. (Prof. T.)	39,515	43,980
Harris, Bette (Assoc.T.)	34,958	39,108

Huffman, Anne H. (Assist. T.)	25,628	28,126
Johnson, Judith R. (Assoc. T. H.)	39,621	44,090
(Incl. 1000 S. for half year)		
Koesler, Rena A. (Instr.)	21,080	23,662
Kosarchyn, Chrystyna (Assist.)	24,000	26,912
Merling, Janet E. (Instr.)	24,014	26,727
Neal, Nelson D. (Assoc. T.)	29,613	32,959
Smith, Barbara B. (Prof. T.)	40,986	45,616

### History and Political Science

Calihan, David B. (Assoc. T.)	30,024	33,570
Couture, Richard T. (Assist. T.)	28,491	32,443
Crowl, James W. (Assoc. T.)	31,905	36,088
Etheridge, Elizabeth W. (Prof. T.)	38,479	42,128*
Hall, L. Marshall (Assoc. T. H.)	39,011	43,575
(Incl. 1200 S)		
Harbour, William R. (Assoc. T.)	29,666	33,397
Helms, James M. (Prof. T.)	42,347	46,528
Millar, Gilbert J. (Prof. T.)	38,545	42,468
Sneller, Maurice P. (Prof. T.)	38,891	42,728

### Mathematics & Computer Science

Allen, Merry L. (Assoc. T. H.)	39,355	43,842
(Incl. 1200 S.)		
Arehart, John E. (Assoc. T.)	29,909	33,217
Gussett, James C. (Assoc. T.)	41,082	45,837
Law, Kouok K. (Assist.)	24,590	27,187
May, Robert (Assist. T.)	27,315	30,417
Noone, E. T. (Assoc. T.)	33,117	36,902
Noone, Jean A. (Assoc. T.)	30,425	34,893
(Incl. 1000 P.)		
Webber, Robert P. (Assoc. T.)	38,157	42,559
Wu, Robert S. (Assoc. T.)	30,440	33,414

### Music

Blasch, Robert E. (Prof. T.)	38,460	43,068
Egbert, Louard E., Jr. (Assoc. T.)	33,961	36,264
Harbaum, Darrell G. (Assoc. T.)	30,939	33,037
Hesselink, Paul S. (Prof. T.)	36,138	41,488
(Incl. 500 PD)		
Mohr, Ralph (Assist.)	27,119	28,958
Montgomery, Bruce W. (Assoc. T. PD)	36,854	41,439
Myers, Frieda E. (Assoc. T.)	31,151	35,563
Williams, Thomas A. (Assoc. T.)	34,362	38,992

### Natural Sciences

Austin, John M. (Assoc. T.)	31,257	34,636
Barber, Patrick (Prof. T.)	38,193	42,952
Batts, Billy S. (Assoc. T.)	35,046	38,432
Breil, David A. (Prof. T.)	41,359	46,323
Breil, Sandra A. (Assoc. T.)	37,819	41,753

Curley, James W. (Assist. T.)	28,587	31,785
Fawcett, Louis R. (Assoc. T.)	39,950	44,824
Ferguson, Lynn M. (Assoc. T.)	29,255	33,403
Hardy, John A. III (Assist.T.)	26,547	28,347
Hayden, Robert (Assist.)	26,000	28,773
Heinemann, Richard L. (Assoc. T.)	35,551	39,706
Maxwell, Maurice H. (Assoc. T.)	32,833	36,679
Merkle, Donald A. (Assoc. T.)	32,687	37,068
Meshejian, Wayne K. (Assist. T.)	30,788	34,700
Rubley, Earl A (Assoc. T.)	32,810	36,090
Scott, Marvin W. (Prof. T.)	43,210	47,904
(Incl. 2000 S.)		
Tinnell, Wayne H. (Prof. T.)	41,470	46,202
Wells, Carolyn (Prof. T.)	48,007	52,272

### Psychology

Apperson, Jennifer M. (Assist.)	25,020	27,926
Smith, Edward D. (Assoc. T. H.)	36,861	41,919
(Incl. 1000 S)		
Stein, David B. (Assist.)	25,938	28,587
Wacker, Phyllis G. (Assoc. T.)	32,084	17,885**

### Social Work

Allen-Bledsoe, Edna V. (Assoc. T.)	30,407	34,437
(Incl. 1000 P.)		
Simpson-Johnson, Marilyn (Assoc. T.)	30,055	33,063
Stonikinis, George C. Jr., (Assoc. T.)	29,325	33,285

### Sociology & Anthropology

Armstrong, Karen V. (Assist.)	25,618	29,005
Hlad, Lawrence C. (Assist. T.)	32,595	36,455
Jordan, James W. (Prof. T.)	36,580	39,855
Perkins, Kenneth (Assist. H.)	24,167	28,365
(Incl. 1000 S.)		
Robinson, Cherylon (Assist.)	21,000	23,384

### Speech & Theatre

Evans, Moffatt (Assist)	24,596	27,964
Haga-Anderson, Nancy A. (Assoc. T.)	34,346	39,155
(Incl. 500 PD)		
Lockwood, Patton (Prof. T.)	40,504	45,120
Woodburn, Robert J. (Assist. T.)	30,277	32,330
Young, Douglas M. (Prof. T.)	34,223	37,829

### Library Science

Howe, Patricia (Assist.)	26,800	29,200
Laine, Rebecca R. (Assist.)	35,058	37,700
LeSturgeon, Martha (Assoc. T.H.)	53,054	56,500
Poole, Jean (Instr.)	23,500	24,500
Stwodah, M. Ibrahim (Assist.)	34,287	36,900

## Athletics

Bolding, Charles B. (Instr.)	28,065	29,900
Budd, Ruth L. (Instr.)	25,704	27,300
Carlton, William G., Jr. (Instr.)	25,271	26,800
Coughlin, Loretta (Instr.)	20,978	22,400
Duncan, Shirley (Instr.)	30,153	32,100
Finnie, Susan (Instr.)	24,008	25,500
Hodges, Carolyn V. (Dir., Assist.)	42,955	45,800
Luther, Calvin C. (Assoc.)	35,268	37,400
Neal, Ernest L. (Instr.)	23,974	25,100
Nelson, Steve C. (Instr.)	25,215	26,800
Posipanko, Richard J. (Instr.)	24,637	26,100

Note: \* Dr. Etheridge will be on leave the first semester working for the National Center for Disease Control.

\*\* Ms. Wacker is on sabbatical for the 1988-89 academic year and will receive half salary.

## 2. New Faculty Appointments

- a. Mr. Robert Berry, Instructor of Business, at a salary of \$33,000 for the 1988-89 academic year, effective August 15, 1988.

Mr. Berry is currently writing his dissertation for the Ph.D. in Economics from the University of Virginia. He holds the MBA with a Concentration in Finance, and the B.A. in Economics from the University of Texas. Mr. Berry is currently serving as Visiting Assistant Professor at the University of Richmond. He was an instructor at the University of Virginia from 1980-1983. He has written and published numerous papers.

- b. Dr. G. Dean Palmer, Professor of Business at a salary of \$45,000 for the 1988-89 academic year, effective August 15, 1988.

Dr. Palmer received the Ed.D. from Montana State University and the A.B. and A.M. from Colorado State University. He is currently President of Quad P. Management Inc. and a realtor. He served as Professor of Business Administration from 1972-1982 at the University of Northern Colorado. He has also taught at VPI &SU and Montana State University. Dr. Palmer is co-author of three books on marketing published by the Southwestern Publishing Co.

- c. Dr. Reginald Yancey, Associate Professor of Business, at a salary of \$38,000 for the 1988-89 academic year, effective August 15, 1988. Dr.



Yancey received the Juris Doctor from Washington and Lee University in 1978. He received the Bachelor of Science in Accounting from Virginia State University in 1974. He successfully passed the CPA and the Virginia State Bar exam. Dr. Yancey is currently self-employed as an attorney and certified public accountant. He served as an assistant professor of accounting at Piedmont Virginia Community College from September 1982 to June 1983.

### 3. Additional Adjuncts for the Spring Semester

#### **Athletics**

Mildred R. Johnson	1,000
Philip Nelson Lassiter	500

#### **Business & Economics**

Leif Aagaard	3800
Robert Bruce	2700
Jill Dickerson	2700

#### **Education**

Larry Brooks	1300
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#### **English**

Paul Jagasich	1450
Maria M. Silveira	1300
Joan Westmoreland	1300

#### **Graduate Teaching Assistants**

Dianne Marion	2000
Dawn Ownby	1000
Elizabeth Stephens	2000

#### **HPER**

Shirley Musik	1080
Tammy A. Tipton-Nay	3400

#### **Mathematics & Computer Sciences**

Ryland Crews	2600
Harlan V. Cundiff	2850
Philip Somers	2600
Catherine Varner	1300

#### **Mathematics Institute**

E. T. Noone, Jr.	1200
Cada R. Parrish	1200
Philip Somers	2600

**Reading Lab**

Carolyn DeWolfe	3600
Dawn Ownby	1000

**Sociology and Anthropology**

Arthur T. Greene, Jr.	2600
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**Visual & Performing Arts**

Mark S. Baldrige	1300
Patricia Werrell	1728
Lowell Harper	1978
David Townsend	1053
Ann O. Brown	3382
Dudley D. Sauve	1300
Nancy Sherman	1825

4. Retirements/Resignations/Leaves of Absence

a. Retirements:

Dr. Mark Weatherly, Professor of Education, effective May 1988. Dr. Weatherly has served Longwood College for seventeen years.

Dr. Shirley O'Neil, Professor of Health, Physical Education and Recreation, effective June 30, 1988. Dr. O'Neil has served Longwood College for twenty-two years.

b. Resignations:

Ms. Elaine Lemmond, Librarian and Instructor of Library Science, effective May 6, 1988.

Mr. Wallace Vale, Instructor of Health, Physical Education and Recreation, effective at the end of the 1987-88 academic year.

c. Leave of Absence:

Dr. Lawrence C. Minks, Executive Director, Longwood Business Innovation Center and Professor of Business, has requested a leave of absence without pay for the 1988-89 academic year.

5. Awarding the Rank of Professor Emeritus

It is recommended that the rank of Professor Emeritus be awarded to Dr. Shirley M. O'Neil. Dr. O'Neil has served Longwood College in the Department of Health, Physical Education and Recreation for twenty-one years, fifteen as Department Head and seven as Professor of Physical Education.

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

Action Item:

POLICY: Promotion

BYLAW: Article VII, Section 3a., The President of the College

RECOMMENDATION: On behalf of the Academic Affairs Committee, I move that the Board approve the following candidates for promotion:

1. To Professor  
Dr. Nancy Andrews  
Department of Health, Physical Education  
and Recreation  
  
Dr. Mark Weatherly  
Department of Education, Special Education  
and Social Work
2. To Associate Professor  
  
Ms. Edna Allen-Bledsoe  
Department of Health, Physical Education  
and Recreation  
  
Mrs. Frances N. Hamlett  
Department of Business and Economics  
  
Dr. Jean A. Noone  
Department of Mathematics and Computer  
Science
3. Assistant Professor  
  
Dr. Betty J. Simmons  
Department of Education, Special Education  
and Social Work

EXPLANATION: Credentials of each of the candidates have been reviewed and approved by the Departmental Promotion and Tenure, the Department Head, the Dean, the Vice-President for Academic Affairs and the President as meeting the criteria for promotion.

## SUMMARY OF VITAE FOR CANDIDATES FOR PROMOTION

Professors**Dr. Nancy A. Andrews**

Dr. Andrews received her Ed.D. in Supervision, Higher Education Physical Education from VPI & SU in 1977. She joined the Longwood faculty in 1966 as an Assistant Professor in Health, Physical Education and Recreation. Dr. Andrews is described as an outstanding teacher who is very knowledgeable in her subject matter, frequently supplementing the subject matter with outside and up to date information. She uses a variety of teaching methods with heavy emphasis on individualized instruction. Her student evaluations are excellent. Dr. Andrews has been elected and/or assigned to a number of departmental and college committees. She is currently secretary of the Organization of Teaching Faculty. Dr. Andrews has studied movement education in the United States as well as in Finland, Austria, England, Wales and Ireland.

**Dr. Mark Weatherly**

Dr. Weatherly has given seventeen years of service to Longwood College, which will terminate with his retirement at the end of this academic year. In recognition of his leadership as evidenced by the growth of the guidance and counseling graduate program and to reaffirm the confidence expressed in recommending him for promotion two years ago, his departmental promotion and tenure committee, department head and dean feel that his promotion has been earned and is an appropriate honor at this time of his retirement.

Associate Professors**Ms. Edna Allen-Bledsoe**

Ms. Edna Allen-Bledsoe received the M.S.W. (terminal degree) in Social Work from Columbia University in 1963. She joined the Longwood faculty in August of 1980. Ms. Allen-Bledsoe has made some outstanding contributions to Longwood especially in the area of minority relations. She has also served in many capacities at the state and national level.

**Ms. Frances N. Hamlett**

Ms. Hamlett received the M.S. in Business Education in 1966 from VPI & SU. She joined the Longwood faculty in September of 1965. Her teaching effectiveness is judged to be superior as evidenced by high student evaluation scores and evaluations made by the Promotion and Tenure Committee. Her professional achievements include publication, participation in professional societies, and scholarly and professional activity at the state, region and national level. She has made outstanding contributions to

departmental, faculty and college-wide activities. Each spring since 1970 Ms. Hamlett has organized and led the Future Business Leaders of America conference on campus with between 500 and 600 students in attendance.

**Dr. Jean A. Noone**

Dr. Noone received the Ed.D. from the University of Virginia in 1978 in Major Mathematics Education with a Minor in Educational Research and Audio-visual Education. She joined the Longwood faculty as an instructor in 1969. Dr. Noone is currently the department's primary authority in the area of teacher preparation and is the departmental supervisor of student teachers. Her student evaluations are positive. She is active in a number of professional organizations and has served consistently on departmental and college-wide committees.

Assistant Professors

**Ms. Betty J. Simmons.**

Ms. Simmons will receive her Ed.D. in Higher Education from the College of William and Mary in May. Ms. Simmons is rated as superior by her student evaluations. She ranks in the top 10% of all teachers that have been observed by her department head. Ms. Simmons is a dedicated teacher who always exhibits professionalism. She first joined the Longwood faculty in 1966 as an instructor. Ms. Simmons has been an excellent supervisor of student teachers and has taught modular courses in educational measurement.

## ACADEMIC AFFAIRS

Presenter: Dr. Conley

## Action Item

POLICY: Tenure

BYLAW: Article VII, Section 3 a., The President of the College

RECOMMENDATION: On behalf of the Academic Affairs Committee, I move that the Board approve the awarding of tenure to the following faculty members.

Dr. Bette L. Harris  
Department of Health, Physical Education and  
Recreation

EXPLANATION: Credentials of the candidate have been reviewed and approved by the Departmental Promotion and Tenure Committee, the Department Head, the Dean, the Vice-President for Academic Affairs and the President as meeting the criteria for the awarding of tenure. A vitae summary is attached.

## SUMMARY OF VITAE

**Dr. Bette L. Harris** was appointed to the Department of Health, Physical Education and Recreation in August of 1985 at the rank of Associate Professor. She received the Ed.D. from the University of North Carolina at Greensboro and joined the Longwood faculty as Associate Professor of Health, Physical Education and Recreation and Field Hockey Coach in 1979.

Dr. Harris has received the unanimous support from her Promotion and Tenure Committee. Her teaching has been rated outstanding by her colleagues and students. She is a a concerned, hard working faculty member. She serves on major college committees and has assumed a significant leadership role in formulating and developing a curriculum in sport pedagogy.

The performance of Dr. Harris in the conduct of her duties is exemplary and has been consistent throughout her years at Longwood.



LONGWOOD COLLEGE  
PROPOSED TUITION AND FEES, 1988-89

IN-STATE STUDENTS

	<u>1987-88</u>		<u>1988-89</u>	
	<u>Residential</u>	<u>Day</u>	<u>Residential</u>	<u>Day</u>
Tuition				
Undergraduate & Graduate	\$1,488	\$1,488	\$1,488	\$1,488
Comprehensive Fee				
Regular	1,090	890	1,050	1,050
Internship	670	670	700	700
Student Activity Fee	60	60	60	60
Room	1,466	-	1,540	-
Board				
15 Meal Plan	1,294	-	1,360	-
19 Meal Plan	1,418	-	1,488	-

Total In-State Tuition, Fees, and Charges

Undergraduate & Graduate	-	2,438	-	2,598
w/15 Meal Plan	5,398	-	5,498	-
w/19 Meal Plan	5,522	-	5,626	-

Residential Undergraduate & Graduate Increase: 1.8% (15 Meal Plan): 1.8% (19 Meal Plan)

OUT-OF-STATE STUDENTS

	<u>1987-88</u>	<u>1988-89</u>
Tuition		
Undergraduate & Graduate	\$2,976	\$3,274
Comprehensive Fee		
Regular	1,090	1,050
Internship	670	700
Student Activity Fee	60	60
Room	1,466	1,540
Board		
15 Meal Plan	1,294	1,360
19 Meal Plan	1,418	1,488

Total Out-of-State Tuition, Fees, and Charges

Undergraduate & Graduate		
w/15 Meal Plan	6,886	7,284
w/19 Meal Plan	7,010	7,412

Undergraduate and Graduate Increase: 6% (15 Meal Plan): 6% (19 Meal Plan)

## Other Fees (1987-88 and Proposed 1988-89)

	<u>1987-88</u>	<u>1988-89</u>
FEE		
Internship and Student Teaching Supervisory Form, in addition to tuition based on credit hours and other applicable fees	100	100
Virginia, Undergraduate and Graduate part-time student, per credit hour	62	62
Non-Virginia, Undergraduate and Graduate part-time student, per credit hour	124	136
Thesis Fee	372	372
Diploma Fee	20	20
Application Fee	15	20
Re-admission Fee	10	10
Deposit Fee (All Students)	100 day 150 dorm	100 day 150 dorm
Automobile Registration	12	14
Transcript Fee (each copy)	5	2
Part-time Student Comprehensive Fee, 1 - 6 credit hours, flat fee	0	20
Part-time Student Comprehensive Fee, 7 - 11 credit hours, per credit hour	35	41
Nursery School Fee (per child per year)	460	460

CONFIDENTIAL

## BUSINESS AFFAIRS COMMITTEE

April 7, 1988

Presenter: Mr. Thompson

## ACTION ITEM

POLICY: Personnel

BY-LAWS: Article V, Section 3

RECOMMENDATION: The Board is requested to approve the following administrative salaries for 1988-89.

1. Educational and General

		<u>1987-88</u> <u>Salary</u>	<u>Recommended</u> <u>1988-89</u> <u>Salary</u>
Bartos, Robert	Dean, Sch. of Ed.	53,500	55,100
Bollinger, Sandra	Registrar	36,965	40,000
Brown, Ralph	Res. Associate	31,448	33,500
Chonko, Robert	Dir., Admissions	48,530	51,700
Clark, John	Acad. Programmer	28,000	30,000
Cross, James	VP, Res./Info. Sys.	59,000	62,900
Fallis, Androniki	Dir., Placement	38,900	41,200
Hurley, Richard	VP, Bus. Affairs	59,850	64,800
Jacques, Jack	Dean, Sch. of Bus.	58,129	61,600
Johnson, Mildred	Asst. Dir., Adm.	28,025	29,700
Lust, Patricia	Dir., Cont. Ed.	42,500	45,500
Mable, Phyllis	VP, Student Affairs	65,171	68,200
McCombs, Freda	Dean, Sch., Arts & Sc.	50,000	53,400
McWee, Wayne	Assoc. VP, Acad. Affs.	50,175	54,000
O'Connor, Rory	Sys. Engr., Computing	40,000	42,200
Ragland, Marvin	Dir., Fin. Aid	29,668	31,700
Saunders, Sue	Dean of Students	41,025	43,700
Shelton, Nancy	Dir., Alumni Affairs (Act. Dir., Inst. Ad.)	32,233 42,000	34,400 44,700
Stuart, Donald	VP, Academic Affairs	65,000	69,300
Taylor, Kathe	Asst. to Pres.	32,025	34,100
Winkler, Donald	Assoc. VP, Pub. Affs.	59,090	62,900
Young, Sarah	Asst. Dean, Aca. Affs.	40,625	43,500

2. Auxiliary

Bronson, Bonny	Counselor	27,200	28,900
Brownson, Ann	Res. Ed. Coord.	17,100	18,200
Currie, Hoke	Dir., Sports Info.	28,456	30,200
Dean, Randy	Res. Ed. Coord.	17,100	18,200
Harris, Cindi	Res. Ed. Coord.	17,100	18,200
McGill, Joseph	Dir., Stu. Services	28,110	29,900

Auxiliary Continued

		<u>1987-88</u> <u>Salary</u>	<u>Recommended</u> <u>1988-89</u> <u>Salary</u>
O'Brien, Wayne	Dir., Counseling	32,600	34,800
Rettig, David	Dir., Housing	26,000	27,600
Stanley, Aaron	Res. Ed. Coord.	16,300	17,400
Striffolino, Paul	Dir., Student Union	30,800	32,400
Warner, Charlie	Greek Affairs Coord.	15,000	16,100

3. Sponsored Programs

Clay, Paula	Dir., Annual Funds	20,675	22,000
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CONFIDENTIAL

PROPOSED RESOLUTION ON  
PROPERTY ACQUISITION

GENERAL INFORMATION

Several times during the last few years, various properties south of the campus, but within the College's Master Plan, have been listed "For Sale." Recently, the College has only purchased properties in the area targeted as a proposed parking lot.

Given the College's expansion plans and the controversy surrounding the acquisition of property through means other than negotiated sales, it seems to be in the best interest of the College to acquire properties which come up for sale as they become available.

To ensure that properties being considered by the College for purchase are appropriate for the long and short term needs of the institution, it is proposed that each property be brought to the Board of Visitors on an individual basis to seek their approval to negotiate for the eventual purchase of the property.

CURRENT PROPERTY

Presently, two properties are available which are within the area targeted for expansion. One property is in the area designated for new student housing, and the other is across the street from our proposed parking lot.

PROPOSED RESOLUTION

The request is that the administration be authorized to negotiate with the property owner or his/her designee for the purpose of purchasing the property described above within the limits allowable under the regulations of the State; that auxiliary reserve funds be used as the source of funds from which payment for one property will be made; and that previously approved revenue bond funds be used to purchase the second property.

If approved, this action would permit the College to negotiate a purchase price for the property not to exceed ten percent above the highest appraised value. It is estimated that the cost to purchase both properties will be in the range of \$80,000 to \$90,000.