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Meeting Agendas and Minutes

Board of Visitors

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1997-05-10 Minutes and Appendices

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LONGWOOD COLLEGE BOARD OF VISITORS

MEETING

Saturday, May 10, 1997

Education Building - Room 247

2:00 p.m.

Call to Order

Minutes: April 18, 1997 Regularly Scheduled Board Meeting

Rector's Report

President's Report

Business

Approval of Request for Funds from Auxiliary Reserves	Item 1
Approval of Six-Year Capital Outlay Plan	Item 2
Report of Gifts Received	Item 3

Old Business

Announcements

Adjournments

LONGWOOD COLLEGE BOARD OF VISITORS

Minutes

May, 10, 1997

Call to Order

The Longwood College Board of Visitors held a meeting Saturday, May 10, 1997 in the Ridgway-Hull Building on the college campus. The Rector, Mrs. Alice Stallard called the meeting to order at 2:00 p.m.

The following members were present:

Dolores G. Anderson
Ann G. Baise
Susan M. Harwood
Ada R. Michaels
Virginia A. Russell
Alice C. Stallard
John J. Todd, Jr.

The following Board members were not present:

Viola O. Baskerville
Carroll P. Freeman
Mark M. Gambill
Helen Randolph Stiff

Present at the request of the Board:

Patricia P. Cormier, President
Penn Bain, Student Representative to the Board
Geoffrey Orth, Faculty Representative to the Board
Mary Tabb Schubert, President, Longwood Alumni Association
Jeanne S. Hayden, Secretary to the Board of Visitors

Present at the request of the President

Richard Hurley, Vice President for Administration and Finance
Eugene Lyman, Vice President for Institutional Advancement
Phyllis Mable, Vice President for Student Affairs
Darryl Poole, Vice President for Academic Affairs
Sue Saunders, Executive Assistant to the President and the Board of Visitors

Approval of Minutes

On a motion by Mrs. Harwood and seconded by Mrs. Baise the minutes for the April 18, 1997 meeting were approved as distributed.

Rector's Report

Mrs. Stallard reported that they raised a total of \$97,450.00 for the Presidential Gala and that the net

amount of \$57,548.33 will be used toward scholarships.

President's Report

Dr. Cormier presented a brief report updating the Board on enrollments, media events, and other miscellaneous activities on campus. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 1, May 10, 1997.)

Business

Item 1 - Approval of Request for Allocation from Auxiliary Reserve Funds

Mrs. Harwood, Chair of the Finance Committee, presented to the Board was the president's request to allocate funds from the Auxiliary Reserve Account. (A copy of the request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, May 10, 1997.) Following a brief discussion Mrs. Harwood moved to approve the President's request which Mrs. Russell seconded. The Board passed this motion.

Item 2 - Approval of Six-Year Capital Outlay Plan

Mr. Hurley reviewed with the Board the six-year capital outlay plan. (A copy of this plan is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, May 10, 1997.) He explained that the plan is organized on a priority basis and that all of these requests will not necessarily be funded with state tax dollars. On a motion by Mrs. Russell and seconded by Mrs. Harwood, the Board approved the plan as presented.

Following the approval of the capital outlay plan, Mr. Hurley updated the Board on the progress of the installation of the sprinkler systems in the high rise dormitories. He informed the Board that sprinklers will be installed on floors six through ten this summer and that floors one through five would be completed next year. He stated that this two stage plan would be less disruptive to the students.


Item 3 - Report of Gifts Received

Mr. Lyman presented a brief report of gifts received. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 4, May 10, 1997.)

On a motion by Mrs. Anderson and seconded by Mrs. Baise the Board went into Executive Session under Section A 1 and 3 of the Code of Virginia to discuss personnel matters and property acquisitions. The Board returned to open session. In compliance with the provisions of the Virginia Freedom of Information Act, a motion was made by Mrs. Russell and seconded by Mrs. Anderson to certify the discussion in Executive Session. (A copy of this compliance is filed with "Addenda to Minutes to Meetings of the Board of Visitors" as Appendix 5, May 10, 1997.)

Adjournment

There being no further business, the Rector adjourned the meeting at 3:15 p.m.


Dolores G. Anderson
Secretary

PRESIDENT'S REPORT TO THE BOARD OF VISITORS
MAY 10, 1997

Enrollment update--

I have been extremely pleased with the activity in our admissions area. We have had excellent attendance at recruitment events, and we have tried several different strategies to interest more qualified students. Our efforts are yielding results. As of late this week, the number of students who had paid a deposit for Fall 1997 was 788. I am particularly pleased that we now have deposits from 711 freshmen. We have hopes that our transfer applications will pick up over the summer.

Media update--

--Longwood faculty have been covered by CNN. On April 19, two of our science faculty, Professors Max Maxwell and Patrick Barber were featured on a 3-minute segment focusing on the discovery of a newly discovered compound by 2 high school students in Mecklenburg County. This story was also "a short subject" on ABC's Good Morning America. [We have a copy of the tape if anyone wants to take it home and listen.]

--Jerry Hughes, Director of Continuing Studies and Economic Development, was featured in the cover story in Monday's Met Business section of the Richmond Times Dispatch. There was in depth coverage of the Longwood Small Business Development Center.

--Jim Jordan, Professor of Anthropology was featured on the state-wide public radio network program "With Good Reason." He described his recent archaeological dig in the Northern Neck. [We also have a copy of this tape.]

--We have received media queries from the Chronicle of Higher Education and the Richmond Times-Dispatch about our commencement speaker, Gil Grosvenor. In addition, we anticipate positive coverage of our Hull gift--news releases were sent to 35 media outlets.

Other updates--

--We have received word that Alison Landry, our representative from the Attorney General's Office, has been suspended for a week for making an unprofessional statement to another attorney in relation to a recent litigation involving Virginia Tech. We do not yet know what further developments may occur, but we recognize that Ms. Landry may be reassigned to areas outside higher education. We will work with the attorney general's office to make certain that Longwood receives competent legal guidance during this period of transition.

Closing--

--Thanks to the Board for a very good year.

--Anticipate that 1997-98 will be even better. Getting a solid strategic plan is central to Longwood's continued success. Meeting with more than 60 faculty and staff on Tuesday to work through the final stages of developing short term strategies. We should have a completed document that incorporates the best of LC21, restructuring to you in July.

ACTION ITEM #1

**APPROVAL OF REQUEST FOR ALLOCATION FROM
AUXILIARY RESERVE FUNDS**

RECOMMENDATION: "On behalf of the President, I move that the attached list of projects be approved and funded from the College's auxiliary reserve fund."

BACKGROUND: The College maintains an auxiliary reserve fund to provide a fund source for the repair and replacement of auxiliary buildings and equipment and to support other special projects. It is estimated that as of June 30, 1997, the uncommitted (available) auxiliary reserve fund balance will be approximately \$2,000,000. An additional \$500,000 is budgeted to be added to the fund balance during next fiscal year.

The projects listed on the attached represent critical needs that need to be addressed. The list includes both repair and maintenance and special projects. Completion of these projects will improve the quality of living space in our residence halls and provide a replacement intramural field which will double as an intercollegiate softball field for women.

Attachment

AUXILIARY RESERVE FUNDING REQUEST

1.	Replacement mini-bus	\$ 55,000
2.	Replacement 15 passenger vans (2)	44,000
3.	Development of playing fields - Phase I	220,000
4.	Student study lounge upgrades - Phase I	125,000
5.	Re-wire residence halls for communications network - Phase I	237,500
6.	Replace water lines and bathroom tile and fixtures - Cox Residence Hall	240,000
7.	Renovate space in South Cunningham for apartment	35,000
8.	Campus painting projects	65,000
9.	E-911 System	<u>48,615</u>
	TOTAL	\$ 1,070,115

ACTION ITEM #2

APPROVAL OF SIX-YEAR CAPITAL OUTLAY PLAN

RECOMMENDATION: "On behalf of the President, I move that the proposed Six-year Capital Outlay Plan be approved as presented on page 2."

BACKGROUND: Every odd-numbered year the State requires an update to the College's six-year capital outlay plan. It is an opportunity for the College to re-order its priorities or make other changes as necessary. The six-year plan is used by the State to understand the capital needs of higher education, to provide useful information for the executive and legislative branches of State government and to provide important information to the State's financial planners.

The projects listed on the attached are in order of priority within each biennium. The rationale for the order of priority and a brief project description of each will be presented at the Board meeting.

Attachment

PROPOSED
SIX-YEAR CAPITAL PLAN

1998 - 2000 BIENNIUM

1.	Maintenance Reserve	
2.	Hiner Equipment	\$ 1,574,794 GF
3.	Ruffner Renovation	\$ 5,157,500 GF \$ 450,000 NGF
4.	Residence Hall Improvements	\$ 5,850,000 NGF
5.	Campus Walk and Parking - Phase I	\$ 1,547,600 NGF
6.	Stevens, Jeffers, and McCorkle Renovation	\$ 5,600,000 GF
7.	Jarman Addition and Improvements	\$ 1,632,000 GF
8.	Blackwell Renovation	\$ 4,800,000 NGF

2000 - 2002 BIENNIUM

1.	Residence Hall Improvements	\$ 1,605,000 NGF
2.	Campus Walk and Parking - Phase II	\$ 1,335,000 NGF
3.	Construct New Field House	\$ 4,000,000 NGF
4.	Renovation and Addition to Student Union	\$ 6,000,000 NGF
5.	New Power Plant	\$10,000,000 GF
6.	New Physical Plant Building	\$ 6,000,000 GF

2002 - 2004 BIENNIUM

1.	Residence Hall Improvements	\$ 1,000,000 NGF
2.	New Telecommunications System	\$ 2,000,000 NGF

GF = General Funds, i.e. State tax dollars

NGF = Non-general Funds, i.e. student fees
or private donations

INFORMATION ITEM #3

Report of Gifts Received

Overview. Received bequests continue to be the only category of giving in which the current year's totals lag those of last year. Otherwise, year-to-date gifts to Longwood are outpacing the comparable figures of last year by increasing margins.

Annual Giving. At month's end, Annual gifts (defined as renewable gifts made on a yearly basis) are up by 11.7% over last year's results. Gains of 29.9% and 28.5% in corporate and foundation giving are particularly encouraging. The total number of Longwood alumni making gifts to the College, was up by 258 as of April 30th; this gain, sustained to year's end, will translate into a 1.5% increase in alumni participation in giving.

Gifts to the Longwood Fund (that is, unrestricted gifts and those for budget relief made to for Presidential Merit Awards) ended April within \$4,000 of the year-end total raised in FY96. If this increase (20.2%) can be sustained in the two months remaining in fiscal 1996-97, the goal of \$250,000 in this category will be met.

Total Gifts. Longwood's receipt of realized bequests is down by more than \$250,000 over last year's total. This drop is responsible for the 4.5% overall dip in the year-to-date gift totals. Gifts of cash and stock from living individuals and organizations, however, continue to show wide gains over last year's results with an overall growth of 33.0% over the comparable figures for last year.

Longwood's reserve of testamentary and actuarially dependent commitments, which will eventually bring growth to the total of received bequests, has undergone excellent growth with the Hull commitment. Also, there is good likelihood that the Lush estate, valued between \$120,000 and \$170,000, will be received by fiscal year's end. The McGrath-Lewis estate (\$500,000+), which has been under litigation, is not likely to be received by June 30th, although there is an outside possibility that this will occur.

LONGWOOD COLLEGE YTD Report of Annual Giving

31 March 1996-97, 1995-96
(\$000)

	FY97	FY96	chg	% chg
Individuals	385.1	362.4	22.7	6.3
Corporations	56.0	43.3	12.8	29.6
Foundations and Private Agencies	93.3	72.6	20.7	28.5
TOTAL	534.4	478.3	56.1	11.7

Table 1

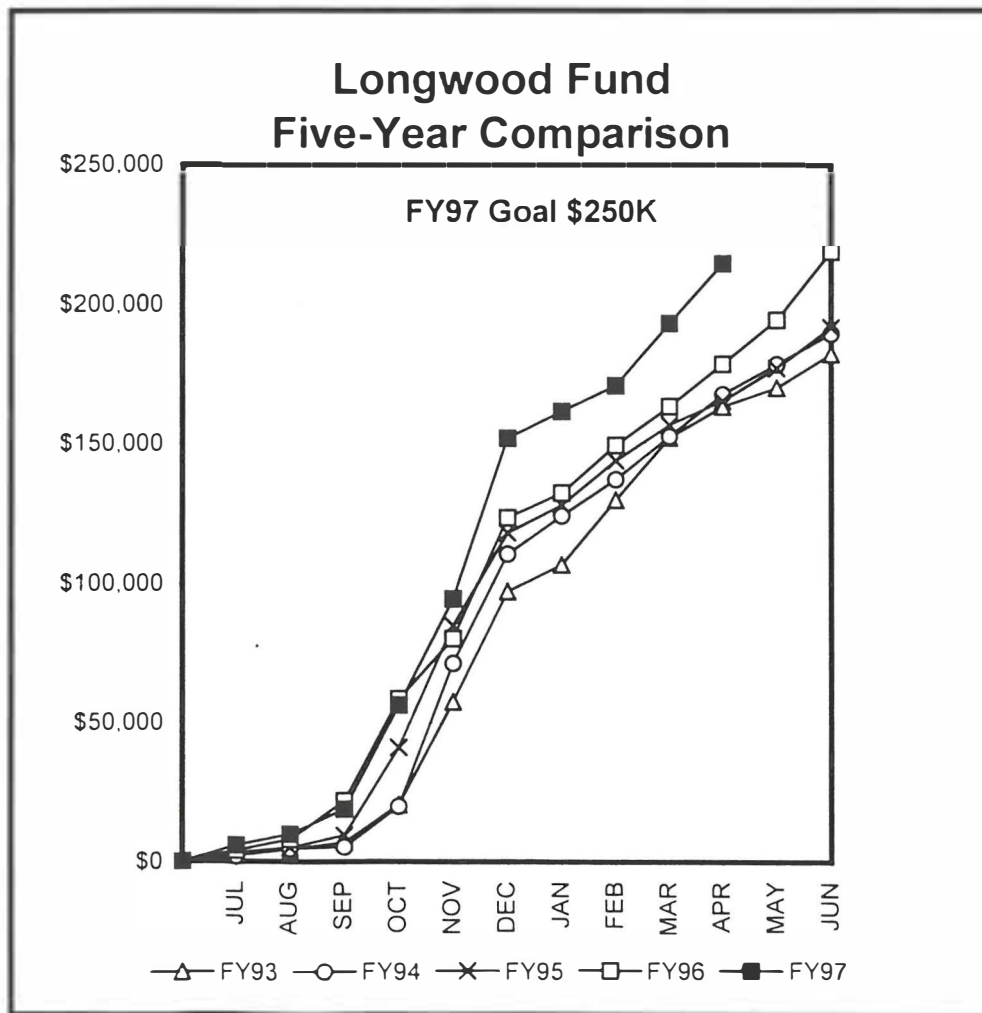


Chart 1

LONGWOOD COLLEGE
YTD Report of Gift Revenues

30 April 1996-97, 1995-96

(\$000)

	FY97	FY96	chg	% chg
Individuals	604.6	801.6	(197.0)	(24.6)
Gifts	581.4	526.3	55.0	10.5
Bequests	23.3	275.3	(252.0)	(91.5)
Corporations	205.3	74.5	130.7	175.4
Direct Grants	176.9	50.9	126.0	247.8
Matching Gifts	28.4	23.7	4.7	19.9
Foundations and Private Agencies	118.4	95.8	22.6	23.6
TOTAL	928.3	971.9	(43.7)	(4.5)

Table 2

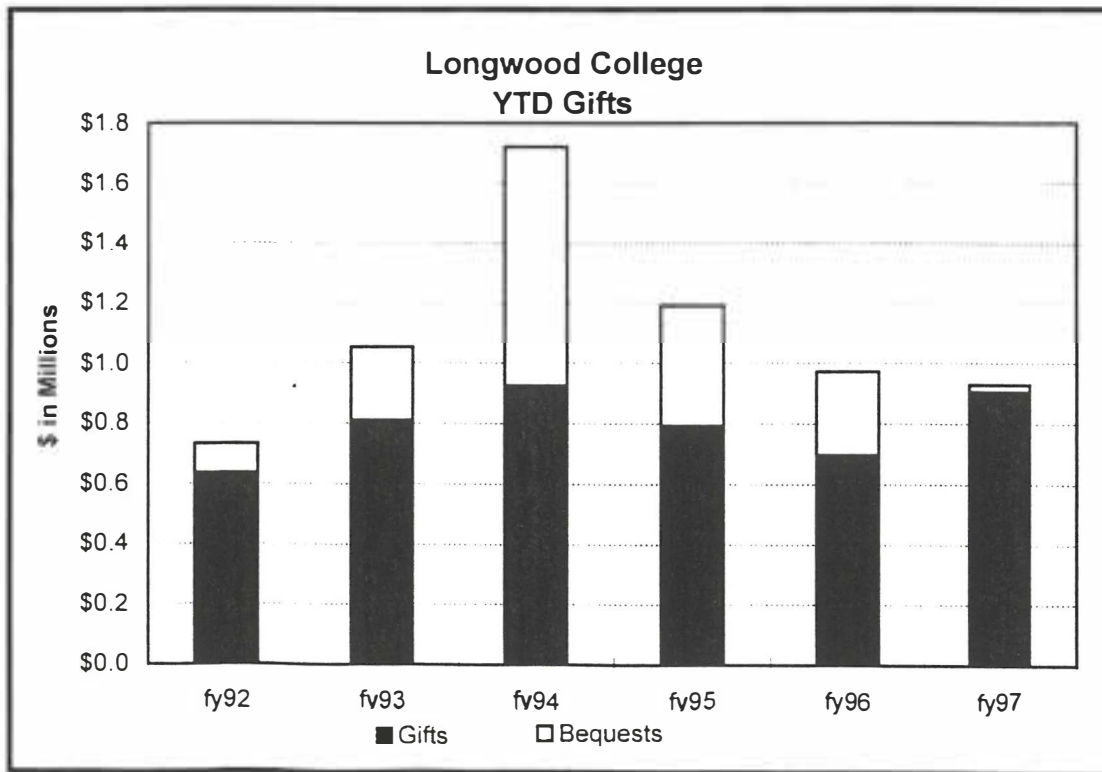


Chart 2

Meeting Date: May 10, 1997

CERTIFICATION OF EXECUTIVE SESSION

The Longwood College Board of Visitors has convened in Executive Session on the 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 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: 7

NAYS: 0

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



Dolores G. Anderson
Board Secretary