

**Longwood University
Board of Visitors**

**June 10-11, 2016
-Minutes-**

Friday, June 10, 2016

Call to Order

The Longwood University Board of Visitors met on Friday, June 10 at the Hotel Monaco in Alexandria, Virginia. The meeting was called to order at 9:00 a.m. by Rector Colleen Margiloff.

Members present:

Mrs. Eileen Anderson
Mrs. Katherine Busser
Mr. Michael Evans
Mr. David Hallock
Mr. Eric Hansen
Mrs. Colleen Margiloff
Mr. Stephen Mobley
Mrs. Marianne Radcliff
Ms. Pia Trigiani
The Hon. Robert Wertz, Jr.

Mr. Schwartz, Mrs. Walker and Mr. Ward were absent.

Also Present:

President Taylor Reveley
Cameron O’Brion, Office of the Virginia Attorney General
Vice President for Administration and Finance Ken Copeland
Vice President for Student Affairs Tim Pierson
Provost and Vice President for Academic Affairs Joan Neff
Vice President for Strategic Operations Victoria Kindon
Vice President for Institutional Advancement Courtney Hodges
Dean of College of Graduate and Professional Studies Jeannine Perry
Faculty Representative Dr. Lissa Power-deFur
Alumni Representative Dr. Kendall Lee
Executive Assistant Kay Stokes

Rector's Welcome and Consent Agenda

Mrs. Margiloff commented on how fortunate she has been working together with the board and her appreciation of the special relationship shared by board members. She also noted great appreciation for the faculty, staff and vice presidents of the university. Mrs. Margiloff asked for a motion to approve the Consent Agenda. Mrs. Busser so moved and Mr. Evans seconded. There was a brief discussion regarding each item to provide context as to the reason for the proposed board action. The motion was approved unanimously. (A copy of the Consent Agenda is included as Appendix 1).

President's Welcome

President Reveley noted the virtues of the annual retreat and the opportunity it affords to consider important matters in a less rushed fashion. He provided an update on the high level of activity on campus, especially the building projects (Gateway, Willett façade, Sharp and Register Halls); he added that layers of oversight associated with the Upchurch Center have been successfully navigated and he recently called Elsie Upchurch to give her an update on the projected start time.

The President noted an announcement was expected soon by the Governor on new board appointments. He expressed his confidence in the new compliance committee of the University Planning Council chaired by Virginia Kinman and Michelle Meadows. He believes moving the bookstore to Main Street will improve town/gown efforts toward a more robust economic development and marketing process. When discussing the bookstore, Board members asked about improving the merchandise and clothing available for sale and suggested canvassing students to get their top-10 requested items.

President Reveley announced that the consent agenda will be restructured for future board meetings to provide clearer context regarding proposed items, and that the format of the task force committees will also be reconsidered.

Reports of the Vice Presidents

Mrs. Hodges reported on an exciting year for University Advancement including increasing the staff from eight to 14 members. The office now has three gift officers who have completed more than 200 visits, adding that one recent donor visit resulted in an immediate \$30,000 scholarship. She added the first Day of Giving was both a success and a learning experience. The new director of Conferences and Events, Judith Campbell, brings a high level of expertise in event planning to Longwood. Jen Cox has transferred into the office to assist with local governmental relations. Following questions by board members about the funding of debate sponsorships, Mrs. Hodges briefly described sponsor levels and the types of corporations being approached.

Dr. Pierson noted that Longwood's students are very engaged on campus and care deeply about their community, as evidenced by the recent proposal for a new Diversity Statement for the university. Their community spirit was shown through raising more than \$80,000 for this year's

Relay for Life. With regards to student well-being, he noted that 700 students were seen by the Care Team this year and more than 400 students are registered through Disability Resources.

Dr. Neff was pleased to announce the new Dean of the Cook-Cole School of Arts and Sciences, Roger Byrne, would begin work at Longwood later in June. Two candidates for the Dean of the Library will interview on campus in the coming weeks. She noted that thanks to David Lehr Longwood was the first institution to complete a report on Advanced Placement use and scoring, as required by SCHEV. She commented the recent Hokeula event was a good opportunity to partner with Westmoreland County officials and schools and added that drone footage and aerial shots captured during the event will be used in future promotional materials for Hull Springs Farm. Once again the Yellowstone trip was highly successful for the participating students and faculty. She announced that Alix Fink was recently awarded a Pulse Program grant to re-think STEM and ways to engage students; an amount up to \$500,000 is available, if steps for the grant are completed.

Ms. Kindon reported Media Day associated with the October 4 Vice Presidential Debate was being held concurrently on campus. More than 80 journalists representing eight major networks were meeting with Longwood IT staff and debate team members throughout the day regarding technical matters and the expected layout for the debate. Also Spring Orientations have begun on campus and for the first time students preregistered for their classes (totaling 15 credit hours), a process which is key piece for success. She added the Career Center is now aligned with the Alumni Office to better serve our students and that a number of alumni are mentoring currently enrolled students.

Mr. Austin reported on the recent Big South Conference Meeting and noted that President Reveley is serving on the Executive Committee and the subcommittee focusing on rebranding of the conference; he added Consuelo Alvarez is chairing the committee of Faculty Athletic Representatives and noted Michelle Meadows successfully completed chairing the committee that reorganized women leaders of the conference. He commented Internal Audit has recently completed its audit of the Athletics Compliance Office. As for upcoming events, Athletics will again partner with the CBE to sponsor the Gala in Richmond in late October 2016; on December 3, the basketball court will be named in honor of the late Jerome Kersey and the evening's game against JMU will be televised; and in January 2017 there will be a ceremony in honor of retired women's basketball coach Shirley Duncan. Mr. Austin commended Coach Kathy Riley and the women's softball team for a record-breaking season in which they reached the NCAA Regionals. He added the softball team's success gave momentum to the baseball team during its Big South Championship Tournament run.

Budget Discussion

Mr. Copeland commented that the transition to the new state-mandated Cardinal System will be completed by June 30.

He provided an overview of the proposed operating budget. He added that annual performance-based increases will be awarded in August. These increases as well as the ability to keep tuition and fees low are due to successful retention efforts.

Following Mr. Copeland's overview of the capital budget, Mrs. Margiloff asked for a motion to approve both the operating and capital budgets. Ms. Trigiani so moved, Mr. Mobley seconded and the motion to approve both budgets was unanimously approved (copies of the budgets are included as Appendices 2 and 3).

Reports of Representatives

Dr. Lissa Power-deFur commented she is completing her first year of a two-year rotation as faculty representative and as such has attended meetings of the faculty senate, the graduate task force committee, and the faculty finance committee (where she reviewed the budget for transparency). She also participated in the faculty senate's work on promotion and tenure and joined in the deliberation of the proposed revision to the general education curriculum. She noted how impressed she and other faculty were with Quincy Goodine as he worked with them on the creation of a diversity statement for Longwood. She added faculty are engaged with the debate and shared the wide range of associated courses being offered. Dr. Power de-Fur was appreciative of her front-row seat at commencement where she was able to view the strong bond between faculty and students. She added it is apparent to the faculty that the board cares. Board members shared a suggestion that on-line courses or seminars could be made available for alumni-only participation.

Dr. Kendall Lee, on behalf of the Alumni Association, voiced his congratulations for hiring Ryan Catherwood as the director of the office and noted the substantial growth within the office. He also commended the incorporation of career services with the office of alumni relations. He also agreed the first Longwood Day of Giving was successful and added that the alumni award banquet was well attended and well received by alumni. He concluded by noting at the end of June several members will rotate off the alumni board, three new members will join and four current members will return.

Task Force Meetings and Lunch

At 12:15 p.m., the meeting recessed for lunch and reconvened at 1:30 p.m.

President Reveley noted that following comments and discussion among the board that going forward the task force sessions would be restructured, possibly covering two Strategic Priorities areas per meeting rather than the original six (Retention and Graduation, National Marketing, Foot Traffic by Alumni and Friends; Regional Prosperity; Strengthening the University Community; and Organization, Structuring and Governance). Members commented the morning portions of regular board meetings are critical to those new on the board.

At 2:00 p.m., the Executive Director of the Commission on President Debates, Janet Brown, joined the meeting to give a presentation and answer questions relating to the 2016 Presidential and Vice Presidential Debates. Ms. Brown noted CPD staff had seen local DC transit buses

promoting the Vice Presidential debate at Longwood and offered congratulations for this brilliant marketing tool. She conveyed that Longwood has an extraordinary Debate team that has worked extremely effectively to prepare for the event.

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. Mr. Hallock so moved, Ms. Trigiani 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 2015-16 fiscal year.

On behalf of the nominating committee, Mr. Hallock recommended to the Board that the following be elected as officers for 2016-2017: Robert Wertz as rector, Marianne Radcliff as vice rector; Pia Trigiani as secretary and Eric Hansen as member at large. The motion was approved unanimously.

There being no further business, the meeting was adjourned at approximately 4:30 p.m.

Later that evening members gathered for cocktails and dinner.

Saturday June 11, 2016

The Board reconvened on Saturday, June 11 at the Hotel Monaco in Alexandria, Virginia at 9:30 a.m. All members were present except Mr. Schwartz, Mrs. Walker and Mr. Ward. Also present were President Taylor Reveley, Cameron O’Brion, Kay Stokes and Kevin Kruger of NASPA, the leading national association of student affairs professionals.

The Board engaged in a substantive discussion, lasting approximately two hours, with Mr. Kruger on challenges and opportunities facing American higher education and his perspective on the big issues in student affairs that boards should be contemplating – most prominent among them Title IX, the growing diversity of the college population, and student mental health.

President Reveley requested the Board’s approval to present honorary certificates of appreciation to Board members who will rotate off as of June 30, 2016: Brad Schwartz, Shelby Walker and Lacy Ward. It was so moved by Ms. Radcliff, seconded by Mr. Hallock and unanimously approved.

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

Summary of Consent Agenda and Other Board Actions

June 9-11, 2016

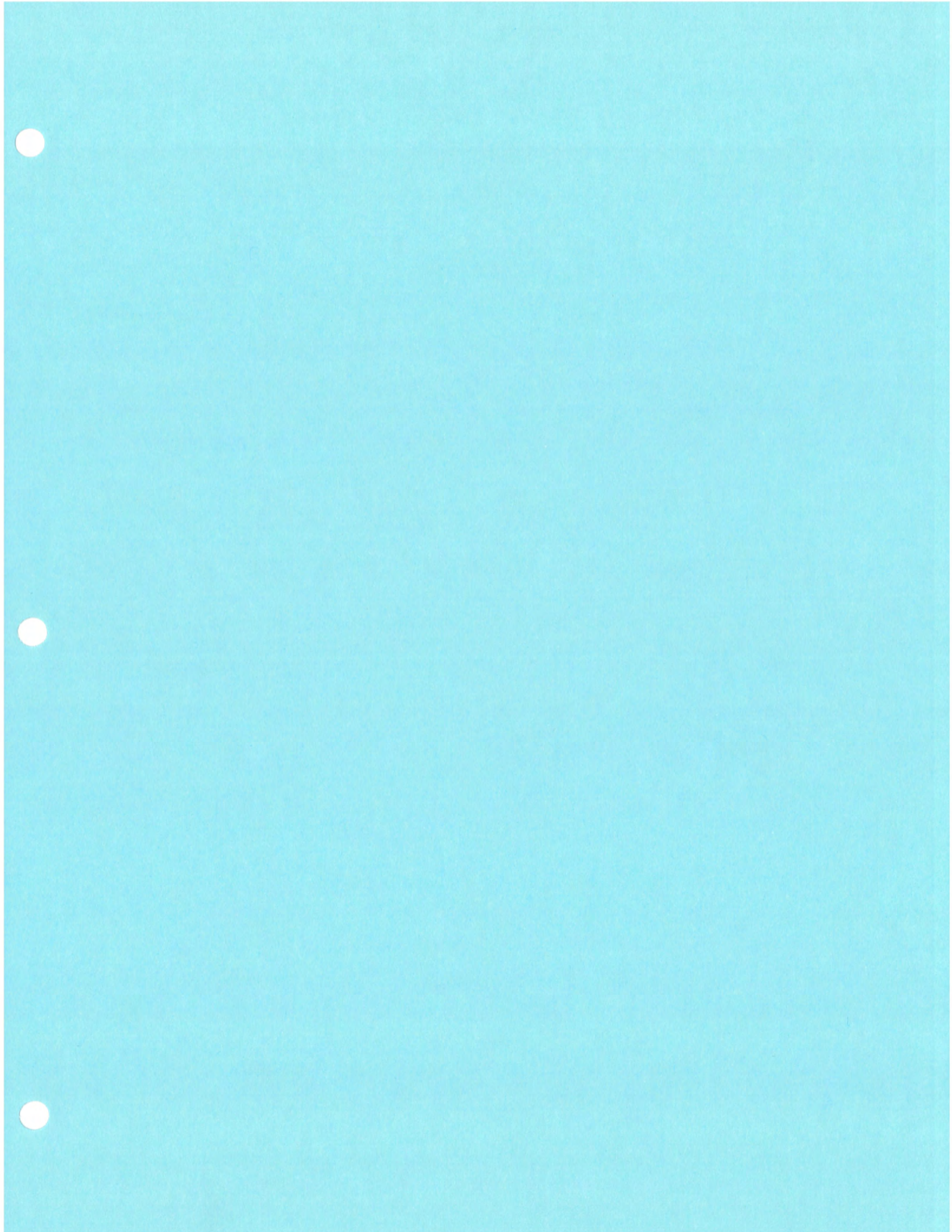
The following items were approved by the Board unanimously on Friday, June 10, 2016:

- A new Annual Crime and Sexual Misconduct Training Policy to meet updated guidance and requirements under state and federal law.
- Revisions to the Sexual Misconduct Policy in order to provide clarification about procedures and align policies more clearly with the academic transcript notation as required by Virginia Code.
- Standard revisions and clarifications to the Use of State Vehicles (Policy 7209) and Employee Driving Privilege policies (Policy 5213).
- Revisions in Course Fees for the upcoming fall semester of 2016 and the summer intersession of 2016.
- Emeritus status to the following faculty:
 - Dr. Ray Brastow, Professor of Economics
 - Dr. Pat Lust, Professor of Music
 - Dr. Ruth Meese, Professor of Special Education
 - Dr. Peggy Tarpley, Associate Professor of Special Education
- Promotion of Ms. Alicia Peterson (HARK) to Senior Lecturer



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

This section includes standard updates to policies and procedures, including a new Sexual Misconduct Training Policy, to comply state and federal requirements; revisions to the Sexual Misconduct Policy, to provide clarification about procedures and align policies more clearly with the academic transcript notation as required by Virginia Code; standard revisions and clarifications to the Use of State Vehicles and Employee Driving Privilege policies; approval of updated course fees; and a change in faculty status for five faculty members. Edits are marked in blackline.



BOARD OF VISITORS

ACTION ITEM

Approval of an Annual Crime and Sexual Misconduct Training Policy

ACTION REQUESTED: On Behalf of the President, I request that the Board of Visitors approve a new Annual Crime and Sexual Misconduct Training Policy. While Longwood has conducted such training annually to meet requirements under state and federal law, it has not previously had such a policy.

RATIONALE: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013, requires that all students and employees of Longwood University receive annual training and notification to comply with HEOA, Clery, Title IX, and VAWA Campus Save Act requirements.

This training is also consistent with guidance issued by the Department of Education Office for Civil Rights for annual training of Responsible Employees. All University employees are designated as Responsible Employees by policy as well as Commonwealth law, and therefore, mandatory annual training is required for all employees to be appropriately advised of their responsibilities.

ANNUAL CRIME AND SEXUAL MISCONDUCT TRAINING POLICY

I. Purpose

This policy requires training of employees, students or third parties on the reporting of crimes, fires, missing persons, and issues of all forms of sexual misconduct, including sexual discrimination, sexual harassment, sexual assault, sexual violence, dating and relationship violence, and stalking. Training shall be conducted annually during each calendar year.

II. Types of Training

- A. Crimes: Notice of who to report crimes to at the institution.
- B. Fire Safety: Notice of who to report an active fire to and who to report evidence of a fire to if the employee or student is not sure if Campus Police has responded.
- C. Missing Persons: Notice of who to report a missing person to at the institution.
- D. Sexual Misconduct: Notice of who to report sexual misconduct (sexual harassment, sexual assault, sexual violence, dating and relationship violence, and stalking) and discrimination (Title IX) to at the institution. Such training shall include:
 - a. Initial and ongoing education programs to promote the awareness of sexual misconduct, including sexual harassment, sexual assault, sexual violence, dating and relationship violence, stalking, and discrimination, which shall include primary prevention and awareness programs for all incoming students and annual training for employees.

- b. Annual notice of procedures for institutional disciplinary action in cases of alleged sexual misconduct, including sexual harassment and discrimination, sexual assault, sexual violence, dating and relationship violence, and stalking.

III. Failing to Comply with Annual Training

- A. Any Longwood University employee that fails to complete the mandatory annual training will receive a letter from the Human Resource Department Director advising the employee that they are ineligible to receive pay increases or promotions and shall have their Longwood University IT account suspended until the training is complete.
- B. Employees that violate this policy in a second or subsequent offense shall be referred to the applicable Vice President for disciplinary action or possible termination.

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. Action will be taken to offer Longwood students, staff and faculty immediate resources which may include counseling, medical assistance and living, learning and/or appropriate working environment adjustments.

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, Ketomine, 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.
 - e.f. Disseminating or using video or photographic still images created by any means that depicts another person who is totally nude, or in a state of undress so as to expose the genitals, pubic area, buttocks, or female breast, without consent of the person(s) who are the subject of the video or still images.
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 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

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:

- Convening a review committee consisting of the Title IX Coordinator, Longwood University Police Department Representative and Student Affairs Representative. This committee will meet within 72 hours, and continue to meet as necessary, when notice to the University of an alleged violation of this policy is received. This committee will review and determine if it is necessary to disclose to the appropriate law-enforcement agency, all information of the alleged violation, including personally identifiable information, to protect the health or safety of the individual or community. It is the responsibility of the Longwood University Police Department Representative or designee to notify the appropriate law-enforcement agency and/or Commonwealth of Virginia Attorney.
- Ensuring that both the individual filing the complaint and the individual responding are aware of the seriousness of the complaint.
- Explaining Longwood University's policy and investigation procedures.
- Exploring various means of resolving the complaint.
- Making referrals to Counseling and Psychological Services for counseling or other mental health resources, if appropriate.
- Discussing with the complainant the option of notifying the police if criminal activities are alleged.
- Conducting or arranging for an investigation of the alleged prohibited conduct.
- Arranging 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 Employees).

Della Wickizer, Chief Human Resources Officer
Office: Lancaster 212
Phone: (434) 395-2074
Email: 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
www.longwood.edu/titleix
www.longwood.edu/studentconduct

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 Counseling and Psychological Services: 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 Counseling and Psychological Services, Student Health Center, or off-campus crisis resources, who will maintain confidentiality. Campus counselors and Student Health Center staff are available to help students free of charge.
 - Counseling and Psychological Services: Health and Fitness Center, Upper Level; Phone: (434) 395-2409
 - Student Health Center: Health and Fitness Center, Upper Level; Phone: (434) 395-2102

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

- Southside Center for Violence Prevention: Piedmont Crisis Center 24-Hour Hotline: (888) 819-2926

Confidentiality

If you would like to report an incident or speak to someone about what happened and you desire that details of the incident be kept confidential, you should speak with staff members of Counseling and Psychological Services, Student Health Center or off-campus crisis resources, who will maintain confidentiality. All inquiries, complaints, and investigations are treated with utmost discretion. Information can be released as law and policy permit. However, the identity of the complainant is usually revealed to the person(s) accused of such conduct and any witnesses. A complainant can decide after they talk to the University Title IX Coordinator, whether or not to pursue a Title IX Complaint. 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. Please note that a support person or advisor's schedule will not be considered when scheduling any meetings, hearings and/or appeals.
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, redacted of any personally identifiable information. The redacted report shall be provided to the complainant or respondent within two working days after the University Title IX Coordinator or designee has received a written request. The non-redacted report may be viewed by the complainant and respondent at any time during normal business hours.
- 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 sanctions / measures determined by the University Title IX Coordinator or designee to prevent the violation's recurrence; or challenge the findings and request a hearing. The respondent must, within five working days from the written notification of the outcome of the investigation, make a decision to, accept the findings or challenge the findings and sanctions / measures, and request a hearing. The University Title IX Coordinator or designee reserves the right to send the case to the University Hearing Board for sanction/measures recommendations only, in investigations that the respondent has been found responsible and accepts those findings.
- 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 investigator (s), the University Hearing Board, witnesses, and necessary university administrators. Either the complainant or the respondent may dispute the presence of individuals in the hearing room. The hearing board will make the final decision.
 - b. 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 University and complainant, the respondent and their respective advisors. Witnesses may only be present when actively giving testimony. Advisors may be present with their respective parties for all testimony, but may not actively participate, address the hearing board, present arguments or question witnesses.
 - h. The respondent, the complainant and/or University, may each present an opening statement and a closing statement before the Board. The respondent and complainant and/or University may view each other's statements on live video feed.
 - i. The respondent and complainant and/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 and/or University may view testimony on live video feed.

- j. The respondent and the complainant and/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. If the complainant is deceased as the result of the alleged violation, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph, upon written request.

Composition of the University Hearing Board

1. A 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 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. All parties will receive notice of the time and place of the appeal.
6. The appeal will be non-adversarial and strict rules of evidence will not be applied.
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. If the complainant is deceased as the result of the alleged violation, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph, upon written request.

Composition of the University Appeals Board

1. A three-member University Appeals Board will be appointed by the 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 two members of the University Appeals Board shall be faculty, in the case of a professional staff respondent; at least two members of the University Appeals Board shall be staff (except in cases where there is not sufficient availability in the pool of trained members).
4. The complainant and/or respondent can request board members to recuse themselves from the appeal board for actual or perceived bias or other conflict of interest. The final decision regarding this request will be made by the 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.

Postponement of Hearings and Appeals

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

- a. The respondent/complainant has an academic conflict;
- b. The respondent/complainant is unable to produce necessary witnesses on the scheduled date of the hearing;
- c. The respondent/complainant has a family emergency;
- d. The respondent/complainant is too ill to attend the hearing;
- e. The respondent/complainant cannot attend because of a religious holiday.

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

Rights of the Complainant

1. The right to have 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 and appeal, if applicable, at least 72 hours prior to the hearing or appeal.
8. The right to submit a statement of how the misconduct has impacted the educational, living and/or working environment of the complainant.
9. The right to 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 and appeal, if applicable, at least 72 hours prior to the hearing or appeal.
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 Transcripts – Pursuant to Virginia Code § 23-9.2:15

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

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

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.

~~Approved by the Board of Visitors on June 7, 2016.~~



Policy 7209

Use of State Vehicles

I. Purpose

The purpose of this policy is to set guidelines for the use of State-owned vehicles. The University maintains an interest in providing for the official transportation needs of the campus community. The University also seeks to maintain quality, safe transportation for such uses. In order to do so, proper use, care and supervision of Longwood fleet vehicles are required. Drivers must be licensed to operate and be knowledgeable of vehicles they use; only properly maintained vehicles will be made available for such uses, and a comprehensive transportation program will be supervised and administered by a qualified the Longwood Transportation Officer Fleet Services Manager.

II. Policy

- A. **Licensure:** Persons operating institution owned vehicles must be licensed in Virginia have a valid driver's license to operate the type of vehicle they are using.
1. **Facilities Management (FM) Work Vehicles:** Operators of FM work vehicles such as dump trucks, state trucks, pick-ups, buses, etc., must be licensed to the operate vehicles they use. Operators must immediately notify the Transportation Officer Fleet Services Manager and immediate supervisor if their license has been suspended or revoked within 24 hours of the suspension/revocation. A driver with a CDL license is required to report any moving violations obtained in a personal or state vehicle to the Fleet Services Manager the following business day after the violation. Prior to being issued state vehicles, students and summer workers must have a valid Virginia - driver's license. All operators must complete a DMV Release form and present it to the Agency Transportation Office for verification Fleet Services Manager prior to issuance of a vehicle. If a driver holds a license other than for the state of Virginia, they must provide a copy of their driver's license and current copy of their driving record from the issuing state; and must be updated yearly. Any fee associated with this is the responsibility of the driver.

1.

The Transportation Officer Fleet Services Manager will maintain a complete list of FM employees who have completed the DMV release., to include photocopies of all operator licenses The list shall be available for inspection by University officials. Operating a FM vehicle without proper licensure is a punishable offense.

2. **Longwood Passenger Vehicles:** Persons driving Longwood fleet passenger vehicles such as automobiles and passenger vans must have a valid vehicle operator's license. If the vehicle requires a special class license, the driver must have that particular classification on his/her license and meet all agency requirements for such vehicle. The driver must present a valid copy of his/her operator's license completed DMV Release Form or ensure a current - copy is on file in the Transportation Fleet Services Office before they are allowed to use a state vehicle. If a valid copy is not on file, the driver will not be issued a state vehicle for use and may be subject to disciplinary action if found driving a vehicle without permission from the Fleet Services Manager. If a driver holds a license other than for the state of Virginia, they must provide a copy of their driver's license and current copy of their driving record from the issuing state; and must be updated yearly. Any fee associated with this is the responsibility of the driver.
- 2.
3. Use of Longwood fleet vehicles is limited to Longwood employees and students for official Longwood business. The Transportation Officer Fleet Services Manager will monitor this requirement and has the authority to deny use for reason of lack of licensure or proof thereof or -, previous mis-use of state equipment or current driving record.
3. **Golf Carts/ Utility Vehicles:** Persons driving Longwood golf carts and utility vehicles must have a valid driver's license and a DMV Release Form on file with the Fleet Services Manager and have completed the cart training required by Campus Police per policy 3410. If a driver holds a license other than for the state of Virginia, they must provide a copy of their driver's license and current copy of their driving record from the issuing state; and must be updated yearly. Any fee associated with this is the responsibility of the driver. If the person has never operated a cart or utility vehicle, they must make the Fleet Services team aware of this in order to schedule training prior to utilizing the equipment.

4. **Longwood Mini-Bus:** Persons driving Longwood fleet mini-buses must have a valid vehicle operator's license with a minimum of "0" point balance on their driving record. The driver must have a valid Commercial Driver's License (CDL) , Emergency Vehicle Operator Course (EVOC) certification, or have completed the mini-bus driver's training program offered by the University. The driver must present a valid copy of his/her completed DMV Release Form; copy of his/her operator's license with appropriate certifications or ensure a current copy is on file in the Transportation Office Fleet Services Manager's office before they are allowed to use a state vehicle. If a valid copy is not on file, the driver may be subject to disciplinary action. If a driver holds a license other than for the state of Virginia, they must provide a copy of their driver's license and current copy of their driving record from the issuing state; and must be updated yearly. Any fee associated with this is the responsibility of the driver.

4.3.

Use of Longwood fleet mini-buses is limited to Longwood employees and students on official Longwood business. The Transportation Officer Fleet Services Manager will monitor this requirement and has the authority to deny use for reason of lack of licensure; not providing the DMV release or copy of an out of state record and license, or previous misuse of state equipment or current driving record..

5. **Use of State Vehicles by Student Organizations:** Student organizations are permitted to use Longwood fleet vehicles (cars, and mini-vans and buses) for official state business. It is recommended that a staff or faculty member/advisor travel with the students in the vehicle to and from the destination. The driver of the vehicle must have a valid operator's license and must have successfully completed the bus driver's training program (if a bus is used). The driver must complete a DMV release form prior to be issued a state vehicle. If a driver holds a license other than for the state of Virginia, they must provide a copy of their driver's license and current copy of their driving record from the issuing state; and must be updated yearly. Any fee associated with this is the responsibility of the driver.

B. The cost of the trip may be paid by a student organization using local funds.

C.B. **Conditions of Use:** Longwood's fleet vehicles are to be used for official Longwood business only by Faculty, Staff, and Students., Volunteers and, or Contractors working for the University may be permitted to use Longwood owned vehicles with approval from the Fleet Services Manager prior to use. Persons violating conditions of use may be subject to disciplinary action and may lose their privilege to operate state owned vehicles. Vehicles are to be operated in a manner which avoids even the appearance of impropriety. Vehicles are to be picked up the day of travel and returned the same day of completion of travel. If the traveler has extenuating circumstances, they must be brought to the attention of the Fleet Services Manager, in writing, prior to travel for approval. Each situation will be reviewed on a case by case basis prior to travel. The Transportation Officer Fleet Services Manager will monitor all conditions of use.

Persons using any Longwood fleet vehicles or buses must obey the Virginia Department of Motor Vehicle Codes at all times, including the use of seat belts and -safety harnesses- while the vehicle is in operation.

Persons using any Longwood fleet, or maintenance vehicles/equipment or buses shall abide by Longwood University's Employee Driving Privilege Policy 5213.

D.

1. **Relatives:** Relatives of Longwood employees who are not state employees on official business may not operate or ride in a Longwood fleet vehicle at any time.
2. **Hitchhikers:** Hitchhikers may not be transported in Longwood fleet vehicles at any time.
3. **Use for Obtaining Meals and Other Necessities:** Longwood fleet vehicles may be used to obtain meals or other necessities while on official travel.
4. **Cellular Phones or Handheld Devices:** Cell phones, blackberries, smart-phones, GPS, or other electrical devices must be operated via a hands-free device or while the vehicle is stopped and in park. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or motion. Use of two-way radios and related mission essential equipment for emergency response vehicles will be governed by agency policy.
5. **Eating:** Eating food is prohibited while driving a Longwood fleet vehicle/equipment.
6. **Alcohol/Drug Impairment:** Persons found to have operated Longwood fleet vehicles while impaired by alcohol or drugs will be immediately terminated.
7. **Smoking:** Smoking in Longwood fleet state vehicles/equipment is forbidden by Longwood policy and the Office of Fleet Management Services Policies and Procedures Manual.
8. **Seatbelts:** Seatbelts must be used in accordance with state law.
9. **Parking/Security Considerations:** Longwood fleet vehicles should not be left on non-residential streets or highways overnight, unless required due to mechanical failure. Towing costs for improper parking are the responsibility of the driver.
10. **Keys/Credit Cards:** Under no circumstances should keys be left in any Longwood fleet vehicles when not in operation. State/Agency credit cards should not be left where they are visible inside the vehicle.
11. **Personal Property:** Personal property left in Longwood fleet vehicles when not in operation is the responsibility of the employee/student. Loss or damage to personal property remains the responsibility of the employee/student.
12. **Out-Of-State Travel:** All out-of-state travel using a Longwood fleet vehicle must be approved in accordance with State Travel Regulations. Any out-of-state travel under five hundred (500) dollars must be approved by the department head.
13. **Fines/Parking Citations:** Any fines and parking citations incurred by the driver are the responsibility of the driver and not the University. Persons incurring fines for traffic violations may be subject to disciplinary action by the University per the Employee Driving

Privilege Policy 5213 and may result in loss of privileges to use Longwood fleet vehicles.

14. **Animals:** Animals are **NOT** allowed to be transported in a fleet vehicle at any time unless it is a service animal and were approved by the Fleet Services Manager prior to travel.

Procedures for Use of Fleet Vehicles:

In order to reserve a state vehicle or cart, one must send an email request to transportation@longwood.edu with the date and the type of vehicle needed to check availability. (Please be sure you have covered the entire time the vehicle is actually needed in your request) Once the reservation has been confirmed, a Request to Travel form (RTA) must be completed, signed and sent to the Fleet Services Manager as well as Accounts Payable. The Fleet Services Manager or staff will confirm a DMV release or out of state license and report is on file and in good standing and RTA form has been received. Once these are confirmed, a key pack will be prepared the week of travel and may be picked up in the designated area of Fleet Services. The driver is responsible for completing the mileage form in the key pack to include beginning and end mileage and reporting any damage to the vehicle prior and post use. If this is not completed properly it may lead to improper charges for the mileage to the department and restrictions of future use of a vehicle if a recurring history is present. Vehicles may only be picked up on the day of departure and must be returned the day travel status ends. If the traveler has extenuating circumstances, they must be brought to the attention of the Fleet Services Manager, in writing, prior to travel for approval. Each situation will be reviewed on a case by case basis prior to travel. Drivers are responsible to ensure there is no loose trash or excessive dirt/damage inside the vehicle prior to returning it to the Fleet. Repeated violations of the above may cause a suspension in the use of state vehicles.

13.

- F. **Accidents:** Persons using a Longwood fleet vehicle who are involved in an accident must contact the Virginia State Police immediately.
1. **Longwood Transportation Officer Fleet Services Manager Notice:** The Transportation Officer Fleet Services Manager must also be notified within one business day. An Automobile Incident Form must be completed within 24 hours of the incident and turned in to the Fleet Services Manager on the next business day.
 2. **Damages to Vehicles:** The Office of Fleet Management Services investigates all accidents. If the driver is found negligent, the driver's department is responsible for paying to repair the vehicle. If the driver is found otherwise, the Office of Fleet Management Services will assume that responsibility. The driver's department is responsible for any damages obtained to state property while in possession of the driver. The Fleet Services Manager will turn in damage exceeding the \$1,000 deductible to our auto insurance company but the deductible will be the responsibility of the department utilizing the vehicle.
 3. **Additional Information:** Additional information may be obtained from the green book entitled, Rules and Regulations Governing the Use, Operation and Maintenance of State Owned Fleet Vehicles located in the glove compartment.

G.

- G.H. **Driving A Privately Owned Vehicle:** A privately owned vehicle may be used on official business if no Longwood fleet vehicle is available, or with the approval of the Transportation Officer Fleet Services Manager. -There are rate adjustments on the mileage reimbursement rate. When a Longwood fleet vehicle is unavailable, the reimbursement rate is slightly higher. The University reserves the right to require use of a Longwood fleet vehicle.

- H.I. **Vehicle Use Priorities:** Vehicles will be assigned on a first come-first serve basis. All attempts will be made to work with parties to meet everyone's needs in the case of conflict. In the event that no solution is available the following priorities have been established to alleviate

conflict when the demand for vehicles exceeds the supply. The Transportation Officer Fleet Services Manager will make assignment determinations based on these priorities:

Priority 1: Longwood Executive Use

Priority 2: Admissions Office

Priority 3: Student Teaching Supervisors

Priority 4: Class-related Field Trips Approved by Department Chair

Priority 5: Administrative Staff

- J. Priority 6: Students Representing the institution in Varsity/Junior Varsity Athletic Events

- K. Priority 7: Trips by Longwood Organizations Approved by Sponsor-

L. Charges Associated With Use Of Motor Pool Fleet Vehicles:

Each requestor will be invoiced monthly for the use of Longwood's fleet vehicles.

Employee Driving Privilege: Please see policy 5213

1. **Suspension of Employee Driving Privileges:** The Fleet Services Manager shall make a recommendation to the Vice President of Administration and Finance to suspend privileges to drive a Longwood vehicle, if in the view of the Fleet Manager, the violation suggests the employee's driving habits pose an undue risk for the institution. Examples might be reckless driving or multiple offenses of driving in excess of ten (10) miles over a posted speed limit. Under normal circumstances, suspension of driving privileges may be lifted by attendance in and completion of a local, police-sponsored, remedial driving program. Any cost associated with the driving program will be the responsibility of the employee.

I.

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

Revised and approved by the Board of Visitors, March 22, 2013.

Longwood University

201 High Street, Farmville, Virginia 23909 434.395.2000

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Administrative Policies & Procedures Manual

Policy 5213

Employee Driving Privilege

I. Purpose

The University has a strong interest in ensuring that employees who drive Longwood owned or leased vehicles in the course of their jobs, do so responsibly, and act in accordance with established Commonwealth and Longwood procedures in reporting vehicle accidents. The University also has a strong interest in avoiding undue liability risks by curtailing driving privileges of employees whose driving conduct suggests they presently pose higher than normal risks.

II. Policy

The Campus Transportation Officer Fleet Services Manager has responsibility to monitor, evaluate, and put into place procedures designed to manage risks associated with traffic accidents and moving violations. The Campus Transportation Officer Fleet Services Manager further has the authority to recommend suspension or revocation of privileges to drive Longwood owned or leased vehicles to the Vice President for Administration and Finance). -. The President Vice President for Administration and Finance has the authority to suspend or revoke employee driving privileges pursuant to this policy.

III. Procedure

1. **Driver's Licenses:** Employees must be presently licensed to drive a vehicle in the Commonwealth of Virginia have a valid driver's license before they may be issued a Longwood owned or leased vehicle. Proof of licensure must be presented to the Campus Transportation Officer. Fleet Services Manager by completion of a DMV Release form to monitor operator's license status. If the driver holds a license other than for the state of Virginia, they must provide a copy of their driver's license and current copy of their driving record from the issuing state; and must be updated yearly. Any fee associated with this is the responsibility of the driver.
- 1.2.
 1. **Notice of Suspension or Revocation of State Driving Privileges:** Employees whose driving privileges have been suspended or revoked by the Department of Motor Vehicles **must inform the Campus Transportation Officer Fleet Services Manager and their Supervisor**

of that action within twenty four (24) hours. Vehicles may not be issued to employees whose license is suspended or revoked. If DMV provides suspension information on an employee, through the DMV Driver Alert program, the employee and their supervisor will be notified by the Fleet Services Manager.

2. **Special Vehicle Class Licenses:** Certain Longwood vehicles, such as some buses and trucks, require special "class" licenses to operate. Employees without such special class licenses may not, under any circumstances, operate vehicles requiring them.

2.3. Employee Traffic Citations Involving Moving Violations with Longwood Vehicles:

Employees who receive moving traffic citations issued by a municipal, county or state law enforcement officer while operating a Longwood owned or leased vehicle must report the citation to the Longwood Transportation Officer Fleet Services Manager and the employee's immediate supervisor within twenty four (24) hours. If the driver holds a CDL license necessary for their employment responsibilities, they are required to report any moving violation whether in a state vehicle or personal vehicle to the Fleet Services Manager and their immediate Supervisor within twenty-four (24) hours.

1. **Disciplinary Action:** Traffic citations are issued for violations of the State Motor Vehicle Code. Driving performance causing a traffic citation to be issued is substandard and dangerous to human life and property. Under normal circumstances, a progressive disciplinary approach will be issued the employee. If more than one active disciplinary action relating to traffic citations is present in the employee's personnel file, more punitive disciplinary action may be warranted. If a disciplinary action is issued and the employee's citation is later voided in traffic court, the discipline shall be voided as well. The Vice President for Administration and Finance has the authority to evaluate individual violations and use discretion in deciding what disciplinary action is appropriate under the circumstances.
2. **Suspension of Employee Driving Privileges:** The Campus Transportation Officer Fleet Services Manager shall make a recommendation to the Vice President of Administration and Finance to suspend privileges to drive a Longwood vehicle, if in the view of the Campus Transportation Officer Fleet Services Manager, the violation suggests the employee's driving habits pose an undue risk for the institution. Examples might be reckless driving or multiple offenses of driving in excess of ten (10) miles over a posted speed limit. Under normal circumstances, suspension of driving privileges may be lifted by attendance in and completion of a local, police-sponsored, remedial driving program. It is the employee's Department Head and immediate Supervisor's responsibility to ensure that the suspension is enforced with departmental vehicles and carts.

3. IV. Employee Vehicle Accidents Involving Longwood Vehicles: Employees Vehicles:

Employees involved in vehicle accidents while operating Longwood vehicles must follow certain Commonwealth of Virginia procedures, such as calling the state police before moving the vehicle. (Note: A detailed description of the procedure is located in the glove box of each Longwood vehicle.) The Campus Transportation Officer Fleet Services Manager must also be notified immediately.

1. **Disciplinary Action:** The Commonwealth of Virginia has an accident committee which makes determinations on all state agency vehicle accidents. Among other things, the committee determines if the accident was "avoidable." The institution receives a copy of such a report when its vehicles are involved in accidents. The Transportation Officer/Fleet Services Manager will provide a copy of this report to the involved employee's immediate supervisor as well. If a determination has been made by the committee that the accident was avoidable, the driving performance of the employee involved will be considered substandard and a disciplinary action appropriate to the circumstances will be issued by the employee's immediate supervisor.
- 2.3. **Remedial Driver's Training:** Under appropriate circumstances, the Vice President for Administration and Finance/CAFO has the authority to direct an employee who has been disciplined for a driving offense to attend remedial driver's training as an alternative to suspension of driving privileges. The cost will be the employee's responsibility.
4. **Suspension or Revocation of Driving Privileges:** If the accident is due to the employee's negligence or fault, the employee's driving privileges of state vehicles will be suspended for a minimum of a 30 day period. If the driver was utilizing a mini-bus when the accident occurred, they will be required to retake the University's training course for the vehicle after the 30 day suspension has been completed in order to be cleared to drive again.
5. The Campus Transportation Officer shall make a recommendation as to whether or not to suspend or revoke privileges to drive a Longwood vehicle if the accident is determined to be avoidable. If a suspension of driving privileges is issued by the Vice President for Administration and Finance, the suspension will be lifted only after the employee completes a local, remedial, police-sponsored driving course. An extended revocation may be issued if circumstances like serious personal injuries or major property damage result, or if the conduct was particularly reckless or if the employee involved has other driving-related disciplinary actions in an active status. If a revocation of driving privileges relating to Longwood vehicles is issued, the specific requirements for restoration of the privilege will be provided for the employee affected. Single vehicle accidents involving minimal damage or especially mitigating circumstances may not warrant suspension of driving privileges. It is the employee's Department Head and immediate Supervisor's responsibility to ensure that a suspension is enforced with departmental vehicles and carts.

V. Employee Driving Records:

If an employee is required to drive a state vehicle for their employment, their driving points may be monitored based on the vehicle type. If the employee's point balance and record is deemed to be a sign of high risk, the Fleet Services Manager has the authority to recommend driving suspension to the Vice President for Administration and Finance. The University has a requirement of at least a "0" point balance in order to drive the 12 and 14 passenger buses. If a driver falls below this balance, the Fleet Services Manager has the authority to suspend a driver until the points have been returned to the required balance. Any vehicle that requires a CDL with "P" endorsement shall have and maintain at least a +3 point balance in order to operate such vehicle. Any driver with a CDL license necessary for their employment responsibilities must notify the Fleet Services Manager and their immediate Supervisor if they are charged with any moving violation, in a personal or state vehicle, on the first business day after the occurrence.

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



Longwood University

Course Fees

	2015-2016	2016-2017	\$ Increase
Developmental Methods (PSYC323)	25	0	(25)
Internship in Educational Leadership (EDUC690)	150	75	(75)
Practicum in School Counseling (COUN593)	0	50	50
Practicum in Mental Health Counseling (COUN592)	0	50	50
Internship in School Counseling (COUN693)	0	25	25
Practicum in College Counseling /Student Affairs (COUN594)	0	50	50
Internship in College Counseling/Student Affairs (COUN694)	0	25	25
Special Topics in Environmental Science (ENSC295)	0	30	30
Practicum Application (EDUC461)	0	100	100
Climatology (EASC356)	0	30	30
Climatology (GEOG356)	0	30	30
Special Topics in Environmental Science (ENSC495)	0	30	30
Special Topics in Environmental Science (ENSC395)	0	30	30
Invertebrate Zoology (BIOL315)	0	30	30
Plant Biology (BIOL309)	0	30	30
Integrative Biology (BIOL120)	0	30	30
Introduction to Genetics and Cell Biology (BIOL250)	0	30	30
Introduction to Ecology and Evolution (BIOL251)	0	30	30
Comprehensive Human Anatomy and Physiology I (BIOL301)	0	30	30
Comprehensive Human Anatomy and Physiology II (BIOL302)	0	30	30
Special Topics in Biology (BIOL395)	0	30	30
Advanced Laboratory Techniques (BIOL465)	0	30	30
Topics in Field Biology (BIOL460)	0	60	60
Evolution Lab Fee (BIOL399)	0	30	30
General Microbiology (BIOL305)	0	30	30
Action Analysis I (GAND202)	0	60	60
Narrative Sequencing and Storyboards (GAND212)	0	60	60
Character Design and Animation Layout (GAND232)	0	60	60
Character Animation (GAND280)	0	60	60
Action Analysis II (GAND302)	0	60	60
Animation History (GAND311)	0	10	10
Advanced Storyboards (GAND312)	0	60	60
Action Analysis III (GAND402)	0	60	60
Motion Capture (GAND430)	0	60	60

Longwood University

Fees

	<u>2015-2016</u>	<u>2016-2017</u>	<u>\$ Increase</u>
Graduate Student Parking Permit Semester	50	75	25
Graduate Student Parking Permit Full Year	100	125	25

Summer School Fees

Per Credit Hour Rates:

	<u>2015-2016</u>	<u>2016-2017</u>	<u>\$ Increase</u>
	<u>(Summer 2016)</u>	<u>(Summer 2017)</u>	
Comprehensive Fee *			
Undergraduate	51	52	1
Graduate	31	32	1

* Applies to both Residential and Commuter Students
and to all Credits (On-Campus, Off-Campus and Online)



Approval of Candidates for New Faculty Rank

ACTION REQUESTED: On behalf of the President, The Provost and Vice President for Academic Affairs requests that the Board award emeritus status to the following faculty members:

Dr. Ray Brastow, Professor of Economics
Dr. Pat Lust, Professor of Music
Dr. Ruth Meese, Professor of Special Education
Dr. Peggy Tarpley, Associate Professor of Special Education

and promote to Senior Lecturer:

Ms. Alicia Peterson (Health, Athletic Training, Recreation and Kinesiology)

BACKGROUND: As stated in the Faculty Policies and Procedures Manual (page 139), the honorary rank of Emeritus may be awarded to the retiring faculty members who:

- a. Have given 20 years of service to Longwood University
- b. Have attained the rank of Associate Professor or Professor
- c. Have provided a quality of performance to merit the distinction of the emeritus rank

The department involved may nominate retiring faculty for emeritus rank. The nominations are submitted through the appropriate College Dean to the Provost and Vice President for Academic Affairs, who will make the recommendation to the Board of Visitors.

RATIONALE: Bestowing the honor of emeritus status upon valued members of Longwood's faculty provides an opportunity to continue to draw upon their expertise while formally recognizing their distinctive service to Longwood. Emeriti faculty may attend meetings of the Faculty Senate as non-voting members, march in academic processions, when feasible be given office space and research facilities, present guest lectures on invitation, be listed in the faculty roster and university catalog as emeriti faculty, be invited where appropriate to serve on master's thesis and honors committees, and be eligible to audit one course per semester.

Regarding Ms. Peterson, her file for promotion has been reviewed in accordance with the established criteria in the Faculty Policies and Procedures Manual. Her promotion has the support of the departmental promotion and/or tenure committee, department chair, the dean, and the provost and vice president for academic affairs.

LONGWOOD UNIVERSITY



OPERATING BUDGET AND PLAN FY 2016 – 2017

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BUDGET SUMMARY

This section provides an overview of the University's 2016-2017 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 FY16 credit hours with 13 additional undergraduate students added.
- \$1,288,185 of current year anticipated surplus funds and \$352,908 of prior year reserves are utilized to balance the FY 2017 budget.
- Tuition and fees, as approved for full time Virginia undergraduates, will increase by an average of \$330, a 2.77 percent increase. Tuition for Virginia undergraduates was increased by \$180, 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 \$328, \$706 and \$907 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 2017 is \$122,468,723, which excludes \$4,662,825 in state appropriation for student financial assistance. The proposed expenditure budget for the total University is \$122,719,826.
- 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 2017 are \$68,206,373.
- Longwood will contribute \$28,000 in FY 2017 to fund faculty promotions. Additional funding of \$53,882 is included in the faculty salary pool to continue the August 10, 2015, two percent faculty salary increase. Funding of \$156,773 is included to fund the three percent increase for faculty effective August 10, 2016. An additional \$365,803 is included to fund the November 10, 2016, three percent salary and associated benefits increase that is contingent on meeting state revenue projections.
- Expenses totaling \$1,132,923 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 2016-2017 is \$54,513,453.

2016-2017 ACTIONS OF THE GENERAL ASSEMBLY

The General Assembly session began January 13, 2016, and ended on March 11, 2016. Governor McAuliffe signed the Budget Bill without Amendment on May 20, 2016.

As a result of the final actions taken by the Governor and the General Assembly in the 2016 session, Longwood's total Education and General (E&G) operating appropriation increased from \$62,227,959 to \$69,656,242 -- \$27,219,808 GF and \$42,436,434 NGF.

Longwood's FY 2017 general fund operating base increased by a net \$2,106,835 (8.4%) from 2016. This is primarily due to additional funding for salary increases and benefit cost. The budget provides an additional \$847,736 in FY17 for access, affordability, quality and increased degrees. Longwood's FY 2017 nongeneral fund operating base increased by a net of \$3,668,950 from FY 2016 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, 2016.

Financial Aid

General fund support for student financial assistance in FY17 increased \$366,214 for a total of \$4,662,825. The budget provides \$13,769 for graduate financial aid in FY17.

Southside Virginia Regional Technology Consortium (SVRTC)

Funding decreased \$50,000 for the SVRTC in FY 2017.

Salary Increases

Providing the state meets revenue projections, in FY 2017, a 3% salary increase will be appropriated for full-time classified employees, who meet the employed as of date requirement and who received a rating of Contributor or above on their last performance evaluation. The increase is to be effective November 10, 2016. Administrative Professional positions may receive a 3% salary increase effective November 10, 2016, provided they meet the requirement of satisfactory performance and the state meets revenue projections. Faculty positions may receive a 3% salary increase effective November 10, 2016, provided they meet the requirement of satisfactory performance. Pay for wage employees may be increased by up to 3%, with the full cost borne by the institution.

Higher Education Equipment Trust Fund

Funding for the FY 2017 Equipment Trust Fund (ETF) program of \$743,433 was appropriated to Longwood. This is an increase of \$34,631 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 \$20 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 21st Century Program remained unchanged at \$97,911.

Capital Projects

Longwood's Maintenance Reserve funding for FY 2017 is \$1,247,211. The funding amount increased \$71,411 from FY 2016.

The Governor and General Assembly approved a bond bill that will fund the replacement of Wheeler Mall steam distribution system and construction of the New Admissions Office and the New Academic Building, which will include flexible classroom space, lab space for undergraduate research and faculty offices. The bond bill also provides funding for equipment for the Student Success Center.

2016-2017 EDUCATIONAL AND GENERAL PROGRAM PRIORITIES

The University's 2016-2017 Educational and General budget is based on priorities that support the strategic plan. After carefully examining the revenue projection for FY 2017, funds were allocated for strategic initiatives and fixed costs increases. The recommended expenditures include funds for the following:

• Estimated Nongeneral Fund Portion of funding salary increase for Faculty; A/P and one-time bonus for classified effective August 10, 2016 to November 10, 2016.	\$ 343,882
• Out-of-State Scholarships	\$ 330,000
• Estimated Nongeneral Fund Portion of 3% Salary and Benefit Increase effective November 10, 2016	\$ 304,909*
• Estimated Nongeneral Fund Portion of Health Insurance Increase	\$ 203,784
• Police Department four new positions	\$ 235,196
• Increase in Office of Student Research	\$ 167,500
• Increase in Faculty Promotions	\$ 28,000

*Contingent upon meeting state revenue projections

2016-2017 AUXILIARY SERVICES PROGRAM PRIORITIES

The University's 2016-2017 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, 2015. Comprehensive fees were approved April 2, 2016.

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 2016-2018 biennium is 14.74 percent. This is a .39 percent increase 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 \$390,473. These net revenues, will be utilized to support comprehensive fee budgets in FY 2017.

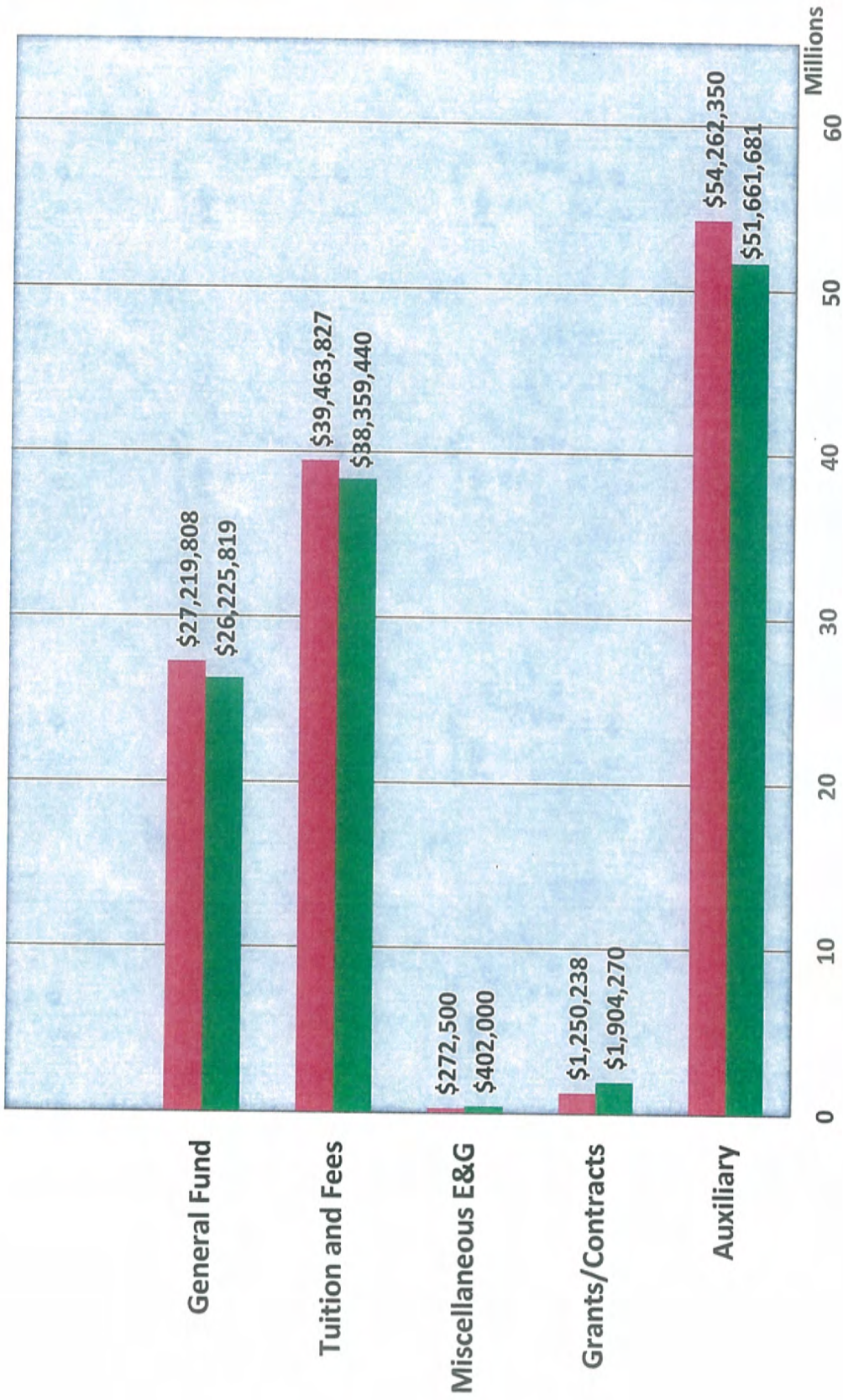
Dining

Dining revenues are projected to exceed expenses by \$897,712. These net revenues will be utilized to support comprehensive fee budgets in FY 2017.

Comprehensive Fee Budgets

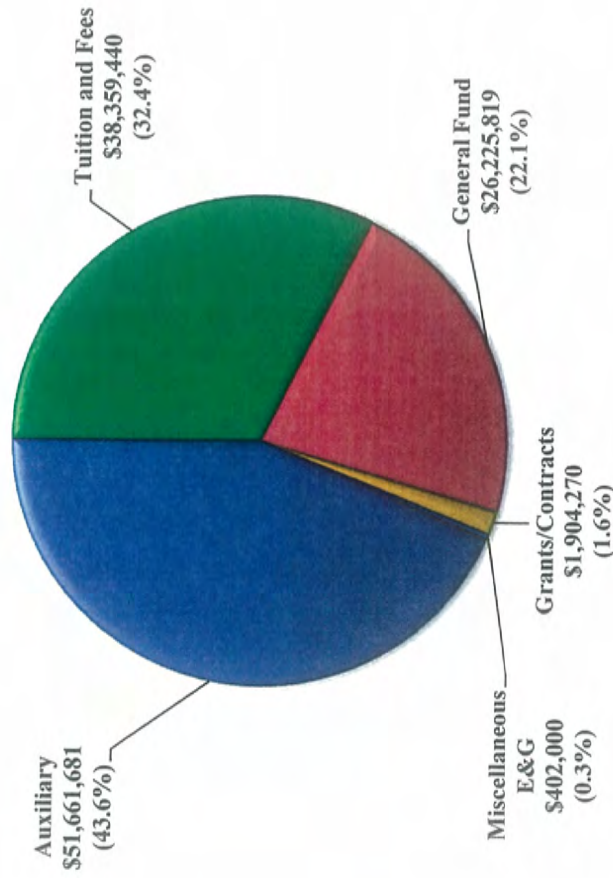
The comprehensive fee is used to support many auxiliary programs and services including: intercollegiate athletics, recreation and intramural programs, the student union, student health and wellness services, the Farmville Area Bus services, debt service, and repair and maintenance on nongeneral fund supported facilities. Prior year reserves of \$352,908 will be utilized to support comprehensive fee budgets in FY17.

Total Revenue

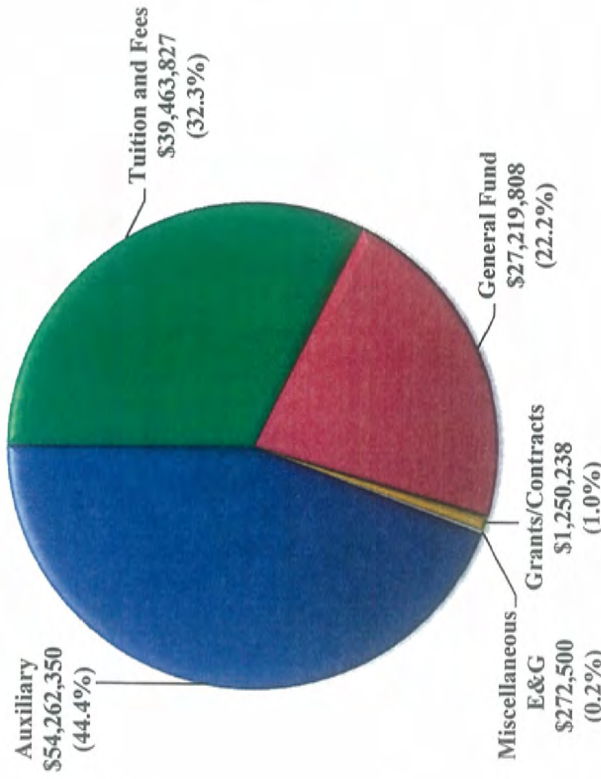


■ 2016-17 Revenue: \$122,468,723
■ 2015-16 Revenue: \$118,553,210

Total Revenue Comparison By Category

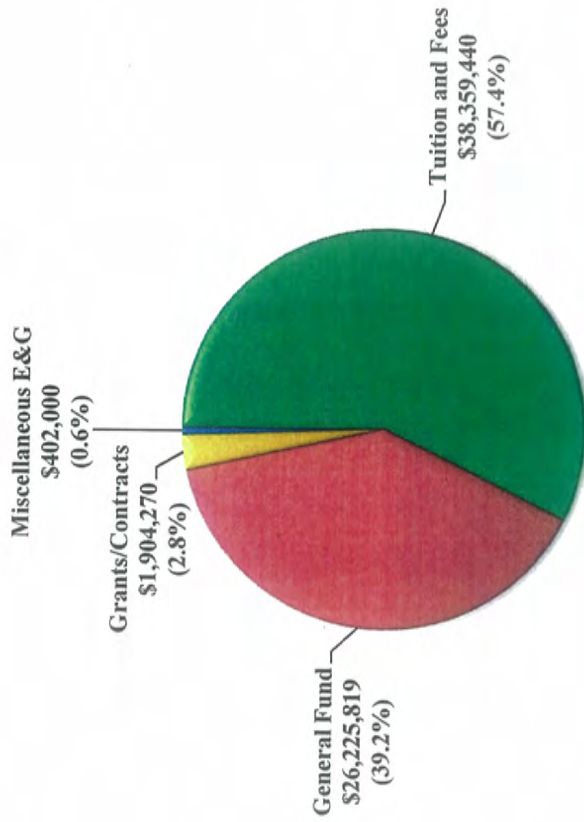


2015-16 Total Revenue: \$118,553,210

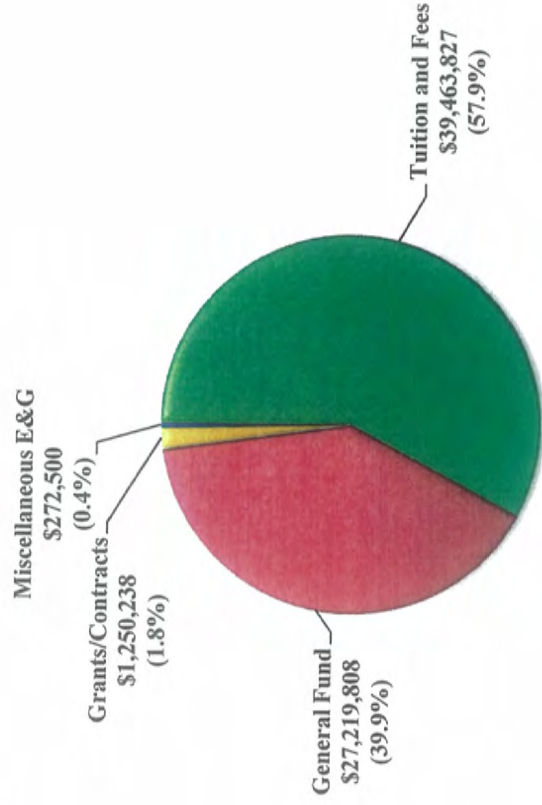


2016-17 Total Revenue: \$122,468,723

E&G Revenue Comparison By Category

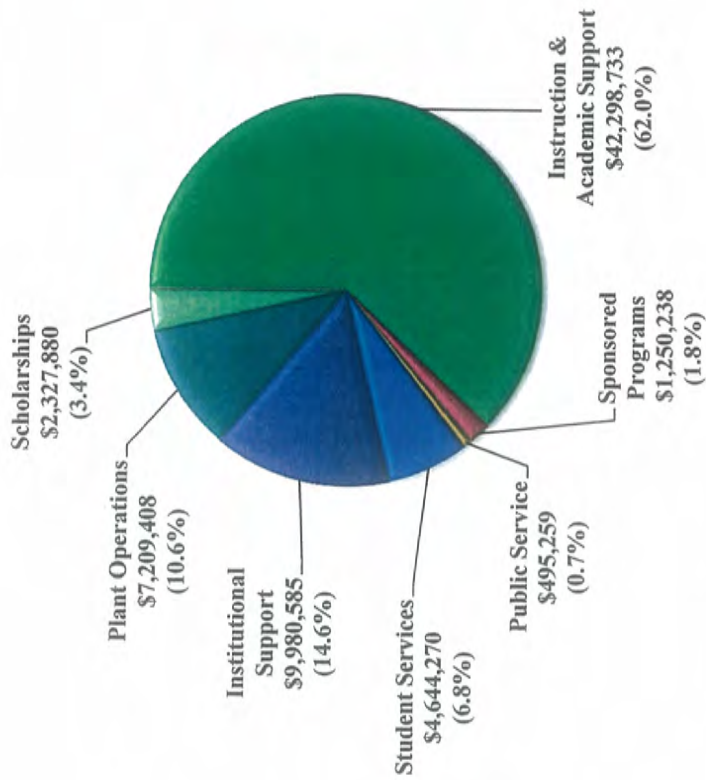
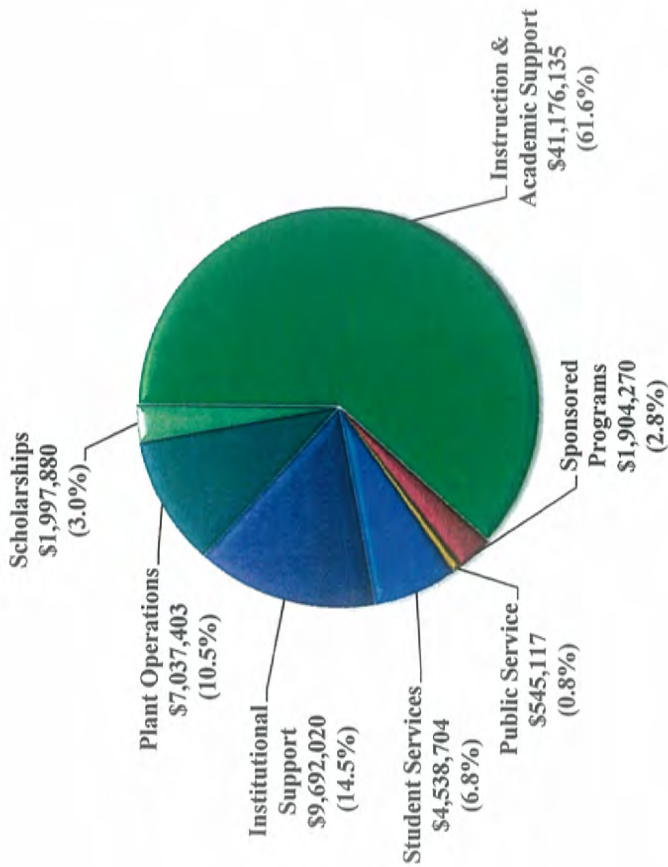


2015-16 E&G Revenue: \$66,891,529

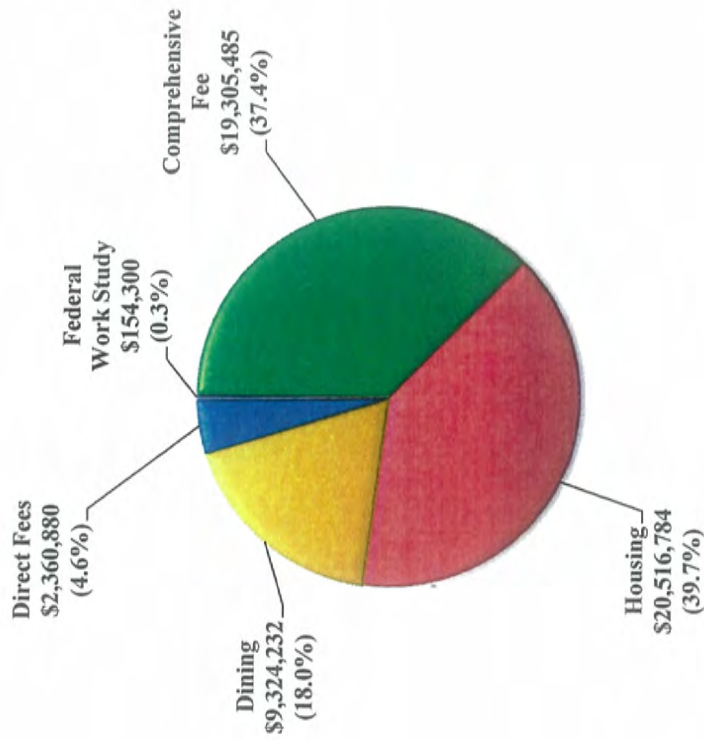


2016-17 E&G Revenue: \$68,206,373

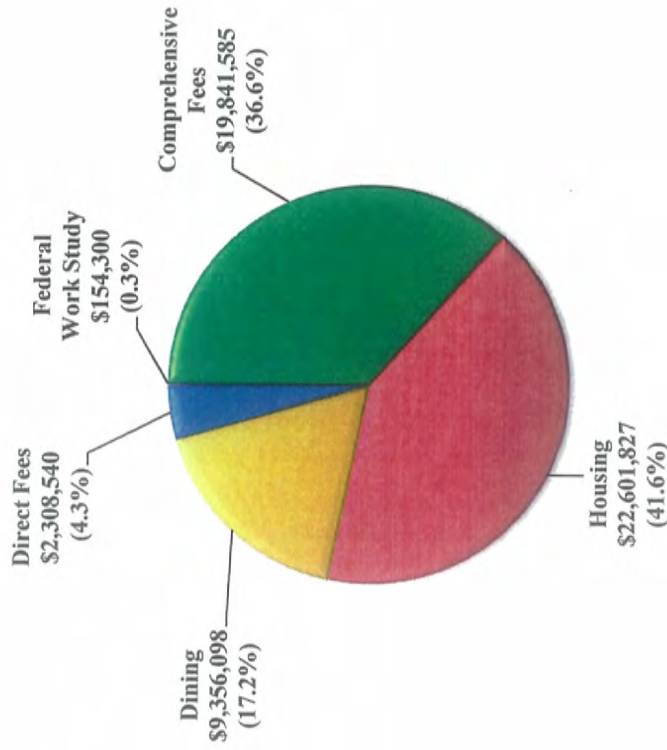
E&G Expenditure Comparison By Category



Auxiliary Services Revenue Comparison By Category

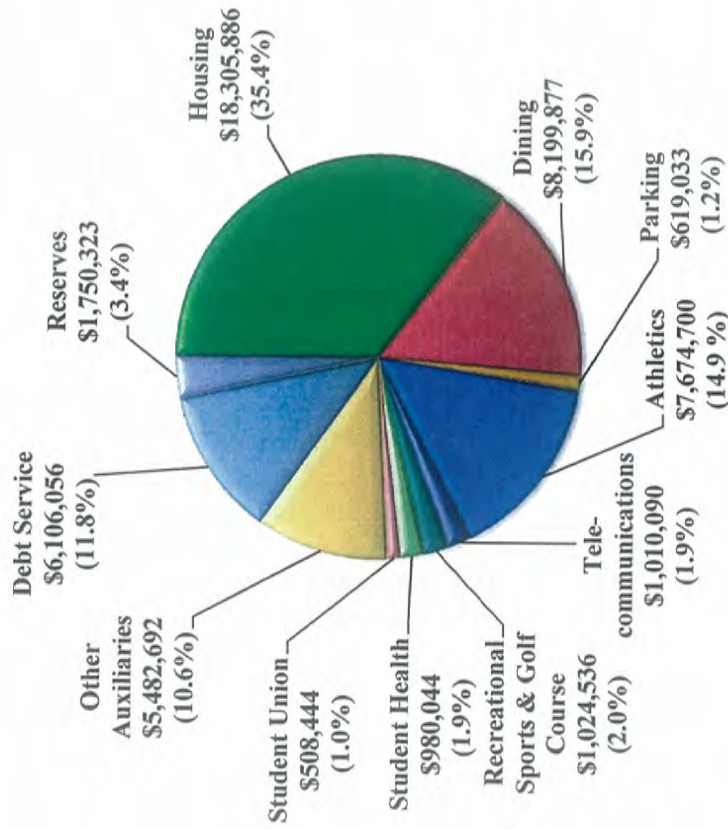


2015-16 Auxiliary Revenue: \$51,661,681

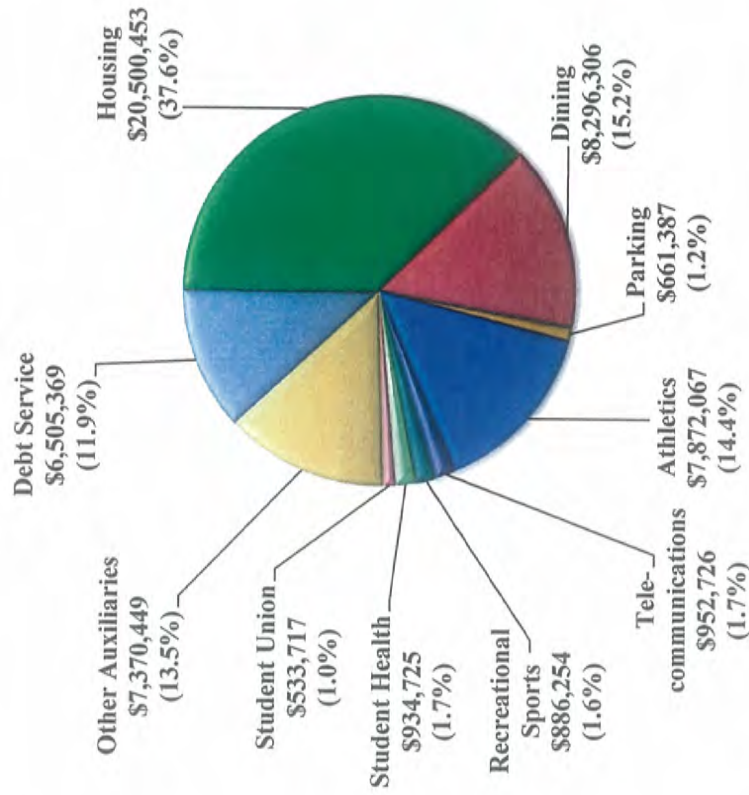


2016-17 Auxiliary Revenue: \$54,262,350

Auxiliary Services Expenditure Comparison By Category



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



2016-17 Auxiliary Expenditures: \$54,513,453

**TABLE 1
REVENUE SUMMARY**

	Budget 2015-2016	Proposed 2016-2017
EDUCATIONAL AND GENERAL		
Tuition and Fees	38,359,440	39,463,827
Commonwealth Appropriations *	26,225,819	27,219,808
Federal Grants and Contracts	664,941	987,281
State/Local/Private Grants and Contracts	1,239,329	262,957
Other Sources	402,000	272,500
Total Educational and General	66,891,529	68,206,373
AUXILIARY ENTERPRISES		
Total Auxiliary Enterprises	51,661,681	54,262,350
INSTITUTIONAL TOTAL	118,553,210	122,468,723

*Appropriation excludes Higher Education Student Financial Assistance of \$4,282,842 in FY 2016 and \$4,662,825 in FY 2017. FY 2017 appropriation includes \$331,586 for estimated General Fund portion of benefit cost increases.

**TABLE 2
EXPENDITURE SUMMARY**

	Budget 2015-2016	Proposed 2016-2017
EDUCATION AND GENERAL		
Instruction	32,153,344	34,305,254
Sponsored Programs	1,904,270	1,250,238
Public Service	545,117	495,259
Academic Support	9,022,791	7,993,479
Student Services	4,538,704	4,644,270
Institutional Support	9,692,020	9,980,585
Plant Operation & Maintenance	7,037,403	7,209,408
Scholarships & Fellowships*	1,997,880	2,327,880
Total E&G Expenditures	66,891,529	68,206,373
AUXILIARY ENTERPRISES		
Expenditures	43,805,302	48,008,084
Transfers		
Debt Service (Mandatory)	6,106,056	6,505,369
Non-Mandatory		
Total Auxiliary Enterprises	49,911,358	54,513,453
INSTITUTIONAL TOTAL	116,802,886	122,719,826

*FY 2016 and FY 2017 exclude \$4,282,842 and \$4,662,825 respectively in Higher Education Financial Assistance from State Appropriations

TABLE 3
SUMMARY OF AUXILIARY SERVICES
INCOME AND EXPENDITURES

	Budget 2015-2016	Proposed 2016-2017
RESIDENCE HALLS		
Direct Income	117,800	117,800
Income (Room Fees)	20,471,284	22,556,327
Expense	18,305,886	20,500,453
Debt Service (Mandatory)	1,792,524	1,783,201
Non-Mandatory Transfers	(488,676)	(390,473)
Net (Contribution to Fund Balance)	1,998	0
FOOD SERVICES		
Direct Sales	125,000	125,000
Income (Meal Plans)	9,269,232	9,301,098
Expense	8,199,877	8,296,306
Debt Service (Mandatory)	699,225	232,080
Non-Mandatory Transfers	(495,130)	(897,712)
Net (Contribution to Fund Balance)	0	0
BOOKSTORE		
Income (Sales and Contracts)	375,000	375,000
Expense	266,250	273,195
Debt Service (Mandatory)	0	0
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	108,750	101,805
ATHLETICS		
Income (Direct Sales and Services)	254,880	309,580
Student Fees	8,465,483	8,594,812
Expense	7,674,700	7,872,067
Debt Service (Mandatory)	1,045,663	1,032,325
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
PARKING AND TRANSPORTATION		
Income (Direct Sales and Services)	650,000	650,000
Student Fees	299,333	347,807
Expense	619,033	661,387
Debt Service (Mandatory)	330,300	336,420
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 2015-2016	Proposed 2016-2017
TELECOM SYSTEMS		
Income (Direct Sales and Services)	1,000	1,000
Student Fees	1,009,090	951,726
Expense	1,010,090	952,726
Debt Service (Mandatory)	0	0
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
STUDENT HEALTH		
Income (Direct Sales and Services)	50,000	50,000
Student Fees	930,044	884,725
Expense	980,044	934,725
Debt Service (Mandatory)	0	0
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
STUDENT UNION		
Income (Direct Sales and Services)	5,000	5,000
Student Fees	596,694	1,529,074
Expense	508,444	533,717
Debt Service (Mandatory)	93,250	1,000,357
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
RECREATION AND INTRAMURALS		
Income (Direct Sales and Services)	50,000	50,000
Student Fees	1,861,416	1,992,065
Expense	736,822	886,254
Debt Service (Mandatory)	1,174,594	1,155,811
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 2015-2016	Proposed 2016-2017
GOLF COURSE		
Income (Direct Sales and Services)	100,000	0
Student Fees	187,714	0
Expense	287,714	0
Debt Service (Mandatory)	0	0
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	0	0
CONFERENCES		
Income (Direct Sales and Services)	350,000	350,960
Student Fees	0	0
Expense	338,591	350,960
Debt Service (Mandatory)	0	0
Non-Mandatory Transfers	0	0
Net (Contribution to Fund Balance)	11,409	0
OTHER AUXILIARY		
Income (Direct Sales and Services)	537,000	529,000
Student Fees	5,955,711	5,541,376
Expense	4,877,851	6,746,294
Debt Service (Mandatory)	970,500	965,175
Non-Mandatory Transfers In	983,806	1,288,185
Net Reduction to Fund Balance	1,628,166	(352,908)
TOTAL AUXILIARY ENTERPRISES		
Income (Direct Sales and Services)	2,615,680	2,563,340
Student Fees	49,046,001	51,699,010
Expense	43,805,302	48,008,084
Debt Service (Mandatory)	6,106,056	6,505,369
Prior Year General Auxiliary Surplus	0	352,908
Net (Contribution to Fund Balance)	1,750,323	101,805

TABLE 4
LONGWOOD UNIVERSITY FOUNDATION
INSTITUTIONAL SUPPORT SUMMARY

	Budget 2015-2016	Budget 2016-2017
Academic Affairs	225,000	203,311
Alumni Association	32,122	86,614
Office of Strategic Operations	154,500	128,000
Office of Institutional Advancement	226,482	226,482
Cook Cole College of Arts and Sciences	300,996	327,777
College of Business and Economics	6,044	5,863
College of Education and Human Services	25,786	30,984
English and Modern Language Department	4,672	4,971
History and Political Science Department	1,532	3,028
Art Department	228,972	167,995
Theater Department	4,751	7,378
Honors	58,636	61,591
Hull Springs Farm	114,063	65,813
Longwood Center for the Visual Arts	61,425	63,074
Library	25,416	13,856
Music Department	7,496	14,841
Sociology and Anthropology Department	5,320	9,135
	1,483,213	1,420,713

Budget Allocation Ratio

Fiscal Year	2014	2015	2016	2017
Instruction and Academic Support	59.76%	60.74%	61.55%	62.02%
Public Service	0.82%	0.84%	0.81%	0.73%
Student Services	6.92%	6.90%	6.79%	6.81%
Institutional Support	13.64%	14.80%	14.49%	14.63%
Operation and Maintenance of Plant	10.40%	10.10%	10.52%	10.57%
Student Aid	3.21%	3.06%	2.99%	3.41%
Sponsored Programs	4.65%	3.56%	2.85%	1.83%

Formula $\frac{\text{Expenditure Budget (by function)}}{\text{Total Educational \& General Expenditure Budget}}$

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 additional funds to support student research and proposed salary increases.
- ❖ In total Student Services increased over the previous year due to proposed salary increases.
- ❖ Institutional Support increased primarily as a result of funding additional positions in the Police Department and proposed salary increases
- ❖ Student Aid funding increased over the prior year due to addition funding for Out-of-State Scholarships.
- ❖ Sponsored Programs decrease is primarily due to a reduction in State/Local and Private grants.

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.

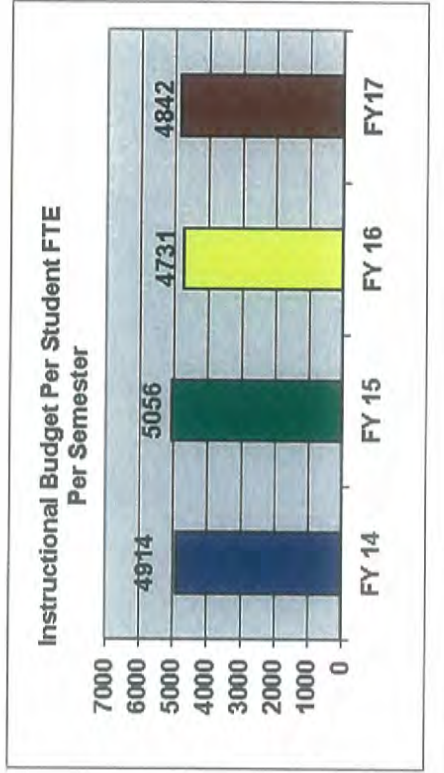
Longwood University's Current Status

In FY 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.

In FY17 the increase is primarily due to additional funding for student research, scholarships and proposed pay increases.

The total annual Educational & General budget per in-state FTE is \$14,234, which is an increase of \$279 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 5.36 percent for FY 2017. This calculation is based on scheduled debt payments for FY 2017 and total budgeted expenditures less reserves.

Longwood's actual FY 2015 debt burden ratio was 5.17 percent per unaudited 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.

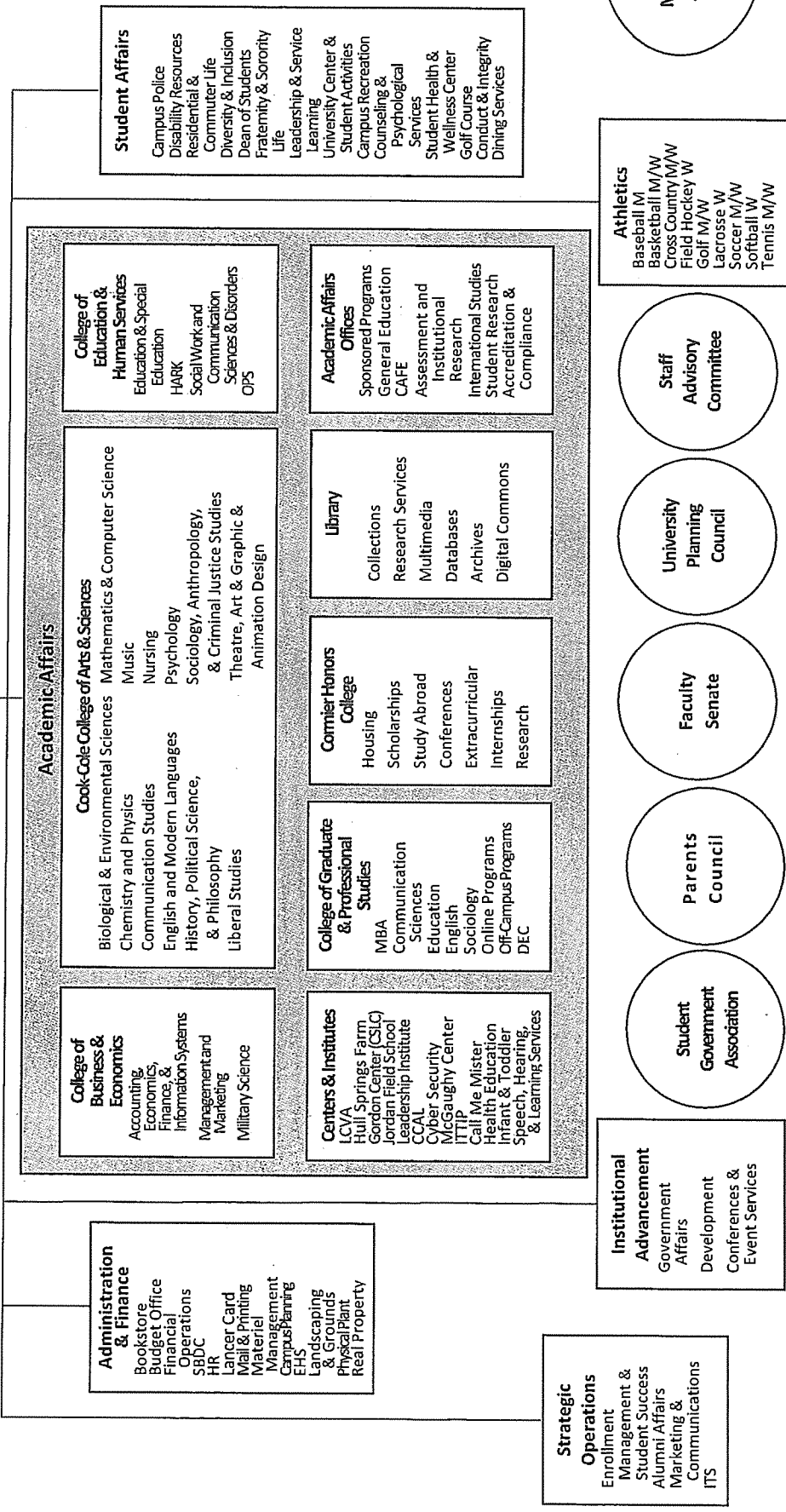
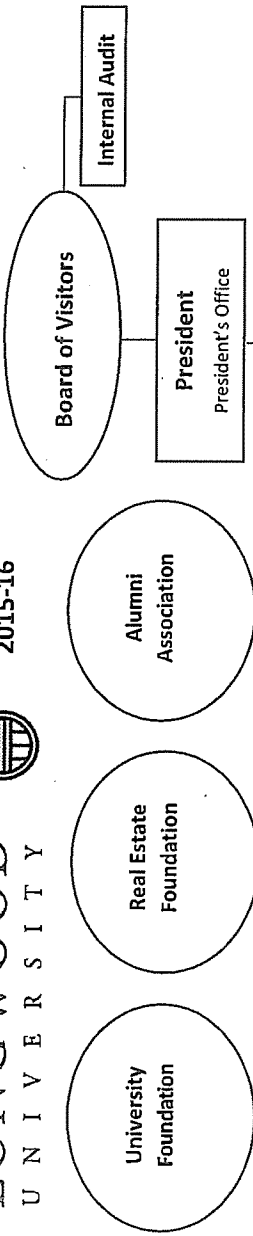
Student Services: Those activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural and social development outside the context of the formal instruction program. Examples include academic and career advising, admissions, registration,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

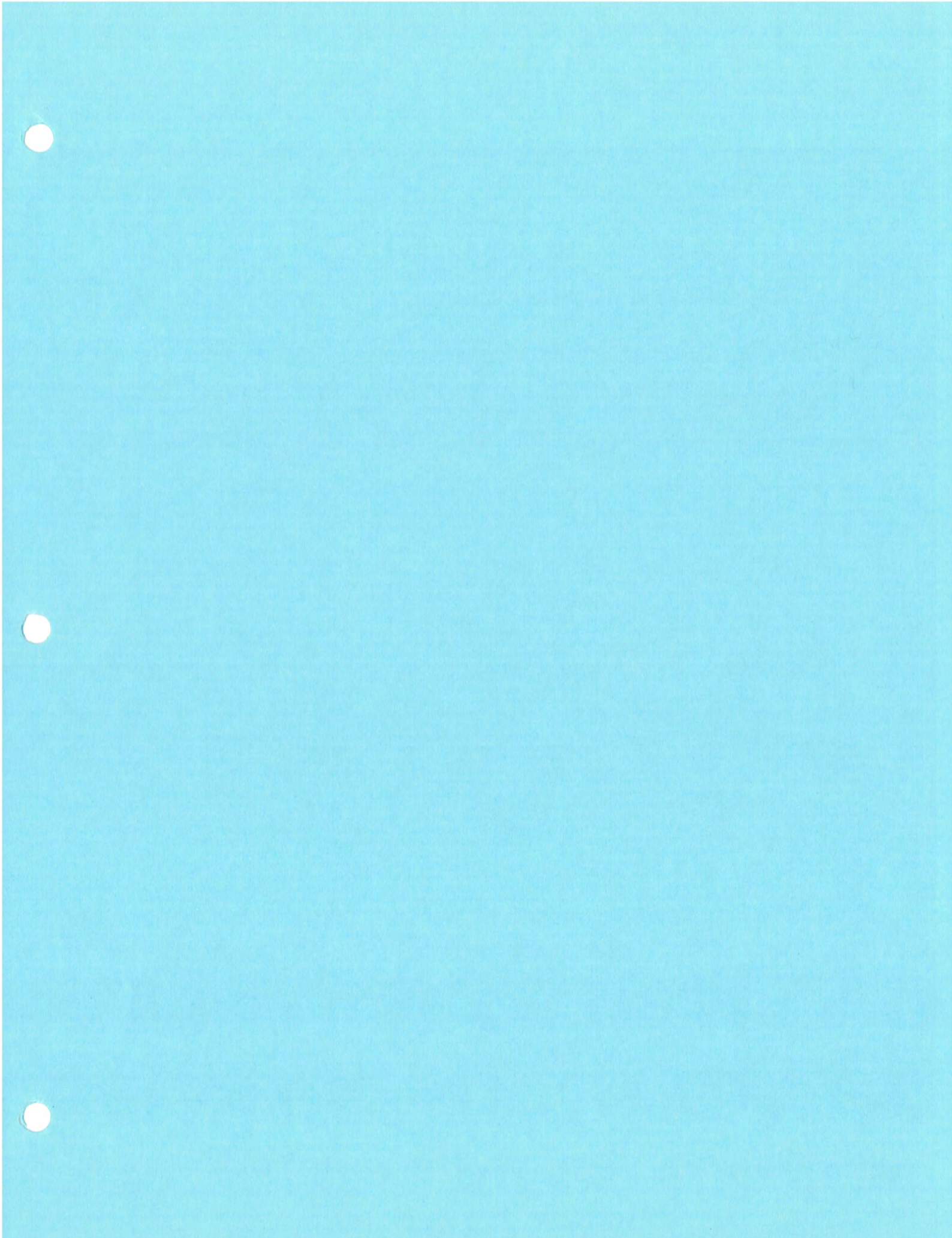
Tuition and Fees: Nongeneral funds that include all tuition and fees assessed against students for current operating purposes. Fees include application fees, registration fees, course fees and on-line fees.



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 Margiloff
- Vice Rector Robert Wertz
- Secretary Shelby Walker
- President Taylor Reveley
- Vice Presidents- Provost & Academic Affairs Joan Neff
- Administration & Finance Ken Copeland
- Institutional Advancement Courtney Hodges
- Strategic Operations Victoria Kindon
- Student Affairs Tim Pierson
- Athletics Director Troy Austin
- Chief of Staff Justin Pope
- Academic Deans- Arts & Sciences Jennifer Apperson
- Business & Economics Paul Barrett
- Education & Human Services Paul Chapman
- Graduate & Professional Studies Jeannine Perry
- Honors College Alix Fink
- Library Suzy Palmer







Capital Budget

FY 2017

CAPITAL BUDGET

Components of the Budget

Longwood University's capital program is built based upon periodic master planning, development of 6-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 \$1.0 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 \$1.0 million;
- Improvements, renovations, repairs, replacement, equipment, maintenance, or combination projects for a single building with a total project cost exceeding \$1.0 million, as well as;
- Umbrella or blanket projects that encompass multiple similar smaller projects in more than one facility or the purchase of multiple pieces of property, where the total cost exceeds \$1.0 million.

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

Capital projects whose total costs fall between \$25,000 and \$1.0 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 Fiscal Year 2015, projects of this type funded by the Commonwealth of Virginia 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 of Virginia 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.

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 \$1.0 million 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 \$1.0 million. Typically, GF projects will be limited to the fiscal year since those funds may revert to the Commonwealth of Virginia'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

Active Projects

At present, Longwood's capital program includes approximately \$151 million in active capital projects. Capital outlay projects total approximately \$136 million which is comprised of about \$72 million in fully funded GF projects, \$8 million in GF pool projects, \$38 million in NGF projects, and \$16 million in REF funded projects. Capital improvement and maintenance projects total approximately \$7.5 million which is comprised of about \$2.7 million in GF funds and \$4.8 million in NGF funds. In addition to these construction related projects, we also anticipate approximately \$1.9M in technology related expenses for the debate, of which the vast majority will remain with Longwood after the debate concludes.

Capital Outlay Projects

Project Title	General Fund	Non-General Fund	REF Funding	Total Project Cost
Fully Funded				
Asbestos Abatement	\$2,332,000			\$2,332,000
University Technology Center	\$20,725,513			\$20,725,513
University Center		\$37,095,000		\$37,095,000
Construct Student Success Center	\$9,466,000			\$9,466,000
Additional Biomass Boiler	\$7,410,785	\$1,037,000		\$8,447,785
Construct Admissions Office	\$12,544,000			\$12,544,000
Construct New Academic Bldg (Est. only)	\$20,225,000			\$20,225,000
Pool Funded (Estimates Only)				
Replace Steam Distribution System Wheeler Mall (SD only)	\$8,783,000			\$8,783,000
Real Estate Foundation				
New On Campus Residence Hall			\$16,500,000	\$16,500,000
Totals	\$81,486,298	\$38,132,000	\$16,500,000	\$136,118,298

Improvements & Capital Maintenance Projects

Project Title	General Fund	Non-General Funds	Total Project Cost
Mer Roof Replacement	\$ 97,207.86	\$ 82,975.60	\$180,183
Upgrade Irrigation System		\$ 45,000.00	\$45,000
Arc Hot Water Tank		\$ 177,000.00	\$177,000
Willett Improvements-Willett Facade		\$ 1,100,000.00	\$1,100,000
Replace Fire Alarm System Curry Frazer		\$ 230,000.00	\$230,000
Repair Sidewalk Spruce Street	\$ 16,021.03		\$16,021
Repair Sidewalk Brock Commons	\$ 56,478.97		\$56,479
Replace Street Lights Spruce Street	\$ 50,000.00		\$50,000
Repairs Hardy House Repairs	\$ 104,781.41	\$ 406,412.00	\$511,193
Install Erosion and Sediment Controls Tipper		\$ 15,000.00	\$15,000
Replace Electrical Service Lankford		\$ 135,000.00	\$135,000
Replace Electrical Service Longwood House		\$ 90,000.00	\$90,000
Construct High Street Gateway		\$ 1,500,000.00	\$1,500,000
Buddy Bolding Stadium Repairs		\$ 43,000.00	\$43,000
Replace Valves Curry Frazer		\$ 600,000.00	\$600,000
Replace Front Entrance Frazer		\$ 55,000.00	\$55,000
Repave Graham Lot	\$ 75,000.00		\$75,000
Replace Roof Coyner Hall	\$ 205,534.84		\$205,535
Replace Roof Chichester	\$ 450,000.00		\$450,000
Replace Dielectric Unions Chilled Water System Library	\$ 27,505.00		\$27,505
Construct Willett Plaza		\$ 315,000.00	\$315,000
Repair Condensate Line and Install Condensate Pumps		\$ 31,000.00	\$31,000
Repair Refrigerant Leak Detection System Various Buildings	\$ 30,283.87	\$ 6,343.13	\$36,627
Repair Colonades	\$ 250,600.20		\$250,600
Replace HVAC Coyner	\$ 450,000.00		\$450,000
Replace Deaerator Tank and Roof Old Heating Plant	\$ 300,000.00		\$300,000
Repair Lancaster Clock Tower	\$ 120,000.00		\$120,000
Repair Lancaster Roof	\$ 75,000.00		\$75,000
Replace Chiller Library	\$ 200,000.00		\$200,000
Retro Commissioning Blackwell Chiller Complex	\$ 18,000.00		\$18,000
Replace Windows and Doors Coyner Hall	\$ 200,000.00		\$200,000
Totals	\$ 2,726,413.18	\$ 4,831,730.73	\$ 7,558,143.91

Planned Projects

Capital Outlay Projects

The list of capital outlay projects below was submitted to the Department of Planning and Budget (DPB) last spring. Longwood will have the opportunity this summer to submit a re-prioritized list which will be informed by the now complete Campus Master Plan.

2014-2020 Six Year Capital Plan				
2014-2016				
Priority	Description	GF	NGF	Total
1	Appropriation of additional funds to construct the University Center	\$0	\$5,241,000	\$5,241,000
2	Additional Biomass Boiler - Request to proceed to construction phase	Pool Project - approved thru Detailed Planning		
3	Student Success Center - Request to proceed to construction phase	Pool Project - approved thru Detailed Planning		
4	Construct New Academic Building - Request to proceed to detailed planning	Pool Project - approved thru Preliminary Planning		
5	Construct New Admissions Office - Request to proceed to detailed planning	Pool Project - approved thru Preliminary Planning		
6	Renovate the 35,273 gsf Lankford building for the Student Services Center	\$14,483,000	\$2,759,000	\$17,242,000
7	Construct a 69,322 gsf Physical Plant Building for Facilities Management Division and Materiel Management Department	\$30,333,000	\$0	\$30,333,000
8	Renovate the 9,817 gsf South Tabb Hall for the College of Graduate and Professional Studies	\$6,794,000	\$0	\$6,794,000
9	Improvements: Building Efficiency -Campus-wide project to reduce steam, electricity, and water consumption in campus buildings	\$4,694,000	\$2,210,000	\$6,904,000
10	Construct a new Longwood Police Dispatch Center	\$1,803,000	\$0	\$1,803,000
Total Additional Project Values Requested 2014-2016		\$58,107,000	\$10,210,000	\$68,317,000
2016-2018				
Priority	Description	GF	NGF	Total
11	Renovate the 70,890 gsf Greenwood Library building	\$22,963,000	\$0	\$22,963,000
12	Renovate the 18,300 gsf Coyner Hall for the College of Business and Economics	\$6,028,000	\$0	\$6,028,000
13	Construct a 500 seat Performing Arts Center with rehearsal facilities and additional Music Department space	\$28,389,000	\$0	\$28,389,000
14	Implement a consolidated campus-wide storm water management project to control storm water runoff	\$3,517,000	\$0	\$3,517,000
Total Additional Project Values Requested 2016-2018		\$60,897,000	\$0	\$60,897,000
2018-2020				
Priority	Description	GF	NGF	Total
15	Renovate Old Heating Plant -Remove existing equipment; install a central water chilling system for north and central campus buildings	\$11,273,000	\$13,779,000	\$25,052,000
16	Expand and renovate Bristow building to house University Police, EHOS&EM, Human Resources, and others (18,000 gsf renovation and 12,000 gsf addition)	\$12,850,000	\$0	\$12,850,000
17	Renovate existing Wygal Hall structure (24,961 gsf) for Music Department	\$11,591,000	\$0	\$11,591,000
Total Additional Project Values Requested 2018-2020		\$35,714,000	\$13,779,000	\$49,493,000
Six Year Capital Plan Total 2014-2020		\$154,718,000	\$23,989,000	\$178,707,000

Capital Improvement Projects, Maintenance Projects & Master Planning

Over the years, a number of a capital improvements and maintenance projects have been identified both as a part of 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.

The proposed 2016-2018 biennium budget before the General Assembly includes \$1.2M per year in funding to address capital maintenance for each year. Longwood currently has a remaining balance of approximately \$125,000 in funding in the 2014-2016 biennium.

FY 17&18 Planned Improvement and Maintenance Reserve	General Fund	NGF	Total
Preparations to Host Big South Softball Championship	\$0	\$80,000	\$80,000
Replace Dining Hall Cooling Tower	\$0	\$130,000	\$130,000
Wygol Renovation Addition Planning Study	\$0	\$120,000	\$120,000
Refrigerant Leak System	\$0	\$35,000	\$35,000
Add Fire Hydrant Spruce Street	\$0	\$18,000	\$18,000
Install Snow Guards	\$0	\$55,000	\$55,000
Lankford Electrical Service-Additional Funds for Construction	\$0	\$125,000	\$125,000
Convert Electrical Service Steven, McCorkle, Jeffers	\$0	\$225,000	\$225,000
Study Chiller Plant and Distribution System	\$0	\$100,000	\$100,000
Address Warning Track and Drainage Issue Bolding Stadium	\$0	\$20,000	\$20,000
Safety Improvements Softball and Baseball Batting Cages	\$0	\$20,000	\$20,000
Expand Lenel System	\$0	\$429,000	\$429,000
Add Sprinklers Coyner	\$0	\$140,000	\$140,000
Equipment Shop Johnson Drive Athletics Complex-Construction	\$0	\$200,000	\$200,000
Irrigation and Landscaping Flag Pole Johnston Drive Athletic Complex	\$0	\$60,000	\$60,000
Replace Watering Guns and Valves Johnson Drive Complex	\$0	\$35,000	\$35,000
Construct Seating Willett and Race Street Tennis Courts	\$0	\$30,000	\$30,000
Replace Electrical Service Tabb	\$0	\$180,000	\$180,000
Beale Plaza Improvements	\$0	\$1,500,000	\$1,500,000
Design Funds for New Academic Building to Working Drawings	\$0	\$901,000	\$901,000
Design Funds for Admissions Office to Working Drawings	\$0	\$570,000	\$570,000
Abate Lead-Based Paint Tabb Exterior	\$0	\$50,000	\$50,000
Paint Interior Walls Coyner	\$0	\$40,000	\$40,000
Planning Study Improvements Sunken Garden	\$0	\$50,000	\$50,000
Replace Front Steps Curry	\$0	\$30,000	\$30,000
Coyner Refresh	\$0	\$110,400	\$110,400
Stevens Refresh	\$0	\$55,200	\$55,200
Design Shop Building at Johnston Dr.	\$0	\$30,000	\$30,000
Design for Graham, Chambers Ct. & Madison	\$0	\$15,000	\$15,000
Repair Interior Water Damage Lancaster	\$120,000	\$0	\$120,000
Replace Roof Wygal	\$210,000	\$0	\$210,000
Replace Feed Water Pump #3 Old Heating Plant	\$31,700	\$0	\$31,700
Repair Brick and Masonry- Jeffers	\$15,000	\$0	\$15,000
Replace Coyner HVAC	\$460,000	\$0	\$460,000
Repair Boiler #1	\$500,000	\$0	\$500,000
Replace Elevator Lancaster	\$150,000	\$0	\$150,000
Repair Restrooms Coyner	\$84,000	\$0	\$84,000
Replace ADALift Jeffers Auditorium	\$40,000	\$0	\$40,000
Repair Stair Ramp Sidewalk and Retaining Walls Bristow	\$110,000	\$0	\$110,000
Repair Sedimentation Basins Various Locations	\$50,000	\$0	\$50,000
Replace HVAC Controls Lancaster	\$50,000	\$0	\$50,000
Replace HVAC Controls Hull Phase II	\$85,000	\$0	\$85,000
Study-Retro Commissioning HVAC System Stevens/McCorkle	\$20,000	\$0	\$20,000
Totals	\$1,925,700	\$5,353,600	\$7,279,300