

Longwood University

Digital Commons @ Longwood University

Meeting Agendas and Minutes

Board of Visitors

10-10-1998

1998-10-10 Minutes and Appendices

Longwood University

Follow this and additional works at: https://digitalcommons.longwood.edu/bov_meetings

**LONGWOOD COLLEGE BOARD OF VISITORS
MEETING
Saturday, October 10, 1998
Hull Building 129
9:00 a.m.**

Call to Order

Minutes: July 24, 1998 Regularly Scheduled Meeting

Rector's Report

Committee Reports

Student Affairs Committee

Approval of 1998-1999 Foundational Plan to Reduce Binge and Illegal
Drinking Item 1

Academic Affairs Committee

Facilities and Services Committee

Finance Committee

Approval of 1999 Summer School Fees Item 2
Approval of Action Plan for Year End June 30, 1997 Audit Report Item 3
Approval of 1999-2000 Legislative Budget Amendments Item 4

Community Advisory Committee

Reports From Representatives

Foundation Board Representative
Alumni Association Representative
Faculty Representative
Student Representative

Old Business

New Business

Approval of Change to Board of Visitors' By-Laws Item 5

Announcements

Adjournment

LONGWOOD COLLEGE BOARD OF VISITORS
Minutes

Saturday, October 10, 1998

Call to order

The meeting of the Longwood College Board of Visitors was called to order by the Rector, Mrs. Ann Baise, at 9:05 a.m. Saturday, October 10, 1998. It was held in the Hull Building, Room 129, on the college campus.

The following members were present:

- Mrs. Dolores G. Anderson
- Mrs. Ann G. Baise
- Mrs. Joanne Sadler Butler
- Mrs. Johanna B. Chase
- Dr. Mark A. Crabtree
- Mrs. Susan M. Harwood
- Mrs. Ada R. Michaels
- Mrs. Virginia A. Russell
- Mrs. Alice C. Stallard

Members absent were:

- Mr. Mark M. Gambill
- Mr. John J. Todd, Jr.

Present at the request of the Board:

- Dr. Patricia P. Cormier, President
- Dr. Craig Challender, Faculty Representative to the Board
- Mrs. Karen Chichester, President, Foundation Board
- Ms. Jeanne Hayden, Secretary to the Board of Visitors
- Mr. Steven Stratton, Student Representative to the Board
- Mr. Robert Wertz, President, Alumni Association

Present at the request of the President:

- Mr. Richard Bratcher, Vice President for Information and Instructional Technology
- Dr. Norman Bregman, Vice President for Academic Affairs
- Ms. Bobbie Burton, Vice President for Institutional Advancement
- Mr. Richard Hurley, Vice President for Administration and Finance
- Ms. Phyllis Mable, Vice President for Student Affairs

Approval of Minutes

The Rector called for corrections and additions to the July 24, 1998, minutes. There being none, a motion was made by Mrs. Chase, seconded by Mrs. Stallard, and the minutes were approved as distributed.

Rector's Report

The Rector reported on a conference that she and Dr. Cormier attended recently and distributed

information and ideas received from the conference. (A copy of this information is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 1, October 10, 1998.) She also discussed changes in meal arrangements for future Board meetings in which members will go to the cafeteria so they can mingle with students and faculty during their campus visits. She also encouraged Board members to attend college events.

Committee Reports

Student Affairs Committee

Mrs. Michaels reported that the Student Affairs Committee received updates on Fall 1998 enrollments given by Mr. Chonko and Mr. Hughes for on and off campus and reviewed Honor and Judicial Board Statistics for 1997-98.

Item 1 - Approval of 1998-1999 Foundational Plan to Reduce Binge and Illegal Drinking

Mrs. Michaels reported that the committee received for approval the 1998-1999 Foundational Plan to Reduce Binge and Illegal Drinking. (A copy of this plan is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 2, October 10, 1998.) She made a motion for approval that was seconded by Dr. Crabtree, and the Board approved the plan.

Academic Affairs Committee

Mrs. Anderson stated that Mr. Bratcher presented updates on Hiner Building technology and the student laptop program. Other information items presented were a report by Dr. Vogt on the College Plus Program and a report by Dr. Smith on retention and graduation rates. Mrs. Anderson also reported that a discussion took place regarding the incorporation of American History as a requirement for a bachelor’s degree and that a report will be reviewed at the January, 1999 meeting regarding this issue.

Mrs. Anderson reported that two items were discussed in Executive Session regarding personnel matters. Mrs. Anderson moved and Mrs. Stallard seconded a motion to approve faculty accepting early retirement option plans. The Board approved. (A copy of this is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 3, October 10, 1998.) The Board also approved a motion made by Mrs. Anderson and seconded by Mrs. Butler to affirm new faculty appointments. (A copy of the appointment is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 4, October 10, 1998.)

Facilities and Services Committee

Mrs. Russell asked Mr. Hurley to present the report from the Facilities and Services Committee to the Board. Mr. Hurley reported that an update on campus construction projects was given. The update included: the new dining hall construction project, the playing fields and the Small Business Development Center project. He also reported the college’s signed agreement with the Wheat Foundation that turns ownership of the Hardy House over to the Longwood College Foundation and the college’s ongoing discussions with Mr. Weinberg to acquire the building housing the Visual Arts Center. Finally, he reported that the college had completed its final year with Honeywell for energy improvements and that the college would receive \$25,746 from the company.

Finance Committee

Item 2 - Approval of 1999 Summer School Fees

Mrs. Harwood made a motion seconded by Dr. Crabtree to approve 1999 summer school fees. (A copy of this recommendation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 5, October 10, 1998.) The Board approved the motion.

Item 3 - Approval of Action Plan for Year End June 30, 1997 Audit Report

The Board reviewed each point presented in the Auditor of Public Accounts (APA) report for the period ending June 30, 1997, and the college's corrective action plan for the APA's findings. (A copy of this plan is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 6, October 10, 1998.) The Board then approved a motion by Mrs. Harwood, seconded by Mrs. Butler, to approve the action plan for the June 30, 1997 audit report.

Item 4 - Approval of 1999-2000 Legislative Budget Amendments

A motion was made by Mrs. Harwood for the Board to approve the 1999-2000 legislative budget amendments. (A copy of these amendments is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 7, October 10, 1998.) The motion was seconded by Mrs. Michaels and approved by the Board.

Mrs. Harwood stated that Mr. Hurley reviewed the financial report for the period ending August 31, 1998, and the write-off of delinquent accounts. Mr. Bratcher reported on the Year 2000 and on the Information Technology Plan. Other information received included a public relations report by Mr. Sercombe, a gift report for the period ending August 31, 1998, and an update by Ms. Burton on the preparation for the capital campaign and progress toward a feasibility study.

Mrs. Harwood distributed envelopes for the Annual Fund and encouraged Board members to participate.

Community Advisory Committee

Mrs. Harwood stated that the Community Advisory Committee has not met since its July meeting and that the committee will meet in November, 1998, in the Hiner Building.

President's Report

Dr. Cormier reported on an article that appeared in *U.S. News and World Report* and announced that the Hiner Grand Opening was a great success. She also announced that NCATE will begin a re-accreditation visit at Longwood on October 24, 1998. An update of the Strategic Plan was distributed, and the President announced that the final plan will be prepared in time for the Board to approve it at the January, 1999 Board meeting. (A copy of this information is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 8, October 10, 1998.)

Mrs. Chichester representing the Longwood College Foundation Board, reported on its activities. She reported on the Retreat held at Twin Lakes State Park on September 17 and 18. She also requested that the Board of Visitors approve a revision to the resolution it approved in April, 1996, regarding unrestricted bequests. (A copy of the revised resolution is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 9, October 10, 1998.) On a motion by Dr. Crabtree seconded by Mrs. Butler, the revised resolution was approved.

Mr. Robert Wertz, representing the Alumni Association, presented a report on its recent activities including: a planning meeting, help in identifying donors, and winery tours. He also reported on the upcoming genealogy research taking place at the Library of Virginia.

Dr. Challender reported that some members of the faculty expressed concern over having to miss class time in order to attend meetings of the Board of Visitors.

Mr. Stratton reported that there has been a high level of participation by students assisting with the Telefund. He also reported that the Judicial Code for Greek Affairs is being revised. He thanked the Board for allowing him the opportunity to serve as the student representative.

Old Business

New Business

Item 5 - Approval of Change to Board of Visitors' By-Laws

Presented by the Rector for the Boards approval was the recommendation for a change to the *Board of Visitors' By-Laws*. (A copy of this change is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 10, October 10, 1998.) On a motion made by Mrs. Michaels and seconded by Mrs. Chase, the By-Laws change was approved.

Mrs. Baise reminded members of the Roy Clark concert being held November 27. Mrs. Baise called for a change in dates for the July 23-24, 1999 Board meeting dates upon the request of Mrs. Michaels. There being no objections, the meeting will be held July 30-31, 1999. She also requested that Board members give their e-mail addresses to the secretary.

Adjournment

There being no further business, on a motion by Dr. Crabtree seconded by Mrs. Anderson, the meeting adjourned at 11:10 a.m.

Virginia A. Russell
Board Secretary

J.C. 1

**Leadership Institute for Board Chairs and Presidents
Association of Governing Boards of Universities and Colleges(AGB)
September 14-15, 1998**

I was pleased to attend the Leadership Institute with President Cormier. Representatives from ten select colleges and universities participated in discussing concerns and ideas for shared governance at public universities. Several issues and ideas arose during the meetings. For example, a key question was how our institutions develop programs to serve a wide variety of constituents. Do the institutions focus solely on the needs of the communities served and what are our plans for the future? There was further discussion on what strengths board members can bring to boards such as political finesse, fund raising capability, and intellectual capital. Discussions ensued as how to assure that each board member has the opportunity to use his or her strengths to the greatest extent possible. One example for involving board members is to create a "Visitor in Residence" program whereby a board member spends a day on campus participating in classes, meetings and meals. This program can provide an opportunity for the board member to more fully participate in institutional activities and understand issues and problems the administrators, faculty and students face. President Cormier is in full support of this idea. I would like each of us to think about spending some time outside of board and committee meetings getting to know Longwood better.

Another idea advanced included establishing a strategic plan for boards. This is something we already have underway. We will complete our strategic plan at the January meeting/retreat. Once established, we will measure the plan's progress and discuss long range plans for both the board and the College.

During the two days I participated in discussions with other rectors I listened to many excellent ideas. The good news is I learned many boards do not function as well as we do. Other points I would like to share with you include the following:

- Most boards have 5-7 members. In Missouri, the board is composed of members of the community where the college is located. In several states, the Governor contacts the President and Rector for appointment approval and suggestions.
- Many use the board meetings to recognize outstanding students and faculty.
- The press, print and television, is present at the majority of open meetings. In California, board meetings are video taped for showing on the local channel.
- Some boards have a development/fund raising committee even though there are foundations similar to ours.
- Open meeting laws are a significant concern for all boards as we need blocks of time for internal discussion and planning that might not necessarily be for public knowledge.
- Orientation for new board members is critical.
- Self-evaluation by board members is common. We will learn more about this during the January retreat.
- Many boards communicate by e-mail, knowing that all communication is in the public domain.

Consensus was reached about the responsibilities of individual board members. These include the following:

- ▶ Be fully informed about the college, its role in the state, and the future needs of both the college and the community it serves.
- ▶ Support the mission of the college.
- ▶ Speak one's mind at meetings, but support policies and programs once established.
- ▶ Understand the board's role is policy making rather than management.
- ▶ Support the President.
- ▶ Communicate concerns, complaints, etc. to the President and then let the President deal with these.
- ▶ Recognize the President is the primary spokesperson for the college.
- ▶ Enhance the public image of the college and the board.
- ▶ Foster openness and trust among the Board, administration, faculty, students, state government, and the public.
- ▶ Maintain the highest ethical standards and never allow any personal conflict of interest to exist.

I have several publications from the conference which I can share with any board member who is interested.

**STUDENT AFFAIRS COMMITTEE
ACTION ITEM 1**

**BOARD OF VISITORS
ACTION ITEM 1**

Approval of 1998-1999 Foundational Plan to Reduce Binge and Illegal Drinking

ACTION REQUESTED: On behalf of the President and in response to the Attorney General's Task Force on Drinking by College Students, I move that the Foundational Plan to Reduce Binge and Illegal Drinking: 1998-99 be approved as presented in the attached document.

BACKGROUND: This Foundational Plan has been prepared to support the recommendations provided by the Attorney General's Task Force on Drinking by College Students. The Plan is intended to bring purpose and accountability to members of the Longwood community (students, staff, and faculty) in an effort to fight alcohol abuse. We expect both students and administrators to be involved with implementing this Plan.

RATIONALE: There is particular focus on education and enforcement (including sanctions). These initiatives will give us direction and strategies during this year. The Plan will be reviewed and revised each year.

FOUNDATIONAL PLAN TO REDUCE BINGE & ILLEGAL DRINKING

Response to The Attorney General's Task Force on Drinking by College Students Longwood College: 1998 - 1999 Academic Year

This plan includes specific actions and activities that Longwood College will implement during the 1998-99 year. The plan represents the beginning of a long and continuous process to reduce binge drinking on this campus. The goal is to make Longwood's Campus a healthier and safer place with emphasis on the College's vision of the meaningful learning environment.

Maximizing our students' potentials is the primary outcome of these efforts. The Foundational Plan is designed and managed to achieve specific results, particularly with students:

- Involvement in an academic and social life that centers around learning with a focus on friendship and alcohol-free activities
- Respect for the law of the Commonwealth of Virginia and the College's alcohol policies
- Membership in a campus culture that promotes personal responsibility instead of one that tolerates binge drinking

FOUNDATIONAL PLAN REQUIREMENTS

1. *Focused and comprehensive alcohol and drinking abuse education programs.*

- On Campus Talking About Alcohol

All first year students participated in the nationally recognized On Campus Talking About Alcohol (OCTAA) Seminar. The six hour Seminar utilizes current research, self-assessment information, and gentle persuasion strategies to educate students about the facts associated with alcohol use and abuse. The Seminar will also be used during the year with student groups and students who are found responsible for violating the College's alcohol policies. The Orientation Leaders were part of OCTAA and set the tone with role modeling and communicating College policy and state law. In order to receive a passing grade in the Longwood Seminar, each first year student must complete OCTAA.

- Alcohol Awareness Week

The Wellness Center will sponsor activities during National Collegiate Alcohol Awareness Week: October 18 - 24. Wellness Advocates will be involved in planning and implementing these activities.

- “You Are What You Drink”

The programming series “You Are What You Drink” will be implemented in the residence halls. These programs were funded originally through the ABC Board (ABC Conference Grant); College support will continue.

- CD-ROM Program

The Alcohol 101 CD-ROM Program will be used to educate students about the consequences of drinking. This is a unique interactive computer program that engages students in graphic and realistic drinking scenarios. Asked to make choices about drinking and then to watch the results, students have the rare opportunity to see the effects of their decisions about how much, when, and what they drink.

- SADD Chapter

The Wellness Center will recruit students for a SADD Chapter (Students Against Drunk Driving) at Longwood.

- Wellness Coordinator Position

As we design and manage the College’s Foundational Plan to Reduce Binge and Illegal Drinking--we need additional staff leadership and resources to ensure that significant impact and change are accomplished. It is imperative that we provide our Wellness Office with resources, especially a full-time Coordinator. The Vice President for Student Affairs and the President are attempting to identify funding to support a full time Coordinator as early as January 1, 1999. The position is currently 1500 hours per year.

2. *Vigorous enforcement of student alcohol and drug laws, on- and off-campus, by campus police, local law enforcement and the Alcoholic Beverage Control (ABC) Board.*

- On-Campus Enforcement

The Resident Assistants have been fully educated about enforcement expectations and efforts. Campus Police are constantly on alcohol patrol--especially on weekends.

- Off-Campus Incidents

The College will explore the issues and matters regarding the feasibility of Longwood Police conducting investigations of off-campus incidents involving students. Overlapping jurisdictions will have to be clarified in consultation with the Attorney General's Office and the local Commonwealth Attorney.

Farmville Police Reports involving Longwood students will always be given to the College.

- Drug Incidents

Our Police and Town Police will work together on drug matters and concerns. One of our Police Officers serves on the Town's Drug Task Force. All College matters will be handled jointly.

- Criminal Activity

The Farmville Police Department has instituted and incorporated the "Silent Witness Program" through its web site. This site offers citizens and students in Prince Edward County the opportunity to anonymously report criminal activity and drugs in their area by using the Crime Solvers and Helpline forms located at the site.

3. *A clear policy that discourages binge drinking and affirms that illegal drinking is unacceptable (described below).*

Summary of Longwood College Alcohol and Other Drug Policies

From the 1998-99 Student Handbook Judicial System Code of Conduct Standards:

Alcohol Policy Violations

- a. Violating state law in regards to legal age for consumption, purchase, or possession of alcohol.
- b. Serving alcohol to an underaged or intoxicated drinker.
- c. Being drunk in public.
- d. Possessing an open container of alcohol in public.
- e. Violating other aspects of the alcohol policy not noted elsewhere in the Conduct Standards and Regulations (see Longwood College Alcohol and Other Drug Policies and Information).
- f. Driving while impaired or under the influence of alcohol or other drugs.

Abbreviated Version of the 1998-99 Longwood College Alcohol and Other Drug Policies:

I. Introduction

Longwood College prohibits the illegal and irresponsible use of alcohol and other drugs. The College will enforce federal, state, and local laws, as well as its own alcohol and drug policies and procedures that support these laws. Longwood also endorses the efforts of the Fraternity Insurance Purchasing Group (FIPG) and the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse. It is the responsibility of every member of the College community to know the risks associated with the use and abuse of alcohol and other drugs and to assist the College in creating an environment which promotes health-enhancing attitudes and activities.

II. Legal Requirements

- A. The Virginia Law: Individuals must be 21 years of age to purchase, possess, and/or consume alcohol. It is illegal to give or sell alcoholic beverages to persons who are under 21 years of age or who are intoxicated.
- B. Open Container Law: The Commonwealth of Virginia and Prince Edward County prohibit open containers of alcohol in public, including all public areas of the Longwood campus. At Longwood, open containers of alcohol are defined as any holders or receptacles on which the manufacturer's seal has been broken, and/or holders that allow unobstructed, unrestricted, or otherwise open access to the alcohol.
- C. Possession, use, sale, and/or manufacture of false ID cards: This is strictly prohibited under Virginia law and under the Longwood College Honor Code.
- D. Public Consumption and Intoxication: State law prohibits the consumption of alcohol in unlicensed public places. In keeping with local and state laws, Longwood will not allow public drunkenness.

III. Alcohol and Other Drug Policies

- A. Alcohol and other drugs will not be allowed to interfere with residence hall living, co-curricular activities, or classroom learning.
- B. Alcoholic beverages must not be brought into or consumed within 1) freshman residence hall floors; or 2) residence hall building designated as alcohol-free; or 3) other residence hall floors that choose not to have alcohol present in the living environment.
- C. Alcohol is prohibited at all times in residence hall rooms where all assigned residents are under the age of 21.
- D. Drinking games of any kind are prohibited at all times.
- E. The possession or use of "beer bongs" or other similar devices which dispense alcohol in a rapid manner is prohibited.
- F. Kegs (all sizes) or other common sources of alcohol are not allowed on Longwood College-owned property.

4. *Designation by the President of a substance abuse officer to implement the foundational plan.*

The President of Longwood has asked the Vice President for Student Affairs to coordinate the implementation of the Foundational Plan. Various members of the College community will have authority and responsibility for implementing the plan. They will be accountable for setting standards and expectations with students as they involve themselves in the collegiate experience, and they will be accountable for enforcing laws and policies and for challenging students to involve themselves in purposeful and meaningful alcohol-free activities. The College does not have resources to hire a substance abuse officer at this time.

5. *Annual presentation of the plan by the President to the Board of Visitors for review.*

The plan will be reviewed and revised annually by the Alcohol Task Force and presented to the Board of Visitors.

6. *An Alcohol Task Force, with broad representation, for continuous oversight concerning alcohol abuse problems.*

An Alcohol Task Force will monitor both actions and activities related to alcohol abuse. Members of the Task Force will include the Dean of the School of Education and Human Services, a Faculty Member, the Dean of Students, the Director of Student Services, the Campus Police Chief, a Residence Education Coordinator, the Wellness Coordinator, the Counseling Center Director--and Students (especially students involved with the Student Government Association). They will be appointed by October 15, 1998 and will commence their work immediately.

7. *Development by each campus of a system for reporting and recording alcohol-related incidents.*

The Director of Student Services has a standard system for reporting and recording alcohol-related incidents. Please note the incidents as reported and recorded by the Judicial and Honor Hearing Boards during the 1997-98 year.

Total Figures for 1997-98 (Important: Please note that the figures in the columns below represent the number of times a charge was filed and determined to be an actual violation. They do not reflect the total number of individual cases adjudicated due to the fact that accused students were often brought up on multiple charges that were processed as a cluster during hearings.)

	<u># of Times Charge was filed</u>	<u># of Responsible Verdicts</u>
a) Alcohol Charges:		
11a (underage possession/consumption)	188	154
11b (serving alcohol to someone underage/ intoxicated)	10	3
11c (DIP)	37	28
11d (open container)	34	24
11e (violating other policies)	88	73
11f (DUI)	2	2

*Note: Out of 202 judicial cases involving alcohol-related violations, a total of 194 students were found responsible for one or more charges (repeat appearances before a hearing body are counted as separate cases in the overall total).

b) Drug Charges:

2a (distribution)	0	0
5a (illegal possession/use)	6	5
15a (possessing drug paraphernalia)	8	6

Additionally, data regarding the recidivism rate for alcohol-specific violations will be incorporated into the current system for reporting alcohol-related incidents.

8. *Development of a statewide data collection system for recording and distributing alcohol-related incidents.*

The College will make contributions and comply in whatever manners are expected and desired.

9. *Creation of a comprehensive intervention program for students who may be abusing alcohol.*

- Alcohol Support Group

An Alcohol Support Group will be conducted weekly by the Counseling Center. The Group will provide an opportunity for members to gain insight and support. Members will be encouraged to turn their insights into actions by changing their thoughts, feelings, attitudes, and behaviors. This group will provide additional support for students who are already in recovery and who need help in preventing a relapse. This group is not a substitute for A. A.; it will be conduit to A. A.

- Intervention Program for Students Abusing Alcohol

Education and enforcement serve as cornerstones to Longwood's approach to providing clear standards and expectations for the campus community. Assessment is a third and critical component of our plan to reduce illegal and binge drinking. Individuals who are identified as having serious alcohol or substance abuse problems, as opposed to those who are merely choosing to violate College policy, will be required to have an assessment by a Certified Substance Abuse Counselor. The Dean of Students will receive a written confirmation of the assessment with the recommendations from the Substance Abuse Counselor. The student will be required to adhere to the recommendations. Failure to comply with the recommended behaviors will result in disciplinary action, including separation and suspension from the College.

FOUNDATIONAL PLAN ITEMS

STUDENT PROGRAMS AND ORGANIZATIONS

10. *Increase the programming, funding and promotion of alcohol-free activities.*

The Student Government Association will provide monies (\$1250 per semester) from the Reserve Fund (student activity fees) to each of the six residence hall complexes during the 1998-99 year for alcohol-free activities on the weekends. In order that student ideas and initiatives are used, student leaders and Hall Councils will submit plans for action prior to the final approval of funds for each semester. In these ways, SGA and the Residence Hall Councils set examples and expectations and organize and promote alcohol-free activities.

11. *Increase and promote alcohol-free housing.*

Our two residence halls housing first year students are alcohol-free. We also have the Satisfaction Residence Hall Floor in Cox, which is alcohol-free. Note the goal:

15. *Request that local fraternities comply with the National Inter-Fraternity Conference's recommendation to pursue alcohol-free chapter facilities.*

The Dean of Students will be working with a group during this year to determine direction and strategies for fraternities as they are truly part of the meaningful learning environment.

16. *Consider delaying fraternity and sorority rush to the second semester.*

For a number of years, our fraternity/sorority rush programs for first year (freshman) students occur during the spring (second) semester of the collegiate experience. The academic emphasis during the fall semester is a College commitment to ensure that students focus their talent and time on studying and learning. Rush at Longwood is prohibited for first semester freshmen

Please note the two policies as passed by the Board of Visitors on July 25, 1997. These policies focus on studying and learning: New Member Programs (six weeks) and Fraternity and Sorority Rush Policy (to be eligible for rushing, pledging, and initiation, the student must have completed 12 credit hours at Longwood and have a cumulative average of at least 2.0).

Additionally, the College plans to implement a more stringent and consistent set of Greek Judicial System sanctions as a focused response to fraternity and sorority violations of the alcohol policy.

Please note the policies as passed by the Board of Visitors:

Greek Life Recommendations

Recommendation: "On behalf of the President, I move that New Member Programs for Fraternities and Sororities, including initiation, may not exceed six weeks and must be completed by the tenth week of the semester. This will be effective starting spring semester 1998. I move that all new member and initiation activities must be approved by the National Organization, Coordinator of Greek Affairs, and Chapter Advisors. Lastly, I move that these elements become essential areas of emphasis during new member education; scholarship, leadership, community involvement, risk management (alcohol, substance abuse, hazing, sexual assault), and Greek 101."

Rationale: In the interest of expecting and encouraging students to focus on studying and learning, the new member programs (pledge programs) need to be shortened. The Greek Life Committee recommends these changes and improvements. Basically, students support them. The national organizations are also beginning to move in similar directions.

Endorsement of Current Fraternity and Sorority Rush Policy

Recommendation: "On behalf of the President, I move that the current Fraternity and Sorority Rush Policy continue."

Rationale: The Policy is as stated: "To be eligible for rushing, pledging, and initiation, the student must have completed 12 credit hours at Longwood and have a cumulative average of at least 2.0. The average must be computed from a full course load of at least 12 credit hours." This Policy is intended to encourage new students to focus their attentions on studying and learning during their first semester at Longwood.

Background: The Interfraternity Council believed that the Constitution could be changed so that students could rush, pledge, and be initiated during their first semester. They understand that the Rush Policy is, in fact, College Policy. In the interest of setting and maintaining high academic standards for Fraternities and Sororities, we ask for Board endorsement.

17. *Require class attendance. (from 1998-99 College Catalog)*

Students are expected to attend all classes. Failure to attend class regularly impairs academic performance. Absences are disruptive to the educational process for others. This is especially true when absences cause interruptions for clarification of material previously covered, failure to assume assigned responsibilities for class presentations, or failure to adjust to changes in assigned material or due dates.

It is the responsibility of each instructor to give students a copy of his or her attendance policy in the course syllabus.

Instructors may assign a grade of "0" or "F" on work missed because of unexcused absences.

Instructors have the right to lower a student's course grade, but no more than one letter grade, if the student misses 10 percent of the scheduled class meeting times for unexcused absences.

Instructors have the right to assign a course grade of "F" when the student has missed a total (excused and unexcused) of 25 percent of the scheduled class meeting times.

Students must assume full responsibility for any loss incurred because of absence, whether excused or unexcused. Instructors should permit students to make up work when the absence is excused. Excused absences are those resulting from the student's participation in a college-sponsored activity, from recognizable emergencies, or from serious illness. Faculty may require documentation for excused absences in their attendance policy. Student Health Services can provide documentation only for students hospitalized locally or absent at the direction of Student Health Services personnel.

18. *Consider adding more Friday classes.*

Beginning Spring 1999, the academic course schedule has been changed to allow additional course offerings on Monday, Wednesday, and Friday afternoons.

ENFORCEMENT

19. *Establish a range of penalties for students and organizations that violate state law and campus policy.*

Each student (new and returning) received the attached letter during the summer. Each student in the Longwood residence halls received the attached flyer during orientation: before classes started. The following message was part of all students' e-mail on August 24:

The Meaningful Learning Environment at Longwood is a priority for each student. In accordance with the Commonwealth of Virginia Law, the College expects each student to honor the 21 year old drinking age. Each student is responsible and accountable. The College will enforce the alcohol policies and Virginia's Alcohol Laws.

The College has established a progressively more stringent and consistent set of judicial sanctions specific to the violations of the College alcohol policy. For first, second, and third time offenses, the sequence will be as follows:

1st Offense: One year of Disciplinary Probation (effective immediately if the student is not on probation or at the conclusion of a current probationary period).

Referral to the On Campus Talking About Alcohol (OCTAA) seminar or the Piedmont Alcohol Safety Action Program (PASAP). Payment of a \$50.00 fee is required.

2nd Offense: One year of Disciplinary Probation (effective immediately if the student is not on probation or at the conclusion of a current probationary period).

Referral to one or more of the following:

- a. On Campus Talking About Alcohol (OCTAA) seminar;
- b. Piedmont Alcohol Safety Action Program (PASAP);
- c. Certified alcohol/substance abuse counselor for a formal risk assessment.

Payment of \$75.00 is required for OCTAA or PASAP; for the assessment, the cost is \$97.50.

3rd Offense: Suspension and a required formal alcohol/substance abuse risk assessment prior to readmission.

20. *Enforce uniformly student codes of conduct at university-sanctioned functions and events on- and off-campus.*

The College does this and will continue to do it with the consistent involvement of campus police, staff, and students.

21. *Ask the university and local communities to work together to reduce binge and illegal drinking off-campus.*

Cooperation with the Town of Farmville

- The College will establish a joint think-tank group composed of representatives from Longwood, Hampden-Sydney, and the Town of Farmville to develop strategies for reducing binge and illegal drinking in areas beyond campus boundaries.
- In instances involving serious alcohol situations, the Town Police will immediately involve the Campus Police. They will work together as incidents are investigated. This procedure will facilitate campus judicial action.
- We will have regular meetings during the fall and spring semesters to establish and evaluate cooperative and collaborative efforts: ABC Agent, Town Police Chief, and Longwood Staff.

EDUCATION AND PUBLIC RELATIONS

22. *Use a social marketing approach on campus.*

All students in the residence halls will receive the Report of the Attorney General's Task Force on Drinking by College Students.

Action will be taken to design and implement program and information campaigns to reduce alcohol and drug abuse. To start, there will be a slogan contest for the promotion and organization of fun and friendship (alcohol-free occasions, events, and activities).

23. *Discourage alcoholic beverage-related sponsorship of on-campus activities.*

Longwood College does not permit alcohol at events involving students.

24. *Discourage the advertisement and promotion of alcoholic beverages on campus.*

This is not done.

25. *Discourage students from rapidly ingesting alcohol.*

We will continue this effort through education and enforcement.

26. *Include a student of the campus alcohol and drug policy in the admission application.*

With the admission application--this statement will be enclosed so that prospective students and their families will be advised as to the College's policy and expectations.

*******Important Notice*******

In his March 9, 1998 message to the members of his Task Force on Drinking by College Students, Attorney General Mark Earley asked college administrators to study the problem of excessive drinking and the violation of alcohol law on Virginia's college and university campuses. He then charged the Task Force to make common sense recommendations to change the culture of alcohol abuse that plagues many campuses in Virginia. The Attorney General instructed the Task Force to focus on the following positive, tangible objectives.

- Encourage personal responsibility and self-discipline;
- Educate students about the health and safety issues related to alcohol abuse, the Commonwealth's alcohol and drug laws, college and university alcohol and drug policies, and the penalties for violations thereof;
- Ensure that the laws of the Commonwealth are strongly and swiftly enforced;
- Create a campus atmosphere that fosters academic achievement;
- Strengthen the cooperative efforts of parents, students, administrators, faculty, staff and members of local communities; and
- Dismantle the campus culture of alcohol abuse and rebuild it with one based on common sense.

Longwood College wants each prospective student and family to know our alcohol and drug policy. Our primary focus is on student learning and academic success. The College prohibits the illegal and irresponsible use of alcohol and other drugs. The College will enforce federal, state, and local laws as well as its own alcohol and drug policies and procedures that support these laws. Individuals must be 21 years of age to purchase, possess, and/or consume alcohol.

27. *Ask substance abuse prevention personnel and students to attend the ABC Conference.*

Longwood will be represented with staff and students.

PARENTAL INVOLVEMENT

28. *Report alcohol- and drug-related discipline offenses to parents according to law.*

We will be exploring the possibility of utilizing waivers granting the College permission to notify parents of students responsible for violating alcohol and illegal drinking policies. During this year, we will determine with the Attorney General's Office the best method to do this.

29. *Amend student application and financial aid forms to indicate student dependency.*

To determine dependency, financial aid applicants must answer the following questions:

Were you born before January 1, 1975?

Are you a veteran of the U. S. Armed Forces?

Will you be enrolled in a graduate or professional program (beyond a bachelor's degree) in 1998-99?

Are you married?

Are you an orphan or a ward of the court, or were you a ward of the court until age 18?

Do you have legal dependents (other than a spouse)?

If a student answers yes to any of these questions, then he or she is deemed independent. Otherwise, the student is dependent and must report income and asset information to determine eligibility for financial aid.

30. *Inform parents that a student waiver is required for the school to report alcohol or drug violations to parents. Request that students sign a waiver to notify parents of violations.*

In accordance with number 28, we will be working on this matter during the year.

31. *Include parents in the orientation instruction regarding alcohol and drug use.*

During the Summer Preview Programs, parents of entering first year students were informed about the College's alcohol policies and the judicial sanctions. The College's interests and expectations were communicated and discussed. The Attorney General's Task Force Report will be distributed during Family Day on September 19.

32. *Encourage communication between parents and the campus regarding alcohol abuse and encourage parents to be advocates to presidents, boards of visitors, students, law enforcement and elected officials.*

We will keep parents informed as they talk with us and visit the campus.

33. *Include parents in work groups, committees, and forums regarding binge drinking.*

Parents will be represented on the Alcohol Task Force.

34. *Send an annual letter from each president to parents regarding alcohol laws, policies, and penalties.*

See the attached letter mailed to students during the summer. Parents usually read and review the contents of this mailing.

ASSESSMENT

Through the leadership of Dr. Edward Smith, Director of Assessment and Institutional Research, first year students will be asked to respond to OCTAA evaluation questions: better understanding of high and low risk behaviors related to alcohol, influence of OCTAA information on students' use of alcohol. Questions from the Campus Survey of Alcohol and Other Drug Norms (given at Longwood in February 1998) will also be included in order to ascertain students' perceptions of drinking on campus. The intent is to determine if attitudes toward drinking go up or down (or remain the same) during the semester. Base line data comes from a question about students' drinking prior to coming to Longwood (from the CIRP given to freshmen on the day before classes started).

In the year 2000, the College will administer the Campus Survey of Alcohol and Other Drug Norms again. As designing and managing the campus culture (enforcement and education) is the primary part of our Plan--there should be enhancements and improvements in the reduction of binge and illegal drinking by the year 2000.

AN IMPORTANT MESSAGE FOR LONGWOOD STUDENTS

THE MEANINGFUL LEARNING ENVIRONMENT AT LONGWOOD IS A PRIORITY FOR EACH STUDENT. IN ACCORDANCE WITH THE COMMONWEALTH OF VIRGINIA LAW—THE COLLEGE EXPECTS EACH STUDENT TO HONOR THE 21 YEAR OLD DRINKING AGE. EACH STUDENT IS RESPONSIBLE AND ACCOUNTABLE. THE COLLEGE WILL ENFORCE THE ALCOHOL POLICIES AND VIRGINIA'S ALCOHOL LAWS.

AT LONGWOOD, YOU HAVE THE OPPORTUNITY TO DO AND BE YOUR BEST IN WAYS UNIQUELY YOUR OWN. THIS IS YOUR CHALLENGE. THIS IS THE LONGWOOD EXPERIENCE AND EXPECTATION. LONGWOOD COLLEGE IS AN INSTITUTION OF HIGHER LEARNING DEDICATED TO THE DEVELOPMENT OF CITIZEN LEADERS WHO ARE PREPARED TO MAKE POSITIVE CONTRIBUTIONS TO THE COMMON GOOD OF SOCIETY.

LONGWOOD

Located in Historic Farmville, Virginia

July 1, 1998

Dear Longwood Student:

With the start of the fall semester just a few short weeks away, we would like to take this opportunity to share with you important changes in how Longwood will be responding to what is a priority concern on our nation's college campuses: the illegal use and abuse of alcohol. In recent years public interest in this issue has grown exponentially as we have witnessed with increasing regularity the frightening consequences of excessive student drinking. This alarming situation challenges the very essence of what a principled learning community stands for and necessitates that we take action in two important dimensions of student life: alcohol education and judicial sanctioning.

First, this August we will be incorporating into our New Student Orientation Program the nationally recognized On Campus Talking about Alcohol (OCTAA) Seminar. This six hour class utilizes current research, self-assessment information and gentle persuasion strategies to educate participants about the facts associated with alcohol misuse and abuse. The class will also be made available at special times throughout the year to students, faculty, staff and organizations interested in promoting balanced and healthy lifestyles. As an excellent addition to the many fine support services and peer education efforts already in place at Longwood, OCTAA should prove to be an effective means for helping us achieve the goal of lowering high-risk drinking.

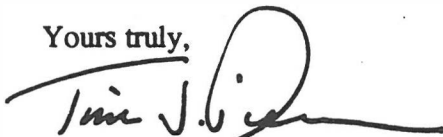
The establishment of a progressively more stringent and consistent set of judicial sanctions specific to violations of the College alcohol policy represents the second important change. For first, second and third time offenses, the sequence will be as follows:

- 1st Offense: Referral to the OCTAA Seminar or the Piedmont Alcohol Safety Action Program (PASAP). Payment of a \$50.00 fee is required.
- 2nd Offense: Referral to one or more of the following: a) OCTAA Seminar; b) PASAP; c) certified alcohol/substance abuse counselor for a formal risk assessment. Payment of \$75.00 is required for OCTAA and PASAP; for the assessment, the cost is \$97.50.
- 3rd Offense: Suspension and a required formal alcohol/substance abuse risk assessment prior to readmission.

This revision, which will appear in the 1998-99 Student Handbook, reinforces the College's mission and commitment to uphold the alcohol laws of the Commonwealth and educate its students to be responsible and informed citizen leaders (see reverse for a summary of the alcohol policy regulations and expectations).

We are optimistic about our shared objective of eliminating the problems associated with underage and irresponsible drinking on today's college campuses. Students' involvements in responsible efforts will matter and make a difference as we promote and enhance the Longwood meaningful learning environment.

Yours truly,



Dr. Tim J. Pierson
Dean of Students



Dr. Kenneth J. Rockensies
Director of Student Services



Summary of Longwood College Alcohol and Other Drug Policies

From the 1998-99 Student Handbook Judicial System Code of Conduct Standards:

11. Alcohol Policy Violations:

- a. Violating state law in regards to legal age for consumption, purchase, or possession of alcohol.
- b. Serving alcohol to an underaged or intoxicated drinker.
- c. Being drunk in public.
- d. Possessing an open container of alcohol in public.
- e. Violating other aspects of the alcohol policy not noted elsewhere in the Conduct Standards and Regulations (see Longwood College Alcohol and Other Drug Policies and Information).
- f. Driving while impaired or under the influence of alcohol or other drugs.

Abbreviated Version of the 1998-99 Longwood College Alcohol and Other Drug Policies:

I. Introduction

Longwood College prohibits the illegal and irresponsible use of alcohol and other drugs. The College will enforce federal, state, and local laws, as well as its own alcohol and drug policies and procedures that support these laws. Longwood also endorses the efforts of the Fraternity Insurance Purchasing Group (FIPG) and the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse. It is the responsibility of every member of the College community to know the risks associated with the use and abuse of alcohol and other drugs and to assist the College in creating an environment which promotes health-enhancing attitudes and activities.

II. Legal Requirements

- A. *The Virginia Law:* Individuals must be 21 years of age to purchase, possess, and/or consume alcohol. It is illegal to give or sell alcoholic beverages to persons who are under 21 years of age or who are intoxicated.
- B. *Open Container Law:* The Commonwealth of Virginia and Prince Edward County prohibit open containers of alcohol in public, including all public areas of the Longwood campus. At Longwood, open containers of alcohol are defined as any holders or receptacles on which the manufacturer's seal has been broken, and/or holders that allow unobstructed, unrestricted, or otherwise open access to the alcohol.
- C. *Possession, use, sale, and/or manufacture of false ID cards:* This is strictly prohibited under Virginia law and under the Longwood College Honor Code.
- D. *Public Consumption and Intoxication:* State law prohibits the consumption of alcohol in unlicensed public places. In keeping with local and state laws, Longwood will not allow public drunkenness.

III. Alcohol and Other Drug Policies

- A. Alcohol and other drugs will not be allowed to interfere with residence hall living, co-curricular activities, or classroom learning.
- B. Alcoholic beverages must not be brought into or consumed within 1) freshman residence hall floors; or 2) residence hall buildings designated as alcohol-free; or 3) other residence hall floors that choose not to have alcohol present in the living environment.
- C. Alcohol is prohibited at all times in residence hall rooms where all assigned residents are under the age of 21.
- D. Drinking games of any kind are prohibited at all times.
- E. The possession or use of "beer bongs" or other similar devices which dispense alcohol in a rapid manner is prohibited.
- F. Kegs (all sizes) or other common sources of alcohol are not allowed on Longwood College-owned property except for ARA-Mark-sponsored events.

**EXECUTIVE SESSION
ACTION ITEM**

Faculty Accepting Early Retirement Option Plans

ACTION REQUESTED: On behalf of the President, I move that the faculty seeking Early Retirement be approved as presented.

BACKGROUND: The Board of Visitors approved Longwood's Early Retirement Plan at its October 27, 1997 meeting. The two main objectives of the Plan are: (1) to serve the College's programmatic needs to enhance a learning centered environment during a period of strategic planning and College growth; and (2) to recognize faculty who have served the institution a significant number of years.

RATIONALE: With the early retirement of senior faculty members, Longwood is positioned to be successful in implementing the strategic plan by hiring new junior faculty while recognizing the contributions and dedication of its senior faculty. The Plan allows the College to control the process of retirement so that the institution does not experience a negative impact from the loss of senior leadership and instruction as well as scholarly productivity within a department of the School.

Candidates for Early Retirement:

Mr. James W. Curley, Assistant Professor of Physical Science, Option I, retiring after the Spring 2000 semester.

Dr. Maurice P. Sneller, Professor of History, Option II, retiring after the Spring 2000 semester.

Dr. Sue O. Shaw, Professor of Economics, Option III, retiring after the Spring 2000 semester.

Dr. O. Carolyn Wells, Professor of Biology and Chair of the Natural Sciences Department, Option I, retiring after the Spring 2000 semester.

**EXECUTIVE SESSION
ACTION ITEM**

Affirmation of New Faculty Appointments

ACTION REQUESTED: On behalf of the President, I move that the recommendations for new appointments to the faculty be affirmed as presented.

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

RATIONALE: New appointments to the faculty are to fill vacancies or new positions, and are within the authorized number of faculty positions.

Ms. Gayle H. Daly, Instructor of Speech/Language Pathology and Audiology, for the 1998-99 academic year. This is a one-year appointment. Ms. Daly fills the vacancy created by the resignation of Ms. Terri Ramsey.

Ms. Daly has a B.A. in Speech Communication from the University of Rhode Island and a M.S. in Speech Pathology from James Madison University. She comes to Longwood from the Lynchburg City Schools where she served as Coordinator of Speech/Language Services 1981-1998. She began her professional career with the Peace Corps in 1972. She worked in the private sector from 1974-75 before moving to the public school system in Massachusetts in 1975 and subsequently to Virginia in 1978.

Ms. Rosanna Mestre, Visiting Instructor of Spanish, for the 1998-99 academic year. This is a one year appointment. Dr. Isabel Dulfano has asked for and been granted a leave of absence for 1998-99. Ms. Mestre is substituting for her this year.

Ms. Mestre received the Diploma and a License in Audiovisual Communication from the University of Valencia. She has a doctoral thesis in progress at the University of Valencia in Spanish cinema and comparative literature. She served as an instructor in the University of Virginia study abroad program at the University of Valencia from 1990-98.

Ms. Ulrike K. Wilson, Instructor of English and Modern Languages, for the 1998-99 academic year. This is a one year appointment. Dr. Susan Anderson has asked for and been granted a leave of absence for 1998-99. Ms. Wilson is substituting for her this year.

Ms. Wilson received the M.A. in English Literature and Language Instruction from Johannes Gutenberg Universitat, Mainz, Germany; in British and Canadian Literature from York University, Toronto, Canada; in Teaching English as a Foreign Language, Staatliches Studienseminar, Mainz, Germany; and is a doctoral candidate at the Ohio State University. She comes to Longwood from a tenured associate professorship at Odessa College where she taught from 1989-1997. She began her career in education as an instructor in the public schools in Toronto, Canada, 1976-77; moving to the University of California Davis, 1979-80; Wiesbaden, Germany, 1980-82; Ohio State University, 1983-88; Midland College, 1988-89. She has presented papers at various professional conferences.

**FINANCE COMMITTEE
ACTION ITEM 1**

**BOARD OF VISITORS
ACTION ITEM 2**

Approval of 1999 Summer School Fees

ACTION REQUESTED: “On behalf of the President, I move that the fees for the 1999 summer school session be approved as presented.”

EXPLANATION: Each year the College’s Board of Visitors approves tuition and fee rates for summer school. The authority to set these rates is vested in the Board of Visitors through the Code of Virginia, although the 1997 Appropriations Act prohibits tuition increases in FY99.

The tuition and fee rates are set based upon the estimated operating cost of the summer school program. Tuition charges cover costs associated with salaries for summer school instructors, promotional materials, and other operating costs. Room, board, and comprehensive fees cover costs associated with the operation of the residence halls, direct charges from ARAMARK for student meals and operating costs of other auxiliary facilities.

Increases in the auxiliary fees are necessary to provide additional revenues for debt service, salaries and benefits and to cover increases in food charges.

Attachment

PROPOSED 1999 SUMMER SCHOOL FEES

	<u>Current Summer Rate</u>	<u>Current Academic Year Rate</u>	<u>Proposed</u>		
Registration Fee	\$ 5.00	N/A	\$ 5.00		
Tuition Per Credit Hour					
Undergraduate					
In-State	\$112.00	\$112.00	\$112.00		
Out-of-State	\$340.00	\$340.00	\$340.00		
Graduate					
In-State	\$127.00	\$127.00	\$127.00		
Out-of-State	\$340.00	\$340.00	\$340.00		
Auxiliary Services Fee* (per credit hour)	\$ 10.00	N/A	\$ 12.00		
Residence Hall Student (Per Week)					
	<u>Double</u>	<u>Single</u>	<u>Double</u>	<u>Single</u>	<u>Increases</u>
Board	\$ 54.00	\$ 54.00	\$ 55.00	\$ 55.00	1.8%
Room	<u>\$ 65.00</u>	<u>\$ 75.00</u>	<u>\$ 67.00</u>	<u>\$ 77.00</u>	3%
	\$119.00	\$129.00	\$122.00	\$132.00	

*Applies to both Residence Hall and Commuter Students.

SUMMER SCHOOL PRICING - SUMMER 1998

UVA, VCU, MWC

	UVA (4 ½ week sessions)	MWC (5 week sessions)	VCU (various sessions)
TUITION	\$136/credit hr. in-state \$493/credit hr. out-of-state	\$116/credit hr. in-state \$305/credit hr. out-of-state	\$130/credit hr. in-state \$471/credit hr. out-of-state
HOUSING	\$ 66 - weekly single \$ 54 - weekly double	\$ 88 - weekly single \$ 68 - weekly double	* - no housing offered
BOARD	\$300 - 40 meals + \$ 80 \$450 - 60 meals + \$120	\$200 - 5 weeks	* - cash basis
COMP. FEES	\$110 - flat fee	\$ 30 - per credit hour	\$ 23 - per credit hour

**FINANCE COMMITTEE
ACTION ITEM 2**

**BOARD OF VISITORS
ACTION ITEM 3**

Approval of Action Plan for Year End June 30, 1997 Audit Report

ACTION REQUESTED: “On behalf of the President, I move that the College’s corrective action plan for the FY97 audit be approved as presented.”

BACKGROUND: Each year the Auditor of Public Accounts (APA) audits the College and a final report is issued to the Board of Visitors. The APA report contains statements of findings that describe situations or practices the APA believes should be changed in order to strengthen internal controls. The College is required to submit a correction plan to the Department of Accounts (attached) within thirty days of the receipt of the APA report. The APA wants to make sure the Board of Visitors has reviewed and approved the College's corrective action plan.

Attachment

FY97 CORRECTIVE AUDIT PLAN

I. Strengthen Internal Controls at the Golf Course.

- A. Separation of State funds from private business funds - this was done in June, 1998 through the purchase of and installation of a second cash register. One is used for State "business" and the other in support of non-state business, i.e. Pro Shop sales of golf accessories.
- B. Use of change fund to maintain accountability in the cash register drawer - A change fund has been established in the State cash register in use at the golf course.
- C. A reconciliation of the cash register tape, cash receipts and cash transmittal sheet by someone other than the manager - the purchase and use of a new cash register has solved this problem. The new cash register is programmed to record each transaction by the type of activity and produces a receipt for customers.
- D. Collection of membership fees and issuance of membership cards by the Cashier's Office - membership invoices are prepared in the Office of the Vice President for Administration and Finance. Instructions on the invoice direct payments to the Cashiering Office. The issuance of membership cards will be discontinued.
- E. Treat membership fees as deferred revenue - this was done in FY1998.

II. Monitor Cash Collection Points.

The College's Internal Auditor produced a report in July, 1998 that identified questionable and unnecessary cash collection points. Each of these points will be reviewed by October 1, 1998 and a determination made as to whether or not they will be continued as a cash collection point. If the decision is made that the office will continue as a cash collection point, steps will be taken to ensure proper internal controls are in place.

III. Comply with the Virginia Public Procurement Act.

The College filed an action plan to address procurement practice deficiencies with the Director of the Office of Purchases and Supplies in October, 1997. All of the action steps have been completed including the allocation of a new position (Director of Purchasing) and the hiring of a person to fill it.

**FINANCE COMMITTEE
ACTION ITEM 3**

**BOARD OF VISITORS
ACTION ITEM 4**

Approval of 1999-2000 Legislative Budget Amendments

ACTION REQUESTED: “On behalf of the President, I move that the 1999-2000 Legislative Budget Amendments be approved as submitted.”

BACKGROUND: In July of this year, instructions for the development of 1999 budget submissions were issued. The instructions requested that only budget amendments which are limited to emergencies, mandates, prior commitments and critical needs be submitted. Following the receipt of these instructions, the President was asked to meet with the Secretary of Education to present those needs deemed critical by the College and for which we might seek funding. This meeting occurred for Longwood on August 20th. The College presented the attached list of critical needs and was told that it would be contacted and advised as to which of these needs matched the priorities of the Governor and could, therefore, be further developed and submitted for consideration by the Executive Branch. The College was contacted on September 8 and advised that the items listed under Critical Needs matched the Governor’s priorities and could be submitted for further consideration.

The College is seeking the Board’s approval to submit legislative budget amendments for those items listed on the attached which are not approved for funding by the Governor.

Attachment

**LONGWOOD COLLEGE
1999-2000**

INITIATIVE	PLANNING DOLLARS	TOTAL COST
<u>CAPITAL OUTLAY NEEDS:</u>		
New Science Complex	\$860,000	\$17,991,000
Renovation and Addition to Jarman	305,000	5,902,000
Heating Plant Modernization Planning Study (Requested by Department of General Services, Capital Outlay Management Boiler Inspection Unit)	76,000	
TOTAL	\$1,241,000	\$23,893,000

INITIATIVE	TOTAL COST
<u>OPERATING NEEDS:</u>	
Information Technology	\$1,250,000
General Operating Support	500,000
Institute for Academic Achievement	538,325
TOTAL	\$2,288,325

Revised October 8, 1998

Strategic Plan Update

Dear Colleague,

When we came together in Lancer Gymnasium on 20 August for the Community Meeting and the discussion of our new strategic plan, I indicated at that time that we were about to enter the implementation phase of that plan. I write today to update you on those developments.

Immediately after the Community Meeting, I analyzed all the comments and suggestions that were made to improve and clarify the plan and made all necessary improvements to the planning document. These involved clarifying language, moving five quality indicators pertaining to faculty development from the Human Resources section to the Academic Program section, and adding five new indicators pertaining to staff development to the Human Resources section. All changes are as follows:

Academic Program, #3

- Each faculty member of the College will have the opportunity to engage in activities aimed at professional development and continuous quality improvement. The following opportunities will be available:
 - The Faculty Connections Program will provide opportunities for faculty to interact with practitioners in their areas, to keep abreast of the latest developments in those areas, and to subsequently share with students the benefits of their work experience. Up to 10% of the faculty may participate annually. The Faculty Connections Program will serve as the embodiment of the College's belief that all teaching and learning must be relevant and applicable to the life and employment circumstances that the graduate will encounter.
 - Sabbaticals will be awarded for work that is directly related to the Mission of the College. While all forms of scholarship will be encouraged and supported, the relationship between the work of the sabbatical and the classroom experience should be apparent.
 - The College's new Mission and Vision will be used as the basis for defining the meaning of teaching, scholarly activity and service.
 - The Office of Academic Affairs will give priority, recognition and reward to faculty for scholarship that explains learning, improves teaching and emphasizes the direct application of disciplinary knowledge to students' learning and living environments.
 - The Office of Academic Affairs will develop and implement a comprehensive orientation program for new faculty.

- #8, Indicators 1 and 2; and #9, Indicator 3, are assigned to *Human Resources*, Rick Hurley
 - #9, Indicators 2, 5, 6, 7, are assigned to *Academic Program*, Norm Bregman
 - #9, Indicator 4 is assigned to *Students*, Bob Chonko
 - #9, Indicator 8 is assigned to *Student Life*, Phyllis Mable
 - #9, Indicators 1, 9, are assigned to the President's Office
3. Each implementation plan shall include the following:
- Clarification and definition of language and terms in indicators wherever needed
 - Stipulation of how each indicator will be measured
 - Statement of goals for each of the five years the plan encompasses (see timetable below)
4. The following timetable shall be adhered to:
- The planning year and the evaluative period for each indicator shall be the fiscal year
 - *2 November 1998* – Language definition and measurement for each indicator due to President's office
 - *2 November 1998* – Goals for 1998-99 due to President's office.
 - *1 February 1999* – Goals for 1999-2000, 2000-2001, 2001-2002, and 2002-2003 due to President's office
5. The composition of each task force and the method employed to define, measure and establish annual goals for each indicator will be determined by the team leader.
6. Task Forces will cease to exist after submitting their work on 1 February 1999.

In closing, I would like to ask that should any of the Task Force leaders contact you and ask your help in formulating implementation plans, that you agree to participate. The implementation of our Five-Year Strategic Plan is critically important to the future of Longwood College and we can only succeed if we all work together. Thank you all for your contributions to this process.

Cordially,

Patricia Cormier
President

- February 1996 -- Original resolution adopted by the Longwood College Foundation
- April 20, 1996 -- Original resolution approved by the Board of Visitors.
- September 17, 1998 -- Longwood College Foundation amended the original resolution and requests that the Board of Visitors approve the amended resolution.

Longwood College Foundation Resolution: *Revision noted in bold strike out*

BE IT RESOLVED THAT barring compelling circumstances surrounding specific cases, the Longwood College Foundation shall direct all unrestricted bequests received ~~in the fiscal year 1995-1996, 1996-1997, and 1997-1998~~ to an unrestricted fund functioning as endowment. If necessary, this fund may be used without further direction from this Board to offset deficits in the historic dollar value of true endowment funds relative to their market value at the close of an accounting period – provided that such funds are returned to the unrestricted fund functioning as endowment when and if changes in market conditions rectify said deficits. The Foundation further urges that the Board of Visitors of Longwood College direct any unrestricted bequests received directly by the College to this purpose.

REQUESTED Board of Visitor resolution:

BE IT RESOLVED THAT the Board of Visitors of Longwood College, barring compelling circumstances surrounding specific cases, directs all unrestricted bequests received directly by the College to the Longwood College Foundation Endowment Reserve account. If necessary, this fund may be used without further direction from either Board to offset deficits in the historic dollar value of true endowment funds relative to their market value at the close of an accounting period – provided that such funds are returned to the unrestricted fund functioning as endowment when and if changes in market conditions rectify said deficits.

**BOARD OF VISITORS'
ACTION ITEM 5**

Approval of Change to Board of Visitors' By-Laws

ACTION REQUESTED: It is requested that the Board of Visitors approve the following change to Article V, Section 3 of the By-Laws of the Board of Visitors of Longwood College.

BACKGROUND: The current By-Laws read as follows with the requested change identified by ~~strikeout~~ and rewritten in italics:

The Finance Committee shall consist of ~~four~~ *five* members of the Board. The Committee shall make recommendations to the Board on all matters relating to the financial affairs of the College, including, among other things, operating budgets, fee schedules, investments and purchasing. This committee will also serve as the internal audit committee.

The Committee on Facilities and Services shall consist of ~~four~~ *five* members of the Board. The Committee shall make recommendations to the Board on matters relating to College facilities and services, including, among other things, capital project budgets, physical plant, real property and technical support services.