

BOARD OF VISITORS
MINUTES
THURSDAY, SEPTEMBER 11, 1980

The regularly scheduled meeting of the Christopher Newport College Board of Visitors was called to order by Harrol A. Brauer, Jr., Rector, at 7:00 p.m. on Thursday, September 11, 1980, in the Usry Board Room of the Campus Center. The Rector presided.

Board Members Present

Harrol A. Brauer, Jr., Rector
Patsy D. Carpenter
F. Hunter Creech
George C. Cypress
David G. Fluharty, Jr.
DeRonda Hudgins
Mary Passage, Vice Rector
Billie Pile
William R. Savage, Jr.
John Pugh
Stephen Wright

Absent

William E. Allaun, Jr.
Stephen Halliday, Secretary
Sam B. Jacobs, II

Officer of the College Present

John E. Anderson, President
R. J. Edwards, Vice President for Academic Affairs
C. E. Hones, Vice President for Financial Affairs
C. E. Behymer, Jr., Vice President for Student Affairs
John T. Colson, Assistant to the President
Robert Hixon, Capital Outlay Specialist
L. B. Wood, Jr., Liaison to the Board of Visitors

Guests

Patricia Earles, Captain's Log Editor
Yolanda Jones, Daily Press Education Writer
Bob Evans, Times Herald Education Writer
Paula Delo, Director of Public Relations, CNC

The minutes of the May 8, 1980 meeting were approved. A motion was made to accept the minutes by Mrs. Passage, seconded by Dr. Fluharty.

Report of the Rector

Rector Brauer welcomed the Board as it returned to its duties in assisting the College to continue to evolve as an outstanding institution of higher learning within Virginia's family of public senior colleges and universities. He introduced Mrs. Patsy D. Carpenter, newly appointed to the Board by Governor John Dalton, and welcomed her into the

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many activities of the Board. The reappointment of Dr. David G. Fluharty, Jr., and of Mr. William Allaun, by Governor Dalton, were also gratefully noted.

The Rector outlined certain goals and objectives for the Board's consideration during the 1980-81 Session of the College: namely (1) the setting into motion of the Foundation, created by Board action in May and subsequently established with the Virginia Corporation Commission, in August; (2) the initiating and guiding of the Annual Fund Drive; (3) the rendering competitive both the salary and the benefits (especially in housing) awarded to the President; (4) upgrading of faculty salaries to minimize the College's loss of talented teachers, both among those already employed and those to be recruited; (5) the obtaining, as available, additional land so that the campus atmosphere now present is assured throughout the College's future; and (6) the careful and persistent managing of the building program of the College towards the ends articulated in the College's Master Plan for Campus Development.

The Rector noted the work of the Inaugural Planning Committee throughout the Summer and the importance of the event to the College. He observed, also, that, through an oversight on his part, he had laid upon the same Board members important ad hoc committee duties which had to be accomplished in approximately the same time frame. This was in reference to the Board's need to plan the Inauguration and to evaluate its own By-Laws. To relieve this situation, he was, therefore, going to ask DeRonda Hudgins to assume the responsibility of chairing the By-Laws Committee and that Stephen Halliday join the Committee. In relation to the Inaugural Committee, he asked Mrs. Passage to join that Committee.

Lastly, the Rector expressed his sense that the Board needed to become more conscious of, and careful about, its procedures, and to accomplish this end, he had asked Stephen Halliday, as the Board's secretary, to assume the function of Board Parliamentarian.

Report of the Executive Committee

Rector Bruaer reported the need of the Executive Committee to meet during the Summer to consider certain personnel matters pertinent to the opening of the 1980-81 Academic Year. In accordance with the Commonwealth's Freedom of Information Act, he delayed discussion of these matters until convening in Executive Session for the purpose of considering all personnel issues.

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Rector Brauer turned the Board's attention to Resolution 1, which the Executive Committee had prepared to acknowledge the significant service of Billie M. Millner to the Board during his four year membership tenure. The resolution cited especially the activities of Billie M. Millner in the areas of financial management and development and called for his being awarded the high honor of the Mace. John Pugh moved the acceptance of the resolution; and following the second by Dr. David Fluharty, the Board voted unanimously in favor of the resolution.

Rector Brauer introduced Resolution 2 whose subject was the Performing Arts Center Project assigned by Board action to Dr. James C. Windsor, former President of the College. The Rector acknowledged the receipt, by the Executive Committee, of a Report from Dr. Windsor in which he summarized the project and evaluated the potential of the paths actually open to the College through which the goal of building such a center might be achieved. The Rector noted that Dr. Windsor's conclusion was that, for the moment, the College's best plan was to move to include the Center in its 1982-84 Capital Outlay Budget Request. The basis for such an inclusion ought to be that the College can justify such a facility for its own academic purposes (the housing of its performing arts department, now housed in the Campus Center, the College's social center for students), social-cultural purposes (now awkwardly scheduled around the educational, rehearsal, practice, performance and athletic needs of the College's programs which must use the theater and the two gymnasias) and ceremonial purposes (now scheduled off-campus, usually at the Hampton Coliseum). Looking at other campuses shows the absolute necessity of such a facility to the efficient development of programs and the fulfilling of essential educational and academic needs of the students, faculty, and the institution. The Rector noted the resolution prepared by the Executive Committee called merely for the study of the inclusion of this project in the 1982-84 Capital Outlay Budget. Dr. George Cypress moved adoption of Resolution 2; John Pugh seconded; discussion followed; the motion was then voted upon and carried unanimously by the Board.

As the last item in the Committee's Report, the Rector asked for an evaluation of the Committee's decision to move the Board meeting from its historic 9:00 a.m. to 3:00 p.m. setting to a 3:00 p.m. to 9:00 p.m. time period. The discussion which followed, while mixed, generally favored the pattern of the past. Calling for a show of hands, the Rector noted that seven desired to return to the morning-to-afternoon schedule.

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Report of the Academic Affairs Committee. Mrs. Passage, Chairman, reported that the Committee convened at 4:30 p.m. with Mrs. Patsy Carpenter, Dr. Stephen Wright from the Board; Dr. Edwards, Dr. Booker, and Dr. Millar from the Administration and Faculty; and Jim White, from the Student Association.

The Committee received a report from Jim White, Student Association Vice President, which noted the progress being made in developing the faculty evaluation instrument; the need to explore extending library hours; and the establishment among the students of a book exchange program.

Mrs. Passage further reported that Dr. Booker, Chairman of the Faculty Advisory Committee, reminded the Committee that the Board had provided annually to the Faculty a sum for Faculty Development and that the Advisory Committee had administered this sum for the Board. The money had been allocated from the Annual Fund, Unrestricted Gifts. The Committee, therefore, offered to the Board a resolution which was subsequently amended to read:

Be it resolved that the Board of Visitors, from the Unrestricted Gifts obtained by the Annual Fund Drives, allocates the sum of six thousand dollars, if and as available, for Faculty Development.

Mrs. Passage moved the adoption of the amended motion and after Dr. Wright's second, the motion carried by unanimous vote of the Board.

President Anderson interrupted the Committee report to ask that the Board allow him advanced notice of resolutions which evolved within committee meetings and which related to money. Sound management of rather limited resources, he noted, required a tightly coordinated plan which considered all the College's needs and their relative merits. He indicated that he did not oppose money for Faculty Development, but did oppose the lack of an opportunity to present a proposal for such inside a larger plan for distributing the Unrestricted Gifts.

Mrs. Passage returned to the Committee's report: the attrition of students during and between semesters was discussed and the rate was thought to be so high as to require study. While there were no statistics for this Session, the statistics for the previous Sessions revealed a growing percentage in attrition among students regardless of enrollment or performance status. The Administration will be making a concerted effort to study and to ameliorate this problem.

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The Academic Affairs Committee had reviewed "The Fifth Year Interim Report" prepared by the College for the Southern Association of Colleges and Schools and found the report both sound and interesting.

The last matters to be brought forward by the Committee were personnel decisions and were moved to the agenda of the Executive Session. The Committee, however, wished to bring to the Board a resolution which had evolved out of the Committee's deliberations in relation to the granting of tenure, as related to the problem of the appropriate time for Board action. Dr. Wright placed the following resolution before the Board:

Be it resolved that those bodies responsible for recommending faculty members for tenure be required to submit those recommendations no later than March 15 to the Vice President for Academic Affairs and the President of the College for subsequent action by the Board of Visitors within the immediate Academic Session.

After the second of Mrs. Passage, discussion followed on the problem of Board policy in relation to administrative decision making: Dr. Cypress felt that specifying the exact date took the Board beyond its sole responsibility for policy and into administration. The Board asked Vice President Edwards to comment on the establishing of a date: his observation was that the Board must assure that it receives all tenure recommendations within each current Session and if the Board felt that establishing a date would help to assure this end, then his Office would welcome and support such a decision. The vote was called for, and taken, with the resolution passing, eight votes for, two votes against.

Report of the Committee on Financial Affairs

Mr. Creech reported that the Committee had convened at 3:00p.m. with Dr. Stephen Wright and Mr. John Pugh from the Board; President Anderson, Vice President Calvin Hones, Budget Manager James Eagle, Comptroller Rebecca Butler, from the College; and Mary Kochli from the Student Government.

Mr. Creech reported the Committee's pleasure in the surplus at the close of the 1979-1980 fiscal year as recorded in Enclosure 2. The Committee found this commendable both because of its rarity and because of its reflection on the management strategy and force put in place last January.

Mr. Creech reviewed the Report from the Auditor of Public Accounts and indicated to the Board that the Auditor's Office found the College's procedures essentially sound. Of the two areas criticized, steps have been taken in one - the area of continuing studies - to correct the supporting data structure; in the other -

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inventory value - there were difficulties deriving from level of detail which made quick, corrective response problematical. The Committee felt that this was best accepted as a long range goal.

Mr. Creech, then, placed before the Board Resolution 10, establishing the Operating Budget, 1980-81. After a second by Mrs. Passage, and discussion concerning expected revenue from tuition, the Board voted unanimously for the resolution.

In closing, Mr. Creech observed that funds from sources other than the Commonwealth's General Fund, the College's tuition and fee charges, and Auxiliary Enterprise Income, are not represented in the Reports which the Finance Committee receives and reviews; thus, the Committee would find it impossible to render meaningful evaluative comment on such issues as the proper distribution of Fund Drive monies.

Report of the Committee on Student Affairs

DeRonda Hudgins, Chairman, reported that the Committee convened at 3:00 p.m. with Dr. David Fluharty, Mrs. Patsy Carpenter, and Mr. Sam Jacobs, from the Board; Vice President Charles Behymer, Dr. William Winter, from the Administration and Faculty; and Lisa Cipriano and Jamie Powell, from the Student Government.

Mrs. Hudgins reported that the Committee had received several reports: from Mrs. Phyllis Fletcher, Cafeteria Manager; from Mr. Richard Ryther, Assistant Manager of the Campus Center; and from John McCaughey, Director of Student Life. In sum, these reports reflected a continuing improvement in relations among staff, faculty, and students. The Committee was particularly pleased to note the substantial decline in the deficit of the Cafeteria and, thus, the decrease in the strain in the Auxiliary Enterprise Budget which must be always balanced. Mrs. Hudgins revealed that the student representative's report to the Committee had voiced concerns identical to the student's report to Academic Affairs: evaluation; the library hours; book pricing; the evolution of a book exchange. Also, reported was a Student Government request to the Faculty that the Faculty adopt a policy requiring all faculty to place on every syllabus certain paragraphs from "The Code of Academic Work." This request was not voted on favorably by the Faculty.

In conclusion, Mrs. Hudgins transposed Resolution 11, a personnel matter, to the Executive Session.

Report on the Committee on Building and Grounds

Dr. David Fluharty, Vice Chairman, reported that the Committee convened at 4:30 p.m. with Rector Harrol Brauer, from the Board; Dr. Paul Killam and Mr. Robert Hixon, from the Faculty and Administration; Peggy Glasheen from the Student Government.

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Dr. Fluharty outlined the status of the several projects currently in pre-construction stages: the Gosnold Hall Addition; the Campus Center Addition; the track and soccer field. The Gosnold Addition was ready for the Commonwealth's Architectural Review Committee at the close of this week. Beyond the Review, the current schedule called for bidding the project around December 1, 1980, with construction to start in February or March, 1981. The Campus Center Addition was to follow a similar schedule with bidding in late winter and construction beginning in the spring. The Track-Field plans were now awaiting the Governor's signature which would authorize bidding and construction.

Dr. Fluharty reported the State mandated energy conservation actions which the College was now moving to accomplish. These largely dealt with achieving alternate energy (gas and coal) sources to the current dependence on oil.

Dr. Fluharty introduced Mr. Robert Hixon, the College's Capital Outlay Specialist, who presented the details of the designed Gosnold and Campus Center Additions and of the changes in the parking lot and exiting patterns from the College. The Board viewed these plans with enthusiasm for their thorough attention to detail.

Report of the Committee on Development and College Relations

Mr. John Pugh, Chairman, reported the Committee's convening at 4:30 p.m. with Sam Jacobs, Hunter Creech, and DeRonda Hudgins, from the Board; Ann Robinson, Paula Delo, Beverley Vaughan, from the College; and, Lisa Cipriano, from the Student Government.

Mr. Pugh summarized the reports which the Committee received: (1) The Office of Development had received \$51,000 in cash contributions and \$22,000 in gifts-in-kind or pledged contributions; (2) the Office of Intercollegiate Athletics revealed the College will host two tournaments: The Dixie Conference Tournament and the Regional Conference of the National Women's Basketball Tournament; (3) the Office of Public Relations was now under the direction of Mrs. Paula Delo, newly employed after several years of work at Rappahanock Community College.

Mr. Pugh outlined the plans for the Annual Fund Drive for 1981 and announced that Mr. Frank Bloxom had agreed to serve as Chairman. It was pointed out that visits had been made already to certain industries whose budgets for giving are set in the Fall to secure the best possible position for the College when it makes its requests in the Spring. Mr. Pugh indicated that the Director of Development position would be filled shortly.

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Resolution 11, changing the name of the Foundation to Christopher Newport College Educational Foundation, Inc., was placed before the Board by the motion of Mr. Pugh. The motion was seconded by Mrs. Pile, and was passed unanimously by the Board.

Mr. Pugh, as the final item in his Committee's report, reviewed the work since the last Board meeting in May toward the President's house: specifically, the negotiations with the Mariners Museum, the best summary of which was contained in a letter from the Chairman of the Museum Board, dated September 9, 1980, and which is appended to these minutes as Appendix 1.

The Report of the Ad Hoc Inauguration Planning and Steering Committee

Mrs. Billie Pile, Chairman, reported on the work throughout July and August in developing the plans for the Inaugural Ceremony for formally investing Dr. Anderson as the College's third President. The Ceremony was set for Saturday, November 8, 1980, at three in the afternoon in Ratcliffe Gymnasium. Mrs. Pile distributed printed copies of the Committee's report (which appears as Appendix 2 to the original copy of these minutes) and led the Board members through the various proposed aspects of the Day. As the final act of the report, Mrs. Pile asked that the Board authorize the Inaugural Budget as it appeared on the last page of the Report. She moved:

Be it resolved that the Board of Visitors
allocate ten thousand five hundred and
twenty five dollars for the purpose of
the Inauguration Day.

Dr. Wright seconded the motion; the Board voted its unanimous approval of the Budget.

Rector Brauer informed the Board that an anonymous donor had provided a gift of \$5,000 for the occasion of the Inauguration.

Report of the President

Dr. Anderson presented to the Board a summation of the activities of Faculty, Students, and Administration, undertaken since the last Board meeting, to accomplish the Board assigned task of designing both a "Uniform Faculty Instrument" and "Procedures for Instrument Administration and Use." A draft proposal was displayed for the Board to see and evaluate. The Board expressed its pleasure in the significant progress which Dr. Anderson had made toward resolving the contrary forces which had made this a long and tedious problem.

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Dr. Anderson reported that the usefulness of the Foundation had become apparent already, for it had become the vehicle by which the College was to accept a gift of stock stipulated to be sold for purchase of a Steinway piano by an anonymous donor.

This concluded the segment of the meeting devoted to reports.

Dr. Wright moved that the Board enter into Executive Session for the purpose of personnel matters in accordance with the provisions of the Commonwealth's Freedom of Information Act, as amended; the motion seconded by Mr. Pugh, the Board voted unanimously to assemble in Executive Session.

Executive Session

Dr. Wright moved that the Board adjourn its Executive Session and reassemble in Open Session before the public for the purpose of duly recording the substance and nature of its decisions; the motion seconded by Mrs. Passage, the Board voted unanimously to return to Open Session.

Open Session

Before proceeding through the resolutions considered in Executive Session, the Rector announced that he had omitted, inadvertently, during the Report of the Executive Committee, Resolution E-7 dealing with the expenses of moving the President from Columbus, Georgia, to Newport News, Virginia. Dr. Fluharty moved the acceptance of the resolution, and following the second by Mrs. Passage, the Board approved the resolution unanimously.

Mrs. Passage, as Vice Rector moved the open adoption of Executive Resolutions E1-E6 and E8,

(1) Resolution E1: "Teaching/Research Appointment of the Dean of The School of Liberal Arts, Sciences and Education" was seconded by Dr. Fluharty, and approved unanimously by the Board;

(2) Resolution E2: "Faculty Appointments to Fill Existing Positions" was seconded by Dr. Fluharty, and approved unanimously by the Board;

(3) Resolution E3: "Faculty Leaves of Absence" was seconded by Dr. Fluharty, and approved unanimously by the Board;

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- (4) Resolution E4: "Withdrawal of Faculty Resignation" was seconded by Dr. Fluharty and approved unanimously by the Board;
- (5) Resolution E5, "Teaching/Research Librarian Resignation" was seconded by Dr. Fluharty and approved unanimously by the Board;
- (6) Resolution E6: "Faculty Appointment to Fill New Position" was seconded by Dr. Fluharty and approved unanimously by the Board;
- (7) Resolution E8, "Teaching/Research Administrative Appointment, Assistant to the President" was seconded by Dr. Fluharty and approved by the Board.

Mrs. Passage, as Chairman of the Faculty Affairs Committee, moved the open adoption of Resolutions 3-9:

- (1) Resolution 3: "Faculty Resignation" was seconded by Dr. Fluharty and passed unanimously by the Board;
- (2) Resolution 4: "Faculty Resignation" was seconded by Dr. Fluharty and passed unanimously by the Board;
- (3) Resolution 5: "Faculty Leave-of-Absence," was seconded by Dr. Fluharty and passed unanimously by the Board;
- (4) Resolution 6: "Faculty Appointments to Fill Existing Vacancies" was seconded by Dr. Fluharty and passed by the Board;
- (5) Resolution 7: "Faculty Appointment" was seconded by Dr. Fluharty and passed unanimously by the Board;
- (6) Resolution 8: "Faculty Tenured Appointments" was seconded by Dr. Fluharty and passed unanimously by the Board;
- (7) Resolution 9: "Appointment to Fill an Existing Sponsored Position" was seconded by Dr. Fluharty and passed unanimously by the Board.

Mrs. Hudgins, as Chairman of the Student Affairs Committee, moved the adoption of Resolution 11:

Resolution 11: "Administrative Appointment, the Registrar" was seconded by Mrs. Pile and passed unanimously by the Board.

A copy of these Resolutions is appended to the original copy of these minutes as Appendix 3.

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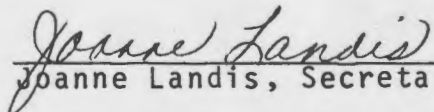
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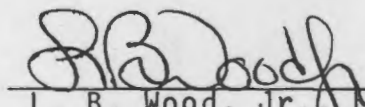
The passage in public of all resolutions discussed and acted on in Executive Session now complete, the Rector opened the floor for the consideration of old business. There being none, the Rector called for new business; again there was none.

President Anderson asked permission to have the floor for a few minutes before adjournment. Thanking the Board for its diligence, he presented each member with a framed miniature copy of the College's Master Plan for Campus Development. The Board members were most pleased.

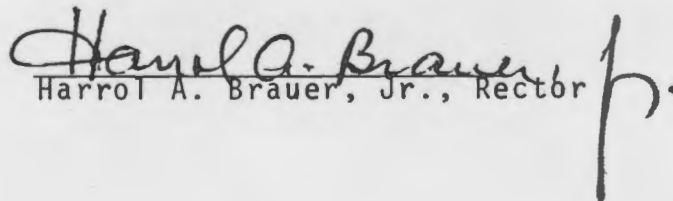
There being no further business, the meeting adjourned at 9:30 p.m.

Respectfully Submitted,


Joanne Landis, Secretary


L. B. Wood, Jr., Liaison to
the Board of Visitors

Approved:


Harrol A. Brauer, Jr., Rector

attachments