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5-9-1998

### 1998-05-09 Minutes and Appendices

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**LONGWOOD COLLEGE BOARD OF VISITORS'  
MEETING  
Saturday, May 9, 1998  
Lancaster 319  
2:00 p.m.**

**Call to Order**

**President's Report**

**Business**

Review of Faculty Salary Distribution Guidelines for 1998-99 ..... Item 1  
Approval of Authorized Faculty Salary Schedule ..... Item 2  
Approval of Changes in Termination Policy Pertaining to Hearsay ..... Item 3

**Old Business**

**Announcements**

**Adjournment.**

**LONGWOOD COLLEGE BOARD OF VISITORS**  
**Minutes**

**May 9, 1998**

**Call to order**

The Longwood College Board of Visitors held a meeting Saturday, May 9, 1998 in Lancaster 256 on the College campus. Mrs. Ann Baise, Vice Rector, called the meeting to order at 1:45 p.m.

The following Board members were present:

- Mrs. Dolores G. Anderson
- Mrs. Ann G. Baise
- Mrs. Johanna B. Chase
- Mr. Mark M. Gambill
- Mrs. Susan M. Harwood
- Mrs. Ada R. Michaels
- Dr. Helen Randolph Stiff

Members absent were:

- Mr. Carroll P. Freeman
- Mrs. Virginia A. Russell
- Mrs. Alice C. Stallard
- Mr. John J. Todd, Jr.

Present at the request of the Board:

- Dr. Patricia P. Cormier, President
- Mr. Robert Wertz, President, Alumni Association
- Dr. Geoffrey Orth, Faculty Representative to the Board
- Dr. James Vincent, Executive Assistant to the President and the Board of Visitors
- Ms. Jeanne Hayden, Secretary to the Board of Visitors

Present at the request of the President:

- Dr. Norman Bregman, Vice President for Academic Affairs
- Ms. Barbara Burton, Vice President for Institutional Advancement
- Ms. Phyllis Mable, Vice President for Student Affairs

**Business**

Item 1 - Review of Faculty Salary Distribution Guidelines for 1998-99

Dr. Bregman reviewed the guidelines set by the General Assembly for appropriated increases in salary for fulltime faculty. (A copy of these guidelines is filed with "Addenda with Minutes of Meetings of the Board of Visitors" as Appendix 1, May 9, 1998.) These increases will be effective December 1, 1998.

Item 2 - Approval of Authorized Faculty Salary Schedule

On a motion by Mr. Gambill and seconded by Mrs. Harwood, the Board approved the faculty salary

range schedule presented by Dr. Bregman. (A copy of this schedule is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 2, May 9, 1998.) .

Item 3 - Approval of Changes in Termination Policy Pertaining to Hearsay

Mrs. Anderson moved that the Board approve the President’s recommendation for the changes presented to the Termination portion of Academic Personnel Policies. (A copy of this recommendation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 3, May 9, 1998.) The motion was seconded by Mrs. Chase and the Board approved.

On behalf of Mrs. Stallard, Mrs. Baise encouraged Board members to attend the State Counsel of Higher Education meeting focusing on distance learning. She also reported that 100% of the Board has pledged to Longwood’s Annual Fund and encouraged them to fulfill their pledges.

**Executive Session**

Mrs. Harwood moved to go into Executive Session under Section 2.1-344 A1 of the Code of Virginia to discuss personnel matters. The motion was seconded by Mrs. Anderson.

The Board returned to Executive Session. In compliance with the provisions of the Virginia Freedom of Information Act, a motion was made by Mrs Harwood and seconded by Mrs. Michaels to certify the discussion in Executive Session. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 4, May 9, 1998.)

Mrs. Baise reported that personnel matters discussed in Executive Session included: the awarding of rank of associate professor emerita to Sandra Breil and compensating Dr. Raymond Cormier for his adjunct teaching services to the College. On a motion by Mrs. Harwood and seconded by Dr. Stiff, the Board approved the awarding of rank of Associate Professor Emerita to retiring faculty member Dr. Sandra Breil. On a motion by Mrs. Michaels and seconded by Mrs. Chase, the Board approved a resolution to compensate Dr. Raymond Cormier for his services as an adjunct professor according to the normal adjunct fee schedule set forth by the College. The resolution has been forwarded to the Attorney General who has been asked by the College to render an official opinion on the matter.

**Adjournment**

There being no further business, Mrs. Baise adjourned the meeting at 2:30 p.m.

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Dolores G. Anderson  
Board Secretary

**BOARD OF VISITORS  
INFORMATION ITEM 1**

**Faculty Salary Distribution Guidelines - 1998-99**

The General Assembly appropriated an increase of approximately 4.9% (\$378,000 annualized) for compensation increases for full-time faculty at Longwood College in 1998-99, effective December 1, 1998. Adjustments to individual salaries will be made as outlined below.

A. Performance-based Increases - \$309,000

Salary increases in this pool will be distributed across the College to individual faculty entirely on the basis of an evaluation of their performance over the past calendar year.

The performance-based increases will be awarded as follows: 0% - unsatisfactory, 1% - needs improvement, and 2% or more - satisfactory through distinguished.

B. Promotion - \$17,700

Increments to reward career promotions in faculty rank will be \$1,500 for promotion to associate professor and \$2,100 for promotion to professor. We have two candidates for full professor and nine candidates for associate professor. The promotion increases will become effective on July 1, 1998.

C. Department Chair Stipends - \$25,000

Departmental chair stipends have not been increased for a number of years. The \$25,000 added to the amount currently designated in the salary pool for department chair stipends will fund stipends as follows: \$4,000 for departments with less than 20 members and \$5,000 for more than twenty for the regular academic year. It will also fund \$2,000 to each chair as a summer stipend.

D. Exceptional Merit - \$26,300

Department Chairs will initiate recommendations for exceptional merit based on teaching, advising, service or scholarship. Their recommendations will be forwarded to the Dean with appropriate documentation. Recommendations supported by the

Dean will be forwarded to the Vice President for Academic Affairs who will make the final decision. The maximum award for exceptional merit will be \$1,000 which will be added to base.

**BOARD OF VISITORS  
ACTION ITEM 2**

**Approval of Authorized Faculty Salary Schedule**

**ACTION REQUESTED:** On behalf of the President, I move that the recommended salary schedules (as submitted on the attached list) be approved as presented.

**BACKGROUND:** The Board of Visitors is required by the Governor's Consolidated Salary Authorization for faculty positions to establish and administer a compensation plan for each year of the biennium. A component of the plan submitted to the Governor requires the establishment of salary ranges from each academic rank.

**RATIONALE:** This plan becomes the basis for the State's budgetary monitoring of faculty salary expenditures. Board approval of the salary ranges permits the College to determine salaries and benefits for individuals within the appropriate range without further Board action.

**AUTHORIZED SALARY RANGES FOR 1998-1999**

	<u>1997-1998</u>		<u>1998-1999</u>	
	Low	High	Low	High
Professor	\$46,104	\$81,571	\$48,704	\$ 84,882
Associate Professor	36,567	70,666	38,394	75,149
Assistant Professor	32,000	59,334	33,000	62,093
Instructor	28,000	40,278	28,000	42,695
Lecturer	10,000	101,992	10,400	105,300



**BOARD OF VISITORS  
ACTION ITEM 3**

**Approval of Changes in Termination Policy Pertaining to Hearsay**

**ACTION REQUESTED:** On behalf of the President, I move that the changes to the Termination portion of Academic Personnel Policies be approved as presented.

**BACKGROUND:** Establishing or changing policy requires prior approval of the Board of Visitors according to Article VI, Section 2. e., of the Board of Visitors Bylaws. This policy has been reviewed by the Attorney General's Office.

**RATIONALE:** The Faculty Policies and Procedures Manual is the legal document governing actions of the faculty. The Faculty Senate approved making the following changes regarding hearsay on page 54, Section K. Termination, 2. e. (Changes are noted by strikeouts or are in bold type.)

The deliberations of the Committee shall be restricted to facts from the record and by direct testimony ~~and shall exclude hearsay~~. The Committee shall keep confidential records of the evidence examined. **The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses and provide for interrogatories. The hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.**

**Meeting Date:** May 9, 1998

**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  
Dolores G. Anderson  
Board Secretary