

LONGWOOD UNIVERSITY
BOARD OF VISITORS
March 24, 2017
Minutes

Call to Order

The Longwood University Board of Visitors met on Friday, March 24, 2017 in the Stallard Boardroom. The meeting was called to order at 9:05 a.m. by Rector Robert Wertz.

Members present:

Mrs. Eileen Anderson
Ms. Katharine McKeown Bond
Ms. Katherine Busser
Mr. Michael Evans
Mr. Steven Gould
Mr. David Hallock
Mr. Eric Hansen
Mr. Stephen Mobley
Mrs. Colleen Margiloff
Mrs. Marianne M. Radcliff
Dr. Nettie Simon-Owens
Ms. Pia Trigiani
The Hon. Robert S. Wertz, Jr.

Also present:

President W. Taylor Reveley IV
Dr. Joan Neff, Provost and Vice President for Academic Affairs
Mr. Kenneth Copeland, Vice President for Administration and Finance
Ms. Victoria Kinson, Vice President for Strategic Operations
Dr. Tim Pierson, Vice President for Student Affairs
Ms. Courtney Hodges, Vice President for Institutional Advancement
Mr. Troy Austin, Director of Athletics
Mr. Justin Pope, Chief of Staff
Mrs. Kay Stokes, Executive Assistant
Mr. Michael Ellis, Longwood University Foundation
Dr. Lissa Power-deFur, Faculty Representative
Mr. Dillon Yonker, Student Representative
Ms. Betty Bass, Staff Advisory Committee Representative
Dr. Kendall Lee, President, Alumni Association
Mr. Cameron O'Brion, Office of the Attorney General

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

The rector welcomed those attending the meeting and congratulated Mr. Hallock on the recent birth of his daughter. He thanked Mr. Mobley for his service to the Board and to Longwood, followed by a round of applause.

The rector asked for a motion to approve the minutes of the December 2nd meeting. Mr. Hallock so moved, Ms. Anderson seconded, and the motion was approved unanimously.

The rector asked for a motion to approve the Consent Agenda. Mr. Gould so moved and Ms. Radcliff seconded. Following a brief discussion, Mr. Hallock offered an amendment to make one additional change to the proposed Room Entry and Search and Seizures Procedures: The second sentence under Section II (Policy), No. 1 (Safety and Maintenance Inspections, Reviews or Repairs) shall be revised to read, "When students temporarily vacate units for break periods, such as Fall Break, Thanksgiving Break, Winter Break, and Spring Break, staff **may** conduct routine safety and health inspections of each residence hall room." The amendment and the motion to approve the Consent Agenda were approved unanimously. (*The policy as approved is included as Appendix I*). In summary, the Consent Agenda items approved were:

- A change in degree title for the Bachelor of Arts and Bachelor of Science in Anthropology to Bachelor of Arts and Bachelor of Science in Anthropology and Archaeology.
- Revisions to the Room Entry and Search and Seizure Procedures. The revisions include minor language updates to streamline procedures and processes among University staff.
- Course fees for the 2017-2018 Academic Year.
- The appointment of William W. Walsh to the Board of the Longwood University Real Estate Foundation.
- Commendation for the Longwood University Real Estate Foundation for its willingness to assist in planning, development, and operations regarding Hull Springs Farm.

President's Report and Discussion:

President Reveley added his thanks to Mr. Mobley for his service to Longwood in various capacities dating back to 1999, and thanked him in particular for galvanizing Longwood's attention with regards to the important issue of compensation for faculty and staff.

President Reveley commended each of the vice presidents for achievements in their areas during the current academic year, including: Dr. Neff for shepherding the new core curriculum; Mr. Austin for a historically strong fall season and the upcoming Big South Softball Tournament on campus; Ms. Kindon for Longwood's second straight year with a 4-year graduation rate exceeding 50 percent; Dr. Pierson with the advancing construction of the Upchurch University Center; and Mr. Copeland for his expert attention to financial matters, allowing for historically low tuition increases but also gains in compensation for faculty and staff; and Ms. Hodges for helping Longwood raise more than \$10 million in a single fiscal year for the first time in its

history. He also thanked Mr. Ellis for his leadership of the University Foundation as it intensifies its focus on stewardship and deployment of student scholarship resources.

Dr. Neff provided further information and context related to her written report on matters including new Virginia requirements that institutions accept American Sign Language for foreign language credit. Ms. Margiloff reinforced the value for many students who struggle with spoken languages of being able to take Sign Language, and its value for learning about other cultures. Dr. Neff provided updates regarding core curriculum implementation, the Early Childhood Initiative, the Graduate Task Force and Brock Experience for Transformational Learning.

Ms. Trigiani commended Dr. Lara Fergeson on her recent op-ed in the Richmond Times-Dispatch concerning the new Barbara Johns state office building in Richmond. Mr. Evans asked a question regarding plans and anticipated levels of university support to start the Early Childhood initiative. Dr. Neff responded that under current plans the center would expect to break even by year 3 or 4. President Reveley noted that the recent gift by alumna Jane Taylor in support of the initiative will be helpful. Prof. Sara Miller also said the center will be pursuing grants and public funding opportunities.

Dr. Pierson provided an update regarding the Relay for Life event, with more than 1,000 students expected in the Health and Recreation Center and a goal of raising \$90,000 for cancer research. He noted an increase nationally in student activism, and said he is proud of how Longwood students have conducted themselves, communicated and responded to national issues on campus. He provided an update regarding ongoing communications with students and Aramark to relay concerns and feedback regarding food service, which is “not quite on the mark where we want it to be right now.” In response to a question about police department staffing, he said staffing levels have been replenished, and reported the university regularly sends officer trainees through the police academy.

Mr. Copeland provided a detailed construction update, reporting Brock Hall is expected to be substantially completed in October, and the Upchurch University Center is on target for substantial completion by late spring, 2018. He also thanked the Board for its decision to authorize Longwood to spend university funds on pre-planning for the new academic building and new admissions building. Those funds are being reimbursed, and by advancing projects they were instrumental in persuading the General Assembly to commit to subsequent funding.

Regarding the current budget, he said his office is keeping a close eye on spending for the remainder of the fiscal year. The combination of the level of appropriation from the Commonwealth, this year’s somewhat smaller freshman class and the university’s decision to move forward with salary increases despite lack of full funding from the state have all contributed to a tighter road to meet budget at the end of the fiscal year, but he is confident the target will be met.

Mr. Austin provided an update on new financial and revenue initiatives related to athletic training services, a planned RFP to help market media inventory such as banner space and radio ads, and the potential implications for Longwood for the NCAA’s new values-based revenue

distribution system. Metrics in that formula could potentially distribute more revenue to the Big South than what is currently received from the NCAA men's basketball tournament.

Ms. Kindon introduced Emily Heady, the new senior director of student success and retention, and Jason Faulk, new dean of admissions. She provided an update on admissions for the incoming freshman class and new initiatives to increase yield, including working with University Foundation to maximize potential financial aid offers. Currently, the class is trending ahead of goals for deposits (411, compared to 371 at the same point last year). She emphasized she is optimistic but cautious given the unexpected drop during the final week last year that affected the size of the current class. There was a wide-ranging discussion regarding the applicant pool, which includes a substantial increase in the number with high school GPAs above 3.75, though of course such students are more likely to have a range of options.

Ms. Hodges confirmed that thanks to the recent Day of Giving and Lancer Madness, the number of donors is up for the current year, along with the total amount raised.

Reports of Representatives to the Board:

Mr. Ellis provided a brief update on the Foundation and said he believes the new CFO, Sharon Payne, is off to a strong start.

Dr. Lee provided an update from the Alumni Association, including a preview of the Alumni Awards Dinner later in the evening. Mr. Wertz thanked Mr. Lee for his service as president.

Dr. Lissa Power-de-Fur: Reported on the results of a survey she had done of faculty serving the community (*A copy of her survey results is included as Appendix 2*).

Mr. Yonker made a report on behalf of the SGA, including an update on the recent debate among SGA presidential candidates. There was a brief discussion regarding the university's policies on student protests, which President Reveley indicated Student Affairs was working with the Attorney General's office to clarify.

Ms. Bass provided a brief greeting and update on behalf of the Staff Advisory Committee. At approximately 12 noon, the Board adjourned to have lunch with staff from Students Affairs and tour the construction site of the new Upchurch University Center.

Update and Discussion

The Board reconvened at 2 p.m. Dr. Bill Abrams made a presentation on the 2016-2017 AAUP Faculty Salary study. Among its main findings: mean salaries for continuing faculty increased 3.84 percent last year. There was brief discussion with members of the Board regarding the survey as well as national and disciplinary compensation and competition trends.

Emily O'Brion led a discussion regarding the most recent General Assembly session, legislation passed this year and the overall political landscape in Richmond as pertains to higher education, including long-term trends that are likely to be taken up in future sessions. Discussion also

included strategic messaging for higher education to important audiences in Richmond. Ms. Margiloff emphasized the importance of events, touch-points and bringing influential people to campus. Ms. Busser expressed her belief that “the opportunity for us is to become the messenger on what affordability in higher education looks like.” President Reveley also noted some important issues related to higher education connected to possible policy and budget changes at the federal level, not just in Richmond. There was a brief discussion regarding the importance of scenario-planning and being prepared for whenever the next financial downturn occurs. Mr. Wertz thanked Ms. O’Brion for her work in Richmond on behalf of Longwood.

Mr. Wertz asked for a motion to go into Closed Session under Section 2.2-3711(A)(7) of the Code of Virginia to discuss matters pertaining to actual or probable litigation. Ms. Busser proposed the motion, Mr. Hansen seconded and the motion was approved unanimously.

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

Amendments to Board of Visitors Bylaws

Following a brief discussion of the proposed revisions, Mr. Wertz asked for a motion to adopt the proposed bylaws amended as follows. In Article V Section 2, the second sentence as drafted in the proposed revisions should be struck. The following sentence shall be inserted as the second sentence of Article VII, Section 1: “The internal auditor shall provide reports to the full Board.”

Mr. Busser so moved, Mr. Mobley seconded and the amended motion was approved unanimously. *(A copy of the bylaws as approved is included as Appendix 3).*

There followed brief discussion of the schedule for the remainder of the meeting and plans for the June meeting.

There being no further business, the meeting was adjourned at 4:30 p.m. Board members attended the Alumni Awards reception and dinner later in the evening.

Saturday, March 25, 2017

Call to Order

The Longwood University Board of Visitors reconvened at 9 a.m. on Saturday, March 25, 2017 at the Longwood Center for Visual Arts.

Members present:

Mrs. Eileen Anderson
Mr. Michael Evans
Mr. Steven Gould
Mr. Eric Hansen
Mr. Stephen Mobley
Mrs. Marianne M. Radcliff
Dr. Nettie Simon-Owens
Ms. Pia Trigiani
The Hon. Robert S. Wertz, Jr.

Also Present:

President W. Taylor Reveley IV
Dr. Joan Neff, Vice President for Academic Affairs and Provost
Mr. Cameron O’Brion, Office of the Attorney General
Mr. Justin Pope, Chief of Staff

Mr. Wertz asked for a motion to go into Closed Session under Section 2.2-3711(A)(1) of the Code of Virginia to discuss matters pertaining to the performance and promotion of Longwood University employees. Ms. Trigiani so moved, Mr. Hansen seconded and the motion was unanimously approved.

Mr. Wertz asked for a motion to return to open session. Ms. Radcliff so moved and Mr. Evans seconded, and the motion was approved by the Board. In compliance with the provisions of the Freedom of Information Act, the Board returned to Open Session. Mr. Wertz moved to certify that the discussion in Closed Session was in accordance with the Code of Virginia. All members then in attendance voted to confirm: Ms. Anderson, Mr. Gould, Mr. Hansen, Ms. Radcliff, Dr. Simon-Owens, Ms. Trigiani and Mr. Wertz. Mr. Mobley departed the meeting to attend a previously scheduled engagement.

Ms. Radcliff proposed a motion to approve the recommendations of the president and provost as follows:

Promotion to Professor

Dr. N. Scott Cole (Political Science)
Dr. Alix Fink (Biology)
Dr. Chene Heady (English)
Dr. Brett Hursey (English)
Dr. David Lehr (Economics)
Dr. James Munson (History)
Dr. Larissa “Kat” Tracy (English)
Dr. Francisco Javier Fernandez Urenda (Spanish)

Promotion to Associate Professor and Award of Tenure

Dr. Amorette Barber (Biology)
Dr. Xun Bian (Finance)
Dr. Donald Blaheta (Computer Science)
Dr. Kevin Doyle (Counselor Education)
Dr. Lisa Burrs (Music)
Dr. Danette Gibbs (Psychology)
Dr. Renee Gutierrez (Spanish)
Dr. Dina Leech (Biology)
Dr. Brett Martz (German)
Mr. Michael Mergen (Art)
Dr. Sara Miller (Education)
Dr. Sean Ruday (English)
Dr. Thomas Wears (Math)

Promotion to Senior Lecturer

Mr. Roland Karnatz (Music)

Award of Tenure

Dr. Terri Sabatos (Art)

Mrs. Radcliff so moved, Mr. Hansen seconded and the motion was unanimously approved. Ms. Trigiani remarked, "What an impressive group." President Reveley added that the annual occasion is reminder of the remarkable breadth and depth of work that takes place at Longwood.

There being no further business, the meeting was adjourned at 10:25 a.m.

Room Entry Search and Seizure 3407

ROOM ENTRY AND SEARCH AND SEIZURE PROCEDURES

I. PURPOSE

The purpose of this policy is to inform students of reasonable limitations in their privacy in certain circumstances.

II. POLICY

Students can expect to have a reasonable degree of privacy in their rooms and suites and in the community at large. However, when circumstances warrant it, Longwood University staff is authorized to enter a student's room utilizing a master key. Circumstances warranting entry relate to safety, security, maintenance, health, legal or campus disciplinary concerns. Students are expected to cooperate with those conducting a search and/or carrying out their duties associated with room entry. The specific conditions under which room entry and/or search and seizure may occur are:

1. Safety and Maintenance Inspections, Reviews or Repairs: Over the course of the academic year, staff are permitted to enter residence hall rooms to conduct scheduled fire safety inspections, emergency evacuations and fire drills, and for reasons related to general safety and/or facility maintenance issues. When students temporarily vacate units for break periods, such as Fall Break, Thanksgiving Break, Winter Break, and Spring Break, staff will conduct routine safety and health inspections of each residence hall room. Longwood University also reserves the right, for reasons related to safety, security, maintenance or emergency, to enter student rooms during the above and other scheduled vacation periods. Staff includes any University staff, University contractors assigned to perform these duties including Resident Assistants (RA), and University Police.
2. Emergencies: Staff authorized by the University may enter a student room without permission in response to attempted or suspected suicide, fire, odor consistent with anything burning or having been burned coming from within the space, significant physical injury, medical emergency, or situations where there is a potential or actual threat to the security, health, or welfare of the resident(s) of the room, suite or surrounding community.
3. Plain View Observation: University staff members and/or University contractors, within the confines of their assigned duties, for any legitimate reason, may engage in plain view observations of, within, and beyond residence hall rooms and/or other University controlled spaces. Within the confines of assigned duties and for any legitimate reason, plain view observations can occur with or without the student being present. Should any staff member and/or University contractor observe, detect, or have significant cause to suspect prohibited or illegal material(s), substances, and/or illegally obtained possessions/items, staff shall notify the University police department and, if practical, remain on scene until law enforcement arrive. University staff and/or University contractors are authorized to grant entry to the aforementioned space(s) under the above described circumstances. During any plain view observation, regardless of student(s)'s presence, staff is limited to observing only what is in plain view and cannot open drawers, closets, closed doors, refrigerators or any sealed area or property owned by the student(s). Should the student(s) be present during the plain view observation, the student(s) may voluntarily open any closed area or personal

belongings for plain view inspection during the course of the University staff member(s) and/or University contractors being in the space. If called to a location where a University staff member and/or University contractor has observed, detected, or has significant cause to suspect prohibited or illegal material(s), substances, and/or illegally obtained possessions/items, law enforcement shall determine if the situation allows law enforcement's direct entry into the space or if an involuntary search is warranted. Any items so detected may be confiscated and used as evidence in a University disciplinary and/or legal proceeding.

4. Voluntary Search: Students have the option of providing consent, preferably in writing, to have their room or personal area(s) searched when there is reasonable cause to believe they are in possession of prohibited, illegal or stolen items, materials, substances or possessions, or aware of or involved in a violation that is criminal in nature. Such searches shall be conducted by a University police officer or other law enforcement official. Any evidence seized may be used in a University disciplinary and/or legal proceeding.
5. Involuntary Search: When there is reasonable cause to believe that a student(s) is in possession of prohibited, illegal or stolen items, materials, or substances, or has knowledge of or involvement with a violation that is criminal in nature, the Longwood University police or other law enforcement officials may request a search warrant. Also, under certain circumstances, the Vice President for Student Affairs or another vice president may authorize the involuntary search of a defined area for specific reasons. A copy of the authorization to search form will be provided for the student(s) involved at the time of the search; this notice will list the area to be searched as well as the reasonable cause leading to such search being authorized. Authorization to approve such a search may be done by Email as long as the authorizing Vice President utilizes their University assigned Email for such electronic authorization and a copy of this email is attached to the authorization to search form. Selected University administrative staff will conduct the searches. University police shall be notified and if possible have an officer on site to ensure safety of the staff conducting the search. As the search is being conducted law enforcement shall remain outside the space. If University administrative staff discovers any prohibited or illegal material(s), substances, possessions or items they believe to be contraband as a result of an involuntary search they shall leave the item(s) in place and notify the law enforcement officer standing by. This shall be cause for the law enforcement officer to enter the space to determine if the item is contraband and take formal possession of same. Items discovered may be cause for law enforcement to seek a search warrant of the space. Any evidence seized may be used in a University disciplinary and/or legal proceeding.

Community Work:

College	Faculty Member	Department	Involvement in Community
Cook-Cole College of Art and Science	Rhonda Brock-Servais	English and Modern Languages	-Sings with the Commonwealth Chorale for over 10 years
Cook-Cole College of Art and Science	Renee Gutierrez	English and Modern Languages	-Runs a volunteer English program at the Immigration Center for over 3 years -Works mostly in getting hundreds of Longwood students cleared through the center
Cook-Cole College of Art and Science	Jim Jordan	Sociology, Anthropology and Criminal Justice Studies	-Offered 6 honors anthropology students a three-day field excursion to study prehistoric Indians and the Colonial Period -The group lodged at Hull Spring Farm, explored Longwood's wetland projects via kayaks, visited George Washington's Birthplace National Park and Cemetery, visited Westmoreland State Park, and toured the historic Yeocomico Church
Cook-Cole College of Art and Science	Lisa Kinzer	Music	-The Longwood Center for Community Music offers quality music instruction and unique musical experiences to the Farmville community and surrounding areas. The three departments of the Center offer piano, voice, and instrumental instruction to students of all ages. -LCCM is also preparing to add guitar instruction and children's choir to their curriculum. Longwood students will become involved in teaching and directing in the vocal and instrumental departments.
Cook-Cole College of Art and Science	Melissa Kravetz	Department of History, Political Science and Philosophy	-Teaching two courses alongside museum staff at the Virginia Holocaust Museum's Teacher Education Institute -Planning two events for Holocaust Awareness, through a partnership with the Virginia Holocaust Museum, the Longwood History Department, the LCVA, and the College of Graduate & Professional Studies. 1. On April 13 th the events include a display of survivor portraits and a talk to photography students (and anyone else interested) by the Richmond based photographer Dean Whitbeck, a short history of the holocaust by Dr. Kravetz, and a 'survivor' dinner with Dr. Roger Loria who is a holocaust survivor.

			2. For anyone interested in a behind the scenes tour of the Virginia Holocaust Museum, that special event has been arranged for April 29 th .
Cook-Cole College of Art and Science	Heather Lettner-Rust	English and Modern Languages	<p>-Working to commemorate Legacy of Excellence alums from Prince Edward High School with a plaque that will hang in the high school</p> <p>-4 honors Longwood students and 4 Prince Edward High School students will develop a definition of excellence, develop a criteria for judging future PE alums, design a plaque, research the next person(s), research cost of plaque, present idea to School Board for approval at October 2017 School Board meeting</p> <p>-On the Gifted Advisory Board for the Prince Edward County Schools</p> <p>-Creating and organizing the (now) annual Senior Walk</p>
Cook-Cole College of Art and Science	Ronda Scarrow	Theatre Education	<p>-Made a true effort to include our Farmville Community during performance of You're a Good Man Charlie Brown</p> <p>-Personally invited local merchants and organizations</p> <p>-Hosted a reception prior to the show in honor of the Farmville community</p>
Cook-Cole College of Art and Science	Wendy Smith	Mathematics and Computer Science	-Elected to the Appomattox County School Board
CCCAS	Alec Hosterman	Communication Studies	Public relations campaigns with local nonprofits
CCCAS	Deb Ulmer	Nursing	<ul style="list-style-type: none"> - BP screenings and nutritional counseling at Five County Fair each fall - Students participate in Walk to End Alzheimer's, Relay for Life, MS Walk, VA toiletry drive, blood drives, FACES, Farmville Area Rescue Mission - Training for local Alzheimer's association - Asthma education for HeadStart - 3 faculty sit on Nursing research council at Centra SS - Faculty sit on Adv Bd for Nurse Residency Program at Centra Health Systems in Lynchburg and on Board of Directors for Bon Secours health System in Richmond and Richmond Memorial Health Foundation

College of Education and Human Services	Quentin Alexander	Department of Education and Special Education	-Coordinating with the Moton Education Director and Director to start a research study that looks at “STEM Efficacy in children of Color” with an emphasis on cognitive and emotional aspects of learning and efficacy -Will include counselor education students as teacher/counselors
College of Education and Human Services	Carl Harvey	Department of Education and Special Education	-Annual Summer Literacy Institute co –sponsored by School Librarianship and Reading, Literacy, Literacy, and Learning
College of Education and Human Services	Patricia Horne Hastings	Education and Special Education	-Created <i>Lancer for a Day</i> -120 Prince Edward Elementary School 4 th grade students and their teachers filled out Longwood college applications, received acceptance letters, and were invited to campus for the <i>Lancer for a Day</i> program -Students attended two different classes, received a campus tour, and a motivational talk from Coach Johnson
College of Education and Human Services	Aftab Khan	Education and Special Education	-Conducts 'Parents Support Group' at the Church of Christ in Farmville engage parents with the various discussion related to their children's education -Special Education Ambassadors help conduct this meeting by engaging the children with the various activities in a separate room. SPED Ambassadors also design activities for Halloween, Easter, and Christmas.
College of Education and Human Services	Sara Miller	Education and Special Education	-ECDI is sponsoring Saturday Institutes in Emporia and Martinsville in conjunction with Smart Beginnings -Serving on the state School Readiness Committee
College of Education and Human Services	Speech Hearing and Learning Services (Lissa Power-deFur)	Communication Sciences and Disorders	- Provide over 2000 hours of services to greater Farmville community through Longwood's Speech, Hearing, and Learning Services to over 400 individuals from birth through 90’s (speech-language, tutoring, audiology services) - Provide training to local early childhood providers to enhance their programs and meet Department of Social

			<p>Services continuing education requirements</p> <ul style="list-style-type: none"> - Mentor early childhood providers to enable them to become Quality certified - Provide speech-language services in Cumberland, Lunenburg, and Prince Edward schools - Provide hearing screenings at Woodlands - Provide swallowing and hearing services for PACE (adult day program through CENTRA) <ul style="list-style-type: none"> - Presented on hearing conservation to over 300 4th graders in Prince Edward and Cumberland Co Schools - Provide early intervention services to approximately 200 families per year
College of Education and Human Services	Lauren Wynne	Education and Special Education	<ul style="list-style-type: none"> -Involved in a monthly professional development series for working school counselors from 9 Richmond area school divisions who are seeking Recognized ASCA Model Program (RAMP) designations for their school counseling programs -Partnering with Longwood's Early Childhood Development Initiative (ECDI) to provide workshops in Farmville, Emporia, and Martinsville focused on enhancing child-caregiver and student-early childhood educator relationships -Currently partnered with 4 Longwood students as training assistants for Farmville based workshops
College of Education Human Services	Rena Koessler	Health, Athletic Training, Recreation, Kinesiology	<ul style="list-style-type: none"> -Social Olympics Powerlifting Event, a thletes completed with support from HARK faculty.
CEHS	Wendy Snow and Angelica Blanchette	Reading, Literacy, and Learning (RLL)	<p>RLL Program:</p> <ul style="list-style-type: none"> -Partnered with Cumberland Schools to provide intervention to students identified by the school as needing extra assistance -Work with students k-12 throughout school year -11 RLL volunteers will provide roughly 550 hours of pro bono work to assist students -RLL part-timers have provided literacy intervention to PreK-12 at Prince Edward, Appomattox, Spotsylvania,

			<p>Waynesboro, Loudoun, Alexandria, Fairfax, Nottoway, Dinwiddie, Albemarle, Chesterfield, Hanover, Henrico, Bedford, and Campbell</p> <ul style="list-style-type: none">-Ang and Wendy are acting as coaches for the VDOE with Longwood's Teacher Leadership Program-Coaching 6 schools, which have been identified as needing improvement, from Lynchburg, Richmond City and Petersburg-Ang worked independently with Cumberland Schools and focusing on school-wide instructional initiatives-provided school based support and training in World Study to CES teachers and presented at PTA meeting
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LONGWOOD UNIVERSITY BOARD OF VISITORS BYLAWS

ARTICLE I.

Corporate Name and Governing Body

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

ARTICLE II.

Officers of the Board

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

Section 2.

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

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

The Rector shall have the power to appoint all committees (except the Executive Committee), and require the proper preservation of a record of the Board's proceedings by the Secretary. Upon

the request of the Board, he shall act as its spokesman or representative. He shall perform such additional duties as may be required by law or by the direction of the Board.

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

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

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

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

ARTICLE III.

Meetings

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

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

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

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

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

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

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

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

ARTICLE IV.

Access to the Board of Visitors

The Board of Visitors wishes to encourage communication among all constituencies of the University community. Accordingly, each meeting of the Board shall include an opportunity for members of the public and University community to address the Board. Anyone wishing to address the Board shall notify the Office of the President at least 72 hours prior to the scheduled Board meeting.

ARTICLE V.

Committees

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

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

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

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

Section 3. **Ad Hoc Committees.** The Rector may appoint ad hoc committees as necessary.

Section 4. **Other Committees.** In consultation with the Board , the Rector may appoint such other standing committees as necessary.

ARTICLE VI.

The President of the University

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

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

Section 3. The Board shall evaluate the performance of the President at regularly scheduled intervals, to be determined by the Rector and the President. Prior to such evaluation, the Executive Committee shall prepare a written evaluation which will be presented to the full Board of Visitors. The Rector will present the evaluation to the President. The Rector shall advise officials of the University and the Longwood University Foundation, Incorporated, as appropriate, of the results of such performance evaluation.

ARTICLE VII.

Internal Auditor

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

ARTICLE VIII.

Names of Buildings

The names of all buildings, rooms and outdoor areas must be approved by the Board.

ARTICLE IX.

Real Estate

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

ARTICLE X.

Curriculum

The Board shall approve all degree programs for the University.

ARTICLE XI.

Admissions and Degrees

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

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

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

ARTICLE XII.

Long Range Planning

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

Section 2. Any site plan for the University must be approved by the Board; once approved, it remains the official site plan until modified by the Board.

ARTICLE XIII.

Budget and Finance

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

ARTICLE XIV.

Faculty, Student, and Alumni Representatives

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

ARTICLE XV.

Amendments

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

ARTICLE XVI.

Removal of Board Members

The Governor may remove any Board member from office for malfeasance, misfeasance, incompetence, or gross neglect of duty. If any member of the Board fails to attend (i) the meetings of the Board for one year without sufficient cause, as determined by a majority vote of the Board, or (ii) the educational programs required by Virginia Code § 23.1-1304 in his first two years of membership without sufficient cause, as determined by a majority vote of the Board, the remaining members of the Board shall record such failure in the minutes at its next meeting and notify the Governor, and the office of such member shall be vacated.

Revised March 2017