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THE REGULAR MEETING OF THE BOARD OF VISITORS
OF LONGWOOD COLLEGE
February 7-8, 1993

Schedule of Events for Sunday, February 7, 1993

Meeting
5:00 p.m.
Virginia Room

Call to order

Legislative Report

New Business

1. Report on Committee on Longwood College in the 21st Century
2. Executive Session
 - Property Acquisition
 - Personnel Evaluations
 - Student Discipline

Dinner
6:30 p.m.
Prince Edward Room

Schedule of Events for Monday, February 8, 1993

Community Breakfast
8:00 a.m.
Prince Edward Room

Presentations
Lankford
Appomattox and Buckingham Rooms
9:30 a.m.
(Campus Security)

10:00 a.m.
(Student Union)

Meeting
10:30 a.m., Lankford
(Meeting will be adjourned at 12:30 for lunch.)

Call to order

Report from Executive Session

Minutes

October 25-26, 1992 Regularly Scheduled Board Meeting

President's Report

Committee Reports

Executive Committee
Academic Affairs Committee
Student Affairs Committee
Finance Committee
Facilities & Services Committee
Community Advisory Committee

New Business

1. NCATE and SACS Update
2. Sabbatic Leaves
3. Review of Financial Report for period ending November 30, 1992
4. Update on Campus Construction
5. Approval of 1994-96 Capital Outlay Budget
6. Approval of Master Plan Revision
7. Coordination of Audit Effort
8. A. Approval of Distribution Plan for Undesignated Requests
B. Approval of Sale of Property
9. Salary Study - AAUP

Announcements

Adjournment

**Dedication of Longwood Small Business Development Center as Lead
Export Center in Virginia**

2:00 p.m.
Commonwealth Ballroom-Lankford

Board Reconvenes

**LONGWOOD COLLEGE BOARD OF VISITORS
Minutes**

February 7-8, 1993

Call to order

The meeting of the Longwood College Board of Visitors was called to order by the Rector, Dr. Blanton, at 5:00 p.m. on Sunday, February 7, 1993. The meeting was held on the Longwood campus. The following Board members were present:

Dr. Richard S. Blanton
Dr. Wyndham B. Blanton, Jr.
Ms. Martha A. Burton
Ms. Frances W. Farmer
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

Board member absent was:

Ms. Viola O. Baskerville

Present at the request of the Board:

Dr. William F. Dorrill, President
Dr. Bette L. Harris, Faculty Representative to Sit with
the Board
Mr. Darrell Wells, Student Representative to Sit with the
Board
Mrs. Fran Arehart, Secretary to the Board

Present at the request of the President:

Dr. James S. Cross, Vice President for Research &
Information Systems
Mr. Richard V. Hurley, Vice President for Business &
Legislative Affairs
Ms. Phyllis Mable, Vice President for Student Affairs
Mr. Louis M. Markwith, Vice President for Institutional
Advancement
Dr. Darryl G. Poole, Vice President for Academic Affairs
Mr. H. Donald Winkler, Vice President & Executive Director
for Public Affairs & Publications

Legislative Report

President Dorrill reported that Longwood is seeking funding for two budget amendments during the 1993 session. These are \$275,000 in General Funds to supplement the \$175,000 1993-94 appropriation for debt service on the new IBM mainframe computer and \$140,000 in General Funds and \$110,000 in Nongeneral funds to supplement existing funding for adjunct faculty. Decisions on these will be made tonight and Brenda Atkins will report to the Board tomorrow.

Presidents/SCHEV

President Dorrill presented the events leading up to a series of newspaper articles concerning SCHEV's controversial report calling for Virginia's state-supported colleges to make fundamental changes to accommodate a large increase of new students without any significant additional funding. Dr. Dorrill explained that the report entitled "Change and Improvement" is based on the flawed assumption that 65,000 added students can be enrolled without proportionally increased financial support with no denigration to quality. He reported that he felt press coverage misrepresented the spirit of the interchange and led to much of the misunderstanding. Presidents and Rectors met on January 7 in the hopes of opening a more positive dialogue. Further meetings are scheduled between the Presidents and SCHEV and Dr. Dorrill feels now that the matter is on the right track and a mutually agreeable statement can result.

Civic Forum

The Rector reported that at present there is no avenue in the Farmville area for discussion of topics of concern to the citizenry. To this end, the Executive Committee has endorsed a plan for Longwood College to underwrite a series of Civic Forums. The first will be this fall with the expectation of having two each year. Richard Blanton commented that this has the enthusiastic support of the Community Advisory Committee.

Reports/Minutes from Committee Meetings

In an effort to clear up any confusion regarding the handling of board committee reports, the Rector distributed information he compiled from Roberts Rules of Order, Newly Revised relative to this. (A copy of this handout is filed with "Addenda to Minutes of the Board of Visitors" as Handout 1, February 7, 1993.)

New Business

1. Committee on Longwood College in the 21st Century

The Rector distributed a membership list of the Committee on Longwood College in the 21st Century. (A copy of this list is filed with "Addenda to Minutes of the Board of Visitors" as Handout 2, February 7, 1993.) Dr. Blanton briefly reviewed the membership and announced that the initial meeting of the Committee will be March 3, 1993. He introduced Mr. Keith Roots, Assistant to the President, who will serve as staff liaison for the Committee. In preparation for the March meeting, he, President Dorrill, Mr. Thompson, Mrs. Jones, and Mr. Roots will meet on February 23.

2. Executive Session

On a motion by Mrs. Hudson and seconded by Mr. Lacy, the Board moved to go into Executive Session under Section 2.1-344, A 1, 2, and 3 of the Code of Virginia to discuss personnel evaluation, student discipline, and property acquisition.

The Board returned to open session. In compliance with the provisions of the Virginia Freedom of Information Act, a motion was made by Mr. Lacy and seconded by Mrs. Hudson to certify the discussion in Executive Session. (A copy of this compliance is filed with "Addenda to Minutes of the Board of Visitors" as Appendix 1, February 7, 1993.)

Adjournment

The Rector adjourned the meeting at 6:45 p.m.

February 8, 1993

Call to order

The meeting of the Longwood College Board of Visitors was reconvened by the Rector at 10:30 a.m. on Monday, February 8.

Additional Board Member Present:

Ms. Viola O. Baskerville

Board Members absent:

Ms. Frances W. Farmer
Mr. D. Patrick Lacy, Jr.

Addition Person Present at the request of the Board:

Mrs. Carolyn Frazier, Representative from Foundation Board

Approval of Minutes

On a motion by Ms. Burton and seconded by Ms. Sydnor, the minutes of the October 25-26, 1992 meeting were approved as distributed.

President's Report

President Dorrill called on Brenda Atkins to update his legislative report from the previous evening. Ms. Atkins distributed a summary of House and Senate actions and gave appropriate explanations. (A copy of this summary is filed with "Addenda to Minutes of the Board of Visitors" as Handout 3, February 8, 1993.) She reported that Longwood received funding for the budget amendment requesting funds to supplement the \$175,000 1993-94 appropriation for debt service on the new IBM mainframe computer but was denied the request for supplemental funds for adjunct faculty.

President Dorrill expressed his appreciation on behalf of Longwood to Senator Richard Holland, Delegates Watkins Abbitt, Ted Bennett, and Whitt Clement for their sponsorship of the College's amendments.

Dr. Dorrill presented enrollment figures as of January 18. The current enrollment is 3,010 on campus and 106 off campus. Admissions applications are up 11%. This is the first year of the new Early-Action Admission policy and 98 students have been accepted, 35 as honor admits.

The Small Business Development Center has been designated as the Lead Center for a new statewide Export Assistance Program, designed to help small and medium sized businesses in the initiation of export activities.

Dr. Kathleen Flanagan, Assistant Professor of English, has been named Director of Women's Studies, an interdisciplinary minor.

Eight Longwood students are currently enrolled in study abroad programs: 5 at the University of Salzburg in Austria, 2 at the University of Toulouse in France, and 1 at the University of Valencia in Spain.

The Career Planning and Placement survey of the class of 1991 showed a 91% placement rate in employment or graduate school. This rate is above that for most comprehensive colleges.

Longwood has received a \$90,000 grant from Pepsi Cola for a new scoreboard and message center for the new baseball field.

Dr. Dorrill said he was pleased to announce that the benefit concert by Roy Clark resulted in ticket sales of \$21,000. He is hopeful that Longwood will net \$10,000 to be designated for travel programs for the College's music ensembles.

The College received a federal grant of \$110,000 for a two year program of substance abuse prevention and education. Ms. Susan Bruce has been hired as the Student Development Educator for Wellness Programs as part of this grant.

Dr. Dorrill closed with a brief overview of the NCAA and VACU conferences he attended recently.

Executive Committee

Rector Blanton reported on the Executive Committee meeting on December 17, 1992. The Committee discussed in detail the Committee on Longwood College in the 21st Century and the Civic Forums. Both of these items were presented to the Board the previous evening. The old high school building was also on the agenda. The Executive Committee had approved the President's recommendation that the property, after the demolition of the building, be converted to needed additional recreation facilities following its receipt from the Foundation.

Finance Committee

Mr. Slayton reported that the Finance Committee met on February 7. He referred the Board to item 3 under new business - Review of Financial Report for period ending November 30, 1992. (A copy of this report is filed with "Addenda to Minutes of the Board of Visitors meetings" as Appendix 2, February 8, 1993.) Mr. Hurley reviewed this report in detail with the Finance Committee at its meeting on February 7. Mr. Slayton moved that the report be accepted. The motion passed.

Facilities & Services Committee

Ms. Sydnor reported that the Facilities & Services Committee met on February 7. She referred the Board to item 4 under new business - Update on Campus Construction. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors as Appendix 3, February 8, 1993.) She reviewed highlights from the report.

Academic Affairs Committee

Dr. Stiff reported that the Academic Affairs Committee met on January 20 with 3 agenda items.

SACS Update - Dr. Freda McCombs gave a brief overview of Longwood's activities since 1990 in preparation for the arrival of the Visiting Committee March 13-17. She gave an outline of the Committee and their schedule of activities on campus. She and Dr. Poole expressed their confidence that there are no major problems and anticipate a smooth visit.

NCATE Update - Dr. Poole reported on the outcome of the NCATE team visit for accreditation of the teacher education program. Longwood received the report from the Committee and met all but one of the 36 criteria. Dr. Poole sees no problems with reaffirmation by NCATE.

Sabbaticals for the Academic Year 1993-94 - Dr. Poole presented the names of the six faculty members who have been awarded Sabbaticals and their plans.

Student Affairs Committee

Ms. Baskerville reported that the Student Affairs Committee met on January 20, 1993. There were four items on the agenda.

Retention and Graduation Data - Mr. Chonko distributed 4 reports to Committee members dealing with Enrollment, Admissions, Graduation Rates and Retention. He guided the Committee through these answering questions and clarifying points of interest.

Retention Conference - Ms. Baskerville reported on a Retention Conference she attended in November in Texas. There were about 400 in attendance and the theme was Retention of Black Male Students. She stated that she feels Longwood is doing an excellent job in this area. She felt the conference was beneficial and encouraged the Board to consider sending a representative every 3 or 4 years.

Frazer Hall - Mr. Pierson gave a brief profile on Frazer to better help the Committee understand some of the issues relating to the high incidence of vandalism. Mr. Rettig reported on the vandalism and Mr. Herndon explained the "Frazer Watch" which attempts to address this problem with student involvement.

Report on Drug Cases - Ms. Hallock brought the Committee up-to-date on several recent drug cases on the Campus.

Community Advisory Committee

Dr. Richard Blanton reported that the Committee has met twice since the last Board meeting. On November 11, Dr. Dorrill presented information on the General Obligation Bond and Mr. Hurley discussed the renovation of Lancaster and the new School of Education and Human Services. At the January 11 meeting. Mr. Chonko and Mr. Yarbrough gave an update on enrollment and retention. Dr. Wyndham Blanton discussed the disposition of the old high school building and the Civic Forums. Both of these received favorable responses from the CAC.

New Business

Item 1 - NCATE and SACS Update

A short video "Program for Peer Evaluators Training Tape", produced by the Southern Association of Colleges and Schools, was shown.

Dr. Poole gave a brief status report on NCATE. He and Dr. Schall feel confident there will be no problems with reaccreditation.

Dr. McCombs distributed to Board members an update of Longwood's Self Study. She presented a detailed chronology of events to occur during the next several months. In response to a question by Mrs. High, Dr. McCombs suggested to Board members that they read particularly the sections in the Self Study on administration and institutional effectiveness. She reminded them that the Visiting Committee may ask to speak to some members of the Board. She commented generally on the makeup of the Committee and handed out a list of the members. (A copy of this list is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 4, February 8, 1993.)

Dr. Dorrill commended Dr. McCombs for her fine work and thanked her for her dedication and diligence.

Item 2 - Sabbatical Leaves

Dr. Dorrill said he is pleased that we can provide sabbatical leaves for faculty members and sees them as an important part of their continuing professional growth. Dr. Poole named those who will be on leave next year and briefly described the work each will do.

Item 5 - Approval of 1994-96 Capital Outlay Budget

Mr. Hurley distributed a Six Year Capital Outlay Plan. (A copy of this handout is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 5, February 8, 1993.) Mr. Slayton explained that this report had been examined in detail by the Finance Committee and moved for approval of the President's recommendation that the College's 1994-96 Capital Outlay Requests be endorsed as submitted. Ms. Sydnor seconded the motion which passed.

Item 6 - Approval of Master Plan Revision

With the use of visual aids, Mr. Hurley explained to the Board 4 locations which had been considered for the construction of the new School of Education and Human Services. He zeroed in on one location, pointing out reasons why the others were less desirable. The Board felt that this was a matter of interest to numerous groups on campus and programs should be arranged for those

groups for their enlightenment and input. On a motion by Ms. Sydnor and seconded by Mrs. High, the Board agreed to refer the matter back to staff for presentation to and input from the several interested groups of the campus community. The Executive Committee will make final decision.

Item 9 - Salary Study - AAUP

Dr. Robert Webber distributed a handout entitled American Association of University Professors Longwood College Chapter Annual Salary Study. (A copy of this handout is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 6, February 8, 1993.) Dr. Webber explained the statistics and stated that he saw nothing unusual or alarming in the results.

[The Board adjourned for lunch at 12:30 and reconvened at 1:20.]

Item 7 - Coordination of Audit Effort

The Rector reported that procedures have been developed for coordination of external and internal audit efforts. (A copy of these procedures is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 4, February 8, 1993.)

Item 8 - A. Approval of Distribution Plan for Undesignated Bequests
B. Approval of Sale of Property

The Rector asked Board members to refer to the information in their materials which gives a detailed account of plans for the distribution for the Sprague Estate. (A copy of this plan is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 5, February 8, 1993.) Mrs. High moved for approval for the President's recommendation that ninety percent of the net bequest be used to establish the Rosemary Sprague Cultural Enrichment Fund of Longwood College, that ten percent of the net bequest of the Sprague Estate should be used to fund Faculty Research and Development activities for the second semester of the 1992-93 academic year and the 1993-94 academic years, that Room #110 in Grainger Hall be named the Rosemary Sprague Seminar Room in her memory, that the College, in conjunction with the Longwood College Foundation, develop an agreement for the management and administration of the Rosemary Sprague Cultural Enrichment fund under the terms of the Articulation Agreement between the College and Foundation signed on August 3, 1992, and that personal items be inventoried and cataloged. Such items that are deemed appropriate for the Longwood Archives should be retained. Other materials shall be donated, or sold, to other organizations. Any proceeds from sales shall be added to the Sprague Fund. Mrs. Hudson seconded the motion which passed.

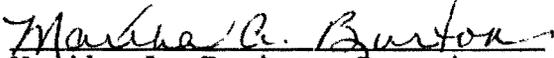
Announcements

President Dorrill thanked members of the Board who have helped further our efforts in the General Assembly.

The Rector announced that the Executive Committee approved funding for Ms. Farmer and Ms. Sydnor to attend the AGB conference in March. The Executive Committee further agreed that it would formulate and approve standards of appropriateness for travel for Board members against which the Committee may judge future such travel for approval. He further announced that he hopes to be able to reschedule the February Board meeting, in future years, at a time more convenient to the members.

Adjournment

On a motion by Mrs. High and seconded by Ms. Sydnor, the meeting was adjourned at 2:00 p.m.


Martha A. Burton, Secretary

APPENDIX A

Meeting Date: February 7, 1993

CERTIFICATION OF EXECUTIVE SESSION

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

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

only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification applies, and

only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board.

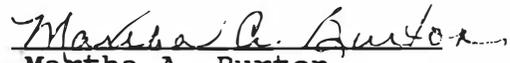
Would all those recording an affirmative vote please do so by saying "AYE"; those opposed, "NAY".

VOTE

AYES: 10

NAYS: 0

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


Martha A. Burton
Board Secretary

Appendix 2

LONGWOOD COLLEGE
Current Unrestricted
Operating Budget
For Six Months Period Ended December 31, 1992

EDUCATIONAL AND GENERAL	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE	ACTUAL AS PERCENT OF BUDGET
REVENUES:						
Tuition and Fees	7,914,337	-54,445	-54,445	7,859,892	6,816,425	86.72%
State General Fund Appropriation	9,972,309		68,194	10,040,503	10,040,503	100.00%
State Central Fund Appropriation	100,284		118,215	218,499	218,499	100.00%
Sale and Service of E & G Activities	12,500			12,500	8,963	71.70%
Federal Work Study	84,000			84,000	66,695	79.40%
Other Sources	76,300	1,522	1,522	77,822	63,761	81.93%
Transfer from Auxiliary				0	0	
Total Revenues	18,159,730	-52,923	133,486	18,239,216	17,214,846	
EXPENDITURES:						
Instruction	8,825,629	-1,795	712,407	9,533,036	4,890,032	51.27%
Public Service	179,781	-1,260	7,106	186,887	78,875	42.20%
Academic Support	3,359,550	-22,182	-251,735	3,107,815	1,509,032	48.56%
Student Services	1,225,782	64,165	30,050	1,255,832	668,324	53.22%
Institutional Support	2,743,935	58,695	-78,909	2,665,026	1,222,638	45.88%
Operation and Maintenance of Plant	1,825,053	-91,967	34,093	1,859,146	1,189,074	63.96%
Salary Savings		-38,579	-319,526	-319,526		
Total Expenditures	18,159,730	-32,923	133,486	18,239,216	9,567,976	
Excess revenues over expenses				0	7,656,871	
STATE AUXILIARY ENTERPRISE						
REVENUES:						
Housing Fee and Sales	5,047,834			5,047,834	3,642,427	72.16%
Dining Fee and Sales	2,956,200			2,956,200	2,192,681	74.17%
Comprehensive Fee & Sales	3,872,102			3,872,102	3,436,108	88.74%
Federal Work Study	97,000			97,000	67,845	69.94%
Other Sources	911,216		79,000	990,216	611,976	61.80%
Total Revenues	12,884,352	0	79,000	12,963,352	9,951,037	
EXPENDITURES:						
Housing Services	4,915,535	621	-49,223	4,866,312	2,170,689	44.51%
Dining Services	2,907,972	10,189	-205,560	2,702,412	1,732,295	64.10%
Athletics	1,545,001	-58,508	-80,736	1,464,265	702,006	47.94%
All Other Student/Faculty Services	3,086,379	157,160	334,023	3,420,492	1,646,294	48.13%
Salary Savings		17,312	-37,810	-37,810		
Total Expenditures	12,454,887	126,774	-39,306	12,416,581	6,251,284	
Excess Revenues Over Expenditures				547,771	3,699,753	
State Auxiliary Balance July 1, 1991				1,789,188		
Less Funding Requirements of:				2,236,954		
Special Projects				1,228,424		
Projected State Auxiliary Balance June 30, 1992					3,251,479	

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

	ORIGINAL	CURRENT QUARTER	YEAR TO DATE	REVISED	ACTUAL TO DATE	ACTUAL AS PERCENT OF BUDGET
REVENUES:						
State Appropriations	142,911			142,911	142,911	100.00%
Graduate Engineering	41,500			41,500	41,500	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	5,500			5,500	4,475	81.36%
Prior Year Carryover	47,994			47,994	47,994	100.00%
Facility Rental	3,000			3,000	1,815	60.50%
Total Revenues	269,905	0	0	269,905	267,595	99.18%
EXPENDITURES:						
Personal Services	157,618			157,618	65,836	39.28%
Contractual Services	31,568			31,568	15,621	49.48%
Supplies and Materials	13,052	1,061	1,061	14,113	4,140	29.33%
Transfer Payments	8,061	-8,061	-8,061	0	0	0.00%
Continuous Charges	22,122			22,122	17,953	81.15%
Equipment	1,097	7,000	7,000	8,097	7,837	96.79%
Total Expenditures	243,518	0	0	243,518	111,387	45.74%
Revenues in Excess of Expenditures				26,387	156,308	

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

LONGWOOD COLLEGE
 Current Restricted
 Statement of Revenue and Expenditures
 For Six Months Period Ended December 31, 1992

EDUCATIONAL AND GENERAL	ORIGINAL BUDGET	CURRENT QUARTER ADJUSTMENTS	YEAR TO DATE ADJUSTMENTS	REVISED BUDGET	ACTUAL TO DATE	PERCENT OF BUDGET
REVENUES						
State Appropriations	1,158,727	0	0	1,158,727	1,158,727	100.00%
State Grants	568,869	0	0	568,869	252,669	44.42%
Federal Grants and Contracts	971,638	0	0	971,638	872,504	89.80%
Private Gifts, Grants and Contracts	290,783	0	0	290,783	178,030	61.22%
Total Revenues	2,990,017	0	0	2,990,017	2,461,930	
EXPENDITURES:						
Instruction	267,172	0	0	267,172	152,451	57.06%
Research	60,200	0	0	60,200	59,689	99.15%
Public Service	175,088	0	0	175,088	126,338	72.16%
Academic Support	71,436	0	0	71,436	38,703	54.18%
Student Services	3,533	0	0	3,533	2,120	60.01%
Institutional Support	158,470	0	0	158,470	42,462	26.79%
Operation and Maintenance of Plant	0	0	0	0	0	
Scholarships and Fellowships	2,254,118	0	0	2,254,118	1,202,243	53.34%
Total Expenditures	2,990,017	0	0	2,990,017	1,624,096	
 Excess Restricted Receipts Over Restricted Expenditures				 0	 837,834	

LONGWOOD COLLEGE
 Current Unrestricted
 Statement of Revenue and Expenditures
 For Six Months Period Ended December 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	37,501	68.37%
Conferences	270,000			270,000	226,999	84.07%
Interest	15,000			15,000	3,764	25.09%
Total Revenues	340,000	0	0	340,000	268,364	
EXPENDITURES:						
Conferences	200,000			200,000	106,757	53.38%
Other - Debt Service	14,000			14,000	7,013	50.09%
Other - Operations	50,000	76,000	76,000	126,000	37,141	59.16%
Total Expenditures	264,000	76,000	76,000	340,000	200,911	
Excess Revenues over Expenditures				0	67,453	
Local Auxiliary Fund Balance July 1, 1991				276,880	=====	
Projected Local Auxiliary Fund Balance June 30, 1992				276,880	=====	

Auxiliary Enterprise Repair and Replacement Reserve
 Project Budgets 1992-93
 December 31, 1992

	TOTAL PROJECT	PRIOR YEAR PROJECT	PROJECT BUDGET	CURRENT YEAR PROJECT	PROJECT BALANCE
CAPITAL OUTLAY PROJECTS:					
Maintenance Reserve - Aux	361,116	113,734	247,382	72,251	175,131
	361,116	113,734	247,382	72,251	175,131
SPECIAL PROJECTS:					
Fire Alarm - Curry/Fraizer	36,376	35,151	225	225	0
Baseball Field	320,000	112,391	207,609	105,220	102,389
Dining Hall Entrance	196,000	48,174	147,826	147,826	0
Post Office Revonation	150,000	60,552	89,448	89,448	0
Gateway	266,099	13,416	252,584	61,562	191,022
Auxiliary Equipment	82,150	0	82,150	24,100	58,050
Access for the Disabled	26,000	0	26,000	22,950	3,050
Outdoor Basketball Courts	5,000	0	5,000	834	4,166
Lankford Elevator	150,000	0	150,000	0	150,000
Hazardous Waste Disposai	18,200	0	18,200	0	18,200
	1,249,726	270,684	979,042	452,165	526,877
	1,610,842	384,418	1,226,424	524,416	702,008

Capital Outlay Projects
 Project Budgets 1992-93
 December 31, 1992

	TOTAL PROJECT BUDGET	EXPENDITURES TO DATE	PROJECT BUDGET BALANCE
PROJECTS FUNDED FROM BOND SALES			
New Student Housing Construction	4,773,790	4,573,212	200,488
New School of Education	2,900,000	0	2,900,000
Renovation of Lancaster	2,758,000	0	2,758,000
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	10,431,790	4,573,212	5,858,488
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PROJECTS FUNDED FROM GENERAL FUNDS

Bedford Ventilation	300,551	277,503	23,058
Lancer Air-conditioning	117,957	117,912	45
Grainger Renovation	2,565,366	2,353,307	211,559
Wynne Roof Replacement	200,000	157,794	42,206
Maintenance Reserve - E&G 90-92	353,532	353,532	0
Maintenance Reserve - E&G 92-94	91,625	33,468	58,157
	-----	-----	-----
	3,629,141	3,294,116	335,025
	-----	-----	-----

	14,060,841	7,867,328	6,193,513
	=====	=====	=====

Appendix 3

PROJECTS UNDER CONSTRUCTION

BASEBALL FIELD BLEACHERS AND PRESSBOX

PROJECT INSPECTOR: Melvin Moore

ARCHITECT/ENGINEER: Higgins Associates P.O. NUMBER: A023931

CONTRACTOR: Andrews, Large & Whidden, Inc. P.O. NUMBER: A031376

PROJECT BUDGET: \$125,000.00 BUDGET CODE: 3-29016

CONSTRUCTION SCHEDULE

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	JUL 27, 1992	JUL 27, 1992
Approval of Working Drawings and Specifications	AUG 21, 1992	AUG 21, 1992
Advertise for Bids	AUG 28, 1992	AUG 28, 1992
Bid Opening	SEP 30, 1992	SEP 30, 1992
Contract Award	OCT 12, 1992	OCT 12, 1992
Start of Construction	OCT 12, 1992	OCT 12, 1992
Completion of Construction	FEB 19, 1993	

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 75%

Project Status: The handicap sidewalk is 80% complete. The bleachers have been erected and are scheduled to be complete by February 15, 1993. The framework for the pressbox is under construction.

*****Last Update: January 20, 1993*****

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: 3-29016

<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	NOV 16, 1992	

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 98%

Project Status: Punch list items remain to be completed.

*****Last Update: January 20, 1993*****

CLEANING AND PAINTING OF VARIOUS ROOFS

PROJECT INSPECTOR: Alan Cook

ARCHITECT/ENGINEER: N/A

P.O. NUMBER: N/A

CONTRACTOR: Sheets Contracting

P.O. NUMBER: A031619

PROJECT BUDGET: \$16,000.00

BUDGET CODE: 3-29018

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	OCT 02, 1992	OCT 02, 1992
Advertise for Bids	OCT 04, 1992	OCT 04, 1992
Bid Opening	OCT 28, 1992	OCT 28, 1992
Contract Award	NOV 09, 1992	NOV 06, 1992
Start of Construction	NOV 09, 1992	
Completion of Construction	DEC 23, 1992	

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 5%

Project Status: Due to weather conditions, construction is on hold until Spring, 1993.

*****Last Update: January 20, 1993*****

PROJECTS IN DESIGN OR BID STAGE

NEW EDUCATION BUILDING

PROJECT INSPECTOR: Kim Arritt PROJECT CODE: 214-14689
ARCHITECT/ENGINEER: Hanbury, Evans, P.O. NUMBER: TBA
Newill, Vlattas & Company
CONTRACTOR: N/A P.O. NUMBER: N/A
PROJECT BUDGET: \$2,900,000.00 BUDGET CODE: 7-70011

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	DEC 09, 1992	DEC 09, 1992
Approval of Schematic Drawings	APR 15, 1993	
Approval of Preliminary Drawings and Specifications	JUL 30, 1993	
Approval of Working Drawings and Specifications	NOV 12, 1993	
Advertise for Bids	NOV 21, 1993	
bid Opening	DEC 22, 1993	
Contract Award	DEC 31, 1993	
Start of Construction	JAN 10, 1994	
Completion of Construction	JUL 10, 1995	

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

Project Status: Currently working on siting of this building.

*****Last Update: January 20, 1993*****

RENOVATION OF LANCASTER

PROJECT INSPECTOR: Kim Arritt PROJECT CODE: 214-14689
ARCHITECT/ENGINEER: Odell Associates Inc. P.O. NUMBER: TBA
CONTRACTOR: TBA P.O. NUMBER: TBA
PROJECT BUDGET: \$2,758,000.00 BUDGET CODE: 7-70008

Table with 3 columns: SCHEDULE FOR COMPLETION, PLANNED, ACTUAL. Rows include Architect/Engineer Selection, Approval of Schematic Drawings, Approval of Preliminary Drawings and Specifications, Approval of Working Drawings and Specifications, Advertise for Bids, Bid Opening, Contract Award, Start of Construction, Completion of Construction.

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

Project Status: Currently reviewing Pre-Planning Study.

*****Last Update: January 20, 1993*****

HANDICAPPED ACCESS - WYGAL

PROJECT INSPECTOR: Kim Arritt

ARCHITECT/ENGINEER: Maitland & Kuntz

P.O. NUMBER: TBA

CONTRACTOR: TBA

P.O. NUMBER: TBA

PROJECT BUDGET: \$70,000.00

BUDGET CODE: 7-70010

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

Architect/Engineer Selection	JAN 29, 1993	
Approval of Schematic Drawings	FEB 22, 1993	
Approval of Preliminary Drawings and Specifications	MAR 08, 1993	
Approval of Working Drawings and Specifications	APR 02, 1993	
Advertise for Bids	APR 04, 1993	
Bid Opening	MAY 05, 1993	
Contract Award	MAY 14, 1993	
Start of Construction	MAY 17, 1993	
Completion of Construction	NOV 15, 1993	

Drawings/Specifications - Percent Complete: 35%

Construction - Percent Complete: 0%

Project Status: Schematics to be reviewed by Art and Architectural Review Board in February, 1993.

*****Last Update: January 20, 1993*****

ELEVATOR TOWER HINER/COYNER

PROJECT INSPECTOR: Kim Arritt

ARCHITECT/ENGINEER: Maitland & Kuntz

P.O. NUMBER: TBA

CONTRACTOR: TBA

P.O. NUMBER: TBA

PROJECT BUDGET: \$200,000.00

BUDGET CODE: 7-70010

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	JAN 29, 1993	
Approval of Schematic Drawings	FEB 19, 1993	
Approval of Preliminary Drawings and Specifications	MAR 19, 1993	
Approval of Working Drawings and Specifications	APR 16, 1993	
Advertise for Bids	APR 25, 1993	
Bid Opening	MAY 26, 1993	
Contract Award	JUN 04, 1993	
Start of Construction	JUN 07, 1993	
Completion of Construction	DEC 10, 1993	

Drawings/Specifications - Percent Complete: 0%

Construction - Percent Complete: 0%

Project Status: Currently negotiating fees proposal with Maitland and Kuntz, who holds an open-end architect/engineer contract with Longwood College.

*****Last Update: January 20, 1993*****

PROJECTS COMPLETED
OR DELAYED INDEFINITELY

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	JAN 06, 1993

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

Project Status: This project is complete.

*****Last Update: January 20, 1993*****

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: A024511

PROJECT BUDGET: \$314,659.00 BUDGET CODE: 3-29017

<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	MAY 11, 1992
Completion of Construction	AUG 21, 1992	DEC 08, 1992

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 100%

Project Status: This project is complete.

*****Last Update: January 20, 1993*****

COYNER AND ILER ROOF REPLACEMENTS

PROJECT INSPECTOR: Ray Whitus

ARCHITECT/ENGINEER: Edgerton Associates P.O. NUMBER: A023908

CONTRACTOR: Baker Roofing Inc. P.O. NUMBER: A024510

PROJECT BUDGET: \$72,100.00 BUDGET CODE: 7-70123
7-70127

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	FEB 04, 1992	FEB 04, 1992
Approval of Working Drawings and Specifications	FEB 17, 1992	FEB 17, 1992
Advertise for Bids	FEB 23, 1992	FEB 23, 1992
Bid Opening	MAR 25, 1992	MAR 25, 1992
Contract Award	MAR 31, 1992	MAR 31, 1992
Start of Construction	JUN 01, 1992	JUN 01, 1992
Completion of Construction	JUL 30, 1992	OCT 13, 1992

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 100%

Project Status: This project is complete.

*****Last Update: January 20, 1993*****

BRISTOW BUILDING LIFT

PROJECT INSPECTOR: Alan Cook

ARCHITECT/ENGINEER: Nolen Frisa Brooks

P.O. NUMBER: A023907

CONTRACTOR: Booth and Company, Inc.

P.O. NUMBER: A022980

PROJECT BUDGET: \$40,000.00

BUDGET CODE: 3-29021

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

<u>SCHEDULE FOR COMPLETION</u>	<u>PLANNED</u>	<u>ACTUAL</u>
Architect/Engineer Selection	FEB 04, 1992	FEB 04, 1992
Approval of Working Drawings and Specifications	JUN 02, 1992	JUN 02, 1992
Advertise for Bids	JUN 11, 1992	JUN 11, 1992
Bid Opening	JUL 15, 1992	JUL 15, 1992
Contract Award	JUL 16, 1992	JUL 16, 1992
Start of Construction	JUL 16, 1992	JUL 16, 1992
Completion of Construction	NOV 13, 1992	DEC 01, 1992

Drawings/Specifications - Percent Complete: 100%

Construction - Percent Complete: 100%

Project Status: This project is complete.

*****Last Update: January 20, 1993*****

HANDICAP CURB CUTS AND RAMPS

PROJECT INSPECTOR: Melvin Moore

ARCHITECT/ENGINEER: N/A

P.O. NUMBER: N/A

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

PROJECT BUDGET: \$26,000.00

BUDGET CODE: 3-29023

CONSTRUCTION SCHEDULE

SCHEDULE FOR COMPLETION

PLANNED

ACTUAL

Start of Construction

AUG 24, 1992

AUG 24, 1992

Completion of Construction

NOV 16, 1992

OCT 28, 1992

Project Status: This project is complete.

*****Last Update: January 20, 1993*****

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

NOV 04, 1992

Project Status: This project is complete.

*****Last Update: January 20, 1993*****

SECTION IV: INTERNAL AUDITOR
SUBJECT: COORDINATION OF AUDIT EFFORT

INDEX: D-3
PAGE 1 OF 1

JANUARY 1, 1993

- I. **PURPOSE:** To provide procedures for coordinating external and internal audit effort.

- II. **POLICY:** According to the Standards for the Professional Practice of Internal Auditing, under section 500, Management of the Internal Auditing Department, subsection 550 states:

The director of internal auditing should coordinate internal and external audit efforts.

- III. **PROCEDURES:**
 - A. The internal auditor should be contacted when any external agency initiates an audit engagement of Longwood. The internal auditor will be available to the agency as both a resource and recipient of information.

 - B. The internal auditor should receive and review potential audit findings, prior to distributing them to the appropriate director or manager. Copies will also be sent to the vice-president of the area addressed.

 - C. Responses to audit findings, including a plan of action and target date for implementation, will be the responsibility of the director or manager of the pertaining area. They should be returned to the internal auditor for review by the requested date. Copies should be forwarded to the President and to the vice-president of the area addressed.

 - D. The internal auditor should determine the clarity, completeness, and appropriateness of each response, either forwarding it to the external auditors or returning it to the director for modification. The President and vice-presidents will also be notified of requests for changes.

 - E. The internal auditor should advise the President and Board of Visitors monthly of the status of any ongoing external audit.

ITEM #8

INSTITUTIONAL ADVANCEMENT
ACTION ITEM

I. RECOMMENDATION FOR DISTRIBUTION PLAN FOR SPRAGUE ESTATE

BACKGROUND: From time to time Longwood College will be the recipient of a significant gift that is undesignated as to purpose. Generally, this type of contribution will be made through an estate and the College is not aware of the nature of the gift until the donor's estate is probated.

In September, 1991, Dr. Rosemary Sprague, Board of Visitors Distinguished Professor Emeritus, was killed in a fire in her home. Under the terms of her Will, the College is a fifty percent (50%) beneficiary of her net estate. Her bequest was undesignated. The College's anticipated share of the estate is estimated to be between \$235,000 and \$240,000. The Administrator for the Estate (NationsBank) has already distributed \$234,924 to the College.

Because the gift was made to Longwood College and undesignated, the President appointed a committee to examine alternative possibilities for distribution of the funds in the context of the College's priorities and Dr. Sprague's known interests and contributions during her tenure at Longwood. The committee consisting of the Vice Presidents for Academic Affairs; Student Affairs; Business Affairs; Institutional Advancement; and the four academic deans reviewed the Strategic Plan, the Master

Plan and other relevant documents to develop a recommendation or appropriate application of the funds to achieve institutional objectives. Also, it consulted with Dr. Sprague's colleagues and friends in shaping a recommendation that would reflect her special interests and contributions.

ACTION REQUESTED: Based upon recommendations of the committee, the President of Longwood College recommends that the Board of Visitors take the following actions:

A. Ninety percent of the net bequest shall be used to establish the Rosemary Sprague Cultural Enrichment Fund of Longwood College.

RATIONALE: The funds should be placed in a permanent endowment (the Fund) and the interest income used to support a cultural enrichment program aimed at enhancing the academic climate of the entire campus. Because of Dr. Sprague's special devotion to Literature, Music, and Drama, some earnings from the endowment would be used annually to support one or more of these fields as part of the broader program described below.

The programs supported by the Sprague Fund would be similar to those supported by the SCHEV sponsored "Opening Doors to the World" program in 1991-92. A distinct, campus-wide theme would be designated for each academic year. Each theme would center around contemporary issues that cross traditional disciplinary lines, the study of which will provide a forum for academic discourse and better prepare our graduates for leading productive lives in the changed society of the future. This emphasis is in keeping with the College's general mission, its student development

goals, and supports several of the General Education goals of the curriculum as well.

The Sprague Fund is to be the foundation for such a campus-wide activity. As such it will both support activities directly, and will use its funds as seed money for additional external funding and as supplementary support funds to encourage other campus programs to undertake theme-related lectures, performances, etc. This will serve to focus our limited resources and, thereby, produce the greatest impact on the campus' academic life.

Planning for the 1993-94 year has already begun and is related to the environment. A broad based committee of faculty, staff and students is actively defining issues and designing academic and co-curricular programs to be addressed.

This general recommendation is made in the belief that it reflects Dr. Sprague's own wide-reaching interest and support of such programs during her lifetime. She had a sincere interest in Longwood students and encouraged them to seek a variety of cultural experiences while enrolled here. Additionally, it is believed that Dr. Sprague would wish her funds to be used to have such a broad impact.

B. It is further recommended that ten percent of the net bequest of the Sprague Estate should be used to fund Faculty Research and Development activities for the second semester of the 1992-93 academic year and the 1993-94 academic year. These funds would be separated from the initial bequest before the permanent endowment is established.

RATIONALE: The budget for the current biennium contains insufficient funding for Faculty Research and Development. This allocation will support faculty efforts in this area of personal and professional growth. It is hoped that Faculty Research and Development Funds will be restored in the 1994-96 biennium.

C. It is also recommended that Room #110 in Grainger Hall be named the Rosemary Sprague Seminar Room in her memory.

RATIONALE: Dr. Sprague's thirty years of service in the Department and her generous contributions in her lifetime and in her estate are worthy of such recognition.

D. Finally it is suggested that the College shall, in conjunction with the Longwood College Foundation, develop an agreement for the management and administration of the Rosemary Sprague Cultural Enrichment Fund under the terms of the Articulation Agreement between the College and Foundation signed on August 3, 1992.

II. RECOMMENDATION FOR THE DISPOSAL OF THE NON-MONETARY ASSETS OF THE SPRAGUE ESTATE

BACKGROUND: The Administrator of the Estate has distributed to Longwood certain non-monetary items which included pins and medals from the Daughters of the American Revolution; papers and personal mementos; and some documents that may have research value.

ACTION REQUESTED: The President recommends that these personal items be inventoried and catalogued. Such items that are deemed appropriate for the Longwood Archives should be retained. Other materials shall be donated, or sold, to other organizations. Any proceeds from sales shall be added to the Sprague Fund.

Handout 1

In re Committee Reports at Board Meetings (abstracted from ROBERTS Rules of Order, Newly Revised, pp.493-521

1. Committees shall be called to report in the order: standing committees first and then ad hoc committees. All materials to be presented, including those labelled "minutes," will be handled by the chairman or other presenter of the committee's report. "Minutes" of committees will not be received otherwise. Such materials will require no separate or specific acceptance, adoption, or approval.
2. When a committee reports to the board, with or without the assistance of its written report (minutes), the fact of the presentation constitutes its reception by the board and no motion to that effect is required.
3. When there are actions required or resolution to be adopted stemming from the report, they shall be so moved on behalf of the committee by the presenter and as such requires no second.
4. Should motions, properly made, arise from the floor of the board as a consequence of, or related to, a committee report, a second is required.
5. Should the board desire to adopt the report of a committee as its own statement, in part or in whole, i.e. word for word, a motion to that effect (not to be made by the presenter) shall be made and a second will be required.
6. Each and every item presented in any committee report is subject to full board inquiry and discussion.
7. All action items resulting from committee consideration require approval of the board. No committee other than the executive committee functions with the power to act.

**Committee on Longwood College
in the 21st Century**

- Mr. W. T. Thompson, Chair
Vice President-Investments, A.G. Edwards and Sons
Former Rector-Longwood College Board of Visitors
- Honorable Howard P. Anderson
Attorney
Retired Senator, Commonwealth of Virginia
- Ms. Viola O. Baskerville
Attorney
Member, Longwood College Board of Visitors
- Dr. Eleanor Bobbitt
Retired Faculty, Longwood College
- Dr. James S. Cross
Vice President for Research and Information Systems, Longwood College
Former Vice President for Operations, Planning, and Development - Bank America - San Francisco
- The Honorable J. David Crute
Mayor of Farmville
President of Crute's, Office Supplies
- Mr. Ray Gross
Richmond Area Manager-C & P Telephone Company
- Dr. Molly Lee Hagan
Physician
Director, Alleghany Health District
- Mrs. Martha W. High
Chairman of Board, Walton Lumber Company
President, Episcopal Women of Virginia
Member and Former Rector, Longwood College Board of Visitors
- Ms. Carrie Inskeep
Longwood College Class of '95 - Student Representative
- Ms. Joan Jones
Educator
Former Delegate, Virginia State Legislature
Chair, Commission on the University of the 21st Century
- Dr. James W. Jordan
Professor of Anthropology - Longwood College

Mrs. Josephine Marshall
Member City Council - South Boston
Faculty member - Southside Virginia Community College

Ms. Julia (Judy) J. Norrell
President, Julia Norrell and Associates
Lobbyist and liaison to US Congress
Farm Owner, Lunenburg County

Mrs. Lynne H. Rabil
President, Hubbard Peanut Company, Franklin, VA
Civic Leader

Mr. George Rapp
Former Principal, Virginia Public Schools
Former High School Football Coach

Dr. Sue Shaw
Professor of Economics, Longwood College

The Honorable Franklin M. Slayton
Attorney
Former Delegate-Virginia State Legislature
Member, Board of Visitors, Longwood College

Mr. Rick Weaver
Regional Manager, Virginia Power Company

ex-officio members

Dr. Wyndham B. Blanton, Jr.

Dr. William F. Dorrill

**GOVERNOR'S
RECOMMENDATION**

HOUSE ACTION

SENATE ACTION

Pay Raises:

2% Across the board for faculty and classified, effective December 1, 1993, plus a bonus of \$250 or \$500 based on individual performance.

2% Across the board for Faculty, staff, and classified. Implement the Employee Incentive Pay Plan (for classified employees only). Effective December 1, 1993

3% for Classified, plus performance pay based upon the Employee Incentive Pay Plan. Effective December 1, 1993.

Raise cap of \$2,500 to \$5,000 for unused sick leave for classified employees with five or more years of service who resign or retire.

3.55% for faculty, administrative faculty, adjunct faculty, and teaching assistants. Effective December 1, 1993.

**The Governor's Budget includes rate increases for health insurance for all employees. Neither the House or the Senate appear to have addressed this issue in their respective budgets; therefore the following additional charges will incur monthly to all employees covered by the State health insurance program, effective July 1, 1993:*

	<u>Increase</u>
<i>Employee Only</i>	<i>\$ 1</i>
<i>Employee Plus One</i>	<i>\$ 9</i>
<i>Employee Family Plan</i>	<i>\$15</i>

Higher Education Equipment Trust Fund:

\$ -0-

\$ -0-

Recommend the allocation of an additional \$20 million of equipment at a cost of \$600,000 in 1993-94

Military Tuition

\$ -0-

Applied to all schools, Longwood's Appropriation: Increase in GF of \$14,769; decreased NGF by same amount.

\$ -0-

**OTHER ACTIONS
INDIRECTLY AFFECTING LONGWOOD**

<u>BUDGET REQUEST</u>	<u>HOUSE ACTION</u>	<u>SENATE ACTION</u>
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Southside Virginia Business
and Education Commission:

\$50,000 GF

\$ 50,000 GF

\$ 50,000 GF

(The SVBEC is housed in the
Longwood Small Business
Development Center)

Governor's School for Global
Economics and Technology:

\$407,931 GF

\$407,931 GF

\$407,931 GF

(Longwood is one of four
sites that is included in the
Regional Governor's School)

BLA
2/7/93

TOTAL INSTITUTIONAL APPROPRIATIONS
(Disregards Military Tuition for all Institutions - Appropriated House Side Only)

INSTITUTION	HOUSE		SENATE	
	GF	NGF	GF	NGF
LONGWOOD	\$ 160,000	\$ 115,000	\$ 150,000	\$ 109,605
SCHEV	54,014	-0-	216,700	-0-
VCCS	877,344	227,824	909,006	246,104
UVA	540,246	(190,910)	300,500	-0-
UVA MEDICAL	(1,500,000)	1,500,000	(2,000,000)	-0-
CVC	182,631	140,249	227,850	128,781
VPI (INCL. EXTENS.)	3,824,826	-0-	3,574,920	417,803
VCU	45,000	-0-	277,000	(45,000)
MCV	(3,500,000)	3,500,000	(3,508,380)	3,463,380
ODU	212,000	126,549	175,118	404
GMU	301,425	241,452	150,000	141,618
VIMS	50,000	-0-	80,000	-0-
CWM	110,000	305,040	75,000	276,904
JMU	200,000	177,858	200,000	-0-
CNU	136,188	133,812	75,000	73,691
MWC	-0-	-0-	95,000	-0-
NSU	152,059	59,393	127,029	59,393
RU	200,000	156,379	332,000	(132,000)
VMI	464,020	-0-	325,000	(325,000)
VSU	150,000	105,000	100,000	-0-

BLA
2/7/93

VISITING COMMITTEE ASSIGNMENTS

COMMITTEE MEMBER	COMMITTEE ASSIGNMENT
Dr. D. Pat Howe Vice President for University Advancement The University of West Florida Pensacola, FL	Chair of Committee Criteria Section 1 (Self Study and Conditions of Eligibility)
Dr. Howard Benoist Vice President and Dean of Academic Affairs and Professor of English Our Lady of the Lake University San Antonio, TX	Education Program Coordinator Criteria Sections 4.4 - 4.4.10 (Faculty) Humanities/Fine Arts
Dr. George W. Clark Associate Professor of Management Sciences Florida A & M University Tallahassee, FL	Criteria Sections 4.4 - 4.4.10 (Faculty) Criteria Section 4.5 (Consortia) Business
Dr. Janice C. Fennell Director of Libraries Georgia College Milledgeville, GA	Criteria Sections 5.1 - 5.4 (Educational Support)
Dr. Russell Ham Professor of Chemistry McNeese State University Lake Charles, LA	Criteria Section 2 (Purpose) Criteria Section 3 (Institutional Effectiveness)
Dr. Joseph K. Kavanaugh Associate Vice President and Dean of Students Lamar University Beaumont, TX	Criteria Sections 5.5 - 5.6 (Student Development)
Dr. James D. Kimbrough Dean, School of Education Troy State University Troy, AL	Criteria Sections 4.1.1 - 4.1.4 (Undergraduate Education Program) Education

COMMITTEE MEMBER

COMMITTEE ASSIGNMENT

Dr. Delene W. Lee
Professor, Division of
Business and
Communication
Mississippi University for Women
Columbus, MS

Criteria Sections 6.3 -
6.6 (Finances)

Dr. Gary Nichols
Professor of History
The Citadel
Charleston, SC

Criteria Sections 4.2 -
4.1.5 (Graduate
Program)
Social/Behavioral
Sciences

Dr. Mary M. Pearce
Director of Graduate Studies
Wingate College
Wingate, NC

Criteria Sections 4.2 -
4.3 (Graduate
Program, Continuing
Education)

Dr. John C. Philley
Dean, College of Arts and Sciences
and Interim Executive Vice
President for Academic Affairs
Morehead State University
Morehead, KY

Criteria Sections 4.1.1 -
4.1.4 (Undergraduate
Education Program)
Natural Sciences/
Mathematics

Dr. Louis J. Rodriguez
President
Midwestern State University
Wichita Falls, TX

Criteria Sections 6.1 -
6.2 (Administration
and Organization,
Institutional
Advancement)

Mr. Edward H. Black
Director, Institutional Self Study
and Vice President for Internal
Affairs
Union College
Barbourville, KY

Observer

Dr. E. Jean Walker
Associate Executive Director
Commission on Colleges

SACS Staff Representative

SIX YEAR CAPITAL OUTLAY PLAN (1994-96 Biennium)

Agency name: Longwood College

Agency number:

214

Agency head: _____

Date:

February 1, 1993

(Signature)

(1)	(2)	(3)	(4)	(5)		(6)
Priority	Project Title	Category	General Fund	Nongeneral Fund Code (a)	Amounts (b)	TOTAL REQUEST
1	Maintenance Reserve		2,000,846	0306	1,053,743	3,054,589
2	ADA Compliance Improvements	03	1,187,000	0306	1,110,000	2,297,000
3	Renovation of Hiner Building	03	3,511,000	-	-	3,511,000
4	South Ruffner, Tabb, French Conversion	03	-	0306	1,176,000	1,176,000
5	Construction of New Dining Hall	02	-	0813	7,233,000	7,233,000
6	Renovation of Wynne Building	03	-	0813	3,500,000	3,500,000
7	Renovation of West & Main Ruffner	03	4,806,000	-	-	4,806,000
8	Fine Arts Building	02	-	0302	1,977,000	1,977,000
			11,504,846		16,049,743	27,554,589

SIX YEAR CAPITAL OUTLAY PLAN (1996-98 Biennium)

Agency name: Longwood College

Agency number: 214

Agency head: _____
(Signature)

Date: February 1, 1993

(1)	(2)	(3)	(4)	(5)		(6)
Priority	Project Title	Category	General Fund	Nongeneral Fund Code (a)	Amounts (b)	TOTAL REQUEST
1	ADA compliance improvements	03	-	0306	736,000	736,000
2	East Ruffner conversion	03	-	0813	1,502,000	1,502,000
3	Construction of new power plant	02	9,912,000	-	-	9,912,000
4	Construction of new physical plant building	02	5,900,000	-	-	5,900,000
5	Jarman In-Fill	02	1,680,000	-	-	1,680,000
6	Madison Street parking Phase I	02	-	0306	174,000	174,000
7	Madison Street parking Phase II	02	-	0306	230,000	230,000
8	Pine Street Mall	02	-	0306	1,506,000	1,506,000
9	Construction of new softball field	02	-	0306	339,000	339,000
			17,492,000		4,487,000	21,979,000

SIX YEAR CAPITAL OUTLAY PLAN (1998-2000 Bienium)

Agency name: Longwood College

Agency number: 214

Agency head: _____
(Signature)

Date: February 1, 1993

(1)	(2)	(3)	(4)	(5)		(6)
Priority	Project Title	Category	General Fund	Nongeneral Fund Code (a)	Fund Amounts (b)	TOTAL REBUBST
1	Construction of new athletic playing fields	02		0306	1,169,000	1,169,000
2	Construction of new academic classroom building	02	4,191,000			4,191,000
3	Construction of addition to Lancer building	02		0813	6,074,000	6,074,000
4	Renovation of Blackwell Building	03	4,350,000			4,350,000
			8,541,000		7,243,000	15,784,000