

**Longwood University  
Board of Visitors**

**June 12-13, 2015  
-Minutes-**

**Friday, June 12, 2015**

**Call to Order**

The Longwood University Board of Visitors met on Friday, June 12 at the Inn at Poplar Springs in Warrenton, Virginia. The meeting was called to order at 10 a.m. by Rector Colleen Margiloff.

Members present:

Mrs. Eileen Anderson  
Mrs. Katherine Busser  
Mr. David Hallock  
Mr. Eric Hansen  
Mr. Thomas Johnson  
Mrs. Colleen Margiloff  
Mr. Stephen Mobley  
Mrs. Marianne Radcliff  
Mr. Brad Schwartz  
Ms. Pia Trigiani  
Mr. Lacy Ward  
The Hon. Robert Wertz, Jr.

Mrs. Walker was absent due to a family illness.

Also Present:

President Taylor Reveley  
Cameron O'Brion, Office of the Virginia Attorney General  
Chief of Staff Justin Pope  
Vice President for Administration and Finance Ken Copeland  
Vice President for Facilities Dick Bratcher  
Vice President for Student Affairs Tim Pierson  
Provost and Vice President for Academic Affairs Ken Perkins  
Vice President for Strategic Operations Victoria Kondon  
Interim Vice President for Commonwealth Relations Courtney Hodges  
Dean College of Graduate and Professional Studies Jeannine Perry  
Faculty Representative Dr. Audrey Church  
Executive Assistant Kay Stokes

## **Rector's Welcome and Consent Agenda**

Mrs. Margiloff commended the events of graduation weekend and the Yellowstone program she accompanied last month, praising the program's outstanding leadership and the students who participated. Mrs. Margiloff asked for a motion to approve the Consent Agenda. Mr. Mobley so moved and Mr. Ward seconded. President Reveley answered several questions concerning items on the Consent Agenda. The motion was approved unanimously. (A copy of the Consent Agenda is included as Appendix 1).

## **President's Welcome**

President Reveley reported on a successful conclusion to the academic year, provided an update on transitions, in particular the arrival of Joan Neff on July 1 as vice president for academic affairs and provost, and the recent death of Barry Case, former rector and devoted supporter of Longwood. He discussed the status of Longwood's application to host a presidential debate. He thanked Audrey Church for her service as faculty representative, and offered his praise and thanks to Ken Perkins and Dick Bratcher, on the occasion of their final Board meetings in their current positions, as well as to Thomas Johnson, on the occasion of his final Board meeting as a member.

The president provided updates and answered questions from members regarding finalization of the Moton Museum affiliation, strategies for continuing to build momentum in philanthropy and structural and organizational issues in Advancement, Alumni Relations and related departments. Focus areas for the year ahead include: improved operations in admissions; retention; marketing; continued progress in engagement between Longwood and Farmville; and updating the budgeting process.

The Board voiced its congratulations to Troy Austin for an outstanding year of academic achievement by student-athletes, including this year's valedictorian, Kelsey O'Brien McDonald of the women's soccer team.

## **Budget Discussion**

Mr. Copeland provided an overview of the proposed Operating Budget and answered assorted questions on topics including federal research grant funding strategies and use of auxiliary reserves. Mrs. Busser suggested development of a comprehensive strategy for making most effective deployment of reserves.

Mr. Bratcher presented an overview of the capital budget and answered questions with Mr. Copeland on topics including parking, snow removal, construction and renovation.

Mrs. Margiloff asked for a motion to approve both the operating and capital budgets. Mrs. Busser so moved, Mr. Schwartz seconded and the motion to approve both budgets was unanimously approved (copies of the budgets are included as Appendices 2 and 3).

### **Task Force Meetings and Lunch**

At 12 noon, Board members broke for lunch and to meet in their Strategic Priorities groups for focused discussion with members of the executive steering committee: Retention and Graduation (Hallock and Radcliff, with Kindon, Perkins and Pierson); Foot Traffic by Alumni and Friends (Anderson and Johnson, with Austin, Hodges and Pope); Organization, Structuring and Governance (Schwartz and Wertz, with Bratcher, Copeland and Reveley); National Marketing (Hansen and Ward, with Austin, Hodges and Kindon); Strengthening the University Community (Mobley, with Copeland, Perkins and Pope) and Regional Prosperity (Busser and Trigiani, with Bratcher, Pierson and Reveley). John Kirk of Cooper Robertson Partners gave a short presentation on master planning recommendations for Hull Springs Farm.

At 1:30 p.m. the full Board reconvened to review the task force meetings – to discuss the outcome of discussions and offer feedback on the strategic priority areas. Suggestions included occasionally rotating Board members among task forces so they can broaden their familiarity and contribute more widely.

At 2 p.m. John Kirk gave a presentation to the Board outlining the ideas that are beginning to emerge for inclusion in the Campus Master Plan. After extensive discussion and questions, Mr. Bratcher asked Board members if they were comfortable with the vision outlined in the presentation, and endorsed it as a basis to move the plan toward completion. Board members expressed support for the plan and thanked Mr. Kirk for his work.

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

By roll call vote, the Board returned to open session. The Board strongly commended President Reveley on his leadership of the University during the 2014-15 fiscal year.

On behalf of the nominating committee, Mrs. Trigiani recommended to the Board that the current rector, vice rector, secretary and member at large continue in their positions for the 2015-2016 year. She introduced a motion that the following officers be elected for 2015-2016: Colleen Margiloff as rector, Robert Wertz as vice rector; Shelby Walker as secretary and Stephen Mobley as member at larger. The motion was approved unanimously.

Mrs. Margiloff collected and discussed the results of an anonymous survey of Board members regarding Board practices, schedules, and agendas. There followed a discussion among members regarding communication between meetings, scheduling going forward (particularly of executive committee meetings) and possible agenda items to help the meetings as productive as possible.

There being no further business, the meeting was adjourned at 5:30 p.m.

Members gathered for cocktails and dinner at the Inn that evening, where President Reveley presented Thomas Johnson with a framed copy of a resolution approved unanimously by the Board in his honor and in thanks for his service to Longwood (a copy of the Resolution is included as Appendix 4)

### **Saturday June 13, 2015**

The Board reconvened on Saturday, June 13 at the Inn at Poplar Springs in Warrenton, Virginia. at 9:00 a.m. All members were present except Mrs. Walker and Mr. Mobley. Also present were President Taylor Reveley, Cameron O'Brion, Justin Pope, Kay Stokes and Terry Hartle, Senior Vice President for Public Affairs, American Council on Education

The Board engaged in a substantive discussion, lasting approximately two hours, with Mr. Hartle on challenges and opportunities facing American higher education, and current policy and fiscal issues facing higher education in Washington, D.C.

There being no further business, the meeting was adjourned at approximately 11:00 a.m.

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

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

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

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

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

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

To the rank of Professor

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

To the rank of Associate Professor

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

To Senior Lecturer

- Ms. Faustena Ewing, Lecturer in Fitness Concepts

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

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

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

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

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

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

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

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

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

Mr. Copeland discussed proposed modification to a previously approved Resolution Regarding Support for Financing and Refinancing of The ARC Quad and Related Student Housing Projects, in order to authorize the Longwood University Real Estate Foundation to make use of new financing options that have recently become available, and are expected to save approximately \$2.5 million. Mr. Hansen so moved, Ms. Trigiani seconded and the motion was approved unanimously. (A copy of the resolution is included as Appendix 4)

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

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

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

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

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

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







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

The items that follow concern standard edits, updates and amendments to University policy, procedure and planning. They specifically regard: state-required certification of compliance with the Veterans' Access, Choice and Accountability Act of 2014; a customary report on student housing; revisions to the Longwood Center for Visual Arts (LCVA) Advisory Board Guidelines to reflect the recent affiliation with the Folk Arts Society; an update on Internal Audit Activity and an update to the Internal Audit Charter to maintain compliance with the *International Standards for the Professional Practice of Internal Auditing*. Also included are clarifications and minor revisions to the Commonwealth-mandated Student-Athlete Arrest Policy, following review by the faculty-led Intercollegiate Athletics Council this spring.

Additional items include the latest revisions to the University Sexual Misconduct Policy, adding definitions of terms and clarifications on matters of compliance that are required under federal law to be in place by July 1. These revisions have been reviewed by the President's Title IX Advisory Group (consisting of faculty, staff and students) and by the Office of the Attorney General.

The final items include a policy on deficits and deficit provision acknowledgement form, as required under Virginia Code; a small number of course fee approvals; and a request for approval of a faculty candidate for emeritus status.



## Board Resolution

### Veterans Access, Choice and Accountability Act of 2014

WHEREAS, Longwood University has the authority to set tuition and fee charges; and

WHEREAS, 38 U.S.C. 3679(c), the Veterans Access, Choice and Accountability Act of 2014 ("the Act") requires the U.S. Department of Veterans Affairs to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty at public institutions of higher education if such institutions charge qualifying veterans and other qualified individuals ("covered individuals") tuition and fees in excess of the rate for in-state students for terms beginning after July 1, 2015; and

WHEREAS, "covered individuals" under the Act include:

- A veteran who lives in Virginia, regardless of formal state of residence or domicile, and enrolls in this institution within three years of discharge from a period of active duty service of 90 days or more using benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty.
- Anyone using transferred benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty who lives in Virginia, regardless of formal state of residence or domicile, and enrolls in this institution within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in Virginia, regardless of formal state of residence or domicile, and enrolls in this institution within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more; and
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

WHEREAS, pursuant to Virginia Code § 23-7.4:2 (H), all veterans residing within the Commonwealth shall be eligible for in-state tuition charges.

NOW BE IT THEREFORE RESOLVED that the tuition and fee rate for a course of education pursued by the following categories of students shall be equal to the tuition and fee rate for that course of education charged to in-state students:

- Anyone using transferred benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty who lives in Virginia, regardless of formal state of residence or domicile, and enrolls in this institution within three years of the transferor's discharge from a period of active duty service of 90 days or more.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in Virginia, regardless of formal state of residence, and enrolls in this institution within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

BE IT FURTHER RESOLVED that the [President] is delegated the authority to attest to (1) this action by the Board of Visitors; and (2) that this institution charges tuition and fees to uniformed services veterans and other qualified individuals covered under 38 U.S.C. 3679(c) at a rate equal to in-state tuition and fees for that course of education.



**38 U.S.C. 3679(c). Veterans Access, Choice, and Accountability Act of 2014**

**School Compliance Form**

**38 U.S.C. 3679(c) requires U. S. Department of Veterans Affairs (“VA”) disapproval of courses if a public institution of higher learning charges out-of-state tuition and fees to covered individuals living in the state where the institution is located. While the VA cannot compel an institution to charge in-state tuition and fees to individuals covered under 38 U.S.C. 3679(c), only those institutions charging in-state tuition and fees to covered individuals will maintain course approval from the VA.**

**Your signature on this document attests that this public institution of higher learning charges tuition and fees at a rate not to exceed the in-state rate to uniformed services veterans and other qualified individuals covered under 38 U.S.C. 3679(c).**

**Your signature further attests that you have policy-making authority to sign on behalf of your institution's governing body or have been directed to sign by action of your institution's governing body.**

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title of Person Authorized to Sign

\_\_\_\_\_  
Catalog/Policy reference  
(if applicable)

the 1990s, the number of people in the world who are illiterate has increased from 1.1 billion to 1.2 billion (UNESCO 2003).

There are many reasons for the increase in illiteracy. One of the reasons is that the population of the world is growing rapidly. In 1990, the world population was 5.3 billion. In 2000, it was 6.1 billion. In 2010, it is expected to be 7.1 billion. This means that there are more people in the world who are illiterate than in 1990. Another reason is that the quality of education is poor in many countries. Many children do not attend school or do not learn to read and write properly. This is especially true in developing countries where the education system is often underfunded and overcrowded.

There are also many social and economic factors that contribute to illiteracy. For example, poverty is a major barrier to education. Many children in poor families cannot afford to go to school. They may have to work to help support their families. This means that they do not have time to learn to read and write. Another factor is that many people do not see the value of education. They may think that it is not necessary for them to learn to read and write. This is especially true in rural areas where there are few jobs that require literacy skills.

There are many ways to reduce illiteracy. One way is to improve the quality of education. This means that we need to invest more in education, especially in developing countries. We need to build more schools and hire more teachers. We also need to make sure that the curriculum is relevant to the needs of the community. Another way is to provide literacy training for adults. This can be done through community centers or through mobile learning units. This helps people who have not had the opportunity to go to school to learn to read and write.

There are also many other ways to reduce illiteracy. For example, we can use mass media to promote literacy. This can be done through radio, television, and the internet. We can also use social networks to help people learn. For example, we can have literacy clubs where people can practice reading and writing together. Another way is to use technology. There are many mobile learning applications that can be used on mobile phones. This makes it easier for people to learn to read and write.

There are many challenges to reducing illiteracy. One of the biggest challenges is that there are so many people who are illiterate. It is a huge task to reach all of them. Another challenge is that there are many barriers to education, such as poverty and lack of access to schools. We need to find ways to overcome these barriers. We also need to make sure that the education system is sustainable. This means that we need to have enough teachers and resources to keep the schools running.

There are many reasons why we should care about illiteracy. One reason is that illiteracy is a major barrier to economic development. People who cannot read and write cannot get good jobs. This means that they are often poor and live in difficult conditions. Another reason is that illiteracy is a barrier to social progress. People who cannot read and write cannot participate in civic life. They cannot vote or run for office. This means that they do not have a voice in their community. Finally, illiteracy is a barrier to personal development. People who cannot read and write cannot learn new things. They cannot improve their lives. This is why we need to find ways to reduce illiteracy.

**U.S. Code, 38 U.S.C. 3679(c). Veterans Access, Choice, and Accountability Act of 2014**

**Official School Catalog Addendum**

I certify the current policy is true and correct:

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of individual authorized to make official revisions to the catalog

\_\_\_\_\_  
Title



2,

2,

**CONSENT AGENDA**

**INFORMATION ITEM**

**Report on Student Housing**

**OCCUPANCY PERSPECTIVE FOR FALL 2015**

<b>Category</b>	<b>May 2015</b>	<b>May 2014</b>
Continuing Students	2064*	2080*
New First Year Students+	1023	1075
New Transfer Students	88	127
Readmitted Students	10	11

**Total residents:** 3185\* 3293\*  
**Occupancy percent:** 102% 106%

+New First Year Students  
As of May 6, 2015, the number  
of paid deposits is 1023.

**Standard Occupancy**

Main Campus Beds	1608	1608
Longwood managed Apartment Beds	1502	1502

**Total Beds:** 3110 3110

**OCCUPANCY PERSPECTIVE FOR FALL 2015**

New First Year Students 1023  
New Transfer Students 88  
Readmitted Students 10  
**Total New Students 1121**

**Total Continuing Students 2064\***

*\*Academic suspension and withdraws have not been deducted at the time of this report. This number will reduce prior to fall opening.  
From May 2014 – September 2014 (post-roster verification), 2080\* decreased to 1893—approximate difference of 9.0%.*



Longwood Center for the Visual Arts  
Longwood University  
Advisory Board Guidelines  
Approved by LCVA Advisory Board, [Pending] LU BoV, LUF 2015

## **MISSION**

The Longwood Center for the Visual Arts (LCVA) is a collaborative forum for students and faculty of Longwood University and the people of South Central Virginia to explore visual art and its relevance to everyday life. The LCVA fosters creativity, intellectual curiosity, and involvement in the visual arts through its exhibitions, educational programs, permanent collection, and volunteer and internship programs. The LCVA is committed to improving the quality of life in the region by providing full access to the visual arts and to the ways art exemplifies beauty, hope, and the power of human imagination.

## **DEFINITIONS OF AUTHORITY AND AFFILIATIONS**

The LCVA is a program of Longwood University. Longwood University supervises, evaluates, and determines appropriate compensation for the staff and ensures that the LCVA is fair and inclusive in its employment policies. The LCVA is housed in a permanent facility located at 129 North Main Street in downtown Farmville, Virginia. Longwood University supervises allocation and expenditure of financial resources from the University and ensures compliance with state and federal laws. The Longwood University Foundation, Inc. owns assets of the LCVA, monitors donor stewardship requirements, manages financial investments, determines distribution of earnings from endowment accounts, and ensures compliance with state and federal laws for private monetary and in-kind contributions. The art collection is owned by the Foundation, lent to the University, and managed by the LCVA. The University through the Commonwealth of Virginia is responsible for insuring the art collection. The LCVA Executive Director is responsible for the day-to-day operations of the LCVA, including personnel, budget, programs, collections, development, facilities, planning, and general administration.

The purpose of the LCVA Advisory Board (Advisory Board) is to assist the Executive Director in the management of the LCVA by providing professional expertise and guidance in the development and use of its mission, policies, procedures, plans, and resources. The Advisory Board will adhere to all approved documents outlining member roles and responsibilities, committee roles and responsibilities, and philosophy and value statements. The Advisory Board is responsible for reviewing, recommending, and adhering to the policies of the LCVA.

These Guidelines have been adopted by the Advisory Board as a managing document.

### **I. MEMBERSHIP**

The Advisory Board will consist of no more than twenty-three (23) individuals, each serving as either an ex-officio member or an appointed member. Additional persons may be designated

as consulting members.

#### **A. Ex-Officio Members**

Ex-officio members of the Advisory Board shall have all the privileges of Board membership except the right to hold office and to vote. There will be nine (9) ex-officio members, seven (7) non-voting and two (2) voting.

The non-voting ex-officio members will be (i) the President of Longwood University or designee; (ii) the Vice President for Commonwealth Relations of Longwood University or designee; (iii) the Executive Director of Longwood University Foundation, Inc. or designee; (iv) the Provost/Vice President for Academic Affairs of Longwood University or designee; (v) the Vice President for Strategic Operations of Longwood University or designee; (vi) Chair for the Department of Theatre, Art, and Graphic and Animation Design of Longwood University or designee; and (vii) the Executive Director for LCVA.

The voting ex-officio members will be (i) the president of the Folk Art Society of America (FASA@LCVA) and (ii) an additional member of FASA @ LCVA appointed by the FASA@LCVA president.

#### **B. Appointed Members**

The Executive Committee shall make recommendations for up to eight (8) appointments annually. The Advisory Board shall ratify these recommendations and propose them to the Executive Director for consideration. Appointments shall be approved by the Executive Director, Provost/Vice President for Academic Affairs, and the Vice President for Commonwealth Relations, and appointed by the President of Longwood University.

There will be no more than twenty-three (23) appointed members who will fill staggered terms. There will be three classes of appointed members with a maximum of eight (8) members in each class. Appointed members will serve for a term of three (3) years. Appointed members may not serve on the Advisory Board for more than two (2) consecutive terms. Under unusual circumstances, recommendations may be made by the Executive Director to the Advisory Board President for exceptions to this rule.

#### **C. Consulting Members**

Each of the committees of the Advisory Board, with the exception of the Executive Committee, may include up to four (4) consulting members who have relevant expertise and who represent the interests of the LCVA constituents. Consulting members serve without board privileges and are not required to attend regular meetings of the Advisory Board. Their expertise and expressed opinions will be sought and taken into consideration by appointed members before official votes are taken. Consulting members are nominated by the Chair of a Committee in consultation with the Executive Director, ratified by the Advisory Board, and appointed by its President. Consulting members so approved shall be appointed for one (1) term of three (3) years. Under unusual circumstances, recommendation may

be made by the Executive Committee to the Advisory Board President for exception to this rule.

#### **D. Qualifications and Responsibilities**

Members (including ex officio and at-large) of the Advisory Board shall be individuals known to have consideration for the LCVA, including the missions and purposes of the LCVA and Longwood University. Members (including ex officio and consulting) must advocate for the LCVA in word and through financial and/or in-kind contributions. They must demonstrate respect for the LCVA's constituencies regardless of gender, race, religious beliefs, sexual orientation, political affiliation, or socioeconomic status; champion artists' rights to free speech; advocate for the preservation of art objects; and encourage art appreciation.

#### **F. Participation**

Participation in LCVA programs and activities is a hallmark of support of the LCVA. Members (including ex officio) are expected to attend a majority scheduled meetings of the Advisory Board and committee meetings as assigned. Consulting members are not required to attend the regular meetings of the Advisory Board but are expected to attend a majority of scheduled meetings of their committee. All members (including ex officio and consulting) are expected to participate in the programs and events organized by the LCVA. If a member (including consulting) does not attend any meetings over a two-year period, that member may be asked to step off the board.

## **II. OFFICERS**

The Advisory Board shall be managed by officers elected from among its appointed members.

### **A. Election of Officers**

Candidates for officers of the Advisory Board, with the exception of the Advisory Board President, shall be proposed to the Advisory Board by the Advisory Board President. The President of the Advisory Board shall be nominated by the Executive Director of the LCVA and appointed by the President of Longwood University.

### **B. Officers**

#### **1. President**

The President provides general supervision, direction, and control to the Advisory Board; shall preside at regular and special meetings of the Advisory Board; shall serve as Chair of the Executive Committee; shall represent the Advisory Board to the President of Longwood University; upon invitation shall attend the Longwood University Board of Visitors and the Longwood University Foundation, Inc. Board of Directors meetings; shall, with Advisory Board approval, make appointments to Standing and Special Committees; and

shall serve as ex officio member of all Standing Committees. The President shall designate an officer to serve in the President's absence.

## **2. Vice President for Resource Development**

The Vice President for Resource Development serves as the Chair of the Resource Development Committee.

## **3. Vice President for Marketing**

The Vice President for Marketing serves as the Chair of the Marketing Committee.

## **4. Vice President for Collections**

The Vice President for Collections serves as the Chair of the Collections Committee.

## **5. Vice President for Programming**

The Vice President for Programming serves as Chair of the Programming Committee.

## **6. Secretary**

The Executive Director of the LCVA or designee serves as Secretary of the Advisory Board. The Secretary shall distribute the minutes of each regular and special meeting of the Advisory Board two (2) weeks prior to the following meeting and shall communicate with members of the Advisory Board regarding notification of and agendas for regular meetings at least one (1) week prior to such meetings. Upon invitation, the Secretary shall make formal reports to the Longwood University Board of Visitors and the Longwood University Foundation, Inc. Board of Directors.

### **C. Terms of Offices**

Officers shall serve for a term of one year, and are eligible for reappointment. Any officer elected or appointed by the Advisory Board may be removed by the Advisory Board when such action is deemed to be in the best interests of the LCVA. Such removal must be approved by the LCVA Executive Director, Provost/Vice President for Academic Affairs, Vice President for Commonwealth Relations, and Longwood University President, and shall be without prejudice to any contract rights of the officer removed.

### **III. COMMITTEES**

The Advisory Board shall be served by an Executive Committee, four (4) Standing Committees, and other Special Committees that the Advisory Board may deem to be appropriate and necessary.

#### **A. Executive Committee**

The Executive Committee shall oversee the general policy and management affairs of the Advisory Board; shall oversee the rules of operation of the Advisory Board, including the recommendation of amendments to these Guidelines and of other standing rules of the Advisory Board; shall solicit suggestions of individuals to serve on the Advisory Board; shall select from among such suggestions, whether from its own members or others, a number of individuals equivalent to the number of expiring terms, such selection to include contact with those individuals to determine their willingness to serve; and shall forward to the Advisory Board its recommendations for appointment to the Advisory Board. The Chair of the Executive Committee shall be the President of the Advisory Board. The Executive Committee shall be composed of the officers of the Advisory Board. The ex officio members of the Executive Committee shall be the Longwood University President or designee, the Provost/Vice President for Academic Affairs or designee, and the Executive Director of the LCVA.

#### **B. Standing Committees**

The Standing Committees of the Advisory Board and their purposes shall be as set forth below. Each Standing Committee shall consist of at least three (3) members appointed by the President and ratified by the Advisory Board, plus such ex officio members as prescribed for each committee below. Membership of the Resource Development, Marketing, Collections, and Programming Committees may include ex officio Advisory Board members and consulting members, provided that consulting members are nominated by the Chair of the Committee in consultation with the Executive Director, ratified by the Advisory Board, and appointed by its President.

##### **1. Resource Development Committee**

The Resource Development Committee shall oversee Advisory Board responsibilities relating to fundraising activities and auxiliary organizations. The Chair of the Resource Development Committee shall be the Vice President for Resource Development of the Board. The ex officio members of the Resource Development Committee shall be the President of the Advisory Board, the Vice President for University Advancement Commonwealth Relations or designee, and the Executive Director of the LCVA Center for the Visual Arts.

##### **2. Marketing Committee**

The Marketing Committee shall oversee Advisory Board responsibilities relating to the advancement of marketing initiatives. The Chair of the Marketing Committee shall be the Vice President for Marketing of the Board. The ex officio members of the Marketing Committee shall be the President of the Advisory Board, the Vice President for Strategic Operations or designee, and



the Executive Director of the LCVA.

### **3. Collections Committee**

The Collections Committee shall oversee Advisory Board responsibilities relating to the permanent Collections, including accession and deaccession of works of art. The Chair of the Collections Committee shall be the Vice President for Collections. The ex officio members of the Collections Committee shall include the President of the Advisory Board, the Executive Director of the Longwood University Foundation, Inc., the Chair of the Department of Theatre, Art, and Graphic and Animation Design or designee, and the Executive Director of the LCVA.

### **4. Programming Committee**

The purpose of the Programming Committee is to assist the Advisory Board in fulfilling the exhibition programming and educational outreach role of the LCVA, especially in reference to its objectives pertaining to the mission and strategic plan of Longwood University. The Programming Committee shall meet at least twice a year with the Executive Director of the LCVA, who has been delegated responsibility by Longwood University and Longwood University Foundation, Inc. to carry out the policies and objectives outlined for the LCVA. The ex officio members of the Programming Committee shall include the Provost/Vice President for Academic Affairs or designee, the Chair of the Department of Art or designee and the Executive Director of the LCVA.

## **C. Special Committees**

Special Committees of the Advisory Board may from time to time be created by the Advisory Board as deemed necessary and appropriate. Members of such Special Committees shall be appointed by the President of the Advisory Board with ratification by The Advisory Board and may include ex officio members and consulting members. Such Special Committees may be constituted for no more than two (2) years unless specifically extended on a year-to-year basis by the Advisory Board.

## **IV. MEETINGS**

A majority of the appointed membership of the Advisory Board shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Advisory Board. A majority of the members of a committee shall constitute a quorum, and the act of a majority of the members present at a committee meeting at which a quorum is present shall be the act of the committee. In the event that less than a majority of the Advisory Board membership is present at a meeting of the Advisory Board, upon concurrence by a majority of those members present, business may be conducted by the vote of those present as supplemented by telephone, facsimile, or electronic ballot of those members not present. Voting conducted by telephone, facsimile, or electronic ballot shall be confirmed

in writing by the member(s) so voting, and such written confirmation filed with the minutes of the proceedings of the Advisory Board. The number of members so voting shall be included in determining whether quorum requirements are satisfied with respect to the specific action taken.

#### **A. Regular Meetings of the Board**

The Advisory Board shall meet three (3) times during the University's fiscal year, normally in the months of October or November, February or March, and June. The June meeting shall be designated as an annual meeting for the purpose of ratification of nominations for appointment to the Advisory Board and for election of officers of the Advisory Board.

#### **B. Meetings of Standing Committees and Special Committees**

The Standing Committees and any Special Committees shall each determine the frequency and schedule of their meetings.

#### **C. Special Meetings of the Advisory Board**

Special meetings of the Advisory Board may be called from time to time by the Advisory Board President with the approval of the Executive Committee. Notice of such special meetings is to be communicated in writing to the members of the Advisory Board at least ten (10) days prior to the date of such meetings.

### **V. ETHICAL STANDARDS**

#### **A. Conflict of Interest**

Members of the Advisory Board (including ex officio and at-large) must not engage in business that would constitute a conflict of interest, including but not limited to: serving as art appraisers for works being considered for the permanent collection or works currently in the collection, purchasing art work deaccessioned by the LCVA, and entering into contracts for hire related to the business of the LCVA either personally or through businesses in which the member or member's immediate family may have a financial or political stake. Additionally, The LCVA cannot purchase art from artists, collectors, dealers or buyers who are current members of the Advisory Board.

Members of the Advisory Board (including ex officio and consulting) shall declare themselves as "abstaining" from vote and/or discussion on any matter in which said members (including ex officio and at-large) may be considered to have a conflict of interest. Such abstaining declaration shall be made for the record at the beginning of any such motion or discussion and shall be recorded in the official minutes of the meeting. Conflict of interest procedures apply to any member (including ex officio and consulting).

## **B. Compensation**

All Board members (including consulting members) are volunteers. Work conducted on behalf of the LCVA cannot be financially compensated except under circumstances whereby the board member may incur costs for hosting an event or attending a conference as a representative of the LCVA. Under these exceptions all expenditures must be pre-approved by the Executive Director, and Longwood University and/or Foundation guidelines for reimbursement and purchases must be observed.

## **VI. AMENDMENTS**

The Advisory Board may initiate amendments to these Guidelines. Such amendments shall not contradict or eliminate Longwood University or Longwood University Foundation, Inc. documents pertaining to LCVA operations or LCVA's advisory board, and university policies. Amendments are to be proposed to members of the Advisory Board in writing at least ten (10) days prior to the date of the meeting at which they will be considered. Adoption of such amendments will be by a majority vote of the Advisory Board, such majority to include the votes of at least one-half of the appointed members. All amendments and revisions of the Advisory Board Guidelines must be approved by the Longwood University Board of Visitors and Longwood University Foundation, Inc. Board of Directors.





Internal Audit  
*Ella Maokhamphiou, Audit Director*

**Update on Internal Audit Activity**

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

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

**Current Audits**  
*Risk Based*

Banner Finance	Not Started	0%
Information Technology – General Controls	Testwork	80%
Information Technology – Lancer Card	Complete	100%
Environmental Health & Safety	Complete	100%
Student Government Association	Complete	100%
Facilities – Motor Pool	Testwork	60%
Post Office	Reschedule to FY 17	0%
Advancement	Testwork	25%
Network Vulnerability Assessment	Complete	100%

Audits and Reviews	Status	Percent Complete
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*Annual Audits*

Risk Assessment	Complete	100%
NCAA Compliance	Complete	100%

*Quarterly Audits*

Follow-Ups	September – Completed December – Completed March - Completed	75%
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*Special Projects*

Hotline Calls	1 Active Case	
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## **FY2016 Audit Plan**

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

### **Carry Over**

Contract Management  
Banner – Finance  
Diversity and Inclusion  
Advancement

### **Risk Based**

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

### **Annual Audits**

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

### **Quarterly Audits**

Follow-Ups

### **Special Projects**

Special Projects  
Management Requests





**Rationale:** Update the Internal Audit Charter to be in compliance with the *International Standards for the Professional Practice of Internal Auditing*.

# Policy 1301

## Internal Auditor: Charter

**This charter identifies the purpose, authority, and responsibilities of the Office of Internal Audit.**

### I. Purpose

Internal Audit is an independent appraisal activity established by the Board of Visitors to examine and evaluate Longwood's management systems. University administration has the primary responsibility for establishing and maintaining a sufficient system of internal controls. Internal Audit assists University administration in the effective discharge of its responsibilities by furnishing evaluations of departmental activities, recommendations for improvements in systems and procedures, and other information designed to promote effective controls. The Internal Audit Department may provide "consulting services" which are advisory and are intended to add value and improve Longwood's operations. The nature and scope of the consulting role will be agreed upon with Longwood's Management.

### II. Organizational Structure

The Longwood University Internal Audit Department reports functionally to the Board of Visitors and administratively to the President. Performance problems with the Internal Audit Department will be immediately reported by the President to the Board of Visitors. These reporting relationships ensure departmental independence, promote comprehensive audit coverage, and assure adequate consideration of audit recommendations.

### III. Independence

Independence is essential to enable the internal audit function to accomplish its purpose. Accordingly, the Director of Internal Audit has direct and unrestricted access to the President and the Audit Committee. Internal Audit shall be functionally independent of all University operations.

To avoid conflict of interest in appearance or fact, the Internal Audit Department has neither direct responsibility, nor authority over any of the activities, functions, or tasks that it reviews. The Internal Audit Department may participate in work groups or act as consultants for certain projects. In these cases, opinion and recommendations may be used to set University policies and standards; however, in all cases, the ultimate responsibility for setting and maintaining policies and internal controls rests with Longwood's management. Accordingly, drafting procedures, and designing or installing operating systems are not functions of audit as performing these activities is presumed to impair audit objectivity.

## IV. Responsibilities

Meaningful internal auditing requires cooperation among the Internal Audit Department, University administration, and the auditee. Each party's responsibilities in this regard include, but are not limited to the following:

### 1. Internal Audit Department

- Develop, submit for Committee approval, and implement a flexible risk-based audit plan. Provide periodic reports to the Committee and senior management on the status of the audit plan, including significant changes to the plan.
- Undertake internal audits and reviews in a thorough and adequate manner with a minimum interference to operations.
- Examine existing systems and activities to evaluate efficient and effective use of resources, accomplishment of goals and objectives, reliability of information, accuracy of records, compliance with policies and procedures and integrity of controls.
- Review the reliability, integrity and security of information and the means and technology used to identify, measure, classify and report such information.
- Assess the adequacy of management's corrective actions to audit issues through follow-up reviews.
- As appropriate, coordinate audit activities with external auditors and other constituencies to maximize audit coverage and minimize duplication of efforts.
- Undertake special projects as requested by the Committee or management.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this charter.
- Keep the Audit Committee informed of emerging trends and successful practices in internal auditing.
- Provide a list of significant goals to measure the performance of the internal audit function and report results to the Audit Committee.
- Assist in the investigation of suspected fraudulent activities within the University and notify management and the Audit Committee of the results.
- Perform substantive work on any hotline call to either substantiate or disprove the allegation.
- Provide consulting services which are advisory in nature, and are generally performed at the specific request of an engagement client. These services may involve formal or informal advice, analysis or assessment which will be provided at the discretion of the Director of Internal Audit.
- Follow applicable directives of the Office of the State Inspector General and comply with reporting internal audit activity to the State Inspector General as needed.

### 2. Administration

- Support the Internal Audit Department and communicate this support within their units.
- Participate in the audit process.

- Provide appropriate, clear and consistent direction to the University community through written policies and procedures.
- Follow-up on progress of corrective actions for audit findings within their units.

### 3. Auditee

- Cooperate with the audit process by providing unrestricted access to facilities, books, records, information, and personnel.
- Respond in writing, within 10 days, to all audit recommendations. Disagreements with recommendations or alternative solutions to identified findings are often acceptable. Each response should contain an estimated implementation date and responsible party.
- Implement agreed-upon corrective action programs.

## **V. Authorization**

In the course of its work, Internal Audit, with strict accountability for confidentiality and safeguarding records and information, has full and complete direct access to all University books, records (manual and electronic), physical properties, and personnel relevant to the subject of review.

The Internal Audit Department has neither direct responsibility, nor authority over any of the activities, functions, or tasks it reviews. Accordingly, Internal Audit does not develop or write policies or procedures that they may later be called upon to evaluate. Audit may review draft materials developed by management for propriety and/or completeness; however, ownership, and responsibility for these materials remains with management.

## **VI. Audit Standards and Ethics**

All audit work meets the *International Standards for the Professional Practice of Internal Auditing* and *Code of Ethics* promulgated by the Institute of Internal Auditors. Generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants and government auditing standards issued by the United States General Accounting Office will be referenced as appropriate.

Internal Audit staff is expected to consistently demonstrate and maintain high standards of conduct, professionalism, independence, and character to carry on proper and meaningful internal auditing within the University. In addition, Internal Audit's activities and conduct shall be consistent with the policies of the University.

## **VII. Selecting and Scheduling Audits**

The Director prepares an annual Internal Audit Plan for approval by the Board of Visitors. Candidate projects come from a risk assessment process, recommendations by senior administration, regular coverage of large functional operations (cashiering, accounts payable, etc), special requests, and based upon auditor judgement.

## **VIII. Reporting**

All audit work is summarized in timely written reports distributed to an appropriate list of recipients. In general, reports are distributed to all members of the Board of Visitors, the President, the Vice President responsible for the auditee department, the Auditor of Public Accounts, the Office of the Inspector General, as well as the auditee, their immediate supervisor, and other department heads affected by audit findings. Special request reports may have a more limited distribution.

Internal Audit will provide administration with adequate time to prepare responses to audit report findings before distributing the reports to appropriate recipients outside of University management.

A summary of all work performed during the current fiscal year will be prepared and presented to the Board of Visitors on a quarterly basis.

### **IX. Quality Assurance and Improvement Program**

Quality assurance is essential to maintaining an internal auditing department's capability to perform its functions in an efficient and effective manner. In addition this review is important in achieving and maintaining a high level of credibility with the Board of Visitors, the President, management, and others who rely on the work of the Internal Audit Department.

The Internal Audit Department will require an external quality assurance review by an independent party at least once every five years.

**Revised and approved by the Board of Visitors, September, 2010.**

**Revised and approved by the Board of Visitors, December, 2013.**

**Revised and approved by the Board of Visitors,**

the 1990s, the number of people in the world who are living in poverty has increased from 1.1 billion to 1.5 billion (World Bank 2000).

There are a number of reasons for this increase. First, the world population has increased from 5 billion in 1987 to 6 billion in 2000. Second, the world population is ageing. The number of people aged 65 and over has increased from 200 million in 1987 to 350 million in 2000. Third, the world population is becoming more urban. The number of people living in cities has increased from 1 billion in 1987 to 2 billion in 2000. Fourth, the world population is becoming more educated. The number of people with a primary school education has increased from 1 billion in 1987 to 2 billion in 2000.

These four factors have all contributed to the increase in the number of people living in poverty. The World Bank (2000) estimates that the number of people living in poverty will increase to 2 billion by 2020. This is a significant increase, and it is a cause for concern. The World Bank (2000) also estimates that the number of people living in poverty will increase to 3 billion by 2050. This is a very significant increase, and it is a cause for concern.

The World Bank (2000) also estimates that the number of people living in poverty will increase to 4 billion by 2100. This is a very significant increase, and it is a cause for concern. The World Bank (2000) also estimates that the number of people living in poverty will increase to 5 billion by 2150. This is a very significant increase, and it is a cause for concern.

The World Bank (2000) also estimates that the number of people living in poverty will increase to 6 billion by 2200. This is a very significant increase, and it is a cause for concern. The World Bank (2000) also estimates that the number of people living in poverty will increase to 7 billion by 2250. This is a very significant increase, and it is a cause for concern.

The World Bank (2000) also estimates that the number of people living in poverty will increase to 8 billion by 2300. This is a very significant increase, and it is a cause for concern. The World Bank (2000) also estimates that the number of people living in poverty will increase to 9 billion by 2350. This is a very significant increase, and it is a cause for concern.

The World Bank (2000) also estimates that the number of people living in poverty will increase to 10 billion by 2400. This is a very significant increase, and it is a cause for concern. The World Bank (2000) also estimates that the number of people living in poverty will increase to 11 billion by 2450. This is a very significant increase, and it is a cause for concern.

The World Bank (2000) also estimates that the number of people living in poverty will increase to 12 billion by 2500. This is a very significant increase, and it is a cause for concern. The World Bank (2000) also estimates that the number of people living in poverty will increase to 13 billion by 2550. This is a very significant increase, and it is a cause for concern.

The World Bank (2000) also estimates that the number of people living in poverty will increase to 14 billion by 2600. This is a very significant increase, and it is a cause for concern. The World Bank (2000) also estimates that the number of people living in poverty will increase to 15 billion by 2650. This is a very significant increase, and it is a cause for concern.

The World Bank (2000) also estimates that the number of people living in poverty will increase to 16 billion by 2700. This is a very significant increase, and it is a cause for concern. The World Bank (2000) also estimates that the number of people living in poverty will increase to 17 billion by 2750. This is a very significant increase, and it is a cause for concern.

## Longwood Student-Athlete Arrest Policy

### Arrest Policy

These guidelines are intended to provide direction for appropriate responses to each case while providing flexibility. Modifications to the guidelines are acceptable only if they receive prior approval by the appropriate sport supervisor.

It is the responsibility of the student-athlete to inform his/her head coach if he/she is charged with **ANY crime**, (excluding traffic infractions not classified as a misdemeanor or felony offense) per the Code of Virginia or other applicable state or national codes either in the U.S. or another country. The student-athlete must inform his/her head coach immediately, but no later than 24 hours, after an arrest or formally being charged. This includes a charge or arrest at **ANY time** during the calendar year (e.g., winter break, summer break) or at any location – on or off campus. Failure to report a charge or arrest could lead to removal from the Longwood athletics program, as well as termination of an athletics aid agreement.

Any student-athlete arrested and charged with a felony, or a crime involving gambling or game fixing under Virginia law or any other jurisdictional equivalent, shall be suspended immediately from all athletically related activities **pending a review process by the head coach and sport supervisor OR** until charges are dropped, dismissed or otherwise resolved.

Any student-athlete who is arrested, charged and/or convicted of a misdemeanor charge (other than gambling or game fixing which are addressed above and other than minor traffic infractions) will be subject to a review process by the head coach and sport supervisor. Head Coaches must meet and discuss proposed disciplinary action with their sport supervisor prior to such action.

**Decisions** relative to suspension or dismissal from the Longwood Athletics program or reduction/cancellation of athletics aid will be made by the Director of Athletics or his/her designee. **Such a decision can be recommended by a head coach and/or sport supervisor to the Athletic Director for consideration.**

**Student-athletes may appeal the imposed disciplinary action following the procedure outlined below.**

### Appeals Procedures

Within **48 hours** of a sanction imposed by the review process, the student-athlete may submit a written appeal to the Faculty Athletics Representative. **An appeal should include NEW information that illustrates extenuating circumstances not previously available when the**

**suspension was originally imposed in order to be considered.** The Faculty Athletics Representative will form a committee to also include one Intercollegiate Athletic Council representative and one Compliance Review Committee representative to review the appeal. The committee will make a determination within 10 business days which will be deemed final.

the 1990s, the number of people with a mental health problem has increased in the UK (Mental Health Act 1983, 1990).

There is a growing awareness of the need to improve the lives of people with mental health problems. The Department of Health (1999) has set out a strategy for mental health care in the UK. The strategy is based on the following principles:

• People with mental health problems should be treated as individuals, with their own needs and wishes.

• People with mental health problems should be given the opportunity to participate in decisions about their care and treatment.

• People with mental health problems should be given the opportunity to live in their own homes and communities.

• People with mental health problems should be given the opportunity to work and to contribute to society.

• People with mental health problems should be given the opportunity to live a full and meaningful life.

The strategy is based on the following principles:

• People with mental health problems should be treated as individuals, with their own needs and wishes.

• People with mental health problems should be given the opportunity to participate in decisions about their care and treatment.

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• People with mental health problems should be given the opportunity to work and to contribute to society.

• People with mental health problems should be given the opportunity to live a full and meaningful life.



## **BOV Action Item – Approval of Revisions to Sexual Misconduct Policy**

**Rationale:** Sexual Misconduct Policy and procedures therein must be reviewed and updated regularly in order to maintain consistency and to ensure that the policy is meeting the federal legislation and guidelines as well as meeting the needs of the Longwood University community. Changes to our definitions will provide the required consistency with the FBI's Uniform Crime Reporting Program. These updates will ensure compliance with the July 1<sup>st</sup>, 2015 deadline of the most recent reauthorization of the Violence Against Women Act.

Note: Proposed changes to language are indicated in underlined italics, additions to language are indicated in bold.

### **Longwood University Sexual Misconduct Policy**

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

### **Eligibility for Assistance**

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

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

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

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

## Definitions

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

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

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

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

2. **Sexual activity:** includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch oneself or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Intercourse however slight, meaning

vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue; or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

3. **Sexual Discrimination:** includes all forms of: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties against employees, students, or third parties. Students, University employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the Longwood campus and whether or not the incidents occur during working hours.
4. **Unwelcome Sexual Contact:** includes **fondling** or touching, either of the complainant, or when the complainant is forced to touch another person's body, directly or through clothing. **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, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.**
5. **Coerced Sexual Intercourse:** includes rape, attempted rape, sodomy, or other sexual acts or misconduct; or when the complainant is incapable of consent by reason of age, mental incapacity (including unwitting consumption of drugs), or physical helplessness. **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.**
6. **Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
  - a. Prostituting another student;
  - b. Non-consensual video or audio-taping of sexual activity;
  - c. Going beyond the boundaries of consent (such as allowing friends to hide in a closet to watch you having consensual sex);
  - d. Engaging in voyeuristic behavior;
  - e. Knowingly transmitting an STD, STI or HIV to another.
7. **Sexual Harassment:** Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- a. Promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request.
- b. Threatening, directly or indirectly, retaliation against a student or an employee, if the student or employee refuses to comply with a sexually oriented request.
- c. Denying, directly or indirectly, a student or employee an employment or education related opportunity, if the student or employee refuses to comply with a sexually oriented request. Engaging in sexually suggestive conversation or physical contact or touching another student or employee.
- d. Displaying pornographic or sexually oriented materials.
- e. Engaging in indecent exposure.
- f. Making sexual or romantic advances toward a student or employee and persisting despite the student or employee's rejection of the advances.
- g. Physical conduct such as assault, touching, or blocking normal movement.
- h. Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can involve 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.

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

8. ***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;

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

### **Filing a Sexual Misconduct Complaint**

All incidents of sexual misconduct and retaliation should be reported. Longwood University's complaint procedures provide for immediate, thorough, and objective investigation of all claims. The University will take appropriate remedial action that is commensurate with the severity of the offense. The University encourages those who have experienced these types of incidents to immediately report them to both the 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 University 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**

Jennifer Fraley, Associate Dean of Conduct & Integrity and University Title IX Coordinator

Office: Lancaster G-26;

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

Email: [fraleyjl@longwood.edu](mailto:fraleyjl@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 University Title IX Coordinator.

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

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

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

- Ensuring that both the individual filing the complaint and the individual responding are aware of the seriousness of the complaint.
- Explaining Longwood University's policy and investigation procedures.
- Exploring various means of resolving the complaint.
- Making referrals to the Counseling Center for counseling or other mental health resources, if appropriate.
- Discussing with the complainant the option of notifying the police if criminal activities are alleged.
- Conducting or arranging for an investigation of the alleged prohibited conduct.
- Arranging support services for the complainant, which could include changes in living arrangements, course schedules, assignments, or tests.
- Arranging interim services to prevent reoccurrence of the alleged prohibited conduct, which could include increased monitoring, supervision, or security at locations or activities where the misconduct occurred and no-contact 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 University Title IX Coordinator is responsible for maintaining records relating to sexual misconduct reports, investigations and resolutions.**
- The University Title IX Coordinator and Deputy Title IX Coordinators will participate in ongoing sexual misconduct training and maintain a high level of knowledge of the policy and procedures.

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

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

Della Wickizer, Chief Human Resources Officer  
 Office: Lancaster 212  
 Phone: (434) 395-2074  
 Email: [wickizerdh@longwood.edu](mailto:wickizerdh@longwood.edu)

### Reporting Options

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

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

2. Making a report with Longwood Police: Persons who wish to file a police report may contact Longwood Police at (434) 395-2091. Office: Dorrill Dining Hall, Ground Floor. Online reporting: <http://www.longwood.edu/police/reportacrime.htm>
3. Making a Limited Report: Persons who wish to report an incident and desire that the University take no action to investigate this incident, may speak to the *Campus Advocate*. This option produces a limited report, which includes no generally identifiable information about the complainant. A complainant may later choose to file a complaint with the University Title IX Coordinator and thus have the incident fully investigated to the best of the University's ability. *The Campus Advocate may be contacted at the Counseling Center: Health and Fitness Center, Upper Level; Phone: (434) 395-2409.*
4. Making a Confidential Report: Persons who wish to report an incident or speak to someone about what happened and desire that the details of the incident be kept confidential, they should speak with staff

members of the Counseling Center, Student Health & Wellness Center, or off-campus crisis resources, who will maintain confidentiality. Campus counselors and Student Health & Wellness Center staff are available to help students free of charge. In addition, you may go off campus to speak with clergy and chaplains, who will also keep reports made to them confidential.

- Counseling Center: Health and Fitness Center, Upper Level; Phone: (434) 395-2409
- Student Health & Wellness Center: Health and Fitness Center, Upper Level; Phone: (434) 395-2102
- Piedmont Crisis Center, Center for Violence Prevention: 24-hour Hotline: (888) 819-2926

## **Confidentiality**

If you would like to report an incident or speak to someone about what happened and you desire that details of the incident be kept confidential, you should speak with staff members of the Counseling Center, Student Health & Wellness Center or off-campus 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. In addition to the choice of whether or not to pursue a Title IX complaint, complainants may also request confidentiality in terms of not revealing the complainant's name to a respondent. These requests are evaluated on a case by case basis by the University Title IX Coordinator to determine whether that request can be honored while still providing a safe and nondiscriminatory environment for all students, including the complainant.

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

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

## **Federal Statistical Reporting Obligations**

Certain campus officials (campus security authorities) have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for



publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, in order to ensure greater community safety. Mandated federal reporters (campus security authorities) include student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.

### **Federal Timely Warning Reporting Obligations**

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

### **Procedures**

1. The University 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 University Title IX Coordinator and/or designee.

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

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

2. **Procedure terms associated with the Longwood University Sexual Misconduct Policy are defined below:**

**Appeal:** A proceeding held to determine whether there was a failure to follow policy procedures; determine if additional evidence has come to light that was not available at the time of the University Hearing Board's decision; determine if the sanctioning recommended is out of proportion with, or inappropriate for the offense. An appeal is processed by the University Appeals Board.

**Complainant:** Individual responsible for filing the initial complaint or Title IX Investigator on behalf of the University.

**Hearing:** A proceeding held to determine whether to uphold a Title IX Investigation report that has determined a respondent is responsible for a violation of the Sexual Misconduct Policy. A hearing may consist of one or more respondents and is processed by the University Hearing Board.

**Outcome:** The results of a Title IX investigation, hearing proceeding or appeal proceeding.

**Respondent: The individual accused of an alleged violation.**

3. Complainant and/or respondent may each select one support person or advisor, who may also be legal counsel, to accompany them during the investigation process, Informal Procedures and Formal Procedures. The support person or advisor may be present with their respective party for all meetings, hearings and appeals, but may not actively participate, address the hearing or appeals board, present arguments, question other parties or witnesses.
4. 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.
5. 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.
6. Criminal investigations, separate from the process outlined in this policy, shall be 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. Barring extenuating circumstances the entire process shall be completed within 60 days. Complainants and respondents will be notified if the process cannot be completed within this timeframe.
8. Informal Procedures

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

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

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

### **Procedures for Hearings on Violations of the Sexual Misconduct Policy**

1. The University Hearing Board will conduct hearings regarding alleged violation(s) of this policy.
2. A University Hearing Board hearing will proceed in the following manner:
  - a. Hearings conducted by the University Hearing Board are closed to the public. The only individuals allowed to be present are active participants in the hearing process: the complainant, the respondent, an advisor for each, the University Hearing Board, witnesses, and necessary university administrators. Either the complainant or the respondent may dispute the presence of individuals in the hearing room. The hearing board will make the final decision.
  - b. The hearing will be non-adversarial and strict rules of evidence will not be applied.
  - c. The hearing board members and all aforementioned participants are introduced.

- d. Participants state any questions they have concerning rights or procedures.
  - e. The statement of charges is presented.
  - f. The respondent enters a plea of responsible, not responsible or no plea.
  - g. Testimony phase: During the testimony phase of the hearings, cross-examination will be conducted by the hearing board in the presence of the complainant, the respondent and their respective advisors. Witnesses may only be present when actively giving testimony. Advisors may be present with their respective parties for all testimony, but may not actively participate, address the hearing board, present arguments or question witnesses.
  - h. The respondent and the complainant or University, may each present an opening statement and a closing statement before the Board. The respondent and complainant/University may view each other's statements on live video feed.
  - i. The respondent and complainant or University may present evidence and witnesses. Witnesses may be cross-examined by the hearing board in opposing party's presence. The board will privately cross-examine the respondent, the complainant, and any witnesses they deem necessary. The respondent and complainant may view testimony on live video feed.
  - j. The respondent and the complainant or University may each submit a list of questions to the board's chairperson for the board to consider. The past sexual history or sexual character of a party to the complaint, complainant or respondent, with anyone other than each other, will not be admissible. Notwithstanding the above, demonstration of pattern, repeated, and/or predatory behavior by the respondent, in the form of previous findings in any University, judicial or student conduct proceeding will be admissible. The parties will be notified in advance of the hearing if any information addressed by this paragraph is deemed admissible.
  - k. After all of the evidence has been introduced, the parties will be excused from the room so that the board may deliberate.
  - l. The University Hearing Board shall determine, by a preponderance of evidence, whether the respondent violated this policy. Preponderance of evidence means that it is more likely than not that a violation occurred. If the University Hearing Board determines that the respondent did violate this policy, the complainant will be allowed to submit a statement regarding the impact that the misconduct has had on the educational, living and/or working environment of the complainant.
  - m. 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 Associate Dean of Conduct & 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.

### **Composition of the University Hearing Board**

1. A five-member University Hearing Board will be appointed by the University Title IX Coordinator, on a per-case basis from a pool of trained members: no less than 6 faculty and 6 staff. The chair of the

hearing board is a non-voting member, except in cases of a tie, who leads the hearings and facilitates discussion among board members. The University Title IX Coordinator will serve as a non-voting advisor to the chair. All Board members are appointed annually and serve from October 1 - September 30.

2. The pool of candidates for the University Hearing Board shall be nominated by:
  - Faculty Senate, Executive Committee (faculty members).
  - Vice President for Student Affairs and Vice President for Finance and Administration (staff).
3. In the case of a faculty respondent, at least three members of the University Hearing Board shall be faculty, in the case of a professional staff respondent; at least three members of the University Hearing Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members).
4. The complainant and/or respondent can request board members to recuse themselves from the hearing for actual or perceived bias or other conflict of interest. The final decision regarding this request will be made by the University Title IX Coordinator based on the information provided by the requesting party. Board members may also recuse themselves if they feel they cannot or should not hear a particular case.
5. The University Hearing Board panel will be trained by the University Title IX Coordinator regarding hearing procedures, evaluation of evidence, Title IX requirements and other relevant subjects, as needed.
6. Individuals cannot serve on both the University Hearing Board panel and the University Appeals Board panel during the same academic year.

### **Appeals**

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

Eligibility for an appeal hearing based on the above reasons will be determined by the University Title IX Coordinator or designee.

5. The University Appeals Board will convene within five working days of the receipt of the appeal. Both parties will receive notice of the time and place of the appeal.
6. The appeal will be non-adversarial and strict rules of evidence will not be applied.
7. The outcome of the appeal and any recommended sanctions will be forwarded to the applicable Vice President or designee immediately following the appeal: The Associate Dean of Conduct & 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 the respondent and complainant will be informed within five working days, in writing, of the outcome of the appeal and of any sanctions being recommended to the applicable Vice President or designee.

### **Composition of the University Appeals Board**

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

### **Rights of the Complainant**

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

### **Rights of the Respondent**

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

### **Sanctions, Remedies and Corrective Actions**

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

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

- Expulsion.

### **Student Records**

**Compliance with the provisions in this policy does not constitute a violation of the General Education Provisions Act (20 U.S.C. § 1232g; 34 CFR Part 99), commonly known as 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) of 1974, as amended, of the General Education Provisions Act. 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.**

### **Academic Freedom and Free Speech**

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





# LONGWOOD UNIVERSITY



## OPERATING BUDGET AND PLAN FY 2015 – 2016

## *Table of Contents*

<b>Budget Summary.....</b>	<b>1</b>
<b>2015-2016 Actions of the General Assembly .....</b>	<b>3</b>
<b>2015-2016 Educational and General Program Priorities .....</b>	<b>5</b>
<b>2015-2016 Auxiliary Services Program Priorities.....</b>	<b>6</b>
<b>Graph Comparing FY 2015 to 2016 Total University Revenue .....</b>	<b>7</b>
<b>Graph Comparing FY 2015 to 2016 Total Revenue .....</b>	<b>8</b>
<b>Graph Comparing FY 2015 to 2016 E&amp;G Revenue .....</b>	<b>9</b>
<b>Graph Comparing FY 2015 to 2016 E&amp;G Expenditures.....</b>	<b>10</b>
<b>Graph Comparing FY 2015 to 2016 Auxiliary Revenue... ..</b>	<b>11</b>
<b>Graph Comparing FY 2015 to 2016 Auxiliary Expenditures.....</b>	<b>12</b>
<b>Table 1: Revenue Summary .....</b>	<b>13</b>
<b>Table 2: Expenditure Summary .....</b>	<b>14</b>
<b>Table 3: Summary of Auxiliary Services, Income and Expenditures..</b>	<b>15</b>
<b>Table 4: Longwood University Foundation Support Summary.....</b>	<b>18</b>
<b>Budget Allocation Ratio.....</b>	<b>19</b>
<b>Instructional Budget per Student FTE .....</b>	<b>20</b>
<b>Debt Burden Ratio .....</b>	<b>21</b>
<b>Glossary.....</b>	<b>22</b>
<b>Longwood University Organizational Chart</b>	

## **BUDGET SUMMARY**

This section provides an overview of the University's 2015-2016 operating budget. Detailed budget information is provided in the supporting tables. Highlights of the proposed plan are presented below.

- The budget is based on assumptions related to enrollment projections, actions taken by the General Assembly and Governor, revenue calculations and expenditure estimates. Tuition revenue calculations are based on the actual FY15 credit hours.
- \$983,806 of current year auxiliary reserve funds are utilized to balance the FY 2016 budget.
- Tuition and fees, as approved for full time Virginia undergraduates, will increase by an average of \$330, a 2.85 percent increase. Tuition for Virginia undergraduates was increased by \$240, based on a thirty-credit-hour schedule. Tuition rates for in-state graduate, out-of state undergraduate, and out-of-state graduate students were increased to \$320, \$688 and \$885 per credit hour, respectively. In compliance with guidance set forth by the Governor and the General Assembly, auxiliary student fees and room and board charges may be increased to cover changes in inflationary costs, debt service expenses, and costs associated with base salary and benefit increases.
- The projected revenue budget for FY 2016 is \$118,553,210, which excludes \$4,282,842 in state appropriation for student financial assistance. The proposed expenditure budget for the total University is \$116,802,887. This budget reflects \$983,806 in planned transfers from auxiliary reserves.
- The budget consists of two major components: the Educational and General Programs budget and the Auxiliary Services budget.
- The Educational and General Programs budget, which includes both general and nongeneral funding sources, is composed primarily of expenditures and revenues in the Instructional programs, as well as Sponsored Programs (grants and contracts). The total planned expenditures for FY 2016 are \$66,891,529.
- The faculty salary pool reflects a \$174,997 increase to fund new faculty positions. In addition, Longwood will contribute \$27,500 in FY 2016 to fund faculty promotions. Additional funding of \$459,758 is included to continue the December 2014, faculty salary increase and to fund the August 10, 2015, two percent increase that is contingent on meeting state revenue projections.
- Expenses totaling \$283,401 were transferred from E&G to Auxiliary.

- **The second major component of the University's total budget is Auxiliary Services, which includes activities such as student housing, dining services, parking and athletics. The proposed Auxiliary Services budget for 2015-2016 is \$49,911,358. A total of \$1,628,166 will be held in reserve for proposed debt service costs associated with the new University Center facility.**

## **2015-2016 ACTIONS OF THE GENERAL ASSEMBLY**

The General Assembly session began January 14, 2015, and ended on February 27, 2015. Governor McAuliffe signed the Budget Bill without Amendment on March 26, 2015.

As a result of the final actions taken by the Governor and the General Assembly in the 2015 session, Longwood's total Education and General (E&G) operating appropriation increased from \$59,906,694 to \$62,227,959 -- \$25,112,973 GF and \$37,114,986 NGF.

Longwood's FY 2016 general fund operating base increased by a net \$570,019 (.023%) from 2015. This funding was specifically related to (1) \$277,468 to support salary increase for faculty and administrative professional staff and (2) \$286,504 to restore budget reductions and support in state undergraduate enrollment growth. Longwood's FY 2016 nongeneral fund operating base increased by a net of \$2,300,000 from FY 2015 as a result of a technical budget adjustment associated with our nongeneral fund revenue estimates. These changes will be reflected in our appropriation received from the state on July 1, 2015.

### **Financial Aid**

General fund support for student financial assistance increased \$100,000 for a total of \$4,282,842.

### **Southside Virginia Regional Technology Consortium (SVRTC)**

Funding increased \$50,000 for the SVRTC in FY 2016.

### **Salary Increases**

Providing the state meets revenue projections, in FY 2016, a 2% salary increase will be appropriated for full-time classified employees, who were employed as of May 10, 2015, and who received a rating of Contributor or above on their last performance evaluation. The increase is to be effective August 10, 2015. Subsequent to the 2% salary adjustment, the base salary of full-time classified employees who received a rating of Contributor or above on their last performance evaluation and who have five years of continuous state service as of August 10, 2015, will be increased by \$65 for each full year of service up to 30 years of service. Administrative Professional positions may receive a 2% salary increase effective August 10, 2015, provided they meet the requirement of satisfactory performance and the state meets revenue projections. Faculty positions may receive a 2% salary increase effective August 10, 2015, provided they meet the requirement of satisfactory performance. Pay for wage employees may be increased by up to 2%, with the full cost borne by the institution. There are certain high turnover roles that have been approved for an additional 2% salary increased subject to the same dates and performance measures above.

**Higher Education Equipment Trust Fund**

Funding for the FY 2016 Equipment Trust Fund (ETF) program of \$708,802 was appropriated to Longwood. This is an increase of \$109,539 over the previous year.

**Out-of-State Capital Fee**

Out-of-state students are required to pay 100 percent of the average cost of their education. Additionally, non-resident students will pay \$23 per credit hour as a mandatory capital fee. The amount of capital fees that will be paid by the University to support state capital project debt service on bonds issued under the 21<sup>st</sup> Century Program decreased \$13,365 in FY 2016 to \$97,911.

**Capital Projects**

Longwood's Maintenance Reserve funding for FY 2016 is \$1,175,800. The funding amount increased \$70,344 from FY 2015.

Detailed planning was authorized for the New Admissions Office and the New Academic Building that would include flexible classroom space, lab space for undergraduate research and faculty offices.

The Additional Biomass Boiler project was included in a \$106.1 million general fund renovation pool.

## 2015-2016 EDUCATIONAL AND GENERAL PROGRAM PRIORITIES

The University's 2015-2016 Educational and General budget is based on priorities that support the strategic plan. After carefully examining the revenue projection for FY 2016, funds were allocated for strategic initiatives and fixed costs increases. The recommended expenditures include funds for the following:

• Estimated Nongeneral Fund Portion of Salary and Benefit Increase	\$ 631,364*
• Fixed Costs (Maintenance Contracts, Fuel)	\$ 577,761
• Restoration of FY 2015 Budget Reductions	\$ 542,707
• Increase in Faculty Salary Pool	\$ 471,905
• Grant Office – McAllister & Quinn	\$ 120,000
• New Writing Center Director	\$ 98,760
• Environmental Health & Safety	\$ 79,157
• Southern Virginia Higher Education Center	\$ 15,000

\*Contingent upon meeting state revenue projections



## **2015-2016 AUXILIARY SERVICES PROGRAM PRIORITIES**

The University's 2015-2016 Auxiliary Services budget is based on the program priorities listed below. Auxiliary activities are required to be self-supporting and must maintain sufficient fund balances for operations, renewal and equipment replacement and capital reserves. The Board approved housing and dining rate increases on December 4, 2014. Comprehensive fees were approved March 27, 2015.

### **Auxiliary Indirect Cost Rate**

The Auxiliary Services operations are charged an indirect cost recovery rate for services provided by educational and general operations (such as payroll processing, purchasing, billing services and facilities administration). The auxiliary cost study is submitted to SCHEV prior to the beginning of each biennium. The indirect cost rate for the 2014-2016 biennium is 14.35 percent. This is a 1.52 percent decrease from the prior biennium.

### **Housing**

Housing revenue will continue to provide funds for maintenance reserve projects in the residence halls. Housing revenues are projected to exceed expenses by \$490,674. Of these net revenues, \$488,676 will be utilized to support comprehensive fee budgets in FY 2016.

### **Dining**

Dining revenues are projected to exceed expenses by \$495,130. These net revenues will be utilized to support comprehensive fee budgets in FY 2016.

### **Comprehensive Fee Budgets**

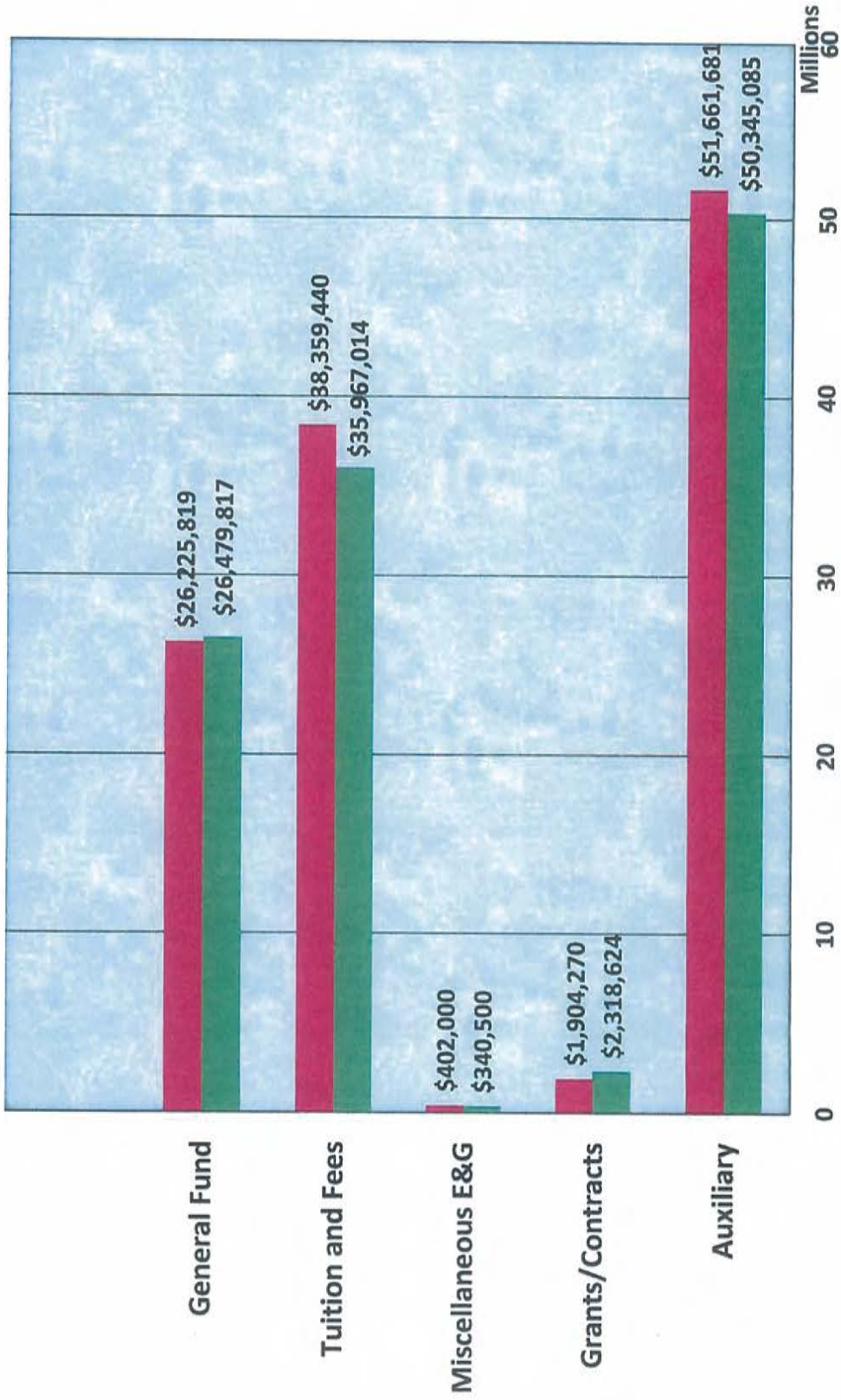
The comprehensive fee is used to support many auxiliary programs and services including: intercollegiate athletics, recreation and intramural programs, the student union, student health and wellness services, the Farmville Area Bus services, debt service, and repair and maintenance on nongeneral fund supported facilities.

One new position has been added in FY 2016 to the Counseling Center for a Crisis Counselor Advocate which will assist in meeting Clery Act and Title IX requirements.

Comprehensive fee revenue also provides funding in the amount of \$1,628,166 for future debt service and operating costs associated with the new University Center facility.

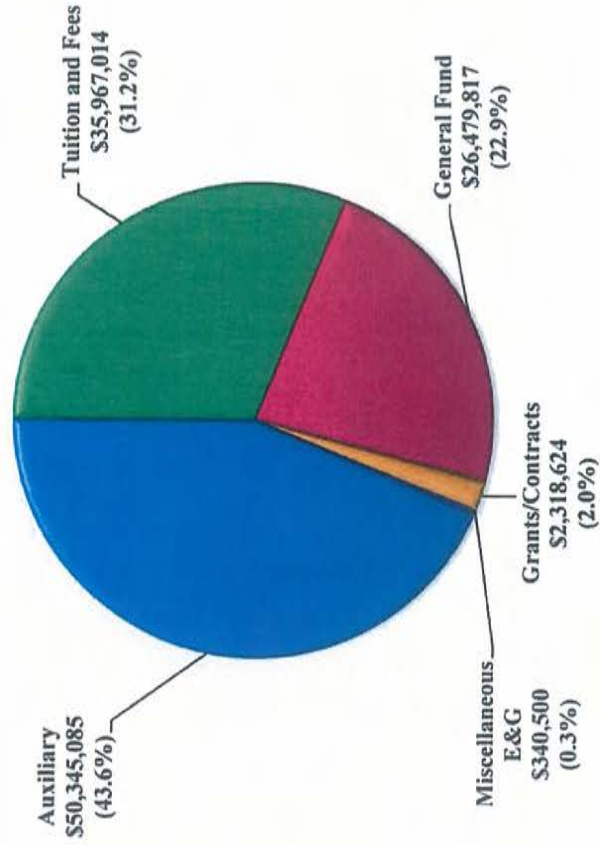
In an effort to lower the comprehensive fee attributed to athletics, athletic scholarships totaling \$161,819 were transferred to the Longwood Foundation. This transfer has been offset with an increase in general auxiliary scholarship funding.

# Total Revenue

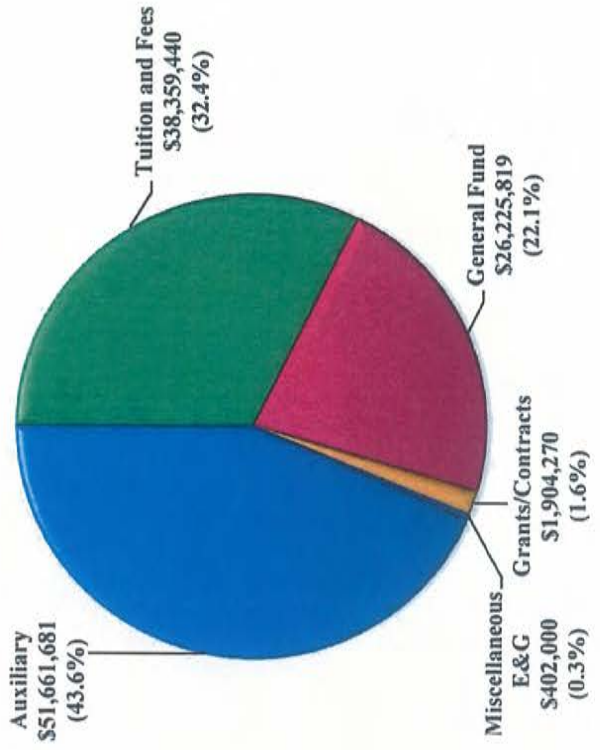


■ 2015-16 Revenue: \$118,553,210  
■ 2014-15 Revenue: \$115,451,040

# Total Revenue Comparison By Category

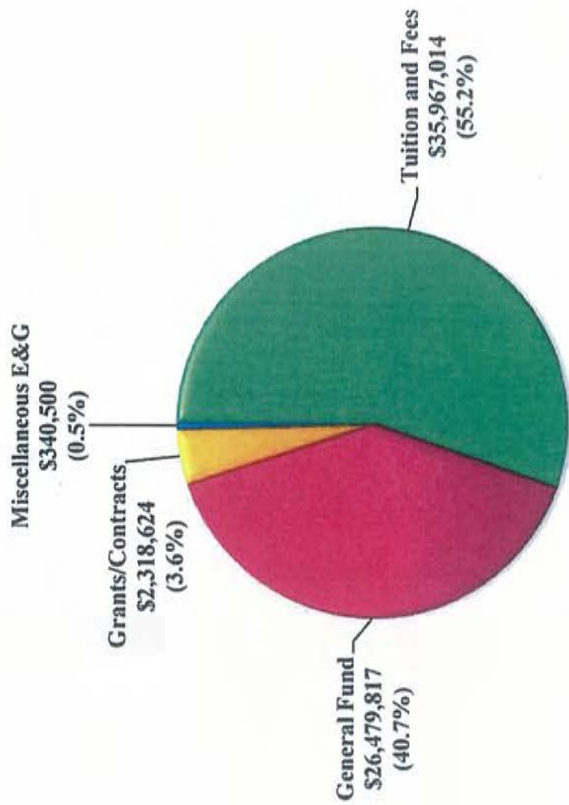


**2014-15 Total Revenue: \$115,451,040**

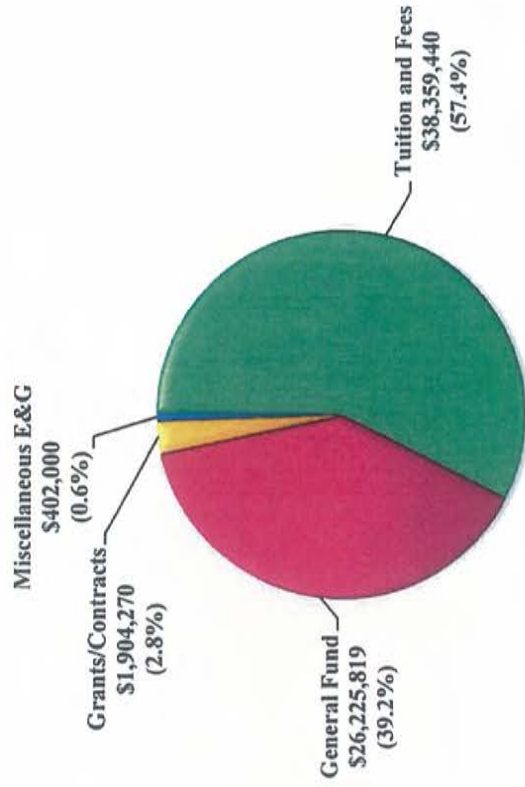


**2015-16 Total Revenue: \$118,553,210**

# E&G Revenue Comparison By Category

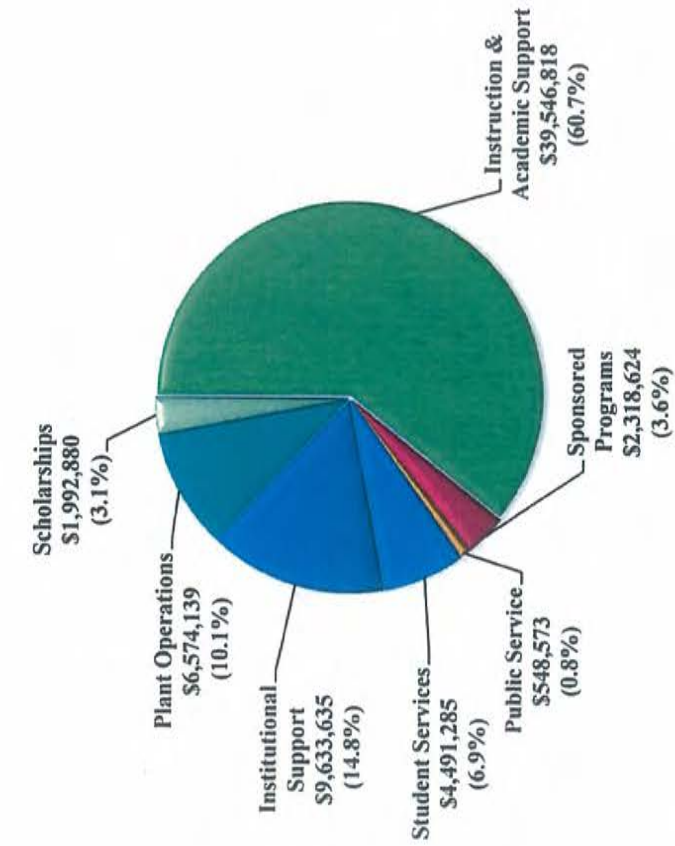


**2014-15 E&G Revenue: \$65,105,955**

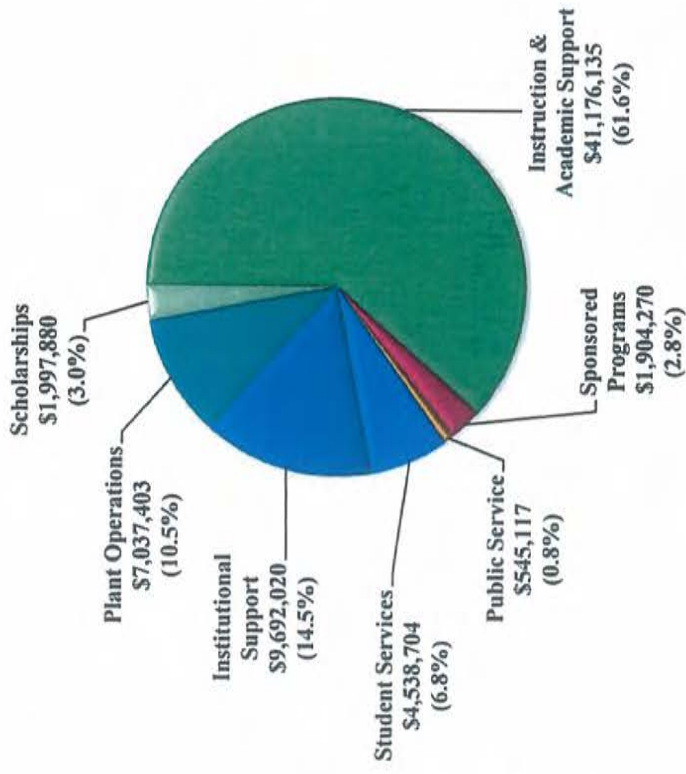


**2015-16 E&G Revenue: \$66,891,529**

# E&G Expenditure Comparison By Category

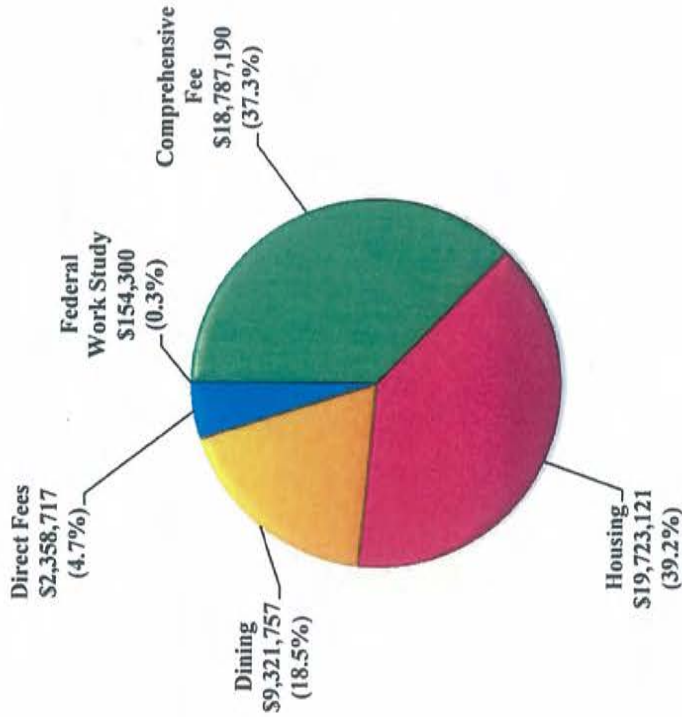


**2014-15 E&G Expenditures: \$65,105,955**

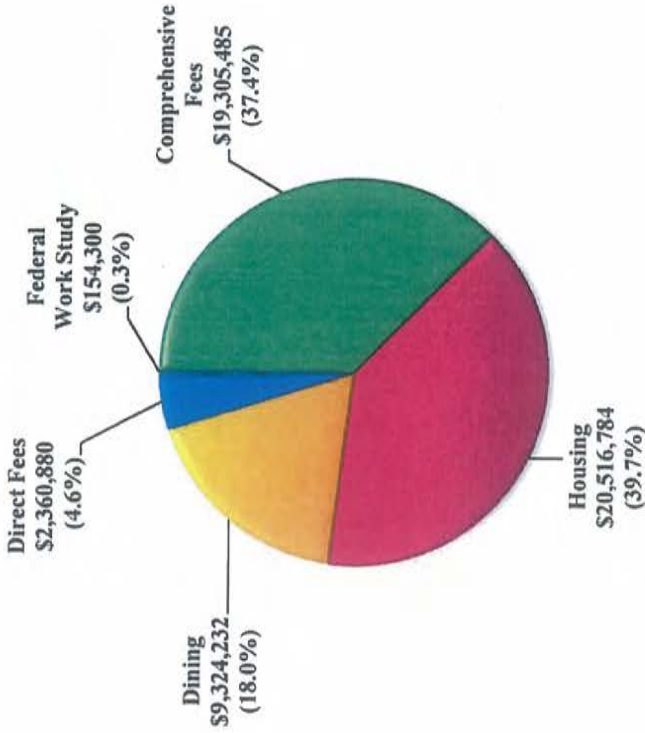


**2015-16 E&G Expenditures: \$66,891,529**

# Auxiliary Services Revenue Comparison By Category

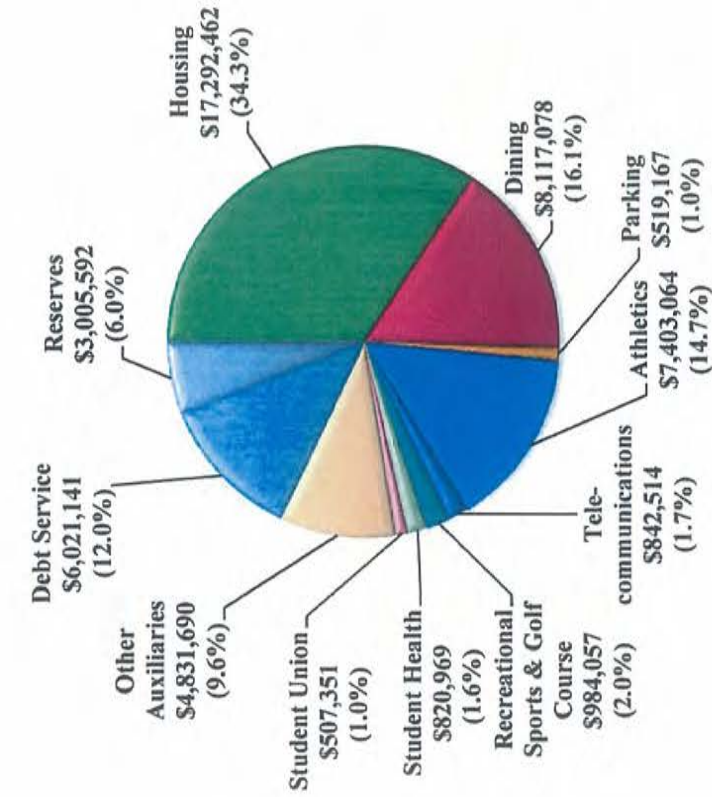


**2014-15 Auxiliary Revenue: \$50,345,085**

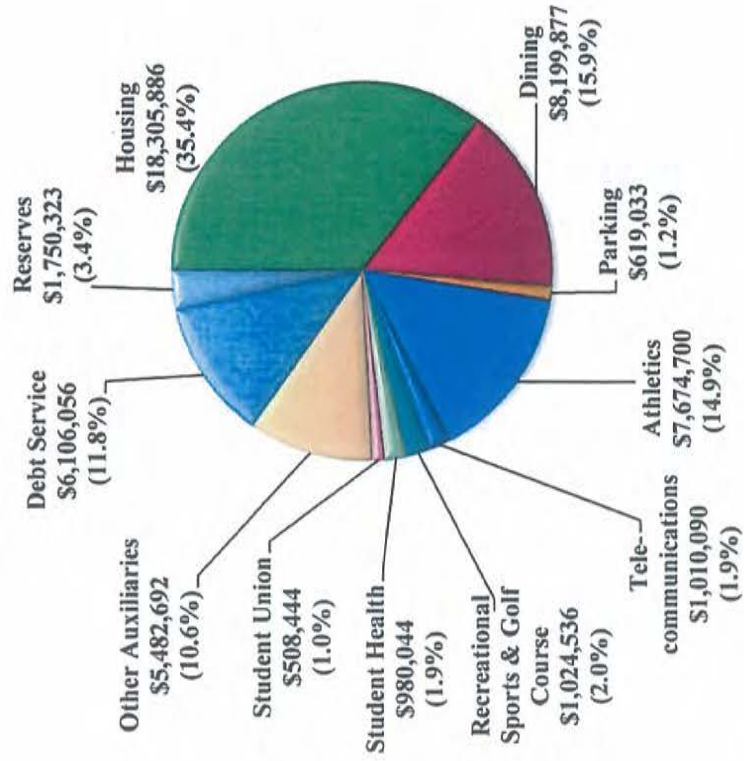


**2015-16 Auxiliary Revenue: \$51,661,681**

# Auxiliary Services Expenditure Comparison By Category



**2014-15 Auxiliary Expenditures: \$50,345,085**



**2015-16 Auxiliary Expenditures: \$51,661,681**

**TABLE 1  
REVENUE SUMMARY**

	<b>Budget 2014-2015</b>	<b>Proposed 2015-2016</b>
<b>EDUCATIONAL AND GENERAL</b>		
Tuition and Fees	35,967,014	38,359,440
Commonwealth Appropriations *	26,479,817	26,225,819
Federal Grants and Contracts	1,037,699	664,941
State/Local/Private Grants and Contracts	1,280,925	1,239,329
Other Sources	340,500	402,000
<b>Total Educational and General</b>	<b>65,105,955</b>	<b>66,891,529</b>
<b>AUXILIARY ENTERPRISES</b>		
<b>Total Auxiliary Enterprises</b>	<b>50,345,085</b>	<b>51,661,681</b>
<b>INSTITUTIONAL TOTAL</b>	<b>115,451,040</b>	<b>118,553,210</b>

\*Appropriation excludes Higher Education Student Financial Assistance of \$4,182,842 in FY 2015 and \$4,282,842 in FY 2016. FY 2016 appropriation includes \$348,554 for estimated General Fund portion of benefit cost increases.



**TABLE 2  
EXPENDITURE SUMMARY**

	<b>Budget 2014-2015</b>	<b>Proposed 2015-2016</b>
<b>EDUCATION AND GENERAL</b>		
Instruction	31,000,671	32,153,344
Sponsored Programs	2,318,624	1,904,270
Public Service	548,573	545,117
Academic Support	8,546,147	9,022,791
Student Services	4,491,285	4,538,704
Institutional Support	9,633,635	9,692,020
Plant Operation & Maintenance	6,574,139	7,037,403
Scholarships & Fellowships*	1,992,880	1,997,880
<b>Total E&amp;G Expenditures</b>	<b>65,105,955</b>	<b>66,891,529</b>
<b>AUXILIARY ENTERPRISES</b>		
Expenditures	41,318,352	43,805,302
Transfers		
Debt Service (Mandatory)	6,021,141	6,106,056
Non-Mandatory		
<b>Total Auxiliary Enterprises</b>	<b>47,339,493</b>	<b>49,911,358</b>
<b>INSTITUTIONAL TOTAL</b>	<b>112,445,448</b>	<b>116,802,887</b>

\*FY 2015 and FY 2016 exclude \$4,182,842 and \$4,282,842 respectively in Higher Education Financial Assistance from State Appropriations

**TABLE 3  
SUMMARY OF AUXILIARY SERVICES  
INCOME AND EXPENDITURES**

	Budget 2014-2015	Proposed 2015-2016
<b>RESIDENCE HALLS</b>		
Direct Income	117,800	117,800
Income (Room Fees)	19,677,621	20,471,284
Expense	17,292,462	18,305,886
Debt Service (Mandatory)	1,733,691	1,792,524
Non-Mandatory Transfers	(187,877)	(488,676)
Net (Contribution to Fund Balance)	581,391	1,998
<b>FOOD SERVICES</b>		
Direct Sales	125,000	125,000
Income (Meal Plans)	9,266,757	9,269,232
Expense	8,117,078	8,199,877
Debt Service (Mandatory)	629,624	699,225
Non-Mandatory Transfers	0	(495,130)
Net (Contribution to Fund Balance)	645,055	0
<b>BOOKSTORE</b>		
Income (Sales and Contracts)	375,000	375,000
Expense	265,000	266,250
Debt Service (Mandatory)	0	0
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	110,000	108,750
<b>ATHLETICS</b>		
Income (Direct Sales and Services)	254,880	254,880
Student Fees	8,208,122	8,465,483
Expense	7,403,064	7,674,700
Debt Service (Mandatory)	1,059,938	1,045,663
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
<b>PARKING AND TRANSPORTATION</b>		
Income (Direct Sales and Services)	618,000	650,000
Student Fees	236,926	299,333
Expense	519,167	619,033
Debt Service (Mandatory)	335,759	330,300
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
Continued on next page		

**TABLE 3**  
**SUMMARY OF AUXILIARY SERVICES**  
**INCOME AND EXPENDITURES**

	Budget 2014-2015	Proposed 2015-2016
<b>TELECOM SYSTEMS</b>		
Income (Direct Sales and Services)	11,000	1,000
Student Fees	831,514	1,009,090
Expense	842,514	1,010,090
Debt Service (Mandatory)	0	0
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
<b>STUDENT HEALTH</b>		
Income (Direct Sales and Services)	5,500	50,000
Student Fees	815,469	930,044
Expense	820,969	980,044
Debt Service (Mandatory)	0	0
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
<b>STUDENT UNION</b>		
Income (Direct Sales and Services)	4,000	5,000
Student Fees	598,489	596,694
Expense	507,351	508,444
Debt Service (Mandatory)	95,138	93,250
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
<b>RECREATION AND INTRAMURALS</b>		
Income (Direct Sales and Services)	36,000	50,000
Student Fees	1,849,401	1,861,416
Expense	708,054	736,822
Debt Service (Mandatory)	1,177,347	1,174,594
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
Continued on next page		

**TABLE 3**  
**SUMMARY OF AUXILIARY SERVICES**  
**INCOME AND EXPENDITURES**

	Budget 2014-2015	Proposed 2015-2016
<b>GOLF COURSE</b>		
Income (Direct Sales and Services)	100,000	100,000
Student Fees	176,003	187,714
Expense	276,003	287,714
Debt Service (Mandatory)	0	0
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
<b>CONFERENCES</b>		
Income (Direct Sales and Services)	350,000	350,000
Student Fees	0	0
Expense	309,020	338,591
Debt Service (Mandatory)	0	0
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	40,980	11,409
<b>OTHER AUXILIARY</b>		
Income (Direct Sales and Services)	616,337	537,000
Student Fees	6,071,266	5,955,711
Expense	4,257,670	4,877,851
Debt Service (Mandatory)	989,644	970,500
Non-Mandatory Transfers	187,877	983,806
Net (Contribution to Fund Balance)	1,628,166	1,628,166
<b>TOTAL AUXILIARY ENTERPRISES</b>		
Income (Direct Sales and Services)	2,613,517	2,615,680
Student Fees	47,731,568	49,046,001
Expense	41,318,352	43,805,302
Debt Service (Mandatory)	6,021,141	6,106,056
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	3,005,592	1,750,323

**TABLE 4**  
**LONGWOOD UNIVERSITY FOUNDATION**  
**INSTITUTIONAL SUPPORT SUMMARY**

	<b>Budget 2014-2015</b>	<b>Budget 2015-2016</b>
Academic Affairs	91,776	225,000
Alumni Association	2,171	32,122
Office of Strategic Operations	0	154,500
Office of Commonwealth Relations	0	226,482
Cook Cole College of Arts and Sciences	91,074	300,996
College of Business and Economics	4,757	6,044
College of Education and Human Services	1,461	25,786
English and Modern Language Department	4,522	4,672
History and Political Science Department	513	1,532
Art Department	0	228,972
Theater Department	0	4,751
Honors	57,460	58,636
Hull Springs Farm	18,460	114,063
Longwood Center for the Visual Arts	51,816	61,425
Library	2,936	25,416
Music Department	5,330	7,496
Sociology and Anthropology Department	1,019	5,320
	<b>333,295</b>	<b>1,483,213</b>

## Significance of Ratio

This ratio reflects the amount of expenditures, by function, as a percentage of total educational and general expenditures and mandatory transfers.

Major shifts in the various percentages may reflect a change in funding priorities.

### Longwood University's Current Status

The allocation ratios for Longwood University show shifts over the last four years. The following contributed to changes in expenditure budgets:

- ❖ Instruction and Academic Support budgets increased primarily due to an additional \$662,295 allocated to the faculty salary pool for salary adjustments, new faculty and promotions.
- ❖ In total Student Services increased over the previous Year; however, it decreased as a percent of total budget.
- ❖ Institutional Support decreased as a result of transferring a portion of Administrative Technology cost to an auxiliary program.
- ❖ In total Student Aid funding increased over the prior year; however, it decreased as a percentage of total budget.

## Budget Allocation Ratio

Fiscal Year	2013	2014	2015	2016
Instruction and Academic Support	57.96%	59.76%	60.74%	61.55%
Public Service	.83%	.82%	0.84%	0.81%
Student Services	7.22%	6.92%	6.90%	6.79%
Institutional Support	14.39%	13.64%	14.80%	14.49%
Operation and Maintenance of Plant	10.69%	10.40%	10.10%	10.52%
Student Aid	2.59%	3.21%	3.06%	2.99%
Sponsored Programs	5.42%	4.65%	3.56%	2.85%
Reserve for Salaries & Benefits	0.90%	.60%	0.00%	0.00%
Formula	$\frac{\text{Expenditure Budget (by function)}}{\text{Total Educational \& General Expenditure Budget}}$			

## Instructional Budget per Student FTE

### Significance of Indicator

This indicator reflects the amount of funds expended for Instruction and Academic Support per each full-time equivalent student.

A dramatic change in the ratio signals a shift in the funding priorities of the institution. A significant change also can accompany an enrollment increase or decline.

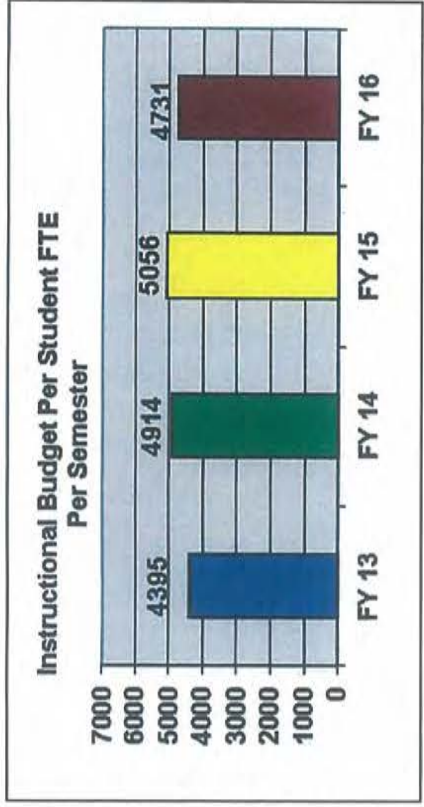
### Longwood University's Current Status

In FY 2014 an increase of \$519 is primarily the result of salary adjustments for faculty and staff, two additional faculty positions and continuation of funding for the Virginia Logistics Research Center.

In FY 2015 an increase of \$142 is primarily the result of seven additional faculty positions.

In FY 2016 the decline of \$325 is primarily the result of increased enrollment projected.

The total annual Educational & General budget per in-state FTE is \$14,364, which is an increase of \$69 over the previous year. This excludes the amount budgeted for Sponsored Programs and State Higher Education Financial Aid.



Source: SCHEV 2B Enrollment Projections – Fall and Spring Semesters (On and Off Campus)

Formula: Instruction and Academic Support Budgets  
Fall and Spring Enrollment Projections

## Debt Burden Ratio

### Significance of Ratio

The debt burden ratio examines the University's dependence upon borrowed funds as a means of financing its mission. It compares the level of debt service with the institution's budgeted expenditures.

**Formula:** 
$$\frac{\text{Debt Service}}{\text{Total Expenditure Budget}}$$

A level trend or a decreasing ratio over time indicates that debt service has sufficient coverage without impinging further on other functional areas. The standard for higher education is a maximum of 7 percent, meaning that current principal and interest expense should not be greater than 7 percent of the total budget.

Although the 7 percent level is an acceptable threshold, this percentage can range between 5 percent and 10 percent. The actual percentage will vary based upon the financial strength of the institution. Institutions with greater flexibility in allocating funds will be able to take on additional debt. Longwood participates in the state bond program which is based on fixed rates. Debt is not increased without budgeting an increase in funds available to pay the financial obligations.

In March 2007, the Board of Visitors approved an institutional debt ratio of up to 9 percent to facilitate the completion of nongeneral fund projects approved by the General Assembly.

### Longwood University's Current Status

Longwood's Debt Service to Total Budgeted Expenditures is 5.31 percent for FY 2016. This calculation is based on scheduled debt payments for FY 2016 and total budgeted expenditures less reserves.

Longwood's actual FY 2014 debt burden ratio was 5.41 percent per audited financial statement data.



## Glossary

**Academic Support:** Includes activities conducted to provide support services to the institution's three primary programs: instruction, research and public service. Examples include the library, deans, academic technology, academic service center and disability resources.

**Appropriation:** An expenditure authorization with specific limitations as to amount, purpose, and time; formal advance approval of an expenditure from designated resources available or estimated to be available.

**Auxiliary Services:** Activities within the University that exist to furnish goods or services directly or indirectly to students, faculty and staff. These activities charge fees directly related to, but not necessarily equal to, the cost of the service. Auxiliary services must be self-supporting.

**Banner:** Longwood's administrative information system that integrates Finance, Student and Human Resources modules within a single enterprise system.

**Direct Sales (Auxiliary):** Sales of auxiliary services, to include facility rental, bookstore income, parking decals/fines and recreation center memberships.

**Educational & General (E&G):** Term used to describe all operations related to the institution's educational objectives.

**Full-Time Equivalent (FTE):** A means for expressing part-time students or faculty as a full-time unit. The formula is generally based on credit hours. Example: An institution may define full-time as being twelve credit hours, so a student (or faculty member) taking (or teaching) three credit hours would then equal .25 FTE.

**General Funds:** Revenue received from the State from the collection of taxes, fees and other charges.

**Grants and Contracts (Sponsored Programs):** Sponsored program funds are generated through a grant or contractual agreement. Funds may be provided by state, federal, local or private entities. Sponsored program funds must be expended for the purposes outlined in the respective grant/agreement.

**Indirect Costs:** Fee charged to grants or contracts to pay for the use of University facilities, i.e., overhead.

**Institutional Support:** Activities whose primary purpose is to provide operational support for the day-to-day functioning of the institution, excluding physical plant operations. Examples include the President, Vice-Presidents, institutional research and assessment, administrative technology, public relations, financial operations, internal audit, human resources, and safety and security.

**Instruction:** Includes all activities that are part of the institution's instructional program, primarily all academic departmental operations.

**Mandatory Transfers:** Transfers arising out of (1) binding legal agreements related to the financing of the educational plant, such as amount for debt retirement, interest and required provisions for renewals and replacements of plant, not financed from other sources, and (2) grant agreements with agencies of the federal government, donors, and other organizations to match gifts and grants to loan funds and other funds.

**Miscellaneous E&G Revenues:** Includes nongeneral fund revenues derived from the sale of goods or services that are incidental to the conduct of instruction, research or public service. Examples include revenues from facility rentals, payment plan fees, administrative fees and indirect costs.

**Nongeneral Funds:** Tuition, fees, and all other funds not received from the State. This includes grants and contracts income.

**Nonmandatory Transfers:** These transfers serve a variety of objectives such as moving monies generated in auxiliary enterprise fund groups to an E&G fund group or to a capital outlay fund group for use in providing project funding.

**Operation and Maintenance of Plant:** This category includes the operation and maintenance of the physical plant. It includes all operations established to provide services and maintenance related to campus grounds and facilities. It also includes utilities, insurance, facilities management, custodial services, sustainability and power plant operations.

**Public Service:** Includes all funds expended for those noninstructional services established and maintained to provide services to the general community or special sectors within the community. Community service is concerned with making available to the public various resources and unique capabilities that exist within the institution. The Longwood Small Business Development Center is included in this category.

**Restructuring:** Legislation that allows institutions of higher education varying levels of decentralization in the areas of procurement, personnel and capital outlay while establishing commitments and performance measures for the institutions.

**Student Fees (Auxiliary):** Student dining, housing and comprehensive fees.

**Student Services:** Those activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural and social development outside the context of the formal instruction program. Examples include academic and career advising, admissions, registration, financial aid and student success.

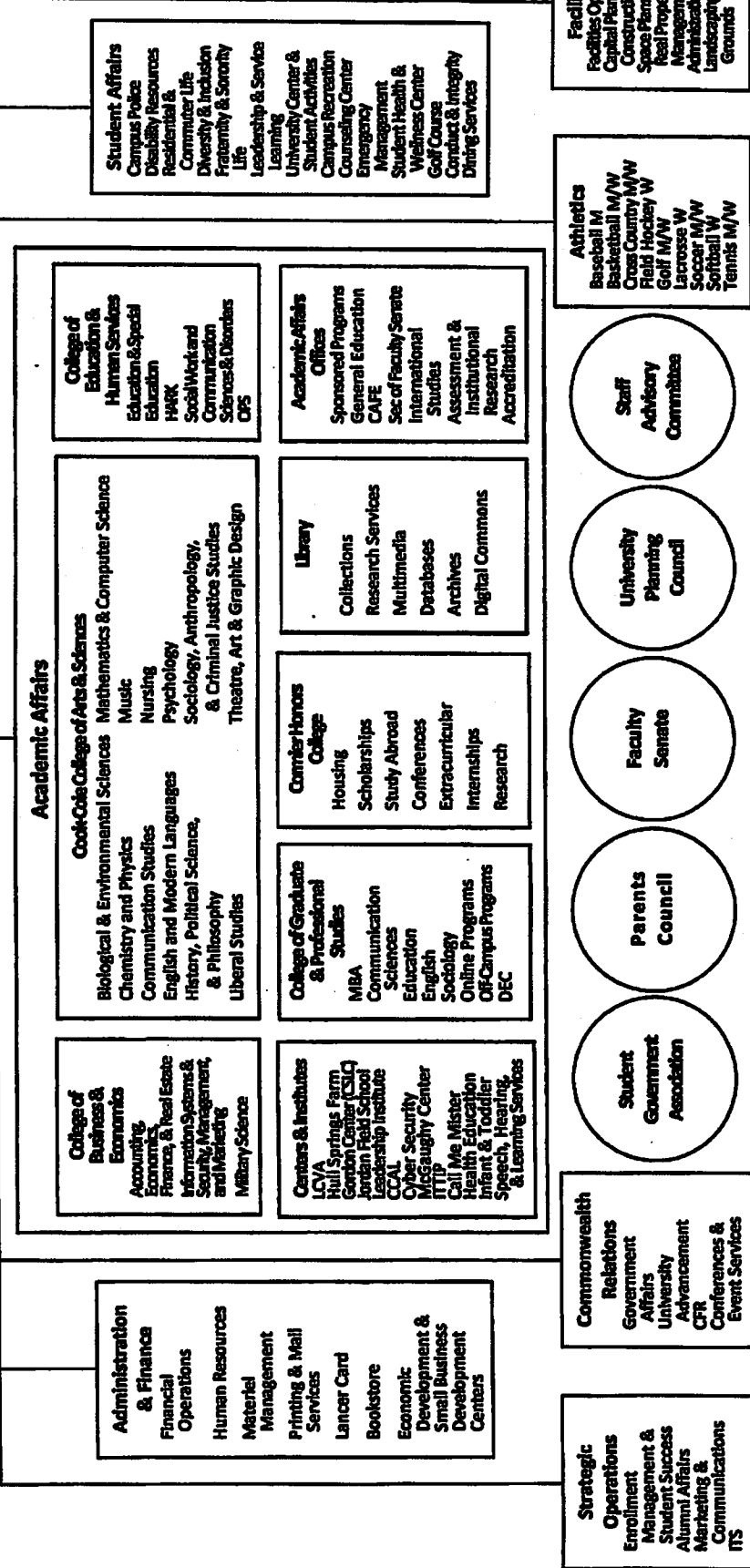
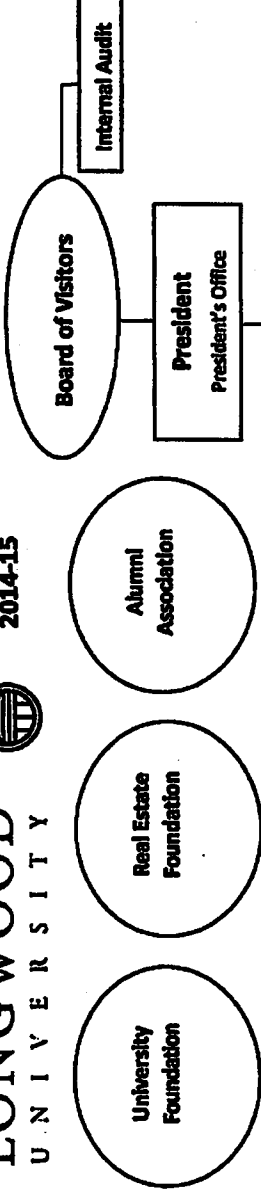
**Tuition and Fees:** Nongeneral funds that include all tuition and fees assessed against students for current operating purposes. Fees include application fees, registration fees, course fees and on-line fees.



## Mission of the University

Longwood University is an institution of higher learning dedicated to the development of citizen leaders who are prepared to make positive contributions to the common good of society. Building upon its strong foundation in the liberal arts and sciences, the University provides an environment in which exceptional teaching fosters student learning, scholarship, and achievement. As the only four-year public institution in south central Virginia, Longwood University serves as a catalyst for regional prosperity and advancement.

- Rector: Colleen Mergelhoff
- Vice Rector: Bob Wertz
- Secretary: Shelby Walker
- President: Taylor Reveley
- Vice Presidents: Provost & Academic Affairs: Ken Perkins
- Administration & Finance: Ken Copeland
- Commonwealth Relations: Brenda Atkins
- Facilities: Dick Bratcher
- Strategic Operations: Victoria Windsor
- Student Affairs: Tim Pearson
- Admissions Director: Troy Austin
- Chief of Staff: Justin Pope
- Academic Deans: Area & Sciences: Jennifer Apperson
- Business & Economics: Paul Barrett
- Education & Human Services: Paul Chapman
- Graduate & Professional Studies: Jeannine Perry
- Recreation: Heathers Colgate
- Alumni: Alva Fink
- Library: Susy Palmer



**Facilities**  
 Facilities Operations  
 Capital Planning & Construction  
 Space Planning & Real Property Management  
 Administrative Services  
 Landscaping & Grounds

**Athletics**  
 Baseball M/W  
 Basketball M/W  
 Cross Country M/W  
 Field Hockey W  
 Golf M/W  
 Lacrosse W  
 Soccer M/W  
 Softball W  
 Tennis M/W

**Staff Advisory Committee**

**University Planning Council**

**Faculty Senate**

**Parents Council**

**Student Government Association**

**Commonwealth Relations**  
 Government Affairs  
 University Advancement  
 CFR  
 Conferences & Event Services

**Strategic Operations**  
 Enrollment Management & Student Success  
 Alumni Affairs  
 Marketing & Communications  
 ITS

the 1990s, the number of people in the world who are living in poverty has increased from 1.2 billion to 1.6 billion (World Bank 2000).

There are a number of reasons for this increase in poverty. One of the main reasons is the rapid population growth in the developing world. The population of the world is expected to reach 8 billion by the year 2025 (United Nations 2000). This rapid population growth is putting a strain on the world's resources and is leading to a decrease in the amount of land available for agriculture.

Another reason for the increase in poverty is the rapid technological change in the developed world. The rapid technological change is leading to a decrease in the demand for low-skilled labour in the developed world. This is leading to a decrease in the number of jobs available for low-skilled workers in the developed world.

There are a number of ways in which the world can reduce poverty. One way is to increase the amount of land available for agriculture. This can be done by reforestation and soil conservation. Another way is to increase the demand for low-skilled labour in the developed world. This can be done by providing training and education for low-skilled workers.

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## Capital Budget and Plan

### *Components of the Budget*

Longwood University's capital program is built based upon periodic master planning, development of six-year capital plans, facilities condition assessments, and annual reviews of deferred maintenance priorities. Subsequently, project plans and budgets are developed based upon estimates of the resources required to complete specific projects envisioned in the plans. Project cost thresholds of \$25,000 and \$2.0 million are used by the Commonwealth to delineate routine operating maintenance, capital maintenance/improvement projects, and capital outlay projects.

As defined by the Commonwealth of Virginia, capital outlay projects typically include:

- The acquisition of real property regardless of cost;
- New construction projects with a total project cost exceeding \$1 million for state agencies or \$2 million for institutions of higher education;
- Improvements, renovations, repairs, replacement, maintenance, or combination projects for a single building with a total project cost exceeding \$1 million or \$2 million for institutions of higher education; and,
- Umbrella projects.

Capital outlay projects require the specific approval and appropriation of funds by the General Assembly, regardless of the source of funding. As of FY 2015, requests for capital outlay appropriations will be made on an annual basis, rather than a biennial basis.

Capital maintenance projects whose total costs fall between \$25,000 and \$2.0 million typically include:

- Modifications to facilities, grounds, and infrastructure to improve programmatic effectiveness and aesthetics as well as operating and energy efficiencies;
- Planned replacement or maintenance of building and infrastructure components; and,
- Maintenance to building and infrastructure components that has been deferred due to shortfalls in normal Operations & Maintenance (O&M) resources.

Individually, these projects do not require the specific approval and appropriation of funds by the General Assembly. As of FY 2015, projects of this type funded by the Commonwealth's Deferred Maintenance Program no longer require Department of Planning and Budget approval.

## ***Funding Sources***

### **General Fund (GF) Appropriations**

#### ***Capital Outlay Projects***

The Commonwealth of Virginia funds capital outlay projects through a pool process. Rather than funding projects individually, they are included in pools of funding provided for various stages of capital development across the Commonwealth. Project costs are reviewed at various stages of design and development. The actual project budget and funding level is set at the end of preliminary design, prior to the development of the construction or working drawings.

#### ***Deferred Maintenance Projects***

The Commonwealth provides funding to address deferred maintenance on facilities and infrastructure supported by Educational & General (E&G) funds. Biennially, the General Assembly appropriates a blanket deferred maintenance project for each agency to address such maintenance. Deferred maintenance on Non-General Funded facilities is the responsibility of the agency.

### **Non-General Fund (NGF) Appropriations**

Agencies may fund capital outlay projects with Non-General Funds. These projects can be funded either by cash reserves, philanthropic sources, or through bond funding. All NGF capital outlay projects require an appropriation. NGF capital projects that fall between \$25,000 and \$2.0 million are considered to be deferred maintenance/improvement projects and do not require an appropriation.

#### ***Operating/Reserve Funds***

Agencies may fund capital projects with operating funds. As indicated previously, these projects fall between \$25,000 and \$2.0 million. Typically, GF projects will be limited to that fiscal year since those funds may revert to the Commonwealth's general fund. NGF projects may be funded either from O&M funds or from reserves. Reserve-funded projects can cross fiscal years. Projects funded through the Real Estate Foundation (REF) are typically supported through operating leases and management agreements funded by annual operating funds.

## ***Capital Activity***

### **Projects Completed During FY 2015**

Thirty capital outlay, capital maintenance, and improvement projects were completed during FY 2015. The total value over the life of these projects was \$42,678,107. Capital

outlay projects totaled \$38,796,540 while improvements and capital maintenance projects totaled \$3,881,567.

*Capital Outlay Projects*

Capital Projects	General Fund	Non-General Fund	Total Project Cost
Renovate Blackwell Hall (Alumni Center)	\$0	\$4,329,027	\$4,329,027
Stubbs Renovation	\$0	\$10,177,000	\$10,177,000
ADA Accessibility	\$1,437,000	\$0	\$1,437,000
Replace Willett HVAC System	\$2,760,703	\$0	\$2,760,703
University Technology Center	\$20,092,810	\$0	\$20,092,810
<b>Totals</b>	<b>\$24,290,513</b>	<b>\$14,506,027</b>	<b>\$38,796,540</b>

*Improvements & Capital Maintenance Projects*

Project	General Fund	Non-General Fund	Total Project Cost
Repair Greenhouse Chichester	\$45,000	\$0	\$45,000
Replace Roof Dorrill Dining Hall	\$0	\$750,000	\$750,000
Replace Heat Pumps Dorrill Dining Hall-Study	\$0	\$9,925	\$9,925
Replace Exterior Lights	\$258,513	\$0	\$258,513
Hardy House Porch Repairs	\$131,836	\$120,096	\$251,932
Replace Roof Hull	\$250,000	\$0	\$250,000
Replace LCVA Chiller	\$0	\$175,000	\$175,000
Greenwood Library Archives Room	\$0	\$150,000	\$150,000
Repair Longwood B&B Porch Roof	\$0	\$35,400	\$35,400
Replace Windows Maugans Alumni Center	\$189,492	\$0	\$189,492
Replace Elevator Maugans Alumni Center	\$544,182	\$0	\$544,182
Repair Cornice and Gutters South Ruffner	\$0	\$466,000	\$466,000
Replace Willett Gym Lights	\$44,250	\$44,250	\$88,500
Replace Baseball Backstop	\$0	\$165,036	\$165,036
Refinish Gym Floor Willett	\$0	\$39,970	\$39,970
South Tabb Hall Repairs	\$43,924	\$3,725	\$47,649
Heating Plant Controls Upgrade	\$79,778	\$0	\$79,778
Repairs Blackwell Cooling Tower	\$48,473	\$0	\$48,473
Wygall Ceiling and Light Replacement	\$37,193	\$0	\$37,193
Blackwell Loading Dock Roof Replacement	\$24,365	\$0	\$24,365
Miscellaneous Repairs Tabb	\$0	\$46,886	\$46,886
Replace Lights and Emergency Lighting Willett Hall	\$0	\$78,294	\$78,294
Replace Ceiling Willett Hall	\$0	\$52,223	\$52,223
Replace Floor Finishes -Dance Studio Willett Hall	\$0	\$4,619	\$4,619
Paint Walls Willett Hall	\$0	\$43,137	\$43,137
<b>Totals</b>	<b>\$1,697,006</b>	<b>\$2,184,561</b>	<b>\$3,881,567</b>

*Active Projects*

At present, Longwood's capital program includes approximately \$112 million in active capital projects. Capital outlay projects total approximately \$108 million which is comprised of about \$2.9 million in fully funded GF projects, \$51.7 million in GF pool projects, \$37.9 million in NGF projects, and \$16 million in REF-funded projects. The reduction of fully funded projects from last year reflects the Commonwealth's move to

funding capital projects through the pool process. Capital improvement and maintenance projects total approximately \$4.1 million, which is comprised of about \$1.6 million in GF funds and \$2.5 million in NGF funds.

*Capital Outlay Projects*

Project Title	General Fund	Non-General Fund	REF Funding	Total Project Cost
Unfunded				
Emergency Preparedness – Generators		\$2,013,000		\$2,013,000
Fully Funded				
Modernize Heating Plant Phase 3		\$424,792		\$424,792
University Technology Center Equipment	\$590,000			
Asbestos Abatement	\$2,332,000			\$2,332,000
University Center		\$35,495,000		\$35,495,000
Pool Funded (Estimates Only)				
Construct Student Success Center (Construction)	\$10,093,000			\$10,093,000
Additional Biomass Boiler (Construction)	\$7,124,040			\$7,124,040
Construct Admissions Office (PD only)	\$11,768,000			\$11,768,000
Construct New Academic Bldg (PD only)	\$22,713,000			\$22,713,000
Real Estate Foundation				
New On Campus Residence Hall			\$16,000,000	\$16,000,000
<b>Totals</b>	<b>\$54,620,040</b>	<b>\$37,932,792</b>	<b>\$16,000,000</b>	<b>\$107,962,832</b>

*Improvements & Capital Maintenance Projects*

Project Title	General Fund	Non-General Fund	Total Project Cost
Replace Roof Coyner	\$211,034	\$0	\$211,034
Replace Coyner HVAC	\$650,000	\$0	\$650,000
Hardy House Repairs	\$151,000	\$204,000	\$355,000
Replace Library HVAC Controls	\$158,278	\$0	\$158,278
Replace Deaerator Tank Old Heating Plant	\$178,000	\$0	\$178,000
Replace Turf Field-Johnston Drive	\$0	\$987,957	\$987,957
Replace Roof Iler-Design	\$0	\$40,000	\$40,000
Replace Fire Alarm System Lankford	\$0	\$112,000	\$112,000
Lankford Balustrade Re-install	\$0	\$120,000	\$120,000
Replace Roof Graham	\$205,814	\$100,800	\$306,614
Curry-Frazer Renovations (Alarms, Steps, HVAC Controls)	\$0	\$776,704	\$776,704
Replace Water Riser ARC	\$0	\$4,726	\$4,726
Upgrade Irrigation System	\$0	\$45,000	\$45,000
Resurface Tennis Courts	\$0	\$40,000	\$40,000
Replace Doors Willett	\$0	\$85,043	\$85,043
Repair Stair Blackwell and Ruffner	\$23,000	\$0	\$23,000
<b>Totals</b>	<b>\$1,577,126</b>	<b>\$2,516,230</b>	<b>\$4,093,356</b>



Planned Projects

*Capital Outlay Projects*

Longwood was notified by the Department of Planning and Budget (DPB) on May 13, 2015, that agencies must submit their six-year capital outlay requests for 2016-2022 to DBP by June 15, 2015. A prioritized list of capital projects has been formulated, based on finalizing the 2020 Campus Master Plan and beginning the 2025 University Master Plan. The President's Executive Steering Council has considered this list, and will submit it to DBP by June 15. The project list, in priority order, is as follows.

<b>Draft Longwood University Six Year Capital Plan 2016-2022 -- June 2015 Submission</b>				
<b>Project Title</b> <i>(2025 Master Plan Project)</i>	<b>Description</b>	<b>Funding</b>		
		<b>General</b>	<b>Non-General</b>	<b>Total</b>
<b>2016-2018</b>				
Construct Student Success Center	Request funding for furniture, fixtures, and equipment	\$627,000	\$0	\$627,000
Construct New Academic Building	Request to proceed to construction phase for a 43,500 gsf new academic building on the site of the French Tennis Courts (classrooms, research space, academic support space, faculty	Pool Project - approved through Detailed Planning phase		
Construct New Admissions Office	Request to proceed to construction phase for a 21,000 gsf new building to house the Admissions Office	Pool Project - approved through Detailed Planning Phase		
Replace Steam Distribution System	Renovate, repair, and/or relocate steam tunnels and data line banks in the area from Beale Plaza to Wheeler Hall, and to other buildings in that area	\$5,219,000	\$2,935,000	\$8,154,000
Construct New Physical Plant Building	Construct a replacement building and ancillary facilities for Bristow Building to house Facilities Management Division and Materiel Management Department	\$30,333,000	\$0	\$30,333,000
Renovate Heating Plant Facility	Construct the initial phase of a central chilled water system for north and central campus buildings	\$13,528,000	\$11,524,000	\$25,052,000
<u>Construct Performing Arts Center</u>	Construct a 500 seat performing arts center with rehearsal facilities and additional Music Department space; construct parking garage (approx. 500 spaces)	\$33,000,000	\$17,305,000	\$50,305,000
<u>Expand and Renovate Willett Hall</u>	Phase 1 - Construct an addition with multi-use event and activity space; renovate portions of existing building; renovate adjacent Brock Commons; Phase 2 - construct east addition and renovate remainder of existing building; renovate adjacent Spruce St. area	\$44,000,000	\$36,000,000	\$80,000,000
<u>Construct Athletics</u>	Umbrella project for multi-year improvements, replacement, and renovations to athletics	\$0	\$24,650,000	\$24,650,000
<u>Construct South Main St. Parking Garage</u>	Construct a parking garage on South Main Street (approx. 500 spaces)	\$0	\$17,305,000	\$17,305,000
<b>Total Additional Project Values Requested 2016-2018</b>		<b>\$126,707,000</b>	<b>\$109,719,000</b>	<b>\$236,426,000</b>
<b>2018-2020</b>				
Renovate Lankford Hall	Student one-stop business center, faculty and student collaborative learning space, and other support and service space	\$15,000,000	\$5,000,000	\$20,000,000
Renovate South Tabb Hall	Renovate the 9,817 gsf South Tabb Hall for the College of Graduate and Professional Studies	\$6,794,000	\$0	\$6,794,000
Renovate Greenwood Library	Renovate the 70,890 gsf Greenwood Library building	\$22,963,000	\$0	\$22,963,000
<b>Total Additional Project Values Requested 2018-2020</b>		<b>\$44,757,000</b>	<b>\$5,000,000</b>	<b>\$49,757,000</b>
<b>2020-2022</b>				
Renovate Wygal Hall	Renovate the 24,961 gsf Wygal Hall for the Music Department	\$11,591,000	\$0	\$11,591,000
Renovate Coyner Hall	Renovate the 18,300 gsf Coyner Hall for the College of Business and Economics	\$6,028,000	\$0	\$6,028,000
Improvements: Building Efficiency	Campus-wide project to reduce steam, electricity, and water consumption in buildings	\$4,694,000	\$2,210,000	\$6,904,000
Campus-Wide Stormwater System	Implement a consolidated campus-wide stormwater management project to control stormwater runoff	\$3,517,000	\$0	\$3,517,000
<u>South Campus Residence Hall</u>	Construct a new 250 bed residence hall	\$0	\$27,000,000	\$27,000,000
<b>Total Additional Project Values Requested 2020-2022</b>		<b>\$25,830,000</b>	<b>\$29,210,000</b>	<b>\$55,040,000</b>
<b>Six Year Capital Plan Total 2016-2022</b>		<b>\$197,294,000</b>	<b>\$143,929,000</b>	<b>\$341,223,000</b>
<b>Total Master Plan Projects</b>		<b>\$77,000,000</b>	<b>\$122,260,000</b>	<b>\$199,260,000</b>

*Note: The project values shown are best estimates as of 5/20/2015 and may change prior to the 6/15/2015 submission.*

*Capital Improvement Projects & Maintenance Projects*

Over the years, a number of capital improvements and maintenance projects have been identified as a part of long range planning, facilities assessments, and the emergence of unforeseen conditions. There are a number of these projects that need to be addressed over the next year. These include projects in our E&G buildings, auxiliary buildings, and those that are split funded.

During FY 2016, there is an additional need for approximately \$4.85 million in funding for capital maintenance projects. GF Maintenance Reserve funds will support \$2.17 million of the project costs. The remaining will be NGF-supported projects. A number of these projects will cross fiscal year boundaries. The projects include repairs to roofs, life safety systems, auxiliary buildings, athletic facilities, utility infrastructure, and residence halls.

Priority	Project	Project Cost	FY16 GF	FY16 NGF
1	Replace Heat Pumps Dining Hall	\$1,825,324		\$1,825,324
2	Design Lankford Electrical Service Replacement	\$25,000		\$25,000
3	Replace Electrical Service Longwood House	\$90,000		\$90,000
4	Install Snow Guards Various Buildings	\$40,000		\$40,000
5	Install Railing and Padding Bolding Stadium	\$8,000		\$8,000
6	Design Sidewalk/ Stairs Bolding Stadium	\$25,000		\$25,000
7	Camera Wells Bolding Stadium	\$10,000		\$10,000
8	Replace Boiler Bed and Breakfast	\$50,000		\$50,000
9	Tipper Installation	\$100,000		\$100,000
10	Install Heated Insulated Valve Cover Box Johnston Drive Field	\$7,000		\$7,000
11	Blackwell Servery	\$150,000		\$150,000
12	Lancaster Admissions Refresh	\$140,550		\$140,550
13	Coyner Refresh (Move Honors, International, Math& CS, English)	\$110,400		\$110,400
14	Stevens Refresh (Move Nursing, Allied Health & Liberal Studies)	\$55,200		\$55,200
15	Design for Reconfiguration of Graham Lot, Chambers Ct & Madison St	\$15,000		\$15,000
16	Design Shop Building Expansion Johnston Drive Field	\$30,000		\$30,000
1	Iler Roof	\$100,000	\$35,000	\$65,000
2	Replace Refrigerant Leak Detection Systems	\$47,000	\$25,000	\$22,000
3	Replace Dielectric Unions Chilled Water System Library	\$30,000	\$30,000	\$0
4	Steam Line Condensate Repairs	\$74,000	\$43,000	\$31,000
5	Repair Lancaster Clock Tower-Clock and Tower	\$110,000	\$110,000	\$0
6	Repair Colonnades	\$130,000	\$130,000	\$0
7	Replace HVAC Library	\$600,000	\$600,000	\$0
8	Retro Commissioning	\$15,000	\$15,000	\$0
9	Repair/Replace HVAC Controls Campus Wide (E&G)	\$775,000	\$775,000	\$0
10	Design Only-Wygal Structural	\$25,000	\$25,000	\$0
11	Replace Window and Exterior Doors Coyner	\$290,000	\$290,000	\$0
12	Repair Roof Cornice and Gutters Stevens Hall	\$30,000	\$30,000	\$0
13	Sidewalk Repairs (Ready to Bid)	\$60,000	\$60,000	\$0
<b>Totals</b>		<b>\$4,967,474</b>	<b>\$2,168,000</b>	<b>\$2,799,474</b>

*FY 2015 Anticipated v. Actual Annual Capital Expenditures*

It was anticipated that approximately \$6.2 million of GF and \$17.5 million in NGF would comprise an overall \$23.7 million capital expenditure over the fiscal year. Actual expenditures were approximately \$16.9 million, with the largest differential in NGF capital projects. The largest driver was the timing of construction of the University Center.

Projects Type	FY15					
	Project Budgets	Anticipated	Actual	Project Budgets	Anticipated	Actual
	GF	GF	GF	NGF	NGF	NGF
Capital Outlay Projects	\$76,726,174	\$5,134,642	\$5,482,609	\$49,271,027	\$15,397,639	\$8,878,175
Capital Improvement and Maintenance	\$2,328,100	\$1,053,900	\$1,076,381	\$4,156,475	\$2,116,275	\$1,443,733
<b>Total Anticipated Expenses</b>	<b>\$79,054,274</b>	<b>\$6,188,542</b>	<b>\$6,558,990</b>	<b>\$53,427,502</b>	<b>\$17,513,914</b>	<b>\$10,321,908</b>

*FY 2016 Anticipated Capital Expenditures*

Current anticipated annual capital expenditures for FY 2016 will be predominantly for NGF projects. The primary capital outlay projects on the GF side will be the Biomass Boiler and the Student Success Center. On the NGF side, the primary project is the Upchurch University Center. One anomaly is that \$1.48 million in expenses for the GF New Academic Building and the GF New Admissions Office are included in the NGF expenses due to the use of Longwood funding to keep the projects moving in anticipation of a General Obligation Bond next summer. Current estimates for anticipated annual expenditures are reflected in the following table.

Projects Type	Anticipated General Fund	Anticipated Non-General
Capital Outlay Projects	\$7,637,343	\$12,763,227
Capital Improvements and Maintenance	\$1,940,000	\$3,879,703
<b>Total Anticipated Expenses</b>	<b>\$9,577,343</b>	<b>\$16,642,930</b>

LONGWOOD UNIVERSITY  
RESOLUTION IN HONOR OF

Thomas Johnson

WHEREAS, Thomas Johnson

has served with distinction on the Longwood University Board of Visitors for four years – from July 1, 2011 to June 30, 2015; and

WHEREAS, he has and earned the affection of his fellow Board members, lending his wisdom, perspective, and experience to the governance of Longwood; and

WHEREAS, he served during a critical period of presidential transition, and of celebration of the institution's 175th anniversary; and

WHEREAS, his generous spirit and kind demeanor were infectious to the Board as a whole, making our work and time together more meaningful and pleasurable,

BE IT RESOLVED THAT

The Board of Visitors and the entire Longwood University community extend to

THOMAS JOHNSON

our most heartfelt appreciation for his devoted service and our best wishes for the future.