



***LONGWOOD UNIVERSITY
BOARD OF VISITORS***

– MEETING MATERIALS –

JUNE 6, 2022

Minutes

**LONGWOOD UNIVERSITY
BOARD OF VISITORS
March 25, 2022
Minutes**

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Call to Order

The Longwood University Board of Visitors met on Friday, March 25, 2022 in the Stallard Boardroom. The meeting was called to order at 9:00 a.m. by Rector Pia Trigiani.

Members present:

Pia Trigiani
Michael Evans
Eileen Anderson
Katharine Bond
Steven Gould
Larry Palmer
Ricshawn Adkins Roane
Polly Raible
Cookie Scott
Nadine Marsh-Carter
Rhodes Ritenour
Fabiola Carter
Shawn Smith

Also present:

President W. Taylor Reveley IV
Larissa Smith, Provost and Vice President for Academic Affairs
Louise Waller, Vice President for Administration and Finance
Victoria Kindon, Vice President for Strategic Operations
Courtney Hodges, Vice President for Institutional Advancement
Tim Pierson, Vice President for Student Affairs
Michelle Meadows, Director of Athletics
Cameron Patterson, Moton Museum
Justin Pope, Vice President and Chief of Staff
Anne Patterson, SGP President
Lee Bidwell, Faculty Representative
Burt Hazlewood, Longwood Foundation
John Daniel, Longwood Real Estate Foundation

Rector's Welcome and Approval of Minutes and Consent Agenda:

The rector welcomed members and thanked the vice presidents for the hard work reflected in their reports across the university. She remarked it has been exciting time at Longwood, noting the recent success of basketball, Love Your Longwood Day, and many other areas. She thanked President Reveley for his remarks to the recent SCHEV meeting on campus, and commended the Longwood students who presented ably. She said it is clear student anxiety is a critical issue across higher education, and the importance of social connection fits into retention. She said SCHEV's visit to Moton was particularly noteworthy. She also commended Prof. Sean Barry's essay for Longwood's Phi Beta Kappa application, which she said offered valuable historical perspective on the university.

The rector asked for a motion to accept the Minutes, with two minor revisions to the attendance list. Katharine Bond so moved, Shawn Smith seconded and the motion was approved unanimously.

The rector asked for a motion to approve the consent agenda. Eileen Anderson so moved, Cookie Scott seconded and the motion was approved unanimously.

President's Report

The president noted this is the first Board meeting in Stallard Boardroom since December, 2019. He noted the world is returning to normal in many respects despite much upheaval continuing. At Longwood, basketball success has been a source of joy on campus. It is also a milestone that this year's seniors will be the first to graduate having fully experienced Civitae. Campus is coming fully back to life. While the General Assembly has not yet completed a budget, appreciation for Longwood is strong in Richmond. He remains hopeful about the Wygal Replacement building, which would be the crown jewel of a remarkable transformation of Longwood's campus along South Main Street over recent years. Regarding Longwood's current year budget, revenue is down a few percentage points compared to projections, which the University will work through over the remainder of the fiscal year. In the years ahead federal stimulus dollars will not be in place, and it will be a source of strength that Longwood in disciplined fashion is building a sustainable budget model.

Reports of Vice Presidents

Courtney Hodges reported on a successful Love Your Longwood Day, which she said by the time of the final tally will exceed last year's record total. She recalled the first Love Your Longwood Day in 2016, which ended with 533 gifts and \$65,000 raised. This year there have already been 2,200 gifts and totals will exceed \$400,000. The goal is not just to grow the daily total, but also to bring new donors into the habit of giving and involve alumni in philanthropy. Ricshawn Roane expressed thanks for assistance with the NCAA Tournament and said the experience in Indianapolis and Raleigh was electric and energized the Longwood community.

Victoria Kindon gave an update on Alumni Weekend. She said recent weeks have been a strong opportunity to put Longwood on the radar screen, and have provided a strong talking point at admissions events, including three in Northern Virginia, Richmond and Tidewater recently attended by President Reveley. She gave an overview of coming admissions events, 12 of which are scheduled before May, of varying sizes. She noted the continuing efforts to expand programming for high school juniors to build the pipeline. In response to a question about how universities have capitalized on basketball success, she said basketball success provides name recognition and a sense of pride in the community. College choices today are a family decision, and parents in particular get excited about the run because it gives them an opportunity to talk about Longwood with pride. She said estimates of media value are still being calculated. President Reveley indicated just based on timing it will likely be next year when any impact on applications would be felt.

Tim Pierson spoke about Spring Weekend and the revival of extracurricular life this year. He said a key element of Spring Weekend is that it is student-planned. He said basketball truly ignited community pride, especially for 1st and 2nd-year students who were able to see Longwood community in full spirit, which will also be the case at Spring Weekend. He said mental health continues to be an important issue on campus. He noted a new grant-funded trauma specialist position in the counseling center. The rector commended the Student Affairs BOV report for bringing out the important student role in leadership of campus organizations.

Larissa Smith gave an update regarding the SACS-COC reaffirmation process and timeline. She also provided an update on the Quality Enhancement Plan (QEP), including process and timeline, and announced that the new topic for Longwood's QEP: "Preparing for Post-Graduate Success." She said the QEP will help students develop core future readiness competencies, including communication skills, planning, use of technology and other skills. Many skills are of course already developed in Longwood, but the QEP will provide structure and focus for developing these outcomes. She also commended the work of faculty and staff in applying for grants this year. She announced the Moton Museum has received \$500,000 in federal funding for infrastructure improvements to the facility. She also announced that Dr. Kathy Gee, associate professor of environmental science, has been awarded a National Science Foundation grant for a project related to rainwater harvesting, which will also provide opportunities for undergraduates. There was discussion regarding the role of bolstering career services support as an important component of the QEP.

Louise Waller said it is an interesting but stressful time in the construction industry, with significant labor shortages and material price increases. Cost increases for the Joan Perry Brock Center are protected by contracts, but there are supply chain challenges. Having an experienced, well-connected partner like Skanska has helped keep things on schedule to complete the building in August of 2023. She provided updates on other projects in the construction pipeline.

Michelle Meadows thanked the Board for their dinner the night before and also for their visible support of the basketball programs; the visibility of the governing board in support of athletics is meaningful and appreciated. She noted that Longwood's "March Madness" might better be called "2022" Madness because the joint success of the programs built up since the beginning of

the calendar year – and in fact going back four years to the arrival of Coaches Tillett and Aldrich. She also noted extent to which basketball success has galvanized the Farmville community in addition to campus. She recounted a number of stories conveying how proud, thankful and energized alumni were. Lastly, she emphasized how much of a collective effort it is for an institution to fully capitalize on the opportunity, from the SGA to fellow vice presidents and others across the university, all assisting to provide the best possible experience and storytelling. “I can say we as an institution did more in this moment for a school of our size than any institution I’ve ever seen,” she said. Lastly she noted Longwood currently stands No. 3 in the Big South in the Sasser Cup standings for results across all sports, which would be substantially higher than Longwood has ever finished. Polly Raible commended the experience of reconnecting with alumni, as well as the interaction among players, coaches and staff; and also the importance of witnessing the Longwood women playing hard to the end of their final game against North Carolina State. Cookie Scott also noted the importance to the Longwood-community relationship. Courtney Hodges noted how impressively student-athletes came across in the coverage of the university. Lee Bidwell noted the student-athletes she has taught have been outstanding and committed, and impressive in balancing their academic and athletic commitments. Eileen Anderson noted the year had begun with difficult decisions about how to navigate Covid and support student-athletes in the best, most responsible way possible and commended the teams for their selflessness and the example they set. Ricshawn Roane said the success is a byproduct of the people involved, and commended President Reveley for his leadership is helping making this moment possible. She noted in particular the Moton apology, the Freedom Monument, the improved relationship with the community, the improvements to campus, Civitae, and navigating Covid. She said she is deeply proud of Longwood and its leadership. Fabiola Carter noted how much joy and camaraderie she saw among Longwood’s student-athletes during their post-season games. President Reveley said the world abounds with crisis and challenge, so the fact that we can be together in a celebratory moment is especially cherished, and has been made possible by the hard work of so many at Longwood.

Reports of Representatives to the Board

John Daniel said the REF is involved in preliminary discussions about possible ways to bring more renewable energy to campus. He provided an update regarding the Baliles Center and the timeline for moving on to next steps in the master plan.

Burt Hazlewood reiterated the Foundation’s mission, and noted the close working relationships with the University. He noted the Foundation will provide more than \$3 million this year to the University in support of students and programs. He estimates that will increase to about \$3.3 million next year. Total investments in December stood about \$104 million. He estimates the endowment currently stands stable at roughly \$100 million. During a substantially down quarter in most investment classes, the Foundation’s investments have performed somewhat more favorably than major market indices. He reported on a promising recent private investment opportunity Longwood is participating in along with institutions including Stanford, Harvard and the University of Virginia.

Anne Patterson thanked the Board on the occasion of her final meeting. She commended Longwood's student-athletes for their connection to the rest of the student body. She provided an update on SGA budget matters, and reported students have been interested in the Ukrainian conflict and there was strong attendance at an SGA meeting where a political science professor spoke. She noted SGA adopted a resolution in support of Ukraine. She said SGA was closely engaged in the QEP selection process and thanked the committee for involving students. She noted exciting upcoming events such as spring weekend. Justin Pope, Pia Trigiani, Tim Pierson and Eileen Anderson all expressed their gratitude and admiration for Anne and her service to Longwood as SGA president and wished her well for the future.

Lee Bidwell noted she had focused on graduate recruitment and retention in her report. She said she had not appreciated until researching her report the depth of Longwood's graduate programs. She noted 1,184 graduate students are currently enrolled at Longwood, comprising 27 percent of total enrollment. She commended the leadership of Dean Jeannine Perry. She noted how different recruiting and retaining graduate students is compared to undergraduates. There is an intense element of faculty-student interaction, and the strategies and recruiting opportunities naturally differ from field to field. She said graduate students are especially eager for hands-on learning, and faculty report they are pushed to develop unique and innovative pedagogical strategies. She said graduate faculty have different responsibilities, they require different resources, and depend on a network across campus for collaborative help. She said the dedication of graduate faculty should be recognized and applauded. In response to a question about how faculty stay on top of developments in their field, Jeannine Perry gave an overview of how the process works, particularly in education programs, where the practicum experience and other connections keep faculty strongly connected with the K-12 world. Larissa Smith said it is also an important consideration in faculty hiring, and the broad array of connections and experiences faculty bring. She gave as an example Sarah Tanner-Anderson, a Longwood graduate and now faculty member who is a former school teacher, administrator and currently serves on a county school board.

Board members toured the construction site of the Joan Perry Brock Center and ate lunch in Stallard.

The rector asked for a motion pursuant to Virginia Code 2.2-3711(A)(1) that the Board convene in closed session to discuss matters pertaining to personnel, for consideration of promotion and tenure as customary at the spring meeting. Cookie Scott so moved, Katharine Bond seconded and the motion was approved unanimously.

A motion was offered by Mr. Palmer to return to open session. Ms. Bond so moved, Ms. Scott seconded and the motion was approved unanimously.

In compliance with the provisions of the Freedom of Information Act, the Board returned to open session. The Rector asked the board certify by roll call vote that, to the best of each member's knowledge, 1) only matters lawfully exempted from open meeting requirements were discussed, and 2) only matters identified in the motion for closed session were discussed. All members in attendance voted by roll call to certify: Polly Raible, Eileen Anderson, Larry Palmer, Michael

Evans, Nadine Marsh-Carter, Cookie Scott, Pia Trigiani, Katharie Bond, Richawn Roane, Steven Gould, Rhodes Ritenour, Fabiola Carter and Shawn Smith.

The rector asked for a motion to approve the recommendations of the President and Provost regarding promotion and tenure, as follows:

Promotion to Professor

- Dr. Heather Lettner-Rust (English)
- Dr. Virginia Lewis (Mathematics Education)
- Dr. Maria Timmerman (Mathematics Education)

Promotion to Associate Professor and Award of Tenure

- Dr. Benjamin Campbell (Science Education)
- Dr. Timothy Coffey (Exercise Science)
- Dr. Hua Meng (Marketing)
- Dr. Kristopher Paal (Communication Studies)
- Dr. Ronda Scarrow (Theatre)
- Dr. Jacqueline Secoy (Music Education)
- Dr. Erin Shanle (Biology)
- Dr. Denis Trubitsyn (Biology)
- Dr. Sarah Varela (German)

Promotion to Associate Professor

- Ms. Jennifer Beach (Library Science) in Greenwood Library
- Ms. Natalie Browning (Library Science) in Greenwood Library
- Ms. Sarah Reynolds (Library Science) in Greenwood Library

Promotion to Senior Clinical Educator

- Ms Elizabeth Park (Nursing)

Approval of Candidates for Emeritus Status

- Dr. B. McRae Amoss (Professor of French)
- Dr. Lily Goetz (Professor of Spanish)
- Dr. Lissa Power-deFur (Professor of Communication Sciences and Disorders)
- Dr. Kenneth Perkins (Professor of Sociology)

Eileen Anderson so moved. Mike Evans seconded, and the motion was approved unanimously.

There being no further business, the Rector adjourned the meeting at 3 p.m.

Consent Agenda



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

This section includes standard procedural steps and routine edits, updates, and amendments to policies and procedures, as well as other reports and straightforward University matters for the Board of Visitors. These include:

- 1) A new policy regarding alcohol and drug testing, drafted by HR at the request of Longwood University Police and the Department of Human Resources Management. The policy, modeled after those at other Virginia public universities, covers drug testing for those LU employees with Commercial Driver's License and police. It does not require drug and alcohol testing for any other employees.
- 2) Revisions and simplifications to the policy providing guidelines for non-faculty employee dress, drafted at the request of the Staff Advisory Committee
- 3) Revisions to the Art Acquisition policy, to clarify the process for the purchasing and acquiring art in preparation for the LCVA's reaccreditation process with the American Alliance of Museums. The process will ensure artwork acquired aligns with LCVA's collection strategy. It reflects the standard, used by many museums nationally, of the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.
- 4) Updates and a renaming of the University's Title IX policy (previously Sexual Misconduct Policy) reflecting new Title IX guidance from the U.S. Department of Education's Office for Civil Rights.
- 5) An update to the AP Faculty evaluation policy to include the director of athletics, for SACS accreditation purposes.
- 6) Retirement of an existing policy regarding property and liability insurance, which counsel advises is outdated and unnecessary as it is superseded by state policy and law.
- 7) An update, at the request of Longwood Police, to the Weapons on Campus Policy, removing the university's obligation to permit students and guests to store weapons at the LUPD. Only a handful of Virginia universities have such policies and virtually no students use it.
- 8) A minor update to the Freedom of Expression policy to change the designated central-campus location for speeches and demonstrations by those not affiliated with the university from Lankford Mall to Sharp/Register Lawn.
- 9) Minor updates to the Missing Students policy to reflect updates to the federal Clery Act regulation regarding notification of parents and guardians of students under 18.
- 10) A naming resolution for a classroom in honor of School of Education Dean Lissa Power-duFur.
- 11) A resolution, requested by the Commonwealth, confirming Board's approval to continue to operate under "Tier II" authority as it relates to purchasing and IT.

12) An update to the Longwood University Foundation bylaws to reflection the foundation's renewed focus on scholarship funding, and to incorporate agreements in the Sept. 28, 2021 Memorandum of Understanding between Longwood and the LUF.

Policy Title: Mandatory Drug and Alcohol Testing for Commercial Driver's License Holders and Law Enforcement Officers

Policy Number: XXXX

Definitions:

- A. Alcohol: Any product as defined in The Alcoholic Beverage Control Act, Section 4.1-100 of the Code of Virginia, as amended.
- B. Adulterated Specimen: A specimen that contains a substance that is not expected to be present in human urine or contains a substance expected to be present but at a concentration so high that it is not consistent with human urine. A sample determined to not be from the subject being tested, or not from the subject at the time the test was scheduled to be provided.
- C. Commercial Driver's License (CDL): Any of three types of commercial driver's licenses required to operate vehicles as described:
 - **Class A:** Any combination of vehicles with a gross vehicle weight rating (GVWR) of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.
 - **Class B:** Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.
 - **Class C:** Any single vehicle or combination of vehicles that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.
- D. Contract Testing Facility: A medical facility, including its laboratory, certified for alcohol and drug testing by the U. S. Department of Health and Human Services.
- E. Controlled Drug: Any substance defined as such in the Drug Control Act of the Code of Virginia Drug Control Act, Chapter 34, Title 54.1 and the manufacture, distribution, dispensation, use or possession is controlled by law.
- F. Covered Employee: An employee who possesses a CDL and uses it in performance of their university job and law enforcement officers.
- G. Covered Position: A position, job or assignment in which an employee may be required or allowed to operate state-owned vehicles or equipment requiring a valid CDL and employees in law enforcement officer roles who are authorized by the Code of Virginia to exercise full police powers.
- H. DOT: Department of Transportation
- I. Employee Assistance Program (EAP): A confidential assessment, referral, and short-term problem-solving service available to eligible employees and family members.

Enrollment in the EAP is automatic as part of the health plan coverage. The EAP helps participants deal with problems affecting personal and work life, such as:

- conflicts within the family and workplace,
 - personal and emotional concerns,
 - alcohol and substance abuse
 - financial and legal problems,
 - elder and child care, and
 - career concerns and other challenges.
- J. Employee: Administrative faculty, professional faculty, teaching faculty, classified and non-classified, full-time and part-time, salaried, and hourly persons, and any and all other individuals, except independent contractors, employed by Longwood.
- K. Federal Drug Free Workplace Acts of 1988 and 1998: Federal law applicable to any agencies accepting federal grants and/or servicing as a federal contractor. Such agencies are required to implement and follow policies promoting drug-free work places and report convictions occurring as a result of workplace conduct to the respective federal sourcing agency in accordance with the terms and conditions of the contract or grant agreement.
- L. Law Enforcement Officer: employees in Officer roles who are authorized by the Code of Virginia to exercise full police powers
- M. Workplace: Any state-owned or leased property, or any site where state employees are performing official duties to include state vehicles/equipment and/or alternate locations to include approved telework locations.

Policy Owner: Administration and Finance oversees the policy and the Longwood University Human Resources Department is responsible for compliance.

Purpose: To protect the health, safety, and welfare of all members of the Longwood community.

Policy Statement: All Executive Branch employees, both classified and non-classified, including teaching, research and administrative/professional faculty, must abide by DHRM Policy 1.05: Alcohol and Other Drugs. In addition, Longwood maintains a program for testing alcohol and controlled drugs for employees with a Commercial Driver's License (CDL) and for Law Enforcement Officers. This program includes pre-employment, reasonable suspicion, random and post-accident alcohol and controlled substances testing of employees who are required to obtain a Commercial Driver's License (CDL) and for Law Enforcement Officers. All Commercial Driver's License (CDL) and Law Enforcement Officers are subject to reasonable suspicion testing.

Policy: Covered employees will be designated for alcohol and drug testing under the conditions listed below. A refusal to take the tests, the discovery of an adulterated specimen, or tampering with the sample may result in the termination of employment:

- Pre-Employment: As a condition of employment, individuals applying for covered positions are required to receive satisfactory results of a drug and/or alcohol test.

Applicants will be advised of the policy and the procedure at the time an offer for employment is made. A positive test result from an applicant will result in Longwood University rescinding the offer of employment.

- Reasonable Suspicion: Covered employees who display physical, behavioral or performance indicators reflecting the appearance of being under the influence of controlled substances or alcohol may be subject to drug and/or alcohol testing. Supervisors, with a witness, shall identify and engage the individual, to confirm the behavior/appearance/odor/speech, and to document the incident by completing a Behavior/Incident Documentation Form.
- Random Testing: Covered employees will be tested throughout the year for alcohol and controlled substances. CDL holders will be tested at the Random Testing Rates prescribed by the DOT. Law Enforcement Officer will be tested at a rate of 25% of those of the average number of identified positions each calendar year.
- Post-Accident: As soon as practicable following a work related and/or state owned/leased motor vehicle accident involving a covered employee, the employee(s) involved will be tested for controlled substances and alcohol if: (1) the employee was performing a job-related function and the accident involved the loss of human life, and/or (2) the employee receives a citation under state or local law for a moving traffic violation arising out of the accident. Post-accident tests for alcohol should be administered within two hours and no later than eight hours following the accident. Drug tests should be administered no later than 32 hours following the accident. Employees are prohibited from using alcohol or non-prescribed controlled substances until testing is performed or the above time frames have expired.

Other Testing: Covered employees will be tested before being allowed to return to work and perform related duties following a positive test. After returning to work, these covered employees will be tested randomly during the next 12 months. Further, employees in this re-testing group will also continue to be part of the random testing pool.

Supervisor Responsibilities: Supervisors of covered employees are responsible for evaluating the fitness of their covered employees to perform their duties. In the event covered employees do not appear able to perform their work safely, supervisors must relieve these employees of their duties, document the circumstances, and notify Human Resources or the departmental designee so that those individuals may be tested. In the event Human Resources or the departmental designee is not available to arrange the tests, supervisors are authorized to work directly with the Contract Medical Facility.

Human Resources has contracted with a local Contract Medical Facility to conduct, interpret, and communicate test results. Longwood University will rely on the Contract Medical Facility and its Medical Review Officer (MRO) to provide appropriate documented data and testimony in the event the test results in an adverse employment action or a grievance. Human Resources has an after-hours phone number for the Contract Medical Facility.

Procedures:

Pre-Employment: Employment into a position requiring pre-employment screenings is contingent upon receipt of satisfactory results.

- a) The hiring official must notify Human Resources to initiate the required pre-employment drug screening.
- b) Human Resources will communicate the appointment time at the Contract Medical Facility to the applicant.
- c) Applicant will transport themselves to the Contract Medical Facility.
- d) In accordance with Longwood University Police Department Standard Operation Procedures, campus police will arrange with the Contract Medical Facility for pre-employment drug screening for law enforcement officer applicants to satisfy sections a – c above.
- e) The results of the drug screening will be communicated to Human Resources for CDL applicants and the Chief of Police will be notified of testing results for law enforcement officer candidates.
- f) The conditional offer of employment is contingent upon the satisfactory completion of the pre-employment drug screening for CDL applicants. The conditional offer of employment for law enforcement officers is contingent in part on satisfactory completion of the pre-employment drug screening.

Reasonable Suspicion: The supervisor should document observed behavior by completing the Behavior/Incident Documentation Form and, if possible, have at least one other supervisor confirm behavior. Supervisors of law enforcement officers will follow the Longwood University Police Department Standard Operation Procedures.

- a) During regular business hours, supervisor should contact Human Resources to seek approval to take a CDL holder employee for testing.
- b) If after business hours, the supervisor should contact a department head or other designee for approval to take the employee for testing.
- c) The supervisor coordinates the testing appointment and arranges for transportation of employee to the testing facility.
- d) No employee suspected of being under the influence of controlled substances or alcohol will be allowed to transport himself/herself to the testing facility.
- e) If the employee refuses to be transported but decides to drive himself/herself, the supervisor must notify the Police Department and Human Resources.
- f) After testing, the supervisor should arrange for transport of the employee to his/her home.
- g) Employees tested for reasonable suspicion may not return to work on the day of the test unless the results are negative.
- h) Employees who are tested are typically placed on paid administrative leave pending the outcome of the test results.
- i) The testing facility will report test results to Human Resources, who will notify the appropriate supervisor or manager.
- j) If results are positive, Human Resources will work with the supervisor and senior management to determine appropriate course of action (referral, disciplinary actions, suspension, termination, etc.).
- k) If an employee with a positive result is allowed to continue employment, return to work and continuation of appointment are contingent upon return to duty testing and follow-up testing.

Random Selection

- a) Human Resources will select covered employees for random testing.
- b) Supervisors will be notified by Human Resources of the upcoming test.
- c) The supervisor will schedule the appointment for a date and time that the selected employee is available.
- d) The supervisor will notify the employee of the appointment no more than two hours prior to the scheduled time.
- e) The employee must report for testing within two hours.
- f) The testing facility will report test results to Human Resources, who will notify the appropriate supervisor or management contact.
- g) If results are positive, Human Resources will work with the supervisor and senior management to determine appropriate course of action (referral, disciplinary actions, suspension, termination, etc.).

Post-Accident: The supervisor should initiate alcohol test in compliance within two hours and no later than eight hours following the accident. Drug tests should be administered no later than 32 hours following the accident. In most cases, the employee should be transported by the supervisor or someone else to the testing facility.

- a) If the employee refuses to be transported but decides to drive her/himself, the supervisor must notify the Police Department and Human Resources.
- b) Employees may not return to work on the day of the test unless the results are negative.
- c) Employees who are tested are typically placed on paid administrative leave pending receipt of the test results.
- d) The testing facility will report test results to the Human Resources, who will notify the appropriate supervisor or manager.
- e) If results are positive, Human Resources will work with the supervisor and senior management to determine appropriate course of action (referral, disciplinary actions, suspension, termination, etc.).

In the case of an employee required to hold a CDL, or a Law Enforcement position, being arrested for a DUI/DUID charge, evidential testing conducted as part of the criminal process shall be admitted into any personnel action involving the employee as a result of the incident. This shall include both on-duty and off-duty situations.

Return-to-Duty Testing

Employees who have violated the drug or alcohol rules must be re-tested before returning to work. A negative drug test and an alcohol concentration of the current DOT threshold are required. Supervisors will work with Human Resources to coordinate a re-test, and to confirm the test results.

Follow-up Testing

Employees subject to the provisions of this policy who have tested positive for controlled substances or alcohol will also be subject to unannounced follow-up tests over the next twelve months following their positive test result. The return-to-duty test does not serve as a follow-up

test. Human Resources will coordinate the dates and times of these follow-up tests with the employee's department.

Alcohol Test

The Contract Medical Facility will test the breath of the covered employee for the presence of alcohol. In the event alcohol level does not exceed .02, the results will be recorded as negative and the employee will usually return to his/her normal duties. If the test results indicate the alcohol level to be above .02, the covered employee will be relieved of their duties for the remainder of the day and will be re-tested the next day or prior to performing related duties. Human Resources or the departmental designee and the department head will be notified of the results of the test.

Drug Test

A split urine sample will be taken from covered employees and analyzed for the presence of marijuana, cocaine, opiates, phencyclidine, and amphetamines. Any trace of an illegal substance will be considered a positive result. The Contract Medical Facility is responsible for safeguarding the split sample for a possible second analysis.

MRO Procedures for Positive Test Results

Covered employees will have 72 hours to decide if they would like the split urine retested in the same laboratory. Employees may request a review of testing results by another accredited laboratory (Substance Abuse and Mental Health Administration or SAMHSA accredited facilities) at the employee's expense. The MRO will notify Human Resources and send a confidential report to the Director of Human Resources or director's designee.

Employees must abide by the Commonwealth of Virginia's Policy on Alcohol and Other Drugs, and applicable disciplinary policies governing the conduct of administrators, faculty and staff.

Date: Approved by the Board of Visitors, June X, 2022

Policy Title: Dress Code

Policy Number: 2013

Purpose: ~~The purpose of this policy is to establish basic guidelines for appropriate work dress, which promote a positive image of the institution, but also allow for maximal flexibility to maintain good morale, respect individual religious, racial, gender-specific and ethnic attire preferences, and give due consideration to safety and sound business practice.~~

Policy Owner: Human Resources.

~~Although the policy is an effort to establish some broad parameters for non-instructional employees, most departments have at least some uniqueness in terms of operating needs, such as customer expectations, and safety. Therefore, rRegulation of employee dress will be managed at the department level. Departments may establish more stringent requirements, based on sound business needs, but may not establish lower standards than those set forth herein, will have ultimate control over an employee's attire, but some general guidance is provided below.~~

III. POLICY Policy

~~A. School Year Standard: This is the basic standard for the Academic year, when classes are in session.~~

~~B.A. Faculty: Faculty guidelines may be established by the Chief Academic Officer, if desired. This policy is not intended to apply to instructional faculty employees.~~

B. Administrative Employees, and Academic and Administrative Support Employees: ~~This group of employees comprise the majority of office employees, such as non-instructional professional employees in positions where a degree or advanced technical training is normally required; office support, secretarial and program support employees. Attire will dictated by the Department Head, but a default should be "business dress." For the purposes of this policy, examples of "business dress" are khaki-type pants, slacks, and jeans that are clean as well as hole and wrinkle-free; Shirts/tops consisting of casual shirts, polo shirts, blouses or sweaters; Casual dresses or skirts with modest hemlines; and Footwear consisting of loafers, boots, flats, heels or sandals.~~

1. ~~is defined minimally as slacks or skirt with shirt or blouse or dress, but some professional positions may require a tie, sports coat or suit, at senior managers' discretion. Attire needs to be professional at all times. As a general rule, the higher level the position and the more contact with the outside public, the higher the dress standard.~~

C. Non Administrative Employees: Uniforms and safety shoes may be required by the department, but if not required, attire should be clean and neat. **Managers will approve attire needed to perform tasks required.** ~~As a general rule, sweat suits, shorts, baggy style pants, tennis shoes, and sandals are not acceptable.~~

2. ~~Work-Study Students: Students frequently work in support of regular department employees in return for state and federal financial aid subsidies. Dress for these~~

employees is casual but not controversial. Some consideration must be given to the fact that students have limited means and are usually working between classes. If safety clothing or equipment is deemed necessary by the department, such clothing or equipment will be furnished by the department. Tee-shirts bearing language or art which is likely to offend others, torn clothing, unkempt appearance, or revealing clothing which exposes parts of the body typically covered in that work setting should be avoided.

C. ~~Summer, and School Year Vacation Period: This is the basic standard for periods between Commencement and the beginning of Fall classes; also covers other periods when classes are not in session due to school "breaks."~~

~~1. **Administrative Employees, and Academic and Administrative Support Employees:** Attire will be "business casual." The principal differences between business dress and business-casual are increased informality, such as the absence of tie, the substitution of polo shirt for dress shirt, the substitution of sweater for sports coat, and more informal skirts, dresses, pants and shoes. Attire needs to be professional at all times. Business casual dress in some areas may necessarily be "dressier" than in others due to the nature and frequency of contacts with the general public, the Board or government officials.~~

~~a. **Exceptions:** Anytime scheduled meetings or other work commitments involve the general public, outside business representatives, Board members or government employees outside the institution, good judgment in choice of attire is expected. This will normally mean wearing business dress attire for that day.~~

~~2. **Non Administrative Employees:** No difference from the School Year Standard.~~

D. ~~Fridays~~

E. ~~**Last Friday of the Month: "Dress-Down" Day:** Dress-down days have become very popular as a strategy for improving moral and college spirit among employees. Dress-down days will apply to administrative employees and academic and administrative support employees only.~~

~~The last working Friday of each month, January through December will be considered a dress down day. Attire for dress down days will be "relaxed casual." Relaxed casual dress may include jeans, shorts of reasonable length (not cut-offs) and tennis shoes.~~

o **D. Exceptions:**

- Anytime scheduled meetings or other work commitments involve the general public, outside business representatives, Board members or government employees outside the institution, good judgment in choice of attire is expected. This will normally mean wearing business dress attire for that day.
- Individuals employed in areas where safety equipment or other uniform or dress considerations are in place due to occupational health and safety or other

business related reasons, must adhere to those safety standards deemed appropriate by the department head. This may preclude the wearing of shorts or tennis shoes, for example.

- o **Spirit Day:** ~~All other Fridays will be considered Fridays unless the department decides otherwise may be considered~~ "Spirit Day." Shirts with the Longwood logo ~~will~~ may be worn on Spirit Day. ~~Jeans and tennis shoes are allowed on those Fridays when the Longwood logo is worn.~~
- o ~~Other Designated Dress-Down Days:~~ The President may, from time to time, designate other days as dress-down days in the interests of employee morale or in the interests of school spirit.

E. Special Issues Non Discrimination:

- o **Religious, Racial, Gender-Specific or Ethic Attire:** Nothing in this policy is intended to abridge rights at law relating to non-discrimination, or hinder the advancement of diversity at the institution. ~~Significant flexibility in freedom of choice will be shown in relation to religious or ethnic attire. If controversies arise, the opinion of the Attorney General, Commonwealth of Virginia will be sought and relied on by the parties to the controversy.~~
- o **Facial Hair, Jewelry, Hairstyles:** Nothing in the policy is intended to regulate individual choices such as beards, jewelry or hairstyles. Job-related safety when operating potentially dangerous machinery with moving parts, or jobs with public health considerations such as serving or cooking food may nevertheless require some personal adjustments.

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

Revised and approved by the Board of Visitors, March 25, 2011

Policy: Longwood Center for the Visual Arts: University Art Purchases

Policy #: 1014

I. PURPOSE

The purpose of this policy is to establish guidelines for the purchase of artworks at Longwood University.

II. POLICY

Any visual material (such as original prints, paintings, drawings, photographs, sculpture, crafts, and antiques) used for the purpose of beautification or the enhancement of a particular space as well as works used for instructional purposes is subject to the following policy. These works are also defined as original in nature (including signed limited editions), natural history, and archaeological collections are not considered works of art and are not subject to this policy.

In order to purchase works of art, a department must

- A. Select works based upon artistic merit, craftsmanship, and appropriateness to the needs of a particular department. Consultation with the Director of Longwood Center for the Visual Arts (LCVA) is required. If requested, a list of the recommended artists currently not in the University permanent collection will be made available. It is strongly recommended that a Virginia artist's work be selected for purchase. The University established a collection of works by Virginians in 1951 and continues to add to that collection.
- B. Submit the artist's name, work, and supporting documentation to the Longwood Center for the Visual Art's Collection Manager for review. The purpose of the review is to make certain that the work is of high quality, to ensure the price for the work is reasonable, and to ensure similar works are not already in the University art holdings. If at all possible, it is recommended that the unit propose several possibilities in the event that one work is rejected for purchase. The LCVA Advisory Board's Collection Committee will make the final decision. The committee is composed of expert collectors, educators, museum professionals from across the state, and the LCVA Director. Please note that this committee only meets 3 times a year (October, January and June). Please plan accordingly.
- C. After purchase, the work should be delivered to the LCVA for photographing, inventory, and preparation for installation. The LCVA will catalog and mark the item according to collection classification and security level. The LCVA will be responsible for the photographing, inventorying, insuring, identifying, tracking, and maintaining records on the work.
- D. The LCVA will determine if the preparation (i.e. framing) of the item can withstand normal exhibition. Recommendations will be made to the department that purchased the

~~work if any changes are necessary. Any matting, framing, or other preparation needed for installation shall be paid for by the unit purchasing said item.~~

- ~~E. For security and inventory purposes, the artwork will only be removed, moved, and reinstalled by the LCVA. If at any time the department no longer wishes to exhibit the item, the item will be removed by a LCVA staff member and housed in secure storage at the LCVA. If the work is classified as "Campus Loan" the work will be made available for loan to other departments.~~
- ~~F. If the work is damaged, destroyed, or stolen the unit displaying the work is responsible for the first \$1000 to repair or replace the work.~~

~~Work purchased by departments prior to this policy should follow procedure #5 when they no longer wish artwork to be on display in their department and complete a Record of Interdepartmental Property Movement or Transfer form transferring the work to the LCVA.~~

Approved by the Board of Visitors, April 1, 2005.

Policy Title: University Art Acquisition

Policy Number: 1014

Policy Owner: Provost and Vice President for Academic Affairs and Longwood Center for the Visual Arts (LCVA)

Purpose: This policy establishes guidelines for the selection, purchase, acceptance and maintenance of artwork by the university. Artwork subject to this policy includes, but is not limited to, original and signed limited edition prints, paintings, photographs, sculpture, decorative arts, digital/multimedia, and site-specific works used for the beautification or enhancement of a particular space owned or controlled by the university.

Procedures:

1. Artwork shall be selected and accepted based upon artistic merit, craftsmanship and appropriate needs of the university. When possible, artwork should be acquired from Virginia artists. All acquisitions shall be in consultation with the Executive Director of the LCVA.
2. Those seeking to acquire artwork shall submit the artist's name, work and supporting documentation to the Executive Director of the LCVA for review. The Executive Director shall review the quality of the artwork, determine the price is reasonable and confirm the acquisition does not duplicate works currently in the University's collection.
3. Warranties of good title and legal export shall be required as a condition of each acquisition or donation. The University will not acquire an object if there is reasonable cause to believe that, since November 17, 1970, it 1) may have been stolen, illegally excavated or removed from a monument, site, or wreck contrary to local law or 2) otherwise acquired in or exported from its country of origin or any intermediate country, in violation of that country's laws or any international treaties. Artwork acquired by purchase or donation shall be owned by the University.
4. Once acquired, the artwork shall be delivered to the LCVA to be photographed and catalogued. The LCVA shall be responsible for curating, insuring, tracking, installing, transporting and inventorying all artwork acquired by the University. The LCVA may lend artworks to other museums or educational institutions.
5. The LCVA shall develop and oversee a campus loan process by which artworks may be displayed on campus.

Date: Approved by the Board of Visitors April 1, 2005; Updated March 25, 2021.

Policy Title: Title IX Policy (Previously Sexual Misconduct Policy)

Longwood University Sexual Misconduct Title IX 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 prohibits sexual misconduct, including sexual discrimination, sexual harassment, sexual assault, sexual violence, dating and relationship violence, and stalking by employees, students, or third parties. This policy addresses sexual misconduct that involves members of the Longwood community who are involved in an education program or activity which includes locations, events or circumstances over which Longwood University exercises substantial control over both the alleged respondent and the context in which the sexual harassment occurs. The intent of this policy is to provide the campus community with information, common definitions, and strategies to report incidents that occur.

Eligibility for Assistance

This policy applies to all Longwood students, staff and faculty in all university programs and activities. 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. Action will be taken to offer Longwood students, staff and faculty supportive measures which may include counseling, medical assistance and living, learning and/or appropriate working environment adjustments.

The University will dismiss formal complaints involving sexual misconduct which did not occur against a person in the United States. However, such dismissal does not preclude action under the student code of conduct or university policies. Neither does it preclude offering supportive measures.

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 alleged respondent is affiliated with Longwood, both the complainant and alleged respondent shall be offered supportive measures as appropriate.

If the complainant is not a Longwood student, staff or faculty member but the alleged respondent is affiliated with Longwood, the alleged respondent shall be offered supportive measures as appropriate.

Definitions

Sexual misconduct is a term that encompasses prohibited sexual and gender-based behaviors. In general, any non-consensual contact of a sexual nature may constitute sexual misconduct. Behaviors or attempted behaviors range in severity and may be grounds for conduct action under this policy. The following policy definitions apply:

1. **Consent:** Effective consent is the basis of the analysis applied to unwelcome sexual activity. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be reasonable and mutually understandable. Consent is a voluntary, informed, non-coerced agreement through words or actions that is freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed upon sexual activity. 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 activity. Consent may be withdrawn at any time, by any party to the sexual activity.

Consent cannot be procured by use of physical force, compelling threats, or intimidating behavior. Effective consent cannot be given by minors, mentally impaired individuals or persons incapacitated as a result of drugs or alcohol. Intentionally administering alcohol or drugs for the purpose of inducing incapacity is prohibited. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

Sexual activity includes intentional contact directly or through clothing 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). The definition of fondling is the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim.

2. **Unwelcome Sexual Contact:** includes fondling or touching, either of the complainant, or when the complainant is forced to touch another person's body.
3. **Coerced Sexual Intercourse:** includes rape, attempted rape, sodomy, or other sexual acts or misconduct; or when the complainant is incapable of consent. The definition of rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. The definition of incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. The definition of statutory rape is sexual intercourse with a person who is under the statutory age of consent.
4. **Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual sexual advantage of another for their 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. Engaging in voyeuristic behavior, including viewing or allowing viewing of sexual activity without the consent of all parties;
 - d. Knowingly transmitting an STD, STI or HIV to another.
 - e. Disseminating or using video or photographic still images created by any means that depicts another person who is totally nude, or in a state of undress so as to expose the genitals, pubic area, buttocks, or female breast, without consent of the person(s) who are the subject of the video or still images.

5. **Sexual Harassment:** Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: 1) An employee of the University conditioning the provision of an aid, benefit or service of the University on an individual's participation in unwelcome sexual conduct; 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies the person equal access to the University's education program or activity. 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 a person or persons being harassed by members of any 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.

6. **Dating and Relationship Violence:** Abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. This relationship involves physical or emotional intimacy. Physical intimacy is characterized by romantic or passionate attachment or sexual activity.
- a. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - b. For the purposes of this definition, dating and relationship violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - c. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
 - d. To better meet these requirements, if the complainant states that a relationship currently exists, formerly existed, and existed in the past 12 months, etc., it will be counted for Clery reporting purposes.

Dating and relationship 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;

7. **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. For the purposes of this definition:
 - a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, participates in surveillance of, threatens, or communicates to or about a person, or interferes with a person's property.
 - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - d. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
8. **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 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.

9. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute a violation of this policy.
10. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute a violation of this policy. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a University education program or activity.
11. **Party** means a complainant and/or respondent.
12. **Supportive measures** are non-disciplinary and non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge, to protect the safety of all parties and deter violations of this policy. Where a complainant reports an incident but does not wish to file a formal complaint, supportive measures provide a go-to response for a school to demonstrate it is responding to the reported incident in a manner that is not clearly unreasonable, without punishing the alleged perpetrator absent a determination of responsibility.

Supportive measures are available to both complainants and respondents to preserve each party's equal access to their education pending the outcome of the investigation. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

13. **Informal resolution** is resolution of a complaint other than an investigation or formal hearing. Informal resolution may include mediation, restorative justice, or other models of alternative dispute resolution. Informal resolution is voluntary and requires the written consent of the parties and the University. Informal resolution is not available when the respondent is a University employee and the complainant is a student.

13. **Formal Complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging a violation of this policy and requesting that the university investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.

14. **Filing a Sexual Misconduct Title IX Complaint**

All incidents of sexual misconduct and retaliation should be reported. Any person may report sexual misconduct, in person, by mail, by telephone, or by electronic mail, or contacting the Title IX Coordinator or University Police Department. Formal complaints may be initiated by the complainant or the Title IX coordinator. 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 University Title IX Coordinator and Longwood University Police Department.

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 Title IX Coordinator. All reports are treated with the maximum possible privacy.

An immediate report to the Longwood Police will enable the preservation of evidence necessary for a successful criminal prosecution. The Longwood University Police Department is trained in collecting and preserving evidence for criminal cases. When evidence exists that could help support a criminal charge or assist the complainant in obtaining protective orders, contacting the Longwood University Police Department immediately, so the evidence may be collected, may ensure that even if the complainant does not want to file a criminal report at this time, the complainant may change their mind at a later date. Evidence collected by the Longwood University Police Department will be retained indefinitely unless destruction is authorized by the Commonwealth of Virginia Attorney. 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.

Title IX Coordinator and Role of Title IX Coordinator

Title IX Coordinator Office: Lancaster
Hall, G-08L;
Office Phone (434) 395-2571, Cell Phone (434) 808-9439
Email: titleix@longwood.edu

Students, staff or faculty who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, dating and relationship violence, stalking and

retaliation should notify the 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 offenses for personal consumption of alcohol or drugs, or minor violations of the Student Code of Conduct Standards and Regulations disclosed during the reporting process, when the disclosure is made in conjunction with a good faith report. 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 may take immediate steps to separate the individuals and prevent contact, if appropriate. The applicable Vice President or designee in consultation with the Title IX Coordinator will make the appropriate determination regarding alternative arrangements.

Alternative arrangements may include, but are not limited to: temporary disciplinary suspension (depending on the severity of the allegations), adjustment of academic schedule or employment, no contact orders, and/or alternative living arrangements.

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

- Convening a review committee consisting of the Title IX Coordinator, Longwood University Police Department Representative and Student Affairs Representative. This committee will meet within 72 hours, and continue to meet as necessary, when notice to the University of an alleged violation of this policy is received. This committee will review and determine if it is necessary to disclose to the appropriate law-enforcement agency, all information of the alleged violation, including personally identifiable information, to protect the health or safety of the individual or community. It is the responsibility of the Longwood University Police Department Representative or designee to notify the appropriate law-enforcement agency and/or Commonwealth of Virginia Attorney.
- Ensuring that both the individual filing the complaint and the individual responding are aware of the complaint.
- Explaining Longwood University's policy and investigation procedures.
- Exploring various means of resolving the complaint including informal resolution.
- Making referrals to Counseling and Psychological Services 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 supportive measures, 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 directives, 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 Title IX Coordinator is responsible for maintaining records relating to sexual misconduct reports, investigations and resolutions.
- The 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, dating and relationship violence, stalking and retaliation notify the Chief Human Resources Officer (Deputy Title IX Coordinator for Employees).

Lisa Mooney, Chief Human Resources Officer
Office: Lancaster Hall, 120B
Phone: (434) 395-2074
Email: mooneylj@longwood.edu

Reporting Options

1. Title IX Coordinator: ~~Students, staff or faculty~~ Anyone who believe they have either witnessed or been subjected to sexual misconduct should notify the University Title IX Coordinator:

~~Sasha Johnson~~, Title IX Coordinator
Office: Lancaster Hall, G-08L;
Office Phone (434) 395-2751, Cell Phone (434) 808-9439
Email: titleix@longwood.edu
www.longwood.edu/titleix

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/forms/report-a-crime>
3. Confidential Reporting Options: 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 Counseling and Psychological Services (CAPS), University Health Center, or off-campus crisis resources, who will maintain confidentiality. CAPS staff is available to assist students free of charge.
 - Counseling and Psychological Services
Health and Fitness Center, Upper Level; Phone: (434) 395- 2409
 - University Health Center
Longwood Landings, 106 Midtown Ave, Farmville, VA; Phone: (434) 395- 2102

In addition, you may go off campus to speak with clergy and chaplains, who will also keep reports made to them confidential. Longwood University has an established Cooperative Agreement with an off-campus crisis resource agency to provide services for those who wish to utilize off-campus confidential crisis resources.

- Southside Center for Violence Prevention, Inc. 24-Hour Hotline: (888) 819-2926

Confidentiality

If you would like to report an incident or speak to someone about what happened and you desire that details of the incident be kept confidential, you should speak with staff members of Counseling and Psychological Services, University Health Center or off-campus 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 they talk to the University Title IX Coordinator, whether or not to pursue a Title IX Complaint.

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.

Conflicts of Interest

The Title IX Coordinator, investigators, university provided advisors and decision-makers must be free from conflicts of interest or bias for or against complainants or respondents.

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 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 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 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 advisor, who may also be legal counsel, to accompany them during the investigation process, Informal Resolution and Formal Procedures. If the complainant and/or respondent does not have an advisor, the university shall provide a trained employee, free of charge, to conduct cross examination on their behalf. The advisor may be

present with their respective party for all meetings, hearings and appeals. The advisor's may ask questions on a party's behalf during hearings but is otherwise not permitted to actively participate in meetings or appeals. The advisor may, however, attend meetings and appeals. When scheduling any meetings, hearings and/or appeals, primary consideration will be given to the parties and any 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. The University ~~may~~must dismiss complaints prior to conducting an investigation where a) the facts alleged would not constitute a violation of this policy; b) the complainant chooses to withdraw a formal complaint or any portion of the allegations; c) the respondent is no longer enrolled or employed; ~~or~~ d) circumstances prevent the University from gathering evidence sufficient to reach a determination regarding the complaint; or e) the facts alleged did not occur in a University's education program or activity. The Title IX Coordinator shall notify the parties in writing of the dismissal of any formal complaint and the reason for such dismissal

~~6.5.~~ Criminal investigations, separate from the process outlined in this policy, are conducted by the Longwood University Police or appropriate law enforcement agency, 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.

~~7.6.~~ Informal Resolution

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

- a. Informal resolution is voluntary and requires the written consent of the parties and the University.
- b. Once the informal resolution is complete, written notification of the agreed upon resolution shall be given to both parties by the Title IX Coordinator or designee.
- c. 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.
- d. If the parties are unable to reach an informal resolution the formal resolution procedure may be pursued.

~~8.7.~~ Formal Procedures

- a. Once the University has received ~~notice~~ a formal complaint of sexual discrimination, sexual harassment, sexual misconduct, sexual assault, sexual violence, dating and relationship violence, stalking and retaliation, an investigation shall commence within five business days unless the parties have agreed to participate in informal resolution
- 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 impact of the incident(s) on the complainant's educational opportunities, living situation, position, salary, benefits, promotional opportunities, or other terms or conditions of employment.
 - Any steps the complainant has taken to address the misconduct.
 - 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. Prior to completion of the investigative report, the University will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten business days to submit a written response, which the investigator will consider prior to completion of the investigative report.
 - e. At the completion of the investigation, both the respondent and complainant and their advisors will be informed within ten business days, in writing, of the outcome of the investigation.
 - f. Both the complainant and respondent are entitled to a copy of the investigators' report, redacted of any personally identifiable information. The redacted 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. The non-redacted report may be viewed by the parties at any time during normal business hours.
 - g. 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 sanctions / measures determined by the University Title IX Coordinator or designee to prevent the violation's recurrence; or challenge the findings and request a hearing. The respondent must, within five business days from the written notification of the outcome of the investigation, make a decision to, accept the findings or challenge the findings and sanctions / measures, and request a hearing. The Title IX Coordinator or designee reserves the right to send the case to the University Hearing Board for sanction/measures recommendations only, in investigations that the respondent has been found responsible and accepts those findings.
 - h. The complainant may decide, subsequent to the filing of formal charges against the respondent, to withdraw the complaint.

Procedures for Hearings on Violations of the ~~Sexual Misconduct~~ Title IX 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 investigator (s), 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. At the request of either party, the University must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
 - ~~c.~~ The University will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review
 - ~~d.~~ The hearing will be non-adversarial and respectful. Strict rules of evidence will not be applied. The Board will ensure that only relevant questions are posed during cross-examination.

- e.e. The hearing board members and all aforementioned participants are introduced.
 - e.f. Participants state any questions they have concerning rights or procedures.
 - e.g. The statement of charges is presented.
 - e.h. The respondent enters a plea of responsible, not responsible or no plea.
 - e.i. Testimony phase: During the testimony phase of the hearings, cross-examination may be conducted by party's advisor in the presence of the University and 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. Advisors may question witnesses on a party's behalf. If either party does not provide their own advisor, the University will provide an advisor to fulfill the cross-examination role.
 - e.j. Each party may present an opening statement and a closing statement before the Board.
 - e.k. Each party may present evidence and witnesses. Witnesses may be cross-examined by the hearing board in opposing party's presence.
 - e.l. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. 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.
 - e.m. After all of the evidence has been introduced, the parties will be excused from the room so that the Board may deliberate.
 - e.n. The University Hearing Board shall determine, by a preponderance of evidence, whether the respondent violated this policy. The University has the burden to demonstrate by a preponderance of evidence that 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.
 - e.o. 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. The outcome of the hearing and any recommended sanctions will be forwarded to the applicable Vice President or designee immediately following the hearing if no appeal is filed: 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.
 4. Both the respondent and complainant will be informed within five working days, in writing, of the outcome of the hearing and the appeal (if an appeal is filed) and of any sanctions being recommended to the applicable Vice President or designee. If the complainant is deceased as the result of the alleged violation, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph, upon written request.

Composition of the University Hearing Board

1. A three-member University Hearing Board will be appointed by the Title IX Coordinator, on a per-case basis from a pool of trained members: no less than five faculty and five 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 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 two members of the University Hearing Board shall be faculty, in the case of a professional staff respondent; at least two members of the University Hearing Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members).
4. Either party 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 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.
5. The University Hearing Board panel will be trained by the Title IX Coordinator regarding hearing procedures, evaluation of relevant evidence, Title IX requirements and other subjects, as needed.
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 appeal:
 - a. The University Hearing Board's decision, and
 - b. The University's decision to dismiss a complaint.
3. Appeals must be filed within three business days of the University Hearing Board's written decision, or the University's decision to dismiss the complaint. To file an appeal, students and employees must fill out the appeal form provided with written notice of the University Hearing Board's decision, or the University's decision to dismiss the complaint. The University will provide a copy of the appeal to the other parties.
4. Appeals may only proceed based on the following reasons:
 - a. Procedural irregularity that materially affected the outcome of the matter. A procedural irregularity may include a failure to objectively evaluate or admit all relevant evidence, including inculpatory and exculpatory evidence;
 - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
5. The University Appeals Board will convene within five business days of the receipt of the appeal. All parties will receive notice of the time and place of the appeal.
6. The appeal will be non-adversarial and strict rules of evidence will not be applied. Each party will have the opportunity to submit a written statement in support or opposition to the appeal.

7. Within ten business days the University Appeals Board shall issue a written decision to the parties: 1) denying the appeal and upholding the decision of the University Hearing Board, or 2) granting the appeal and remanding the issue to the Title IX Coordinator or the University Hearing Board.

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. Both parties will be informed within five business days, in writing, of the outcome of the appeal and of any sanctions being recommended to the applicable Vice President or designee. If the complainant is deceased as the result of the alleged violation, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph, upon written request.

Composition of the University Appeals Board

1. A three-member University Appeals Board will be appointed by the Title IX Coordinator, on a per-case basis from a pool of trained members: no less than five faculty and five 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 two members of the University Appeals Board shall be faculty, in the case of a professional staff respondent; at least two members of the University Appeals Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members).
4. The parties can request board members to recuse themselves from the appeal board for actual or perceived bias or other conflict of interest. The final decision regarding this request will be made by the 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.
5. The University Appeals Board will be trained by the Title IX Coordinator regarding hearing procedures, evaluation of evidence, Title IX requirements and other relevant subjects, as needed.
6. Individuals cannot serve on both the University Hearing Board and the University Appeals Board during the same academic year.

Postponement of Hearings and Appeals

A respondent or complainant may request one postponement of a hearing or appeal by contacting the Title IX Coordinator at least two (2) business/working days prior to the scheduled hearing or appeal, unless extenuating circumstances exist. Postponement will be allowed only under the following conditions:

- a. The respondent/complainant has an academic conflict;
- b. The respondent/complainant is unable to produce necessary witnesses on the scheduled date of the hearing;
- c. The respondent/complainant has a family emergency;

- d. The respondent/complainant is too ill to attend the hearing;
- e. The respondent/complainant cannot attend because of a religious holiday.

The Title IX Coordinator may require written verification of the reason claimed.

Rights of the Complainant

1. The right to have an advisor throughout the process, who may also be legal counsel.
2. The right to remain present 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 supportive measures.
5. The right to supportive measures 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 and appeal, if applicable, at least 72 hours prior to the hearing or appeal.
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 present relevant evidence.
10. 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.
11. The right to be informed of the ability to request changes in academic, employment and living situations.
12. 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 an advisor throughout the process, who may also be legal counsel.
2. The right to remain present during 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 supportive measures.
5. The right to freedom from retaliation by the complainant (or supporters of the complainant).
6. The right to written notice of the specific allegations and the opportunity to testify.
7. The right to be presumed not responsible unless shown responsible by a preponderance of the evidence until a determination regarding responsibility is made at the conclusion of the grievance process.
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 and appeal, if applicable, at least 72 hours prior to the hearing or appeal.
10. The right to present relevant evidence.
11. The right to notification of any information that may be used in the hearing.
12. 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.
- Disciplinary Probation.
- Disciplinary Suspension.
- Termination of employment.
- Expulsion.

Student Records

Compliance with the provisions in this policy does not constitute a violation of the Family Education Rights and Privacy Act of 1974 (FERPA). Longwood student records policies comply fully with the Family Educational Rights and Privacy Act (FERPA) The accumulation, processing, and maintenance of student data by the University are limited to that information, which is necessary and relevant to the purposes of the University. Personal data of students will be used only for the purpose for which it is collected.

Release of Documents

Under federal privacy laws, investigation reports, witness statements and any documents prepared by the University constitute education records which may not be disclosed outside of the proceedings, except as may be required or authorized by law. The University does not, however, impose any restrictions on the parties regarding re-disclosure of the incident or their participation in proceedings under this policy.

Academic Transcripts – Pursuant to Virginia Code § 23.1-900

A prominent notation shall be placed on the academic transcript of any student who has been found responsible and expelled or suspended for sexual violence, which includes the following as defined by this policy: unwelcome sexual contact, coerced sexual intercourse, and dating and relationship violence. The language will read as follows: Expelled – For a Violation of the University’s Code of Conduct Standards and Regulations, or, Suspended – For a Violation of the University’s Code of Conduct Standards and Regulations. The notation shall be removed from the transcript when the student has completed the term of the disciplinary suspension, completed any conditions of the disciplinary suspension, and has been determined by Longwood University to be in good disciplinary standing.

A prominent notation shall be placed on the academic transcript of any student who withdraws prior to the final outcome of an investigation, hearing and/or appeal that alleges sexual violence, which includes the following as defined by this policy: unwelcome sexual contact, coerced sexual intercourse, and dating and relationship violence. The language will read as follows: Withdrawal while under Investigation – For a Violation of the University’s Code of Conduct Standards and Regulations. The notation shall be removed from the transcript when the student is subsequently found not responsible for a violation of this policy, or not suspended or expelled as a result of a violation of this policy.

A student may petition for a notation to be removed from the academic transcript after a period of three years from the final outcome or resolution of the case if the student can show good cause. Removal of the notation is not the same as removal of the violation(s) from the student’s educational record.

The Title IX Coordinator or designee will review petitions for transcript notation removal. The

decision will be based upon the following criteria:

1. The violation(s)
2. The student's behavior subsequent to the violations(s)
3. The student's demonstrated reflection and growth

After a petition has been evaluated, the student will receive written notification of the decision, which will be final.

Academic Freedom and Free Speech

This policy does not allow censorship of constitutionally-protected speech. 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.

Policies & Procedures

Terms and Conditions of Employment for Administrative and Professional Faculty

Policy #: 2054

DEFINITIONS

- A. **Administrative and Professional Faculty:** Administrative and Professional Faculty are those employees whose primary duties are directly related to management and/or supervisory functions of the educational, general and auxiliary activities of the University or a department or other subdivision of the University ("A/P Faculty"). A/P Faculty are those positions that require a high level of administrative independence, responsibility, and oversight with the organization or specialized expertise within the employee's given field.
- B. **Academic Tenure:** Tenure is a recognized academic status granted certain teaching faculty by the Board of Visitors, requiring participation in a multi-stage process of evaluation and leading to recommendation. A status of tenure is not recognized in A/P Faculty positions. Although some A/P Faculty may have been granted tenure by the Board of Visitors as a teaching faculty member in an academic department, such tenure will be inoperative for the duration of that employee's A/P status. Consequently, acceptance of an A/P Faculty position does not destroy an employee's separate status of, or eligibility for academic tenure in a department or school of instruction, as provided for in Section III.V of the Faculty Policies and Procedures Manual, entitled "Tenure."

Policy Owner: Administration and Finance oversees this policy and the Longwood Human Resources Department is responsible for compliance and implementation of the policy.

Purpose: The purpose of this policy is to establish procedures for the hiring and employment of administrative and professional faculty.

Policy Statement: This policy applies to all employees who are designated as administrative or professional faculty, as well as those who supervise them. A/P Faculty are obligated to abide by the policies and procedures of the university.

PROCEDURES

A. Initial Appointment:

1. **Appointing Authority:** Authority to appoint A/P Faculty is limited to the President or the President's designee. The President shall have the sole authority to appoint A/P Faculty to serve as vice-presidents.
2. **Formalities of Appointment:** Appointments must be made in writing by the President or the President's designee, or the Board of Visitors, to become effective. Appointment letters must specify, at a minimum, the appointee's compensation, title, and the appointment period. Other terms or conditions of

appointment may also be provided when deemed necessary or appropriate by the appointing authority.

- B. **Appointment Period:** An A/P Faculty's appointment period is typically twelve (12) months. The appointing authority has the discretion to decrease the 12 month appointment period or set the appointment period based upon completion of a specific project or job task. Terms normally begin on June 25 of one (1) year and end on June 24 of the following year. When appointments are made subsequent to June 25, they will nonetheless expire no later than the following June 24.
- C. **Reappointment Letters:** Letters containing information about the terms and conditions of reappointment are normally issued by May 15 for the fiscal year beginning on June 25. A Legislative impasse or late passage of the Appropriations Act by the Virginia General Assembly may, however, delay notice to A/P Faculty.
- D. **Reassignment of Administrative Duties and Re-designation of Titles:** The President or designee has discretionary authority to reassign administrative duties and re-designate titles during any term of appointment for A/P Faculty, when in the best interest of the University. Reasonable prior notice, under the circumstances, will be given affected A/P Faculty. Compensation may be adjusted accordingly.
- E. **Performance Evaluation:** Performance evaluations will be conducted annually for all A/P faculty below the level of Vice President. Vice Presidents and the Director of Athletics will be evaluated at least once every three years by the President. The evaluation will be based on documented position description tasks and mutually agreed-upon performance standards. Performance Evaluations will be a basis for salary adjustments.
- F. **Termination of Employment:**
 - 1. Types of Termination:
 - a. **Resignations:** As a matter of personal choice, employees sometimes find it necessary to leave the University's employ. Under normal circumstances, the institution expects that these transitions will be managed to coincide with the expiration of an A/P Faculty's current term of appointment, or at a time that has been mutually agreed upon.
 - 1. **Notice Considerations for Resignations:** Resignations should be submitted in writing to the A/P Faculty's immediate supervisor, no less than thirty (30) calendar days prior to the A/P Faculty's last actual day of work. Notices should be signed and dated, and should include a brief statement of the reason for the resignation and the A/P employee's anticipated, last actual day of work. Because of the time needed to recruit qualified applicants, early notice allows institutional programs and services to operate without interruption. Consequently, the University appreciates the notice of resignation as soon as the decision to resign is made.
 - 2. **Receipt of Notice:** Notice is considered effective once an A/P Faculty's immediate supervisor has acknowledged receipt and accepted the resignation by signed writing. The A/P Faculty's supervisor shall immediately notify the Chief Human Resources Officer (CHRO) of the A/P Faculty's decision to resign.

b. **Discharge:** The University must occasionally exercise its prerogative to terminate an appointment because an A/P Faculty 1) fails to meet and correct significant performance deficiencies within a reasonable period of time, or 2) has engaged in conduct at work which violates established standards of conduct or directly and adversely affects the ability to perform effectively at work. Termination for cause may occur at any time and requires no notice of non-renewal to be issued.

1. **Prohibited Conduct Which Could Result in Immediate Termination for Cause:** The following is not intended to be an all-inclusive list of conduct violations, but is provided as an example of the types of conduct which could result in termination for cause.

- i. willfully, recklessly, or negligently damaging or destroying, or causing State property to be damaged or destroyed or causing pecuniary loss to the University;
- ii. employee's inability, unwillingness or refusal to perform essential functions of the job;
- iii. theft or unauthorized use or removal of State property, including official records and electronically stored information or information services;
- iv. gambling on State time or on State premises;
- v. use, possession, or distribution of alcohol or illegal controlled substances on State time or on State premises (except in the case of alcohol use at official functions or in similar settings where such use has been authorized);
- vi. sexually harassing conduct toward another, as defined by the University's Policy on Sexual Misconduct;
- vii. insubordination;
- viii. knowingly making false statements or falsifying records or other public documents relied upon by the institution or the public for their accuracy;
- ix. poor performance;
- x. abuse of time;
- xi. excessive absenteeism;
- xii. lack of civility toward others;
- xiii. misuse of or negligent care of University resources.

c. **Termination Prior to End of Contract:** Longwood University may terminate employment before the end of the contract term in cases of financial exigency, budget constraints, or termination for program reduction, discontinuance or elimination. Such termination may occur at any time upon written notice delivered to the A/P Faculty member's address on file with the university.

2. **Authority to Terminate for Cause:** Only the President or designee has the authority to terminate an A/P Faculty's employment involuntarily.

3. **Notice Requirements Relating to Termination for Cause:** Written notice must be provided to the affected employee by the President or designee without delay,

once a full and impartial investigation into the circumstances has concluded. The notice will be in the form of a suspension pending termination, inviting the employee to meet with the President's designee within five (5) working days of the date of notice to show why such action should not be taken. Should an A/P Employee not request a meeting within the prescribed time, or not present additional material facts sufficient to alter the decision to terminate employment, the termination will occur on that fifth (5th) day subsequent to the issuance of the notice to terminate for cause. A notice indicating that the termination is final will be issued by the CHRO.

4. **Review:** Prior to termination for cause, supervisors should consult the CHRO.

G. **Non-Renewal of Appointment:** A/P Faculty have no legitimate expectation of continuation of their appointments past the end of the contract term, and reappointment is at the discretion of the university. The requirement of notice of non-renewal beyond a specified contract date exists to ensure that appointment/employment of individuals will not terminate without an appropriate period of notice. An A/P Faculty may be subject to non-renewal for any lawful, work-related reason deemed appropriate by the President or designee, including reduction-in-force, changing administrative requirements, marginal performance, or financial exigency.

1. **Notice Requirements:**

- a. An A/P Faculty whose employment will not be continued beyond the current term of appointment will be informed in writing at least one month prior to the end of the contract term.
- b. Exceptions to the notice requirements apply to the following positions:
 1. positions that are dependent upon grant or contract funds and are limited to the term of the grant or contract; and
 2. positions that are established for a project of specific duration.

An individual's employment in such positions ends with either the occurrence of the expiration of the current contract or the depletion of the funding source for that particular appointment. Any individual in this type of position will be advised of this exception in the initial appointment contract and any subsequent renewals.

Revised and approved by the Board of Visitors.

Policy Title: Mandatory Drug and Alcohol Testing for Commercial Driver's License Holders and Law Enforcement Officers

Policy Number: 2029:

Action Requested: On the advice of counsel, the Board is asked to "retire" this policy. The policy is outdated and no longer necessary. Liability insurance is governed by the Division of Risk Management's policy and state law, not university policy. Retiring this policy would bring Longwood in line with other Virginia public universities. The university's website has been updated to reflect this information.

Policy Title: Weapons on Campus

Policy Number:

Policies & Procedures

Weapons On Campus 5019

Definitions:

Weapons: Including but not limited to: firearms, components of firearms, live ammunition, electric stun devices, Tasers, explosives, fireworks, air guns, paintball guns, slingshots, knives (except non-spring pocket knives having a folding blade of less than three inches), razors, martial arts weapons, military memorabilia, swords, and bows and arrows (including crossbows and bolts).

Policy Owner:

The Vice President for Student Affairs oversees this policy, and the Longwood University Police Department is responsible for compliance, enforcement and proper procedures.

Purpose:

The purpose of this policy is to establish rules and procedures for the limited authorization concerning the possession and storage of weapons on campus.

Policy:

Longwood University is committed to providing a safe and secure learning and working environment for students, faculty, staff and visitors on all campus owned or managed properties. The possession and/or storage of weapons on the Longwood University campus and Longwood managed properties is prohibited. Procedures shall be followed for the purposes of maintaining the safety of Longwood University and Longwood managed properties. Failure to abide by this policy may result in disciplinary charges for students. Non-students found to be in possession of weapons on campus, outside of the authorized exceptions, may be removed from Longwood University campus or managed property. Violators may also be subject to criminal prosecution.

Exceptions: The possession of weapons or firearms:

- by members of the Longwood University Police Department;
- by members of a duly authorized criminal justice agency in pursuit of official business;
- Law enforcement officers duly authorized to carry such weapons.
- Any person who possesses a knife, blade or other tool which he uses customarily in his trade while working on Longwood owned or managed property.
- or as required for classroom or university sponsored instruction.

- Upon approval of the chief of police or designee for the benefit of campus safety.

Procedures:

~~Storage of Weapons/Ammunition and Check-In/Check-Out General Procedures: Individuals checking in storable weapons (firearms and crossbows only), shall not enter the police department unescorted. Individuals checking in storable weapons and corresponding ammunition shall come to the lobby without their ammunition or weapon(s); advise the LUPD staff member that they have a weapon and/or ammunition to check in; and wait for a police officer.~~

~~A police officer shall escort the individual outside to their vehicle, retrieve the weapon and/or ammunition and safety check it outside, and escort the individual back into the lobby.~~

~~All firearms shall be in a locked case or a cable or trigger lock must be present on the firearm. There are no exceptions to this rule. Firearms without cases and without locking ability will not be accepted. All ammunition shall be limited and stored in a securable ammunition box. Ammunition not properly stored will not be accepted.~~

~~Appointments: Any person wishing to bring a storable weapon or corresponding ammunition to campus MUST bring that weapon and/or ammunition to the police department IMMEDIATELY upon their arrival to campus. Any person wishing to store a weapon and/or ammunition at the police department must notify the police department in advance and make an appointment. This may be done at any time prior to arriving to campus; however, notification must be made before arrival.~~

~~Number of Weapons and Ammunition Allowed: The Longwood University Police Department will store, at maximum, three (3) items classified as storable weapons per individual. Total amounts of storable ammunition will be determined based on the appropriateness for the anticipated use and will be at the discretion of the police officer checking in the items. Those checking in weapons and/or ammunition are reminded that they must notify the police department in advance.~~

~~Identification Requirements: All non-student individuals must present a valid photo identification issued by a governing agency (i.e. driver's license) and a second form of identification that confirms their physical address (i.e. voter registration card, recent bill, etc.). Longwood University students need only present a driver's license and their Longwood-issued identification card. A photocopy of all presented identification will be made by the police officer accepting the firearm(s)/weapon(s).~~

~~RMS-CFS Entries: The LUPD staff member will create a CAD call for "Weapon Check In" for all such calls for service. The caller's information will be taken to include at minimum: (1) name; (2) phone number; (3) all relevant information from the identification provided by the officer at the time of weapon check in; (4) the firearm(s)/weapon(s) checked in with brand and serial number.~~

VCIN/NCIC Queries: All firearms shall be checked through VCIN/NCIC for wanted status prior to the police department accepting them. Completion of these checks shall be noted on the weapon check in/check out form. All individuals claiming firearms shall be run through VCIN/NCIC under "Purpose Code F" prior to the release of firearms to check for any disqualifiers for firearm possession to include at minimum:

- orders of protection;
- felony convictions;
- criminal convictions that are not felonious but prevent lawful firearm possession.

Statement of Liability: Longwood University Police Department reserves the right to maintain possession of a stored weapon or ammunition if the owner of said weapon appears at the police department:

- in an intoxicated state, as determined by the handling officer;
- without an appointment;
- in such a condition, as determined by the handling officer, in which it would be irresponsible to provide such person with a weapon or ammunition at that time. An appointment may be scheduled for the following day, depending on the circumstances, at the direction of the Chief of Police.

Checking Out Weapons/Ammunition: Students checking out stored weapons and/or ammunition shall make an appointment, provide identification, and will be escorted from the police department lobby to their vehicle outside the police department by a police officer. Non-students that check in weapons and/or ammunition are also required to give notice they are returning to pick up stored weapons and/or ammunition. Availability of an officer to check weapons and/or ammunition out may depend on pending calls for service.

Monthly Audits: The Evidence Custodians shall make monthly inspections of the firearm safe and verify contents with active forms. Any discrepancies (i.e. weapons that are present, but not signed in or weapons that are missing but were not signed out) shall be reported to the Chief of Police immediately or as soon as practical. The Chief of Police or their designee shall begin an investigation immediately or as soon as practical into the location of the missing weapons and/or the origin of the unlogged weapons and appropriate action taken.

Freedom of Expression Policy 5006

Purpose: This policy is structured to assure equal opportunity for all persons, to preserve order within the campus community, to protect and to preserve University property, and to provide a secure environment to individuals exercising freedom of expression.

Policy Statement: No rights are more highly regarded at Longwood University than the First Amendment, which guarantees freedom of speech, freedom of expression and the right to assemble peaceably. Longwood University remains firmly committed to affording organizations and individuals, the opportunity to engage in peaceful and orderly protests and demonstrations. In order to achieve this objective, while at the same time ensuring that the University fulfills its educational mission, the University may regulate the time, place, and manner of expression.

Policy:

1. In order that the persons exercising freedom of expression not interfere with the operation of the University, violate state or federal law or the rights of others, the following shall apply without exception to any form of expression.
 - a. The University does not permit expression that is not protected by law. Such expression includes defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark violation, criminal or civil harassment, sexual harassment and misconduct, trespass, and false advertising.
 - b. There may be no interference, including sound amplification, with educational and administrative activities inside or outside of buildings on campus and/or University managed property.
 - c. There must be no obstruction of entrances or exits to buildings and/or activities.
 - d. There may be no attempt to prevent scheduled University ceremonies, activities or events.
 - e. Malicious or unwarranted damage to or destruction of property owned or operated by the University or by students, faculty, staff, or visitors to the University is prohibited. Persons or organizations causing such damage are financially and legally responsible.
 - f. All persons must comply with all state and federal laws and University rules, regulations and policy. Violators will be referred for appropriate legal or disciplinary action.
 - g. Public sidewalks and streets shall not be obstructed, preventing the passage of any vehicle or pedestrian. Illegal obstruction is a violation of Virginia Criminal Law (§ 18.2-404, Riot and Unlawful Assembly), obstructing the free passage of others.
2. All members of the University community, faculty, staff, and students, enjoy the right to freedom of speech and expression regardless of their viewpoint. Citizen leadership requires active participation in an intellectually challenging and culturally diverse learning community. In the presentation of ideas, the University encourages civil discourse, and respect for differing points of view. Being open to the ideas and opinions of other members of the community will lead to discussion that is characterized by courtesy and mutual respect.
3. Regulations for individuals and groups not affiliated with the University:
 - a. Speeches and Demonstrations: The open area designated for speeches and demonstrations is the Lankford Mall/Sharp/Register Lawn which is a primary crossway on the campus

and will consist of the patio and the ~~surrounding area~~ located ~~on the south side of Hankford~~ between Sharp Hall and Register Hall. Individuals and groups not affiliated with the University may use this area between 9 a.m. and 9 p.m., Monday – Friday, when school is in session, for speaking, demonstrating, and other forms of expression. A request for use of this area must be made a minimum of three (3) business days in advance of the event. All structures, signs, and litter resulting from the activity must be removed from the area by the end of the event. Groups or individuals may only use those designated areas once per month and for a maximum period of two days. Groups not affiliated with the University may request use of this space through University Events and Ceremonies by submitting a request at <http://www.longwood.edu/eventservices/event-scheduling/>; University Events and Ceremonies staff will submit the plan to the Longwood University Police Department. Limitations may be placed on the time, place, and manner of such an event in order to serve the interests of safety, to prevent disruption of the educational process, and to protect the rights of others.

- b. Distribution of Written Material: Distribution of written materials must comply with the university's Advertising and Posting Policy. Handbills may not be placed on cars. The University maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.
- c. Marches: Marches may take place on streets and sidewalks of the campus between the hours of 10 a.m. and 4 p.m., Monday – Friday, when school is in session. Requests for a march must be scheduled a minimum of three (3) business days in advance through University Events and Ceremonies by submitting a request at <http://www.longwood.edu/eventservices/event-scheduling/>; University Events and Ceremonies staff will submit the plan to the Longwood University Police Department. Limitations may be placed on the time, place, and manner of such an event in order to serve the interests of safety, to prevent disruption of the educational process, and to protect the rights of others.

Missing Student Notification

5008

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 administrative employees.

II. PROCEDURES/POLICY

A. 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:

- Registered confidentially;
- Accessible only to authorized campus officials; and
- Disclosed only to law enforcement personnel for the sole purpose of their investigation.

B. 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. If the missing student is under the age of 18 and is not an emancipated individual, LUPD will notify the student's parent or legal guardian immediately after it is determined that the student is missing. However, the time period may be accelerated and appropriate intervention will occur sooner when Circumstances that warrant a faster response and notification sooner than 24 hours may include, but are not limited to:

- 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 or legal guardians 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.

Revised and approved by the Board of Visitors on June 9, 2022.

LONGWOOD UNIVERSITY

Resolution naming the Dr. Lissa Power-deFur Room in the Speech, Hearing, and Learning Services (SHLS) building

WHEREAS, Dr. Lissa Power-deFur, CCC-SLP is Professor of Communication Sciences and Disorders (CSD) and has served as Interim Dean of the College of Education, Health, and Human Services since January 2020; and

WHEREAS, she was one of the founding faculty members of the Communication Sciences and Disorders program at both the undergraduate and graduate levels and has had a profound influence on students over the course of her career; and

WHEREAS, she is the founding director of Speech, Hearing, and Learning Services at Longwood University, which has a mission to be “a caring community resource for children and families in South Central Virginia” and to “provide the highest level of professional services in speech-language pathology, audiology, education, and early intervention and to fully prepare citizen leaders for their future careers in speech-language pathology and education;” and

WHEREAS, she is recognized both statewide and nationally for her outstanding contributions to the field of speech-language pathology, through her long-time involvement with and leadership in the American Speech-Language-Hearing Association (ASHA) and the Speech-Language-Hearing Association of Virginia (SHAV); and

WHEREAS, she is the author of over 200 publications, scholarly articles, and presentations, as well as the author of three books; and

WHEREAS, she has been a tremendous servant leader at Longwood University, for which she was awarded the William David Stuart Leadership and Service Award in 2018; and

WHEREAS, through her generosity, she has established the Dr. Lissa Power-deFur Scholarship in Communication Sciences and Disorders to benefit students; and

WHEREAS, SHLS Room 112 is a classroom where CSD students will continue to learn and practice skills essential to their preparation as speech-language pathology professionals.

NOW THEREFORE LET IT BE RESOLVED by the Board of Visitors of Longwood University that Room 112 in Speech, Hearing and Learning Services be named and forever known as the LISSA POWER-deFUR Room on this sixth day of June in the year Two Thousand and Twenty-Two in the one hundred and eighty-third year of Longwood University.

Longwood University Board of Visitors
RESOLUTION
Approval to Continue Level II Authority
June 6, 2022

WHEREAS, the 2008 Session of the General Assembly enacted Chapters 824 and 829, Acts of the Assembly to amend and reenact § 23-38.90 of the Code of Virginia relating to operational authority for public institutions of higher education in information technology, procurement, and capital projects excluding leases of real property, and which allows the University to enter into memoranda of understanding for additional operating authority in two, but no more than two, of these three areas; and

WHEREAS, on January 13, 2010, the University and the Commonwealth of Virginia entered into original memoranda of understanding with the appropriate Cabinet Secretary or Secretaries, as designated by the Governor, granting appropriate operational authority, for the functional areas of information technology and procurement, for a period of three years and which shall expire January 13, 2013; and

WHEREAS, on March 8, 2012, the University and the Commonwealth of Virginia entered into subsequent memoranda of understanding with the appropriate Cabinet Secretary or Secretaries, as designated by the Governor, granting appropriate operational authority, for the functional areas of information technology and procurement, for a period of five years and which shall expire June 30, 2017; and

WHEREAS, on June 23, 2017, the existing memoranda of understanding was approved for a five-year renewal for operational authority, for the functional areas of information technology and procurement, and which shall expire June 30, 2022; and

WHEREAS, the University desires to continue the operational authority originally granted and as required must enter into subsequent memoranda of understanding with the Commonwealth. As a condition to entering into subsequent memoranda of understanding, the Board of Visitors must approve a resolution affirmed by at least two-thirds of the Visitors expressing the sense that the institution is qualified to be, and should continue to be, governed by such subsequent memoranda of understanding; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF VISITORS OF LONGWOOD UNIVERSITY that the President of the University and its Chief Financial Officer/Vice President for Administration and Finance and Chief Information Officer/Vice President for Strategic Operations are authorized to proceed in cooperation with the applicable Cabinet Secretaries to obtain the continuation of the additional operating authority outlined in §23.1-1003 of the Code of Virginia relative to information technology and procurement

and to take all actions deemed by them to be necessary or advisable to facilitate this undertaking; and

BE IT FURTHER RESOLVED, that upon approval of the subsequent memoranda of understanding, the President and designated Vice Presidents are granted full continuation of the authority and responsibility of management of the information technology and procurement functions of the University.

Adopted: June 6, 2022

Secretary, Board of Visitors of Longwood
University

1 **LONGWOOD UNIVERSITY FOUNDATION, INC.**
2 **RESOLUTION ADOPTING**
3 **THIRD AMENDED AND RESTATED BYLAWS**

4
5 WHEREAS, Longwood University has a significant history of service to the Commonwealth of
6 Virginia and its citizens; and

7
8 WHEREAS, Longwood University seeks the support of private individuals, corporations, private
9 foundations, and other organizations, to enhance the process of higher education; and

10
11 WHEREAS, the Longwood University Foundation, Inc. is a Virginia non-stock corporation and
12 was established in 1959 to support the purposes, goals and aspirations of Longwood University;
13 and

14
15 WHEREAS, the Longwood University Foundation, Inc. was created under the laws of the
16 Commonwealth of Virginia to serve Longwood University as an organization to enhance the
17 academic, social, and physical growth of the University through scholarships and endowments;
18 and

19
20 WHEREAS, the Longwood University Foundation, Inc. assists Longwood University in the
21 raising, investing and distributing funds to support various University programs; and

22
23 WHEREAS, the Longwood University Foundation, Inc. has previously adopted Bylaws, as revised
24 and adopted from time to time, pursuant to the provisions of Virginia Code Section 13.1-823; and

25
26 WHEREAS, the Longwood University Foundation, Inc. seeks to amend and restate the Bylaws
27 pursuant to the provisions of Virginia Code Section 13.1-892(1950), as amended;

28
29 THEREFORE, BE IT RESOLVED the Longwood University Foundation, Inc., as an autonomous
30 chartered Virginia corporation, publishes these Third Amended and Restated Bylaws (“Bylaws”)
31 as revised and adopted as of June 17, 2022, to direct the operation and function of the Foundation
32 and to ensure the objectives of the Foundation.

33
34
35 _____
36 Joseph C. MacPhail, III
37 President, Board of Directors

35 _____
36 T. Burt Hazelwood
37 Chief Executive Officer
 Secretary & Treasurer, Board of Directors

38 **THIRD AMENDED AND RESTATED BYLAWS**
39 **OF THE**
40 **LONGWOOD UNIVERSITY FOUNDATION, INC.**

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132 **THIRD AMENDED AND RESTATED BYLAWS**
133 **OF THE**
134 **LONGWOOD UNIVERSITY FOUNDATION, INC.**
135

136 **ARTICLE I: AUTHORITY**

137 The Longwood University Foundation, Inc. ("Foundation") is organized and shall be operated
138 exclusively for charitable, scientific and educational purposes within the meaning of Section
139 501(c)(3) of the Internal Revenue Code of 1986, as amended (all references to such section or
140 other section of such Code include the corresponding provision of any future United States internal
141 revenue law). At all times the Foundation shall be operated solely in connection with, and
142 exclusively for the benefit of Longwood University ("University"), and in furtherance thereof the
143 Foundation shall:

- 144
- 145 (a) Promote, encourage, support and aid the University in existing and future enterprises
146 including but not limited to, furthering increased financial scholarship and program support
147 from private and other sources; and
 - 148
 - 149 (b) Hold, invest and administer scholarship and programmatic funding; and
 - 150
 - 151 (c) Oversee all gifts and endowments consistent with donor intent; and
 - 152
 - 153 (d) Engage in any lawful activities incidental to the foregoing purposes except as limited in
154 these Bylaws.

155 **ARTICLE II: OFFICES**

156 **Section 2.1. Office.** The Foundation's principal office shall be located in Farmville, Virginia, or
157 at such other place as the Board of Directors ("the Board") may designate.

158

159 **Section 2.2. Other Offices.** In addition to its principal office, the Foundation may have offices at
160 other places within the Commonwealth of Virginia as the Board may designate or as Foundation
161 business may require.

162 **ARTICLE III: DIRECTORS**

163 **Section 3.1. General Powers.** The Board shall manage the Foundation's business affairs.
164 Corporate powers shall be exercised by the Board, except as otherwise provided by these Bylaws,
165 by the articles of incorporation, or by law. Directors shall not exercise their powers in any manner
166 that would disqualify the Foundation from recognition as a Section 501(c)(3) organization as
167 defined by the Internal Revenue Code of 1986 that is exempt from federal income tax under
168 Section 501(a) of the Code or disqualify any gift as a deductible charitable contribution in
169 computing federal income or transfer tax of the donor or donor's estate.

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171 **Section 3.2. Number.** There shall be the following classification and number of Directors:

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- (a) Directors – up to 24; and
- (b) Voting Ex Officio Directors - two; and
- (c) Non-voting Ex Officio Directors – seven; and
- (d) Directors Emeritus – unlimited; and
- (e) Foundation Fellows – up to four

Section 3.3. Selection.

- (a) Directors: There shall be no more than 24 Directors who shall be elected to fill staggered terms. There shall be three groups of Directors with a maximum of eight Directors in each group. At all times the Directors shall include as least two University alumni and one member of the University’s faculty.
- (b) Voting Ex Officio Directors: The two voting Ex-Officio Directors shall be:
 - (i) The University’s Board of Visitors Rector; and
 - (ii) An additional member of the Board of Visitors appointed by the Board of Visitors.
- (c) Non-voting Ex Officio Directors: The seven non-voting Ex-Officio Directors shall be:
 - (i) The University President; and
 - (ii) The University’s Vice President for Institutional Advancement; and
 - (iii) The University’s Vice President for Finance; and
 - (iv) The Foundation Chief Executive Officer; and
 - (v) The Longwood University Alumni Association President or designee; and
 - (vi) The University’s Student Government Association Treasurer or designee; and
 - (vii) The Lancer Student Investment Fund Manager.
- (d) Directors Emeritus: By majority vote of the Board upon the Governance Committee’s recommendation any Director who has made significant contribution to the Foundation may be elected to the status of Director Emeritus. Directors Emeritus will be invited to and may attend meetings.
- (e) Foundation Fellows: Upon the Governance Committee’s recommendation and by majority vote of the Board, an individual may be elected to the position of Foundation Fellow within 10 years of graduation from the University. Foundation Fellows may attend all meetings. Foundation Fellows shall be elected to a three year term to begin July 1. Foundation Fellows are recent Longwood University graduates who demonstrated leadership on the Longwood University campus.

Section 3.4. Term. The term of Directors shall be three years. If a vacancy occurs prior to the expiration of a term, the successor shall serve for the balance of the predecessor director’s term.

The Directors shall be divided into three groups, each group having the same number of Directors to the extent possible. Director terms shall commence on July 1 and end on June 30.

217 Directors may serve up to three consecutive three-year terms upon recommendation of the
218 Governance Committee. After completion of the third consecutive term, the Director is ineligible
219 for reelection to another three-year term. In the case of a Director currently serving as an Officer,
220 that member may complete the term as an Officer before leaving the Board. In no event may
221 anyone serve more than three full terms on the Board, but a person who serves a partial term may
222 serve three full consecutive terms. The Foundation President and Vice President may serve an
223 additional one-year term to complete serving a two-year term as an Officer.

224
225 **Section 3.5. Vacancies.** Vacancies on the Board shall be filled by majority vote of the remaining
226 Board members. The Nominating Subcommittee shall select and recommend candidates for
227 vacant positions to the Governance Committee. The Governance Committee shall present
228 candidates to the Board.

229
230 During the time that a vacancy remains unfilled, the remaining Board members shall constitute the
231 full Board and shall be empowered to act as such.

232
233 The Governance Committee shall consult with the University President and Board of Visitors
234 Rector prior to filling vacancies on the Board. The Foundation shall consult with the University
235 President and Board of Visitors Rector prior to amending this section of Bylaws.

236
237 **Section 3.6. Chair.** The Foundation President shall preside as Chair at each Board meeting. In
238 the President's absence, the Foundation Vice President or a Director chosen by a majority of the
239 Directors present, shall preside as Chair. The Foundation Secretary or, at the discretion of the
240 Chair, any person appointed shall act as secretary of the meeting.

241
242 **Section 3.7. Place and Manner of Meeting.** The Board may meet within the Commonwealth of
243 Virginia at such place or places or such manner, including virtually, as the Board may determine.
244 The Board or any Committee or Subcommittee may meet by teleconference, video conference or
245 similar method.

246
247 **Section 3.8. Regular Meetings.** The Board shall meet three times annually on such dates and at
248 such times as fixed by the Board at the June Board meeting. Notice of regular meetings shall be
249 given to each Director at least 14 days prior to the scheduled meeting.

250
251 **Section 3.9. Special Meetings.** Special Board meetings shall be called by the Foundation
252 President or by any two or more directors. Notice of special meetings shall be given to each
253 Director no later than 72 hours prior to the meeting and shall include the purpose of the meeting.

254
255 **Section 3.10. Notice of Meetings.** Notice shall state the date, time and place of the meeting and
256 with respect to special meetings, the purpose of the meeting. No notice of a reconvened, adjourned
257 or recessed meeting needs to be given.

258
259 **Section 3.11. Waivers of Notice of Meetings.** Notice of any meeting may be waived in writing.
260 A Director who attends a meeting shall be deemed to have had timely and proper notice thereof,
261 unless the Director attends for the express purpose of objecting to the transaction of business
262 because the meeting is not lawfully called or convened.

263
264 **Section 3.12. Quorum and Manner of Acting.** A majority of voting Directors constitutes a
265 quorum for the transaction of business.
266

267 The act of a majority of the Directors present at any meeting at which a quorum is present shall be
268 an act of the Board. In the absence of a quorum, a majority of the directors present may adjourn
269 the meeting. The Directors shall act only as a Board and not individually.
270

271 **Section 3.13. Director Resignations.** Directors may resign at any time by notifying the
272 Foundation President or Secretary. The resignation shall take effect at the time specified.
273

274 **Section 3.14. Removal of Directors.** Absence from three consecutive Board meetings or repeated
275 absences from committee meetings without notice may be cause for removal from the Board. If
276 deemed in the best interests of the Foundation, the Foundation President, in consultation with the
277 Executive Committee, may recommend to the Board removal of a Director. Removal shall only
278 occur upon a majority vote of the Board. The Board shall provide advance written notice to any
279 member proposed for removal from the Board prior to taking action to consider removal.
280

281 **Section 3.15. Compensation.** Directors shall not receive compensation for duties as Directors,
282 but may be reimbursed for reasonable expenses in connection with the performance of duties.
283

284 **Section 3.16. Action by Directors without a Meeting.** Action required to be taken at a Board or
285 committee meeting may be taken without a meeting if written consent, setting forth the action, is
286 signed before or after such action by all Directors or all committee members. Such consent shall
287 have the same force and effect as a unanimous vote.
288

289 **Section 3.17. Proxies.** Directors or committee members cannot vote by proxy.
290

291 **Section 3.18. Violations of Bylaws.** The Executive Committee has the authority to address
292 violations of these Bylaws.
293

294 **Section 3.19. Executive Session.** Upon motion duly made and adopted, the Board or any
295 committee may meet in executive session to: consult with legal counsel; consider probable or
296 pending litigation; discuss contracts under negotiation; discuss personnel matters or human
297 resource policies; evaluate investment opportunities; or consider compliance with the Bylaws.
298

299 **ARTICLE IV: COMMITTEES**

300 **Section 4.1. Establishment and Membership.** The Foundation shall have four Standing
301 Committees: Executive Committee, Finance Committee, Stewardship and Student Success
302 Committee, and Governance Committee; and three Standing Subcommittees: Audit
303 Subcommittee, Investment Subcommittee, and Nominating Subcommittee. The Foundation
304 President shall annually appoint Board members to serve on each Standing Committee and
305 Subcommittee and make interim appointments as necessary. The Foundation President shall
306 annually appoint the Chair of each Standing Committee and Subcommittee and make interim
307 appointments as necessary.

308
309 **Section 4.2. Standard Operating Procedures.** The Board shall adopt Standard Operating
310 Procedures for operation of all Standing Committees. A quorum is necessary for the conduct of
311 business. Decisions shall only be made by a majority vote of the quorum. Only Directors may vote
312 on committee matters.

313
314 **Section 4.3. Executive Committee.** Between Board meetings, the Executive Committee shall
315 have authority to manage Foundation business, subject to restrictions that the Board may adopt.
316 The Executive Committee and subcommittees do not have authority to approve an amendment to
317 the Articles of Incorporation; a plan of merger or consolidation; a sale, lease, exchange, mortgage,
318 pledge or other disposition of Foundation property; the voluntary dissolution of the Foundation or
319 revocation of voluntary dissolution proceedings. The Executive Committee shall have the
320 authority to appoint subordinate officers, remove officers, accept the resignation of officers, and
321 fill vacancies in any office. The Executive Committee shall have the power to affix the Foundation
322 seal. Unless the Board provides otherwise by resolution, the Foundation President shall be Chair
323 of the Executive Committee. Executive Committee members shall include: the Foundation
324 Officers, the Chairs of the other three Standing Committees; the Board of Visitors Rector or
325 designee; and one Board member not presently serving as an officer. The Chief Executive Officer,
326 in the capacity as Secretary, shall take minutes at Executive Committee meetings. The University
327 President, the Foundation's Chief Liaison Officer and Chief Executive Officer shall serve as non-
328 voting ex-officio members of the Executive Committee.

329
330 **Section 4.4. Finance Committee.** The Finance Committee shall include at least three voting
331 members. The Finance Committee Chair shall serve as Assistant Treasurer and on the Gift Review
332 Subcommittee. The Finance Committee shall oversee finances, investments and disbursements,
333 and annual audit and tax filings, subject to restrictions the Board may adopt.

334
335 (a) **Audit Subcommittee.** The Audit Subcommittee shall include at least three voting members.
336 The Audit Subcommittee shall receive the draft annual audit report and all tax filings and
337 report findings and recommendations to the Board. The Audit Subcommittee shall
338 annually review the amount of bond coverage for Foundation officers or employees and
339 recommend the amount of coverage to the Board.

340
341 (b) **Investment Subcommittee.** The Investment Subcommittee shall include at least three
342 voting members who shall be knowledgeable in investment management. The Investment
343 Subcommittee shall review Foundation investment holdings and recommend any changes
344 in accordance with Board-approved investment policies. The Investment Subcommittee
345 shall also review and recommend investment managers to the Board.

346
347 **Section 4.5. Stewardship and Student Success Committee.** The Stewardship and Student
348 Success Committee shall include at least three voting members. The Stewardship and Student
349 Success Committee shall develop initiatives to enable the Board to steward Foundation assets and
350 relationships to maximize student success. The Stewardship and Student Success Committee may
351 also recommend ways to recognize donors.

352

- 353 (a) Gift Review Subcommittee. The Gift Review Subcommittee shall include the Finance
354 Committee Chair or designee and two Stewardship and Student Success Committee
355 members. The Chief Liaison Officer, the Chief Executive Officer and up to two University
356 representatives appointed by the University President shall serve as non-voting ex officio
357 members of this subcommittee. The Gift Review Subcommittee shall assist the Board in
358 evaluating proposed gift agreements and acceptance of non-cash gifts. The
359 Subcommittee's duties are contained in the Foundation Gift Acceptance Policy.
360

361 **Section 4.6. Governance Committee.** The Governance Committee shall include at least three
362 voting members. The Governance Committee shall review the Foundation Bylaws, other
363 governing documents and all standing policies and procedures. The Governance Committee Chair
364 or designee shall serve as Board Parliamentarian.
365

- 366 (a) Nominating Subcommittee. The Nominating Subcommittee shall include the Chairs of all
367 Standing Committees, the Board of Visitors Rector, and another member of the Board of
368 Visitors serving as a voting ex-officio member. The Foundation Chief Liaison Officer,
369 Chief Executive Officer, and the University President shall serve as non-voting ex-officio
370 members of the subcommittee.
371

372 Prior to the Board meeting when Officer terms commence, the Nominating Subcommittee
373 shall recommend a slate of officers to the Governance Committee that shall include:
374 Foundation President, Foundation Vice President, and one member of the Board Executive
375 Committee. Qualified nominees shall have served at least one year on the Board. The
376 Nominating Subcommittee Chair shall present the slate of nominees to the Governance
377 Committee at its scheduled committee meeting held prior to the June Board meeting. The
378 Governance Committee Chair shall provide the slate of nominees to the Board with the
379 June meeting notice. The Board shall consider the slate of nominees for election at the June
380 meeting. Additional nominations may be made from the floor during the meeting.
381

382 The Nominating Subcommittee shall nominate candidates for Directors, Directors
383 Emeritus and Foundation Fellows. The Nominating Subcommittee shall present the slate
384 of candidates to the Governance Committee at its scheduled meeting held prior to the June
385 meeting. The Governance Committee Chair shall present the slate of candidates for
386 election at the Board's June meeting. The slate of nominees shall be communicated to
387 Board members with the June meeting notice.
388

389 The Nominating Subcommittee may bring nominations to fill Board vacancies to the
390 Governance Committee at any scheduled meeting. Nominees shall be presented at any
391 regular or special Board meeting. The names of nominees will be sent to Board members
392 along with the meeting notice.
393

394 The Longwood University Faculty Senate's Executive Committee shall nominate and
395 recommend to the Nominating Subcommittee the faculty member to serve in the
396 Longwood University faculty seat on the Board.
397

398 **Section 4.7. Other Committees.** The Executive Committee or Board may establish other
399 committees as appropriate and shall prescribe the committees' authority and period of existence.
400

401 **Section 4.8. General Matters.**

- 402
- 403 (a) Meetings. The Foundation President, the Committee Chair, or a majority of the
404 committee's voting members may call for a committee meeting. Each committee shall
405 meet as often as necessary to perform its duties.
406
- 407 (b) Minutes. Every committee and subcommittee Chair shall keep and provide minutes to the
408 Foundation Secretary. A copy of all minutes shall be kept by the Foundation Secretary in
409 the Foundation office.
- 410 (c) Notice. Notice of each committee meeting shall be given by the person calling the meeting
411 and in any manner to inform members of the meeting time and place.
412
- 413 (d) Quorum. A majority of a committee's voting members shall constitute a quorum for the
414 transaction of business, and the act of a majority of the quorum shall be the act of the
415 committee. Members of a committee shall act only as a committee and not individually.
416
- 417 (e) Change in Committee Composition, Vacancies, etc. The Foundation President shall have
418 the power at any time to change members and fill vacancies. The appointment of any
419 Director to a committee shall terminate upon cessation of Board membership.

420 **ARTICLE V: OFFICERS AND AGENTS**

421 **Section 5.1. Elected Officers.** Elected Foundation Officers shall be a President, a Vice President,
422 and other subordinate officers with duties established by the Board. Except as otherwise provided
423 in these Bylaws, the officers shall be elected for a term of two years. Each officer shall hold office
424 until the officer's successor shall have been duly chosen and qualify, or until death, resignation or
425 removal in the manner provided. The Foundation President and Vice President shall be elected
426 every even year at the meeting in June. The Foundation President and Vice President are not
427 eligible to serve more than one full term consecutively in each respective office.
428

429 **Section 5.2. Ex-officio Officers.** Ex-officio Officers shall be a Secretary, a Treasurer, a Chief
430 Liaison Officer, a Chief Executive Officer, and a Parliamentarian. There is no term of office length
431 for Ex-officio Officers.
432

433 **Section 5.3. Other Officers.** The Board may establish other officers with duties the Board shall
434 determine.
435

436 **Section 5.4. Removal.** Any officer may be removed by resolution adopted at any regular or special
437 Board meeting by a majority vote of the Board.
438

439 **Section 5.5. Officer Resignations.** Any officer may resign at any time by giving oral or written
440 notice to the Board, the Foundation President, or the Foundation Secretary. A resignation shall
441 take effect upon receipt or at a later time specified in the resignation notice.
442

443 **Section 5.6. Vacancies.** A vacancy in any office shall be filled for the unexpired portion of the
444 term by vote of the Board.

445
446 **Section 5.7. Foundation President.** The Foundation President shall have general supervision
447 over Foundation policies, subject to the control of the Board and the Executive Committee. The
448 Foundation President shall preside at all Board and Executive Committee meetings. The
449 Foundation President shall perform all duties assigned by the Board or the Executive Committee,
450 and as outlined in the Bylaws.

451
452 **Section 5.8. Chief Executive Officer (“CEO”).** The Board shall hire a CEO who shall have
453 general supervision of Foundation business. The CEO is responsible for implementing Foundation
454 policies and administering Foundation activities, subject to control of the Board, Executive
455 Committee, and Foundation President. The CEO may serve as Secretary and Treasurer of the
456 Foundation. The CEO shall perform all duties incidental to the office and other duties as assigned
457 by the Board, Executive Committee, or Foundation President. The CEO shall have other powers
458 and authority as provided for in the Bylaws. In the event of a vacancy in the position of CEO, the
459 Executive Committee may appoint an interim Secretary or Treasurer to serve until the position is
460 filled. No CEO shall be hired and no initial compensation shall be set unless approved by at least
461 three-fourths of voting Directors present at the Board meeting.

462
463 **Section 5.9. Chief Liaison Officer (“CLO”).** The Foundation CLO shall be a member of the
464 Office of Institutional Advancement, as appointed by the University President to ensure close
465 cooperation between the Foundation and the University. The CLO shall keep the Foundation and
466 CEO apprised of scholarship and programmatic fundraising activities related to the Foundation.
467 The CLO shall keep the University apprised of Foundation activities.

468
469 **Section 5.10. Vice President.** The Vice President shall preside at Board meetings in the absence
470 of the Foundation President. The Vice President shall perform other duties assigned by the Board
471 or the Executive Committee, and have other powers and authorities as provided for by the Bylaws.
472 Prior to election as Vice President, the individual will affirm an intent to serve as Foundation
473 President, if elected.

474
475 **Section 5.11. Treasurer.** Except as otherwise specified by the Board or Executive Committee,
476 the Treasurer shall be responsible for all Foundation funds and securities. The Treasurer shall
477 perform all duties incidental to the office and other duties assigned by the Board, Executive
478 Committee, or Foundation President. The Treasurer shall have other powers and authorities as
479 provided for by the Bylaws. The Treasurer shall provide reports when requested by the CLO and
480 the University President.

481
482 **Section 5.12. Secretary.** The Secretary shall keep the Foundation records and have custody of
483 the Corporation seal. The Secretary shall perform all duties incidental to the office and other duties
484 assigned by the Board, Executive Committee, or Foundation President. The Secretary shall have
485 powers and authority as provided for by the Bylaws.

486
487 **Section 5.13. Assistant Treasurer.** The Assistant Treasurer is appointed by the Foundation
488 President and shall be a Director who is a Finance Committee member. The Assistant Treasurer

489 may be the Finance Committee Chair. The Assistant Treasurer shall serve as Treasurer in the
490 absence of the Treasurer.

491
492 **Section 5.14. Parliamentarian.** The Governance Committee Chair shall serve as Board
493 Parliamentarian, but may designate another voting Governance Committee member to serve as
494 Board Parliamentarian. The Parliamentarian shall be responsible for seeing that all meetings are
495 conducted strictly in accordance with the Articles of Incorporation, Bylaws, and Robert's Rules of
496 Order.

497
498 **Section 5.15. Certain Officers to Give Bonds.** Every Foundation officer, agent, or employee
499 who may receive, handle or disburse money or who may have custody of or be responsible for the
500 safety or preservation of any Foundation property, may be required, at the Board's discretion, to
501 give bond, with sureties satisfactory to the Board. The Board shall decide the bond coverage based
502 on the duties of the office held and for restoration to the Foundation, in the event of the person's
503 death, resignation, or removal from office, all books, papers, vouchers, monies, and other property
504 in the person's custody belonging to the Foundation.

505 **ARTICLE VI: CONTRACTS, CHECKS, DRAFTS, BANK**
506 **ACCOUNTS, ETC.**

507 **Section 6.1. Execution of Contracts and Other Documents.** The Board or any duly authorized
508 Committee, except as limited by law or the Bylaws, may authorize any officer or agent to enter
509 into any contract or execute any deed or instrument. This authority may be general or confined to
510 specific instances. The Foundation President and Vice President shall have the authority to act on
511 behalf of the Foundation, except as otherwise provided by law or the Bylaws.

512
513 **Section 6.2. Loans.** Subject to authorization or policy adopted by the Board, the Foundation
514 President, Vice President, or CEO may effect loans or advances from any bank, trust company or
515 other institution or from any firm, corporation, or individual. For loans and advances the authorized
516 officer may make, execute and deliver promissory notes, bonds or other certificates or evidence of
517 indebtedness of the Foundation, and when authorized, may pledge, hypothecate or transfer any
518 securities or other Foundation property as security for loans or advances. Authority conferred by
519 the Board or any duly authorized committee of the Board may be general or limited to specific
520 instances.

521
522 **Section 6.3. Disbursements.** All disbursements from the Foundation shall be authorized in a
523 manner determined by resolution of the Board or Committee. Absent authorization from the
524 Board, an instrument shall be signed by the Foundation President, Vice President, or Finance
525 Committee Chair.

526
527 **Section 6.4. Deposits.** Foundation funds shall be deposited daily to the order of the Foundation
528 in banks, trust companies or other depositories the Board or duly authorized committee may
529 designate.

530
531 **Section 6.5. Securities Held by the Foundation.** Except as otherwise provided by resolution of
532 the Board, the Foundation President or CEO, shall have authority to attend, act (including delegate
533 by proxy), and vote on behalf of the Foundation at any meetings of stockholders, bondholders, or

534 other security holdings of any corporation, trust, or association in which the Foundation may hold
535 securities. The Board may, by resolution, confer similar authority upon other Officers or Directors.

536 **ARTICLE VII: MISCELLANEOUS**

537 **Section 7.1. Seal.** For the Foundation corporate seal, “Longwood University Foundation, Inc.,
538 Farmville, Virginia” shall be engraved around the inner edge of two concentric circles. “Seal” and
539 “1959” shall be engraved across the center.

540
541 **Section 7.2. Fiscal Year.** The books of account shall be kept and annual financial statements
542 prepared on the basis of a fiscal year ending on the last day of December.

543
544 **Section 7.3. Financial Reports.** The Foundation’s annual financial statements, certified by the
545 Foundation’s auditor, shall be provided to each Board member. When available, interim financial
546 reports shall be made to these individuals at their request.

547
548 **Section 7.4. Budget.** A statement of proposed operating income and expenses for the forthcoming
549 year shall be prepared by the Chief Executive Officer and submitted to the Board at the meeting
550 in June.

551
552 **Section 7.5. Conflict of Interest.** Any Director or Officer shall abstain from votes or discussions
553 on any matter in which the Director or Officer may have a conflict of interest. Any abstention
554 shall be made on the record immediately following such motion or discussion and shall be recorded
555 in the meeting minutes.

556
557 **Section 7.6. Review of Transactions.** Prior to the Foundation entering into any compensation
558 agreement, contract for goods or services, or any other transaction with any person who was at any
559 time during the 5-year period preceding the transaction, in a position to exercise substantial
560 influence over affairs of the Foundation (a “disqualified person”), the Board shall take the
561 following precautions to ensure the transactions are reasonable for purposes of Section 4958 of the
562 Internal Revenue Code of 1986, as amended:

- 563
- 564 (a) The Board or committee must review and approve the transaction prior to ratification; and
 - 565
 - 566 (b) The Board or committee designated by the Board approving the transaction must be
 - 567 comprised entirely of individuals unrelated to, and not under the control of, the disqualified
 - 568 person involved in the transaction; and
 - 569
 - 570 (c) The Board shall obtain and rely upon a comparability study indicating that the proposed
 - 571 transaction is reasonable when compared with those of comparable organizations, goods,
 - 572 or services rendered, taking into account the location and the geographic availability of
 - 573 similar resources; and
 - 574
 - 575 (d) The Board shall set forth in the resolution approving the transaction the basis for the Board
 - 576 determination that the compensation is reasonable. This resolution will be filed by the
 - 577 Board Secretary in the meeting minutes.
 - 578

579 **Section 7.7. Indemnification.** The Foundation shall indemnify each person described in Section
580 13.1-205.1(a) or (b) of the Code of Virginia (1950), as amended, as existing at the date of adopting
581 of these Bylaws, to the full extent allowed by the applicable part of Section 13.1-205.1(a) or (b).
582

583 **Section 7.9. Effective Date.** These Bylaws shall become effective upon their approval by the
584 Board or as of a later date the Board designates.
585

586 **Section 7.10. Dissolution of the Foundation.** In the event of the dissolution of the Foundation,
587 the Board shall cause the assets of the Corporation to be distributed as follows:
588

- 589 (a) All Foundation liabilities shall be paid or adequate provisions made for payment; and
590
591 (b) Foundation assets held upon a condition which occurs by reason of the dissolution shall be
592 returned or conveyed in accordance with such requirements; and
593
594 (c) All remaining Foundation assets shall be conveyed to the Board of Visitors of Longwood
595 University or its successor. A successor organization shall qualify as an exempt
596 organization under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the
597 corresponding provision of any future United States Internal Revenue law). If the
598 successor does not qualify, the remaining assets shall be conveyed to some other entity or
599 entities organized and operated exclusively for charitable, educational, religious, or
600 scientific purposes that qualify it as an exempt organization or organizations under Section
601 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding successive provision of
602 IRS Code).

603 **ARTICLE VIII: AMENDMENTS TO BYLAWS**

604 **Section 8.1. By the Directors.** The Board, by a majority vote, shall have the power to make, alter,
605 amend or repeal the Foundation Bylaws at any regular or special Board meeting.
606

607 **Section 8.2. Prohibited Amendments.** No amendment shall be made to avoid limitations
608 imposed by the Articles of Incorporation.
609

610 **Section 8.3. Notice of Amendments.** The Board of Visitors of Longwood University shall receive
611 at least 30 days advance notice of any intent to amend or repeal the Bylaws or adopt new Bylaws
612 at any meeting. Proposed changes must accompany the written notice.

Vice Presidents' Reports



Academic Affairs

Larissa M. Smith, Provost & Vice President

June 2022

Highlights

- **Over 575 students presented at the Showcase for Research and Creative Inquiry in April**
- **Moton Museum awarded National Park Service affiliation status**
- **Over 100 students will participate in Brock Experience and study abroad courses this summer**
- **Greenwood Library will join shared library catalog with Hampden-Sydney College and the Central Virginia Regional Library**

Academic Affairs

Academic Affairs is involved in a number of SCHEV initiatives that will continue into the summer. Dr. Alix Fink, professor of biology and associate provost for research and academic initiatives, has worked closely with SCHEV staff and facilitated a cross-campus team that has made Longwood's full participation in the Transfer Virginia portal possible. The [Transfer Virginia](#) portal is dedicated to streamlining student transfer experiences across the Commonwealth. Dr. Pam Tracy, professor of communication studies and director of the Center for Faculty Enrichment, is a founding member of a SCHEV-initiated statewide collaborative of educational developers and is helping to plan a statewide SCHEV Day of Dialogue focused on Civic Engagement on June 2 (see CAFE report below for more details).

On May 25, Academic Affairs hosted a meeting of campus partners and SCHEV staff as part of SCHEV's student support services review, which involves engaging with higher education institutions to identify key issues affecting student well-being, persistence, and completion. Issues to be discussed include college/life preparedness; student basic needs, such as food, housing, or childcare; issues/barriers facing particular student populations such as first generation, non-traditional, and students with disabilities; and student mental health issues.

Brock Experiences

After a two-year hiatus due to Covid-19, there are four courses traveling in summer 2022: Yellowstone, Alaska, Arizona, and San Francisco. Interdisciplinary teams of faculty and staff teach the courses and facilitate the field experiences. Dr. Dale Beach, the current Brock fellow, has developed the course, entitled “Being Human: Genetics and Society,” that will run for the first time and travel to San Francisco and the Bay area in June.

In total, there are 88 students enrolled across the four courses. All Brock Experience courses are Civitae Perspectives courses as well, so students receive credit toward completion of their Civitae requirements.

The Chesapeake Bay Brock Experience is operating as a faculty development institute. Facilitated by the first two Brock fellows – Dr. Mark Fink, associate professor of biology, and Dr. Melissa Rhoten, professor of chemistry – the five faculty participating in the institute will stay at the Baliles Center at Hull Springs and travel to sites around the Chesapeake Bay from May 28 through June 1. The intent of the experience is for faculty to learn what occurs in a Brock Experience and to consider how they may design a course themselves.

Civitae Core Curriculum

The graduation of the first cohort of students to experience the complete four-year Civitae curriculum marks the end of what could be called Phase One of Civitae. Phase One involved designing the “ship,” handcrafted by the original Academic Core Curriculum Committee and by the working Civitae Committee, and loading the ship with the “cargo” of faculty-designed courses. Over the last five years, faculty revised or developed 2,371 course proposals, all reviewed by the Civitae Committee.

Phase Two of Civitae will focus on setting course navigation with “democracy as our North Star” (as President Reveley likes to say) and refining the navigational instruments to reach new shores. To that end, the Civitae Committee has developed a mission statement and goals for next academic year and for five years from now. Goals for next year include continuing to develop the marketing and branding for Civitae, crafting an awards program for students and faculty producing stellar work in the courses, and refining the assessment strategies for the entire program.

Work on marketing Civitae began this year. Dr. Heather Lettner-Rust, professor of English and director of Civitae, worked with students to produce a promotional video about Civitae. The [video](#) was created by Madison Evans, a student intern majoring in Communication Studies, and Gillian Coleman, an economics major with a minor in professional writing.

Professional development for faculty in Civitae continues, in collaboration with Dr. Pam Tracy’s team in CAFE and Dr. Linda Townsend’s work with assessment. This academic year Civitae Category Leaders and Communication Coordinators held 16 professional development sessions to discuss research-based strategies to improve faculty teaching, student learning, and evaluation of both in order to strengthen the experiences of students in the program. The sessions have been

well-attended; faculty enthusiastically shared assignments, ideas for course readings and activities, as well as future ideas for courses.

Cook-Cole College of Arts and Sciences (CCCAS)

Faculty outreach to prospective students paid dividends this admissions cycle. Departments collaborated with Admissions to provide targeted messaging to accepted students, especially to those identified by Admissions as being more likely to enroll given their levels of engagement with Longwood. Freshman deposits increased or were maintained close to average in most programs in Arts and Sciences. Biology saw a threefold increase in deposits compared to the same time last year. The addition of a specific pre-med concentration and a greater presence of this career path on the website seemed to fuel the increase. In addition to Biology, enrollment in the humanities rebounded, with growth in History and Social Studies secondary education teacher preparation and English secondary education teacher preparation. Criminal Justice and Psychology also continued to be popular with incoming first-year students.

Next year faculty will be working on curricular initiatives that they hope will be attractive to incoming students.

- In an effort to provide choices in Studio Art and Graphic and Animation Design (GAND), faculty will be developing a BA program that will be attractive to prospective students who are not looking to earn the professional Bachelor of Fine Arts degree. The BA program would be especially attractive to transfer students and to students desiring to pursue a second major.
- Physics is developing a concentration in Physics Engineering to provide a Longwood engineering program as an option for those students who currently only have the dual-degree option, where they transfer to an engineering school after three years of coursework at Longwood. This option is all the more important as Virginia Tech is terminating all dual-degree agreements with institutions like Longwood. The concentration will be ABET (the accrediting body for engineering programs) compliant.

Faculty and students worked together to publish two journals this academic year.

- Students contributed, edited, and produced a literary journal called *A Common Place*. Brandon Haffner, assistant professor in creative writing provided guidance and technical support, but the effort was completely managed by students. Contributions in the fields of poetry, fiction, drama and visual art comprised the professionally produced magazine.
- *INCITE: The Journal of Undergraduate Scholarship* published its thirteenth volume this spring. The scope of the journal is now university-wide and accepts contributions from all undergraduates, no matter their major or college affiliation. Edited by Dr. Larissa “Kat” Tracy, professor of medieval literature, and supported by an advisory board with faculty from across all colleges, *Incite* continues its tradition of publishing selected works of students that represent the best of undergraduate scholarship at Longwood.

College of Business and Economics (CBE)

The CBE Student Advisory Board was quite active in the 2021-2022 school year, hosting a number of activities and events. Some of those activities were meant to be fun and build

camaraderie, such as a pumpkin carving contest at Halloween and an evening about health cooking with Chef Ken from North Street Press Club. The CBE Talks speaker series brought business professionals to campus via Zoom. Some of the speakers included Blair Lockamy '00, who works as a Senior Customer Success Manager at Microsoft, and Brittany Tyler '09, marketing manager at Apple who leads creative strategy for Apple TV+.

College of Education, Health, and Human Services (CEHHS)

The College Dean's office collaborated with the CCCAS Dean's office and the Office of Teacher Preparation (OTP) to host two events at the end of this academic year. Faculty from Arts and Sciences and faculty from Education, who all teach in the Elementary Education and Teaching program, gathered to review Praxis test results and to discuss strategies for improving student outcomes on required content tests in elementary education. CEHHS, CCCAS, and OTP collaborated to host a "Perfect Partner" event to celebrate local Region VIII cooperating teachers, who supervise Longwood student teachers, and to recognize Region VIII teachers of the year.

The College hosted its second interprofessional education day with over 100 students participants representing nine disciplines in the college. Students learned about the other professions and collaboratively addressed student and family needs based on a case study. Dr. Shannon Salley and Dr. Jenn Cuchna served as chairs, with 10 faculty facilitators.

CEHHS students at both the undergraduate and graduate levels continue to excel in research and in their professional preparation:

- As of May 12, 2022, 47 of the 50 nursing graduates have accepted offers at various health care facilities. Seven of these students will be in Neonatal ICU or Labor/Delivery, the largest group in such facilities to date.
- Communication Sciences and Disorders graduate students Delanie Amend, Paige Romine, and Gabriela Vallejo received second place in the Speech-Language-Hearing Association of Virginia's student research poster contest in March. Graduate students Kurustun Musick and Amber Gordon's research on the parent friendliness of COVID-related materials on state department of education websites was published in the *Journal of Special Education Apprenticeship*.
- The 2020-21 completers of the Education Leadership endorsement program have a passing rate of 99% on the national licensure exam.

College of Graduate and Professional Studies

This summer, graduate faculty and staff will be busy with several summer work groups:

- The Graduate Policy and Procedures work group will continue its review and revision of catalog and FPPM policy to optimize the student experience and revenue generation, as well as provide a solid foundation for new graduate programs or initiatives in the future
- Two long-standing graduate traditions, Graduate Awards and Graduate Research Symposium, will undergo review, revision, and improvements this summer.

- A GRAD 101 experience will be developed to supplement the online graduate student orientation currently in place and provide crucial support, information, and connection for our graduate students.

Professional studies will offer its first Career & Technical Education Institute in partnership with the VDOE in July. Coursework for the gifted education endorsement has been approved, and the first cohort will begin in fall 2022 with Region 8 Governor’s School teachers. Additional professional development opportunities offered with various partners include a series of Licensed Clinical Social Work workshops for clinical supervision training, teacher institutes hosted by the Moton Museum, a teacher institute hosted by the Virginia Holocaust Museum, and Longwood’s 18th annual Summer Literacy Institute.

Cormier Honors College for Citizen Scholars (CHC)

The CHC hosted the largest Senior Send-Off in its history with an event for over 70 students and their families. Several students will be going on to graduate school to pursue a variety of degrees:

- University of Alabama Law School (full-ride JD)
- American University School of Medicine in the Caribbean (MD)
- Dartmouth University (full-ride PhD)
- Elon University (Doctor of Physical Therapy)
- University of Kentucky (PhD in Toxicology and Cancer Biology)
- University of Virginia (MEd in Speech-Language Pathology)
- Virginia Tech (Doctor in Veterinary Medicine)
- William & Mary (MA in Historical Archaeology)

The CHC community will grow to over 525 students this fall, when a cohort of 220 first-year students join the college. Honors applications yielded 62%, ten to fifteen percentage points higher than normal. Other statistics regarding the CHC class of 2026 include:

- 4.06 average GPA
- 2 valedictorians; 16 in the top 10 of their class
- 40 in the top 10% of their class
- Students from VA, TX, PA, SC, CA, MD, AL, KS, NC, NY
- 20% male, 80% female
- 17% diverse population
- 20% First Generation (self-identified)

Greenwood Library

Spring semester saw a gradual increase in numbers of students returning to pre-pandemic study habits of studying in the various collaborative and individual learning spaces within Greenwood Library. During exam week, the Library offered midnight pizza with the dean, afternoon doughnuts, and a camping-themed array of activities including appropriate s’mores in the Library Atrium.

Funded in part by the Institute of Museum and Library Services, the “Well-Being in the Heart of Campus Grant” continued with projects sponsored by Greenwood Library and Longwood Counseling and Psychological Services (CAPS). Two spring events contributed to the grant’s goals of encouraging students and others to return to in-person events. Retired Longwood Professor Rená Koesler spoke to a packed house about climbing mountains, setting goals, and finding true happiness in life. In May, Instructional Services Librarian Jennifer Beach offered a gardening workshop titled “Grow Your Well-Being: Creating a Caprese Container Garden.” Like earlier sessions on journaling and crocheting, the gardening class was booked to capacity with a mix of students, faculty, and staff.

Greenwood Library further solidified its growing relationship with Bortz Library at Hampden-Sydney College and the Central Virginia Regional Library by signing on to a shared library system project. The shared catalog will facilitate sharing of materials between the libraries for Longwood students, faculty, and staff, as well as for members of the larger Farmville and Prince Edward County communities. The process of joining the shared catalog will take approximately six months, with a go-live goal of mid-December 2022.

Greenwood Library launched a new archives catalog, powered by ArchiveSpace (<https://archives.longwood.edu>), a digital tool for organizing, cataloging, and preserving materials held in the library’s Archives and Special Collections. This tool also provides enhanced access to materials of the Moton Museum and the Farmville-Prince Edward Historical Society, which are held by the library as parts of established preservation and access agreements.

Office of Accreditation & Compliance, Assessment & Institutional Research

Longwood continues to examine compliance with seventy-two standards as part of the decennial reaffirmation process, with first drafts of all narratives expected in mid-July. Board actions at this meeting (including this year’s Board self-evaluation) are a result of a review of institutional policies and the need to align them with SACSCOC expectations.

Work on the Quality Enhancement Plan (QEP) topic, currently titled Preparing for Post-Graduate Success, is proceeding. A writing and research team has been selected and will begin work in late July. Led by Dr. Pam Tracy, professor of communication studies and director of CAFE), the team includes Mr. Waleed Ahmed, assistant director of admissions & retention; Dr. Sarai Blincoe, associate professor of psychology and CCCAS assistant dean for curriculum and assessment; Dr. Erica Brown-Meredith, assistant professor of social work and director of the Collaborating with Lancers for Academic Success Program (CLASP); Dr. JoEllen Pederson, associate professor of sociology and co-chair of the University Diversity Council; and Ms. Cheryl Steele, dean of student engagement.

The compliance certification and initial quality enhancement plan is due in early September 2023. An on-site visit by peer evaluators will occur from March 18-21, 2024.

Center for Faculty Enrichment (CAFE)

CAFE hosted the ninth annual Teaching and Learning Institute on Monday, May 16. Over 80 faculty and staff from Longwood University and Hampden-Sydney College gathered for a one-day conference built around the theme “Civic Dialogue: Engaging Students in Difficult Conversations.” In a session led by keynote speaker, Dr. Verdis LaVar Robinson, participants learned about and practiced the deliberative dialogue process of engaging students in meaningful conversations with each other around civic issues. Dr. Robinson currently serves as an associate of the Kettering Foundation as well as a consultant for Griffin Legacy and Associates, which provides consulting services to educational institutions, including the Pace Center for Civic Engagement at Princeton University.

Dr. Pam Tracy, director of CAFE, has worked closely with SCHEV staff on a number of initiatives focused on faculty professional development. She has helped to plan SCHEV’s Day of Dialogue on June 2 at James Madison University and will serve as a co-lead session facilitator. The Day of Dialogue will focus on civic education and include faculty and staff from several institutions of higher education in Virginia.

Dr. Tracy was recently elected chair of the newly established Virginia Educational Development Collaborative (VEDC). Over the past two years, Dr. Tracy was a member of the collaborative development team led by Jodi Fisler, SCHEV senior associate for assessment policy and analysis. The VEDC is a statewide network for educational developers designed to support professional growth, foster cross-institutional collaborations, promote equity, and aid in the advancement of pedagogical, scholarly and creative activities. The VEDC Executive Committee will meet at Longwood for a two-day retreat on June 16 and 17 to develop bylaws and plan for the next academic year.

Throughout this academic year, Dr. Tracy and Dr. Adam Franssen, associate professor of biology and assistant director of CAFE, participated in planning SCHEV’s Transparency in Learning and Teaching (TILT) statewide initiative and facilitated faculty-learning communities with colleagues from across the state. They have also conducted a number of workshops for Longwood faculty about the Transparency in Learning and Teaching pedagogy design.

Center for Global Engagement (CGE)

As the pandemic lifts, study abroad experiences are picking up momentum once again. This summer, 25 students will study abroad, with 18 of them participating in returning faculty-led programs to Croatia and Ecuador. Seven will be taking part in affiliate programs around the world, including the first Longwood students to participate in-person in the Korean Language Immersion program (Seoul) and the Wrongful Conviction program (London), both programs were limited to online-only instruction during the last two years of the pandemic. Another student will study Business and Entrepreneurship at the London College of Fashion this summer. The fall semester will see six students go abroad, including four whose initial plans to study abroad in Spring 2022 were thwarted by Covid-19, but they persisted and will soon make their dreams to study abroad come true.

Promoting diversity and cultural awareness across campus continues with the CTZN 110: World Vision course and the return of Global Lancers Week this spring. The World Vision course is fully enrolled each semester and brings US and international students together exploring the concepts of citizenship throughout the world and fostering new relationships among the students. As a result of the positive experience students have in the course, many of them join the Global Leaders student organization. During Global Lancers Week, students had the opportunity to attend events such as a Sip and Study featuring boba tea and horchata, Around the World Trivia night, and the International Film Festival, co-sponsored with Greenwood Library and the Department of English and Modern Languages. Faculty and staff attended a luncheon that featured a panel discussion with international and study abroad students who recalled their experiences during the pandemic.

Baliles Center at Hull Springs

Executive Director Sherry Swinson has been working with the Longwood Foundation Board and the Wetlands Mitigation Bank consultant, RES, in submitting an amendment to the Mitigation Banking Instrument to revise the Bank's defined hydrologic unit service area (HUC). If approved by the Intergovernmental Review Team, the expansion of the HUC will provide an opportunity to sell more credits at a higher rate. The 30-day comment period for the expansion request ends June 2.

All Baliles Center at Hull Springs marketing materials have been updated to highlight the new name and research lab, including an expanded, full-color brochure, branded folders with inserts featuring overall site information, future facilities plans, and donor opportunities. These materials are being used in a fundraising initiative to build a commercial kitchen/dining facility, an event/meeting space, housing for students and faculty, and an outdoor screened pavilion.

On April 27, the Area III Dominion Energy Envirothon Competition was held at the Baliles Center at Hull Springs in partnership with the Northern Neck Soil and Water Conservation Service with approximately 50 people in attendance, including the three competing high school team members, judges from state and federal government agencies, teachers and coaches. The Envirothon is a team-based competition and gives high school students the opportunity to work with natural resource professionals in solving environmental problems. The area winners go on to compete in the state competition, then advance to the national North American Envirothon.

During the semester, Jess Semmler, a communication studies major with a concentration in digital media, completed her senior internship with the Baliles Center. She maintained the digital archive, revitalized the social media accounts, and created a guide for future interns, so that her good work will continue.

Longwood Center for Visual Arts (LCVA)

Funded in part by a grant from the Institute of Library and Museum Services (IMLS), the LCVA is work on the renovation to the art collection storage space. The project includes installation of a new, industry-standard mobile art storage system that will provide for optimal preservation and

access to LCVA's collection (4,500 pieces) while simultaneously doubling the usable space within the existing storage area to eventually convert it into a collections processing area. The project has been delayed due to an extended study of the collection area's load bearing capacity; LCVA staff are requesting an extension of the grant performance period to accommodate these activities.

High Street Theatre catches a wave this summer with its new Summer Days and Nights film series Thursdays and Fridays this June through August. The series gathers films from several genres under its oversized beach umbrella "summer" theme, showcasing well-loved movies about summer jobs, summer camps, and summer adventures alongside lesser known cult favorites. Kid-friendly films are scheduled Thursdays at 3 pm and 6 pm, and Fridays at 3 pm. Teen and adult films are scheduled most Fridays at 7 pm. Admission and popcorn are free for everyone.

Upcoming Exhibitions on view June 3, 2022, to August 21, 2022:

- *Edwilda's Dreams* is a solo exhibition featuring approximately 25 drawings inspired by decades of Farmville area history as seen from the viewpoint of prominent community member, Edwilda Allen Isaac, who was the sister of Longwood professor Dr. Edna Allen Bledsoe Dean. A beloved music teacher and lifelong advocate of civil rights in education, Edwilda Allen was an eighth grader who participated in the 1951 Moton Student walkout, and as an adult, worked with her mother and sister as members of the Martha E. Forrester Council of Women to help save the Moton school and turn it into a museum. Allen passed away on Jan. 21, 2022.
- *Longwood Life* highlights works of art created as part of the Longwood Life program, a two-year non-degree, post-secondary day program for individuals with intellectual disabilities. Students enrolled gain skills for independent living, opportunities to socialize, and are exposed to new ideas in a classroom setting – all within a community of their peers. The art on view speaks to an individual's experiences and what is near and dear to their own heart. While viewed as a whole, the works promote self-expression, advocate for the importance of community, and attest to the qualities that link all people.
- *My Ukraine* features works of art made by Ukrainian refugee children (ages 5-14) currently living in Poland. Every evening, these children create works of art to find some sense of comfort during a traumatic and violent time. Images of war and conflict are present, but so are symbols of hope and peace. This exhibition is made possible in part by the owner of local business YakAttack, who met the children while in Poland.
- *Start with Art, Learn for Life: Youth Art Exhibition* is one of the largest youth art exhibitions in the United States. The work of over 1,500 pre-K through 12th grade public, private, and home school students from 14 counties will be showcased. This exhibition is made possible in part by Southside Electric Cooperative. *On view June 11 to September 11, 2022*

Moton Museum

On May 12, 2022, President Joe Biden signed into law The *Brown v. Board of Education* National Historical Park Expansion and Redesignation Act following a multi-year advocacy

campaign spearheaded by the National Trust for Historic Preservation. This legislation will expand the *Brown v. Board of Education* National Historic Site in Kansas and designate the Robert Russa Moton Museum as a National Park Service (NPS) affiliated area, along with sites from Delaware, South Carolina, Kansas, and the District of Columbia. This affiliation will allow Moton to connect with communities involved with the *Brown* decision, increase preservation and education work, seek technical assistance, and tell the stories of the communities involved in *Brown v. Board*.

The Moton Museum received \$500,000 in congressionally-directed funding in the FY22 budget through the National Park Services Historic Preservation Fund. The funding will be used to install a new HVAC system in the museum, add security elements to the museum property, convert the tar paper shack building to classroom space, and think creatively about interpretation on the property for spaces such as the former Moton Field.

Work on the joint serial nomination for World Heritage Designation continues, in collaboration with Georgia State University and other Black heritage sites in the U.S. South associated with the modern civil rights movement of the 1950s and 1960s. Other civil rights sites involved in the project include:

- Bethel Baptist Church (AL)
- Dexter Avenue King Memorial Baptist Church (AL)
- Edmund Pettus Bridge (AL)
- Freedom Riders National Monument (AL)
- Sixteenth Street Baptist Church (AL)
- Little Rock Central High School National Historic Site (AR)
- Lincoln Memorial and Grounds (DC)
- Martin Luther King, Jr. National Historical Park (GA)
- Brown v. Board of Education National Historic Site (KS)
- Medgar and Myrlie Evers Home National Monument (MS)
- International Civil Rights Center and Museum (NC)
- National Civil Rights Museum (TN)

This summer Moton educational staff will conduct two week-long sessions of the second annual Moton Teacher Institute, along with two one-day teacher workshops. On June 11, Moton will host a Juneteenth celebration with local community partners.

Staff are also planning two initiatives to launch this fall. The Bridge Builders Scholars Initiative is a partnership with Prince Edward County Public Schools and Fuqua School for juniors and seniors to build their knowledge of local community civil rights history and their skills for democratic practice and civic engagement. This initiative is a two-year program that will culminate with a \$1000 scholarship for student participants. The goal of the C.G. Gordon Moss Scholars Initiative is to recruit Longwood students to be museum docents and share the Moton story with their fellow students. Thanks to donor support, two students will receive scholarships to be the inaugural Moss Scholars this fall. This initiative supports the goals of the 2020 Equity Action Task Force to ensure that all Longwood students have a meaningful engagement experience with the Moton Museum prior to graduation.

Office of Research, Grants, and Sponsored Projects (ORGSP)

FY 2022 – Grant Summary

Funding Source	Total Applications	Grants Awarded	Grants Pending	Total Value Competitive Grants	Total Value Competitive + Non-competitive Grants
Federal	21	15	3	\$3,181,893.64 (No ARPA or Earmark)	\$4,545,303.64 (With ARPA and earmark)
State	6	3	3	\$8,200	
Private	6	3	0	\$59,530	
TOTAL	33	21	6	\$3,249,623.64 (No ARPA or Earmark)	\$4,613,033.64 (With ARPA and earmark)

The most common funding organization applications were to the National Science Foundation at the federal level (4 applications) and to the Virginia Department of Education at the state level (4 applications). NSF has indicated its interest in a pending grant application focused on building a collaborative partnership between Longwood and five VCCS institutions to develop STEM pipelines for students in rural areas. The planning grant is intended to support development of a major (\$5M) proposal to provide scholarships and an ecosystem of support services for transfer students into the sciences.

Office of Student Research (OSR)

Dr. Amorette Barber, director of the Office of Student Research, spearheaded the return of an in-person Student Showcase for Research and Creative Inquiry held on April 20. More than 575 students presented at this all-day research symposium. As part of the Spring 2022 Student Showcase, the OSR planned an inaugural Inclusive Excellence Research Symposium to highlight student research on Diversity, Equity, Inclusion, and Belonging. The event started with a keynote talk given by Ms. Shayla Betts, assistant professor of social work, and was followed by a full day of oral presentations and poster presentations. OSR also planned an Excellence in Research and Creative Inquiry award ceremony that recognized the achievements of 33 students who presented their research at a conference outside of Longwood, published their research in a peer-reviewed journal, completed a Senior Thesis project, or published their research in *Incite*, Longwood's undergraduate research journal.

In Fall 2021 and Spring 2022, the OSR provided funding for student research through Student Research and Travel grants. In total this year the OSR provided funding to students for 28 different independent research projects and to support 42 students who presented their research and creative inquiry projects at state, regional, and national conferences.

In 2021-2022, five students successfully completed a Senior Thesis project and will graduate with distinction in their major in May 2022. The Longwood Senior Thesis program also received proposals from 7 new students who will complete their senior thesis projects in 2022-2023. The

OSR is happy that there is an increased diversity of disciplines that are participating in the Senior Thesis program, with students in kinesiology, art, philosophy, biology, chemistry, and psychology planned to conduct Senior Thesis research in 2022-2023.

In summer 2022, 15 students and 9 faculty are going to participate in the summer PRISM STEM-H research program. In addition, 5 high school students will conduct research alongside the PRISM students through participation in the Longwood Summer Scholars Program.

In Fall 2021, the OSR developed a new in-semester undergraduate research program called the Undergraduate Research Apprentice Program. This introductory program encourages undergraduate students to become involved in independent research and inquiry projects early during their time at Longwood (during their first, second, or third year) and also provides professional development training to help students develop research skills. In Spring 2022, the OSR ran a pilot of this program with three student/faculty pairs in History, Mathematics, and Honors. The pilot program was very successful with the students submitting their final research for publication in *Incite* and presentation at the Spring Student Showcase. The OSR is looking forward to continuing this program in the 2022-2023 academic year with ten faculty/student pairs from Psychology, Social Work, Communication Studies, English, Chemistry, Sociology, and Modern Languages.



Administration & Finance
Louise Waller, Vice President

Highlights

- **Landscaping and Grounds & Printing Services were recognized by Chi for their high level of service and contributions to Longwood.**
- **Student workers completed reorganizing the Facilities Stockroom resulting in 22% reduction in credit card transactions and 42% reduction in total purchases by supervisors as compared to last year.**
- **JPB is 40% complete**
- **The university closed on the purchase of 211 Fourth Street, the future home of the Facilities Annex Building**
- **Approval of tuition & fees, FY23 Operating Plan, and the FY23 Capital Budget Plan**

Capital Design and Construction

Implementation of Longwood's campus master plan, "Place Matters."

- Facilities Annex Building Renovation and Expansion

The Virginia budget bill for the 2020-2022 biennium appropriated design and construction funds for the renovation and expansion of the existing Facilities Annex Building (a former retail building located approximately three blocks from campus). The new building will replace the Bristow Building, the current location of the facilities operations and management organizations, and will provide space for:

- Offices for the departments of Facilities, Environmental Health and Safety, Capital Design and Construction, and Space Planning and Real Estate Services
- Maintenance and repair shops
- General and specialized storage
- State vehicle maintenance and parking
- Specialized support and repair equipment

The Working Drawings were submitted to the Virginia Division of Engineering and Buildings (DEB) on December 23, 2021. DEB review comments were received, and revised drawings were returned to DEB on April 8, 2022.

- Wygal Hall Replacement Building

The Virginia FY 2020 budget bill authorized Longwood to expend non-general funds for pre-planning and detailed planning for a replacement of Wygal Hall – Longwood’s music instruction and performance building. Wygal Hall was completed in 1971 and has not been renovated since. Longwood’s campus master plan – *Place Matters* – recommended constructing a new music venue on the site of the Bristow Building. The new building’s 60,720 gross square feet will include:

- State-of-the-art teaching spaces and facilities
- Flexible rehearsal and performance spaces
- A 500 seat concert hall that will also support academic, student, and community events

The Preliminary Design documents were submitted to the Virginia Division of Engineering and Buildings (DEB) on September 30, 2021, and were approved by DEB on January 12, 2022. The draft of the 2022-2024 Commonwealth budget includes funds for the final design and construction of this building. Work on the final design phase will commence once the budget bill is signed and FY 2023 funds are available.

- Heating, Ventilation, and Air Conditioning (HVAC) System Controls and Equipment Replacement – COVID-19 Response

Longwood received a \$3.8 million FY 2022 capital appropriation for six sub-projects to replace HVAC controls and major equipment in multiple campus buildings. The necessity for this work emerged as a result of COVID-19 mitigation demands for increased system reliability and more precise control of air flow, temperature, and humidity in campus buildings. The six sub-projects are:

- Replace Campus building automation system (BAS) controls units in multiple campus buildings
- Replace Bedford HVAC controls
- Overhaul Maugans chiller
- Replace CSTAC chiller
- Replace McCorkle chiller and cooling tower
- Replace Hull variable air volume (VAV) boxes and controls

The overhaul of the Maugans chiller has been completed, and the design phase of the Hull and McCorkle sub-projects has commenced.

- Joan Perry Brock Center (a Longwood Real Estate Foundation project)

The largest gift in Longwood’s history – \$15 million from Joan Brock (’64) – will enable Longwood to construct a new campus events center. Construction commenced in May 2021, and completion is anticipated in summer 2023. The new structure will be constructed on the site of the Willett tennis courts (which have been replaced), and will feature:

- 3,000 seats

- Flexible space for university, community, and regional events and sports competition

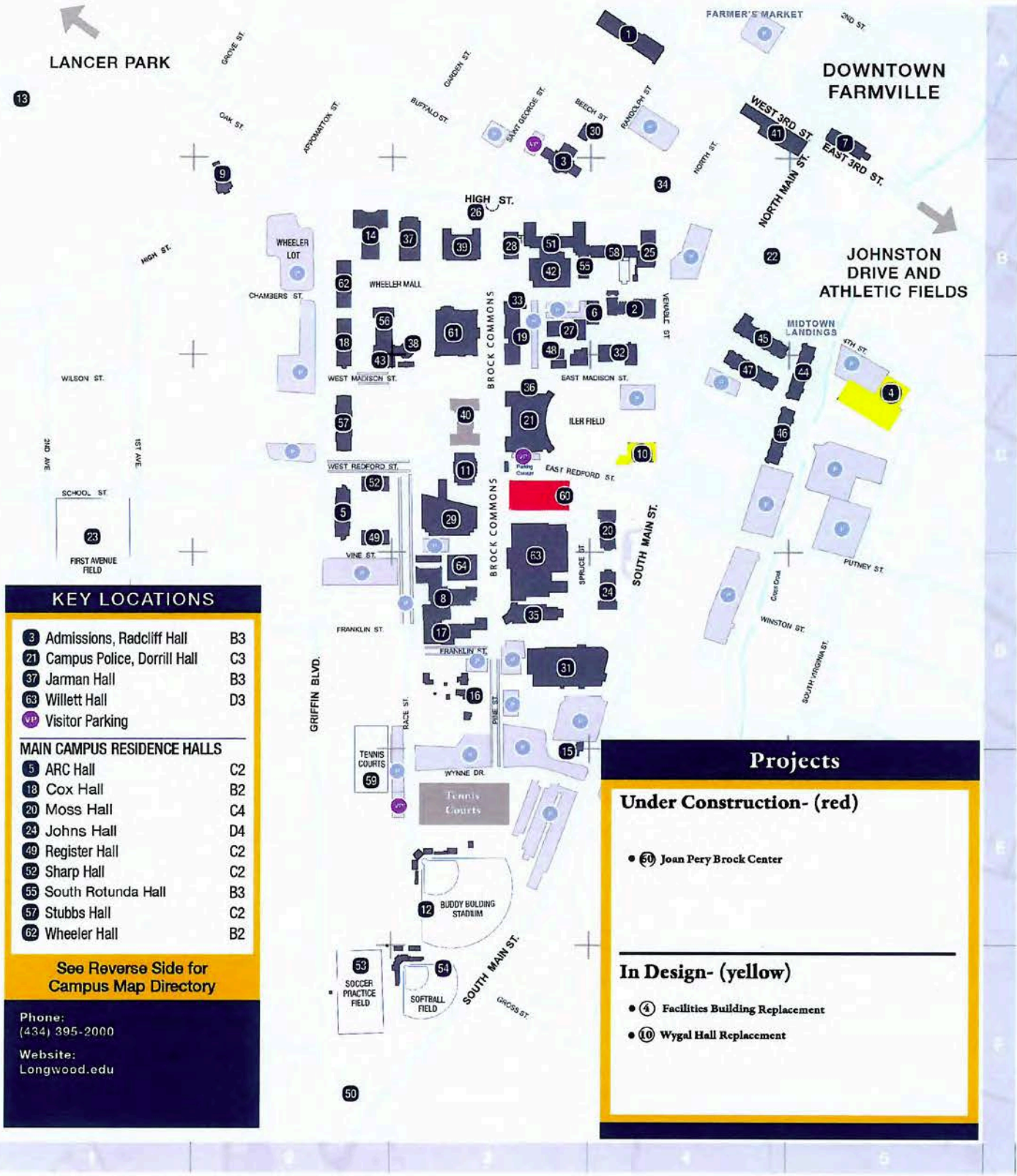
The steel erection package is complete. MEP rough-ins are ongoing. Roofing materials are on site and installation is scheduled for the end of May. The concrete stadia seating is approximately 50% complete.

The table and map on the following page provide project status and locations

Projects In Design									
Description	New Construction	Renovation	Total Appropriation	General Funds	Non-General Funds	Total Expenditures and Encumbrances	Authorized Design Phase	Current Design Phase	Milestones
Facilities Annex Renovation and Expansion	19,209 GSF	24,624 GSF	\$20,210,500	\$20,210,500	\$0	\$3,538,197	Construction	Working Drawings	Working Drawings were submitted to the Division of Engineering and Buildings (DEB) on Dec. 23, 2021. DEB review comments were received, and revised drawings were submitted on April 8, 2022. A funding request for furniture and equipment was submitted in September 2021 for an appropriation by the 2022 General Assembly.
Wygal Hall Replacement	60,720 GSF	0 GSF	\$2,896,000	\$0	\$2,896,000	\$2,762,940	Detailed Planning	Preliminary Drawings	Preliminary Design documents were submitted to DEB on September 30, 2021, and were approved on January 12, 2022. A funding request for Working Drawings and construction was submitted in September 2021 for an appropriation by the 2022 General Assembly.

Projects Under Construction									
Description	New Construction	Renovation	Total Appropriation	General Funds	Non-General Funds	Total Expenditures and Encumbrances	Construction Contract Amount	Percent Constructed	Construction Start Date / Completion Date
Joan Perry Brock Center (LUREF project)	72,300 GSF	0 GSF	\$44,700,000	\$0	\$44,700,000	\$44,502,891	\$40,557,626	40%	Construction commenced in May 2021 and is anticipated to be complete in summer 2023.

Project In Design and Construction Phases Simultaneously						
Description	New Construction	Renovation	Total Appropriation	Total Expenditures and Encumbrances	Percent Expended and Encumbered	Sub-Project Phase and Status
HVAC System Controls and Equipment Replacement -- COVID-19 Response (Six Sub-Projects)	0 GSF	Equipment	\$3,773,000	\$294,717	8%	Maugans Chiller: Overhaul has been completed. McCorkle Chiller: Early Design, project order has been issued. Hull VAV Boxes: Early Design, project order has been issued.



KEY LOCATIONS

- 3 Admissions, Radcliff Hall B3
- 21 Campus Police, Dorrell Hall C3
- 37 Jarman Hall B3
- 63 Willett Hall D3
- VP Visitor Parking

MAIN CAMPUS RESIDENCE HALLS

- 5 ARC Hall C2
- 18 Cox Hall B2
- 20 Moss Hall C4
- 24 Johns Hall D4
- 49 Register Hall C2
- 52 Sharp Hall C2
- 55 South Rotunda Hall B3
- 57 Stubbs Hall C2
- 62 Wheeler Hall B2

See Reverse Side for
Campus Map Directory

Phone:
(434) 395-2000

Website:
Longwood.edu

Projects

Under Construction- (red)

- 50 Joan Pery Brock Center

In Design- (yellow)

- 4 Facilities Building Replacement
- 10 Wygal Hall Replacement

Facilities

The new work order system continues to be a big success. QR codes are assigned to residence halls, classrooms, and event spaces to make it easier for customers to put in work orders remotely. The mobile application allows our facilities team remote access to information such as equipment records, stock room inventory, and status of ordered equipment. While in the field, the staff can also enter their time spent on work orders, assign the work order to another shop when needed, and update the work order status for end users. Overall it is allowing for more productivity, efficiency, and data that can aid in decision making and setting goals. For example, the systems analytics and benchmarking tools shows that 88% of work orders are completed within a week, which is in line with peer institutions but we hope to improve. However, 98% of preventative maintenance work orders are completed within a month. Increasing the timeliness and scope of preventative maintenance work orders will be essential in reducing the number of reactive work orders.

Facilities, working with Budget Administration, has reorganized the facility budgets and tracking of expenses. The current method tracks per facilities shop which does not provide helpful planning information. Beginning July 1st, we will begin to track facilities expenses by building providing an expense line item for all facilities related building expenses such as utilities, building maintenance and repairs, custodial, grounds maintenance, etc. Tracking expenses by building provides valuable planning information for maintenance repair and replacement, provide a total cost of operations per building, plan for contractual increases, and determine where there might be potential savings.

Facilities is working with Residential and Commuter Life to prepare for phase II of the summer renovation work at Lancer Park and Landings. This project upgrades finishes such as paint, flooring, and fixtures. It also replaces furnishings in the apartments to provide a fresh look. English Construction started Phase 2 demolition on Monday, May 9. Anticipated completion is set for August 12. A similar renovation project will occur during summer 2023.

Printing and Postal Services

Printing Services has established a new campus wide contract with Virginia Business Systems for all central printers with an effective date of July 1, 2022. The contract will be managed by printing services. Sixty-one central printers will be installed in buildings on campus for faculty staff work printing. Creating one contract for all university printers allows the university to receive discounted pricing on machines and cost per print. In addition, desktop printer usage will be phased out over the year creating additional university savings.

Over April and May, the print shop processed well over 27,000 programs, flyers, newsletters, reports, cards, and mailers for campus. They also processed over 7000 documents for 12 organization from the community.

Postal Services received 7,582 packages and 7,812 pieces of mail in the months of February, March, and April.

Space Planning and Real Estate Services

211 Fourth Street / Lumber Yard Acquisition - The University closed on the property located at 211 Fourth Street on March 25th in preparation for the renovation and expansion of the facilities annex building. To prepare the property for upcoming construction, demolition of existing structures on the property will need occur. At this time, all reviews and documents have been submitted to the Department of General Services (DGS) and the University is awaiting a demolition permit to begin work on the renovation.

Hammock Grove – The Student Government Association came forth with a project idea to create functional outdoor space in an effort to encourage students to spend more time outside of their residence halls. The space is intended to assist in cultivating new relationships, and was designed with the idea of “community” in mind. The space and project accommodates up to fourteen hammocks and is situated in a shaded area between Cox and Stevens Halls.

Landscape and Grounds/Sports Turf/Housekeeping and Office of Sustainability

The department continues to improve landscaping and the overall aesthetic experience of campus:

- New trees were planted on the end of Jarman lot by Wheeler Mall.
- Worked with SGA and several other student organizations on cleaning up trail at Lancer Park.
- Prepared Stubbs lawn and Wheeler Mall for Graduation and Undergraduate commencement ceremony.

The sports turf crew prepared area and supported the field needs during the Big South Softball Championship tournament that Longwood University hosted in May 10-14. The crew recently acquired a robotic sports field painter for athletic and recreation sports fields to reduce labor and paint to mark the fields. The robot can paint the lines of the baseball field in under ten minutes, while a staff member is handling other duties to prepare for a ball game.

Four weekends of snow and ice in January created challenges for the Landscaping and Grounds / Sports Turf crews. These staff, with support of Facilities and Budd Group worked very hard to prepare campus for classes, sporting events, and open houses.

The Campus Sustainability Committee met with University vendors to discuss new Governors Executive order that rescinded EO 77 and replaced with EO 17 which focuses on recycling and landfill waste reduction. The office of Sustainability, Residential Life, and Student Life all worked together for capturing recyclable goods and unused food products during spring student move out. These items were provided to Community partner’s Habit for Humanity Restore, Face’s Food Panty and Clothing closet.

Materiel Management

The go-live date for the new eVA (state procurement platform) was delayed by the state. We are waiting for new guidance and implementation timeline.

SWaM – Longwood’s FY2022 year-to-date spend vs goal is 4.43% off goal. We have a goal of 42% and are currently at 37.53%. This is primarily due to the lack of active state construction projects and inventory issues due to COVID.

The Request for Proposals (RFP) for Waste Management Services closed on March 3, 2022. We received 3 proposals and awarded the contract to GFL County Waste. The new contract begins June 1, 2022.

A RFP for Venue Management Services for the Joan Perry Brock Convocation Center was issued on May 13th. The request for proposals is to provide potential services in event management, operations management and/or event booking services.

TK Elevator was awarded the contract for replacement of the elevator in Lancaster Hall.

Financial Accounting & Reporting

The Auditor of Public Accounts (APA) is wrapping up the audit of the fiscal Year 2021 financial statements. The process should be complete by the end of May.

The team is preparing for fiscal year-end. The year-end closed out plan was developed and being implemented to ensure all accounts are properly reconciled and zeroed out prior to June 30.

Human Resources, Payroll, and Budget Administration

Human Resources is also using other technology platforms to create efficiencies and advance Longwood. They are in the process of implementing DocFinity for single pay actions and state change request as well as annual reviews, which will make the process paperless. Administrative Professional annual evaluations for 2022 will be done through Docfinitivity in June.

Budget Administration is nearly complete with the BizView implementation. BizView is software used to help with budget forecasting, modeling, and management. It allows Longwood to move away from financial modeling in excel. It was used to help develop the fiscal year 2023 Operating Plan.

Economic & Community Development

The Office of Community and Economic Development / Small Business Development Center is enhancing regional prosperity in many ways. Their consulting and training programs have led to over \$8.6 million in new capital investments by over 900 clients in 25 localities in this fiscal year.

Longwood innovation hub, Project SEED, continues to move forward. Over \$1.1 million dollars in funding has already been awarded to the project from the Tobacco Commission and Go Virginia. An application was just submitted to the U.S. Economic Development Administration for \$1.9 million. We hope to hear something before September on the status of the EDA grant. Design work is being done on a parallel process so that when funding is ready working drawings will also be

complete and the project is shovel ready to begin renovating the former bookstore space at Midtown Landings. With construction prices escalating so quickly, the design team is working on value engineering options and ways of phasing the project to keep it in budget.

Intercollegiate Athletics
Michelle Meadows, Director of Athletics

Highlights

- ***Men's and Women's Basketball Historic Postseason Performances***
- ***Erika Lang-Montgomery Named New Women's Basketball Coach***
- ***Recap of Lancer Spring Sports***
- ***A New Record for Academic Achievement***
- ***Athletics Hits New High for Web Traffic Along with a New Look***

Men's and Women's Basketball Historic Postseason Performances

After historic regular seasons, the men's and women's basketball teams continued making history throughout the postseason as well. The runs began in the Big South Tournament, as both teams rolled to the conference tournament title. Both teams played on linear ESPN networks for the Big South Championship.

The Lancer men took down North Carolina A&T in overtime 79-65 before shaking off a slow start to rally past USC Upstate 79-70. The team then blew the doors off Winthrop in the championship game in a game that was never close, winning 79-58 on ESPN2. Isaiah Wilkins was named the Big South Tournament MVP, a first for the Lancers, and he was joined by Justin Hill and DeShaun Wade on the All-Tournament Team. The run through the tournament capped a spring that saw the team win 19 of 20 games heading into the NCAA National Tournament.

The Lancer women's team dominated for three straight games on the way to a title of their own. They beat Hampton 79-70 in the quarterfinals after building a 20-point halftime lead before dominating UNC Asheville 81-56 and top-seeded Campbell 86-47 in the semis and finals. The finals were on ESPNU, the first time the women's basketball final has aired on a linear ESPN network. Tra'Dayja Smith was named the Big South Tournament MVP, and Kyla McMakin and Akila Smith were also named to the All-Tournament Team.

The tournament runs built on an incredible regular season, and the excitement was palpable throughout the community as both teams were waiting to see their tournament seeding in the NCAA National Tournament on Selection Sunday.

On Selection Sunday, both teams packed one half of Willett Hall for an electric atmosphere and live watch party. Thanks to a partnership between Athletics, Advancement, University Marketing and IT as well as University Public Relations, CBS and ESPN had cameras present in the room that showcased the excitement of the campus and community when each team saw their names

called on national TV. The party also provided fans a chance to interact with players from both teams as they celebrated the incredible seasons.

The Lancer men were tabbed for a No. 14 seed and played No. 3 seed Tennessee in the first round of the NCAA Tournament in Indianapolis. It was the first time the team has been to the NCAA Tournament at the Division I level after trips in both NCAA Division II and Division III. The game itself was the first time Longwood has played on network television, with the game on CBS in the opening window on Thursday.

In addition, the Lancer men were ranked as high as No. 13 in the CollegeInsider Mid-Major Madness Top 25. The team had never been ranked prior to this season. Also, Longwood received a vote in the AP Top 25 poll, again a program first.

The Lancer women were tabbed as a No. 16 seed and played in the NCAA Tournament First Four in the Raleigh Regional at N.C. State. The team played Mount St. Mary's on ESPN2 and earned the program's first NCAA Division I Tournament win, 74-70, after a huge performance by Akila Smith. The Lancers then gave No. 1 seed N.C. State a battle on ESPN.

Both teams had historic awards hauls as well. For men's basketball, the team had a pair of Big South All-Conference First Team selections for the first time ever, with Isaiah Wilkins and Justin Hill both being named to the first team. DeShaun Wade was also an All-Big South Honorable Mention. Zac Watson was also named to the All-Academic Team, and Griff Aldrich was named the Big South Coach of the Year.

On the women's side, Akila Smith racked up the trifecta of Big South honors. The senior was the Big South Player of the Year and the Big South Defensive Player of the Year in addition to earning a spot on the All-Big South First Team. Kyla McMakin also joined Smith on the Big South First Team, and Tra'Dayja Smith was an All-Big South Honorable Mention while Kennedy Calhoun earned All-Freshman Team honors. Brooke Anya was an All-Academic Big South selection. It marked the second straight season the Lancers have had five players earn All-Big South honors, a program record.

The awards extended beyond conference honors as well, as Justin Hill was named to the VaSID All-State Second Team. Hill also was named a finalist for the 2022 Lou Henson Award for the nation's top mid-major player. Griff Aldrich was a finalist for a pair of National Coach of the Year awards: the Jim Phelan National Coach of the Year award presented to the top Division I coach in the nation and the Hugh Durham award presented to the top Division I mid-major coach in the nation. Aldrich was also the National Association of Basketball Coaches District 3 Coach of the Year, and Hill was named to the NABC District 3 Second Team.

Smith was named the VaSID Player of the Year as the top player in the state of Virginia while also being named to the VaSID Second Team. It marked the first time the program has had a VaSID Player of the Year after Smith was the Defensive Player of the Year in 2021. For Smith, it caps a career that saw her set the program record in single season, single game and career blocks as one of the top shot-blockers in the country.

Erika Lang-Montgomery Named New Women's Basketball Head Coach

At the end of April, Erika Lang-Montgomery was named the next head women's basketball coach. Lang-Montgomery is a coaching veteran who brings a wealth of experience and success to Farmville.

Lang-Montgomery has been an assistant at multiple Power 5 programs, including most recently at the University of Florida where she helped the program surge into the Top 15 in the nation and a trip to the NCAA Tournament this past season.

She went to Florida, her alma mater, following ten seasons as the head coach at Flagler College, where she was the 2019 Peach Belt Conference Coach of the Year and left as the program's all-time winningest coach. She helped the program transition from NAIA to NCAA Division II and went 39-17 in her final two years at Flagler while delivering the program's first 20-win season since 1977.

In addition to her experience at Florida and Flagler, Lang-Montgomery has worked as an assistant at Purdue, Florida State, Southern California (USC), Wisconsin, Wichita State and North Texas. She helped Purdue make it to the NCAA National Tournament and Wisconsin rank as high as NO. 5 in the Associated Press poll and No. 7 in the USA Today/WBCA Coaches' Poll.

Lang-Montgomery also played for four seasons at the University of Florida before embarking on her coaching career. She has coached four WNBA draft picks and helped sign a pair of top-15 recruiting classes while mentoring a variety of all-conference and all-region players.

Spring Sports Recaps

All springs sports are drawing to a close, with the baseball season the one ongoing.

Men's and women's tennis both won the most games since the 2018-19 season. The women's tennis team also had the program's first all-conference award winners, with Emma Nurgazieva and Karina Rizvanova both being named All-Big South Second Team Doubles. Nina Hederich was an All-Academic selection. On the men's side, Rosen Naydenov was also an All-Academic selection.

Men's and women's golf put together strong seasons. The Lancer women finished third at the Kingsmill Intercollegiate, the best finish of the season, prior to the Big South Conference Tournament. The program had the Big South Freshman of the Year in Ester Choi, who also earned a spot on the All-Freshman Team. Emma Landis was an All-Big South Honorable Mention as well, and Bobbi Uhl was named to the All-Academic Team.

The Lancer men's golf team finished a season-best third at the Elon Invitational, and a youth movement has the team set up for the future. Nick Rakes, a sophomore, earned a spot on the All-

Big South Second Team as Longwood's ace. He finished 16th at the Big South Tournament. Scott Jordan was also named to the Big South All-Freshman Team following a strong freshman season. Ryan Hammer was named to the All-Academic Team.

Lacrosse had a season that saw them fighting for a playoff spot on the final day of the regular season. The Lancers lost a three-way tiebreaker with Winthrop and Wofford for the final playoff spot. Longwood did close the season with a win over Winthrop to force the tiebreak. In addition, the team had two players selected for postseason accolades, with Rachel Abraham being named to the All-Big South Second Team. Nicole Fordyce was named to the All-Academic Team.

Softball claimed a share of the Big South regular season championship for the first time since 2019 after going 21-6 in Big South play. In addition, the team finished with the best RPI in the Big South, which is a measure of team strength coupled with schedule strength. The team played the toughest non-conference schedule in the Big South by far, with 13 of their opponents in the top 50 in RPI.

As part of a three-way tie for first in the Big South Conference, the Lancers lost a tiebreaker that put them as the third seed heading into the Big South Conference Tournament. Longwood advanced to the Big South Championship game and forced a winner-take-all finale before finishing as the runner-up in the tournament.

Softball had a variety of all-conference accolades, with Sydney Backstrom being named the Big South Pitcher of the Year for a second straight season. In addition, freshman outfielder Jaden Pone was the Big South Freshman of the Year, and the duo were two of three All-Big South First Team selections. Senior catcher Alexis Wayland was the other. In addition, Kayley DeVivi and Sydney Jacobsen were All-Big South Second Team selections. Mason Basdikis was also selected to the Big South All-Academic Team. DeVivi, Jacobsen and Lauren Taylor were Big South All-Tournament Team selections.

Lancer baseball is wrapping up the season in the midst of a playoff race that will come down to the final game of the regular season. The Lancers are tied for fifth with four teams, and six teams make the playoffs. The team has already won 20 games for the first time since 2019. The team has series wins over UNC Asheville and High Point in addition to a series sweep of N.C. A&T State in conference play.

Among the season highlights, Harper Melton from lacrosse and Andrew Potojecki were selected as recipients of the Dr. Ray Gaskins Award for Academic Excellence in Athletics.

The softball team beat a top 25 foe in Wichita State, who was ranked 25th when the two sides played. The Lancers also beat Fresno State and Illinois teams that were receiving votes at the time they played.

Longwood also hosted the Big South Softball Tournament, bringing the top six teams in the Big South to Farmville from May 11-14. The teams played 11 games over those four days.

The spring sports combined to go 34-24 at home, with softball going 14-3 at Lancer Field.

The Bar for Academic Success Has Risen Again

In 2016, the goal was set for the Athletics Department to achieve a collective 3.20 GPA for all sports. And while the department continued to have great success academically semester by semester, including this past fall semester of 2021, we had yet to eclipse that mark. Until now.

This spring the Athletic Department achieved a 3.25 semester GPA that also resulted in a 3.21 GPA for the 2021-22 academic year. Included in those historic marks, were 13 of 14 programs achieving above a 3.00 GPA. The one program outside not included just missed that mark did so by on .03 points with a 2.97.

Leading the way on the men's side was men's tennis with a near perfect 3.80 GPA, while women's soccer led all female sports with a 3.42. The complete list can be found below.

Sport	Spring GPA	Year GPA
Baseball	2.97	2.97
Men's Basketball	3.04	3.01
Men's Cross Country	3.22	3.05
Men's Golf	3.05	3.12
Men's Soccer	3.42	3.32
Men's Tennis	3.80	3.82
Women's Basketball	3.19	3.12
Women's Cross Country	3.12	3.12
Field Hockey	3.28	3.14
Women's Golf	3.14	3.11
Women's Lacrosse	3.34	3.36
Women's Soccer	3.42	3.38
Softball	3.37	3.44
Women's Tennis	3.27	3.13

This semester's academic accomplishment also included 71 student-athletes represented on the Dean's List and 27 receiving the highest recognition of President's List.

Website Refresh/Statistics & Social Media Growth

The website, LongwoodLancers.com, rolled out a refresh this spring. With the refresh, it made the website more accessible and mobile-friendly, as more than 2/3 of the visitors to the website are using a mobile device.

In terms of web traffic, the site has seen a record number of users and sessions this season, and the site has a chance to top more than two million views by the end of June (currently at 1.76 million in mid-May). In addition, eight of the nine completed months (through April 30) have set records for users in that month.

The biggest spike came in March, which saw nearly 398,000 page views on the website. There were 118,459 users on the website in March, more than double the previous record which had been set in February.

In addition, each month this year has seen a record number of sessions for that particular month, with the biggest spike in March of 183,652 sessions on the website.

On social media, the accounts have seen strong growth throughout the past year, but especially since January 1. Facebook has had nearly 900 new likes from last year at this time and reached more than 430,000 people, which is more than 100% growth from the year prior. That bounce wasn't just due to February and March, as the growth extended into April. The page has 10,000 likes, with the bulk in Virginia.

Instagram has nearly 4,400 followers, and the highest percentage come from Farmville. Instagram on the main Longwood Lancers account has seen a huge growth and reach increase since January, with more than 22,000 people visiting the page in 2022.

On Twitter, the main account has had more than 1,000 new followers this year. The tweets made 4.8 million impressions, or views, with nearly 450,000 page visits. March, of course, did most of that, but the entire spring has seen a variety of activity. In May, the account has had a better than 50% growth over the previous period.

Record Number Of ESPN+ Broadcasts

The athletic department did the most ESPN+ broadcasts in history, airing 96 events on ESPN+ or ESPN3 this year. That is at least 15 more than the previous high water mark.

The ability to broadcast every game of the men's basketball MTE as well as all 11 games of the Big South Softball Tournament.

Not included in that tally are the games that saw Longwood on national television. The Lancers played on ESPNU in back-to-back weeks in men's basketball during the regular season, and the Big South Championship was on ESPN2. Likewise, the men's basketball team was on CBS for the NCAA National Tournament.

The women's basketball team as well as on ESPNU for the Big South Championship, and all tournament games were on the ESPN networks for women's basketball.

Both the softball and baseball teams were on the ACC Network Xtra multiple times this spring against ACC opposition.



Institutional Advancement *Courtney Hodges, Vice President*

Highlights

- **Love Your Longwood Day produces record-breaking philanthropic engagement**
- **Family of Scholarship brunch held to celebrate 90 new scholarships**
- **Summer conference season returns to campus**

Development

Longwood Annual Giving:

Love Your Longwood Day: March 24th was our seventh annual day of giving, Love Your Longwood Day. The day produced record-breaking philanthropic engagement, with nearly \$400,000 raised from over 1,700 donors. This year marked the third year of the Love to the Max Ambassador program which engaged 151 ambassadors who utilized social media and peer-to-peer engagement as a mean of encouraging others to give. An astounding 135 gifts came from current students, and we had 23 donor-led matches and challenges (more than ever before) that helped to inspire support and increase impact. Finally, we had supporters give from 38 states, Washington D.C., and six countries. The day was a huge success!

Reunion Giving: As we prepare to celebrate the Classes of 1970, 1971, and 1972 on the occasion of their 50th Reunion during Alumni Weekend 2022, we also celebrate their hard work and dedication to philanthropy. The Classes of 1970 and 1971 have each endowed a student scholarship as a part of their class gift to the University, and 1972 is well on their way to doing the same before Alumni Weekend. In total, these three classes have given close to \$2 million during the lead-up to their 50th reunions.

Athletics Annual Giving:

On the heels of the history making performances of our men's and women's basketball teams, athletics annual giving (AAG) was able to capitalize on the "March Madness" that inspired the concept for "Lancer Giving Madness." AAG saw another record-breaking day of giving performance this year raising over \$205,000 as a part of the University's annual Love Your Longwood Day campaign. This total is an increase of over \$75,000 since FY21 and more than doubled the \$100,000 goal set for the day. The day also saw a large uptick in matching funds

given this year, totaling \$55,000, intended to help boost support for our teams. We look forward to continuing to build on this level of success during Lancer Giving Madness in the years to come. This fiscal year has also seen a 100% increase in the number of athletics annual giving solicitations launched with a focus on alumni student-athletes and the friends and families of our current student-athletes. We will continue to cultivate relationships with those with the highest affinity to our athletics programs and deliver captivating solicitation pieces that inspire high levels of support.

Recent Events:

The Annual Scholarship Dinner was held April 8, 2022. Longwood celebrated over 175 donors and scholarship recipients in an evening of stewardship and celebration. The evening started with a reception in the Rotunda with dinner being held in Blackwell Ballroom. The program included special messages from Anne Patterson, Class of 2022 and Dr. Christopher L. Kukk, The Wilma Register Sharp & Marc Boyd Sharp Dean of the Cormier Honors College for Citizen Scholars and Professor of Political Science. The evening was full of celebratory moments of students thanking donors personally, scholarship recipients receiving special recognition with a presentation of a “Be the One” pin to proudly wear at graduation, and donors being recognized for their commitment to support students.

The Family of Scholarship brunch was held April 9, 2022 to celebrate the creation of 90 new scholarships at Longwood University. The brunch celebrated the lead donors of the four families as well as the donors that made gift commitments of \$15,000. All of these gifts had an immediate impact on campus and students. The program included a special message from Madison Levine, Class of 2022 and Kevin Napier, Class of 2018 and 2019. Kevin currently serves as a PE teacher in Henrico County. All students attending the event received special recognition with a “Be the One” pin.

Upcoming Events:

The *Virtual Series* will continue through the summer months with the following events scheduled:

- | | |
|---------------|--|
| <u>June</u> | Joan Perry Brock Convocation Center progress update |
| <u>July</u> | What is Civitae? A deep dive into what makes Civitae so special. |
| <u>August</u> | Welcome the Class of 2026 – Let’s take a look at the new Lancers as they arrive. |

Stewardship:

All donors that made a gift in fiscal year 2022 will receive a thank you impact report. The report will share various facts about the impact each donor had on Longwood’s fundraising and will be mailed in late July.

Legacy Challenge & Planned Giving:

The Legacy Challenge continues to resonate with many constituents who are considering making a planned gift to Longwood. We have now deployed over \$179,000 in matching funds. Thus far, the challenge has brought in 28 new planned giving commitments totaling just over \$4.1 million. An additional Legacy Challenge mailing went out in May with complimentary digital ads set to deploy throughout the month of May. This mailing has already led to one new commitment. Gift officers continue to discuss the Legacy Challenge when meeting with alumni and friends.

As we continue to work our planned giving marketing plan - educating alumni and friends on charitable rollover IRA's, RMD's, life insurance designations, and bequests - we hope to continue to see an uptick in gifts and commitments. Consistent marketing and messaging is going to be key and is planned throughout FY23.

University Events and Ceremonies

University Events and Ceremonies is pleased to be assisting with Commencement 2022 and developing a succession plan for Brenda Ferguson Meredith for ceremonies starting in the Fall of 2022 with Convocation.

Conference season 2022 returns with welcoming back: Virginia Department of Forestry, American Legion Auxiliary Virginia Girls State, Christian Family Conference, Call Me Mister, Summer Literacy Institute, Longwood Life and the Talented and Gifted (TAG) program.

Many inquiries have begun to come in for weddings and non-summer events now that restrictions have begun to ease up. UE&C is using this time to re-familiarize our community, prospective guests and alumni with everything we have to offer in regard to weddings, events and celebrations.

The Covid Task Force is winding down and as of 5/7/2022 there are no quarantine facilities on campus. UE&C is prepared in the event that any of our summer students or athletes on campus fall ill and are in need of our services. We are working on the follow up procedures and assisting with editing the University's infectious disease plan.

Fundraising Report

As of April 30, 2022

TOTAL PHILANTHROPIC DOLLARS

Fiscal Year	Total Raised
2013	\$9.43M
2014	\$2.82M
2015	\$7.94M
2016	\$4.18M
2017	\$11.18M
2018	\$12.41M
2019	\$17.61M
2020	\$4.00M
2021	\$5.98M
2022 YTD	\$7.89M

TOTAL ANNUAL GIVING DOLLARS

Fiscal Year	Unrestricted	Annual Giving
2013 YTD	\$318,446	\$731,074
2014 YTD	\$296,679	\$774,104
2015 YTD	\$328,829	\$900,834
2016 YTD	\$342,404	\$1,050,269
2017 YTD	\$308,899	\$1,461,543
2018 YTD	\$289,295	\$1,794,449
2019 YTD	\$202,062	\$991,547
2020 YTD	\$191,351	\$788,062
2021 YTD	\$180,101	\$840,463
2022 YTD	\$237,866	\$1,346,416

ALUMNI PARTICIPATION

Fiscal Year	Total Alumni Donors	# of Undergraduate Alumni of Record	Alumni Participation
2015	2,976	27,197	10.94%
2016	3,126	27,894	11.21%
2017	2,890	28,691	10.07%
2018	2,813	29,522	9.53%
2019	2,303	30,286	7.60%
2020	1,773	31,074	6%
2021	2,257	31,803	7.10%
2022 YTD	1,946	32,458	6.00%

TOTAL DONORS

Fiscal Year	Total Donors
2013 YTD	3,897
2014 YTD	3,547
2015 YTD	3,996
2016 YTD	5,215
2017 YTD	4,453
2018 YTD	5,164
2019 YTD	4,041
2020 YTD	2,619
2021 YTD	3,704
2022 YTD	3,408

Fundraising Report

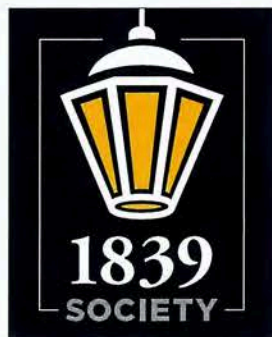
As of April 30, 2022



LOVE YOUR
LONGWOOD DAY

Year	Donor Goal	Total Donors	Total Dollars
2016	500	533	\$65,000
2017	1,839	1,405	\$126,000
2018	1,790	2,976	\$268,000
2019	2,500	2,700	\$325,000
2020	2,020	Cancelled due to Covid-19	
2021	1,839	1,863	Over \$390,000
2022	1,839	1,723	\$392,500

FUNDRAISING INITIATIVES



LEGACY CHALLENGE

The Legacy Challenge program was launched in May 2021

Challenge Funds Deployed	\$179,000 (out of \$300,000)
Legacy Challenge Donors	28
# of Campus Programs Receiving Funds	23
Total Planned Gifts	\$4,187,827



Strategic Operations
Victoria Kindon, Vice President and CIO

Highlights

- **Fall 2022 Undergraduate Admissions Update**
- **Three Career Fairs Prove Successful for Students and Employers**
- **NCAA Tournament Marketing Yields Significant Results**

Enrollment Management and Student Success (EMSS)

Undergraduate Admissions Update

We have reached the closing stages of the fall 2022 admissions cycle. Things are not yet finished—we'll still see some applications and deposits over the coming few months, especially for transfers, but, for the most part, we have a good sense of the size and shape of this fall's entering class.

As of May 15, we have 886 freshman deposits and another 110 transfer deposits. This means we exceeded our overall cycle deposit goal by 2%, and year over year we are up 18%.

On a program-by-program level, we are significantly up in many areas, with nursing, GAND, the secondary education fields, criminology, the arts and humanities fields, environmental science and biology having particularly impressive cycles. We will have some work to do next year in some specific areas, but, on the whole, we have very significant and sustained forward motion.

This year's performance was particularly impressive given the difficult and choppy waters that all of the Virginia publics had to navigate this year. Because of the fallout from Covid, we were not able to begin recruiting many of this year's incoming students until their senior year—and we likely entirely missed some of those whose names we would have typically gotten through SAT. We had set a very conservative goal for applications because of those factors, but we were able—despite strong headwinds—to exceed our application goal by 30%.

We also exceeded our overall yield goal by 2 percentage points, which was notable given that we faced some additional obstacles in that area.

This fall's incoming freshman class paints an impressive picture academically, with 61% of our deposited freshmen having a GPA of 3.5 or higher (compared with 44% in 2021 and 47% in 2020). We are especially gratified to see that 28% of our incoming freshmen are BIPOC, up from 25% in the previous two cycles. This was a full campus effort—campus worked together so well to bring in this class.

Students Who Utilize Writing Center Earn Better Grades

The Writing Center has continued to respond to students' desires for tutoring in multiple delivery formats. As a result, we have continued to see increased usage of tutoring. We analyzed students enrolled in ENGL 165 (a foundation course in Civitae) to compare the grades of those utilizing Writing Center services with the grades of students who did not. This analysis revealed that 69% of students using the Writing Center earned a grade of B or higher while only 57% of students who did not use the Writing Center earned a grade of B or higher. Additionally, none of the students using the Writing Center failed the course compared with a failure rate of 9% for those who didn't use the Writing Center.

Families Engage In More One-On-One Financial Conversations

In March, we shared a new financial aid initiative focused on strengthening our engagement with students and families by helping them understand their options for funding their Longwood experience. The initial success reported continued throughout the semester with over 93 one-on-one conversations over Zoom. Conversations were offered after 5 p.m. for those who were not available during traditional hours, and almost 14% of participants took advantage of the extended hours. Based on the positive response, we will be expanding our offerings of these one-on-one conversations around the fall billing times to provide additional support.

We also partnered with Student Accounts to expand our payment plan options for families, providing options for smaller payments twice a month for 5 or 4 months, or the more traditional once-a-month payment plans for 5 or 4 months.

Information Technology Services (ITS)

ITS is committed to strategically aligning its staff with skill sets needed for the future. This will be accomplished by not filling vacant positions by resignation or retirement, but analyzing

needed skill sets for future growth. Currently two internal positions have been reallocated to different areas within ITS, both filling the skill set gap and to allow growth for the employee.

Data Security

Palo Alto Cortex XDR, a logging and monitoring system, has been implemented. It already has improved end-point protection as well as logging and monitoring of systems on the network.

Spirion, a product that allows us to identify location of sensitive data, is being implemented in a phased approach. Currently 75 machines have the product installed with another 50 scheduled for May. The goal is to have the product installed campuswide by August 2022.

Multifactor authentication has been expanded to include anyone accessing email from a web browser, commonly referred to as OWA.

Applications Development

The university has signed the contract to begin moving Ellucian to the Cloud. The implementation schedule for the project currently is in the planning stages; the estimated project timeline is 9-12 months.

Office of Alumni and Career Services (OACS)

Career Fair Success

OACS hosted three Career Fairs, one for education-based careers, one for speech-language pathology (SLP), and one for all industries and fields. Sixty-five school districts and educational companies attended the Education Fair, and many students walked away with interviews scheduled. The SPL and general career fairs brought a total of 90 companies to campus, all of them excited to meet, interview and hire Lancers. Hundreds of students attended the spring fairs. Graduating seniors had the opportunity to schedule or conduct interviews on site, and underclassmen made valuable connections for their future careers. Feedback from the vendors was positive and engaging.

Career Services Yearly Overview

Over the course of the 2021-22 academic year, more than 800 students attended individual career-counseling appointments, seeking help for everything from resume reviews to LinkedIn profile builds to mock interviews. In addition, more than 900 students attended a Career Services presentation, either as part of a class presentation or a campuswide workshop. As one strategy in an overall initiative to increase the visibility of and access to Career Services on campus, the

office hosted a Walk-Up Wednesdays table during lunch hours in Upchurch University Center for students to get quick answers to questions or schedule a future appointment.

Spring Event Lineup Brings Parents, Alumni and Friends

This March, OACS held Longwood's Ring Ceremony. An important and symbolic moment for any student, the event attracted more than 120 guests, who marked the occasion with the emotional richness it deserves.

In April, the Longwood Black Alumni Association, in partnership with OACS, hosted almost 100 alumni on campus for Longwood's Spring Weekend. Along with various activities around town and campus, the event included a mentor and mentee meet-and-greet for students of CLASP and alumni of LBAA to connect.

On the horizon, Alumni Weekend approaches. Set for June 2-5, the weekend will resemble reunion efforts held prior to the pivot to virtual programming in 2020. Alumni Weekend will provide an opportunity for hundreds of alumni to celebrate with friends and classmates here on campus.

University Analytics (UA)

UA Supporting University Initiatives

This spring UA has been working to support a variety of university initiatives. We have assisted consultants working with Financial Aid on large data pulls to create exciting new funding models. We have also been processing third-party data sets such as the National Student Clearinghouse to help Strategic Operations understand our undergraduate applicant pool. UA has also been involved in required reporting associated with Covid relief funding.

University Marketing, Communications and Engagement

Two Marketing Staff Invited to Join Other Industry Leaders as Competition Judges

Two members of the marketing staff were invited to serve as judges for international marketing communications competitions this spring. Dave Hooper, associate vice president for marketing and engagement, served on the Telly Awards Judging Council, joining other industry leaders from Electronic Arts (EA), Bloomberg Media and more. The Telly Awards honor excellence in video and TV across all screens, each year receiving more than 12,000 entries from some of the most respected ad agencies and production companies around the world, including HBO, Fox and CBS Interactive. Sabrina Brown, assistant vice president for marketing communications and editor of *Longwood* magazine, served as a judge for the annual Circle of Excellence competition sponsored by CASE (Council for Advancement and Support of Education). Brown joined other

magazine editors from universities including Boston University, University of Illinois and the University of Texas at Dallas in evaluating alumni and general interest magazines produced by independent and international schools.

#RoadtoCommencement digital campaign highlights student journeys

In an effort to showcase 2022 graduates' incredible journeys and next steps, the marketing team crafted an engaging #RoadtoCommencement digital campaign. The campaign highlights the series of events leading up to Commencement and features stories of a diverse group of seniors, including some of the first students to go through Civitae and some we've documented since their freshman year. The content—both crowdsourced and produced—includes a variety of videos, photos and articles.



NCAA Tournament Marketing Yields Significant Results

The men's and women's basketball teams' historic runs to the 2022 NCAA Tournament provided a unique and substantial marketing opportunity for Longwood. By focusing on prospective student target areas and storylines that emphasized Longwood's character and camaraderie, the university's storytelling efforts secured the equivalent of more than \$81 million in earned media placements, made nearly 200 million social media impressions and introduced ourselves to more than 100 million people who heard about Longwood during March 2022.

NCAA Tournament Marketing: Viewership

Total viewership of the three NCAA Tournament games Longwood competed in topped 3 million.

Date	Game	Outlet	Viewership
March 17, 2:45 p.m.	Men's First Round vs. Tennessee	CBS	2,154,861
March 17, 7 p.m.	Women's First Four vs. Mount St. Mary's	ESPN2	101,581
March 19, 2 p.m.	Women's First Round vs. N.C. State	ESPN	1,005,876

NCAA Tournament Marketing: Increase in Web Traffic

During the tournament, we saw a significant increase in web traffic. Unique pageviews of the Longwood.edu home page increased by more than 75%, while March 17 (the day of the first two tournament games) was the second-highest day ever for view of "About Us," barely missing the record set on the day of the Vice Presidential Debate in 2016. Unique pageviews for LongwoodLancers.com were also up significantly, especially in Virginia Beach (+59%) and D.C. Metro/Northern Virginia (+97%).

NCAA Tournament Marketing: Emphasis on Social Media Engagement

We identified Twitter as the social media platform where engaging with fans, influencers and journalists could happen organically and fast, and result in not only national attention but also regional attention in prospective student target areas. By investing time and resources into the @LongwoodLancers Twitter account, we were able to secure our highest engagement rates, set records for single-post engagements and grow our social media footprint during the tournament runs.

Examples of high-impact social media engagement

As part of a strategy to adopt a confident, bold tone and engage with a broader in-state audience, we launched a viral social and print campaign called “Top 10 Reasons UVA Hoos Fans Should Adopt The Longwood Lancers.” Combining social posts and a print advertisement in the heart of UVA country, we achieved viral success and earned unprecedented engagement.

Record-Setting Social Posts

“Top 10 Reasons” immediately began to set records as it was shared across Virginia by both Longwood fans and UVA fans.

Within a day, it had become our **most engaging post ever on social media**, garnering 9,730 reactions, shares, and comments on the original post. Including statistics from shares, it earned more than 23,000 engagements and earned a spot in a national article. It blew past our previous record.

A Bold Ad In Charlottesville

At the heart of the effort was a **full-page print ad in the Charlottesville Daily Progress** on March 17.

The ad, which featured the cheeky No. 1 reason “We aren’t Virginia Tech” became the talk of the town, as phones began ringing when papers hit doorsteps.



Hey @UVA fans—need a team for this year's @NCAA Tournament? Here are 10 REASONS WHY it should be the @LongwoodLancers #MarchMadness 🏀

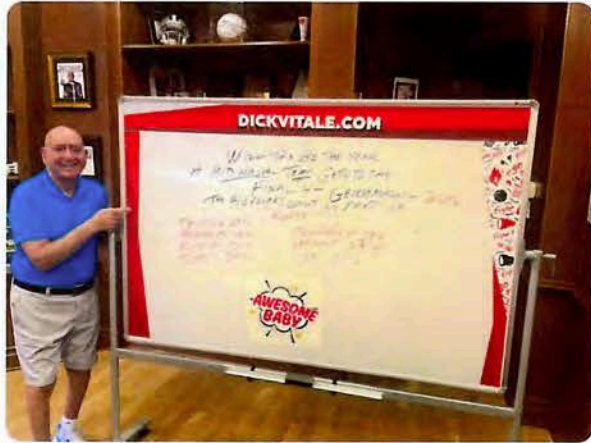
10. We hear you also have a Rotunda.



Examples of high-impact social media engagement



Dick Vitale @DickieV
 Tonight is MID MAJOR NIGHT -TOLEDO -MURRAY STATE - LONGWOOD all in action . @LongwoodMBB won their 24 th game today / what a fantastic turnaround they have made. Mid majors r loaded this season



7:19 PM · Mar 4, 2022 · Twitter for iPhone



Chris Tunstall @ChrisETunstall
 Go Wood!!! @PTI @longwoodu @LongwoodLancers @LongwoodMBB @LongwoodWBB @Longwood_Cheer @longwoodalumni



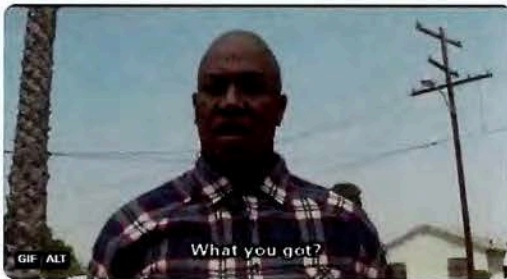
5:41 PM · Mar 11, 2022 · Twitter for iPhone



Wes Rucker @wesrucker247 · Mar 14
 Longwood University was founded in 1839 and originally named Farmville Female Seminary.
 I can't handle this. I'm 12.
 26 replies 29 retweets 597 likes



Longwood Lancers @LongwoodLancers
 Replying to @wesrucker247
 We can handle this, though, because we are grownups. But take your best shot with the jokes--I'm dying to hear something new.



1:11 PM · Mar 15, 2022 · Twitter Web App



Mike Babchik @Babchik
 #JohnnySins favorite team is my favorite team! LONGWOOD! #GoWood @LongwoodLancers



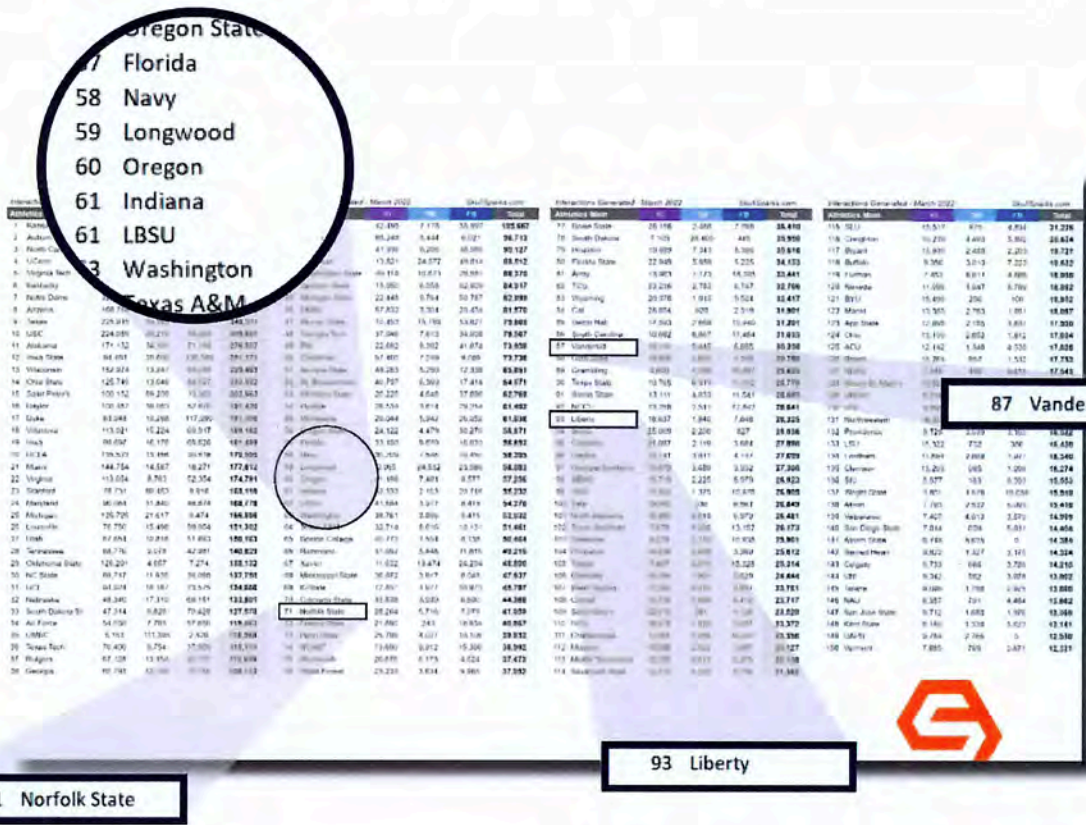
Mad Dog Sports Radio @MadDogRadio · Mar 17
 The #MorningMen don't care about chalk, they are rolling with the best underdogs in the 2022 NCAA Tournament!! #NCAATournament
 @LongwoodLancers @UAB_MBB @RamblersMBB
 @EvCoRadio @Babchik @willcolon66



9:16 AM · Mar 17, 2022 · Twitter Web App

Social media monitoring company Skull Sparks published a list of the top 150 college athletics departments that generated the most interactions on official social media accounts in March 2022. Longwood was ranked No. 59 nationally, ahead of several Power-5 conference schools and in-state competitors Norfolk State (who also made the tournament) and Liberty University. Looking only at Twitter interactions, Longwood jumps to No. 17 in the country during March, ahead of even Villanova and Duke, two Final Four teams. Only 20 schools had more than 20,000 Twitter interactions in March; Longwood had 24,532.

Total Social Media Interactions Generated, March 2022



Success was not limited to Longwood. Because we executed our strategy, the Big South Conference saw a remarkable rise in total social media interactions compared with other conferences. They singled out Longwood as the reason for this increase.

Athletics Social Media Interactions by Conference, March 2022

Rank	Conference	Interactions
1.	SEC	1,323,005
2.	Big 12	431,051
3.	Big Ten	233,708
4.	Pac 12	217,335
5.	ACC	199,732
6.	Mountain West	117,139
7.	American	69,671
8.	Big South	58,155
9.	Big Sky	54,183
10.	MAAC	53,347
11.	MAC	52,962
12.	Ivy League	48,490
13.	Big East	34,082
14.	Sun Belt	31,600
15.	Conference USA	31,148
16.	West Coast	29,425

Rank	Conference	Interactions
17.	Ohio Valley	28,906
18.	American East	26,994
19.	Missouri Valley	25,031
20.	Southland	24,746
21.	Big West	23,552
22.	SWAC	19,993
23.	ASUN	19,851
24.	Northeast	16,146
25.	Atlantic 10	16,052
26.	Colonial	15,333
27.	WAC	15,133
28.	Summit League	13,492
29.	Southern	13,443
30.	Patriot League	9,810
31.	MEAC	9,302
32.	Horizon League	7,540



Student Affairs

Tim Pierson, Vice President

Highlights

- **Restoring the Fullness of the Student Experience**
- **Promoting a Culture of Well-being**
- **Supporting Diversity, Equity, and Inclusion**
- **Preparing Leadership Transition**

As the curtain falls on this academic year, a brighter light shines forth as the grip of COVID-19 restrictions loosened for students to enjoy the fullness of campus life's rituals, traditions, and activities. The energy and vibrancy within the student community visibly returned as student participation increased in activities and programs.

Our commitment to promoting a culture of well-being is finding its way into the fabric of the campus through innovative programs, activities, and staff development programs. Professor Emerita and author Dr. Rena Koesler returned to present an interactive workshop, *Pursue Your Summits: Living a Meaningful Life*, which received rave reviews.

A comprehensive calendar of social and educational events planned for culturally-based student organizations was well attended and received. The positive reception serves as a springboard as student leaders are actively preparing for fall events to enhance a *sense of belonging* for new and returning students.

The transition of new leadership is annually a part of student clubs, organizations, and a smattering of offices throughout the campus that directly impact students. The Student Affairs area has enjoyed a stable foundation with little change in senior leadership. With the impending change at the close of the fiscal year, preparation appears on the weekly menu to ensure a smooth changeover throughout the division.

Dean of Students Unit

In support of the University's COVID-19 management, the Dean of Student's Office coordinated resources, immediate and ongoing daily needs for the 676 students in isolation or quarantine during the 2021-2022 academic year. The Care Team assisted 588 additional students with a variety of issues spanning medical absences, family and personal emergencies, mental health concerns, academic and financial concerns.

Accessibility Resources Office (ARO)

Currently serving 507 students with diverse and varying needs for accommodations and supports, this population benefits from the case management approach to resources and the faculty's attention to the accommodations. An increased number of students with significant learning disabilities returned on academic probation. ARO saw a steady increase in the use of the physical testing center as classes resumed in-person fully, over 130 tests were proctored during spring final exam week alone. Continued increases were seen in students registering for mental health concerns, which results in an increase in the number of emotional support animals and need for alternative supports. Implementation of a new decompression and relaxation room in the office space for students to utilize as needed has assisted in helping to mitigate test and classroom anxiety.

Growth in overall registered students is anticipated for next year due to the amount of early paperwork already collected for fall. ARO EMPOWERS continues for incoming first-year students to create a sense of belonging and wellbeing. Our attention in the upcoming year will include educating campus partners about ableism and the use of Universal Design in Learning.

Residential and Commuter Life (RCL)

RCL focused on facilitating psychoeducational and social student programs, with a combined total of 1,021 residential programs during the spring 2022 semester. RCL also launched monthly newsletters, one tailored for commuter students and one for residential students with housing assignment specific information. These newsletters communicated an array of well-being, academic support, and campus events information intended to enhance students' connection to Longwood's campus and traditions. A robust events calendar included signature events such as the "Price is Right," and the commuter student luncheon, along with new events including an outdoor prom.

The twelve-month housing and summer storage program for returning apartment residents has entered its second year, providing summer housing or summer storage to eligible students at no additional cost. This program has proved successful as evidenced by the following: 163 students have registered for the 12-month housing and plan to remain on campus this summer and an additional 78 students have registered for summer storage and plan to depart campus but will continue storing items in their room over the summer months.

New mattresses are being installed in both Stubbs and Wheeler Halls (a total of 361), having last been replaced in 2014. Housing continues to partner with the Real Estate Foundation and Facilities Staff for phase two of apartment renovations at Lancer Park and the Landings. This phase included renovations to the Landings Northwest building, Lancer Park 201 and 203 buildings, as well as ten Lancer Park townhouses. These renovations include new flooring, painting, countertops, fixtures, and new living room and kitchen furnishings.

Student Conduct and Integrity

Preliminary assessment indicates that 125 disciplinary cases were processed during the 2021-2022 academic year. This represents a significant decrease in cases as compared to the previous academic year; disciplinary cases have returned to pre-COVID levels.

Title IX

During the 2021-2022 academic year, the Title IX Office received 60 reports of notice (fall-35, spring-25). Three reports of notice progressed to formal complaints; two informal resolutions where the respondents accepted responsibility and appropriate sanctions, and one investigation in which the respondent was found not responsible. The remaining 57 reports had either no formal complaint filed, did not fall within Longwood's purview of authority, or were classified as supportive measures only. There were several anonymous reports which did not yield enough information to proceed but were filed as FYIs. It is important to note that faculty and staff have worked well with the Title IX Office to offer students reasonable supportive measures.

Student Engagement Unit

The second semester felt even more like the campus returned to "normal" with student energy and excitement being tangible on campus. There are a number of accomplishments to celebrate, but the staff has also been spending directed time with each other and campus partners to identify areas of opportunity as we look to the next year, especially with engaging first-year and sophomore students in the fall. *Welcome Home Lancers* will be a theme as we create excitement about being at Longwood and the opportunities students have to engage on campus and in the community.

The Student Engagement staff worked during the past year toward three primary goal areas. Specific outcomes include:

Re-energizing student life and celebrating Longwood traditions

The Upchurch University Center had more use by students than any time since its opening. It truly has become a center of student connection and activity, both planned and spontaneous.

Lancer Productions sponsored 24 events during the spring semester with an increased degree of collaboration with other student organizations and departments. Some examples include: bingo,

movie nights, Salsa dancing, comedians, hypnotist, mentalist/magician, and a paint night. Spring Weekend was back in person with approximately 2000 very excited attendees. In addition numerous student performances and 75 student organizations hosted booths with creative fund raising opportunities.

There were also other activities sponsored by the 165 student organizations. This included the return of Relay for Life fund raising for cancer research and The Big Event day of service to the local community.

The *Building Lancers into Leaders* series offered three workshops during the spring semester including a panel of six recent alumni who shared perspectives about “Life after Longwood.”

The Interfraternity Council celebrated the opening of the IFC Lodge located in the Lancer Park clubhouse. It will provide members of IFC fraternities with access to needed space for programming, meetings, and academic activities.

Order of Omega, the Greek honorary organization increased membership as did Greeks for Change, the peer education group which welcomed 32 new members over the course of the year.

In late April, Citizen Leader Awards were presented to 55 students, faculty and staff. 48 seniors and juniors received Joan of Arc Awards for Excellence.

The Student Government Association (SGA) remained committed to staying current about students’ experiences and acting on feedback to improve campus life including residence life, dining services, and in the areas of diversity, equity, and inclusion. The latter area included recommitting to the Student Statement on Diversity, Equity, and Inclusion, creating a cap and gown initiative to make these available for students to borrow at no cost, and creating a resolution in support of Ukraine.

Twenty-five faculty and staff members served about 900 students at a Late Night Breakfast before exams.

Focusing on Student Well-Being

Encouraging self-care and attention to personal well-being, broadly defined, was integrated in ongoing efforts through work with students and student groups in leadership training and student staff development.

Well-Being was regularly mentioned and encouraged in and by SGA who publicized the Well-Track app and Mental Health Crisis Hotline.

Longwood Recovers, a grant-funded program, continued education and support to assist students in, or considering, recovery from alcohol and/or other substance use issues, continues to grow in

campus recognition. The “Free Coffee Bike” was available on campus regularly; it has been a popular and effective way for students to learn about Longwood Recovers.

Supporting Diversity, Equity, and Inclusion efforts

The staff remained very accessible to individual students and student groups as students continued to transition back into in-person activities. Collaboration occurred with CAPS interns to discuss needs of and potential activities with BIPOC (Black, Indigenous, and People of Color) students.

A Women’s Empowerment Panel in March featured a strong group of students, faculty, and staff sharing their experiences and perspectives—we were excited and grateful to have Cookie Scott’s support as one of the panelists.

The Clark Intercultural Center is growing in campus recognition and important student input was sought through a “Leave Your Mark on Clark” campaign to identify student needs, wants, and interests. There was also another successful Love Your Longwood Day campaign to support Clark.

Multiple Diversity, Equity, and Inclusion education and training sessions were held during the semester for students, student groups, faculty/staff, and in classroom presentations.

An inaugural Iftar Night was held in late April with leadership from two Muslim students. Seventy-three students, faculty/staff, and community members gathered to Break the Fast for Ramadan and raise awareness of Islamic culture and traditions.

The Mosaic Multicultural Gala and Donning of the Kente stoles honored 24 graduating seniors for their accomplishments and contributions to diversity, equity, inclusion, and justice efforts on campus and in the community.

A spring leadership retreat was held at the end of the semester for student leaders from the 15 culturally-based student organizations to celebrate the year’s accomplishments and participate in leadership development and planning for next year.

Well-Being Unit

The Well-Being Council sponsored a well-received *Philosophy of Being Well* educational campaign and collaborated with Counseling and Psychological Services (CAPS), Center for Faculty Enrichment (CAFÉ), Greenwood Library and others in providing well-being programs and initiatives.

Ongoing administration of the SAMHSA grant involves an analysis of the first semester of usage data available for the Well-Track app and Mental Health Crisis Hotline.

Campus Recreation and Men's & Women's Rugby Club hosted the *Todd Miller Memorial Rugby Tournament* where Todd's mother presented \$2,000 in scholarships and Campus Recreation and the Barbell Club hosted the *Live Like Shiv Powerlifting Competition*. Shiv's family, who sponsors an endowed scholarship, was in attendance and participated in the awards presentation. Campus Recreation coordinated with the Alternative Breaks Club to lead a week long environmental service trip for 10 students to Miami/Dade County Parks and Biscayne National Park, Florida.

University Health Center continues to operate as a consistent and reliable resource. They have successfully managed the coronavirus pandemic within the Longwood community and are turning attention to an increased concern related to student sexual health.

Longwood University Police Department (LUPD)

LUPD received grant-funded handheld, digital radios. These radios are compliant with the surrounding jurisdictions and allow us to monitor and communicate with our neighboring law enforcement agencies in a digital and encrypted format that will be employed regionally.

The weapons policy has been updated to comply with most other colleges and universities in Virginia. Previously, LUPD stored student weapons, which is not typical among campus police departments today.

Emergency Management has worked on the financial statements for the Higher Education Emergency Relief fund as the primary investigator. All necessary quarterly and annual reports have been completed to date on Longwood's financial reporting.