

ANNUAL EXECUTIVE SUMMARY OF INTERIM ACTIVITIES – LONGWOOD UNIVERSITY

Email: reportdocs@dlas.virginia.gov

DATE: As of January 2020

TO THE GOVERNOR AND GENERAL ASSEMBLY

Pursuant to Section 23.1 (Chapter 13) of the Code of Virginia, Longwood University hereby submits an annual summary of interim activity of the work of the Board of Visitors. We submit as required information related to Virginia Code § 23.1-1303 (public access to information); Virginia Code § 23.1-1306 (adopting bylaws); Virginia Code § 23.1-1303 (BOV annual meeting with the president), and Virginia Code § 23.1-1306 (duties of the executive committee). The institution must also prepare a narrative summary demonstrating compliance with these sections.

If you have further questions, please contact myself or Emily O’Brion, director of government relations, at 804-317-6766, obrionef@longwood.edu.

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NARRATIVE SUMMARY:

During 2019, the Board met five times: March 21-23, May 17, September 12-14 and December 5-6 on Longwood's campus, and June 9-11 for its annual retreat in Meadows of Dan, Virginia. Additionally, the executive committee met three times: March 21 at Longwood House, September 12 at Longwood House, and on December 5 at Longwood House. Board agendas and meeting minutes are posted on the Board of Visitors web page at <http://www.longwood.edu/about/leadership/board-of-visitors/> pursuant to the Freedom of Information Act.

§ 23.1-1303 (public access to information):

_ Board meeting schedules through June 2022 are announced on the BOV web page, meeting agendas are posted in advance and minutes are posted following meetings.

<http://www.longwood.edu/about/leadership/board-of-visitors/meetings/>

_ Meetings are brought into closed session only after a determination of their eligibility based on review of agenda items in relation to the Virginia Freedom of Information Act by the University Counsel. Discussions on any topic not specifically exempted are held in open meeting, and action taken in closed meeting is approved in open meeting in accordance with all applicable laws.

_ Minutes are recorded at every open meeting and posted on the Board web site pursuant to all relevant code sections. <http://www.longwood.edu/about/leadership/board-of-visitors/minutes/>

§ 23.1-1306 (adoption of bylaws):

_ The Board last updated its bylaws in March 2017 as part of a periodic review of bylaws. The revised bylaws are posted on the Board of Visitors web page at

<http://www.longwood.edu/about/leadership/board-of-visitors/bylaws/>

§ 23.1-1303 (annual meeting with the president):

The Board conducted an evaluation of the president at its June meeting, upon completion of his sixth year in office. The president's employment contract requires a yearly annual performance review by the Board.

§ 23.1-1306 (duties of the executive committee):

Board bylaws require the executive committee to meet between regular meetings of the full Board, or as called by the rector. The executive committee met four times during 2019 and has played an active role in organizing the working processes of the Board and ensuring its focus on the strategic priorities of the university as identified in the updated University Strategic Plan ratified in June, 2019.