

**LONGWOOD UNIVERSITY BOARD OF VISITORS**  
**Friday, June 15, 2012**

**Minutes**

**Call to order**

The Longwood University Board of Visitors met on Friday, June 15, 2012, on the campus of Longwood University. The meeting was called to order at 8:50 a.m. by Mrs. Marianne Radcliff, Rector of the Board.

Members present:

- Ms. M. Jane Brooke
- The Honorable John W. Daniel, II
- Dr. Edward I. Gordon
- Mrs. Rita B. Hughes
- Dr. Judi M. Lynch
- Mrs. Jane S. Maddux
- Mr. Stephen L. Mobley
- Mrs. Marianne M. Radcliff
- Mrs. Susan E. Soza
- Mr. Ronald O. White

Member absent was:

- Mr. Thomas A. Johnson

Present at the request of the Board:

- Ms. Marjorie Connelly, Acting President
- Ms. Jeanne Hayden, Secretary to the Board of Visitors
- Mrs. Penelope Howard, Director of Internal Audit
- Mr. Robert Burger, President, Longwood University Foundation, Inc.
- Mrs. Colleen Margiloff, President, Alumni Association
- Dr. Derek Taylor, Faculty Representative to the Board of Visitors

Present at the request of the President:

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

Also present were:

Faculty Representatives:

Dr. Larissa Fergeson

Dr. Sharon Menegoni

Others present:

Mr. Ronald Forehand, Office of Attorney General

Ms. Karen Hutcheson, Senior Vice President, Sibson Consulting

Mr. Andrew Powell, Auditor of Public Accounts – presenting APA Report

Dr. Richard Sander, Retired Director of Athletics at Virginia Commonwealth University

Ms. Greer Saunders, Office of the Attorney General

### **Rector's Report**

Mrs. Radcliff recognized the faculty representatives attending: Dr. Menegoni, Dr. Fergeson, and Dr. Taylor. She also recognized that this is the last meeting for Mrs. Soza and Ms. Brooke, as their terms have expired. The Rector thanked them for their service to the Board of Visitors and to Longwood.

### **President's Report**

President Connelly thanked Dr. Rowland and his staff for the superb work they did in organizing the joint retreat held on Thursday, June 14. She went on to state that there were some very creative and interesting ideas developed during the discussions.

The Acting President reported that Dr. Perkins attended the Big South Conference in Hilton Head Beach, South Carolina. She reported that Longwood's men's and women's basketball teams will be playing in the Big South championship tournament games in Myrtle Beach, South Carolina. Ms. Connelly invited Board members to an event on June 30 at Charley's Waterfront Café celebrating the official joining of the Big South Conference that takes effect on July 1. She also reported that the University has a new fight song that will be unveiled at New Lancer Days.

Ms. Connelly announced that the commencement ceremony was streamed live during the ceremony and that live tweeting was occurring at the same time. She noted the YouTube video of commencement created by Longwood student, Steven Hudson which has produced much interest on the internet. The President also reported that the French Hall renovations have begun, Student Affairs participated in a diversity conference at Hampden Sydney College, and new student orientation has concluded.

The Office of First-Year Experience reports that as of June 9 new students registered for classes totaled 1,191, of which 1,000 are first year students. She stated that at the beginning of the academic year, 1,050 new students are expected to be enrolled.

Ms. Connelly reported that the University is preparing for its reaffirmation and reaccreditation with the Southern Association of Colleges and Schools (SACS). She reported that she attended a SACS orientation in Atlanta, Georgia in early June and participated in a session that was for university presidents; governance was the highlight of the discussion. The President stated that the discussion revolved around governing boards. Three key issues are: the Board is a policy

making body; the Board is a governance board and not an operational board; and there are no issues of undo influences. She reported that the site visit for SACS is scheduled for March of 2014.

Some of her plans for the upcoming year are to focus on Longwood's financial bandwidth and creating a better planning process and also plans to take data gathered through the Sibson Salary Study and to work with the Compensation Task Force on creative ideas. She plans to expand the University's visibility and communication by working with the University Advancement staff. The President wants to increase the international student population, continue to grow the English as a Second Language program, and increase the number of Longwood students studying abroad. Ms. Connelly reported that by the September meeting, she intends to present a revised set of dashboard indicators that can be more easily measured and compared to other institutions. The new dashboard indicators will parallel statistics we use for federal, state, and SACS requirements.

She concluded her report by announcing that the outlook for Fall 2012 statistics are comparable to the previous year and that the Governor signed the 2012-2014 Biennial Budget on June 11. The President stated that Longwood is pleased that he did not veto any higher education funding. (A copy of the President's Report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 1, June 15-16, 2012.)

Following the President's report, Dr. Perkins introduced Dr. Jennifer Green as the new Associate Vice President for Enrollment Management and Student Success.

## **Business**

### **Consent Agenda**

#### Item 1 – Approval of Consent Agenda

Mrs. Radcliff presented the consent agenda for the Board's approval. A motion was made by Mr. Daniel to remove item C from the agenda. The motion was seconded by Ms. Brooke and unanimously approved by the Board. Mr. Daniel then made a motion to approve the amended consent agenda. His motion was seconded by Mrs. Hughes and unanimously approved by the Board. (A copy of the consent agenda is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, June 15-16, 2012.)

Following the approval of the amended Consent Agenda, Ms. Connelly highlighted additional revisions that were made to Item C, "Approval of Revisions and Deletions of Administrative Policies". A motion was made by Mr. Daniel to approve Item C as amended. The motion was seconded by Dr. Lynch and unanimously approved by the Board. (A copy of the amended policies is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 3, June 15-16, 2012.)

### **Audit Committee**

#### Item 2 – Report from Auditor of Public Accounts

Mr. Andrew Powell, a staff member with the Auditor of Public Accounts, reported on the University's 2011 audit report. He stated that the APA has issued an unqualified opinion on the

University's financial statements for the year ended June 30, 2011. He reviewed a summary of the APA report.

Also distributed for the Board's review was a copy of "Report on Audit for the Year Ended, June 30, 2011". (A copy of this document and the summary is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 4, June 15-16, 2012.)

Following the APA report, Ms. Connelly thanked Mr. Powell for his office's willingness to be flexible in meeting deadlines established by SACS for the upcoming reaffirmation and accreditation.

### Item 3 – Update on Internal Audit and Institutional Compliance Activities

Mrs. Howard, Director of Internal Audit, presented a report on the status of current audit projects. She reported that several audit and review projects have been completed or will be completed in a few weeks. Mrs. Howard reported that a contract is being negotiated for the University's Governance, Risk, and Compliance (GRC) software. (A copy of this report is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 5, June 15-16, 2012.)

### **Administration, Finance, Facilities and Technology**

#### Item 4 – Approval of Internal Operating Budget for 2012-2013

Ms. Worster, Vice President for Administration and Finance, presented for the Board's approval the University's Internal Budget for FY 2012-13. The projected revenue for 2013 is \$101,545,576, which excludes \$3,955,935 in state appropriation for student financial assistance. The budget reflects a planned contribution of \$3,502,940 to the auxiliary fund. (A copy of the budget recommendation is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 6, June 15-16, 2012.)

A motion was made by Mrs. Hughes to approve the operating budget recommendation as presented. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

#### Item 5 - Approval of Revisions to Administrative Policies

Also presented for the Board's approval by Ms. Worster were revisions to University Administrative Policies 1003, 1008, and 4302. These revisions are more substantive in nature to maintain consistency and ensure that the policies are meeting the University's needs. (A copy of the request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 7, June 15-16, 2012.)

A motion was made by Mr. Mobley to approve the revisions to the Administrative Policies as presented. The motion was seconded by Mrs. Soza and unanimously approved by the Board. Mr. Daniel and Mrs. Hughes were absent for the vote.

#### Item 6 - Approval of the Write-Off of Old Library Debt

Writing off old library debt was presented by Ms. Worster for the Board to approve. She stated that the request is to discharge debt up to \$20,108.35 that was incurred during a period of 1985 to 2011. Efforts to collect the debt through the Virginia Department of Taxation Debt Set-Off

Program have not always been successful. (A copy of the recommendation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 8, June 15-16, 2012.)

A motion was made by Mrs. Soza to approve the write-off of the old library debt as presented. Her motion was seconded by Ms. Brooke and unanimously approved by the Board. Mr. Daniel was absent for the vote.

#### Item 7 – Approval of University Center Conceptual Design

Mr. Bratcher, Vice President for Facilities Management and Real Property, presented for the Board’s approval the conceptual design for the University Center. He stated that the current building was constructed in 1966 and is inadequate in size, arrangement, functionality, and amenities. The proposed Center will be a significant enhancement to student life activities. (A copy of the recommendation is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 9, June 15-16, 2012.)

Dr. Lynch made a motion to approve the University Center conceptual design as presented. Ms. Brooke seconded the motion and the Board of Visitors unanimously approved. Mr. Daniel was absent for the vote. Following the vote, President Connelly thanked Mrs. Maddux for her service to the committee who assisted in creating the conceptual design of the University Center.

#### Item 8 – Review of Uses of Reserve Funds

Ms. Worster presented a report that outlined the University’s Auxiliary Reserve Account balances. President Connelly stated that some of the reserve accounts are mandated and although the balances in some of the accounts appear to be hefty, the University is obligated to continue growing the balances. A few examples of mandated reserves include accounts for the residence halls, food service, and athletics.

Currently the General Auxiliary Reserve Account has committed funds totaling over \$9 million for special projects and a projected addition of funds totaling an estimated \$2.7 million. The Athletics’ Reserve Account has committed funds of \$187,794 for special projects. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 10, June 15-16, 2012.)

Following the review of the reserve funds, a discussion ensued regarding potential uses for the General Auxiliary Reserve Account. The President reported that she and key administrators will begin to look at using reserve account funds in a more tactical way. A list of projects will be created and a plan will be developed for building the funds in reserves to bring the projects to realization.

#### Item 8-A – Approval of Request for Funds from Auxiliary Reserve

A request to allocate funds from the General Auxiliary Reserve account was made by Ms. Worster. She stated that the funds requested would be used for funding the University Center, the third boiler in the Heating Plant, and video equipment required for use during athletic games as required by the Big South Conference. (A copy of the request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 11, June 15-16, 2012.)

A motion was by Mrs. Soza to approve the allocation of funds from the General Auxiliary Reserve account as presented. The motion was seconded by Dr. Gordon and unanimously approved by the Board.

#### Item 9 - Update on Risk Assessment

Dr. Moore, Vice President for Information and Instructional Technology Services and Chief Information Officer, updated the Board on Risk Assessment. He reported that all 36 systems have been scanned and 16 systems have been completed. By September 2012, 30 of the 36 will be complete. Five of the remaining systems are on hold due to the high level and volume of demands on time and the final system assessment is on hold pending server replacement.

### **Presidential Reports**

#### Item 10 – Update on Financing and Construction at Lancer Park/North Campus

Mr. Copeland, Executive Director of the Real Estate Foundation, updated the Board on the construction and financing at Lancer Park/North Campus. The steel framing is well underway for all of the buildings. The project is about six days behind schedule but he expects completion to be on time. Most of the time delay is attributed to the delivery of materials.

#### Item 10-A – Approval of Resolution Amending and Restating Support Agreement and Amending and Restating Management Agreement

Following his report, Mr. Copeland presented a resolution requiring Board approval. He stated that pursuant to the action taken by the Board of Visitors at its September, 2011 meeting, this resolution formalizes the Board's unanimous vote and is a necessary underwriting document for purposes of obtaining bond financing. Mr. Copeland is requesting the approval of the resolution due to the drop in interest rates on treasury bonds. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 12, June 15-16, 2012.)

A motion was made by Mrs. Hughes to approve the resolution. Her motion was seconded by Mr. White and unanimously approved by the Board.

#### Item 11 - Review of Alternative Uses for Tudor House

Mr. Copeland reviewed alternative uses for the Tudor House located at 611 High Street. Two options that would be feasible uses of the space are a home for CAFÉ (Center for Academic Faculty Enrichment) and possibly a home for the Cormier Honors College. He went on to state that there has been a recommendation that it be used as an extension to the Longwood Bed and Breakfast. Mr. Copeland stated that he does not see this as a viable option because the bedrooms in the house do not have private bathrooms.

#### Item 12 – Report on Intercollegiate Athletics Strategic Business Plan

Mr. Troy Austin, Director of Intercollegiate Athletics, introduced Dr. Richard Sander, Retired Director of Athletics at Virginia Commonwealth University. He stated that prior to constructing a formal business plan, Dr. Sander was contracted to conduct an online survey and face-to-face interviews with members of the Athletics staff, student athletes, and other key constituents of the University. The information he gathered will be used to construct a strategic analysis of Longwood Athletics relative to the challenges that will be faced in the Big South Conference.

Dr. Sander reported that the interviews and survey he conducted indicate that Longwood is a comfortable community. He stated that to be successful in Division 1 athletics, the campus, including student athletes, coaches, faculty and, staff have to step out of their comfort zone to have a quality program. In order to create an atmosphere for success, Dr. Sander reported that a mantra has been created “Winning Edge – 365”. Student athletes will be encouraged to be the best they can be and recognize the great opportunity they have being a member of Longwood Athletics. Coaches and administrators will be asked to make Athletics the best that it can be in producing winning teams. Resources will have to be strategically managed and in turn, Longwood will realize a return on its investment.

He stated that the University will have to make some tough choices regarding choosing the teams who will be given the opportunities to compete at a higher level than some of the other teams. Dr. Sander recommended that Longwood compete in the Richmond area to generate interest in Longwood. He also recommended that Athletics become more visible and involved with the campus community by creating opportunities for one-on-one interactions and programs that involve faculty and staff. Coaches all need to have a consistent message that they are delivering about Longwood and its athletic program. Dr. Sander concluded by stating that Longwood can be successful in a Division I conference if the plan is followed. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 13, June 15-16, 2012.)

Following the Athletics report, Dr. Lynch questioned about the lack of availability of Longwood merchandise in local stores. Mr. Austin stated that some of this is due to licensing issues for using the Longwood logo/trademark. He told the Board that he will continue to work with local merchants to carry Longwood merchandise.

Other discussions included the benefits of recruiting students and competing in the Richmond area. Mr. Austin reported that being the part of a Division 1 conference has made a noticeable difference in recruiting athletes. Mrs. Maddux recommended that Mr. Austin’s story about his athletic journey from high school, to college, and then to Longwood be used as a recruiting tool.

**The Board adjourned for lunch at 12:12 p.m. and reconvened at 1:04 p.m.**

### **Academic and Student Affairs**

#### Item 13 – Approval of Automatic Leaves for Department Chairs and Director of Liberal Studies

Dr. Perkins, Provost and Vice President for Academic Affairs, presented a recommendation to approve automatic leaves for department chairs and the Director of Liberal Studies. He stated that this policy is necessary to facilitate professional renewal for department chairs and the director of liberal studies who serve two consecutive terms (six years). The duties of the department chair are such that it is desirable to provide those who serve two consecutive terms with paid leave.

After discussion about the language in lines a, b, and c, of the proposed policy, the following changes (highlighted in boldface print or with strikethroughs) were recommended...

- a. The University acknowledges that the role of department chair is particularly demanding. The duties of department chair are such that it is desirable to provide department chairs who serve two consecutive

terms (six years) with an automatic semester-long paid leave, as budget funds **and faculty resources** permit, to facilitate professional renewal.

- b. Department chairs who serve two consecutive three-year terms shall be entitled to this leave at the conclusion of the second term. The leave will not require submission of an application. ~~nor will there be a report required at the conclusion of the leave.~~
- c. During the one semester leave the department chair shall receive his or her full base salary, **minus the department chair stipend.**
- i. **Obligations Upon Leave Completion: This leave is granted on the condition that, at the conclusion of the leave, the faculty member is obligated to render service to the University for at least one contract year or to refund the money received in salary during the leave.**

**Details of current provisions for repayment are available in the Office of Human Resources.**

**A department chair who has been granted this leave will be required to write a brief but detailed report on the work accomplished during the time on leave. This report should be submitted to the VPAA by January 30 following a fall semester's leave and by September 1 following a spring semester's leave. Department chairs who fail to submit a written report will not be eligible to receive future sabbatical or faculty connections leaves.**

(A copy of this request with the amended language is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 14, June 15-16, 2012.)

A motion was made by Dr. Lynch to approve automatic leaves for department chairs and the Director of Liberal Studies. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

#### Item 14 – Approval of Bachelor of Science in Integrated Environmental Sciences

Also presented to the Board by Dr. Perkins was a request to approve a Bachelor of Science in Integrated Environmental Science. The degree is a response by Longwood that calls for new opportunities for students to pursue STEM careers. The major will provide strong foundational knowledge in natural and social sciences and will emphasize the skills and integrated critical thinking that is necessary for making decisions about complex environmental issues. (A copy of this request is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 15, June 15-16, 2012.)

Mr. Daniel stated that he would like to see an upgraded list of potential employers to include members of the private sector and not primarily government oriented employers. He also recommended that the program be somehow integrated with the College of Business and Economics and reach out to the private sector for assistance in creating curriculum and a source of funding.

Mr. Mobley requested that the Board be informed on the process and progress of the program. A motion was made by Mr. Daniel to approve the course credit. The motion was seconded by Mrs. Hughes and unanimously approved by the Board.

#### Item 15 – Approval of Revisions to Standards of Academic Credit

Also presented for approval were revisions to the Standards of Academic Credit. Dr. Perkins asked Mrs. Kinman, Director of SACS Compliance Certification, to explain the reasons for the revisions. Mrs. Kinman stated that the revisions are necessary to satisfy SACS and to provide written guidelines for awarding credit for on-line courses. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 16, June 15-16, 2012.)

A motion was made by Mrs. Hughes to approve the revision as presented. The motion was seconded by Mrs. Soza and unanimously approved by the Board.

#### Item 16 – Approval of Revisions to Maternity Leave Policy

Dr. Perkins presented for the Board’s approval, revisions to the Maternity Leave Policy. He stated that the revisions address the weaknesses in the current maternity leave policy and the proposed revisions are based on “best practices”. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 17, June 15-16, 2012.)

A motion was made by Mr. Mobley to approve the revision as presented. The motion was seconded by Ms. Brooke and unanimously approved by the Board.

#### Item 17 – Approval of Paternal Leave Policy

The approval of the Paternal Leave Policy was presented by Dr. Perkins. He stated that the policy provided long-term benefits to faculty members overall satisfaction and reduces distractions from family stress. (A copy of this request is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 18, June 15-16, 2012.)

A motion was made by Mrs. Hughes to approve the revision as presented. The motion was seconded by Mrs. Soza and unanimously approved by the Board.

#### Item 18 - Report on Salary Study by Sibson Consulting

Dr. Perkins reported that Sibson Consulting conducted a compensation study for Longwood. He then introduced Ms. Karen Hutcheson, Senior Vice President with Sibson Consulting who outlined the process Sibson used in creating the report and the results. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 19, June 15-16, 2012.)

#### Item 19 – Report on Student Housing

At the beginning of his report, Vice President for Student Affairs, Dr. Pierson informed the Board of the passing of former Longwood College Vice President for Student Affairs, Phyllis Mable. He reported that a number of Longwood’s staff will be traveling to Washington for a memorial event.

He then gave an overview of the housing report for Fall 2012. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 20, June 15-16, 2012.)

#### **Reports from Representatives**

Mr. Burger, President of the Foundation Board, presented a financial report and a brief report on the activities of the Board. (A copy of the financial report is filed with “Addenda to Minutes of

Meetings of the Board of Visitors” as Handout 1, June 15-16, 2012.) He announced that the Foundation Board elected its officers at their meeting earlier in the day. The officers are: Bob Burger, President; Bart Mitchell, Vice President; Charles Kinzer, Faculty Senate Representative; Jennifer G. Flannagan, Director; and E. Michael Lewandowski, Director.

Mrs. Margiloff, President, Alumni Association, introduced herself and her history with Longwood. She stated that one of the main functions of the Alumni Association is to do “friend-raising” for the University. The Alumni Association is planning events that will bring alumni back to Longwood along with their families and are working on plans to sponsor events in areas throughout the State.

She reported that the Alumni Lecture series is being restructured and Forever Lancer Days has been created. A handout was distributed that contained other information regarding the Alumni Association. (A copy of the handout is filed with “Addenda to Minute of Meetings of the Board of Visitors” as Handout 2, June 15-16, 2012.)

Dr. Taylor, Faculty Representative to the Board, presented a brief report on the summer activities of some of the University’s faculty members. He stated that he requested that faculty members inform him of their summer activities and that he is compiling a list of their names and activities and hopes to get the list to the Board at a later time.

Although the student representative, Mr. Knight, was not present at the meeting, a report from him was distributed to the Board. (A copy his report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Handout 3, June 15-16, 2012.)

### **Closed Session**

Dr. Lynch moved that the Board of Visitors go into Closed Session under Section 2.2-3711 A 1 and 8 of the Code of Virginia to consider the hiring of new faculty members, the performance of employees, the consideration of reappointment of a member to a University Board, and matters related to gifts (the naming opportunity for a University building). The motion was seconded by Mrs. Hughes and approved unanimously by the Board.

A motion was made by Dr. Lynch to return to Open Session. The motion was seconded by Mrs. Hughes and was unanimously approved by the Board.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mrs. Soza moved to certify that the discussion in Closed Session was in accordance with the *Code of Virginia*. The motion was seconded by Ms. Brooke and certified by Ms. Brooke, Mr. Daniel, Dr. Gordon, Mrs. Hughes, Dr. Lynch, Mrs. Maddux, Mr. Mobley, Mrs. Radcliff, Mrs. Soza, and Mr. White. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 21, June 15-16, 2012.)

The Rector reported that while in Closed Session the Board approved the naming of a building, the reappointment of a Real Estate Foundation member, and affirmed the hiring of new faculty members.

- Mr. Daniel made a motion to approve the naming of the new Longwood University Alumni Center, the Frank O. and Katharine Allen Maugans Alumni Center. His motion was seconded by Mrs. Hughes and unanimously approved by the Board.
- Mrs. Soza made a motion to approve the reappointment of Dr. Helen Warriner-Burke to the Real Estate Foundation Board. The motion was seconded by Mr. White and unanimously approved by the Board.
- Mr. Daniel made a motion to affirm the hiring of new faculty members: George C. Banks, Instructor of Management; Randall J. Boyle, Assistant Professor of Business; Karla Bame Collins, Assistant Professor of Education and Special Education; Kevin S. Doyle, Assistant Professor of Counseling; Kenneth Fortino, Assistant Professor of Biology; Lindsey B. Ingle, Clinical Educator for Athletic Training Program; Gretchen R. Koenig, Lecturer in English; Pamela McDermott, Assistant Professor of Music and Director of Choral Activities; Christi McCallum, Lecturer of History; Scott A. McElfresh, Visiting Assistant Professor of Computer Science; Natalie A. Pelland, Clinical Educator; Darryl G. Poole, Visiting Associate Professor of Sociology; and Wendy M. Snow, Instructor of Education and Special Education. The motion was seconded by Mrs. Hughes and unanimously approved by the Board.

#### **Old Business**

No old business was presented.

#### **New Business**

No new business was presented.

#### **Announcements**

There were no announcements.

#### **Adjournment**

There being no further business, the Rector adjourned the meeting for the day at 3:45 p.m.

**LONGWOOD UNIVERSITY BOARD OF VISITORS**  
**Saturday, June 16, 2012**

**Minutes**

**Call to order**

The Longwood University Board of Visitors met on Saturday, June 16, 2012, on the campus of Longwood University. The meeting was reconvened and called to order at 9:10 a.m. by Mrs. Marianne Radcliff, Rector of the Board.

Members present:

Ms. M. Jane Brooke  
The Honorable John W. Daniel, II  
Dr. Edward I. Gordon  
Mrs. Rita B. Hughes  
Dr. Judi M. Lynch  
Mrs. Jane S. Maddux  
Mr. Stephen L. Mobley  
Mrs. Marianne M. Radcliff  
Mrs. Susan E. Soza

Member absent was:

Mr. Thomas A. Johnson  
Mr. Ronald O. White

Present at the request of the Board:

Ms. Brenda Atkins, Executive Assistant to the President for Governmental Affairs and  
Special Projects  
Ms. Marjorie Connelly, Acting President  
Mr. Ronald Forehand, Office of Attorney General  
Ms. Jeanne Hayden, Secretary to the Board of Visitors  
Mrs. Colleen Margiloff, President, Alumni Association  
Dr. Stephen Portch, Search Advisor  
Dr. Derek Taylor, Faculty Representative to the Board of Visitors

The Rector introduced Dr. Portch, search advisor for presidential searches. Dr. Portch outlined goals for the day that included: the search process; breakout groups to discuss challenges and opportunities, and qualifications and experiences of candidates; group reports; and Board performance and role in the transition. (An outline of the schedule is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 22, June 15-16, 2012.)

Key issues surrounding the search process included: the three phases-“Before, During, and After”, meetings and timetable, search committee composition, search committee leadership, the “Request for Proposals” for selecting a search firm, the description and announcement for the position, semi-finalist interviews, campus visits by the candidates, contract negotiations, and the announcement and introduction of the new president.

Following the group breakout sessions and reports, the Board reviewed a number of challenges and opportunities that they see for Longwood.

Mrs. Hughes and Ms. Brooke left the meeting at 11:55 p.m.

### **Closed Session**

Dr. Lynch moved that the Board of Visitors to go into Closed Session under Section 2.2-3711 A 1 of the Code of Virginia to discuss the performance of employees, consistent with matters related members of the University's administration. The motion was seconded by Dr. Gordon and unanimously approved by the Board.

A motion was made by Dr. Lynch to return to Open Session. The motion was seconded by Dr. Gordon and was unanimously approved by the Board.

In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Dr. Lynch moved to certify that the discussion in Closed Session was in accordance with the *Code of Virginia*. The motion was seconded by Mrs. Maddux and certified by Mr. Daniel, Dr. Gordon, Dr. Lynch, Mrs. Maddux, Mr. Mobley, Mrs. Radcliff, and Mrs. Soza. (A copy of this compliance is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 23, June 15-16, 2012.)

### **Adjournment**

There being no further business, the Rector adjourned the meeting at 1:34 p.m.

---

Judi M. Lynch  
Vice Rector to the Board