

## CHRISTOPHER NEWPORT COLLEGE

## MEMORANDUM OF UNDERSTANDING

November 30, 1982

## MEMORANDUM

TO: Margaret Stewart, Acting Director of the Library

FROM: Office of Board Relations *jk*

Re: Material for Library's Reserve Section

Please have the attached document "Christopher Newport College - Memorandum of Understanding," placed in the Reserve Section of the Library, as directed by President Anderson.

This document is signed and dated by President Anderson, October 21, 1982.

enclosure

/jl

### Program Objectives

1. The College will provide, for credit, higher education instruction within academic degree programs approved by the State Council for Higher Education in Virginia. The College will apply its admission standards as before and will examine alternatives for the enhancement of the quality of instruction. It is the College's goal to provide access to Commonwealth citizens from Planning District 21 and commuting savages, providing as much flexibility as possible to our students in scheduling and opportunity. The College is committed to the SCHEV approved enrollment guidelines as a goal, and will respond to demands of the clients, within available resources, with respect to non-classified and part-time students.

2. The College will continue to review its curriculum offerings for which there is identified student demand,



CHRISTOPHER NEWPORT COLLEGE

MEMORANDUM OF UNDERSTANDING

This agreement provides a summary of proposed accomplishments of Christopher Newport College within the 1982-1984 Biennium. The document consists of two parts: Program Objectives and Operating Objectives. This material represents a commitment by the parties involved to:

1. Comply with state and federal laws and regulations;
2. Render essential services that meet identified needs consistent with the mission of the College;
3. Maintain equal opportunity programs in admissions and employment;
4. Effect managerial efficiencies consistent with the Governor's objectives for managers of state revenues;
5. Manage institutions on a financial level five percent below the general fund operating expense appropriation for 1982-83;
6. Maintain essential educational services while operating at an employment level below the level currently funded in the Appropriation Act and
  - o to that end, to identify ways to gain greater productivity from fewer employees.

A. Program Objectives

1. The College will provide, for credit, higher education instruction within academic degree programs approved by the State Council for Higher Education in Virginia. The College will apply its admission standards as before and will examine alternatives for the enhancement of the quality of instruction. It is the College's goal to provide access to Commonwealth citizens from Planning District 21 and commuting environs, providing as much flexibility as possible to our students in scheduling and opportunity. The College is committed to the SCHEV approved enrollment guidelines as a goal, and will respond to demands of the clients, within available resources, with respect to non-classified and part-time students.
2. The College will continue to review its curriculum offerings for which there is diminished client demand,



but will do so with a concern to offer a balanced educational program. The curriculum review process will acknowledge the service demands of our area. Resources will be directed towards computer science, nursing, microtechnology, and limited advanced degree programs. The College is committed to these undertakings because unmet service needs exist. Development of new programs is neither in conflict nor in competition with other state-supported colleges and universities.

3. The College is committed to reducing remedial offerings as high school curricula produces students who can succeed in college without such courses.
4. The College is committed to public service and appropriate non-credit instruction, but will offer such services at a reduced level, in the belief that many such services are otherwise available to the citizens of the Commonwealth.
5. The College will limit major maintenance to those activities necessary to preserve health and safety standards until the economic circumstance of the Commonwealth becomes more certain.
6. The College will comply with the legislative appropriation of the maintenance reserve and will allocate to the reserve only those costs which would otherwise not have been accommodated by the appropriation to Educational and General programs.
7. In sponsored Programs and Auxiliary Enterprises, the College will maintain the lowest possible user charges. The College will levy legitimate charges for a fair share of administrative and support costs.

Prior to June 30, 1984, The Following Will be Accomplished:

1. The curriculum review will be substantially complete, reductions recommended, and the Attorney General and other appropriate officials notified.
2. The review of Remedial Education (Basic Studies) will be substantially complete with a view towards its reduction in a timely manner.
3. The review of administrative support programs with a view towards elimination of any which are not mandated by law or regulation will be complete.



B. Agency Operating Objectives

During the Fiscal Year 1982-83 The Following Will Be Accomplished:

1. FTE employment will be held at 315 positions or 1.6 positions below appropriated levels.
2. A four-tiered priority level will be established for fund expenditures within E & G programs.
  - a) Instruction
  - b) Student Admission and Record Keeping
  - c) Plant Maintenance
  - d) Mandatory Support Activities
3. Purchases of supplies and equipment purchases will be constrained.
4. Stringent controls will be placed on media services, printing, replication, postage, organizational memberships, telecommunications, professional services, travel, maintenance contracts, equipment rentals, and utilities consumption.
5. As a result of actions taken under the above Items, B 1-4, the College will effect at least a five percent reduction in the adjusted general fund appropriation as directed.
6. The College will offset general fund decreases with additional nongeneral fund revenue and recoveries to Educational and General programs. The increase in nongeneral fund revenues will not adversely impact the college's client structure or service provisions.

In addition to the above, the following actions are under consideration to accommodate the five percent reduction in general funds:

1. A special appeal to the General Assembly shall be made, in the "off year session," for additional General Fund support.
2. If the appeal in Number 1 is not granted, the alternative of increases in tuition shall be proposed, including a waiver to the maximum tuition percentage authorized by Section 4 of the Appropriations Act, Chapter 684.



3. If both the appeals in #2 and #3 are denied, the tuition and fees shall be structured at the maximum level allowed by law.

If there is still a considerable shortfall in funds, the following actions will be undertaken but not necessarily in the order of priority as listed numerically.

1. The operations of up to four academic departments shall be reduced, restructured, or eliminated. Termination of tenured faculty may be required to achieve this goal.
2. Reduction of financial support to the governing Board.
3. Reduction of support to the Office of the President.
4. Reduction or reorganization of the offices of academic administration.
5. Reduction or elimination of the Continuing Education Office:
  - a. Elimination of non-credit offerings.
  - b. Elimination of Public Service course offerings.
6. Reduction, reorganization, or elimination of Counseling and Career Guidance functions.
7. Reorganization of payroll function, including diminished responsiveness for fringe benefit administration.
8. Eliminate the classified personnel training program.
9. Eliminate internal auditing function.
10. Eliminate mid-term graduation exercises.
11. Eliminate affirmative action coordinator as a separate entity and reallocate function to the Director of Personnel.
12. Increase faculty workload standards.
13. Extend operational period of classroom scheduling.
14. Establish stringent fee structures for the use of college facilities by non-college entities.

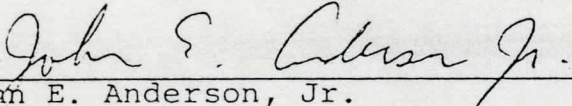


15. Reduce participation in Tidewater Consortium.
16. Reduce procurement schedule for library books.
17. Decrease frequency of maintenance and custodial schedules.
18. Continue and increase a reduced operating hour schedule when classes are not in session.
19. If the foregoing combination is not effective in meeting the required reductions, the College will institute a leave without pay program during the second half of fiscal year 1983-1984.
20. Recession or modification of the Program Objectives of this agreement.

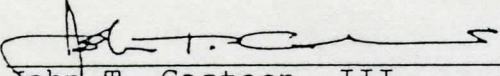
It is understood that the President of the College is, defacto, the Agency Head, subject to the duly constituted authority of the Board of Visitors. While the President is the Agency Head, he is responsible to the Board of Visitors of the College as appointed by the Governor. The Board of Visitors approves the annual and biennial budget of the college upon recommendation of the President, based on funds appropriated by the General Assembly. Any major change in how such funds which are appropriated to the college or allocated within the college through the budget process must receive approval of the Board of Visitors.

While the Board of Visitors need not act on a reduction in the General Fund appropriation, mandated by the General Assembly or by the Governor, the Board must act on how a reduction affects the budget. The Board of Visitors can override the President on matters pertaining to the budget.

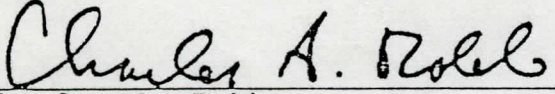
This agreement covers the period beginning July 1, 1982, and terminating June 30, 1984, and reflects the mutually agreed upon results by the following signatories.

  
 John E. Anderson, Jr.  
 President

Oct. 21, 1982  
 Date

  
 John T. Casteen, III  
 Secretary of Education

Nov. 16, 1982  
 Date

  
 Charles S. Robb  
 Governor

10/16/82  
 Date