

**LONGWOOD UNIVERSITY BOARD OF VISITORS
EXECUTIVE COMMITTEE
February 22, 2013**

Minutes

Call to Order: The Executive Committee of the Longwood University Board of Visitors met on Friday, February 22, 2013 in the Richmond Room at the Retail Merchants Association in Richmond, Virginia. The meeting was called to order at 9:33 a.m. by Mrs. Marianne Radcliff, Rector of the Board.

Members present were:

Dr. Judi M. Lynch
Mrs. Marianne M. Radcliff
Mr. Ronald O. White

Member absent was:

Mr. Stephen L. Mobley

Others present were:

The Honorable John W. Daniel, II

Present at the request of the Committee:

Ms. Brenda Atkins
President Marjorie Connelly
Mr. Kenneth Copeland
Ms. Jeanne Hayden
Mr. Cameron O'Brion

Business

The Rector welcomed the Committee members and other members of the Board of Visitors.

Item 1 – Review Agenda and Schedule of Events for the March 2013 Board of Visitors’ Meeting

President Connelly reviewed with the Executive Committee the Agenda and Schedule of Events for the upcoming March 22-23, 2013 Board of Visitors’ meeting. Several other items were added to the agenda that included: Update on the University Center, Approval of a Request for Funds from Parking Reserves and a Discussion of the President’s Housing/Longwood House.

Item 2 - Report on Spring Semester Enrollment and 2013 Fall Outlook

The President presented a report on the Spring semester enrollment and the outlook for the 2013 Fall semester. She reported that overall enrollment for the 2013 Spring semester is lower than that of 2012. Freshman and transfer applications were also lower.

President Connelly went on to report that as of February 15, freshman applications and acceptances for Fall semester are ahead of the same time period in 2012, but deposits are fewer. Transfer applications and deposits are lagging slightly behind with acceptances slightly ahead of

2012. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 1, February 22, 2013.)

She reported that Longwood is exploring several avenues to increase enrollment. Some of the ideas include: limited parking for freshmen, have the deans and some professors reaching out to schools and increasing the size of the Nursing School. President Connelly also reported that Longwood will be sponsoring a spelling bee in Northern Virginia as well as an on-campus outdoor chess tournament. The Admissions Office continues its efforts to increase the out-of-state student enrollment.

Mrs. Radcliff recommended that Longwood have alumni participate in events where Longwood promotes 3 plus 2 programs.

Item 3 – Review of 2013-2014 Priorities and Tuition and Fees

The President and Mr. Copeland reviewed the a draft copy of drivers of tuition and fees that included: Longwood’s mission statement, available programs and activities, opportunities and financial challenges. They also reported that by providing conservative compensation packages, high faculty workload, lean staffing and cost reduction efforts in non-core areas the University has had the ability to finance its strategic choices, but noted that some of the choices are not sustainable. Some of the efficiencies noted were in facilities, grounds maintenance, bio-mass heating, and technology. They completed the review by noting that these efforts have allowed Longwood to limit the tuition and fees increases relative to the average Virginia public school over the past two years.

Following the President’s and Mr. Copeland’s review a discussion ensued regarding State control over tuition and fee rates and compression of these rates when competing with other Virginia colleges and universities like the University of Virginia and The College of William and Mary.

Item 4 – Legislative Update

Ms. Atkins, Executive Assistant to the President for Governmental Affairs and Special Projects, presented an overview of the current General Assembly Session. She reviewed in detail a list of bills and the impact they will have on Longwood. She noted that Longwood did not receive any funds for institutional or research initiatives. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 2, February 22, 2013.)

Item 5 – Review of Response to Compensation Task Force Recommendations

President Connelly presented a report that included recommendations from the Compensation Task Force and responses from the University to the recommendations. There were four categories of employees: all sectors, faculty, administrative and professional and classified staff. Each employee category included several different types of compensation recommendations. Some of the common recommendations throughout each category included: 1) financial compensation, 2) professional development, 3) awards and recognition, 4) work load and 5) fringe benefits.

Ms. Connelly went on to report that the University conducted a three part survey of all campus employees in conjunction with the Compensation Task Force’s recommendations. She reviewed

a document containing the percentages of the responses for Surveys 1 and 2. (A copy of this report is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 3, February 22, 2013.)

Dr. Lynch recommended that employees be shown a breakdown of their total compensation package that would include insurance benefits, both annual and sick leave benefits, etc.

New Business

President Connelly reported on the Dream Act - Development, Relief, and Education for Alien Minors. She stated that undocumented students can be accepted into Virginia colleges and universities and pay out-of-state tuition and fees. The President announced that there are a number of state schools who currently require that applicants declare their non-citizenship status and some who don't. She requested that the Committee provide guidance on the issue of student applicants declaring their non-citizenship status. Following a discussion, a recommendation was made that Longwood work with the Attorney General's Office in developing a policy for undocumented applicants.

Closed Session

Dr. Lynch moved that the Board of Visitors go into Closed Session under Section 2.2-3711 A 1, 2 and 3 of the Code of Virginia to discuss matters related to the performance of faculty and staff members, disciplinary matters related to a student and the acquisition of property for a public purpose. The motion was seconded by Mr. White.

A motion was made by Dr. Lynch to return to Open Session. The motion was seconded by Mr. White and was unanimously approved by the Committee.

In compliance with the provisions of the Freedom of Information Act, the Board Executive Committee returned to Open Session. Dr. Lynch moved to certify that the discussion in Closed Session was in accordance with the *Code of Virginia*. The motion was seconded by Mr. White and certified by Mr. Daniel, Dr. Lynch, Mrs. Radcliff and Mr. White. (A copy of this compliance is filed with “Addenda to Minutes of Meetings of the Board of Visitors” as Appendix 4, February 22, 2013.)

Adjournment

There being no further business, Mrs. Radcliff adjourned the meeting at 12:36 p.m.

Ronald O. White
Board Secretary