

**LONGWOOD UNIVERSITY BOARD OF VISITORS
EXECUTIVE COMMITTEE
November 4, 2011**

Minutes

Call to Order: The Executive Committee of the Longwood University Board of Visitors met on Friday, November 4, 2011, in the Richmond Room at the Retail Merchants Association in Richmond, Virginia. The meeting was called to order at 2:00 p.m. by Ms. Marge Connelly, Rector of the Board.

Members present were:

Ms. M. Jane Brooke
Ms. Marge M. Connelly
Dr. Judi M. Lynch

Member absent was:

Mrs. Lorita B. Hughes

Other Board members present were:

Mrs. Jane S. Maddux
Mr. Stephen L. Mobley
Mrs. Marianne M. Radcliff

Present at the request of the Committee:

President Patrick Finnegan
Ms. Jeanne S. Hayden
Ms. Penelope Howard
Ms. Blair Kelley, APA
Mr. Andrew Powell, APA

Business

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

Item 1 - Discussion with APA Auditor

Mr. Powell, staff member with the Auditor of Public Accounts, reviewed with the Committee an entrance conference agenda for the upcoming audit review for 2010. He discussed at length the audit process for the University's upcoming annual audit. Mr. Powell reviewed with the Committee the roles and responsibilities of the auditors and the scope of the audit. There was also discussion about identifying potential fraud risks and outlined the audit plan. (A copy of the handout is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 1, November 4, 2011.)

Item 2 - Review of December 2011 Board of Visitors' Meeting Schedule and Agenda

President Finnegan reviewed the Schedule of Events and the agenda for the December 2 and 3, 2011 Board of Visitors' meeting.

Item 3 - Report on Restructuring of Internal Audit

Mrs. Howard, Director of Internal Audit, presented and reviewed with the Committee, an outline of plans for restructuring the Office of Internal Audit. (A copy of the outline is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix 2, November 4, 2011.)

She stated that the purpose for restructuring her office is to provide a single function that is responsible for monitoring institutional governance, risk management, and compliance (GRC) efforts; gather data on these efforts into a single location; report on those efforts to the Board of Visitors, president, executive management, institution, external parties, and other applicable parties as needed; and serve as a starting point for questions related to Longwood's GRC efforts.

Mrs. Howard also reviewed the compliance services that would be provided through the new structure and the goals of the newly restructured Office of Internal Audit.

Following her report, the President updated the Committee on the heating issue in South Cunningham. He reported that 68 new units were obtained and are being installed within the next few days. President Finnegan stated that there are 62 more units on order; and he expects them to begin arriving by November 17.

Item 4 - Discussion of Local Issues

President Finnegan reported to the Committee on one local issue that was presented at the community legislative meeting on September 21 at Hampden-Sydney College. The meeting was attended by Farmville and Prince Edward County leaders, as well as Delegate Edmunds and candidates for the 22nd Virginia senate district. He reported that Mr. Spates, Farmville Town Manager, raised the issue of the tax-free status for properties held by real estate foundations and the implications for such status on local revenues.

The President also reported that French Hall will not be closed in December as reported earlier and that students will be allowed to stay in French through the end of the current academic year. He also reported that Management Services Corporation has been notified of this change.

He informed the Committee that a request was received from the National Council for Teacher Quality (NCTQ) for information about Longwood's teacher education program. The initial request was not answered because of a continuing disagreement between many schools and the National Council for Accreditation of Teacher Education (NCATE) concerning their methodology. The NCTQ has since prepared a Freedom of Information Act request and members of the staff are working to prepare the response. The National Council on Teacher Quality and *U.S. News and World Report* want to review and rank schools of education using their standards and methodology which have been controversial in Virginia and several other states. Longwood's teacher education program is accredited by the National Council for Accreditation of Teacher Education.

Item 5 - Update on June 2012 Joint Board Retreat

The Rector updated the Committee on proposed plans for the June 2012 Board meeting and joint retreat. She stated that due to cost constraints she recommended reducing the number of people attending the retreat. Ms. Connelly proposed that key members of the other boards, such as their

executive committees attend, as well as key members of the faculty and staff. The focus of the retreat will be the vision of Longwood.

Item 6 - Update on Flooding at the Landings

The President presented an update on the flooding that occurred at the Landings on September 23. He reported that there are several lanes of parking at the Landings that are in a flood zone and several cars were underwater for a brief period of time. There are signs warning drivers of the risk. President Finnegan stated that he has directed Mr. Copeland to examine options for correcting the problem.

Adjournment

There being no further business, Ms. Connelly adjourned the meeting at 3:56 p.m.

Judi M. Lynch
Board Secretary