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Meeting Agendas and Minutes

Board of Visitors

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4-17-1989

### 1989-04-17 Minutes and Appendices

Longwood University

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Revised 4/14/89

AGENDA FOR THE REGULAR MEETING OF THE BOARD OF VISITORS  
OF  
LONGWOOD COLLEGE

April 17, 1989  
10:00 a.m.

Lankford, Red/White/Green Rooms

IN OPEN AND EXECUTIVE SESSION

I.

Call to order and review of agenda.

II.

Action to approve minutes of the previous meeting held on March 15, 1989. (Appendix # 1)

III.

Motion to go into executive session under (§2.1-344A of the Code of Virginia) to discuss personnel matters (1), student disciplinary matters (2), property acquisition (3).

\*\*\*\*\*

Open session reconvenes.

\*\*\*\*\*

IV.

Action to approve the President's recommendation concerning personnel matters. (Appendices # 2-6)

V.

Action to approve the President's recommendation on Faculty Salary Schedule. (Appendix # 7) \*

VI.

- Information Reports:
- A. Financial Report as of March 31, 1989 \*  
Vice-President Hurley
  - B. Report on Foundation Board First  
Quarter, 1989 \*  
Vice-President Markwith
  - C. Report on Telecommunications Project  
Vice-President Cross

\* materials to be handed out at Board meeting.

VII.

Action to approve the President's recommendation regarding Authority to Issue Revenue Bonds. (Appendix # 8)

VIII.

Action to approve the President's recommendation regarding the proposed rates for Tuition and Fees, 1989-90 Academic Year. (Appendix # 9) \*

IX.

Action to approve the President's recommendation on the Longwood Golf Course Rate Increases. (Appendix # 10)

X.

Action to approve the President's recommendation regarding the Halifax/South Boston Center. (Appendix # 11)

XI.

Action to approve the President's recommendation regarding Policy Statement on Acquaintance Rape to be included in the 1989-90 Student Handbook. (Appendix # 12)

XII.

Report of the President

XIII.

Report of the Rector

XIV.

Adjournment

Note: Ground Breaking and Reception for the new Library facility to immediately follow Board adjournment.

\* materials to be handed out at Board meeting.

## Executive Session

- I. Personnel Matters (Section 2.1-344 [1], Code of Virginia)
  - A. Faculty
    - Promotion and Tenure (Appendix 2, A,B) \*
    - Awarding Emeritus Status to Certain Faculty (Appendix 3) \*
    - New Faculty Appointments (Appendix 4, A) \*
    - Faculty Retirements (Appendix 5)
    - Resignation of an Administrator (Appendix 6)
  - B. Administration
    - Presidential Evaluation
  - C. Students (Section 2.1-344 [2])
    - Discussion of Student Disciplinary Matters
    - General Safety Issues
- II. Property Acquisition (Section 2.1-344 [3]) \*

\* Items requiring action at open session.

APPENDIX # 1

LONGWOOD COLLEGE BOARD OF VISITORS  
April 17, 1989  
Minutes

AGENDA ITEM I

Call to Order and Review of Agenda

The Longwood College Board of Visitors met on Monday, April 17, 1989, on the College campus. The meeting was called to order at 10:25 a.m. by the Rector, Mr. Thompson. The following members were present:

Dr. Wyndham B. Blanton, Jr.  
Ms. Martha A. Burton  
Ms. Martha W. High  
Ms. Jane C. Hudson  
Mr. D. Patrick Lacy, Jr.  
Mr. George E. Murphy, Jr.  
The Honorable Franklin M. Slayton  
Mr. W. T. Thompson, III  
Mr. Hunter R. Watson

Board members absent were:

Dr. Harold W. Conley  
Ms. Linda E. Sydnor

Staff members present were:

Dr. William F. Dorrill, President  
Dr. James S. Cross, Vice President for Research and  
Information Systems  
Mr. Richard V. Hurley, Vice President for Business and  
Legislative Affairs  
Mr. Louis M. Markwith, Vice President for Institutional  
Advancement  
Dr. Sue S. Saunders, Dean of Students (substituting for  
Ms. Phyllis Mable, Vice President for Student Affairs)  
Mr. Donald C. Stuart, III, Vice President for Academic  
Affairs  
Ms. Jean S. Wheeler, Assistant to the President  
Mr. H. Donald Winkler, Associate Vice President for Public  
Affairs and Publications

Others present:

Dr. William L. Frank, Faculty Representative to Sit with the Board of Visitors (substituting for Dr. Judy Johnson)  
Mr. E. Andrew Hudson, Student Representative to Sit with the Board of Visitors  
Ms. Page C. McGaughy, President, Alumni Association  
Mr. Richard C. Kast, Assistant Attorney General  
Dr. Donald J. Finley, Secretary of Education

AGENDA ITEM II

Approval of Minutes

On a motion made by Ms. High, and seconded by Mr. Watson, the minutes of the March 15, 1989, meeting were approved as submitted.

AGENDA ITEM III

Executive Session

On a motion made by Mr. Murphy, and seconded by Mr. Slayton, the Board went into executive session to discuss personnel matters, student disciplinary matters, and property acquisition (Section 2.1-344a (1) (2) (3) of the Code of Virginia).

Open Session

Mr. Thompson reported that the Board received information on personnel matters, student disciplinary matters, and property acquisition, but no action was taken during Executive Session.

Ms. McGaughy, current Alumni Association President who will sit with the Board, was welcomed by Mr. Thompson.

AGENDA ITEM IV

Personnel Matters

On a motion made by Mr. Lacy, and seconded by Ms. Burton, the Board approved the President's recommendation to accept the candidates being considered for promotion and tenure, Professor Emeritus, and one for new appointment (See Appendices 2-6).

Mr. Thompson, on behalf of the Board of Visitors and Longwood, expressed gratitude to John Carr for his years of service to Longwood and thanked him for his support in working with the Foundation Board.

AGENDA ITEM V

Salaries

The Board reviewed the proposed 1989-90 faculty salary schedule which was established according to the Governor's Consolidated Salary Authorization for Faculty Positions.

On a motion made by Ms. Burton, and seconded by Ms. High, the Board approved the President's recommended salary schedule as presented (See Appendix 7).

AGENDA ITEM VI

Information Reports

Mr. Hurley presented the Financial Report for Longwood as of March 31, 1989 (See Handout A); Mr. Markwith provided the Foundation Board Report for the same period (See Handout B); Dr. Cross gave an update on the telephone system and communication switch project indicating that Centel was progressing according to schedule.

Mr. Thompson called on a report from the Finance Committee from Chair, Mr. Slayton. Mr. Slayton reported that the committee met earlier that day and received information on the Third Quarter Report, Capital Outlay Appropriations, Tuition and Fee Proposals, and Revenue Bond Resolutions. The Committee accepted the information as presented.

Mr. Slayton also reported that the College would be allowed to carry over into 1989-90, two percent of its appropriation, as a benefit of having met the Management Standards in Virginia for 1988-89.

Mr. Thompson also called on a report from Dr. Blanton, Chair of the Community Advisory Committee. Dr. Blanton reported on a meeting held March 23, 1989, in the Town Council Chamber, at the request of the town manager. The session was spent looking at the relationship between the town of Farmville and Longwood.

AGENDA ITEM VII

Revenue Bonds

Resolutions were introduced to the Board proposing that Longwood be given the authority to incur debt from the sale of revenue bonds (See Appendix 8). The proposed resolutions were amended on page three of attachments A, B, and C of Appendix 8 to read "the effective true interest cost on such Bonds does not exceed 9% per annum..." On a motion made by Mr. Slayton, and seconded by Ms. Burton, the proposed resolutions were approved as amended.

AGENDA ITEM VIII

Tuition and Fees

The schedule of proposed tuition and fees was introduced for the 1989-90 academic year (See Appendix 9). Following some discussion on the proposed new parking fee for faculty/staff, a motion was made by Ms. High to approve the President's recommendation on tuition and fees as presented; the motion was seconded by Ms. Burton.

AGENDA ITEM IX

Golf Course Rates

On a motion made by Mr. Lacy, and seconded by Ms. Burton, the Board approved the President's recommendation to increase the golf course rates (See Appendix 10).

AGENDA ITEM X

Halifax/South Boston CEC

The draft of the proposed Halifax County/South Boston Continuing Education Center of Longwood College was presented (See Appendix 11). Following discussion, page 9, paragraph 3, of the document was amended to include representatives from Southside Virginia Community College and Danville Community College as members of the Advisory Board; Appendix IV of the document was amended so that column 4 was identified as "Center Funding (General Assembly);" it was further agreed that acceptance of this proposal be contingent upon approval by the Halifax County Board of Supervisors and the South Boston City Council.

On a motion made by Mr. Slayton, and seconded by Mr. Watson, the Board approved the President's recommendation, as amended, to make the Halifax County/South Boston Continuing Education Center of Longwood College an off-campus educational center.

AGENDA ITEM XI

Student Handbook Policy Statement

A proposed policy statement on Acquaintance Rape was recommended for approval (See Appendix 12). This statement will be included in relevant College publications.

On a motion made by Mr. Lacy, and seconded by Mr. Slayton, the Board approved the following statement for inclusion in the policy to clarify the jurisdiction of the College over offenses by students: "Criminal activity by a student, whether it takes place on- or off-campus, may be cause for disciplinary action by the College." (The Student Handbook code of conduct presently refers to on-campus activities only.)



The motion was then made by Mr. Lacy to approve the President's recommendation on the proposed Policy Statement on Acquaintance Rape as amended; it was seconded by Ms. High.

#### AGENDA ITEM XII

##### Property Acquisition

Mr. Thompson introduced one additional item which was discussed in executive session. This relates to property acquisition for the site of the new residence hall.

The College has been negotiating with the property owner, L. E. (Andy) Andrews, Jr., for many months, but they have not been able to reach agreement on a sale price. On a motion made by Ms. Burton, and seconded by Mr. Murphy, the Board authorized the College to begin immediately the process of eminent domain to acquire the lots in question which are owned by Mr. Andrews.

#### AGENDA ITEM XIII

##### President's Report

An abbreviated report was presented by Dr. Dorrill with respect to the ground breaking ceremony for the new library.

Dr. Dorrill welcomed Secretary Finley upon his arrival at the Board meeting. Dr. Finley remained for the conclusion of the meeting and then participated in the library ground breaking ceremony.

A report was given on the attendance at the Founder's Day weekend at Longwood. There were just under 700 alumni, guests, and friends of the College present throughout the events of the weekend.

#### AGENDA ITEM XIV

##### Rector's Report

Mr. Thompson, Rector of the Board, commended the College and the students on their fundraising activities over the last year.


The Board reviewed President Dorrill's performance as required by the State for the Governor's approval; he received a very favorable review. Mr. Thompson, on behalf of the Board, expressed his appreciation to Dr. Dorrill for his work with the Board and the College.

A nominating committee was appointed by Mr. Thompson, as Rector of the Board, to prepare a slate of Board officers for 1989-90. Mr. Watson was appointed chair; other members are Ms. High and Mr. Murphy.

The Executive Committee of the Board was scheduled to meet on May 5, 1989; Mr. Thompson invited all Board members to attend the May meeting, and he welcomed them to stay over for Commencement on May 6. The next meeting of the full Board was set for Friday, July 7, 1989, with this date being considered as a possibility for the Retreat by the Board.

Dr. Dorrill's Inauguration date was announced for Saturday, September 9, 1989.

At 3:40 p.m., the meeting was adjourned.

  
Secretary

APPENDIX # 1

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The Board reviewed President Dorrill's performance as required by the State for the Governor's approval; he received a very favorable review. Mr. Thompson, on behalf of the Board, expressed his appreciation to Dr. Dorrill for his work with the Board and the College.

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At 3:40 p.m., the meeting was adjourned.

  
Secretary



APPENDIX # 1

LONGWOOD COLLEGE BOARD OF VISITORS

Minutes of Meeting  
March 15, 1989

The Longwood College Board of Visitors met on Wednesday, March 15, 1989, on the College campus. The meeting was called to order at 10:20 a.m. The following members were present:

Dr. Wyndham B. Blanton, Jr.  
Ms. Martha A. Burton  
Dr. Harold W. Conley  
Ms. Martha W. High  
Ms. Jane C. Hudson (joined the meeting late)  
Mr. D. Patrick Lacy, Jr.  
The Honorable Franklin M. Slayton  
Ms. Linda Sydnor  
Mr. W. T. Thompson, III  
Mr. Hunter R. Watson

Board member absent was:

Mr. George E. Murphy, Jr.

Staff members present were:

Dr. William F. Dorrill, 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  
Mr. Lou Markwith, Vice President for Institutional  
Advancement Designate  
Mrs. Nancy B. Shelton, Interim Vice President for  
Institutional Advancement  
Dr. Donald C. Stuart, III, Vice President for Academic  
Affairs  
Ms. Kathe Taylor, Executive Assistant to the President  
Ms. Jean Wheeler, Administrative Assistant to the  
President  
Mr. H. Donald Winkler, Associate Vice President and  
Executive Director of Public Affairs and  
Publications

Others present:

Dr. Judy Johnson, Faculty Representative to Sit with  
the Board of Visitors  
Mr. Drew Hudson, Student Representative to Sit with the  
Board of Visitors  
Mr. Tabor Cronk, Assistant Attorney General

AGENDA ITEM I

Call to order and Review of Agenda

The Rector, Mr. Thompson, presided. He welcomed Mrs. Jean Wheeler as the new Assistant to the President and liaison to the Board. He also welcomed Mr. Cronk from the State.

AGENDA ITEM II

Approval of Minutes

The members of the Board, on motion made by Dr. Blanton, and seconded by Mr. Watson, approved the minutes of the January 20, 1989, meeting as distributed.

AGENDA ITEM III

Executive Session

Motion was made by Dr. Blanton, and seconded by Mr. Watson, that the members of the Board go into executive session to discuss personnel actions and property acquisition (Section 2.1-344(a)(1)(3)(7)(8) of the Code of Virginia).

Open Session

On motion made by Dr. Blanton, and seconded by Mr. Watson, the Board returned to open session. Mr. Thompson stated that the Board discussed acquisition of property, items of gifts and personnel actions. No actions were taken.

Mr. Thompson welcomed Dr. Johnson, Mr. Hudson, Mr. Markwith, and he welcomed back Ms. Mable.

AGENDA ITEM IV

1990-92 Capital Outlay

Mr. Hurley outlined the College's proposed priorities for the 1990-92 biennium.

Maintenance Reserve

Mr. Hurley indicated that the state guidelines called for a maintenance reserve to be the number one priority. Mr. Thompson asked if the College could complete on time all the projects outlined, if funded. Mr. Hurley responded that if funded, we would find a way. Mr. Hurley also mentioned that the new guidelines require that all projects on the list begin during the first year of the biennium for which they were requested.

## Equipment

Mr. Hurley pointed out that this is the number two priority because equipment will be needed for the new library. Funding for such equipment must be requested separately from the structure.

## Lancaster Renovation

The Lancaster Library building should be vacant early in the winter of 1990-91. The current plan calls for renovation of this facility to include housing the majority of the administrative offices on campus.

Dr. Dorrill explained that the plan had been to use the Lancaster Library building for a fine arts center; it is now felt that the amount of space available is far in excess of the College's needs, given the value of the collection (less than \$500,000) and the number of potential users. He said that freeing up the existing office space in Ruffner will allow for that area to be returned to residence hall space. Dr. Dorrill pointed out that we had 2,650 students in the fall of 1988 in spaces designed for 2,180 (students were living 3 to a room designed for 2). He said that the upcoming residence hall will take care of only the existing overflow present in 1988. Dr. Dorrill said that we would rather go back to the State for renovation money to convert the Ruffner area into residence halls than have to go back and ask for a second new residence hall.

Mr. Slayton asked how many students could be housed by the conversion of Ruffner Hall. Dr. Dorrill stated that this would add about 250 additional beds. Mr. Slayton said that he felt it was important to show that this renovation of Ruffner would not only give us the additional bed space but also return the facility to its original use.

## Wynne Improvement & New Construction

Mr. Hurley reported that the Wynne renovation included the inside of the building as well as the addition of a new wing to house a proposed new center for the diagnosis and therapy of developmental disabilities in Special Education.

Dr. Dorrill mentioned that the State had expressed an interest in developing such a program. He asked Dr. Vera Williams, Interim Dean of the School of Education and Human Services, to work with her colleagues in refining the concept and developing a preliminary proposal.

Dr. Williams then made a brief presentation on the overall design of the program. Dr. Williams said the program would include a diagnostic work-up, individual testing by a team, and the provision of treatment. The staff would provide counseling for the parents and such client services as speech pathology and vocational help. Dr. Dorrill stated that we are still in the

conceptualization stage. He said that Longwood is working closely with the Superintendent of Public Instruction and SCHEV.

Mr. Lacy indicated that he had a keen interest in this project and foresees that it will provide needed resources for the community, assist the economy in the area, and allow Longwood to develop expertise in the field of special education. He feels that there is a statewide need for such a service and that Longwood's interest will be welcomed.

Mr. Thompson and Mr. Slayton also expressed support and made various suggestions to move the project forward.

Dr. Williams added that this program will be a backup service for schools which already have a diagnostic program in place; our program will provide ongoing therapy. The staff will be provided through a cooperative effort of the departments or programs in Psychology, Speech Pathology, Special Education, Therapeutic Recreation, Social Work and Education.

#### Handicapped Access Improvement

Mr. Hurley reported that this proposal will allow us to add three handicapped access areas: Coyner and Hiner adjoined by a tower and the Student Union (Lankford) access on the first floor.

#### Fine Arts Center

Mr. Hurley stated that we already have \$905,000 appropriated by the General Assembly for construction when we are ready. Dr. Dorrill points out that this Center was originally planned to be located in Bedford, and because of the alternative use scheduled for Lancaster, it now made sense to return to the original concept.

On motion made by Dr. Blanton and seconded by Ms. Burton, the Board members approved the Capital Outlay Projects for the 1990-92 Biennium as presented.

#### AGENDA ITEM V

#### Telephone System and Communication Switch Project

Dr. Cross stated that the new system should have the capability of supplying the College's needs for the next 75 years. He reported that the piping/conduit is already on scene and the cut-over to the new system is scheduled for the weekend of August 11, 1989. However, students will not have long distance service available on the new system until fall 1990, but they will have local service. Dr. Cross lists the new telephone number for the College as 395-2000. Dr. Blanton asked if the new system had the capabilities of handling College properties away from the immediate campus (Longwood House, Alumni House, etc.); Dr. Cross responded that it does.

## AGENDA ITEM VI

### Halifax/South Boston Continuing Education Center of Longwood

Mr. Slayton reported that the original center was developed through the cooperative efforts of state and local agencies involved in economic development. He recommended that Longwood serve as the umbrella agency to take the program under our wing. He said he made this recommendation based on Dr. Dorrill's strong remarks at Convocation about serving all of southside Virginia.

Dr. Patricia Lust, Dean of Continuing Studies, stated that Longwood plans to offer graduate education classes and a BS/BA degree, with concentration in management, for undergraduates. She pointed out that this will not threaten other colleges already providing courses in the Halifax/South Boston area. Mr. Jerry Hughes, Executive Director of the Longwood Small Business Development Center, stated that Longwood will also provide a small business offering there in the way of non-credit courses.

Mr. Thompson thanked Mr. Slayton for his initial and continued efforts on this project, and he thanked the College for fostering the environment that is suitable for the umbrella project.

## AGENDA ITEM VII

### By-Laws Committee

As Chair of this committee, Mr. Lacy reported that in reviewing the old by-laws, he concluded that the by-laws were ground rules for the Board, not policies. Mr. Lacy pointed out that some items were missing such as capital outlay. He also stated that the old by-laws were too wordy (e.g. 4 paragraphs have been reduced to 3 sentences). Mr. Lacy asked Dr. Dorrill to review the section on the President's duties and maybe generalize more, rather than being so specific. Mr. Lacy did point out one significant change that is being proposed in the new by-laws. Formerly, the officers' term ended in May. Under the new proposal the term will expire in July. Mr. Lacy said that he felt the Board should not be asked to judge academic decisions.

Mr. Thompson thanked Mr. Lacy for his work and asked him to bring the revisions back for action at a later meeting.

## AGENDA ITEM VIII

### New Residence Hall Site

Dr. Dorrill recommended that the new residence hall site be located in the block bounded by Griffin, Vine, Race and Redford streets. He said that this site, as well as alternative sites, had been reviewed and discussed with the Community Advisory Committee. Dr. Blanton, as Chair of the Committee, reported on its most recent meeting. (See Attachment A to these minutes.) Mr. Thompson said that he shares the beliefs

and views of the community and agrees with the report of the committee. He thanked Dr. Blanton for his work.

On motion made by Dr. Blanton, and seconded by Ms. Sydnor, the Board members approved the President's recommendation as presented.

Dr. Dorrill states that individual letters are being delivered to all occupants of the residences and owners of the properties. He further states that Longwood will make every effort in any possible way to ease the discomfort of relocation.

#### AGENDA ITEM IX

##### The Strategic Plan

Mr. Thompson stated that the draft of the strategic plan as presented to the Board outlines Longwood's goals and objectives for the next 2-5 years. He also noted that Dr. Dorrill, in his Convocation address in September, emphasized a binding of the College and community. Mr. Thompson said that it is with this plan that Dr. Dorrill's vision can be realized.

Mr. Lacy asked if the Community Advisory Committee had been consulted on this draft, particularly on projected enrollments up to 3,500. Dr. Dorrill said the committee had been consulted. Dr. Johnson commented that the faculty is pleased with the strategic plan. She felt that the plan included the faculty's input.

Mr. Thompson pointed out that on page 5, section B, the Board is not addressed; he proposed that a section be considered on this. Dr. Blanton said that he feels that such matters are beyond the Board and recommended approval without the addition. Mr. Thompson stated that the Board should have goals and they should be published, but perhaps in another document.

The members of the Board, on motion made by Ms. High, and seconded by Mr. Watson, approved the President's recommendation regarding the strategic plan. All voted in favor.

#### AGENDA ITEM X

##### Admissions Selection Guidelines

Dr. Dorrill stated that this action by Longwood is the outgrowth of a State Council mandate for colleges to provide an approved admissions policy. We are submitting, without change, the guidelines which were in effect during last year. We were pleased with these guidelines and they are working.

Dr. Conley raised a question about the wording in Item III -- "rank up to the 70th percentile." It was agreed that the wording should be altered to indicate that rank above the 70th percentile is considered acceptable but that a student ranking below the

70th percentile will be considered.

On a motion made by Dr. Blanton, and seconded by Ms. Sydnor, the Board members approved as amended the President's recommendation for Admissions Selection Guidelines.

Ms. Burton asked for a report on the fall admissions to date. Ms. Mildred Johnson, Associate Director of Admissions, responded that Longwood is a little above other schools in the State. We have received over 3,200 applications and we are expecting about 4,000. She added that the admissions standards are being maintained. Ms. Burton asked what the applications were looking like from the northern Virginia area. Ms. Johnson responded that about one-third, and maybe more, were from that area.

#### AGENDA ITEM XI

##### Art, Music, and Speech and Theatre Departments

Dr. Dorrill reported that at the request of the faculty in these departments, a self-study was conducted. It was the recommendation of this faculty that there be a return to individual departments. Dr. Stuart indicated that he approved of the return to individual departments. On motion made by Ms. Sydnor, and seconded by Mr. Slayton, the Board members approved the President's recommendation to reorganize the current programs of Art, Music, and Speech and Theatre as individual departments.

#### AGENDA ITEM XII

##### Faculty and T&R Administrators Salary Increase Distribution Guidelines

This recommendation, Dr. Dorrill states, represents a coming together of the faculty and administration. Following full discussion at OTF, a consensus was reached, with little or no opposition, to move to a total performance-based system. Dr. Dorrill pointed out that this recommendation is consistent with the Board's desire to move in this direction, and it also accords with Longwood's strategic plan to develop a rewards system based upon sound criteria and procedures.

Mr. Slayton asked if the "Exceptional Merit" is a one time payment. Dr. Dorrill indicated that "Special Bonuses" are one time payments, but that exceptional merit awards would be added to the base salary and could range from \$100 to \$1000. Dr. Johnson stated that the faculty was willing to try this plan with the understanding that it could be revised next year after review, particularly of Items C-2, 3. Dr. Dorrill said that he does not believe in across-the-board raises; raises should only be for performance. The actual distribution will be reported each fall to the faculty and to the Board.

Mr. Thompson commended Dr. Dorrill and the faculty on the plan. On motion by Dr. Blanton, and seconded by Mr. Watson, the Board

members approved the President's recommendation regarding the fiscal year 1989-90 salary distribution guidelines.

#### AGENDA ITEM XIII

##### Report of the President

Dr. Dorrill reported on the following items:

Legislative actions for the year were favorable for Longwood:

- Faculty and T&R Administrative salaries were increased from 4.6% to 5.9%.
- Classified employees raises were increased from 2.5% to 3.25%.
- \$210,000 was funded to air-condition Lancer Hall.
- \$100,000 was funded to correct the humidity control problems in Stevens.
- Grainger renovation is number 26 out of 83 on a list of capital outlay projects to be funded from lottery revenues.
- The tuition and fee split is now 71.3% from the State and Longwood 28.7%, compared to the former 70%/30% split.

The new library bid was awarded to Avis Construction of Roanoke and ground breaking will kick off the construction on April 17. Expected completion date is around the end of the year, 1990.

The Longwood Small Business Development Center is one of only two such centers to receive funding in a statewide competition conducted by the Department of Economic Development.

Committee on Structure and Governance - A draft of Phase I on the College's academic organization has been completed. Work on Phase two will proceed over the next five weeks, taking a look at the faculty role in governance.

Intercollegiate Athletics Review Committee - A consultant was engaged to do a feasibility study on the costs of alternative athletic programs at Longwood and will report to the Committee within a few weeks. Dr. Dorrill also requested that this study include a review of the purposes of the athletic program at Longwood; a comparison of the philosophy in each NCAA Division as it relates to the values of Longwood; the practicality of selecting a particular Division; the role of the Intercollegiate Athletic Council; and the reporting line of the Athletic Director.

Benchmark Committee - A faculty committee is reviewing and evaluating the procedures by which our list of "Benchmark Institutions" is derived by SCHEV. We feel that Longwood has been disadvantaged in the current list.

Search Committees - Applications have been received for the positions of Dean of the School of Business and Economics and Dean of the School of Education and Human Services. Review of these applications began February 15.

Sesquicentennial Committee - There were three Symposium lectures in the Series this year, with the final one scheduled this



evening with Edwin Newman. These have been well received on campus. Our Sesquicentennial was featured in the national newsletter published by the American Association of State Colleges and Universities.

Advisory Committee on Rape - This committee, appointed last fall, has sponsored a teleconference on our campus. Research has been conducted and the findings will soon be published locally. A draft policy statement on acquaintance rape will be presented to the Board for consideration in April.

Several items pertaining to our students may be of interest:  
Eighty-nine Longwood students attended the annual Leadership Conference at Virginia Beach.  
Ten of our students are participating in the "Spanish in the Andes" program in Venezuela.  
10.7% of our students made the Dean's List for the fall semester.  
Through various organizations on campus we celebrated Black History Month and Women's History Month.  
Damage costs in the common areas in the residence halls are down by 43%.  
Freshman attrition rate is down from 14% in 1987 to 6.5% in 1988.

Two Title II grants have been awarded to members of the Longwood faculty:

Dr. Jean Noone, Department of Mathematics and Computer Science (\$41,767).

Dr. Robert Hayden, Department of Natural Sciences and Southside Mathematics and Science Center (\$25,724).

The Ambassadors have raised \$113,229.50 in a six-week Alumni Telethon.

Upcoming events of interest include:

- The production of 42 Street on April 15.
- Publication and sale of Longwood: A History, to be available for purchase on Founders Day.
- Longwood's hosting of a Student Development Conference in June.

Secretary Finley will join us at our April Board meeting.

AGENDA ITEM XIV

Report of the Rector

Mr. Thompson thanked Mrs. Shelton for her work in Institutional Advancement during the last year. Once again, he welcomed Lou Markwith.

In reading the Rotunda, Mr. Thompson says that he is pleased to learn about the Senior Class gift. He said he wanted to recognize and applaud the Senior Class for their achievements in their four years at Longwood.

The next meeting of the Board is set for April 17 to begin at 10:00 a.m.

Executive Committee is scheduled to meet on May 5, with Commencement on May 6.

Adjournment

On motion made by Dr. Blanton, and seconded by Mr. Watson, the meeting was adjourned at 3:40 p.m.

A handwritten signature in black ink, appearing to read "Hunter R. Watson", written over a horizontal line.

Hunter R. Watson, Secretary

APPENDIX # 1 - Attachment A

Community Advisory Committee Report

Dr. Blanton reported that in the February 14 meeting of the Longwood/Community Advisory Committee, all members were present except Mrs. Wright. The committee accepted the resignation of Mrs. Wright due to her move to Puerto Rico.

There was discussion of an assertion in the press that Longwood had already made a residence hall site selection. Dr. Dorrill advised the group that this was not so and that, indeed, he would seek a decision from the Board at the March 15 meeting. It was the expressed feeling that regardless of which site was the final selection, extreme care should be given to maintain good community relations. It was further urged that good communication and assistance be provided to the owners and residents currently living on this property, many of whom are senior citizens. Dr. Blanton stated that this was not always felt to have been the case in similar situations in the past.

Dr. Blanton reported that Longwood's strategic plan was the basic topic of discussion at that meeting, with the following items stressed:

1. Improved oral and written communication skills as a basis for all education.
2. The lack of specific mention of the Virginia segregation plan in the document.
3. Use of the community surrounding the College as a tool to improve student life, such as the promotion of volunteerism.
4. Better facilitation of community relations through the College's recreational and other facilities, including the library.
5. That the proposed fine arts center devote some attention to the arts and history of the peoples of the Southside region.

## Appendix 2

### APPROVAL OF PROMOTION AND TENURE RECOMMENDATIONS

**Background** To be eligible for promotion and tenure faculty members must meet criteria published in the Faculty Handbook. Specific criteria for promotion in each rank are as follows:

Assistant Professor, two years of full-time teaching experience prior to consideration for promotion;

Associate Professor, ..... evidence of professional achievement which is recognized within and beyond the state and region, and potential for further professional growth and have completed at least seven years of full-time college teaching prior to consideration for promotion.

Professor,..[evidence of]... creative work, professional publication or achievement, or quality research judged significant by peers both within and beyond the state and region and shall have a minimum of twelve years of full-time college teaching including at least five years at the rank of associate professor.

In order to be eligible for tenure, a faculty member must successfully complete a probationary period of six years of full-time teaching. Exceptions are possible for faculty hired with prior college level teaching experience.

#### **ACTION REQUESTED**

The Board of Visitors is requested to approve the President's recommendations to promote and/or award tenure to the candidates as submitted on Attachments A and B.

CANDIDATES FOR PROMOTION

**Assistant Professor**

Ms. Amie Oliver Ms. Oliver joined the Longwood faculty in August 1986 as an Instructor in Graphic Arts. She received the B.A. from Mississippi State University in May 1982 and the M.F.A. from Bowling Green State University in May 1984. Prior to joining the Longwood faculty she was a graphic artist and technician for Kinko's Duplicating Services (Jan. 1986 -July 1986). Ms. Oliver was a Curator and Sales Consultant for Casell Art Galleries from July 1984 to June 1985; and served as a graduate teaching assistant at Bowling Green State University from August 1982 to May 1984.

**Associate Professor**

Dr. Karen Armstrong Dr. Armstrong joined the Longwood faculty as an Assistant Professor of Anthropology in January 1986. She received the Ph.D. in Anthropology from the University of Pittsburgh in 1975 and the B.A. in English Literature and German in 1968 from the University of Pittsburgh. Dr. Armstrong was a Visiting Fulbright Professor at Tampere University, Tampere, Finland (Sept. 1987-June 1988); an adjunct professor at Cecil Community College, North East, MD from September 1984-December 1985. She has also taught on the college level at State University of New York, L'Institut d'Anglasis, University of Paris VII, and University of Pittsburgh. She has published a number of papers and been a guest lecturer at professional meetings.

Dr. Craig Challender Dr. Challender joined the Longwood faculty as an Assistant Professor of English in 1983. He received the Ph.D. in American and British Literature from the University of Oklahoma (1979), the M.A. from Wichita State University (1971) and the B.A. from Bethel College (1968). He was an assistant professor of English at Dakota Wesleyan University from 1978-1983. Dr. Challender has published a number of books and poems.

Dr. John Reynolds Dr. Reynolds joined the Longwood faculty as an assistant professor in August 1987. He received the Ph.D. in 1970 from the University of Virginia and the M.A. in 1967 from Tufts-in-Tubingen and the B.A. in 1964 from Tufts University. His higher education experience includes serving as a Lecturer at the University of Virginia from 1985-1987; assistant professor at Colby College from 1978-1985; and an assistant professor at the University of Virginia from 1971-77. Among the many awards received by Dr. Reynolds was a Fulbright Fellowship to Germany in 1970-71 and an Andrew Mellon Grant in 1980. He has published books and been active in college and community service.

## PROFESSOR

Dr. Edward Smith Dr. Smith joined the Longwood faculty in 1980 as an Assistant Professor. He received the Ph.D. from Kent State University in 1972; the M.A. from the University of Hawaii in 1967; and the B.A. from Heidelberg College in 1965. His experience in higher education includes serving as an instructor at Frederick Community College (1968-69) and as an instructor at Frederick College (1967-68). He served as a Research Consultant for Portsmouth City Schools, the State Department of Education and the Halifax County Schools. He received a license as a Behavioral Technologist from the Virginia Board of Psychology in 1987. Dr. Smith has published articles, conducted research and been active in college and community activities.

Dr. Robert Webber Dr. Webber joined the Longwood faculty in 1972 as an Assistant Professor of Mathematics. He received the Ph.D. from the University of Tennessee in 1972; the M.S. from Stephen F. Austin University in 1967; and the B.A. from the University of Richmond in 1966. His experience in higher education includes serving as a Lecturer at Hampden-Sydney College from 1976 to present; a teaching assistant at the University of Tennessee from 1967-72; and a teaching assistant at Stephen F. Austin University from 1966-67. Dr. Webber has published articles and books, is currently conducting research in computer science and has been active in college and community activities.

Dr. Nancy J. Vick Dr. Vick joined the Longwood faculty in 1972 as an assistant professor. She received the Ed.D. from Indiana University in 1977; the M.Ed. from the College of William and Mary in 1967 and the B.S. from East Carolina University in 1957. She served as an instructor for the University of Virginia, Extension-Boydton & Rustburg in 1971 and 1972 and was director of the media center for Charlotte County from 1970-72. Dr. Vick worked in the public schools from 1952-1970. She has published articles and participated in professional conferences. Dr. Vick participates in college and community activities.

CANDIDATES FOR TENURE

Dr. Craig Challender Dr. Challender is also a candidate for promotion and his credentials are listed with candidates for promotion.

Dr. Robert Hayden Dr. Hayden joined the Longwood faculty in 1987 as an Assistant Professor of Geography. He received the Ph.D. from the University of Georgia, Athens, in 1979. He served as an assistant professor of geography at George Mason University from 1980-1987. Dr. Hayden was an assistant professor at the University of Georgia from 1978-1980.

Dr. David Stein Dr. Stein joined the Longwood faculty in 1985 as an assistant professor. He had previously served Longwood as an instructor and assistant professor from 1976-1978. He received the Ph.D. from Virginia Commonwealth University in 1978. He also served as a Clinical Assistant Professor at the University of Tennessee Center for the Health Sciences from 1980-1985. He is a licensed clinical psychologist in Virginia.

## Appendix 3

### Award of Emeritus Status to Professor John E. Carr, III

#### **Background**

The honorary rank of Professor Emeritus may be awarded to retiring faculty members who have given twenty years of service to Longwood College, have attained the rank of Associate Professor and have provided a quality of performance to merit the distinction of the emeritus rank.

#### **Action Requested**

The Board of Visitors is requested to approve the President's recommendation that the rank of Professor Emeritus be awarded to Professor John E. Carr III upon his retirement from Longwood on June 30, 1989. Professor Carr has served Longwood since 1966 and has been recommended for this honor by his colleagues, dean and the Vice President for Academic Affairs.



## Appendix 4

### Approval of New Faculty Appointments

#### **Background**

The Board of Visitors is required by the Governor's Consolidated Salary Authorization for Faculty Positions to approve new appointments to the faculty.

**Action Requested** The Board of Visitors is requested to approve the President's recommendations for new appointments to the faculty as listed on Attachment A.

APPENDIX #4 - Attachment A

NEW FACULTY APPOINTMENT

Dr. Francis X. Moore, III, as an Assistant Professor of Modern Languages effective August 15, 1989. This is a tenure track position. Dr. Moore received the Ph.D. in 1985 from Pennsylvania State University, the M.A. in 1978 from Hofstra University, and the B.A. in 1976 from the University of Vermont. Dr. Moore has specialized in French Literature and Language. He is currently an instructor of French at the Landon School, Bethesda, MD as well as an instructor of French at The Graduate School, The United States Department of Agriculture, Washington, D.C. He taught French at the Lozanov Learning Center in Silver Spring, MD using the suggestopedic method in 1987. Prior to that he was an instructor of French at Pennsylvania State University from 1984-1985. He has published articles in his field and presented papers at professional conferences.

## APPENDIX #5

### Faculty Retirements

#### **Background**

Professor John E. Carr III, a faculty member in the Department of Business and Economics, will retire from Longwood College on June 1, 1989. Col. Carr has served Longwood College since December 1966.

Dr. Ray B. Sizemore, Associate Professor of Education, will retire from Longwood College on June 1, 1989. Dr. Sizemore has served Longwood College since August 1973.

#### **Current Status**

The above positions have been advertised and recruitment is underway.

APPENDIX # 6

Academic Affairs Personnel Update

**Background**

The Office of the Vice President for Academic Affairs is currently staffed by two professionals: the vice president and an associate vice president.

**Current Status**

The Associate Vice President, Dr. Wayne McWee, has submitted his resignation stating a desire to return to teaching effective June 30, 1989. The position will be filled on an interim basis, one-year appointment, from the membership of our current faculty.

Appendix # 7

APPROVAL OF AUTHORIZED FACULTY SALARY SCHEDULE

**Background**

The Board of Visitors is required by the Governor's Consolidated Salary Authorization for Faculty Positions to establish and administer the compensation plan for each year of the biennium. A component of the plan submitted to Governor requires the establishment of salary ranges for each rank.

**Action Requested**

The Board of Visitors is requested to approve the President's recommended salary schedule as submitted on Attachment A.

Attachment A

Authorized Salary Ranges for 1989-1990

	Low	High
Professor	\$34,223	\$107,000
Associate Professor	28,487	77,700
Assistant Professor	22,466	50,380
Instructor	20,678	41,250
Lecturer		80,000

cc: Army  
Ben  
Dave  
Branda  
Jessie  
Jane  
Tom



Case #  
4/11/89

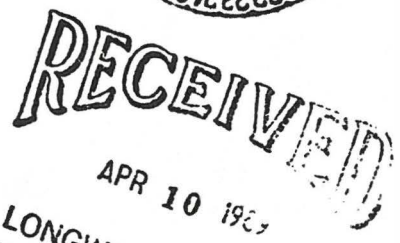


# COMMONWEALTH of VIRGINIA

Office of the Governor  
Richmond 23219

Donald J. Finley  
Secretary of Education

April 5, 1989



LONGWOOD COLLEGE  
OFFICE OF THE PRESIDENT

Dr. William F. Dorrill  
President  
Longwood College  
Farmville, Virginia 23901

Dear Bill:

I am pleased to inform you that Longwood College has met the Management Standards for the institutions of higher education in Virginia for 1988-89. The Management Standards have been reviewed and approved by Governor Baliles.

The Appropriation Act and State Policies reward institutions meeting the Standards by allowing the following benefits:

- To reappropriate unexpended Educational and General balances up to a maximum of 2 percent of the total appropriation from all funds for Educational and General programs. The funds may be utilized to reduce tuition or expended for non-recurring items by the end of fiscal year 1990.
- To retain 100 percent of the proceeds during 1989-90 from the sale of surplus property (excluding land) which was purchased from Educational and General funds.
- To exceed maximum employment levels as established in the Appropriation Act provided that the 12-month average of 1989-90 does not exceed the MEL.

The Management Standards which Longwood College met for 1988-89 were:

- an unqualified opinion from the Auditor of Public Accounts upon the audit of the annual financial statements;
- no major audit deficiencies as attested to by the Auditor of Public Accounts;
- compliance with financial reporting standards endorsed by the State Comptroller;

Capital Outlay Projects  
 Project Budgets 1988-89  
 March 31, 1989

	TOTAL PROJECT BUDGET	EXPENDITURES TO DATE	PROJECT BUDGET BALANCE
PROJECTS FUNDED FROM BOND SALES			
Telecommunications	1,500,000	4,815	1,495,185
Air Conditioning Repairs - Dorms	130,000	124,999	5,001
Parapet Wall Repairs - Dorms	410,000	41,385	368,615
Bathroom Repairs - Dorms	438,400	360,659	77,741
Parking Lot Construction	1,100,000	553,238	546,762
New Student Housing Construction	5,000,000	143	4,999,857
	<u>8,578,400</u>	<u>1,085,239</u>	<u>7,493,161</u>

PROJECTS FUNDED FROM GENERAL FUNDS

Jarman Renovation	374,361	251,825	122,536
Handicapped Access 86-87	17,250	17,250	0
Fuel Handling Improvements	401,850	59,319	302,531
Asbestos Corrections	153,399	152,191	1,208
Wood Burning Conversion	241,966	241,966	0
Maintenance Reserve - E&G	779,091	164,427	614,664
Library Planning	300,000	282,034	17,966
Handicapped Access 87-88	95,069	27,745	67,324
Granger Renovation	367,320	33,886	333,434
New Library Construction	6,027,542	2,183	6,025,359
	<u>8,757,848</u>	<u>1,272,826</u>	<u>7,485,022</u>
	<u>17,336,248</u>	<u>2,358,065</u>	<u>14,978,183</u>



LONGWOOD COLLEGE  
 Auxiliary Enterprise Repair and Replacement Reserve  
 Project Budgets 1988-89  
 March 31, 1989

	TOTAL PROJECT BUDGET	EXPENDITURES AS OF JUN 30, 1988	PROJECT BUDGET FY 1988-89	PROJECT EXPENDITURES TO DATE	PROJECT BALANCE TO DATE
--	----------------------------	---------------------------------------	---------------------------------	------------------------------------	-------------------------------

CAPITAL OUTLAY PROJECTS:

French Gymnasium	468,477	419,119	49,358	468,477	0
Handicapped Access	99,000	220	98,780	220	98,780
Telecommunications System	562,000	0	562,000	0	562,000
	1,129,477	419,339	710,138	468,697	660,780

SPECIAL PROJECTS:

Dining Hall Equipment	39,654	33,257	6,397	33,257	6,397
Sesquicentennial	100,000	14,335	85,665	90,077	9,923
Dorm Bathroom Repairs	45,000		45,000	0	45,000
Parapet Wall Repairs	125,000		125,000	0	125,000
French Gym Lockers	25,000	13,118	11,882	25,000	0
Blackwell Mall Project	200,000	15,492	184,508	175,639	4,361
Aux. Building R & M Supplement	29,950		29,950	29,950	0
Golf Course Beautification	6,613		6,613	6,613	0
Residence Hall Furniture	187,390		187,390	187,390	0
Student Union Equipment	72,200	37,906	34,294	53,342	18,858
	870,807	114,108	716,699	621,268	209,539
	1,960,284	533,447	1,426,837	1,089,965	870,319

LONGWOOD COLLEGE  
Current Unrestricted  
Statement of Revenue and Expenditures  
For Nine Months Period Ended March 31, 1989

EDUCATIONAL AND GENERAL	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE MAR 31, 1989	ACTUAL AS PERCENT OF BUDGET
<b>REVENUES:</b>						
Tuition and Fees	4,820,794	249,500	249,500	5,070,294	5,031,439	99.23%
State General Fund Appropriation	10,652,546			10,652,546	10,652,546	100.00%
State Central Fund Appropriation	137,089			137,089	137,089	100.00%
Sale and Service of E & G Activities	39,000	-12,000	-12,000	27,000	26,657	98.73%
Federal Work Study	100,000			100,000	50,000	50.00%
Other Sources	64,476	-8,000	48,000	112,476	94,897	84.37%
<b>Total Revenues</b>	<b>15,813,905</b>	<b>229,500</b>	<b>285,500</b>	<b>16,099,405</b>	<b>15,992,628</b>	
<b>EXPENDITURES:</b>						
Instruction	7,610,291	23,656	57,642	7,667,933	5,906,642	77.03%
Public Service	102,765	0	0	102,765	56,954	55.42%
Academic Support	2,576,187	20,762	20,721	2,596,908	1,708,096	65.77%
Student Services	1,023,040	6,515	26,355	1,049,395	738,600	70.38%
Institutional Support	2,773,645	56,594	75,343	2,848,988	1,866,107	65.50%
Operation and Maintenance of Plant	1,727,977	6,603	6,463	1,734,440	1,301,611	75.05%
Salary Savings	0	39,001	-83,799	-83,799		
<b>Total Expenditures</b>	<b>15,813,905</b>	<b>153,131</b>	<b>102,725</b>	<b>15,916,630</b>	<b>11,578,010</b>	
Excess revenues over expenses				182,775	4,414,618	
<b>STATE AUXILIARY ENTERPRISE</b>						
<b>REVENUES:</b>						
Housing Fee and Sales	3,955,866			3,955,866	3,907,229	98.77%
Dining Fee and Sales	2,517,331			2,517,331	2,486,080	98.76%
Comprehensive Fee & Sales	2,859,405	110,500	110,500	2,969,905	2,931,820	98.72%
Federal Work Study	100,000			100,000	50,000	50.00%
Other Sources	5,000	75,800	75,800	81,800	7,838	9.58%
<b>Total Revenues</b>	<b>9,438,602</b>	<b>186,300</b>	<b>186,300</b>	<b>9,624,902</b>	<b>9,382,967</b>	
<b>EXPENDITURES:</b>						
Housing Services	3,615,843	0	3,000	3,618,843	2,666,908	69.84%
Dining Services	2,424,203	0	-3,300	2,420,903	2,066,829	85.37%
Athletics	1,270,887	0	1,828	1,272,715	989,935	77.78%
All Other Student/Faculty Services	1,571,317	95,855	127,606	1,698,923	1,147,042	67.52%
Salary Savings	0	8,420	-6,049	-6,049		
<b>Total Expenditures</b>	<b>9,082,250</b>	<b>104,275</b>	<b>123,085</b>	<b>9,205,335</b>	<b>6,870,714</b>	
Excess Revenues Over Expenditures				419,567	2,512,253	
State Auxiliary Balance July 1, 1988				1,837,329		
				2,256,896		
Less: Funding Requirements of Auxiliary Projects				1,426,837		
State Auxiliary Balance June 30, 1989				830,059		

LONGWOOD COLLEGE  
Current Restricted  
 Statement of Revenue and Expenditures  
 For Nine Months Period Ended March 31, 1989

*not by Foundation*

EDUCATIONAL AND GENERAL	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE MAR 31, 1989	ACTUAL AS PERCENT OF BUDGET
<b>REVENUES:</b>						
State Appropriations	358,446	0	0	358,446	358,446	100.00%
State Grants	220,404	95,474	122,920	343,324	328,727	95.75%
Federal Grants and Contracts	771,452	234,595	459,285	1,230,737	1,001,779	81.40%
Private Gifts, Grants and Contracts	150,996	-10,633	105,132	256,130	33,632	13.13%
<b>Total Revenues</b>	<b>1,501,300</b>	<b>319,436</b>	<b>687,337</b>	<b>2,188,637</b>	<b>1,722,584</b>	
<b>EXPENDITURES:</b>						
Instruction	220,559	92,767	165,332	385,891	137,212	35.56%
Research	4,143	0	96,901	101,044	27,055	26.78%
Public Service	19,541	4,000	202,435	221,976	64,213	28.93%
Academic Support	10,500	0	0	10,500	8,356	79.58%
Student Services	0	0	0	0	0	
Institutional Support	42,730	0	0	42,730	20,800	48.68%
Operation and Maintenance of Plant	36,499	47,825	47,825	84,324	63,734	75.58%
Scholarships and Fellowships	1,167,328	174,844	174,844	1,342,172	1,209,640	90.13%
<b>Total Expenditures</b>	<b>1,501,300</b>	<b>319,436</b>	<b>687,337</b>	<b>2,188,637</b>	<b>1,531,010</b>	
<b>Excess Restricted Receipts Over Restricted Expenditures</b>					<b>191,574</b>	

LONGWOOD COLLEGE *Local*  
 Current Unrestricted  
 Statement of Revenue and Expenditures  
 For Nine Months Period Ended March 31, 1989

LOCAL AUXILIARY ENTERPRISE	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE MAR 31, 1989	ACTUAL AS PERCENT OF BUDGET
<b>REVENUES:</b>						
Vending	50,000			50,000	38,608	77.22%
Conferences	215,000	50,000	75,000	290,000	278,340	95.98%
Interest	16,500	7,000	7,000	23,500	16,575	70.53%
Total Revenues	281,500	57,000	82,000	363,500	333,523	
<b>EXPENDITURES:</b>						
Conferences	175,000		25,000	200,000	165,804	82.90%
Other	10,000	20,000	100,000	110,000	106,681	96.98%
Total Expenditures	185,000	20,000	125,000	310,000	272,485	
Excess Revenues over Expenditures				53,500	61,038	
Local Auxiliary Fund Balance July 1, 1988				441,951	=====	
				495,451		
Less: Funding Requirements For Auxiliary Projects (Telecommunications)				200,000	> <i>Contrib</i>	
Projected Local Auxiliary Fund Balance June 30, 1989				295,451	=====	

Dr. William F. Dorrill  
April 5, 1989  
Page Two

- attainment of accounts receivables standards; and
- attainment of accounts payable standards.

Last year, five institutions met the Management Standards. I will be issuing a full report in a few weeks, but I can say at this time that the number of institutions meeting the Standards this year is significantly higher than last year.

Congratulations on meeting the Management Standards in 1988-89.

Sincerely,



Stuart W. Connock  
Secretary of Finance



Donald J. Finley  
Secretary of Education

DJF/crl

cc: The Honorable Gerald L. Baliles  
The Honorable Robert B. Ball, Sr.  
Mr. William T. Thompson, III, Rector  
Mr. Walter J. Kucharski  
Mr. Edward J. Mazur  
Mr. Paul W. Timmreck  
Dr. Gordon K. Davies

LONGWOOD COLLEGE FOUNDATION, INC.  
Fund Raising Comparisons  
January 1, 1988 - March 31, 1988  
and  
January 1, 1989 - March 31, 1989

	Donors		Total Gifts	
	1989	1988	1989	1988
Alumni	2200	1997	\$ 54,752	\$ 57,811
Parents	44	22	\$ 1,505	\$ 770
Faculty/Staff	74	75	\$ 4,598	\$ 3,265
Students	4	3	\$ 220	\$ 105
Friends	20	16	\$ 7,810	\$ 1,148
Corporations	36	28	\$ 7,333	\$ 3,835
Foundations	-0-	1	-0-	\$ 1,000
Other Organizations	6	4	\$ 19,375	\$ 30,752
<b>Sub-totals</b>	<b>2384</b>	<b>2146</b>	<b>\$ 95,593</b>	<b>\$ 98,686</b>
Gifts-in-Kind	5	103	\$ 6,313	\$ 25,627
Deferred Gifts	1	1	\$100,940	\$ 4,631
<b>GRAND TOTALS</b>	<b>2390</b>	<b>2250</b>	<b>\$202,846</b>	<b>\$128,944</b>

M E M O R A N D U M

TO: All Longwood College Employees  
FROM: Richard V. Hurley  
DATE: April 14, 1989  
SUBJECT: Payment of Vehicle Registration Fee

I write to advise you that on April 17, 1989 the College's Board of Visitors will be asked to approve a fee schedule which will include the establishment of a vehicle registration fee to be paid by employees who bring a vehicle to campus. This action is a result of a recommendation made by the Parking Advisory Committee to the President.

The proposed fee is \$25.00 per year for full-time employees and \$12.50 per year for adjunct professors and other part-time employees.

Only one payment of \$25.00 is required when more than one vehicle is owned by an employee. Additional "permits" for other vehicles may be purchased for \$1.00.

The need for the assessment of this charge is tied to a recent action of the General Assembly. Effective July 1, 1988 the State eliminated any State support for the repair, replacement or construction of College parking facilities. The effect of this change is that all parking operations are to be institutionally funded through a combination of student and other user fees.

The funds collected through the proposed assessment of a vehicle registration fee for employees and the proposed 43% increase in the fee paid by students will be used to fund an expense budget related to parking which includes new annual debt service of \$130,000. This new debt stems from the planned construction of the new parking lot south of the high rise residence halls.

More details as to the administration of the new fee will be forthcoming provided the Board of Visitors approves the fee. In the meantime, should you have any questions please do not hesitate to call me.

RVH/ae

## APPENDIX # 8

### AUTHORITY TO INCUR DEBT FROM SALE OF REVENUE BONDS

**BACKGROUND:** In February of 1985, the Board of Visitors approved the College's 1986-88 Capital Outlay submission which included eight projects to be funded through the sale of State revenue bonds. As of today, one project has not been approved by the State (underground wiring); one will not be pursued by the College (the conversion of Cox and Wheeler Residence Halls into apartments); one project has been completed (the repair of the air conditioning system in the high rises); and four other projects will be completed this summer: construction of new parking lot; repairs to the bathrooms in South Cunningham; roof replacements on Cox, Wheeler, and possibly Stubbs residence halls; and the installation of the new telecommunication system. The remaining project to be completed is the construction of the new dormitory.

During the year in which the projects are to be completed, the State will begin the process of selling the revenue bonds. Before taking this action, however, the State Department of Treasury requires that the Board of Visitors approve a resolution, drafted by the State's bond counsel, which acknowledges the commitment of the Board to incur the debt and make the annual debt payments in a timely manner.

**ACTION REQUESTED:** The Board of Visitors is requested to approve the President's recommendation that the attached resolutions be approved as presented.



**RESOLUTION OF BOARD OF VISITORS OF LONGWOOD COLLEGE  
RESIDENCE HALLS REPAIRS**

WHEREAS, there has been enacted by The House of Delegates and by The Senate of the General Assembly of Virginia an act entitled "Commonwealth of Virginia Higher Educational Institutions Bond Act of 1989" (the "Act");

WHEREAS, pursuant to the Act, the Treasury Board of the Commonwealth of Virginia is authorized, subject to the approval of the Governor, to sell and issue bonds of the Commonwealth of Virginia in an aggregate principal amount not exceeding \$4,320,200 for the purpose of providing funds, with any other available funds, for paying the cost of acquiring, constructing and equipping revenue producing capital projects, including the enlarging and improving thereof, at certain institutions of higher learning in the Commonwealth, all in accordance with the provisions of Section 9(c) of Article X of the Constitution of Virginia;

WHEREAS, said revenue producing capital projects under the Act include Project Number 13366 and Project Number 13369 of Longwood College (the "University") consisting of capital improvements to Frazer, Curry, Cox, Wheeler and Stubbs residence halls (the "Project") at a cost now estimated to equal or exceed \$540,000;

WHEREAS, the Treasury Board proposed to sell a portion of the above bonds (the "Bonds") which will include an amount not to exceed \$540,000 for the purpose of financing the cost of the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF VISITORS OF LONGWOOD COLLEGE;

Section 1. The Board of Visitors of Longwood College (the "Board") (a) covenants to fix, revise, charge and collect rentals, fees and charges, including without limitation those for room and board, for or in connection with the University's student housing system, including the Project and (b) pledges such fees to the payment of the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project; provided that the current expenses of operating the University-owned student housing facilities, including the Project (the "Current Expenses") shall be a first charge on such rentals, fees and charges. The Board further covenants that such rentals, fees and charges will be fixed, revised, charged and collected so that the net revenues therefrom, after payment of Current Expenses, will at all times be sufficient to pay the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project as and when the same become due, and to pay debt service on any outstanding obligations, if any, that have been previously issued which are secured by the rentals, fees and charges pledged herein, that portion of the Bonds issued to finance the Project to be secured on a parity with such obligations. Any such rentals, fees and

charges in excess of the amounts required for the payment of Current Expenses, the payment of the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project when due, and debt service on any outstanding obligations which are secured by the rentals, fees and charges pledged herein may be used by the University for any other proper purpose.

Section 2. It is hereby found, determined, and declared that, based upon responsible engineering and economic estimates and advice of appropriate officials of the University as shown on Exhibit A hereto, the anticipated net revenues received from the rentals, fees and charges pledged above will be sufficient to pay Current Expenses, the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project as the same become due, and debt service on any outstanding obligations which are secured by the rentals, fees and charges pledged herein, so long as (i) the effective true interest cost on such Bonds does not exceed 8.5% per annum, and (ii) the aggregate amount of debt service actually payable in any bond year and all bond years on that portion of the Bonds issued to finance the Project does not exceed the estimated aggregate amount of debt service for the corresponding year as shown on Exhibit A, unless the Vice President for Business Affairs provides the Governor and the Treasury Board of the Commonwealth of Virginia with satisfactory evidence that the rentals, fees and charges pledged

in Section 1 above will also be sufficient to pay the additional amount of actual debt service which for any bond year(s) exceeds the estimated amount shown on Exhibit A.

Section 3. The Board covenants that so long as the Bonds are outstanding, the University will pay to the Treasurer of Virginia not less than 30 days before each interest or principal and interest payment date, the amount certified by the Treasurer of Virginia to be due and payable on such date as principal and interest on that portion of the Bonds issued on behalf of the University to finance the Project.

Section 4. The Board covenants that the University will pay from time to time its proportionate share of all expenses incurred in connection with the sale and issuance of the Bonds and all expenses thereafter incurred in connection with the payment of the principal of, premium, if any, and interest on the Bonds all as certified by the Treasurer of Virginia to the University.

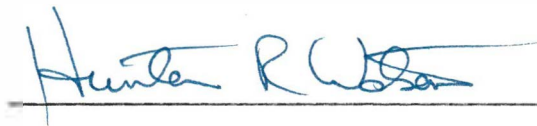
Section 5. The Board covenants that the University within six months of the date of the issuance of the Bonds will spend all of the proceeds derived from the sale of that portion of the Bonds issued to finance the Project for costs associated with the Project. The Board further covenants that the University, either alone or in conjunction with the Treasurer of Virginia, will, to the extent permitted by Virginia law, take all other actions necessary to maintain the exemption of interest on the Bonds from gross income under Federal and Virginia law and, unless advised

in writing by bond counsel for the issuance of the Bonds that such compliance is not necessary in order to maintain such exemption, to comply with the provisions contained in the Internal Revenue Code of 1986, as amended, relating to tax-exempt obligations, including without limitation (a) refunding any obligations previously issued to finance the Project within 30 days of the issuance of the Bonds (unless the Treasurer of Virginia permits a longer period of time), and (b) paying any required rebate to the United States, all as may be directed by the Treasurer of Virginia.

Section 6. The Board covenants that for so long as the Bonds are outstanding the University will not enter into any operating lease, management contract or similar agreement with any person or entity other than a governmental unit, for all or any portion of the Project, without first obtaining the written approval of the Treasurer of Virginia and bond counsel for the issuance of the Bonds.

April 17, 1989

I certify that the attached resolution and the accompanying Feasibility Study are true copies which were reviewed and approved by the Board of Visitors at its meeting of April 17, 1989.

A handwritten signature in blue ink, reading "Hunter R. Wilson", is written over a horizontal line.

\_\_\_\_\_, Secretary

Board of Visitors

**RESOLUTION OF BOARD OF VISITORS OF LONGWOOD COLLEGE  
TELECOMMUNICATIONS SYSTEM**

WHEREAS, there has been enacted by The House of Delegates and by The Senate of the General Assembly of Virginia acts entitled "Commonwealth of Virginia Higher Education Institutions Bond Act of 1986" and "Commonwealth of Virginia Higher Educational Institutions Bond Act of 1987", collectively (the "Act");

WHEREAS, pursuant to the Act, the Treasury Board of the Commonwealth of Virginia is authorized, subject to the approval of the Governor, to sell and issue bonds of the Commonwealth of Virginia in an aggregate principal amount not exceeding \$60,465,000 for the purpose of providing funds, with any other available funds, for paying the cost of acquiring, constructing and equipping revenue producing capital projects, including the enlarging and improving thereof, at certain institutions of higher learning in the Commonwealth, all in accordance with the provisions of Section 9(c) of Article X of the Constitution of Virginia;

WHEREAS, said revenue producing capital projects under the Act include Project Number 13118 of Longwood College (the "University") consisting of a telecommunication system (the "Project") at a cost of \$1,500,000;

WHEREAS, the Treasury Board proposed to sell a portion of the above bonds (the "Bonds") which will include an amount not to exceed \$1,500,000 for the purpose of financing the cost of the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF VISITORS OF LONGWOOD COLLEGE;

Section 1. The Board of Visitors of Longwood College (the "Board") (a) covenants to fix, revise, charge and collect rentals, fees and charges, including without limitation those for room and board, for or in connection with the University's student housing system, including the Project and (b) pledges such fees to the payment of the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project; provided that the current expenses of operating the University-owned student housing facilities, including the Project (the "Current Expenses") shall be a first charge on such rentals, fees and charges. The Board further covenants that such rentals, fees and charges will be fixed, revised, charged and collected so that the net revenues therefrom, after payment of Current Expenses, will at all times be sufficient to pay the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project as and when the same become due, and to pay debt service on any outstanding obligations, if any, that have been previously issued which are secured by the rentals, fees and charges pledged herein, that portion of the Bonds issued to finance the Project to be secured



on a parity with such obligations. Any such rentals, fees and charges in excess of the amounts required for the payment of Current Expenses, the payment of the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project when due, and debt service on any outstanding obligations which are secured by the rentals, fees and charges pledged herein may be used by the University for any other proper purpose.

Section 2. It is hereby found, determined, and declared that, based upon responsible engineering and economic estimates and advice of appropriate officials of the University as shown on Exhibit A hereto, the anticipated net revenues received from the rentals, fees and charges pledged above will be sufficient to pay Current Expenses, the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project as the same become due, and debt service on any outstanding obligations which are secured by the rentals, fees and charges pledged herein, so long as (i) the effective true interest cost on such Bonds does not exceed 8.5% per annum, and (ii) the aggregate amount of debt service actually payable in any bond year and all bond years on that portion of the Bonds issued to finance the Project does not exceed the estimated aggregate amount of debt service for the corresponding year as shown on Exhibit A, unless the Vice President for Business Affairs provides the Governor and the Treasury Board of the Commonwealth of Virginia with satisfactory evidence that the rentals, fees and charges pledged

in Section 1 above will also be sufficient to pay the additional amount of actual debt service which for any bond year(s) exceeds the estimated amount shown on Exhibit A.

Section 3. The Board covenants that so long as the Bonds are outstanding, the University will pay to the Treasurer of Virginia not less than 30 days before each interest or principal and interest payment date, the amount certified by the Treasurer of Virginia to be due and payable on such date as principal and interest on that portion of the Bonds issued on behalf of the University to finance the Project.

Section 4. The Board covenants that the University will pay from time to time its proportionate share of all expenses incurred in connection with the sale and issuance of the Bonds and all expenses thereafter incurred in connection with the payment of the principal of, premium, if any, and interest on the Bonds all as certified by the Treasurer of Virginia to the University.

Section 5. The Board covenants that the University within six months of the date of the issuance of the Bonds will spend all of the proceeds derived from the sale of that portion of the Bonds issued to finance the Project for costs associated with the Project. The Board further covenants that the University, either alone or in conjunction with the Treasurer of Virginia, will, to the extent permitted by Virginia law, take all other actions necessary to maintain the exemption of interest on the Bonds from gross income under Federal and Virginia law and, unless advised

in writing by bond counsel for the issuance of the Bonds that such compliance is not necessary in order to maintain such exemption, to comply with the provisions contained in the Internal Revenue Code of 1986, as amended, relating to tax-exempt obligations, including without limitation (a) refunding any obligations previously issued to finance the Project within 30 days of the issuance of the Bonds (unless the Treasurer of Virginia permits a longer period of time), and (b) paying any required rebate to the United States, all as may be directed by the Treasurer of Virginia.

Section 6. The Board covenants that for so long as the Bonds are outstanding the University will not enter into any operating lease, management contract or similar agreement with any person or entity other than a governmental unit, for all or any portion of the Project, without first obtaining the written approval of the Treasurer of Virginia and bond counsel for the issuance of the Bonds.

April 17, 1989

I certify that the attached resolution and the accompanying Feasibility Study are true copies which were reviewed and approved by the Board of Visitors at its meeting of April 17, 1989.

A handwritten signature in blue ink, appearing to read "Hunter R. Wood", is written over a horizontal line.

\_\_\_\_\_, Secretary

Board of Visitors

**RESOLUTION OF BOARD OF VISITORS OF LONGWOOD COLLEGE  
CONSTRUCTION OF PARKING LOT**

WHEREAS, there has been enacted by The House of Delegates and by The Senate of the General Assembly of Virginia an act entitled "Commonwealth of Virginia Higher Educational Institutions Bond Act of 1989" (the "Act");

WHEREAS, pursuant to the Act, the Treasury Board of the Commonwealth of Virginia is authorized, subject to the approval of the Governor, to sell and issue bonds of the Commonwealth of Virginia in an aggregate principal amount not exceeding \$4,320,200 for the purpose of providing funds, with any other available funds, for paying the cost of acquiring, constructing and equipping revenue producing capital projects, including the enlarging and improving thereof, at certain institutions of higher learning in the Commonwealth, all in accordance with the provisions of Section 9(c) of Article X of the Constitution of Virginia;

WHEREAS, said revenue producing capital projects under the Act include Project Number 13372 of Longwood College (the "University") consisting of a new parking facility which will contain approximately 330 parking spaces utilizing approximately 123,200 square feet to be located on the southern edge of the campus (the "Project") at a cost of \$1,100,000;

WHEREAS, the Treasury Board proposed to sell a portion of the above bonds (the "Bonds") which will include an amount not to exceed \$1,100,000 for the purpose of financing the cost of the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF VISITORS OF LONGWOOD COLLEGE;

Section 1. The Board of Visitors of Longwood College (the "Board") (a) covenants to fix, revise, charge and collect rentals, fees and charges, including without limitation those for room and board, for or in connection with the University's student housing system, including the Project and (b) pledges such fees to the payment of the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project; provided that the current expenses of operating the University-owned student housing facilities, including the Project (the "Current Expenses") shall be a first charge on such rentals, fees and charges. The Board further covenants that such rentals, fees and charges will be fixed, revised, charged and collected so that the net revenues therefrom, after payment of Current Expenses, will at all times be sufficient to pay the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project as and when the same become due, and to pay debt service on any outstanding obligations, if any, that have been previously issued which are secured by the rentals, fees and charges pledged herein, that portion of the Bonds issued to finance the Project to be secured

on a parity with such obligations. Any such rentals, fees and charges in excess of the amounts required for the payment of Current Expenses, the payment of the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project when due, and debt service on any outstanding obligations which are secured by the rentals, fees and charges pledged herein may be used by the University for any other proper purpose.

Section 2. It is hereby found, determined, and declared that, based upon responsible engineering and economic estimates and advice of appropriate officials of the University as shown on Exhibit A hereto, the anticipated net revenues received from the rentals, fees and charges pledged above will be sufficient to pay Current Expenses, the principal of, premium, if any, and interest on that portion of the Bonds issued to finance the Project as the same become due, and debt service on any outstanding obligations which are secured by the rentals, fees and charges pledged herein, so long as (i) the effective true interest cost on such Bonds does not exceed 8.5% per annum, and (ii) the aggregate amount of debt service actually payable in any bond year and all bond years on that portion of the Bonds issued to finance the Project does not exceed the estimated aggregate amount of debt service for the corresponding year as shown on Exhibit A, unless the Vice President for Business Affairs provides the Governor and the Treasury Board of the Commonwealth of Virginia with satisfactory evidence that the rentals, fees and charges pledged

in Section 1 above will also be sufficient to pay the additional amount of actual debt service which for any bond year(s) exceeds the estimated amount shown on Exhibit A.

Section 3. The Board covenants that so long as the Bonds are outstanding, the University will pay to the Treasurer of Virginia not less than 30 days before each interest or principal and interest payment date, the amount certified by the Treasurer of Virginia to be due and payable on such date as principal and interest on that portion of the Bonds issued on behalf of the University to finance the Project.

Section 4. The Board covenants that the University will pay from time to time its proportionate share of all expenses incurred in connection with the sale and issuance of the Bonds and all expenses thereafter incurred in connection with the payment of the principal of, premium, if any, and interest on the Bonds all as certified by the Treasurer of Virginia to the University.

Section 5. The Board covenants that the University within six months of the date of the issuance of the Bonds will spend all of the proceeds derived from the sale of that portion of the Bonds issued to finance the Project for costs associated with the Project. The Board further covenants that the University, either alone or in conjunction with the Treasurer of Virginia, will, to the extent permitted by Virginia law, take all other actions necessary to maintain the exemption of interest on the Bonds from gross income under Federal and Virginia law and, unless advised



in writing by bond counsel for the issuance of the Bonds that such compliance is not necessary in order to maintain such exemption, to comply with the provisions contained in the Internal Revenue Code of 1986, as amended, relating to tax-exempt obligations, including without limitation (a) refunding any obligations previously issued to finance the Project within 30 days of the issuance of the Bonds (unless the Treasurer of Virginia permits a longer period of time), and (b) paying any required rebate to the United States, all as may be directed by the Treasurer of Virginia.

Section 6. The Board covenants that for so long as the Bonds are outstanding the University will not enter into any operating lease, management contract or similar agreement with any person or entity other than a governmental unit, for all or any portion of the Project, without first obtaining the written approval of the Treasurer of Virginia and bond counsel for the issuance of the Bonds.

April 17, 1989

I certify that the attached resolution and the accompanying Feasibility Study are true copies which were reviewed and approved by the Board of Visitors at its meeting of April 17, 1989.



\_\_\_\_\_, Secretary

Board of Visitors

APPENDIX # 9

PROPOSED TUITION AND FEES  
1989-90

**BACKGROUND:** The Longwood College Board of Visitors is vested, through the Code of Virginia, with the authority to approve the rate of tuition and all fees at the College. The amount of tuition and other E&G fees required to be generated each year at the College is specified in the Appropriations Act and has typically been referred to as "70/30 Plan." This year, however, the legislature recommended, and the Governor has approved, that the 70/30 Plan be amended. The impact on Longwood College is that the Commonwealth will increase its general fund support to Longwood College by approximately \$175,000 which results in a corresponding decrease in the amount of tuition and E&G fees which must be generated.

Auxiliary fees are determined by establishing the annual budgets for each service area, including a contribution to reserve funds, and dividing these totals by the number of students expected to use the services.

**ACTION REQUESTED:** The Board of Visitors is requested to approve the President's recommendation that the schedule of tuition and fees for the 1989-90 academic year be approved as presented on Appendix 9.

**LONGWOOD COLLEGE  
PROPOSED TUITION AND FEES, 1989-90  
IN-STATE STUDENTS**

	<u>1988-89</u>		<u>1989-90</u>	
	<u>Residential</u>	<u>Day</u>	<u>Residential</u>	<u>Day</u>
Tuition				
Undergraduate & Graduate	\$1,488	\$1,488	\$1,500	\$1,500
Comprehensive Fee				
Regular	1,050	1,050	1,140	1,140
Internship	700	700	770	770
Student Activity Fee	60	60	60	60
Room	1,540	-	1,630	-
Board				
15 Meal Plan	1,360	-	1,444	-
19 Meal Plan	1,488	-	1,576	-
 <u>Total In-State Tuition, Fees, and Charges</u>				
Undergraduate & Graduate	-	2,598	-	2,700
w/15 Meal Plan	5,498	-	5,774	-
w/19 Meal Plan	5,626	-	5,906	-

Residential Undergraduate & Graduate Increase: 5.00% (15 Meal Plan): 4.90% (19 Meal Plan)

**OUT-OF-STATE STUDENTS**

	<u>1988-89</u>	<u>1989-90</u>
Tuition		
Undergraduate & Graduate	\$3,274	\$3,750
Comprehensive Fee		
Regular	1,050	1,140
Internship	700	770
Student Activity Fee	60	60
Room	1,540	1,630
Board		
15 Meal Plan	1,360	1,444
19 Meal Plan	1,488	1,576
 <u>Total Out-of-State Tuition, Fees, and Charges</u>		
Undergraduate & Graduate		
w/15 Meal Plan	7,284	8,024
w/19 Meal Plan	7,412	8,156

Undergraduate and Graduate Increase: 10.15% (15 Meal Plan): 10.00% (19 Meal Plan)

## Other Fees (1988-89 and Proposed 1989-90)

	<u>1988-89</u>	<u>1989-90</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	63
Non-Virginia, Undergraduate and Graduate part-time student, per credit hour	136	157
Thesis Fee (for In-State Students)	372	378
(for Out-of-State Students)		942
Diploma Fee	20	20
Application Fee	20	20
Re-admission Fee	10	10
Deposit Fee (All Students)	100 day 150 dorm	100 day 150 dorm
Automobile Registration		
Students	14	20
Faculty/Staff		25
Transcript Fee (each copy)	2	2
Part-time Student Comprehensive Fee, 1 - 6 credit hours, flat fee	20	25
Part-time Student Comprehensive Fee, 7 - 11 credit hours, per credit hour	41	48
Nursery School Fee (per child per year)	460	470

**NOTE:** Incidental fees to cover the cost of consumable supplies used in certain academic programs are not included on this schedule of fees. A schedule for such proposed fees is being developed and will be presented to the Board for action at the June meeting.

## APPENDIX # 10

### PROPOSED GOLF COURSE RATES

**BACKGROUND:** The Longwood College Golf Course is an auxiliary operation funded through community user and student comprehensive fees. The past three years has seen a marked improvement in the appearance of the golf course and play has increased dramatically. The fees generated through community use of the golf course help to off-set the student fee subsidy of the operation.

**ACTION REQUESTED:** The Board of Visitors is requested to approve the President's recommendation that the proposed increase in golf course rates be approved as presented.

**RATIONALE:** The last time fees at the golf course were increased was in January 1987. Since that time, the golf course has continued to improve both in appearance and in operation and is now considered on a par with other nine hole golf courses in the Southside area. The fees proposed are in line with those charged at other area golf courses. The increased revenue realized as a result of this increase will be used to reduce the student fee subsidy of the facility and to continue with improvements to the buildings and grounds.

LONGWOOD COLLEGE GOLF COURSE

PROPOSED RATE INCREASES AND ADDITIONS  
Effective July 1, 1989

- |    |   |              |
|----|---|--------------|
| 1. | Dues  | Increase to: |
| A. | \$200.00 Membership   | \$250.00     |
| B. | Senior Citizen \$150.00   | \$175.00     |
| C. | Additional Spousal and/or family - \$50   | \$ 50.00     |
| D. | A \$50 Single or \$75 Family Annual Fee is proposed for frequent users of said facility in lieu of the Daily Fee. This proposed fee would include retirees of Longwood College and their spouses. |              |

2. Green Fees

- |    |  |         |
|----|--|---------|
| A. | Adults @ present \$5.00 weekdays to:   | \$ 7.00 |
|    | Weekends and Holidays \$7.00 to:   | \$ 9.00 |
| B. | Students excluding Longwood  |         |
|    | Present: \$2.50 (weekdays)   | \$ 4.00 |
|    | \$3.50 (weekends & holidays)   | \$ 5.00 |
| C. | All Faculty and Staff pay a \$1.00 fee each and every time they use the facility (dependents play free). |         |

Exclusions: Golf Coaches and current golf instructors as determined by HPER Department Head  
Golf Course Staff

3. Cart Rentals

- |    |  |                       |
|----|--|-----------------------|
| A. | 9 Hole Rate @ present \$5.25 to:   | \$ 7.32<br>(.32 tax)  |
| B. | 18 Hole Rate @ present \$10.50 to:   | \$ 12.54<br>(.54 tax) |
| C. | Private Cart Rate - none at present.<br>Proposed Private Cart User's Fee of \$150 per year, plus all users would be required to be a member. |                       |

General Comments:

With the increased usage and upgraded conditions of our facility and the ever increased maintenance and improvement costs, the above increases and additions would be a great help in producing the needed revenue to continue forward.

APPENDIX 11

DRAFT - PROPOSAL TO MAKE CEC AN OFF CAMPUS CENTER OF LONGWOOD

BACKGROUND: The Halifax County/South Boston Continuing Education Center (CEC) was established in 1986 to serve as a clearinghouse to bring students and educational institutions together. Longwood College joined seven other Virginia colleges and universities and two community colleges to offer courses and degrees through the Center, thus providing access to educational resources previously absent from this area. The Longwood Small Business Development Center (formerly the Longwood Business Innovation Center), established a satellite office at the CEC to provide education, counseling, and research to some of these same clients. At present, the Longwood Small Business Development Center, fully funded by the Department of Economic Development, has a permanent office in Halifax County/South Boston. The Longwood Office of Continuing Studies is offering programs and graduate courses through the off campus center, and in April will begin to offer a Bachelor of Science in Business Administration in Management.

*contingent upon an agreement w/ Econ Dev.*

ACTION REQUESTED: The Board of Visitors is asked to accept the President's recommendation to make the Halifax County/South Boston Continuing Education Center of Longwood College an off campus center, contingent upon the agreement of the Advisory Council of the Center.

RATIONALE: Longwood College traditionally has had a strong regional mission to provide service to the citizens of Southside Virginia. Collaboration with the CEC has been a means of achieving this goal. The merger would demonstrate Longwood's commitment to educating the citizens of this area, and to assisting in economic development in the region. Affiliation with Longwood would benefit the CEC by providing a sense of continuity and stability and the permanent presence of a comprehensive institution in the community.

*no action is*

*Apppt. Task Force  
w/ Frank as head*



HALIFAX COUNTY / SOUTH BOSTON  
CONTINUING EDUCATION CENTER  
PROJECTED COMBINED SOURCES AND USES STATEMENT  
FISCAL YEAR 1989-90

ACCT. #	ACCT. #	EXPENSE ITEM (USE)	VA DEPT OF ECONOMIC DEVELOPMENT	PRIVATE INDUSTRY COUNCIL	CENTER FUNDING <i>(See Summary)</i>	HALIFAX COUNTY	CITY OF SOUTH BOSTON	SPECIAL FUNDS	ACCOUNT TOTALS
1001	1001	SALARIES AND WAGES	\$79,487	23,400	4,144	15,435	4,625	22,172	149,263
2000	2000	FRINGE BENEFITS	19,860	6,084	311	3,315	1,625	6,865	38,060
3002	3002	PROFESSIONAL SERVICES	1,000						1,000
3003	3003	TEMP SERVICE FEES	4,000					2,000	6,000
3004	3004	REPAIRS AND MAINTENANCE	5,000					5,000	10,000
3007	3007	ADVERTISING	6,726	500	1,674			1,100	10,100
5101	5101	ELECTRICITY	1,700					1,000	2,700
5103	5103	WATER AND SEWER	138					500	638
5201	5201	POSTAGE	4,200	300	1,500				6,000
5202	5202	MESSENGER SERVICE			200			500	700
5203	5203	TELEPHONE	5,039		5,461			2,000	12,500
5306	5306	SURETYBOND							
5209	5209	PROPERTY INSURANCE							
5401	5401	OFFICE SUPPLIES	3,750		250			3,000	7,000
5405	5405	JANITORIAL SERVICES	1,800						1,800
5411	5411	BOOKS AND SUBSCRIPTIONS	500	405	95			3,000	4,000
5413	5413	OTHER OPER. SUPPLIES		300					300
5416	5416	OTHER PROGRAM EXPENSES							0
5501	5501	TRAVEL (MILEAGE)	3,000	400	400			3,200	7,000
5504	5504	TRAVEL (CONV. & EDUC.)	2,000	500					2,500
5801	5801	DUES & ASSOC. MEMBERSHIP	300						300
5804	5804	DISCRETIONARY FUND	400						700
7002	7002	FURNITURE & FIXTURES	1,000					1,072	2,072
8002	8002	LEASE/RENT OF BUILDING	24,000						24,000
????	????	HEATING OIL	1,100						1,100
????	????	MISC/RECOG/OTHER		446					446
TOTAL EXPENSES			165,000	32,435	14,035	18,750	6,250	51,409	287,879
TOTAL			165,000	32,435	14,035	18,750	6,250	51,409	287,879

\* From part time salary + FICA in present budget

HALIFAX COUNTY/SOUTH BOSTON  
CONTINUING EDUCATION CENTER

ANTICIPATED FUNDING  
Fiscal Year 1989-90

<u>Source:</u>	<u>Amount:</u>
Virginia Dept. of Econ. Dev. (funding approved through June 30, 1990)	\$165,000
Center Funding (remaining balance of single project funding for the Graduate Satellite startup costs)	14,035
South Central Private Industry Council (reflects anticipated increase in funding)	32,435
Halifax County (reflects present funding with no anticipated change)	18,750
City of South Boston (reflects present funding with no anticipated change)	6,250
Special Funds:	
a) 1988-89 Projected Program "Carry-Over"	38,409
b) Present Miscellaneous Revenues	<u>13,000</u>
TOTAL FUNDING	\$287,879 =====

Notes: The Longwood Small Business Development Center has allocated \$12,000 for C.E.C. leasehold improvements. Approximately \$7,000 of these funds have been encumbered for renovations presently underway. The LSBDC may have additional funds of up to \$15,000 for C.E.C. projects.

App # 11

**PROPOSAL FOR ESTABLISHING THE  
HALIFAX COUNTY/SOUTH BOSTON CONTINUING EDUCATION CENTER  
OF  
LONGWOOD COLLEGE**

April 18, 1989

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## INTRODUCTION

Longwood College traditionally has had a strong regional mission to provide service to the citizens of Southside Virginia. Collaboration with the Halifax County/South Boston Continuing Education Center (CEC) has been a means of achieving this goal. Both Longwood and the CEC place importance on providing education which will improve human resources and have a positive effect on local economic development. These mutual objectives have provided the impetus for a proposal to make the CEC a part of Longwood College.

This merger will create unique opportunities to share resources between Halifax County/South Boston and Farmville, the two major population centers and central areas of commerce in Southside Virginia. It will demonstrate Longwood's commitment to educating the citizens of this rural area, and to assisting in economic development along the route 58 corridor. Affiliation with Longwood will benefit the CEC by providing a sense of continuity and stability and the permanent presence of a comprehensive institution in the community.

This document describes the history and current status of the CEC; a rationale for the merger; and the plan, organizational structure, and budget which will guide its operation. It was prepared by:

Dr. Sandra Feagan, Executive Director of the CEC  
Mr. Gerald Hughes, Director of the Longwood Small Business  
Center  
Dr. Patricia Lust, Dean of Continuing Studies  
Dr. Vera Williams, Dean of Education and Human Services

## I. HISTORY AND CURRENT STATUS OF THE CONTINUING EDUCATION CENTER

For many people living in Southside Virginia, obtaining a college education meant commuting long distances, often sacrificing work and family responsibilities. Young adults were forced to leave the area to seek better educational and employment opportunities. At the same time, the demand for a well trained work force to support local industry and encourage new industry to the area was a major concern of community leaders. In response to this need, the Halifax County/South Boston Continuing Education Center (CEC) was created.

The CEC was developed in 1986 through the efforts of a city/county task force of the Halifax County Economic Development Commission. The purpose of the Center was to establish a post-secondary educational presence in the Halifax County/South Boston area. The task force, chaired by Doug Bowman, envisioned the concept of an education broker which would serve as a clearinghouse to bring students and educational institutions together. The idea was supported by the community and industry representatives, as well as eight Virginia colleges and universities. Fiscal support for the 1986-88 biennium from the State Department of Economic Development (a \$100,000 grant) and from local government and private contributions (\$50,000) enabled the CEC to open its doors in August, 1986.

The Center has the distinction of being the first of its kind in the United States. Executive Director Dr. Sandra Feagan brings with her a diverse background in education and business. Through its non-affiliate status with the colleges and universities it serves, the Center provides area residents a broad range of opportunities for pursuing college degrees in a variety of disciplines from the associate to the masters' level. In addition, the CEC provides literacy programs, career planning, financial aid services, workshops, and seminars for business, industry, and professionals in Southside Virginia and parts of North Carolina.

Since the Center opened, thousands of people have come through its doors seeking information about educational services and programs. As a result, Danville Community College and Southside Virginia Community College experienced a 200% increase in enrollment in courses offered in Halifax County over a two year period. In addition to the community colleges, the CEC represents seven other Virginia colleges and universities that offer degrees in a broad range of subjects including graduate degrees in education, English, engineering, and business administration. Longwood College, Averett College, Mary Baldwin College, Virginia Commonwealth University, Virginia Tech, University of Virginia, and Old Dominion University work with the CEC to meet the higher education needs of the community.

The Center was able to expand its services significantly when, in the spring of 1987, it linked with the Virginia Cooperative Graduate Engineering Program, a network of five universities providing masters degrees in engineering through a unique satellite downlink system. The program is being delivered to hundreds of students throughout the nation. The satellite hookup has enabled the Center to offer a wide variety of teleconferences and programming. A pilot M.B.A. program through Virginia Tech is presently being delivered to over 90 students statewide. Also via satellite, professionals are earning continuing education credits in the disciplines of law, business, medicine, pharmacy, geriatrics, law enforcement, fire protection, health and social services, and secretarial science.

Statewide attention has been generated with the many successes of the Continuing Education Center. A positive outcome of this growth was the designation of the CEC as one of the nine regional sites for the highly regarded Center for Innovative Technology/Technology Transfer Program. The CIT was established by the General Assembly in 1985 to assist small to medium-sized businesses in becoming more competitive, productive, and profitable by finding solutions to technology-related problems. As a regional director for the CIT/Technology Transfer Program, Dr. Feagan has assisted clients in obtaining research from federal laboratories, NASA, colleges and universities, and major databases in the free trade world. In just one year, Virginia companies have increased revenues or saved an estimated \$13.5 million by taking advantage of this program.

An additional link with CIT has been provided by the establishment of a satellite office at the Continuing Education Center by the Longwood Small Business Development Center (LSBDC). The LSBDC (formerly the Longwood Business Innovation Center), established by Longwood's School of Business and Economics in 1986 and partially funded by CIT, provides education, counseling and some research to persons who are contemplating starting a business or are already in a business. Gerald Hughes serves as

Executive Director and is available at the CEC on a weekly basis to assist clients.

For the past year and a half, the CEC has been actively involved in adult literacy. Volunteer tutors are trained to work with individuals on a one-to-one basis at their convenience and at a location of their choice. To date, over 100 tutors have been trained and are giving the gift of reading.

The phenomenal growth of the Center has surpassed what was believed possible by the original task force when it began work on the project. From its beginnings in the home of the Executive Director, to a small mobile unit on the campus of the local senior high school, to its new location providing office and classroom space, the CEC has become a major success story. Its capability to bring in satellite programming from areas throughout the world makes its potential unlimited. Future plans include offering more degree programs and coordinating in-service technical and vocational training as the CEC expands its relationship with Virginia's educational institutions and state agencies. As the response and support from the community, business, and industry continue to swell, the CEC will have an even greater impact on economic growth in Southside Virginia and a positive outcome on the educational opportunities of present and future generations.



**II. RATIONALE FOR THE MERGER OF THE  
CONTINUING EDUCATION CENTER  
WITH LONGWOOD COLLEGE**

Longwood's commitment to economic development is implied in its community service mission and is represented directly by the development of the Longwood Small Business Development Center. The CEC was originally created in response to economic development needs and has been funded in part with Department of Economic Development money. The Longwood SBDC has already established a permanent office in Halifax County/South Boston. The new association can enhance abilities to make significant contributions to both local communities, and assist in economic development along the route 58 corridor. Halifax County/South Boston has been designated as part of Longwood's service area within the Consortium lines drawn by the State Council for Higher Education in Virginia.

Longwood's permanent physical presence will give an increased sense of commitment to college level education for the community. It will represent not just samplings of classes and programs, but will offer the prospect of coherent, continuing, quality programs. A good example is the Longwood Bachelor of Science in Business Administration in Management scheduled to begin in April of 1989. The formal association between the CEC and Longwood provides for the delivery of this program, and paves the way for other Longwood four year programs to be offered at the CEC. The Halifax County/South Boston community has clearly indicated the need and desire for more four year programs, thereby offering opportunities for Longwood to expand offerings at the upper level.

This association, heartily endorsed by both parties, should greatly strengthen the ability of Longwood and the Continuing Education Center to meet their mutual goals. Specifically, linkage between the two will further the goals of both in the following ways:

1. Establish the presence of a four year undergraduate program (i.e.: business and education) in Halifax County with a full time program coordinator located at the CEC.
2. Provide additional opportunities for teacher training programs. Courses leading to teacher recertification can be offered locally.

3. Make available special opportunities for high school students (i.e.: programs on Japanese culture, guest lectures).
4. Provide non-credit continuing education activities for all ages to generate interest in community education.
5. Provide business and technology applications for Southside Virginia through the CIT Technology Transfer Program based at SVCC and DCC and its liaison office at the CEC. Also, a satellite location of the Longwood Small Business Development Center has been established.
6. Provide a referral base for students interested in a full-time residence at Longwood in more specialized four-year programs.
7. Open new market areas for Longwood (i.e.: South Hill; Chase City; Clarksville; Danville; Chatham; Roxboro, NC; as well as Halifax County/South Boston).
8. Provide continuance of satellite programs such as the Virginia Cooperative Graduate Engineering Program and Virginia Tech's M.B.A. Program.
9. Provide the CEC with a sponsor for continuous program funding and capital funding from the Virginia General Assembly.
10. Provide a formal link between the CEC and the State Council of Higher Education.
11. Exhibit an innovative approach to the delivery of high quality, low cost educational opportunities to Southside Virginia.
12. Provide for exchanges of extensive program lectures, concerts, plays, and other cultural events available to the public.

#### **MISSION STATEMENTS**

In order to gain those benefits and to allow both the CEC and Longwood College to realize full potential for delivering services to Southside Virginia, it is proposed that the Center and the College become operationally linked by the establishment of the Halifax County/South Boston Continuing Education Center of Longwood. This formal incorporation of the

Center into the administration of Longwood College would be reflected in appropriate changes in the mission statements of both entities; thus, the final paragraph of the Longwood College Mission Statement would now read:

"Longwood's service to the citizens of Southside Virginia is reflected in special cooperative programs with Southside Virginia Community College, the activities sponsored by the Office of Continuing Studies, **the Halifax County/South Boston Continuing Education Center of Longwood**, an extensive program of lectures, concerts, and other cultural events that are open to the public, and the making available of campus facilities for use by community groups." (words in bold type added)

Moreover the entire mission statement of the CEC should be included in the Continuing Studies section of the College Catalog:

"The mission of the Halifax County/South Boston Continuing Education Center of Longwood is to be innovative in the delivery of programs from Virginia's colleges, universities and state agencies in the following areas: post-secondary education classes and degree programs; continuing education courses for professionals; industrial and business training programs; satellite workshops and programs for civic and public organizations; adult literacy training; ABE; financial aid information for college studies; small business assistance service; and assisting in research and technology transfer for industry, education, and human resource development.

" It is the goal of the Halifax County/South Boston Continuing Education Center to provide local opportunities of learning for the people in the area so they can develop the skills and motivation necessary to compete in the global economy."

### III. OPERATIONAL PLAN

To give effect to the proposal to establish the Halifax County/South Boston Continuing Education Center of Longwood College, the following steps will be taken: administrative control of the CEC will be transferred to the Longwood College Board of Visitors and the Center will, henceforth, become an organizational part of the College.

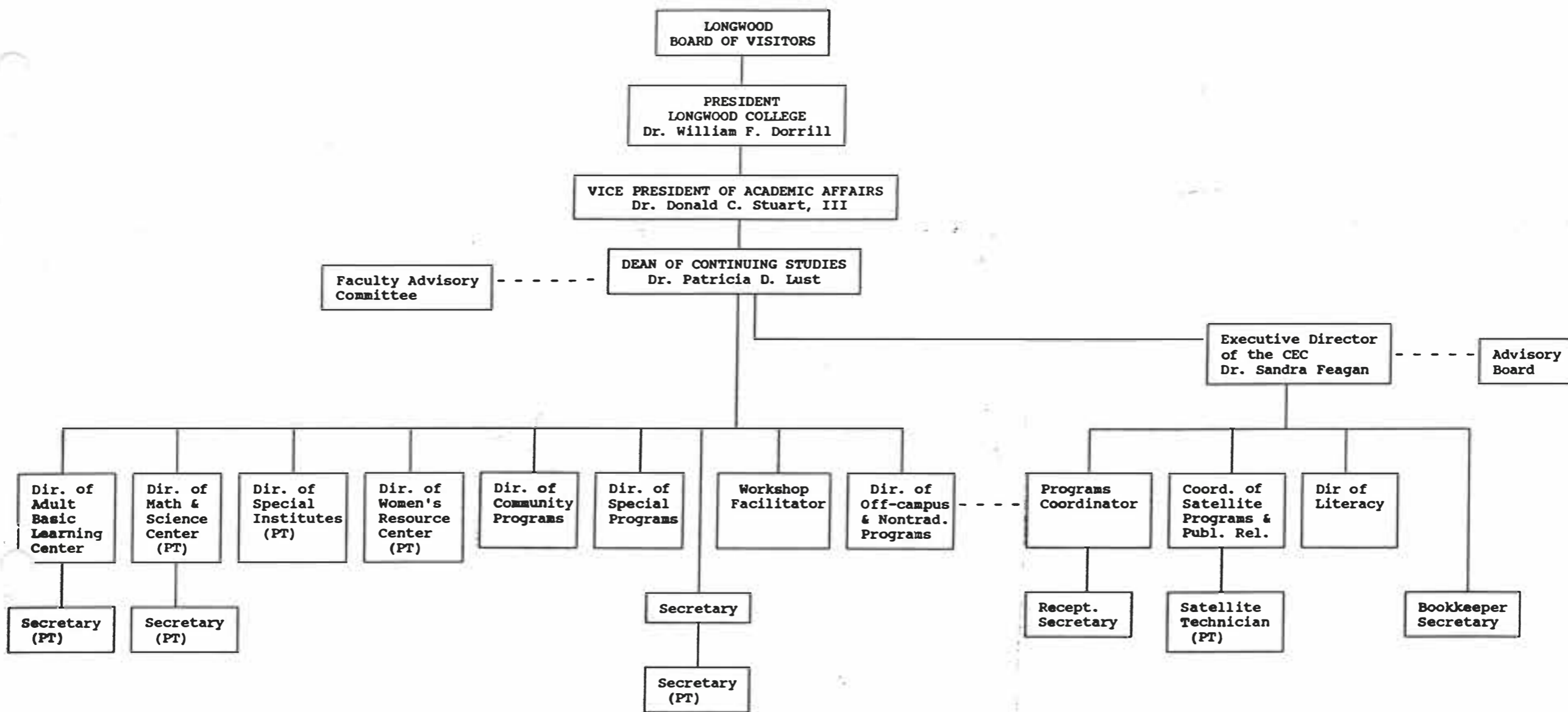
The Executive Director of the CEC will report to and be evaluated by the Dean of Continuing Studies, and the CEC Advisory Board will serve in an advisory capacity. The primary liaison for program operation in the delivery of Longwood credit classes and programs will be between the Longwood Director of Off-campus Programs and the CEC Program Coordinator. All CEC personnel will be classified as regular Longwood employees. Longwood will address long-range concerns and planning for the CEC.

Following the organizational merger with Longwood College, membership on the Halifax County/South Boston CEC Advisory Board will include one representative from each of the following: Halifax County Economic Development Commission, Halifax County Chamber of Commerce, South Boston City Council, Halifax County Board of Supervisors, Halifax County Community Action Agency, Halifax County/South Boston City Education Association, Danville Community College, Southside Virginia Community College Superintendent of Halifax County/South Boston City Public Schools, Longwood Small Business Development Center Director, Longwood Continuing Studies Dean, Center for Innovative Technology/Technology Transfer Director, Industry at large,\* Business at large.\*

Funding (see Appendix III) for the CEC for FY 1989-90 has been identified and all accounts will be transferred to and managed through the Longwood financial system. A projected budget for future expenditures, by funding source, appears as Appendix IV. Following the organizational merger the College will assume full operational management of the Center. Continuing funding for the CEC will be submitted as a part of the next biennial budget of Longwood College. At the same time the CEC will retain its uniqueness in being able to pursue grants from federal, state, local and private agencies. These grant moneys will be administered through Longwood's financial system.

\*to be elected by other Board members to serve two year terms

In terms of its programs, the Halifax County/South Boston Continuing Education Center of Longwood will pursue its original mission of encouraging Virginia colleges and universities and other state agencies to serve the needs of the local population and to enhance economic development. Existing program offerings at the CEC will be encouraged to continue. These programs include community college courses from SVCC and DCC; four year nontraditional degree programs from Averett and Mary Baldwin College; graduate degree programs from University of Virginia, Virginia Tech, Old Dominion University and Longwood College. Satellite seminars will continue in the areas of geriatrics, medicine, law, education, fire training, hazardous waste management, business management, and other topics requested by the community at large. Longwood programs will be marketed and delivered at the CEC, and Longwood will have first consideration for delivering any upper division programs requested by the CEC area. Teacher training programs, noncredit courses, and fine arts programs will also be included in Longwood's offerings at the CEC.



**HALIFAX COUNTY/SOUTH BOSTON  
CONTINUING EDUCATION CENTER**

**Projected Salary Schedule\*\*  
Fiscal Year 1989-90**

<u>Position</u>	<u>Wage</u>	<u>26% Fringe</u>	<u>Total</u>
Executive Director	\$45,000	\$11,700	\$56,700
Literacy Coordinator*	23,400	6,084	29,484
Satellite Program/P.R.	23,688	6,158	29,846
Community College/Ms. Program Coordinator	22,655	5,890	28,545
Receptionist/Secretary	14,517	3,774	18,291
Bookkeeper/Secretary	15,859	4,123	19,982
Technician (Part-time)	<u>4,144</u>	<u>332</u>	<u>4,476</u>
TOTALS	\$149,263	\$38,061	\$187,324 =====

\*Salary is funded directly by the PIC grant but fringes may require additional funding.

\*\* The amounts listed above are estimates. Final salary amounts will be determined by the State Department of Personnel and Training.

HALIFAX COUNTY/SOUTH BOSTON  
CONTINUING EDUCATION CENTER

ANTICIPATED FUNDING  
Fiscal Year 1989-90

<u>Source:</u>	<u>Amount:</u>
Virginia Dept. of Econ. Dev. (funding approved through June 30, 1990)	\$165,000
Center Funding (General Assembly) (remaining balance of single project funding for the Graduate Satellite startup costs)	14,035
South Central Private Industry Council (reflects anticipated increase in funding)	32,435
Halifax County (reflects present funding with no anticipated change)	18,750
City of South Boston (reflects present funding with no anticipated change)	6,250
Special Funds:	
a) 1988-89 Projected Program "Carry-Over"	38,409
b) Present Miscellaneous Revenues	<u>13,000</u>
TOTAL FUNDING	\$287,879 =====

Notes: The Longwood Small Business Development Center has allocated \$12,000 for C.E.C. leasehold improvements. Approximately \$9,000 of these funds have been encumbered for renovations presently underway. The LSBDC may have additional funds of up to \$15,000 for C.E.C. projects.



HALIFAX COUNTY / SOUTH BOSTON  
CONTINUING EDUCATION CENTER  
PROJECTED COMBINED SOURCES AND USES STATEMENT  
FISCAL YEAR 1989-90

ACCT. #	ACCT. #	EXPENSE ITEM (USE)	VA DEPT OF ECONOMIC DEVELOPMENT	PRIVATE INDUSTRY COUNCIL	CENTER FUNDING (GEN. ASSEMBLY)	HALIFAX COUNTY	CITY OF SOUTH BOSTON	SPECIAL FUNDS	ACCOUNT TOTALS
1001	1001	ISALARIES AND WAGES	\$79,487	23,400	4,144	15,435	4,625	22,172	149,263
2000	2000	IFRINGE BENEFITS	19,860	6,084	311	3,315	1,625	6,865	38,060
3002	3002	IPROFESSIONAL SERVICES	1,000						1,000
3003	3003	ITEMP SERVICE FEES	4,000					2,000	6,000
3004	3004	IREPAIRS AND MAINTENANCE	5,000					5,000	10,000
3007	3007	IADVERTISING	6,726	600	1,674			1,100	10,100
5101	5101	ELECTRICITY	1,700					1,000	2,700
5103	5103	IWATER AND SEWER	138					500	638
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5202	5202	IMESSENGER SERVICE			200			500	700
5203	5203	ITELEPHONE	5,039		5,461			2,000	12,500
5306	5306	ISURETYBOND							
5209	5209	IPROPERTY INSURANCE							
5401	5401	IOFFICE SUPPLIES	3,750		250			3,000	7,000
5405	5405	IJANITORIAL SERVICES	1,800						1,800
5411	5411	IBOOKS AND SUBSCRIPTIONS	500	405	95			3,000	4,000
5413	5413	IOTHER OPER. SUPPLIES		300					300
5416	5416	IOTHER PROGRAM EXPENSES							0
5501	5501	ITRAVEL (MILEAGE)	3,000	400	400			3,200	7,000
5504	5504	ITRAVEL (CONV. & EDUC.)	2,000	500					2,500
5801	5801	IDUES & ASSOC. MEMBERSHIP	300						300
5804	5804	IDISCRETIONARY FUND	400						700
7002	7002	IFURNITURE & FIXTURES	1,000					1,072	2,072
8002	8002	ILEASE/RENT OF BUILDING	24,000						24,000
???	???	IHEATING OIL	1,100						1,100
???	???	IMISC/RECOG/OTHER		446					446
TOTAL EXPENSES			165,000	32,435	14,035	18,750	6,250	51,409	287,879
TOTAL			165,000	32,435	14,035	18,750	6,250	51,409	287,879

APPENDIX # 12

DRAFT - BOARD POLICY ON ACQUAINTANCE RAPE

BACKGROUND: National attention has been drawn recently to the incidence of crime on college campuses. As a result, one state, Pennsylvania, has taken legislative action to require all colleges in the state to publicly report their crime statistics. Other states are considering similar laws.

One crime which has received considerable attention is acquaintance rape. It has been reported that more than two-thirds of the women in the United States who have been sexually assaulted were acquainted with the men who raped them. A survey of over 6,000 students from 32 colleges indicated that one out of every six female students reported having been a victim of rape or attempted rape during the preceding year. This same study characterized acquaintance rape as a "hidden epidemic" because more than 90% of women did not report the rape. A survey of Longwood students indicated that acquaintance rape was occurring with less frequency than the incidence reported nationally.

ACTION REQUESTED: The Board of Visitors is requested to approve the President's recommendation that the attached policy statement on acquaintance rape be incorporated into existing official policy statements on sexual harassment.

RATIONALE: Colleges are being urged to take a "proactive" stance toward the issue of crime on campus. This includes publishing in institutional documents policies which communicate clearly the unacceptability of certain kinds of behavior. The policy serves both as a statement of institutional values and as an educational tool for the entire community.

## APPENDIX #12 - Attachment A

### Policy Statement on Acquaintance Rape

Longwood College will not tolerate sexual assault in any form, including acquaintance rape. Acquaintance rape is sexual intercourse undertaken by a friend or acquaintance without consent, or when the victim is incapable of giving consent, such as when the victim is physically or mentally incapacitated by alcohol or drugs. Acquaintance rape occurs when a person, usually a woman, is forced to have sexual intercourse over her or his objections or as a result of threats, physical restraint, or physical violence.

When a student alleges that there is probable cause to believe that the College's regulations prohibiting sexual assault have been violated, the College will investigate the allegation through its own channels. Disciplinary action includes the possibility of suspension or dismissal from the College.

The College's code of student conduct covers rape and other types of sexual assault in the sections that refer to physical abuse, threats of violence, and disorderly or lewd conduct. The College has jurisdiction over offenses by students that occur on College property. The student conduct code specifically prohibits rape.

In addition to disciplinary action taken under the College's code of student conduct, a student charged with sexual assault can be prosecuted under Virginia criminal statutes. Even if the criminal justice authorities choose not to prosecute, however, the student can be charged through College disciplinary channels.

## AGENDA ITEM XII

### Faculty

Five faculty members received sabbaticals for all or part of the 1989-90 academic year.

- 1 - Art
- 3 - English
- 1 - Natural Science

\$6,000 was distributed among ten faculty for summer research and development.

- 1 - Education
- 1 - English
- 4 - Health and Physical Education
- 1 - Math and Computer Science
- 3 - Visual and Performing Arts

\$12,450 was awarded to eight faculty members for faculty research.

- 1 - Education
- 1 - Modern Language
- 1 - Music
- 3 - Natural Science
- 2 - Sociology

### Honors and Awards

Ms. Kristine Harbour was named national advisor of Delta Sigma Pi Business Fraternity.

- the first woman ever to ~~be~~ earn this title.

The Spring issue of Virginia Writing will be honored on May 18 by the EDPRESS Association as one of the top four educational publications in the US and Canada

The State Council of Higher Education approved two mini-grant proposals submitted by Longwood under the Funds for Excellence program. The Council appropriated \$12,980 and \$12,396 for the 1989-90 academic year for the projects.

- "Integrating the Experiences and Perspectives of Women and Minorities into the General Education Curriculum"
- Establishing a Responsive Placement, Tracking and Evaluation System for Developmental Mathematics and Reading."

## Campus Events

Spring Weekend saw record numbers in attendance with about 1,300 total guests to the campus, of which 335 were students. During campus tours visitors were primarily interested in seeing residence hall rooms. Comments from guests were positive on the facilities, the information provided by student guides, and the new construction projects.

Founder's Day was also a great success as alumni and friends celebrated Longwood's 150th birthday.

The play, "42nd Street," was a sell-out for two performances on Saturday. This event is next to the last in a series of Sesquicentennial anniversary activities. Tom Wolfe, the commencement speaker, will be the final event on the program.

The Longwood Bell, a landmark that governed the lives of students for perhaps as long as a century, was restored and dedicated this weekend. The Bell is now on display in the Rotunda.

## Other Campus Activities

Longwood now <sup>has</sup> ~~have~~ a FAX machine installed and available for use to the campus.

Equipment has been installed at Longwood to allow the campus to interface with the State Department of Accounts.

Stubbs Residence Hall has a new lock system in place and each room has been rekeyed.

An architectural and engineering firm has completed a study of traffic flow patterns around the dining hall-Rotunda area and recommendations have been made.

Craft House renovation contract has been awarded to Andrews/Large/Whidden and work has already begun.

## Fall Admissions Update

Deposits are 29% ahead of this time last year. We have fewer applications but a higher acceptance rate. Fewer denials in acceptance suggests higher quality applications. Transfer applications are expected to increase as they tend to be the later applicants.

## State of the College Address

I am pleased to report that Longwood has met the Management Standards for the institutions of higher education in Virginia for 1988-89.

The following standards have been reviewed and approved by Governor Baliles:

- an unqualified opinion from the Auditor of Public Accounts upon the audit of the annual financial statements
- no major audit deficiencies as attested to by the Auditor of Public Accounts
- compliance with financial reporting standards endorsed by the State Comptroller
- attainment of accounts receivables standards
- attainment of accounts payable standards

Benefits to the College for meeting these standards are:

- to reappropriate unexpended Educational and General balances up to a maximum of 2% of the total appropriation from all funds for Educational and General program. The funds may be utilized to reduce tuition or expended for non-recurring items by the end of fiscal year 1990
- To retain 100% of the proceeds during 1989-90 from the sale of surplus property (excluding land) which was purchased from Educational and General funds.
- To exceed maximum employment levels as established in the Appropriation Act provided that the 12-month average of 1989-90 does not exceed the MEL.

Goals and Objectives from Strategic Plan

(See attached)

## I. Goals and Objectives (from Strategic Plan)

1. Strengthen curriculum where it does not adequately meet the needs of students.
2. Enlarge and strengthen the College's international dimension.
3. Improve and expand on our off-campus graduate offerings.
4. Continue to work with the State to improve Lontgwood's position in the Benchmark process (make argument here that other Virginia schools should be included in peer group).
5. Increase enrollment to 3,400 FTE by 1994-95.
6. Gradually raise overall admission standards.
7. Significantly improve the retention rate of students.
8. Continue to support economic development and community outreach in Southside Virginia

## II. Specific College Needs for 1990-92 Biennium

1. Review College plans related to the 1990-92 Capital Outlay request.
  - a. Funding for renovation of Lancaster and benefit to College (beds) and community.
  - b. Renovation and new construction on Wynne Building for Southside Developmental Center.
2. Need for State support of Academic Services (Learning Center); presently fully funded through student tuition.
3. Need for an increase in funding for non-personal services such as physical plant building materials; supplies/materials/postage expenses across the College.

### Bill:

Any other new "initiatives" you know the College will want to undertake in 1990-92, which require substantial new funds, need to be identified here. e.g., I believe Jim Cross will be requesting funds for a new mainframe computer. (Rick)

## III. Statewide Concerns

1. Continuation of decentralization efforts.
2. Do whatever is possible to improve the turnaround time of requests going to the Division of engineering and Buildings.
3. Others - ?

## IV. Expression of Appreciation

1. Continue to appreciate the State's efforts to fund maintenance reserve items; there has been a noticeable improvement in our facilities because of this funding.
2. Greatly appreciate the ability to convert a great number of our positions from part-time to full-time.
3. Greatly appreciate the provision in the 1988-90 budget which allows for the College to share in the interest earnings on our auxiliary reserve funds.
4. Appreciate efforts to date on decentralization.

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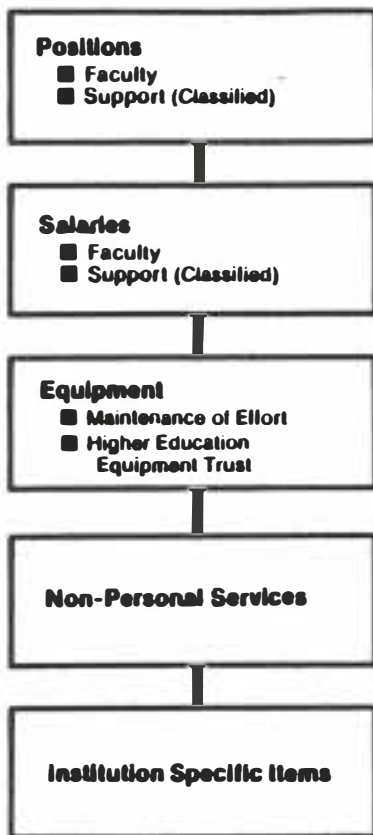
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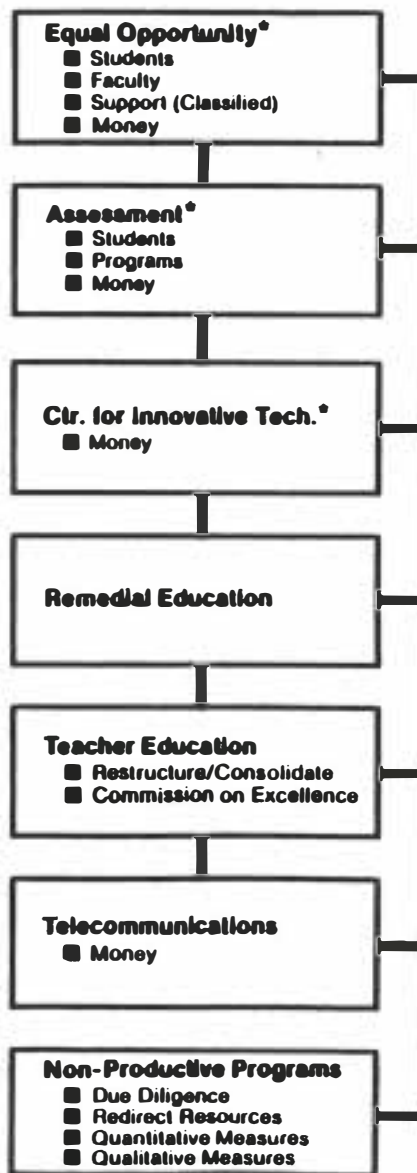
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# Colleges and Universities

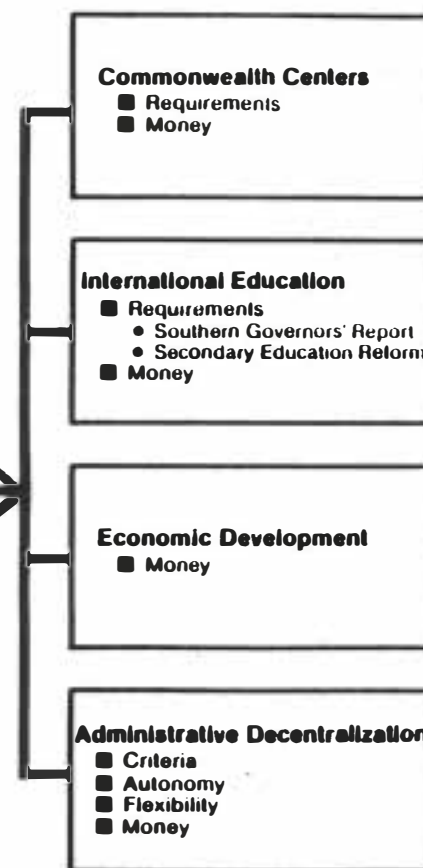
## BASE BUDGETS



## REQUIREMENTS/INITIATIVES



## INITIATIVES



\*Basic Requirements

## Rectors Report

Appointments to the Nominating Committee

Evaluation of the President

Board Dates: Executive Committee - May 5, 1989  
Full Board - June Date to be announced

★★ *sesquicentennial* ★★

LONGWOOD  
COLLEGE  
1989

Farmville, Virginia 23901

April 3, 1989

Invitation to a Groundbreaking...

Groundbreaking for a very important facility for Longwood and the region will be held on Monday, April 17, at 4:00 p.m., and I hope that it will be possible for you to attend.

I'm referring to our new \$5,700,000 library, which will be constructed at the southwest corner of Pine and Redford Streets, across from the Lankford Student Union and close to the Wygal Music Building.

The new library will provide state-of-the-art technology for information retrieval from libraries throughout the world. It will be almost twice as large as the present library and will have more than three times the reader space. The design will incorporate architectural features of both the old and new campus and should enhance the appearance of the overall area.

The ceremony, while significant, will be short and, we think, interesting. Following the ceremony, we'll have a reception in the Gold Room. Your presence will add to the occasion, and we therefore hope that you can be with us.

Sincerely,



William F. Dorrill  
President