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Meeting Agendas and Minutes

Board of Visitors

4-27-1992

1992-04-27 Minutes and Appendices

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**Longwood College
Board of Visitors
Regular Meeting Agenda
April 27, 1992
9:30 a.m.
Virginia Room**

Call to Order

Rector's Welcome and Introductions

Minutes

February 3, 1992 regular meeting

Rector's Report

President's Report

Committee Reports

Academic/Student Affairs Committee
Community Advisory Committee
Finance Committee
Facilities/Services Committee
Joint Committee on Board Relations

Unfinished Business

New Business

1. Review Capital Improvement Projects Status
2. Update on Energy Conservation Program
3. Review Financial Report for period ending March 31, 1992
4. Approve 1992-93 Tuition and Fees
5. Approve 1992-93 Operating and Capital Budgets
6. Review Salary Distribution Guidelines
7. Approve 1992-93 Admission Criteria
8. Academic Personnel Actions
 - Approve Candidates for Promotion and Tenure
 - Approve New Faculty Appointments
 - Review Faculty Sabbaticals and Retirements
9. Discuss Property Acquisition and Personnel Matters (Executive Session: §2.1-344,A; Sections A-1 and 3; Code of Virginia)

Announcements

Adjournment

Longwood College Board of Visitors

Minutes

April 27, 1992

Call to Order

The Longwood College Board of Visitors met on Monday, April 27, 1992, on the College campus. The meeting was called to order at 9:50 a.m. by the Rector, Mrs. High. The following members were present:

Ms. Viola O. Baskerville
Dr. Richard S. Blanton
Dr. Wyndham B. Blanton, Jr.
Ms. Martha A. Burton
Mrs. Martha W. High
Mrs. Jane C. Hudson
Mr. D. Patrick Lacy, Jr.
The Honorable Franklin M. Slayton
Dr. Helen R. Stiff
Ms. Linda E. Sydnor
Mr. W. T. Thompson, III

Present at the request of the Board:

Dr. William F. Dorrill, President
Mr. Steve Meyers, President, Alumni Association
Mrs. Norma Jean Joyner, President, Longwood College Foundation Board
Dr. Elizabeth W. Etheridge, Faculty Representative to Sit with the Board
Ms. Caroline L. Lockerby, Assistant Attorney General

Present at the request of the President:

Dr. James S. 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. Louis M. Markwith, Vice President for Institutional Advancement
Dr. Donald C. Stuart, III, Vice President for Academic Affairs
Ms. Jean S. Wheeler, Assistant to the President
Mr. H. Donald Winkler, Associate Vice President and Executive Director of Public Affairs and Publications

The Rector welcomed Board members and others present for the meeting.

Approval of Minutes

On a motion by Ms. Burton, and seconded by Ms. Sydnor, the minutes of the February 3 meeting were approved as distributed.

Review of Agenda

In a review of the agenda, Mrs. High called for any changes or additions. Mr. Thompson requested the addition of Item 5a--Faculty Salary Schedule; Dr. Dorrill requested an addition to Item 8--Approval of Emeritus title for retiring faculty.

Rector's Report

Mrs. High, on behalf of the Board of Visitors, recognized all those who will be retiring this year. In particular, Mrs. High recognized Mr. Thompson who will retire from the Board of Visitors in July 1992.

The Rector also appointed the following nominating committee to prepare a slate of officers for presentation to the Board for a vote at the annual meeting in July: Dr. W. Blanton, Chair; Dr. R. Blanton; and Ms. Baskerville.

President's Report

Dr. Dorrill began his report to the Board by recapping the actions of this year's General Assembly stating that Longwood is very pleased with some of the outcomes, specifically the funding for the College's computer mainframe. He also reported that the College was quite pleased to see a restoration of funds for the renovation of Lancaster and a new building for the School of Education and Human Services; these funds were cut earlier in the Session.

Further, the President provided the Board with an update on spring and fall enrollments, summer programming, recent faculty grant awards and the receipt of grant funding in two academic departments. Dr. Dorrill reported on the many changes occurring in the human resources area of the College. In addition to the announcement of several recent administrative appointments, he provided the Board with an update on three search processes currently underway--Vice President for Academic Affairs, Director for the Library, and Internal Auditor. Dr. Dorrill thanked all those involved for their work on these and other searches recently conducted at Longwood.

In conclusion, Dr. Dorrill provided an update on fundraising which shows Longwood in line with what seems to be the trend across the country. That is, a continual decline at all institutions in the receipt of private funds. Longwood is continuing, however, to press on with fundraising efforts in hopes to end the fiscal year just slightly under last year's goal of \$1 million. Following Dr. Dorrill's report, Ms. Burton commended the President on presenting such a comprehensive and informative report.

Academic/Student Affairs Committee Report

Committee Chair, Dr. Stiff, distributed a report on a meeting held April 10 at Longwood. (A copy of this report is filed with "Addenda to Minutes of the Board of Visitors" as Hand-out A, April 27, 1992.) Dr. Stiff stated that several of the topics discussed during this meeting would come before the Board today for action.

Community Advisory Committee Report

Dr. R. Blanton reported on a committee meeting held on March 11 for which minutes were previously distributed to Board members. According to Dr. Blanton, items discussed during that meeting included an update from Dr. Dorrill on the actions of the General Assembly and a report from Mr. Hurley on minority employment. Dr. Blanton is planning a tour of the new residence hall for the May committee meeting.

Finance Committee Report

Mr. Thompson, reported on a meeting of the Finance Committee held in Richmond on April 22 to review and discuss several items which will be addressed later today under new business.

As retiring Board member and long time Chair of this committee, Mr. Thompson suggested that the new Committee chair might want to give special attention to the account balances. During Mr. Thompson's term as Chair, the focus was always on ending the period with a positive balance. Mr. Thompson paid special tribute to the Foundation Board for their contributions to Longwood and recognized all they do for the College. He thanked the Board of Visitors for allowing him to serve as a committee member and Chair.

Facilities and Services Committee Report

Committee Chair, Ms. Sydnor, reported on a meeting held earlier that morning to review and discuss several items listed on the agenda under new business. Further comment was reserved for discussion of individual agenda items.

Committee on Board Relations

Ms. Baskerville reported on a recent meeting in Richmond of the four representatives to the Joint Committee on Board Relations. Following that meeting a draft resolution was distributed to all members of the Board of Visitors and the Longwood College Foundation. (A copy of this resolution is filed with "Addenda to Minutes of the Board of Visitors" as Appendix A, April 27, 1992.) Mr. Markwith, who served as staff to the Committee, was called on for comment. He thanked the members, on behalf of the College, for their fine work in

preparing this document and for their dedication in seeing the project to completion. Ms. Baskerville moved that the Board approve the resolution as distributed, which includes the management principles and guidelines. Hearing no second, Dr. W. Blanton suggested an alternative motion that action be deferred to the next meeting of the full Board; the motion was seconded by Mr. Slayton and approved by the Board. Dr. Stiff further offered that commendations are in order for those who contributed to the preparation of this document. She recognized that much progress has been made in strengthening the working relationship between the two Boards.

ITEM 1

Capital Projects

Ms. Sydnor presented to the Board for information a list of capital improvement projects which were reviewed and discussed earlier by the Facilities and Services Committee. (A copy of this list is filed with "Addenda to Minutes of the Board of Visitors" as Item 1, April 27, 1992.)

ITEM 2

Energy Conservation Program

Another item presented by Ms. Sydnor to the Board for information was an update on the energy conservation program. (A copy of this plan is filed with "Addenda to Minutes of the Board of Visitors" as Item 2, April 27, 1992.) Mr. Hurley was called on by Ms. Sydnor to provide the Board with a brief overview of this project. Mr. Hurley introduced representatives from Honeywell, Inc., the contractor selected, who outlined for the Board the scope of the project. Following this, Mr. Thompson, on behalf of the Finance Committee, expressed support for and approval of this project. He commended the College for its foresight and initiative in becoming the first State institution of Higher Education in Virginia to pursue this project.

ITEM 3

Financial Report

Mr. Thompson presented for information the third quarter financial report for the 1991-92 fiscal year, which was reviewed and discussed earlier by the Finance Committee. (A copy of this report is filed with "Addenda to Minutes of the Board of Visitors" as Item 3, April 27, 1992.)

ITEM 4

Tuition and Fees

Mr. Thompson presented to the Board the proposed tuition and fee structure for the 1992-93 year, which was reviewed and discussed earlier by the Finance Committee. (A copy of these fees is filed with "Addenda to Minutes of the Board of Visitors" as Item 4, April 27, 1992.) Mr. Thompson moved the approval of the recommended increase in tuition and fees as reviewed by the Finance Committee; the motion was seconded by Ms. Sydnor and carried.

ITEM 5

Internal Operating Budget

Another item reported by Mr. Thompson, which was reviewed and discussed earlier by the Finance Committee, was the 1992-93 Internal Operating Budget. (A copy of this budget is filed with "Addenda to Minutes of the Board of Visitors" as Item 5, April 27, 1992.) On behalf of the Committee, Mr. Thompson moved the adoption of the operating budget as presented; the Board so approved.

ITEM 5a

Faculty Salary Ranges

Mr. Thompson distributed a copy of the faculty salary ranges for the 1992-93 year which was discussed earlier by the Finance Committee. (A copy of this schedule is filed with "Addenda to Minutes of the Board of Visitors" as Item 5a, April 27, 1992.) Mr. Thompson moved that the Board approve the salary schedule as submitted which authorizes the administration of the compensation plan to faculty. The Board so approved.

ITEM 6

Salary Distribution Guidelines

A final item reviewed by the Finance Committee and reported by Mr. Thompson for information, was the salary distribution guidelines for 1992-93. (A copy of these guidelines is filed with "Addenda to Minutes of the Board of Visitors" as Item 6, April 27, 1992.)

ITEM 7

Admissions Criteria

Dr. Stiff reported that the Academic/Student Affairs Committee reviewed and discussed extensively the proposed 1992-93 student admissions criteria. (A copy of these criteria is filed with "Addenda to Minutes of the Board of Visitors" as Item 7, April 27, 1992.) A motion was offered by Dr. Stiff, seconded by Ms. Burton, and approved by the Board that the criteria be accepted as presented.

ITEM 8

Academic Personnel Issues

Also reviewed by the Academic Student Affairs Committee and reported by Dr. Stiff, were several academic personnel items. (A copy of these items is filed with "Addenda to Minutes of the Board of Visitors" as Item 8, April 27, 1992.) Dr. Stiff moved the approval of candidates for promotion, tenure and new faculty appointments; the Board so approved. Additional items reviewed by the Committee and presented by Dr. Stiff to the Board for information, were faculty sabbaticals and retirements.

Dr. Stiff called on President Dorrill to review the personnel item added to the agenda regarding the title of Emeritus for retiring faculty. Dr. Dorrill distributed a list of those retiring faculty who were being recommended for the title of Emeritus. (A copy of this list is filed with "Addenda to Minutes of the Board of Visitors" as Handout B, April 27, 1992.) Following a brief discussion of the process used in recommending faculty for this honor, a motion was made by Ms. Sydnor, seconded by Dr. R. Blanton, and approved by the Board that the President's recommended list of faculty be awarded the title of Emeritus.

ANNOUNCEMENTS

Resolution to Mr. Thompson

Mrs. High called on Ms. Burton who presented to Mr. Thompson, retiring member of the Board of Visitors, the following resolution:

WHEREAS W. T. Thompson, III has served with distinction on the Longwood College Board of Visitors for eight years, including two years as Rector and five years as chairman of the Finance Committee; and

WHEREAS, his leadership skills have contributed immeasurably to the governance of Longwood, the selection of the current president, the wise stewardship of human and material resources, the acquisition of housing for international personnel and private funds for Virginia Writing, the enhancement of relationships between the College and the community, and the crafting of plans and goals that will serve the College well in the future; and

WHEREAS, he has given unstintingly of time and energy, patience and diplomacy, and concern and discretion on behalf of us all,

BE IT RESOLVED THAT the Board of Visitors, on behalf of Longwood College, extends to Tee Thompson our deepest appreciation and admiration for his exemplary leadership and service.

Mr. Thompson thanked the Board for the generous resolution and he thanked those with whom he had worked over the years for their cooperation and friendship.

Representatives to the Board

Mrs. High called on the faculty representative to the Board, Dr. Etheridge, for any comment on behalf of her constituency group. Dr. Etheridge offered no comment but did distribute the latest copy of the minutes for the Faculty Advisory Committee, and information on the newly organized group, Women Faculty Caucus.

Longwood College Foundation representative, Mrs. Joyner, was called on for comment by Mrs. High. Mrs. Joyner stated that she was pleased with the work of the Joint Committee on Board Relations. Mrs. Joyner further offered that the Foundation is still having a very positive response to the Longwood "wish list."

On behalf of the Alumni Association, Mr. Meyers, reported on a meeting held March 7 by the Alumni Board. He expressed concern from this group about the number of donors giving and the dollars being given, particularly among the alumni. Mr. Meyers stated that the Alumni Board went on record as stating that they recommended that the College consider initiating a capital campaign to assist with fundraising efforts.

ITEM 9

Executive Session


On a motion by Mr. Slayton, and seconded by Dr. R. Blanton, the members of the Board moved to go into executive session under Section 2.1-344.A of the Code of Virginia to discuss property acquisition and personnel matters (Section 2.1-344,A-1 and 3).

The Board returned to open session, on a motion by Mr. Thompson, and seconded by Dr. W. Blanton, in compliance with the provisions of the Virginia Freedom of Information Act (A copy of this compliance is filed with "Addenda to Minutes of the Board of Visitors " as Appendix B, April 27, 1992.)

No actions were taken as a result of the discussions in Executive Session.

Adjournment

The meeting was adjourned at 3:35 p.m.


Viola O. Baskerville, Secretary

BOARD OF VISITORS MEETING

Virginia residential students will pay 9.9 percent more in total costs to attend Longwood next year.

Longwood officials said the increase is necessary to ensure that State budget cuts don't diminish the quality of educational offerings and support services. The increase will offset Longwood's 1992-93 budget reduction of \$560,000 and also fund other necessary services and programs, according to President William F. Dorrill.

The increase in tuition, fees, room, and board was approved today by the Board of Visitors. For Virginians, the increase is \$656, from \$6,594 to \$7,250 for the academic year. Despite the increase, Virginia students at Longwood will pay less for 1992-93 than Virginia residents at approximately half of the 15 state colleges and universities.

President Dorrill said the calculation of charges was "heavily impacted by another five percent reduction in State funding, which we are permitted to replace with tuition dollars." He said that State actions continue to shift the cost of education to students and their parents. He noted that in 1990-91 the State funded 71.4 percent of the educational cost, while in 1992-93 that support will decline to 55.99 percent, "which places Virginia among the bottom 12 states in per-student state appropriations."

On the positive side, more financial aid for students will be available to offset the increased tuition and fees, according to Richard V. Hurley, Vice President for Business and Legislative Affairs. State appropriations for the 1992-94 biennium double the current allocation for financial aid for Longwood students-- to \$516,000 in the first year and \$1,023,000 at the end of the second year.

For out-of-state residential students, the cost to attend Longwood in 1992-93 will rise by \$1,382 to \$11,576, an increase of 13.5 percent. The larger increase for non-Virginia students is necessary to maintain the State-mandated 1:3 ratio for in-state versus out-of-state tuition.

The increase in tuition and fees will prevent faculty and staff layoffs; enable the College to continue to participate in the Higher Education Equipment Trust Fund; and pay for the doubling of water and sewer costs by the town of Farmville (from \$50,000 to about \$100,000) and new charges of about \$25,000 from Prince Edward County for use of the landfill, Mr. Hurley said.

The Board also took the following actions:

- approved the Internal Operating Budget for 1992-93, including Educational and General and Auxiliary funds. The budget totals more than \$31 million, a 6.3 percent increase over last year.
- approved new "authorized salary ranges" for faculty and administrators, taking into account the two percent salary increase authorized by the 1992 General Assembly.
- approved a revision in Longwood's admissions policies for freshmen and transfer students, reflecting slightly higher criteria. For freshmen, the number of required high school courses was increased from 16 to 18 (one additional unit in social studies/history and one unit of fine or practical arts) and the minimum SAT score was set at 770, 20 points higher than last year.

(more)

NEWS RELEASE

LONGWOOD

OFFICE OF PUBLIC AFFAIRS
Longwood College
201 High Street
Farmville, VA 23909
804-395-2020

9.9% Increase Approved
For Longwood Students

Embargoed Until 1 p.m.,
Monday, April 27, 1992

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(MORE)

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ITEM #1

**BUSINESS AFFAIRS
INFORMATION ITEM**

UPDATE ON CAMPUS CONSTRUCTION

The attached reports provide specific information on each campus construction project. You will note that every project expected to be under way this year is in the construction phase or is about to begin. It is also significant to note the number of projects completed this year. The projects are organized as follows: Projects Under Construction (Pages 2-20), Projects Completed (Pages 12-20) and Projects on Hold (Pages 21-26).

Attachments

PROJECTS UNDER CONSTRUCTION

NEW STUDENT HOUSING

PROJECT INSPECTOR: Alan Cook PROJECT CODE: 214-13374
ARCHITECT/ENGINEER: Hanbury, Evans, Newill, P.O. NUMBER: A001823
Vlattas & Company
CONTRACTOR: Frazier Construction Co. P.O. NUMBER: A008105
PROJECT BUDGET: \$5,000,000.00 BUDGET CODE: 7-70007

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	MAR 15, 1989	MAR 15, 1989
Approval of Schematic Drawings	OCT 11, 1989	SEP 29, 1989
Approval of Preliminary Drawings and Specifications	DEC 23, 1989	JUN 07, 1990
Approval of Working Drawings and Specifications	JAN 25, 1990	DEC 26, 1990
Advertise for Bids	JAN 28, 1990	JAN 04, 1991
Bid Opening	FEB 07, 1991	FEB 08, 1991
Contract Award	FEB 25, 1991	FEB 27, 1991
Start of Construction	MAR 11, 1991	MAR 15, 1991
Completion of Construction	JUN 30, 1992	

Drawings/Specifications - Percent Complete: 100%
Construction - Percent Complete: 96%

Project Status: The project is under construction, and is expected to be completed by May 18, 1992.

*****Last Update: April 13, 1992*****

GRAINGER - INTERIOR RENOVATIONS

PROJECT INSPECTOR: Kim Arritt **PROJECT CODE:** 214-14012
ARCHITECT/ENGINEER: The Benham Group **P.O. NUMBER:** A000516
CONTRACTOR: J. W. Daniel & Co., Inc. **P.O. NUMBER:** A020032
PROJECT BUDGET: \$2,189,800.00 **BUDGET CODE:** 7-70119

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	APR 14, 1989	APR 14, 1989
Approval of Schematic Drawings	N/A	N/A
Approval of Preliminary Drawings and Specifications	OCT 11, 1989	OCT 25, 1989
Approval of Working Drawings and Specifications	MAR 23, 1990	MAR 15, 1991
Advertise for Bids	JUN 21, 1991	JUN 21, 1991
bid Opening	JUL 31, 1991	JUL 31, 1991
Contract Award	AUG 12, 1991	AUG 07, 1991
Start of Construction	AUG 19, 1991	SEP 03, 1991
Completion of Construction	SEP 02, 1992	

Drawings/Specifications - Percent Complete: 100%
Construction - Percent Complete: 45%

Project Status: The project is under construction and is expected to be completed by August 14, 1992.

*****Last Update: April 13, 1992*****

PHASE II OF MALL PROJECT & RENOVATION OF NEW SMOKER

PROJECT INSPECTOR: Kim Arritt

ARCHITECT/ENGINEER: Glave, Newman, Anderson P.O. NUMBER: A024923

CONTRACTOR: J. E. Jamerson & Sons, Inc. P.O. NUMBER: TBA

PROJECT BUDGET: \$297,310.00 BUDGET CODE: 3-50138

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	SEP 19, 1991	SEP 19, 1991
Approval of Working Drawings and Specifications	FEB 21, 1992	FEB 21, 1992
Advertise for Bids	MAR 01, 1992	FEB 26, 1992
Bid Opening	APR 01, 1992	MAR 25, 1992
Contract Award	APR 08, 1992	APR 06, 1992
Start of Construction	MAY 11, 1992	
Completion of Construction	AUG 21, 1992	

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 5%

Project Status: Construction will begin the Monday following Commencement.

*****Last Update: April 13, 1992*****

BEDFORD VENTILATION IMPROVEMENTS

PROJECT INSPECTOR: Kim Arritt **PROJECT CODE:** 214-14454
ARCHITECT/ENGINEER: Smithey & Boynton **P.O. NUMBER:** A002265
CONTRACTOR: WACO, Inc. **P.O. NUMBER:** A008143
PROJECT BUDGET: \$277,000.00 **BUDGET CODE:** 7-70118

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	MAR 31, 1989	MAR 31, 1989
Approval of Schematic Drawings	N/A	N/A
Approval of Preliminary Drawings and Specifications	JUN 27, 1989	JUL 24, 1989
Approval of Working Drawings and Specifications	NOV 16, 1989	MAR 11, 1991
Advertise for Bids	NOV 26, 1989	MAR 15, 1991
Bid Opening	DEC 12, 1989	APR 17, 1991
Contract Award	MAY 01, 1991	MAY 13, 1991
Start of Construction	MAY 13, 1991	MAY 14, 1991
Completion of Construction	AUG 31, 1991	

Drawings/Specifications - Percent Complete: 100%
Construction - Percent Complete: 99%

Project Status: Contractor is completing minor punchlist items. Will schedule a final inspection once these items are complete.

*****Last Update: April 13, 1992*****

POST OFFICE EXPANSION

PROJECT INSPECTOR: Kim Arritt

ARCHITECT/ENGINEER: Edgerton Associates P.O. NUMBER: A004884

CONTRACTOR: Andrews, Large & Whidden, Inc. P.O. NUMBER: TBA

PROJECT BUDGET: \$130,000.00 BUDGET CODE: 3-50140

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	AUG 22, 1991	AUG 22, 1991
Approval of Working Drawings and Specifications	JAN 31, 1992	JAN 31, 1992
Advertise for Bids	FEB 16, 1992	FEB 16, 1992
Bid Opening	MAR 18, 1992	MAR 18, 1992
Contract Award	APR 17, 1992	
Start of Construction	MAY 11, 1992	
Completion of Construction	AUG 21, 1992	

Drawings/Specifications - Percent Complete: 65%

Construction - Percent Complete: 0%

Project Status: Construction will begin on the Monday following Commencement.

*****Last Update: April 13, 1992*****

BASEBALL FIELD IMPROVEMENTS

PROJECT INSPECTOR: Melvin Moore

ARCHITECT/ENGINEER: Higgins Associates P.O. NUMBER: A004887

CONTRACTOR: Andrews, Large & Whidden, Inc. P.O. NUMBER: A023927

PROJECT BUDGET: \$217,450.00 BUDGET CODE: 3-50137

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	AUG 22, 1991	AUG 22, 1991
Approval of Working Drawings and Specifications	OCT 04, 1991	NOV 29, 1991
Advertise for Bids	DEC 22, 1991	DEC 22, 1991
Bid Opening	JAN 23, 1992	JAN 23, 1992
Contract Award	JAN 27, 1992	JAN 27, 1992
Start of Construction	FEB 10, 1992	FEB 27, 1992
Completion of Construction	JUL 27, 1992	

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 5%

Project Status: This project was held up due to the weather. The Town has finished grading, and Andrews, Large & Whidden, Inc. moved on site on April 10, 1992.

*****Last Update: April 13, 1992*****

FRENCH POOL REPAIRS

PROJECT INSPECTOR: Melvin Moore

ARCHITECT/ENGINEER: N/A

P.O. NUMBER: N/A

CONTRACTOR: Camal Company, Inc.

P.O. NUMBER: A023926

PROJECT BUDGET: \$50,000.00

BUDGET CODE: 3-50139

CONSTRUCTION SCHEDULE

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	N/A	N/A
Approval of Working Drawings and Specifications	N/A	N/A
Advertise for Bids	JAN 19, 1992	JAN 19, 1992
Bid Opening	FEB 12, 1992	FEB 12, 1992
Contract Award	FEB 19, 1992	FEB 20, 1992
Start of Construction	FEB 24, 1992	MAR 04, 1992
Completion of Construction	JUN 02, 1992	

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 90%

Project Status: The project will be completed by the end of April.

*****Last Update: April 13, 1992*****

LONGWOOD HOUSE - EXTERIOR REPAIRS

PROJECT INSPECTOR: Kim Arritt **PROJECT CODE:** TBA
ARCHITECT/ENGINEER: Maitland & Kuntz **P.O. NUMBER:** A005589
CONTRACTOR: Andrews, Large & Whidden, Inc. **P.O. NUMBER:** A020040
PROJECT BUDGET: \$50,000.00 **BUDGET CODE:** 3-50116

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	AUG 21, 1990	AUG 21, 1990
Approval of Working Drawings and Specifications	OCT 03, 1990	JAN 14, 1991
Advertise for Bids	OCT 14, 1990	MAY 12, 1991
Bid Opening	JUL 03, 1991	JUL 03, 1991
Contract Award	JUL 08, 1991	AUG 22, 1991
Start of Construction	JUL 15, 1991	AUG 02, 1991
Completion of Construction	NOV 29, 1991	

Drawings/Specifications - Percent Complete: 100%
Construction - Percent Complete: 75%

Project Status: Andrews, Large & Whidden, Inc. began work at the Longwood House on April 1, 1992. The painting is to begin on Tuesday, April 21st.

*****Last Update: April 13, 1992*****

LANCASTER CLOCK TOWER

PROJECT INSPECTOR: Kim Arritt

ARCHITECT/ENGINEER: N/A

P.O. NUMBER: N/A

CONTRACTOR: Andrews, Large & Whidden, Inc.

P.O. NUMBER: A020039

PROJECT BUDGET: \$17,000.00

BUDGET CODE: 7-70123

CONSTRUCTION SCHEDULE

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

Start of Construction

MAR 24, 1992

MAR 24, 1992

Completion of Construction

MAY 29, 1992

Project Status: The project is on schedule.

*****Last Update: April 13, 1992*****

PROJECTS COMPLETED

FRAZER WINDOW REPLACEMENT

PROJECT INSPECTOR: Melvin Moore

ARCHITECT/ENGINEER: N/A

P.O. NUMBER: N/A

CONTRACTOR: PNC Corporation

P.O. NUMBER: 2037433

PROJECT BUDGET: \$100,000.00

BUDGET CODE: 3-50135

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	N/A	N/A
Approval of Working Drawings and Specifications	N/A	N/A
Advertise for Bids	OCT 04, 1991	OCT 04, 1991
Bid Opening	OCT 25, 1991	OCT 25, 1991
Contract Award	NOV 01, 1991	NOV 01, 1991
Start of Construction	JAN 20, 1992	JAN 20, 1992
Completion of Construction	APR 20, 1992	MAR 19, 1992

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 100%

Project Status: This project is complete.

*****Last Update: April 13, 1992*****

CURRY/FRAZER COMMONS ROOF AND COPING REPAIRS

PROJECT INSPECTOR: Melvin Moore

ARCHITECT/ENGINEER: Edgerton Associates P.O. NUMBER: A004884

CONTRACTOR: Andrews, Large & Whidden, Inc. P.O. NUMBER: A020041

PROJECT BUDGET: \$70,000.00/\$20,721.00 BUDGET CODE: 3-50136
3-50139

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

Architect/Engineer Selection

Approval of Working Drawings
and Specifications

Advertise for Bids JUL 07, 1991 JUL 07, 1991

Bid Opening JUL 26, 1991 JUL 26, 1991

Contract Award JUL 31, 1991 AUG 20, 1991

Start of Construction AUG 05, 1991 SEP 23, 1991

Completion of Construction NOV 18, 1991 MAR 11, 1992

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 100%

Project Status: This project is complete.

*****Last Update: April 13, 1992*****

CURRY/FRAZER - RE-CAULKING

PROJECT INSPECTOR: Kim Arritt **PROJECT CODE:**
ARCHITECT/ENGINEER: Maitland & Kuntz **P.O. NUMBER:** A004821
CONTRACTOR: Andrews, Large & Whidden, Inc. **P.O. NUMBER:** A008129
PROJECT BUDGET: \$62,973.00/\$72,000.00 **BUDGET CODE:** 3-50120
3-50134/3-50139
 \$1,698.00

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	AUG 15, 1990	AUG 15, 1990
Approval of Working Drawings and Specifications	OCT 10, 1990	OCT 10, 1990
Advertise for Bids	FEB 03, 1991	FEB 03, 1991
Bid Opening	MAR 06, 1991	MAR 06, 1991
Contract Award	APR 18, 1991	APR 18, 1991
Start of Construction	APR 22, 1991	MAY 20, 1991
Completion of Construction	NOV 08, 1991	MAR 06, 1992

Drawings/Specifications - Percent Complete: 100%
Construction - Percent Complete: 100%

Project Status: This project is complete.

*****Last Update: April 13, 1992*****

WYGAL ROOF REPLACEMENT

PROJECT INSPECTOR: Melvin Moore

ARCHITECT/ENGINEER: Edgerton Associates **P.O. NUMBER:** A004884

CONTRACTOR: Consolidated Industrial **P.O. NUMBER:** A024930
Roofing, Inc.

PROJECT BUDGET: \$60,000.00 **BUDGET CODE:** 7-70123

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	AUG 06, 1991	AUG 06, 1991
Approval of Working Drawings and Specifications		
Advertise for Bids	SEP 08, 1991	SEP 08, 1991
Bid Opening	OCT 02, 1991	OCT 02, 1991
Contract Award	OCT 09, 1991	OCT 10, 1991
Start of Construction	NOV 04, 1991	NOV 04, 1991
Completion of Construction	DEC 13, 1991	APR 10, 1992

Drawings/Specifications - Percent Complete: 100%
Construction - Percent Complete: 100%

Project Status: This project is complete.

*****Last Update: April 13, 1992*****

LANKFORD MECHANICAL ROOM

PROJECT INSPECTOR: Kim Arritt

ARCHITECT/ENGINEER: Nolen Frisa Brooks P.O. NUMBER: A004885

CONTRACTOR: Andrews, Large & Whidden, Inc. P.O. NUMBER: A024983

PROJECT BUDGET: \$23,400.00 BUDGET CODE: 3-50140
3-50139

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	AUG 06, 1991	AUG 06, 1991
Approval of Working Drawings and Specifications	OCT 28, 1991	OCT 28, 1991
Advertise for Bids	NOV 11, 1991	NOV 11, 1991
Bid Opening	DEC 11, 1991	DEC 11, 1991
Contract Award	DEC 16, 1991	DEC 16, 1991
Start of Construction	JAN 06, 1992	JAN 06, 1992
Completion of Construction	MAR 06, 1992	MAR 18, 1992

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 100%

Project Status: This project is complete.

*****Last Update: April 13, 1992*****

CURRY - HANDICAPPED RAMP

PROJECT INSPECTOR: Kim Arritt

ARCHITECT/ENGINEER: N/A

P.O. NUMBER: N/A

CONTRACTOR: Andrews, Large & Whidden, Inc.

P.O. NUMBER: A024939

PROJECT BUDGET: \$10,000.00

BUDGET CODE: 3-50139

CONSTRUCTION SCHEDULE

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

Start of Construction

JAN 06, 1992

JAN 06, 1992

Completion of Construction

FEB 06, 1992

MAR 26, 1992

Project Status: This project is complete.

*****Last Update: April 13, 1992*****

SIDEWALK REPLACEMENT AT COX/WHEELER/STEVENS/JARMAN

PROJECT INSPECTOR: Melvin Moore

ARCHITECT/ENGINEER: N/A

P.O. NUMBER: N/A

CONTRACTOR: Andrews, Large & Whidden, Inc.

P.O. NUMBER: A024999

PROJECT BUDGET: \$9,559.00

BUDGET CODE: 7-70123

CONSTRUCTION SCHEDULE

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

Start of Construction

JAN 13, 1992

JAN 13, 1992

Completion of Construction

JAN 31, 1992

FEB 06, 1992

Project Status: This project is complete.

*****Last Update: April 13, 1992*****

ALUMNI HOUSE PATIO

PROJECT INSPECTOR: Kim Arritt

ARCHITECT/ENGINEER: N/A

P.O. NUMBER: N/A

CONTRACTOR: Andrews, Large & Whidden, Inc.

P.O. NUMBER: A025054

PROJECT BUDGET: \$7,500.00

BUDGET CODE: 3-10180

CONSTRUCTION SCHEDULE

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

Start of Construction

JAN 20, 1992

JAN 20, 1992

Completion of Construction

MAR 05, 1992

MAR 05, 1992

Project Status: This project is complete.

*****Last Update: April 13, 1992*****

PROJECTS ON HOLD

**ADDITION TO BEDFORD
FINE ARTS CENTER**

PROJECT INSPECTOR: Melvin Moore **PROJECT CODE:** 214-15061
ARCHITECT/ENGINEER: Smithey & Boynton **P.O. NUMBER:** A001801
CONTRACTOR: To be selected **P.O. NUMBER:** TBA
PROJECT BUDGET: \$1,105,000.00 **ITEM NUMBER:** TBA

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	AUG 01, 1989	AUG 24, 1989
Approval of Schematic Drawings	OCT 06, 1989	
Approval of Preliminary Drawings and Specifications	DEC 06, 1989	
Approval of Working Drawings and Specifications	APR 10, 1990	
Advertise for Bids	APR 21, 1990	
Bid Opening	JUN 11, 1990	
Contract Award	JUN 21, 1990	
Start of Construction	JUL 02, 1990	
Completion of Construction	MAY 03, 1991	

Drawings/Specifications - Percent Complete: 10%
Construction - Percent Complete: 0%

Project Status: Schematic drawings and specifications were approved by the Art and Architectural Review Board on April 6, 1990. These plans are now under review by the Fine Arts Center Advisory Committee. The project remains on hold pending recommendations from the Advisory Committee.

*****Last Update: April 13, 1992*****

**CAMPUS ENTRANCE IMPROVEMENTS
(GATEWAY)**

PROJECT INSPECTOR: Melvin Moore

ARCHITECT/ENGINEER: Higgins Associates

P.O. NUMBER: A004887

CONTRACTOR: TBA

P.O. NUMBER: TBA

PROJECT BUDGET: \$100,000.00

BUDGET CODE: 3-50142

CONSTRUCTION SCHEDULE

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

Architect/Engineer Selection

AUG 22, 1991

AUG 22, 1991

Approval of Preliminary
Drawings and Specifications

JAN 27, 1992

JAN 28, 1992

Approval of Working Drawings
and Specifications

Advertise for Bids

Bid Opening

Contract Award

Start Construction

Completion of Construction

Drawings/Specifications - Percent Complete: 20%

Construction - Percent Complete: 0%

Project Status: Although funding for this project has been reduced by \$100,000, work on the working drawings and specifications continues in anticipation of the future availability of funds.

*****Last Update: April 13, 1992*****

HANDICAPPED ACCESS - WYGAL

PROJECT INSPECTOR: Melvin Moore

PROJECT CODE: 214-13650

ARCHITECT/ENGINEER: Maitland & Kuntz

P.O. NUMBER: A001687

CONTRACTOR: TBA

P.O. NUMBER: TBA

PROJECT BUDGET: \$32,120.00

BUDGET CODE: 7-70110

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

Architect/Engineer Selection

Approval of Working Drawings
and Specifications

NOV 10, 1989

JAN 26, 1990

Advertise for Bids

DEC 28, 1989

Bid Opening

JAN 23, 1990

Contract Award

FEB 01, 1990

Start of Construction

MAR 05, 1990

Completion of Construction

MAY 17, 1990

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 0%

Project Status: Drawings and specifications are complete. Project is on hold due to funding cuts.

*****Last Update: April 13, 1992*****

BAR-B-QUE GRILLS - CURRY/FRAZER

PROJECT INSPECTOR: Melvin Moore

PROJECT CODE:

ARCHITECT/ENGINEER: N/A

P.O. NUMBER: N/A

CONTRACTOR: Longwood College

P.O. NUMBER: N/A

PROJECT BUDGET: \$1,000.00

BUDGET CODE: 3-30010
or 3-30040

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

Architect/Engineer Selection

Approval of Working Drawings
and Specifications

Advertise for Bids

Bid Opening

Contract Award

Start of Construction

APR 29, 1991

JUN 06, 1991

Completion of Construction

MAY 13, 1992

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 20%

Project Status: Materials have been received. Project will proceed when the temperature is appropriate for brick work.

*****Last Update: April 13, 1992*****

FRAZER MINI-BLIND INSTALLATION

PROJECT INSPECTOR: Melvin Moore

ARCHITECT/ENGINEER: N/A

P.O. NUMBER: N/A

CONTRACTOR: PNC Corporation

P.O. NUMBER: A023930

PROJECT BUDGET: \$1,668.00

BUDGET CODE: 3-50135

CONSTRUCTION SCHEDULE

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

Start of Construction

JAN 20, 1992

JAN 20, 1992

Completion of Construction

APR 20, 1992

Project Status: The mini-blinds were received, but were the wrong size and had to be returned to the manufacturer for alterations. They will be installed the week of May 11, 1992.

*****Last Update: April 13, 1992*****

ITEM #2

**BUSINESS AFFAIRS
INFORMATION ITEM**

UPDATE ON ENERGY CONSERVATION PROGRAM

Honeywell, Inc. has been selected as the contractor to implement campus improvements which will reduce the College's energy consumption. The project is at the point of contract signing but has been temporarily stalled due to a financing issue.

The total contract amount is expected to be \$1,235,159. The annual cost to the College, which will be totally covered by energy savings, will be determined once the financing arrangements are completed but will not exceed what is shown on Attachment A. The list of energy conservation improvements which will be made on campus appear on Attachment B.

ATTACHMENT A

HONEYWELL / LONGWOOD COLLEGE ENERGY RETROFIT, LONG TERM CASHFLOW ANALYSIS												
PROJECT COST = \$1,235,159 CASH INPUT = \$0 FINANCED COST = \$1,477,868	CASHFLOW WITH LEASE PURCHASE						PROJECTED POSITIVE CASHFLOW BEYOND TERM OF LEASE					10 YR. TOTALS
	INSTALL PHASE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	
ANNUAL SAVINGS	\$58,284	\$321,302	\$337,367	\$354,235	\$366,834	\$369,070	\$359,338	\$377,305	\$396,170	\$415,979	\$436,778	\$3,792,663
LEASE PAYMENT	\$0	\$295,574	\$295,574	\$295,574	\$295,574	\$295,574	\$0	\$0	\$0	\$0	\$0	\$1,477,868
SUPPORT SERVICES	\$0	\$57,500	\$60,375	\$63,394	\$66,563	\$69,892	\$73,386	\$77,055	\$80,908	\$84,954	\$89,201	\$723,229
ANNUAL NET TO COLLEGE	\$58,284	\$-31,772	\$-18,582	\$-4,732	\$4,697	\$3,605	\$285,952	\$300,250	\$315,262	\$331,025	\$347,576	\$1,591,566
CUMULATIVE NET CASHFLOW	\$58,284	\$26,513	\$7,931	\$3,199	\$7,896	\$11,501	\$297,453	\$597,702	\$912,964	\$1,243,989	\$1,591,566	

* Annual savings and support services costs are escalated 5% per year

ATTACHMENT B

PROJECT SCOPE

I. STEAM REPAIRS

Blackwell
Wheeler & Cox
Curry
McCorkle/Stevens
Lancer

II. NEW LIBRARY RETROFIT

III. TEMPERATURE CONTROL FIX UP

Bedford
Wygol
Lancer
McCorkle/Stevens
Lankford

IV. ENERGY MANAGEMENT AND CONTROL SYSTEM

New Library
Wynne
Bedford
Wygol
Lancer
McCorkle/Stevens
Lankford
Lancaster
Jarman

V. INDOOR AIR QUALITY

Buildings under III & IV

VI. LIGHTING

Tabb
Wheeler & Cox
Stubbs
Barlow
Ruffner Complex
Curry
Frazer
Coyner
Lankford
McCorkle/Stevens
Lancer
Wygol
Graham
Hiner
New Library
Bedford
Wynne

VII. BOILER

VIII. ON-GOING SERVICES

Technician
Fitter
BMSS

ITEM #3

**BUSINESS AFFAIRS
INFORMATION ITEM**

**FINANCIAL REPORT FOR FIRST NINE
MONTHS OF FISCAL YEAR 1991-92**

The attached financial report covers the period July 1, 1991 through March 31, 1992. The financial report reflects changes made to the original budget approved by the Board as a result of necessary budget changes. It does not reflect any unusual revenue or expenditure variances.

Attachment

LONGWOOD COLLEGE
Current Unrestricted
Operating Budget
For Nine Months Period Ended March 31, 1992

EDUCATIONAL AND GENERAL	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE MAR 31, 1992	ACTUAL AS PERCENT OF BUDGET
REVENUES:						
Tuition and Fees	6,509,531		188,472	6,698,003	6,707,003	100.13%
State General Fund Appropriation	10,448,513		-513,827	9,934,686	9,934,686	100.00%
State Central Fund Appropriation	208,885	5,805	-97,760	111,125	111,125	100.00%
Sale and Service of E & G Activities	22,825	-9,777	-9,777	13,048	12,883	98.74%
Federal Work Study	85,000			85,000	50,671	59.61%
Other Sources	83,600	3,946	119,409	203,009	183,111	92.66%
Transfer from Auxiliary			100,000	100,000	0	0.00%
Total Revenues	17,358,354	-26	-213,483	17,144,871	17,004,479	

EXPENDITURES:						
Instruction	8,332,009	32,695	99,905	8,431,914	6,884,539	81.65%
Public Service	104,150	-2,075	68,208	172,358	144,650	83.92%
Academic Support	2,777,336	-1,285	496,869	3,274,205	2,141,612	65.41%
Student Services	1,215,084	1,572	-24,466	1,190,618	825,276	69.31%
Institutional Support	3,037,712	32,849	-343,772	2,693,940	1,877,790	69.70%
Operation and Maintenance of Plant	1,892,063	54,861	-102,902	1,789,161	1,246,176	69.65%
Salary Savings		-1,110	-407,325	-407,325		
Total Expenditures	17,358,354	117,507	-213,483	17,144,871	13,120,043	

Excess revenues over expenses 0 3,884,436

STATE AUXILIARY ENTERPRISE

REVENUES:						
Housing Fee and Sales	4,597,691	-155,355	-155,355	4,442,336	4,362,336	98.20%
Dining Fee and Sales	2,740,543	-216,011	-216,011	2,524,532	2,524,532	100.00%
Comprehensive Fee & Sales	3,553,597	651,458	701,461	4,255,058	4,255,058	100.00%
Federal Work Study	97,000		0	97,000	86,277	88.95%
Other Sources	503,100	365,703	560,276	1,063,376	943,811	88.76%
Total Revenues	11,491,931	645,795	890,371	12,382,302	12,172,014	

EXPENDITURES:						
Housing Services	4,476,030	66,375	153,066	4,629,096	3,215,962	69.47%
Dining Services	2,699,075	12,100	11,945	2,711,020	2,600,965	95.94%
Athletics	1,607,824	21,445	-87,877	1,519,947	1,148,874	75.59%
All Other Student/Faculty Services	2,350,386	43,109	712,740	3,063,126	2,058,542	67.20%
Salary Savings		6,247	-176,402	-176,402		
Total Expenditures	11,133,315	149,276	613,472	11,746,787	9,024,343	

Excess Revenues Over Expenditures 635,515 3,147,671
 State Auxiliary Balance July 1, 1991 1,912,902

Less Funding Requirements of:
 Special Projects 2,548,417
 Transfer to Educational and General -1,287,029
-100,000

Projected State Auxiliary Balance June 30, 1992 2 1,161,388

L O N S W O O D C O L L E G E
 Halifax / South Boston Continuing Ed Center
 Statement of Revenue and Expenditures
 For Nine Months Period Ended March 31, 1992

	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE	ACTUAL AS PERCENT OF BUDGET
REVENUES:						
State Appropriations	165,000			165,000	165,000	100.00%
Graduate Engineering	42,110			42,110	42,110	100.00%
City of South Boston	10,250			10,250	10,250	100.00%
Halifax County	18,750			18,750	18,750	100.00%
Community Education Fees	3,000		3,000	6,000	4,715	78.58%
Prior Year Carryover	46,958			46,958	46,958	100.00%
Facility Rental			6,000	6,000	5,518	91.97%
Total Revenues	286,068	0	9,000	295,068	293,301	99.40%
EXPENDITURES:						
Personal Services	172,982		3,000	175,982	123,133	69.97%
Contractual Services	51,868			51,868	26,040	50.20%
Supplies and Materials	15,248			15,248	4,163	27.30%
Transfer Payments	2,929			2,929		0.00%
Continuous Charges	30,085			30,085	23,316	77.50%
Equipment	12,956			12,956	5,424	41.86%
Total Expenditures	286,068	0	3,000	289,068	182,076	62.99%
Revenues in Excess of Expenditures				6,000	111,225	

NOTE: The above revenues and expenditures are included in the Current Unrestricted and Current Restricted financial statements.

L O N G W O O D C O L L E G E
 Current Restricted
 Statement of Revenue and Expenditures
 For Nine Months Period Ended March 31, 1992

EDUCATIONAL AND GENERAL	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE MAR 31, 1992	PERCENT OF BUDGET
REVENUES:						
State Appropriations	642,342	0	0	642,342	642,342	100.00%
State Grants	517,119	34,000	34,000	551,119	455,710	82.69%
Federal Grants and Contracts	962,636	150,725	174,410	1,137,046	1,023,526	90.02%
Private Gifts, Grants and Contracts	192,680	0	0	192,680	181,482	94.19%
Total Revenues	2,314,777	184,725	208,410	2,523,187	2,303,060	
EXPENDITURES:						
Instruction	289,415	0	0	289,415	143,188	49.47%
Research	15,920	0	5,125	21,045	19,029	90.42%
Public Service	175,874	45,000	63,560	239,434	194,617	61.28%
Academic Support	133,487	0	0	133,487	109,184	81.79%
Student Services	24,253	0	0	24,253	17,830	73.52%
Institutional Support	77,820	0	0	77,820	67,874	87.22%
Operation and Maintenance of Plant	0	0	0	0	0	
Scholarships and Fellowships	1,598,008	139,725	139,725	1,737,733	1,705,267	98.13%
Total Expenditures	2,314,777	184,725	208,410	2,523,187	2,256,989	
 Excess Restricted Receipts Over Restricted Expenditures				0	46,071	

LONGWOOD COLLEGE
 Current Unrestricted
 Statement of Revenue and Expenditures
 For Nine Months Period Ended March 31, 1992

LOCAL AUXILIARY ENTERPRISE	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE	ACTUAL AS PERCENT OF BUDGET
REVENUES:						
Vending	55,000			55,000	28,717	52.21%
Conferences	450,000			450,000	203,785	45.29%
Interest	17,500			17,500	9,626	55.01%
Total Revenues	522,500	0	0	522,500	242,128	
EXPENDITURES:						
Conferences	350,000			350,000	102,134	29.18%
Other - Debt Service	14,000			14,000	10,520	75.14%
Other - Operations	80,000			80,000	43,784	54.73%
Total Expenditures	444,000	0	0	444,000	156,438	
Excess Revenues over Expenditures				78,500	85,690	
Local Auxiliary Fund Balance July 1, 1991				222,911	=====	
Projected Local Auxiliary Fund Balance June 30, 1992				301,411	=====	

Capital Outlay Projects
 Project Budgets 1991-92
 March 31, 1992

	TOTAL PROJECT BUDGET	EXPENDITURES TO DATE	PROJECT BUDGET BALANCE
PROJECTS FUNDED FROM BOND SALES			
New Student Housing Construction	5,000,000	3,786,342	1,213,658
	<u>5,000,000</u>	<u>3,786,342</u>	<u>1,213,658</u>

PROJECTS FUNDED FROM GENERAL FUNDS

New Library Construction	6,517,542	6,517,542	0
Stevens Humidity Correction	106,250	106,250	0
Bedford/Wygal Ventilation	300,661	277,516	23,145
Lancer Air-conditioning	14,678	14,678	0
Grainger Renovation	2,565,366	1,078,066	1,487,300
Library Equipment	933,000	921,994	11,006
Wynne Roof Replacement	200,000	178,102	21,898
Maintenance Reserve -E&G 90-92	353,532	282,144	71,388
	<u>10,991,029</u>	<u>9,376,292</u>	<u>1,614,737</u>

15,991,029 13,162,634 2,828,395

LONGWOOD COLLEGE
 Auxiliary Enterprise Repair and Replacement Reserve
 Project Budgets 1991-92
 March 31, 1992

	TOTAL PROJECT BUDGET	PRIOR YEAR PROJECT EXPENDITURES	PROJECT BUDGET FY 1991-92	CURRENT YEAR PROJECT EXPENDITURES	PROJECT BALANCE TO DATE
CAPITAL OUTLAY PROJECTS:					
Lancer Air - Jump Start	117,522	73,302	44,220	29,120	15,100
Stevens Humidity - Jump Start	51,173	50,191	982	982	0
Maintenance Reserve - Aux	63,700	60,236	3,464	0	3,464
	232,395	183,729	48,666	30,102	18,564

SPECIAL PROJECTS:

Longwood House Repairs	50,000	6,137	43,863	43,863	0
Trash Chute Doors - Curry/Frazer	18,000	7,475	10,525	10,525	0
Window Replacement - Curry	108,000	73,405	34,595	34,595	0
Parapet Repairs - Hi-Rise 90-91	70,000	21,715	48,285	48,285	0
Baseball Field Architect	22,500	10,064	12,436	12,436	0
Hi-Rise Fire Lane	23,350	2,025	21,325	21,291	34
Fire Alarm Curry/Frazer	37,000		37,000	36,152	848
Parapet Repairs - Hi-Rise 91-92	72,000		72,000	72,000	0
Frazer Window Replacement	100,000		100,000	98,904	1,096
Commons Area Roof - Hi Rise	90,000		90,000	70,000	20,000
Baseball Field Renovation	195,000		195,000	14,635	180,365
Dining Hall Entrance Renovation	196,000		196,000	14,300	181,700
Auxiliary Maintenance Projects	180,000		180,000	50,210	129,790
Post Office Renovation	130,000		130,000	31,329	98,671
Campus Landscaping/Gateway	100,000		100,000	12,294	87,706
Exterior Signs	16,000		16,000	15,002	998
	1,407,850	120,821	1,287,029	585,821	701,208
	1,640,245	304,550	1,335,695	615,923	719,772

ITEM #3

**BUSINESS AFFAIRS
INFORMATION ITEM**

**FINANCIAL REPORT FOR FIRST NINE MONTHS
OF FISCAL YEAR 1991-92**

The financial report will be sent to you by overnight mail.

ITEM #4

BUSINESS AFFAIRS
ACTION ITEM
APPROVAL OF 1992-93 TUITION AND FEES

BACKGROUND: The authority to set tuition and fees is vested in the Board of Visitors through the Code of Virginia.

Each year, following the adjournment of the legislative session, and approval of the budget by the Governor, the College learns what its appropriation will be for the following fiscal year. The College's appropriation is divided into two major fund groups - Educational and General (E&G) and Higher Education Operating (Auxiliary). The E&G appropriation is further divided into general fund and non-general fund distinctions. General Funds are funds given to the College by the State. Non-general funds are those which the College must generate in support of its academic program namely tuition, course fees, library fines, transcript fees, etc. The non-general fund appropriation is one of two major factors in determining the recommended tuition for a given year. The second factor is an estimate on the number of students expected to attend in the year for which tuition is being set.

For 1992-93, the calculation of tuition charges has been heavily impacted by another five percent reduction in State funding earmarked for the College. We are permitted to replace this amount with tuition dollars. This action, coupled with the State's approval of the College's other funding needs through the collection of additional tuition, continues to shift the cost of education to students and their parents. To illustrate the point, in 1990-91, the State funded 71.4% of the cost of education whereas, in 1992-93, that support will decline to 55.99%.

Essentially, only one principle needs to be followed in the setting of auxiliary fees, i.e. that revenue must, at a minimum, match expenses -- and ideally, even exceed expenses to provide for the continued funding of an auxiliary reserve fund.

ACTION REQUESTED: The Board of Visitors is requested to approve the President's recommendation that the 1992-93 tuition and fees at Longwood College be increased according to the attached schedule which amounts to a total of 9.97% for in-state residential students and 13.16% for out-of-state students.

RATIONALE: The proposed tuition increase has been established consistent with State policies which govern this aspect of the College's operation. The proposed tuition and other E&G fees will provide revenue to support a balanced E&G budget. Restoration of the College's loss of general fund support is deemed critical to allow the continuation of essential programs and support services.

Proposed auxiliary fee increases are necessary to support increases in fixed costs such as fuel, electricity, insurance, the cost of bringing the new residence hall on line, and other support services.

**LONGWOOD COLLEGE
PROPOSED UNDERGRADUATE TUITION AND FEES 1992-93**

IN STATE STUDENTS

	<u>1991-92</u>		<u>1992-93</u>	
	<u>Residential</u>	<u>Commuter</u>	<u>Residential</u>	<u>Commuter</u>
Undergraduate Tuition	\$1,800	\$1,800	\$2,154	\$2,154
Comprehensive Fee	1,310	1,310	1,410	1,410
Student Activity Fee	80	80	100	100
Room	1,806		1,900	
Board				
15 Meal Plan	1,598		1,686	
19 Meal Plan	1,738		1,830	
<u>Total In-State Undergraduate</u>				
<u>Tuition and Fee Charges</u>				
Commuter		3,190		3,664
w/15 Meal Plan	6,594		7,250	
w/19 Meal Plan	6,734		7,394	
<u>Residential Undergraduate Increase:</u>				
			9.9%	(15 Meal Plan)
			9.8%	(19 Meal Plan)

OUT-OF-STATE STUDENTS

	<u>1991-92</u>		<u>1992-93</u>	
	<u>Residential</u>	<u>Commuter</u>	<u>Residential</u>	<u>Commuter</u>
Undergraduate Tuition	\$5,400	\$5,400	\$6,480	\$6,480
Comprehensive Fee	1,310	1,310	1,410	1,410
Student Activity Fee	80	80	100	100
Room	1,806		1,900	
Board				
15 Meal Plan	1,598		1,686	
19 Meal Plan	1,738		1,830	
<u>Total Out-of-State Undergraduate</u>				
<u>Tuition and Fee Charges</u>				
Commuter		6,790		7,990
w/15 Meal Plan	10,194		11,576	
w/19 Meal Plan	10,334		11,720	
<u>Residential Undergraduate Increase:</u>				
			13.5%	(15 Meal Plan)
			13.4%	(19 Meal Plan)

Other Fees (1991-92 and Proposed 1992-93)

FEE	<u>1991-92</u>	<u>1992-93</u>
Virginia, Undergraduate Part-time Student, per credit hour	75	90
Virginia, Graduate Part-time Student, per credit hour	85	96
Non-Virginia, Undergraduate Part-time Student, per credit hour	225	270
Non-Virginia, Graduate Part-time Student, per credit hour	235	270
Thesis Fee (for In-State Students)	510	576
(for Out-of-State Students)	1,410	1,620
Internship Comprehensive Fee, replaces the regular comprehensive fee for those students enrolled in full-time internships off-campus.	850	900
Diploma Fee	25	25
Application Fee	25	25
Re-admission Fee	10	10
Deposit Fee (All Students)	100 day 150 dorm	100 day 250 dorm
Automobile Registration		
Students	20	20
Faculty/Staff	25	25
Transcript Fee (each copy)	3	3
Additional Fee for FAX processing	2	2
Part-time Student Comprehensive Fee, 1 - 7 credit hours, flat fee	35	45
Part-time Student Comprehensive Fee, 8 - 11 credit hours, per credit hour	55	58
Nursery School Fee (per child per year)	500	550
Add/Drop Fee (per form)	10	5

NOTE: Course fees for science, music, art, education, psychology, and various internships are not included on this schedule.

**SUMMARY OF
1992-93 TUITION AND FEE INCREASES***

<u>INSTITUTION</u>	<u>IN-STATE</u>		<u>OUT-OF-STATE</u>	
	<u>COST**</u>	<u>% INCREASE</u>	<u>COST</u>	<u>% INCREASE</u>
Christopher Newport***	\$2,864	23.2%	\$ 6,783	31.3%
Norfolk State	5,930	5.0%	9,160	8.0%
Virginia Tech	6,414	5.9%	11,862	8.8%
Radford	6,668	8.5%	10,192	9.6%
Virginia State	7,040	5.9%	10,442	5.6%
ODU	7,044	.7%	11,148	.6%
Longwood	7,250	9.9%	11,576	13.5%
UVA	7,360	10.4%	14,296	11.0%
VCU	7,389	8.7%	13,485	12.3%
Mary Washington	7,448	8.4%	11,304	9.5%
JMU	7,860	6.2%	11,524	7.2%
VMI	7,865	3.9%	13,515	3.1%
George Mason	8,122	5.0%	13,390	9.6%

* Not all increases shown have been approved by the Boards of the respective institutions.

** Includes tuition, room, board, and other required fees.

*** College is not a residential institution.

**SURVEY OF SCHOOLS
TUITION AND FEES 92-93
April, 1992**

	1991-92		%	%	1992-93	
	<u>In State</u>	<u>Out-of- State</u>	<u>In-State</u>	<u>Increase Out of- State</u>	<u>In-State</u>	<u>Out-of- State</u>
VMI						
Tuition	2,770	8,310	2.0%	2.0%	2,825	8,475
Room & Board	3,525	3,525	4.7%		3,690	3,690
Comp	1,275	1,275	5.9%		1,350	1,350
TOTAL	<u>7,570</u>	<u>13,110</u>	3.9%	3.1%	<u>7,865</u>	<u>13,515</u>
RADFORD						
Tuition	1,496	4,650	17.8%	13.7%	1,762	5,286
Room & Board	3,718	3,718	7.0%		3,978	3,978
Fees	934	934	6.7%		997	997
TOTAL	<u>6,148</u>	<u>9,302</u>	9.6%	10.3%	<u>6,737</u>	<u>10,261</u>
ODU						
Tuition	2,848	6,928	(0.7%)	.06%	2,828	6,932
Room & Board	4,149	4,149	1.6%		4,216	4,216
TOTAL	<u>6,997</u>	<u>11,077</u>	.67%	.64%	<u>7,044</u>	<u>11,148</u>
UVA						
Tuition	2,740	8,950	17.3%	13.4%	3,214	10,150
Fees	614	614	10.1%		676	676
Room	1,568	1,568	4.0%		1,630	1,630
Board	1,744	1,744	5.5%		1,840	1,840
TOTAL	<u>6,666</u>	<u>12,876</u>	10.4%	11.0%	<u>7,360</u>	<u>14,296</u>
VCU						
Tuition	2,340	7,550	17.0%	17.0%	2,738	8,834
Fee	729	729	8.5%		791	791
Room	2,249	2,249	4.5%		2,350	2,350
Board	1,480	1,480	2.0%		1,510	1,510
TOTAL	<u>6,798</u>	<u>12,008</u>	8.7%	12.3%	<u>7,389</u>	<u>13,485</u>

	<u>1991-92</u>		<u>%</u>		<u>1992-93</u>	
	<u>In-State</u>	<u>Out-of- State</u>	<u>In-State</u>	<u>Out-of- State</u>	<u>In-State</u>	<u>Out-of- State</u>
JAMES MADISON						
Board	1,896	1,896	5.2%		1,994	1,994
Tuition	1,598	4,950	7.1%	7.4%	1,712	5,316
Room	2,206	2,206	3.8%		2,290	2,290
Comp	1,700	1,700	7.9%		1,834	1,834
TOTAL	7,400	10,752	5.8%	6.3%	7,830	11,434
NORFOLK STATE						
Tuition	1,420	4,250	7.0%	11.8%	1,520	4,750
Room	1,940	1,940	3.1%		2,000	2,000
Board	1,380	1,380	1.4%		1,400	1,400
Comp	910	910	11.0%		1,010	1,010
TOTAL	5,650	8,480	5.0%	8.0%	5,930	9,160
Mary Washington						
Tuition	1,672	5,130	11.5%	11.5%	1,864	5,720
Room	2,404	2,404	6.2%		2,554	2,554
Board	1,846	1,846	8.2%		1,998	1,998
Comp	946	946	9.1%		1,032	1,032
TOTAL	6,868	10,326	8.4%	9.5%	7,448	11,304
Christopher Newport						
Tuition	1,460	4,300	36.9%	37.6%	1,999	5,918
Comp	865	865	0	0	865	865
TOTAL	2,325	5,165	23.2%	31.3%	2,864	6,783
GEORGE MASON						
Tuition	1,908	6,384	20.1%	18.4%	2,292	7,560
Comp	1,080	1,080	0		1,080	1,080
Room	3,150	3,150	0		3,150	3,150
Board	1,600	1,600	0%		1,600	1,600
TOTAL	7,738	12,214	5.0%	9.6%	8,122	13,390

	<u>1991-92</u>		<u>%</u>	<u>%</u>	<u>1992-93</u>	
	<u>In-State</u>	<u>Out-of-</u> <u>State</u>	<u>In-State</u>	<u>Increase</u> <u>Out-of</u> <u>State</u>	<u>In-State</u>	<u>Out-of</u> <u>State</u>
<u>VIRGINIA TECH</u>						
Tuition	2,856	7,704	7.6%	10.6%	3,072	8,520
Comp	448	448	4.0%		466	466
Room	1,136	1,136	5.1%		1,194	1,194
Board	1,618	1,618	4.0%		1,682	1,682
TOTAL	<u>6,058</u>	<u>10,906</u>	5.9%	8.8%	<u>6,414</u>	<u>11,862</u>
<u>VIRGINIA STATE</u>						
Tuition	1,620	4,860	5.0%	5.0%	1,701	5,103
Comp	1,048	1,048	15.6%		1,212	1,212
Room	2,196	2,196	6.8%		2,346	2,346
Board	1,781	1,781	0%		1,781	1,781
TOTAL	<u>6,645</u>	<u>9,885</u>	5.9%	5.6%	<u>7,040</u>	<u>10,442</u>
<u>LONGWOOD</u>						
Tuition	1,800	5,400	19.6%	20.0%	2,154	6,480
Comp	1,310	1,310	7.6%		1,410	1,410
Room	1,806	1,806	5.2%		1,900	1,900
Board	1,598	1,598	5.5%		1,686	1,686
Stud. Act.	80	80	25.0%		100	100
TOTAL	<u>6,594</u>	<u>10,194</u>	9.9%	13.5%	<u>7,250</u>	<u>11,576</u>

ITEM #5

BUSINESS AFFAIRS

ACTION ITEM

APPROVAL OF 1992-93 INTERNAL OPERATING BUDGET

BACKGROUND: Each year following the approval of the State budget by the Governor, the College completes the development of the Capital Outlay and Internal Operating budgets for the next fiscal year which are presented to the Board for approval. There are three (3) primary budgets developed - a budget which supports the academic programs at the College (E&G), an auxiliary budget, and a budget for Capital Outlay construction. Factors considered in developing the budgets include State approved appropriations, assumptions about enrollments and the subsequent preparation of revenue projections, the projection of expenses such as increases in fixed costs, e.g. fuel, electricity, insurance, water, sewage, and debt service, and identification of the most critical needs of the College for the forthcoming year.

ACTION REQUESTED: The Board of Visitors is requested to approve the President's recommendation that the proposed 1992-93 Internal Operating and Capital Outlay Budgets be approved as presented on Pages 4-5.

RATIONALE: The proposed E&G and Auxiliary Budgets are presented as balanced budgets with an appropriate amount designated as an addition to the auxiliary reserve fund. The Capital Outlay budget is simply a listing of projects approved for the 1992-94 biennium or those not yet completed which were authorized in previous biennia.

**PROPOSED
1992-93**

INTERNAL OPERATING BUDGET

The operating budget for the College for the 1991-92 fiscal year will total an estimated \$31,044,082. This amount includes State and auxiliary funds and compares to a total of \$29,202,511 in the previous fiscal year for an overall increase of \$1,841,571 or approximately 6.3%. A more detailed analysis follows:

I. REVENUE

Revenues at the College are received in two major programs, Educational and General (E&G) and Auxiliary. E&G funds are those used to support the academic enterprise at the College and represent 58.4% of total revenues. Auxiliary revenues support a variety of student services such as housing and dining and account for 41.6% of the revenues.

- A. E&G Revenue - The total E&G revenue projected to be received in FY92 represents a 4.6% increase over last year's revenue budget. The most significant change is in the State's combined general and central fund appropriation totals which decreased about \$584,805 or 5.8%. This loss of State support was offset through the State's action which permitted the College to collect additional tuition and fees which is showing an increase of \$1,404,806 or 21.5% when compared to last year. The size of the increase is a result of the State's authorization to allow the College to replace the loss of State support with tuition dollars plus the fact that all other State recommended budget increases were approved but funded through tuition. It is important to note that the tuition and fee revenues assume that in-state and out-of-state full-time undergraduate enrollment levels achieved in 1991-92 will remain level in 1992-93. The number of graduate students is also expected to remain level while part-time undergraduate enrollments are expected to increase.
- B. Auxiliary Revenue: In total, auxiliary revenues will increase about \$1,040,200 or 8.7%. The increase is a result of proposed fee increases and increased sales of long distance calling services. The three major auxiliary revenue categories of housing, dining and comprehensive fees are all showing increases when compared to last year as a result of the need to cover increases in expenditures. Specifically, the revenue projections expect that the residence halls including the new residence hall will be filled next year, but that the number of expanded rooms will be dramatically

reduced. Fewer students in expanded rooms means more students will be paying the full cost of housing as opposed to the reduced amount charged to students in expanded rooms. The revenue totals shown reflect the fee increases being proposed to support this budget.

II. EXPENSES

As is the case with revenues, expenses are charged to either the E&G expense budget or auxiliary expense budget depending on the type of activity to which the expense is related. E&G expenses represent 59.3% of the total College expenses while auxiliary expenses account for 40.7% of total expenses. The fact that the percentages closely match the breakdown between E&G and Auxiliary revenues is a result of the College's practice of operating within a balanced budget.

- A. E&G Expenses - Total expenses projected for 1991-92 match the increase in revenues budgeted for next year. The increase in the College's E&G expenditure budget reflects a significant increase in fixed costs for landfill fees, water/sewer charges, the Higher Education Equipment Trust Fund lease payment, costs associated with starting the new computer science degree program and support for the library.

- B. Auxiliary Expenses - Total auxiliary expenses projected for 1992-93 show an increase of \$968,401 or 8.4% over last year's total. The increase in expenses is related to unavoidable increases in fixed costs such as landfill fees, electricity, sewage/water, the cost of bringing the new residence hall on-line, increase in food service contract, salaries and reclassifications, an increase in our annual debt payment, increases in athletic scholarship support, and an increase in recoveries (the charge to auxiliary for E&G services).

III. Foundation Support

A request will be made to the Longwood College Foundation Board at its May meeting to essentially maintain last year's total support allocation of \$359,834. Information regarding the FY1992-93 Foundation allocation to the College will be reported to the Board of Visitors at its July meeting.

L O N G W O O D C O L L E G E
 Current Unrestricted
 Operating Budget 1992-93

EDUCATIONAL AND GENERAL	ORIGINAL BUDGET 1991-92	PROPOSED BUDGET 1992-93
REVENUES:		
Tuition and Fees	6,509,531	7,914,337
State General Fund Appropriation	10,448,513	9,972,309
State Central Fund Appropriation	208,885	100,284
Sale and Service of E & G Activities	22,825	12,500
Federal Work Study	85,000	84,000
Other Sources	83,600	76,300
Projected Carry Forward		
Total Revenues	17,358,354	18,159,730
EXPENDITURES:		
Instruction	8,436,160	8,825,629
Public Service	171,848	179,781
Academic Support	3,211,295	3,359,550
Student Services	1,171,689	1,225,782
Institutional Support	2,622,847	2,743,935
Operation and Maintenance of Plant	1,744,515	1,825,053
Total Expenditures	17,358,354	18,159,730
Excess revenue over expenditures	0	0
STATE AUXILIARY ENTERPRISE		
REVENUES:		
Housing Fee and Sales	4,680,692	5,047,834
Dining Fee and Sales	2,748,979	2,956,200
Comprehensive Fee	3,532,286	3,872,102
Federal Work Study	97,000	97,000
Other Sources	785,200	911,216
Total Revenues	11,844,157	12,884,352
EXPENDITURES:		
Housing Services	4,653,018	4,915,535
Dining Services	2,721,305	2,907,972
Athletics	1,544,731	1,545,001
All Other Student/Faculty Services	2,567,432	3,086,379
Total Expenditures	11,486,486	12,454,887
Excess Revenues Over Expenditures	357,671	429,465

L O N G W O O D C O L L E G E
 Capital Outlay
 Budget 1992-93

	TOTAL PROJECT BUDGET	PROJECTED EXPENDITURES TO JUNE 30	PROJECTED PROJECT BUDGET 1992-93
 PROJECTS FUNDED FROM BOND SALES			
New Student Housing Construction	5,000,000	4,875,000	125,000
	5,000,000	4,875,000	125,000
 PROJECTS FUNDED FROM GENERAL FUNDS			
Maintenance Reserve - 92-94	366,498	0	366,498
Grainger Renovation	2,565,366	2,340,366	225,000
Bedford/Wygal Hall Ventilation	38,239	0	38,239
	2,970,103	2,340,366	629,737
	7,970,103	7,215,366	754,737

Item 5a

Finance Committee

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 the Governor requires the establishment of salary ranges for each academic rank.

Rationale

Board approval permits faculty compensation within the appropriate range without further Board action.

Action Requested

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

Authorized Salary Ranges for 1992-1993

	1991-1992		1992-1993	
	Low	High	Low	High
Professor	\$34,500	\$107,000	\$35,190	\$109,140
Associate Professor	\$28,500	\$78,000	\$29,070	\$79,560
Assistant Professor	\$22,500	\$50,500	\$22,950	\$51,510
Instructor	\$21,000	\$45,000	\$21,420	\$45,900
Lecturer	\$13,000	\$88,800	\$13,260	\$90,576

Item # 6

Academic Affairs Information Item

Review of Salary Distribution Guidelines

Background

The General Assembly appropriated funds to restore the 2% cut from faculty salaries in December 1990. This restoration to continuing faculty will be effective December 1, 1992. The amount of the 2% pool is \$67,133. Because of the number of retirees and some resignations, there will be some new dollars available for distribution to faculty. President Dorrill appointed a Salary Distribution Committee to make recommendations for the disbursement of new salary funds anticipated in December, 1992.

Rationale

The Salary Distribution Committee met and made recommendations to the President which follow the principles approved by the Board on April 17, 1989. The College Council endorsed the appointment of a salary distribution committee on April 5, 1990. On the basis of the Salary Distribution Committee's recommendations and our distribution practices in recent years, the President intends to implement the following distribution plan.

With regard to funds appropriated by the General Assembly this year for distribution (totaling \$67,133):

- the two percent lost by faculty members from their base salaries in 1990 to be restored in December 1992. Promotion stipends or other adjustments awarded between December 1990 and December 1992 would not be used in the calculation of restoration amounts.

- Restoration funds to be used only for faculty members who were employed in December 1990, not to those who have been subsequently hired.

- The department chair stipend scale that was reduced two percent in 1990 to be restored in December 1992.

In addition, the one-time bonus pool will be increased from \$3,050 to \$5,000, and bonuses awarded in \$250 increments.

Also, other available salary monies will be used to ^{cont. proposed} increase faculty promotion increments as follows: \$300 for full professor, \$200 for associate professor, and \$100 for assistant professor.

ITEM 7

**APPROVAL OF THE LONGWOOD ADMISSIONS POLICY
FOR UNDERGRADUATE STUDENTS**

BACKGROUND:

Pursuant to House Joint Resolution #259 of the 1987 General Assembly, the State Council of Higher Education conducted a study of admissions policies in Virginia's state supported colleges and universities. On the basis of this study State Council recommended that Boards of Visitors review and approve policies for the admission and selection of undergraduate students. The Longwood Board of Visitors has annually reviewed and approved undergraduate admissions policies. The attached policies reflect slightly higher selection criteria for freshman and transfer admissions. Also a separate policy statement for transfers has been included this year, since this group now accounts for 30% of the new undergraduates. The attached policies were developed by the Admissions Office and reviewed and approved by the Faculty Admissions Committee.

ACTION:

The Board of Visitors is requested to approve the President's recommendation of the attached Longwood College Admissions Selection Criteria Fall 1992 for Entering Freshman and Transfer Students for the 1992-93 academic year.

LONGWOOD COLLEGE
ADMISSIONS CRITERIA

Summary of Changes from Fall 1991 to Fall 1992

Entering Freshman:

1. Increased the units of required high school courses from a minimum of 16 units (1991) to 18 units (1992). One additional unit was added in Social Studies/History and one unit of Fine or Practical Arts.
2. The Advanced Studies Diploma, requiring 23 units of credit for graduation, is highly recommended for Fall 1992 applicants.
3. The preferred class rank is in the upper half of the class (1992) as compared with the upper 70% (1991).
4. Using the sliding SAT scale with the GPA, a student with a cumulative GPA between 3.0 and 4.0 must have a minimum SAT of 770 (1992) -- an increase of 20 points from the 750 minimum used in 1991.

Transfer Students:

1. A minimum cumulative GPA of 2.2 (on a 4.0 scale) is needed to be considered for admission for the Fall 1992 class. This represents an increase of .2 from the GPA of 2.0 required for 1991.

LONGWOOD COLLEGE

ADMISSIONS SELECTION CRITERIA

FALL 1992 ENTERING FRESHMAN CLASS

I. High School Courses
(College Preparatory Program)

<u>Course</u>	<u>Min. Units</u>
English (literature or humanities)	4
Mathematics (Algebra I & II, Geometry, or Trigonometry)	3
Sciences--a minimum of two laboratory courses (Earth Science, Biological Sciences, Chemistry, Physics, or Physical Sciences)	3
Social Studies (History, Government, World Geography, World History, etc.)	3
Foreign Language (of one language)	2
Fine or Practical Arts	1
Health & Physical Education	2

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NOTE

Students are encouraged to take additional elective courses in mathematics, social studies, science, and fine arts during their high school program. The Advanced Studies Diploma, which requires 23 units of credit, is highly recommended.

II. Grades and Cumulative High School Grade Average

The minimum acceptable average for admission consideration is a cumulative grade point average of 2.2 on a 4.0 scale calculated on the basis of **academic/college preparatory courses** (see I. above) taken in grades nine through twelve.

III. Rank in High School Senior Class

A rank in the upper half of the class is desirable. A student ranking in the lower half of the class will be considered for admission if the student's high school record significantly exceeds the other entrance minimums. Rank may also be waived if the student's high school class size or type of school is so unique as to make a qualitative difference in evaluating a student's potential success at Longwood.

IV. **Minimum SAT - Combined Verbal and Math Scores**

Longwood has developed a sliding SAT scale which allows a higher cumulative high school average to offset a lower SAT score. Many studies suggest that the SAT as a single indicator is a poor predictor of a student's knowledge, motivation, and potential for college success. It is much more accurate to evaluate a SAT score in combination with other academic criteria, such as the cumulative high school grade average.

Cumulative High School Average	Minimum SAT Required
3.00 - 4.00 ("A" student)	770
2.50 - 2.99 ("B" student)	800
2.20 - 2.49 ("C" student)	850

Students are also expected to achieve a score of 350 or higher on both the verbal and mathematics sections of the SAT.

4-27-92

Admissions

LONGWOOD COLLEGE
ADMISSIONS SELECTION CRITERIA
FALL 1992 ENTERING TRANSFERS

I. Minimum Coursework Required

A transfer student is expected to have met the minimum requirements for an entering freshman. Any student who has not satisfied those requirements must make up deficiencies in "key" areas before transferring to Longwood.

"Key" areas are:

English	Science
Mathematics	History/Social Studies

II. Grades and Cumulative College Grade Point Average

A minimum cumulative grade point average of 2.2 (on a 4.0 scale) is necessary to be considered for admission. A cumulative GPA is calculated on all coursework attempted at all accredited colleges.

Individual grades of "C" or higher are required in all coursework taken in "key" areas.

III. SAT Requirements

A minimum of 30 transferrable hours are required in order to waive or disregard SAT scores as a selection criteria for admission. Transfers with less than 30 hours must meet minimum SAT score requirements (i.e., meet freshman scale).

IV. VCCS Transfers and the Articulation Agreements

Virginia Community College transfers who graduate with University-parallel associates degrees and have acceptable GPAs are admitted with Junior class standing and guaranteed that all of their General Education goals are met. All major and degree requirements must still be satisfied, except where these were met as a part of the Community College degree program.

Note: Additional transfer policies are contained in the Longwood undergraduate Catalog and the VCCS Transfer Guide.

Item # 8-A-1

ACTION ITEM

ACADEMIC AFFAIRS

Approval of Promotion Recommendations

Background

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

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.

Action Requested

The Board of Visitors is requested to approve the President's recommendations to promote the candidates submitted on the attached list.

Rationale

The appropriate department promotion committee, department chair, dean and Vice President for Academic Affairs have recommended promotion based on these criteria.

Candidates for Promotion

Professor

Mr. Mark Baldrige joined the Longwood faculty in 1972. He received his B.S. from State University College at Buffalo and the MFA from Cranbrook Academy of Art. He has an extensive research and publication record and enjoys recognition by his peers, both internal and external.

Dr. Maurice Maxwell joined the Longwood faculty as an Assistant Professor of Chemistry in 1974. He holds the B.S. from Emory & Henry and the Ph.D. from West Virginia University. Dr. Maxwell has a record of effective teaching, a tradition of cooperative research with students and an ongoing pattern of research and refereed publication in his discipline. He is active in both college and local community activities.

Dr. Sue O. Shaw joined the Longwood faculty as an Associate Professor of Economics in 1986. She holds the B.A. from Mary Washington, and the A.M. and Ph.D. from Harvard University. Her evaluations by peers, administrators, and students have been consistently favorable. She has had three articles in respected journals in the past four years and has excelled in the areas of "participation in professional societies demonstrating recognition as a scholar beyond the immediate academic community," "service to educational institutions," and "scholarly society." The Industrial Relations Seminar which she presents annually for North Carolina State is especially noteworthy. She also participates in the local and college community activities.

Associate Professor

Dr. Frank Bacon joined the Longwood faculty in 1990 as an Assistant Professor of Finance. He holds the B.S. from the University of Richmond and the M.S. and Ph.D. in Finance from Virginia Commonwealth University. Dr. Bacon enjoys favorable evaluations by peers, administrators and students. He has published three articles since the summer of 1990.

Dr. Ray Brastow joined the Longwood faculty an Assistant Professor in 1987. He holds the B.A., the M.A. and the Ph.D. in Economics from the University of Washington. He has received very favorable teaching evaluations by his peers, administrators and students. He has published two articles in refereed journals, presented two research papers which, when published, will enhance the overall field of economics and provide new information to decision and policy makers in government and the private sector.

Mr. Moffatt Evans joined the Longwood faculty as an instructor in 1982. He holds the B.S. from Wisconsin State University, the M.A. from the University of Wisconsin and the M.F.A. from Virginia Polytechnic Institute and State University. His student evaluations are above average; he has provided service to productions across the region in recent years; his unstinting contributions to Longwood College productions has been important to our theater program since 1982; and he has presented workshops on stage rigging at the national level.

Item # 8-A-2

ACTION ITEM

ACADEMIC AFFAIRS

Approval of Tenure Recommendation

Background

To be eligible for tenure, faculty members must meet criteria published in the Faculty Handbook. In order to be eligible for tenure, a faculty member must successfully complete the probationary period of six years of full-time teaching, and satisfy the performance criteria which are those used for promotion. A shortened probationary period is possible for faculty hired with prior college level teaching experience.

Action Requested

The Board of Visitors is requested to approve the President's recommendation to award tenure to:

Ms. Amie Oliver , Assistant Professor of Art, who joined the Longwood faculty in 1986. She holds the B.A. from Mississippi State University and the M.F.A. from Bowling Green State University. She has strong student evaluations, an active record of exhibitions and a strong commitment to the success of the Graphic Design curriculum and her students. Her professional reputation is evidenced by jurored and awarded exhibitions.

Rationale

The appropriate department committee, department chair, dean, and Vice President for Academic Affairs have recommended tenure based on the stated criteria.

Item # 8-B

ACTION ITEM

Affirmation of New Faculty Appointments

Background

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

Action Required

The Board of Visitors is requested to approve the President's recommendations for new appointments to the faculty as listed on the attached list.

New Faculty Appointments

Dr. James Cope, Assistant Professor of English for the 1992-93 academic year beginning August 15, 1992. Dr. Cope replaces Dr. Fillmer Hevener, Associate Professor of English.

Dr. Cope holds the B.S.Ed., the M.Ed., L-7 Leadership Certificate, and the Ed.D. from the University of Georgia. He comes to Longwood from a Visiting Assistant Professorship at the University of Central Florida.

He served as a teaching assistant (1989-90) and an assistant professor (1990-91) at the University of Georgia. He has published two teacher's guides and one article on reading development of twelfth grade students.

Ms. Sharon S. Emerson, Instructor of Mathematics for the 1992-93 academic year, beginning August 15, 1992. She replaces Dr. Merry Lewis Allen, Associate Professor and Chair of the Department of Mathematics and Computer Science.

Ms. Emerson holds the B.S. and M.S. from Southwest Texas State University and is a doctoral candidate, who expects to receive her degree in August, at the University of North Texas. She comes to Longwood from an instructorship in mathematics at Richland College in Dallas, Texas. Ms. Emerson is currently serving as a mentor for mathematically gifted elementary school students. She has co-authored and submitted for publication two sets of mathematics workbooks. Ms. Emerson is proficient in the use of the following computer languages, Basic, Fortran, and Pascal.

Dr. Samuel K. Gyapong, Associate Professor of Marketing, for the 1992-93 academic year beginning August 15, 1992. He replaces Julian O'Neal.

He holds the B. S. and MBA from Embry-Riddle Aeronautical University and the Ph.D. from Pennsylvania State University. Dr. Gyapong comes to Longwood from an Assistant Professorship at Virginia State University. Prior to his tenure at Virginia State he taught for one year at Kentucky State University. His research and presentations have been in transportation--history, marketing, and logistics.

Dr. Neil Jones Humphreys, Professor of Management, for the 1993 spring semester, beginning January 1, 1993. He temporarily replaces Ms. Frances Hamlett who will become Director of the Learning Center.

He holds the B.S. and M.B.A. from Drexel University and the Ph.D. from the Wharton School of Commerce & Finance, University of Pennsylvania. Dr. Humphreys is currently an Associate Professor of Management at Louisiana Tech University. Prior to that, he was an Associate Professor of Management at Virginia Commonwealth University (1970-1987); a visiting professor at Stockton State College (1981); Research Associate at University of Pennsylvania (1964-1970); and an instructor at Drexel University (1961-1966). He has published a number of books, articles and papers on management.

Ms. Candis LaPrade, Instructor of English, for the 1992-93 academic year, beginning August 15, 1992. She is replacing Ms. Priscilla Ord.

Ms. LaPrade holds the B.A. and M.A. in English from East Carolina University and is doctoral candidate at the University of North Carolina. She comes to Longwood from the University of North Carolina having served in the capacity of senior fellow, teaching assistant and lecturer. Ms. LaPrade has presented a number of papers and published an article in a professional magazine.

Dr. David M. Mathews, Assistant Professor of Mathematics, for the 1992-93 academic year, beginning August 15, 1992. He is replacing Dr. Kouok Kouong Law.

Dr. Mathews holds the B.S. from Michigan State University and the Ph.D. from North Carolina State University. He has been a teaching assistant in the Department of Mathematics at North Carolina State University since 1987.

Mr. James R. Munson, Instructor of History and Political Science, for the 1992-93 academic year, beginning August 15, 1992. He is replacing Dr. Elizabeth Etheridge.

Mr. Munson received the B.A. from New College, Sarasota, FL, and the M.A. and M. Phil from Columbia University where he is currently a doctoral student. He served as an instructor and teaching assistant at Potsdam College and Columbia University.

Mr. Robert Frederick Pace, Instructor of American History, for the 1992-1993 academic year, beginning August 15, 1992. He is replacing Dr. James Helms.

Mr. Pace holds the B.A. from Austin College, the M.A. from Texas Christian University where he is a doctoral candidate. He is currently a teaching fellow at Texas Christian University having served as a graduate assistant from 1988-1990. Mr. Pace has written biographical data on numerous historical figures which have been included in historical encyclopedias.

Dr. Eike Reich, Assistant Professor of Chemistry, for the 1992-1993 academic year, beginning August 15, 1992. He is a one-year appointment replacing Dr. John T. Petty.

Dr. Reich received his undergraduate degree from Friedrich-Schiller University and the Ph.D., in natural products chemistry, from Humboldt University. An assistant for chemistry at Humboldt University, he taught organic and natural products chemistry to biologists and biochemists. He came to Longwood in 1989 under the auspices of an exchange faculty program and has continued to teach on one-year appointments.

Dr. Charles D. Ross, Assistant Professor of Physics for the 1992-1993 academic year, beginning August 15, 1992. He replaces Dr. Ray Fawcett,

He holds the B.S., M.S., and Ph.D. from the University of Virginia. Dr. Ross comes to Longwood from The Bryn Mawr School in Baltimore, Maryland. He served as a teaching and research assistant at UVA while pursuing his graduate studies.

Item # 8-C

INFORMATION ITEM

ACADEMIC AFFAIRS

SABBATICALS

Sabbaticals - These grants are used for a semester, with full pay, or for an academic year at half salary, to allow a faculty member to undertake research, writing, study or other creative endeavors that would not be possible in the course of normal college responsibilities.

Fall 1992

Dr. Geoffrey C. Orth - Research project is a cataloging and analysis of the reception of German literature in American periodicals in the antebellum South.

Mr. Homer L. Springer, Jr. - Research the topic " The Role of Women in the Visual Arts."

Dr. Robert S. Wu - Research study is to identify and to compare personality characteristics of male and female prospective teachers in China.

Academic Year 1992-1993

Dr. Robert D. May - Project is to produce a text on geometry suitable for use in Mathematics 336.

Dr. Susan H. May - Project is analysis and classification of materials gathered and adding to those materials, writing and draft revisions of a variorum edition to Shakespeare's play A Midsummer Night's Dream.

Dr. Nelson Neal - Project is to continue research on African American children's cognitive attitudes toward dance and produce a computer video disc on its history.

Item # 8-D

INFORMATION ITEM

ACADEMIC AFFAIRS

RETIREMENTS*

EARLY RETIREMENTS

Dr. Merry Lewis Allen, Associate Professor and Chair of the Department of Mathematics and Computer Science. Dr. Allen joined the Longwood faculty in 1960. She is completing 32 years of service.

Dr. Eleanor W. Bobbitt, Professor of Health and Physical Education and Area Coordinator. Dr. Bobbitt joined the Longwood faculty in 1954. She is completing 38 years of service.

Dr. Elizabeth W. Etheridge, Professor of History, who joined the Longwood faculty in 1966. She is completing 26 years of service.

Dr. L. Raymond Fawcett, Jr., Associate Professor of Physics and Area Coordinator of Physics and Pre-Engineering Programs. Dr. Fawcett joined the Longwood faculty in 1965. He is completing 27 years of service.

Mr. Darrell G. Harbaum, Associate Professor of Music. He joined the Longwood faculty in 1963 and is completing 29 years of service.

Dr. James M. Helms, Jr., Professor of History and Political Science. He joined the Longwood faculty in 1954 and is completing 38 years of service.

Dr. Richard L. Heinemann, Associate Professor of Biology. Dr. Heinemann joined the Longwood faculty in 1963 and is completing 29 years of service.

Dr. Paul S. Hesselink, Professor and Chair of the Department of Music. He joined the Longwood faculty in 1966 and is completing 26 years of service.

Dr. Fillmer Hevener, Associate Professor of English. Dr. Hevener joined the faculty in 1966 and is completing 26 years of service.

Dr. Patton Lockwood, Professor of Speech and Theatre. He joined the Longwood faculty in 1963 and is completing 29 years of service.

*These faculty have elected to participate in the State's Early Retirement program.

Dr. Freda S. McCombs, Associate Professor of Natural Sciences. She joined the Longwood faculty in 1961 and is completing 31 years of service.

Dr. Jean A. Noone, Associate Professor of Mathematics. Dr. Noone joined the Longwood faculty in 1969 and is completing 23 years of service at Longwood.

Dr. Maria C. Milian-Silveira Professor and Director of Modern Languages. She joined the Longwood faculty in 1964. She is completing 28 years of service.

Dr. Barbara B. Smith, Professor of Health and Physical Education and LPGA Teaching Professional. Dr. Smith joined the Longwood faculty in 1962 and is completing 30 years of service.

Dr. Phyllis G. Wacker, Professor of Psychology. She joined the Longwood faculty in 1965 and is completing 27 years of service.

Dr. Robert J. Woodburn, Assistant Professor of Speech. Dr. Woodburn joined the Longwood faculty in 1964 and is completing 28 years of service.

LONGWOOD COLLEGE
ACADEMIC/STUDENT AFFAIRS COMMITTEE

On April 10, 1992 at 2:00 p.m., the Academic/Student Affairs Committee meeting was convened in the Board Room at Longwood College. The Honorable Frank Slayton, Ms. Martha Burton, and Helen Stiff were the committee members in attendance., Ms. Viola Baskerville and Mr. Richard Blanton were other Board members in attendance.

The committee meeting was called to order by chairman Helen Stiff. The first order of business was consideration of academic personnel matters. President Dorrill reported that 16 faculty members were retiring; 6 faculty members were being recommended for promotion; and 10 candidates were being recommended for approval as new faculty members. During the discussion of faculty positions, some discussion ensued about the employment of minority faculty members. The last item considered under personnel matters involved a review of 6 faculty members granted sabbatical leaves either for a semester or full academic year. The Academic/Student Affairs Committee agreed to support the recommendations of the President on these personnel matters.

The second major item of business was review of information on academic program planning. Three areas were described: Women Studies Minor, Honduras Exchange Program, and Center for Economic Development. These reports were shared as informational items with recommendations to be made to the Board at another meeting.

The committee then heard a report from Mr. Chonko and his staff on proposed changes for the college admission policy. Mr. Chonko noted the newly proposed policy would slightly raise entrance requirements for undergraduates. Committee members endorsed the recommendations for changes in the admission policy.

Ms. Phyllis Mable and staff provided an overview of the report of Governor's Task Force on Substance Abuse and Sexual Assault. The presenters informed the committee that the recommendations to institutions were delivered in three forms: educational, enforcement, and treatment recommendations.

The last two items of business included a review of the faculty research and teaching statement and a report on the SCHEV Faculty Productivity Study. The committee supported these reports. The committee meeting closed with an extensive discussion of concerns for the employment of minority faculty at Longwood College. There were strong expressions to convey that this is an ideal time to employ minority faculty members because of the large number of retiring faculty members. The committee meeting adjourned at 4:45 p.m.

Item # 8

ACTION ITEM

ACADEMIC AFFAIRS

Approval of Awarding the Title of Professor Emeritus
to Retiring Faculty

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

Rationale The faculty members listed below have each dedicated more than twenty-five years of service to Longwood College. Their nomination for this award is supported by the Department Chair, the Dean and Vice President Stuart.

Action The Board of Visitors is requested to approve the President's recommendation that the title of Emeritus be awarded to the following retiring faculty:

- Dr. Merry Lewis Allen, Associate Professor of Mathematics
- Dr. Eleanor W. Bobbitt, Professor of Health and
Physical Education
- Dr. Elizabeth W. Etheridge, Professor of History
- Dr. L. Raymond Fawcett, Jr., Associate Professor of Physics
- Mr. Darrell G. Harbaum, Associate Professor of Music
- Dr. James M. Helms, Jr., Professor of History and
Political Science
- Dr. Richard L. Heinemann, Associate Professor of Biology
- Dr. Paul S. Hesselink, Professor of Music
- Dr. Fillmer Hevener, Jr., Associate Professor of English
- Dr. Patton Lockwood, Professor of Speech and
Theatre
- Dr. Freda S. McCombs, Associate Professor of Natural Science
- Dr. Jean A. Noone, Associate Professor of Mathematics
- Dr. Maria C. Milian-Silveira, Professor of Modern
Languages
- Dr. Barbara B. Smith, Professor of Health and
Physical Education
- Dr. Phyllis G. Wacker, Professor of Psychology

Committee on Board Relations

Background

The Attorney General, in February, 1990, requested that the Board of Visitors and the Directors of the Longwood College Foundation complete a written agreement that will establish a formal relationship between the College and the Foundation. This agreement will govern the business and operating relationships between the organizations.

The Rector of the Board of Visitors and the President of the Foundation appointed two representatives from each organization to a Joint Committee on Board Relations. This Committee consisted of Dr. Richard Blanton and Mrs. Viola Baskerville from the Board of Visitors; and Mrs. Carolyn Frazier and Mr. William Utz from the Foundation, with Vice President Markwith serving as staff to the Committee. The Committee has reviewed documents and drafts provided by the Attorney General's Office and documents adopted by other State assisted Colleges and Universities in Virginia.

Action Requested

The Board of Visitors is requested to approve the recommendation of Dr. Blanton and Mrs. Baskerville that the documents attached be accepted as appropriate for the drafting of a formal agreement with the Foundation. It is further recommended that an agreement be drafted that shall be reviewed by the Attorney General's Office. The Rector is authorized to execute such agreement when the same resolution and guidelines are accepted and approved by the Foundation.

RESOLUTION

ADOPTION OF MANAGEMENT PRINCIPLES AND GUIDELINES
FOR RELATIONSHIP WITH COLLEGE-RELATED FOUNDATIONS

WHEREAS, private support is essential to the mission and goals of the College; and

WHEREAS, the Longwood College Foundation ("the Foundation"), while not an agency of the College, is by Charter organized and operated to benefit the College; and

WHEREAS, the College has a vital interest in the Foundation, especially when it solicits funds for the College, when it manages and invests its assets for the College's benefit, and when it promotes or sponsors programs in support of College activities; and

WHEREAS, the Board of Visitors recognizes the benefit of the Foundation being operated in accordance with sound and generally accepted principles of management and in a manner consistent with the College's purpose, mission, policies and procedures;

NOW, THEREFORE BE IT RESOLVED, that the accompanying Management Principles for the Relationship between Longwood College and the Longwood College Foundation and Guidelines for the Longwood College Foundation be, and hereby are, approved.

MANAGEMENT PRINCIPLES FOR THE
RELATIONSHIP BETWEEN LONGWOOD COLLEGE
AND THE LONGWOOD COLLEGE FOUNDATION

The Longwood College Foundation ("the Foundation") was chartered to benefit Longwood College ("the College") and the College's schools and departments. The Board of Visitors will be advised of the purpose of the Foundation and the scope of its activities, including grants and fund raising, even though the Board's policy is not to control the activities and functions of the Foundation. The Board of Visitors will review Foundation activities at least annually to assure that the Foundation's operations are consistent with the College's purpose, mission, policies, and procedures.

Any courses, seminars, workshops or other similar instruction offered by the Foundation will clearly disclose its independence from the College. Any use of the College's name in conjunction with the course or program will identify only the Foundation as the official offeror of the program.

Transactions between the College and the Foundation will meet the normal tests for business transactions, including proper documentation and approvals. The College will not borrow funds from the Foundation without first obtaining the approval of the respective Boards, and complying with the requirements of state law, nor will the College lend money to the Foundation.

Any transfer of any portion of the College's endowment to the Foundation for investment or management must comply with the fiduciary requirements of the respective Boards, and all applicable requirements of law. The College will, in the event of such transfer, designate and control acceptable types of investment, and receive at least quarterly reports from the Foundation on such investments.

The Foundation will provide assurance that its financial activities are carried out and reported in accordance with generally accepted business and accounting practices. Special attention should be given to avoiding direct or indirect conflicts of interest between the College and the Foundation, and those with whom the Foundation does business.

GUIDELINES

FOR THE LONGWOOD COLLEGE FOUNDATION

I. STRUCTURAL GUIDELINES

- A. The Longwood College Foundation ("the Foundation") is an organization that has been created to benefit the College. The Foundation has as its exclusive purpose one or more of the following:
1. To facilitate fund-raising programs and contributions from private sources for the exclusive benefit of the College, or one or more of its schools or departments;
 2. To manage and invest private gifts and/or property for the exclusive benefit of the College, or one or more of its schools or departments; or
 3. To promote, sponsor, and complement educational, scientific, research, charitable, or cultural activities for the exclusive benefit of the College.
- B. The Foundation, to operate under the name of, and for the benefit of, the College, shall:
1. Submit for review and approval by the College its articles of incorporation and all amendments thereto to assure compatibility of missions.
 2. Select three representatives of the Board of Visitors, or of senior administrators of the College designated by the Board of Visitors from the areas supported by the Foundation, to serve on the Foundation's governing board as an ex officio member.
 3. In the case of dissolution of the Foundation, all of the remaining assets of the corporation shall be conveyed to the Board of Visitors of Longwood College or its successor, said corporation or its successor shall qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law).

4. Provide at least semi-annual reports on investments of all transferred portions of the College endowment, any private gifts received, and any other resources held and/or managed.

II. GUIDELINES FOR CONTRACTUAL RELATIONSHIPS WITH THE COLLEGE

- A. The Foundation should execute a formal agreement specifying the responsibilities of the Foundation, acknowledging coordination of fund-raising activities, and including other provisions of general application as may be specified by the Board of Visitors.
- B. This formal agreement shall provide, at minimum, for the following:
 1. The Foundation will coordinate in advance with the College and its other related organizations all fund-raising activities undertaken in the name of the Foundation.
 2. The Foundation will provide the College with an advance copy of any amendments, additions or deletions to its articles of incorporation or by-laws.
 3. The College shall recognize its obligation to its partnership with the Foundation and establish annual communication vehicles to insure that members of the Foundation are informed about the directions and objectives of the College.
 4. The College and the Foundation acknowledge the independent status of the Foundation and agree that the College and the State are not liable, and will not be held out by the Foundation as liable, for any of the Foundation's contracts, torts, or other acts or omissions, or those of the Foundation's trustees, directors, officers, members, staff or activity participants.
 5. All correspondence, solicitations, activities and advertisements of the Foundation will be clearly identified as being affiliated with the Foundation and not the College.

6. The Foundation will not offer a post-secondary course, seminar, workshop or similar instruction, whether or not for credit, using the name of the College. Any publicity concerning such a course must make clear that it is not being offered by the College or any of its academic departments.
7. Funds or gifts for which the intent of the donor is clear that they should be deposited with the College will be so deposited. All other funds or gifts payable to The Visitors of Longwood College, or Longwood College, may, at the College's discretion, be deposited with the Foundation for management and investment in accordance with approved guidelines.
8. Any transfer of endowments by the College to the Foundation, or by the Foundation to the College, for management or investment, will be formalized in a memorandum of agreement to assure, among other things, that any restrictions governing the future disposition of funds are observed.
9. The College will obtain approval from the Board of the Foundation, the College's Board of Visitors, and the State prior to borrowing any funds from the Foundation.
10. The College may recover its costs incurred for personnel, use of facilities, or other services provided to the Foundation.
11. The College is obligated to comply with the Virginia Public Procurement Act. Even though not required to comply with that Act for Foundation purchases with no College funds, the Foundation may deem it advisable and appropriate to employ competitive practices in purchasing goods and services. If the College has agreed in writing to reimburse the Foundation for goods or services acquired on behalf of the College, the Foundation must comply with State procurement requirements.

III. FINANCIAL REPORTING GUIDELINES AND AUDIT REQUIREMENT

- A. At the request of the President of the College, the Foundation will forward to him, on an annual basis, a financial report audited by an independent certified

public accountant. This report shall include a description of all expenditures by program, and an identification of all investments, including real estate.

- B. The following items shall supplement the annual financial report to the President of the College:
1. Notice of any litigation or threat of litigation brought against the Foundation, its officers or directors.
 2. Notice of any proposed major capital expenditure of more than \$25,000.
 3. A copy of each IRS form 990, and 990T if applicable, as filed.
 4. A detailed list of any compensation, prize or award paid to any College employee or member of the employee's immediate family, whether in the form of money or property, or consisting of the use of money or property.
 5. A detailed list of all private firms responsible for managing or investing the Foundation's assets and the fee, if any, charged by each. On an annual basis, the Foundation will provide a copy of its investment guidelines as approved by the Board of Directors.
 6. Notice of any audit or review by any tax authorities, or any action taken or threatened by such authorities that would adversely affect the tax-exempt status of the Foundation.