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Board of Visitors

11-10-1989

1989-11-10 Minutes and Appendices

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AGENDA FOR MEETING OF THE BOARD OF VISITORS
OF
LONGWOOD COLLEGE

November 10, 1989
9:30 a.m.
1313 E. Main Street, Richmond

IN OPEN AND EXECUTIVE SESSION

I.

Call to order and review of agenda.

II.

Action to approve minutes of the previous meeting held on October 20, 1989 (Appendix 1).

III.

Information Item: Proposed meeting with Governor on Longwood's request for the 1990-92 Biennial Executive Budget.

IV.

Discussion Item: Future Board of Visitor's Meetings--Organization, Frequency, Format, and Schedule.

V.

Report of the President

VI.

Report of the Rector.

VII.

Motion to go into **Executive Session** under (2.1-344.1.A of the Code of Virginia):

Property Acquisition/Use (2.1-344.3): Residential property located near the Longwood College campus.

Personnel Matters (2.1-344.1): Conditions of employment for administrative personnel.

Open session reconvenes.

VIII.

Adjournment.

LONGWOOD COLLEGE BOARD OF VISITORS

Minutes

November 10, 1989

AGENDA ITEM I

Call to Order and Review of Agenda

The Longwood College Board of Visitors met on Friday, November 10, 1989, at 1313 E. Main Street, Richmond. The meeting was called to order at 9:45 a.m. by the Rector, Mr. Thompson. The following members were present:

Ms. Viola O. Baskerville
Dr. Wyndham B. Blanton, Jr.
Ms. Martha A. Burton
Ms. Martha W. High
Ms. Jane C. Hudson
Mr. D. Patrick Lacy, Jr.
The Honorable Franklin M. Slayton
Ms. Linda E. Sydnor
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
Ms. Jean S. Wheeler, Assistant to the President

Others present:

Mr. Andrew W. Hull, President, Longwood College Foundation Board of Directors
Mr. Richard C. Kast, Assistant Attorney General

AGENDA ITEM II

Approval of Minutes

On a motion made by Ms. Burton, and seconded by Ms. Baskerville, the minutes of the October 20, 1989, meeting were approved as submitted (Appendix 1).

AGENDA ITEM III

Board Meetings

Mr. Thompson discussed the organization of the Board and the role of its members in the College community. At the request of several Board members to establish meeting dates well in advance, Mr. Thompson requested that the Board discuss its meeting schedule. Following the discussion, the Board canceled the meeting previously scheduled for December 8. The Executive Committee will meet on Tuesday, December 19 at 9:30 a.m. in the Board Room at Longwood College. This meeting will coincide with December commencement exercises on the campus. All Board members were invited to attend both the meeting and commencement. Delegate V. Earl Dickinson will be the graduation speaker.

The Rector set the next meeting of the full Board for January 19 and 20, 1990, to be held at the Omni Hotel, Richmond, to begin at 1 p.m.

The Rector and the President will meet to set future Board meeting dates, using as guidelines the recommendations and comments made by various Board members during the discussion, combined with the needs of the College. The Board was reminded of the retreat to be held April 20, 21 and 22 at Upper Brandon.

AGENDA ITEM IV

Biennial Executive Budget

Following a discussion of items in Longwood's proposed 1990-92 Biennial Executive Budget request, Mr. Thompson asked Mr. Slayton and Mr. Lacy to arrange a meeting with Governor Baliles to review the College's request.

AGENDA ITEM V

Executive Session

On a motion made by Ms. Burton, and seconded by Ms. Sydnor, the members of the Board moved to go into executive session under Section 2.1-344.1.A of the Code of Virginia to discuss property acquisition/use (Section 2.1-344.3) regarding residential property located near the Longwood College campus, and to discuss personnel matters (Section 2.1-344.1) regarding conditions of employment for administrative personnel.

The Board returned to open session in compliance with the provisions of the Virginia Freedom of Information Act (Appendix 2).

AGENDA ITEM VI

President's Report

Dr. Dorrill provided the Board with an update on property acquisition of properties near the new residence hall site, and an information report on the NCATE Accreditation Team visit scheduled for the fall of 1992.

Other items of information included recent media coverage on the Longwood "Forensics Team," the "Longwood Seminar," and "Virginia Colleges."

Dr. Dorrill also informed the Board of the projects of the Foundation Board which include the Fine Arts Center, endowed chair, and meeting the DuPont challenge.

The Board was apprised of Longwood's implementation of the evaluation system being used by the State for classified employees.

Dr. Dorrill presented an overview of the 1990 summer conference fee structure which was to be submitted in December for approval by the Board. After discussion, a motion was made by Mr. Slayton, and seconded by Mr. Lacy, that authorized the President to set competitive summer conference fees beginning in 1990; thus delegating this authority to the President.

AGENDA ITEM VII

Rector's Report


Mr. Thompson noted that the Longwood House Refurbishing Committee had substantially completed their project at Longwood House. He reminded the Board of plans to entertain the Committee in appreciation of their accomplishment at a dinner to be held at Longwood House, December 7 at 6:30 p.m. and urged all who could to attend.

The Rector announced that he would attend the next meeting of the Longwood Foundation Board which would be held at Longwood on Friday, December 1 from 10 a.m. to 2 p.m. The agenda includes discussion of several fund-raising projects in which the Board of Visitors would be expected to participate.

AGENDA ITEM VIII

Adjournment

On a motion made by Mr. Watson, and seconded by Ms. High, the meeting adjourned at 1:10 p.m.


Hunter R. Watson, Secretary

LONGWOOD COLLEGE BOARD OF VISITORS

Minutes

October 20, 1989

AGENDA ITEM I

Call to Order and Review of Agenda

The Longwood College Board of Visitors met on Friday, October 20, 1989, on the College campus. The meeting was called to order at 10:45 a.m. by the Rector, Mr. Thompson. The following members were present:

Ms. Viola O. Baskerville (left meeting at lunch)
Ms. Martha A. Burton
Ms. Martha W. High
The Honorable Franklin M. Slayton
Ms. Linda E. Sydnor (left meeting at lunch)
Mr. W. T. Thompson, III

Board members absent were:

Dr. Wyndham B. Blanton, Jr.
Ms. Jane C. Hudson
Mr. D. Patrick Lacy, Jr.
Mr. George E. Murphy, Jr.
Mr. Hunter R. Watson

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
Ms. Phyllis Mable, Vice President for Student Affairs
Mr. Donald C. Stuart, III, Vice President for Academic Affairs
Ms. Kathe Taylor, Executive Assistant to the President
Ms. Jean S. Wheeler, Assistant to the President
Mr. H. Donald Winkler, Associate Vice President for Public Affairs and Publications

Others present:

Ms. Carolyn Frazier, Longwood College Foundation Board Member (substituting for Mr. Hull)
Mr. Joseph H. Fuller, Jr., Internal Auditor
Mr. E. Andrew Hudson, Student Representative to Sit with the Board of Visitors
Dr. Judy Johnson, Faculty Representative to Sit with the Board of Visitors
Mr. Richard C. Kast, Assistant Attorney General
Ms. Page C. McGaughy, President, Alumni Association

Agenda Item XII was moved to precede Agenda Item VII; Items VII through XI were held until after lunch.

AGENDA ITEM II

Approval of Minutes

On a motion made by Ms. Burton, and seconded by Ms. Sydnor, the minutes of the August 24, 1989, meeting were approved as submitted (Appendix 1).

AGENDA ITEM III

Mission Statement

A revised Statement of Institutional Purpose was submitted for approval (Appendix 2). Additions to the statement emphasize Longwood's strong commitment to public service and economic development for the citizens of Virginia. On a motion made by Ms. Sydnor, and seconded by Mr. Slayton, the Board approved the President's recommendation to accept the revised Statement.

AGENDA ITEM IV

Faculty Personnel

Longwood recommended four faculty members for late-summer appointments in accordance with the Governor's Consolidated Salary Authorization. On motion made by Ms. Burton, and seconded by Ms. High, the Board ratified the President's recommendation to appoint these faculty (Appendix 3).

AGENDA ITEM V

Property Items

Information was provided on the renovation of Wynne Building (Appendix 4, Attachment A). Original submission of the renovation request was coupled with a request for construction of a new wing on Wynne to house the Longwood Developmental Center. The State Department of Planning and Budget would not authorize the College to proceed to preplanning on the project as submitted. The College then asked the Department of Planning and Budget to separate the two components and authorize a preplanning study only for the renovation of the existing building. This study was authorized and has been completed and submitted; the project received SCHEV support with a priority two level.

A change in the financing of Lancaster Renovation was proposed to the Board (Appendix 4, Attachment B). On a motion made by Mr. Slayton, and seconded by Ms. High, the Board approved the President's recommendation that the proposed financing of the renovation of Lancaster be changed from 100 percent General Fund to 50 percent General Fund and 50 percent Non-general Funds (student fees).

The Board was apprised of property acquisitions in and around the site for the new residence hall (Appendix 4).

AGENDA ITEM VI

New Residence Hall Design

On a motion made by Ms. Sydnor, and seconded by Ms. Baskerville, the Board approved the design and footprint of the new residence hall as proposed by the President and recommended by the Facilities and Services Committee (Appendix 5). The design has also been reviewed and approved by the State Art and Architecture Board.

AGENDA ITEM VII

Executive Session

On a motion made by Ms. Burton, and seconded by Ms. High, the members of the Board moved to go into executive session under Section 2.1-344.1.A of the Code of Virginia to discuss property acquisition (Section 2.1-344.3) regarding property located on Hooper Street and in the general area of the proposed residence hall, and to discuss personnel matters (Section 2.1-344.1) regarding conditions of employment for faculty and administrative personnel.

On a motion made by Ms. Sydnor, and seconded by Ms. Burton, the Board returned to open session in compliance with the provisions of the Virginia Freedom of Information Act (Appendix 11). The Rector announced that due to time constraints, the Board heard only those topics which related to property acquisition as listed on the agenda. The items on personnel were added for discussion in executive session at the end of the agenda.

A motion was made by Ms. Burton, and seconded by Mr. Slayton, to approve the President's recommendation to authorize the College to begin negotiations to acquire a piece of property on Hooper Street.

AGENDA ITEM VIII

1988-89 Financial Statement

The unaudited financial statement for the year ending June 30, 1989, was presented to the Board for information (Appendix 6).

Quarterly Financial Report

The College operating budget was presented to the Board for information for the period ending August 31, 1989 (Handout A). An updated printout of the budget through September 30, 1989, is appended to Handout A as Attachment 1.

Audit Report

The audit report for fiscal year 1988 was presented for information as filed by the Auditor of Public Accounts (Appendix 7).

Response to Audit Report

All points in the Report were addressed in the Response to the Audit Report (Handout B). The point entitled "Enhance Access Controls" (Handout B, page 3), cannot feasibly and financially take place at this time due to our size in comparison to cost justification.

AGENDA ITEM IX

Special Interest Houses

Two students presented information to the Board on Special Interest "Houses" (Appendix 8). These students pointed out how the special environment provided a beneficial learning experience outside the formal classroom.

AGENDA ITEM X

Student Enrollment

The fall 1989 enrollment for Longwood shows a 7.89% increase over last year, which is the highest enrollment increase of all the public four-year institutions in Virginia (Appendix 9). Enrollment and retention data show that Longwood has already achieved, or in some cases exceeded, its expectations as outlined in the objectives of the Strategic Plan.

Preparation of Freshmen

The SAT scores for incoming Longwood freshmen for 1989 were presented and compared to National SAT averages for the same period (Appendix 10). Longwood's SAT scores were up 45 points over the last two years.

AGENDA ITEM XI

President's Report

Dr. Dorrill pointed out several enhancements to the Longwood learning environment which seem to be contributing to the increased retention rate at Longwood.

The Board was updated on Longwood's assessment plan. The Assessment Steering Committee will continue to work with State Council on this project.

President Dorrill also reported on benchmark negotiations with SCHEV which resulted in a new list of peer institutions, representing something of an improvement for Longwood (Handout C).

Among other upcoming events, Dr. Dorrill announced that a Commencement exercise will be held at Longwood on Tuesday, December 19, 1989, at 11 a.m. The Honorable V. Earl Dickinson, delegate from the 56th District, will be speaking.

AGENDA ITEM XII

Report of the Rector

Mr. Thompson called to the attention of Board members several meetings taking place in the next few weeks:

- Commission Report on the University of the Twenty-First Century; Wednesday, November 15; 1:30 p.m; Omni.
- Seminar for new Board members; November 15; 9:30-Noon; Senate Room 4 in the Capitol.

The Rector announced that the next meeting of the full Board will be held on Friday, November 10 beginning at 9:30 a.m., at 1313 East Main Street (Financial Corporation of Virginia Offices, First Floor), Richmond. Mr. Thompson also announced that the next on-campus meeting of the Board will be held on Friday, December 8, at 10 a.m. in the Virginia Room.

Motion was made by Ms. Burton, and seconded by Ms. High, to go into executive session under Section 2.1-344.1A of the Code of Virginia to discuss personnel matters (Section 2.1-344.1) regarding provisions of appointment contract of faculty and administrative personnel.

On a motion made by Mrs. Burton, and seconded by Mr. Slayton, the Board returned to open session in compliance with the provisions of the Virginia Freedom of Information Act (Appendix 12). No action was taken during executive session.

On a motion made by Ms. High, and seconded by Mr. Thompson, the meeting was adjourned at 3:40 p.m.

Martha A. Burton, Vice Rector

Appendix 2

Meeting Date November 10, 1989

CERTIFICATION OF EXECUTIVE MEETING

The Longwood College Board of Visitors has convened in Executive Session on this date in accordance with the provisions of the Virginia Freedom of Information Act.

The Board hereby certifies that, to the best of each member's knowledge,

- i. only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification applies, and
- ii. only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board.

Would all those recording an affirmative vote please do so by saying "AYE"; those opposed, "NAY".

VOTE

AYES: 10

NAYS: 0


[For each nay vote, the substance of the departure from the requirement of the Act should be described.]

ABSENT DURING VOTE:

Mr. Murphy

ABSENT DURING MEETING:

Mr. Murphy



Hunter R. Watson, Board Secretary

ATTACHMENT 2

APPROVAL OF QUARTERLY REPORT

BACKGROUND:

A report on College revenues and expenditures is prepared three times a year - September 30, December 31, and March 31. A financial statement is prepared for the period ending June 30th.

ACTION REQUESTED:

1. The Board of Visitors is requested to approve the President's recommendation that the Quarterly Report (to be distributed) be approved as presented.
2. The Board is requested to approve the President's recommendations that, in the future, these reports not be submitted on a quarterly basis, and that they be reported as items of information.

ATTACHMENT 3

APPROVAL OF ADMINISTRATIVE AND PROFESSIONAL FACULTY COMPENSATION PLAN

BACKGROUND:

Over the past several years, the State colleges in Virginia have independently developed and managed compensation plans for professional administrators. The authority to do so is part of the overall authority vested in Boards of Visitors through the Code of Virginia. Previously, the only requirement on the administration of the compensation plan for administrators was that the average salaries of administrators could not exceed the average salaries of faculty by more than 35 percent.

Effective July 1, 1988, the State requires the development of an administrative and professional faculty compensation plan, which must be approved by the College's Board of Visitors and submitted to the Department of Personnel and Training by December 1, 1988. Guidelines have been prescribed by the State to specify the elements required in the plan.

ACTION REQUESTED:

The Board of Visitors is requested to approve the President's recommendation that the Administrative and Professional Faculty Compensation Plan (attached) be approved as presented.

D R A F T

LONGWOOD COLLEGE
ADMINISTRATIVE AND PROFESSIONAL FACULTY
COMPENSATION PLAN

PURPOSE:

To establish an Administrative and Professional Faculty Compensation Plan which will incorporate the principle of equal pay for equal work and ensure that competitive salaries are offered and maintained for personnel classified as Administrative or Professional Faculty.

METHOD:

Using the results of the annual College and University Personnel Association Administrative Compensation Survey and a survey of other public institutions in Virginia as a guide, salaries for specific positions will be offered based upon salaries for similar positions in institutions which have the same or similar characteristics as Longwood College. Those characteristics are primary funding source, enrollment, annual budget, and educational concentration.

Care will be taken to avoid inequities in compensation and to guarantee equal pay for equal work. Longwood College's Human Resources Manager will insure that each administrative or professional faculty position meets the established criteria for its designation as indicated in the annual Consolidated Salary Authorization for Faculty Positions in Institutions of Higher Education issued by the Governor. Current position descriptions will be retained at the institution and will be reviewed on an

annual basis. Redefinition, conversion, and/or abolishment of vacated positions will occur as necessary.

Each incumbent will be evaluated in writing on an annual basis prior to contract renewal or termination. Salary increments shall be based on incumbents meeting or exceeding previously established standards of performance. These standards shall be set by the immediate supervisor after consultation with incumbents.

All salaries shall be subject to the availability of funds and average percentage increases authorized by the General Assembly and the Governor.

BENEFITS:

Benefits offered to incumbents of these positions shall be consistent with those offered to classified employees, with the following exceptions:

1. Incumbents may choose VSRS or TIAA-CREF as their retirement plan.
2. No compensatory time shall accrue except for hours worked on established State holidays or when the College is officially closed due to inclement weather.
3. There shall be no payment for Sick Leave surplus if an incumbent separates from service after five (5) years of continuous employment.

TR 2011 ✓ TR 3, 5

TENURE:

All persons appointed to these positions shall be ineligible for tenure, except teaching faculty who are selected to fill vacancies who have already achieved tenure at Longwood College. In that case, tenure shall be pertinent to resumed instructional duties only, and shall in no way indicate unlimited continuation in an administrative or professional faculty position.

COMPENSATION PLAN
TEACHING AND RESEARCH STAFF
for
1988-89

LONGWOOD COLLEGE
(Institution of Higher Education)

Enclosure: Institution Salary Scales and Regulations

- A. List entrance rates not salary ranges, being sure to list titles for positions noted as "Other."
- B. List specific normal increment for each rank, both amount and time.
- C. State institution regulations concerning tenure, sick leave and annual leave on the form, or a policy statement about such matters may be attached.

PRESIDENT WILLIAM F DORRILL, PH.D.

PREPARED BY THOMAS L BAYNHAM, HUMAN RESOURCE MANAGER

DATE OCTOBER 5, 1988

A.

	<u>Rank</u>	<u>Normal Entrance Rate</u>	<u>Normal Increment</u>	
			<u>Amount</u>	<u>Interval</u>
1.	<u>1988-89</u> Professor Associate Professor Assistant Professor Instructor Other: (specify) Assistant Instructor	In accordance with survey of other public institutions in Virginia and CUPA Annual Compensation Survey results for Institutions with similar characteristics	Based on Performance, equity, and budgeted funds	Annual
2.	<u>1987-88</u> Professor Associate Professor Assistant Professor Instructor Other: (specify)	In accordance with 1987-88 CUPA Survey and survey of other institutions in Virginia		Annual

B. Tenure

C. Annual and Sick Leave

Approved by Board of Visitors _____ (Date)

**APPROVAL OF POLICIES GOVERNING THE ADMISSION
OF UNDERGRADUATE STUDENTS**

BACKGROUND:

These policies have been prepared in accordance with the Council of Higher Education's recommendation that Boards of Visitors review and approve policies for the admission and selection of students. Drafts of these policies have been reviewed and discussed by the Board at previous meetings. These policies as approved by the Longwood Board will be submitted to the Council by December 1988 in accordance with the request.

ACTION REQUESTED:

The Board of Visitors is requested to approve the President's recommendation that the Policies Governing the Admission of Undergraduate Students (attached) be approved as presented.

D R A F T

POLICIES GOVERNING THE ADMISSION
OF UNDERGRADUATE STUDENTS TO LONGWOOD COLLEGE

Longwood's admissions policy attempts to serve a broad diversity of Virginia's students within the mission and constraints of the institution. Admission is selective with special consideration to members of minority groups, alumni, and students with extraordinary talents. Longwood seeks students who can be academically successful in this college community.

The major responsibility of the College is to serve Virginia residents. The Board of Visitors reviews the ratio of in-state to out-of-state students to be admitted to the College. For the purposes of student diversity, Longwood will continue present recruitment practices which have produced an out-of-state ratio of 10-15 percent of the total student body.

The College expects entering students to meet certain minimum academic qualifications. An entering freshman must have shown an ability to perform well both in college preparatory courses and on standardized college entrance examinations. An entering transfer student must have shown an ability to perform satisfactorily at the college level and also possess adequate secondary school preparation. Pursuit of more advanced high school courses, extracurricular activities, and community involvement

are viewed favorably in the admission decision. A student without adequate academic preparation in written and oral English, mathematics, sciences, history, and social sciences will be unlikely to have the abilities to be successful at Longwood.

Along with these considerations, the College desires a student community with a wide variety of backgrounds, attitudes, and interests. This has meant a commitment to recognize and try to meet the educational needs of members of minority groups. Less emphasis will be placed on SAT scores for minority candidates whose academic potential is better judged on high school curriculum, grades, letters of recommendation, and participation in pre-college programs. Children of alumni are given preference for admission in situations where admissions space is limited and there is a choice among candidates of equal academic ability. There is also a conscious effort to include in each class students with special artistic, athletic, or scientific talents and abilities. Admission for these students is based upon the premise that the student is judged academically capable of mastering college work.

Minimum levels of academic preparation for acceptance are determined annually by appropriate administrative officers of the College. The admissions policy is subject to the review and approval of the College's Board of Visitors. Admission requirements and other descriptive information on Longwood's admissions procedures and policies are published annually in the College's catalog and informational brochures.

ATTACHMENT 5

APPROVAL OF DELEGATION OF WRITE-OFF AUTHORITY

BACKGROUND:

At the January 1988 meeting of the Board of Visitors, a revised policy on the Collection of Student Fees was approved. The policy was revised to bring the College's policy into conformance with the State's policy on the same subject. One element of the policy is the identification of who has the authority to "write-off" delinquent accounts. The revised policy gives this authority to the Board of Visitors. During the meeting when delinquent accounts were taken to the Board to be written off, several members of the Board felt this authority could be delegated to the College administration.

ACTION REQUESTED:

The Board of Visitors is requested to approve the President's recommendation that the authority to write-off delinquent accounts be delegated to the President or his/her designee. (It is understood that the Board will receive regularly information reports on the "write-off" of delinquent accounts.) The proposed policy change is as follows:

CURRENT LANGUAGE: (pertaining only to write-off authority)

Page 2, Section 9 of Current Policy

9. Accounts under \$1,000 which are returned to the College by the collection agency as uncollectible will be submitted to the Board of Visitors to be written off when they have been in a delinquent status for two (2) years.

PROPOSED LANGUAGE:

9. Accounts under \$1,000 which are returned to the College by ~~the~~ collection agency as uncollectible will be "written-off" when they have been in a delinquent status for two (2) years.
10. "Write-off" authority shall be vested in the President of the College or his/her designee.
11. "Write-offs" beyond accumulated total of \$ _____ should be referred to the Board's Finance Committee in order to alert the Board of Visitors to the situation.

ATTACHMENT 6

APPROVAL OF BUDGET AMENDMENT REQUESTS

BACKGROUND:

At the July 1988 meeting of the Board of Visitors, proposed amendments to the College's 1989-90 budget were approved. Shortly thereafter, the College's budget analyst called and requested that we submit an amendment to request equipment funds for the new library. Funds for equipment were not included in the final appropriation for the building. The budget amendment was prepared and submitted to the Department of Planning and Budget (DPB).

In September, the College was invited by DPB to submit an additional budget amendment if there was a need on campus to convert part-time positions to full-time. These conversions would be considered in addition to those previously submitted under a separate program. The budget amendment was prepared and submitted to DPB.

ACTION REQUESTED:

The Board of Visitors is requested to approve the President's recommendation that the two budget amendments listed below be approved for further consideration by the Department of Planning and Budget:

Equipment for Library	\$1,225,000	
Conversion of thirteen (13) positions from part-time to full-time	<u>E&G</u> \$78,436	<u>AUX.</u> \$12,846

ATTACHMENT 7

APPROVAL OF REVISED FEE SCHEDULE

BACKGROUND:

The Board of Visitors has the authority to set all fees at the College and sets the majority of them in the Spring of each year. Since the approval of tuition and fees last year, two situations have developed which require a revision in the fee schedule. One is the need to eliminate the charging of a comprehensive fee when courses are conducted off-campus, e.g., South Boston or Halifax. The comprehensive fee is generally charged to cover costs associated with Intercollegiate Athletics, Student Union, Student Health Services, Counseling, etc. Students attending off-campus courses do not avail themselves of these services; thus, it is inappropriate to charge these students this fee.

The second revision required is the addition of a study abroad fee for students spending a semester in Venezuela. This fee is required in order to generate revenues to support the promotion and administration of the program.

ACTION REQUESTED:

The Board of Visitors is requested to approve the President's recommendation that the revised fee schedule (attached) be approved as presented.

REVISED FEE SCHEDULE

I. COMPREHENSIVE FEE

The present Fee Schedule provides for assessment of a \$20.00 comprehensive fee for all students enrolled in one (1) to six (6) credits.

PROPOSED CHANGE

The fee schedule should be revised to eliminate the \$20.00 comprehensive fee for students enrolling in one (1) to six (6) credits in courses taught off-campus.

II. STUDY ABROAD FEE - VENEZUELA

Presently, there is no additional fee, over and above the cost of the programs, charged to students who study abroad.

PROPOSED CHANGE

A fee of \$1,700 is proposed to be added to the normal tuition charged a full-time day student (both in-state and out-of-state). The change is illustrated below:

	IN-STATE DAY STUDENT	FULL-TIME DORM STUDENT	OUT-OF-STATE DAY STUDENT	FULL-TIME DORM STUDENT
Current Tuition	\$1,299	\$2,813	\$2,192	\$3,706
Proposed Fee	1,700	-0-	1,700	-0-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$2,999	\$2,813	\$3,892	\$3,706

Diff= \$186

Diff= \$186

An additional fee of \$1,700.00 should be charged to students enrolling in the Venezuela Study Abroad Program to help cover administrative costs. This would bring the cost of the program to the student to slightly over what they would pay as a full-time dorm student at Longwood College.

ATTACHMENT 8

APPROVAL OF REQUEST TO USE AUXILIARY RESERVE FUNDS

BACKGROUND:

The auxiliary reserve fund has been established to provide a source of funding for major repairs and renovations required on auxiliary buildings and to fund major equipment needs for auxiliary enterprise activities. Any unspent funds remaining in the annual auxiliary operating budget as of June 30th revert to the reserve fund.

This year, funds budgeted for residence hall equipment and certain other campus improvements reverted to the reserve fund when the invoices for the equipment and services were not processed prior to June 30th. As a result, the expenses have been charged to this year's operating budget.

As of June 30, 1988, the balance in the auxiliary reserve fund is approximately \$1,837,329. Of this amount, \$591,689 has been committed by the Board to various projects which leaves a balance of approximately \$1,245,640 available for future use. Also, \$356,000 has been budgeted this year as an addition to the reserve fund.

ACTION REQUESTED:

The Board of Visitors is requested to approve the President's recommendation that \$223,953 be allocated from the auxiliary reserve fund for the items listed below:

Residence Hall Furniture	\$187,390
Campus Beautification Improvements	\$ 36,563

ATTACHMENT 9

APPROVAL OF RESIDENCE HALL DESIGN PRINCIPLES

BACKGROUND:

In 1986, the General Assembly approved the College's request to construct a new residence hall. The project was approved for revenue bond funding up to a maximum of \$5,000,000. The approved total includes funds for construction and property acquisition.

Aside from property acquisition, the first step in the construction process is the preparation of a preplanning study which is done by a professional architectural/engineering firm. The preplanning study results in the basic design of the building up to the schematic drawing phase. The process of selecting the A/E firm has begun and should be completed during November. Once the selection of the A/E has been made, representatives from the firm will meet with College officials to begin the building design process. General guidance should be given to the architect at this time which describes the general parameters in which the building is to be designed.

ACTION REQUESTED:

The Board of Visitors is requested to approve the President's recommendation that the new Residence Hall Design Principles (attached) be approved as presented.

RECOMMENDED DESIGN PRINCIPLES FOR NEW RESIDENCE HALL

1. The position of the building will take into consideration the orientation of the Master Plan.
2. The building design will follow the massing and height of existing buildings on the campus.
3. The building massing and form should have variation to give individuality and identity.
4. The new residence hall will have its own sense of community and uniqueness but relate to the rest of the campus.
5. Every attempt should be made to maximize assignable space.
6. The space progression within the building should move from public to semi-public to private.
7. The building design should include social/recreation/study rooms for individuals or groups and laundry facilities.

ATTACHMENT #10

NEW TELEPHONE SYSTEM & COMMUNICATION SWITCH PROJECT EXECUTIVE SUMMARY

Longwood is currently using a 200 Line Rotary Stromberg Carlson 40 Private Branch Exchange Telephone System provided by Central Telephone Company. The current system is at capacity, provides no integrated billing/accounting by extensions and is supported by an obsolete/deteriorating cabling plant. The system provides voice only service to approximately 500 administrative and faculty users. It is very difficult to call in or out of Longwood during peak periods because of the severity of system overload. Current traffic volumes are over three (3) times what the system is capable of supporting.

The objective is the acquisition and implementation of a 5000 line capacity state-of-the art integrated voice and data communication switch and telephone system, to satisfy Longwood's current and future telecommunications requirements in a reliable and cost-effective manner.

The following criteria are guiding our evaluation: vision, buy-in by key players, flexibility and progressive pragmatism.

A phased project management and implementation strategy is being used. The Project Team chaired by Jim Cross, Vice President for Research and Information Systems, consists of representatives from Department of Information Technology, Department of Purchasing and Supply, and the various Vice Presidential areas at Longwood. The project consists of six (6) phases.

Phase 0 consists of the RFP Process and concludes with Contract Award.

Phase 1 entails the recabling of all administrative/faculty offices and the implementation of state-of-the-art telephone service.

Phase 2 entails the implementation of Data Services for faculty and staff. This will permit each faculty and staff to have on-line access to the IBM and HP computers.

Phase 3 entails the cabling of all resident hall rooms and implementation of telephone service for students. A telephone will be installed in each residence hall room.

Phase 4 involves providing students access to the Computer Center from residence hall room.

Phase 5 entails the implementation of a campus wide voice mail exchange system for faculty, staff and students.

Seven (7) vendors responded to the RFP. Cost estimates ranged from a low of approximately \$2.0 million to a high of \$3.0 million.

Each vendor response has been carefully reviewed, evaluated and scored by the Project Team based on compliance with state policy/procedures, technical specifications, operational requirements, and cost.

Detail negotiations will be held with the top two (2) vendors and focus on functionality/feature cost benefit analyses as it relates to: one-time base system costs, optional costs, facility/staffing costs and on-going/systems maintenance costs.

Phase 0 and contract award is on schedule for completion by Y/E 1988. The following is a brief summary of where we are and next steps.

o RFP Released	3/22/88 - Completed
o Mandatory Site Survey	4/11/88 - Completed
o Mandatory Preproposal Conference	4/19/88 - Completed
o RFP Responses	7/12/88 - Completed
o RFP Response Evaluations	10/24/88 - Completed
o Vendor Presentations	11/88
o Site Visits	11/88
o Contract Award	12/88

Once contract award is finalized, a detailed plan and schedule will be developed for Phase 1 implementation by August 1989.