



LONGWOOD UNIVERSITY BOARD OF VISITORS

**Schedule of Events
December 6-8, 2012**

Thursday, December 6		Check in at Hampton Inn/ Longwood Inn
	4:00 p.m.	Holiday Open House Longwood House
Friday, December 7	8:00 a.m.	Community Breakfast Rowe Gallery – Lancaster Hall (Board of Visitors, College of Business and Economics, Academic Affairs Staff, Student Affairs Staff and Women’s Soccer Team)
	8:45 a.m.	Board of Visitors’ Meeting The Stallard Board Room Lancaster Hall 102
	10:30 a.m.	Break
	10:45 a.m.	Resume Board of Visitors’ Meeting The Stallard Board Room Lancaster Hall 102
	12:00 p.m.	Lunch Dorrill Dining Hall – Go Through the Line (Board of Visitors)
	1:00 p.m.	Tour of Campus Facilities
	2:15 p.m.	Resume Board of Visitors’ Meeting The Stallard Board Room Lancaster Hall 102
	3:45 p.m.	Break
	4:00 p.m.	Resume Board of Visitors’ Meeting The Stallard Board Room Lancaster Hall 102

	5:00 p.m.	Reception for Opening of Thornton Dial Collection Longwood Center for the Visual Arts (Board of Visitors)
Saturday, December 8	8:30 a.m.	Continental Breakfast The Stallard Board Room Lancaster Hall 102
	9:00 a.m.	Resume Board Meeting The Stallard Board Room Lancaster Hall 102

AGENDA

LONGWOOD UNIVERSITY



LONGWOOD UNIVERSITY BOARD OF VISITORS MEETING

Friday - Saturday, December 7-8, 2012

Lancaster 102

8:45 a.m.

CALL TO ORDER

PUBLIC SESSION

RECTOR'S REPORT

PRESIDENT'S REPORT

- Dashboard Indicators
- Progress on Strategic Initiatives

BUSINESS

Consent Agenda	Item 1
A. Approval of Minutes: September 14 -15, 2012 Board Meeting	
B. Approval of Revisions to Administrative Policies	
C. Report on Administrative Policies Approved by Cabinet	
D. Report on Final Fall 2012 Enrollment	
E. Capital Construction Update	
F. Comprehensive Campaign Report	
G. Public Relations Report	
H. Marketing Plan Update	
I. Report on Student Housing	
J. Faculty Resignations and Retirements	
Audit – Penny Howard	
Update on Internal Audit and Institutional Compliance Activities	Item 2
Overview of Process for the Upcoming APA Audit	Item 3
Administration, Finance, Facilities and Technology – Kenneth Copeland and Richard Bratcher	
Approval of Policy on Documentation of Written Student Complaints ...	Item 4
Approval of New and Revised Administrative Policies	Item 5
Approval of Funding Model for the Renovation of Stubbs Hall	Item 6
Approval of Request for Funds from Auxiliary Reserves	Item 7
Review of Unaudited Fiscal Year 2012 Financial Statements	Item 8

Review of Key Financial Performance Metrics	Item 9
Review of Internal Controls	Item 10

Discussion Topic: Preview of Tuition and Fees for Fiscal Year 2013-2014

University Advancement – Bryan Rowland

Update on CE ³ and Hull Springs Farm	Item 11
Report on University Center	Item 12
Presentation by Lancer Investment Club	Item 13

Academic and Student Affairs – Sallie McMullin and Kenneth Perkins

Approval of Admissions Policy	Item 14
Approval to Discontinue an Academic Program	Item 15
Report on Spring and Fall 2013 Undergraduate Admissions	Item 16
Presentation from Peer Mentors	Item 17

Discussion Topic: Instructional Technology Strategies in Higher Education

Presidential Reports – Troy Austin and Kenneth Copeland

Report on Real Estate Foundation Activities	Item 18
Report on Longwood Athletics NCAA Violations 2011-2012	Item 19
Recommendations for Oversight of Division I Intercollegiate Athletics.....	Item 20
Report on Big South Compliance Audit	Item 21

Closed Session

REPORTS FROM REPRESENTATIVES

Foundation Representative – Robert Burger
 Alumni Association Representative – Colleen Margiloff
 Faculty Representative – Derek Taylor
 Student Representative – Donald Knight

OLD BUSINESS

NEW BUSINESS

Approval of Strategic Plan for the University.....	Item 22
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ANNOUNCEMENTS

ADJOURNMENT

PRESIDENT'S REPORT

**BOARD OF VISITORS
PRESIDENT'S REPORT**

LU-PRISM Summer Research Program

Longwood University Perspectives on Research In Science & Mathematics

The Departments of Biological & Environmental Sciences, Chemistry & Physics, and Mathematics & Computer Science invite applications for participation in our research program during the summer of 2013. This program combines practical training in specific research techniques with activities designed to put the research into the context of larger goals of modern science, technology, and mathematics. The titles and areas of the research projects available are summarized below.

- The creation and characterization of chimeric antigen receptors targeting the PD-1 receptor (Immunology)
- Development of a modular expression vector system that can shuttle between budding yeast species (Molecular Biology-Genetics)
- The effect of a Jupiter-like planet on small Earth-like planets (Astrophysics)
- An investigation of the effect of biodiversity on the storage of organic carbon in the sediments of small ponds (Environmental Science)
- Pup recognition in the rat (*Rattus norvegicus*) (Behavioral Neuroscience)
- Designing luminescent lanthanide sensors for capsaicinoids (Synthetic Chemistry)
- Distribution of galactic dark matter temporarily captured into solar orbit (Astrophysics)
- The development of chromatographic methods for the identification of smokeless gun powders and gunshot residues (Forensic Chemistry)
- Investigations in tornado alley: How humans interact with severe storms and an analysis in severe weather climatology (Climatology)
- The development and implementation of teaching units focused on Fixed Point Theory suitable for use with high school students (Mathematics Education)
- Studying the geometry of the Heisenberg space Nil_3 using the Fels-Olver approach to moving frames (Mathematics)
- A determination of the short-term and long-term effects that specific agricultural contaminants have on aquatic life (Developmental Biology)

This program is eight weeks long and will run from May 6, 2013 until June 28, 2013. During this time, participants will receive a stipend of \$3500. In addition, the program will pay dormitory and meal plan fees. Students not requiring on-campus housing will receive an additional stipend to cover their living expenses.

CONSENT AGENDA

**BOARD OF VISITORS
CONSENT AGENDA**

ACTION ITEM 1

Approval of Consent Agenda

ACTION REQUESTED: On behalf of the President, I move that the Board approve the consent agenda items as presented.

RATIONALE: The Board of Visitors is being asked to approve ten items on the consent agenda. These items include:

- A. Approval of Minutes: September 14 -15, 2012 Board Meeting
- B. Approval of Revisions to Administrative Policies
- C. Report on Administrative Policies Approved by Cabinet
- D. Report on Final Fall 2012 Enrollment
- E. Capital Construction Update
- F. Comprehensive Campaign Report
- G. Public Relations Report
- H. Marketing Plan Update
- I. Report on Student Housing
- J. Faculty Resignations and Retirements

See attachments

CONSENT AGENDA

ACTION ITEM A

Approval of Minutes: September 14 -15, 2012 Board Meeting

RATIONALE: The Board of Visitors is required to approve its minutes at the next regular meeting of the Board.

BACKGROUND: The Board is required by law to approve the minutes of its meetings at its next regular meeting. The minutes are included on the consent agenda.

See Attached Document

LONGWOOD UNIVERSITY BOARD OF VISITORS
Friday, September 14, 2012

Minutes

Call to order

The Longwood University Board of Visitors met on Friday, September 14, 2012, in the Stallard Board Room on the campus of Longwood University. The meeting was called to order at 8:05 a.m. by Mrs. Marianne Radcliff, Rector of the Board.

Members present:

The Honorable John W. Daniel, II
Dr. Edward I. Gordon
Mr. Eric Hansen
Mrs. Rita B. Hughes
Mr. Thomas A. Johnson
Dr. Judi M. Lynch
Mrs. Jane S. Maddux
Mr. Stephen L. Mobley
Mrs. Marianne M. Radcliff
Mr. Brad E. Schwartz
Mrs. Shelby J. Walker
Mr. Lacy Ward, Jr.

Member absent:

Mr. Ronald O. White

Present at the request of the Board:

Ms. Marjorie M. Connelly, Interim President
Mr. Robert Burger, President, Longwood University Foundation, Inc.
Ms. Jeanne Hayden, Secretary to the Board of Visitors
Mr. Donald Knight, Student Representative to the Board
Mrs. Colleen Margiloff, President, Alumni Association
Dr. Derek Taylor, Faculty Representative to the Board of Visitors

Present at the request of the President:

Ms. Brenda Atkins, Executive Assistant to the President for Governmental Affairs and Special Projects
Mr. Richard Bratcher, Vice President for Facilities Management and Real Property
Mr. Kenneth Copeland, Vice President for Administration and Finance and Executive Director of the Real Estate Foundation
Dr. Francis Moore, III, Vice President for Information and Instructional Technology Services and Chief Information Officer
Dr. Kenneth Perkins, Provost and Vice President for Academic Affairs
Dr. Tim Pierson, Vice President for Student Affairs
Dr. Bryan Rowland, Vice President for University Advancement

Also present were:

Faculty Representatives:

Dr. Larissa Fergeson

Dr. David Magill

Dr. Leah Shilling-Traina

Student Representatives:

Mr. Shawn Gaines

Ms. Kasey Haddock

Ms. Leighan Worden

The Board of Visitors' meeting agenda was rearranged to allow Board members and University administrators time to attend the funeral of Dr. William Stuart. Agenda items in the minutes do not appear in numerical order.

Rector's Report

Mrs. Radcliff welcomed the four new Board members, Mrs. Shelby Walker, Mr. Eric Hansen, Mr. Brad Schwartz and Mr. Lacy Ward, Jr. She also introduced Mr. Burger, President of the Longwood University Foundation; Mrs. Margiloff, President of the Alumni Association; faculty representative, Dr. Taylor and student representative Mr. Knight.

Mr. Daniel was asked to present a resolution of appreciation to Ms. Brooke, former member of the Board of Visitors.

WHEREAS, JANE BROOKE
has served with distinction on the Longwood University
Board of Visitors for four years – from 1 July 2008 to
30 June 2012; and

WHEREAS, she has served as Secretary of the Executive Committee;
and

WHEREAS, she has also served as a Member-At-Large of
the Executive Committee; and

WHEREAS, she is also a loyal member of the Class of 1963; and

WHEREAS, as a faithful and devoted member of the Board of Visitors,
she has given unselfishly of her time and experience to the University;

BE IT RESOLVED THAT the Board of Visitors and the entire Longwood
University Community extend to JANE BROOKE our most heartfelt
appreciation for her devoted service and our best wishes for the future.

Mrs. Radcliff then called upon Dr. Lynch to present a resolution of appreciation to Mrs. Soza, former member of the Board of Visitors.

WHEREAS, SUSAN E.SOZA
has served with distinction on the Longwood University
Board of Visitors for eight years – from 1 July 2004 to
30 June 2012; and

WHEREAS, she has served as Secretary of the Executive Committee

and as a Member-At-Large of the Executive Committee; and

WHEREAS, she has also served as Chairman of both the University Advancement Committee and of the Nominating Committee; and

WHEREAS, she has also served as a Member of the Academic & Student Affairs Committee, Nominating Committee, and Presidential Search and Screening Advisory Committee; and

WHEREAS, she is also a loyal member of the Class of 1962; and

WHEREAS, as a faithful and devoted member of the Board of Visitors, she has given unselfishly of her time and experience to the University;

BE IT RESOLVED THAT the Board of Visitors and the entire Longwood University Community extend to SUSAN E. SOZA our most heartfelt appreciation for her devoted service and our best wishes for the future.

Mrs. Hughes was called upon to present a resolution of appreciation to Dr. LaRoche, former member of the Board of Visitors.

WHEREAS, RIPON W. LaROCHE II has served with distinction on the Longwood University Board of Visitors from 1 July 2009 to 31 March 2012; and

WHEREAS, as a faithful and devoted member of the Board of Visitors, he has given unselfishly of his time and experience to the University;

BE IT RESOLVED THAT the Board of Visitors and the entire Longwood University Community extend to RIPON W. LaROCHE II our most heartfelt appreciation for his devoted service and our best wishes for the future.

Mr. Mobley was asked to present a resolution of appreciation to Ms. Connelly, Interim President and former member of the Board of Visitors.

WHEREAS, MARJORIE M. CONNELLY has served with distinction on the Longwood University Board of Visitors for eight years – from 1 July 2004 to 30 June 2012; and

WHEREAS, she has served as Rector of the Longwood University Board of Visitors; and

WHEREAS, she has served as Vice Rector of the Longwood University Board of Visitors; and

WHEREAS, she has served as Chairman of both the Administration, Finance and Facilities Committee and of the Honorary Degree Committee; and

WHEREAS, she has served as a Member of the University Advancement Committee and of the Presidential Search and Screening Advisory Committee; and

WHEREAS, as a faithful and devoted member of the Board of Visitors,

she has given unselfishly of her time and experience to the University;

BE IT RESOLVED THAT the Board of Visitors and the entire Longwood University Community extend to MARJORIE M. CONNELLY our most heartfelt appreciation for her devoted service and our best wishes for the future.

Following the reading of the Resolutions of Appreciation, Mrs. Radcliff moved that the resolutions for Ms. Brooke, Mrs. Soza, Ms. Connelly and Dr. LaRoche be affirmed by the Board. The motion was unanimously approved by the Board.

Mrs. Radcliff reported that the Executive Committee met on August 3, 2012 in Richmond, Virginia and received updates on the Six-Year Academic Plan, housing and enrollment for Fall 2012, SACS Reaffirmation of Accreditation and the presidential search. She went on to report that the Compensation Task Force created in the spring had met and called on Mr. Mobley to present a report on the Task Force's work.

Through a PowerPoint presentation Mr. Mobley, Board member, and Ms. Michelle Meadows, Associate Athletic Director for Student-Athlete Enhancement/Senior Woman Administrator, outlined the roles and responsibilities of the Task Force. They shared with the Board preliminary findings that included increasing financial bandwidth for compensation increases and input from faculty, staff and administrative professionals. Mr. Mobley shared the next steps which included: the need for additional meetings in the fall, monitoring salary adjustments and other suggested changes enacted by the administration, generating a formal report for the December Board of Visitors' meeting and continuing to advise the President and the Board during 2012-2013. (A copy of the power point presentation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 1, September 14, 2012.)

The Rector then called on Mrs. Maddux, Chair of the Presidential Search Advisory Committee to report on the committee's work. Mrs. Maddux reported that the Committee met on September 13, 2012 to receive its charge from the Rector. The Committee also received a timeline created by its consultant, Dr. Portch. The Committee has identified three potential search firms and announced that nominations for the position can be made through the Presidential Search website. All information related to the search will be made available on this website.

President's Report

President Connelly thanked the Board for allowing the schedule changes so University personnel could attend the funeral of Dr. William Stuart. She announced that in the wake of his death faculty have stepped up to cover his classes until a replacement can be found. She presented a report to the Board on her activities since taking the position of interim president. Some of these activities included: meeting with town and other government officials and staff, hosting the annual community breakfast, spending time with faculty, meeting with donors and supporters, campus visits at Radford University and the University of Mary Washington and spending time in specific on-campus departments.

Ms. Connelly presented to the Board the Five-Year Strategic Plan Goals (2008-2013): 2011-2012 Year End Report and stated that most activities were accomplished. (A copy of the report

is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 1, September 14, 2012.)

She announced that she has spent time engaging staff and faculty in the creation of strategic priorities for 2012-2013. (A copy of these priorities is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 2, September 14, 2012.) Ms. Connelly reviewed the priorities: successful students, effective and satisfied faculty and staff, financial capacity and value for our community. Each priority has its own set of strategic initiatives which were reviewed in detail.

The President also presented to the Board a set of dashboard indicators that were more comprehensive and aligned with the four outcomes she outlined earlier in her report: improve student success, increase satisfaction and effectiveness of faculty and staff, increase financial capacity and value for our community. (A copy of the dashboard indicators is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 2, September 14, 2012.)

Ms. Connelly announced that there are a number of planned events and activities that she will be involved with in the coming months. Among these activities is a trip to China to assist in the recruitment of students, lecturing in the College of Business and Economics, hosting the peer review team from AACSB, the Athletics Gala in Richmond in October, receptions in Charlottesville and Virginia Beach and an open house at Hull Springs Farm in early November.

Ms. Atkins, Executive Assistant to the President for Governmental Affairs and Special Projects, was called upon to report on the Virginia Longitudinal Data System (VLDS). She stated that VLDS is a longitudinal student data system used by the State Council of Higher Education for Virginia (SCHEV) to provide information to Virginia educators, policy makers, parents and students while enabling the Commonwealth to meet state reporting requirements mandated by legislation in 2012, which requires SCHEV to provide information on graduates and wages by discipline for each public and private nonprofit institution on its website. This system stores data collected from school divisions, public and private non-profit colleges and universities, and from the Virginia Employment Commission (VEC) to provide high-quality information to policymakers, educators, researchers and the general public. The universities continue to be concerned that people viewing the data will not consider the number of caveats associated with the data that will be on the website, which only includes graduates that remain in Virginia after graduating from college, and excludes those that work for the Federal Government, are self-employed, or do not meet certain criteria established by the VEC. SCHEV has indicated that the caveats will be shown on each webpage. The data will only include approximately 48 percent of the Commonwealth’s college graduates.

Before concluding, the President presented the Board with a policy that reflected how the administration will effectively and efficiently present policies to the Board for review and approval. (A copy of this policy is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 3, September 14, 2012.) She stated that the Board at its June meeting, made a request that policies be divided into two groups: institutional policies and administrative policies. Each of these policies will be presented either on the consent agenda or listed on the standard agenda as an action item.

After reviewing the policy, Dr. Lynch moved to approve the policy on policies as presented. Her motion was seconded by Mr. Schwartz and unanimously approved by the Board. (A copy of the highlights of the President's remarks is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 4, September 14, 2012.)

Business

Consent Agenda

Item 1 – Approval of Consent Agenda

Mrs. Radcliff presented to the Board for its approval the consent agenda. A motion was made by Mr. Mobley to approve the consent agenda. His motion was seconded by Mrs. Hughes and unanimously approved by the Board. (A copy of the consent agenda is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 5, September 14, 2012.)

Audit

Item 2 - Update on Internal Audit and Institutional Compliance

In the absence of Mrs. Howard, Internal Auditor, President Connelly presented an update on Internal Audit activities. The President noted that the Audit fieldwork for the Information Technology Governance audit will start in early October and the fieldwork for the perpetual NCAA cyclical audit will start in late September 2012.

Ms. Connelly reported that the Governance, Risk, and Compliance software contract has been awarded and the vendor began providing training in August 2012. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 6, September 14, 2012.)

Presidential Reports

Item 3 – Approval of Memorandum of Understanding Between Longwood University and the Longwood University Real Estate Foundation

Mr. Kenneth Copeland, Vice President for Administration and Finance and Executive Director of the Real Estate Foundation, presented for the Board's approval a memorandum of understanding between Longwood University and the Longwood University Real Estate Foundation. The memorandum spells out the types of transactions that can occur between the University and the Real Estate Foundation.

A motion was made by Dr. Lynch to approve the memorandum of understanding as presented. The motion was seconded by Mrs. Hughes and was unanimously approved by the Board. (A copy of this request and memorandum is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 7, September 14, 2012.)

Item 4 – Report on Real Estate Foundation Activities

Mr. Copeland provided a report on the construction project currently underway at Lancer Park. He reported that the construction of the new housing units is on schedule and on budget. He also reported that during the summer the existing housing units at Lancer Park are receiving new

exterior finishes to match the exterior finishes of the new complex. This project will be complete in the Spring of 2013.

Mr. Copeland concluded by announcing that all student housing owned or managed by the Real Estate Foundation is full for the fall semester.

Item 5 – Report on Student-Athlete Academic Performance 2011-12

Ms. Michelle Meadows, Associate Athletic Director for Student-Athlete Enhancement/Senior Woman Administrator, provided the Board with the Report on Student-Athlete Academic Performance 2011-12. Ms. Meadows announced that student-athletes' cumulative GPA at the conclusion of the Fall semester 2011 was 3.01, the third consecutive semester above a 3.00. She announced that cumulative GPA at the conclusion of spring semester reached 3.04, the highest since Division I membership and the percentage of student athletes receiving academic honors exceeded one-fourth of the University's student athlete population at 28.1%. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 8, September 14, 2012.)

Item 6 – Report on Intercollegiate Athletics Strategic Business Plan

Mr. Troy Austin, Director of Athletics, presented a brief overview of the Athletics' Strategic Business Plan. He reported the need to strategically reallocate resources among the different athletic programs. Mr. Austin stated that sloping funds will allow him the capability to fund new positions and initiatives. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 9, September 14, 2012.)

Following Mr. Austin's report, a discussion ensued related to marketing and merchandising. Recommendations were made to have Athletics merchandise available at sporting events and activities and to pursue the possibility of creating a consignment agreement with local stores to sell Longwood Athletics merchandise.

At the conclusion of the discussion, the Board viewed a video of the University's new fight song.

Administration, Finance, Facilities and Technology

Item 10 – Review of Key Financial Performance Metrics

Mr. Copeland reviewed the University's key financial performance metrics. He stated that a new format will be used to demonstrate transparent avenues of reporting expenditures and revenues. With the new format, he reviewed the revised budgetary forecasts for the period ending August 31, 2012. Mr. Copeland also reviewed the Auxiliary Reserve analysis and highlighted the performance indicators. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 10, September 14, 2012.)

Item 11 – Approval of Request for Funds from Auxiliary Reserves

Mr. Copeland presented a request for funds from Auxiliary Reserves. The request was for \$1,387,000 for the purchase of a 56 passenger bus, the acquisition of property at 507 Pine Street and working drawings for the Student Success Center. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 11, September 14, 2012.)

Mr. Mobley moved to approve the allocation of funds from auxiliary reserves as presented to purchase a 56 passenger bus for \$500,000, the acquisition of property at 507 Pine Street for \$157,000 and the working drawings for the Student Success Center for \$730,000. His motion was seconded by Mr. Daniel and approved unanimously by the Board.

Following this action by the Board, the President reported that House Joint Resolution Number 108 directs the Joint Legislative Audit and Review Commission (JLARC) to study the cost efficiency of the Commonwealth's institutions of higher education and to identify opportunities to reduce the cost of public higher education in Virginia. She went on to report that findings from the study will be released by JLARC in the fall and could have either positive or negative effects on Longwood and higher education.

Item 12 – Approval of New and Revised Administrative Policies

Mr. Copeland presented new and revised Administrative Policies for the Board to approve. He reported that the University was requesting the approval of two new policies (Policy 5234 – Child Abuse Neglect and Reporting and Policy 9202 – Commemorative Naming of University Facilities and Programs) and revisions to two policies (Policy 2108 – Honorary Degree and Policy 7203 – Key Security).

He stated that effective July 1, 2012, Virginia Code 63.2-1509(A) was amended to include all employees of public and private institutions of higher education as mandated reporters of child abuse and neglect. Policy 5234 was developed to inform Longwood University employees regarding applicability, definitions and responsibilities under the new law. Mr. Copeland also stated that Policy 9202 outlines guidelines and procedures for the naming of facilities and programs. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 12, September 14, 2012.)

A motion was made by Mrs. Hughes to approve the new and revised policies as presented. Her motion was seconded by Dr. Lynch and unanimously approved by the Board. Mr. Schwartz was absent for the vote.

The President asked Ms. Meadows to explain to the Board about NCAA principles and requirements for oversight and fiscal responsibilities. Ms. Meadows stated that recent incidents have affirmed that intercollegiate athletics are a tremendous asset for a University's students and its brand, but can also be a risk if not properly administered. The NCAA mandates that control of a University's athletics department must reside with the administration and or the faculty. The NCAA affirms that the president or chancellor is primarily responsible for the oversight of athletics, including approval of the budget and all expenditures.

In addition, the institution should be ever pursuing a commitment to the NCAA's principles and Division I philosophies which include, but are not limited to, academic excellence and opportunity, athletic excellence regionally and nationally, student-athlete welfare, NCAA rules compliance, athletic opportunity and gender equity, contribution to the University and community, and fiscal responsibility.

Item 13 – Approval of Campus Emergency Operations Plan

A request was presented by Mr. Copeland for the Board to approve the University's Campus Emergency Plan and a resolution adopting the plan. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 13, September 14, 2012.) He stated that the Virginia Department of Emergency Management (VDEM) mandates that all state agencies adopt and maintain an Emergency Operations Plan (EOP). Longwood's plan was submitted to VDEM and accepted, pending the approval of the Board of Visitors. Mr. Copeland explained that the plan must be re-adopted every year by the Board of Visitors after a comprehensive review and revision by the University and that the President and a designated vice president review the EOP annually and certify in writing to VDEM that the EOP has been reviewed.

A motion was made by Dr. Gordon to approve the University's EOP and Board of Visitors' resolution as presented. His motion was seconded by Mr. Johnson and unanimously approved by the Board.

Item 14 – Review of Updated Six-Year Capital Plan

Mr. Bratcher, Vice President for Facilities Management and Real Property, presented through a power point presentation, an overview of the University's Updated Six-Year Plan. (A copy of this report and power point presentation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 14, September 14, 2012.) Mr. Bratcher reviewed each project of the first biennium of the plan and explained the purpose of each project.

Report from Representative

Mr. Robert Burger, President of the Longwood University Foundation Board, presented a report on Foundation activities. His report included:

- a financial report on gift receivables, annual earnings, endowed funds and bequests
- a summary of asset changes as of June 2012
- the announcement of new Foundation directors
- an announcement regarding Foundation bylaws revisions that will be presented at its September board meeting

(A copy of the details of his report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Handout 3, September 14, 2012.)

Discussion Topic: Use of Instructional Technology at Longwood

President Connelly introduced Dr. Jeannine Perry, Dean of the College of Graduate and Professional Studies and Mrs. Suzy Palmer, Dean of the Library. She announced that they are both using instructional technology in their departments and the importance of technology in the growth of education. The President outlined many benefits of technology: reduces faculty workload, increases revenue, increases access and helpful in marketing.

Mrs. Palmer presented an overview of the two broad categories for the use of instructional technology: 1) information and knowledge gathering and 2) teaching. She outlined the use of information and knowledge gathering. Mrs. Palmer demonstrated via the internet how the "new

library" works and the information available to users. She described the different types of mobile devices available for use to access technology.


Dr. Perry outlined the uses of online, blended, and distance learning. She described in detail how the technology is being used and its many benefits to students and faculty. Dr. Perry stated that 300 courses and one degree program are available online. Students are able to receive assignments, links to reading, real-time asynchronous collaboration, grades and feedback as well as consult electronically with professors.

She also described how blended learning can include some or all elements of online learning but includes class and face-to-face time. Currently there are 70 courses available using this type of technology.

Dr. Perry also explained that Longwood offers distance learning. Actual classes are broadcast to remote sites via video conferencing. There are multiple sites linked to create large classes. These sites include Martinsville and Emporia for undergraduate courses and statewide for graduate/teacher education courses.

Dr. Nicholas Langhe, Director of Digital Education Collaboration Policy and Planning, presented a brief overview of an online course being offered to help prepare students and others looking for employment to learn what employers are seeking in employees. Students completing the course will receive badges as proof of completion of the course. Employers can go online and view the students' badge to see what work was required to complete the course.

The meeting adjourned for the day at 12:06 p.m. so members of the Board of Visitors and administration could attend Dr. Stuart's funeral in Richmond, Virginia.



Judi M. Lynch
Vice Rector

LONGWOOD UNIVERSITY BOARD OF VISITORS
Saturday, September 15, 2012

Minutes

Call to order

Mrs. Radcliff reconvened the Board of Visitors' meeting at 8:33 a.m. on Saturday, September 15, 2012 in the Stallard Board Room on the campus of Longwood University. The meeting was called to order at 8:33 a.m.

Members present:

The Honorable John W. Daniel, II
Dr. Edward I. Gordon
Mr. Eric Hansen
Mrs. Rita B. Hughes
Mr. Thomas A. Johnson
Dr. Judi M. Lynch
Mrs. Jane S. Maddux
Mr. Stephen L. Mobley
Mrs. Marianne M. Radcliff
Mr. Brad E. Schwartz
Mrs. Shelby J. Walker
Mr. Lacy Ward, Jr.
Mr. Ronald O. White

Present at the request of the Board:

Ms. Marjorie M. Connelly, Interim President
Ms. Jeanne Hayden, Secretary to the Board of Visitors
Mr. Donald Knight, Student Representative to the Board
Mrs. Colleen Margiloff, President, Alumni Association
Dr. Derek Taylor, Faculty Representative to the Board of Visitors

Present at the request of the President:

Ms. Brenda Atkins, Executive Assistant to the President for Governmental Affairs and Special Projects
Mr. Richard Bratcher, Vice President for Facilities Management and Real Property
Mr. Kenneth Copeland, Vice President for Administration and Finance and Executive Director of the Real Estate Foundation
Dr. Francis Moore, III, Vice President for Information and Instructional Technology Services and Chief Information Officer
Dr. Kenneth Perkins, Provost and Vice President for Academic Affairs
Dr. Tim Pierson, Vice President for Student Affairs
Dr. Bryan Rowland, Vice President for University Advancement

Also present were:

Faculty Representatives:

Dr. Larissa Fergeson

Dr. David Magill

Student Representatives:

Ms. Kasey Haddock

Continuation of Discussion Topic: Use of Instructional Technology at Longwood

President Connelly recapped information on instructional learning through technology that was presented on September 14. She stated that it is important to assess instructional technology to assure that the quality of learning is in keeping with the standards required by Longwood and SACS.

Dr. Perry presented a video of Dr. Witschey, Professor of Anthropology and Science Education, discussing his use of hybrid learning. Following Dr. Witschey's video, Ms. Connelly reviewed different websites that offer free online courses, lectures, etc.

A lengthy discussion took place about the benefits of classroom instruction versus technology. The President stated that online free courses could be used as an important marketing tool. Members of the Board expressed concerns about the lack of connection with the institution when students seek online degrees or take the majority of their courses online. Citing the lack of maturity level and self motivation, concerns were expressed about the need for younger students to be in a classroom setting rather than taking a majority of their courses online.

It was agreed that technology is an important component of learning in today's educational environment and there needs to be a balance between classroom instruction and technology instruction.

Item 19 – Approval of Policy for Online and Blended/Hybrid Teaching and Learning at Longwood

Following the presentation on the use of instructional technology, Dr. Perkins, Provost and Vice President for Academic Affairs, presented the Policy for Online and Blended/Hybrid Teaching and Learning at Longwood to the Board for approval. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 1, September 15, 2012.) Dr. Perkins stated that the revisions to this policy were necessary to satisfy both the Southern Association of Colleges and Schools (SACS) and State Council of Higher Education for Virginia (SCHEV) reporting requirements.

Mr. White moved to approve the policy as presented. His motion was seconded by Mrs. Hughes and unanimously approved by the Board.

The President announced that materials for future Board meetings will be submitted in an electronic format. In an effort to make Board members comfortable in preparing for meetings, they will be given the option of receiving the meeting materials in hard copy or in an electronic

format. Ms. Hayden will contact Board members to obtain their preference and to see if they want to use their own ipads/laptop computer or a University owned iPad.

Item 18 – Report on SACS View of the Roles of Governing Boards

Mrs. Virginia Kinman, Director of SACS Compliance Certification presented a report to the Board on SACS' view of the roles of Governing Boards. Through PowerPoint she reviewed in detail SACS Standards 2.2 and 3.2.1 through 3.2.6. (A copy of this report and PowerPoint is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, September 15, 2012.)

After Mrs. Kinman's report, Mrs. Radcliff stated that she felt comfortable that all of the SACS standards related to governing boards are being met by the Code of Virginia, the Board's bylaws or University policy.

A motion was made by Dr. Lynch to reaffirm the University's "Mission Statement". The motion was seconded by Mr. White and unanimously approved by the Board.

University Advancement

Item 7 – Update on Marketing Plan and Request for Proposals

Dr. Rowland, Vice President for University Advancement, presented an update on the University's marketing plan and Request for Proposals (RFP). He reviewed the accomplishments of the 2011-12 marketing plan. Some of the initiatives included the development of a television commercial in Spring 2012, an advertising plan that included cable television, National Public Radio and online advertisements and undergraduate recruiting materials and recruitment videos.

Dr. Rowland then reviewed the objectives and marketing plan initiatives for 2012-13. Objectives include: targeted geographic recruitment areas, targeted groups of prospective students and targeted academic disciplines offered at Longwood.

He announced that the University is re-evaluating its marketing needs and will be completing a RFP process. The process began in September 2012 and will allow Longwood time to select an agency to begin work for fiscal year 2013-14. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, September 15, 2012.)

Following his update, a discussion was held regarding the different types of commercials and whether more effort should be made on online commercials rather than television commercials.

The Board viewed a new commercial that will begin airing on October 15. Focus groups will view the commercial prior to its release in October.

Item 8 – Annual Report on Fundraising/Foundation Assets and A Comprehensive Analysis of In-State Peer Institutions

Dr. Rowland presented the Annual Report on Fundraising/Foundation Assets and Comprehensive Analysis of In-State Peer Institutions. He gave an overview of fundraising events and activities for 2011-2012. Dr. Rowland reviewed the plan that was used for

fundraising in the previous year. The goal for the Comprehensive Campaign is to reach \$41 million by June 30, 2013. Main campaign objectives for 2012-13 are to obtain goals for strategic areas, involve and engage the President, identify more donors, engage key volunteer leadership and show campaign donors the impact their donations have made. September 14, 2013 has been designated the day for the campaign celebration.

Dr. Rowland's report also included a long-term plan that includes keeping the current donor base engaged, fundraising goals for fiscal year 2012-13 and a view of what the future of University Advancement looks like. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 4, September 15, 2012.)

Item 9 – Update from Hull Springs Farm

Mrs. Radcliff deferred to the report included in the Board's meeting materials. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 5, September 15, 2012.) She encouraged Board members to attend the open house at Hull Springs Farm on November 3. The President gave a brief overview of the property, programs conducted at the Farm and creation of the Wetland Mitigation Bank.

The Rector asked Mr. Daniel to give an update on the Wetland Mitigation Bank. Mr. Daniel began by informing the new members of the Board how Longwood acquired the property, the financial challenges of owning the property and the usage constraints associated with the acquisition. He announced that approval has been received from the Army Corps of Engineers, and Federal and State agencies involved, to begin the sale of credits from the Wetland Mitigation Bank. The bank has a total of 53 credits valued at approximately \$6 million.

Academic and Student Affairs

Item 15 – Approval of Revisions to Institutional Six-Year Plan

President Connelly requested that the Board approve revisions to the University's Institutional Six-Year Plan. She stated that the Board is required by the Virginia Higher Education Act of 2011 to approve the plan. The original plan was approved in 2011 and revisions for 2012 must be approved by Boards of Visitors and submitted by October 1. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 6, September 15, 2012.)

A motion was made by Mrs. Hughes to approve the revisions to the Six-Year Plan as presented. Her motion was seconded by Mr. Mobley and unanimously approved by the Board.

Item 16 – Approval of Revisions to Student Handbook

Dr. Pierson, Vice President for Student Affairs, presented a request for the Board to approve revisions to the *Student Handbook*. Included in the revisions were policies on Disruptive Behavior, Interim Suspension, Judicial Code of Conduct Standards and Regulations, Student Records and Annual Notification, and Athletic Event Conduct. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 7, September 15, 2012.)

A motion was made by Dr. Lynch to approve the *Student Handbook* revisions as presented. Her motion was seconded by Mr. White and unanimously approved by the Board.

Item 17 – Report on Fall 2012 Admissions

Mrs. Sallie McMullin, Dean of Admissions, presented a Fall 2012 Admissions report. The report included profiles for freshman and transfer students. She outlined in detail new initiatives that Longwood has instituted this year. Among the initiatives is the elimination of criteria for participation in the “Immediate Decision Program”, increasing evening and weekend on-campus and off-campus programs for transfer students, increasing Longwood’s presence at community colleges, increasing the front-end recruiting of potential honors students and target recruiting for Math, Computer Science and Business. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 8, September 15, 2012.)

Following her report a discussion ensued regarding out-of-state recruitment and enrollment. The President stated that the University is assessing the costs for out-of-state students and exploring avenues for recruiting more international students.

Rector Connelly introduced Dr. Alix Fink, Dean of the Cormier Honors College. Dr. Fink reported that students spent a day at Hull Springs Farm to honor Eddie Carey, the caretaker who passed away in May of this year. The students embarked on several projects in his honor. They assisted his spouse with projects at their home and their church and did a major community service project at the local middle school in that area. Student projects in the area have made an impact not only on the students, but the community and its citizens.

Mrs. Hughes departed the meeting following the Admissions report.

Reports from Representatives

Mrs. Colleen Margiloff, President, Alumni Association, presented a report on the Alumni Association activities. Her report included:

- information on action items that will be presented at the Alumni Association meeting later in September
- information on upcoming reunions and activities planned for these events
- a review of opportunities to engage alumni and friends
- information on Forever Lancer Days, the Alumni Survey and the increased use of social media to reach alumni

(A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 1, September 15, 2012.)

Dr. Derek Taylor, Faculty Representative to the Board of Visitors, paid tribute to Dr. Stuart as his report to the Board. He pointed out the many attributes and contributions of Dr. Stuart’s presence at Longwood.

Mr. Donald Knight, Student Representative to the Board, gave a report on student events and activities. His report included:

- a report on the success of this year’s move-in process
- information on New Lancer Days activities
- a report on Wounded Warrior Weekend activities

(A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 9, September 15, 2012.)

New Business

Item 20 – Report on Issues Related to the Town of Farmville

The President informed the Board on the actions that the University has taken to minimize the University’s water usage over the past few weeks. She asked Dr. Gordon to update the Board on the status of the water restrictions in the Town of Farmville. Dr. Gordon reported that the Town has been working with geologists to determine the most effective way to handle water shortages during periods of extreme drought. The Town was informed that the best course of action is to drill wells that will supplement the water supply that currently comes from the Appomattox River.

Closed Session

Dr. Lynch moved to go into Closed Session under Section 2.2-3711 A1 and 8 of the Code of Virginia to discuss matters related to the hiring of new faculty and staff, disciplinary action related to a faculty member, personnel performance and naming opportunities of buildings and programs. The motion was seconded by Mrs. Maddux and approved by the Board.

A motion was made by Dr. Lynch to return to open session. The motion was seconded by Mr. White and approved by the Board.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Dr. Lynch moved to certify that the discussion in Closed Session was in accordance with the *Code of Virginia*. The motion was seconded by Mr. Daniel and affirmed by Mr. Daniel, Dr. Gordon, Mr. Hansen, Mr. Johnson, Dr. Lynch, Mrs. Maddux, Mr. Mobley, Mrs. Radcliff, Mr. Schwartz, Mrs. Walker, Mr. Ward, and Mr. White. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 10, September 15, 2012.)

Mrs. Radcliff reported that while in Closed Session the Board reviewed and approved the naming of programs and buildings, the affirmation of new faculty members and the hiring of a new vice president.

- A motion was made by Dr. Gordon to approve the naming of Longwood University Archaeology Field School, the Dr. James W. Jordan Archaeology Field School. The motion was seconded by Mr. White and unanimously approved by the Board.
- A motion was made by Mr. Daniel to approve the naming of Longwood University Center for Diversity and Inclusion, the N.H. Scott Center for Diversity and Inclusion. The motion was seconded by Mr. White. Mr. Ward voted no and Mrs. Maddux abstained. With a vote of 10-1-1 the Board approved Mr. Daniel’s motion.
- A motion was made by Mr. Daniel to approve the naming of the new Longwood University Center, the Norman H. and Elsie Stossel Upchurch University Center. The motion was seconded by Dr. Lynch and unanimously approved by the Board.

Mr. Daniel made a motion to affirm the hiring of new faculty members: Ms. Patricia Lee Bloxom, Lecturer of Mass Media Communication Studies; Dr. Leslie Cook-Day, Visiting Assistant Professor of Costumes and Theatre; Dr. David A. Griffith, Visiting Assistant Professor of Theatre; Ms. Gena M. Guerin, Lecturer of Exercise Science; Dr. Vicki C. Martin, Associate Professor of Nursing; Dr. Stella Michael-Makri, Assistant Professor of Counseling; Dr. Adam David Paulek, Assistant Professor of Art; Dr. Shannon W. Salley, Assistant Professor of Communication Sciences and Disorder Studies and Ms. Annette R. Waggoner, Lecturer in Spanish. The motion was seconded by Mr. White and unanimously approved by the Board.

Mr. Daniel made a motion to approve the hiring of Mr. Kenneth Copeland as Vice President for Administration and Finance. His motion was seconded by Mrs. Maddux and unanimously approved by the Board.

Dr. Gordon departed the meeting.

Return to Closed Session

Mr. Daniel moved to go into Closed Session under Section 2.2-3711 A3 of the Code of Virginia to discuss matters related to the potential acquisition of property. The motion was seconded by Dr. Lynch and approved by the Board.

A motion was made by Dr. Lynch to return to open session. The motion was seconded by Mr. White and approved by the Board.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Dr. Lynch moved to certify that the discussion in Closed Session was in accordance with the *Code of Virginia*. The motion was seconded by Mr. Daniel and affirmed by Mr. Daniel, Mr. Hansen, Mr. Johnson, Dr. Lynch, Mrs. Maddux, Mr. Mobley, Mrs. Radcliff, Mr. Schwartz, Mrs. Walker, Mr. Ward, and Mr. White. (A copy of this compliance is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 11, September 15, 2012.)

Old Business

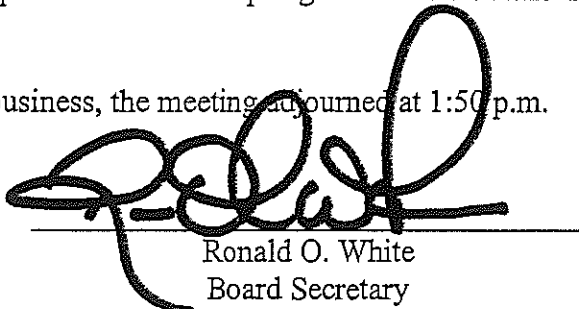
There was no old business to discuss

Announcements

The President reminded members of the Board about the Athletics' Gala in Richmond, Virginia on October 19 and the open house at Hull Springs Farm on November 3.

Adjournment

There being no further business, the meeting adjourned at 1:50 p.m.



Ronald O. White
Board Secretary

CONSENT AGENDA

ACTION ITEM B

Approval of Revisions to Administrative Policies

Administrative policies and procedures are reviewed and updated on an as needed basis to maintain consistency and to ensure that the policies are meeting the needs of the University. New language is indicated in bold italics. Language that is to be deleted is indicated with strikethroughs.

The rationales for the following policies have been explained at the beginning of each policy.

Revised Policies:

Policy 2110 Intellectual Property

Policy 4204 Fixed Assets Management


Policy 4402 Compliance with State and Federal Regulations

Policy 5217 Gifts and Memorials (Remembrance Fund)

Policy 5224 Outside and Secondary Employment

Policy 5231 Sexual Harassment

RATIONALE: This policy has been revised to clarify language and incorporate procedures into the policy base.

	<p>Longwood University Chief Academic Affairs Officer <i>Office of the Provost and Vice President for Academic Affairs:</i> 201 High Street, Ruffner 120, Farmville, VA 23909 Phone: 434.395.2010 Fax: 434.395.2506</p>
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POLICY 2110 INTELLECTUAL PROPERTY

I. PURPOSE

The purpose of this policy is to distinguish between Longwood and proprietary interests in intellectual property.

II. DEFINITION

- A. Intellectual Property: Potentially patentable machines, processes, inventions, or discoveries, issued patents, or legal rights in patents and all copyrightable work or works.
- B. Distance Learning: Learning programs that are conveyed through off-campus classroom programs, external degree programs, branch campuses, correspondence courses, and various programs using electronically-based instruction offered geographically distant from the main campus.
- C. Substantial Use: Dedicated and extensive use of University facilities, personnel, and other resources. The University will not construe the provision of office, library, laboratory, computation facilities, or occasional use of University personnel governed by Longwood policies, as constituting substantial use of facilities, personnel, or resources.
- D. Work or Works: Any original material, including, but not limited to, class notes and syllabi; course assignments, tests and examinations; books and articles; works of fiction and nonfiction; poems and dramatic works; musical and choreographic works; pictorial, graphic, and sculptural works; computer software; academic courseware; inventions; and audiovisual and electronic works.

III. POLICY

The right of faculty, students, visiting faculty and staff to write and produce intellectual properties subject to copyright or patent, and to copyright or patent those properties and to

receive royalties resulting from their use has long been recognized. The University encourages these activities.

- A. Longwood Committee on Copyrights and Patents: A Longwood Committee on Copyrights and Patents (hereinafter Committee) shall be appointed by the ~~Chief Academic Affairs Officer~~ **Provost and Vice President for Academic Affairs**. The Committee will consist of five (5) faculty members and administrator. The faculty members are to be appointed by the ~~Chief Academic Affairs Officer~~ **Provost and Vice President for Academic Affairs** upon nomination by the Executive Committee of the Faculty Senate. All Committee terms are rotating for three (3) years, and members may be reappointed for one (1) additional term with a six (6) year maximum.
- B. Professional Rights of the Longwood Staff (including the Faculty):
1. **General:** The faculty, students, visiting faculty, and staff shall retain all rights relating to publication, distribution and classroom use of materials which they have prepared on their own initiative and resources. This provision includes all works as defined by this policy, unless such works were developed as a specific part of a Longwood assignment as assigned in Section B2 below.
 2. **Proprietary Interests Of Students:** While students ordinarily retain rights relating *to* the publication and distribution of work they develop as detailed in Section B1, faculty and the University shall have the right to make use of works prepared by students within the bounds of normal academic practice and fair use, including use for such things as ensuring academic honesty.
 3. **Proprietary Interests of the University:** The University shall obtain the entire right, title and interest in all works subject to copyright or patent:
 - a. when the works are created as a specific requirement of employment or result from an assigned duty other than normal teaching or class assignments of the faculty, students, visiting faculty, or staff of the University-such requirements or duties may be included in a written job description or an employment agreement, for example;
 - b. when the University provides the specific authorization or supervision for the preparation of the work-examples are reports developed by a dean or by the chair or members of a faculty committee, and college promotional brochures prepared by a director of admissions;
 - c. when the University provides funds or release time (not including sabbatical leave) for the production of the work, or
 - d. when substantial use of Longwood facilities, personnel, or resources is made in the production of the work, including the case when funds and facilities are provided by outside sponsors.
 4. **Joint Ownership of Copyright or Patent:** In rare situations, it may be proper to treat a work as a product of the joint authorship of the employee and the University, so that both have a shared interest in the copyright or patent. For

example, courses prepared for distance education programs will typically incorporate instructional content authored and presented by faculty members, but the University may contribute specialized services and facilities to the production of the courseware, such as creative graphic elements and the like, that go beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Joint ownership of the copyright or patent should be negotiated and formalized in a written agreement between the employee and the University prior to the creation of the work.

C. Longwood Ownership of Copyright or Patent:

1. **Assigning Rights:** The University shall obtain the copyright or patent to the intellectual property in which the University possesses a proprietary interest, as referenced in Section B:23.b. above. The University may assign the rights to the copyright or patent to the Longwood University Foundation, Inc.
2. **Continuing Use of Copyrighted Course Material:** If the University uses recorded course materials developed by an employee in subsequent courses, or in subsequent offerings of the same course, it is obliged to pay the employee a reasonable royalty.

The employee who developed the work shall normally retain the right to update, edit, or otherwise revise electronically developed course material, and he or she shall normally have the right of first refusal for such periodic revisions as may be requested by the University. *If* (after a reasonable effort) *the University* is unable to contact the employee, or the revision (in the University's opinion) does not maintain academic standards, the University may employ other persons to revise the work, and charge the cost of revision against any royalties paid to the original developer.

3. **Transfer Due to Neglect to Pursue:** If the University fails to make progress toward obtaining or marketing a copyright or patent of intellectual property within two years of the final determination of ownership of proprietary interest - the employee may formally make a written request to the Committee that the ownership of the property pass to the employee.
4. **Transfer Due to Disuse:** If the University fails to use the works for three (3) consecutive academic years, the University or Foundation will, upon written request to the Committee by the employee, reassign the copyright or patent to the employee.
5. **Disposal Requests:** The staff member may review works in which the University has a proprietary interest but which are the result of the individual initiative of a staff member after five (5) years of obsolescence. If he or she considers the works to be obsolete, he or she has the right to refer the matter to the Committee. The Committee will make a recommendation for the disposal of the material.

- D. Sponsor-Supported Effort: Funds and facilities provided by governmental, commercial, industrial or other private organizations which are administered and controlled by the University, shall be considered to be funds and facilities provided by or through the

University for the purpose of this policy statement. Agreement between the University and the sponsor pertaining to share of royalties and title to copyrightable works shall be the responsibility of the University.

IV. Procedure

A. E. Report of Intellectual Properties:

1. All works in which the University may have a proprietary interest under the provisions of this policy shall be promptly reported in writing by Longwood employees concerned through his/her department or unit chair to the ~~Chief Administration and Finance Officer (CAFO)~~, ***Vice President for Administration and Finance*** for the purpose of determining to what extent the University has a proprietary interest in the material. The report shall identify all works, all individuals who participated in the development of such works, and the source (s) funding that contributed to the development of such works. If more than one individual participated in the development, the report shall be signed by all such participants and identify the percent of interest of each participant. The report shall constitute a full and complete disclosure of the properties concerned and the identity of all persons participating in the development of the reported works. The participants shall furnish such additional information and execute such documents from time to time as the Committee may reasonably request.
2. The ~~CAFO~~ ***Vice President for Administration and Finance***, as the Contracting Officer for the University, shall carry out the necessary activities for the University to establish a claim or rights in the property.

B. F. Action by the Committee:

1. The Committee shall consider promptly all reports of intellectual property referred to it by the ~~CAFO~~ ***Vice President for Administration and Finance*** and shall determine whether the ~~CAFO~~ ***Vice President for Administration and Finance*** shall apply for a copyright or patent on behalf of the University.
2. In any case where the rights of the University and of any employee appear to be in conflict, the Committee shall make a finding as to ownership and shall report such finding to the ~~Chief Academic Affairs Officer~~ ***Provost and Vice President for Academic Affairs*** for final resolution. Longwood employees involved shall be entitled to appear before the committee and present evidence with respect to the report. The Committee's determination shall be made in writing and shall contain a statement of its findings and grounds of decision.
3. In any case where the matter of obsolescence is brought to it, the Committee shall make a determination to the extent of obsolescence and also shall make a recommendation for possible correction of the material. Longwood employees involved shall be entitled to appear before the Committee and present evidence with respect to the recommendation. The Committee's recommendation shall be made in writing and shall contain a statement of its findings and grounds for its decision.

~~C.~~ **G. Review of Committee Action:** At the request of any interested party or on his or her own motion, the ~~Chief Academic Affairs Officer~~ **Provost and Vice President for Academic Affairs** may review any determination of the Committee. He or she may affirm, modify, or reject any determination of the Committee.

~~D.~~ **H. Contract Administration:** As before noted, all University-owned copyrights or patents may be transferred to the Foundation for purposes of management. The Foundation may negotiate and enter into contracts for the promotion, exercise, sale, maintenance, or other disposition of works in which the University has a copyright or patent.

~~E.~~ **I. Royalties:**

1. Royalties received by the University from a property shall reimburse the Commonwealth for the cost of creation if the creation of the property was supported by earmarked money from the general fund.
2. At the time of copyright application, the University and all parties concerned shall enter into a contract which specifies the agreed upon distribution of all royalties.
3. Royalties retained by the University shall be placed in the Longwood University Foundation. The Foundation shall use these funds to further sponsor programs at Longwood.

~~F.~~ **J. Transfers of Intellectual Property:**

1. The Longwood Board of Visitors has the approval authority for transfer of intellectual property in which the University claims an interest except in cases where transfer would require prior written approval from the Governor.
2. The Governor's prior written approval is required for transfers of title to patents and copyrights that were:
 - a. developed wholly or significantly through the use of state general funds, by an employee of the University acting within the scope of his assigned duties; or
 - b. developed wholly or significantly through the use of state general funds, and are to be transferred to an entity other than the following:
 - 1) the Innovative Technology Authority; or
 - 2) an entity whose purpose is to manage intellectual properties on behalf of nonprofit institutions; or
 - 3) an entity whose purpose is to benefit the transferring institution.
 - c. When prior written approval is required, an institution should send a description of the intellectual property and the proposed transaction to the State Council of Higher Education for Virginia (SCHEV).

~~G.~~ **K. Reporting Requirements:** The ~~CAFO~~ **Vice President for Administration and Finance** shall be designated the person responsible for compiling and submitting all required reports.

Approved by the Board of Visitors, October 22, 1987.
Revised and approved by the Board of Visitors, September 7, 2002.
Revised and approved by the Board of Visitors, April 1, 2005.
Revised and approved by the Board of Visitors,

RATIONALE: Policy updated to change office assignment from Budget to Fixed Assets.



Longwood University
Office of the Vice President for Administration/Finance
201 High Street, Lancaster 207 Farmville, VA 23909
Phone: 434.395.2016 Fax: 434.395.2635

POLICY #4204 FIXED ASSETS MANAGEMENT

I. PURPOSE

The University has a significant investment in fixed assets, such as land, buildings, fixed and moveable equipment, which are used to carry on the institution's mission and objectives. The purpose of this policy is to ensure that the University's fixed assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with state and federal regulations, audit requirements, and generally accepted accounting principles.

II. POLICY

The Commonwealth Accounting Policies and Procedures (CAPP) Manual requires that all state agencies maintain an accurate inventory of fixed assets. Failure to maintain proper internal control over fixed assets could result in the University not achieving management standards if lack of control is determined to be a significant audit finding. Additionally, Office of Management and Budget Circular A-110: Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations requires that the University maintain a detailed record of equipment and that no less than every two years a complete and accurate physical inventory be completed.

The University will comply with state and federal policies relative to fixed asset management. Instances where testing by Fixed Asset Accounting, Internal Audit or the Auditor of Public Accounts reveals an excessive ~~percentage~~ **amount** of items not properly reflected in the fixed asset records will be reported to the President and area Vice President.

The Assistant Vice President for Financial Operations is responsible for the coordination, development and implementation of policies and procedures that comprise the university-wide fixed asset system. This system facilitates internal controls over the acquisition, disposal and inventory information of fixed assets, and enables the University to comply with federal and state regulations and meet regulatory or audit reporting requirements. Responsibility for maintaining the integrity of asset data in the system lies with the departmental fixed asset custodian, through proper notification of all changes to Fixed Assets Accounting. Updating the fixed asset system on a timely basis to record changes in the operational status, location or demographic information about fixed assets is the responsibility of Fixed Assets Accounting. Procedures and forms relative to fixed asset management are located on the ~~Budget Office~~ **Fixed Assets website-page**.

A. Fixed Asset Criteria

Fixed assets tracked in Longwood's asset system are divided into three categories: capital, controllable and Equipment Trust Fund. Capital assets are those with an expected useful life greater than one year and a cost of \$5,000 or more. Controllable assets are assets with a useful life of greater than one year and a cost between \$2,000 and \$4,999 and technology items that meet either of the following criteria: (1) cost of \$500 or more; (2) theft or loss of item represents significant risk to the University (including, but not limited to, computers, netbooks, iPads, iPods, Kindles, iPhones or other mobile technology). This requirement does not apply to portable media such as USB drives. Equipment Trust Fund (ETF) assets are those costing \$500 or more and funded by bonds issued through the Virginia College Building Authority (VCBA).

Items representing construction in progress are not entered into the fixed asset system until the construction or renovation is substantially complete. The classification of a renovation as a fixed asset depends upon the significance of the renovation to the structure.

B. Fixed Asset Classifications and Capitalization Thresholds

1. **Land** - Real estate without any land improvements.
Capitalization Threshold: \$5,000
2. **Infrastructure** - Improvements not specifically identifiable to an individual building, to include parking lots, fencing, sidewalks, irrigation/drainage systems, tunnels, signs and lighting. Capitalization Threshold: \$5,000
3. **Buildings** - Real estate used for shelter, dwelling or other similar agency purposes.
Capitalization Threshold: \$5,000
4. **Building Improvements** - Improvements subsequent to initial building construction.
Capitalization Threshold: \$100,000
5. **Construction In Progress** - Temporary capitalization of labor, materials and equipment of buildings or other capital assets/projects that are being constructed.
Capitalization Threshold: \$5,000
6. **Equipment** - Fixed equipment includes equipment affixed to the building; moveable equipment includes office furniture, fixtures, machines, window air conditioning units, medical, laundry, and kitchen equipment, and vehicles.
Equipment Capitalization Threshold: \$5,000
Fixed Equipment Improvements/Replacements Capitalization Threshold: \$50,000
7. **Library Books** - Periodicals, journals, books of reference and other books for use in libraries. Capitalized at actual cost of acquisition.
8. **Intangible Assets** - Include software, patents, trademarks, copyrights, land and water use rights, easements and right-of-ways.
Software Capitalization Threshold: \$25,000
Other Intangibles Capitalization Threshold: \$100,000

C. Equipment Trust Fund (ETF) Program Assets

The ETF Program provides funding that allows higher education institutions to purchase equipment for instructional use. Equipment purchased with ETF funds is not owned by the University, but is tied to facilities agreements with the Virginia College Building Authority (VCBA). Once a facilities agreement has been satisfied, ownership passes to the University. In addition to general rules applicable to all equipment, specific

guidelines apply to the acquisition, maintenance, and disposal of ETF equipment. ETF equipment:

1. Must be used in programs of instruction, research and academic support throughout its useful life or until ownership passes to Longwood.
2. Is eligible for surplus only after ownership passes to Longwood.
3. Must be replaced with departmental funds if lost or stolen.
4. Must be an individual item that costs at least \$500 or must be a functional unit where the aggregate cost of individual components is \$500 or greater. Components of a functional unit perform a specific task and must remain assembled as a unit.
5. Must be decaled within 45 days of receipt for identification and tracking purposes.
6. Must be maintained in good working condition by the department and must be physically located in accordance with fixed asset records.

D. Fixed Asset Ownership and Custody

Each department is responsible for designating a fixed asset custodian. This individual is responsible for accurately maintaining the fixed asset inventory for the department. All fixed assets are owned by the University and not by a specific individual, department or other operating unit. Generally, the University has sole ownership of all equipment acquired regardless of source of funding or method of acquisition with the following exceptions:

1. Equipment acquired through sponsored projects where the federal government or other sponsor retains title to the equipment or where the sponsor furnishes equipment merely for the duration of the project;
2. Equipment on short-term loan from another institution;
3. Leased equipment;
4. Equipment Trust Fund equipment until terms of Facilities Agreement are met.

E. Inventory of Fixed Assets

Fixed asset custodians are responsible for conducting an annual inventory within their respective department. Inventory listings are provided once a year by the Fixed Assets Accounting Office from the University's inventory system. The custodian is responsible for ensuring that asset information is correct, providing information to update the fixed asset system to reflect necessary changes, and completing a "Certification of Completion" form indicating that the inventory has been completed and is accurate.

F. Acquisition/Addition of Fixed Assets

The "Addition to Fixed Assets Inventory" form must be completed by the fixed asset custodian to document fixed assets acquired through donation, fabrication, transfer from other universities or agencies, or simply found in the department and not listed on the department's inventory report. The form must be submitted electronically to Fixed Assets Accounting within five days of receipt (or discovery) of the fixed asset. Capital Planning is responsible for providing information concerning construction and renovations, excluding equipment.

Departments receiving a gift-in-kind (gifts other than cash and securities) should notify the Foundation immediately upon receipt, as failure to comply with IRS regulations could result in a loss of the tax deduction to the donor and/or penalties to the University.

G. Fixed Asset Tagging

Material Management personnel are responsible for the physical tagging of University

assets. Assets meeting the criteria are identified with tags that are affixed to the asset unless not physically practicable. Assets purchased with University funds are identified by a blue Longwood University asset tag. Assets purchased with ETF funds are identified with a red Longwood University asset tag. Items needing to be re-tagged are issued a white polyester tag. Assets may also be engraved. Assets that do not have tags or engraving are identified as such in the fixed asset system.

H. Disposal or Transfer of Fixed Assets

Fixed asset custodians are responsible for safeguarding all equipment and other fixed assets assigned to their department, including items no longer needed, until the Surplus Property Report is signed and the items have been removed by Materiel Management or a completed transfer form is received by Fixed Assets Accounting. Custodians are responsible for recording any disposals or transfers of assets by completing and submitting required forms within five days of disposal or transfer. Unallowable and allowable disposals and transfers include:

1. **Unallowable disposals and transfers**

1. Sale of assets by a department (permitted through surplus property only)
2. Gift or transfer outside of the University (except for federal research equipment which may be transferred with appropriate federal approval)

2. **Allowable disposals and transfers**

1. Stolen assets (Theft to be reported to Campus Police.)
2. Assets destroyed (Loss due to fire, flood, etc. to be reported to Risk Management.)
3. Surplus property
4. Trade-in for new equipment
5. Transfers to other University departments or other state agencies/institution

I. Transfer of Fixed Assets to Offsite Locations


Equipment may be utilized off campus for **University business only**, when appropriately authorized. Authorization does **not** grant permission for personal use, use by third-party contractors, or use for non-University purposes. Offsite equipment is subject to the same University and Commonwealth rules and custodial responsibilities as on-premise equipment. The custodian for each department is responsible for maintaining the appropriate records to track the location of any equipment that is being utilized away from University premises.

J. Depreciation/Amortization of Fixed Assets

The University uses the straight-line method of depreciation/amortization for all depreciable/amortizable fixed assets (land and construction-in-progress are not depreciated). Useful lives are based on information provided by the Commonwealth Accounting Policies and Procedures (CAPP) Manual. Useful lives are subject to modification if facts and circumstances at the University differ from these guidelines.

Approved by the Board of Visitors, December 2, 2011.
Revised and approved by the Board of Visitors,

RATIONALE: Revisions were made as the Federal ACG and SMART Grant programs have both been eliminated at the Federal level.

	<p>Longwood University Office of the Vice President for Administration/Finance Provost and Vice President for Academic Affairs 201 High Street, Lancaster 207 Farmville, VA 23909 Phone: 434.395.2016 Fax: 434.395.2635</p>
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POLICY 4402
COMPLIANCE WITH STATE AND FEDERAL REGULATIONS

I. PURPOSE

The purpose of this policy is to describe those financial aid programs in which Longwood University has agreed to participate.

II. POLICY


As defined in the Federal Program Participation Agreement for Longwood University, Farmville, Virginia 23909, the institution agrees to participate in the Federal Pell Grant Program (through the regular disbursement system), the Federal Perkins Loan Program, the Federal Direct Loan Program (DL) for Stafford and Parent (PLUS) loans, the Federal Supplemental Educational Opportunity Grant (SEOG) Program, ~~the Academic Competitiveness (ACG) Grant, the National Science and Mathematics Access to Retain Talent (National SMART) Grant,~~ and the Federal Work-Study Program. In this agreement, the University agrees to administer all programs in accordance with the Higher Education Act of 1965 (as amended) and other rules issued by the United States Department of Education. The University operates State and institutional programs in compliance with the Federal and State regulations and complies with all reports required to participate in Federal and State programs.

Revised and approved by the Board of Visitors, September 7, 2002.

Revised and approved by the Board of Visitors, March 26, 2010.

Revised and approved by the Board of Visitors,

RATIONALE: Revisions were made to remove the dollar range of flowers, etc. and DHRM.

	<p>Longwood University Office of the Vice President for Administration/Finance 201 High Street, Lancaster 207 Farmville, VA 23909 Phone: 434.395.2016 Fax: 434.395.2635</p>
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POLICY 5217
GIFTS AND MEMORIALS (REMEMBRANCE FUND)

I. PURPOSE

This policy is intended to make the Longwood community aware that the Human Resources Office receives funds from the Longwood Foundation annually for specific gift and memorial purposes and may be accessed for appropriate departmental gift and memorial needs relating to employees.

II. POLICY

Gifts or memorials may be purchased from the "Remembrance Fund" for the following purposes:


1. Birth or adoption of a child by employee,
2. Overnight hospitalization of an employee,
3. Death in employee's immediate family.
 1. **Definition of Immediate Family:** ~~The Department of Human Resource Management defines immediate family:~~ as spouse, parents, brothers, sisters, children (by birth, prior marriage or adoption).
4. Marriage of an employee.
5. Exclusions: State policy provides for length of service awards and employee recognition by way of specific programs the institution traditionally handles through annual awards dinners. State and foundation funds may not be used for employee leaving service gifts. Should departments desire to convey going away gifts or incur party-related expenses, neither Longwood nor Foundation funds may be used to cover costs.

III. PROCEDURE

Departments seeking to access the Remembrance Fund for purposes discussed in Section III, may do so by contacting the Human Resources Office at 434.395.2074. The Human Resources Office will handle all the details. ~~The gifts or memorials generally range from twenty five (25) to forty (40) dollars and is dependent on the range of selection available.~~

Revised and approved by the Board of Visitors, September 7, 2002.
Revised and approved by the Board of Visitors,

RATIONALE: This policy is being updated to show which type of employee can receive additional compensation and how they must be paid. Thereby, eliminating Policies 5232 and 5233.

	<p>Longwood University Office of the Vice President for Administration/Finance 201 High Street, Lancaster 207, Farmville, VA 23909 Phone: 434.395.2016 Fax: 434.395.2635</p>
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POLICY 5224
~~OUTSIDE EMPLOYMENT AND RELATED ACTIVITIES AND SECONDARY~~
EMPLOYMENT

I. PURPOSE

The purpose of the policy is to promote employee responsibility for ensuring he or she is capable of attending work regularly and able to perform work according to established performance standards, yet allow employees to reasonably engage in outside business activities or other interests, including political interests.

Longwood University hires employees on both a full-time and part-time basis. Administrative and Professional, classified and hourly workers may engage in outside employment at any business enterprise which does not require their physical presence during the hours in which he or she is employed by the university. Under certain circumstances, an employee may hold a secondary or additional job(s) at Longwood that is outside of the scope of his/her primary job and may receive supplemental compensation when all of the following criteria have been met:

- *When the intended task is clearly outside normal responsibilities of the primary job;*
- *The individual is qualified to perform the additional duties;*
- *It is in the University's best interest to do so;*
- *The intended task is in compliance with the Fair Labor Standards Act (FLSA); and*
- *The required approvals have been obtained. Employees must have their supervisor's approval prior to working a second job.*

If an employee's additional employment adversely affects the employee's ability to perform his job satisfactorily, the employee may be disciplined. Longwood reserves the right to require the employee to terminate the additional/outside employment to the extent that it will no longer burden the employee's performance.

The provisions of the Fair Labor Standards Act (FLSA) cover all Longwood University employees. FLSA establishes rules for minimum wage, overtime pay, child labor and recordkeeping; and it defines exemptions from overtime pay regulations. The chart below shows who is exempt and non-exempt.

<i>Employee Type</i>	<i>Pay Band</i>	<i>FLSA Status</i>
<i>Classified</i>	<i>1,2, and 3</i>	<i>Non-exempt</i>
<i>Classified</i>	<i>4</i>	<i>*Non-exempt; unless the position meets the requirements of any of the FLSA exemption</i>

		<i>tests applied by Human Resources</i>
<i>Classified</i>	<i>5 and above</i>	<i>Exempt: must meet both job duties and salary basis FLSA exemption tests.</i>
<i>Hourly Wage</i>	<i>Any</i>	<i>Non-exempt; does not meet the requirements of both the job duties and salary basis FLSA exemption tests. (Except for teachers, employees practicing law or medicine, and outside sales employees who do not have to meet the salary basis test or as a computer professional.)</i>
<i>Faculty Teaching/Research Administrative/Professional Adjunct</i>	<i>N/A</i>	<i>Exempt: must meet both job duties and salary basis FLSA exemption tests. Except for teachers, employees practicing law or medicine, and outside sales employees who do not have to meet the salary basis test or as a computer professional.)</i>

**Human Resources will determine whether the position is exempt or non-exempt from the overtime requirements of the Fair Labor Standards Act (FLSA).*

II. POLICY

~~A. Limitations on Outside Employment: Employees may engage in outside employment or any business enterprise which does not require their physical presence during the hours in which he or she is employed by the University. If an employee's employment or business interests outside his or her normal work schedule at the University adversely affects the employee's ability to perform his job satisfactorily, the employee may be disciplined. Longwood reserves the right to require the employee to terminate the outside employment or curtail the outside business interest to the extent that it will no longer burden the employee's performance.~~

~~B. Workload Considerations When Participating in Community or Political Activities: Determination as to the length and type of leave and employment status will be based upon the circumstances in each case.~~

~~1. **Short-term:** Participation in community or political activities may require changes in workload or absences from work ranging from short periods to weeks, months or indefinite periods. It is the employee's responsibility to coordinate all absences or changes in workload with his/her supervisor, regardless of duration. Short-term absences may be coordinated with the department head only.~~

~~2. **Long-term:** Extended absences or changes in workload require approval of the supervisor and vice president/provost as appropriate, and the notification of the President.~~

~~C. **Benefits Considerations:** Benefit entitlements may be affected by a partial or full leave without pay. The Human Resources Office should be consulted to determine the impact upon benefits.~~

Approval to work outside the normal work schedule within or outside the university must be granted by Human Resources in consultation with the department head. All secondary/additional job hours worked at Longwood University by Administrative and Professional, classified and hourly employees must be reported and paid in accordance with current payroll procedures and the Fair Labor Standards Act (FLSA). (For Instructional Faculty please refer to the Faculty Policies and Procedures Manual).

All hours that an employee works in excess of 40 in a workweek, in combination with his/her first/primary and all secondary jobs, will be paid in accordance with FLSA procedures:

<i>FIRST/PRIMARY JOB FLSA STATUS</i>	<i>SECONDARY JOB FLSA STATUS</i>	<i>1 ½ OVERTIME PAYMENT</i>
<i>EXEMPT</i>	<i>EXEMPT</i>	<i>NO</i>
<i>EXEMPT</i>	<i>NON-EXEMPT</i>	<i>NO</i>
<i>NON-EXEMPT</i>	<i>EXEMPT</i>	<i>*YES</i>
<i>NON-EXEMPT</i>	<i>NON-EXEMPT</i>	<i>*YES</i>

Longwood University's workweek is from 12:01 am Saturday morning through 12:00 pm midnight of the following Friday.

**Occasional and Sporadic Employment: A non-exempt employee may be paid straight-time overtime for occasional or sporadic work that the employee volunteers to perform and that is in a different occupation from the employee's normal job. Human Resources will determine if the Occasional and Sporadic conditions are met.*

**Additional Longwood University Wage Employment Resulting in Overtime: Additional wage hours may impact hiring departmental budgets since hours over 40 per week must be paid at time and one half according to the Fair Labor Standards Act for non-exempt employees. Departments must consult with Human Resources prior to hire to determine the appropriate wage rate.*

III. PROCEDURE

~~A. **Notice of Outside Employment:** The institution must be informed of outside employment activities undertaken by its employees. Such notice should be received by the University prior to commencement of outside employment.~~

~~1. **Classified Employees:** Classified employees are required to report any outside employment to the Human Resources Office.~~


~~2. **Administrative and Professional Faculty Employees:** Administrators must report such activity to their immediate supervisors as well as the Human Resources Office.~~

~~3. **Faculty Members:** Faculty members may engage in collateral employment only if prior written approval is obtained from the Chief Academic Affairs Officer and Provost and, if continuing, renewed annually.~~

Revised and approved by the Board of Visitors, September 7, 2002.

Revised and approved by the Board of Visitors,

RATIONALE: This policy is being updated to change the department name to Office of Student Conduct and Integrity and removes the requirement that training will be offered annually to all students and employees.

	<p>Longwood University Office of the Vice President for Administration/Finance 201 High Street, Lancaster 207, Farmville, VA 23909 Phone: 434.395.2016 Fax: 434.395.2635</p>
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**POLICY 5231
SEXUAL HARASSMENT**

I. PURPOSE

The intention of this policy is to provide employees with information and intervention strategies designed to make employees aware of conduct which could constitute sexual harassment and how to avoid it or eliminate it from the working environment. Sexual harassment is a complex and controversial problem on American campuses of higher learning today. The campus is somewhat unique in that it constitutes both a working and a learning environment. Consequently, campus relationships come under the purview of both Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972; federal laws designed among other things, to create legal claim rights for victims of sexual harassment. Title VII serves as a grounding for claims which are based on conduct occurring between employees, and Title IX is the applicable claim source when the harassment is directed toward a student. Sexual harassment laws also cover sexual harassment by persons of the same sex.

II. DEFINITION

A. Sexual harassment is defined as unwelcome sexual attention or the seeking or offering of advancement, gain, or consideration in return for sexual favors. Verbal, written, or physical conduct of a sexual nature constitutes harassment when:

1. submission to such conduct is made explicitly or implicitly a condition of any individual's employment or educational status; or
2. submission to or rejection of such conduct is used as the basis for an employment or educational decision affecting an individual; or
3. such conduct is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

B. Examples of behavior that may constitute sexual harassment are:

1. subtle or overt pressure intended to induce sexual favors;
2. unwanted physical contact such as patting, pinching, brushing or otherwise touching in a sexually suggestive manner;
3. disparaging sexual remarks about one's gender;
4. lewd remarks, whistles, or sexual innuendoes; or
5. offensive sexual graffiti.

III. POLICY

Employees or students who engage in sexual harassment shall be subject to appropriate disciplinary action, up to and including dismissal. Any employee or student accused of sexual harassment under this policy who retaliates against his or her accuser, or any employee or student making an intentionally false accusation of harassment, shall be subject to disciplinary action, up to and including dismissal.

IV. PROCEDURE

A. Practical First Steps If You Believe You Have Been Sexually Harassed: Do not ignore the problem. Sexual Harassment usually does not go away on its own.

1. If practical, confront the other person with your concern and explain why the action or comment is offensive to you. Be direct and assertive.
2. Document the conduct which is offensive to you. Keep a record or journal of times, places, dates, witnesses, and the nature of the incidents.
3. If the conduct which is offensive to you does not stop after taking these steps, a complaint should be initiated.

B. Initiating a Complaint:

1. **If You are a Student**: Student sexual harassment complaints must be filed with the Director, ~~of~~ *Office of Student Conduct and Integrity*. ~~Honors and Judicial Programs~~. Student sexual harassment complaints will be jointly investigated by the Director, *Office of Student Conduct and Integrity* ~~Honors and Judicial Programs~~ and the Affirmative Action Officer (AAO). The Provost will be informed by the AAO.
 2. **If You are an Employee**: Employee sexual harassment complaints must be filed with the AAO. The AAO is charged with investigating sexual harassment complaints made by employees. *If you are a faculty member, the AAO will notify the Provost.*
 - ~~3. **If You are a Faculty member**: The AAO will notify the Provost.~~
 - 4-3. **Timeliness, Objectivity and Thoroughness**: In accordance with federal guidelines, every investigation will objectively consider the complaint in relation to the total circumstances, including the nature of the conduct and the context within which the alleged incident occurred.
 - a. Filing Deadline: Complaints must be filed within one hundred eighty (180) days of the last occurrence. Complaints need not be in writing.
 - b. Investigations: Persons investigated for alleged sexual harassment will be informed of the complaint within five (5) working days of a determination by the AAO that the complaint has sufficient merit to proceed with an investigation. The AAO will also notify the employee at this time. Every reasonable effort will be made to conclude a sexual harassment investigation in fifteen (15) working days.
54. **Investigation Findings**:
- a. Finding of No Sexual Harassment: If a sexual harassment investigation results in a finding of no sexual harassment, the findings will be reported to the person

filing the complaint as well as the person who has been investigated.

C. Finding of Misconduct Not Reaching Sexual Harassment:

1. **Employee Misconduct:** If misconduct failing to reach the level of sexual harassment is found, the evidence of misconduct will be referred to the employee's department for disciplinary action.
2. **Student Misconduct:** If misconduct failing to reach the level of sexual harassment is found, the evidence of misconduct will be referred to the Student Judicial Board.

D. Finding of Sexual Harassment: If sexual harassment is found to have occurred, the duty of an employer under Title VII or a school under Title IX is to effectively eliminate the sexual harassment. Consequently, whatever disciplinary remedy is chosen, it must have the effect of eliminating the harassment. Students and employees who engage in sexual harassment may also be subject to criminal or civil action by victims of sexual harassment.

E. Due Process: As a public institution of higher learning, Longwood is a "State Actor." Due process is built into discipline systems for students and employees of the University and should be observed.

F. Records: The AAO will maintain records of all sexual harassment investigations for three (3) years from the date of final adjudication.

IV. DISSEMINATION

A. Access: The Sexual Harassment policy is available on-line, in the Human Resources Office, and in the Office of the Director of Honors and Judicial Programs in the Faculty Handbook.

B. Awareness Training: ~~Sexual Harassment Training will be offered annually to all students and employees.~~ A sexual harassment awareness briefing shall be conducted for all new employees during their New Employee Orientation.

Revised and approved by the Board of Visitors, September 7, 2002.

Revised and approved by the Board of Visitors,

CONSENT AGENDA

INFORMATION ITEM C

Report on Administrative Policies Approved by Cabinet

Administrative policies and procedures are reviewed and updated on an as needed basis to maintain consistency and to ensure that the policies are meeting the needs of the University. New language is indicated in bold italics. Language that is to be deleted is indicated with strikethroughs.

The rationales for the following policies have been explained at the beginning of each policy. The following policies have been defined as administrative and do not require Board approval as they have been reviewed and approved by Cabinet:

Revised Policies:

Policy 3410 Operation of Institutional Golf Carts, Utility Vehicles, and Farm Tractors
Policy 5207 Confidential Employee Information

Deleted Policies:

Policy 5232 Supplemental Earnings for Classified Employees
Policy 5233 Teaching Assignments Involving Non-Instructional Employees
Policy 8101 Admissions Policy
Policy 8102 Admissions Selection Criteria
Policy 8103 Admissions Standard
Policy 8104 Advance Deposit Fee
Policy 8106 Students with Disabilities
Policy 8107 Undergraduate Application/Readmission Fee

RATIONALE: Editorial and clarification.



Longwood University
Vice President for Student Affairs
Department of Public Safety
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POLICY 3410

OPERATION OF INSTITUTIONAL GOLF CARTS, UTILITY VEHICLES, AND FARM TRACTORS

I. Purpose

The purpose of this policy is to establish the rules for operating institutional golf carts, utility vehicles and vehicles classified as farm tractors in support of Longwood sponsored activities.

II. Definition

- A. Golf Cart: a self propelled vehicle that is designated to transport persons playing golf and their equipment on a golf course. Carts that have been modified for multi-passenger use will be included in this definition.
- B. Utility Vehicle: a motor vehicle that is (i) designed for off road use; (ii) powered by an engine of no more than 25 horsepower, and (iii) used for general maintenance, security, agricultural or horticultural purposes.
- C. Farm Tractor: every motor vehicle designed and used as a farm, agricultural, or horticultural implement for drawing plows, mowing machines, and other farm, agricultural or horticultural machinery and implements including self-propelled mowers designed and used for mowing lawns.

III. Policy

- A. Vehicle Requirements
 - 1. All golf carts, utility vehicles or farm tractors operated between sunset and sunrise must be equipped with headlamps and taillights.
 - 2. All golf carts, utility vehicles or farm tractors operated on campus or town streets must have a slow moving placard.
 - 3. ~~Student use of a golf or utility cart for personal transportation, other than for disability related need, is prohibited on campus.~~
 - 4. All carts will be registered with Public Safety. Carts will display the assigned registration designation on the front and back of carts.
- B. Driver Requirements
 - 1. Golf Cart or Utility Vehicle drivers must hold a valid driver's license if they are operated on campus or town streets.

2. Farm Tractor drivers are not required to hold a driver's license.
 3. All drivers must adhere to the Eligibility Guidelines for Operation of an Institutional Vehicle.
 4. Drivers of golf carts and utility vehicles must complete a minimal training session *conducted by a designated fleet management designee* covering the following topics:
 - a. Permissible areas of operation.
 - b. Requirements effect by hours of operation.
 - c. Authorized predetermined routes on and off campus (if authorized)
 - d. Parking Restrictions
 - e. Passenger Limits
 - f. How to handle accidents
 - g. Basic Cart Operations
- C. Golf Cart and Utility Vehicle Operation
1. Carts and Utility Vehicles may be operated only on roadways and sidewalks as designated on the approved Utility Cart Route Map (pdf).
 2. Carts and Utility Vehicles may not leave the main campus, unless specifically allowed by town ordinance. The main campus for this policy is defined as the area bounded by Griffin Boulevard, High Street, and South Main Street.
 3. Carts and Utility Vehicles must always yield to pedestrians.
 4. Carts and Utility Vehicles may not operate on grassy areas of campus unless yielding the right of way.
 5. Carts and Utility Vehicles may only be operated on Brock Commons in compliance with Longwood University Policy, "Motorized Vehicular Access to Brock Commons."
 6. Operators will observe all Commonwealth traffic laws, such as lane travel, stop signs, etc.
 7. Passengers are limited to those that fit within the manufacturer's installed seating area. †Tilt beds and flat beds are not intended for passenger use.
 8. All occupants shall keep hands, arms, legs, and feet within the confines of the golf cart and utility vehicle at all times when the cart is in motion.
 9. Parking is only permitted in specific areas, as designated on the approved Utility Cart Route Map (pdf).
 10. When the cart or utility vehicle is not in use, the operator will place the control lever in the "Neutral" position and remove the key.
 11. Speed Limits:
 - a. Operators must not exceed speed limits for motorized vehicles.
 - b. Operators must reduce speed on walkways and in pedestrian areas. In crowded pedestrian areas, operators must park or proceed at a slow walking pace.

Approved by the Board of Visitors April 1, 2005.
 Revised and reviewed by Cabinet, November 07, 2012.

RATIONALE: This policy has been revised to update current practices and remove procedures.



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POLICY 5207 CONFIDENTIAL EMPLOYEE INFORMATION

I. PURPOSE

The purpose of this policy is to ensure that strict confidentiality is maintained in relation to information entrusted to the Human Resources (HR) Office. Although information security is the job of all employees of the HR Office, primary monitoring of the information security program is assigned to the Human Resources Information System (HRIS) Specialist *manager*, whose duty is both records management officer and security officer for electronic *all data* information security within the department.

II. DEFINITION

Any information entrusted to the HR Office's custody on any employee is considered confidential with the following exceptions: employee's name, current or most recent classification, and most recent salary *and data items that are determined FOIABLE and meet the standards of the Virginia Public Records Act (§ 42.1-76)*. ~~These exceptions are made as a convenience to employees and past employees, and are intended to expedite the process of employment verification or employee credit applications.~~

III. POLICY

Any employee may have access to his or her own personnel file. Former employees have no inherent right to view their personnel files. Retirees will be deemed employees for the purposes of this policy.

A. Written Requests: An employee may request access to his or her personnel file by written request to the HR Office. ~~The writing should include the purpose of the request and should be signed and dated by the employee.~~

B. Viewing: Typically, when requests are made during normal business hours, employees may view the personnel file immediately *with an HR employee present*.

C. Removal: Personnel files should not leave the HR Office for any reason. ~~An employee of the HR Office should be present when employees are viewing their personnel file.~~ *except per subpoena or other court order.*

D. Personnel Files: ~~Personnel files may only leave the HR Office per subpoena or other court order.~~

~~ED. Copying:~~ Employees may obtain copies of documents contained in their own personnel file. Requests should be made in writing, signed and dated by the employee making the request. If the number of pages is five (5) or less, there will be no charge assessed. If the number of pages is more than five (5), a ten (10) cent per page charge will be assessed. ~~Due to the fluctuating workload in the office, some delay in copying may be anticipated, particularly if the request is voluminous.~~

~~FE. Supervisory Access:~~ An employee's supervisor may access an employee's personnel file on a "need to know" basis. ~~What this means is~~ *Meaning*, the purpose must be necessary for a job-related reason, and access to contents of the file will be limited to that part of the file necessary. Again, requests should be made in writing signed and dated, and an employee of the HR Office should *must* be present, the file may not be removed, and the copying limitations described in section "D" above will apply.

~~GF. Disclosure of Contents to Third Parties:~~ Absent court order, *and/or FOIAABLE data request that meet the standards of the Virginia Public Records Act (§ 42.1-76)*, individuals outside an employee's chain of command may not access information contained in the employee's personnel file which is considered confidential, without prior consent of the employee. Spouses and relatives are considered third parties unless in possession of a valid power of attorney for the employee. An employee's legal representative is also considered a third party. Exceptions will be made for survivorship activities associated with decedents' estates.

~~HG. Incorrect Information:~~ Under normal circumstances, it is the employee's responsibility to keep the HR Office informed of changes in information like address, phone number, dependents, marital status, in-state child support obligations, etc. If erroneous information within anyone's personnel file is discovered, *the errors within* the file should *will* be corrected. ~~within the same business day, whenever possible.~~

IV.—PROCEDURE

~~A secure information environment is an absolute requirement.~~

~~A. Doors:~~ Any time one of the office suite's in the HR Office is left unoccupied during normal working hours, the door should be locked.

~~B. Personnel Files:~~ Personnel file cabinets should be locked at the end of each business day. HR Office employees working with specific personnel files should insert a disposition sheet into the file slot in use indicating where the file is and when it will be returned to the file cabinet.


~~C. Desk Areas and Public Access Areas:~~ No confidential files or other confidential records should be left on desks or table tops overnight. They should be returned to file storage facilities or locked in desks overnight. No confidential information should be left in full view in public access areas at any time.

~~D. Breaches of Security: Any time office keys are lost or misplaced or any time any HR Office employee has reason to believe information security has been compromised, that information should be conveyed to the HRIS Specialist and the HR Director.~~

~~E. Use of Student Employees: At no time will student employees have access to faculty personnel files for any reason. Similarly, student employees will not be asked to perform duties that would otherwise compromise information security. Student employees should be used for non-critical, non-confidential, supplementary service provision activities only.~~

Revised and approved by the Board of Visitors, September 7, 2002.
Revised and reviewed by Cabinet, November 07, 2012.

RATIONALE: This policy will be deleted and incorporated into Policy 5224.

	<p>Longwood University Office of the Vice President for Administration/Finance 201 High Street, Lancaster 207 Farmville, VA 23909 Phone: 434.395.2016 Fax: 434.395.2635</p>
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~~POLICY 5232~~

~~**SUPPLEMENTAL EARNINGS FOR CLASSIFIED EMPLOYEES**~~

~~(Replaces Supplemental Employee Earnings Associated with College Work Outside the Scope of Normal Duties.)~~

~~**I. PURPOSE**~~

~~This policy establishes a pay practice for compensating Classified employees who undertake administrative support duties for faculty or administrators engaged in research or other grant related work, when the work is not part of the Classified employee's normal duties.~~

~~**II. POLICY**~~

~~Classified employees may receive additional earnings for approved grant and research support assignments if the work is outside their normal duties and performed outside their normal working hours.~~

~~**III. PROCEDURE**~~

~~A. Approval: Prior approval must be received from the employee's regular department head before undertaking the grant or research support assignment.~~

~~B. Pay Considerations:~~

~~1. **Rate Determination:** The Human Resources Office will determine, prior to the assignment, if an adjustment to the employee's normal rate of pay is warranted for the additional work. An adjustment to the employee's hourly rate will be made only if the skills, knowledge and abilities required for the additional work are appreciably different from those required to perform the employee's normal duties. Grant writers should consult with the Human Resources Office when proposing budgets for administrative support positions.~~

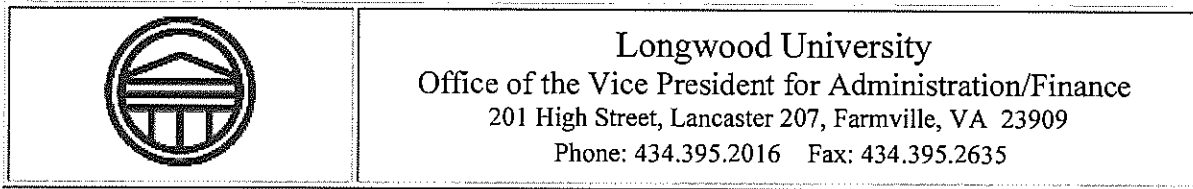
~~2. **Non-Exempt Employee Overtime:** When a non-exempt Classified employee works hours in addition to his or her normal forty (40) hour week for a single employer, the Fair Labor Standards Act (FLSA) requires that all work performed in a given week be considered for overtime purposes. If the employee's additional work is being paid at a rate which is different from his or her normal rate, an adjusted overtime rate is determined by formula.~~

~~3. **Exempt Employee Compensation Options:** When an exempt employee works hours in addition to his or her normal hours within a workweek for a single employee, the Fair Labor Standards Act (FLSA) prescribes that the employee receive "straight time" or compensatory time for the additional hours worked. Under most, if not all circumstances, when research or other grants or research are involved, compensatory time is not a practical option, however.~~

Approved by the Board of Visitors, September 7, 2002.

Revised and reviewed by Cabinet, November 07, 2012.

RATIONALE: This policy will be deleted and incorporated into Policy 5224.



~~POLICY 5233~~
~~TEACHING ASSIGNMENTS INVOLVING~~
~~NON-INSTRUCTIONAL EMPLOYEES~~
(Supplemental policy to 5232: Supplemental Earnings for Classified Employees.)

~~I. PURPOSE~~

~~This policy is intended to provide guidance to Classified employees as well as Administrative and Professional Faculty who undertake teaching assignments for Longwood.~~

~~II. DEFINITION~~

~~A. Non Instructional Employee: An employee is a non-instructional employee when his or her job description does not identify specific, regular instructional duties relating to students.~~

~~III. POLICY~~

~~Qualified non-instructional employees of Longwood may be requested to teach courses.~~

~~A. Pay Eligibility: Non-instructional employees below the title of vice president, who accept a teaching assignment, may be compensated for the teaching assignment. Compensation for credit courses is set by the Office of the Provost. Compensation for noncredit courses is set by the Noncredit Education Office.~~

~~B. Status: A non-instructional employee who teaches a course will be considered an Adjunct Faculty of the department in which the course is offered, for the duration of that course only.~~

~~IV. PROCEDURE~~

~~A. Approval of Regular Department Head Required: Prior approval must be received from the employee's regular department head before undertaking a teaching assignment.~~

~~B. Handling Conflict with Normal Duties: The employee's teaching assignment should not present a hardship on the employee's regular department, nor should it affect the employee's availability for work or work performance. If a course's class times conflict with the employee's normal schedule, leave must be taken for those hours which conflict.~~

~~C. Pay Process: The academic department in which the course is being taught or the Non-Credit Education Office will process a payroll action form for supplemental earnings if employees are eligible.~~

Approved by the Board of Visitors, September 7, 2002.
Revised and reviewed by Cabinet, November 07, 2012.

RATIONALE: The policy is being removed as a new comprehensive undergraduate policy has been developed and is being presented for approval.



Longwood University
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~~Policy 8101~~ **ADMISSIONS POLICY**

I. ~~PURPOSE~~

~~The purpose of this policy is to establish a comprehensive admissions policy.~~

II. ~~POLICY~~

A. ~~Commitment to Diverse Student Body:~~

~~1. Longwood University is a medium-sized, co-educational, comprehensive institution that has a long and distinguished tradition of excellence in education. The University emphasizes individual student development in four areas—intellectual, career, social, and personal—and strives in its academic programs to help students build the knowledge, attitudes, and skills to make life as rewarding as possible.~~


~~2. Longwood University is committed to serving a diverse student population and welcomes applications from all students. Students are recruited, accepted, and enrolled based on their qualifications and potential. Qualifications for admission are reviewed and approved by the Board of Visitors. A student's qualifications are considered carefully as demonstrated by academic courses completed in high school, class rank, cumulative grade point average, and scores on standard examinations. Co-curricular activities, community involvement, and recommendations also are considered. Entering transfer students must demonstrate success in their previous college experience and possess adequate high school preparation. Longwood University is especially interested in students who have special talent in art, music, and athletics as well as leadership and community service.~~

~~3. While the University's primary responsibility is to serve Virginia residents, in order to enhance student diversity, Longwood also recruits out-of-state students in a ratio specified by the Board of Visitors. Similarly, Longwood makes special efforts to enroll and meet the educational needs of minority students, international students, and adult students. Moreover, qualified sons and daughters of alumni receive special consideration in the admissions process.~~

~~4. In publicizing its admissions policies and Longwood programs, the University makes a conscientious effort to portray the institution accurately and honestly.~~

Approved the Board of Visitors December 1988.
Revised and approved by the Board of Visitors, September 7, 2002.
Revised and reviewed by Cabinet, November 07, 2012.

RATIONALE: The policy is being removed as a new comprehensive undergraduate policy has been developed and is being presented for approval.

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~~Policy 8102-~~
ADMISSIONS SELECTION CRITERIA

~~I. PURPOSE~~

~~The purpose of this policy is to establish the admissions selection criteria for admissions decision making.~~

~~II. POLICY~~

~~The following multi-level selection criteria is established:~~

~~A. High School Courses (College Preparatory Program):~~

Course:	Minimum Units:
English (Literature or Humanities)	4
Mathematics (Algebra I & II, Geometry or Trigonometry)	3
Sciences: a minimum of two laboratory courses (Earth Science, Biological Sciences, Chemistry, Physics, or Physical Sciences)	3
Social Sciences (History, Government, World Geography, World History, etc.)	3
Foreign Languages (of one language)	2
Fine or Practical Arts	1
Health and Physical Education	2
TOTAL:	18

~~1. Students are encouraged to take additional elective courses in mathematics, social studies, science, and fine arts during their high school program. The Advanced Studies Diploma, which requires twenty three (23) units of credit, is highly recommended.~~

~~B. Grades and Cumulative High School Grade Average: The minimum acceptable average for admission consideration is a cumulative grade point average of 2.5 on a 4.0 scale calculated on the basis of academic/college preparatory courses (see A. above) taken at the high school level.~~

~~C. Rank in High School Senior Class: A rank in the upper half of the class is desirable. A student ranking in the lower half of the class will be considered for admission if the student's high school record significantly exceeds the other entrance minimums. Rank may also be waived if the student's high school class size or type of school is so unique as to not make a qualitative difference in evaluating a student's potential success at Longwood University or if rank is not reported by the secondary school.~~

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

Cumulative High School Average	Min. SAT Required (2004-2005)
3.00 and above	950
2.70 - 2.99	960
2.50 - 2.69	980

~~E. Personal Characteristics and Achievements Criteria: Research indicates that certain non-cognitive variables can also have an impact upon a student's ability to succeed in college. These factors, however, cannot be adequately measured by grade point averages and test scores. Therefore the following criteria will be evaluated and used to reinforce and expand the aforementioned academic criteria.~~

~~1. Special Contributions:~~

- ~~a. talents (performing, athletic, leadership)~~
- ~~b. cultural vitality (race, ethnic, gender, geographic)~~
- ~~c. intellectual stimulation~~

~~2. Personal Motivation:~~

- ~~a. tenacity~~
- ~~b. unusual circumstances~~
- ~~c. overcoming hardships~~

~~3. Service:~~

- ~~a. commitment to community~~

- b. ~~experience and impact on people~~
- c. ~~demonstrated concern for others~~

~~4. Writing Ability/Communications Skills:~~

- a. ~~mechanics~~
- b. ~~creativity~~

~~F. Weighting Scale: The heaviest weights (seventy five [75] percent minimum) will be assigned to academic criteria: recalculated cumulative grade point average, college preparatory courses, advanced and honors level courses, SAT verbal and math scores, other test scores, achievement in academic enrichment programs, and other creative or intellectual achievement.~~

~~Other weights (not greater than twenty five [25] percent) will be assigned to the non-academic criteria listed in Section E. The evaluation will be based on material submitted with the application including activities, essay, personal statements letters or recommendation, and work experience. Personal interviews may also be employed in the evaluation.~~

~~G. Transfer Students:~~

~~1. **Minimum Coursework Required:** A transfer student is expected to have met the minimum requirements for an entering freshman. Any student who has not satisfied those requirements must make-up deficiencies in "key" areas before transferring to Longwood University. "Key" areas are:~~

- a. ~~English~~
- b. ~~Science~~
- c. ~~Mathematics~~
- d. ~~History/Social Studies~~

~~2. **Grades and Cumulative College Grade Point Average (GPA):** A minimum cumulative GPA of 2.5 (on a 4.0 scale) is necessary to be considered for admission. A cumulative GPA is calculated on all coursework attempted at all accredited colleges. Individual grades of "C" or higher are required in all coursework taken in "key" areas.~~

~~3. **SAT Requirements:** A minimum of thirty (30) transferable hours are required in order to waive or disregard SAT scores as a selection criteria for admission. Transfers with less than thirty (30) hours must meet minimum SAT score requirements (i.e., meet freshman scale).~~

~~4. **VCCS Transfers and the Articulation Agreements:** Virginia Community College, Richard Bland College, Maryland Community College, and other qualified transfers who graduate with University parallel associates degrees and have acceptable GPAs are admitted with Junior class standing and guaranteed that all of their General Education goals except foreign language are met. All major and degree requirements must still be satisfied, except where these were met as a part of the two-year college degree program.~~

~~5. Additional transfer policies are contained in the Longwood University Undergraduate Catalog and the VCCS Transfer Guide.~~


Approved by the Board of Visitors, April 15, 2000.

Revised and approved by the Board of Visitors, September 7, 2002.

Revised and approved by the Board of Visitors, December 13, 2003.

Revised and reviewed by Cabinet, November 07, 2012.

RATIONALE: The policy is being removed as a new comprehensive undergraduate policy has been developed and is being presented for approval.

	<p style="text-align: center;">Longwood University Office of the Provost and Vice President for Academic Affairs 201 High Street, Ruffner 120, Farmville, VA 23909 Phone: 434.395.2010 Fax: 434.395.2506</p>
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~~Policy 8103~~
~~ADMISSIONS STANDARD~~

~~I. PURPOSE~~

~~The purpose of this policy is to establish the common admissions standard for all student applications for admissions to the University.~~

~~II. POLICY~~


~~The Admissions Office shall apply the same approved standards in judging the academic and extracurricular qualifications of candidates for admission to the institution, and shall admit qualified students.~~

Approved by the Board of Visitors February 3, 1984.

Revised and approved by the Board of Visitors, September 7, 2002.

Revised and reviewed by Cabinet, November 07, 2012.

RATIONALE: The policy is being removed as a new comprehensive undergraduate policy has been developed and is being presented for approval.

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Policy 8104
ADVANCE DEPOSIT FEE
(UNDERGRADUATE DEGREE STUDENTS)

~~I. PURPOSE~~

~~The purpose of this policy is to establish an advance deposit fee.~~

~~II. POLICY~~

~~Each newly admitted student, readmitted student, or returning student shall be assessed an advance deposit fee as determined by Longwood University.~~

Approved by the Board of Visitors, April 6, 1984.
Revised and approved by the Board of Visitors, September 7, 2002.
Revised and reviewed by Cabinet, November 07, 2012.

RATIONALE: The policy is being removed as a new comprehensive undergraduate policy has been developed and is being presented for approval.



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Policy 8106
STUDENTS WITH DISABILITIES

I. PURPOSE

~~The purpose of this policy is to comply with Title V, Section 504 of the Rehabilitation Act of 1973, students with physical and/or learning disabilities will not be discriminated against on the basis of their disabilities.~~

II. APPLICABILITY

~~This policy applies to all students with disabilities.~~

III. POLICY

~~Admission to Longwood is based on the requirements outlined in the Longwood Catalog. Admissions decisions are made without regard to disabilities. All applicants to the institution are reviewed through the same admissions procedures. All students are expected to present academic credentials at or above the minimum standards for admission as established annually by the Admissions Committee. Students with identified disabilities eligible to take the SAT/ACT under accommodated conditions may submit those scores.~~

~~A. Accommodations in Admission Criteria: For applicants who choose to identify themselves in the admissions process, the Admissions Committee will review alternative measures for admissions criteria under the following conditions:~~

~~1. If a standard of admission interacts in a disproportionately adverse way with the applicant's documented disability, then a request by the applicant for a substitution in that criterion may be submitted.~~

~~2. The alternative measure must be a valid measure of the same skills, aptitudes, or areas of achievement as the admissions standards.~~

~~B. Contact Person: Applicants who wish to request accommodations in the review of the admissions process; or who wish to request Admissions literature, the Longwood Catalog, or an application in an alternate format should contact the Coordinator of Services for Individual with Disabilities at 434.395.2391; TRS: 711.~~

~~C. Post-Admissions Accommodations: Once admitted, students seeking accommodations must notify the Director of Disability Support Services. The Director will determine what~~


~~documentation must be provided in order to determine the most appropriate accommodations. In addition to reviewing the documentation, the Director may request an interview between the student and a professional competent to evaluate the student's needs.~~

~~Longwood University recognizes the wide variation in the needs of students with disabilities and the fact that as students progress through their programs, unanticipated needs may arise. The Director will, at the request of the student, review the process by which his or her current accommodations were determined and revise the accommodations as appropriate.~~

Revised and approved by the Board of Visitors, September 7, 2002.

Revised and reviewed by Cabinet, November 07, 2012.

RATIONALE: The policy is being removed as a new comprehensive undergraduate policy has been developed and is being presented for approval.

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Policy 8107

UNDERGRADUATE APPLICATION/READMISSION FEE

I. PURPOSE

~~The purpose of this policy is to establish an undergraduate application/readmission fee.~~

II. POLICY

~~Each applicant for admission, readmission, or returning student shall be assessed a fee as determined by Longwood University. Said fee is in addition to the normal and regular charges for the academic year or summer session and is not refundable.~~

Approved by the Board of Visitors April 6, 1984.

Revised and approved by the Board of Visitors, September 7, 2002.

Revised and reviewed by Cabinet, November 07, 2012.

CONSENT AGENDA

INFORMATION ITEM E

Campus Construction Update

Longwood's major capital construction projects continue to progress well. Each of these projects is in a varying state of design or construction, or have been completed. The following is a table of the current status of each of these projects:

Project	Project Start	Current Status	Projected Completion
University Technology Center (French)	Aug 2008	Project is in Construction Phase	Fall 2014
Blackwell Alumni Center (Maugans)	Mar 2012	Project is in Schematic Design Phase	Fall 2014
Stubbs Renovation	Sep 2012	Project is in Schematic Design Phase	Fall 2014
Additional Biomass Boiler	Aug 2012	A/E has been selected and project is in Planning Phase	Summer 2015
Willett HVAC	Sep 2012	Project is in Schematic Design Phase	Fall 2015
Student Success Center	Aug 2012	A/E has been selected and project is in Planning Phase	Fall 2016
University Center (Student Union)	Aug 2008	Project is in Schematic Design Phase	Fall 2016

CONSENT AGENDA

INFORMATION ITEM D

Report on Final Fall 2012 Enrollment

	Fall 2010 (final)	Fall 2011 (final)	Fall 2012 (final)
Total Headcount	4831	4860	4834
On-campus*	4379	4502	4505
Off-campus	452	358	329
% of off-campus	9.36%	7.37%	6.81%
Full-time	3985	4148	4095
Part-time	846	712	739
% of Full-time	82.49%	85.35%	84.71%
In-State	4567	4590	4610
Out-of-State	264	270	224
% of Out-of-State	5.46%	5.56%	4.63%
Degree Undergraduate	4074	4160	4185
Degree Graduate	401	378	354
Non-degree Undergraduate	52	77	170
Non-degree Graduate	304	245	125
ESL**	n/a	n/a	11
Female	3345	3335	3320
Male	1486	1525	1514
% of Male	30.75%	31.38%	31.32%
International	38	35	37
% of international	.79%	.72%	.77%
Minority***	633	698	749
% of Minority (self identified)	15.65%	14.36%	15.49%
% of Race Unknown (self identified)	2.55%	2.94%	3.04%
Number of Class Sections Enrolled by Location			

	Fall 2010 (final)	Fall 2011 (final)	Fall 2012 (final)
South Boston (SVHEC)	6	2	1
Martinsville	2	6	1
Study Abroad	4	2	3
Others	27	23	20
Online	33	42	58
On campus	1231	1281	1245

* Students enrolled in main campus courses are included in the “On-Campus” headcount.

** ESL students are excluded from the headcount due to the fact that ESL courses are “zero” credit courses.

*** Minority counts do not include international students and students who reported as “race unknown.”

Comment:

The information presented in this report is final and will be used to file our state and federal reports for year 2012-13. When compared with the last year’s data, the following changes for fall 2012 are noteworthy:

1. The total number of undergraduate degree seeker increased by .6%;
2. Of the total student population, the percentage of minority student enrollment increased by over 1% (14.36% vs 15.49%). When compared with last year’s number for the “minority” category, the increase is over 7% (698/2011 vs. 749/2012);
3. The number of online class sessions increased by 38% (42/2011 vs. 58/2012).

CONSENT AGENDA

INFORMATION ITEM F

Comprehensive Campaign Report

2013 First Quarter Report

Total cash giving to Longwood for the 2013 first quarter was \$702,064. This compared to \$1,026,156 for the same period for fiscal year 2011-12. Restricted giving decreased (\$323,892 versus \$221,021) and gifts-in-kind increased greatly (FY 2012 \$4,941 versus FY 2013 \$130,693). A decrease was experienced in the areas of endowment/capital over last year (\$539,194 versus \$257,898). Overall, the number of donors was up (1,543) compared to this time period for fiscal year 2011-12 (1,488).

Overall for the Comprehensive Campaign, Longwood University experienced steady growth for the first quarter of fiscal year 2013. Longwood University Campaign has received \$35,590,168 in cash and commitments through October 31, 2012. Gains were experienced in the areas of Endowed Scholarships/Fellowship Funds and Academic Support.

A meeting of the Comprehensive Campaign Steering Committee was held October 29, 2012. A discussion was held regarding strategies to complete the campaign by June 30, 2013. It was announced that Longwood University will host a campaign celebration on Saturday, September 14, 2013. More details will be available in early 2013.

Attachments

**Longwood University
Cash Giving as of October 31, 2012**

November 1, 2012

	<u>FY2013</u>		<u>FY2012</u>	
	Amount	Donors	Amount	Donors
Segments				
Unrestricted	\$88,708.43	1,039	\$78,284.96	945
Restricted	\$221,021.74	338	\$323,892.19	319
Endowment/Capital	\$257,898.01	215	\$539,194.70	275
Bequests/Other	\$3,743.20	1	\$79,843.56	4
Gifts-in-Kind	\$130,693.00	9	\$4,941.20	5
Total	\$702,064.38	1,543	\$1,026,156.61	1,488

Gift Report by Campaign Bucket

@10/31/2012

Campaign Buckets	Jun-07	Jun-08	Jun-09	Jun-10	Jun-11	Jun-12	Jun-13	Total
Investment in Students	1,026,837	1,178,362	604,752	842,239	929,287	1,808,156	123,174	6,512,807
Investment in Faculty & Academics	2,608,533	1,244,595	694,573	1,779,698	428,571	573,447	89,350	7,418,767
Investment in Longwood	3,053,085	2,594,993	745,422	515,756	563,077	1,450,326	55,835	8,978,494
Capital: University Student Center	-	-	-	500,000	400,110	4,674,030	40	5,574,180
Capital: Alumni Center	2,402,500	593,279	20,000	4,175	2,000	102,225	101,050	3,225,229
Annual Fund	840,582	1,110,090	518,501	295,919	452,736	492,705	170,158	3,880,691
Totals	9,931,537	6,721,319	2,583,248	3,937,787	2,775,781	9,100,889	539,607	35,590,168

CONSENT AGENDA
INFORMATION ITEM G

Public Relations Report

MEDIA COVERAGE AND PLACEMENT

The *Martinsville Bulletin* reported the appointment of **Ken Copeland as vice president for administration and finance** on August 5, 2012.

The 38th annual **Girls State** conference held at Longwood in June 2012 was reported in the *Falls Church News-Press*, the *Southside Sentinel* of Urbanna, *News & Messenger* of Manassas, *Union Star* of Brookneal, *News & Record* of South Boston, *Gazette-Virginian* of South Boston, *Smith Mountain Eagle* of Moneta, *Tidewater News* of Franklin, *Nelson County Times*, *Brunswick Times-Gazette*, *Bedford Bulletin*, *The Recorder* of Monterey, and *The Burgs* of Blacksburg and Christiansburg. These articles, which ran in August and September 2012, gave a quick summary of the event, as well as a list of the guest speakers.

The *Southside Messenger* quoted Dr. Charles Kinzer in an article titled “**Longwood Faculty Gala** Recital to be August 20.” In this August 15, 2012, article, the use of the new Steinway D grand piano was highlighted.

Longwood’s **Clean Virginia Waterways** was mentioned in an article titled “Three waterway cleanup events slated” in the *Rappahannock Record* on August 16, 2012.

The Gazette-Virginian of South Boston (August 17, 2012), the *South Hill Enterprise* (August 22, 2012) and the *Courier-Record* of Blackstone (August 29, 2012) reported that for the third consecutive year Longwood was included in **Forbes magazine’s list of best colleges in the United States**.

Sallie McMullin was quoted in stories about Longwood’s third-largest freshman class ever in *The Gazette-Virginian* on August 20, 2012; the *Brunswick Times-Gazette* on August 29, 2012; and the *Southside Messenger* on August 29, 2012.

The *Southside Messenger* reported August 22, 2012, that **men’s basketball coach Mike Gillian** spoke to the Farmville Rotary Club.

Interim President Marge Connelly was pictured in *The Gazette-Virginian’s* August 22, 2012, article “Longwood President Pays Visit,” which highlighted a visit by Connelly and Brenda Atkins to **Longwood’s Institute for Teaching through Technology and Innovative Practices** in South Boston.

Longwood's **Institute for Teaching through Technology and Innovative Practices (ITTIP)** was mentioned in an article titled "County teacher takes part in STEM workshop," which ran in *Powhatan Today* on August 22, 2012.

The Gazette-Virginian of South Boston ran an article titled "**Novelist Cherri Randall** to speak at Longwood" on August 29, 2012. The same information was reported in *The South Hill Enterprise* on September 2, 2012, titled "Randall to speak at Longwood."

Longwood University was mentioned in a story run in an August 29, 2012, *Southside Messenger* story titled "Farmville Florists Celebrate 'Good Neighbor Day.'"

The Gazette-Virginian of South Boston (August 31, 2012) and the *Courier Record of Blackstone* (September 5, 2012) reported The Princeton Review selected Longwood University for its "Best in the Southeast" ranking on August 31, 2012.

Alumna Elsie Stossell Upchurch's **gift of \$4 million for a new university center** at Longwood was featured in several newspapers and on several television stations in September 2012, including WSLN NBC 10 of Roanoke, WFXR FOX 21/27 of Roanoke, *Richmond Times Dispatch*, *Associated Press Online Virginia*, WVIR NBC 29 of Charlottesville, *Newport News Daily Press*, WRIC ABC 8 of Richmond, WSET ABC 13 of Roanoke, *Progress-Index* of Petersburg, *Winchester Star*, *Danville Register & Bee*, *Northern Virginia Daily* and *News & Advance* of Lynchburg.

The Independent-Messenger of Emporia mentioned Longwood University in a September 11, 2012, article titled "Seminar set for local retail, restaurants" featuring collaboration between the Emporia-Greensville Chamber of Commerce and the Crater **Small Business Development Center** of Longwood.

The **Longwood Logistics Center** was featured in a story titled "Longwood establishes logistics center" in *The South Hill Enterprise* on September 9, 2012. The same information was reported in *The News-Progress* of Clarksville on September 12, 2012, in a story titled "Longwood University to begin logistics certificate program."

Longwood University's **Rock the Block** event was featured in the *Southside Messenger* on September 12, 2012.

In a September 12, 2012, article, *The News Progress* reported on a new **certificate in logistics** offered by Longwood's College of Business and Economics.

Dr. Nicholas Langlie was quoted in *The Gazette-Virginian* of South Boston in a September 14, 2012, story titled "Workplace skills class offered" about a **free online class** offered by the College of Graduate and Professional Studies.

The Progress Index of Petersburg reported on the "**Walk to end Alzheimer's**" in its September 22, 2012, issue. The article mentioned Longwood's support of this worthy cause. This walk was also mentioned in the *Kenbridge-Victoria Dispatch* on September 19, 2012.

Kelly Martin was quoted in a September 19, 2012, *Gazette-Virginian* article titled “Longwood lands **\$250,000 grant for green energy.**” This story was also reported in the *News & Record* of South Boston.

Longwood University was for the 15th year ranked among the best colleges in the annual *U.S. News & World Report* survey. This honor was reported in several newspapers, including *The Gazette-Virginian* of South Boston on August 31, 2012, the *Courier-Record* of Blackstone on September 5, 2012, *The Mecklenburg Sun* on September 19, 2012, and the *News & Record* of South Boston on September 21, 2012.

Abigail O’Connor was quoted in an article posted on the Womenetics website titled “High-Tech Learning Offers Education for All...from Anywhere” about Longwood’s **online MBA program**. Rated by *Forbes* as one of the top 100 websites for women, Womenetics is a networking platform for professional women.

The **naming of Longwood’s diversity center in honor of N.H. “Cookie” Scott**, the university’s first African-American graduate, was featured in a story in the *Gazette-Virginian* on September 28, 2012, and the *Hopewell News* on October 2, 2012. Dr. Jamie R. Riley and Scott were quoted in the *Gazette-Virginian* article.

In October 2012, a story on Longwood’s **Digispired project** was featured on the *STEMdaily* online newsletter, which goes to more than 4,000 subscribers interested in news about STEM-related issues and programs.

The *Gazette-Virginian*’s online newsletter *YourGV.com* mentioned Longwood in a calendar post on **Roy Clark’s 20th Annual Benefit Concert** in October 2012.

The **partnership between Longwood University and the Charlotte County Public Schools** was featured in an October 3, 2012, article in the *Southside Messenger* titled “Charlotte County Public Schools Embrace ‘Project-Based Learning.’”

The South Hill Enterprise reported the kickoff of the Longwood **Camerata Singers’** fall performance schedule, including a performance with the Richmond Symphony, on October 3, 2012.

Dr. James Jordan was quoted in the *Southside Messenger*’s article “Beloved Longwood professor honored with naming of **Archaeology Field School**” on October 3, 2012. This story also ran in the *News & Record* of South Boston on October 18, 2012.

Longwood’s **new graduate reading program** being offered in six Southside counties was featured in the *Southside Messenger* on October 3, 2012, the *Brunswick Times-Gazette* on October 3, 2012, and the *Mecklenburg Sun* on October 10, 2012.

Longwood was mentioned in a *Richmond Arts Review*’s article posted October 6, 2012, featuring Michael Mergen’s ***Vote: Photographs by Michael Mergen.***

Longwood economics professor Scott Wentland was interviewed October 11, 2012, by National Public Radio (NPR) station WCVE-FM about his theory on **randomizing districts for reelections**. A paper written by Wentland and Peter C. Stone on the same subject was featured on the station's website.

Longwood was mentioned in an article in the *Mecklenburg Sun* on October 17, 2012, promoting the **Roy Clark Benefit Concert** to be held this December. This story was also seen in the *Courier-Record* of Blackstone on October 24, 2012.

The *Washington Post* ran a story on October 21, 2012, featuring the work of assistant economics professor Scott Wentland on **randomizing districts for reelections**.

The *Richmond Times Dispatch* featured Longwood in its **School and College Guide** section on October 21, 2012.

The *Gazette-Virginian's* online news *YourGV.com* reported the unveiling of "the region's newest asset for economic development—the **National Center for Coatings Application, Research and Education (C-Care)**" on October 22, 2012. Longwood's involvement in this project was mentioned.

Longwood was mentioned in the *Courier-Record* of Blackstone in an article titled "**Art students to be honored**" on October 24, 2012.

Work It, the online newsletter for Southern Virginia's business communities, posted an article titled "Project inspires high-school students to pursue STEM careers" on October 29, 2012, which featured Longwood's National Science Foundation-funded project, **Digispired**.

William Lynn was quoted in an article posted on LiveDesignOnline.com titled "Longwood University Maximizes Theater and Presentation Experience with PixelFLEX LED Curtain" on November 1, 2012.

Longwood was mentioned in a November 5, 2012, *Richmond Times-Dispatch* online story titled "Central Va. leaders see future in **logistics**." The story discussed the alliance between the engineering schools at the University of Virginia and Virginia State, and the business schools at Virginia Commonwealth and Longwood University.

On November 5, 2012, *Time* magazine's online "Lightbox" featured a series of **photographs by assistant art professor Michael Mergen** in an article titled "The Halls of Democracy: Places of Civic Responsibility." A series of photographs was also featured in the online magazine *Slate* on November 6, 2012, in an article titled, "Behold The Photo Blog."

PUBLICATIONS and VISUAL ARTS

Redesigned magazine mailed in September

The completely redesigned fall 2012 issue of Longwood Magazine was mailed to more than 36,000 alumni, parents and friends on September 17. The new 48-page publication featured articles on the photographs of assistant art professor Michael Mergen, Interim President Marge Connelly, young alumni working in a variety of design fields, and the James W. Jordan Archaeology Field School.

Annual Fund appeal

A Longwood Annual Fund appeal centered on National Philanthropy Day was created in coordination with the Office of Annual Giving. The mailing featured Kendall L. Lee '01, associate director of the Office of Government Relations at Virginia Commonwealth University in Richmond, and Katie Whitley Sloan '75, Smart Beginnings community coordinator in Hopewell and Prince George, Va.

WEB and SOCIAL MEDIA COMMUNICATION

New community-produced online newsletter for faculty and staff launched

On October 1, the web team completed the development of a new internal communications tool, the *Insider*, which is both a website and email newsletter sent out to faculty and staff weekly. Every faculty and staff member is able to contribute news items at any time, thereby keeping the Longwood community informed about what is happening on campus. Currently, the *Insider* features news, events, announcements, professional notes, personal news, and even classifieds, adding more value to this interactive and engaging internal communications initiative. See the *Insider* in action at insider.longwood.edu.

New comprehensive calendar provides resource for planning

In late October, the web team launched a new online comprehensive calendar, which combines multiple department event calendars into one simple calendar. The calendar was developed to provide one source for all Longwood events information, facilitating both participation in the events and campus planning. The comprehensive calendar initiative is a work-in-progress, which will continue to be improved with more department calendars as appropriate. See the comprehensive calendar in action at www.longwood.edu/calendar.htm.

New social media initiatives include Pinterest and Instagram

The web team has embarked on new social media initiatives including Pinterest and Instagram, two social media tools we have been monitoring closely over the past year. Pinterest has a dedicated female user base (of all ages), while Instagram has primarily a young audience (both male and female), making both worthwhile initiatives for Longwood. Without any promotion, Longwood's Instagram account gained 189 followers in less than three months, and Longwood's first Instagram photo competition during Rock the Block 2012 drew 84 photo entries. Surprisingly, it proves to be an unexpected way to connect with prospective students (who post photos of acceptance certificates/letters) and alumni (who post photos of campus while visiting). Although we have seen some decent activity on Pinterest, the jury is still out on its value in our overall online strategy.

New photo archive makes Longwood photos more readily available

Longwood now utilizes a third-party tool, *Zenfolio*, for making Longwood photos more readily available to the campus community and public. Photographs are available for download by “purchasing” at zero cost, and the Public Relations office approves each order. Print-resolution files are approved only for use by Longwood employees and contracted partners, while web-resolution files can be used for personal or editorial purposes. This is a work-in-progress as photos are continually categorized and organized appropriately. See the photo archive in action at longwoodphotoarchive.zenfolio.com.

CONSENT AGENDA

INFORMATION ITEM H

Marketing Plan Update

Fall advertising on track for success

Longwood's new 30-second commercial was completed on time for the fall advertising campaign, which began in mid-October. Prior to finalizing the spot, it was tested with high school students, both in moderated focus groups and in an online environment. Response to the new spot was strongly positive among these groups. The fall advertising campaign combines a variety of placements including cable television, movie theaters, Facebook, Twitter, Hulu and rich-media banner ads. The television, movie theater and rich-media ads feature the "dream college" commercial. At the time of this report, the initial performance statistics for the rich-media ads show very promising results over the spring 2012 campaign in terms of average engagement rate (3.25% vs. 2.4%), average time spent on ad (28 seconds vs. 9 seconds), and percentage of those completing the video once started (35.7% vs. 28.4%). The engagement rate is one of the most valuable metrics in terms of brand awareness, and we expect these numbers to further improve over the course of the campaign.

Creating a compelling brand

In an effort to refine and better communicate Longwood's brand, Public Relations and the Office of the President launched a blog about branding and invited faculty, staff and students to contribute their thoughts on what makes Longwood distinctive and attractive to prospective students. Comments so far indicate that what Longwood is best-known for is its caring and dedicated faculty. This is not surprising, and it is a characteristic that is prominently touted in admissions materials. Creating a compelling brand is an important component of the university's strategic plan, and the Office of Public Relations will be working with Interim President Marge Connelly to gather additional feedback and develop an action plan for communicating the university's brand platform internally and externally.

Taking it to the high schools—in new ways

Marketing efforts this year include a significant effort to get Longwood's name in front of as many high school students in our primary recruitment areas (Northern Virginia, Tidewater and Richmond) as possible—but not in the same old ways. New initiatives this year include distributing giveaways (including miniature footballs and spirit sticks) and refreshment stand napkins and cups—all with prominent Longwood logos—at athletics events; sponsoring clubs such as Future Business Leaders of America and robotics teams, including providing custom-designed T-shirts with prominent Longwood logos to organization members; and offering a Longwood scholarship at one school that will be heavily promoted at the school. Efforts to reach high-school students also include an extensive advertising campaign in targeted high school newspapers aimed at encouraging students to visit Longwood.

CONSENT AGENDA

INFORMATION ITEM I

Report on Student Housing

CURRENT OCCUPANCY

As of November 1, 2012, 2990 students are assigned to main campus residence halls, Lancer Park, Longwood Landings, and Longwood Village.

Category		Continuing Students	*New First Time Freshman	New Transfer Students	Readmitted Students	TOTAL RESIDENTS
Fall 2012 (11-01-12)	MC	987	1015	42	13	2057
	APTS	871	2	56	4	933
	TOTAL	1858	1017	98	17	2990
Fall 2011 (11-02-11)	MC	1024	1070	46	14	2154
	APTS	896	0	37	4	937
	TOTAL	1920	1070	83	18	3091
Fall 2010 (11-02-10)	MC	1020	992	82	18	2112
	APTS	899	0	31	3	933
	TOTAL	1919	992	113	21	3045

STUDENT DISTRIBUTION	Fall 2012	Fall 2011	Fall 2010
On-Campus Residents	2057	2154	2112
Longwood Landings	402	402	403
Lancer Park	255	257	255
Longwood Village	276	278	275
Total	2990	3091	3045

CLASS DISTRIBUTION	Fall 2012	Fall 2011	Fall 2010
Freshman	1045	1107	1029
Sophomore	854	824	864
Junior	569	620	673
Senior	522	540	479
Total	2990	3091	3045

GENDER DISTRIBUTION	Fall 2012	Fall 2011	Fall 2010
Females	2014	2082	2049
% Female	67.4	67.4	67.3
Males	976	1009	996
% Males	32.6	32.6	32.7
Total	2990	3091	3045

*Includes 12 international exchange students fall 2012

CONSENT AGENDA

INFORMATION ITEM J

Faculty Resignations and Retirements

Resignations:

Ms. Gayle Daly, Senior Clinical Educator and Clinical Director, effective May 16, 2013, after 14 years of dedicated service to Longwood.

Dr. Melissa Yeager, Assistant Professor of History, resigned October 24, 2012, to become a fulltime Mom.

Retirements:

Dr. Ronald E. McPherson, Associate Professor of CIMS, effective August 31, 2013, after 12 years of dedicated service to Longwood.

Ms. Pamela Arkin, Associate Professor of Theatre, will retire August 31, 2014, after 22 years of dedicated service to Longwood.

Mr. Mark S. Baldrige, Professor of Art, will retire May 16, 2014, after 40 years of dedicated service to Longwood.

Dr. John S. J. Burke, Professor of Art, will retire August 31, 2014, after 24 years of dedicated service to Longwood.

Dr. Eugene T. Muto, Professor of Theatre, will retire August 31, 2014, after 14 years of dedicated service to Longwood.

Mr. Randall W. Edmonson, Professor of Art, will retire August 31, 2014, after 33 years of dedicated service to Longwood.

AUDIT

**BOARD OF VISITORS
AUDIT**

INFORMATION ITEM 2

Update on Internal Audit and Institutional Compliance Activity

Audits and Reviews

1. The Admissions audit fieldwork was completed in late October 2012. Anticipated report issuance by mid-December 2012.
2. The audit report for the Housing Residential Management System was issued mid-November 2012.
3. The Campus Police audit fieldwork will be completed mid-December 2012. Anticipated report issuance by late January 2013.
4. Audit fieldwork for the Information Technology Governance audit started in early October 2012.
5. The start date for the perpetual NCAA cyclical audit has been pushed to January 2013 to accommodate the implementation of the GRC software.
6. The student intern fieldwork on the Conferences and Scheduling audit was completed in mid-November 2012. Anticipated report issuance by early January 2013.

Other Audit Activities

1. Quality Assurance Review – need to have this done in January, 2012 is the last year of our five year required cycle. I will use the self assessment with a peer review (cost would be just the travel expenses for the reviewer) which minimizes time and money spent. Report is shared with president and the BOV. Last one was done in 2007 and received a passing evaluation.

Institutional Compliance

1. Governance, Risk, and Compliance (GRC) software – software contract has been awarded and vendor provided training began in late August 2012. The Internal Audit module will be the first module implemented. Basic module functionality has been established, with staff proficiency attained by late December 2012. Once we are comfortable with how this module works and the reporting functionality, we will begin

implementing dashboard components for audit findings and look at which module should be implemented next to best serve Longwood's needs.

**BOARD OF VISITORS
AUDIT**

INFORMATION ITEM 3

Overview of Process for the Upcoming APA Audit

**Longwood University
Board of Visitors Entrance Conference
December 7, 2012**

Assigned Audit Staff

Karen Helderman, Project Manager
Mike Driscoll, In-Charge
Stu MacSwain, Staff
Mike Reinhart, Staff
Information Systems Security Auditor
Data Analysis Auditor

Audit Timeline

Auditors began testing internal controls over business processes, such as disbursements and payroll, in October. Work on balances and the financial statements will start in early December and should finish in February.

Audit Objectives

Provide an opinion to the university's financial statements that will be included with the financial statements that are distributed by the university.

The APA reviews the results of the financial statements that management prepares during the engagement. APA follows up on all findings and recommendations to determine that management addresses findings promptly. At the completion of the audit, APA reports the results of our audits to the Executive Committee. We also work closely with internal audit throughout the year to mitigate duplication of effort.

Provide a report on internal controls and compliance that will include any findings or recommendations that we may issue as a result of the audit.

ARMICS outlines the University's responsibility for internal control and the University annually certifies its responsibilities for internal control and accurate financial statements. Our responsibility is to ensure that internal controls are adequate as designed and then to review whether they are operating as intended.

Discussion of Risk with Board Members

The APA encourages the Board of Visitors to provide input regarding the risks they perceive to the University in completing its mission. While Board members can direct their comments to the Audit Committee Chair or the Internal Audit Director to be forwarded to the APA Project Manager, we also plan to meet directly with the Audit Committee Chair. We will discuss the following issues:

- Any areas of fraud risk
- Any areas of institutional risk
- Any matters that the Board believes should be considered in planning

Required Communication with Board (See Attached Summary)

Required Communications with the Board

1. Responsibilities and Roles:

- a. The auditor's responsibility under generally accepted auditing standards
 - An audit is designed to obtain reasonable, rather than absolute, assurance, about whether the financial statements are free of material misstatement
 - The audit does not relieve management or the Board of their responsibilities
 - The auditor has limited responsibility for other information with audited financial statements
- b. Roles during audit process
 - Audit Committee – Communicate with APA about audit scope, communicate with management and internal audit regarding progress, and receive reports and findings from management, internal audit, and external audit.
 - APA – Independent external auditors
 - Opinion on University financial statements
 - Review internal controls and compliance as a part of auditing financial statements
 - Report on internal control and compliance findings
 - Review CAFR submissions
 - NCAA Agreed Upon Procedures
 - Internal audit – Provide audit results and input on risks to external audit and liaison with Audit Committee
 - Management – Assess internal control risks, prepare financial statements, prepare CAFR submissions, and respond to findings

2. Planned scope of the audit:

- a. Approach to internal control – We review internal controls to identify those areas where we can replace substantive testing with transactional testing. We look for management to have written formal policies and procedures and check for the implementation of those procedures. Our work is similar to the requirements of ARMICS and Sarbanes-Oxley.
- b. Concept of materiality – We do not review all transactions or accounts in detail. We use materiality to focus our work on those financial statement line items and those transactions that are material or significant to the University.
- c. Relationship to internal audit – We meet with the Internal Audit Director as part of the planning process and review the results of internal audit work for the past year. We look for trends of findings to identify areas of increased risk. We follow-up on fraud cases. During the year, we coordinate in overlapping areas to rely on each other's work.

3. Identification of potential fraud risks:

- a. Approach to fraud – Most of our audit is focused on our opinion on the financial statements and materiality. Our primary interest related to fraud would be in how it may affect the financial statements and those controls that the financial statements rely upon. However, we review policies and procedures for fraud risk and may direct our testwork towards addressing fraud risk.
- b. Responsibility for identifying fraud risks and fraud – SAS 99 requires us to assess fraud risk, interview management and staff about their knowledge of fraud and fraud risk, and

review exceptions for indications of possible fraudulent transactions. Auditors should be looking for red flag fraud indicators. Even though government entities are not always profit oriented, the auditors remain vigilant about financial statement fraud.

- c. University's responsibility for assessing fraud risks – In reviewing internal controls for ARMICS, the University should be open to identifying and correcting any possible fraud risks.

ADMINISTRATION, FINANCE,
FACILITIES AND
TECHNOLOGY

**BOARD OF VISITORS
ADMINISTRATION, FINANCE, FACILITIES AND TECHNOLOGY**

ACTION ITEM 4

Approval of Policy on Documentation of Written Student Complaints

ACTION REQUESTED: On behalf of the President, I move that the Board of Visitors approve the Policy on Documentation of Written Student Complaints presented.

RATIONALE: Longwood University's accreditation is examined through a decennial review by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In early 2012, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) added Comprehensive Standard 3.13.3 requiring that all member institutions keep documentation of written student complaints. Longwood does not currently have an institutional policy or procedures addressing written student complaints. This policy is needed to meet the federal and SACSCOC requirements.

BACKGROUND: This policy was developed by the SACS Reaffirmation Office after conducting a campus-wide examination of student complaints policies, procedures and practices that are currently being used to address student complaints received by Longwood. During the process, the office also reviewed policies and procedures used by other institutions including: James Madison University, the University of North Carolina Charlotte and the University of North Carolina Wilmington. This policy has been reviewed and approved by the SACS Compliance Steering Committee and the Cabinet.

In conjunction with the policy, the SACS Reaffirmation Office and the SACS Compliance Steering Committee are proposing procedures to the Cabinet that will be implemented in early 2013.

New Policy:

Policy 3411 Documentation of Written Student Complaints



Longwood University
Office of the Vice President for Student Affairs
201 High Street, Lancaster G03A Farmville, VA 23909
Phone: 434.395.2039 Fax: 434.395.2347

POLICY # 3411
DOCUMENTATION OF WRITTEN STUDENT COMPLAINTS

I. PURPOSE:

The purpose of this policy is to formalize the documentation of formal written student complaints.

II. DEFINITIONS:

- A. Complaint:*** *An expression of dissatisfaction or formal allegations against the university, its employees, its faculty or its students. A request for decision-making is not a complaint, nor is a request for reexamination of a decision. Complaints covered by this policy include those directly addressing some element of Longwood's mission. Examples include, but are not limited to, grade appeals and complaints concerning curriculum, discrimination, sexual harassment, class scheduling, teaching, registration, academic and student support services, financial aid and faculty. Complaints not covered in this policy are: academic petitions, satisfactory academic progress appeals, suspension appeals, graduate student termination appeals, residency appeals, tuition surcharge complaints, tuition appeals, parking appeals and complaints about food service.*
- B. Complaint log:*** *A written record of collected student complaints maintained within the appropriate office. The log must include: the date the complaint was received, the type of complaint, a brief description of the complaint, the date of the resolution, a brief description of the resolution, a notation if the complaint was forwarded to another department and any external action taken.*
- C. Student:*** *A currently enrolled student who is receiving instruction at the university, including part-time, full-time, online, for credit, not for credit, undergraduate, graduate, or continuing education.*
- D. Formal written student complaint:*** *A written complaint submitted by a student under this policy. Written complaints include letters and emails sent from a university account. All complaints must include the student's signature (or name in the case of*

email submission) and contact information so the university may respond and/or notify the student of the status of the complaint. Student complaints do not include those that are submitted by parents or employees of the university, even if the complaint relates to or is on the behalf of a student. In addition, before initiating a formal written student complaint, the student must utilize informal complaint procedures such as talking to the person that the complaint is against and his or her supervisor, if feasible and appropriate.

III. APPLICABILITY:

This policy applies to all units that receive and resolve or respond to formal written student complaints related to the mission of Longwood University from currently enrolled students.

IV. POLICY:

Longwood University recognizes the importance of compliance with Federal Requirement 4.5, which requires the university to maintain a record of written student complaints which must be made available to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) upon request.

All units that receive and resolve or respond to written student complaints from currently enrolled students related to the mission of Longwood University are required to maintain a complaint log and supporting documentation. Complaint logs will be analyzed once per year to determine if there are systemic issues that require improvement.

Students complaining about actions concerning matters unrelated to their roles as students may complain directly to the appropriate office, but there is no requirement that any such office keep a log of those complaints.

V. ENFORCEMENT:

The Vice President for Student Affairs is responsible for compiling and analyzing a centralized log on an annual basis.

Reviewed and approved by Cabinet, November 14, 2012.

**BOARD OF VISITORS
ADMINISTRATION, FINANCE, FACILITIES AND TECHNOLOGY**

ACTION ITEM 5

Approval of New and Revised Administrative Policies

ACTION REQUESTED: On behalf of the President, I move that the Board of Visitors approve the attached policies as presented.

RATIONALE: Policies placed in the Policies and Procedures Manual should contain current and complete information.

BACKGROUND: Administrative policies and procedures are reviewed and updated on an as needed basis to maintain consistency and to ensure that the policies are meeting the needs of the University. New language is indicated in bold italics. Language that is to be deleted is indicated with strikethroughs.

The rationales for the following policies have been explained at the beginning of each policy.


New Policies:

Policy 1016 Distance Education Student Privacy
Policy 2114 Substantive Change Reporting Policy

Revised Policies:

Policy 3405 Motor Vehicle Parking and Traffic Regulations
Policy 7210 Space Allocation and Assignment
Policy 7211 Space Configuration Management

RATIONALE: Longwood University's accreditation is examined through a decennial review by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The federal government and the SACSCOC require that all universities have a written online student privacy procedure. This new policy was created to satisfy that requirement.

	Longwood University Office of the Provost and Vice President for Academic Affairs 201 High Street, Ruffner 120 Farmville, VA 23909 Phone: 434.395.2010 Fax: 434.395.2506
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POLICY #1016
DISTANCE EDUCATION STUDENT PRIVACY

I. PURPOSE

Longwood University recognizes the importance of compliance with Federal Requirement 4.8.2, a requirement which is enforced through the reaffirmation process conducted by the Southern Association of Colleges and Schools Commission on Colleges. Federal Requirement 4.8.2 states that universities that offer distance or correspondence education must have a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.

The purpose of this policy is to formalize the application of current privacy policies to distance education students.

II. APPLICABILITY

This policy applies to all units of the university that have contact with distance education students and/or access to distance education students' personal information.

III. POLICY


A. All state and federal laws and regulations and Longwood University policies concerning the privacy of student records shall apply with equal force and effect to distance education student records. See Policy 1007: Student Records and Annual Notification

B. Each student enrolled in a distance education course is assigned a LancerNet ID and password and must use this to register for and access distance education courses. For security purposes, Longwood University has established minimum password requirements. See Minimum Password Standards

- C. Student information is stored in the Banner ERP system, access is granted to authorized personnel and this access is reviewed annually. See Policy 6134: Data Classification and Policy 6135: Security Roles and Responsibilities*
- D. All websites that collect personally identifiable information from distance education students must be secured encrypted websites. See Policy 6116: Internet Privacy Policy*

Approved by the Board of Visitors,

RATIONALE: Longwood University's accreditation is examined through a decennial review by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The SACSCOC requires all substantive changes (defined below) be communicated to or approved by the COC before the changes are implemented by its member institutions. Longwood University has no current policy to address this issue. This new policy was created to clarify and communicate the substantive change requirement and ensure future compliance with SACSCOC policies.

	Longwood University Office of the Provost and Vice President for Academic Affairs 201 High Street, Ruffner 120 Farmville, VA 23909 Phone: 434.395.2010 Fax: 434.395.2506
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POLICY #2114
SUBSTANTIVE CHANGE REPORTING POLICY

I. PURPOSE

Longwood University recognizes the importance of compliance with the Substantive Change for Accredited Institutions of the Commission on Colleges policy statement of the Southern Association of Colleges and Schools (SACSCOC, 2011), which requires the university to report all substantive changes accurately and in a timely manner to the Commission on Colleges (COC). This policy exists specifically to establish, clarify and communicate the requirement that all university changes deemed to be "substantive" must be approved by the President and Board of Visitors, with subsequent notification to and/or approval by the COC for the university's regional accrediting body, the Southern Association of Colleges and Schools (SACS).

SACS accredits the university and its programs and services, wherever they are located or however they are delivered. The SACSCOC is recognized by the United States Department of Education as an agency whose accreditation enables its member institutions to seek eligibility to participate in federally funded programs. SACS requires accredited institutions to follow the substantive change procedures of the COC. In order to retain accreditation, the university is required to comply with SACS and COC procedures concerning substantive changes.

While the purpose of this policy is to document the approval and transmittal process to SACS, new, revised or discontinued degrees and establishment of distance learning sites may also require reporting and prior approval from the State Council of Higher Education for Virginia (SCHEV). The requirements of both agencies must be met; compliance with one does not constitute compliance with the other. This policy is primarily designed to address academic programs and curricular issues; although other defined substantive changes are also covered.

II. DEFINITIONS

- A. **Branch Campus:** *A location of an institution that is geographically apart and independent of the main campus of the institution. A location is independent of the main campus if*
1. *The location is permanent in nature.*
 2. *The location offers courses in educational programs leading to a degree, certificate, or other recognized educational credential.*
 3. *The location has its own faculty and administrative or supervisory organization and has its own budgetary and hiring authority. Source: SACSCOC.*
- B. **Degree Completion Program:** *A program typically designed for a non-traditional undergraduate population such as working adults who have completed some college-level course work but have not achieved a baccalaureate degree. Students in such programs may transfer in credit from courses taken previously and may receive credit for experiential learning. Courses in degree completion programs are often offered in an accelerated format or meet during evening and weekend hours, or may be offered via distance learning technologies. Source: SACSCOC.*
- C. **Distance Education:** *A formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program. Source: SACSCOC.*
- D. **Dual Degree:** *Separate program completion credentials each of which bears only the name, seal, and signature of the institution awarding the degree to the student. Source: SACSCOC.*
- E. **Educational Program:** *A coherent course of study leading to the awarding of a credential (i.e., a degree, diploma or certificate). Source: SACSCOC.*
- F. **Geographically Separate:** *An instructional site or branch campus that is located physically apart from the main campus of the institution. Source: SACSCOC.*

- G. **Joint Degree:** *A single program completion credential bearing the names, seals, and signatures of each of the two or more institutions awarding the degree to the student. Source: SACSCOC.*
- H. **Level:** *SACSCOC's taxonomy categorizes institutions by the highest degree offered. Longwood University is designated as a Level III institution because it offers the master's degree as the highest degree.*
- I. **Merger/Consolidation:** *SACSCOC defines a consolidation as the combination or transfer of the assets of at least two distinct institutions (corporations) to that of a newly-formed institution (corporation), and defines a merger as the acquisition by one institution of another institution's assets. For the purposes of accreditation, consolidations and mergers are considered substantive changes requiring review by the Commission on Colleges. (Examples include: a senior college acquiring a junior college, a degree-granting institution acquiring a non-degree-granting institution, two junior or senior colleges consolidating to form a new institution, or an institution accredited by the Commission on Colleges merging with a non-accredited institution). Source: SACSCOC.*
- J. **Notification:** *A letter from an institution's chief executive officer or his/her designated representative to the SACSCOC president to summarize a proposed change, provide the intended implementation date, and list the complete physical address, if the change involves the initiation of an off-campus site or branch campus. Source: SACSCOC.*
- K. **Procedure One:** *SACSCOC procedure associated with a substantive change that requires SACSCOC notification and approval prior to implementation. Changes under Procedure One require notification, a prospectus or application, and may involve an on-site visit. Source: SACSCOC.*
- L. **Procedure Two:** *SACSCOC procedure associated with a substantive change that requires SACSCOC notification prior to implementation. Source: SACSCOC.*
- M. **Procedure Three:** *SACSCOC procedure associated with approval of a consolidation/merger. Source: SACSCOC*
- N. **Significant Departure:** *A program that is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a significant departure, it is helpful to consider the following questions:*

1. *What previously approved programs does the institution offer that are closely related to the new program and how are they related?*
2. *Will significant additional equipment or facilities be needed?*
3. *Will significant additional financial resources be needed?*
4. *Will a significant number of new courses be required?*
5. *Will a significant number of new faculty members be required?*
6. *Will significant additional library/learning resources be needed?*
7. *Will the CIP code change?*

Source: SACSCOC, SCHEV.

O. Substantive Change: *A significant modification or expansion of the nature and scope of an accredited institution. According to SACS, a substantive change includes:*

1. *Any change in the established mission or objectives of the institution.*
2. *Any change in legal status, form of control, or ownership of the institution.*
3. *The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated.*
4. *The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.*
5. *A change from clock hours to credit hours.*
6. *A substantial increase in the number of clock or credit hours awarded for successful completion of a program.*
7. *The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program.*
8. *The establishment of a branch campus.*

9. *Closing a program, off-campus site, branch campus or institution.*
10. *Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution.*
11. *Acquiring another institution or a program or location of another institution.*
12. *Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution.*
13. *Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.*
Source: SACSCOC.

P. Teach-Out: The process by which the university provides instructional and academic support services to students enrolled at a site that has been closed and/or in a program that has been discontinued. The teach-out process often extends well beyond the closing of a site or program to allow time for enrolled students to complete their programs in a reasonable amount of time.

Q. Teach-Out Agreement: A written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 50 percent or more of at least one program offered, ceases to operate before all enrolled students have completed their program of study. Such a teach-out agreement requires SACSCOC approval in advance of implementation. Source: SACSCOC.

III. APPLICABILITY

This policy applies to all university officers who can initiate, review, approve and allocate resources to any changes, including those to academic and non-academic programs and activities that may be considered a substantive change according to SACSCOC Policy for Substantive Changes for Accredited Institutions. Within academic areas, such changes can originate with individuals or groups of faculty members, Department committees, Department Chairs, Deans and Associate Deans, the Vice President for Academic Affairs, Faculty Senate, or any other area reporting to the Vice President for Academic Affairs.

In those areas outside of Academic Affairs, potential substantive changes may arise in individual units, among supervisors in each area, executive management teams within Vice Presidential areas, or with the Vice Presidents or Cabinet. Further, the need for a potential

substantive change may come to the attention of the President or those in his/her direct reporting line.

Each individual hereby designated is required to be familiar and comply with this policy.

IV. POLICY

As the University pursues structural and programmatic changes, all of those changes deemed to be “substantive” changes require approval by the President, Board of Visitors and the SACSCOC.

The University will follow the substantive change procedures of SACSCOC, and inform the SACSCOC of such changes and proposed changes in accord with those procedures. Regardless of the origination point, all substantive changes must be tracked and reported under this policy.

V. ENFORCEMENT

A. Responsibility

- 1. SACS Accreditation Liaison: The Vice President for Academic Affairs serves as the SACS Accreditation Liaison. In the years between accreditation reviews, the liaison is responsible for ensuring the timely submission of annual institutional profiles and other reports as requested by the Commission. The liaison is responsible for the accuracy of all information submitted to the Commission and for ensuring ongoing compliance with Commission standards, policies, and procedures beyond reaffirmation. During the Reaffirmation Cycle, the liaison serves on the SACSCOC Reaffirmation Leadership Team and oversees all staffing aspects of the Reaffirmation process. The liaison is responsible for internal and external monitoring of substantive change progress, and responsible for reporting final change status.*
- 2. Vice Presidents: The Vice Presidents are responsible for their respective areas bringing forward any potential substantive changes under this policy.*
- 3. President: The President, with the SACS Accreditation Liaison, is responsible for the accuracy of all information submitted to the COC and for ensuring ongoing compliance with COC standards, policies, and procedures beyond reaffirmation. The President is also responsible for oversight and final reporting of substantive changes to SACSCOC.*

B. Sanctions: If Longwood University fails to follow SACSCOC procedures for notification and approval of substantive changes, its total accreditation may be placed in jeopardy. For that reason, the sanction for failure to follow this university policy must be sufficient to avoid such failure. If an academic program, unit or officer initiates a substantive change without following the procedures outlined in this policy, the President or Vice President for Academic Affairs may direct the immediate cancellation or cessation of that change, with due regard for the educational welfare of students, when it is discovered. In areas outside of Academic Affairs, the same sanction may be applied by the President or relevant Vice President.

Approved by the Board of Visitors,

RATIONALE: Editorial and clarification.



Longwood University
Vice President for Student Affairs
Department of Public Safety
201 High Street, 168 Dorrill Dining Hall, Farmville, VA 23909
Phone: 434.395.2091 Fax: 434.395.2820

POLICY 3405 MOTOR VEHICLE PARKING AND TRAFFIC REGULATIONS

I. Purpose

The purpose of this policy is to outline motor vehicle parking and traffic regulations enforced by the Longwood University Police Department.

II. Policy

A. Registration:

1. **Scope:** Faculty, staff, commuter students, and resident students (note Freshman Car Policy) are permitted to have vehicles on campus. The University, however, cannot guarantee a parking space on campus, nor is it liable for damages *to* or losses ~~resulting from vandalism or larceny~~ from any vehicle parked on the campus. **The University has a 24/7 parking policy in that all vehicles must remain in their decal zone throughout the year.** Other parking restrictions may be imposed for appropriate special events, activities, and conditions.
2. **Parking Allocation:** On-campus parking allocation will be Faculty/Staff, ~~denoted by blue on the parking map;~~ Commuter, ~~denoted by red on the parking map;~~ and Residential, ~~denoted by yellow on the parking map.~~ Lancer Park and Longwood Village permits are only good for those specific areas. ***Additional descriptions as to exact identification and locations of these parking areas will be provided on the Longwood Police Department, Office of Parking Services web site as well as in a booklet provided to all who purchase parking decals.***
3. **Registration Requirement:** Vehicles utilizing campus parking facilities must be registered and display the appropriate permit. All outstanding parking citations must be paid prior to vehicle registration. Since parking regulations are enforced year round, vehicles should be registered prior to the start of the semester. ~~(for pre-semester vehicle registration, go to the Parking Services website.~~ Following the opening of school, Vehicles may be registered in the following manner:
 1. ~~All student vehicles will be registered using the On-Line Registration process found on the Police website under Parking Services. or mail or deliver your payment for the permit to the Cashiering Office.~~
 2. ~~Mail or deliver your payment for the permit to the Cashiering Office.~~

3. ~~The student or a member of the student's immediate family must own vehicles registered. Proof of registration must be shown when picking up a parking permit.~~
4. ~~The State requires that parking facilities be self-paying enterprises. All costs, such as maintenance, are to be paid by self-generated funds. The cost of a parking permit is:~~

Resident Students, full academic year	-
*on the main campus and Longwood Village	\$250.00
*at Lancer Park	\$200.00
Resident Students, per semester	-
*on the main campus and Longwood Village	\$125.00
*at Lancer Park	\$100.00
Commuters, full academic year	\$250.00
Commuters, per semester	\$125.00
Graduate Students (night classes only)	-
Full Year	\$100.00
Semester	\$50.00
SVCC	-
*Full academic year	\$125.00
*Per semester	\$62.50
Student Decal Replacement	\$10.00
Summer Session	\$50.00
One Month Temporary	\$50.00
Faculty/Staff Hangtag based upon your salary with a base rate of \$90 and \$2.35 per one thousand of salary over \$20,000	-
Adjunct F/S - 1 Semester	\$45.00

~~**Second Decals:** If a student uses another family member's vehicle during the year, a second decal or a one-month temporary must be purchased. If a student uses a Faculty/Staff member's vehicle on campus, a student decal must be issued for the vehicle. Student drivers are restricted from using Faculty/Staff parking areas. Only one registered vehicle per student may be present on campus at any time. Any Faculty/Staff member loaning or giving their parking permit to a student will be subject to disciplinary action and will forfeit their permit with no refund.~~

4. **Number of Vehicles:** Faculty and staff members will be issued hanging tags. These

permits are transferable to other family vehicles. Only one (1) registered vehicle per permit may be present on campus at any time.

5. **Motorcycles:** Motorcycles have the same status as automobiles. Owners must abide by the same guidelines concerning registration, parking, and operation on campus. ~~Special decal type permits are available for faculty/staff. Students may affix their assigned decal to a motorcycle.~~

~~1. **Temporary Permits:**~~

- ~~a. Temporary permits for up to one month may be obtained for \$50.00 from the Parking Services Office. Vehicle registration is required at the time of class registration or whenever the vehicle is brought on campus.~~
- ~~b. Temporary permits are not intended to enable individuals to delay registering their vehicles. If vehicles are brought to campus after Cashiering and Student Accounts has closed, the driver must call Parking Services Office at 395.2660 for permission to park without registration until 8 a.m. the next working day.~~
- ~~c. If a vehicle is disabled, the driver must call Parking Services Office for 48-hour authorization. These 48 hours allows sufficient time for vehicles to be repaired, moved, or towed.~~

6. **Decals:**

- a. Decals are to be displayed on the vehicle's left rear window.
- b. Decals must be secured with their own adhesive. Scotch tape, etc. may not be used.
- d. Student decals are non-transferable to other vehicles. Additional vehicles must have their own decals.
- e. Hanging tags must be displayed per instructions.
- f. Students *and employees* should report any changes to vehicle registration information to the Parking Services Manager as soon as possible (e.g. tag number change, residence change, or new car).
- g. ~~Southside Virginia Community College students taking classes at Longwood will only be allowed to park in the Vernon St. #1 lot. A Longwood permit must be displayed on the vehicle.~~

7. **Guest's Vehicle:** To register a guest's vehicle during business hours, you must come to the Parking Services Office ~~in the Graham Building~~ to obtain a guest permit. After business hours go to the, *Longwood University Police Department* Dispatch Office ~~in the Dorrill Dining Hall~~ *for such assistance.* You must know the license number of the vehicle your guest is using for this permit.

B. Parking:

1. **Daily Parking Zones:** The University has a 24/7 parking policy in effect. All vehicles must park in their specific decal zone 24 hours a day.
2. **External Law:** Town, county, and state laws must be observed when parking on the Longwood University campus.
3. **Parking Prohibitions:** Parking in fire zones, loading zones, and areas where the curbs are painted yellow is strictly prohibited.
4. **Town Streets:** Parking on the Town of Farmville streets is at the driver's risk. University parking decals do not authorize parking in the Town of Farmville "Resident Only" parking areas. The Farmville Police patrol these areas and will issue town citations if violations are observed.
5. **Visitor Parking:** A limited number of *two hour* visitor parking spaces are available on campus. Students, faculty, and staff of the University may not use these spaces at any time, as they are not considered visitors to the campus. Visitor parking spaces are designated at the Craft Lot for use by PROSPECTIVE STUDENTS AND UNIVERSITY VISITORS ONLY. ~~Admissions will call the Parking Services Office to register vehicles in these spaces~~
6. **Guest Parking:** If a guest is to be on campus anytime, *they must display a guest parking permit.* ~~during the day, Monday to Friday, the host MUST call the when the guest arrives to receive a permit for the visitor's car. After business hours go to the Dispatch Office in the Dorrill Dining Hall. Guests should park their vehicles in visitor parking at Wynne Drive, the Pine Street gravel lot. Failure to register a guest's vehicle is not grounds for citation appeal.~~
7. **Loading/Unloading Limitations:** Loading/unloading locations have been designated throughout the campus. Parking in these areas is limited to ten minutes WITH the use of hazard lights. ~~During peak times of check-in and check-out, University Police will be available to provide assistance. Drivers are duly warned that the Town of Farmville may still issue citations for violations during these peak times.~~
8. **Handicapped Parking:** Persons requiring use of handicapped spaces on campus and/or Town of Farmville streets must ~~receive~~ *display* a handicap permit from the ~~Town Manager's Office or the Division of Motor Vehicles. Temporary (5 7 day) handicapped medical permits may be obtained from the Longwood University Office of Disability Services.~~
9. **Exceptions for Freshmen:** Freshmen are permitted to have vehicles on campus by written permission only. ~~e~~ Contact the Parking Services Manager for details. ~~Freshmen may park only at Lancer Park in the designated signage area by the ball fields denoted as such.~~
10. **Brock Commons Garage:** Student use of the Brock Commons Garage is restricted at all times. Students will NOT be allowed to park in the garage regardless of time of day, or day of the week.
11. **Parking Violations:**
 - a. **Responsibility for Enforcement:** The Parking Services Office/Longwood University Police Department is charged with the enforcement of all parking regulations.

- b. **Parking Citations:** Parking citations for unregistered or improperly parked vehicles will be issued year round, whenever the University is open, **regardless if classes are in session or not.**

- ~~• Automobiles parked illegally in areas listed below will be issued a parking citation and may be towed at the owner's expense. Please note that prohibited zones are enforced seven days a week, 24 hours per day.~~
 - ~~• Outside designated decal zone \$ 50.00~~
 - ~~• Handicapped spaces, without appropriate decal/tag \$125.00~~
 - ~~• Prohibited zone (on grass, yellow curb, loading zone, blocking the normal flow of traffic, or visitor/reserved spaces) \$ 50.00~~
 - ~~• Fire lane \$125.00~~
 - ~~• No decal, having an expired decal or improper decal display \$ 25.00~~

12. Payment: Parking citations must be paid or appealed within five full working days (Monday-Friday) excluding holidays.

- a. **Timeliness:** Drivers are expected to pay fines in a timely fashion. Unpaid fines may be transmitted to the Virginia Department of Revenue and/or to a collection agency. A hold will be placed on the records of any student when he or she has unpaid fines. If the vehicle appears on campus after suspension of privileges, the vehicle may be towed, a \$50.00 fine may be assessed, and/or disciplinary action may be taken. Seniors will have a hold placed on their records prior to graduation unless ALL fines have been paid. Flagrant disregard of the parking regulations may result in revocation of parking privileges.
- b. **Multiple Unpaid Citations:** If a driver accumulates three or more unpaid parking citations, the driver's vehicle may be towed at the owner's expense.
- c. **Parking Suspensions:** If a driver accumulates five (5) tickets in one semester, his or her privilege to park on campus will *may* be suspended. Suspension will be for the remainder of the current semester and all of the next. There will be no refunding of unused parking permit balances in these instances. The Parking Appeals Committee will hear appeals for these suspensions.

13. Parking Citation Appeals Committee:

- a. **Role:** The purpose of the Parking Citation Appeals Committee is to review all appealed parking citations and render a final decision. It will also review any appeals for the reinstatement of suspended parking privileges.
- b. **Appeals Form:** An appeal for each citation issued must be submitted in writing on an "appeals form" within five working days of the date on the citation or the right to appeal is forfeited. If appeal is denied, payment will be due upon receipt of notification letter. Appeals forms are available on the ~~Police website select parking in the left frame~~ ***myLongwood site at Automobile Registration under the Student Life tab***, in the Parking Services Office in Graham, and at Dispatch in the Dorrill Dining Hall.

- c. **Rationale for Appeal:** An appeal is based on extenuating circumstances and should not be filed if an individual has clearly failed to observe the University parking rules and regulations. ~~The following are examples of situations generally not considered as acceptable grounds for appeals:~~
 - i. ~~parking illegally in areas because others are doing the same;~~
 - ii. ~~using flashers in an illegal area~~
 - iii. ~~inability to pay fines assessed~~
- d. **Decisions:** Appeals are decided in one of the following ways: appeal denied; appeal accepted; and appeal denied, fee reduced. ~~Under extenuating circumstances, appeals for having the parking privilege reinstated may be presented to the Parking Appeals Committee.~~ Students must contact the Parking Services Office for information and deadlines for submitting an appeal.

14. University Police Assistance:

- a. ~~**Liability Release Requirement:** Motorist requesting assistance must sign a liability waiver prior to receiving motorist assistance services.~~
- b. ~~**Inoperable Vehicles:** Owners of inoperative vehicles should contact a service station or garage for assistance then advise University Police if parked in an unauthorized area (see A. Registration)~~
- c. ~~**Parking Lot Escorts:** The University Police will provide an escort from parking lots to a student's residence hall, on an "as available" basis. Use of the student escort service, the Nightwalkers, is encouraged. Lancer Park parkers should use the Shuttle bus service running every half hour.~~
- d. ~~**Emergency Phones:** Should you require assistance, emergency phones are placed around the campus. These phones ring into the Police Dispatch Center and may be used when requesting an escort or assistance from University Police.~~

C. Resident Freshman Motor Vehicle Policy: Freshmen living in residence halls will not be permitted to bring motor vehicles to campus OR to Farmville and vicinity. Upperclass students are not permitted to register cars for freshmen. Students who bring unauthorized motor vehicles to campus or to Farmville and vicinity are subject to sanction under Longwood University's conduct standards. Requests for exceptions to this policy should be made to the Parking Services Manager. ~~These requests must be made in writing. Consideration will be given to requests based on employment essential to university enrollment; limited time medical situations as verified through the Office of Disability Services family emergencies; out of state residency. Permission for this privilege must be granted PRIOR to the vehicles arrival on campus. Freshmen students will lose their parking rights if three or more citations are issued to their vehicle. Permit fees will NOT be refunded. Freshmen must remain in their decal zone at Lancer Park 24/7 unless loading or unloading in a specified loading zone.~~

D. Inclement Weather Parking Policy: During times when snowfall or ice accumulation is predicted for the Farmville area, parking will be restricted from the campus streets *and commuter* and Faculty/Staff lots so that the removal process can be completed. **Students must move their vehicles to resident student parking lots.** Failure to remove vehicles

~~from these areas will result in parking citations and/or towing. Students having visitors on the campus must make sure that those vehicles also comply with this policy. ***Students will be contacted by an email announcement when this policy is in effect.***~~

Revised and approved by the Board of Visitors, December 2, 2011.


Revised and approved by the Board of Visitors, September 7, 2002.

Revised and approved by the Board of Visitors, March 19, 2004.

Revised and approved by the Board of Visitors, June 15, 2005.

Revised and approved by the Board of Visitors,

RATIONALE: This policy has been updated to reflect that any property managed by Longwood University, to include property owned by the Longwood University Real Estate Foundation, is subject to the same space allocation and assignment requirements as spaces owned or leased by the university.

	<p>Longwood University Chief Facilities Management and Information Officer, Vice-President of Facilities Management & Real Property 201 High Street, Farmville, Lancaster 240, VA 23909</p> <p>Phone: 434.395.2809 Fax: 434.395.2716</p>
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POLICY 7210 SPACE ALLOCATION AND ASSIGNMENT

I. PURPOSE

The purpose of this policy is to establish the parameters for the allocation of University space.

II. DEFINITIONS

- A. Space: Specific defined portions of University ~~controlled-owned or leased~~ *managed, owned, or leased* facilities.
- B. Space Allocation: The assignment of primary jurisdiction over use of a space for a ~~specific-extended~~ period of time.
- C. Operational Control of a Space: Authority to determine the specific use of allocated spaces and to assign specific spaces to individuals for their use.
- D. Operational Space Manager (OSM): Individual delegated operational management of a space.
- E. Vacated Space: Space for which the original need upon which the allocation was based is no longer valid.
- F. Room Use Classification: Each space is assigned to a room use classification. This classification defines the type of use appropriate for the space.
- G. Space Configuration Modification: Any changes to the existing physical configuration of a space.
- H. Space Assignment: The designation of a specific University space for use by an individual or group of individuals for a specified period of time.
- I. Multi-functional Space: Spaces on campuses that are used to support the operation of more than one organizational unit.
- J. Event Access Classification: Each space is assigned to one of three event access classifications (restricted, limited or open as defined below). This classification defines the level to which events may be scheduled in a specific University space.

III. POLICY

The campus and University ~~owned-owned-controlled-and-leased~~ *managed, owned, or leased* facilities are the ~~property-of responsibility~~ of the Commonwealth of Virginia *to manage operate*. These resources are provided to Longwood University in order to support its mission and functions. The allocation of space shall be made from a campus-wide, University perspective and priority.

A. Space Allocation

1. Space allocation is the responsibility of the University Space Planning and Management Committee.
2. Allocable space is limited to specific use spaces. Examples of allocable spaces within buildings are offices, workrooms, conference rooms, research laboratories, storage rooms, mechanical rooms and other spaces designed for special non-public use. Examples of allocable outdoor spaces are athletic fields, mechanical yards and storage yards.
3. Space shall be allocated in specific units to the President of the University or a University Vice President. In turn, the President or Vice Presidents may delegate authority for use and operational control of the space to an individual as an OSM.
4. Space shall be allocated on the basis of need to perform the functions of the organizational unit to which it is assigned.
5. Spaces shall be allocated for a specific purpose and for a specific period of time.
6. Spaces may be allocated to multiple organizational units as multi-functional space. In these cases, the appropriate Vice Presidents shall agree upon a primary OSM. The primary OSM's responsibility shall be to manage the space in such manner as to meet the needs of all organizational units. In the event that issues arise that cannot be resolved by the OSM or the respective Vice Presidents, the Space Planning and Management Committee will serve as mediator.
7. Space allocations will be reviewed periodically to review the organizational needs as they relate to space allocated.
8. All requests for new or additional spaces shall be made to the Space Planning and Management Committee according to the University Space Request Procedures.
9. Spaces vacated through:
 - a. relocations outside of the allocated area;
 - b. reductions in force;
 - c. re-organizations or;
 - d. other events that change the relationship of operational need to space allocation shall revert ~~back~~ to the Space Planning and Management Committee for reallocation.
10. In the event of a space need arising from an emergency or crisis, space may be reallocated either temporarily or permanently by the Space Planning and Management Committee following dialogue with the affected organizational unit or units.

B. Space Assignment

1. Spaces may be assigned and re-assigned by the OSM as long as the used of the space remains within the room use classification for the space.


2. Assignment and re-assignment of spaces must be reported by the OSM to the Space Planning and Management Committee according to the University Space Assignment Procedures.

C. Event Access Classification

1. Restricted Access: Events to be scheduled in spaces designated as restricted access shall be scheduled for use only by the OSM or their designee.
2. Limited Access: Events to be scheduled in spaces designated as limited access shall be scheduled ~~for use~~ by the Office of Conferences, Scheduling and Special Events when the space is not in use.
3. Open Access: Events to be scheduled in spaces designated as open access shall be scheduled ~~for use~~ only by the Office of Conferences, Scheduling and Special Events or their designee.

Approved by the Board of Visitors, September 13, 2003.
Revised and approved by the Board of Visitors,

RATIONALE: This policy has been updated to reflect that any property managed by Longwood University, to include property owned by the Longwood University Real Estate Foundation, is subject to the same space configuration requirements as spaces owned or leased by the university.

	<p style="text-align: center;">Longwood University Chief Facilities Management and Information Officer, Vice-President of Facilities Management & Real Property 201 High Street, Farmville, Lancaster 240, VA 23909</p> <p style="text-align: center;">Phone: 434.395.2809 Fax: 434.395.2716</p>
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POLICY 7211 SPACE CONFIGURATION MANAGEMENT

I. Purpose

The purpose of this policy is to establish the parameters for the management of the configuration of University spaces.

II. Definitions

- A. Space: Specific defined portions of University ~~owned or controlled leased~~ *managed, owned, or leased* facilities.
- B. Space Configuration: The existing physical form, structure, finishing, as well as, installation of built-in furniture and fixtures of a space.
- C. Space Configuration Management: An organized, planned approach to managing the configuration of spaces.
- D. Modification of Space Configuration: Any change to the space configuration including, but not limited to change in paint schemes, installation of built-in furniture and fixtures, changes to wiring or mechanical systems which deviate from existing design, affixing any item to any surface in a University Facility, as well as changes to walls, doors, windows or any other structural element.
- E. Operational Space Manager (OSM): Individual delegated operational control of a space.

III. POLICY

The campus and University *managed, owned, or leased* ~~owned and leased controlled~~ facilities are the ~~property responsibility~~ of the Commonwealth of Virginia ~~to manage to operate~~. These resources are provided to Longwood University in order to support its mission and functions. The configuration of Longwood University spaces shall be managed from a University perspective.

- A. All modifications to space configurations must be approved by the University Space Planning and Management Committee. Modifications to mechanical systems and electrical wiring may be approved by the ~~Facilities Management Department~~ ***Vice President of Facilities Management and Real Property*** without prior approval of the University Space Planning and Management Committee. Modifications to technology systems and communications wiring may be approved by ***the Vice President of Information and Instructional Technology Services*** without prior approval of the University Space Planning and Management Committee.
- B. Modifications to space configurations shall be made in accordance with University design guidelines and in such manner as to best support the functional use of space.
- C. Requests for the modification of a space configuration shall be made by the OSM in accordance with University Space Configuration Request Procedures.
- D. Nothing shall be permanently or temporarily affixed to the interior or exterior surfaces of any University facility except as follows:
 - 1. Occupants of an assigned office space may affix such items as pictures, clocks and posters to the interior walls of their office as long as the method does not significantly damage the walls.
 - 2. The occupants of an assigned office space may affix temporary signs to the exterior surface of office doors. Individuals who have been assigned a scheduled space may affix temporary signs to the exterior surface of the door of a scheduled space. Temporary signs may be affixed only in a manner that does not harm the finished surface of the door.
 - 3. Items may be affixed to any surface designed for that purpose, such as bulletin boards.
 - 4. Personnel may affix items to any surface as required by the institution with prior approval of the ~~Director of Facilities Management~~ ***Vice President of Facilities Management and Real Property***.
 - 5. Individuals wishing to affix items to either interior or exterior surfaces not covered in sections 1 thru ~~45~~, may initiate specific requests to the Space Planning and Management Committee for either a temporary or permanent waiver of this policy.
- E. All costs for returning the configuration of spaces to their original form for any change made not in accordance to this policy shall be borne by the organizational unit of the OSM.

Approved by the Board of Visitors, September 13, 2003.
Revised and approved by the Board of Visitors,

**BOARD OF VISITORS
ADMINISTRATION, FINANCE, FACILITIES AND TECHNOLOGY**

ACTION ITEM 6

Approval of Funding Model for the Renovation of Stubbs Hall

ACTION REQUESTED: On behalf of the President, I move that the funding model for the renovation of Stubbs Hall be approved as presented.

RATIONALE: As we close and ultimately demolish the Cunninghams for the construction of the new University Center, Stubbs Hall would be the only university managed residence without air conditioning. The 1966 building is in need of renovations including aesthetics and functional upgrades, as well as replacement of plumbing, electrical, and life safety systems. Additionally, the renovation will afford the opportunity to provide additional ADA accessible rooms.

A project rationale and funding model for the renovation of Stubbs Hall will be presented at the December 2012 Board of Visitors meeting.

BACKGROUND: Stubbs is home to nine Pan-Hellenic sororities, one National Pan-Hellenic Council sorority, and non-Greek upperclassmen. All sororities housed in the building are provided a chapter room for meetings and ceremonies. The rooms are suite style with two or three rooms sharing one bathroom. The hall occupancy is approximately 185.

The renovation of Stubbs Hall was originally envisioned as a part of the Comprehensive Plan for Housing and Residence Life. This plan was prepared for Longwood by Anderson Strickler, LLC in 2002. Subsequently, the General Assembly approved an appropriation of \$13,878,000 of 9C bond funds in Item C-76 of Chapter 3 of the 2006 Acts of the Assembly.

To date, bonds have not been sold for this project. The only funding was a transfer to the project in 2011 of \$2,162,097 from the Cox Hall & Wheeler Hall renovation projects.

**BOARD OF VISITORS
ADMINISTRATION, FINANCE, FACILITIES AND TECHNOLOGY**

ACTION ITEM 7

Approval of Request for Funds from Auxiliary Reserves

Mr. Copeland and Mr. Bratcher will discuss potential uses for funds from Auxiliary Reserves at the meeting.

**BOARD OF VISITORS
ADMINISTRATION, FINANCE, FACILITIES AND TECHNOLOGY**

INFORMATION ITEM 8

Review of Unaudited Fiscal Year 2012 Financial Statements

Annual Financial Statements are prepared in accordance with Governmental Accounting Standards Board (GASB) requirements.

The FY 2012 Financial Statements consist of the Management Discussion and Analysis (MD&A), the Statement of Net Assets (SNA), the Statement of Revenues, Expenses and Changes in Net Assets (SRECNA), the Statement of Cash Flows and Notes to the Financial Statements.

The MD&A is a discussion of the financial results for the year compared to the prior fiscal year. This information is required to be a factual presentation of the information presented in the financial statements.

The Statement of Net Assets (SNA) is the University's balance sheet and presents the financial position as of June 30, 2012.

The Statement of Revenues, Expenses and Changes in Net Assets (SRECNA) is the income statement for the University. It reports revenues and expenses for the year and the increase in net assets at the end of the year.

The Cash Flow Statement shows details of the sources and uses of cash for the fiscal year.

The Notes to the Financial Statements explain the information that is presented in the statements.

It is planned that the Auditor of Public Accounts (APA) will begin its audit of the FY 2012 Financial Statements in January of 2013.

The unaudited FY 2012 Financial Statements are enclosed.

LONGWOOD UNIVERSITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
(Unaudited)

INSTITUTIONAL PROFILE

Longwood, located in Farmville, was founded in 1839 and is one of the oldest colleges in Virginia. It was the first Virginia public institution of higher education for women. In 2002, it officially became Longwood University. As the only four-year public institution in south central Virginia, Longwood serves as a catalyst for regional prosperity and advancement.

Historically, Longwood has been a leader in the education of future teachers. It continues that leadership today while also offering strong programs in liberal arts and sciences, business and in professional and pre-professional programs. Longwood University is a coeducational, comprehensive institution offering more than 100 majors, minors and concentrations to over 4800 students. Longwood University educates Virginians, with over 95 percent of the student body coming from the Commonwealth, and is a residential campus with over 70 percent of its undergraduate students living in University managed housing.

Building upon its strong foundation in the liberal arts and sciences, the University provides an environment in which exceptional teaching fosters student learning, scholarship and achievement. Longwood is dedicated to the development of citizen leaders who are prepared to make positive contributions to the common good of society. The University requires all students, in order to graduate, to participate in an internship related to their major or conduct a significant research project working with a faculty member on a major-related topic. The University prides itself on being a public institution with a "private" feel, its student/faculty ratio of 18 to 1, and the vast educational and social opportunities afforded its students.

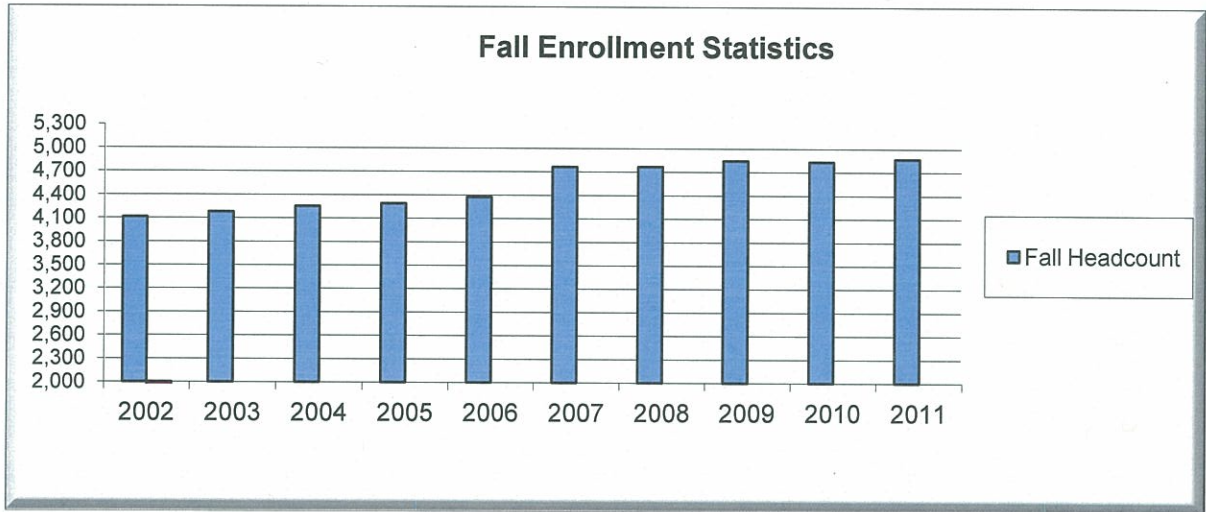
Longwood University is for the 14th straight year ranked among the best colleges in the annual *U.S. News & World Report* survey. This year's "Best Colleges" report ranks Longwood No. 10 in the Top Public Schools category for Regional Universities in the South. Among all Regional Universities in the South, including private institutions, Longwood is ranked in the top tier at No. 29. Additionally, *The Princeton Review*, an education services company, selected Longwood as one of 135 institutions it recommends in its "Best in the Southeast" section of its *2012 Best Colleges: Region by Region* survey. *The Princeton Review* also selected Longwood one of 75 public institutions to be featured in its book, *The Best Value Colleges: 2011 Edition*. For the second consecutive year, Longwood was included as one of the best colleges in the United States in the annual survey published by *Forbes* magazine.

Longwood is an agency of the Commonwealth of Virginia and is, therefore, included as a component unit in the State's Comprehensive Annual Financial Report (CAFR). The

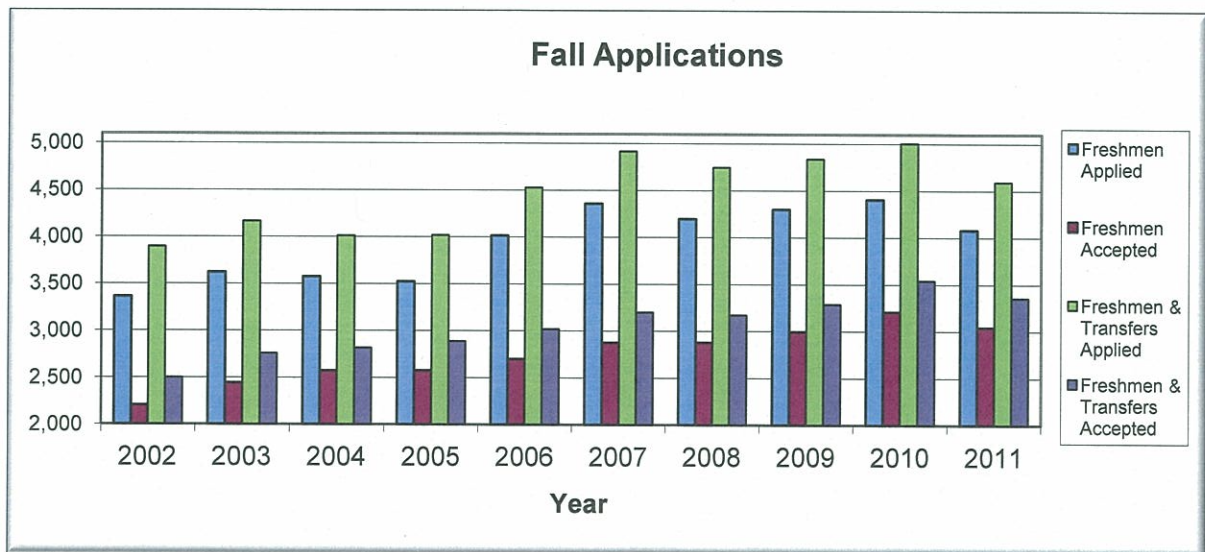
thirteen members of Longwood's Board of Visitors govern University operations. Members of the Board are appointed by the Governor of Virginia.

ENROLLMENT AND ADMISSIONS

A significant factor in the University's economic position relates to its ability to recruit and retain high quality students. Headcount enrollment has increased from 4,114 in fall 2002 to 4,869 in fall 2011. There was an increase of 38 from fall 2010 to fall 2011.



The fall 2011 entering freshmen class remained academically competitive with a grade-point average of 3.5, an average SAT score of 980 - 1120, and an average ACT score of 21 - 25. Total applications decreased from 4,402 in fall 2010 to 4,080 in fall 2011.



FINANCIAL OVERVIEW

Management's Discussion and Analysis (MD&A) is a supplement to the University's financial statement designed to assist readers in understanding the financial information presented. This MD&A provides an analysis of the institution's financial position and performance during the fiscal year ended June 30, 2012, with comparative information presented for the fiscal year ended June 30, 2011, where applicable. While maintaining financial health is crucial to the long-term viability of the University, the primary mission of a public institution of higher education is to provide education, research and public service. Net assets are accumulated only as required to ensure that there are sufficient reserve funds for future operations and implementation of new programs.

This discussion has been prepared by management along with the financial statements and related footnote disclosures and should be read in conjunction with the accompanying financial statements and notes that follow. The financial statements, notes and this discussion are the responsibility of management. The financial statements were prepared in accordance with applicable pronouncements and statements of the Governmental Accounting Standards Board (GASB). GASB principles establish standards for external reporting for public colleges and universities. The University's financial report is comprised of three basic financial statements and related notes. Those statements include the Statement of Net Assets; the Statement of Revenues, Expenses, and Changes in Net Assets; and the Statement of Cash Flows. The aforementioned statements are summarized and analyzed in the MD&A.

The University's affiliated foundations are also included in these statements consistent with GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*, an amendment of GASB Statement No. 14. The University has two foundations whose financial information is presented in the statements under the columns titled "Component Unit". While affiliated foundations are not under the direct control of the University's Board of Visitors, this presentation provides a more holistic view of resources available to support the University and its mission. The foundations are not part of this MD&A; however, additional detail regarding their financial activities can be found in the **Notes to Financial Statements**. Transactions between the University and these component units have not been eliminated in the financial statements.

Summary of the Change in Net Assets

	Year Ended June 30,		Increase/(Decrease)	
	2012	2011	Amount	Percent
Total Operating Revenues	\$ 78,106,254	\$ 73,458,253	\$ 4,648,001	6.33%
Total Operating Expenses	111,172,561	101,031,311	10,141,250	10.04%
Operating Loss	(33,066,307)	(27,573,058)	(5,493,249)	-19.92%
Nonoperating Revenues	30,346,817	29,235,703	1,111,114	3.80%
Other Revenue	9,007,951	19,268,563	(10,260,612)	-53.25%
Total Increase/(Decrease)	\$ 6,288,461	\$ 20,931,208	\$ (14,642,747)	-69.96%

On a summary basis, operating revenues increased by \$4.6 million or 6% from fiscal year 2011 to fiscal year 2012. Operating expenses increased \$10.1 million or 10% from fiscal year 2011 to fiscal year 2012.

The operating loss was offset by \$33.6 million in non-operating revenues (\$25.9 million state appropriations, \$3.1 million in higher education fiscal stabilization revenue, \$3.7 million in Pell revenue, \$375,000 in insurance, and \$492,204 in investment revenue) and \$9 million in other revenues (\$9 million in capital appropriations and \$36,061 in other gifts).

STATEMENT OF NET ASSETS

The Statement of Net Assets presents the financial position of the University at the end of the fiscal year and includes all assets and liabilities of the institution. The difference between total assets and total liabilities is net assets, which is an indicator of the current financial condition of the University. The purpose of this statement is to present to the financial statement readers a fiscal snapshot as of June 30, 2012. From the data presented, readers of the Statement of Net Assets are able to determine the assets available to continue the University's operations. They are also able to determine how much the University owes vendors and creditors.

Net assets are divided into three major categories. The first category, "Invested in Capital Assets, net of related debt," depicts the University's equity in property, plant, and equipment, net of accumulated depreciation and outstanding debt obligations related to those capital assets. The second category is "Restricted Net Assets", which is divided into two sub-categories, expendable and nonexpendable. Expendable restricted resources are available for expenditure by the University, but must be spent for purposes as determined by donors and/or other entities that have placed restrictions on the use of the assets. The corpus of nonexpendable restricted resources is available only for investment purposes. The third major category is "Unrestricted Net Assets" which is available to the University for any lawful purpose of the institution.

SUMMARY OF THE STATEMENT OF NET ASSETS

	Year Ended June 30,		Increase/(Decrease)	
	2012	2011	Amount	Percent
Assets:				
Current assets	\$ 50,018,966	\$ 47,810,651	\$ 2,209,315	4.63%
Noncurrent assets				
Restricted cash and cash equivalents	8,304,990	10,573,806	(2,269,806)	-21.46%
State Appropriations	1	1	-	0.00%
Capital Assets, net	207,849,140	205,413,632	2,435,488	1.19%
Other	968,402	943,748	24,654	2.61%
Total noncurrent assets	217,082,533	216,933,287	149,246	0.07%
Total assets	267,101,499	264,743,938	2,357,561	0.90%
Liabilities:				
Current liabilities	14,866,643	15,344,187	(477,544)	-3.11%
Noncurrent liabilities	58,053,269	61,476,133	(3,417,564)	-5.56%
Total liabilities	72,919,912	76,814,320	(3,894,408)	-5.07%
Net assets:				
Included in capital assets, net of related debt	152,177,376	147,863,179	4,314,197	2.92%
Restricted expendable	1,766,744	1,820,631	(53,887)	-2.96%
Unrestricted	90,258,733	99,244,928	(9,024,325)	-9.10%
Total net assets	\$ 194,214,273	\$ 187,928,918	\$ 6,287,159	3.35%

EVALUATION OF STATEMENT OF NET ASSETS FOR FISCAL YEARS 2011 AND 2012

The University's total assets increased by \$2.4 million between fiscal years 2011 and 2012. Current assets increased \$2.2 million primarily due to an increase in cash and cash equivalents of \$3.3 million, offset by a decrease of \$458,827 in prepaid expenses, a decrease of \$134,110 in due from Commonwealth, and a decrease of \$470,986 in accounts receivable. Noncurrent assets increased by \$182,736 primarily due to an increase in capital assets of \$2,435,488 offset by a decrease in restricted cash and cash equivalents of \$2,269,806 due to bond reimbursements from SNAP accounts. Construction in progress increased by \$4.9 million, primarily due to the following capital projects: Steam Plant Phase III (\$1.9 million) and Bedford Addition/Renovation (\$2.5 million). Depreciable capital assets decreased \$2.4 million due to new building and equipment additions of approximately \$5.9 million, partially offset by current year depreciation of \$8.5 million. Noncurrent liabilities decreased by \$3.4 million due to debt service payments made during the fiscal year.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS

The Statement of Revenues, Expenses, and Changes in Net Assets (SRECNA) presents the operating results as well as the non-operating revenues and expenses of the University. State appropriations, while budgeted for operations, are considered non-operating revenues according to generally accepted accounting principles.

In general, operating revenues are received for providing goods and services to students and other constituencies of the University. Operating expenses are incurred in the acquisition or production of those goods and services. Non-operating revenues are comprised of items such as investment earnings and state appropriations. They do not require the production of goods or services. For example, the University's state appropriations are non-operating because they are provided by the General Assembly without the Commonwealth directly receiving commensurate goods and services for those revenues.

SUMMARY OF THE STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

	Year-Ends June 30,		Percentage Change	
	2012	2011	Amount	Percent
Operating revenues	\$ 22,164,952	\$ 21,428,123	\$ 736,829	3.44%
Operating expenses	(11,132,261)	(10,334,111)	(7,981,150)	77.24%
Operating loss	(8,967,309)	(1,113,988)	(7,853,321)	703.19%
Nonoperating revenues/expenses				
State appropriations	25,500,044	27,961,458	(2,461,414)	-8.82%
Higher education institution revenue	1,091,634	1,113,417	(21,783)	-1.96%
Fee grant revenue	1,749,643	1,777,974	(28,331)	-1.59%
Other nonoperating and nonoperating revenues/expenses	(3,144,921)	(2,779,246)	(365,675)	-13.17%
Net nonoperating revenues and expenses	24,155,399	26,073,603	(1,918,204)	-7.36%
Increased (less) for other revenues and reductions	(2,721,792)	(1,462,845)	(1,258,947)	-86.14%
Capital expenditures	(8,971,899)	(8,736,924)	(234,975)	-2.69%
Other gifts	26,521	95,642	(69,121)	-72.28%
Total other expenses	(8,945,378)	(8,641,282)	(304,096)	-3.52%
Total revenues/(expenses)/net assets	\$ 14,197,199	\$ 26,921,288	(12,724,089)	-47.26%
Net assets, beginning of year with transfers	187,978,925	164,937,734	(23,041,191)	-13.97%
Net assets, end of year	\$ 199,216,037	\$ 187,926,518	\$ 11,289,519	5.99%

EVALUATION OF STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS FOR FISCAL YEARS 2011 AND 2012

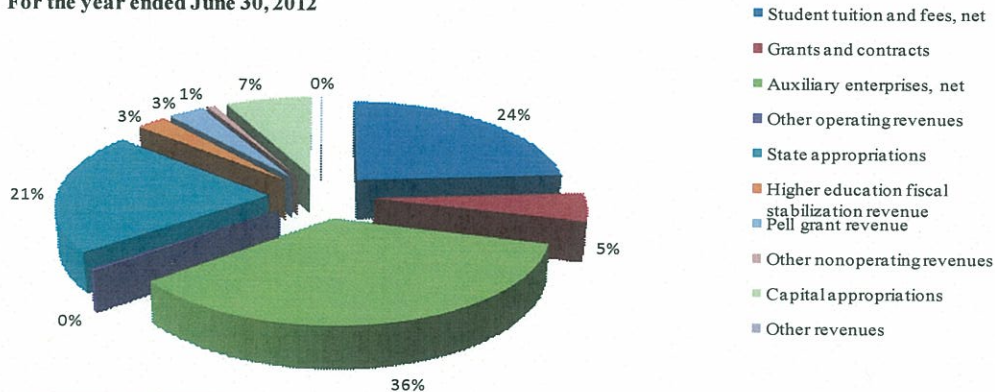
Operating revenues primarily include tuition and fees and auxiliary enterprises. There was an increase of 6.3% totaling \$4.6 million from fiscal year 2011 to fiscal year 2012 due to an increase in student tuition and fee charges. Enrollment between fiscal year 2011 and fiscal year 2012 remains relatively flat, as is evidenced in the previous **Enrollment and Admissions** section.

Overall, total operating expenses increased approximately \$10.1 million in fiscal year 2012 compared to the previous fiscal year representing a 9.9% increase.

Net non-operating revenues increased approximately \$1.1 million. Higher education fiscal stabilization revenue increased \$2.7 million and insurance revenues increased \$0.4 million; partially offset by a decrease in state operating appropriation revenue of \$2.0 million. Other revenues decreased by \$10.3 million primarily due to a decrease in state capital appropriation revenue of \$10.2 million

SUMMARY OF REVENUES

For the year ended June 30, 2012



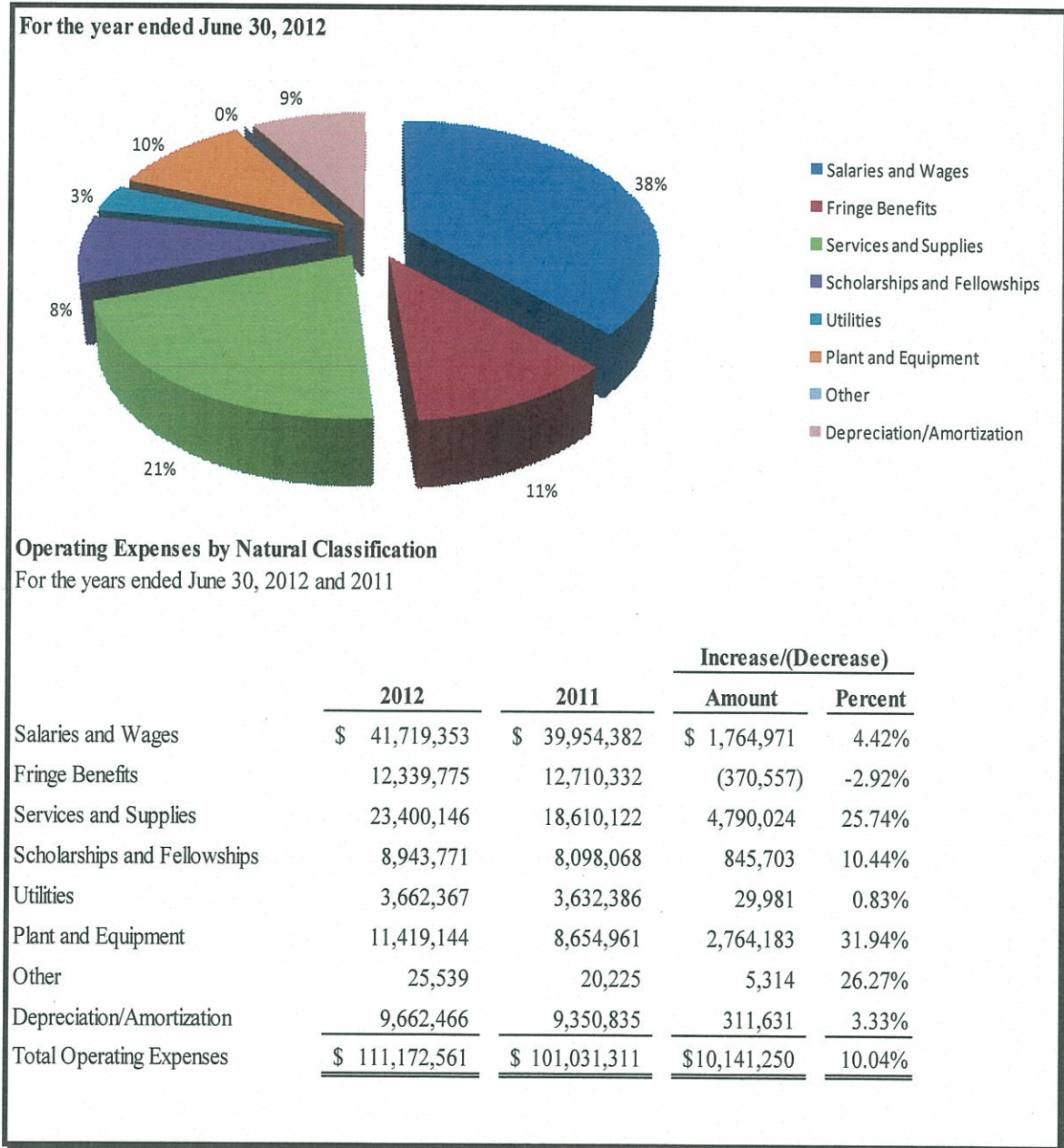
Summary of Revenues
Increase (Decrease) in Revenues
For the years ended June 30, 2012 and 2011

	2012	2011	Increase/(Decrease)	
			Amount	Percent
Operating revenues:				
Student tuition and fees, net	\$ 28,764,659	\$ 25,517,872	\$ 3,246,787	12.72%
Grants and contracts	6,062,518	6,715,243	(652,725)	-9.72%
Auxiliary enterprises, net	42,843,903	40,897,859	1,946,044	4.76%
Other operating revenues	433,872	327,279	106,593	32.57%
Total operating revenues	78,104,952	73,458,253	4,646,699	6.33%
Nonoperating revenues:				
State appropriations	25,930,048	27,963,458	(2,033,410)	-7.27%
Higher education fiscal stabilization revenue	3,051,624	313,517	2,738,107	873.35%
Pell grant revenue	3,749,447	3,737,974	11,473	0.31%
Other nonoperating revenues	867,204	391,734	475,470	121.38%
Total nonoperating revenues	33,598,323	32,406,683	1,191,640	3.68%
Other revenues				
Capital appropriations	8,971,890	19,174,921	(10,203,031)	-53.21%
Other revenues	36,061	93,642	(57,581)	-61.49%
Total other revenues	9,007,951	19,268,563	(10,260,612)	-53.25%
Total revenues	\$ 120,711,226	\$ 125,133,499	\$ (4,422,273)	-3.53%

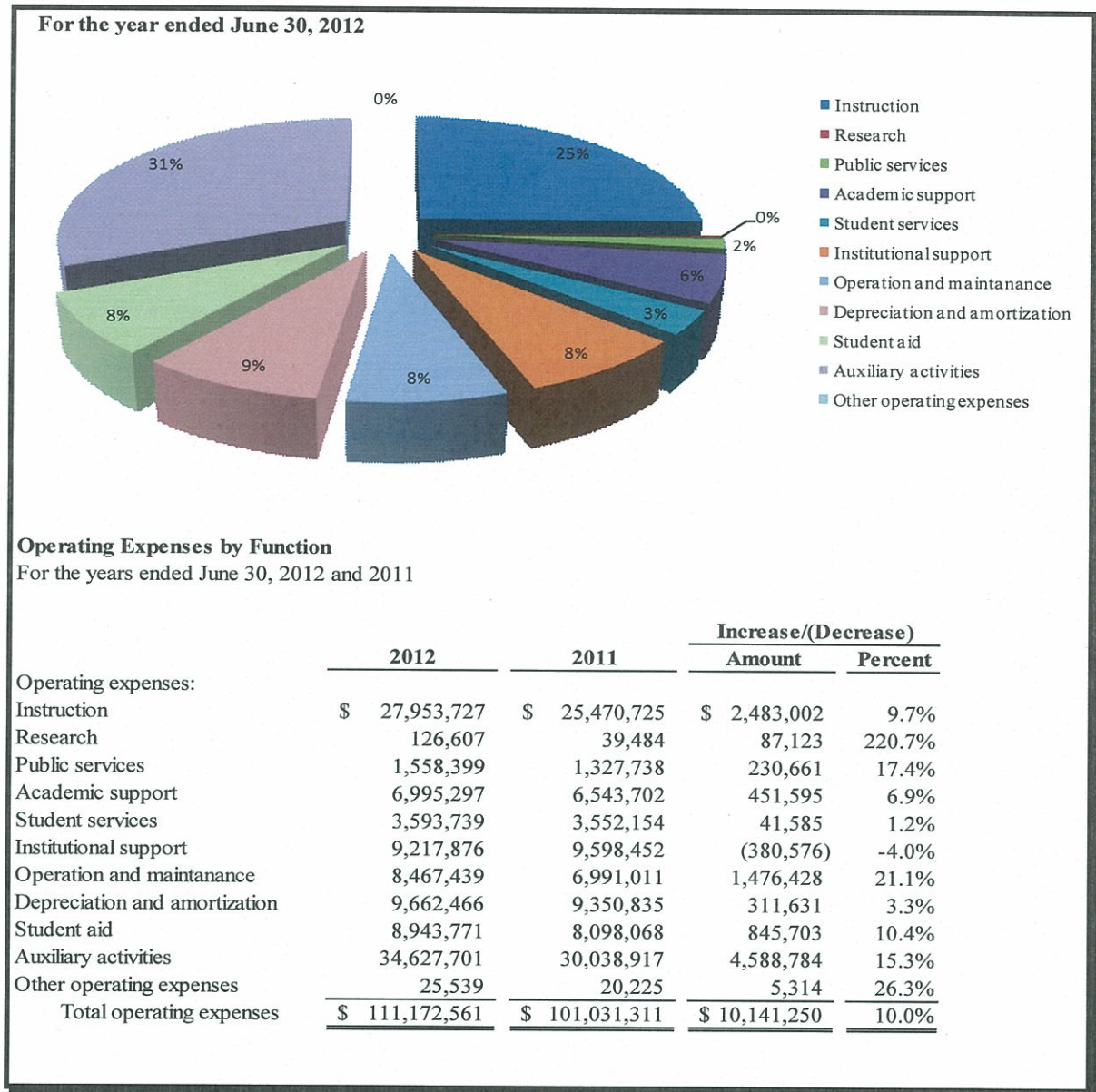
SUMMARY OF EXPENSES

A summary of the University's operating expenses for the years ended June 30, 2012 and 2011 is shown below. Overall, total operating expenses increased approximately \$10 million in fiscal year 2012 compared to the previous fiscal year. This represents a 9.9% increase.

SUMMARY OF OPERATING EXPENSES BY NATURAL CLASSIFICATION



SUMMARY OF OPERATING EXPENSES BY FUNCTION



STATEMENT OF CASH FLOWS

The final statement presented by the University is the Statement of Cash Flows. This statement presents detailed information about the University's cash activity during the year. The Statement of Revenues, Expenses and Changes in Net Assets is prepared on the accrual basis and includes non-cash items such as depreciation expense, while the Statement of Cash Flows strictly represents cash inflows and outflows. The Statement of Cash Flows enables readers to assess the ability of the institution to generate future cash flows necessary to meet obligations and to evaluate the need for additional financing.

The Statement of Cash Flows is divided into five sections. The first section, cash flows from operating activities, details the net cash used by operating activities. The second section reflects the cash flows from non-capital financing activities, and includes state appropriations, stimulus, and Pell grant revenues for the University's educational and general programs and financial aid. The third section, cash flows from capital financing activities, details the cash used for the acquisition and construction of capital and related items. The fourth section is cash flows from investing activities which includes interest earned on investments. The last section reconciles the net operating loss reflected on the Statement of Revenues, Expenses and Changes in Net Assets to the cash used by operating activities.

CONDENSED STATEMENT OF CASH FLOWS

	2012	2011	Increase/ (Decrease)
Cash Provided (used) by:			
Operating activities	\$ (21,964,235)	\$ (18,616,958)	\$ (3,347,277)
Noncapital financing activities	32,667,779	32,374,025	293,754
Capital financing activities	(9,653,479)	(7,847,037)	(1,806,442)
Investing activities	26,098	29,138	(3,040)
Net increase/(decrease) in cash	1,036,173	5,737,168	(4,700,995)
Cash - Beginning of year	31,295,802	45,533,634	\$ (14,237,832)
Cash - End of year	\$ 32,331,975	\$ 31,295,802	\$ 1,036,173

EVALUATION OF STATEMENT OF CASH FLOWS FOR FISCAL YEARS 2011 AND 2012

For fiscal year 2012, significant sources of operating cash include student tuition and fees of \$29.2 million, auxiliary enterprise receipts of \$42.9 million, and grants and contracts of \$6.0 million. Major operating uses of cash include payments for salaries, wages, and fringe benefits of \$54.1 million and payments to suppliers and utilities of \$26.2 million. Longwood received state appropriations for the University's educational and general programs and financial aid of \$26.1 million.

CAPITAL AND DEBT ACTIVITIES

Renewal and replacement of facilities on campus remains an integral part of the University's Strategic Plan. The University continues to implement strategies to support its commitment to creating state-of-the-art learning environments that contribute to the

overall development of students. Additional investments are planned to improve student residential lifestyles and the quality of student life.

Note 6 of the **Notes to Financial Statements** describes the University's significant investment in capital assets. During fiscal year 2012 total capital assets increased by \$2,435,488 due to various ongoing capital projects such as the Bedford Addition/Renovation and Steam Plant Phase III.

Long-term debt decreased from \$65,894,143 in 2011, to \$62,155,113 in 2012 as a result of debt payments made during the fiscal year. The University utilizes the SCHEV formula (debt service to unrestricted expenditures and mandatory transfers) to calculate its debt ratio. This ratio was 7.22 percent at the end of fiscal year 2011 and 6.21 percent at the end of fiscal year 2012. Per Board-approved policy, the University will maintain a debt burden ratio of 9 percent or less.

ECONOMIC OUTLOOK

As one of Virginia's comprehensive higher education institutions, Longwood is dependent upon ongoing financial and political support from the Commonwealth. The University's economic outlook is tied to various factors, including our ability to recruit and retain students, our State funding (in the form of both operating and capital construction appropriations), and our ability to raise revenue through tuition and fees, grants and contracts, and private funds. A review of the economic factors significant to the State of Virginia may be found in the Commonwealth's Comprehensive Annual Financial Report.

The need to recruit and retain quality students during this period of rising costs and difficult economic conditions is a concern. Longwood continues to be sensitive to the issue of affordability and accessibility. The Commonwealth has begun to slowly emerge from a historic revenue downturn. For the third straight year, Virginia posted a budget surplus. However, the State's budget situation and the broader national economy is still a cause for apprehension. A negative outlook for federal spending poses a significant threat on revenue growth in the Commonwealth.

Longwood's most significant challenge has been managing the series of reductions in State general fund support that occurred between FY 2008 and FY 2012; support for higher education is not likely to return to prior levels. The State's contribution to the cost of education in 2012-2013 is 52 percent, leaving Virginia undergraduates to pay 48 percent of the cost of their education despite the State's cost-share goal of 67/33 percent.

The 2012-2014 biennial budget includes approximately \$150 million total additional general fund support for public higher education. Additional general fund support mitigated FY 2013 tuition increases, and made it possible for Virginia undergraduate students to encounter the lowest tuition increases in a decade – total costs increased an average of 4.1 percent in 2012-2013 at Virginia public colleges and

universities. The Governor has made higher education a top priority of his administration, and believes that investing in higher education is an investment in Virginia's economic future. Working with the General Assembly, he established the Virginia Higher Education Opportunity Act of 2011 that focuses on three areas of higher education restructuring: (1) increased enrollment and graduation, especially in STEM and healthcare; (2) a sustainable reform-based investment provision with a new funding model and the six-year plan to assist institutions and policymakers in implementing initiatives; (3) affordable access via the new funding model for stable and predictable state funding support and the establishment of a Revenue Stabilization Fund to help buffer higher education funding against future cuts that produce sudden and sharp tuition spikes during economic downturns. The University will continue to examine the impacts of recommendations made by the Higher Education Advisory Committee.

Longwood University is committed to delivering its students exceptional educational and social opportunities, and will continue to employ cost containment and income enhancement techniques, to examine opportunities to reallocate funding, and to invest in strategic initiatives. Long-term planning is critical to ensuring that the University not only protects its core academic programs, but also invests strategically in the future. Strategic priorities and initiatives include successful students, effective and satisfied faculty and staff, financial capacity, and value for our community. Management believes that Longwood has and will maintain a solid financial foundation. The University will continue to closely monitor its resources to ensure its ability to react to both internal and external factors that impact the institution's financial position.

FINANCIAL STATEMENTS

Longwood University
STATEMENT OF NET ASSETS
As of June 30, 2012

ASSETS	Component Unit		Component Unit
	Longwood University	Longwood University Foundation, Inc.	Longwood University Real Estate Foundation
Current assets:			
Cash and cash equivalents (Note 3)	\$ 44,026,895	\$ 2,540,433	\$ 14,369
Securities Lending - Cash and cash equivalents (Note 3)	315,369	-	-
Short-term investments (Note 3)	9,751	15,868,589	-
Accounts receivable, net of allowance \$72,074 (Note 4)	1,257,572	-	-
Notes receivable	172,215	-	254,649
Contributions receivable, net	-	3,287,144	-
Due from the Commonwealth (Note 5)	1,906,047	-	-
Inventory	493,935	-	-
Prepaid expenses	1,838,182	10,961	25,019
Total current assets	\$ 50,019,966	\$ 21,707,127	\$ 294,037
Noncurrent assets:			
Restricted cash and cash equivalents (Note 3)	8,306,080	724,445	-
Restricted Appropriations Available/Due From Commonwealth	1	-	-
Unrestricted Investments	-	-	-
Restricted Investments	-	30,758,235	2,960,165
Restricted Deposits	-	-	-
Other non-current assets	-	110,177	1,262,715
Notes receivable, net of allowance of \$115,650	960,802	-	294,350
Non-depreciable capital assets, net (Note 6)	41,530,621	4,795,714	10,595,838
Depreciable capital assets, net (Note 6)	166,318,519	1,181,765	36,958,923
Total noncurrent assets	217,116,023	37,570,336	52,071,991
Total assets	\$ 267,135,989	\$ 59,277,463	\$ 52,366,028
LIABILITIES			
Current liabilities:			
Accounts payable and accrued expenses (Note 7)	8,235,784	188,039	562,419
Line of Credit	-	-	7,732,106
Deferred revenue	1,677,278	-	-
Obligations under securities lending	325,120	-	-
Deposits held in custody for others	526,617	-	-
Long-term liabilities - current portion net of deferred loss of \$46,711 (Note 8)	4,101,844	100,121	869,945
Advance from the Treasurer of Virginia	-	-	-
Total current liabilities	14,866,643	288,160	9,164,470
Noncurrent liabilities - net of deferred loss of \$414,758 (Note 8)	58,053,269	1,132,449	56,864,051
Total liabilities	\$ 72,919,912	\$ 1,420,609	\$ 66,028,521
NET ASSETS			
Invested in capital assets, net of related debt	152,177,576	5,939,829	(1,840,441)
Restricted:	-	-	-
Nonexpendable:	-	-	-
Permanently restricted	-	31,319,287	-
Expendable:	-	-	-
Loans	372,261	-	-
Temporarily restricted	-	13,788,880	-
Other	1,397,487	-	-
Unrestricted	40,268,753	6,808,858	(11,822,052)
Total net assets	\$ 194,216,077	\$ 57,856,854	\$ (13,662,493)

The accompanying notes to financial statements are an integral part of this statement.

Longwood University
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
For the Year Ended June 30, 2012

	<u>Longwood University</u>	<u>University Foundation</u>	<u>Real Estate Foundation</u>
Operating revenues:			
Student tuition and fees, Net of scholarship allowances of \$2,556,394	\$ 28,764,659	\$ -	\$ -
Gifts and contributions	-	1,095,782	-
Federal grants and contracts	2,326,351	-	-
State grants and contracts	644,652	363,064	-
Nongovernmental grants and contracts	3,091,515	125,000	-
Auxiliary enterprises, net of scholarship allowances of \$3,812,496	42,843,903	-	-
Other operating revenues	433,872	286,762	6,007,582
Total operating revenues	78,104,952	1,870,608	6,007,582
Operating expenses (Note 13)			
Instruction	27,953,727	-	-
Research	126,607	-	-
Public service	1,558,399	-	-
Academic support	6,995,297	-	-
Student services	3,593,739	-	-
Institutional support	9,217,876	2,056,556	896,402
Operation and maintenance - Plant	8,467,439	-	1,662,293
Depreciation	8,515,014	-	1,851,135
Amortization	1,147,452	-	63,151
Student aid	8,943,771	1,228,247	-
Auxiliary activities	34,627,701	-	-
Administrative and fundraising	-	627,864	-
Other expenditures	25,539	165,304	20,514
Total operating expenses	111,172,561	4,077,971	4,493,495
Operating gain (loss)	(33,067,609)	(2,207,363)	1,514,087
Nonoperating revenues (expenses):			
State appropriations (Note 12)	25,930,048	-	-
Higher Education Stabilization Revenue	3,051,624	-	-
Pell Grant Revenue	3,749,447	-	-
Insurance Revenue	375,000	-	-
Investment revenue (loss)	492,204	799,457	20,108
Interest on Capital Asset-Related Debt	(2,948,496)	-	(2,214,768)
Unrealized loss on swap	-	-	(5,424,481)
Decrease in split interest agreements	-	(293,703)	-
Unrealized/realized gains and losses, net	-	172,325	-
Loss on disposal/sale of plant assets	(303,010)	-	-
Net nonoperating revenues	30,346,817	678,079	(7,619,141)
Income before other revenues, expenses, gains or losses	(2,720,792)	(1,529,284)	(6,105,054)
Contributions to permanent endowments			
Contributions to permanent endowments	-	525,695	-
Contributions to term endowments	-	1,405,201	-
Capital appropriations	8,971,890	-	-
Other Gifts	36,061	-	-
Net other revenues	9,007,951	1,930,896	-
Increase (decrease) in net assets	6,287,159	401,612	(6,105,054)
Net assets - Beginning of year (Note 18)	187,928,918	57,638,013	(7,557,439)
Net assets - End of year	\$ 194,216,077	\$ 58,039,625	\$ (13,662,493)

The accompanying notes to financial statements are an integral part of this statement.

Longwood University
STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2012

Cash flows from operating activities:	
Student tuition and fees	\$ 29,229,110
Grants and contracts	6,024,794
Auxiliary enterprises	42,888,956
Payments to employees	(54,144,286)
Payments to suppliers and utilities	(26,206,682)
Payments for scholarships and fellowships	(8,943,771)
Payments for operation and maintenance of facilities	(11,208,908)
Collection of loans to students	(10,649)
Other operating receipts	432,750
Payments for other expenses	<u>(25,539)</u>
Net cash provided (used) by operating activities	<u>(21,964,225)</u>
Cash flows from noncapital financing activities:	
State appropriations	26,073,232
Other non-operating	6,801,071
Change in agency balances	<u>(206,524)</u>
Net cash provided (used) by noncapital financing activities	<u>32,667,779</u>
Cash flows from capital financing activities:	
Capital appropriations	9,138,725
Acquisition and construction of capital assets	(12,529,464)
Proceeds from capital debt	54,000
Principal paid on capital-related debt, leases, and installments	(3,785,602)
Interest paid on capital-related debt, leases, and installments	(2,946,138)
Insurance payments	<u>375,000</u>
Net cash provided (used) by capital financing activities	<u>(9,693,479)</u>
Cash flows from investing activities:	
Investment/interest revenue	<u>26,098</u>
Net cash provided (used) by investing activities	<u>26,098</u>
Net increase (decrease) in cash	1,036,173
Cash and cash equivalents - Beginning of the year	<u>51,295,802</u>
Cash and cash equivalents - End of the year	<u>\$ 52,331,975</u>

The accompanying notes to financial statements are an integral part of this statement.

Longwood University
STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2012

RECONCILIATION OF NET OPERATING LOSS TO NET CASH
USED BY OPERATING ACTIVITIES:

Operating gain (loss)	\$ (33,066,307)
Adjustments to reconcile net loss to net cash used by operating activities:	
Depreciation expense	9,662,466
Changes in assets and liabilities:	
Receivables, net	469,684
Inventory	97,713
Prepaid expenses	428,358
Notes receivable, net	(10,649)
Accounts payable and accrued expenses	214,908
Deferred revenue	364,850
Deposits payable	(206,524)
Accrued compensated absences	<u>81,276</u>
Net cash provided (used) by operating activities	<u>\$ (21,964,225)</u>

The accompanying notes to financial statements are an integral part of this statement.

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NOTES TO FINANCIAL STATEMENTS

Longwood University
Financial Statement Footnotes
For the Year Ended June 30, 2012

1. REPORTING ENTITY

Longwood University is a state-assisted, coeducational, and comprehensive University offering programs leading to bachelor's and master's degrees. Longwood offers courses both on the main campus and at educational sites in other locations as well as online courses. The University is oriented to liberal arts and to professional and pre-professional programs.

A separate report is prepared for the Commonwealth of Virginia, which includes all agencies, boards, commissions, and authorities over which the Commonwealth exercises or has the ability to exercise oversight authority. The University is a component unit of the Commonwealth of Virginia and is included in the general purpose financial statements of the Commonwealth.

The University has two component units as defined by the Governmental Accounting Standards Board (GASB) Statement 39, *Determining Whether Certain Organizations are Component Units*, an amendment to Statement 14, *The Financial Reporting Entity*. These organizations are described in Note 18.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Statement Presentation

The University's accounting policies conform with generally accepted accounting principles as prescribed by GASB, including all applicable GASB pronouncements, as well as applicable Financial Accounting Standards Board (FASB) statements and interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins of the Committee on Accounting Procedures issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements. The financial statements have been prepared in accordance with GASB Statement 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, GASB Statement 35, *Basic Financial Statements and Management's Discussion and Analysis of Public College and Universities* and GASB Statement 39, *Determining Whether Certain Organizations Are Component Units*.

Basis of Accounting

The University's financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses are

recorded when a liability is incurred, regardless of the timing of related cash flows. All significant intra-agency transactions have been eliminated.

Cash and Cash Equivalents

In accordance with GASB Statement 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Fund and Governmental Entities That Use Proprietary Fund Accounting*, cash and cash equivalents consist of cash on hand, money market funds, and temporary highly liquid investments with an original maturity date of three months or less.

Investments

In accordance with GASB Statement 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, as modified by GASB Statement 59, purchased investments, interest-bearing temporary investments classified with cash, and investments received as gifts are recorded at fair value. All investment income, including changes in the fair value of investments (unrealized gains and losses), is reported as non-operating revenue in the Statement of Revenues, Expenses, and Changes in Net Assets.

Prepaid Expenses

Prepaid expenses of the University include such items as insurance premiums, membership dues, and registrations for next fiscal year that were paid in advance, as well as publications, subscriptions, and contracts which include initial and renewal annual subscriptions that continue into the next fiscal year.

Inventories

Inventories are reported using the consumption method, and valued using the first-in, first out (FIFO) method.

Capital Assets

Capital assets consisting of land, buildings, equipment, infrastructure, and intangible assets are stated at cost or fair market value at date of donation. Library materials are valued at actual cost and average cost at time of donation. Construction in progress, equipment and intangibles in process are capitalized at actual cost as expenses are incurred. Equipment costing \$5,000 or more with a useful life greater than one year is capitalized. Software related intangibles costing \$25,000 or more and other intangibles costing \$100,000 or more are capitalized. Renovation costs are capitalized when expenses total greater than \$100,000. Normal repairs and maintenance are expensed in the year in which the expense is incurred.

Depreciation and amortization is computed using the straight-line method over the estimated useful life of the asset and is not allocated to the functional expense categories. The general range of estimated useful lives is 5 to 50 years for buildings and fixtures and 3 to 20 years for equipment. The estimated useful life of Library materials is 10 years. The general range of estimated useful lives for infrastructure is 5 to 30 years. The estimated useful life of software is 5 years; all other intangibles vary based on type and expected useful life.

Non-current Cash and Investments

Cash and investments that are externally restricted to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital and other non-current assets are classified as non-current assets in the Statement of Net Assets.

Deferred Revenue

Deferred revenue primarily includes amounts received for tuition and fees and certain auxiliary activities prior to the end of the fiscal year, but are related to the period after June 30, 2012.

	2012
Student tuition and related fees	\$ 1,605,488
Auxiliary enterprise fees	71,790
	<hr/>
Total	<u>\$ 1,677,278</u>

Accrued Compensated Absences

The amount of leave earned but not taken by classified salaried employees is recorded as a liability on the Statement of Net Assets. The amount reflects, as of June 30, all unused vacation leave, overtime leave, compensatory leave, and the amount payable upon termination under the Commonwealth of Virginia's leave pay-out policy. The applicable share of employer-related taxes payable on the eventual termination payments is also included.

Federal Financial Assistance Programs

The University participates in federally-funded financial assistance programs including Pell Grants, Supplemental Educational Opportunity Grants, Federal Work-Study, Perkins Loans, and Direct Lending. Federal programs are audited in accordance with the Single Audit Act Amendments of 1996, the Office of Management and Budget Revised Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, and Compliance Supplement.

Under the Federal Direct Lending Program, the University receives funds from the U.S. Department of Education for Stafford and Parent PLUS Loans and

disburses these funds to eligible students. The Direct Lending programs are treated as student payments with the University acting as a fiduciary agent for the student. Therefore, the receipt of the funds from the federal government is not reflected in the federal grants and contracts total on the *Statement of Revenues, Expenses, and Changes in Net Assets*.

Net Assets

GASB Statement 34 requires that the Statement of Net Assets report the difference between assets and liabilities as net assets, not fund balances. Net assets are classified as Invested in capital assets, net of related debt; Restricted; and Unrestricted. “Invested in capital assets, net of related debt” consists of capital assets, net of accumulated depreciation, and is reduced by outstanding debt that is attributable to the acquisition, construction, or improvement of those assets. Net assets are reported as “restricted” when constraints on the net asset use are either externally imposed by creditors, grantors, or contributors or imposed by law. Unrestricted net assets consist of net assets that do not meet the definitions of restricted or invested in capital assets.

Resources restricted by outside sources are distinguished from unrestricted resources allocated for specific purposes by action of the Board of Visitors. Externally restricted resources may be utilized only in accordance with the purpose established by the source of such resources and are in contrast with unrestricted resources, of which the governing board retains full control to use in achieving the institutional purpose.

The University’s restricted net assets are expendable. Expendable restricted net assets are resources that the University is legally or contractually obligated to spend in accordance with restrictions imposed by external parties.

Unrestricted net assets are resources derived primarily from state appropriations, sales and services of educational departments, student tuition and fees, and auxiliary enterprises. Auxiliary enterprises are self-supporting activities that provide services for students, faculty, and staff. These unrestricted resources are used for transactions relating to the educational and general operations of the University and at the discretion of the governing board to meet current expenses.

When an expense is incurred that can be paid using either restricted or unrestricted resources, the University’s policy is first to apply the expense toward restricted resources, and then toward unrestricted. Restricted funds remain classified as such until restrictions have been satisfied.

Income Taxes

The University, as a political subdivision of the Commonwealth of Virginia, is excluded from federal income taxes under Section 115(1) of the Internal Revenue Code, as amended.

Revenue and Expense Classifications

Operating revenues include activities that have the characteristics of exchange transactions, such as: (1) student tuition and fees, net of scholarship discounts and allowances; (2) sales and services of auxiliary enterprises, net of scholarship allowances; and (3) federal, state, and nongovernmental grants and contracts.

Non-operating revenues include activities that have the characteristics of non-exchange transactions, such as gifts, and other revenue sources that are defined as non-operating revenues by GASB Statement 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*, and GASB Statement 34, such as state appropriations and investment and interest income.

Non-operating expenses include interest on debt related to the purchase of capital assets and losses on the disposal of capital assets. All other expenses are classified as operating expenses.

Scholarship Discounts and Allowances

Student tuition and fee revenues and certain other revenues from students are reported net of scholarship discounts and allowances in the Statement of Revenue, Expenses, and Changes in Net Assets. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the University and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain government grants, such as Pell grants, and other federal, state, or nongovernmental programs are recorded as either operating or non-operating revenues in the University's financial statements. To the extent that such revenues are used to satisfy tuition and fees and other student charges, the University has recorded a scholarship discount and allowance.

Long-term Liabilities

Bond premiums, as well as issuance costs, are deferred and amortized over the life of the bond. Bonds payable are reported including unamortized bond premium. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt. The amortization of bond premiums and issuance costs are reported as debt service expenditures. The debt as shown in the

Statement of Net Assets is divided between current and non-current liabilities (see Note 8). The Statement of Revenues, Expenses, and Changes in Net Assets shows the interest expense which is recognized as a non-operating expense when paid.

3. CASH, CASH EQUIVALENTS AND INVESTMENTS

Cash and Cash Equivalents

Pursuant to Section 2.2-1800, et seq., Code of Virginia, all state funds of the University are maintained by the Treasurer of Virginia, who is responsible for the collection, disbursement, custody, and investment of State funds. Certain deposits held by the University are maintained in accounts that are collateralized in accordance with the Virginia Securities for Public Deposits Act, Section 2.2-4400, et seq., Code of Virginia, or covered by depository insurance. Under this Act, banks holding public deposits in excess of amounts insured by FDIC must pledge collateral in the amount of 50 percent of excess deposits to a collateral pool in the name of the State Treasury board. Savings institutions are required to collateralize 100 percent of deposits in excess of FSLIC limits. In accordance with GASB Statement 9 definition of cash and cash equivalents, cash represents cash with the Treasurer, cash on hand, and cash deposits including certificates of deposits, and temporary investments with original maturities of three months or less.

At June 30, 2012, the carrying amount of cash with the Treasurer of Virginia was \$43,711,852. The carrying amount of cash not held by the Treasurer of Virginia is \$1,982,658. The carrying amount not held by the Treasurer consists of bank balances reported at June 30, 2012, in the amount of \$2,064,973 adjusted for reconciling items such as: outstanding checks and deposits in transit. The Virginia Security for Public Deposits Act eliminates any custodial credit risk for the University.

Appropriations Available

Appropriations available are no longer included in cash amounts. They are listed separately on the line item "Restricted Appropriations Available/Due from Commonwealth". At June 30, 2012, the amount of appropriations available was \$1.

Investments

The majority of University funds is held by the Treasurer of Virginia and, therefore, is not invested by the University. Local funds held by the University are available for investment, per the Board of Visitors approved investment policy. In FY 2012, local funds were not invested. Rather, they were held in a governmental checking account.

Concentration of Credit Risk

Concentration of credit risk requires the disclosures by amount and issuer of any investments in any one issuer that represent 5 percent or more of total investments. Investments explicitly guaranteed by the U.S. government and investments in mutual funds or external investment pools and other pooled investments are excluded from this requirement. As of June 30, 2012, the University did not have any investments other than money market funds held by the Treasurer of Virginia; therefore, the University does not have a concentration of credit risk.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of failure of the counterparty, the University will not be able to recover the value of its investment or collateral securities that are in the possession of the outside party. Due to the lack of investments outside of those held by the Treasurer of Virginia, this risk does not apply to the University.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The University does not invest in funds outside of investing bond proceeds in the State Non-Arbitrage Program (SNAP) and the Local Government Investment Pool (LGIP). These proceeds held by the Treasurer of Virginia are invested in money market funds and do not need to be categorized as to risk. At June 30, 2012, the carrying amount of the cash equivalents held in the SNAP program with the Bank of New York was \$4,468,897 and with the Treasurer of Virginia was \$2,169,568.

Foreign Currency Risk

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or a deposit. Longwood University does not have investments in foreign currency.

Securities Lending Transactions

Securities lending transactions represent the University's allocated share of securities received for securities lending transactions held in the General Account of the Commonwealth. Loaned securities, for which the collateral is reported on the Statement of Net Assets, are non-categorized as to credit risk. Details of the General Account securities lending program are included in the Commonwealth's Annual Financial Report. The Commonwealth's policy is to record unrealized gains and losses in the General Fund in the Commonwealth's

basic financial statements. When gains and losses are realized, the actual gains and losses are recorded by the affected agencies.

Securities Lending Balances as of June 30, 2012:

Unrestricted cash equivalents	\$ 315,369
Short term investment	9,751
Total Securities Lending	<u>\$ 325,120</u>

4. ACCOUNTS AND NOTES RECEIVABLE

Accounts receivable consisted of the following at June 30, 2012:

Student tuition and fees	\$ 1,447,171
Library	4,476
Auxiliary enterprises	315,540
Federal, state, and nongovernmental grants and contracts	203,026
Total	<u>\$ 1,970,213</u>
Less: Allowance for doubtful accounts	<u>(712,641)</u>
Net accounts receivable	<u>\$ 1,257,572</u>

Notes Receivable consisted of the following at June 30, 2012:

Current portion:	
Federal student loans	\$ 172,215
Non-current portion:	
Federal student loans	1,076,452
Less allowance for doubtful accounts	<u>(115,650)</u>
Net non-current notes receivable	<u>\$ 960,802</u>

5. COMMONWEALTH EQUIPMENT AND CAPITAL PROJECT REIMBURSEMENT PROGRAMS

The Commonwealth has established several programs to provide state-supported institutions of higher education with bond proceeds for financing the acquisition and replacement of instructional and research equipment and facilities. During fiscal year 2012, funding has been provided to the University from two programs: general obligation bonds [code section 9 (c)] and 21st Century program that is managed by the Virginia College Building Authority (VCBA). The VCBA issues bonds and uses the proceeds to reimburse the university and other

institutions of higher education for expenses incurred in the acquisition of equipment and facilities.

The *Statement of Revenues, Expenses, and Changes in Net Assets* includes amounts listed below for the year ended June 30, 2012, in the “Capital Appropriations” line item for facilities obtained with funding under these two programs.

Capital Appropriations

General obligations bonds 9©	\$ 61,591
VCBA 21st Century program	<u>8,910,299</u>
Total Capital Appropriations	<u>\$8,971,890</u>

The line item, “Due from the Commonwealth,” on the *Statement of Net Asset* for the year ended June 30, 2012, represents pending reimbursements from the follow programs:

Small Purchase Charge Card Rebate	\$ 54,918
Interest Earnings on Tuition & Fees	120,991
21st Century Bonds	1,711,486
General Obligation Bonds	<u>18,652</u>
Total Due from Commonwealth of Virginia	<u>\$ 1,906,047</u>

6. CAPITAL ASSETS

A summary of changes in the various capital asset categories for the year ended June 30, 2012, is presented as follows:

	Beginning Balance 6/30/2011	Additions	Reductions	Ending Balance 6/30/2012
Non-Depreciable Capital Assets				
Land	\$ 4,919,493	\$ 21,392	\$ -	\$ 4,940,885
CIP	31,695,200	10,617,068	(5,722,532)	36,589,736
Total Non-Depreciable Capital Assets	36,614,693	10,638,460	(5,722,532)	41,530,621
Depreciable Capital Assets				
Buildings	197,793,723	3,288,819	(723,978)	200,358,564
Equipment	14,092,844	2,624,625	(399,748)	16,317,721
Infrastructure	42,416,290	947,937	-	43,364,227
Library Materials	12,978,490	486,869	(198,832)	13,266,527
Software	5,866,355	238,226	-	6,104,581
Total Depreciable Capital Assets, Cost	273,147,702	7,586,476	(1,322,558)	279,411,620
Accumulated Depreciation				
Buildings	58,262,600	4,916,004	(326,568)	62,852,036
Equipment	8,965,223	1,274,916	(392,707)	9,847,432
Infrastructure	22,907,736	1,823,324	-	24,731,060
Library Materials	10,321,553	500,770	(198,832)	10,623,491
Software	3,891,631	1,147,451	-	5,039,082
Total Accumulated Depreciation	104,348,743	9,662,465	(918,107)	113,093,101
Depreciable Capital Assets, Net	168,798,959	(2,075,989)	(404,451)	166,318,519
All Capital Assets, Net	\$205,413,652	\$8,562,471	(\$6,126,983)	\$207,849,140

7. ACCOUNTS PAYABLE AND ACCRUED EXPENSES

Accounts payable and accrued expenses consisted of the following at June 30, 2012:

Employee salaries, wages, and fringe benefits payable	\$ 3,367,597
Vendors and suppliers accounts payable	3,166,342
Retainage payable	1,081,344
Interest payable	620,501
Total accounts payable and accrued liabilities	\$ 8,235,784

8. NONCURRENT LIABILITIES

The University's non-current liabilities consist of long-term debt (further described in Note 9), and other non-current liabilities. A summary of changes in non-current liabilities for the year ending June 30, 2012, is presented as follows:

Category	Beginning Balance	Additions	Reductions	Ending Balance	Current Portion
Long Term Debt:					
9 (c)General Obligation Bonds	\$ 22,683,767	\$ 2,016,739	\$ 4,035,912	\$ 20,664,594	\$ 1,316,436
Deferred Loss - Bond Refinance	(348,714)	(154,000)	(38,519)	(464,195)	(43,852)
Gain on Refunding	-	29,000		29,000	7,250
Unamortized Premium	1,066,832	352,176	134,729	1,284,279	135,110
	<u>23,401,885</u>	<u>\$ 2,243,915</u>	<u>4,132,122</u>	<u>21,513,678</u>	<u>1,414,944</u>
VCBA Pooled Bonds/Notes Payable	38,395,000	10,535,000	12,940,000	35,990,000	2,050,000
Deferred loss	(395,304)	(1,350,000)	(40,875)	(1,704,429)	(154,488)
Unamortized Premium	1,576,875	2,161,136	397,610	3,340,401	293,649
	<u>39,576,571</u>	<u>11,346,136</u>	<u>13,296,735</u>	<u>37,625,972</u>	<u>2,189,161</u>
Installment Purchases	35,500	54,000	35,500	54,000	13,500
	<u>35,500</u>	<u>54,000</u>	<u>35,500</u>	<u>54,000</u>	<u>13,500</u>
Total Long Term Debt	<u>63,013,956</u>	<u>13,644,051</u>	<u>17,464,357</u>	<u>59,193,650</u>	<u>3,617,605</u>
Accrued Compensated Absences	1,496,243	888,613	807,337	1,577,519	484,239
Federal Loan Program Contribution	1,383,944	-	-	1,383,944	-
Total Long Term Liabilities	<u>\$ 65,894,143</u>	<u>\$ 14,532,664</u>	<u>\$ 18,271,694</u>	<u>\$ 62,155,113</u>	<u>\$ 4,101,844</u>

9. LONG-TERM INDEBTEDNESS

Longwood University bonds are issued pursuant to Section 9 of Article X of the Constitution of Virginia. The following bonds of the University are Section 9(c) bonds. These bonds are backed by the full faith, credit, and taxing power of the Commonwealth, and are issued to finance capital projects which, when completed, will generate revenue to repay the debt.

General Obligation Bonds payable at June 30, 2012, consist of the following:

	<u>Interest Rates</u>	<u>Maturity</u>	<u>Amount</u>
General obligation revenue bonds:			
Residence halls:			
Residence hall improvements, 2004-B 1	2.50 - 5.50%	2019	\$ 1,281,828
Renovate housing facilities, 2005-A 1	3.50 - 5.00%	2025	995,000
Renovate housing facilities, 2006-B 1	4.00 - 5.00%	2026	2,925,000
Renovate housing facilities, 2007-B 1	4.00 - 5.00%	2027	5,070,000
Renovate housing facilities, 2008-B 1	4.00 - 5.00%	2028	4,015,000
2005 Refunded Portion Fac. Renovations, 2009,	4.00 - 5.00%	2022	1,340,000
2006 Refunded Portion Fac. Renovations, 2009,	4.00 - 5.00%	2022	1,655,000
2012 Housing Facilities Ren - 2005 Ref Portion,	4.00 - 5.00%	2024	544,804
Dining hall:			
Dining hall, series 2004-B 2	4.00 - 5.00%	2019	1,366,028
Dining hall, series 2012-A 1	4.00 - 5.00%	2016	<u>1,471,935</u>
Total bonds payable			<u>\$20,664,595</u>

A summary of future principal requirements of long-term debt as of June 30, 2012 follows:

<u>Year ending</u> <u>June 30</u>	<u>Principal</u>	<u>Interest</u>
2013	\$ 1,316,436	\$ 983,402
2014	1,605,166	907,923
2015	1,684,361	833,394
2016	1,760,506	755,446
2017	1,378,931	668,102
2018-2022	6,504,392	2,368,057
2023-2027	6,059,804	868,119
2028-2031	355,000	17,750
Total	<u>\$ 20,664,595</u>	<u>\$ 7,402,192</u>
Less: Deferred Loss	(464,195)	
Add: Unamortized Premium	1,284,279	
Add: Gain on Refunding	29,000	
Total	<u>\$ 21,513,679</u>	

VCBA Pooled Bonds Payable

The University received Virginia College Building Authority loans to cover construction expenses. These notes are due as shown below:

	<u>Interest Rates</u>	<u>Maturity</u>	<u>Amount</u>
Virginia College Building Authority/ Notes payable:			
Fitness center and parking garage 2002-A	3.00 - 5.25%	9/2022	\$ 245,000
Fitness center 2003-A	2.00 - 5.00%	9/2023	440,000
Lacrosse/field hockey complex and phase II heating plant 2004A	3.00 - 5.00%	9/2024	735,000
Soccer fields, Lancer gym, and Blackwell, Fitness center 2005-A	3.00 - 5.00%	9/2025	3,580,000
Fitness center, Blackwell, and heating plant III, Baseball/softball 2006-A	3.00 - 5.00%	9/2027	6,015,000
Lacrosse/field hockey complex, baseball/ softball, heating plant phase II & III 2007-A	3.00 - 5.00%	9/2027	6,240,000
Fitness center and parking garage 2007-B	3.00 - 5.00%	9/2019	1,865,000
Athletic offices, heating plant phase III Student union 2009-A	3.00 - 5.00%	9/2028	3,815,000
Fitness Center and parking garage 2010-B	3.00 - 5.00%	9/2025	2,520,000
Fitness Center, Lacrosse/field hockey, Soccer fields, Lancer gym, Blackwell and Heating Plant II	3.00 - 5.00%	9/2024	<u>10,535,000</u>
Total notes payable			<u><u>\$35,990,000</u></u>

A summary of future principal requirements of notes and loans payable as of June 30, 2012 follows:

Year ending June 30	Principal	Interest
2013	\$ 2,050,000	\$ 1,603,974
2014	2,130,000	1,540,810
2015	2,220,000	1,437,825
2016	2,310,000	1,331,219
2017	2,420,000	1,218,856
2018-2022	12,965,000	4,255,119
2023-2027	11,015,000	1,192,000
2028-2031	880,000	28,994
	<u>35,990,000</u>	<u>12,608,797</u>
Less: Deferred Loss	(1,704,429)	
Add: Unamortized Premium	3,340,401	
Total:	<u>\$ 37,625,972</u>	

10. COMMITMENTS

Construction Contracts

As of June 30, 2012, outstanding commitments for capital outlay projects totaled approximately \$17,622,733.

Operating Leases

The University is committed under various operating lease agreements primarily for buildings and equipment. In general, the agreements are for a period of one year, and typically have renewal options. In most cases, the University expects that in the normal course of business, these leases will be replaced by similar leases. Rental expense for the fiscal year ended June 30, 2012, was \$493,899. The University has, as of June 30, 2012, the following total future minimum rental payments due under the above leases:

<u>Fiscal Year</u>	<u>Operating Leases</u>
2013	\$ 597,509
2014	287,107
2015	281,089
2016	264,160
2017	223,103
Total	<u>\$ 1,652,968</u>

Installment Purchase Agreements

The University has entered into an installment purchase contract to finance the acquisition of software. The remaining length of the purchase agreement is one year. Payment on this commitment is as follows:

<u>Fiscal Year</u>	<u>Installment Purchase</u>
2012	<u>\$ 35,500</u>
Total	<u>\$ 35,500</u>

Other Contractual Agreements

The University was committed to pay Longwood University Real Estate Foundation \$6,102,131 pursuant to a support agreement related to student housing (Lancer Park, Longwood Landings, and Longwood Village). The University was also contractually committed to payments totaling \$136,561 relative to an energy performance contract and \$88,500 for a CampusEAI software agreement. The University has, as of June 30, 2012, the following total future payments due under the above agreements:

<u>Fiscal Year</u>	<u>Contractual Agreements</u>
2013	\$ 5,409,173
2014	838,125
2015	76,959
2016	49,103
2017	13,528
2018	13,948
2019	14,380
2020 - 2026	<u>113,948</u>
Total due:	<u>\$ 6,529,164</u>

11. PRIOR YEAR DEFEASANCE OF DEBT

On March 7, 2012 the Commonwealth, on behalf of the University, issued \$2,016,739 in General Obligation bonds, Series 2012-A with a true interest cost (TIC) of 1.5829% to advance refund \$1,670,810 of an outstanding Series 2002-A and \$545,000 of an outstanding Series 2005-A. The bonds were issued to provide funds to provide debt service savings for the Commonwealth. The net proceeds were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the refunded bonds. The debt defeasance resulted in an accounting loss of \$154,000 for the University. The defeasance will reduce the University's total debt service payments for these bonds by \$250,587 over the next twelve years.

On March 6, 2012 the Commonwealth, on behalf of the University, issued \$10,535,000 in VCBA bonds, Series 2012A to advance refund \$1,770,000 of an outstanding Series 2003A, \$3,355,000 of an outstanding Series 2004A, and \$5,885,000 of an outstanding Series 2005A. The bonds were issued to provide funds to provide debt service savings for the Commonwealth. The net proceeds were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the refunded bonds. The debt defeasance resulted in an accounting loss of \$1,350,000 for the University. The defeasance will reduce the University's total debt service payments for these bonds by \$891,422 over the next twelve years.

In addition to the 2002-A, 2003A, 2004-A, and 2005-A, certain 2009-A, 2008-B, 2006-A, and 2004-B Higher Education Bonds were defeased by the University. As with the 2012-A Higher Education Bonds noted above, the net proceeds were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on refunded bonds. As of June 30, 2012 \$20,714,595 of the defeased bonds are outstanding.

12. STATE APPROPRIATIONS

During the year ended June 30, 2012, the following changes were made to the University's original appropriation, including supplemental appropriations received in accordance with the Virginia Acts of Assembly, Chapter 890.

Original appropriation:	
Educational and general programs	\$ 21,752,100
Student financial assistance	3,784,818
Supplemental adjustments:	
Central Fund appropriation transfers	215,007
VIVA	8,611
Military Survivors	16,000
Carryforward	2,011
SVRTC	108,905
2 - Year Transfer Grant	65,000
CSAP	142,264
HEETF Lease Payment	(54,746)
Capital Out-of-State Fee	(120,600)
Capital Out-of-State Fee Adjustment	12,690
FY 2011 Reversion	(2,012)
Adjusted appropriations	<u>\$ 25,930,048</u>

13. EXPENSES BY NATURAL CLASSIFICATIONS

The following table shows a classification of expenses both by function as listed in the Statement of Revenues, Expenses, and Changes in Net Assets and by natural classification which is the basis for amounts shown in the Statement of Cash Flows.

	Salaries and Wages	Fringe Benefits	Services and Supplies	Scholarships and Fellowships	Utilities	Plant and Equipment	Other	Depreciation/Amortization	Total
Instruction	\$ 18,748,165	\$ 4,963,968	\$ 1,860,116	\$ -	\$ 6,171	\$ 2,375,307	\$ -	\$ -	\$ 27,953,727
Research	66,421	1,291	53,953	-	-	4,942	-	-	126,607
Public service	941,257	238,549	347,645	-	2,573	28,375	-	-	1,558,399
Academic support	3,639,139	1,005,668	1,701,457	-	660	648,373	-	-	6,995,297
Student services	2,211,643	727,427	581,151	-	4,352	69,166	-	-	3,593,739
Student aid	-	-	-	8,943,771	-	-	-	-	8,943,771
Institutional Support	4,353,986	2,287,795	2,029,860	-	113,370	432,865	-	-	9,217,876
Operation & Maintenance of Plant	2,326,681	1,106,747	2,210,130	-	2,039,601	784,280	-	-	8,467,439
Depreciation	-	-	-	-	-	-	-	8,515,014	8,515,014
Amortization	-	-	-	-	-	-	-	1,147,452	1,147,452
Auxiliary activities	9,432,061	2,008,330	14,615,834	-	1,495,640	7,075,836	-	-	34,627,701
Other Expenses	-	-	-	-	-	-	25,539	-	25,539
Total	\$41,719,353	\$12,339,775	\$23,400,146	\$8,943,771	\$ 3,662,367	\$11,419,144	\$25,539	\$9,662,466	\$111,172,561

14. PENSION PLAN AND OTHER POST RETIREMENT BENEFITS

Virginia Retirement System

Employees of the University are employees of the Commonwealth of Virginia. Substantially all full-time classified salaried employees of the University participate in a defined benefit retirement plan administered by the Virginia Retirement System (VRS). VRS is an agent multiple-employer public employee retirement system (PERS) that acts as a common investment and administrative agency for the Commonwealth of Virginia and its political subdivisions.

The VRS does not measure assets and pension benefit obligations for individual state institutions. Therefore, all information relating to this plan is available at the statewide level only and can be found in the Commonwealth's Comprehensive Annual Financial Report (CAFR). The CAFR discloses the unfunded pension benefit obligation at June 30th, as well as the ten-year historical trend information showing VRS's progress in accumulating sufficient assets to pay benefits when due.

The University's expenses include the amount assessed by the Commonwealth for contributions to VRS, which totaled \$1,862,772 for the year ended June 30, 2012. These contributions included the employee contribution assumed by the employer. For fiscal year 2012 the rate was 11.58 percent. Contributions to the VRS were calculated using a base salary amount of approximately \$16,086,116 for the fiscal year ended June 30, 2012. The

University's total payroll was approximately \$41,731,086 for the year ended June 30, 2012.

Optional Retirement Plans

Full-time faculty and certain administrative staff may participate in two optional retirement plans, which include: Teacher Insurance and Annuity Association/College Retirement Equity Fund (TIAA/CREF) and Fidelity. These are defined contribution plans where retirement benefits received are based upon employer and employee contributions plus interest and dividends. Total contributions to employees who became members prior to July 1, 2010, were 10.4 percent (employer paid). Total contributions to employees who became members on or after July 1, 2010, were 13.5 percent (8.5 percent employer paid and 5 percent employee paid).

Individual contracts issued under the plan provide for full and immediate vesting of both the University and the participant's contributions. Total pension costs under these plans were approximately \$1,389,915 for the year ended June 30, 2012. Contributions to the optional retirement plan were calculated using the base salary amount of approximately \$16,630,692.

Deferred Compensation

Employees of the University are employees of the Commonwealth of Virginia. State employees may participate in the Commonwealth's Deferred Compensation Plan. Participating employees can contribute to the plan each pay period with the Commonwealth matching up to \$10 per pay period. The dollar amount match can change depending on the funding available in the Commonwealth's budget. The Deferred Compensation Plan is a qualified defined contribution plan under Section 401(a) of the Internal Revenue Code. Employer contributions under the Deferred Compensation Plan were approximately \$188,960 for the fiscal year ended June 30, 2012.

15. POST-EMPLOYMENT BENEFITS

The Commonwealth participates in the VRS-administered statewide group life insurance program, which provides post-employment life insurance benefits to eligible retired and terminated employees. The Commonwealth also provides health care credits against the monthly health insurance premiums of its retirees who have at least 15 years of service. Information relating to these plans is available at the statewide level in the Commonwealth of Virginia's Comprehensive Annual Financial Report.

16. CONTINGENCIES

Longwood University receives assistance from non-State grantor agencies in the form of grants. Entitlement to these resources is generally conditional upon compliance with the terms and conditions of grant agreements, including the expenditure of resources for eligible purposes. Substantially all grants are subject to financial and compliance audits by the grantors. All disallowances as a result of these audits become a liability of Longwood University. As of June 30, 2012, Longwood University estimates that no material liabilities will result from such audits.

17. RISK MANAGEMENT

The University is exposed to various risks of loss related to torts; theft or, damage to, and destruction of assets; errors and omissions; non-performance of duty; injuries to employees; and natural disasters. The University participates in insurance plans maintained by the Commonwealth of Virginia. The state employee health care and workers' compensation plans are administered by the Department of Human Resource Management and the risk management insurance plans are administered by the Department of Treasury, Division of Risk Management. Risk management insurance includes property, general liability, medical malpractice, faithful performance of duty bond, automobile, and air and watercraft plans. The University pays premiums to each of these departments for its insurance coverage. Information relating to the Commonwealth's insurance plans is available at the statewide level in the Commonwealth of Virginia's Comprehensive Annual Financial Report.

18. COMPONENT UNITS

The Financial reporting entity is defined by GASB Statement 14, *The Financial Reporting Entity*, and GASB Statement 39, *Determining Whether Certain Organizations are Component Units*. The reporting entity consists of the primary government organizations for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion could cause the financial statements to be misleading or incomplete. These statements address the conditions under which institutions should include associated fund-raising foundations as component units in their basic financial statements and how such component units should be displayed in the basic financial statements.

The University has two component units as defined by GASB Statement 39. These organizations are separately incorporated tax-exempt entities and have been formed to promote the achievements and further the aims and purposes of the University. As a result, the University includes Longwood University

Foundation, Inc. and Longwood Real Estate Foundation in the body of the financial statements as component units.

The Longwood University Foundation assists the University in raising, investing, and distributing funds to support various University operating and endowment programs. The thirty-two member board of the Foundation is self-perpetuating and consists of graduates and friends of the University. Although the University does not control the timing or amount of receipts from the Foundation, the majority of the resources, or income from the resources, that the Foundation holds and invests are restricted to the activities of the University by the donors. Because these restricted resources held by the Foundation can only be used by, or for the benefits of the University, the Foundation is considered a component unit and is discretely presented in the University's financial statements.

The Longwood University Foundation's financial statements include the accounts of the Foundation and its supporting organizations, the Duvahl Ridgeway Hull and Andrew W. Hull Charitable Foundation and the Hull Springs Farm Foundation. The Foundation receives 85% of the Hull Foundations net income. The Hull Foundation includes two charitable remainder trusts and other investments. The Foundation's financial statements are audited by Cherry, Bekaert, & Holland, LLP. Complete financial statements can be obtained from the Longwood University Foundation at 201 High Street, Farmville, Virginia 23909.

The Longwood Real Estate Foundation is operated to receive, maintain, and administer assets in perpetuity exclusively for charitable and educational purposes and assists the University in real property acquisition, management, and maintenance. The Foundation's board of directors consists of nine members; six directors appointed by the Longwood University Board of Visitors and three ex-officio directors consisting of the University Vice President for Administration and Finance, the University's Real Property Manager, and the Vice President for Facilities Management. The University does not control the day-to-day activities of the Real Estate Foundation; however, the majority of Real Estate Foundation activity is for the benefit of the University.

The Longwood University Real Estate Foundation's financial statements include the accounts of the Real Estate Foundation and its wholly owned subsidiaries, Longwood Housing Foundation, LLC, Longwood Woodland Pond Housing Foundation, LLC, Longwood Woodland Pond Development Foundation, LLC, and Longwood North Campus Housing Foundation, LLC (collectively, the "Foundation"). The Real Estate Foundation's financial statements are audited by Dixon Hughes Goodman. Complete financial statements can be obtained from the Longwood University Real Estate Foundation at 515 Main Street, Farmville, VA 23909.

A. CASH, CASH EQUIVALENTS AND INVESTMENTS

Investments of the Longwood Foundation

Investments and the beneficial interest in the perpetual trust portfolio are composed of the following at June 30, 2012:

	2012	
	Cost	Market Value
Cash and cash equivalents	\$ 3,320,190	\$ 3,320,366
Investments:		
Government and corporate obligations	67,695	66,933
Corporate stocks	411,073	479,119
Hedge Funds	44,965,278	43,536,859
Total investments	<u>45,444,046</u>	<u>44,082,911</u>
Beneficial interest in perpetual trust:		
Cash and cash equivalents	70,611	70,611
Government bonds and corporate obligations	755,468	771,665
Corporate stocks	1,035,427	1,021,830
Real estate funds	<u>274,262</u>	<u>261,839</u>
Total beneficial interest in perpetual trust	<u>2,135,768</u>	<u>2,125,945</u>
Total	<u>\$ 50,900,004</u>	<u>\$ 49,529,222</u>

Investment fees netted against investment income for the years ended June 30, 2012, and 2011 were \$411,700 and \$686,086 respectively.

As of June 30, 2011, the Foundation has invested in “hedge funds,” which include various financial instruments such as puts, calls, options, and futures contracts. The Foundation is not liable for losses greater than the invested amount. Realized and unrealized gains and losses of these funds are included with investment gains and losses in the statement of activities, with net unrealized losses of approximately (\$1,428,419) recognized for the year ended June 30, 2011.

Longwood University Foundation Beneficial Interest in Perpetual Trust

The Longwood University Foundation is the beneficiary of the annual income earned from the Nellie Ward Nance Trust (Nance Trust) held by Wells Fargo. The assets of the Nance Trust are not in the possession or under control of the Foundation. At June 30, 2012 and 2011 the Nance Trust had market value of \$2,125,945 and \$2,238,402, respectively, which is recorded in the consolidated statement of financial position. Income and unrealized gains on the Nance Trust for the year ended June 30, 2012, were \$88,809 and (\$112,458); and \$99,402 and \$278,674 for the year ended June 30, 2011.

Investments of the Longwood Real Estate Foundation

Investments in real estate included the Watson house at a total cost of \$640,403 as of December 31, 2010. During 2011, the property was reclassified into property and equipment and began being depreciated. The University plans to purchase the property from the Real Estate Foundation at some unspecified future date.

B. ACCOUNTS AND CONTRIBUTIONS RECEIVABLE

Longwood University Foundation contributions receivable consisted of the following at June 30, 2012:

	<u>2012</u>
Cash pledges expected to be collected in:	
Less than one year	\$ 930,437
One year to five years	957,156
Over five years	<u>3,722,262</u>
	5,609,855
Less:	
Discount to net present value at 6% for current year pledge	<u>(2,322,711)</u>
3-6% net present value for prior year pledges	
Net Contributions Receivable	<u><u>\$3,287,144</u></u>

The ownership of contributions receivable for each class of net assets as of June 30, 2012 is as follows:

Temporarily Restricted	\$ 2,197,917
Permanently Restricted	<u>1,089,227</u>
Total	<u><u>\$ 3,287,144</u></u>

At June 30, 2012 and 2011, the Foundation had received bequests and other intentions to give of approximately \$9,587,422 and \$4,817,422 respectively. These intentions to give are conditional and, therefore, are not recognized as assets. If they are received, they will generally be restricted for specific purposes as stipulated by the donors.

C. CAPITAL ASSETS

Longwood University Foundation

Land	\$ 1,229,185
Longwood Center for Visual Arts Collection	3,566,529
Buildings	1,163,480
Property and Equipment	<u>18,285</u>
Total cost of capital assets	5,977,479
Less: accumulated depreciation	<u>(423,991)</u>
Total capital assets, net	<u>\$ 5,553,488</u>

Longwood University Real Estate Foundation

Land	\$ 7,472,657
Land Improvements	10,752,339
Buildings	31,790,613
Furniture and Equipment	2,247,306
Leasehold Improvements	448,999
Construction in Progress	<u>3,123,181</u>
Total cost of capital assets	55,835,095
Less: accumulated depreciation	<u>(8,280,334)</u>
Total capital assets, net	<u>\$ 47,554,761</u>

D. LONG-TERM INDEBTEDNESS

Longwood University Real Estate Foundation

Long-term debt is as follows at December 31, 2011:

Variable Rate Educational Facilities Revenue Bonds	\$ 40,225,000
Series 2007, thirty (30) year term. Interest is subject to a fixed-to-floating interest rate swap agreement which requires fixed rate payments of 4.065% on an initial notional amount of \$40,745,000. The swap arrangement expires September 1, 2036, covering the life of the bonds	
Deed of trust note payable, due in monthly payments of principal of \$10,330 plus monthly interest payments of 2.25% plus LIBOR (2.48% at December 31, 2009), maturing 7/5/2014	2,179,542
Promissory note, 3.50%, due in monthly payments of principal and interest of \$11,651, maturing 12/30/2016	2,000,000
Deed of trust note payable, 7.09%, due in monthly payments of principal and interest of \$1,687, maturing 6/5/2014	46,301
Deed of trust note payable, 7.0 percent, due in monthly payments of principal and interest of \$1,742, maturing 2/14/2013	20,228
Deed of trust note payable, 7.09 percent, due in monthly payments of principal and interest of \$5,074, maturing 2/7/2032	666,458
	<u>45,137,529</u>
Less - current portion	<u>(869,945)</u>
	<u>\$ 44,267,584</u>

During 2007, the Longwood University Real Estate Foundation received financing through the issuance of Educational Facilities Variable Rate Revenue Bonds (Longwood Student Housing Projects) Series 7 through the Industrial Development Authority of the town of Farmville. The 2007 bonds were issued in the amount of \$41,855,000 to refund \$7,840,000 in Educational Facilities Variable Rate Demand Revenue Bonds, Series 2006A and \$23,580,000 in Educational Facilities Variable Rate Demand Revenue Bonds, Series 2006B and to finance the acquisition, construction, and equipping of student housing and a pedestrian bridge between student housing and the University campus. The loan agreement is collateralized by a deed of trust which grants the credit institution a first priority lien on and a security interest in each of the property and equipment collateralized. The 2007 bonds mature on December 7, 2037, but are subject to optional redemption and tender for purchase prior to maturity.

The 2007 bonds have a weekly variable interest rate as determined by the remarketing agent. The rate at December 31, 2011 and 2010 was .28% and .42% respectively. For as long as the bonds bear interest at a weekly rate, the Real Estate Foundation shall pay the remarketing agent an ongoing remarketing fee. Total remarketing fees paid for 2011 and 2010, were \$35,052 and \$46,893, respectively.

The Real Estate Foundation has a Standby Bond Purchase Agreement (SBPA) with the Liquidity Facility Provider (Bank). Under the SBPA, the Bank agrees to purchase eligible bonds that have not been remarketed. The bonds contain a demand feature that allows the bondholders to put the bonds either

weekly or daily back to the remarketing agent based on the bondholders' interest rate election on the bonds held. If the bonds tendered are not remarketed by the remarketing agent the Bank agrees to purchase eligible bonds, which may then be remarketed at a later time. This agreement is set to expire on December 7, 2012, but the expiration date can be extended at the request of the Real Estate Foundation for an additional period not to exceed one year, which is subject to approval of the Bank. In the event of termination of the agreement by the Bank, the Real Estate Foundation shall repay in full all outstanding disbursements under the bond, together with accrued and unpaid interest thereon in ten consecutive equal semi-annual installments to the Bank beginning the next succeeding January 1 or July 1 following written notice.

The bond agreements also require the establishment and maintenance of several reserve accounts for the collecting, holding and disbursement of funds related to the issuance of the bonds, payments of project costs, collection of project revenue, and repayment of principal and interest. Under the bond agreement the University will rent units in the projects only to students, faculty, and other persons under the same rental program it uses for its own student housing facilities.

The bond series is subject to a management agreement between the University and the Real Estate Foundation. The agreement appoints the University as manager of each housing project. As such, the University is charged with setting and collecting all rents (referred to as Project Revenue) and providing all personnel resident advisory and education staffing. The University will be responsible for all maintenance. The Real Estate Foundation will be required to furnish housekeeping, janitorial, utilities, and insurance.

The University will be charged with maintaining a Project Revenue account. Such funds are to be held by the University solely on behalf of the Real Estate Foundation and are not to be commingled with general University funds. These funds are to be used to pay the expenses of the University related to the projects as well as any principal or interest payments on the bonds as directed by the Real Estate Foundation.

The management agreements are effective for a five year period beginning at the settlement date of the bonds. Thereafter, they can be renewed for successive five year terms, unless terminated by either party.

Under the bonds and the deed of trust note (\$2,179,542), the Real Estate Foundation is required to meet certain debt coverage ratios. As of December 31, 2011, management believes the Real Estate Foundation has met the required ratios.

Maturities under long-term debt are as follows:

2012	\$ 869,945
2013	920,540
2014	2,797,303
2015	954,225
2016	2,735,914
Thereafter	<u>36,859,602</u>
Total	<u>45,137,529</u>
Less - current portion	<u>(869,945)</u>
	<u>\$ 44,267,584</u>

Restricted Deposits and Funded Reserves

In accordance with the bond agreements, the Real Estate Foundation has the following restricted deposits and funded reserves which are held by a Trustee:

Debt service reserve account	\$1,366,848
Repair and replacement account	890,423
Series 2007 Bond Fund	211,795
Interest account	-
General fund	491,099
Reserve sub account	-
Tax and insurance account	-
	<u>\$2,960,165</u>

E. COMMITMENTS

Longwood University Foundation

In November 1998, the Foundation entered into an operating lease agreement for certain real estate for a term of six years. The Foundation leased the real estate to Longwood University for the same lease term. At June 30, 2004, an option to purchase the property for \$555,000 was exercised by the Foundation. The Foundation continues to lease the property to Longwood University on a month-to-month basis, with \$20,000 of rental income recognized in each of the years ended June 30, 2012 and 2011.

The Foundation is leasing certain real estate under capital lease agreement for a term of five years. On October 1, 2009, the Foundation began subleasing the real estate to Longwood University under an operating sublease agreement, the terms of which provide for a current annual rental payment of \$12, payable monthly through June 30, 2014. Rental income recognized under this sublease agreement totaled \$12 and \$9 for the years ended June 30, 2012 and 2011, respectively.

Longwood University Real Estate Foundation - Longwood Landings

The Longwood University Real Estate Foundation owns property known as Longwood Landings at Mid-Town Square. The property combines student housing and commercial space in a series of four buildings together with associated parking and improvements. The Real Estate Foundation owns the student housing on the property together with the associated parking and improvements. The first floor commercial space is owned by the developer of the property. The ownership of the property is in the form of a commercial condominium, whereby the Real Estate Foundation owns the top three floors of each building while the developer retains ownership of the first floor of each building. The Real Estate Foundation is a member in the Midtown Square Condominium Association, Inc. As a unit holder in the Association, the Real Estate Foundation pays association dues that are used to pay common costs of the property. Dues of \$49,124 and \$45,625 were paid to the Association during 2011 and 2010, respectively.

The Real Estate Foundation leases commercial space from the Association which is then subleased to the University for use as the University bookstore. The lease requires minimum guaranteed rental payments of \$169,212 annually, payable in equal monthly installments. The minimum guaranteed rental shall be increased on the fourth anniversary of the commencement date and every year thereafter. The lease also requires additional rent defined as the tenant's proportionate share of operating costs, insurance, taxes, and other charges. The initial term of the lease is for ten years, with two ten year optional renewal periods. The commencement date of the lease is 30 days after the build out is complete and the premises are ready for occupancy. The University has been paying this lease commitment directly to the Association. No amounts have been paid from the Real Estate Foundation during 2011 and 2010.

The Real Estate Foundation also leases commercial space from the Association for use as a student commons area. The lease requires minimum guaranteed rental payments of \$82,840 annually, payable in equal monthly installments. The minimum guaranteed rental shall be increased on the first anniversary of the commencement date and every year thereafter. The lease also requires additional rent defined as the tenant's proportionate share of operating costs, insurance, taxes, and other charges. The initial term of the lease is for ten years with two ten year renewal option terms.

The Real Estate Foundation leases parking space from an unrelated entity for the Longwood Landings property. The lease requires monthly payments of \$5,250 with a term that ended on May 21, 2010. This agreement is now month-to-month.

The future minimum rental payments required under these leases are as follows:

2012	\$ 262,084
2013	267,326
2014	272,673
2015	278,126
2016	283,688
Thereafter	<u>108,981</u>
Total	<u>\$ 1,472,878</u>

F. RISK MANAGEMENT

Longwood University Foundation

The Foundation is exposed to various risks of loss related to torts, theft of assets, and errors and omissions. The risks are managed through the purchase of commercial insurance and self retention of certain risks. The Foundation's affairs are conducted in part by the employees of Longwood University and exposure to loss resulting from this arrangement are managed by the University through a combination of methods, including participation in various risk pools administered by the State of Virginia, purchase of commercial insurance and self retention of certain risks. Additional details on the University's risk management program are disclosed in the financial report of the University.

G. RELATED PARTY

Longwood University Foundation

The Foundation received contribution revenue from Board members in the amount of \$249,321 for the year ending June 30, 2012. The amount of pledge receivable due from the Board members amounted to \$952,008 at June 30, 2012.

In conjunction with its mission to support the activities and operations of Longwood University, the Foundation has entered into various lease arrangements for nominal amounts with the University. Total net book value of assets leased to the University is \$2,392,665 and \$2,462,585 at June 30, 2012 and June 30, 2011 respectively, including land on the consolidated statement of financial position.

On March 1, 2004, the Foundation entered into a capital lease agreement with Longwood University to lease a parking lot. The Foundation was given the parking lot as a contribution, which at the time was recorded as its appraised value of \$51,000. The lease expires February 28, 2013. The University has the option to purchase the parking lot for \$1 at the end of the lease term. The lease provides for a current annual rental payment of \$6,516 and interest of 2%. At June 30, 2012 and 2011, Longwood University owed the Foundation \$5,054 and \$12,415, respectively.

Longwood University Real Estate Foundation

The Foundation receives rent from the University for use of various buildings and parking facilities. The total amount earned for 2011 from these rental arrangements was \$5,882,453. Outstanding receivables at December 31, 2011 were \$158,910.

The Foundation pays the University fees under management agreements related to facilities covered by tax-exempt bond issuances. These fees are based on costs to manage the specific properties. Total fees paid for 2011 were \$391,198. In addition, the Foundation reimburses the University for operational costs paid directly by the University related to the housing projects. At December 31, 2011, the Foundation had a payable to the University of \$188,953, which is included in accounts payable and accrued expenses on the consolidated statement of financial position.

The Foundation has an agreement with the University to manage the Longwood University Bed & Breakfast. The University is billed for all expenses and the Foundation receives no fees for its services. During 2010 and 2011, the Foundation completed a renovation of the Bed & Breakfast at a cost of \$123,800. The Foundation was carrying \$104,000 of these renovation costs as a receivable at December 31, 2010, but has now considered these costs paid on behalf of the University and has classified them as contributions to Longwood University on the consolidated statement of activities. The Foundation had an outstanding receivable at December 31, 2011 of \$33,875 for expenses not yet reimbursed and renovation cost.

During 2009, the Foundation loaned \$57,676 to the Longwood University Foundation to purchase a piece of property in Westmoreland County known as the Yeatman property. This amount is included in receivables at December 31, 2011.

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LONGWOOD UNIVERSITY

Farmville, Virginia

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INFORMATION ITEM 9

Review of Key Financial Performance Metrics

Attached are two documents that depict Longwood University's financial performance as of October 31, 2012:

Statement of E&G and Auxiliary Revenues and Expenditures

This document compares budgeted revenues and expenditures to actual revenues and expenditures as of October 31, 2012. It also provides prior year comparative data.

Auxiliary Reserve Analysis

This document examines auxiliary reserve fund balances, the calculated required reserve, and the performance of each reserve fund compared to the required reserve amount.

LONGWOOD UNIVERSITY
Statement of Revenues and Expenditures
For Period Ending October 31, 2012

	BOARD APPROVED		YEAR TO		REVISED		ACTUAL TO		PRIOR YEAR COMPARATIVE	
	ORIGINAL BUDGET	ADJUSTMENT	DATE	ADJUSTMENT	BUDGET FORECAST	2012-2013	DATE	2012-2013	ACTUAL TO DATE	ACTUAL AS PERCENT OF BUDGET
EDUCATIONAL AND GENERAL										
REVENUES:										
Tuition	27,919,326		1,821,659		29,740,985		12,521,526		13,135,106	50.00%
Fees	2,178,251		-		2,178,251		1,297,825		947,962	59.18%
State General Fund Appropriation	23,518,498		8,179		23,526,677		8,697,013		8,199,517	37.88%
Other Sources	241,100		3,097		244,197		85,586		147,237	58.61%
Federal Work Study	81,300				81,300					0.00%
TOTAL REVENUES	53,938,475		1,832,935		55,771,410		22,601,950		22,429,823	44.99%
EXPENDITURES:										
Instruction	25,530,475		1,604,223		27,134,698		9,265,158		9,856,457	41.02%
Public Service	480,391		3,121		483,512		163,387		78,497	30.84%
Academic Support	9,511,021		188,442		9,699,463		2,883,775		2,865,479	36.66%
Student Services	4,115,859		42,385		4,158,244		1,500,257		1,264,075	32.45%
Institutional Support	8,204,513		753,743		8,958,256		3,432,152		3,218,915	33.95%
Operation and Maintenance of Plant	6,096,216		(504,157)		5,592,059		1,929,655		1,677,943	29.24%
FY11 ETF Expense Reimbursement	-		(599,263)		(599,263)		(164,429)		(395,457)	0.00%
Salary Savings	-		(600,000)		(600,000)					
TOTAL EXPENDITURES	53,938,475		888,494		54,826,969		19,009,955		18,565,909	36.53%
Revenues Over/(Under) Expenditures	-				944,441		3,591,995		3,863,914	
AUXILIARY ENTERPRISE										
REVENUES:										
Housing Fee and Sales	16,518,564		500,000		17,018,564		8,808,532		8,754,140	54.14%
Dining Fee and Sales	8,650,415		(105,299)		8,545,116		4,058,878		4,377,115	52.54%
Comprehensive Fee/Other	19,224,562		341,766		19,566,328		10,335,164		9,737,444	51.79%
Federal Work Study	123,000				123,000					0.00%
TOTAL REVENUES	44,516,541		736,467		45,253,008		23,202,575		22,868,699	52.66%
EXPENDITURES:										
Housing Services	15,243,178		9,717		15,252,895		4,311,519		4,760,852	30.29%
Dining Services	8,132,435		60,000		8,192,435		2,064,959		2,592,920	32.18%
Athletics	8,020,111		348,603		8,368,714		3,867,188		3,844,025	45.85%
Other Services	9,617,877		279,565		9,897,442		4,936,999		4,902,480	49.32%
Salary Savings	-				-					
TOTAL EXPENDITURES	41,013,601		697,885		41,711,486		15,180,666		16,100,277	38.25%
Revenues Over/(Under) Expenditures	3,502,940				3,541,522		8,021,909		6,768,422	

Anticipated surplus available for reallocation / Anticipated addition to reserves

¹ YTD adjustment reflects summer school revenue (net of \$350,000 used to balance FY13 budget) and tuition adjustment to actual
² Includes registration fees, course/internship fees, on-line fees, ESL program fees, application fees and out-of-state capital fees
³ Includes facility rentals, library fines, payment plan registration income, post office revenue, administrative fees and indirect cost recoveries
⁴ YTD adjustments reflect transfers between programs, addition for summer school instruction, salary savings projection, ETF reimbursement
⁵ YTD adjustments reflect housing, dining adjustments to actual and athletic game guarantees
⁶ YTD adjustments reflect creation of Presidential Initiatives budget, athletic game guarantees, and transfers between programs

Longwood University
Auxiliary Reserve Analysis
As of October 31, 2012

	Cash Balance 6/30/2012	FY13 Planned Transfers	FY13 Planned Additions	Approved Reserve Expenditures	Additional Expenditure Requests	Projected FY13 Ending Cash Balance	Calculated Required Reserve*	Performance Indicator
General Auxiliary	18,054,911	200,000	1,448,166	(10,676,128)		9,026,949	5,477,594	✓
Food Services	4,229,934		583,980			4,813,914	2,683,256	✓
Residence Halls	15,155,228		1,320,386	(1,283,564)		15,192,050	5,304,213	✓
Parking	1,314,725	(200,000)	75,393			1,390,118	279,979	✓
Conferences	695,459		75,015			570,474	167,023	✓
Golf Course	72,123					72,123	102,524	x
Athletics	2,769,311			(50,000)		2,719,311	2,622,388	--
Speech & Language Center	315,035					315,035	33,093	✓
Recreation & Intramurals	513,618					513,618	626,034	x
Capital Service Center	54,514					54,514	0	✓
	43,174,859	0	3,502,940	(12,009,691)	0	34,668,108	17,296,104	

Balance of approved reserve expenditures:

Marketing Project	600,000
Stevens Renovation	96,750
Longwood House Repairs	7,177
Energy Management	135,573
Replace Athletic Scoreboards	297,541
Library Archives Room	150,000
Willet Hall HVAC	550,000
Potential Bonus	559,000
LCCLL Lease (315 Third St.)	330,000
Student Center	5,000,000
Biomass Boiler	1,037,000
Athletic Equipment	95,000
Property Acquisition	231,087
Presidential Initiatives	200,000
56-Passenger Bus	500,000
Property Purchase - 507 Pine Street	157,000
Student Success Center Working Dr	730,000
Curry/Frazier Renovations	1,283,564
Replace Siding Baseball Fields	50,000
	<u>12,009,691</u>

* SCHEV Required Reserve Formula

**BOARD OF VISITORS
ADMINISTRATION, FINANCE, FACILITIES AND TECHNOLOGY**

INFORMATION ITEM 10

Review of Internal Controls

The Board of Visitors approved an Internal Control Policy at the September 2005 Board Meeting. This policy requires the evaluation of internal controls, identification of weaknesses, and implementation of corrective action to strengthen noted weaknesses.

In November 2006, the State Comptroller issued Directive 1-07, Agency Risk Management and Internal Control Standards (ARMICS). This directive requires all state agencies to demonstrate that internal control standards have been implemented and are functioning appropriately.

The FY 2012 internal control evaluation is attached. An internal control review will be completed annually to serve as the basis for the certification on internal controls that is required to be submitted with the Annual Financial Statements and to meet the requirements of ARMICS.



MEMORANDUM

To: Ken Copeland
Vice President for Administration and Finance

From: Tracy Nelson ^{TN}
Assistant Vice President for Financial Operations

Date: November 7, 2012

Subject: ARMICS Internal Control Evaluation

An effective system of internal control provides accountability for meeting program objectives, promotes operational efficiency, improves the reliability of financial statements, strengthens compliance with laws and regulations, and reduces the risk of financial losses due to fraud, waste or abuse.

The Commonwealth's Agency Risk Management and Internal Control Standards (ARMICS) require all state agencies to demonstrate that internal control standards have been implemented and annually assess internal control systems to ensure fiscal accountability and the safeguarding of assets. These standards require agencies to (1) develop, implement and maintain adequate internal control over the recording of financial transactions, compliance with the Commonwealth's financial reporting requirements, compliance with laws and regulations, and stewardship over the Commonwealth's assets; (2) periodically assess the adequacy of internal control and identify needed improvements; (3) take corresponding preventative and corrective actions; (4) report annually on internal control to the Office of the State Comptroller; and (5) take action to remediate any deficiency noted by the Department of Accounts or Auditor of Public Accounts.

Longwood's management is responsible for the integrity of its financial transactions and establishing and maintaining an effective system of internal control. The following measures were taken to assess the University's internal controls over fiscal activities for the fiscal year ended June 30, 2012.

Revenue:

- A random cash count of each of the cash collection area change funds was performed. Reconciliations of deposits made by each cash collection site to Banner were reviewed.
- A sample of all deposits was reviewed to verify (1) adequate supporting documentation, (2) department/individual making deposit, (3) purpose of deposit, and (4) that support matched Banner recording.
- Contract income was monitored to ensure that revenues were received in accordance with contract terms. Contract income includes Barnes & Noble bookstore commissions, washer/dryer commissions, vending commissions, ARAMARK catering commissions and Dell computer repair reimbursements.

Expenditures:

- A random sample of invoices was reviewed to verify (1) appropriate supporting documentation, (2) appropriate approval/signature, (3) appropriate account coding, (4) appropriate coding with respect to prior year expenses, and (5) payment within 30 days of invoice receipt.

Journal Vouchers:

- A random sample of journal entries was reviewed to verify that documents (1) were properly signed and approved, (2) were properly completed with appropriate supporting documentation, and (3) corresponded to Banner postings.

Reconciliations:

- Monthly cash, revenue, expense and appropriation reconciliations were performed by General Accounting, and certifications were submitted to the Department of Accounts as required. Banner financial data was reconciled to CARS data. Testing revealed appropriate supporting documentation was present and that variances were identified, adequately explained and corrected. Additionally, monthly reconciliations were performed to compare Banner balances to local bank account balances.
- Student Accounts reconciled tuition and fee charges against credit hour enrollment monthly. Fall and Spring room and board charges in Banner were reconciled to the RMS Housing system and the C-Bord meal plan system.
- FY 2011 testing revealed that no formal reconciliation process existed to reconcile deposits posted to Lancer Card Center revenue accounts to deposits made by the Card Center department. A reconciliation is now being conducted outside of the Lancer Card office.

Financial Statements:

- During FY 2012, the University received an outstanding audit of its FY 2011 financial statements. No modifications to the financial statements were necessary as a result of the audit, and no findings were issued. Additionally, Longwood adhered to FY 2012 financial statement directives, submitting all attachments and supplemental information to the Department of Accounts in a timely and accurate manner.

Fixed Assets:

- The annual inventory was performed and the fixed assets database was updated appropriately, to include the oversight of Equipment Trust Fund items. Samples were taken from each departmental inventory to verify inventory accuracy. The Fixed Assets Accountant reviewed monthly CARS and Banner reports to ensure the appropriate items were captured in the fixed assets database.
- Training was provided to departmental inventory custodians to ensure their familiarity with processes and forms and to emphasize the importance of prudent management of capital and controllable assets.
- The University continues to improve its fixed assets management processes. A restatement of beginning fixed asset balances was required in past years; however, no restatements were required in FY 2012.

Payment Card Industry (PCI) Compliance:

- The University established a credit/debit card security policy and procedures to ensure its compliance with industry standards governing credit card transaction processing. All University merchants successfully passed PCI compliance certification, with the exception of the Longwood Bed & Breakfast. Financial Operations and Information Technology worked with the Bed & Breakfast to address compliance issues and have implemented compensating controls.

It is concluded that Longwood's internal control systems are functioning appropriately. No significant weaknesses were identified in internal control processes that were reviewed and tested during FY 2012. The Financial Operations division is very much aware of the importance of appropriate internal controls, and is governed by Administrative Policy 4110 – Financial Operations Code of Ethics. We continue to improve upon our testing plan, incorporating recommendations of the Department of Accounts, the Auditor of Public Accounts, and the University's Internal Audit Department. It is our intent to work with Internal Audit in the coming months to develop an agency-level internal control risk assessment. Review plans will be modified, as needed, to include institution program and regulatory changes, as well as additional testing deemed necessary as a result of ARMICS review findings.

cc: Penny Howard, Internal Audit Director

**BOARD OF VISITORS
ADMINISTRATION, FINANCE, FACILITIES AND TECHNOLOGY**

DISCUSSION TOPIC

Preview of Tuition and Fees for Fiscal Year 2013-2014

Mr. Copeland will discuss various scenarios of Fiscal Year 2013-2014 tuition and fees.

UNIVERSITY ADVANCEMENT

**BOARD OF VISITORS
UNIVERSITY ADVANCEMENT**

INFORMATION ITEM 11

Update on the Center for Excellence in Environmental Education (CE³) and Hull Springs

Several members of the Board of Visitors joined President Connelly, members of the Longwood University Foundation Board, and members of the Hull Springs Farm Strategic Planning Task Force (hereafter Task Force) for an open house at Hull Springs on Saturday, November 3, to gain knowledge about the property and to experience some of the research students conduct there.

For the benefit of new Board members, the following text provides a brief overview of Hull Springs and CE³. For those who wish to have additional information, an important link is provided, and further appendices accompany this document.

A. Background and History

- Hull Springs consists of 662 acres of agricultural and forest land, most of it on two tributaries of Lower Machodoc Creek, itself a tributary of the Potomac River. The property has ten buildings ranging from an almost B&B-quality home virtually surrounded by water to a rustic camp area used by students and faculty for research and field experiences.
- Hull Springs was given to the Longwood University Foundation, Inc. upon the passing of Mrs. Mary Farley Ames Lee, an alumna of the Class of 1938. Her wishes were, and the language of the bequest clearly states, that the land shall not be developed or subdivided and must be used for education, agriculture, forestry, and conservation. It cannot be sold, but it may be given to another educational entity.
- Along with the property, Mrs. Lee left a modest operating endowment of \$1.5 million that, under the spending policies of the Longwood University Foundation, Inc., generates about \$60,000 per year for maintenance, an overseer, and educational activities.
- Longwood University students and faculty have been using the resources and facilities at Hull Springs since 1993 for research and field work particularly in the areas of anthropology, archaeology, and the biological and environmental sciences.
- In 2011, then President Finnegan appointed the Task Force to investigate and evaluate the value of Hull Springs to Longwood University. The Task Force's report provides a comprehensive review of Hull Springs' past, present and future. The full report is accessible online (<http://www.longwood.edu/hullspringsfarm/news/finalreport2012.htm>).
- One recommendation of the Task Force that is reflected in this text is the dropping of "Farm" from the name. The justification focused on 1) Longwood's relationship to the site emphasizing water quality, environmental education and research, and conservation and 2) the preponderance of forested lands (>400 acres managed under a Forest Stewardship Management plan) as compared to cultivated land (about 160 acres leased to a local farmer for a moderate income). [**Appendix A (Map)**]

B. Funding Sources and Expenses for Hull Springs

- **Endowment:** As of June 30, 2012, the Hull Springs Endowment was \$1,450,919.24. Endowment proceeds are used for the most fundamental operations: maintenance, grounds keeping, electricity, phones, etc.
- **Grants and gifts:** To date, grants and gifts have totaled more than \$455,000 for projects, research, and operating expenses.
- **Support from the Longwood University Foundation:** Since 2007, the Longwood University Foundation, Inc. has provided \$100,000 in annual support to cover staffing and operating expenses associated with activities such as the development of the Mitigation Bank; operating, scheduling, maintaining, and securing the facilities; oversight of agricultural and forestry operations; development of a mission, objectives, and board administration; grant seeking, execution, and reporting; technical and administrative support for the Task Force; and community outreach and relations. That investment also has covered legal and consulting expenses associated with the Mitigation Bank.
- **Rental income:** Rentals of the facilities and agricultural leases total \$10,000-\$15,000 annually.
- **Mitigation Bank:** The recently approved Mitigation Bank will be a new source of funding to ensure that Hull Springs is financially sustainable in the future. After a lengthy and complex process that began in 2005, credits were released for sale in the fall of 2012. The potential for income from the Mitigation Bank has ranged from \$4-6 million over time. This range is based on the number of credits approved by the U.S. Army Corp of Engineers and the Virginia Department of Environmental Quality and the value of each credit as estimated by The Nature Conservancy's Virginia Aquatic Trust Fund. The initial sale of credits, amounting to \$500,000-\$700,000, will be used to implement the physical requirements of the Bank. Proceeds from subsequent credit sales will be considered investable assets of the Longwood University Foundation, Inc. for the benefit of Hull Springs and are meant to make Hull Springs self sustaining in perpetuity.
- **Expenses:** Annual expenses for Hull Springs are between \$200,000 and \$220,000, a sum which include salaries and benefits, utilities, property taxes, maintenance and repairs, professional fees, and other basic operating expenses.

C. Proposed Center for Excellence in Environmental Education (CE³)

- The Task Force recommended the CE³ concept to Longwood University as an opportunity to create a new signature program that builds on Longwood's historic and emerging strengths in teacher preparation and environmental sciences, respectively; responds to the growing national emphasis on STEM education and a well-documented national call to action on environmental education; and secures the most value from the resources at Hull Springs.
- Hull Springs is a unique and integral resource in the development of CE³, providing opportunities for authentic research by Longwood students and others as well as a rich and inviting natural habitat for courses, retreats, and a variety of environmental education programs.
- The emergence of the CE³ concept invites new governance structures that incorporate CE³ and Hull Springs. To that end, two Leadership Teams and an overlapping Executive

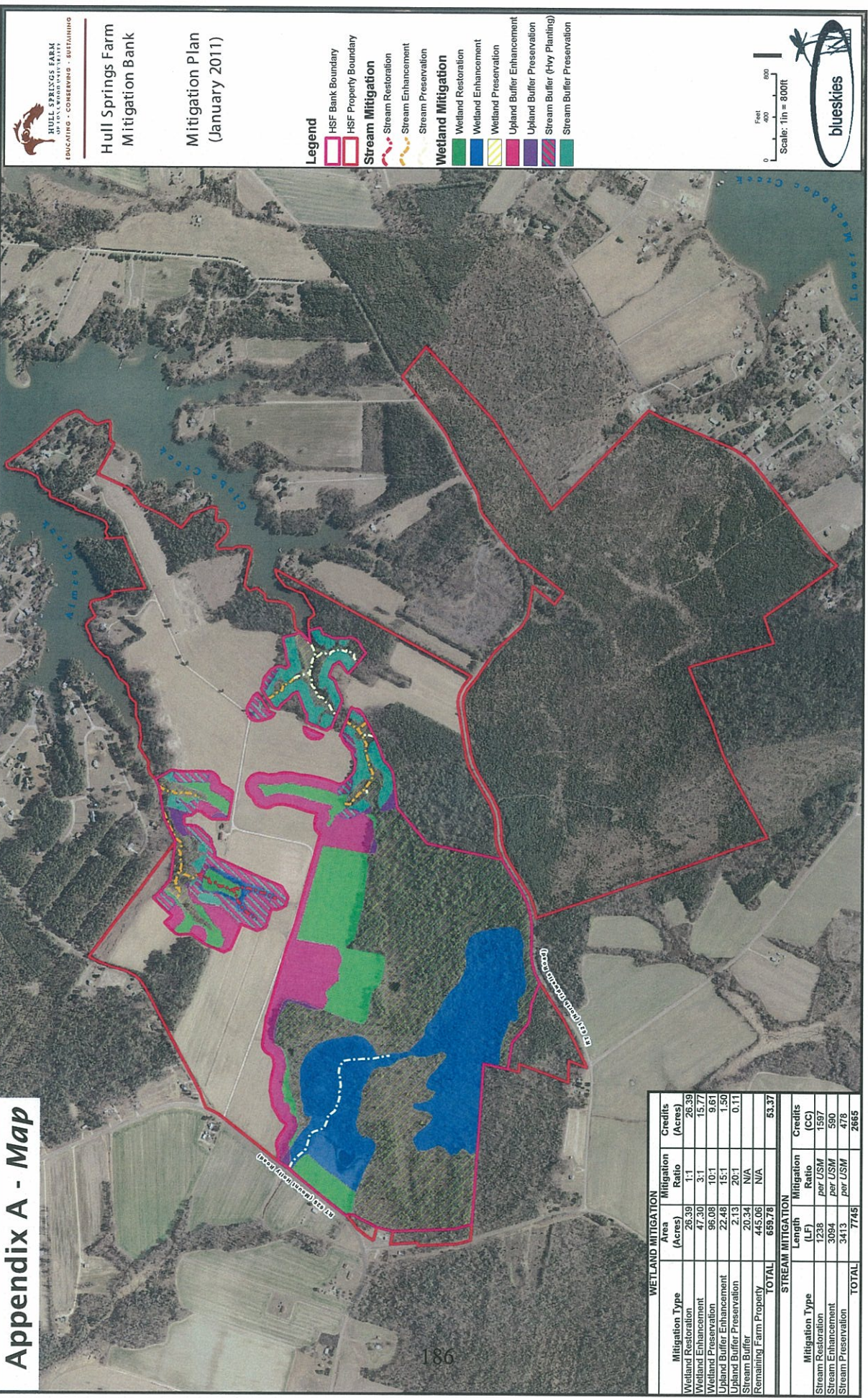
Council are being formed under the leadership of the Vice President for University Advancement, Dr. Bryan Rowland, to further define the scope of the concept and devise development strategies. [**Appendices B** (*Visualization of the Mutualism between Hull Springs and CE³*) and **C** (*Recommended CE³ and Hull Springs Leadership Teams*)]

D. Next Steps

The development of the CE³ concept and plans for facility improvements at Hull Springs are somewhat like two trains on parallel tracks that will ultimately reach the same destination. Appendix D (*Tracks to Success*) is a working draft of the next steps in the process. Once the two Leadership Teams are appointed, they will continually update and refine the activities and the parties responsible for each.

At the Board meeting, Bobbie Burton, Executive Director of Hull Springs; Dr. Alix Fink, Dean of the Cormier Honors College and Associate Professor of Biology; and Katie Register, Hull Springs Program Director, will make short presentations further developing these concepts and answering questions.

Appendix A - Map



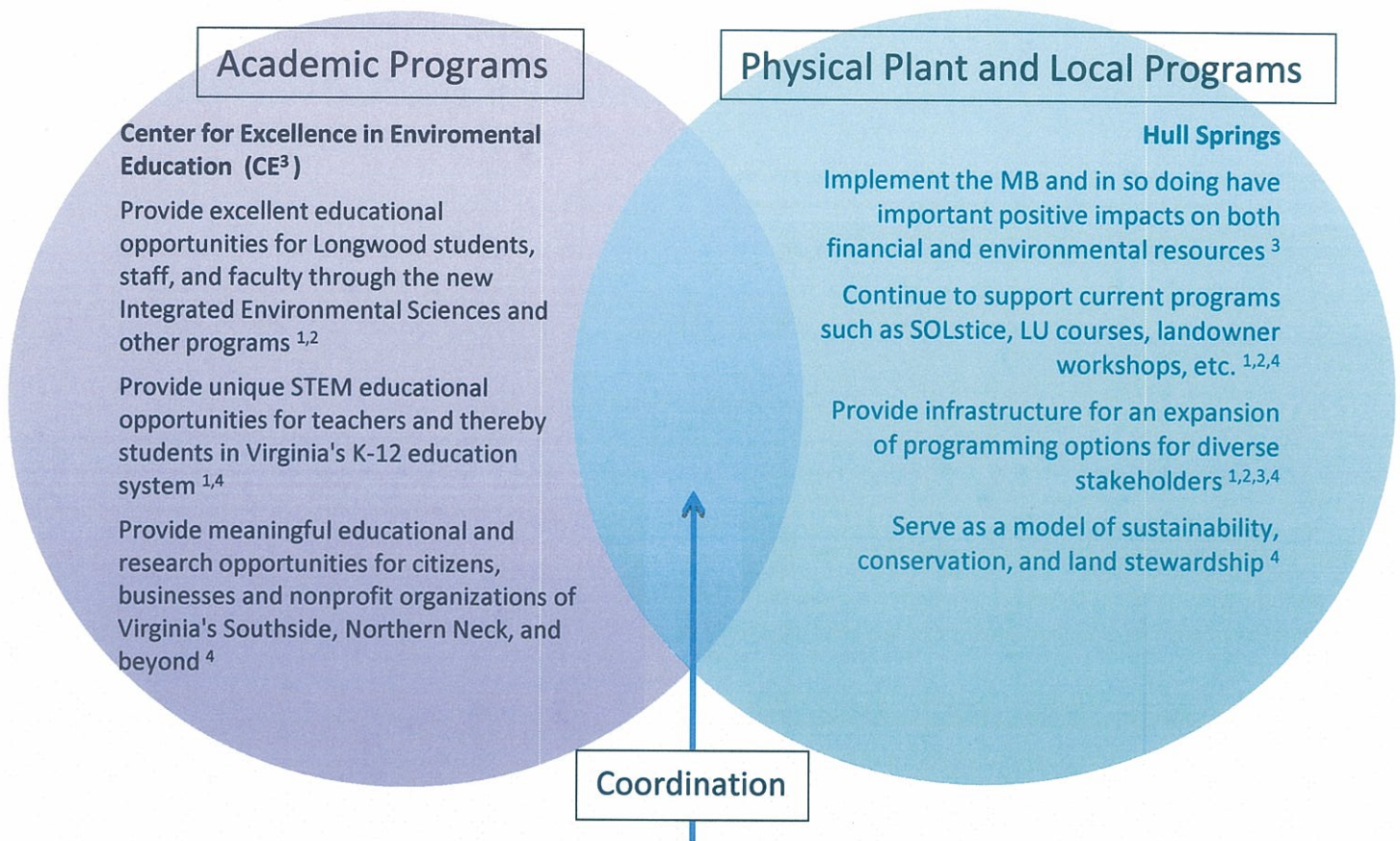
- Legend**
- HSF Bank Boundary
 - HSF Property Boundary
 - Stream Mitigation**
 - Stream Restoration
 - Stream Enhancement
 - Stream Preservation
 - Wetland Mitigation**
 - Wetland Restoration
 - Wetland Enhancement
 - Wetland Preservation
 - Upland Buffer Preservation
 - Upland Buffer Enhancement
 - Stream Buffer (by Planting)
 - Stream Buffer Preservation



WETLAND MITIGATION			
Mitigation Type	Area (Acres)	Mitigation Ratio	Credits (Acres)
Wetland Restoration	26.39	1:1	26.39
Wetland Enhancement	47.30	3:1	15.77
Wetland Preservation	95.08	10:1	9.51
Upland Buffer Enhancement	22.46	15:1	1.50
Upland Buffer Preservation	2.73	20:1	0.11
Stream Buffer	20.34	N/A	
Remaining Farm Property	445.05	N/A	
TOTAL	689.78		53.37
STREAM MITIGATION			
Mitigation Type	Length (LF)	Mitigation Ratio	Credits (CC)
Stream Restoration	1238	per USM	1597
Stream Enhancement	3094	per USM	590
Stream Preservation	3413	per USM	478
TOTAL	7745		2665

Appendix B – Visualization of the mutualism between Hulls Springs and CE³

Biological term: Mutualism. The way two organisms interact in a relationship in which each derives a benefit.



Provide rich and diverse learning environments – both indoor and outdoor – for LU students, staff, and faculty ^{1,2}

Provide opportunities for long-term research projects ^{1,2,4}

Provide and utilize extended-stay facilities to support teaching, research, outreach, and student development activities ^{1,2,3,4}

Promote community education ^{1,4}

Promote Longwood University and support efforts to raise its academic profile ^{1,2,3}

Promote excellence in environmental education around the Commonwealth by serving a leadership role ^{1,2,4}

Make a distinctive impact by promoting environmental awareness and stewardship ^{1,4}

Strategic Initiatives

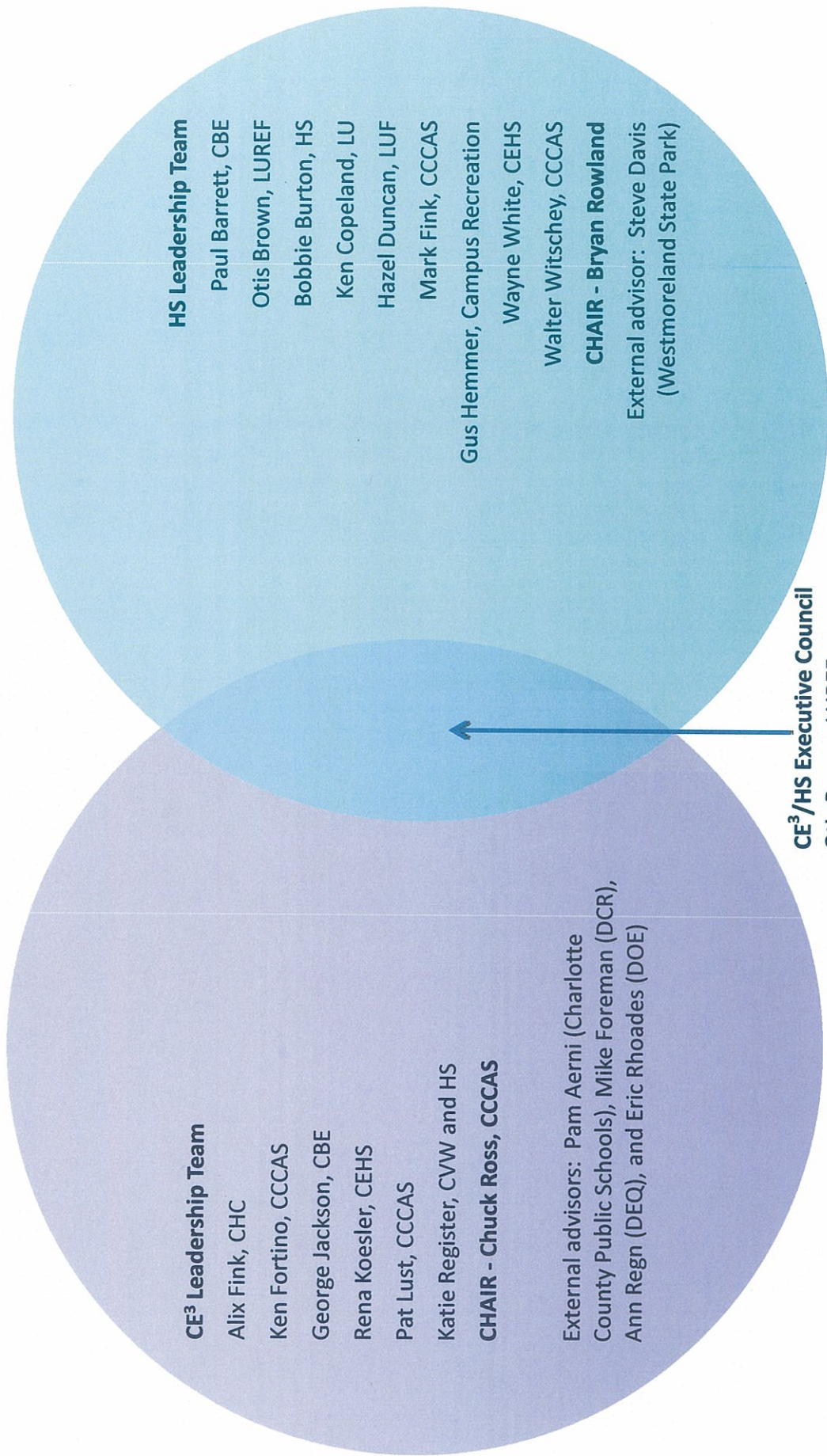
¹ Successful students

² Effective and satisfied faculty and staff

³ Financial capacity

⁴ Value for our community

Appendix C – Recommended CE³ and Hull Springs Leadership Teams



CE³ Leadership Team

- Alix Fink, CHC
- Ken Fortino, CCCAS
- George Jackson, CBE
- Rena Koesler, CEHS
- Pat Lust, CCCAS
- Katie Register, CVW and HS

CHAIR - Chuck Ross, CCCAS

External advisors: Pam Aerni (Charlotte County Public Schools), Mike Foreman (DCR), Ann Regn (DEQ), and Eric Rhoades (DOE)

HS Leadership Team

- Paul Barrett, CBE
- Otis Brown, LUREF
- Bobbie Burton, HS
- Ken Copeland, LU
- Hazel Duncan, LUF
- Mark Fink, CCCAS

Gus Hemmer, Campus Recreation

Wayne White, CEHS

Walter Witschey, CCCAS

CHAIR - Bryan Rowland

External advisor: Steve Davis
(Westmoreland State Park)

CE³/HS Executive Council


- Otis Brown, LUREF
- Ken Copeland, LU
- John Daniel, HSF and BOV
- Bart Mitchell, LUF
- Chuck Ross, CCCAS


CHAIR – Bryan Rowland

Staff (non-voting members): Bobbie Burton, Katie Register, Hazel Duncan, and Program Developer

Appendix D – Tracks to Success

CE³ and Hull Springs have important conceptual and practical linkages. While they will work together, they are essentially trains on two parallel tracks. In order to keep up momentum on both projects, the trains on those tracks may move at different speeds, and they will have different engineers.

Hull Springs 	November 2012 Commit to county wastewater treatment Redefine HS governance structure: <ul style="list-style-type: none"> • Dissolve Hull Springs Farm Foundation Board (HSFB) • Appoint Hull Springs Leadership Team (HSLT) Reaffirm intention of MB to insure HS' financial sustainability President Connelly, HSFB, LUF, LUREF, and HSLT	December 2012 Define: <ul style="list-style-type: none"> • Current successes • Low-hanging fruit • Goals for 6 years Define revised responsibilities for HS Executive Director Identify near-term facility needs President Connelly and HSLT	Winter 2012 – 2013 Develop longer term facilities plan: <ul style="list-style-type: none"> • Prepare business plan for various housing options • Secure site development plan for infrastructure and facilities improvements (including Internet connectivity) Develop focused fundraising plan: <ul style="list-style-type: none"> • Create case statement for facilities improvements Analyze MB development options Recruit new staff President Connelly, HSLT, Program Developer, and Univ. Advancement	March 2013 Render decision regarding approach to MB development President Connelly, HSLT, LUF, and Univ. Advancement	April 2013 Begin focused fund-raising effort President Connelly, HSLT, and Univ. Advancement
	Who?				

CE³ 	November 2012 Appoint CE ³ Leadership Team (CE ³ LT) President Connelly	November 2012 Define: <ul style="list-style-type: none"> • Current successes • Low-hanging fruit • Goals for 6 years CE ³ LT	November – December 2012 Progress with program development <ul style="list-style-type: none"> • Articulate vision and mission • Identify core activities • Evaluate needs and resources • Define role of Program Developer CE ³ LT	Winter 2012 – 2013 Search for and hire Program Developer CE ³ LT	Winter 2012 – 2013 Provide input to HSLT on facilities development plan Program Developer and CE ³ LT	Spring 2013 Establish priorities with extensive stakeholder input (campus constituencies, state agencies, community leaders, etc.) Program Developer and CE ³ LT	Summer 2013 Develop implementation plan with goals and benchmarks for success Program Developer and CE ³ LT
	Who?						

**BOARD OF VISITORS
UNIVERSITY ADVANCEMENT**

INFORMATION ITEM 12

Report on University Center

President Connelly will present a report to the Board of Visitors on the design and funding of the University Center project.

**BOARD OF VISITORS
UNIVERSITY ADVANCEMENT**

INFORMATION ITEM 13

Presentation by Lancer Investment Club

The Fund provides the opportunity for students to contribute and see the results of prior decisions over a multi-year experience. Students learn about stocks in all major sectors of the S&P 500, providing an extremely broad educational experience. The purposes of the fund are to: offer direct practical experience in the investment process; educate students on sound investment procedures necessary for success in investing; further develop leadership skills; and provide students with real-life experiences in building teamwork, decision making, using technology, and communication. Students involved with the fund are provided the opportunity to experience and learn the real world of investments, requirements for success, and how to build a strong foundation for a more successful career in a business environment. Many of the country's leading colleges and universities have established such funds. The list of institutions includes such prestigious schools as Harvard, Georgetown, Virginia Tech, and the University of Richmond.

A brief presentation by representatives of the Lancer Student Investment Fund will be provided at the Board meeting.

ACADEMIC AND STUDENT
AFFAIRS

**BOARD OF VISITORS
ACADEMIC AND STUDENT AFFAIRS**

ACTION ITEM 14

Approval of Admissions Policy

ACTION REQUESTED: On behalf of the President, I move that the Board approve the new Undergraduate Admissions Policy.

RATIONALE: The admissions office must have the ability to offer admission to the most deserving students given the applicant pool. The old policies do not provide the flexibility needed to manage new enrollment nor do they address the competitiveness of the Nursing Program or the uniqueness of international applicants.

BACKGROUND: The intent of the policy revisions is not to change the admissions standards; rather it is to recognize the numerous variables and situations that must be considered in the admissions process. The previously approved policies were too prescriptive and restrictive and could have resulted in entering classes that were significantly too small or too large or unqualified students being admitted or deserving students not being admitted. The flexibility of the revised policy is more consistent with admissions policies at other universities.

The proposed Undergraduate Admissions Policy has been approved by the Faculty Admissions Committee, a sub-committee of the Faculty Senate. The Executive Committee of the Faculty Senate determined it did not need to be reviewed by the Faculty Senate.

Significant changes to the Policy include:

1. Removed specific numeric GPA and SAT requirements to allow for holistic assessment of students' performance and potential for success.
2. Condensed verbiage without changing intent (commitment to a diverse student body, course requirements, application fee, admissions deposit, and anti-discrimination policies).
3. Referred specifically to the Nursing Program, which epitomizes the above-mentioned need for flexibility. In the fall of 2012, the Nursing Program could only accommodate approximately 12% of its applicants. However, approximately 65% of the applicants fell within the minimums in the old policy. Having a flexible policy is necessary to enroll the most qualified students and not exceed the capacity of the program.
4. Referenced standardized tests taken by international students. Because international students do not have credentials similar to domestic students, they cannot be evaluated using the old policies.
5. Added statement about students' right to appeal.



Longwood University
Office of the Provost and Vice President for Academic Affairs
201 High Street, Lancaster 207 Farmville, VA 23909
Phone: 434.395.2016 Fax: 434.395.2635

ADMISSIONS POLICY

I. Purpose

The purpose of this policy is to establish a comprehensive undergraduate admissions policy.

II. Policy

The Admissions Office selectively admits (to reach each year's enrollment goals) applicants who are the most suited for Longwood University based on their qualifications and potential. Admissions decisions are complex and involve numerous variables and situations. Therefore, this broad policy is used in conjunction with more specific guidelines within the Admissions Office.

The Admissions Office is committed to enrolling the academically strongest class possible; enrolling the most diverse class possible; complying with the University's anti-discrimination policy; portraying the institution accurately and honestly; and utilizing the Faculty Admissions Committee for difficult cases.

III. Procedure:

Freshman Admissions: Qualifications and potential are determined by a thorough review of the following areas:

1. Primary:

- a) High school curriculum – level and types of courses
- b) Grades in core curriculum – (subject followed by number of units required) English – 4; Math (Algebra I, Geometry, Algebra II) – 3; Science (at least 2 laboratory courses) -3; Social Sciences – 3; Foreign Language or American Sign Language – 2; Fine or Practical Art - 1; and Health and PE - 2
- c) Cumulative GPA
- d) GED scores – if applicable
- e) Consistency and trends of grades

- f) Industry standard test scores (e.g. SAT, ACT, TOEFL or IELTS)
- g) Class rank – if available
- 2. Secondary: (not in any particular order)
 - a) Community service
 - b) Co/extra-curricular activities
 - c) Veterans
 - d) Legacies
 - e) Children of Longwood faculty and staff
 - f) First generation
 - g) Personal statements

 - h) Recommendations
 - i) Special talent (e.g. art, music, theatre, athletics, leadership, etc.)
 - j) Geographic origin – Southside Virginia, out-of-state, international
 - k) Underrepresented populations – gender, race, age
 - l) Unusual circumstances and/or hardships
 - m) Males interested in a female dominated major
 - n) Females interested in a male dominated major
 - o) Application date

Transfer Admissions: Qualifications and potential are determined by a thorough review of the following areas:

- 1. Primary:
 - a) Articulation Agreements
 - b) Grades in college-level English, math, science and history/social science courses
 - c) Cumulative college GPA
 - d) High school curriculum – level and types of courses
 - e) Grades in core curriculum
 - f) Consistency and trends of grades
 - g) GED scores - if applicable
 - h) Industry standard test scores (e.g. SAT, ACT, TOEFL or IELTS)
 - i) Class rank – if available

- 2. Secondary: same as Freshman secondary criteria.

Nursing Admissions: The Nursing Admissions Committee selectively admits (to reach each year's enrollment goals) applicants who are the most suited for the Nursing Program at Longwood University based on their qualifications and potential.

Qualifications and potential are determined by a thorough review of the following areas:

- 1. Primary:

- a) High school/college curriculum – level and types of courses
- b) Grades in core curriculum – (subject followed by number of units required) English – 4; Math (Algebra I, Geometry, Algebra II) – 3; Science (at least 2 laboratory courses) -3; Social Sciences – 3; Foreign Language or American Sign Language – 2
- c) Cumulative GPA (high school and/or college)
- d) Grades in and level of math and science courses
- e) Consistency and trends of grades
- f) Industry standard test scores (e.g. SAT, ACT, TOEFL or IELTS)
- g) Class rank - if available

2. Secondary: (not in any particular order)

- a) Nursing or related experiences
- b) Community service
- c) Personal statements
- d) Geographic origin – Southside Virginia – Tobacco Commission Region
- e) Underrepresented populations – gender, race

Appeals: An applicant denied admission may submit to the Admissions Office a written appeal with updated and/or additional information.

Fees: Each applicant for admission or readmission shall be assessed a non-refundable application fee or be granted a fee waiver.

Each newly admitted student shall be assessed an Admissions Deposit to indicate their intent to enroll.

**BOARD OF VISITORS
ACADEMIC AND STUDENT AFFAIRS**

ACTION ITEM 15

Approval to Discontinue an Academic Program

ACTION REQUESTED: On behalf of the President, I move that the Board approve the retroactive discontinuance of the B.S. degree in Community Health Education.

RATIONALE: Longwood does not offer the B.S. degree in Community Health Education. The program was discontinued in 2006.

BACKGROUND: Due to lack of enrollment, the Education Policy Committee voted in 2006 to discontinue the program. The Faculty Senate consented/approved its discontinuance in March 2006, however the request was never presented to the Board for approval and has remained on the active list of programs maintained by the State Council of Higher Education for Virginia. In order to remove the program, the Board of Visitors must approve its discontinuance.

**BOARD OF VISITORS
ACADEMIC AND STUDENT AFFAIRS**

INFORMATION ITEM 16

Report on Spring and Fall 2013 Undergraduate Admissions

The following charts show comparisons of admissions numbers for Spring and Fall 2013 as of October 27 and December 5.

The December 5 numbers will updated at the meeting.

**Spring - Freshmen, Transfers and
Readmits**

**As of
October 27**

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Applications	182	199	213	164	168	136	223	222	154	314	201
Accepts	65	67	104	47	55	25	51	38	35	119	74
Deposits	12	20	29	13	25	14	13	9	15	36	29

**As of
December 5**

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Applications	234	235	257	222	230	221	282	260	184	364	
Accepts	119	129	149	118	119	85	117	120	84	180	
Deposits	75	68	90	67	73	50	68	61	48	110	

**Fall - Freshmen and
Transfers**

**As of
October 27**

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Applications	232	273	326	459	454	472	705	670	626	701	663

**As of
December 5**

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Applications	972	1205	1110	1454	1577	1556	1795	1981	1572	2030	

**BOARD OF VISITORS
ACADEMIC AND STUDENT AFFAIRS**

INFORMATION ITEM 17

Presentation from Peer Mentors

Peer Mentors will present to the Board of Visitors information on the following topics:

- Purpose and Role of Peer Mentors
- Training of Peer Mentors
- Transition & Acclimation Assistance to Incoming Students
- Longwood Seminar

Students participating:

Brian Reid: Senior, math major from Virginia Beach. Served two years as a Peer Mentor and spent last year as the FYE coordinator for New Lancer Days.

Kevin Bradtke: Senior, graphic design major from Virginia Beach. Served two years as a Peer Mentor and spent last year as the FYE coordinator for Orientation & Registration.

Heather Monger: Junior, Kinesiology/Exercise Science major from Midlothian. Just completed first year as a Peer Mentor.

Raychelle Beasley: Sophomore, nursing major from Richmond. Just completed first year as a Peer Mentor.

**BOARD OF VISITORS
ACADEMIC AND STUDENT AFFAIRS**

DISCUSSION TOPIC

Instructional Technology Strategies in Higher Education

Dr. Ken Perkins, Provost and Vice President for Academic Affairs, and Dr. Jennifer Green, Associate Vice President for Enrollment Management and Student Success, will lead the discussion.

PRESIDENTIAL REPORTS

**BOARD OF VISITORS
PRESIDENTIAL REPORTS**

INFORMATION ITEM 18

Report on Real Estate Foundation Activities

Mr. Copeland will update the board on the Real Estate Foundation's recent activities; to include a progress report on the North Campus housing project, 315 West Third Street construction and transactions with the University.

**BOARD OF VISITORS
PRESIDENTIAL REPORTS**

INFORMATION ITEM 19

Report on Longwood Athletics NCAA Violations 2011-2012

A summary of NCAA rules violations that occurred between August 1, 2011 and July 31, 2012 will be presented at the Board of Visitors meeting by Associate Athletics Director/SWA, Michelle Meadows. The chart specifies the following:

- Date of violation
- Level of the violation
- Corresponding NCAA Bylaw(s)
- Facts surrounding the violation
- Institution's actions in response to the violation
- NCAA Enforcement Staff actions, if applicable

Longwood University reported 4 Level II and 2 Level I secondary violations to the NCAA Enforcement Staff this cycle. NCAA Enforcement required additional action for one violation. This action was standard procedure for a violation of its nature. No major violations were found.

Further, the recently adopted enforcement structure will be summarized.

Changes to Enforcement Structure

The Division I Board of Directors recently adopted an overhauled enforcement structure that creates additional levels of infractions, hastens the investigation process and ratchets up penalties for the most egregious violations.

At its core, the new enforcement structure:

- Introduces a four-tier violation hierarchy that ranges from severe breaches of conduct to incidental infractions. The structure, which replaces the current two-tier approach (major and secondary violations), is designed to focus most on conduct breaches that seriously undermine or threaten the integrity of the NCAA Constitution (Levels I and II in the accompanying list).
- Enhances head coach responsibility/accountability and potential consequences for head coaches who fail to direct their staffs and student-athletes to uphold NCAA bylaws. Penalties include imposed suspensions that can range from 10 percent of the season to an entire season.
- Continues to offer harsh consequences (postseason bans, scholarship reductions, recruiting limits, head coach suspensions, show-cause orders and financial penalties) that align more predictably with the severity of the violations. The new penalty structure also places a premium on aggravating and mitigating circumstances in each case.
- Emphasizes a culture among head coaches, the compliance community, institutional leadership and conferences to assume a shared responsibility for upholding the values of intercollegiate athletics.

The new structure becomes effective Aug. 1, 2013

- Level I and II violations will include infractions such as academic fraud and recruiting inducements (tangible gifts, cash, free housing, etc). A level I violation can warrant a season long suspension, while a level II violation can warrant a suspension of up to half of a season.
- Some examples of Level III violations that would warrant a suspension of a head coach and assistant coach, if involved, include in-person, off-campus recruiting contact during a dead period, intentional or significant game-day simulations and/or impermissible recruiting aids, and exceeding the permissible number of contacts with a prospective student-athlete.
- Level IV violations are incidental/minimal infractions (that do not warrant suspensions) such as not placing a Prospective Student-Athlete (PSA) on an institutional request list prior to an official visit. Level IVs may disappear depending on what the rules working group adopts/comes back with.

Longwood University
NCAA Violations Report
(Occurred between August 1, 2011 – July 31, 2012)

Summary:
Level II Secondary Violations – 4
Level I Secondary Violations – 2

Sport	Level	Date	Bylaw	Facts	Actions Taken
Women's Basketball	II	09/29/2011	13.4.1.2	Assistant Women's Basketball Coach sent a text message to the mother of PSA.	The assistant basketball coach was issued a letter of admonishment.
Women's Soccer and Institutional	II	10/12/2011	14.1.8.1 & 14.1.8.1.2	Women's soccer student-athlete withdrew from a course, dropping her to 11 credits and below the requirement for full-time enrollment for practice. The student-athlete participated in one practice session while enrolled less than full time.	The Academic Advisor and Registrars Office both received education from the Athletics department on full-time enrollment policies. The Registrar's Office was reminded of the institutions established procedures for schedule changes of student-athletes to ensure compliance with NCAA enrollment legislation. The Registrar's Office was issued a letter of admonishment.
Women's Soccer and Institutional	I	02/25/2012	14.10.2 & 2.8.1	The women's soccer squad list was not prepared and signed by the proper institutional representatives prior to the first non-championship competition.	Institution issued a letter of admonishment to the Head Women's Soccer Coach and Director of Compliance. The Head Women's Soccer Coach will be required to meet with the Associate Athletic Director/SWA to discuss the violation and compliance responsibilities.
Women's Basketball	II	05/02/2012	17.1.6.2(A)	Assistant Women's Basketball Coach reviewed a basketball game video with a student-athlete during the exam week. CARA activities out-of-season are impermissible during exam week.	The Director of Compliance met with the Associate Athletic Director/SWA and will produce a compliance calendar that documents all first dates of competition each semester (including scrimmages and/or exhibitions) to ensure accuracy. The Director of Compliance reviewed the exam week rules and countable athletically related activities policies of the NCAA and institution with the Assistant Basketball Coach. The Assistant Basketball Coach was issued a letter of admonishment.

<p>Women's Cross Country, Softball, Institutional</p>	<p>I, Reinstatement</p>	<p>07/19/2012</p>	<p>12.1.1.1, 12.1.1.1.3, 12.1.1.3.1, 16.8.1.2</p>	<p>On 7/19/2012, while attempting to distribute NCAA Eligibility paperwork to the cross country programs, the newly appointed Director of Compliance discovered a returning women's cross country student-athlete had not been certified an amateur by the Eligibility Center in 2011-12. Student-athlete was immediately notified and instructed to complete her registration, amateurism certification, and the institution began reinstatement on behalf of the student-athlete. Furthermore, while reviewing the amateur status of all student-athletes from 2011-12, the Director of Compliance discovered a softball student-athlete who exhausted eligibility in 2011-12 was also not certified as an amateur with the Eligibility Center prior to participation in 2010-11. Verification of amateurism certification by the Eligibility Center prior to competition is the responsibility of the Director of Compliance. The Director of Compliance at the time of the violations is no longer employed at the institution.</p>	<p>Cross country student-athlete was withheld from the first meet during the Fall 2012 season. Rules Education for coaches and staff was completed in order to refocus attention on the importance of initial eligibility requirements. Further, the NCAA enforcement staff levied a \$5,000 penalty on Longwood for the competitions in which the cross country student-athlete participated in while ineligible. Finally, all points that she earned as a result of her participating while ineligible have been vacated.</p>
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Women's Basketball	II	07/25/2012	13.1.3.1.4.2	Women's Basketball Assistant Coach impermissibly made telephone calls to five prospective student-athletes during the July Evaluation period	A letter of admonishment was sent to Assistant Basketball Coach. Further, since Women's Basketball was no longer recruiting four of the PSAs, the entire staff was precluded from making any telephone calls to any prospective student-athletes for a week beginning August 16 th . Moreover, since the staff was still recruiting one prospective student-athlete they were precluded from calling that particular prospect for two weeks starting on August 15 th .
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**BOARD OF VISITORS
PRESIDENTIAL REPORTS**

INFORMATION ITEM 20

Recommendations for Oversight of Division I Intercollegiate Athletics

At the September 2012 Board of Visitors meeting, Longwood associate athletics director and senior woman administrator Michelle Meadows presented the rationale for governing board oversight of intercollegiate athletics for the purpose of enhancing Board awareness. As a supplement to that discussion, Longwood director of athletics, Troy Austin will outline in further detail areas of consideration with respect to Longwood's sport programs and athletics administration. Mr. Austin will utilize the *Illustrative Policy on Intercollegiate Athletics for Boards and Presidents*, adopted April 2009 by the NCAA and the Association of Governing Boards of Universities and Colleges (AGB). The AGB Board of Directors crafted this guiding document for institutions with major football and basketball, "but it also is intended to help trustees and academic leaders whose institutions compete at all division levels."

The following will be a summary of the eight areas of "board engagement" – general oversight responsibilities, presidential leadership, athletics department mission, fiscal responsibility, academics and student-athlete welfare, compliance, personnel, and communications – as well as a statement to how each areas is being addressed.

General Oversight Responsibilities

AGB statement excerpt: "The board's responsibility to review and monitor policies and practices concerning intercollegiate athletics is as essential as it is for other institutional endeavors."

The Longwood University Board of Visitors receives quarterly reports from representatives of the Athletics Department. In addition, all major policies and strategic initiatives have been reviewed and approved by the Board of Visitors, including the Athletics Department Drug and Alcohol policy.

Presidential Leadership

AGB statement excerpt: "Boards should delegate direct responsibility for the conduct and control of athletics department to the institution's chief executive."

The director of athletics reports directly to the president of the University. In years past, there was a switch of reporting lines to the provost, however, the director of athletics still maintained a dotted reporting line to the president, and a monthly meeting was scheduled.

Athletics Department Mission

AGB statement excerpt: "The measure of success of an intercollegiate athletics program should be the degree to which the program contributes to the institution's mission and academic reputation."

The Longwood Athletics mission was constructed and approved in 2007 in reflection to the University's statement of purpose. Longwood University Athletics will be recognized as a model amongst its peers in the pursuit of academic and athletic excellence through its commitment to champion citizen leaders.

Fiscal Responsibility

AGB statement excerpt: "Boards should consider whether institutional revenues and expenditures for intercollegiate athletics are appropriate, whether institutional values are appropriately reflected in such revenues and expenditures, and whether the institution is receiving an adequate return on the investment."

The Longwood Athletics budget is presented to the president each fiscal year for review and approval. Furthermore, the president and director of athletics have established regular markers to assess and educate department staff members on business regulations and effective budgeting principles. In 2010, the Office of Internal Audit conducted a comprehensive review of the Athletics Department business paperwork and policies to insure compliance with state and foundation fiscal policy. Recommendations were made and instituted in 2011 for the Athletics Department. In September of 2011, a business workshop course was conducted for all athletics department budget supervisors by members of the Longwood College of Business and Economics.

Academics and Student-Athlete Welfare

AGB statement excerpt: "Student-Athletes should be held to the same academic and social standards as other students, and they must have a genuine opportunity to enjoy a well-balanced academic, social, and athletic experience and earn a degree."

The Department of Athletics presents annually to the Longwood Board of Visitors on matters of academics and progress towards degree of student-athletes. The Faculty Athletics Representative (FAR) serves as an ombudsman for intercollegiate athletics at Longwood. As such, a committee of faculty and non-athletics department staff was established with reporting responsibility to the Longwood Faculty Senate. The FAR makes semester reports to the Faculty Senate and meets regularly with the president.

The student-athlete experience poses a challenge for Longwood Athletics (and most intercollegiate athletics departments) given the rises of expenses facing collegiate athletics departments.

Compliance

AGB statement excerpt: "Boards should be certain that the chief executive understands and has communicated the board's expectations regarding the ethical conduct of all individuals associated with the intercollegiate athletics program and that institutional, conference, and NCAA rules and regulations are routinely followed."

Longwood Athletics NCAA rules violations are reported on an annual basis to the Board of Visitors. Longwood University has been vulnerable with regard to its adherence to Title IX and gender equity. To rectify this matter, the Office of the President will contract with an outside agency to conduct a review and assessment of Longwood Athletics.

Personnel

ABG statement excerpt: “Boards should not be directly involved in the process of hiring and firing coaches or other athletics department personnel. Boards are ultimately responsible for the integrity of the hiring process of all athletics department personnel and should ensure the department is suitably accountable for the academic performance of student-athletes.”

Beginning in 2007, a statement of responsibility was included within the employment agreement of all athletics department personnel:

“Coach acknowledges that Coach fully understands the following: Coach shall comply with all state and federal laws, regulations, rulings, rules and/or enactments governing the Coach and/or University, including, but not limited to, those of the University, NCAA and Coach’s team’s conference, if any. All coaches and athletic administrators have a duty to cooperate with and furnish the NCAA or the University with truthful and complete information concerning involvement in or knowledge of rules violations as mandated by Bylaw 10.1; a coach may be suspended or terminated if found to be involved in deliberate and serious violations of NCAA regulations as mandated by 11.2.1; multiple minor violations may be grounds for termination; and, satisfactory rules knowledge and rules compliance are conditions of employment and that athletics personnel are to be evaluated and reprimanded, if appropriate, on this aspect of their performance.”

Due to conference affiliation, the president is now required to oversee an annual meeting of the athletics department and expected code of conduct for all department personnel.

Communication

AGB statement excerpt: “Boards should ask for a data-based information system that covers all areas relating to athletics. Board members must ask incisive questions, demand good information and analysis of trends, and communicate effectively with appropriate constituencies.”

While not required by policy, the Longwood Board of Visitors have allotted for regular communication from the Department of Athletics during its meetings. The director of athletics is responsible for compiling all relevant agendas items and information that are eventually approved by the president and rector of the Board.

**BOARD OF VISITORS
PRESIDENTIAL REPORTS**

INFORMATION ITEM 21

Report on Big South Compliance Audit

On September 20 & 21, 2012, representatives from the Big South Conference visited Longwood University to conduct a compliance audit. Big South Associate Commissioner, Dawn Turner, and Assistant Director of Compliance, Sherika Montgomery, met with head coaches, athletics administrators, select student-athletes, the director of athletics, and Interim President Marjorie Connelly during their two-days of assessment. In addition, they reviewed the policies and procedures of the Athletics Department, the Athletics Compliance manual, and the Student-Athlete Handbook. Longwood director of athletics compliance, Alex Ricker-Gilbert will present their findings.

NEW BUSINESS

**BOARD OF VISITORS
NEW BUSINESS**

ACTION ITEM 22

Approval of Strategic Plan for the University

ACTION REQUESTED: I move that the Board of Visitors approve the adoption of the attached strategic priorities and initiatives as the University's Strategic Plan for 2012-2013 and 2013-2014.

RATIONALE: The current institutional Strategic Plan, From Vision to Action, is in effect through 2013. This year, the University has been operating under the strategic priorities and initiatives outlined in the attached document. Adopting these priorities/initiatives as a short-term University Strategic Plan will offer continuity from a SACS reaffirmation of accreditation perspective and will afford the incoming President ample time to develop his/her Strategic Plan for Longwood University.

BACKGROUND: The University's existing Strategic Plan is expiring in 2013. Approval is sought to formalize the adoption of the institution's current operational strategic priorities/initiatives as the University's Strategic Plan for this fiscal year and the next.

Strategic
Priorities

Successful
Students

- Develop “Soar in Four” and “Fly in Five”
- Develop More STEM-H Degrees
- Experience Diversity
- Expand Instructional Technology for Enhanced Learning
- Focus on Campus Improvements
- Reach SACS Milestones

Effective and
Satisfied Faculty
and Staff

- Close Salary Gap
- Increase Professional Development
- Develop New Rewards and Recognition Programs
- Increase Support for Research
- Analyze and Address Workload

Financial
Capacity

- Implement New Planning and Budgeting Process
- Develop “Path to 6000”
- Develop New Revenue Sources
- Reduce Student and Internal Costs

Value for our
Community

- Increase/Expand Current Activities
- Increase Engagement with Farmville and Local Schools

Strategic
Initiatives

Build a Compelling Brand

- Big Bang in the Big South!
- Strategic Marketing Plan

Build a Consistently High-Performing Culture

- Break down the silos!
- “How we can” vs “Why we can’t”
- Senior Leader Team Building

Strategic
Enablers