

LONGWOOD UNIVERSITY
BOARD OF VISITORS
March 27-28, 2015
Minutes

Friday, March 27, 2015

Call to Order

The Longwood University Board of Visitors met on Friday, March 27 in the Stallard Board Room in Lancaster Hall. The meeting was called to order shortly after 9 a.m. by Rector Colleen Margiloff.

Members present:

Mr. Stephen Mobley
Mr. Brad Schwartz
Mr. David Hallock
Mrs. Katherine Busser
Mrs. Marianne M. Radcliff
Mrs. Eileen Anderson
Mrs. Colleen McCrink Margiloff
The Hon. Robert S. Wertz, Jr.
Mr. Eric Hansen
Ms. Pia Trigiani
Mr. Lacy Ward
Mrs. Shelby Jones Walker and Mr. Thomas Johnson arrived for the afternoon session.

Also present:

President W. Taylor Reveley IV
Dr. Kenneth Perkins, Provost and Vice President for Academic Affairs
Mr. Kenneth Copeland, Vice President for Administration and Finance
Ms. Victoria Kindon, Vice President for Strategic Operations
Dr. Tim Pierson, Vice President for Student Affairs
Mr. Troy Austin, Director of Athletics
Ms. Courtney Hodges, Interim Vice President for Commonwealth Relations
Mr. Justin Pope, Chief of Staff
Mrs. Kay Stokes, Executive Assistant to the President
Dr. Audrey Church, Faculty Representative
Mr. Joe Gills, Student Representative
Ms. Kathleen Early, Alumni Association
Ms. Ella Maokhamphiou, Internal Auditor
Mr. Cameron O'Brion, Office of the Attorney General

Rector's Welcome and Approval of Minutes and Consent Agenda

Mrs. Margiloff welcomed the Board and requested a motion to approve the minutes of the December meeting. Mr. Wertz moved to approve the motion, Mrs. Anderson seconded and the motion was approved unanimously.

Mrs. Margiloff requested a motion to approve the Consent Agenda, including regular updates anticipated since the beginning of the calendar year to the university Timely Warning and Missing Student policies, per regulatory guidance under the Campus Crime Act (Clery); planning and enrollment projection materials for the MBA program, as required by SCHEV; as well as resolutions approved by the BOV Executive Committee at its February meeting in honor of Nancy Shelton and Gerald Spates; and the updates then approved to the University Sexual Misconduct Policy, along with an update on Internal Audit activity.

Mr. Schwartz asked a series of questions concerning the MBA program's strategic plan, and Dr. Perkins addressed the recent history of efforts to build the program and the reasoning behind the current strategy. Mr. Schwartz also stressed the importance of policies that protect students who may be falsely accused of sexual misconduct. Ms. Trigiani moved to approve the Consent Agenda, Mrs. Anderson seconded and the motion was approved unanimously. (A copy of the Consent Agenda is included as Appendix 1).

President's Report

President Reveley noted the two-year anniversary of his appointment as president, the strong state of relations with the Town of Farmville, and SCHEV data indicating Longwood has the highest percentage enrollment growth of any Virginia university over the past two years: 5.4 percent. He noted faculty numbers are up 7.8 percent over the same period, and Longwood continues to have the highest proportion of courses taught by full-time faculty of any Virginia public university. He called the recent appointment of Joan Neff as provost a proud achievement for Longwood.

Police Chief Robert Beach provided an update for the Board on the state of the search for missing student AJ Hadsell. President Reveley expressed his gratitude and deep personal concern, and noted that the news has weighed heavily on the entire campus community, which has endeavored not to lose hope even while bracing for what may be difficult news.

Mr. Schwartz called for a round of applause for Longwood's positive news on enrollment.

At 10 a.m., Board members broke into their Strategic Priorities groups for focused discussion with members of the executive steering committee: Retention and Graduation (Hallock and Radcliff, with Kindon, Perkins, Pierson); Foot Traffic by Alumni and Friends (Anderson and Johnson, with Austin, Hodges and Pope, along with John Kirk of Cooper Robertson Partners);

and Organization, Structuring and Governance (Schwartz and Wertz, with Bratcher, Copeland, and Reveley).

At 11 a.m., the following Strategic Priorities groups convened for focused discussion: National Marketing (Hansen and Ward, with Austin, Hodges and Kindon); Strengthening the University Community (Mobley, with Copeland, Perkins and Pope) and Regional Prosperity (Busser and Trigiani, with Bratcher, Pierson, Reveley and Kirk).

While not in a Strategic Priorities group, members of the Board toured the Maugans Alumni Center site, which is nearing completion of construction.

At 12:15, the Board returned to Stallard Board Room for lunch and a presentation by Cooper Robertson Partners, providing an update on findings, analysis and guiding principles that have been developed so far during the master planning process.

Reports of Representatives to the Board

Joe Gills introduced Constance Garner, who will be the next SGA president. He said the year has been a challenging one for students, with the death of Riley Cole and ongoing concern for AJ Hadsell. He thanked President Reveley and Mrs. Radcliff for attending Riley Cole's memorial service. He provided a brief report on SGA's work to address issues raised in a recent audit, and revisions to the constitution and student finance committee bylaws. He said he had worked closely with Ken Copeland and agreed that the student activity fee could be reduced this year due to reserves, but hopes it will be raised again in the future if necessary. He said it is a positive development that a large number of freshmen are running for SGA, Honor Board and Convocation Board – a strong sign of student involvement.

He also provided an update on Relay for Life, which raised \$68,000, and praised the appointment of Dr. Neff as provost, saying the search committee was exceptionally strong. He also expressed his support for the master planning process and urged the Board to implement the ideas that emerge from it, as the "place" of Longwood is critical to its success.

Dr. Pierson and Mrs. Margiloff both expressed their deep appreciation to Mr. Gills for his work as SGA president and his exemplification of a committed citizen leader during his time at Longwood.

Dr. Church provided an update from the faculty. She said she believes there has been valuable clarification regarding the faculty role in the implementation of Title IX. She said that while compensation still has room for improvement, faculty are encouraged that the issue features prominently in the university strategic plan and that a primary metric for that plan is compensation. She said faculty are excited about the progress of General Education revision and the appointment of the new provost, and feel they had a strong voice in the process. She also

mentioned new areas of endeavor, including development of a new cross-disciplinary minor in neuroscience. “It’s an exciting time to be at Longwood,” she said.

In response to a question from Mr. Schwartz, President Reveley provided an outline of the likely timeline for the continued development of a new general education curriculum, and to begin to implement it, with pilot courses beginning as soon as next spring, and 2017 being a possible juncture for the new curriculum to be phased in for all freshmen.

Allison Allgood provided an update on activities involving the staff advisory committee.

Kathleen Early provided an update from the Alumni Association, including plans for a scholarship in honor of Nancy Shelton, efforts to connect alumni with current students, and new officers.

Mrs. Margiloff expressed her gratitude for Ms. Early’s service to the university. President Reveley provided a brief update on the search process for Nancy Shelton’s successor as alumni director. Mrs. Margiloff also noted President Reveley’s recent presentation to the University Foundation Board and his charge for the Foundation to help the university increase its capacity to offer student scholarships. President Reveley noted the retention rate for students with a scholarship from the Foundation is 94 percent.

Dr. Paul Barrett, dean of the College of Business and Economics, addressed questions regarding the MBA program. He noted that MBA graduates have the potential to become high-capacity donors, and progress in enrollment, which stood at six when he arrived. Board members including Mr. Mobley and Mr. Schwartz encouraged the program to be carefully and regularly evaluated to ensure it is making progress toward its targets.

Dr. Bill Abrams, faculty AAUP representative, provided an annual report on faculty compensation. He noted that salaries remain below those of Longwood’s peer groups but reported last year mean salaries increased by 3 percent for continuing faculty, and that the increase is higher than for AP positions. He also reported there are 10 additional faculty this year, an increase of 4.2 percent, one additional E&G administrative position, three additional staff in student services, and one less position in athletics.

Mr. Mobley said the issue of compensation has been an area of intense focus for the Board for several years, and said while work remains to be done, there has been real progress, noting the university has now covered about 80 percent of its target to narrow the \$3.2 million annual salary gap identified in the 2012 compensation report. Mr. Copeland noted Longwood has internally funded three salary increases in the last three years without receiving additional state dollars to do so, and that he understands the issue is the university’s top budgetary priority. Mr. Gills noted that a computer science professor was working with him at 4 a.m. recently on a project as an example of the devotion of Longwood’s faculty, but said it is also important to keep tuition affordable.

Mrs. Margiloff proposed a motion to go into Closed Session under Section 2.2-3711(A)(19) of the Code of Virginia to discuss a report related to the security of Longwood University facilities and the safety of those using those facilities. Ms. Trigiani moved to approve the motion, Mrs. Walker seconded, and the motion was approved unanimously.

A motion was made by Mrs. Margiloff to return to open session. The motion was seconded by Mr. Wertz and approved by the Board. In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mrs. Margiloff moved to certify that the discussion in Closed Session was in accordance with the Code of Virginia. All members then in attendance voted to confirm: Mr. Mobley, Mr. Schwartz, Mr. Hallock, Mrs. Busser, Mrs. Radcliff, Mrs. Anderson, Mrs. Margiloff, Mr. Wertz, Mr. Hansen, Ms. Trigiani, Mr. Ward, Mrs. Walker, and Mr. Johnson.

Mrs. Margiloff proposed a motion to go into Closed Session under Section 2.2-3711(A)(2) of the Code of Virginia to discuss disciplinary matters that would involve the disclosure of information contained in a scholastic record of a Longwood University student. Ms. Trigiani so moved, Mrs. Busser seconded, and the motion was approved unanimously.

A motion was made by Mrs. Margiloff to return to open session. The motion was seconded by Mr. Wertz and approved by the Board. In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mrs. Margiloff moved to certify that the discussion in Closed Session was in accordance with the Code of Virginia. All members then in attendance voted to confirm: Mr. Mobley, Mr. Schwartz, Mr. Hallock, Mrs. Busser, Mrs. Radcliff, Mrs. Anderson, Mrs. Margiloff, Mr. Wertz, Mr. Hansen, Ms. Trigiani, Mr. Ward, Mrs. Walker, and Mr. Johnson.

The Board adjourned at approximately 5 p.m.

Saturday, March 28, 2015

The Longwood University Board of Visitors reconvened on Saturday, March 28, 2015 in Stallard Board Room.

Members present:

Mr. Stephen Mobley
Mrs. Katherine Busser
Mrs. Marianne M. Radcliff
Mrs. Eileen Anderson
Mrs. Colleen McCrink Margiloff
The Hon. Robert S. Wertz, Jr.
Mr. Eric Hansen
Ms. Pia Trigiani

Mrs. Shelby Jones Walker
Mr. Thomas Johnson
Mr. Lacy Ward

Mrs. Margiloff proposed a motion to go into Closed Session under Section 2.2-3711(A)(1) of the Code of Virginia to discuss matters pertaining to the performance and promotion of Longwood University employees. Mrs. Busser so moved, Mr. Mobley seconded and the motion was unanimously approved.

A motion was made by Mrs. Margiloff to return to open session. The motion was seconded by Mr. Wertz and approved by the Board. In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mrs. Margiloff moved to certify that the discussion in Closed Session was in accordance with the Code of Virginia. All members then in attendance voted to confirm: Mr. Mobley, Mr. Hallock, Mrs. Busser, Mrs. Radcliff, Mrs. Anderson, Mrs. Margiloff, Mr. Wertz, Mr. Hansen, Ms. Trigiani, Mr. Ward, Mrs. Walker and Mr. Johnson.

Mrs. Margiloff proposed a motion to award Emeritus status to the following faculty:

- Dr. Wayne E. McWee
- Dr. Robert P. Webber.

Mrs. Radcliff so moved, Mr. Wertz seconded and the motion was unanimously approved.

Mrs. Margiloff proposed a motion to promote the following faculty:

To the rank of Professor

- Dr. Consuelo Alvarez, Associate Professor of Biology
- Dr. Audrey P. Church, Associate Professor of Library Media
- Dr. Susan E. Lynch, Associate Professor of Therapeutic Recreation
- Ms. Frances H. Reeve, Associate Professor of Library Media
- Dr. Gerry R. Sokol, Associate Professor of Education

To the rank of Associate Professor

- Dr. Mary L. Carver, Assistant Professor of Political Science
- Dr. David A. Geraghty, Assistant Professor of Social Studies Education
- Dr. Katrina L. Maynard, Assistant Professor of Education
- Dr. John D. Miller, Assistant Professor of English
- Dr. Joanna Morrison, Assistant Professor of Exercise Science
- Dr. Scott Wentland, Assistant Professor of Economics

To Senior Lecturer

- Ms. Faustena Ewing, Lecturer in Fitness Concepts

Mrs. Radcliff so moved, Mrs. Anderson seconded and the motion was unanimously approved.

Mrs. Margiloff proposed a motion to award to tenure to the following:

- Dr. Mary L. Carver, Assistant Professor of Political Science
- Dr. David Geraghty, Assistant Professor of Social Studies Education
- Dr. Katrina L. Maynard, Assistant Professor of Education
- Dr. John D. Miller, Assistant Professor of English
- Dr. Joanna Morrison, Assistant Professor of Exercise Science
- Dr. Scott Wentland, Assistant Professor of Economics.

Mrs. Radcliff so moved, Mrs. Anderson seconded and the motion was unanimously approved.

Mrs. Margiloff proposed a motion to deny promotion and tenure to Dr. Ayse Balas, Assistant Professor of Marketing. Mr. Mobley so moved, Mrs. Busser seconded, and the motion was unanimously approved.

President Reveley circulated a proposal to increase undergraduate in-state tuition by approximately 2.8 percent for 2015-2016 – which would represent by a wide margin the lowest 2-year price increase at any Virginia public university since 2001-2002. Mrs. Margiloff commended President Reveley and Ken Copeland for their work on behalf of students, and Mrs. Radcliff said a second consecutive year of minimal increases would be especially welcomed and noticed by lawmakers.

Mrs. Margiloff requested a motion to adopt the proposed charges for 2015. Ms. Trigiani so moved, Mr. Hansen seconded and the motion was unanimously approved. (A copy of the Undergraduate Tuition and Fees proposal and press release is included as Appendix 2).

President Reveley discussed Longwood's proposed application to host a 2016 president debate and Mrs. Margiloff called for the Board to formally endorse the university's application and aspiration to host one of the most important events in our national democracy. Ms. Trigiani so moved, Mrs. Busser seconded, and the motion was unanimously approved.

Mrs. Busser moved to introduce a Resolution of Commendation of the University's Supporting entities. Mr. Mobley seconded and the motion was approved unanimously. (A copy of the resolution is included as Appendix 3).

Mr. Copeland discussed proposed modification to a previously approved Resolution Regarding Support for Financing and Refinancing of The ARC Quad and Related Student Housing Projects,

in order to authorize the Longwood University Real Estate Foundation to make use of new financing options that have recently become available, and are expected to save approximately \$2.5 million. Mr. Hansen so moved, Ms. Trigiani seconded and the motion was approved unanimously. (A copy of the resolution is included as Appendix 4)

Mrs. Margiloff introduced a resolution naming Alumni Archive Collection in the Maugans Alumni Center in honor of Nancy Britton Shelton '68. Mr. Wertz so moved, Mrs. Walker seconded and the motion was approved unanimously. (A copy of the resolution is included as Appendix 5).

President Reveley recognized Audrey Church and congratulated her on her promotion to the rank of full professor.

Mr. Bratcher introduced architects Jeff Yelton and Michael Franck, who made a presentation on the site and design plan for the Upchurch University Center.

Mrs. Margiloff offered closing remarks, and said that Longwood has strong policies with regard to possible false accusations of student misconduct, and such circumstances could be addressed via Honor Code proceedings. As always, policies should be continuously reviewed.

There being no further business, the meeting was adjourned at approximately 11:30 a.m.

Upon adjourning, the Board joined Mrs. Elsie Upchurch '43 and members of her family and other guests for a ceremonial groundbreaking ceremony for the Norman H. and Elsie Stossel Upchurch University Center, followed by a luncheon in the Rowe Gallery.



Edits, Updates, and Amendments Regarding Policy, Procedure and Planning

The items that follow concern regular updates anticipated since the beginning of the calendar year to the university Timely Warning and Missing Student policies, per regulatory guidance under the Campus Crime Act (Clery); planning and enrollment projection materials for the MBA program, as required by SCHEV; as well as resolutions approved by the BOV Executive Committee at its February meeting in honor of Nancy Shelton and Gerald Spates; and the updates then approved to the University Sexual Misconduct Policy. Included here also is the update on Internal Audit activity.

Policy

TIMELY WARNING POLICY

I. PURPOSE

It is the responsibility of the Longwood University Police Department (LUPD) to notify the University community in a timely manner when a reported crime or incidents occurs on or near the University campus which represents an ongoing or serious threat to the University community.

This policy seeks to ensure that the university community is notified promptly with accurate information in the event of a reported crime in which there could be an ongoing or serious threat to the community or additional incidents in the future.

II. TIMELY WARNING/ CRIME ALERT INCIDENTS

The university shall issue a timely warning when the Longwood University Police Department identifies a reported crime or incidents in the core campus geography or areas immediately adjacent to the campus that poses an ongoing threat to students, faculty and staff and guests. The decision to inform the university community shall be based upon known facts of an incident. A map of the core campus geography can be found at <http://www.longwood.edu/about.htm> then click on maps and directions.

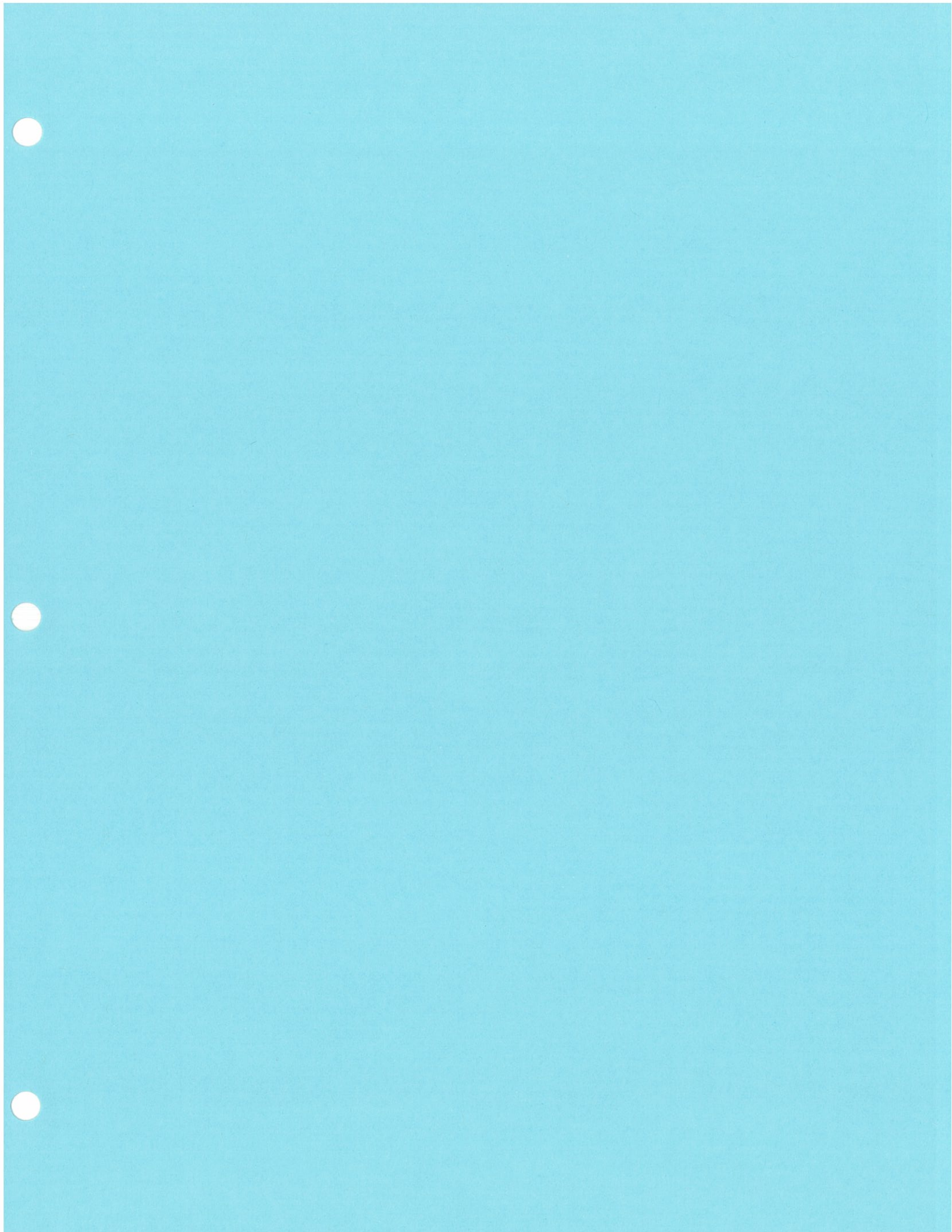
The Vice-President of Student Affairs, in consultation with the Chief of Police or designee, shall decide whether to issue a timely warning.

The university shall notify the university community of crimes that represent an ongoing threat to students, faculty and staff and guests unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. They may stem from reports to university police or other state or local agencies. Those crimes that prompt a timely notification include, but are not limited to:

- a. Murder
- b. Non-Negligent Manslaughter
- c. Forcible sexual Offenses
- d. Robbery
- e. Aggravated Assault
- f. Arson
- h. Burglary
- i. any emergency situation that may pose a threat to the health and safety of the students, faculty, staff and visitors of the Longwood community.

Notification Process

1. The Chief of Police and/or designee will inform the Vice-President of Student Affairs of any crime that may pose an ongoing threat to the personal safety of students, faculty, staff or visitors.
2. The Chief of Police and/or designee will contact the Longwood University Public Information Officer and draft the message that will be sent out and coordinate any updates as needed.
3. Timely warning notices shall include the following information:
 - a. nature of the crime or immediate threat;
 - b. location, date and time of crime or immediate threat;
 - c. description of any suspect(s);
 - d. action recommended for university community;
 - e. Crime prevention information, and;
 - f. Contact number for the Longwood University Police Department and the Farmville Police Department.
4. When issuing a timely warning one or more of the following communication channels may be used as appropriate:
 - An email message sent to everyone with a university e-mail account.
 - Posting on the university emergency communications website at <http://alerts.longwood.edu/> which will be updated with information and instructions about how to respond in an emergency situation.
 - Text messaging, which is also the primary communications channel for any closings and delays for inclement weather.
 - Social media such as Twitter and Facebook.



Policy

MISSING STUDENT NOTIFICATION POLICY

I. PURPOSE

To establish guidelines which describe the investigation of missing persons and making appropriate entries into VCIN and NCIC and to the Residential Education Coordinator (REC) on-call.

II. PROCEDURES

Student registration Process

Students are encouraged to utilize forms prepared and made available by the university to provide emergency contact information. The University will ensure that all students are able to update their contact information when needed. These procedures and forms are communicated routinely to students during: new student orientation, residence hall meetings and the start of fall and spring semesters. Notification of this policy is referenced in the annual Campus Security report and the Longwood University website.

Students must be reassured that their emergency contact information will be:

- 1) Registered confidentially
- 2) Accessible only to authorized campus officials
- 3) Disclosed only to law enforcement personnel for the sole purpose of their investigation.

Missing Student Notification

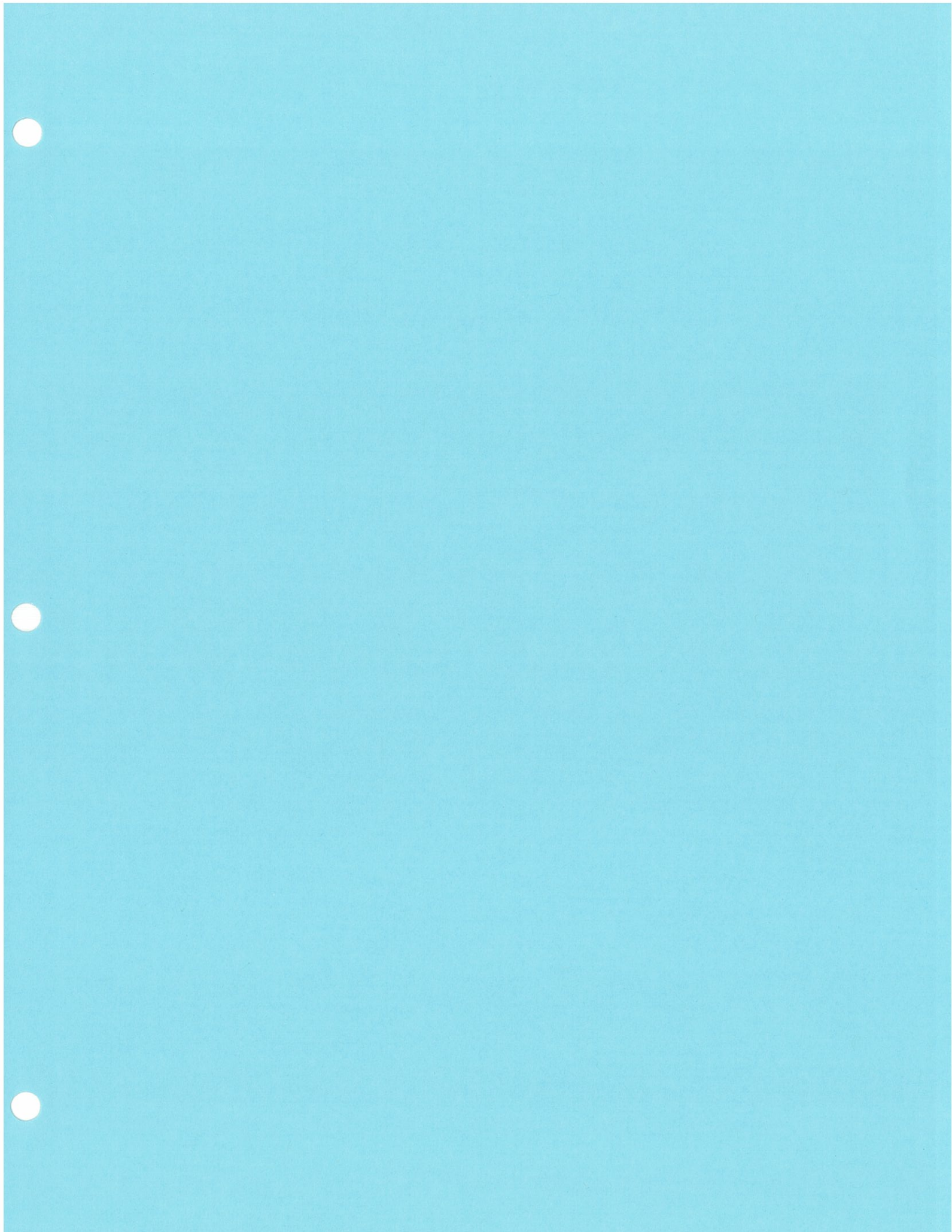
All students will have the opportunity and means to identify an individual or individuals to be contacted in an emergency, when the university determines that a student is missing. Upon receipt of a complaint, report or expression of concern about a missing student, the Longwood University Police Department (LUPD) will undertake all reasonable efforts and attempts to contact the student. A student will be deemed missing when contact has not been made for more than 24 hours but the time period may be accelerated and appropriate intervention will occur sooner when:

- There is evidence of possible criminal activity in connection with the student's disappearance;
- The student, regardless of age, has known or suspected physical/mental disability or condition or is otherwise compromised and there is thought to exist risk of an immediate

danger to his/her safety or the safety of others. The student, regardless of age, is believed to be in the company, voluntarily or involuntarily, of another.

When the missing student is located, LUPD will contact the student to offer any appropriate support, as well as the emergency contacts and/or parents to confirm the student has been located.

If the investigation is unsuccessful in locating the missing student, LUPD will continue to investigate according to established police procedures.



MBA Program (CIP 52.0201)

Analysis of the Enrollment

The Longwood MBA program was converted from a face-to-face program to an on-line program in 2010. Since its conversion, the program's enrollment has demonstrated three trends: (1) the program is experiencing a steady increase in headcount enrollment for the recent two years, (2) an overwhelming large number of part-time students enrolled in the program (see Table 1 below); and (3) a diverse enrollment pattern indicated by various types of enrollment status. For instance, we have students enrolled in spring, enrolled as "degree seeker", "non-degree seeker", or enrolled for one credit to maintain "graduate student" status without taking any course for a semester.

Table 1: Longwood MBA Headcount Enrollment for Fall Semester 2012 & 2013

Year	Fall Headcount (total admitted students)	Sub-Total by Type	
		Full-Time	Part-Time
12-13	12	0	12
		0	12
13-14	16	0	16
		0	16
14-15	18*	0	18
		0	18

* Includes two students maintaining continuous enrollment with GRAD 698.

While recognizing the fact that increases in the program's headcount enrollment indicates a continuous market need for the program, we also realize that the diverse enrollment pattern constitutes a challenge to our enrollment reporting. Specifically, the overwhelmingly large portion of part-time students has had and will continue to have a decisive impact on the program's FTE enrollment, and SCHEV-HC and SCHEV-CE files cannot capture all types of students who enroll in the program at various points of time and under various circumstances. Table 2 below illustrates the headcount enrollment for spring semester 2014 by type. Between spring 2013 and spring 2014, the total headcount enrollment increased by 5 students to a total of 21 students.

Table 2: Longwood MBA Student Headcounts by Type for Spring 2013 and 2014

Type of Student	Spring 2013	Spring 2014
Degree Seeker	16	16
Enrolled for 1-credit to maintain continuous enrollment status	0	2
Non-Degree Seeker	0	3
Total Headcount	16	21

Historically, the College of Business and Economics has gone through several administration changes since the original proposal for the MBA program was submitted in 2005. Between 2005 and 2008, there were three deans in the position. Stability in the college's administration and the program coordination

did not come until 2008 when our current Dean and MBA program coordinator were hired. Likewise, leadership in Longwood's College of Graduate and Professional Studies has been in flux until recently.

The original proposal for the MBA program projected reaching a fall headcount enrollment of 30 and an annual full-time equated student enrollment of 20 in Year 1 (2006-07), with growth to 60 in fall headcount enrollment and 40 in annual full-time equated enrollment by Year 2 (2007-08) and forward. Since then, the economy has seen the worst downturn since the Great Depression, and MBA programs have felt the pinch in two ways – full-time students do not want to put their careers on hold while they pursue graduate degrees and part-time students who had enjoyed the financial support of their employers found that many companies were no longer willing to pay for their graduate education. For a new program just getting started, these factors have adversely affected our growth.

As mentioned above, in the two quantitative measures used by SCHEV for this productivity study, the numbers presented in the enrollment measure appear to be insufficient in terms of capturing the complete picture of the enrollment of the Longwood MBA program. This program was originally designed for working-adults. We often have students who take classes in the fall as a non-degree seeking student and do not enroll in the MBA program until the spring semester. The fall headcount enrollment does not capture these students until the following year which tends to delay growth reported in a 5-year rolling average. In addition, the course enrollment number does not capture a student who is enrolled in the MBA program, is currently not taking classes, but is maintaining continuous enrollment through a one-credit hour continuous enrollment course.

For the degree production, we graduated 13 students in 2013 and five in 2014. For 2015, there will be eight graduates. Thus, two of the last three years, this program exceeded the SCHEV standard for a five-year average of seven MBA graduates.

Populations Served

Although the MBA program is delivered online, we primarily serve students in the Commonwealth, particularly the Southside Virginia area. Currently, six of our students live in Southside Virginia, five in the Richmond area, two in Southwest Virginia, one each in Charlottesville, Northern Virginia, and Tidewater and one out-of-state.

All of our students are earning their degrees on a part-time basis while they work full-time jobs. This program provides them with the opportunity to fit their studies into their already busy personal and professional lives. It also allows them to continue their careers while they earn their MBA degrees.

Serving working adults is consistent with Longwood's mission, especially serving those in underserved areas of the Commonwealth (Southside and Southwest Virginia). At the same time, serving primarily part-time students has a negative impact on our full-time equivalent enrollment headcounts.

Quality of the Program

Longwood's online MBA is a quality program and is publicly recognized as such:

- The program is accredited by AACSB International. Fewer than five percent of the schools of business worldwide have earned and maintained this designation.

- In January 2014, the program was ranked #62 on *US News & World Report's* ranking of online graduate business programs. Of the 239 online graduate business programs that are on that list, only one other Virginia university ranked higher than Longwood – JMU ranked #9, George Mason ranked #75, Regent ranked #102, and Liberty #122. This program was ranked very high on three out of the five measures that make up the ranking: ranked #5 on the measure “Faculty Credentials and Training,” #16 on “Admission Selectivity,” and #31 on “Student Engagement.”
- The program is recognized as a good value. Longwood MBA is ranked #31 on GetEducated.com’s “Best Buy” list of AACSB Online MBA Programs. This list recognizes programs that are accredited by AACSB, but cost less than the median cost of those MBA programs. There were no other Virginia schools that ranked above us on this list.
- Table 3 below illustrates the difference in degree production for the similar programs that are offered by Longwood and other selected peer institutions in the Commonwealth. When we
 - Use the same set of data provided by SCHEV-Research, the five year average FTE enrollment and the number of degree awarded,
 - Measure the ratio of the number of degrees awarded to the number of FTE enrolled in the program,

Longwood’s MBA has better performance.

Table 3: Comparison of the Ratio of Degree Awarded to FTE enrollment

School	MBA (520101)
Longwood University	5.8/9.5=66.4%
University of Mary Washington	71.6/134.2=53.3%
Radford University	39.2/60.3=65.0%
Virginia Commonwealth University	126.2/226.1=55.8%
Old Dominion University	85/156.3=54.4%
James Madison University	28.8/52.3=55.1%

After a lengthy and thorough discussion among our faculty, professional staff and administration, we reached the following conclusions:

- This program is productive and has a great potential to grow.
- To sustain, the leadership of the program needs to develop a reasonable action plan and take measures to improve our current practice in marketing and recruitment.

Our Plan for Improving Enrollment

Our action plan for addressing the enrollment issue consists of four components: (1) adding a real estate concentration, (2) offering a five-year and full-time dual degree (BA-to-MBA) option to current business and non-business majors, (3) intensifying the marketing efforts to increase public awareness of the program, and (4) employing new strategies in recruitment practice.

(1) Adding a Real Estate Concentration

In the current MBA marketplace, there is a trend toward specialization. A December 2013 article on the AACSB Data and Research Blog, "Significant Strides in Specialized Master's Enrollment," reports that over the past five years (2008-09 to 2012-13), for all AACSB accredited schools in North America, MBA enrollment has decreased somewhat (-3%) while enrollment in specialized Master's programs has seen a 38% increase.

When deciding to add a concentration in real estate area, we looked at three factors, 1) the importance of the real estate industry, 2) the market need for professionals with advanced training in the field, and 3) the strength of our curriculum and faculty.

The Importance Real estate is one of the biggest industries in our economy and it continues to be a major part of business. In Virginia, the real estate industry is the third largest contributor to the state's economy, after the government and professional and business services (Regional Perspectives: Virginia Economic Outlook, JPMorgan Chase, December 26, 2013).

The Market Need There is general acceptance today that more technical expertise in real estate is necessary in order to succeed in the industry and graduate education is commonly a prerequisite to advancing in many aspects of real estate. Like many industries, real estate is moving in the direction of "big data," particularly in the commercial sector. To deal with the complexity of the field, today's real estate professionals require advanced training to prepare them to operate in increasingly technical and interrelated areas. Business degrees with real estate concentrations generally provide students with the opportunity to pursue a general management degree, but to also specialize in some segment of the real estate industry. This sentiment is supported by the January 17, 2013 *Business Week* article, "Real Estate Training is Hot for MBAs," which notes that real estate is a hot new growth area for business schools.

In addition, according to Deloitte's 2014 Commercial Real Estate Outlook (Deloitte Center for Financial Services), talent is becoming a key concern for commercial real estate executives and boards. Deloitte points to an age gap in the industry. With the average age of an employee in the real estate industry at 40 – 50 years old, by 2020 over 65% of senior leaders will have retired and the next level of employees is not prepared to fill the gap. Deloitte's report states that developing the next generation of leaders should be a top priority for the industry and points out that the increase in graduate real estate programs is important to filling this gap.

Further, as part of our due diligence, in the summer of 2013, Dr. Bennie Waller, Dr. Scott Wentland, and Mr. Bill Baxter visited executives at several commercial real estate firms (Thalhimer/Cushman & Wakefield, Colliers International, Porter Realty, CB Richard Ellis, and Highwoods Properties) in the Richmond area to discuss our plans and collect their input. During these discussions, these executives confirmed our analysis that there was a need for a program for real estate professionals that would provide:

- a broad business foundation to prepare real estate professionals for leadership positions,
- a focus on ethics and values-based leadership,
- the development of business "soft skills" (non-technical skills such as critical thinking, communications, etc.)

Based on this input, it was clear that there was a market for an MBA with a concentration in real estate, which would be more aligned with the type of product executives in the industry described.

Our Strength The strength of this program is especially evident in both its curriculum and faculty's credentials and expertise. Like many other industries, there are various licensing requirements and industry designations for real estate professionals that require specialized education (such as a broker's license or the Certified Commercial Investment Member designation). Based on the courses that we have developed, with completion of the necessary filings to ensure these courses meet the educational requirements for the certifications, we can provide an opportunity for our students to achieve their goals for maintaining the credentials for their business practice while at the same time advancing their professional career. Our recent conversations with the commercial real estate professionals in the Richmond area, as well as conversations with the executive directors of the Virginia Association of Realtors and the Richmond Association of Realtors confirm the idea that this newly added concentration will enable Longwood's online MBA to offer an attractive incentive to people looking to move up their career ladders.

A real estate concentration leverages our faculty strength in the real estate industry. Several of our faculty members are nationally recognized and highly visible in the field of real estate. Dr. Bennie Waller, Dr. Xun Bian, Dr. Ray Brastow, and Dr. Scott Wentland have published extensively and successfully in the top journals in the academic real estate literature. Their work has been recognized numerous times by the American Real Estate Society (ARES), the leading real estate research and education organization globally. In addition, Dr. Waller's research has been reported on extensively by leading publications and media such as *The Wall Street Journal*, and Dr. Wentland and Dr. Brastow's work has been featured in numerous other media outlets, creating greater visibility for Longwood and our expertise in real estate.

Finally, with the newly added concentration in real estate, our MBA program will be the first online MBA program offering a real estate concentration in the Commonwealth of Virginia. As mentioned in above sections, our extensive discussion with industry professionals confirmed that this program will generate the most interest and allow us to serve a wide market of working professionals, as well as underserved populations in rural areas of Virginia who do not have easy access to the few residential programs now being offered within the state.

The real estate concentration was implemented in fall 2014, after receiving approval from Longwood's EPC and faculty senate in late 2013. Two students are currently in the program.

(2) Offering a Five-Year and Full-Time Dual Degree Option to both Business and Non-Business Majors

As part of Longwood's effort to offer more five-year dual degree options to its students, a five-year dual degree in Business Administration will open another opportunity for our program to reach a broader population and recruit more students into our program.

A May 2013 report by Hanover Research, "Trends in Accelerated MBA Programs," indicates that accelerated degrees are increasing in popularity and notes that this is especially true for graduate degrees, with one-year MBA programs becoming more popular in the US. The report goes on to say that students are interested in these degrees for both the cost and time savings that they provide,

particularly for students eager to begin work, but who realize the competitive edge in the marketplace that an advanced degree provides.

In fall 2013, the MBA coordinator began to work with the Liberal Studies program to promote this option to those Liberal Studies majors who decided not to pursue teaching licensure. Working with the director of liberal studies, we've outlined a curriculum path for these students that will prepare them for admission to the MBA program. We should see increase in enrollment from these students over the next three to four years. In addition, efforts to recruit Longwood business majors and minors have also been made.

(3) Intensify the Marketing Efforts to Increase Public Awareness of the Program

Longwood serves the nation and the commonwealth as a regional comprehensive university. Because of the relatively young age of the program, it is expected that the level of its visibility and public awareness of the program is low. It will take time and effort to get where we want to be. As we seek to increase enrollment in the MBA, we must first intensify our marketing effort for the program.

Application volumes hinge on the success of school efforts to build a pipeline of future students. The timeline from when a prospect starts to consider an MBA until when he/she applies can be up to two years long. We continue to refine our marketing and recruiting efforts to build a stronger pipeline. During the 2013-14 year we spent over \$53,000 on PR, marketing, and recruiting. In addition, \$8,750 was donated by our corporate advisory board members to support advertising of the new real estate MBA. This level of spending is beyond that of the original MBA proposal.

As a state institution with a regional focus of serving Southside Virginia, most of our advertising is focused in the Commonwealth. In 2014, we added the latest technologies to our mix of media, applying strong digital marketing tactics (targeted display, site retargeting, a landing page, and pay-per-click) to our marketing program. As a result, the number of inquiries about the MBA program have almost doubled last year, 117/2014 vs 59/2013. And inquiries continue to increase -- as of November 20, 2014, we've received 101.

Marketing efforts in 2014 included the following tactics:

- Digital tactics including two months (September and October 2013) of targeted display, site retargeting and the creation of a landing page. Pay-per-click advertising (October 2013 – April 2014).
- Development and implementation of a marketing video on YouTube that is also used on our website and with other digital media.
- Advertising in the Education section of the September 2013 issue of United Hemisphere.
- Advertising in the Tuesday and Thursday editions of the Richmond BizSense e-letter during the months of September, October, November 2013 and January, February, and March 2014.
- Advertising in the print (November 2013, January and March 2014) and online (February, April, May, June 2014) editions of Virginia Business magazine.
- Advertising on Web Talk Radio's "Surviving the Credit Crisis" (January – June 2014).
- Advertising on the "Beat the GMAT" website (September – November 2013).

- Direct mail to Longwood business majors and minors, GMAT takers, and Longwood alumni. Direct mail to members of the American Real Estate Society.
- Several PR releases prepared by Longwood’s Public Relations department.
- Informational visits with major commercial real estate firms and the Richmond and Virginia Associations of Realtors.
- Representing Longwood during the College programs at the NRF’s 2013 Shop.org (online retailing) and 2014 Big Show conferences.
- A networking breakfast for Longwood alumni working in real estate in the Richmond area.
- Participation in college/program ranking surveys hosted by reputable agencies such as *US News & World Report* and GetEducated.com’s “Best Buy” Online AACSB MBA programs. These nationally recognized ranking reports bring great visibility to our program.

In terms of recruiting in 2014, we attended a graduate school fair in southwest Virginia, meeting with students and career center staff at UVA –Wise. In addition, the MBA Coordinator visited Emory and Henry and Roanoke College. We also participated in two Longwood graduate school fairs.

A full list of planned 2014-15 marketing tactics is attached as Appendix A.

(4) Employing New Strategies to Enhance our Recruitment Practice

While continuing our marketing efforts to build a visible presence in the nation, region, and Commonwealth, we plan to employ new strategies to enhance our recruitment practice. The actions to be taken include, but are not limited to,

- Expanding on last year’s efforts to participate in graduate school fairs at other colleges throughout Virginia;
- Actively recruiting at the various commercial real estate and realtor associations where we have developed relationships, setting up information tables in their offices and hosting coffees during their professional gatherings and sales meetings;
- Continuing to work with Longwood’s Office of Alumni Relations to host/attend additional networking breakfasts and events for alumni and real estate professionals;
- Reach out to those undergraduates who are currently majoring in business administration and liberal studies and encourage them to consider the new degree advancement options before they leave Longwood.

New Enrollment Projection

We expect that the efforts mentioned above will have a positive impact on our enrollment. Table 4 below presents our projection of the headcounts for the next five years.

Table 4: Projected Enrollment for 2014-2019

Fall Semester	Total Headcount
2014	18*

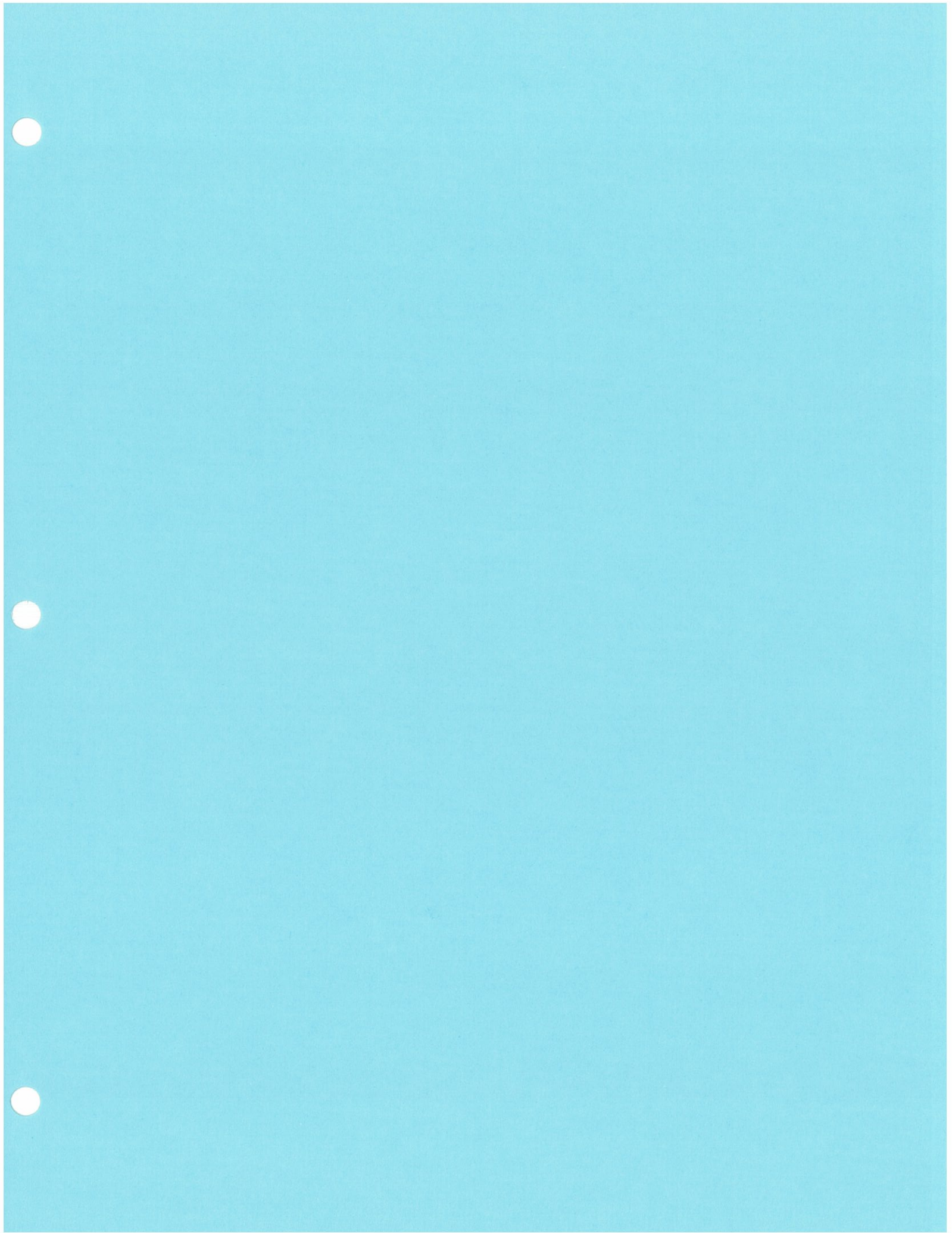
2015	35
2016	55
2017	86
2018	106
2019	106

* includes 2 students maintaining continuous enrollment in GRAD 698.

APPENDIX A						
MBA Marketing Plan -- 2014-15						
Funded Activities						
Tactic	Media	Goal	Date	Cost	Notes	
Surviving the Credit Crisis WebTalk Radio show sponsorship	Online	Inquiry generation	7/1/2014 - 6/31/2015	1,625.00	includes 4 interviews of our real estate faculty members per year	
VA Business E-News (daily skyscraper ad)	Daily VA Business E-News	Inquiry generation	08/01/14	900.00		
VA Business E-News (daily skyscraper ad)	Daily VA Business E-News	Inquiry generation	09/01/14	900.00		
Summit Media Online Advertising Services (outreach display, landing page creation and conversion optimization, display retargeting, facebook retargeting, search engine marketing/paid search)	Online	Inquiry generation	09/01/14	5,000.00		
VA Business E-News (daily skyscraper ad)	Daily VA Business E-News	Inquiry generation	10/01/14	900.00		
Longwood Career Fairs	Face-to-Face	Inquiry generation	10/01/14	158.40	cost for 20 of each brochure and card for two fairs, Spring Fair Feb. 11, 2015	
Summit Media Online Advertising Services (outreach display, landing page creation and conversion optimization, display retargeting, facebook retargeting, search engine marketing/paid search)	Online	Inquiry generation	10/01/14	5,000.00		
Richmond BizSense Daily Newsfeed (sidebar ad)	Online	Inquiry generation	10/01/14	1,350.00	skyscraper ad runs every Tuesday and Thursday	
Longwood Alumni Event in VA Beach	Face-to-Face	Inquiry generation	10/22/14	225.41	cost for travel and brochures	
Summit Media Online Advertising Services (outreach display, landing page creation and conversion optimization, display retargeting, facebook retargeting, search engine marketing/paid search)	Online	Inquiry generation	11/01/14	5,000.00		
Summit Media Online Advertising (IP targeting -- Longwood, VCU, ODU)	Online	Convert inquiries to applications	11/01/14	2,500.00	offer no application fee to students at these schools if they apply before January 31, 2015	
Richmond BizSense Daily Newsfeed (sidebar ad)	Online	Inquiry generation	11/01/14	1,350.00		

Virginia Business magazine (1/3 p. print ad - Higher Ed issue)	Virginia Business	Inquiry generation	11/01/14	2,150.00	
Direct mail to BSBA seniors	Email	Inquiry generation	11/12/14	0.00	
Direct mail to BSBA minors	Email	Inquiry generation	11/12/14	0.00	
Send direct mail and brochures to feeder schools undergrad business programs and career centers	Letters and brochures	Inquiry generation	11/20/14	455.40	23 schools, sent 15 brochures each - postage not yet included
Brochures in Longwood UCC	Brochures	Inquiry generation	11/21/14	39.60	sent 30 brochures and cards
Summit Media Online Advertising Service (search engine marketing/paid search)	Online	Inquiry generation	12/01/14	315.00	
Direct mail to GMASS names	Email	Inquiry generation	01/01/15	600.00	target GMAT takers interested in online programs and real estate programs
Summit Media Online Advertising Service (search engine marketing/paid search)	Online	Inquiry generation	01/01/15	370.00	
Summit Media Online Advertising (IP targeting -- Longwood, VCU, ODU)	Online	Convert inquiries to applications	01/01/15	2,500.00	offer no application fee to students at these schools if they apply before January 31, 2015
Richmond BizSense Daily Newsfeed (sidebar ad)	Online	Inquiry generation	01/01/15	1,450.00	
Virginia Business magazine (1/6 p. print ad - VA Business School issue)	Virginia Business	Inquiry generation	01/01/15	1,690.00	Business School Directory and Real Estate issue
Direct mail to alumni	Email	Inquiry generation	01/15/15	0.00	attach PDF of brochure
Direct mail to Real Estate undergraduate programs at other schools	Letters and brochures	Inquiry generation	01/15/15	600.00	letter to include Bennie Waller's signature, 43 schools from IREM list, 10 brochures each
Direct mail to ARES members	Email	Inquiry generation	02/01/15	0.00	attach PDF of brochure and Real Estate rack card
Open House/Information Session	Face-to-Face	Inquiry generation	02/01/15	300.00	promote to CBE majors and minors, people who've inquired about the program, and other contacts, cost estimate for food and 50 of each brochure
Sales visits to real estate company offices	Face-to-Face	Inquiry generation	02/01/15	TBD	
Direct mail to Real Estate industry contacts in VA	Letters and brochures	Inquiry generation	02/01/15	200.00	initially send to Real Estate contacts in Richmond, 7 companies x 20 brochures and real estate cards, plus postage

Students admitted Spring 2018	5		These will graduate August 2019		
Total Students, Spring 2018		91			
Students graduating May 2018	0				
Students admitted Summer 2018	20		These will graduate August 2019, includes 10 from Anhui		
Total Students, Summer 2018		111			
Students graduating August 2018	(45)				
Students admitted Fall 2018	40		These will graduate August 2020, assumes 20 PT GB, 20 PT RE		
Total Students, Fall 2018		106			
Students graduating Dec. 2018	0				
Students admitted Spring 2019	5		These will graduate August 2020		
Total Students, Spring 2019		111			
Students graduating May 2019	0				
Students admitted Summer 2019	20		These will graduate August 2020, includes 10 from Anhui		
Total Students, Summer 2019		131			
Students graduating August 2019	(65)				
Students admitted Fall 2019	40		These will graduate August 2021, assumes 20 PT GB, 20 PT RE		
Total Students, Fall 2019		106			



[Longwood Seal/Graphic Logo]

Longwood University

Honors

Nancy B. Shelton

RESOLUTION OF APPRECIATION

WHEREAS, Nancy B. Shelton began her career with Longwood University in 1972, holding positions within the Sociology Department and then dedicated forty two of service to the alumni of Longwood University; and

WHEREAS, Nancy B. Shelton has served as Executive Director of the Alumni Relations Office since 1974; and

WHEREAS, Nancy B. Shelton has been an outstandingly true and loyal employee;

NOW, THEREFORE, BE IT RESOLVED

That we, personally and on behalf of the Longwood University Board of Visitors and Alumni Association Board of Directors, recognize and thank Nancy B. Shelton for her dedication and service to Longwood University, and wish her every blessing in her well-earned retirement.

[Date]

[University Seal]

Colleen Margiloff
Rector, Board of Visitors

Kathleen Early
President, Alumni Association

W. Taylor Reveley, IV
President, Longwood University



*A RESOLUTION HONORING
TOWN MANAGER GERALD SPATES
LONGWOOD UNIVERSITY*

WHEREAS, Gerald Spates has served Farmville as town manager for 40 years, beginning during the presidency of W. Taylor Reveley II at Hampden-Sydney College and continuing into the presidency of his grandson at Longwood, and worked with professionalism, vision and dedication to the community; and

WHEREAS, Longwood recognizes its own prosperity and vibrancy are inextricably connected with that of our home community, and that the palpable energy and momentum in Farmville today are attributable to a considerable degree to Mr. Spates' hard work and vision; and

WHEREAS, he has been a good friend and supporter of Longwood University, and worked with faculty, staff and students over four decades, including seven Longwood presidents, playing an instrumental role in creating and nurturing the positive relationship that today exists between the institution and the town; and

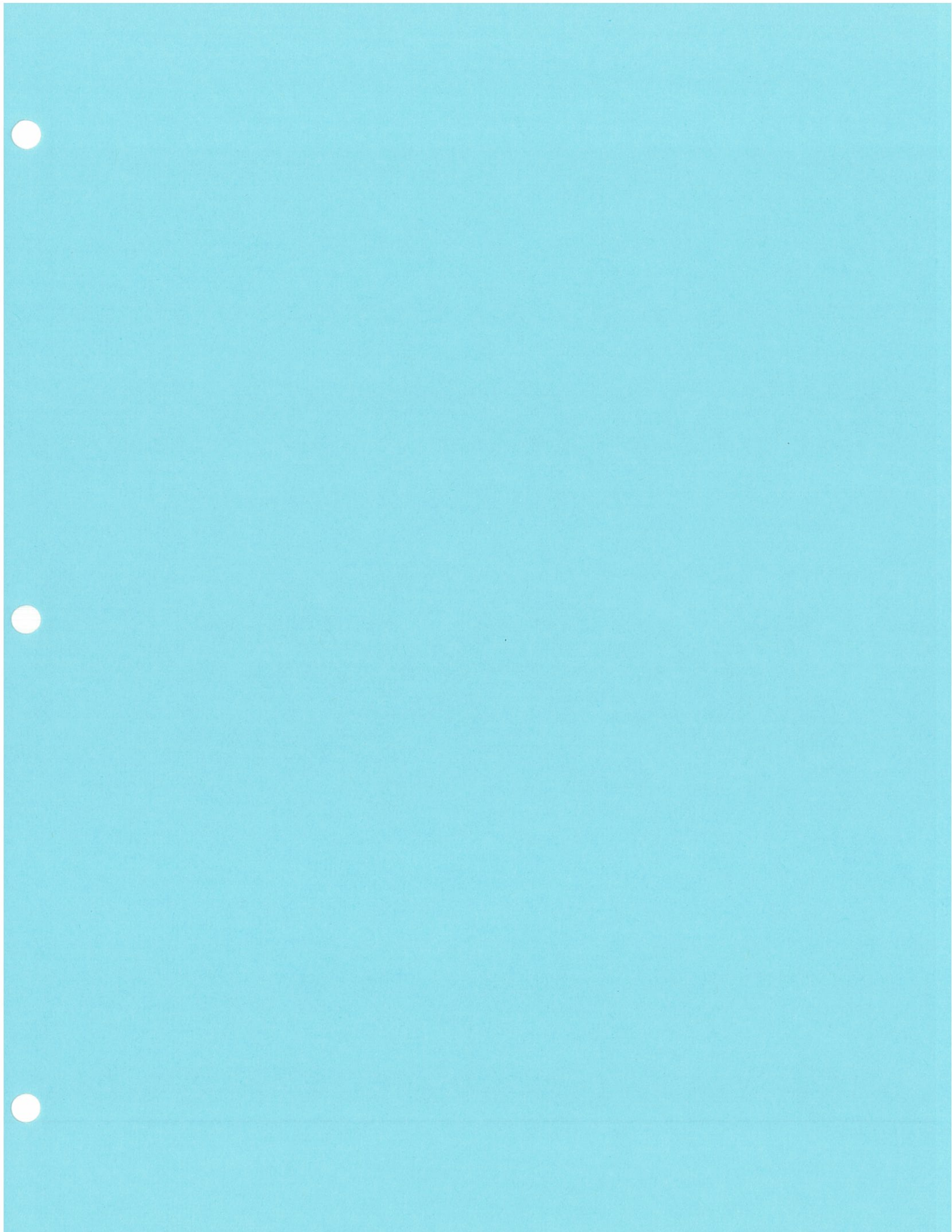
WHEREAS, Longwood is deeply grateful for his friendship and help as we have thrived and grown;

NOW, THEREFORE, BE IT RESOLVED that Board of Visitors commends Gerald Spates and expresses our deep gratitude for his 40 years of service to our community.

This the 25th day of February, 2015.

Colleen M. Margiloff, *Rector*

W. Taylor Reveley IV, *President*



Longwood University Sexual Misconduct Policy

Longwood University is committed to providing a healthy living, learning and working environment; an atmosphere that emphasizes the dignity and worth of the individual, which promotes personal integrity, civility and mutual respect, and creates an environment that is free from sexual misconduct and discrimination. Sexual misconduct, sexual discrimination and sexual harassment, are incompatible with Longwood's commitment to diversity and educational equity. Educational training and prevention programs will be provided along with appropriate resources and reporting options. This policy includes all forms of sexual misconduct, including sexual discrimination, sexual harassment, sexual assault, sexual violence, intimate partner violence and stalking by employees, students, or third parties. This policy addresses any sexual misconduct that involves members of the Longwood community regardless of whether the incident occurs during working hours and regardless of whether the incident occurs on or off campus. The intent of this policy is to provide the campus community with information, common definitions, and strategies to report and manage incidents that occur.

Eligibility for Assistance

This policy applies to all Longwood students, staff and faculty in all university programs and activities regardless of location of the incident(s). This policy also applies to individuals who join our community as an affiliate or part of an affiliated program. The University will conduct investigations to the best of their ability that may lead to appropriate criminal, personnel, and Student Conduct actions. All Longwood students, staff and faculty shall be offered immediate resources which may include counseling, medical assistance and living, learning and/or appropriate working environment accommodations.

If the complainant is a Longwood student, staff or faculty member and the accused respondent has no affiliation to Longwood, the complainant shall be offered available resources as appropriate. To the extent possible, the University will address the behaviors defined below towards any member of the Longwood community by non-members, including contractors, alumni, visitors, and any others identified as non-employees or non-students of the University.

If the complainant is a Longwood student, staff or faculty member and the accused respondent is affiliated with Longwood, both the complainant and accused respondent shall be offered available resources as appropriate.

If the complainant is not a Longwood student, staff or faculty member but the accused respondent is affiliated with Longwood, the respondent shall be offered counseling, medical and other resources as appropriate.

Definitions

Sexual Misconduct is a term that encompasses any sexual behaviors that violate Longwood University's Code of Conduct and University Policies. In general, any non-consensual contact of a sexual nature may constitute Sexual Misconduct. Sexual Misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student conduct action under University policy. The following policy definitions apply:

1. **Consent:** Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence. Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter. Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation or activity, there is no consent; this includes impairment or incapacitation due to voluntary alcohol or drug consumption by the alleged victim, or being asleep or unconscious. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy.

2. **Sexual activity:** includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch oneself or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue; or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
3. **Sexual Discrimination:** includes all forms of: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties against employees, students, or third parties. Students, University employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the Longwood campus and whether or not the incidents occur during working hours.
4. **Unwelcome sexual contact:** includes touching either of the complainant or when the complainant is forced to touch another person's body, directly or through clothing.
5. **Coerced sexual intercourse:** includes rape, attempted rape, sodomy, or other sexual acts or misconduct; or when the complainant is incapable of consent by reason of age, mental incapacity (including unwitting consumption of drugs), or physical helplessness.

6. **Sexual Exploitation:** Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
- a. prostituting another student;
 - b. non-consensual video or audio-taping of sexual activity;
 - c. going beyond the boundaries of consent (such as allowing friends to hide in a closet to watch you having consensual sex);
 - d. engaging in voyeuristic behavior;
 - e. knowingly transmitting an STD or HIV to another.
7. **Sexual Harassment:** Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:
- a. Promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request.
 - b. Threatening, directly or indirectly, retaliation against a student or an employee, if the student or employee refuses to comply with a sexually oriented request.
 - c. Denying, directly or indirectly, a student or employee an employment or education related opportunity, if the student or employee refuses to comply with a sexually oriented request. Engaging in sexually suggestive conversation or physical contact or touching another student or employee.
 - d. Displaying pornographic or sexually oriented materials.
 - e. Engaging in indecent exposure.
 - f. Making sexual or romantic advances toward a student or employee and persisting despite the student or employee's rejection of the advances.
 - g. Physical conduct such as assault, touching, or blocking normal movement.
 - h. Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.

Sexual harassment can be physical and/or psychological in nature. The accumulative effect of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

8. **Intimate Partner Violence:** Intimate partners are individuals in, or formerly in, an intimate relationship with each other. An intimate relationship involves physical or emotional intimacy. Physical intimacy is characterized by romantic or passionate attachment or sexual activity. Intimate partner violence is abuse or violence between partners or former partners, characterized by one or more of the following elements:

- a. Intentionally causing bodily injury;
 - b. Purposely or knowingly causing reasonable apprehension of bodily injury;
 - c. Emotional abuse creating apprehension of bodily injury or property damage;
 - d. Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten;
9. **Stalking:** includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes emotional distress or apprehension of bodily injury or death. Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety or to suffer substantial emotional distress.
10. **Retaliation:** is action taken by an accused individual or an action taken by a third party or a group of people against any person because that person has opposed any practices prohibited under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, discouraging or in any way discriminating against an individual because of the individual's complaint or participation in in the complaint process. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

Filing a Sexual Misconduct Complaint

All incidents of sexual misconduct and retaliation should be reported. Longwood University's complaint procedures provide for immediate, thorough, and objective investigation of all claims. The University will take appropriate remedial action that is commensurate with the severity of the offense. The University encourages those who have experienced these types of incidents to immediately report them to both the Title IX Coordinator and Longwood Police. An immediate report to the Longwood Police will enable the preservation of evidence necessary for a successful criminal prosecution. Complainants have the right, however, to choose whether or not to provide a statement to Longwood Police and to choose whether or not to pursue criminal prosecution after such a statement has been made. All University employees, except those designated as Confidential Reporting Options, are designated as "responsible employees." Responsible employees are required to promptly report all incidents and/or knowledge of sexual misconduct, including personally identifiable information of the parties involved, to the University Title IX Coordinator. All reports are treated with the maximum possible privacy.

Title IX Coordinator and Role of Title IX Coordinator

Jennifer Fraley, Director of Student Conduct and Integrity and University Title IX Coordinator
Office: Lancaster G-26;
Office Phone (434) 395-2490, Cell Phone (434) 808-9439
Email: fraleyjl@longwood.edu

Students, staff or faculty who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, intimate partner violence, stalking and retaliation should notify the University Title IX Coordinator.

After the university receives notice of sexual misconduct or retaliation, it will conduct an impartial investigation. For specifics regarding investigations, see investigation procedures below. Student reporters of misconduct will not be charged with alcohol offenses or other minor violations of the Student Conduct Code disclosed during the reporting process. Minor violations are defined as those that have a minimum sanction of letter of admonition. Please see the Code of Conduct Standards and Regulations within the Student Handbook for more information.

When the complainant and the respondent participate in the same educational opportunities, work in the same employment area and/or reside in the same University residence or in proximity to one another, the University will take immediate steps to separate the individuals and prevent contact, if appropriate. The applicable Vice President or designee will make the appropriate determination regarding alternative arrangements. Alternative arrangements may include, but are not limited to: temporary suspension (depending on the severity of the allegations), adjustment of schedule or employment, no contact orders, and/or alternative living arrangements.

The University Title IX Coordinator can assist with all aspects of the process and is responsible for:

- Ensuring that both the individual filing the complaint and the individual responding are aware of the seriousness of the complaint.
- Explaining Longwood University's policy and investigation procedures.
- Exploring various means of resolving the complaint.
- Making referrals to the Counseling Center for counseling or other mental health resources, if appropriate.
- Discussing with the complainant the option of notifying the police if criminal activities are alleged.
- Conducting or arranging for an investigation of the alleged prohibited conduct.
- Arranging support services for the complainant, which could include changes in living arrangements, course schedules, assignments, or tests.
- Arranging interim services to prevent reoccurrence of the alleged prohibited conduct, which could include increased monitoring, supervision, or security at locations or activities where the misconduct occurred and no-contact orders, as necessary.
- Preparing or overseeing any reports, recommendations, or remedial action(s) that are needed or warranted to resolve any prohibited conduct and maintaining all information pertaining to an investigation or complaint in a secure file.
- The University Title IX Coordinator and Deputy Title IX Coordinators will participate in ongoing sexual misconduct training and maintain a high level of knowledge of the policy and procedures.

Longwood University strictly prohibits retaliation against any person for using this reporting process, or for reporting, providing witness, assisting or participating in any manner in any investigation or proceeding involving allegations. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student.

Employees who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, intimate partner violence, stalking and retaliation notify the Chief Human Resources Officer (Deputy Title IX Coordinator for Employee Issues).

Della Wickizer, Chief Human Resources Officer
Office: Lancaster 212

Phone: (434) 395-2074

Email: wickizerdh@longwood.edu

Reporting Options

1. Title IX Coordinator: Students, staff or faculty who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, intimate partner violence, stalking and retaliation should notify the University Title IX Coordinator:

Jennifer Fraley, Director of Student Conduct and Integrity and University Title IX Coordinator

Office: Lancaster G-26;

Office Phone (434) 395-2490, Cell Phone (434) 808-9439

Email: fraleyjl@longwood.edu

2. Making a report with Longwood Police: Persons who wish to file a police report may contact Longwood Police at (434) 395-2091. Office: Dorrill Dining Hall, Ground Floor. Online reporting: <http://www.longwood.edu/police/reportacrime.htm>
3. Making a Limited Report: Persons who wish to report an incident and desire that the University take no action to investigate this incident, may speak to a trained Campus Advocate. This option produces a limited report, which includes no generally identifiable information about the complainant. A complainant may later choose to file a complaint with the University Title IX Coordinator and thus have the incident fully investigated to the best of the University's ability. To speak to a Campus Advocate please visit the Student Conduct and Integrity website to view the list of Campus Advocates available: <http://www.longwood.edu/studentconduct>
3. Making a Confidential Report: Persons who wish to report an incident or speak to someone about what happened and desire that the details of the incident be kept confidential, they should speak with staff members of the Counseling Center, Student Health & Wellness Center, or off-campus crisis resources, who will maintain confidentiality. Campus counselors and Student Health & Wellness Center staff are available to help students free of charge. In addition, you may go off campus to speak with clergy and chaplains, who will also keep reports made to them confidential.
 - Counseling Center: Office: Health and Fitness Center, Upper Level; Phone: (434) 395-2409.
 - Student Health & Wellness Center: Office Health and Fitness Center, Upper Level; Phone: (434) 395-2102.
 - Piedmont Crisis Center, Center for Violence Prevention: 24-hour hotline: (888) 819-2926.

Confidentiality

If you would like to report an incident or speak to someone about what happened and if you desire that details of the incident be kept confidential, you should speak with staff members of the Counseling Center, Student Health & Wellness Center or off-campus rape crisis resources, who will maintain confidentiality. All inquiries, complaints, and investigations are treated with utmost discretion. Information can be released as law and policy permit. However, the identity of the complainant is usually revealed to the person(s) accused of such conduct and any witnesses. A complainant can decide after s/he talks to the Title IX Coordinator/Investigators, whether or not to pursue a Title IX Complaint. In addition to the choice of whether or not to pursue a Title IX complaint, complainants may also request confidentiality in terms of not

revealing the complainant's name to a respondent. These requests are evaluated on a case by case basis by the University Title IX Coordinator to determine whether that request can be honored while still providing a safe and nondiscriminatory environment for all students, including the complainant.

Many factors are weighed when determining whether or not to honor a request to withhold the complainant's name from the respondent. These factors include, but are not limited to, when there is a clear and present danger of harm to the complainant or others, when there is knowledge or suspicion of abuse or neglect of minor children or elderly persons, reporting obligations under state law and as otherwise required by law. Additionally, these factors also include circumstances that suggest there is an increased risk of the respondent committing additional acts or there is an increased risk of future acts under similar circumstances, as well as whether the University possesses other means to obtain relevant evidence.

Although a complainant's request to have his or her name withheld from the respondent may limit the University's ability to respond fully to an individual allegation of sexual violence, other means may be available to address the sexual violence. There are steps the University can take to limit the effects of the alleged sexual violence and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the complainant.

Federal Statistical Reporting Obligations

Certain campus officials (campus security authorities) have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, in order to ensure greater community safety.

Mandated federal reporters (campus security authorities) include student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safe decisions in light of the danger.

Procedures

1. The Title IX Coordinator shall provide for the adequate, reliable, and impartial investigation of all complaints:

Investigations of student versus student complaints shall be coordinated by the Director of Student Conduct and Integrity and University Title IX Coordinator and/or designee.

Investigations of student versus employee complaints shall be coordinated by the Chief Human Resources Officer (Deputy Title IX Coordinator for Employee Issues) with support from the Director of Student Conduct and Integrity and University Title IX Coordinator and/or designee.

Investigations of employee versus employee complaints shall be coordinated by the Chief Human Resources Officer (Deputy Title IX Coordinator for Employee Issues) and/or designee.

2. Complainant and/or respondent may each select one support person or advisor, who may also be legal counsel, to accompany them during the investigation process. Informal Procedures and Formal Procedures. The support person or advisor may be present with his or her respective party for all meetings, hearings and appeals, but may not actively participate, address the hearing or appeals board, present arguments, question other parties or witnesses.
3. Only trained investigators will conduct an investigation; both parties will have the opportunity to review and provide comments to the investigator about their statements before the investigation report is finalized.
4. The University will conduct an investigation to the extent of the information available. If the University obtains independent corroborating information of the misconduct it may determine it necessary to move forward with the investigation procedures and/or remedial measures without the involvement of a complainant.
5. Criminal investigations, separate from the process outlined in this policy, shall be conducted by the Longwood Police, in parallel with the University's investigation. In cases where students are the subject of a criminal investigation, the University's investigation will commence parallel to or at the conclusion of such investigation.
6. Barring extenuating circumstances the entire process shall be completed within 60 calendar days. Complainants and respondents will be notified if the process cannot be completed within this timeframe.
7. Informal Procedures

Some complaints can be resolved through informal mediation between the parties. The University Title IX Coordinator and/or designee may arrange for, or facilitate mediation between the involved parties and coordinate other informal problem resolution measures.

- a. Once a report has been made, informal resolution procedures shall be pursued within five business days of the initial report.
- b. Informal Resolution Procedures are optional and may be used when deemed appropriate. Informal procedures are never applied in cases involving violence or non-consensual sexual intercourse.
- c. An investigation into the report shall be conducted by the Title IX Coordinator or designee.
- d. Once the informal resolution procedure is complete, written notification of the agreed upon resolution shall be given to both parties by the Title IX Coordinator or designee.
- e. The involved parties will sign a voluntary agreement specifying the behavioral expectations resulting from the mediation. If re-occurrence takes place, those responsible for such behavior will be subject to additional action, with greater penalties, under this policy.
- f. If either party is unsatisfied with the outcome of the informal resolution procedure, the formal resolution procedure may be pursued.

8. Formal Procedures

- a. Once the university has received notice of sexual discrimination, sexual harassment, sexual misconduct, sexual assault, sexual violence, intimate partner violence, stalking and retaliation, an investigation shall commence within five business days.
- b. To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible:
 - The name, department, and position of the person or persons allegedly committing the misconduct.
 - A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
 - The alleged effect of the incident(s) on the complainant's educational opportunities, living situation, position, salary, benefits, promotional opportunities, or other terms or conditions of employment.
 - The names of other students or employees who might have been subject to the same or similar misconduct.
 - Any steps the complainant has taken to try to stop the misconduct, if appropriate.
 - Any other information the complainant believes to be relevant to the misconduct.
- c. The investigator shall determine, by a preponderance of evidence, whether the respondent violated this policy. Preponderance of evidence means that it is more likely than not that a violation occurred. If the investigator determines that the respondent did not violate this policy, the matter will be closed.
- d. At the completion of the investigation, both the respondent and complainant will be informed within five working days, in writing, of the outcome of the investigation.
- e. Both the complainant and respondent are entitled to a copy of the investigators' report. The report shall be provided to the complainant or respondent within two working days after the University Title IX Coordinator or designee has received a written request.
- f. If it is determined by a preponderance of the evidence that a violation did occur, the respondent may accept findings of the investigation and the sanction/measures to prevent the violation's recurrence; or challenge the findings and request a hearing.
- g. The complainant may decide, subsequent to the filing of formal charges against the respondent, to withdraw the complaint. The university will, however, still proceed based on the investigative findings.

Procedures for Hearings on Violations of the Sexual Misconduct Policy

1. The University Hearing Board will conduct hearings regarding alleged violation(s) of this policy.
2. A University Hearing Board hearing will proceed in the following manner:
 - a. Hearings conducted by the University Hearing Board are closed to the public. The only individuals allowed to be present are active participants in the hearing process: the complainant, the respondent, an advisor for each, the University Hearing Board, witnesses, and necessary university administrators. Either the complainant or the respondent may dispute the presence of individuals in the hearing room. The hearing board will make the final decision.
 - b. The hearing board members and all aforementioned participants are introduced.
 - c. Participants state any questions they have concerning rights or procedures.
 - d. The statement of charges is presented.
 - e. The respondent enters a plea of responsible, not responsible or no plea.
 - f. Testimony phase: During the testimony phase of the hearings, cross-examination will be conducted by the hearing board in the presence of the complainant, the respondent and their respective advisors. Witnesses may only be present when actively giving testimony. Advisors may be present with their

respective parties for all testimony, but may not actively participate, address the hearing board, present arguments or question witnesses.

- g. The respondent and the complainant or University, may each present an opening statement and a closing statement before the Board. The respondent and complainant/University may view each other's statements on live video feed.
 - h. The respondent and complainant or University may present evidence and witnesses. Witnesses may be cross-examined by the hearing board in opposing party's presence. The board will privately cross-examine the respondent, the complainant, and any witnesses they deem necessary. The respondent and complainant may view testimony on live video feed.
 - i. The respondent and the complainant or University may each submit a list of questions to the board's chairperson for the board to consider. The past sexual history or sexual character of a party to the complaint, complainant or respondent, with anyone other than each other, will not be admissible. Notwithstanding the above, demonstration of pattern, repeated, and/or predatory behavior by the respondent, in the form of previous findings in any University, judicial or student conduct proceeding will be admissible. The parties will be notified in advance of the hearing if any information addressed by this paragraph is deemed admissible.
 - j. After all of the evidence has been introduced, the parties will be excused from the room so that the board may deliberate.
 - k. The University Hearing Board shall determine, by a preponderance of evidence, whether the respondent violated this policy. Preponderance of evidence means that it is more likely than not that a violation occurred. If the University Hearing Board determines that the respondent did violate this policy, the complainant will be allowed to submit a statement regarding the impact that the misconduct has had on the educational, living and/or working environment of the complainant.
 - l. When the board has made a decision regarding responsibility, the parties will be invited back into the room for a reading of the decision and any recommended sanctions.
3. Both the respondent and complainant will be informed within five working days, in writing, of the outcome of the complaint and the appeal (if an appeal is filed).

Composition of the University Hearing Board

1. A five-member University Hearing Board will be appointed by the University Title IX Coordinator, on a per-case basis from a pool of trained members: no less than 6 faculty and 6 staff. The chair of the hearing board is a non-voting member, except in cases of a tie, who leads the hearings and facilitates discussion among board members. The University Title IX Coordinator will serve as a non-voting advisor to the chair. All Board members are appointed annually and serve from October 1 - September 30.
2. The pool of candidates for the University Hearing Board shall be nominated by:
 - Faculty Senate, Executive Committee (faculty members).
 - Vice President for Student Affairs and Vice President for Finance and Administration (staff).
3. In the case of a faculty respondent, at least three members of the University Hearing Board shall be faculty, in the case of a professional staff respondent: at least three members of the University Hearing Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members).
- ~~3.1~~ 4. The complainant and/or respondent can request board members to recuse themselves from the hearing for actual or perceived bias or other conflict of interest. The final decision regarding this request will be made

by the University Title IX Coordinator based on the information provided by the requesting party. Board members may also recuse themselves if they feel they cannot or should not hear a particular case.

4. ~~5.~~ The University Hearing Board panel will be trained by the University Title IX Coordinator regarding hearing procedures, evaluation of evidence, Title IX requirements and other relevant subjects, as needed.
5. ~~6.~~ Individuals cannot serve on both the University Hearing Board panel and the University Appeals Board panel during the same academic year.

Appeals

1. Appeals will be heard by the University Appeals Board.
2. Respondents and complainants have the right to one appeal each of the University Hearing Board's decision.
3. Appeals must be filed within three working days of the University Hearing Board's decision. To file an appeal, students and employees must fill out the appeal form provided with written notice of the University Hearing Board's decision.
4. Appeals may only proceed based on one of three reasons:
 - a. Failure to follow policy procedures.
 - b. Additional evidence has come to light that was not available at the time of the University Hearing Board's hearing.
 - c. The sanction received is out of proportion with the offense.

Eligibility for an appeal hearing based on the above reasons will be determined by the Director of Student Conduct and Integrity and University Title IX Coordinator or designee.

5. The University Appeals Board will convene within five working days of the receipt of the appeal. Both parties will receive notice of the time and place of the appeal.
6. ~~7.~~ The appeal will be non-adversarial and strict rules of evidence will not be applied.
7. ~~8.~~ The outcome of the appeal and any recommended sanctions will be forwarded to the applicable Vice President or designee immediately following the appeal: The Director of Student Conduct and Integrity in the case of a student respondent, the Provost and Vice President of Academic Affairs in the case of a faculty respondent, and the Vice President of Administration and Finance in the case of a classified staff or administrative employee.
8. ~~9.~~ Both the respondent and complainant will be informed within five working days, in writing, of the outcome of the appeal and of any sanctions being recommended to the applicable Vice President or designee.

Composition of the University Appeals Board

1. A three-member University Appeals Board will be appointed by the University Title IX Coordinator, on a per-case basis from a pool of trained members: no less than 6 faculty and 6 staff. All Board members are appointed annually and serve from October 1 - September 30.
2. The pool of candidates for the University Appeals Board shall be nominated by:
 - The Faculty Senate, Executive Committee (faculty members).
 - Vice President for Student Affairs and Vice President for Finance and Administration (staff).
3. In the case of a faculty respondent, at least three members of the University Hearing Board shall be faculty, in the case of a professional staff respondent, at least three members of the University Hearing Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members).
- 3.4. The complainant and/or respondent can request board members to recuse themselves from the appeal hearing for actual or perceived bias or other conflict of interest. The final decision regarding this request will be made by the University Title IX Coordinator based on the information provided by the requesting party. Board members may also recuse themselves if they feel they cannot or should not hear a particular case.
- 4.5. The University Appeals Board will be trained by the University Title IX Coordinator regarding hearing procedures, evaluation of evidence, Title IX requirements and other relevant subjects, as needed.
- 5.6. Individuals cannot serve on both the University Hearing Board and the University Appeals Board during the same academic year.

Rights of the Complainant

1. The right to have a support person or advisor throughout the process, who may also be legal counsel.
2. The right to remain present, either in person or via live feed, throughout the entire hearing (not including the deliberative process).
3. The right to attend a pre-hearing meeting with the Title IX Coordinator or designee.
4. The right to have access to existing campus counseling and support services.
5. The right to interim services to prevent reoccurrence of the behavior.
6. The right to freedom from retaliation by the respondent (or supporters of the respondent).
7. The right to be notified of the time, date and place of the scheduled hearing at least 72 hours prior to the hearing.
8. The right to submit a statement of how the misconduct has impacted the educational, living and/or working environment of the complainant.
9. The right to know the outcome of the investigation, the outcome of the hearing, appeal and the sanctions, remedies and corrective actions taken by the University.
10. The right to be informed of the ability to request changes in academic, employment and living situations.
11. The right to request a single appeal of the outcome of the University Hearing Board's decision and recommended sanctions (if necessary).

Rights of the Respondent

1. The right to a support person or advisor throughout the process, who may also be legal counsel.

2. The right to remain present during the entire hearing either in person or via live video feed (not including the deliberative process).
3. The right to attend a pre-hearing meeting with the Title IX Coordinator or designee.
4. The right to have access to existing campus counseling and support services.
5. The right to freedom from retaliation by the complainant (or supporters of the complainant).
6. The right to notice of allegations and the opportunity to testify.
7. The right to be presumed not responsible unless shown responsible by a preponderance of the evidence.
8. The right to a timely hearing.
9. The right to notification of the charges, the specific rule or policy violated, and the time, date and place of the scheduled hearing at least 72 hours prior to the hearing.
10. The right to notification of any information that may be used in the hearing.
11. The right to request a single appeal of the outcome of the University Hearing Board's decision and recommended sanctions (if necessary).

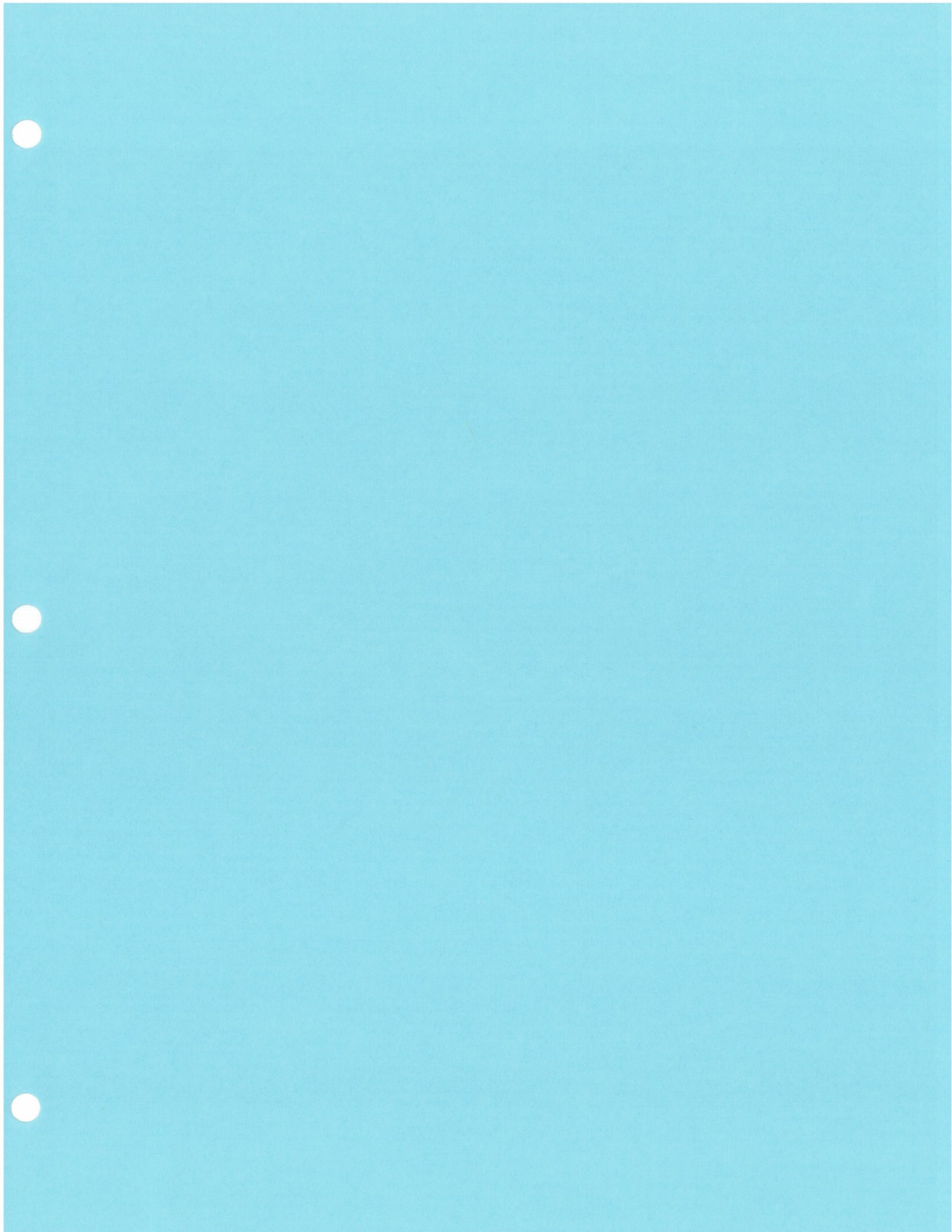
Sanctions, Remedies and Corrective Actions

Violations of this policy will be addressed through the sanctions, remedies and corrective actions listed below. The severity of sanctions, remedies or corrective action depends on the facts and circumstances of the offense and/or any history of past conduct that violates this policy. Sanctions, remedies and corrective actions could include (but are not limited to):

- A requirement not to repeat or continue the conduct.
- Reprimand.
- Reassignment.
- Suspension.
- Termination of employment.
- Expulsion.

Academic Freedom and Free Speech

This policy does not allow censorship of constitutionally-protected speech, which is valued in higher education and by Longwood University. In addressing all complaints and reports of alleged violations of this policy, Longwood University will take all permissible actions to ensure the safety of students and employees while ensuring free speech rights of students and employees. This policy does not in any way apply to curriculum and curriculum decisions or limit the use of particular textbooks or curricular materials.





Internal Audit
Ella Maokhamphiou, Audit Director

Update on Internal Audit Activity

The status of all carry over, current, annual and quarterly audits is as follows:

Audits and Reviews	Status	Percent Complete
Carry Over from Previous Audit Plan		
Contract Management	On Hold	15%
University Center	Complete	100%
Fraternity and Sorority Life	Complete	100%
Citizen Leadership and Social Justice Education – Leadership & Service Learning	Testwork	75%
Citizen Leadership and Social Justice Education – Diversity & Inclusion	Not Started	

Current Audits
Risk Based

Banner Finance	Not Started	0%
Information Technology – General Controls	Planning	20%
Information Technology – Lancer Card	Complete	100%
Environmental Health & Safety	Reporting	90%
Student Government Association	Complete	100%
Facilities – Motor Pool	Testwork	25%
Post Office	Reschedule to FY 17	0%
Advancement	Not Started	0%
Network Vulnerability	Complete	100%

Audits and Reviews	Status	Percent Complete
Assessment		

Annual Audits

Risk Assessment	Complete	100%
NCAA Compliance	Complete	100%

Quarterly Audits

Follow-Ups	September – Completed December – Testwork	35%
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Special Projects

Hotline Calls	1 Active Cases 1 Substantiated Case	
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FY2016 Audit Plan

The proposed audit plan for fiscal year 2016 is as follows:

Carry Over

Contract Management
Banner – Finance
Diversity and Inclusion
Advancement

Risk Based

Payroll
Lancer Card
Materiel Management
Facilities Administration
Building Security
Athletics – Internal Operations
Marketing and Communications
Lenel
Banner – HR
Information Security
AIM and Kronos

Annual Audits

Risk Assessment
NCAA Compliance –
 Financial Aid, Camps and Clinics, Recruiting, and Play and Practice Sessions
Network Vulnerability Assessment

Quarterly Audits

Follow-Ups

Special Projects

Special Projects
Management Requests

Longwood University
Undergraduate Tuition and Fees
2015-2016

Appendix 2

In-State Undergraduate Students

	(Based on 30 Credit Hours)			
	2014-2015	2015-2016	\$ Increase	% Increase
Tuition & Mandatory E&G Fees	6,930	7,170	240	3.46%
Mandatory Non-E&G Fees	4,650	4,740	90	1.94%
	11,580	11,910	330	2.85%

Per-Credit-Hour Rate		
2014-2015	2015-2016	
231	239	Tuition
149	153	Comprehensive Fee
6	5	Student Activity Fee
<u>155</u>	<u>158</u>	
386	397	Total Per Credit Hour

Total In-State Undergraduate Tuition and Fee Charges				
	2014-2015	2015-2016	\$ Increase	% Increase
Commuter	11,580	11,910	330	2.85%
* Residential	20,836	21,468	632	3.03%

* Assumes Main Campus Housing and 14 + \$250 Meal Plan
(Rates approved by Board of Visitors on December 4, 2014)

Code of Virginia Section 23-7.4F requires that after August 1, 2006, a surcharge be assessed to all resident undergraduate students after completing 125% of the credit hours required to satisfy baccalaureate degree requirements. The surcharge is the difference between the average cost of education and in-state undergraduate tuition and mandatory E&G fees. In effect, the surcharge requires students to pay the average cost of education once they have exceeded 125% of the credit hours needed to satisfy their undergraduate degree program requirements

	2014-2015	2015-2016
Virginia Undergraduate Tuition Surcharge (Per Credit Hour)	250	238

Longwood University
Undergraduate Tuition and Fees
2015-2016

Out-of-State Undergraduate Students

	(Based on 30 Credit Hours)			
	2014-2015	2015-2016	\$ Increase	% Increase
Tuition & Mandatory E&G Fees	20,700	21,330	630	3.04%
Mandatory Non-E&G Fees	4,650	4,740	90	1.94%
	25,350	26,070	720	2.84%

Per-Credit-Hour Rate		
2013-2014	2014-2015	
667	688	Tuition Capital Fee
23	23	
690	711	
149	153	Comprehensive Fee Student Activity Fee
6	5	
155	158	

Total Out-of-State Undergraduate Tuition and Fee Charges

	2014-2015	2015-2016	\$ Increase	% Increase
Commuter	25,350	26,070	720	2.84%
* Residential	34,606	35,628	1,022	2.95%

* Assumes Main Campus Housing and 14 + \$250 Meal Plan
(Rates approved by Board of Visitors on December 4, 2014)

**Longwood University
Graduate Tuition and Fees
2015-2016**

**In-State Graduate Students
On Campus (Includes Hybrid)**

	(Based on 24 Credit Hours)			
	2014-2015	2015-2016	\$ Increase	% Increase
Tuition & Mandatory E&G Fees	7,440	7,680	240	3.23%
Mandatory Non-E&G Fees	2,880	2,928	48	1.67%
	10,320	10,608	288	2.79%

Per-Credit-Hour Rate		
2014-2015	2015-2016	
310	320	Tuition
114	117	Comprehensive Fee
6	5	Student Activity Fee
120	122	

**In-State Graduate Students
Off Campus/On Line/Intersession**

	(Based on 24 Credit Hours)			
	2014-2015	2015-2016	\$ Increase	% Increase
Tuition & Mandatory E&G Fees	7,440	7,680	240	3.23%
Mandatory Non-E&G Fees	720	744	24	3.33%
	8,160	8,424	264	3.24%

Per-Credit-Hour Rate		
2014-2015	2015-2016	
310	320	Tuition On Line Fee/
30	31	Comprehensive Fee

**Longwood University
Graduate Tuition and Fees
2015-2016**

**Out-of-State Graduate Students
On Campus (Includes Hybrid)**

	(Based on 24 Credit Hours)			
	2014-2015	2015-2016	\$ Increase	% Increase
Tuition & Mandatory E&G Fees	21,144	21,792	648	3.06%
Mandatory Non-E&G Fees	2,880	2,928	48	1.67%
	24,024	24,720	696	2.90%

Per-Credit-Hour Rate		
2014-2015	2015-2016	
858	885	Tuition
23	23	Capital Fee
881	908	
114	117	Comprehensive Fee
6	5	Student Activity Fee
120	122	

**Out-of-State Graduate Students
Off Campus/On Line/ Intersession**

	(Based on 24 Credit Hours)			
	2014-2015	2015-2016	\$ Increase	% Increase
Tuition & Mandatory E&G Fees	20,592	21,240	648	3.15%
Mandatory Non-E&G Fees	720	744	24	3.33%
	21,312	21,984	672	3.15%

Per-Credit-Hour Rate		
2014-2015	2015-2016	
858	885	Tuition
0	0	Capital Fee*
858	885	
30	31	On Line Fee/ Comprehensive Fee

* Capital Fee applied to Intersession classes only

Longwood University
Proposed Summer School Fees

	FY 2013-2014	FY 2014-2015
ROOM AND BOARD		
WEEKLY RATES:		
ROOM		
Double	176	185
BOARD		
Commuter Meal Plan	36	0
Residential Meal Plan	101	0
Summer Meal Plan	0	105

Summer School Tuition and Fees

Per Credit Hour Rates:

	2014-2015	2015-2016	
	(Summer 2015)	(Summer 2016)	\$ Increase
Tuition			
Undergraduate In-State	231	239	8
Undergraduate Out-of-State	667	688	21
Graduate In-State	310	320	10
Graduate Out-of-State	858	885	27
Comprehensive Fee *	30	31	1
Capital Fee	23	23	0

* Applies to all credits (On Campus, Off Campus, On Line)

Longwood University
2015-2016 Tuition and Fee Rates

	2014-2015	2015-2016	\$ Change	% Change
Tuition (per credit hour)				
Undergraduate In-State	231	239	8	3.46%
Undergraduate Out-of-State	667	688	21	3.15%
Graduate In-State	310	320	10	3.23%
Graduate Out-of-State	858	885	27	3.15%
Virginia Undergraduate Tuition Surcharge*	250	238	(12)	-4.80%
Comprehensive Fee (per credit hour)				
Undergraduate	149	153	4	2.68%
Graduate	114	117	3	2.63%
Graduate - Off Campus	30	31	1	3.33%
Student Activity Fee (per credit hour)				
On Campus	6	5	(1)	-16.67%
Capital Fee (per credit hour)				
On Campus, Out-of-State	23	23	0	0.00%
Application Fees				
Undergraduate	50	50	0	0.00%
Undergraduate Readmission	30	30	0	0.00%
Graduate	50	50	0	0.00%
Graduate Readmission	40	40	0	0.00%
Orientation Fee				
Student and two guest	165	225	60	36.36%
Additional guest	15	25	10	66.67%

* Code of Virginia Section 23-7.4F requires that after August 1, 2006, a surcharge be assessed to all resident undergraduate students after completing 125% of the credit hours required to satisfy baccalaureate degree requirements. The surcharge is the difference between the average cost of education and in-state undergraduate tuition and mandatory E&G fees. In effect, the surcharge requires students to pay the average cost of education once they have exceeded 125% of the credit hours needed to satisfy their undergraduate degree program requirements.

**LONGWOOD UNIVERSITY
ENGLISH AS A SECOND LANGUAGE RATES**

The English as a Second Language program, a non-credit initiative begun in 2011, was established primarily as an additional recruitment avenue for international students. After a review of the tuition and fee structure, an adjustment to fees is being requested to ensure that the full complement of student services, as supported by student comprehensive fees, are available to the ESL student.

Current Tuition and Fees (per 7 week session):

Fall 1	\$2,500.00
Fall 2	\$2,500.00
Spring 1	\$2,500.00
Spring 2	\$2,500.00
Summer (10 week intensive):	\$3,750.00

Currently, fees include \$100 cultural activity fee and \$100 administrative fee (paid to the university).

Recommendation:

Increase fees by \$900/semester (\$450/session). Although ESL is non-credit, coursework has been equivocated to 6 credit hours. The comprehensive fee equivalent for 6 credit hours is \$894. The increase will be applied to the existing administrative fee, the fee will be retitled, "Comprehensive Fee ESL" and allocated to the services supported by the comprehensive fee.

New Tuition and Fees:

7 week session:	\$2,950
Semester:	\$5,900
Summer:	\$4,390

The increase is sufficient to cover costs at the same time allowing the ESL program to remain competitive.

Longwood University

Founded in 1839

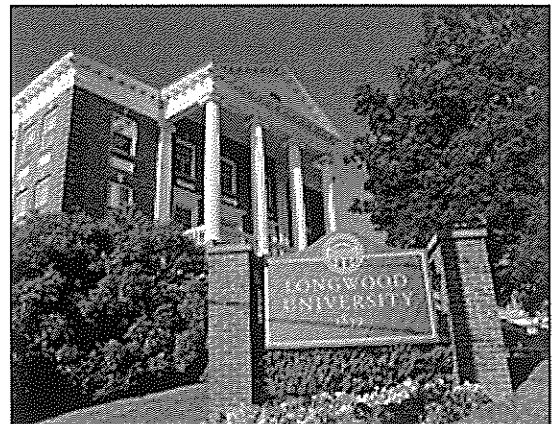
2015 News Releases

For second straight year, Longwood will hold price increases to historic lows

March 30, 2015

One year ago, Longwood University announced it would increase costs just 2.1 percent in 2014-15 – the smallest increase at any Virginia public university since 2001.

President W. Taylor Reveley IV said Longwood aspired to fundamentally change the economics of college affordability, and the announcement attracted notice across the Commonwealth. The idea was to draw support from philanthropy and invest in retaining students, rather than continuing to ask students and families to fund the seemingly relentless price increases typical across higher education.



This past Saturday, Longwood demonstrated the strength of that commitment. Citing institutional momentum and the highest percentage enrollment growth of any Virginia public university since 2012-13, the University's Board of Visitors approved a second consecutive increase of less than 3 percent. That's by far the smallest two-year price increase seen at any Virginia public university since 2001-02.

"Every year, a four-year college degree becomes more essential for the American dream," Reveley said. "There are many reasons why college costs have risen, and not all are in our hands. But we are sending a message: We hear loud and clear that over the years ahead, families won't be able to sustain current national trends of rising tuition prices and student debt, and we will do our share to ensure college remains within reach."

For 2015-16, Longwood will increase undergraduate tuition and mandatory fees by 2.8 percent. Over the past decade, the average annual increase at Virginia public universities has been nearly 7 percent.

The charge for tuition and mandatory fees for in-state undergraduates carrying a full course load in 2015-16

will be \$11,910 per year. Nearly three-quarters of Longwood students receive financial aid to assist with that cost.

The true value of Longwood's educational program is substantially higher even than the list price. Longwood emphasizes small classes and has the highest proportion of classes taught by full-time faculty of any public institution in the state. Altogether, the resources devoted annually to education at Longwood exceed the costs borne by students and families by almost \$30 million, thanks to public funding and to philanthropy.

"The easy path would be to charge students and families as much as we think they can possibly afford," said Rector Colleen McCrink Margiloff '97. "But Longwood is in the business of transforming lives, and so we would rather focus on supporting and mentoring our students to graduation. That's better for our students, and it's also the best way to ensure Longwood continues on strong financial footing."

Out-of-state undergraduates will see the same overall percentage increase in tuition and mandatory fees as in-state students.

Longwood, a comprehensive public liberal arts university, celebrated its 175th anniversary last year. It is among the 100 oldest colleges and universities in the nation, and the third-oldest public university in Virginia, following the College of William & Mary and the University of Virginia. This year, total enrollment surpassed 5,000 for the first time, and Longwood's 5.4 percent enrollment increase since academic year 2012-13 is first among Virginia public four-year institutions.

Since President Reveley took office two years ago, his top priority has been raising Longwood's already-strong graduation rates. Longwood aspires to continue gradual enrollment increases, but largely through student retention rather than expanding the size of incoming classes or the overall scale of Longwood's tight-knight residential community. A new Division of Strategic Operations, working closely with Academic Affairs, Student Affairs, and Finance and Administration, is particularly focused on retention, and has enlisted sophisticated data analysis to support its efforts to improve student outcomes.

"For too long, the focus of higher education has been on simply getting students into college," Reveley said. "In the 21st century, a college degree is fundamental to a strong career and engaged citizenship, so our focus must shift to getting students through. Keeping tuition affordable, while ensuring all our students get the support they need to succeed, is the cornerstone of those efforts."

"Continuing these efforts to keep college affordable will require commitment from all who value the extraordinary contributions Virginia's public universities make to the Commonwealth, with the support of the General Assembly and the Governor for Virginia's students essential and deeply appreciated," Reveley continued. "But while higher education generally is in a time of great transition, Longwood is in strong shape, with record applications, and annual giving and alumni participation up more than 10 percent this year."

"In the past year, this enrollment strength and improving the efficiency of our operations have enabled us to move forward with well-deserved merit increases for our dedicated faculty – who are as committed and hard-working as any faculty in Virginia," he said. "We're investing in new educational opportunities for our students, like undergraduate research and travel abroad. It's only right and fair that we also do what we can for our students and their families, to ensure they set off on careers as citizen-leaders without being deeply burdened by student debt."

**LONGWOOD UNIVERSITY
COMMENDATION OF
UNIVERSITY'S SUPPORTING ENTITIES**


With the success of the \$41 million capital campaign closing last fiscal year, the Board of Visitors commends the work of the Longwood University Foundation, Real Estate Foundation, and Alumni Association in support of the University through scholarships, investment, construction, engagement and other matters, and commends the complementing formation of the Longwood University Trust to serve as a vehicle in future years, with inclusive planning and policy review, to facilitate legal status for current advisory bodies to various divisions and academic units of the University.

CERTIFICATE

The undersigned, being the Secretary to the Board of Visitors of Longwood University, does hereby certify:

1. That attached as Exhibit A hereto is a true and complete copy of a Resolution regarding authorizations and approvals of the 2015 Support Agreement, 2015 Management Agreement, the ARC Quad Support Documents, and such other agreements, including without limitation an Assignment of Management Agreement and an Assignment of Support Agreement, each by and among Longwood University and the Longwood University Real Estate Foundation ("LUREF"), or any special purpose entity formed by LUREF, whose sole member and manager is Longwood University Real Estate Foundation, as well as assignments of such Agreements, which was adopted by the Board of Visitors of Longwood University, on March 27, 2015. Such Resolution has not been repealed, revoked, rescinded or amended, and is in full force and effect on the date hereof.

IN WITNESS WHEREOF, I set my hand this 27th day of March, 2015.



Shelby Jones Walker
Secretary to the Board of Visitors

RESOLUTION OF
THE BOARD OF VISITORS OF LONGWOOD UNIVERSITY REGARDING
SUPPORT FOR FINANCING AND REFINANCING OF
THE ARC QUAD AND RELATED STUDENT HOUSING PROJECTS

WHEREAS, the Board of Visitors of Longwood University (the "Board") is supportive and committed to the development and success of needed student housing for the students of Longwood University (the "University") by Longwood University Real Estate Foundation, a Virginia nonstock corporation (the "Foundation"), and/or its affiliates, in and around the student housing facilities known as "Longwood Village," "Midtown Landings," and "Lancer Village," together the "Longwood Student Housing Projects" all in accordance with the Master Plan of the University (the "Master Plan"); and

WHEREAS, the General Assembly authorized the University to enter into an agreement supporting the student housing activities of the Foundation, pursuant to 2005 Virginia Acts of Assembly, Chapter 951, Item C-38.07; and

WHEREAS, the Foundation financed or refinanced the Student Housing Projects through the issuance by the Industrial Development Authority of the Town of Farmville, Virginia (the "Issuer") of those certain \$41,855,000 Educational Facilities Variable Rate Demand Revenue and Refunding Bonds, Series 2007 (the "Series 2007 Bonds"); and

WHEREAS, the Foundation refinanced the indebtedness evidenced by the Series 2007 Bonds through the issuance of a series of Educational Facilities Revenue Refunding Bonds (the "Series 2012B Bonds") by the Issuer, and further financed or refinanced, as the case may be, the student housing facility known as North Campus Residential Village (the "North Campus Project") through the issuance of a separate series of Educational Facilities Revenue Bonds by the Issuer (the "Series 2012A Bonds" and, collectively with the Series 2012B Bonds, the "Series 2012 Bonds"); and

WHEREAS, the Foundation has advised that it may realize significant debt service savings by refunding the Series 2012 Bonds (the "2012 Plan of Refunding") with an issue of tax-exempt refunding bonds (the "2015 Refunding Bonds") with a structure that will incorporate a lower adjusted rate of interest and total return swap with an extended maturity date and certain termination fees and costs of issuance of the 2015 Refunding Bonds; and

WHEREAS, the University provided its limited support and management services for the Longwood Student Housing Projects pursuant to a Support Agreement for the Series 2012B Bonds (the "2012 Support Agreement") and a Management Agreement for the Series 2012B Bonds (the "2012 Management Agreement"), each between the University and the Borrowers identified therein, by the terms of which the University agreed, among other things, to support the Foundation's efforts to plan, design, develop, finance, acquire, construct and equip, and to manage, as applicable, the Longwood Student Housing Projects, and

WHEREAS, the University desires to continue provision of the limited support for the Longwood Student Housing Projects as described in the foregoing recital; and

WHEREAS, to facilitate the refunding of the Series 2012 Bonds, the University and the Foundation now desire to replace the 2012 Support Agreement and the 2012 Management Agreement to replace them with a new Support Agreement and a new Management Agreement with respect to the 2015 Refunding Bonds, which agreements are expected to be necessary to implement the 2012 Plan of Refunding by inducing Deutsche Bank to underwrite or otherwise place the 2015 Refunding Bonds pursuant to the terms of a Bond Purchase Agreement between the Issuer and Deutsche Bank; and

WHEREAS, in addition to the refinancing of the Longwood Student Housing Projects, the Foundation has determined to finance or refinance, as the case may be, and develop the new student housing facility known as ARC Quad (the "ARC Quad Project" and, together with the North Campus Project and the other Longwood Student Housing Projects, the "Projects") through funding provided by the issuance of the 2015 Refunding Bonds with Deutsche Bank, or another financial institution qualified in the judgment of the Foundation to undertake the financing of the ARC Quad Project (the "Lender")(such plans are collectively referred to herein as the "2015 Plan of Finance"); and

WHEREAS, to assist the Foundation in its efforts to undertake the ARC Quad Project, the University desires to provide assistance and support to the Foundation for the ARC Quad Project as authorized by the Virginia General Assembly pursuant to 2014 Virginia Acts of Assembly (Spec. Session I), Chapter 2, Part 2: Capital Project Expenses, Section 2(I) (the "Legislative Authorization"); and

WHEREAS, to facilitate the financing of the ARC Quad Project, the University and the Foundation desire to enter into a limited support agreement (the "2015 Support Agreement), a management agreement (the "2015 Management Agreement"), a deed of conveyance, and such other instruments, agreements or arrangements as may be contemplated or permitted by the Legislative Authorization (collectively, all such agreements, instruments or documents are referred to as the "ARC Quad Support Documents"), which ARC Quad Support Documents are expected to be necessary to implement the 2015 Plan of Finance by inducing the Deutsche Bank to issue the 2015 Refunding Bonds pursuant to the terms of a Bond Purchase and Financing Agreement among the Issuer, the Foundation (or a special purpose entity formed by the Foundation, the sole member of which will be the Foundation) and Deutsche Bank; and

WHEREAS, the 2015 Support Agreement and the 2015 Management Agreement shall be in form and substance similar in all material respects to the 2012 Support Agreement and the 2012 Management Agreement; and

WHEREAS, the Board now desires to authorize and approve the 2012 Plan of Refunding and the 2015 Plan of Finance described herein, including the 2015 Support Agreement and the 2015 Management Agreement, to authorize the execution and delivery of the 2015 Refunding Bonds and the ARC Quad Support Documents, and to delegate to certain officers of the University the authority to approve the final terms and conditions of the 2015 Support Agreement, the 2015 Management Agreement and all related 2015 Refunding Bond documents,

as well as the final terms and conditions of the ARC Quad Support Documents and all related 2015 Bond documents;

THEREFORE, BE IT RESOLVED as follows:

1. The Board confirms and reaffirms, as the case may be, its approval and support of the Projects. Each of the 2015 Support Agreement and the 2015 Management Agreement are approved, provided same shall be in substantially the forms of the 2012 Support Agreement and the 2012 Management Agreement, respectively, as previously submitted to the Board, with such changes, modifications, insertions, or deletions (including, without limitation changes to the dates of such documents) as may be approved by W. Taylor Reveley, IV or P. Kenneth Copeland, Jr. (the "Authorized Representatives"), either of whom may act independently, and authorizes such Authorized Representatives to approve the final terms and conditions of the 2015 Support Agreement, the 2015 Management Agreement, the ARC Quad Support Documents, and any other certificates or documents necessary to allow the Foundation to implement the 2012 Plan of Refunding and the 2015 Plan of Finance. Such Authorized Representatives, or either of them, are hereby authorized and directed to execute and deliver the 2015 Support Agreement, the 2015 Management Agreement, the ARC Quad Support Documents, and any and all such other agreements, affidavits, certifications, and documents relating to the refunding of the 2012 Bonds, the 2015 Plan of Finance, the issuance of the 2015 Refunding Bonds, including without limitation an Assignment of Management Agreement and an Assignment of Support Agreement, each between the University and the Foundation or the Borrowers identified therein with respect to the 2015 Management Agreement, the 2015 Support Agreement, all as may be necessary and requested by the Foundation or the Borrowers, or either of them.

2. The Authorized Representatives, either of whom may act, are hereby authorized to take all such actions as may be necessary or convenient and requested by the Borrower or the Foundation in connection with the 2012 Plan of Refunding, the 2015 Plan of Finance, and the support and management of the Projects, including without limitation the ARC Quad Project. The appropriate officers of the University and the Authorized Representatives are hereby authorized and directed to approve, execute and deliver all certificates, affidavits, documents, agreements and other instruments, at the request of the Foundation or any of its wholly-owned special purpose borrower entities, as may be necessary or desirable in connection with issuance of the Series 2015 Refunding Bonds, and the implementation of the 2012 Plan of Refunding and the 2015 Plan of Finance.

3. All other acts of the officers of the University that are in conformity with the purposes and intent of this resolution and in furtherance of the plans of finance or refinance for the Projects described herein are hereby approved, ratified and confirmed.

4. The President or the Vice President for Administration and Finance shall report to the Board at its next meeting any material changes to the 2015 Support Agreement or the 2015 Management Agreement, the ARC Quad Support Documents or to the 2012 Plan of Refunding or the 2015 Plan of Finance.

**LONGWOOD UNIVERSITY
RESOLUTION NAMING
NANCY BRITTON SHELTON '68 ALUMNI ARCHIVE COLLECTION**

WHEREAS, Nancy B. Shelton is retiring after more than four decades of loyal service to Longwood University's alumni; and

WHEREAS, Mrs. Shelton began her Longwood career as a sociology instructor in 1972, moved to the Director of Alumni Relations in 1974 and became the Associate Vice President for Alumni Relations in 2012; and

WHEREAS, Mrs. Shelton served Longwood University alumni for more than twenty percent of Longwood University's 176 years; and

WHEREAS, Mrs. Shelton unassumingly guided the alumni community with integrity and dignity through several transformational periods in Longwood's long history. Specifically, Longwood became co-educational, enrollment more than tripled and the institution was renamed Longwood University; and

WHEREAS, Mrs. Shelton tirelessly traveled the state hosting alumni events, introducing presidents and promoting the Longwood spirit; and

WHEREAS, Mrs. Shelton tenaciously represented Longwood alumni on numerous university and community committees; and

WHEREAS, Mrs. Shelton faithfully advised the Alumni Board and served as Alumni Board secretary with profound devotion; and

WHEREAS, Mrs. Shelton humbly served as a visionary always embracing new technology and innovative pathways to alumni connection; and

WHEREAS, Mrs. Shelton profoundly impacted undergraduates in her advisory capacity for CHI and Geist/Mortar Board, often serving as a role model and mentor; and

WHEREAS, Mrs. Shelton was an active undergraduate leader with membership in CHI, Judicial Board, Baptist Student Union and Phi Beta Lambda; and

WHEREAS, Mrs. Shelton is a proud third-generation Longwood alumna following in the footsteps of her mother and her grandmother; and

WHEREAS, Mrs. Shelton passionately campaigned throughout her career to make a Longwood University alumni center reality; and

WHEREAS, Mrs. Shelton purposefully collected hundreds of Longwood heirlooms through the years in an effort to establish a historical collection of Longwood artifacts dating back to the turn of the century.

NOW THEREFORE LET IT BE RESOLVED by the Board of Visitors of Longwood University that the Alumni Archive Collection in the Frank O. and Katharine Allen Maugans Alumni Center be named and forever known as the NANCY BRITTON SHELTON '68 ALUMNI ARCHIVE COLLECTION on this --- day of May in the year Two Thousand and Fifteen in the one hundred and seventy-sixth year of Longwood University.