

UPC Meeting Minutes  
Tuesday, January 23, 2024, 3:30 p.m.  
Martinelli Boardroom

President Reveley called the meeting to order at 3:34 pm. The following members were present:

Dr. Roger Byrne	Mr. Matt McGregor	Dr. Brent Roberts
Ms. Samantha Dunn-Miller	Ms. Sara Neher	Dr. Shannon Salley
Ms. Jennifer Fraley	Ms. Kelly Nelson	Dr. Dawn Schwartz
Mr. Tim Hall	Mr. Jonathan Page	Dr. David Shoenthal
Mr. Carl Harvey	Mr. Cameron Patterson	Dr. Larissa Smith
Ms. Susan Hines	Dr. JoEllen Pederson	Ms. Aneicia Stimpson
Ms. Victoria Kindon	Dr. Jeannine Perry	Ms. Kim Wingo
Dr. Chris Kukk	Pres. Taylor Reveley	Dr. Andrew Yeagley
Ms. Teresa Dodson, Recorder		

Also present were – Mr. Josh Blakely, Dr. Sarai Blincoe, Mr. Ian Byers, Dr. Audrey Church, Dr. Renee Gutierrez, Ms. Emily Kane, Ms. Ashley Long, Ms. Linda Townsend, Ms. Maureen Walls-McKay, Mr. David Overstreet, Dr. Tom Wears

Absent were – Ms. Courtney Hodges, Mr. Cameron O’Brion, Mr. Justin Pope

The minutes from the [October 24, 2023](#), UPC meeting were approved as submitted.

President Reveley opened the meeting by expressing how wonderful it is to be together again and gave a brief rundown of what will be covered during the meeting. He continued by mentioning the General Assembly is currently in session, the session will run from January – March. He reminded members he is the Chair of the Council of Presidents this year and in this role, he is a member of the General Assembly. The budgets for higher education in Virginia look positive. He is hopeful that the budget will be decided earlier this year than in years past.

- The recent open house was a huge success and it was wonderful to see so many potential students and their families on campus. The admissions cycle is looking promising.
- In December the Washington Post posted an article online about Civitae. The article was also in print on the front page of the Post on New Year’s Day.
- He thanked Dr. David Shoenthal for all his hard work regarding the reaffirmation process and reviewed the timeline for the upcoming onsite visit.

Assessment Committee – Dr. Brent Roberts shared that the Assessment Committee during this time of year reviews budget requests for assessment-related initiatives for CAPAR, and AAC. Currently, there have been no requests brought forth for review.

Compliance Committee – Ms. Jen Fraley gave an update about the 2023-2024 University Catalogs being approved by the Veteran Services of Virginia, which means Longwood can continue to certify Veteran’s education benefits for students.

Dr. David Shoenthal reviewed the timeline of what the next two months will look like regarding SACSCOC. He shared that Dr. Stephanie Kirschmann, SACSCOC VP will be on campus tomorrow for our advisory visit. She will be meeting to review the drafts of our Focused Report and she will get a preview of our QEP presentation. She will talk to us about the 10 standards that we are writing about in our Focused Report. The Focused Report will be submitted at the end of January. Throughout February the planning for the on-site visit will continue. The on-site visit is March 17-21. Visits to our offsite locations will be on Monday, March 18<sup>th</sup>. The entire committee will be on campus on Tuesday, March 19<sup>th</sup> and Wednesday, March 20<sup>th</sup>. If you are on the list to be interviewed, the week before the visit we will conduct interview preparation. On March 21<sup>st</sup> we will have our exit interview. At this time the on-site committee will give us recommendations, things they still want us to do. We will have one more chance to write back to the committee before the end of the summer.

Regarding the QEP. Throughout February the QEP advisory group will conduct a campus-wide tour to educate the campus community on the QEP.

The President thanked Dr. Shoenthal and others for all their hard work on this process.

University Diversity Council (UDC) – Mr. Jonathan Page reported that the UDC has determined the meeting dates for the spring semester. The goal that is set for the spring semester is to continue to collect data from various departments about the progress made in incorporating UDC policies within each department. Once the data is collected it will be reported to the UPC. MLK week was successful. The annual day of services was attended well, over 150 people volunteered to provide service to 14 sites around the community. Thanks to Matt McWilliams and all his efforts, the very first Multicultural News Letter was issued in December. The Multicultural Center will be moving from the Clark House to Lankford, an announcement will be made later in the spring semester about the official move. The DEI survey will begin around the end of February. PRIDE apparel can now be purchased in Longwood Bookstore. The MLK speaker, Ebony Bell, has been rescheduled to speak on February 22<sup>nd</sup>.

Finance Committee – Mr. Carl Havey reported that the finance committee met in October to review the administrative requests that they received from the assessment committee. They are waiting on requests, if any, from academics and will meet on those requests this spring. Mr. Matt McGregor continued the report. The Governor proposed his budget in late December. The General Assembly is currently working on its version. Hopefully, by March it will be possible for Longwood to start building its FY 25 budget. FY 25 revenues and expenditures are tracking as expected.

Purchasing Committee – Mr. McGregor announced that Debbie Cooper will be retiring on January 31<sup>st</sup>. A reception celebrating Debbie's retirement will be held on the 31<sup>st</sup> from 2-4 pm.

The President followed up with additional information regarding the bookstore. The contract with Barnes & Noble will expire at the end of 2024. Currently, Longwood is in an RFP process to determine what the future will look like for the bookstore. Mr. Cam Patterson continued with detailed information about the status of the process. The RFP committee continues to meet, proposals came in at the end of 2023. The committee worked over winter break to review the proposals. Three companies are under consideration. In early February the companies will present presentations to the RFP committee. The goal is to have the process completed before the start of AY 2024-25.

Technology Committee – Ms. Aneicia Stimpson reported that IT is currently testing the next phase of multi-factor authentication. This phase will be for all of Argos and the other two e-vision products that are used in finance and the registrar's office. This is expected to roll out in the next 2 months, Kim Redford will send out communication before this rollout.

Server upgrades will start in the next couple of weeks. Outlook on the desktop will look no different, however, OWA may have a few things that will look different. Kim Redford will send an email before the upgrade. Banner self-service application upgrades are in the beginning phases. This upgrade will include everything that is in MyLongwood. IT will work closely with the registrar's office, financial aid, HR, and finance during this upgrade.

APA is in the middle of their audit and they are looking closely at what has been done with GLBA and they are also looking very closely at our security awareness training. The cycle for the security awareness training is open for this year and training can be started anytime in preparation for the October deadline.

Ms. Susan Hines reported that the registrar's office is looking to streamline the best they can. They have piloted over the past year to bring new forms through DocFinity that have a workflow with them for scheduling forms. Training for this new process will be conducted over the next week before everything goes live.

Dr Tom Wears reviewed the findings of [The National Survey of Student Engagement Report \(NSSE\)](#). The survey compares Longwood University with southeast public institutions and is designed to measure the extent to which first-year and senior students engage in effective educational practices. Overall the report findings were very positive.

There being no further business, the meeting was adjourned at 4:52 p.m.

Respectfully submitted,  
Teresa Dodson

