

UPC Meeting Minutes
Tuesday, October 24, 2023, 3:30 p.m.
Martinelli Boardroom

President Reveley called the meeting to order at 3:36 pm. The following members were present:

Dr. Roger Byrne	Dr. Chris Kukk	Dr. Brent Roberts
Ms. Samantha Dunn-Miller	Mr. Matt McGregor	Dr. Shannon Salley
Ms. Jennifer Fraley	Ms. Kelly Nelson	Dr. Dawn Schwartz
Mr. Tim Hall	Mr. Cameron O’Brion	Dr. David Shoenthal
Mr. Carl Harvey	Mr. Jonathan Page	Dr. Larissa Smith
Ms. Susan Hines	Mr. Cameron Patterson	Ms. Kim Wingo
Ms. Courtney Hodges	Dr. Jeannine Perry	Dr. Andrew Yeagley
Mr. Mark Kendrick	Mr. Justin Pope	
Ms. Victoria Kindon	Pres. Taylor Reveley	

Ms. Ashley Long, Recorder

Also present were – Dr. Sarai Blincoe, Dr. Jennifer Green, Ms. Sasha Johnson, Dr. Elizabeth Narehood, Ms. Kathryn Nasburg, Ms. Julie Ramsey, Dr. Pam Tracy

Absent were – Dr. Angela McDonald, Ms. Sara Neher, Ms. Kelly Nelson, Ms. Kim Redford

The minutes from the [April 23, 2023](#) UPC meeting were approved as submitted.

President Reveley opened the meeting by expressing how wonderful it is to be together again. Longwood has great momentum that includes enrollment ticking upwards, mid-year raises across the board, and a new music building on the horizon. He closed his opening remarks by highlighting the new Joan Perry Brock Center and all of the great kickoff events (Lancer Madness, Homecoming with the opening basketball game, and upcoming concerts). The Joan Perry Brock center will bring students, alumni, parents, friends, and the community together in Farmville.

Assessment Committee – Dr. Brent Roberts shared that the Assessment Committee met yesterday pursuant with its responsibility of overall implementation of the university assessment policy. The primary purpose of the meeting was to review requests and recommendations requested from the administrative units. Five out of the six requests that were submitted will be forwarded to the university finance committee for review. Following Dr. Roberts’s updates, the President suggested that a calendar or schedule may be needed to help consolidate the number of assessment/survey emails that departments or others receive to ensure they are completed.

Compliance Committee – Ms. Jen Fraley reported that the 2023 Annual Security and Fire Safety Report was published for the university a couple of weeks ago to complete a federal requirement for this year. On the state side, two reports are due to the governor this fall and have been completed – section 1 misconduct policy certification and the report on constitutionally protected speech.

Dr. David Shoenthal shared that the compliance certification report was submitted to SACSCOC at the beginning of September. He expects to hear back soon from the off-site committee that meets in early November to finalize their recommendations. After that time, a focused report will be submitted in January to address any concerns that the committee has and will also submit the full and final QEP. In January, Longwood will also have a visit from our SACSCOC Vice President. A dry run of the QEP presentation will be given at that time. The VP will be able to see the working spaces and will talk with Dr. Shoenthal and team about the focused report. Prior to the on-site visit on March 18-21 there will be a campaign of interview prep for those who will be expected to interview with the on-site team.

The President mentioned that there is real work still ahead to finalize the QEP, submit the final report and prepare for the on-site visit. We will not receive the official final word until December of 2024 during the SACSCOC annual meeting.

University Diversity Council (UDC) – Mr. Jonathan Page reported that the UDC has met twice as a group this semester and have added three new members to the council which expands their representation across campus. A Fund for the Improvement of Postsecondary Education (FIPSE) grant has been submitted that supports campus-wide efforts focused on retention and student success. Additionally, they have been reaching out to vice presidents regarding updates and modifications to the university diversity strategic plan. UDC is focusing on Objective 14 and 15, infrastructure and

accountability, which emphasizes transparency related to threat and risk assessment for DEIA issues through communication protocol to identify trends overtime. In light of recent events, UDC is working on planning a campus forum to raise awareness and understanding surrounding the Middle East to provide resources to students and broader campus. Greenwood Library is also working on a library guide for students to learn more information about the conflict and its history as well as combining a list of courses that students can take to learn more about the issues.

Finance Committee – Mr. Matt McGregor shared that the commonwealth signed the state budget in September and the final package was beneficial to Longwood University. Some of the money that was added to the budget went to replace chiller systems in four buildings across campus. Additional money was added to the base budget to help keep costs reasonable for our students and added to financial aid. There is a 2% salary increase across the board for campus employees that will go into effect on December 10th and will be reflected on the January 1st paycheck. The Finance Committee will meet next Monday to focus on priorities, and look at dates for a spring budget forum. If the assessment committee is able to submit their assessment requests by the Monday meeting, the finance committee will review those as well.

The President commented that an unexpected virtue of the delay in signing the state budget was that it included specific support for salaries. He expressed his gratitude toward Mr. McGregor and his team for their hard work.

Purchasing Committee – The President shared that the state has been looking at how small purchase cards function and it was determined that they need to be consolidated around campus. Ms. Kim Wingo shared that there is a new director of material management that will be working with her and Mr. McGregor going forward. Mr. McGregor then stated that the new director will be taking a look at small purchase cards and has hit the ground running with his extensive background in working for state agencies. He went on to announce that the RFP was put out for bookstore services and the hope is to have potential on-campus interviews early in the spring semester. The goal is to have the contract finalized by the summer of 2024. A part of the interview process will include a presentation from the candidates on how they plan to transition to ensure there aren't any gaps in service to students or faculty.

Technology Committee – Mr. Mark Kendrick reported that Banner has moved to the Cloud. Today is the first day of registration with Banner in the Cloud; Susan Hines reported that it went well. He asked everyone to remember that when departments begin filling out their COOP reports that Banner is in the Cloud now and “thirty days to back online” is no longer a concern. The Committee from GLBA have met, and the audit will begin in the next couple of weeks. Lastly, Securing the Human is due at the end of October, please encourage your departments to complete the training.

The President mentioned that with current events, it is important that IT keep becoming more sophisticated to keep up with the security needs.

The meeting was turned over to Dr. Sarai Blincoe to give an update on the [Post-Graduate Success themed QEP](#). The QEP is in the third stage of development. The focus of the QEP is on consolidating and bringing consistency or enhancements to current existing programs relating to retention and student success. An advisory committee has been formed to help achieve these goals, comprised of Dr. Blincoe; Waleed Ahmed, Associate Director, Enrollment Management & Student Success; Quincy Goodine, Associate Director of Leadership Development; Max Feuti, Degree Completion Advisor in the Registrar's office; Elise Green, Assistant Professor of English and Writing; Elizabeth Narehood, Senior Director of Career and Professional Engagement; and Julie Ramsey, Director of Fraternity and Sorority Life. This group will gather feedback from campus partners who are already embedded in important campus initiatives to be able to coordinate activities that include students, alumni and faculty/staff. Dr. Blincoe provided details of the student-related outcomes.

In her presentation she reiterated the life design terminology and how it will encourage students to become active agents in their career process while embracing a designer's mindset. The large goal for this fall is to finalize the full report. Prior to the SACSCOC VP visit in late January, the committee will be preparing campus members for the visit through an interview process to ensure all campus partners and students can talk about the QEP.

The President stated that the QEP includes great initiatives that will make a difference in our students' lives. Dr. Larissa Smith followed that by saying the current student research days came about as part of the last QEP. We are using the upcoming QEP process as an opportunity to lift up career services, our first-year programs, and strengthen our advisors by enhancing already existing programs. She also reiterated that it is helpful for the campus community to familiarize themselves with the QEP.

Justin Pope provided a PowerPoint presentation on behalf of the University Retention Taskforce that showed a clearer picture of what student retention looks like. Mr. Pope shared data-related slides of the 2022 freshmen cohort versus the previous six years with a promising overview of what Longwood's retention will look like in the future.

Dr. Jennifer Green reviewed the changes that have been made to the coaching group platform. These changes will enhance the program and add to the progress they have made thus far. Dr. Wade Edwards followed by saying that the taskforce is looking into ways to improve communication, specifically for parents and provide them with resources to help their students. Mr. Pope closed the presentation by reviewing what the next steps of the task force will be. The taskforce will be working on a data dashboard with Ms. Melissa Shepherd; they will provide clear, sustainable information to campus stakeholders. Conversations will continue with the QEP committee, and they will provide recommendations to pass on to campus departments. He closed by welcoming any topics that need further review and asked that those be sent to the committee. At the conclusion of the presentation, Mr. Justin Pope opened the floor for discussion.

Other Business

President Reveley shared that the Hotel Wyanoke has changed ownership and has a new team in place. Mr. McGregor is the campus contact for the Hotel Wyanoke.

There being no further business, the meeting was adjourned at 5:08 p.m.

Respectfully submitted,
Ashley Long