

LONGWOOD

U N I V E R S I T Y



SCHEDULE OF EVENTS

Longwood University Board of Visitors Meeting/Retreat June 13-15, 2013

Upper Brandon Conference Center
1802 Upper Brandon Road
Spring Grove, VA 23881

Thursday, June 13, 2013

4:00 p.m.

Check-in: Upper Brandon Conference Center - North Lodge
(Board of Visitors, President Reveley & Dr. Portch)

6:00 p.m.

Reception: Upper Brandon Conference Center - North Lodge Dining Room
(Board of Visitors, President Reveley & Dr. Portch)

6:45 p.m.

Dinner: Upper Brandon Conference Center - North Lodge Dining Room
(Board of Visitors, President Reveley & Dr. Portch)

Friday, June 14, 2013

8:00 a.m.

Breakfast: Upper Brandon Conference Center - North Lodge Dining Room
(Board of Visitors, President Reveley & Dr. Portch)

10:00 a.m.

Board of Visitors' Meeting
Upper Brandon Conference Center
West Lodge Conference Room

12:00 p.m.

Lunch: Upper Brandon Conference Center - North Lodge Dining Room

1:00 p.m.

Resume Board of Visitors' Meeting
Upper Brandon Conference Center
West Lodge Conference Room

	3:00 p.m.	Break – if necessary
	3:15 p.m.	Resume Board of Visitors' Meeting Upper Brandon Conference Center West Lodge Conference Room
	6:00 p.m.	Reception: Upper Brandon Conference Center – North Lodge Dining Room (Board of Visitors members, President Reveley & Dr. Portch)
	6:45 p.m.	Dinner: Upper Brandon Conference Center – North Lodge Dining Room (Board of Visitors members, President Reveley & Dr. Portch)
Saturday, June 15, 2013	8:00 a.m.	Breakfast: Upper Brandon Conference Center – North Lodge Dining Room (Board of Visitors members, President Reveley & Dr. Portch)
	9:00 a.m.	Begin Board of Visitors' Retreat Upper Brandon Conference Center West Lodge Conference Room (Board of Visitors members, President Reveley & Dr. Portch)
	10:30 a.m.	Break
	10:45 a.m.	Resume Board of Visitors' Retreat Upper Brandon Conference Center (Board of Visitors members, President Reveley & Dr. Portch)
	12:00 p.m.	Lunch: Upper Brandon Conference Center – North Lodge Dining Room (Board of Visitors members, President Reveley & Dr. Portch)

AGENDA



**LONGWOOD UNIVERSITY BOARD OF VISITORS
MEETING
Friday, June 14, 2013**

**Upper Brandon Conference Center
West Lodge Conference Room
1802 Upper Brandon Road
Spring Grove, VA 23881**

10:00 a.m.

CALL TO ORDER

RECTOR'S REPORT

PRESIDENT'S REPORT

BUSINESS

Consent Agenda - pg. 7

Item 1

- A. Approval of Minutes: May 11, 2013 Board Meeting (pg. 8)
- B. Approval of Revisions to Administrative Policies (pg. 11)
- C. Approval of Revisions to Student Handbook (pg.24)
- D. Report on Administrative Policies Approved by Cabinet (pg. 32)
- E. Report on Student Housing (pg. 43)
- F. Campus Construction Update (pg. 44)
- G. Report on Faculty Resignations (pg. 45)
- H. Report on Intercollegiate Athletics – 2012-2013 Year in Review (pg. 46)
- I. Report on Fall 2013 Admissions (pg. 51)
- J. Comprehensive Campaign Report (pg. 52)
- K. Public Relations Report (pg. 55)
- L. Update on Marketing Plan (pg. 62)

Audit – Aneicia Stimpson - pg.63

- Report from Auditor of Public Accounts for FY 2012 (pg. 64) Item 2
- Update on Internal Audit and Institutional Compliance Activities (pg. 65) Item 3

Administration, Finance, Facilities and Technology – Kenneth Copeland - pg.66

- Approval of Internal Operating Budget for FY2013-2014 (pg.67) Item 4
- Approval of Request for Funds from Auxiliary Reserve (pg. 68) Item 5

Presidential Reports – Kenneth Copeland (pg. 70)

- Approval of Amended and Restated Memorandum of Understanding

Between Longwood University and the Longwood University
Real Estate Foundation (pg. 71) Item 6
Update on Real Estate Foundation Activities (pg. 74) Item 7

Academic and Student Affairs – Kenneth Perkins & Tim Pierson - pg. 75
Approval of Revisions to the Faculty Policies and Procedures Manual (pg. 76) Item 8
Approval of Institutional Six-Year Plan (pg.87) Item 9
Approval of Revisions to Student Handbook (pg. 88) Item 10

Closed Session

REPORTS FROM REPRESENTATIVES

Foundation Representative – Written Report
Alumni Association Representative – Colleen Margiloff
Student Representative – Haley Vest

OLD BUSINESS

NEW BUSINESS – pg. 91
Approval of Revisions to Board of Visitors' Bylaws (pg. 92) Item 11

Nominating Committee Report

ANNOUNCEMENTS

ADJOURNMENT

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 the following items on a consent agenda. The items include:

- A. Approval of Minutes: May 11, 2013 Board Meeting
- B. Approval of Revisions to Administrative Policies
- C. Approval of Revisions to Student Handbook
- D. Report on Administrative Policies Approved by Cabinet
- E. Report on Student Housing
- F. Campus Construction Update
- G. Report on Faculty Resignations
- H. Report on Intercollegiate Athletics – 2012-2013 Year in Review
- I. Report on Fall 2013 Admissions
- J. Comprehensive Campaign Report
- K. Public Relations Report
- L. Update on Marketing Plan

See attachments

CONSENT AGENDA

ACTION ITEM A

Approval of Minutes: May 11, 2013 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
Saturday, May 11, 2013

Minutes

Call to order

The Longwood University Board of Visitors met on Saturday, May 11, 2013 in Lancaster Hall, Room 223, on the campus of Longwood University. The meeting was called to order at 1:24 p.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
Mrs. Shelby J. Walker
Mr. Lacy Ward, Jr.

Members absent were:

Mr. Brad E. Schwartz
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, Executive Assistant 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. Kenneth Copeland, Vice President for Administration and Finance and Executive Director of the Real Estate Foundation

Others present:

Mrs. Sabrina Brown
Mr. Cameron O'Brion

Business

Item 1 – Approval of Consent Agenda

Mrs. Radcliff presented to the Board for its approval the consent agenda which contained the minutes for the March 22-23, 2013 Board meeting. A motion was made by Mrs. Hughes to

approve the consent agenda as presented. The motion was seconded by Mr. Hansen 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 1, May 11, 2013.)

Administration, Finance, Facilities and Technology

Item 2 - Approval of Tuition and Fees for 2013-2014

President Connelly presented for the Board's approval a request to increase tuition and fees for 2013-2014 for in-state students and also for out-of-state students. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, May 11, 2013.)

The President, assisted by Mr. Copeland, reviewed with the Board information included in the materials outlining the University's proposed tuition and fees for 2013-2014. After reviewing the information, a motion was made by Mr. Mobley to approve an increase in total costs including: tuition, mandatory fees, room and board for residential in-state students up to a maximum of 4.5 percent and 4.5 percent in total costs for residential out-of-students. His motion was seconded by Mrs. Maddux and unanimously approved by the Board.

New Business

Item 3 - Review of June 2013 Board of Visitors' Meeting Schedule and Agenda

Mrs. Radcliff briefly reviewed the Schedule of Events and the agenda for the June 14-16, 2013 Board of Visitors' meeting and retreat. She stated that Dr. Portch will be working the Board and President-elect Reveley.

Closed Session

Dr. Lynch moved to go into Closed Session under Section 2.2-3711 A1 of the *Code of Virginia* to discuss matters related to staff performance. The motion was seconded by Mr. Ward and unanimously approved by the Board.

A motion was made by Dr. Lynch to return to Open Session and to certify that the discussion in Closed Session was in compliance with the provisions of the Freedom of Information Act. The motion was seconded by Mr. Daniel. The discussion was certified by Mr. Daniel, Dr. Gordon, Mr. Hansen, Mrs. Hughes, Mr. Johnson, Dr. Lynch, Mrs. Maddux, Mr. Mobley, Mrs. Radcliff, Mrs. Walker and Mr. Ward. (A copy of this compliance is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, May 11, 2013.)

Announcements

There were no announcements.

Adjournment

There being no further business, the Rector adjourned the meeting at 2:06 p.m.



Judi M. Lynch
Vice Rector

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 below.


Revised Policies:

Policy 1007 Student Records and Annual Notification - This policy has been updated to clarify and ease the administration of FERPA. Portions of the policy have been rewritten to clearly state responsibilities in regard to FERPA.

Policy 3411 Documentation of Written Student Complaints - The definition of complaint was changed slightly to make the policy more clear. There was also a slight change to the policy section to improve consistency.

Policy 4103 External Grants and Sponsored Research – This policy has been updated to reflect the addition of the Office of Sponsored Programs and to clarify the roles and responsibilities of the faculty and staff and the various administrative offices involved in the grants process. Portions of the policy have been removed and inserted into the procedures. (Please see attached for additional information regarding this policy change).

RATIONALE: This policy has been updated to clarify and ease the administration of FERPA. Portions of the policy have been rewritten to clearly state responsibilities in regard to FERPA.

	<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# 1007
STUDENT RECORDS AND ANNUAL NOTIFICATION

I. PURPOSE

The [Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974 (*20 U.S.C. § 1232g; 34 CFR Part 99*) is a federal law that protects the privacy of student education records and requires the establishment of policies to safeguard student records and data. *The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education;* Longwood student records policies comply fully with **FERPA**. ~~the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, enacted as section 438 of the General Provisions Act.~~

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." All students at Longwood University, regardless of dependency, are protected by FERPA.

II. POLICY

- A. The accumulation, processing, and maintenance of student data by the institution is limited to that information, including grades, which is necessary and relevant to the purposes of the ~~U~~-university. Personal data of students will be used only for the purpose for which it is collected.
- B. Student data, whenever possible, shall be collected directly from the student; every effort will be made to ensure its accuracy and security. It shall be the express responsibility of the student to notify the Office of *the Registrar* ~~Registration~~ of any changes in status. Any student who initially or subsequently refuses to supply accurate and complete personal information, as is legally allowed, may jeopardize his/her current student status. Falsification of records with the intent to give untrue information is a violation of the Longwood Honor Code.
- C. Longwood University designates the following categories of student information as public or "Directory Information." Such information MAY be disclosed by the institution at its discretion. ~~4~~ Directory information may include the student's name, local address,

Longwood e-mail address, local telephone number, major field of study, classification, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and dates of field experience.

D. A student may inform the Office of *the Registrar Registration*, in writing, that *they wish to block all directory information from release*. ~~any or all directory information may not be released without prior written consent. A student who desires to restrict directory information from the public must complete the Student Directory Information Restriction form (available in the Registration Office) at the time of registration for the current academic year. Forms received after the last day to add a class for any semester, including summer, will not become effective until the following semester.~~ *Schools may disclose, without consent, "directory" information as listed above. However, Longwood will notify eligible students about directory information and allow a reasonable amount of time to request that the school not disclose directory information about them. Longwood will notify eligible students via email each October of their rights under FERPA.*

- ~~1. Information may be provided to the students themselves.~~
- ~~2. Information may be provided to authorized Longwood personnel (administrative officers, faculty, or their designees) who have legitimate educational interests as determined by the institution, such as instruction, advising or educational research, or in performance of other duties promoting necessary functions and management of Longwood as approved by the records access control officer.~~
- ~~3. Information may be provided to a third party agency as expressly designated in writing by the student.~~
- ~~4. Information may be provided as required by judicial order or court subpoena, or as may be required or permitted by law.~~
- ~~5. Information may be provided in a situation of emergency in which the knowledge of confidential student information is necessary to protect the immediate health or safety of a student or other persons.~~
- ~~6. Student arrest and charge information is classified as public information.~~

E. Generally, Longwood must have written permission from a student in order to release any information from a student's education record. However, FERPA allows Longwood to disclose those records, without consent, to the following parties or under the following conditions:

- 1. School officials with a legitimate educational interest;**
- 2. Other schools to which a student is transferring;**
- 3. Specified officials for audit or evaluation purposes;**
- 4. Appropriate parties in connection with financial aid to a student;**
- 5. Organizations conducting certain studies for or on behalf of the school;**
- 6. Accrediting organizations;**
- 7. To comply with a judicial order or lawfully issued subpoena;**
- 8. Appropriate officials in cases of health and safety emergencies; and**

9. State and local authorities, within a juvenile justice system pursuant to specific State law.

- F.** Under FERPA, Longwood is not required to provide prior notification to a student when responding to a ~~F~~federal grand jury subpoena or other law enforcement subpoena, which specifies that the student not be informed of the existence of the subpoena.

~~In cooperation with the State Council of Higher Education for Virginia and its efforts to support assessment, Longwood University will provide student transcripts to any public high school or community college in Virginia, which the student has previously attended, or to any agency charged with the responsibility for collecting and/or analyzing data for the purpose of educational assessment for such a unit. The receiving agency will be charged with responsibility for protecting the student's right to privacy and for appropriate disposition of the records.~~

- G.** Eligible students are permitted to inspect and review educational records of which the student is the sole subject. Longwood policy regarding the inspection and disclosure of educational records is in compliance with the federal statute. To obtain a copy of the Family Rights and Privacy Act of 1974 (Section 438) or a copy of the ~~U~~university's policy on student records, contact the Office of *the Registrar Registration*, Longwood, 201 High Street, Farmville, VA 23909.

- H.** Student access to all personal records shall be permitted within 45 days of a written request, during normal office hours. Students may also obtain copies of most parts of their records for a nominal fee. All records shall be available and in a form comprehensible to the student, except for:

1. Medical records which, upon written authorization, shall be submitted to a psychologist or physician designated by the student.
2. Confidential financial statements and records of parents as excluded by law.
3. Third-party confidential recommendations when such access has been waived by the student. Where a waiver has been given, parents, as well as students, are excluded from viewing such confidential information.

III. GENERAL

- A.** During normal office hours, Longwood shall provide an opportunity for a student with proper identification to challenge information believed to be inaccurate, incomplete, inappropriate or misleading. This can be done either in person or by mail. All personal data challenged by a student shall be investigated by the ~~V~~vice ~~P~~resident over the area where the data is being challenged. Completion of an investigation shall result in the following actions:

1. If Longwood concurs with the challenge, the student's records shall be amended or purged as appropriate; all previous record recipients shall be so notified by the institution.

2. If the investigation fails to resolve the dispute, the student shall be permitted to file a statement of not more than 200 words setting forth the student's position. Copies of the statement will be supplied, at the student's expense, to previous and subsequent recipients of the record in question.
3. If a student wishes to make an appeal of the decision, the student may do so in writing to the President of Longwood University.
4. The names, dates of access, and purposes of all persons or agencies other than appropriate Longwood personnel given access to a student's personal records shall be recorded and maintained. Student records are retained by the institution for at least one year after completion of work at the institution. Permanent academic records from which transcripts are derived are maintained indefinitely. A student may request and receive information concerning the record of access to official Longwood records filed under the student's name.

B. Inquiries concerning student records should be directed to the following departments. When applicable, schedules of fees for copies of these records are available from that office.

1. Academic Records/Transcripts - Office of *the Registrar Registration*, Barlow Hall
2. Disciplinary Records - Office of *Student Conduct and Integrity Honor and Judicial Programs*, Lancaster Hall
3. Financial Records - Office of *Cashiering & Student Accounts*, Lancaster Hall
4. Financial Aid Records - Office of Financial Aid, Lancaster Hall
5. Medical/Health Records - ~~Office of Student Health & Wellness Center, Health & Fitness Center Graham Hall~~
6. Mental Health Records - ~~Office of Counseling Center Services, Health & Fitness Center Lancaster Hall~~

C. To comply with the provisions of *FERPA* ~~the Family Educational Rights and Privacy Act of 1974 (as amended)~~, Longwood University will not release education records or personally identifiable information contained therein without the student's written consent. Individuals seeking access to ~~your~~ *student* records should include a copy of *the student's your* written consent when requesting non-directory information.

Approved by the Board of Visitors, September 11, 2004.

Reviewed and approved by Cabinet, May 8, 2013.

RATIONALE: The definition of complaint was changed slightly to make the policy more clear. There was also a slight change to the policy section to improve consistency.



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

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, complaints about food service- *and informal complaints (i.e., those not received in writing)*.
- 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 *formal* 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 *formal* 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.

Approved by the Board of Visitors, December 7, 2012.

Reviewed and approved by Cabinet, May 8, 2013.

RATIONALE: This policy has been updated to reflect the addition of the Office of Sponsored Programs and to clarify the roles and responsibilities of the faculty and staff and the various administrative offices involved in the grants process. Portions of the policy have been removed and inserted into the procedures.



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 # 4103

EXTERNAL GRANTS AND ~~CONTRACTS~~ SPONSORED RESEARCH

I. PURPOSE

As stated in From Vision to Action: The Five-year Plan, "Longwood recognizes that scholarship advances theoretical and practical knowledge in disciplines, as well as providing substance for teaching excellence. To that end, the University will undertake appropriate support activities." Appropriate support activities include encouraging faculty to seek outside funding from sponsors for research activities. Research projects and programs enhance student-centered learning and the instructional experience by introducing students to the process and excitement of inquiry and discovery. They also further Longwood's mission to develop "citizen leaders who are prepared to make positive contributions to the common good of society" and to serve "as a catalyst for regional prosperity and advancement" in south-central Virginia (see the University's Mission Statement).

This policy *formalizes the responsibilities for administration of non-charitable and charitable grants and* establishes guidelines for faculty and administrators who are involved in applying for, receiving and administering external grants, ~~contracts,~~ and cooperative agreements.

II. RESPONSIBILITY

- A. Office of Sponsored Programs: The Office of Sponsored Programs has primary responsibility for assisting faculty and staff with identifying and securing research and other non-charitable grants for Longwood University.**
- B. Office of Grant and Contract Financial Administration: The Office of Grant and Contract Financial Administration has primary responsibility for financial administration of research and other non-charitable grants received by Longwood University. The office supervises the post-award accounting, receipting and dispersing of sponsored program funds in accordance with the policies of the Commonwealth of Virginia.**

- C. Office of Major Gifts and Foundation Relations: The Office of Major Gifts and Foundation Relations has primary responsibility for securing and administering charitable grants for the Longwood University Foundation.**
- D. Chief Financial Officer, Longwood Foundation: The Chief Financial Officer, Longwood Foundation has primary responsibility for financial administration of charitable grants received by the Longwood University Foundation.**
- E. Longwood University Faculty and Staff: Faculty and staff are responsible for informing the Office of Sponsored Programs and the Office of Grant and Contract Financial Administration of grant proposals and the intent to seek grant funds and for administering grants that are awarded. Activity funded by an external sponsor falls under the provisions of the university's "Copyright and Patent Policy" as stated in the Faculty Policies and Procedures Manual. In addition, faculty and staff engaged in sponsored programs must ensure that their work is consistent with and does not unduly impact the university's instructional mission.**

H. III. POLICY

Grants are awarded to Longwood University because of the expertise of faculty and staff members who initiate and pursue grant proposals; however, Longwood University assumes institutional and financial responsibility for the externally funded program or activity and Longwood University as a whole is responsible for ensuring that the project is carried out in accordance with all of the sponsor's requirements, federal guidelines, university policies and procedures and the laws of the Commonwealth of Virginia. To meet that end, all grant proposals must be routed through the proper university channels. Faculty and staff can find the procedures for external grants and sponsored research in the Office of Sponsored Programs, the Office of Grant and Contract Financial Administration, the Office of Major Gifts and Foundation Relations, or at the following electronic link.

A. Institutional Responsibility

- ~~1. All activity funded by external sponsors must be consistent with Longwood's mission and strategic plan. Grants and contracts must be awarded for specific periods of time.~~
- ~~2. In accepting funds from external sponsors, Longwood University assumes institutional and financial responsibility, in accordance with state and federal guidelines, for sponsored programs activity conducted by faculty and staff members.~~
- ~~3. To that end, the acquisition of external sponsored programs cannot jeopardize or compromise the continuity of support for the instructional program of the University. Moreover, the University cannot become dependent on external funding for paying faculty salaries and/or graduate student stipends or on indirect costs to support its regular operating budget.~~
- ~~4. Grants Office Review: All proposals for external grants and/or contracts must be reviewed and approved by the Grants Office before being submitted to the sponsor. The Grants Office will review the proposal to ensure that all costs have~~

~~been budgeted, that budget amounts are sufficient to cover the cost of the proposal, that current rates have been used and calculated correctly for salaries, indirect costs, and in-kind expenses.~~

~~B. Faculty Responsibility~~

~~The primary obligation of faculty is to fulfill their duties to their students and to the University. given that the basic character of academic work (teaching, research, and service) is interrelated, multifaceted, and often does not conform to any simple definition of a standard workweek, the professionalism of faculty ensures that work on sponsored programs is not excessive and does not unduly impact the instructional mission of the University. Work on sponsored programs must be consistent with and will be evaluated in accordance with the recognized division of faculty workload as defined by the University and individual departments in the General Provisions of the Academic Personnel Policies (Section III.A.) and in Appendices F and H of the "Faculty Policies and Procedures Manual". Moreover, faculty will have to certify the time and effort they devote to work on sponsored programs (see III.C.6below).~~

~~C. Academic Freedom~~

~~The University ensures that researchers possess the freedom to investigate and report their findings, as guaranteed by the "Statement on Academic Freedom" in the "Faculty Policies and Procedures Manual".~~

~~D. Conflict of Interest~~

~~Conflicts of interest occur when an officer or employee or member of his or her immediate family has a personal interest in, or benefits or suffers from, his or her participation in a contract or transaction considered by the University. No officer or employee of any governmental agency shall have a personal interest in a contract with the government agency of which he/she is an officer or employee, other than his/her own contract of employment.~~

~~E. Publication of Research~~

~~Activity funded by an external sponsor falls under the provisions of the University's "Copyright and Patent Policy" as stated in the "Faculty Policies and Procedures Manual".~~

~~F. Definitions~~

- ~~1. **Sponsor:** An organization or individual, outside of the University, that provides funding for projects or programs at the University.~~
- ~~2. **Sponsored Program:** A Sponsored Program, usually a grant, contract, or cooperative agreement, is an award from an outside source (a "sponsor") for a specific purpose that warrants University custodial responsibility and administrative accountability. It usually requires the University to do some or all of the following: perform a defined scope of work; provide a fiscal report subject to audit, implying formal liability for the University; return funds or goods not consumed; provide something of value to the sponsor; comply with terms/conditions set by the sponsor. This differs from a gift, which is irrevocable. Longwood University does not accept gifts; rather, the Longwood University~~

Foundation has full discretion and control over the use of a gift, although the donor may broadly specify its purpose.

- ~~3. **Project Director (PD):** (Also known as Principal Investigator) The faculty member or person responsible for overseeing the programmatic and financial aspects of a sponsored program. The term Project Director (or PD) will be used throughout this document, although it means the same as Principal Investigator.~~
- ~~4. **Grants Office:** This individual within the Accounting and Financial Reporting Department consults with the faculty member about the proposal budget. The Grants Office supervises the post-award accounting, receipting, and dispersing of sponsored program funds.~~
- ~~5. **Indirect Costs:** (Also known as Facilities & Administrative (F&A) Costs) Real costs related to sponsored programs that are not specific to the program itself. These costs include maintenance costs, heating and cooling costs, lighting, space, secretarial or administrative support, the library, and the cost of compliance with government regulations.~~
- ~~6. **Cost Sharing and /or University Contribution**
 - ~~1. Cost sharing is the portion of the total project costs of any sponsored agreement that is not provided by the sponsor. Cost sharing should be engaged in when:
 - ~~1. mandated by the sponsor;~~
 - ~~2. needed to reflect accurately the level of effort required to conduct the project; or~~
 - ~~3. necessary due to the competitive nature of the award.~~~~
 - ~~2. All cost sharing must be documented and identified in the University's accounting system. As a condition of the award, if the sponsor accepts cost sharing, accurate account records must be maintained to verify that these funds have been provided. Cost sharing, whether voluntary or mandatory, must in all cases be justifiable by audit.~~
 - ~~3. To qualify for cost sharing, costs must be all of the following:
 - ~~1. verifiable through effort reports or other appropriate documentation;~~
 - ~~2. necessary and directly related to the project objectives;~~
 - ~~3. not included as contributions for any other federally assisted project or program either in the current or in a prior period; and~~
 - ~~4. provided for in the approved project budget.~~~~
 - ~~4. Further information on cost sharing and institution contributions for federally sponsored programs may be found in OMB Circular A-21, "Cost Principles for Educational Institutions," and OMB Circular A-110, "Grants and Agreements with Institutions of Higher Education, Hospitals, Nonprofits.~~~~
- ~~7. **Consultants & Sub-agreements**
 - ~~1. When preparing proposals for external funding that include a transfer of a portion of the research or substantive effort of the prime award to another institution or organization, or in seeking professional advice or services from external sources, a determination must be made during the proposal development state as to the appropriate mechanism for this transfer of~~~~

effort, or outside consultation. The two (2) mechanisms commonly used are the issuances of a sub-agreement or a consultant agreement.

2. A sub-agreement is a document written under the authority of, and consistent with the terms and conditions of, a prime award (a grant, contract or cooperative agreement) that transfers a portion of the research or substantive effort of the prime award to another institution or organization.
3. A consultant is an individual hired to give professional advice or service for a fee but is not an employee of the hiring party. The term "consultant" also includes a firm that provides paid professional advice or service. Recipients of federal funds are expected to have policies governing their use of consultants and to apply these policies consistently regardless of the source of support, and they are expected to justify the use of consultants instead of salaried employees.
4. An employee of the University who performs work on a grant or contract project is not considered to be a consultant insofar as they are salaried or hourly employees of the University; they may be compensated at their academic salary rate for work they perform on a grant or contract. According to Section J.8 of OMB A-21, "Cost Principles for Educational Institutions," employees working under federally sponsored grants/contracts may not consult for their own institution unless that consultation is cross-disciplinary.

Procedures may be found in the "Faculty Policies and Procedures Manual". A hard copy of the "Faculty Policies and Procedures Manual" may be obtained from the Office of Academic Affairs or by visiting the [Academic Affairs website](#).

Revised and approved by the Board of Visitors, June 12, 2003.

Revised and approved by the Board of Visitors, March 25, 2006.

Revised and approved by Cabinet, April 10, 2013.

Revised and approved by the Faculty Senate, April 25, 2013.

Additional Information Regarding Policy 4103

Policy 4103 was revised in order to reflect the addition of the Office of Sponsored Programs and in order to clarify responsibilities of all involved parties. A large portion of the policy was removed and inserted into procedures.

The following summarizes the changes to be made:

- The first paragraph of Section I was removed because it is a restatement of a former five-year plan.
- Section II “Responsibility” was added to formalize the responsibilities of all of the different parties involved with grants and sponsored programs.
- The information in the former Section II A and B was moved to different areas of the policy.
- Section IIC was removed because there is a separate academic freedom policy that applies.
- Section IID was removed because there is a separate conflicts of interest policy that applies.
- Section IIE was moved to the responsibility section.
- Section IIF was removed from the policy entirely, rewritten and inserted into procedures.

CONSENT AGENDA

ACTION ITEM C

Approval of Revisions to Student Handbook

Rationale: Remove "Concerns and Suggestions." This section is superseded by the Grievance and Complaint Procedures on page 86.

Page 8

Concerns or Suggestions

~~Longwood University offers students the opportunity to voice their concerns or suggestions. Students may bring an issue forward by contacting the Vice President of Student Affairs, Longwood University, Lancaster Hall, 434.395.2039. The Vice President will resolve the issue and/or the student will be referred to the appropriate office or person.~~

Rationale: Remove "History of Longwood" and "Getting Involved in Your Education." These sections are not related to procedures and are available in other publications.

Pages 10-11

History of Longwood

~~Longwood University, a pioneer first in private and later in public education, is one of the oldest institutions of higher education in the United States. Longwood was founded on March 5, 1839, the date that the Farmville Female Seminary Association was incorporated by the General Assembly of Virginia.~~

~~In succeeding years, the increasing prosperity of the Farmville Female Seminary led the stockholders to expand the seminary into a college, and the Farmville Female College was incorporated in 1860. On April 7, 1884, the State of Virginia acquired the property of the Farmville Female College, and in October of the same year, the Normal School opened with 110 students enrolled. This was the first State institution of higher learning for women in Virginia. With the passage of the years, the Normal School expanded its curricula and existed under a succession of names. It became the State Normal School for Women in 1914, the State Teachers College at Farmville in 1924, and Longwood College in 1949. Longwood became fully coeducational in 1976.~~

~~During its early years as a state-supported institution, Longwood was under the supervision and management of the State Board of Education, which was also responsible for the general supervision of the public school system and several other State institutions of higher education. In 1964, the Virginia General Assembly established an eleven member Board of Visitors, authorized to oversee the operations of Longwood on behalf of the State. The members of the Board are appointed by the Governor of Virginia and approved by the General Assembly. Longwood was first authorized to offer a four year curriculum leading to the degree of Bachelor of Science in Education in 1916. It was authorized to offer the degree of Bachelor of Arts in 1935, the degree of Bachelor of Science in 1938, courses in business education the same year,~~

courses leading to a degree in music education in 1949, the degree of Bachelor of Science in Business Administration in 1976, the Bachelor of Fine Arts degree in 1978, and the Bachelor of Music degree in 1981. The University now offers majors in 23 fields of study and 35 choices for minors.

On April 24, 2002 the institution officially became Longwood University.

Getting Involved in Your Education

Being involved in your education is absolutely necessary for both academic and personal success. How you devote your time and energy in the following areas determines your involvement: academics, experiences with faculty, residence hall and commuter living, community service, and clubs and organizations. Involvement refers to active participation in your own education or, in other words, how you spend your time and energy each day.

Being successful also means having some understanding of who you are, where you are going, and how you are going to get there. It means asking yourself: "What kind of person am I?" and "What kind of person do I want to become?" When you are able to answer these questions, you can set some goals for each semester, for your total Longwood experience, and even for your life. Your goals will determine your courses, your personal life, and your involvement as a responsible citizen who makes worthy contributions to the common good.

Your involvement will challenge you to make responsible choices about doing your best in ways uniquely your own: choices about treating other members of the Longwood community with trust and conducting yourself with honor; about establishing yourself as a trusted member of the community by creating humane and mature relations with peers; about establishing a sense of personal vision and direction for academic involvement and personal success; and about behaving responsibly in all situations involving Longwood's conduct standards and honor code provisions, which strictly forbid lying, cheating, and stealing.

Always remember that our community of learning begins in the classroom, where involvement is first and foremost. Remember also that learning also reaches out to departments, to the residence halls, to student activities, campus clubs, and organizations. If you want to be successful at Longwood, you must be responsible for yourself, your learning, your behavior, and your involvement. Then, you will be affirmed, welcomed, and connected as a member of a community that comes together challenging each student to a life of worth and work, and, at the same time, a community that respects the dignity and uniqueness of each individual.

You can drift passively through your Longwood years and miss out on both learning and success, or you can do your best in each part of your academic, social, and personal experiences. The choice is yours!

Rationale: This section is outdated and does not reflect current philosophy. It is not related to practice or procedure.

Pages 12-14

Student Development Goals

Longwood's six broad student development goals reflect our commitment to students' intellectual, social, and personal development, as well as to their career preparation. The goals also emphasize involvement in shaping the quality of students' experiences here and finding

meaning in their own values and directions. Our student development goals form the foundation for clear thinking and an open mind—essential ingredients for success in today's increasingly complex world.

Intellectual Goals

Goal 1: Mastery of a broad body of knowledge in the liberal arts and sciences, so you can see things in perspective, appreciate and enjoy artistic expression, and critically, creatively, and logically respond to the complex world around you.

Goal 2: Mastery of a specialized body of knowledge, so you will have the expertise to be competitive and successful in your chosen career.

Personal Goals

Goal 3: A sense of personal direction, so you can plan your future wisely and with honor, acquiring self-understanding, self-confidence, and a meaningful philosophy of life.

Goal 4: A balanced and healthy lifestyle, which means making responsible choices related to values, friends, family, work, recreation, and life-long education.

Social Goals

Goal 5: Interpersonal effectiveness and an appreciation for diversity and differences, so you can establish genuine, trusting, and honorable relationships within the broad family of humanity.

Goal 6: Responsible citizenship, so you can do your best in ways uniquely your own and have the motivation to contribute to a better life for all through community participation and leadership.

Student Affairs Statement of Philosophy

Mission

The development of citizen leaders who are prepared to make positive contributions to the common good of society.

Structure

Longwood's mission guides Student Affairs' commitment to the development of the whole student. Through learning opportunities—teaching, partnerships, activities, service, mentoring, counseling, and advising—our team of professionals is dedicated to challenging and supporting students in active learning while promoting community, pluralism, civility, honor, and integrity. The integration of Student and Academic Affairs demonstrates a combined commitment to student learning and the development of citizen leaders for the common good.

Commitment

The Division of Student Affairs is committed to the following:

Demonstrating that every student matters

Fostering lifelong learning in students, faculty, and staff

Developing a respectful community

~~Creating meaningful learning environments
Promoting honor and integrity
Encouraging civility
Partnering for safety, health, and wellness~~

Learning Outcomes

~~Student Affairs actively encourages learning opportunities that contribute to students achieving:
Mastery of a broad body of knowledge
Personal direction
A balanced and healthy lifestyle
Interpersonal effectiveness
Responsible citizenship
Clear thinking and an open mind~~

Rationale: Edits are made to clarify statements and reflect current practice.

Pages 16-17

Cooperative Agreement: Town of Farmville and Longwood University

Longwood and the Town of Farmville work together when there are student conduct situations relevant to students living off campus and to conduct situations occurring off campus. Longwood will assist with those matters that relate to student violations of: 1) Longwood's Conduct *or Honor* Standards, 2) local, state, and federal laws, and/or 3) actions that have an adverse effect on the University or its educational mission. The Director of the Office of Student Conduct and Integrity will review documented incidents involving students that have occurred off campus on a case-by-case basis. If it is possible for the University to handle the matter given jurisdictional limitation, the following actions ~~will~~ *may* be taken:

1. The Dean of Students or designated representative ~~will~~ *may* schedule a meeting with the student(s) involved in the alleged incident to gather information and determine if there is cause for further campus action. If the situation does not warrant a disciplinary hearing, then this meeting will serve as a record of resolution.
2. Situations ~~can~~ *may* be referred to one of Longwood's Disciplinary Boards for resolution and sanction if responsibility is, in fact, established. Records of off campus violations will be maintained by Longwood University

~~In cooperation with the Commonwealth Attorney, students with court-ordered referrals for alcohol violations can be referred to Longwood's Alcohol Education Programs. After three alcohol offenses and the establishment of responsibility through due process, students will be suspended from Longwood University.~~

Examples of Longwood Conduct Standards Applicable to Off Campus:

Illegal Possession/Use of Weapons or Explosives
Possession/Distribution of Drugs

Possession of Drug Paraphernalia
Sexual Misconduct
Hazing
Noise
Alcohol (State Laws and/or Longwood Policies)
Violence to Persons or Attempted Violence/Abuse to Persons
Property (Damaging, Vandalizing, or Tampering)
Obscene or Indecent Behavior
Physical Well-Being
Littering
Student Rights and Privileges (interfering with another student's rights as outlined in the Handbook)
Stealing
Lying
Possessing/Using a False Identification
Other Conduct Standards if applicable

Rationale: Edits are made to clarify statements and reflect current practice.

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Hearing Procedures

12) If the complainant or witnesses are no longer members of the Longwood community, written documentation ~~will~~ **may** be presented on the complainant's or witness(es)' behalf.

Rationale: The Community Standards committee proposes substituting the term "Expulsion" for "Dismissal." "Dismissal" has proven to be confusing for students and staff. "Expulsion" is a commonly used term and is well understood. The committee also proposes removing "Contingent Dismissal" as a sanction. "Contingent Dismissal" is confusing as well, as there is no practical difference between "Contingent Dismissal" and an academic year disciplinary suspension. Fines are no longer assessed.

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Sanctions for Conduct and Honor Violations

Hearing boards have the authority, on a 2/3 majority vote, to lessen the recommended sanction. To lessen the recommended sanction, the Board must find unique mitigating circumstances that call for a lesser sanction.

A simple majority vote is required to raise the recommended sanction.

Additional sanctions may be imposed at the discretion of the hearing board or officer.

Students who fail to fully comply with the terms of a sanction will have failure to comply charges filed against them and/or have a hold placed on the student's registration and transcript pending compliance.

In addition to the sanctions listed with specific violations, the following will also be utilized, when appropriate:

~~Permanent Dismissal~~ **Expulsion**

~~Permanent Dismissal~~ **Expulsion** is involuntary separation from Longwood University without the possibility of future readmission. Students who are ~~permanently dismissed~~ **expelled** may not return to campus, nor participate in any Longwood-related academic and social activities, functions, or events. If a ~~permanently dismissed~~ **expelled** student is found on campus while a criminal trespass warning is in effect, he/she will be arrested.

~~Contingent Dismissal~~

~~Contingent Dismissal is involuntary separation from Longwood University without any guarantee of readmission. Consideration of readmission will not occur in less than one calendar year, with the burden of proof even then lying with the student. Students receiving contingent dismissal may not return to campus without advance written permission from the Director of the Office of Student Conduct and Integrity. If a Contingently Dismissed student has also been issued a criminal trespass warning by a police officer, he/she may NOT return to campus without advance written permission from the Director of Public Safety and Chief of Police. If a student is found on campus while a criminal trespass warning is in effect, he/she will be arrested.~~

Disciplinary Suspension

Disciplinary Suspension is involuntary separation from Longwood University for a specified period of time. Students who are involuntarily separated from Longwood may not return to campus during the time the sanction is in effect without advance written permission from the Director of Student Conduct and Integrity. This ban from campus continues until a student returns for classes after readmission.

If a suspended student has also been issued a criminal trespass warning by a police officer, he/she may NOT return to campus without advance written permission from the Director of Public Safety and Chief of Police. If a suspended student is found on campus while a criminal trespass warning is in effect, he/she will be arrested.

Upon a suspension/withdrawal date, access to all Longwood technology resources will be terminated. These systems include Longwood e-mail, portfolios, personal web pages, Blackboard, etc. If the conduct of a student prior to the date in which the sanction takes effect is judged to be an immediate threat to himself/herself, to others, or to Longwood operations or property, the student may be suspended immediately and/or for the remainder of the term, pending appeal.

Students who have completed a suspension period must apply for readmission by contacting the Admissions Office at (434) 395-2060. The student's application will be reviewed by the Office of Student Affairs. Assuming no intervening serious misconduct has occurred and all educational and behavioral sanctions are satisfactorily completed, the student will be readmitted

to the University. There is no guarantee, however, that the student will be issued a Housing Contract.

Disciplinary Probation

Disciplinary Probation is a strong, formal warning issued to the student in response to a serious violation of the Code of Conduct Standards and Regulations. Probation is for a stated period of time and is intended to foster increased self-discipline and respect for the standards of the University. Subsequent misconduct, especially during the probationary period, will result in a more stringent sanction. During the probationary period, the student will not be eligible to hold certain leadership positions on campus.

Admonition

Admonition is a written notice that a student has violated campus regulations and that future misconduct of any nature will be dealt with more stringently

Restitution

Restitution is payment to the University or to other persons, groups, or organizations, by a student or a group, for damages incurred as a result of misconduct. Failure to meet the conditions of payment will result in the withholding of grades, diplomas, and transcripts.

Loss of Privileges

Loss of privileges is the removal of certain student privileges including, but not limited to, the following: visitation privileges, the privilege to live in a residence hall, the privilege to have stereos or other equipment, and the privilege to have a car on or in the vicinity of Longwood's campus.

Educational Assignment

An educational assignment is a task that is related to the misconduct involved and designed to increase the student's understanding of the regulation that was violated. The work assignment will be completed within a specified period of time.

Fines

~~Fines are administered to student(s) or group(s) for up to \$100 as punitive damages. If fines are assessed, they shall follow the pattern of:~~

Admonition	_____	\$25.00
Disciplinary Probation	_____	\$50.00
Repeat Offenses	_____	Double the fine

~~Fines shall be paid to the Cashiering Office with instructions from the Office of Student Conduct and Integrity, and will be used to support a variety of community educational initiatives.~~

Rationale: This policy is a leftover from a period when it was possible for a student to be placed on probation for more than one year for alcohol offenses. The procedure has not been utilized in over five years.

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Probation Reduction for Conduct Sanctions

In keeping with the educational mission of Longwood, the Conduct Board will accept petitions for Probation Reduction. These petitions are available to all students after one calendar year of the date disciplinary probation was assigned as a Conduct sanction. If a student has been sanctioned by the Honor Board for Conduct violations only, this student is also eligible to file this petition.

The purpose of this petition is to allow a student receiving a Probation Reduction to run for elected office with the Student Government Association and/or hold leadership positions in other campus organizations.

In requesting that the Board consider a petition, the student must prove to the Board's satisfaction that he/she has developed increased self-discipline as a result of the probationary period and can contribute to the Longwood community through increased involvement opportunities. Personal recommendations and letters of support from peers, faculty, and/or other staff are required. The submission of a petition is not a guarantee that the Board will grant a reduction.

Petitions and procedures are available in the Office of Student Conduct and Integrity, from the Chair of the Conduct Board, or on-line at:

<http://www.longwood.edu/Conduct/Conductandhonorforms.htm>

Rationale: Clarification of grade point average required to join Sororities or Fraternities, which sets a grade point average by the University as opposed to various national organizations.

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Guidelines for New Member Programs

New member programs, including initiation, may not exceed six weeks, and must be completed by the tenth week of the semester. All new member and initiation activities must be approved by the National Organization, Assistant Director for Fraternity and Sorority Life, and Chapter Advisor. The following elements should be essential areas of emphasis during the new member education: scholarship, leadership, community involvement, risk management (alcohol, substance abuse, hazing, sexual assault), and Greek 101.

To be eligible for recruitment, new member orientation, and initiation, the student must have completed 12 credit hours at Longwood University and have a cumulative grade point average ***of a 2.5 or higher***. consistent with or higher than the standards of the applicable National Pan-Hellenic Conference (NPHC), National Panhellenic Conference (NPC) or Interfraternity Council (IFC) organization. The average must be computed from a full course load of at least 12 credit hours.

CONSENT AGENDA

INFORMATION ITEM D

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.

The following policies have been defined as administrative and do not require Board approval as they have been reviewed and approved by Cabinet. The rationales for the following policies have been explained below.

Revised Policies:

Policy 1013 Identity Theft Prevention Program – Policy has been revised to modify responsibility for administering the Identity Theft Prevention Program.

<http://www.longwood.edu/policies/1013.htm>

Policy 9301 Foundation Disbursement Policy – References to procedures have been deleted. The Control of Equipment section was revised to more clearly state the process for equipment purchases and “capital” equipment was renamed to “moveable” equipment. Reference to the Foundation Travel and Expense Policy added for guidance related to faculty and staff travel guidelines. <http://www.longwood.edu/policies/9301.htm>

Deleted Policies:

Policy 2112 Southside Higher Education Consortium– Policy is being removed because although the Southside Higher Education Consortium is an ongoing cooperative agreement, the information is a restatement of the history of the program and the memorandum of understanding and is not a true policy.

RATIONALE: Policy has been revised to modify responsibility for administering the Identity Theft Prevention Program.

Policy 1013

Identity Theft Prevention Program

I. Purpose

This policy implements an Identity Theft Prevention Program ("Program") at Longwood University, pursuant to the Federal Trade Commission's Red Flags Rule under Section 114 and 315 of the Fair and Accurate Credit Transactions Act, which amended the Fair Credit Reporting Act. This policy and its related procedures are determined to be appropriate to the size and complexity of the University's operations and the nature and scope of its activities. Given the University's existing data security protocol and applicable privacy laws, Longwood is extremely cognizant of protecting sensitive data and therefore considers itself a low-risk institution.

The purpose of this policy is to establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

1. Identify relevant red flags for covered accounts it offers or maintains and incorporates those red flags into the Program;
2. Detect red flags that have been incorporated into the Program;
3. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft;
4. Ensure the Program is updated periodically to reflect changes in risks and to the safety and soundness of the creditor from identity theft; and
5. Ensure University staff responsible for implementing the Program are appropriately trained in the detection of red flags and the responsive steps to be taken when a red flag is detected.

II. Definitions

Identity Theft - A fraud committed or attempted using the identifying information of another person without authority.

Identifying Information - Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, social security number, date of birth, driver's license or identification number, student identification number, alien registration number, government passport number, employer or taxpayer identification number, telephone number, computer's Internet Protocol address or routing code.

Red Flag - A pattern, practice or specific activity that should alert an individual or organization that there is a possible risk of identity theft.

Covered Account - A consumer account that a creditor offers or maintains primarily designed to permit multiple payments or transactions, and any other account for which there is a reasonably foreseeable risk of identity theft.

Service Provider - A service provider is a third party who performs an activity in connection with one or more covered accounts.

III. Policy

In order to identify relevant red flags, the University considers the types of covered accounts it offers or maintains, methods it provides to open or access its accounts, and its previous experiences with identity theft. Categories of red flags defined under FTC guidelines are:

1. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers;
2. Presentation of suspicious documents;
3. Presentation of suspicious personal identifying information;
4. Unusual use of, or other suspicious activity related to, a covered account; and
5. Notice from customers, victims of identity theft, law enforcement authorities, or other businesses about possible identity theft in connection with covered accounts.

IV. Procedure

The University will adhere to procedures established to identify and detect red flags, and identify appropriate responses to red flags that are detected in order to prevent and mitigate identity theft.

~~Responsibility for developing, implementing and updating this Program lies with the Vice President for Administration and Finance. The Program will be re-evaluated annually. The Identity Theft Program Procedures are available on the Vice President for Administration and Finance website.~~

The Longwood University Technology Group (LUTECH) is responsible for administering the institution's Identity Theft Prevention Program policy and procedures, to include reviewing alerts regarding the detection of red flags, determining which steps of prevention and mitigation should be taken in particular circumstances, and re-evaluation of the program to address new risks. Identity theft prevention is a standing agenda item for LUTECH committee meetings.

The Identity Theft Program Procedures are available on the [Vice President for Administration and Finance website.](#)

Approved by the Board of Visitors, March 26, 2010.

Revised and approved by the Board of Visitors, December 3, 2010.

Reviewed and approved by Cabinet,

RATIONALE: References to procedures have been deleted since not all procedures need Board of Visitors approval. The Control of Equipment section revised to more clearly state the process for equipment purchases and “capital” equipment was renamed to “moveable” equipment. Reference to the Foundation Travel and Expense Policy added for guidance related to faculty and staff travel guidelines.

Policy 9301

~~Foundation Funds-Disbursement Guidelines-Policy~~

I. Purpose

The purpose of this policy is to establish guidelines for determining accountable uses for foundation funds.

II. Policy

- A. General Expenditure Categories: Foundation guidelines for determining allowable uses of funds include general expenditure categories listed as follows:
1. **Salary, Wage and Benefit Payments:** Direct payment to faculty, staff, students, and/or other full- or part-time employees of Longwood is unallowable. If support of the Longwood payroll charges or other compensation to Longwood employees is approved from foundation funds, payment to the employees will be processed through the Longwood Payroll Office and funds will be transferred from the Foundation to the University.
 2. **Honorarium and Consulting Fees:** Payment of an honorarium or consulting fee is allowable provided the individual receiving payment is not an employee of Longwood.
 3. **Guest Expenses:** Reimbursement of expenses incurred for entertainment of guest lecturers and/or other guests of Longwood is allowable. Usually reimbursement is limited to expenses incurred for travel, food and lodging of guests, and the associated expenses for a reasonable number of Longwood staff accompanying the guests. Unusual circumstances should be cleared with the Foundation Office before the expenditure is incurred.
 4. **Coffee Hours, Receptions, etc.:** Reimbursement of expenses incurred for coffee hours, teas, and/or receptions may be reimbursed from foundation funds provided the functions are in conjunction with Longwood *business* related activities.
 5. **No Funds of the Longwood Foundation** shall be expended in the following manner, with the exception of unrestricted monies designated specifically for the purpose of:
 - a) gifts, socials for events such as sickness, death, memorial, retirement, appreciation or other special occasions, farewell, get acquainted, annual picnics, lunches, or dinners (working meals are allowable if Longwood employees are conducting official Longwood business);

- b) food and dietary supplies such as for routine use of water, coffee, cream, etc.;
 - c) spouse related travel and/or expenses unless spouse is performing in an official capacity;
 - d) fines, parking tickets, penalties, cleaning, personal expenses associated with travel (such as movie rentals, health club fees, entertainment expenses, etc.).
6. **No funds of the Longwood Foundation** shall be expended to other 501(c)(3) organizations, excluding small gift memorial type expenditures and expenditures for bona fide educational purposes or professional development for students, faculty or staff. However, the Longwood President may, at her/his sole discretion, use discretionary funds ~~and/or Small Business Development funds~~ for the purchase of tickets when the President believes it is in the best interest of the university for a representative of the university to be present at a specific event. The following guidelines shall govern the purchase of such tickets.
- a) ~~No more than four (4) tickets can be purchased for a single event. Tickets may not be purchased when all or a portion of the proceeds from the ticket sale benefit a political organization, an elected official or candidate for public office and efforts attempting to influence legislation.~~
 - b) Tickets to events conducted as fund raisers for nonprofit organizations may be purchased to allow the presence of the appropriate Longwood official(s).
7. **No Expenditures Shall be Made for:** any type of political function, golf tournaments, dinners, roasts, political party caucuses, or any other function which suggests a political orientation.
8. **Association Dues and Publication Costs:** Departmental and/or institution association dues and publications costs may be paid from Foundation funds. Payment of association dues and/or publication costs for the direct personal benefit of individual faculty or staff members is not allowed.
9. **Faculty and Staff Travel:**
- a) Use of foundation funds for travel expenses must follow the same procedures and advance approval process as required for travel expenses paid from state funds: *and the Foundation Travel and Expense Policy.*
 - b) ~~Only in extraordinary situations should travel expenses directly related to faculty and staff, departmental, office, and/or institutional assignments be paid from Foundation funds. *The Foundation Travel and Expense Policy takes precedent when policies differ.*~~
 - c) ~~In these situations, faculty and staff members must file an "Authorization for Travel," signed by the department head, dean, and/or vice president. The Foundation should be indicated as the source of funds for payment of the travel expenses by indicating the fund code number in the appropriate area of the form.~~
10. **Magazine Subscriptions:** Magazine and other subscriptions to be paid from foundation funds should be directly related to departmental teaching,

research, and/or public service activities. Subscriptions must be mailed to a Longwood department, office, or the Longwood library.

11. **Supplies, Expenses, and ~~Capital-Moveable~~ Equipment:**

- a) Supplies, expenses, and ~~capital-moveable~~ equipment generally used for teaching, research, and/or public service activities may be purchased ~~from~~ *using* foundation funds.
- b) *Basic moveable equipment such as refrigerators and microwaves being used in public areas for the benefit of a department may be purchased using foundation funds. Prior approval is required from the VP for University Advancement and the Foundation's Chief Financial Officer.*
- b)c) Title to ~~capital-moveable~~ equipment purchased from foundation funds is automatically transferred to Longwood University unless specifically indicated otherwise by the Foundation.
- e)d) Department head may recommend a specific vendor, manufacturer, etc., if specific supplies and/or equipment are required to maintain consistency with existing equipment or to meet teaching or research specifications.
- d)e) All equipment purchases will be requisitioned in the name of the Longwood Foundation, Inc.

~~12. Sales Tax: Virginia State sales tax must be paid on all purchases made within the Commonwealth.~~

~~13.~~ *12. Other: Proposed uses of foundation funds that are not directly related to the above categories or uses relating to unusual circumstances should be cleared pre-approved by the Vice President for University Advancement and the Foundation's Chief Financial Officer Treasurer before incurring the expenses.*

B. Control of Equipment: Listed below are Longwood guidelines for control of equipment purchases from foundation funds.

- 1. **Assignments of Equipment:** Equipment purchases from foundation funds will be assigned to the requesting department until such time as the equipment becomes excess to department needs, obsolete, or considered of limited value beyond reasonable report. In these cases, disposal of the equipment must be done in accordance with the State's surplus property guidelines.
- 2. **Recording and Labeling of Equipment:** Equipment purchased from foundation funds will be recorded and labeled as a part of the Longwood inventory system, ~~provided it has a two (2) year life expectancy and a value of five hundred (500) dollars or more. Exceptions to this are air conditioners, calculators, microscopes, typewriters, and printers according to Fixed Assets Management Policy 4204.~~
- 3. **Approval of Equipment:** The institution and/or the Foundation may elect not to approve an equipment request for one or more of the following reasons:
 - a) high level of projected operating and/or maintenance costs;


- b) space needs requiring major alterations to existing structure;
 - c) major installation costs; or
 - d) duplication of existing equipment which is available for general use by Longwood faculty and staff.
4. **Contributed Equipment:** Approval to accept contributed equipment must be obtained from the *Longwood University Foundation Gift Review Committee*. ~~appropriate Longwood employee.~~ In all cases, approval must be obtained before acceptance from corresponding department chair, dean, and vice presidents. In some instances approval from the Vice President of *Business Affairs for Administration and Finance* will also be necessary. Equipment contributed to the Foundation for Longwood use should be handled in the following way:
- a) Any department head having knowledge of possible equipment contributions should check with the University Advancement Office for procedures to be followed.
 - b) Upon completion of a review by the *Foundation Gift Review Committee* and notification of the circumstances to Longwood officials, title to equipment accepted by contribution normally will be transferred to the University *according to Fixed Assets Management Policy 4204*. Such equipment will be recorded as Longwood inventory.
- C. Procedures for Withdrawal of Funds: Listed below are procedures for requesting withdrawal of Foundation funds. *Procedures relevant to this policy are contained in the instructions for completing a trust fund withdrawal form and the travel expense reimbursement policy located on the following links:*
- http://www.longwood.edu/assets/foundation/Instructions_for_completing_Trust_Fund_Withdrawal_form.pdf
- http://www.longwood.edu/assets/foundation/TRP_51712.pdf
1. ~~**Processing of Requests:**~~ Requests for withdrawal of funds will be processed as follows:
- a) ~~Requests will include disbursements for honorariums, consulting fees, association dues, publications costs, specifically approved faculty/staff travel (see General Expenditure category), subscriptions for magazines and publications, reimbursement expenses for entertainment of Longwood guests, reimbursement of a faculty member or payment to a vendor for miscellaneous supply items procured directly from a vendor, and other miscellaneous expenses.~~
 - b) ~~Requests for withdrawal of Foundation funds are to be prepared by the department or administrative office requesting payment on a Trust Fund Withdrawal Request and submitted through the appropriate vice president to the Foundation Office for payment. Vendor invoices, expenses receipts, and/or other supporting documentation must be attached to the Withdrawal Request. Two (2) copies of supporting documentation are required.~~

- ~~e) Requests will be approved provided funds are available and the requests comply with guidelines established by the Foundation.~~
 - ~~d) Requests for reimbursement of travel expenses must be supported by one copy of the approved "Authorization for Travel" and by one copy of the required expense documentation.~~
 - ~~e) Foundation checks will be distributed as indicated on the request.~~
 - ~~f) Allow ten (10) business days (from the date of the Foundation's receipt) for processing and payment of all requests.~~
- ~~2. **Requests to purchase equipment:** Requests to purchase capital equipment and specific supply items (supplies to be ordered from vendors requiring a Longwood purchase order) will be processed as follows:~~
- ~~a) Capital equipment and specific supply items are to be requested by preparing a Longwood requisition and a Foundation Trust Fund Withdrawal Request. The title of the Foundation fund to be charged must be shown on the requisition. Justification for a specific vendor and/or manufacturer of equipment or supplies must accompany the requisition.~~
 - ~~b) Requisitions for capital equipment are to be approved by the department head and appropriate vice president.~~
 - ~~c) The requisition and the withdrawal request are to be submitted to the Foundation Office. Approval by the Vice President for University Advancement indicates that sufficient funds are available for the requested purchase. If funds are limited to a specific dollar maximum, the requisition will so indicate.~~
 - ~~d) It is expected that the majority of Foundation requisitions will be in line with established Longwood purchasing policies and procedures. In a few instances, purchases will be for items generally not purchased with Longwood funds. In such instances, purchase requests will be processed the same as all other requests in order to purchase such items at the lowest price consistent with quantity and quality desired.~~
 - ~~e) Payment to the vendor will be made by the Foundation Treasurer and the disbursement will be charged to the appropriate Foundation account.~~
 - ~~f) One copy of each equipment order will be sent to Longwood Inventory Control following payment to the vendor in order to record and label the equipment as a part of the Longwood inventory system.~~

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

Reviewed and approved by Cabinet, April 26, 2013.

RATIONALE: This policy is being removed because although the Southside Higher Education Consortium is an ongoing cooperative agreement, the below is a restatement of the history of the program and the memorandum of understanding, not a true policy.

	<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# 2112
~~SOUTHSIDE HIGHER EDUCATION CONSORTIUM~~

I. PURPOSE

~~The purpose of this policy is to describe the role of the Southside Higher Education Consortium Exchange with Hampden-Sydney, Southside Community College and Saint Paul's College.~~

~~In 1967, Longwood and Hampden-Sydney formed an agreement for a cooperative program whereby students at the two institutions might share the advantages of the combined curriculum. The terms of the agreement provide that students at one institution, on a selective basis, might take a course at the other institution at no added expense and with the resulting credit recorded only on the transcript of the home institution.~~

~~In 1991, the presidents of Longwood, Hampden-Sydney, Southside Virginia Community College and St. Paul's College agreed to form the Southside Higher Education Consortium for the purpose of facilitating the exchange of educational resources and services. In 1992, the Southside Higher Education Consortium adopted a cooperative registration arrangement among the four member institutions that was patterned on the Longwood/Hampden-Sydney agreement.~~

II. POLICY

~~Under the terms of the arrangement, full-time degree program students in any one of the participating institutions may enroll in certain courses at any other of the participating institutions without added expense. Students desiring to take advantage of this program must secure approval from their major advisors and from the registrar at their home institutions before they enroll at the other institution.~~

- ~~A. List of Courses: Registrar's Offices, or their equivalent, at the participating institutions exchange official semester schedules as soon as they are available for each semester. These are made available to students expressing an interest in the program. The~~

Registrar's Office, or equivalent, at the home institution is responsible for determining whether the class being sought is acceptable to the home institution and whether the student is otherwise eligible to participate in the program. In all instances, "home" institution students get first preference if the maximum enrollment limit is reached in any course.

~~B. The student's academic advisor must approve all courses.~~

~~C. Meeting General Education or Major Requirements: To determine whether or not a specific class meets general education requirements or degree requirements, a Longwood student should check with the Registrar's Office or the school dean. To determine whether or not a specific class meets major requirements, a Longwood student should check with the advisor and/or the program department chair. A student who is undeclared as to major should check with the Dean of Liberal Arts and Sciences on the matter of how a specific class will count.~~

~~Students at the other consortium institutions should check with the appropriate advisory personnel at the home institution to determine how a course taken under the cooperative agreement can be used to meet the requirements of that institution.~~

~~D. Grades: Grades for approved courses taken under the consortium cross-registration agreement will be entered on the student's transcript at the home institution only. The host institution will maintain no permanent records of the enrollment or grade. The grade and its effect on the student's grade point average will be the same as though the course were taken at the home institution.~~

~~Grade sheets for consortium students will be sent to the Registrar's Office, or equivalent, of the home institution as soon as the host institution completes them.~~

~~E. Longwood students who participate in the Southside Higher Education Consortium and take a class at a participating institution will be charged by Longwood at the rate for on campus classes posted at the per credit hour rate.~~

III. PROCEDURE

- ~~A. Registration Procedure: Students register for classes under the consortium arrangement by first contacting the Registrar's Office, or equivalent, at the home institution. If the course is approved, the home Registrar's Office will give the student a "Student Cross-Registration Form" which must be presented to the host institution's Registrar's Office so that the student may enroll in the class. The host institution's Registrar's Office will collect the form and will enroll the student in the class if space is available or inform the student that space is not available. In either case, a copy of the cross-registration form showing the dispensation of the request will be returned to the home institution. (In practice, the Registrar's Offices exchange information by telephone or fax prior to sending the student to the host institution to save unnecessary travel.)~~
- ~~B. Adding or Dropping A Course: During the add period, a student who wishes to add a course at the cooperating institution should follow the registration procedure above. Normally, representatives from the Registrar's Offices of the two institutions will agree on an acceptable date for the end of add. This date will usually match the last day to add at the host institution. A student who wishes to drop a course that has been registered~~

~~under the cooperative arrangement will follow the "drop" regulations of the home institution. The home institution official then notifies the official at the host institution about the drop.~~

~~C. Transportation: Each student must arrange transportation.~~

~~D. Different Calendars: Every effort will be made to coordinate academic calendars of member institutions.~~

~~E. Faculty and Staff: Faculty and staff of consortium institutions are not eligible to participate in the cross-registration agreement.~~

~~This agreement to have a cooperative exchange program with Hampden-Sydney College was first approved by the Board of Visitors on August 8, 1967 and amended on December 12, 1967.~~

~~The agreement to form the Southside Higher Education Consortium was signed on September 12, 1990.~~

~~Revised and approved by the Board of Visitors, September 7, 2002 and December 2, 2011.
Reviewed and approved by Cabinet, May 8, 2013.~~

CONSENT AGENDA
INFORMATION ITEM E
Report on Student Housing

OCCUPANCY PERSPECTIVE FOR FALL 2013

Category	May 2013	May 2012
Continuing Students	2012*	2072†
New First Year Students	1077+	910
New Transfer Students	119	90
Readmitted Students	15	14

Total Residents: 3223 3086
Occupancy Percent: 108% 103%

+New First Year Students
As of May 3, 2013, the number of paid deposits is 1077.

Standard Occupancy

Main Campus Beds	1580	2022
Longwood Managed Apartment Beds	1402	950

Total Beds: 2982 2972

OCCUPANCY PERSPECTIVE FOR FALL 2013

New First Year Students	1077
New Transfer Students	119
Readmitted Students	<u>15</u>
Total <u>New</u> Students	1211
Total <u>Continuing</u> Students	2012*

**Academic suspensions and withdraws have not been deducted at the time of this report. This number will reduce prior to fall opening.*

†From May 2012 – September 2012 (post-roster verification), 2072† decreased to 1859— approximate difference of 10%.

CONSENT AGENDA

INFORMATION ITEM F

Capital 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 has 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 Working Drawing Phase	Fall 2014
Stubbs Renovation	Sep 2012	Project is in Working Drawing Phase	Fall 2014
Additional Biomass Boiler	Aug 2012	Project is in Planning Phase	Summer 2015
Willett HVAC	Sep 2012	Project is in Schematic Design Phase	Fall 2015
Student Success Center	Aug 2012	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 G

Report on Faculty Resignations

Faculty Resignation

Dr. Rodney Dunning, Associate Professor of Physics, effective May 16, 2013, to pursue other interests.

Dr. Keith B. Rider, Associate Professor of Chemistry, effective May 16, 2013, to pursue other interests.

CONSENT AGENDA

INFORMATION ITEM H

Report on Intercollegiate Athletics – 2012-13 Year In Review

The 2012-13 year started with a bang, as Longwood University became the 12th member of the Big South Conference on July 1, 2012. Longwood made its presence known, winning the 2013 Big South softball championship, earning berths in the conference tournament semifinals in women's soccer and women's lacrosse, as well as an appearance in the conference championship game in women's basketball. In addition to successes in competition, nine of Longwood's 14 squads posted a perfect 1000 single year NCAA Academic Progress Rate (APR).

Improve Student Success

- The Department of Athletics had a successful year addressing the NCAA APR. No teams suffered a historical penalty.
- Nine sports programs scored a single year APR of 1000 (Women's Cross Country, Field Hockey, Men's Golf, Women's Golf, Women's Lacrosse, Women's Soccer, Softball, Men's Tennis, Women's Tennis)
- Nine programs were rated above the national average on the multi-year APR (Men's Basketball, Women's Basketball, Men's Cross Country, Women's Cross Country, Men's Golf, Women's Golf, Women's Lacrosse, Women's Soccer, Softball)
- Three programs posted a perfect 1000 multi-year APR score (Women's Cross Country, Women's Golf, Softball)

Increase Satisfaction and Effectiveness of Faculty and Staff

- Big South Celebration at Charley's Waterfront Café
- Lancer Club men's basketball season-opening pregame event for all Longwood faculty and staff
- Free admission for faculty and staff to all men's and women's home basketball games
- "Coffee with the Coach" every Wednesday during the basketball season at Starbucks
- Men's and women's golf partnered with the College of Business to offer free golf lessons to faculty members
- Longwood Athletics Benefit Celebration

Increase Financial Capacity

- Ticket sales increased by 28 percent to \$19,850
- \$75,000 in sponsorships was secured
- Longwood Athletics is on pace to raise \$176,000 in private donations, a 22 percent increase from FY12

Increase Our Relationship With and Value to Our Community

- The Student-Athlete Advisory Committee has collected 3,059 pounds of food and donated it to Farmville Area Community Emergency Services (FACES)
- The Lancer Kids' Club has 30 members in its first year
- Approximately 200 community members and supporters attended the Big South Conference Celebration at Charley's Waterfront Café

Department Highlights

- The G.A.M.E. 3.0 at women's soccer and release of the new school fight song
- Men's Basketball Head Coach Announcement (attended by Farmville, Richmond and Lynchburg print and electronic media)
- One appearance on ESPNU (Big South Softball Championship Game)
- Six appearances on ESPN3, the web-based ESPN network, including one home men's basketball game and one home softball game
- Hosted the Northern Pacific Field Hockey Tournament (NorPac)
- 48 Big South Network home productions
- 21 All-Conference Selections (18 BSC, 3 NorPac)
- 16 All-Academic Selections (15 BSC, 1 NorPac)
- 11 All-Tournament Selections (10 BSC, 1 NorPac)
- 25 Conference Player of the Week Awards (19 BSC, 6 NorPac)

Individual Sport Highlights Include:

Baseball: Longwood, under the leadership of 35th-year head coach Buddy Bolding, has posted an overall record of 25-27, 12-12 in the Big South, through May 22. The Lancers earned one of eight spots in the Big South Championship, hosted by Liberty University in Lynchburg. Longwood is 1-1 in the double elimination tournament through May 22. Senior Kyler Morgan along with sophomores Aaron Myers and Brandon Vick have led the Lancers' pitching staff, while junior captains Scott Burkett, Matt Dickason and Alex Owens have led the team offensively. Owens was named to the Big South Conference First Team, while Vick earned a spot on the All-Academic Team. Coach Bolding, who is retiring at season's end, has 952 career wins through May 22.

Men's Basketball: Longwood, led by 10th-year head coach Mike Gillian, finished with an overall record of 8-25, 4-12 in the Big South. The Lancers won their first-round game in the Big South Championship, defeating two-time defending league champion UNC Asheville, 87-72, to advance to the quarterfinal where they fell to VMI, 90-86. Senior Stephen Shockley earned the Male Henry I. Willett Scholar-Athlete Award, maintaining a cumulative GPA of 3.68 while majoring in physical and health education teacher education (PHETE), and was selected to the Big South All-Academic Team. Junior Tristan Carey led the team in scoring and was named to the Continental Tire/Las Vegas Invitational All-Tournament Team; he was also named Longwood's Male Athlete of the Year. Michael Kessens led the team in rebounding and was named to the CollegeInsider.com Mid-Major Freshmen All-America Team, the Big South All-Freshman Team and was selected as the Virginia Sports Information Directors (VaSID) University Division Rookie of the Year; he was also named Longwood's Freshman Male Athlete of the Year.

Women's Basketball: Longwood, under the direction of third-year head coach Bill Reinson, finished with a 14-19 overall record, including an 8-10 mark in Big South games. After earning the No. 7 seed for the Big South Conference Championship, the squad made history for Longwood with three-straight postseason wins, knocking off the No. 10 seed Charleston Southern University, the No. 2 seed Winthrop University and the No. 6 seed Radford University, to advance to the conference's title game against in-state foe Liberty University. Senior Chelsea Coward, who led the team in scoring and rebounding, and classmate Crystal Smith each surpassed 1,000 career points. Coward also received VaSID University Division All-State Second Team accolades. Freshman Daeisha Brown was named the school's Female Freshman Athlete of the Year, as well as the VaSID All-State Rookie of the Year. Senior Erin Neal was selected to the Big South All-Academic Team. Reinson was named the Richmond Times-Dispatch Virginia Women's Basketball Coach of the Year, in addition to earning Longwood's Student-Athlete Advisory Committee (SAAC) Coach of the Year Award.

Men's Cross Country: Longwood, coached by sixth-year head coach Catherine Hanson, finished ninth at the Big South Championship. Senior Sean Flynn ran a school-record 10K time of 33:33 at the NCAA Southeast Regional, and four others also ran top-10 times in the program's history at that distance, including freshmen Adam Link and Seth Taylor along with sophomores Trey Thomas and Russell Reed. Reed was selected to the Big South All-Academic Team and ran the program's third-fastest 5K time, as well, and Taylor also posted the eighth-fastest 8K time. The Lancers could return nearly everyone, as Flynn is the only senior on the roster.

Women's Cross Country: Longwood, also led by Coach Hanson, finished 11th at the Big South Championship. Senior Alisha Royal ran a school-record 6K time of 22:02 at the NCAA Southeast Regional, and also posted three of the top-10 5K times in the program's history during the season. Royal led the team in each of the six races and completed her outstanding career by earning All-East honors from the Eastern College Athletic Conference (ECAC) for the second-straight year; she leaves the program with the school record for the 5K, too, and has the program's top two times in the 6K and eight of the top-10 5K times. Senior Rebecca Denny was selected to the Big South All-Academic Team

Field Hockey: Longwood, under the direction of fifth-year head coach Iain Byers, finished the 2012 season with an 8-13 overall record, 6-2 in Northern Pacific Field Hockey Conference (NorPac) action, to finish second in the East Division. The Lancers combined for six weekly NorPac awards in 2012. Junior Stacey de Grandhomme was named the NorPac East Division Player of the Year, in addition to being selected to the All-NorPac East Division Team, All-NorPac Tournament Team and All-South Region First Team. de Grandhomme and sophomore Jessica Diaz were named to the VaSID University Division All-State Second Team. Four Lancers earned recognition on the NFHCA National Academic Squad. Diaz was also selected to the All-NorPac East Division Team, along with senior Christina Verhulst, while junior Caitlin Smith earned All-NorPac Academic Team honors.

Men's Golf: Longwood, led by 16th-year head coach Kevin Fillman, finished 10th at the Big South Championship. The Lancers posted one top-five effort among their five top-10 finishes overall. Junior Dylan Jensen earned individual medalist honors at The Manor Intercollegiate for the second-straight year, also becoming the event's first two-time winner. Longwood could

return everyone as the Lancers competed this year with no seniors on the roster. The team also received the Cormier Award for Academic Excellence for the highest team GPA over the past two semesters. Junior Kyle Bodin was selected to the Big South All-Academic Team.

Women's Golf: Longwood, coached by eighth-year head coach Ali Wright, finished third at the Big South Championship. The Lancers posted four top-five efforts among their seven top-10 finishes overall. Junior Amanda Steinhagen led Longwood in scoring throughout the year and was named to the All-Big South Team. Junior Hannah Pierce was selected to the Big South All-Academic Team. Longwood could return nearly everyone as the Lancers competed this year with just two seniors on the roster.

Women's Lacrosse: Longwood, under the direction of first-year head coach Elaine Jones finished 10-8 overall, including a 5-2 mark in Big South games. The team placed third in the conference standings at the end of the regular season to advance to the semifinals of the Big South Championship. Junior Lauren Prasnicky led the team in total points, as well as in assists, a category in which she set a new school season record. Prasnicky, senior Jamie Brentlinger and junior Kathleen Battle were named to the All-Big South First Team, while junior Mary Barondess received All-Big South Second Team accolades. Brentlinger was also selected to the Big South All-Academic Team. In addition, Brentlinger, who led the team in goals, and Battle both earned a spot on the Big South All-Tournament Team.

Men's Soccer: Longwood, under the direction of eighth-year head coach Jon Atkinson, closed the 2012 season with a 3-12-3 overall record, as well as a 2-7-1 mark in Big South games. The Lancers defeated league opponents UNC Asheville and VMI in back-to-back games, before picking up their final victory of the year against George Washington. Senior Devin Pierce was named to the Big South All-Academic Team.

Women's Soccer: Longwood, under the direction of 19th-year head coach Todd Dyer, finished with an overall record of 13-6-2, 8-2-1 in the Big South. The Lancers posted their highest win total as a Division I program, and equaled the sixth-highest win total in the 19-year history of the program. Longwood advanced in its quarterfinal match of the Big South Championship past Liberty (T 1-1) in a shootout (3-0), before falling in the semifinal to eventual league champion Radford (0-2). Senior Natalie Massey and junior Kelsey Pardue were named to the All-Big South First Team, senior Lindsey Ottavio was named to the Second Team, and freshmen Olivia Colella and Meghan Magee were each named to the All-Freshman Team. Pardue led the team in scoring and also earned National Soccer Coaches Association of America (NSCAA) All-Southeast Region Third Team honors; she was also named Longwood's Female Athlete of the Year. Massey and Ottavio were also named to the Big South Championship All-Tournament Team, while Ottavio also earned the Female Henry I. Willett Scholar-Athlete Award, maintaining a cumulative GPA of 3.95 while majoring in kinesiology, including a concentration in exercise science, and was selected to the Big South All-Academic Team. Freshman Amelia McConnell received the Female Lancer Outstanding Service Award. The team also received the NSCAA Team Academic Award for the fourth consecutive year.

Softball: Longwood, under the direction of 16th-year head coach Kathy Riley, finished the 2013 campaign with a 41-20 overall record, 16-8 in the Big South Conference, securing its 16th-

consecutive 20+ win campaign and its ninth 30+ win campaign during Riley's tenure. The 41 wins are the most in program history. The team claimed Longwood's first Big South Conference title, defeating host Winthrop in the championship game. In its first-ever trip to the NCAA Division I Tournament, the squad traveled to Knoxville, Tennessee, for the NCAA Regional where it faced the host University of Tennessee and James Madison University. Sophomore Kori Nishitomi, who set a new school record for longest hitting streak, has paced the team at the plate all season. Sophomore Megan Baltzell, who was ranked first in the country for home runs as of May 19, and senior Brooke Short, who already ranks first in six of the program's career record categories, have also helped lead the offense this year. Short was named the Big South Player of the Year, sophomore pitcher Libby Morris was named the Big South Tournament Most Valuable Player, and Baltzell, Short and Nishitomi were selected to the 2013 National Fastpitch Coaches Association Division I All-Southeast Region Team.

Men's Tennis: Longwood, under the direction of second-year head coach Jakob Gustafsson, finished its 2012-13 campaign with a 5-15 overall record and a 0-8 mark in Big South matches. Senior Giorgi Khmiadashvili led the Lancers all season, playing out of the #1 singles position. Freshman James Fudge and sophomore Steed Johnson made up the Lancers' most successful doubles team. Junior Edward Becker, who has a 3.68 cumulative GPA, received Longwood's Jimmy Yarbrough Inspiration Award and the Male Academic P.R.I.D.E Award. Becker also earned Big South All-Academic Team recognition. Freshman Bharani Sankar received the Male Lancer Outstanding Service Award.

Women's Tennis: Longwood, coached by second-year head coach Jakob Gustafsson, finished with an overall record of 7-14, 1-8 in the Big South. The Lancers won their first-round game in the Big South Championship, defeating Gardner-Webb, 4-3, to advance to the quarterfinal where they fell to eventual champion Winthrop, 4-0. Sophomore Malin Allgurin led the team with her 19-11 overall record in singles, including 8-8 at No. 2, and she was 17-12 overall in doubles, including 11-8 at No. 2. Senior Marta Pinyol was selected to the Big South All-Academic Team. Junior Bethany Law received Longwood's Female Academic P.R.I.D.E Award. The team also received the Cormier Award for Academic Excellence for the highest team GPA over the past two semesters.

CONSENT AGENDA
INFORMATION ITEM I
Report on Fall 2013 Admissions

This report contains data that has been updated since the March 2013 Board of Visitors' meeting.

As of May 14, 2013, 1125 freshmen and 167 transfers have paid their deposits indicating their intent to enroll. As of May 4, 2012, 1028 freshmen and 170 transfers had paid their deposits.

CONSENT AGENDA

INFORMATION ITEM J

Comprehensive Campaign Report

2013 Third Quarter Report

Total cash giving to Longwood July 1, 2012 through April 30, 2013 was \$6,128,832 (largest year in Longwood history). This compared to \$2,837,626 for the same period for fiscal year 2011-12. A significant increase was experienced in the areas of endowment/capital over last year (\$4,456,266 versus \$978,995). Overall, the number of donors was up (3,896) compared to this time period for fiscal year 2011-12 (3,804).

Overall for the Comprehensive Campaign, Longwood University experienced steady growth. Longwood University Campaign has received \$39,402,178 in cash and commitments through April 30, 2013 (up from \$38,181,511). Gains were experienced in the areas of Endowed Scholarships/Fellowship Funds and investment in the annual fund. Several additional significant proposals have been presented to potential donors for consideration.

Longwood University will host a campaign celebration on campus Saturday, September 14, 2013.

Attachments

Longwood University
Cash Giving as of April 30, 2013

	<u>FY2013</u>		<u>FY2012</u>	
	Amount	Donors	Amount	Donors
Segments				
Unrestricted	\$318,696.77	2,578	\$288,100.42	2,543
Restricted	\$627,470.88	871	\$696,531.71	931
Endowment/Capital	\$4,456,266.62	639	\$978,995.21	617
Bequests/Other	\$133,193.75	6	\$132,021.26	9
Gifts-in-Kind	\$593,204.73	70	\$741,978.08	28
Total	\$6,128,832.75	3,896	\$2,837,626.68	3,804

Gift Report by Campaign Segment

@4/30/2013

Campaign Segments	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	1,989,714	8,379,347
Investment in Faculty & Academics	2,608,533	1,244,595	694,573	1,779,698	428,571	573,447	528,219	7,857,636
Investment in Longwood	3,053,085	2,594,993	745,422	515,756	563,077	1,450,326	571,053	9,493,712
Capital: University Student Center	-	-	-	500,000	400,110	4,674,030	250,800	5,824,940
Capital: Alumni Center	2,402,500	593,279	20,000	4,175	2,000	102,225	561,637	3,685,816
Annual Fund	840,582	1,110,090	518,501	295,919	452,736	492,705	450,194	4,160,727
Totals	9,931,537	6,721,319	2,583,248	3,937,787	2,775,781	9,100,889	4,351,617	39,402,178

CONSENT AGENDA
INFORMATION ITEM K

Public Relations Report

MEDIA COVERAGE AND PLACEMENT

Longwood alumna Kathy Blanco was nominated for Teacher of the Year in Prince William County as reported by the *Bull Run Observer* of Manassas on February 15, 2013. A similar story ran in the *Smith Mountain Eagle* on April 3, 2013.

QAGraphics.com posted “QA Graphics Helps Longwood University Educate the Public about Biomass Heating Plant” on February 15, 2013. This story was also posted on PRWeb.com on February 19, 2013.

Suffolk (Va.) *News-Herald* online posted a tweet about Longwood University’s Big South Conference Quiz Bowl team placing second in the Big South Conference’s annual trivia competition on February 16, 2013. A story on the quiz bowl team ran in the *Suffolk News-Herald* on February 17, 2013; *King George Journal* hometown news on February 20, 2013; *Journal of Colonial Beach/Westmoreland* on February 20, 2013; and *Progress-Index* of Petersburg on February 26, 2013.

Longwood was mentioned in the *Progress-Index* of Petersburg in a story titled “Big Changes for RBC” on February 17, 2013.

Longwood was mentioned in the *Richmond Times-Dispatch*’s calendar of events section “Crater Small Business Development Center of Longwood University sponsors an ‘Ask the Experts’ small business roundtable” on February 18, 2013. This item also appeared in the events calendar of the *Progress-Index* of Petersburg on February 18, 2013.

Kevin Miller, Longwood’s energy manager, was quoted in *The News Virginian* of Waynesboro in a story titled “Longwood gets Dominion energy grant,” which ran February 18, 2013. Similar stories ran in the *Mecklenburg Sun* on February 20, 2012; *Southside Messenger* on February 27, 2013; *News & Record* of South Boston on February 21, 2013; and *Biomass Magazine* on March 1, 2013.

The Daily Progress of Charlottesville mentioned Longwood in a story titled “State logistics research group formed” on February 18, 2013. This story also ran in *The Hopewell News* in a story titled “New university, business collaboration on logistics” on February 19, 2013, the *Richmond Times-Dispatch* and *Richmond Times-Dispatch* online in a story titled “RVA’s next big move? That’s Logistics” on February 24, 2013 and *News & Record* of South Boston’s story titled “Longwood involved in collaborative research in logistics” on April 4, 2013.

Value Investing News of Richmond mentioned Longwood several times in a post titled “QA Graphics Creates Video for Longwood University to Educate the Public about Biomass Heating Plant” on February 19, 2013. This post was also on Fat Pitch Financials of Richmond and PRWeb on February 19, 2013; PR.com and *Houston Chronicle* online on February 20, 2013; and ENN Exhibitor News Network on February 21, 2013.

Dick Ephgrave, director of the Longwood Small Business Development Center in Martinsville, was quoted in the *Martinsville Bulletin* story titled “Minimum wage hike plan gets mixed reviews” on February 19, 2013.

Progress-Index of Petersburg mentioned Longwood in its calendar section under “Author Steven Faulkner visits Dinwiddie Library” on February 20, 2013. *Progress-Index* online also posted a notice of the talk.

Southside Messenger mentioned Longwood in a story that ran February 20, 2013, titled “Marketing innovator Andy Stefanovich to speak at Longwood University.”

Southside Messenger mentioned Longwood in their calendar section under “Civil War Seminar” on February 20, 2013.

Southside Messenger reported “Longwood Placed on ‘Best Value Colleges’ List” of the Princeton Review, on February 20, 2013. *The News Progress* of Clarksville reported “The Princeton Review names Longwood one of 75 public Best Value Colleges” on February 20, 2013.

Southside Messenger reported on Longwood’s Executive-in-Residence series in a story titled “President/CEO of Barber Martin to be Executive-in-Residence at Longwood Univ.” on February 20, 2013.

Fort Lee Traveller mentioned Longwood on February 21, 2013 in their Book Talk section announcing Steven Faulkner’s visit to the Dinwiddie Branch Library in February.

Olivia Pruitt, a Longwood University senior, received a byline in the *Star-Tribune* of Chatham on her story titled “Animal group rescues dogs” on February 20, 2013.

Sallie McMullin, dean of admissions at Longwood, was quoted in the *Free Lance Star* of Fredericksburg on February 21, 2013, in a story titled “UMW applications down 6.2 percent.”

Longwood was mentioned in Del. James Edmunds’ weekly congressional media report, which ran in the *News & Record* of South Boston on February 21, 2013.

Gene Muto was quoted in a *Southside Messenger* article titled “Longwood presents L’Amour: An Opera Theatre Workshop” on February 27, 2013.

Mechanicsville Local mentioned Longwood in a story titled “Boy’s and Girl’s State interviews to be held next month” on February 27, 2013. The Boys and Girls State event was also mentioned in *Altavista Journal* on April 3, 2013; and the *Madison Eagle* on April 11, 2013.

Dr. Sarai Blincoe, a Longwood University professor, was quoted in the *Southside Messenger* in a story titled “Longwood professor studies building trust in the Middle East” on February 27, 2013.

Amelia Bulletin Monitor mentioned Longwood in a story titled “Interest noted in cabinet facility, free business help offered at chamber meeting” that ran on February 28, 2013.

Richmond Times-Dispatch quoted David Buckalew, a Longwood associate professor of biology, in a story titled “Salmonella found in streams” that ran on March 2, 2013. Other media outlets that reported this story included PilotOnline.com, NBC12.com, WRIC.com, WSET.com, AP Regional State News Report – Virginia, BeaumontEnterprise.com, SFGate.com, *San Francisco Chronicle*, NewsAdvance.com, *The Atlanta Journal Constitution*, *Seattle Post-Intelligencer* and *Richmond Times-Dispatch* online titled “Longwood researchers find salmonella in streams.” It also appeared on March 2, 2013, in the *Houston Chronicle*, *The Examiner* of Washington, D.C., *The Washington Post*, WSBTV.com of Atlanta, WTTG-TV of Washington, D.C., WHIO-AM of Dayton, Ohio, WVAW-TV of Charlottesville, *Times Union* of New York, WBNS-TV of Columbus, Ohio, KTVU-TV of Oakland, Calif., WAVY-TV of Portsmouth, WTOV-TV of Steubenville, Ohio, WJAC-TV of Johnstown, Pa., KFOX-TV of El Paso, Texas, WVNS-TV of Bluefield, W.Va., *Palm Beach Post* of West Palm Beach, Fla., *Journal News* of Lima, Ohio, LancasterFarming.com, *Middletown Journal* of Cincinnati, Ohio, WVVA-TV of Bluefield, W.Va., WOKV-FM of Jacksonville, Fla., *San Antonio Express-News*, and Foxdc.com. It also appeared in *The News Virginian* of Waynesboro, *The Daily Progress* of Charlottesville, *The News & Advance* of Lynchburg, *The Martinsville Bulletin*, *Danville Register & Bee*, *Progress-Index* of Petersburg and *The Daily News Leader* of Staunton on March 3, 2013. The *Virginian Review* of Covington printed the story on March 4, 2013.

The News Virginian mentioned Longwood in a story titled “Novelist Whitehead wins Dos Passos Prize” on March 3, 2013. This story also ran in the *Daily Progress* on March 3, 2013.

Independent-Messenger of Emporia mentioned Longwood in their story “Education Center Phase III nears completion” on March 6, 2013.

Franklin News-Post of Rocky Mount mentioned Longwood in a story titled “FCHS Chess team to compete in state championship” on March 6, 2013. A similar story, titled “Longwood Dean to Make Ceremonial ‘First Move’ at State Chess Tournament,” ran in the *Southside Messenger* on March 13, 2013, and *Smith Mountain Eagle*’s story “2 Franklin Co. teams compete in State Chess event” ran on March 20, 2013.

Students from Longwood University’s Baptist Collegiate Ministry traveled to Staten Island to assist Hurricane Sandy victims during their spring break in March, reported the *Charlotte Gazette* on March 13, 2013.

Dr. Jim Jordan was quoted in the *Richmond Times-Dispatch* in a story titled “Window signers left ‘piece of themselves’” on March 18, 2013.

Southside Messenger reported “Candice Ransom to speak at Longwood” on March 20, 2013.

Southside Messenger reported “Thornton Cline Coming to Local Barnes & Noble” on March 20, 2013.

The *Southside Messenger* mentioned Longwood in a story titled “Longwood choirs to explore ‘Poetry of Music’ together” on March 20, 2013.

The Roanoke Times mentioned Longwood’s hosting The Virginia National Geographic Bee in a story titled “Dublin Middle student named semifinalist in National Geographic Bee,” which ran on March 22, 2013. Similar stories ran in the *Rappahannock News* on March 28, 2013, and in *Leesburg Today* online on April 2, 2013. Other news stories associated with the geography bee ran in the *Northern Virginia Daily* on March 23, 2013; Ashburn Patch on March 27, 2013; *The News Virginian* on April 4, 2013; *Leesburg Today* on April 5, 2013; AshburnToday.com and *Southside Messenger*, both on April 10, 2013; *Gloucester-Mathews Gazette Journal* on April 11, 2013; and *Herndon Connection* on April 23, 2013.

Richmond Times-Dispatch ran a story titled “Son of W&M head will lead Longwood” on March 24, 2013. Other media outlets that reported the appointment of Taylor Reveley IV as president of Longwood on March 24, 2013, included *Culpeper Star-Exponent*, *The Daily Progress* of Charlottesville, AP News, PilotOnline.com/Hampton Roads.com, WRIC-TV Channel 8 of Richmond, WVIR NBC29 of Charlottesville, *The News Virginian* of Waynesboro, *The News & Advance* of Lynchburg, *Roanoke Times*, *Danville Register & Bee* and WVIR-TV Charlottesville and the *Sunday Free Lance-Star* of Fredericksburg. *The Winchester Star* and *The Gazette-Virginian* of South Boston reported the story on March 25, 2013. National Public Radio (NPR) aired an interview with President-elect Reveley on April 3, 2013.

A number of media outlets reported on Longwood students being inducted into the Phi Kappa Phi honor society. These included *The Gazette-Virginian* of South Boston on March 25, 2013; *Tidewater Review*, *Courier Record* of Blackstone and *Star-Tribune* of Chatham, all on March 27, 2013; *The Crewe/Burkeville Journal*, *Amelia Bulletin* and the *Southside Sentinel*, all on March 28, 2013; *Free Lance-Star* on April 1, 2013; Southwest Roanoke County’s Community Notebook online on April 2, 2013; *York Town Crier* of Yorktown on April 3, 2013; *Mount Vernon Gazette* on April 4, 2013; Roanoke.com (*The Roanoke Times*) on April 5, 2013; and *Progress-Index* of Petersburg on April 23, 2013.

Southside Messenger featured Longwood Center for the Visual Arts in a story titled “Start with Art, Learn for Life” on March 27, 2013.

Longwood was mentioned in *Amelia Bulletin Monitor*’s story titled “Longwood’s Call Me MISTER program plans auction, banquet” on March 28, 2013. This story ran again on April 4, 2013.

The Enterprise of Stuart mentioned Longwood in a story titled “Two Patrick County teachers receive technology awards” on April 3, 2013. A similar story titled “Appomattox wins tech award” ran in the *Times-Virginian* of Appomattox on April 3, 2013.

Roanoke Times Blogs quoted Professor Susan Lynch of Longwood in a post titled “Volunteers make spring-break recreation possible for kids with disabilities” on April 3, 2013. This story was posted on SWOCO (Southwest Roanoke County’s Community Notebook) blog on April 4, 2013.

Washington Technology online reported “Longwood alum named president and chief operating officer of QinetiQ” on April 4, 2013.

The *Charlotte Gazette* mentioned that Longwood University music faculty judged the local music competition in a story titled “2013 James Bland Music Competition Held March 1” on April 10, 2013.

The *Southside Messenger* reported Peter Straub would speak at Longwood in its story titled “Horror Fiction Writer to Speak at Longwood” on April 10, 2013.

The *Southside Messenger* reported Elizabeth Vercoe was set to speak at Longwood in its story titled “**Composer Vercoe to speak at Longwood**” on April 10, 2013.

Suzy Szasz Palmer was quoted on SouthsideMessenger.com in a story titled “Longwood Names New Dean of the College of Education and Human Services” posted on April 11, 2013. This story also ran in the *Southside Messenger* on April 17, 2013.

Alex Grabiec, exhibitions manager LCVA, was quoted on SouthsideMessenger.com in a story titled “LCVA Exhibition to Feature Longwood’s Graduating Artists” posted April 11, 2013.

The *Amelia Bulletin Monitor* quoted Longwood senior Crystal Willoughby in a story titled “Longwood student from Amelia attends prestigious teachers conference” on April 11, 2013.

Andrea Dailey, multimedia specialist/photographer at Longwood, was credited for a photo posted on MNN.com (Mother Nature Network) in their story “Mayan calendar suggests it was drought that doomed their civilization” posted on April 12, 2013.

The News Virginian featured Longwood in a story titled “Research program has science/math focus” on April 15, 2013.

Longwood students were featured in a photo and story published in the *Richmond Times-Dispatch* on April 20, 2013. The story was titled “The Virginia Home volunteers brighten residents’ lives.”

Professor Walter Witschey was quoted in an article on LiveScience.com titled “Oldest Maya Sun Observatory Hints at Origin of Civilization” posted on April 25, 2013.

PUBLICATIONS and VISUAL ARTS

The spring 2013 issue of *Longwood* magazine was mailed to more than 36,000 alumni, parents and friends on March 18. This 48-page publication featured articles on Longwood alumni helping special kids discover their potential through performance, the Lancer Student Investment Fund outperforming at the S&P 500, the 2013 Alumni Awards going to three outstanding individuals, and the Cunninghams as center stage for decades of Longwood memories.

Publications for all Office of Alumni Relations programs and reunions were completely redesigned with a fresh new look that complements both *Longwood* magazine and *On Point*.

WEB and SOCIAL MEDIA COMMUNICATION

On Point Newsletter Now Available Online

On Point, Longwood's newsletter for alumni and friends, is now available in an online format. The project was completed in April, and each edition features a prominent cover story, on-campus and alumni news, athletic updates and a photo gallery. View the latest edition at: <http://onpoint.longwood.edu>



Improved Crisis Communication, New Homepage Alert Formats

The web team has recently revised the homepage notice and emergency alerts to display in one of three formats depending on threat and severity. In addition, the alert messages will display in our new mobile web app. Both initiatives are pulling information from a new, temporary emergency communication website that is easier to manage and update, which was used for a variety of incidents this year. This site will be moved to off-campus hosting and enhanced to replace our current crisis communication website.

New Social Media Initiatives Aid in Recruitment

The web team has embarked on two new social media initiatives focused on recruitment and yield. The *Join the Lancer Family* initiative encourages deposited students to tweet (and/or instagram) a photo of themselves with their Longwood stickers using hashtag #lancerfamily. They are then invited to visit [whylongwood.com/lancerfamily](http://www.whylongwood.com/lancerfamily) to see their post and other posts from accepted students, effectively showcasing the pride incoming students have when deciding to come to Longwood. View the Lancer Family initiative at: <http://www.whylongwood.com/lancerfamily>



The second initiative helps connect prospective students with Longwood peer mentors, a group of students that aid first year students in their transition to college. The web team monitors for tweets from prospective students, which are then assigned to the new peer mentor social media team. A peer mentor will then respond via Twitter as appropriate, helping to build a relationship

that will hopefully have a positive effect on the prospective student's decision to come to Longwood. In the first month, almost 200 connections were made by this eight-student team.

2011-12 Online Annual Report Now Available, Showcases Uncommon Bonds

Longwood's latest annual report is now online and interactively showcases the bonds that form between faculty and students at Longwood University, one of our most distinctive characteristics. View the online annual report at: <http://annualreport.longwood.edu>



CONSENT AGENDA

INFORMATION ITEM L

Update on Marketing Plan

MARKETING/COMMUNICATIONS PLAN UPDATE

Twitter Advertising Proves Successful... Again

As seen in our fall advertising campaign, Twitter advertising has proven successful in building connections this spring, adding 1,316 people to Longwood's social community. These people will now receive news and updates from Longwood via Twitter, which helps build and nurture these external relationships. The Twitter campaign targeted Northern Virginia, Washington, D.C., Richmond and Hampton Roads.

New Marketing Agency on Campus in April for Interviews

BD&E, a marketing/branding agency in Pittsburgh, sent a four-person team, including President Jeff Flick, to campus in late April. The team immersed themselves in Longwood's culture and came away with an understanding of what makes the university distinctive. The team interviewed about 60 people on campus in two days, and conducted additional interviews of alumni via telephone. They were very impressed with the consistency of the message they heard about Longwood's primary characteristics and are excited about working to develop the most effective articulation of what Longwood's brand looks like and sounds like. BD&E will be developing a strategy to meet admissions objectives and specific publications needed to recruit the class of 2014.

In addition, DIA, an agency in Norfolk, will be working with Longwood on media relations, social media, video and new media projects in the coming year.

AUDIT

**BOARD OF VISITORS
AUDIT**

INFORMATION ITEM 2

Report from Auditor of Public Accounts for FY 2012

Internal Audit will present the audit report from the Auditor of Public Accounts (APA) on Longwood University's Fiscal Year 2012 Financial Statements.

**BOARD OF VISITORS
AUDIT**

INFORMATION ITEM 3

Update on Internal Audit and Institutional Compliance Activities

Audits and Reviews

Audit Plan FY 2013	Status
Quality Assurance Review of Internal Audit Function	Complete
Student Interns – Conferences and Scheduling	Complete
Residential Management System	Complete
Information Technology Governance	Complete
Follow Up on Campus Police	Complete
Student Interns – Campus Recreation	Complete
Banner Finance	In Progress
Contract Management	In Progress
Follow Up on Student Health	Not Started
Environmental Health & Safety	Postponed
NCAA Annual Audit Year 2	Cancelled – Big South did an audit
Fraud, Waste, Abuse Hotline Issues	1 unsubstantiated

Institutional Compliance

1. Governance, Risk, and Compliance (GRC) software – audit module was implemented.

**ADMINISTRATION,
FINANCE, FACILITIES
AND TECHNOLOGY**

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

ACTION ITEM 4

Approval of Internal Operating Budget for FY 2013-2014

The Internal Operating Budget for FY 2013-2014 will be made available to the Board at the meeting.

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

ACTION ITEM 5

Approval of Request for Funds from Auxiliary Reserve

ACTION REQUESTED: On behalf of the President, I move that an allocation up to \$1,045,000 be made from the University's General Auxiliary Reserve Fund for the following projects:

From General Auxiliary Reserves

- | | |
|------------------------|-----------|
| a) LCVA Chiller Repair | \$175,000 |
| b) Marketing Plan | \$870,000 |

TOTAL	\$1,045,000
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RATIONALE: The University has increased reserves substantially over the last three years to facilitate required repairs of less than \$1,000,000 and to use as operating funds for special projects requiring outside consultants. A reserve is an undivided or unidentified portion of net assets held for a special purpose. There are three categories that are related to different expenditures (1) operating reserves, (2) reserves for renewal and replacements, and (3) reserves for major renovation, acquisition, and plant or program expansion. Operating reserves are required to manage fluctuating revenue collections or unanticipated events; and are designated for working capital and contingencies. Reserves to meet facilities and equipment demands are necessary to provide for longer-term maintenance and renewal needs of the institution without requiring major fluctuations in fees.

BACKGROUND:

LCVA Chiller Repairs

The LCVA building houses temperature and humidity sensitive artwork. The HVAC system in that building is insufficient for the load demanded to protect the artwork. The chiller required to maintain the condition in the space is failing and in need of replacement before summer temperatures potentially compromise the collections on display and stored there.

The LCVA chiller has four compressors. Two of the four compressors failed last month. Repairs were made to get one of them back online so the system is now operating with three compressors. The compressor that needs replacing has been isolated to keep it from shutting the unit down entirely. At this point the unit is holding conditions and should be sufficient as long as outside air temperature does not exceed 90 degrees F.

Marketing

Funds set aside for marketing efforts in 2013-14 will be used to support Longwood's branding, recruitment and overall public awareness efforts. BD&E, the university's new marketing/branding agency will conduct a brand refresh, develop a recruitment strategy and produce all-new recruitment materials for the Office of Admissions. The university's new PR firm, DIA, will handle media relations, social media, new media and video needs. In addition, the university will continue to run strategically placed advertising and targeted promotional efforts in targeted high schools. The BD&E contract, which runs from April 1, 2013-June 30, 2014, is \$300,000. The DIA contract, which runs July 1, 2013-June 30, 2014, is \$70,000. Advertising and additional targeted recruitment promotions for the year are budgeted at \$500,000, approximately the same amount that has been spent in the past two-three years. Advertising placements traditionally have included television, Hulu, Pandora, Facebook, Twitter and other online and social media outlets. Targeted high-school recruitment promotions have included athletics and academic club sponsorships and newspaper advertising at a several high schools in Longwood's primary recruitment areas of Northern Virginia, Hampton Roads and Richmond. The total amount for marketing and branding efforts in 2013-14 is \$870,000.

If these request are approved the, estimated General Auxiliary Reserve balance will be \$7,244,728.

PRESIDENTIAL REPORTS

**BOARD OF VISITORS
PRESIDENTIAL REPORTS**

ACTION ITEM 6

Approval of Amended and Restated Memorandum of Understanding Between Longwood University and the Longwood University Real Estate Foundation

ACTION REQUESTED: On behalf of the President, I move that the Board of Visitors approve the Memorandum of Understanding between Longwood University and the Longwood University Real Estate Foundation.

RATIONALE: This Amended and Restated Memorandum supersedes the one previously approved in September 2012. Further review by our SACS staff deemed some additional language was prudent. As we prepare for the SACS assessment and visit in 2014, this document ensures that we meet the standards set forth for affiliated organizations.

BACKGROUND: The Longwood University Foundation and the Longwood Center for the Visual Arts both have a similar agreement with the University. Adoption of this Memorandum makes the University's affiliation with the Real Estate Foundation more consistent with that of its other affiliated organizations.

AMENDED & RESTATED
MEMORANDUM OF AGREEMENT UNDERSTANDING
BETWEEN
LONGWOOD UNIVERSITY
AND THE
LONGWOOD UNIVERSITY REAL ESTATE FOUNDATION

Pursuant to the provisions of Item C-25.05, 2003 Va. Acts c.1042 (the “Act”), Longwood University, an educational institution, public body and instrumentality of the Commonwealth of Virginia (the “University”) and Longwood University Real Estate Foundation, a Virginia non-stock corporation (“LUREF”) have entered into this continuing Memorandum of Understanding (“MOU”) in order to set forth and memorialize certain general understandings and agreements between the University and LUREF as follows:

1. 1- Subject to § 4-4.01 x. of the Act, the General Assembly has authorized the University to enter into a written agreement, or agreements, with LUREF in order to support student housing projects through alternative financing agreements, including without limitation public-private partnerships-2.

2. Further, pursuant to the Act, the University is authorized to enter into written agreements with LUREF to support such student housing facilities; and, the support may include agreements to: (i) include the student housing facilities in the University's student housing inventory; (ii) manage the operation and maintenance of the facilities, including collection of rental fees as if those students occupied University-owned housing; (iii) assign students to the facilities in preference to other University-owned facilities; (iv) restrict construction of competing student housing projects; (v) seek to obtain police power over the student housing as provided by law; and (vi) otherwise support the student housing facilities consistent with law, provided that the University shall not be required to take any action that would constitute a breach of the University's obligations under any documents or other instruments constituting or securing bonds or other indebtedness of the University or the Commonwealth of Virginia.

3. 3-LUREF has been organized, and shall be operated, to receive, maintain, and administer assets in perpetuity exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (“IRC”). LUREF shall carry out its purposes and operate as a “supporting organization,” described in Section 509(a)(3) of the ~~Internal Revenue Code~~IRC, by conducting and supporting activities that promote the advancement and further the aims and purposes of the University, a Virginia public corporation and an organization described in Sections 501(c)(3), 509(a)(1), and 170(b)(1)(A)(ii) of the ~~Internal Revenue Code~~IRC.

4. ~~4.The University and LUREF may enter into certain other and/or further specific agreements, understandings, undertaking~~ The University and LUREF may enter into certain other and/or further specific agreements, understandings, *undertakings* and/or arrangements from time to time in furtherance of LUREF’s activities as a supporting organization on behalf of the University.

In its role as a “supporting organization” for the University, LUREF undertakes activities consistent with its Articles of Incorporation, which define and limit LUREF’s purpose as a “supporting organization” under IRC Section 509(a)(3) – specifically to conduct and support activities that promote or advance the aims and purposes of the University. The University does not undertake any obligations or liabilities in connection with LUREF’s activities or assets, unless legislative authorization is first obtained consistent with the requirements of Virginia law. Moreover, the University is generally protected by the doctrine of sovereign immunity and the Virginia Tort Claims Act (Va. Code §§ 8.01 – 195.1, et seq.) Except as specifically provided by contract, agreement or other authorization entered into by the University:

(a) The University shall not be generally liable for any of LUREF’s contracts, torts, or other acts or omissions of its director, officers, or staff;

(b) The University is not obligated to provide insurance coverage of any type for LUREF or its Directors, officers, or staff; and,

(c) The University shall have no obligation to provide any legal defense for the Foundation, or its directors, officers, or staff in the event of any claim against any of them.

The University and LUREF state their intention that this continuing MOU satisfy the requirements of Standard 3.2.13 of the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

LONGWOOD UNIVERSITY REAL
ESTATE FOUNDATION,
a Virginia non-stock corporation

LONGWOOD UNIVERSITY

Otis L. Brown, Chairman
Longwood University
Real Estate Foundation

~~**Ms. Marjorie M. Connelly, Rector**~~**By:**
Longwood University
Board of Visitors

Date:

Date:

**BOARD OF VISITORS
PRESIDENTIAL REPORTS**

INFORMATION ITEM 7

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, summer maintenance projects and 315 West Third Street.

ACADEMIC AND STUDENT AFFAIRS

**BOARD OF VISITORS
ACADEMIC AND STUDENT AFFAIRS**

ACTION ITEM 8

Approval of Revisions to the *Faculty Policies and Procedures Manual*

ACTION REQUESTED: On behalf of the President, I move that the Board approve the following revisions to the *Faculty Policies and Procedures Manual*.

1. Plus/Minus Grading at the Graduate Level

RATIONALE: There is a vast difference between cumulative work earning a low B and that earning a high B, there is currently no distinction between those grades in terms of GPA for graduate students. Similarly, there is very little difference between high C and low B, there is a relatively enormous difference between these grades with regard to GPA. This revision will allow consistency with undergraduate grading. This new system would more accurately reflect the rigor of graduate course work.

BACKGROUND: The current policy on Grading found in the *Faculty Policies and Procedures Manual* does not address a detail grading process for graduate students. Graduate Curriculum Committee and Graduate Council determined after further study that changing grading to include plus and minus in the calculation of the GPA is in the best interest of graduate students. The Faculty Senate approved the revisions to the Grading Policy on February 14, 2013. The revisions are presented below: Deletions are struck through and additions as in bold print.

Section II – Instruction and Advising, Item C. Grading, page 15, Number 2g., second paragraph, Remove the following: ~~For graduate students, the grades of “P” (pass) and “NP” (not pass) are also used in all thesis research, collaborative special education research, teacher research, lecture/recital, and comprehensive examination courses and are not used in calculating the grade point average.~~

Add the following as Number 7, on page 17.

7. GRADUATE GRADES

Passing grades for graduate students are A, A-, B+, B, B-, C+, C, and C-.

A. Excellent (4 quality points)

A-: Excellent (3.7 quality points)

B+: Good (3.3 quality points)

B: Good (3 quality points)

B-: Good (2.7 quality points)

C+: Passing (2.3 quality points)

C: Passing (2 quality points)

C-: Passing (1.7 quality points)

F: Failure (0 quality points)

I: Incomplete. The grade of "I" indicates that because of illness or for good reason,

the work of the semester has not been completed. An “I” becomes an “F” unless the work is completed and the instructor assigns a course grade by the last day of classes of the subsequent regular semester as published in the University calendar (i.e., an incomplete awarded in the fall semester must be removed by the last day of classes in the spring, and an incomplete awarded in the spring or summer semesters must be removed by the last day of classes in the fall). The awarding of a grade of “I” requires an understanding between the instructor and student as to when and how the course will be completed. An extension of the time limit is possible, but must be approved, prior to the expiration date stated above, by the instructor and the Dean of the College of Graduate & Professional Studies. A graduate student with six or more hours of incompletes will not be allowed to enroll in any additional graduate courses.

P: Pass (0 quality points)

SP: Satisfactory Progress (0 quality points)

NP: Not Pass (0 quality points)

W: Withdrawal (0 quality points) without penalty. A grade of "W" is automatically assigned for withdrawal from the end of the drop period (first six class days) through noon on the thirty-fifth (35th) day of full term fall and spring classes and for other documented withdrawals. See paragraph on Withdrawal Policy.

AU: Audit (0 quality points). Automatic grade assigned for GRAD 698 – Continuous Enrollment. For other graduate course offerings, participation on a noncredit basis by students who meet certain minimum standards set by the course instructor. Students wishing to audit must have permission from the chair of the department in which the course is offered and are subject to the same tuition and fees as students enrolled for credit.

The grades of AU, I, P, SP, NP, and W are not calculated in the grade point average. The Pass/Satisfactory Progress/Not Pass grading option will be used in all thesis research, collaborative special education research, teacher research, lecture/recital, and comprehensive examination courses and will not be used in calculating the grade point average. The Pass/Satisfactory Progress/Not Pass grading option may be used in all practicum, internships, externships, and field/clinical experiences if so designated by the program and will not be used in calculating the grade point average. Each course will have a minimum number of hours with a “Pass” grade required and only those hours with a grade of “P” will meet requirements for completion.

2. Definition of Graduate Faculty

RATIONALE: The changes/additions provide further clarification and reinforcement of the requirements to be eligible to teach a graduate course and assist with SACS clarification.

BACKGROUND: A SACS review suggested an enhancement to the classification of graduate faculty in the FPPM to better emphasize the requirements. The enhancement was achieved by rewriting the last sentence of the first paragraph in Section H.1. , and adding one sentence in the last paragraph of Section H. 2. Deletions are struck through and additions are in bold print.

H. SECTION III, ACADEMIC PERSONNEL POLICIES, ITEM H. GRADUATE FACULTY, PAGE 80-82

Graduate Faculty (page 80)

1. Classification of Graduate Faculty

Depending on their qualifications, members of the Graduate Faculty are classified as Full Graduate Faculty, Associate Graduate Faculty, or Graduate Instructors. The qualifications and responsibilities for each class of Graduate Faculty are given below. Membership allows a faculty member all the rights and privileges associated with graduate faculty status. **In order to be qualified to teach a graduate course, a faculty member must be classified as Graduate Faculty in order to teach a graduate course and must either have an earned doctorate /terminal degree in the teaching discipline or related discipline or the requisite professional experience according to the procedures as specified in Section H. 2.**

2. Appointment of Graduate Faculty (page 81)

The primary responsibility for designating Graduate Faculty rests with the chairs of the academic departments. Appointments to the Graduate Faculty must be agreed upon by the appropriate College Dean and by the Dean of the College of Graduate and Professional Studies.

The Dean of the College of Graduate and Professional Studies will maintain a current list of Graduate Faculty with their classifications as Full Graduate Faculty, Associate Graduate Faculty, or Graduate Instructor and with their terms of appointment. Each year, the Graduate Dean will provide each College Dean and Department Chair with this current list. Each Department Chair may then recommend reappointment of Graduate Faculty whose term has expired, recommend the appointment of new Graduate Faculty who qualify for a particular membership classification, and recommend removal of Graduate Faculty who are no longer at Longwood University or who no longer qualify for Graduate Faculty membership. **Department chairs must provide written justification for the appointment of graduate faculty who do not hold the terminal degree.** These recommendations will be forwarded to the appropriate College Dean and to the Dean of the College of Graduate and Professional Studies for final concurrence.

3. Class Attendance

RATIONALE: Currently the attendance policy is inconsistent with the existing policies of the Student Health and Wellness Center. In addition, the attendance policy does not address mental health reasons for excused absence.

BACKGROUND: Both the Student Health and Wellness Center and the Office of Student Affairs recommend clarification and addition to the attendance policy. Changes to the attendance policy were made to account for mental health issues as well as greater specificity regarding instances in which Student Health personnel can issue documentation of needed absences. The Faculty Senate approved the revisions on. The revisions are presented below. Deletions are struck through and additions are in bold print. **(SECTION II. INSTRUCTION AND ADVISING)**

Item F. CLASS ATTENDANCE, page 21, number 3.

Students must assume full responsibility for any loss incurred because of absence, whether excused or unexcused. Instructors should permit students to make up work when the absence is excused. Excused absences are those resulting from the student's participation in a university sponsored activity, from recognizable emergencies, or from serious illness. Faculty may require documentation for excused absences in their attendance policy. Student Health Services ~~can~~ **will** provide documentation of needed absence in very limited cases: **only for those students who are sent home by Student Health (exp. Communicable disease). The Dean of Students may also provide documentation for students unable to attend class due to mental health reasons.** ~~for students hospitalized locally or absent at the direction of the Student Health Services personnel.~~

4. Post Tenure Review

RATIONALE: This policy greatly strengthens the ability of the department to rehabilitate faculty members in Post Tenure Review, while also protecting the rights of individual faculty members for due process.

By eliminating the "three in five years" provision, this policy also eliminates concerns about the length of time it might take to move a poorly performing faculty member from unsatisfactory annual performance evaluations, through Post Tenure Review, and possibly to termination, if the faculty member fails to make satisfactory progress in the PTR period.

BACKGROUND: At the March 2011 Board of Visitors meeting, Larissa Ferguson, Faculty Senate Chair, and Ken Perkins, VPAA, discussed the nature of the Post-Tenure Review (PTR) policy with the Board members. This discussion included a survey of PTR policies at other Virginia schools. Out of that discussion Dr. Ferguson pledged that the Faculty Senate would review the PTR policy.

During the 2011-2012 school year, an Ad Hoc Committee on Post-Tenure Review, which included Brian Bates, Robert Webber, Vonnice Colvin, and Ray Brastow, developed a substantial

revision of the Post-Tenure Review policy. They presented their report at the April Senate meeting. Faculty Senate approved the policy on April 12, 2013.

SECTION III. ACADEMIC PERSONNEL POLICIES, V. POST TENURE REVIEW, PAGE 111

V. POST TENURE REVIEW Deletions are struck through and additions are in bold print.

~~Tenured faculty members who receive two consecutive less than satisfactory overall reviews or three less than satisfactory overall reviews within a five year period shall immediately undergo the post-tenure review described below, therefore going into the two year probationary status period.~~

~~A two year plan will be developed by the tenured faculty member identified as less than satisfactory in consultation with the chair and the dean to address areas of concern. The department tenure committee will approve the two year plan and will also participate together with the chair and the dean in subsequent annual reviews of the faculty member.~~

~~As with all annual reviews, the primacy of teaching effectiveness shall be manifested in the two year plan during the post-tenure review process. The faculty member's record must indicate a continuing pattern of success and evidence of further growth and achievement in the following criteria:~~

- ~~a. Possession of the recognized terminal degree.~~
- ~~b. Quality teaching, service and scholarship as defined by the departmental standards available from the department chair. (See Section III.P.II. General Criteria for Evaluation.)~~

~~If at the end of the two year period, the probationary faculty member has failed to make reasonable progress as determined jointly by the dean, department chair and tenure (or P&T) committee, the chair will recommend to the college dean that the faculty member receive a one year terminating contract.~~

- 1. Definition of Post-Tenure Review: The purpose of the post-tenure review (PTR) is to provide a mechanism for faculty peers and administrators to review and evaluate a colleague's work and to assist those faculty members whose performance fails to meet expectations. It is not a re-tenuring process. Rather, post-tenure review is designed to ensure that all members of the faculty, regardless of status or length of service, are performing their duties conscientiously and with professional competence. (Excerpt from William & Mary policy) Any tenured faculty member who receives two overall annual performance evaluations of "fails to meet expectations" in a three year period shall be placed in post-tenure review (PTR).**
- 2. Post-Tenure Review Initiation Procedures**

- a. The faculty member will learn that he or she will be placed on PTR during the individual meeting with the Department Chair to address the Annual Performance Evaluation, as required in the *Faculty Policy and Procedures Manual* (S. Annual Performance Evaluation). The chair will provide the faculty member with a letter that states that the PTR process has been initiated. A copy of that letter is provided to the college dean and Vice President for Academic Affairs (VPAA).
 - b. The department chair must meet with the promotion and tenure (P & T) committee after issuing the final evaluation. Once the PTR process is initiated, the department's P & T committee will become the Post-tenure Review committee for this faculty member. If the P & T committee unanimously disagrees with the Chair's recommendation, the committee must write a letter of disagreement that will become part of the faculty member's record with a copy to the Dean. The committee cannot over-ride the Chair's decision, but will convey its concerns in writing.
 - c. The Dean and the PVPAA will review the evaluation to ensure that policies and procedures have been followed. The final notification of the faculty member's status in regard to PTR will be in the faculty member's contract.
3. **Post-Tenure Remedial Action Plan:** Any faculty member who is placed in post-tenure review shall develop a remedial action plan (RAP) designed to remedy performance deficiencies. The RAP will be developed in consultation with the department chair and the P & T committee within 30 days of the faculty member being placed in post-tenure review. Since the faculty member's placement on PTR will be noted on his/her contract, this process must be completed by July 1. The RAP will:
- a. Identify specific weaknesses;
 - b. Define specific actions to help the tenured faculty member overcome those weaknesses;
 - c. Set an appropriate time line for improvement to be achieved as soon as possible, but in no case more than two years following the end of the evaluation period in which post-tenure review was triggered;
 - d. Indicate measures to assess improved performance;
 - e. Identify institutional resources that may be used to assist the tenured faculty member in achieving the specified improvement.
4. **Approval of the Remedial Action Plan:** The RAP shall be approved by the department chair and the P & T committee who will each sign the approved RAP and provide the original to the faculty member and copies to the college dean and VPAA as well as retain a copy in the departmental files.
5. **Review of Faculty Member's Progress on the Remedial Action Plan**
- a. **End of Year 1 Review**
The department chair and the P & T committee members shall meet with the faculty member at the end of year 1 to review the faculty member's progress on the RAP. Following that meeting, the department chair and the P & T committee shall arrive at their findings for year 1. The faculty member will receive a letter that addresses all components of the RAP and this becomes part of the faculty member's annual review. Copies of this letter are sent to the college dean and VPAA.
 - b. **Lack of Progress Toward PTR**

At any point in the post-tenure review process either the department chair or the P & T committee can initiate an interim review of the faculty member's progress on the RAP if they perceive that insufficient progress is being made to address the issues defined in the RAP or if other issues arise that require attention. The results of that review shall be shared with that faculty member in writing and in person.

c. Lack of Good Faith Effort

If at any point in the post-tenure review process, in the opinion of the department chair and the P & T committee, the faculty member is making minimal or no progress in the goals of the RAP they may conclude that the faculty member is not making a good-faith effort. They shall meet with the faculty member and then report that to the college dean. In such case, the dean may recommend to the Vice President for Academic Affairs that the post-tenure review process be halted and that termination proceedings be initiated immediately in accordance with Section III. W (Termination) of the *Faculty Policies and Procedures Manual*.

6. Completion of Post-Tenure Review

a. End of Year 2

i. At the end of year 2, the department chair and the P & T committee shall review the faculty member's performance according to the terms of the RAP. They will meet with the faculty member and provide a letter that addresses all of the components of the RAP. Copies of this letter are sent to the college dean and VPAA indicating whether or not the faculty member has successfully completed PTR.

ii. If the department chair and the P & T committee arrive at different findings as to whether the faculty member was successful in achieving the goals of the RAP, the college dean will meet jointly with the department chair and the P & T committee to try and resolve the differences between the two. If the meeting is not successful in resolving the differences, the college dean shall consider the evidence and make his or her recommendation to the VPAA. The VPAA will make the final decision as to whether the faculty member successfully completed post-tenure review.

b. Successful Completion of PTR - If at the end of the two-year process, in the opinion of the department chair and the P & T committee, the faculty member has met or exceeded all of the goals of the RAP, then the department chair and the P & T committee will communicate their findings in writing to the faculty member and the college dean recommending successful completion of post-tenure review. The college dean will report the findings and make a recommendation to the VPAA, who will notify the faculty member he or she has been successful in completing the PTR and that no further action is required. As with all academic issues, the final decision is made by the VPAA.

c. Unsuccessful Completion of PTR –

i. If at the end of the two-year process, in the opinion of the department chair and the P & T committee, the faculty member has not met the goals of the RAP, then the department chair and the P & T committee will communicate their findings to the faculty member in writing. The college dean will also receive written notification reporting unsuccessful

completion of post-tenure review. The college dean will report the findings and make a recommendation to the VPAA. As with all academic issues in the University, the VPAA will have final decision in the matter.

- ii. The faculty member is notified by the VPAA that he or she has not been successful in meeting the goals of the RAP and that a one-year terminating contract will be issued. In this case, the VPAA will consider administrative reassigned time for the faculty member to ensure that students will not be negatively impacted by an underperforming faculty member continuing in the classroom during the period of the one-year terminating contract.

5. Provision for Lecturers or Clinical Faculty Who Become Tenure Track to Seek Credit for Experience as Lecturer or Clinical Faculty

RATIONALE: There needs to be consistency in a policy.

BACKGROUND: There are four locations in the FPPM that pertain to lecturers who are later hired into tenure track lines. Specifically, there are difference statements as to whether these individuals are able to negotiate up to three years toward tenure when hired into those tenure track lines. Currently, pages 78, 83, 86 and 104 are not in alignment.

Pg. 78, G. SELECTION, APPOINTMENT, AND REAPPOINTMENT OF FACULTY Item 6

The sixth year tenure review is a one-time process. A candidate may withdraw but may not reenter the process. At the time a faculty member is appointed hired to a tenure-track position, he/she may seek up to three years credit towards tenure based upon prior ~~tenure track~~ teaching, scholarship and service. Such credit may be granted by the PVPAA upon the recommendation of the department chair and the department tenure committee and with the approval of the college dean. ~~The granting of such credit shall be transmitted to the President and the Board of Visitors for approval.~~ Any credit towards tenure shall be written into the faculty member's initial contract and will be irrevocable. A faculty member who requests and receives credit towards tenure may not rescind this request and return to a longer probationary period at a later date

Pg. 83, I. RANK OF LECTURER AND SENIOR LECUTURER Item 6

~~The lecturer rank is a non-tenure track appointment. Time spent at the lecturer rank does not count toward tenure or promotion (although~~ A lecturer who is later appointed to a tenure track position may seek up to three years credit towards tenure based upon prior teaching, scholarship and service ~~may ask for a reduced probationary period~~ as in Section III.G.6 of the FPPM. Lecturers will be given one year, non-tenure track contracts. No one will be employed at the rank of lecturer for more than six years (unless the position has been designated a "continuing" lecturer position and the individual is appointed as a Senior Lecturer as in 7. below).

**Pg. 86, J. RANK OF CLINICAL EDUCATOR AND SENIOR CLINICAL EDUCATOR,
Item 5**

~~“The clinical educator rank is a non tenure track appointment. Time spent at the clinical educator rank does not count toward tenure or promotion (although a clinical educator who is later appointed to a tenure track position may request a reduced probationary period, in accordance with the procedures in the FPPM). A clinical educator who is later appointed to a tenure track position may seek up to three years credit towards tenure based upon prior teaching, scholarship, and service as in Section III.G.6 of the FPPM.~~

**Pg. 104, T. TENURE
Item 5**

Tenure review is based on a significant period of full time teaching, scholarship and service. Tenure review is a one-time process. A candidate may withdraw but may not reenter the process. The probationary period for tenure shall be six years. Procedures for tenure consideration specified in Appendix D occur during the probationary faculty member’s sixth year of employment, with tenure normally awarded to successful candidates at the beginning of their seventh year of full time employment. Only years under a full time contract shall satisfy this requirement; periods of academic leave or part time employment shall not count. At the time a faculty member is **appointed to a tenure track position hired**, he/she may seek up to three years credit toward tenure based upon prior ~~tenure track~~ teaching, scholarship and service. The PVPAA may grant such credit upon the recommendation of the department chair and the department tenure committee, and with the approval of the dean. Credit towards tenure shall be written into the faculty member’s initial **tenure track** contract and will be irrevocable. A faculty member who requests and receives credit towards tenure may not rescind this request at a later date. For faculty members without prior ~~tenure track~~ teaching experience, tenure review is to be concurrent with application for promotion to the rank of Associate Professor. Exceptions to this policy must be specified in a faculty member’s initial contract.

6. Faculty Evaluations

RATIONALE: The changes to the Post-Tenure Review policy prompted a review of the Annual Performance Evaluation policy.

BACKGROUND: During Fall 2012, in a Senate discussion about the Post Tenure Review policy, Dean Charles Ross, along with other Senators, suggested the CPTPP review the categories used in the Annual Performance Evaluation, because no one wants to be just “satisfactory.” This prompted a larger review of the policy.

On behalf of the committee, Dr. Fergeson took a draft of the policy to the Academic Chairs Council for their input in November 2012.

Page 103, S. Annual Performance Evaluation

Annual evaluations are a part of an on-going process of Faculty development and goal setting. Annual evaluations must be conducted every year regardless of budgetary conditions surrounding merit pay increases. The annual evaluation of Faculty for merit pay consideration is based upon the accomplishments of Faculty Members in the areas of teaching effectiveness, academic support/advising, scholarship, professional activity, and service during the academic year proceeding the time of evaluation. This evaluation does not supersede probationary, promotion, or tenure review decisions that were made in the same academic year. Student evaluations (see Appendix I) will be may be used as flags- indicators for areas of development in teaching. weakness and strength in teaching. Department chairs will evaluate members of their departments and hold a conference with each of them during the spring semester. Faculty members will submit a self-evaluation form (Appendix F) and a self-evaluation of professional teaching development to the department chair prior to the review conference with the chair. Utilizing the format in Appendix F, the Faculty Member shall outline/list his or her goals for Teaching (instructional delivery and academic support/advising), Scholarship (research/performance/editorial work and professional activity), and Service (departmental, college and university). This shall be submitted to the Department Chair in electronic format by May 26. September-15. The Faculty Member has the option of requesting a meeting to clarify any issues. The Chair shall request a meeting with the Faculty Member if he or she has any concerns or questions about the goals. Failure of the Department Chair to request this meeting within one week of their submission implies the goals are acceptable and appropriate.

~~Faculty who receive a less than satisfactory rating for teaching performance from the department chair will not be considered for general salary increases. Faculty who receive a rating of Needs Improvement for teaching performance from the department chair will only be eligible for a less than average salary increase. Faculty who receive a rating of Needs Improvement for teaching performance from the department chair for two consecutive academic years will not be considered for general salary increases. During the first week of the spring semester, Faculty may request a re-alignment of weightings and adjust goals. Between April 1 and April 15, (specific date to be established by individual Department Chairs) the Faculty Member shall update Appendix F and explain how each goal was accomplished and/or offer brief explanations of the status of each goal and send it electronically to the Department Chair. The Department Chairs will respond to each criterion and provide an appropriate rating. Quality teaching, scholarship, and service will be evaluated as defined by departmental standards available from the department chair. (See Section III: P.I., General Criteria for Evaluation)~~

An over-all rating will be determined by examining all of their criteria and their respective weightings. The over-all rating will serve as the basis for raises (if available) and post tenure review. The Chair's completed evaluation will be provided to the Faculty member by May 15. The Chair MUST schedule a meeting with the Faculty member if any area receives a score of "Fails to Meet Expectations" or IF the Faculty Member requests it. That meeting must be completed by May 26.

Any Faculty Member who receives an overall rating of "Fails to Meet Expectations" in an annual performance review shall work with the Department Chair to develop goals for

the upcoming year to address issues that resulted in the unsatisfactory evaluation. If the Faculty Member is receiving an over-all score of “Fails to Meet Expectations” for the second time in three years, he or she will be placed in Post-tenure Review. (Refer to V-Post Tenure Review in the FPPM)

College deans are responsible for ensuring equitable application of standards among college departments, and the Vice President for Academic Affairs is responsible for ensuring the same equity throughout the University. After consideration of all recommendations and available funds by the deans and the Vice President for Academic Affairs, the deans shall, in consultation with their department chairs, develop specific monetary recommendations for salary increases.

Academic Year Timeline for Faculty Annual Performance Evaluation Review

September 15 – Faculty member may request a realignment of weightings and adjust goals submitted in May.

First week of spring semester – Faculty member may request a re-alignment of weightings and adjust goals.

April 1 - April 15 – (specific date to be established by individual Department Chairs) - Faculty shall submit Appendix F indicating their accomplishments or progress on each goal.

May 15 – Department Chair shall address each criterion on Appendix F and return it to the Faculty Member.

May 26 - If any area received a score of “Fails to Meet Expectations” or the Faculty Member requests it, the Faculty Member must meet with the Department Chair prior to May 26.

May 26 - In preparation for the next academic year, Faculty shall outline goals and submit them electronically ~~Goals outlined and submitted electronically to~~ Department Chair, utilizing the form in Appendix F.

~~April 10-14~~ ~~Approximately three weeks before classes end, Student Assessment of Instruction forms will be distributed in classes.~~

~~May 1 – Student Assessment of Instruction data will be available to department chairs for all Courses except those taught by the Department Chair.
The day following the deadline for submission of grades, Student Assessment of Data will be available to faculty and department chairs for the courses taught by them.~~

~~May 26 – Last day for annual review meetings between department chairs and Faculty.~~

June 15 Faculty contracts issued.

**BOARD OF VISITORS
ACADEMIC AND STUDENT AFFAIRS**

ACTION ITEM 9

Approval of Revisions to Six-Year Institutional Plan

ACTION REQUESTED: On behalf of the President, I move that the Board approve the Revisions to the Six-Year Institutional Plan, as presented.

RATIONALE: The Board of Visitors is required by the Code of Virginia to approve the University's Six-Year Institutional Plan. The Plan must be submitted to the State Council of Higher Education for Virginia by July 1, 2013.

BACKGROUND: The Virginia Higher Education Opportunity Act of 2011 requires institutions to develop Six-Year Institutional Plans. These plans, which are updated annually, must provide strategies designed to meet the Commonwealth's Goals in the Virginia Higher Education Opportunity Act of 2011:

- Increase enrollment of Virginia students.
- Increase degree completion for Virginia residents who have partial credit towards a degree.
- Increase degree completion in a timely or expedited manner.
- Improve retention and graduation rates.
- Increased degree production in the areas of science, technology, engineering, and mathematics, and other high need areas such as the health care-related professions.
- Increase research, including regional and public-private collaboration.
- Optimal year-round utilization of resources and other efficiency reforms designed to reduce total institutional cost.
- Technology-enhanced instruction, including course redesign, online instruction, and resource sharing among institutions.
- Enhanced community college transfer programs and grants and other enhanced degree path programs.
- Other incentives based on the economic opportunity metrics.

This Six-Year Institutional Plan removes the 2012-14 biennium, revises the 2016-18 biennium, and adds the 2018-2020 biennium.

The 2014-2020 Six Year Institutional Plan will be distributed and reviewed in detail at the June Board meeting.

**BOARD OF VISITORS
ACADEMIC AND STUDENT AFFAIRS**

ACTION ITEM 10

Approval of Revisions to Student Handbook

ACTION REQUESTED: On behalf of the President, I move that the Board of Visitors approve the changes to the Student Handbook as presented.

RATIONALE: The revision of student conduct policies and procedures is necessary to maintain community standards and to continue to educate citizen leaders for the common good. Additional rationale is included, but it will not be included in the Student Handbook.

BACKGROUND: The Student Handbook policies and procedures must be reviewed and updated regularly in order to maintain consistency and to ensure that policies are meeting the needs of the students and Longwood.

Note: Proposed deletions are presented as strikethroughs and additions are presented in boldface italics.

Rationale: Longwood University's "Distribution of Materials, Outdoor Speeches, and Demonstrations Policy" (freedom of expression) has received challenges by outside organizations. In consultation with the Office of the Attorney General, and after reviewing freedom of expression policies at other higher education institutions, the following changes are recommended.

Pages 76-78

~~*Distribution of Written Materials, Outdoor Speeches, Marches and Demonstrations*~~ ***Freedom of Expression*** Policy

No rights are more highly regarded at Longwood University than the First Amendment, which guarantees freedom of speech, freedom of expression and the right to assemble peaceably. Longwood University remains firmly committed to affording groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. In order to achieve this objective, while at the same time ensuring that the University fulfills its educational mission, the University has the responsibility to regulate the time, place, and manner of expression. This ~~regulation~~ ***policy*** is structured to assure equal opportunity for all persons, to preserve order within the campus community, to protect and to preserve University property, and to provide a secure environment to individuals exercising freedom of expression.

The following provisions and regulations shall apply:

Ⓓ) PROVISIONS: In order that the persons exercising freedom of expression not interfere with

the operation of the University, *violate state or federal law*, or with the rights of others, the following shall apply without exception to any form of expression.

1. ~~Events which may obstruct vehicular, pedestrian, or other traffic must be registered at least five (5) business days in advance.~~ ***The University does not permit expression that is not protected by law. Such expression includes, but is not limited to, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark violation, criminal or civil harassment, sexual harassment, trespass, and false advertising.***
2. Use of sound amplification on campus must be registered at least ***three (3)*** ~~five (5)~~ business days in advance. If using sound amplification, it should not interfere with the educational and administrative activities of the University.
3. There must be no obstruction of entrances or exits to buildings and/or activities, ~~and must be 20 feet away from an entrance to a building.~~
4. There may be no interference with educational and administrative activities inside or outside of buildings.
5. There may be no attempt to prevent scheduled University ceremonies or events.
6. Malicious or unwarranted damage to or destruction of property--owned or operated by the University or by students, faculty, staff, or visitors to the University--is prohibited. Persons or organizations causing such damage will be held financially and legally responsible. The group or individual may be required to provide proof of liability insurance depending on the nature of the activity.
7. There must be compliance with all applicable state and federal laws and University rules and regulations. Violators will be referred for appropriate legal or disciplinary action.
8. Public sidewalks and streets may not be obstructed, preventing the passage of any vehicle or pedestrian. Illegal obstruction is a violation of Virginia Criminal Law (§ 18.2-404, Riot and Unlawful Assembly), obstructing the free passage of others.

Regulations for individuals and organizations affiliated with the University:

- A. ***Students, faculty, and staff wishing to give speeches, march or protest must register with the Office of Conferences and Scheduling at least 24 hours in advance by following standard space reservation procedures at <http://www.longwood.edu/scheduling/scheduling.htm>***
- B. ***If notice is given less than 24 hours in advance, the University will make every effort to grant such a request provided that safety and security issues and logistical concerns can be appropriately addressed.***

- C. *The location of the speech, march or protest will be determined by University officials in consultation with the organizers and will be based on safety and security concerns.*

Regulations for individuals and groups not affiliated with the University:

- A. SPEECHES AND DEMONSTRATIONS: The open area designated for speeches and demonstrations is the Lankford Mall which is a primary crossway on the campus and will consist of the patio and the surrounding area located on the south side of the Student Union. Groups may request use of this space through Conferences and Scheduling by submitting the Event Registration Form at <http://longwood.edu/scheduling/scheduling.htm> Individuals and groups may use this area between 9 a.m. and 9 p.m., Monday – Friday, when school is in session, for speaking, demonstrating, and other forms of expression. A request for use of this area must be made a minimum of **three (3)** ~~five (5)~~ business days in advance of the event. All structures, signs, and litter resulting from the activity must be removed from the area by the end of the event. Groups or individuals may only use those designated areas once per month and for a maximum period of two days.
- B. DISTRIBUTION OF WRITTEN MATERIAL: ~~Pamphlets, handbills, circulars, newspapers, magazines, posters, flyers, billboards, and other materials which are protected by the First Amendment may be distributed on a person-to-person basis on the Lankford Mall between the hours of 9 a.m. – 9 p.m., Monday – Friday, when school is in session. This space must be reserved a minimum of five (5) business days in advance through Conferences and Scheduling by submitting the Event Registration Form at <http://www.longwood.edu/scheduling/scheduling.htm> In accordance with the University Posting Policy, handbills may not be placed on cars. The University maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.~~
- C. MARCHES: Marches may take place on streets and sidewalks of the campus between the hours of 10 a.m. and 4 p.m., Monday – Friday, when school is in session. Requests for a march must be scheduled a minimum of **three (3)** ~~five (5)~~ business days in advance through Conferences and Scheduling by submitting the Event Registration Form at <http://www.longwood.edu/scheduling/scheduling.htm> who will submit the plan to the Longwood University **Police Department** ~~Public Safety Office~~. Limitations may be placed on the time, place, and manner of such an event in order to serve the interests of safety, to prevent disruption of the educational process, and to protect the rights of others. ~~Marches off-campus are required to be registered by appropriate governing bodies.~~

NEW BUSINESS

**BOARD OF VISITORS
NEW BUSINESS**

ACTION ITEM 11

Approval of Revisions to the Board of Visitors' Bylaws

ACTION REQUESTED: On behalf of the Board of Visitors, I move that the revisions to the Board of Visitors' Bylaws be approved as presented.

RATIONALE: The Board of Visitors periodically reviews and makes changes when necessary to its Bylaws. The proposed changes have been reviewed by the Office of the Attorney General.

BACKGROUND: Attached are copies of the current Board of Visitors Bylaws with the proposed revisions. This copy includes strikethroughs and bold-italics. There is also a copy that has the final proposed Bylaws for your review.

CURRENT BOARD OF VISITORS' BYLAWS WITH PROPOSED REVISIONS

LONGWOOD UNIVERSITY BOARD OF VISITORS BYLAWS

ARTICLE I.

Corporate Name and Governing Body

The General Assembly has established a public corporation composed of the Board of Visitors of Longwood University known as "The Visitors of Longwood University." The Board is the governing body of the University and is composed of thirteen members appointed by the Governor and confirmed by the General Assembly. ~~The qualifications, terms, powers and duties of members of the Board are established by law. Members of the Board may be removed from office by the Governor as provided by law. (See Sections 2.1-43 and 23-182 through 23-191 of the Code of Virginia (1950), as amended).~~

ARTICLE II.

Officers of the Board

Section 1. Officers. Officers of the Board of Visitors of Longwood University shall consist of a Rector, Vice Rector, and a Secretary.

Section 2.

1. **Election.** The officers shall be elected at the annual meeting of the Board and serve until the succeeding annual meeting. Prior to the annual meeting of the Board, the Rector shall appoint a nominating committee of no fewer than three members. The nominating committee ~~will~~ **shall** report a recommendation of Rector, Vice Rector, Secretary, and at-large member of the Executive Committee at the annual meeting. ~~Other Nominations may be made from the floor by other members of the Board may be made in open session. The vote of all members shall be evidenced in open session by hand or voice vote. The election shall continue until a nominee has received a majority of the votes of the Board membership. The President of the University shall serve as the presiding officer over the election until the election of the Rector is accomplished unless the Board directs otherwise.~~
2. **Vacancies.** A vacancy in any office shall be filled by the Board for the unexpired term, following the procedures for regular elections, at the next regular meeting or a special meeting called for this such purpose.
3. **Term.** No member of the Board shall be eligible to serve more than two consecutive terms in office as Rector, Vice Rector, or Secretary.

Section 3. The Rector. The Rector shall preside at all meetings of the Board of Visitors. In his* absence, the Vice Rector will preside. Together with the Secretary, the Rector shall execute all papers to which it is necessary to affix the seal of the University. The Rector shall be an ex officio member of all committees of the Board.

The Rector shall have the power to appoint all committees (except the Executive Committee), and require the proper preservation of a record of the Board's proceedings by the Secretary. Upon the request of the Board, he shall act as its spokesman or representative. He shall perform such additional duties as may be required by law or by the direction of the Board.

Whenever the office of the President becomes vacant or a vacancy is imminent, the Rector shall appoint a special committee from among the membership of the Board to seek and recommend to the Board a person to fill the vacancy. This special committee may be chaired by the Rector, and the committee shall consist of no fewer than five members.

Section 4. The Vice Rector. In the absence or inability of the Rector to discharge the duties of his office, all the duties pertaining to the office of Rector shall ~~devolve upon~~ pass to and be executed by the Vice Rector.

Section 5. The Secretary. The Secretary shall see that a faithful record of all proceedings and actions of the Board and its committees are properly recorded and maintained; shall give notice of time and place for holding meetings; and shall see that all documents entrusted to his care are filed and safely kept at the University. The papers so preserved shall at all times be available for inspection by members of the Board. The Secretary shall see that minutes of Board meetings are mailed to Board members within ten working days after the meetings and that the minutes indicate the names of the persons making and seconding motions. *The Secretary or his designee shall promptly post minutes of Board meetings on the Longwood University website.* In the absence or inability of the Secretary to discharge the duties of his office, the Vice Rector shall perform the duties of Secretary.

*The masculine pronoun, used throughout the bylaws, is intended to denote both sexes.

ARTICLE III.

Meetings

Section 1. The annual meeting of the Board shall be held at the June meeting. Other regular meetings of the Board for the ensuing year shall be established at the annual meeting. The Board may subsequently reschedule such meetings. ~~The meetings may be held off campus at the discretion of the Board. No Board meeting may be changed without the consent of the majority of the Board.~~

Section 2. Special meetings of the Board may be called by the Rector or by any three Board members and shall be held at such dates, times, and places specified in the call for the special

meeting. No matter may be considered at any special meeting which was not included in the call, except by a two thirds vote of the members present at such meeting.

Section 3. Notice of regular meetings and of special meetings shall be mailed by the Secretary to the address of each member as contained in the current edition of the Board manual at least seven calendar days prior to such meeting.

Section 4. A quorum at any meeting of the Board shall consist of a majority of all of the members then in office. Unless otherwise provided by law or these bylaws, a majority of such quorum shall decide any question which may come before the meeting.

Section 5. The parliamentary procedures of the Board shall be governed by Robert's Rules of Order Newly Revised.

Section 6. Unless otherwise exempted by state or federal law, all meetings of the Board or Board committees shall be open to the public.

Section 7. The Board shall notify and invite the Attorney General's appointee or representative to all meetings of the Board, executive committee, and Board's committees.

Section 8. All votes of the Board, executive committee, or Board's committees shall take place in an open meeting.

ARTICLE IV.

Access to the Board of Visitors

The Board of Visitors wishes to encourage communication among all constituencies of the University community. ~~Such communications can be best achieved through formalized channels. In accordance with traditional academic practice, the Board designates the Office of the President as the channel to be used for those desiring contact with the Board.~~ Accordingly, each meeting of the Board shall include an opportunity for members of the public and University community to address the Board.

ARTICLE V.

Committees

~~The following standing committees of the Board shall be appointed by the Rector at the annual meeting of the Board, for a term of one year, except as may be otherwise provided herein. At any meeting of the committees, the chair or vice chair and one other committee member shall constitute a quorum, but any action of the committee to be effective must be authorized by the affirmative vote of a majority of the members thereof present at the meeting. Meetings may be called by the chairman, President, Rector, or two committee members thereof. The Rector shall appoint the chair of each committee, and the chair of each committee shall appoint a vice chair to~~

~~substitute for him when necessary.~~ *Committee meetings may be called by the chairman, Rector, or two committee members thereof. The Rector shall appoint the chair of each committee, and the chair of each committee shall appoint a vice chair to substitute for him when necessary. At any meeting of the committees, the chair or vice chair and one other committee member shall constitute a quorum. To be effective, any action of the committee must be authorized by the affirmative vote of a majority of the members thereof present at the meeting.*

~~Notice of committee meetings must be sent to all members of the Board and the President at least seven calendar days prior to the meeting. All members of the Board and the President shall have the privilege of attending all committee meetings.~~

1. **The Executive Committee.** The Executive Committee shall consist of the officers of the Board, a member at large and the outgoing Rector. The Executive Committee shall meet between regular meetings of the Board or at the call of the Rector. The Committee shall report its actions to the full Board at the Board's next meeting, ~~regular or special.~~

2. **The Audit Committee.** The Audit Committee shall consist of the members of the Executive Committee. The Committee and the full Board shall receive and review reports from the Internal Auditor at each Board meeting. ~~The Committee is required to meet with the Auditor of Public Accounts prior to and preceding each annual audit.~~ *The Audit Committee shall review and approve the annual audit plan.* The chairman shall report to the full Board and will serve as reviewer in the evaluation process of the Internal Auditor.

3. **Other Standing Committees.** In consultation with the Board, the Rector may appoint such other standing committees as necessary.

4. **Ad Hoc Committees.** The Rector may appoint ad hoc committees as necessary.

ARTICLE VI.

The President of the University

Section 1. The Board shall appoint the President of the University who shall serve at the pleasure of the Board. The President shall be the chief executive, administrative and academic officer of the University.

Section 2. *Personnel actions by the President relating to the faculty, administrative officers, and classified personnel will be included in the scheduled reports submitted to the Board.*

~~**Section 2.** The powers and duties of the President of the University are as follows:~~

- ~~a. Submit an annual report concerning the affairs of the University in a form to be determined by the Board.~~

- b. ~~Appoint, promote, tenure and set salary for the faculty, pursuant to Board policies and within the salary schedule approved by the Governor and by the Board. The President shall have the power to establish and modify as he deems necessary the internal administrative structure and procedures of the University and shall appoint, or provide for the appointment of, all administrative officers except for the Vice Presidents who shall be appointed by the Board upon recommendation of the President, making a report of his actions thereon to the Board at the next meeting. The Board of Visitors shall appoint, on nomination of, and with the concurrence of the President, the Vice Presidents of the University, all of whom are directly responsible to the President.~~
- e. ~~Appoint and oversee the Director of Intercollegiate Athletics.~~
- d. ~~Adjust the salaries of classified personnel for inequities when the salary scales are regarded by the Department of Personnel and Training.~~
- e. ~~Create new positions including faculty, administrative officers and classified personnel as may be authorized by law.~~
- f. ~~Establish policy, subject to prior approval by the Board, for tenure and leaves of absence for faculty and other personnel except those subject to regulations of the Department of Personnel and Training.~~
- g. ~~Dismiss, suspend, or discipline faculty members and other personnel for cause in accord with applicable policies and regulations.~~
- h. ~~Report, when and as required by law, to the Department of Personnel and Training all appointments, promotions, transfers, salary and salary funding changes, and separations.~~
- i. ~~The President shall operate the University in accordance with law and policies of this Board and the Governor. The President shall also have such other responsibilities as the Board may, from time to time, require.~~
- j. ~~The President will conduct an annual performance evaluation of the internal auditor. The chairman of the Audit Committee will serve as reviewer in the process.~~

~~Section 3. Personnel actions by the President relating to the faculty, administrative officers, and classified personnel will be included in the scheduled reports submitted to the Board.~~

The Board shall evaluate the performance of the President at regularly scheduled intervals, to be determined by the Rector and the President. Prior to such evaluation, the Executive Committee shall prepare a written evaluation which will be presented to the full Board of Visitors at the Spring meeting. The Rector will present the evaluation to the President. The Rector shall advise the Budget Committee of the Longwood University Foundation, Incorporated, of the results of such performance evaluation.

Section 4. *The President may be terminated only upon a vote of 2/3 of all Board members.*

~~**Evaluation of the President.** The evaluation of the President will occur at regularly scheduled intervals, to be determined by the Rector and the President. The Executive Committee will examine and analyze all data and prepare a written, summative evaluation that will be presented to the full Board of Visitors at the Spring meeting. The Rector will present the evaluation to the President. To link the evaluation process with the salary adjustment process, the Rector will also advise the Budget Committee of the Longwood University Foundation, Incorporated, of the results of the evaluation.~~

ARTICLE VII.

Internal Auditor

Section 1. The Board shall appoint the Internal Auditor for the University who shall serve and report directly to the Board, while reporting administratively to the President. The Board alone has the duty to hire or terminate the Internal Auditor. Any change in employment status by the Internal Auditor must be submitted to the Rector. *The Rector shall immediately notify the other Board members* ~~shall be notified~~ of such change in employment status. When there is a vacancy in this position, the Rector shall appoint a committee to seek and recommend a person to fill the vacancy. The final candidates shall be interviewed by the Board of Visitors Executive Committee.

~~**Section 2.** The powers and duties of the Internal Auditor are as follows: to~~

- ~~a. — Develop and maintain internal audit programs in the University in order to ensure that the assets are subject to appropriate internal management controls.~~
- ~~b. — Conduct such audits as may be necessary to insure accurate accounting and reporting of financial transactions by the various departments of the University and to insure the proper safeguarding of the University assets, such to be conducted in accordance with the guidelines established by the Department of the State Internal Auditor, the Institute of Internal Auditors' Standards for the Professional Practice of Internal Auditing, and all applicable laws, rules and regulations.~~
- ~~c. — Report to the Audit Committee the status of audit activities.~~
- ~~d. — Perform such other duties as the Board may deem appropriate and in conformity with normal and customary functions of an Internal Auditor.~~

ARTICLE VIII.

Names of Buildings

~~The names of all buildings, rooms and outdoor areas must be approved by the Board. The permanent names of all buildings must be approved by the Board. The Board also must approve permanent names assigned to rooms, sections of buildings, and outdoor areas and facilities.~~

ARTICLE IX.

Real Estate

The Board ~~must~~ *shall* approve the sale, exchange, or disposal of all real estate belonging to the University. Approval of the Governor and other appropriate State agencies shall be obtained when necessary.

ARTICLE X.

Curriculum

~~The Board shall approve all degree programs for the University. Within the academic framework established by the Board, undergraduate and graduate courses of study shall be approved by the President, and shall then be published as the authorized curricula of the University.~~

ARTICLE XI.

Admissions and Degrees

Section 1. The President shall recommend to the Board, for its approval, all entrance requirements and admissions policies for students. The President shall, on behalf of the Board, confer and award degrees upon the successful completion of all required degree work.

Section 2. The Board delegates general authority to the President to award unfunded scholarships to undergraduate students and to award State student loan funds to undergraduate students in conformity with the law and Federal student loan funds as they become available.

Section 3. The Board may award honorary degrees to recognize outstanding service or contributions to the University. Such recognition will be considered only in exceptional circumstances. Procedures for selecting recipients will be determined by the Board.

ARTICLE XII.

Long Range Planning

Section 1. The Board may require the President to prepare for its approval a long range master plan covering all operations of the University and taking into account current and future needs of the University.

Section 2. Any site plan for the University must be approved by the Board; once approved, it remains the official site plan until modified by the Board. ~~The President has authority, after securing approval of the Board and the Governor, to purchase or acquire any of the properties included in the plan for which there are available funds.~~

ARTICLE XIII.

Budget and Finance

Budgets for the University must be approved by the Board prior to presentation to any other State agency.

ARTICLE XIV.

Faculty, Student, and Alumni Representatives

A designated faculty member (elected by the faculty), the President of the Student Body, the President of the Alumni Association, a representative of the Longwood Foundation Board, and a representative of the Real Estate Foundation may sit with the Board in open session (and in closed session by invitation of the Board), and ~~when recognized by the Rector for such purpose,~~ they may speak on matters of which they have special knowledge and ask questions which may be of concern to the entities they represent. They are not deemed to be members of the Board and they shall have no vote.

ARTICLE XV.

Amendments

The bylaws may be amended or repealed by a majority vote of the members of the Board at any annual, special, or regular meeting of the Board when notice of proposed amendment or repeal has been given in the notice of the meeting as provided for in Article III. Unless otherwise directed by the Board, these by laws and all amendments, revisions or additions thereto shall go into effect immediately upon adoption.

PROPOSED BOARD OF VISITORS' BYLAWS

LONGWOOD UNIVERSITY BOARD OF VISITORS BYLAWS

ARTICLE I.

Corporate Name and Governing Body

The General Assembly has established a public corporation composed of the Board of Visitors of Longwood University known as "The Visitors of Longwood University." The Board is the governing body of the University and is composed of thirteen members appointed by the Governor and confirmed by the General Assembly.

ARTICLE II.

Officers of the Board

Section 1. Officers. Officers of the Board of Visitors of Longwood University shall consist of a Rector, Vice Rector, and a Secretary.

Section 2.

1. **Election.** The officers shall be elected at the annual meeting of the Board and serve until the succeeding annual meeting. Prior to the annual meeting of the Board, the Rector shall appoint a nominating committee of no fewer than three members. The nominating committee shall report a recommendation of Rector, Vice Rector, Secretary, and at large member of the Executive Committee at the annual meeting. Nominations by other members of the Board may be made in open session. The vote of all members shall be evidenced in open session by hand or voice vote. The election shall continue until a nominee has received a majority of the votes of the Board membership. The President of the University shall serve as the presiding officer over the election until the election of the Rector is accomplished unless the Board directs otherwise.
2. **Vacancies.** A vacancy in any office shall be filled by the Board for the unexpired term, following the procedures for regular elections, at the next regular meeting or a special meeting called for such purpose.
3. **Term.** No member of the Board shall be eligible to serve more than two consecutive terms in office as Rector, Vice Rector, or Secretary.

Section 3. The Rector. The Rector shall preside at all meetings of the Board of Visitors. In his* absence, the Vice Rector will preside. Together with the Secretary, the Rector shall execute all papers to which it is necessary to affix the seal of the University. The Rector shall be an ex officio member of all committees of the Board.

The Rector shall have the power to appoint all committees (except the Executive Committee),

and require the proper preservation of a record of the Board's proceedings by the Secretary. Upon the request of the Board, he shall act as its spokesman or representative. He shall perform such additional duties as may be required by law or by the direction of the Board.

Whenever the office of the President becomes vacant or a vacancy is imminent, the Rector shall appoint a special committee from among the membership of the Board to seek and recommend to the Board a person to fill the vacancy. This special committee may be chaired by the Rector, and the committee shall consist of no fewer than five members.

Section 4. The Vice Rector. In the absence or inability of the Rector to discharge the duties of his office, all the duties pertaining to the office of Rector shall pass to and be executed by the Vice Rector.

Section 5. The Secretary. The Secretary shall see that a faithful record of all proceedings and actions of the Board and its committees are properly recorded and maintained; shall give notice of time and place for holding meetings; and shall see that all documents entrusted to his care are filed and safely kept at the University. The papers so preserved shall at all times be available for inspection by members of the Board. The Secretary shall see that minutes of Board meetings are mailed to Board members within ten working days after the meetings and that the minutes indicate the names of the persons making and seconding motions. The Secretary or his designee shall promptly post minutes of Board meetings on the Longwood University website. In the absence or inability of the Secretary to discharge the duties of his office, the Vice Rector shall perform the duties of Secretary.

*The masculine pronoun, used throughout the bylaws, is intended to denote both sexes.

ARTICLE III.

Meetings

Section 1. The annual meeting of the Board shall be held at the June meeting. Other regular meetings of the Board for the ensuing year shall be established at the annual meeting. The Board may subsequently reschedule such meetings

Section 2. Special meetings of the Board may be called by the Rector or by any three Board members and shall be held at such dates, times, and places specified in the call for the special meeting. No matter may be considered at any special meeting which was not included in the call, except by a two thirds vote of the members present at such meeting.

Section 3. Notice of regular meetings and of special meetings shall be mailed by the Secretary to the address of each member as contained in the current edition of the Board manual at least seven calendar days prior to such meeting.

Section 4. A quorum at any meeting of the Board shall consist of a majority of all of the members then in office. Unless otherwise provided by law or these bylaws, a majority of such quorum shall decide any question which may come before the meeting.

Section 5. The parliamentary procedures of the Board shall be governed by Robert's Rules of Order Newly Revised.

Section 6. Unless otherwise exempted by state or federal law, all meetings of the Board or Board committees shall be open to the public.

Section 7. The Board shall notify and invite the Attorney General's appointee or representative to all meetings of the Board, executive committee, and Board's committees.

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1. **The Executive Committee.** The Executive Committee shall consist of the officers of the Board, a member at large and the outgoing Rector. The Executive Committee shall meet between regular meetings of the Board or at the call of the Rector. The Committee shall report its actions to the full Board at the Board's next meeting.

2. **The Audit Committee.** The Audit Committee shall consist of the members of the Executive Committee. The Committee and the full Board shall receive and review reports from the Internal Auditor at each Board meeting. The Audit Committee shall review and approve the annual audit plan. The chairman shall report to the full Board and will serve as reviewer in the evaluation process of the Internal Auditor.

3. Other Standing Committees. In consultation with the Board, the Rector may appoint such other standing committees as necessary.

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