

CHRISTOPHER NEWPORT COLLEGE
BOARD OF VISITORS

MINUTES
DECEMBER 17, 1981

The second meeting of the Board of Visitors for the 1981-1982 Academic Session of Christopher Newport College was called to order at 1:15p.m. in the Usry Board Room of the Campus Center, by Rector Harrol A. Brauer, Jr., presiding.

Board Members Present

Harrol A. Brauer, Jr.
Patsy D. Carpenter
Aubrey H. Fitzgerald
David G. Fluharty, Jr.
Stephen D. Halliday
DeRonda M. Hudgins
John S. Pugh
William R. Savage, Jr.
Stephen J. Wright

Board Members Absent

William E. Allaun
Samuel B. Jacobs, II
F. Hunter Creech
Mary L. Passage
Billie R. Pile

Officers of the College Present

Dr. John E. Anderson, President
Dr. Richard M. Summerville
Dr. Charles E. Behymer
Mr. James D. Eagle
Mr. L. B. Wood, Jr.

Guests

Paula Delo, Public Relations
Lisa Cipriano, SA President

The Minutes of the October 15, 1981 meeting of the Board of Visitors, having been received by each Board Member through the mail, were approved as received by the Board.

The Rector welcomed all of the guests to the meeting and offered several announcements:

- (1) The Board of Directors of the Christopher Newport College Educational Foundation had held meetings on October 18 and November 17. At the October meeting, the Board had been addressed by President Anderson and Director of Development Wood. At the November meeting, the Board acted to clarify and to extend the By Laws of the Foundation and to extend an invitation to membership to Mr. Franklin O. Blechman, Mr. Hatcher Cale, Jr., Mr. Thomas Powell, and Mr. William T. Saunders;

- (2) The Foundation had received the gift of a 31 foot Seafarer, named The Quis Kids, from Mr. J. Nuel Quisenberry;
- (3) The College had received gifts of sailboats, Hampton One Designs, from Judge Wolcott of Norfolk and Mr. Bill Hunt of Hampton;
- (4) The Board Members needed to reserve the dates of February 18, April 15 and June 17, from 8:00a.m. to 5:00p.m. for the remaining regular Board meetings;
- (5) The Board members needed to reserve January 10 and May 16 for attending the Graduation Ceremonies of the 1981-1982 Academic Session of the College.

The Rector extended the praise and gratitude of the Board to the College staff for its work in organizing the Ground Breaking Ceremony and the luncheon which followed. He indicated his great pleasure over the highly supportive remarks made at the luncheon by the Mayor and Delegates to the General Assembly.

The Rector then opened the meeting to receive the reports of the committees.

The Committee on Audit. Mr. Fitzgerald, reporting for Mr. Halliday who had to be absent from the Board meeting, noted that the Committee had met that day with Mr. Halliday, Mr. Savage and himself present. He also reported the presence of Mr. David Spahr, the College's Internal Auditor and Mr. Robert Fellows, the newly appointed Faculty Liaison to the Committee.

Noting that there were no resolutions to be proposed by the committee, Mr. Fitzgerald called the Board's attention to pages 31 through 38 of the Agenda wherein were printed the materials which the committee reviewed. Enclosure 9 "Three Year Audit Plan" had been developed by Mr. Spahr at the Committee's request. Basically, the Plan called for two categories of Audit activity - special projects and annual reviews - and an allocation of time to each category commensurate with their audit demands; thus, the Plan allocated 1145 annual work hours to special projects and 425 annual work hours to annual reviews. The Committee felt that the Internal Auditor ought to refine further the special projects time allocation by establishing a priority among the many special projects and reorder accordingly the Three Year Plan. Mr. Fitzgerald reported that Mr. Spahr had agreed to do such. In addition, the Committee asked the Internal Auditor to prepare for the February Board meeting certain projects: namely, (1) a draft of guidelines and parameters describing the role of the Audit Committee; (2) a listing and description of conflict-of-interest reports by parties required to file such; (3) a report on the status of educational loans, including, on an annual basis, Loans Made, Loans Collected, Loans Uncollectable together with a description of efforts made to collect; and (4) an evaluation of audit controls in relation to courses. The last matter brought before the Board dealt with the internal controls in relation to the College's

computer, computer services, and computer space. The Committee felt that this area carried a need for evaluation by the President.

The Committee on Academic Affairs. Dr. Wright, as Vice Chairman, who had served in Mrs. Passage's absence as the presiding officer of the Committee, reported that the Committee had met that day and that present were Mrs. Carpenter, Mr. Halliday and Mr. Savage. Also present as guests of the Committee had been Dr. Summerville, Dr. Pugh, Dr. Bauer, Dr. Morris and Joel Quass.

Dr. Wright reviewed the reports received by the Committee:

- (1) From Dr. Bauer, the Committee learned of (a) the progress being made on formulating a faculty policy on grade appeals; (b) the transformation of the office space formerly used as the President's Office into a Lounge for Faculty; and (c) the progress in streamlining the faculty evaluation process.
- (2) From Dr. Morris, a faculty member and a member of the Board of the Newport News Library System, the Committee heard about explorations incident to the long range development of the Newport News Public Library System, with special reference to the areas need for a Central Regional Library. Dr. Morris outlined the options being studied by a subcommittee of the City's Library Board - location of the central city library near the College; contiguous to the College; or on the College's property. As a matter of further possibility, Dr. Morris presented the concept of a Central Regional Library for the Peninsula which concept carried locational options similar to those under investigation for the City's central library.
- (3) From Dean Summerville, who represented Vice President Edwards, the Committee heard details relevant to understanding Enclosure 1 "Faculty Tenure Analysis, 1981-1987," page 19 of the Agenda. This enclosure showed the 1981-1982 Faculty to have 74.5 percent of its members having been granted tenure by the Board.
- (4) From Mr. Quass, representing the Student Association, the Committee heard that the Handbook revision activity had brought to light that the Student Association had no formal stature in the governance structure of the College since its By Laws had been drawn independent of the academic and administrative governance documents. Mr. Quass indicated that the Student Association was investigating ways and means to accomplish a formal relationship with the College's total plan of governance.

The final item being Resolution 1, a personnel issue subject to consideration in an executive session as provided for in Commonwealth statutes, was moved by Dr. Wright, with Rector Brauer's concurrence, to Executive Session.

The Committee on Financial Affairs. Dr. Wright, acting on behalf of Mr. F. Hunter Creech, who had been called from the meeting, gave the report of the Committee. At the morning's committee meeting, had been Mr. Creech, Mr. Pugh and Dr. Wright together with Vice President Eagle and President Anderson.

Noting the need to establish formally a Board policy on financial management congruent with documents issued by the Comptroller of the Commonwealth, Dr. Wright placed Resolution 2 "Policy Concerning Financial Management Standards" before the Board. Following Mr. Fitzgerald's second the Board voted its unanimous approval. In relation to Enclosure 2 "Policy Concerning Financial Standards" which accompanied the passed Resolution, the Committee had made the following amendments:

Article II, lines 10 and 11, delete "for the determination of a proper ruling."

Article IV "K" add "as reflected in AICPA and GAAP documents"

Article IV add after "thereafter" and before "until" "and shall be reviewed annually by appropriate authorities"

Dr. Wright, as a final observation on the issue, noted that the Committee felt a need for specific bibliographic reference to the documents alluded to in Article IV.

Resolution 3 "Resolution to Establish Tuition and Fees for Fiscal Year 1982-1983" was moved before the Board by Dr. Wright. Mr. Savage offered the second to the motion. The discussion which followed centered on these issues: (1) the resolution was based on the College's understanding of the future policy recommendations to the General Assembly by the Governor and of the outgrowth of its own Budget planning activity of the summer, these understandings having been reviewed in detail for the Board by the administration at the October meeting of the Board; (2) the resolution may have to be represented after the close of the General Assembly's 1982 Session if there is sharp divergence from the College's expectations; and (3) there was a need to decide now so that all proper planning might proceed. The Board voted its full approval.

Resolution 4 "Guidelines for Appropriation of Unrestricted Funds" was reviewed by the Committee, only to have the Committee conclude that its contents were administrative rather than policy and thus to produce the Committee's recommendation that the Board not consider the Resolution. There being no objection, Dr. Wright then asked that the Board consider Resolution 5 "Budget for Unrestricted Fund Contributions, Fiscal Year 1981-1982" as amended in the Committee's meeting, which amended form was now being circulated. The amended form contained a new section as follows:

"2. Unexpended balances of Unrestricted Funds
Appropriation shall revert to the general balance
of the Unrestricted Contribution Accounts as of the
close of business on the thirtieth day of June each
year."

To Dr. Wright's motion for acceptance, Mr. Fitzgerald placed a second, which act was followed by the Board's vote of approval.

Dr. Wright, then, moved the adoption of Resolution 6, "Fixed Asset Accounting Valuation." Fitzgerald seconded the motion. Rector Brauer asked that Vice President Eagle explain the background of the Resolution. Vice President Eagle noted (1) that the institution was required to establish a value above which it would report fixed assets as capital assets and (2) that the OMB Circular A-110 suggested the \$300 valuation placed in the resolution. All fixed assets below \$300 are carried on the College books as inventory items not as capital assets. The Board voted its approval of Resolution 6.

Dr. Wright then asked the Board to observe Enclosure 3 "Summary of Current Fund Revenues and Expenditures, as of November 30, 1981," which showed that the College's management of its resources was in good adjustment to the passage of the fiscal year. On behalf of the Committee, he commended the administration for this.

Rector Brauer asked President Anderson if he had any comments. President Anderson presented a display of the dollar impact of reduction in budget in five levels of severity. A copy of that display is appended to this document. President Anderson noted that, while cutback was not something expected, he felt it wise that the Board have some comprehension of what programmatic effect's were immanent in cut back decisions.

Mrs. Hudgins asked about supplemental appropriations from central pools in relation to energy costs. To this, the President replied that no such appropriation was expected.

Committee on Student Affairs. Mrs. Carpenter, as Vice Chairman, presented the Committee's report. Board members present had been Dr. Fluharty and Rector Brauer; guests of the committee had been Dr. Behymer, Dr. Winter, Dr. Babcock, Ms. Lewis, Mr. Quass, Ms. Cipriano, and Mr. Gillespie.

The Committee received several reports which are summarized below:

1. From Mr. Gillespie, the Committee heard of the progress of the "Buccaneer," a magazine modelled on "Metro" and centered on the College, set to be published in the Spring in a limited edition;
2. From Ms. Cipriano, the Committee received a report on the Student Association's social events for the Fall, especially notable was the November 6 Birthday Party for the College;

3. Through Mr. Quass, the Committee was presented with the matter reported earlier by the Committee on Academic Affairs in regards to the Handbook process and the problem of the organization of the students. As a second matter, Mr. Quass reported that a student committee would present its own plea for grade appeal.
4. From Dr. Winter, the Committee heard (a) of the Faculty Advisory Committee's work toward defining grade challenge procedures and (b) of the increased ease in the use of the evaluation procedure this semester over its first use last year.

Next, the Committee's report dealt with issues and concerns occasioned by graduation. Mrs. Carpenter outlined the students' concerns about the setting of graduation and the speakers. The students felt that amidst the change of the location of graduation from the Coliseum to the campus and the choice of the speaker for the January graduation they had been left out. While they acknowledged that the Graduation Committee was structured to have a student serve, the Committee's communication system broke down resulting in a meeting where decisions were made without a student present. The students felt that the Committee needed to be more in "advance" of graduation events to avoid the trap of hurriedness and the College needed a larger budget for graduation to assure a speaker of national import. The Board Committee agreed to review these matters in greater detail at a later date.

The Committee reviewed the services of the College's Counseling Center by way of reports from its staff: Dr. Babcock reporting on the philosophy and services of the Center; Mrs. Lewis reporting on minority affairs. Dr. Babcock outlined the philosophic foundations of the Center as the commitment to models toward the development of life skills (anxiety management), of life themes (choice), and of life transitions (graduation, marriage, divorce). He showed how the center provided services out of this philosophic structure. Mrs. Lewis reported a total of 415 minorities enrolled in the Fall 1981 Semester - that total being the College's highest. Of the total, 98 were Freshmen and 50 were Seniors. She also reviewed the many ways which the Center has designed to assist the College in reaching out to minority students, especially in the area of college adjustment and the decision to remain in college. The Center hoped to be able to show soon an improvement in minority retention to accompany the improvement in minority recruitment.

In examining the Counseling Center, the Committee found a need to explore the whole area of health care services as a campus responsibility. The Board discussed, at some length, the health care service question, with Dr. Fluharty rehearsing the history of the question and the attendant problems: the proximity of the Riverside Hospital and its clinics; the high incidence of military students with military health programs; the high incidence of students at home and thus being served by family doctors; and the need to attach a uniform fee for all students to support the instituting and continuing of such a service since a user's fee would be inadequate. Dr. Wright felt that it would be wise for the Board to ask for a study for its review; President Anderson concurred noting that this could be undertaken as a part of the College's attempt to understand,

and to adjust for, the whole realm of liabilities which are a part of the College's life. The Board, by consensus, asked President Anderson to prepare a study for the February meeting with a special look at other non residential colleges, including community colleges.

The Committee on Buildings and Grounds. Dr. Fluharty, as Vice Chairman, submitted the report of the committee which acknowledged at its meeting of that day, the presence of Mr. Fitzgerald, Mr. Hixon, Dr. Killam and Mr. Cipriano.

Dr. Fluharty asked the Board to study Enclosure 12, "Status of Current Capital Outlay Projects" which summarized the projects of most immediate concern to the Board. Especially did he note the problems associated with the completion of the 400 Meter Track, now so far behind schedule that the original December 31 date was no longer possible; no work could be done now until early spring. This would have a significant impact on the planned Track Season. The Campus Center addition remained near the schedule planned for it with the bid dates to be established by the Commonwealth's Division of Engineering and Buildings. As the Committee's last item, Dr. Fluharty directed the Board to the November 18 Memorandum from Ray L. Sorrell, Department of Planning and Budget, announcing the suspension of capital projects not currently underway. The Board felt that the College should proceed to appeal, as provided in the Memorandum, since the projects affected were small and were of a "cost avoidance" nature.

The Committee on Development and College Relations. John Pugh, the Chairman of the Committee, reported that the Committee had met that day with Ms. Hudgins and Mr. Creech present, together with Rector Brauer, President Anderson, Director of Development Wood, Director of Intercollegiate Activities Vaughan, Public Relations Officer Delo and Dr. Daly.

The Committee received several reports which Mr. Pugh summarized:

- . from Development, the projected 1981 results of giving to the College either through the Annual Fund or the Foundation was \$150,000, which did not include a value for the 31' Seafarer Sailboat gifted to the Foundation;
- . from Development, the 1982 Annual Fund would be chaired by Mr. John Marks of the United Virginia Bank;
- . from Intercollegiate Athletics, the various teams of the College are doing well, the College placing first in the Dixie Conference Cross Country Meet;

- . from Public Relations, The College has nominated the Daily Press-Times Herald for a prize from the District III, Council for the Advancement and Support of Education (CASE), for the papers' coverage and efforts on behalf of the College;
- . from the Faculty Liaison Officer, a listing of the public service activities of the College's faculty during the fall semester, 1981, has been developed for the Board and is displayed in this Agenda.

The Reports of the Committees now completed, the Rector asked President Anderson for his report. The President asked that Resolution 7, "Administrative Appointment, Vice President for Financial Affairs" be placed on the agenda of the Executive Session as provided for in Commonwealth law. The Rector so ordered. Next, President Anderson reported on two seminars on the subject of College Handbooks, which College representatives had attended during the Fall. The first had taken place in Winston-Salem under the sponsorship of the American Council on Education; the other in Dallas, under the Southern Association of Colleges and Schools. President Anderson advised the Board that he would like to invite several of the presentors to the College to address the College Community and the Board. The Rector asked President Anderson to develop a budget and schedule for such a visit and to report such to the Board.

All reports now made and all actions requiring open discussion now complete, Mr. Fitzgerald moved that the Board go into Executive Session for the purpose of matters of personnel; following Dr. Wright's second and the approval of the Board, the Executive Session of the Board of Visitors began.

The Executive Session completed, Mr. Fitzgerald moved the return to Open Session, which motion was duly seconded by Dr. Wright and approved by the Board.

Dr. Wright moved the adoption of Resolution 1 "Faculty Resignation" with the approved emendation substituting "August 31, 1982" for "the date indicated." Mr. Fitzgerald's second was followed by the unanimous approval of the Board.

Dr. Wright moved the adoption of Resolution 7, "Administrative Appointment, Vice President for Financial Affairs," which had been circulated as an addendum to the Agenda; Mr. Fitzgerald provided the second to the motion; and the Board issued its approval, together with praise to the new Vice President for his prior services to the College.

The Rector opened the floor for the submission of items of Old Business. Receiving none, the Rector opened the floor for New Business. Again there being none offered, the Rector declared the meeting adjourned.

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Minutes

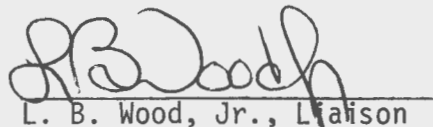
December 17, 1981

at 3:05p.m.

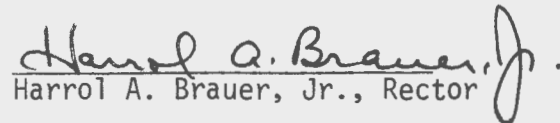
Copies of the Resolutions as amended and passed are appended to these minutes.

Respectfully submitted,


Joanne Landis, Secretary


L. B. Wood, Jr., Liaison
Officer to the Board

Approved:


Harrol A. Brauer, Jr., Rector

:jl
enclosures

Board of Visitors
December 17, 1981

Resolution 2
Page 1 of 1

CHRISTOPHER NEWPORT COLLEGE

Policy Concerning Financial Management Standards

Whereas, the Comptroller of the Commonwealth of Virginia has promulgated certain documents which set forth standards of accountancy and compliance for agencies of the Commonwealth; and

Whereas, the President of Christopher Newport College, on December 1, 1981, has established policies which adopt the Commonwealth Comptroller's documents, among others, as the financial management standards of the college; therefore, be it

Resolved, That the standards and policies as established by the President are hereby adopted as the official statement of the governing financial management policies of the Board of Visitors of Christopher Newport College.



AS AMENDED BY BOARD DECISION, 12/17/81

Christopher Newport College

50 Shoe Lane
Newport News, Virginia 23606

December 1, 1981

MEMORANDUM

TO: Vice President for Financial Affairs

FROM: President Anderson

SUBJECT: Policy Concerning Financial Standards

This memorandum re-states and clarifies operational policies with respect to the management of the financial resources of Christopher Newport College. This policy applies to all funds received by the College, without regard to source. It applies to financial planning, execution of transactions and reporting of financial condition.

The primary principle which shall govern financial management of the college is that the college shall expend only those funds which it has received.

I. Budgeted expenditures will be developed on reasonable expectations of revenues; however, irrevocable commitment to expend, or actual expenditures, will not occur until the college is in receipt of revenues, gifts, transfers and appropriations adequate to support such commitment or expenditure.

II. The general statements of operational procedure and implementation of Commonwealth policies which shall govern college financial management and operations are contained in the documents listed in IV. below, which list may be changed as needed by the President, upon recommendation of the Vice President for Financial Affairs. College financial operations shall be in material compliance with these directives. When substantive conflict is determined by the College Comptroller to exist among and/or between these directives, the Comptroller of the Commonwealth is to be consulted in writing, by the Vice President for Financial Affairs. ~~for the determination of a proper ruling.~~ In the absence of such ruling the principles set forth in the most current Appropriation Act shall govern the management of appropriated funds, and generally accepted accounting principles shall govern the management of non-appropriated funds, both as determined by the President upon recommendation by the Vice President for Financial Affairs.

III. Should circumstance occur in which sound logic and reasonable standards as determined by the Vice President for Financial Affairs, require deviation from, or exceptions to, material compliance with the

V.P. for Financial Affairs
December 1, 1981
Page Two

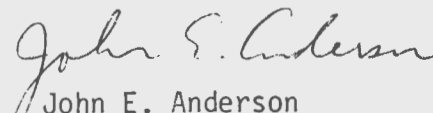
operational procedures contained in the documents set forth in IV, the President of the College shall approve, in writing, departure from such material compliance. The Vice President for Financial Affairs shall maintain permanent record of such non-compliance, whether temporary or standing. Material non-compliance with established standards shall be reported to the applicable authority.

IV. Applicable statements of procedural policies are contained in the following documents:

- A. The most current appropriations act of the General Assembly.
- B. Applicable law as set forth in the Virginia Code.
- C. The Commonwealth Accounting Policies and Procedures Manual (CAPP).
- D. Commonwealth Financial Management Manual for Institutions of Higher Education.
- E. Commonwealth Compliance Assurance Manual.
- F. State Council of Higher Education for Virginia-Chart of Accounts.
- G. Commonwealth Planning and Budgeting Systems Manual.
- H. HEUFAS Post-Implementation Review.
- I. CARS Post-Implementation Review.
- J. Commonwealth Comptroller Directives 2-80 and 1-81.
- * K. Generally Accepted Accounting Principles for Governmental Entities, as reflected in AICPA and GAFR documents.
- L. Financial Management Standards of the National Association of College and University Business Officers.

V. Detailed operational policy and procedures governing the financial management of the College shall be published in a College User's Manual. Publication and maintenance of this manual is the responsibility of the Vice President for Financial Affairs.

** VI. These policies will be in effect on January 1, 1982, and thereafter until rescinded in total, or in parts, by Board of Visitors resolution.


John E. Anderson
President

JEA:bjo * AS AMENDED BY BOARD DECISION, 12/17/81

** VI: add "...and thereafter, and shall be reviewed annually by appropriate authorities until rescinded in total....."

Board of Visitors
December 17, 1981

Resolution 3
Page 1 of 1

CHRISTOPHER NEWPORT COLLEGE

Resolution to Establish Tuition and Fees For
Fiscal Year 1982-1983

Whereas, The Board of Visitors of Christopher Newport College received information concerning proposed schedules of tuition and fees for fiscal year 1982-1983 at its October 15, 1981 meeting; and

Whereas, no substantive cause for revision of said proposed schedules has arisen; therefore, be it

Resolved, That tuition and fees for 1982-1983 be established in accord with the schedule set forth in Enclosure 3 .

Board of Visitors
December 17, 1981

Resolution 4
Page 1 of 2

CHRISTOPHER NEWPORT COLLEGE
Guidelines for Appropriation
of
Unrestricted Funds

Whereas, the fiscal accounting period of Christopher Newport College is the first day of July to the thirtieth day of June, each year; and

Whereas, the Board of Visitors of Christopher Newport College from time to time appropriates funds from the Unrestricted Contributions proceeds of the Annual Fund Drive of the College; and

Whereas, the Unrestricted Contributions of donors represent a growing and substantive asset of the College; and

Whereas, prudent fiscal management requires unambiguous and clear planning for expenditure of financial resources; therefore, be it

Resolved, That all appropriations of the Board of Visitors for expenditures against Unrestricted Funds contributed to the College are conditional on sufficient revenue to support such expenditure; be it further

Resolved, That,

1. Appropriations of the Board for expenditures against Unrestricted Funds contributed to the College shall apply to balances available within the fiscal year that such appropriations are made, unless otherwise designated;
2. Unexpended balances of Unrestricted Funds Appropriations shall revert to the general balance of the Unrestricted Contribution Accounts as of the close of business on the thirtieth day of June each year;
3. Certain appropriations occur in support of contractual obligations of the College, which shall be considered standing appropriations, unless specifically voided by Board action;
4. Certain appropriations occur in support of valid traditions of the College, which shall be considered ongoing appropriations, unless omitted by Board action;

Guidelines for Appropriation
of
Unrestricted Funds

Resolved, (cont'd)

5. Certain appropriations occur in support of singular or contingent requirements, which shall be considered one-time appropriations, unless specifically reaffirmed;
6. A budget for such expenditures shall be submitted by the President, normally at the first meeting of the Board of Visitors within each fiscal year;
7. Current standing appropriations include:
 - a. President's supplemental housing and expenses allowance.
 - b. Styron Scholars, to the extent previously awarded; and
8. Current ongoing appropriations include:
 - a. Faculty development grants; subject to budget.
 - b. College development expenditures, subject to budget.
 - c. Admissions publications expenditures, subject to budget.

Board of Visitors
December 17, 1981

Resolution 5
Page 1 of 1

CHRISTOPHER NEWPORT COLLEGE
Budget for Unrestricted Fund Contributions
Fiscal Year 1981-1982

Whereas, the Unrestricted Contributions to the Annual Fund provide a resource for supplemental funding of valid needs of Christopher Newport College; and

Whereas, Unrestricted Revenues anticipated in fiscal year 1981-1982 are estimated to amount to \$60,000; and

Whereas, guidelines established by the Board of Visitors require the approval of an annual resource budget; therefore, be it

Resolved, That,

1. Appropriations conditional on revenues are made to the following purposes, amounts, and types:

Standing Appropriation

Supplemental Funds for Presidential Allowance	\$ 5,000
Membership Fees and Travel	1,500
Styron Scholars Program	<u>6,000</u>
	\$12,500

Ongoing Appropriation

Development Office Costs Supplement	\$10,900
Admissions Publications Supplement	4,500
Faculty Development Grants Supplement	6,700
Executive Program Supplement	<u>4,000</u>
	\$26,100

One-Time Appropriations, FY 81-82

Graduation Expenses Supplements	\$ 6,000
Contingency Reserve	4,440
Furniture Supplement	<u>4,000</u>
	\$14,400

TOTAL APPROPRIATIONS \$53,000

Unappropriated Revenue Balance \$ 7,000

Revenue Budget \$60,000

- * 2. Unexpended balances of Unrestricted Funds Appropriations shall revert to the general balance of the Unrestricted Contribution Accounts as of the close of business on the thirtieth day of ~~June-1982~~ June each year.

CHRISTOPHER NEWPORT COLLEGE

Fixed Asset Accounting Valuation

Whereas, Federal regulations require the capitalization of fixed assets in reporting the expenditure of Federal funds in support of grants and contracts; and

Whereas, the Commonwealth Comptroller, the Director of the Department of Planning and Budget, and generally accepted accounting principles require development of fixed assets accounting systems which require accounting for capitalized assets in financial statements; and

Whereas, generally accepted principles allow the establishment of a fixed dollar threshold for determination of accountability as to whether goods are capitalized or operating assets; therefore, be it

Resolved, That the applicable dollar limit for capitalization of fixed assets within Christopher Newport College Accounting Systems shall be \$300.00.

DOLLAR IMPACT OF REDUCTION
IN BUDGET %

(E&G)

<u>FY 81-82</u>	<u>Basis</u>	<u>Dec 1, 81</u>	<u>Appropriations</u>	<u>Code</u>
1%			70,850	1
2%			141,700	1
3%			212,560	2
4%			283,410	2
5%			354,265	3
6%			425,100	3
7%			495,950	4
8%			566,800	4
9%			637,650	5
10%			708,530	5

Severity 1 = Budget Adjusts
 2 = Program Curtailments
 3 = Severe Program Curtailments
 4 = Severe Program Impact & Deficit Occurs
 5 = Deficit Occurs Immediately

<u>FY 81-82</u>	<u>General Fund Only</u>	<u>Code</u>
1%	49,530	1
2%	99,060	1
3%	148,590	1-2
4%	198,120	2
5%	247,650	2
6%	297,180	3
7%	346,710	3
8%	396,240	4
9%	445,770	4
10%	495,300	5

Board of Visitors

Resolution 1

December 17, 1981

Page 1 of 1

FACULTY RESIGNATION

Whereas, Dr. Alan H. Y. Tsao, Assistant Professor of Management and Marketing, has tendered his resignation effective August 31, 1982, to accept a position elsewhere; therefore, be it

* Resolved, that the Board of Visitors accepts the resignation of Dr. Tsao on ~~the date indicated~~:- August 31, 1982.

Approval recommended: _____

W. Edwards

Robert J. Edwards

Vice President for Academic Affairs

11/24/81

Date

Approved for Board action: _____

John E. Anderson

John E. Anderson
President

12-7-81

Date

Board of Visitors

Resolution 7

December 17, 1981

Page 1 of 2

ADMINISTRATIVE APPOINTMENT

VICE PRESIDENT FOR FINANCIAL AFFAIRS

Whereas, The resignation of Mr. Calvin E. Hones has created a vacancy in the position of Vice President for Financial Affairs; and

Whereas, A search committee, in service to the President and after diligent search, has made its recommendations of candidates for filling said position; and

Whereas, The Board of Visitors has had opportunity to meet with the recommended candidates; and

Whereas, From the candidates recommended by the Search Committee the President has recommended that Mr. James D. Eagle be appointed, therefore, be it

Resolved, That the Board of Visitors appoints James D. Eagle Vice President for Financial Affairs, effective January 1, 1982.

SEARCH - VICE PRESIDENT FOR FINANCIAL AFFAIRS

First Search

Number of Applicants	62
Number Nominated	2
Total Number Considered	64
Number Meeting Minimum Qualifications	33 or 53%
Number of Female Applicants	1
Number of Black Applicants	0

Second Search

Number of New Applicants	74
Number From First Search Reapplying ..	23
Number Nominated	1
Total Number Considered	100
Number Meeting Minimum Qualifications	69 or 69%
Number of Female Applicants	3*
Number of Black Applicants	4*

TOTALS

Number considered - Two Searches	139
Number Female Applicants.. . . .	4
Number Black Applicants	3

*Based on Ethnic Data Retrieval Forms

From Ethnic Data Retrieval Forms:

Applicants Second Search - 100	- # Responding - 49
White Males - 42 or 86%	Blacks - 4 or 8.2%
Females - 3 or 6.1%	