

UPC Meeting Minutes
Thursday, January 27, 2022, 3:30pm
Martinelli Boardroom

President Reveley called the meeting to order at 3:33pm. The following members were present:

Dr. Lee Bidwell	Ms. Lauren Bender	Dr. Roger Byrne
Ms. Jennifer Cox	Ms. Jennifer Fraley	Dr. Elif Guler
Ms. Robin Gregory	Mr. Dustyn Hall	Mr. Carl Harvey
Dr. Emily Heady	Ms. Susan Hines	Ms. Courtney Hodges
Dr. William Holliday	Mr. Mark Kendrick	Ms. Victoria Kindon
Dr. Leigh Lunsford	Mr. Matt McGregor	Ms. Michelle Meadows
Mr. Cameron O’Brion	Dr. Tim O’Keefe	Mr. Jonathan Page
Ms. Anne Patterson	Dr. JoEllen Pederson	Dr. Jeannine Perry
Dr. Tim Pierson	Mr. Justin Pope	Dr. Lissa Power-deFur
Pres. Taylor Reveley	Dr. Brent Roberts	Dr. David Shoenthal
Dr. Lara Smith	Ms. Louise Waller	Ms. Teresa Dodson, Recorder

Also present were – Dr. Sarai Blincoe, Ms. Sabrina Brown, Ms. Emily Heady, Ms. Onie McKenzie, Ms. Lisa Mooney, Ms. Kathryn Nasburg, Dr. Pam Tracy, Ms. Jennifer Wilkerson

Absent were – Dr. Chris Kukk, Mr. Cameron Patterson, Dr. Dawn Schwartz, Ms. Kim Wingo

The minutes from the [October 26, 2021](#) UPC meeting were approved as submitted.

President Reveley discussed the Governor's transition and how it may affect higher education. The General Assembly session is in its first two weeks; the session will last between 2-3 months. With the gubernatorial transition in its early days, much is unknown at this point, and we will need to wait and see how the session progresses. The outgoing Governor provides the budget template from which the actual budget gets crafted. The state's basic financial position is strong.

The pandemic is still here and he added that he is very proud of the way the University has navigated the pandemic together. He stated that it is especially gratifying to see our students doing so well. He is hopeful that as the spring semester rolls along that the valued Longwood traditions continue and life on campus blossoms.

Committee Reports

Purchasing Committee – In the absence of Kim Wingo, President Reveley presented the report. He indicated that the biggest thing the committee will focus on this spring will be credit card purchases. The way we spend on the cards will be reviewed and assessed. The hope is to come up with a process that promotes well-thought-out spending.

Compliance Committee – Dr. David Shoenthal gave a brief update on reaffirmation. He stated that some areas may have received requests to provide information. They are working on cleaning up review policies for off-campus sites and university catalogs. A check of faculty credentials from this academic year has been done. The committee is also working on the typical parts of the assessment and institutional effectiveness processes. The next meeting of the Assessment Committee will involve that. President Reveley asked Dr. Shoenthal to give a brief rundown of the SACSCOC reaffirmation schedule. Currently, we are in an internal study making sure we are in alignment with what we do and what SACSCOC asks us to do. Writing will continue next academic year and the off-campus report will be submitted September 2023. The on-site visit will occur in spring 2024.

Technology Committee – Mr. Mark Kendrick reported that the committee is currently working on data protection across campus. In the next several months they will be looking at data in detail and will make determinations on whether to keep it, encrypt it, move it, or remove it. President Reveley also stressed the importance of making sure all data is protected.

University Diversity Council – Before turning the floor over to the committee for their report, President Reveley mentioned that the highlight of the December BOV meeting was when the Board approved and voted on the Diversity Strategic Plan, stating that it was a great moment.

Mr. Jonathan Page presented his report, agreeing with President Reveley on what a memorable moment the Board approval was. UDC has gone through a recent transition from a large body during plan development, to a more focused steering committee retaining key members.

Currently, the committee is in the process of working with the VP's to gather information to help identify initiatives, programs, and activities. The focus for year one will be on infrastructure enhancement. Work is also continuing on enhancing the UDC website and to continue to work with the Department of Marketing and Communications. UDC members will meet with SGA on February 15th to present the plan to the general student body and to answer any questions. UDC is also working on learning opportunities through the Brock Experience program.

Assessment Committee - The assessment report was given by Ms. Jen Cox. The Assessment Committee has been working through the reporting cycle and what is needed from assessment. The administrative assessment committee has scheduled a meeting over the next few weeks to review budget requests from the previous assessment cycle. That committee and CAPAR will move forward any budget requests to UAC, which will meet on March 1st. Once budget requests are finalized, recommendations from UAC will be forwarded for additional consideration by the University Finance Committee. Another update will be available in late March or early April. Dr. Lee Bidwell concluded the report by mentioning that both she and Jen's terms as co-chairs are nearing the end, and they will be working on what the process of finding the next co-chairs will be.

Finance Committee – Vice President Louise Waller discussed the process of the annual audit. The audit has begun and will continue for approximately the next 6 months. Currently, we are in the first phase of the audit, and this phase focuses on the NCAA review. Thus far the review has been wonderful. She commended Michelle Meadows and her staff for doing such a wonderful job. Phase 2 of the audit will focus on the area of general accounting and IT.

Upon completion of the committee reports. President Reveley asked Athletic Director, Michelle Meadows, to discuss the recent success of both the women's and men's basketball teams. The women's team currently sits 2nd in the Big South Conference. The men's team proudly sits 1st. A round of applause was given. She also talked about the excitement and energy that surrounded the previous night's game. She expressed gratitude for all the hard work getting to this point and thanked the Longwood community as a whole for this wonderful moment of success. The men's game on February 10th will be televised live on ESPNU. Ms. Meadow's encouraged everyone to come out and attend the games.

The meeting was turned over to Dr. Pam Tracy who provided an update on the work that the QEP Topic Recommendation Committee has been doing. She announced the shortened list of topics. Dr. Tracy encouraged everyone to participate in the upcoming feedback sessions and to complete the [campus survey](#). The Reaffirmation Leadership Team will begin conversations about the QEP at its mid-February meeting.

Ms. Victoria Kindon and Dr. Emily Heady presented an update on admissions. Ms. Kindon compared results of admissions numbers from pre-pandemic to now, highlighting changes in typical recruiting practices. There is a renewed look at student success as part of the admissions process. The importance of building a relationship

with the student throughout the entire process is also key; the faculty/staff ambassador program is one such example. There was an overview of the robust upcoming admission events planned for this spring.

There being no further business the meeting was adjourned at 4:41 pm.

Respectfully submitted,

Teresa Dodson