

CHRISTOPHER NEWPORT COLLEGE
BOARD OF VISITORS

MINUTES
OCTOBER 15, 1981

The first meeting of the Board of Visitors for the 1981-1982 academic session of Christopher Newport College was called to order at 1:30p.m. on Thursday, October 15, 1981, with Rector Harrol A. Brauer, Jr., presiding.

Board Members Present

Mr. Harrol A. Brauer, Jr., Rector
Mrs. Mary L. Passage, Vice Rector
Mr. Stephen D. Halliday, Secretary
Mr. William E. Allaun
Mrs. Patsy D. Carpenter
Mr. F. Hunter Creech
Mr. Aubrey H. Fitzgerald
Dr. David G. Fluharty, Jr.
Mrs. DeRonda M. Hudgins
Mr. Samuel B. Jacobs, II
Mr. John S. Pugh
Mr. William R. Savage, Jr.
Dr. Stephen J. Wright

Board Members Absent

Mrs. Billie M. Pile

Officers of the College Present

Dr. John E. Anderson, Jr., President
Mr. John Colson, Assistant to the President
Dr. Charles Behymer, Vice President for Student Affairs
Dr. Robert Edwards, Vice President for Academic Affairs
Mr. James Eagle, Acting Vice President for Financial Affairs
Mr. L. B. Wood, Jr., Liaison Officer to the Board

Guests Present

Mrs. Paula Delo, Public Relations Officer
Mr. Robert Hixon, Capital Outlay Specialist
Mr. David Spahr, Internal Auditor
Mr. and Mrs. Carl Colonna, Faculty member and spouse
Major David A. Pastor, ROTC Officer
Mr. Joel Quass, Student Association Attorney General
Ms. Lisa Cipriano, Student Association President
Mrs. Marianne Roberson, Education Writer, The Daily Press
Mr. Marc Lerner, Education Writer, The Times Herald

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The Minutes of the June 18, 1981, Annual 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) that the dates of the graduation ceremonies for the academic year, 1981-1982 shall be January 10, 1982, and May 16, 1982, with the location for both being the College;
- (2) that the regular meeting dates of the Board of Visitors for this Session shall be December 17, 1981; February 18, 1982; April 15, 1982; and June 17, 1982 with the latter being the Annual Meeting;
- (3) that the Board of Visitors would entertain the Board of Directors of the Christopher Newport College Educational Foundation, Inc., at 6:30p.m. on October 28, 1981, at the Holiday Inn, Hampton which occasion would be the first full formal assemblage of the eleven initiating members of the Foundation's Board of Directors.

The Rector then asked for the reports of the various standing committees and the resolutions attendant to the reports.

The Executive Committee. Rector Brauer, as Chairman of the Committee, reported that the Committee had met twice since the June 18, 1981, meeting of the Board - August 6 and September 30. He noted that the August 6 meeting required executive action, the record of which was present in the Agenda as Enclosure 2, "Executive Committee Resolutions," page 17 through page 23. The specific resolutions were:

- Resolution E-1 "Faculty Appointment to Fill New Position"
- Resolution E-2 "Faculty Appointment to Fill Existing Vacancy"
- Resolution E-3 "Faculty Resignation"
- Resolution E-4 "Appointment to Fill Interim T&R Administrative Position"
- Resolution E-5 "Women's Athletic Coordinator"
- Resolution E-6 "Proposed Supplemental Budget for Office of Development to be Drawn from Annual Fund, Unrestricted Funds"

About these resolutions the Board engaged in no discussion. The Rector then placed Resolution 1, "Creation of Founders Month and an Official Day of Ceremony," before the Board, which resolution Dr. Wright moved to adopt. Following the second of Mrs. Passage, the Board voted its unanimous

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approval. Resolution 2 and 3a and 3b, being eligible to transfer to the agenda of the Executive session in accordance with the Virginia Freedom of Information Act, were placed there by the Rector.

The Committee on Academic Affairs. Mrs. Passage, Chairman, reported the Committee had met that day and that Mrs. Carpenter, Mr. Halliday, Mr. Savage, and Dr. Wright had been present. The Chair noted that also present were President Anderson, Vice President Edwards, Dr. Pugh, Dr. Bauer, Dr. Durel, Mr. Foster, and Ms. Cipriano.

Mrs. Passage summarized the report that Dr. Durel made on behalf of the Faculty/Staff Committee on the College Handbook, which report had the structure of the Committee, its procedures, its program for data collection, its writing and review schedule, and its March 1 deadline for delivery to President Anderson. She presented the request of the members of the Faculty/Staff Committee to meet with their three counterparts on the Board of Visitors so that the role of each could be clarified through discussion and decision. Such a meeting, she added, would be scheduled immediately.

Dr. Bauer's review of the first use of the Uniform Evaluation System was recounted by Mrs. Passage, who noted, with pleasure, the shift in the issue of evaluation from last year to this. Dr. Bauer's emphasis had been on the "fine tuning" of the instrument of evaluation. Mrs. Passage asked that the Board study the sample statistical summary, which was printed as Enclosure 16, page 53-59, in the Agenda and which was an actual report on a faculty member granted anonymity for the purpose of this review.

Mrs. Passage discussed the issue which Mr. Foster, student liaison, had placed before the Committee. The issue concerned grievance procedures in relation to a grade complaint. The Academic Affairs Committee had concluded that, while a policy and attendant procedures should exist, grading policy and grading grievance procedures were not matters for Board concern or involvement. For Board information, she noted that procedures for general complaint by a student about a faculty member did exist and that the Faculty Advisory Committee would present to the Faculty, next month, procedures specific to grade complaint.

The last item for the Open Session which the Academic Affairs Committee was presenting was the report of Vice President Edwards. He had reviewed Enclosure 3 "Faculty Utilization" and Enclosure 4 "Faculty Tenure and Rank Analysis." The Committee felt that these Enclosures presented to the Board the College's need to monitor very carefully both the ratio of faculty holding tenure and the rates which govern consideration to promotion. The number of the current full time faculty is 113, 82 of whom hold tenure, making the percentage with tenure 72.6. The promotion rate, also, was moving the College toward an awkward distribution of rank. For example, currently, there are 28 faculty members who hold

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the rank of Professor and since there are 14 eligible for promotion to that rank at the close of this academic year, there exists the possibility of 42 out of 113 faculty holding the rank of Professor.

Dr. Edwards reported that efforts to establish a Faculty Exchange with Black colleges and universities were meeting with positive results. To date, 6 Black colleges and universities in Virginia, North Carolina, and Georgia and 4 Christopher Newport faculty had agreed to participate in an exchange. Mrs. Passage recorded the Committee's pleasure with these developments.

Mrs. Passage requested that the Rector transfer the remainder of the Committee's reporting to the agenda of the Executive Session. Rector Brauer so ordered.

Committee on Financial Affairs. Mr. Hunter Creech as Chairman reported that the Committee had met that morning with Mrs. Pile, Mr. Pugh, and Dr. Wright attending. Present, also, were President Anderson, Acting Vice President Eagle, Mrs. Butler, Dr. Booker, and Mr. Lamoureux. Since this was the first meeting of the 1981-1982 Session, the Committee first concerned itself with the financial status of the College at the close of 1980-1981 Session and was pleased to report that the Session closed with a surplus, \$201 having to be refunded to the Commonwealth. The Committee's review of the finances for the current Session, as shown in Enclosure 6 "Operating Fund," revealed that the income - expense relation was normal for this date.

Mr. Creech noted that the majority of the Committee's attention had been directed to the future and to the need to plan for increases in tuition and fees. Enclosures 7 and 8 in the Agenda contained background information which Vice President Eagle had analyzed in detail before the Committee. The Committee now felt that it should move to authorize a formal presentation of a schedule of tuition and fees for the next Board meeting and so presented to the Board Resolution 7 which read:

Whereas, the Vice President for Financial Affairs has submitted, and the President has approved, schedules of proposed tuition and fees for operation of the College for Fiscal Year 1982-1983; and

Whereas, approval of the tentative schedules presented in enclosure number eight of the October 15, 1981 Board of Visitors Agenda has been requested; therefore, be it

Resolved, That the Board of Visitors of Christopher Newport College approves the drafting of formal resolution for the establishment of fees and tuition for the Fiscal Year 1982-1983, in substantive conformance with aforementioned schedules, for presentation at the December 1981 meeting of the Board.

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Mr. Creech moved the adoption of the Resolution, with Mr. Pugh offering a second. The Board voted unanimously its approval.

Committee on Student Affairs. Mrs. Hudgins, the Chairman, reported that the Committee had met that day with Mrs. Carpenter, Mrs. Passage and Dr. Fluharty present. Also in attendance were Vice President Behymer, Dr. Winter, Mr. McLoughland, Mr. Netter, Mr. Quass, and Ms. Cipriano.

The Committee had received a number of reports which Mrs. Hudgins summarized:

- (a) Student Life: October 31 would be the second Annual Fall Festival; November 6 would be the Student's Birthday Party for the College; the College's Theatre Department was presenting "You're a Good Man, Charley Brown," October 16, 17, 23, 24.
- (b) Activities of the Vice President's Office: the Catalogue was to be revised for printing and distribution by April 15; there had been a summerlong Orientation Series for new students and their parents with 325 students participating; and the registration process had been transformed through an extended application of the College's computer capabilities to the act of registering (this was outlined in Enclosure 10, "Report on On-Line Registration").

The Chairman asked the Board to review Enclosure 9 "Fall 1981 Admissions Report" which presented a comparison of the Fall 1981 with the Fall 1980 enrollment: the 1981 enrollment being 4,098 students which was 5 percent greater than that of the previous year. An important aspect of the growth was the change in freshman enrollment from 501 to 543, a growth of 8 percent. As an aside to the printed report, Mrs. Hudgins forwarded to the Board Dean McLoughland's count of admission activity in the three weeks which preceded the opening of school: 1800 telephone inquiries; 1400 walk in inquiries; and 900 applicants. The Committee on Student Affairs wished to record its praise for the staff that handled both this last minute burst of interest and the earlier applicants.

Committee on Audit. The Chairman, Mr. Halliday, reporting for the Committee, said that the Committee had held its first formal meeting since becoming a standing committee of the Board, with Mr. Fitzgerald, Mr. Allaun, and Mr. Savage being present. The meeting was, also, attended by Mr. Spahr and Mr. Thomas.

The Committee reported its review of several documents

- (1) Enclosure 11 "Policy Statements/Internal Audit Department."
- (2) Manual for Financial Management for Insitutions of Higher Education
- (3) Commonwealth Compliance Assurance Manual
- (4) HEUFAS Post Implementation Review Questionnaire
- (5) CARS Post Implementation Questionnaire

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The Committee felt that the above mentioned manuals and questionnaires asked for a level of detail in analysis and reporting which exceeded greatly the capacity of the College's Audit Department; therefore, the Committee recommended that the College's strategy for implementation of the use of the manuals/questionnaires be to move forward slowly one document at a time. Dr. Wright asked the Committee if the College's Audit Department were understaffed; to which question, Mr. Halliday answered yes. The Board, without formal resolution, asked that the President observe the Audit Department situation and make recommendations on staffing at the next meeting of the Board.

Mr. Halliday then interpreted the Commonwealth's "Audit Report on Christopher Newport College," which was a "clean opinion report." He noted the "Report's" recommendation that the College keep details on plant and equipment and the problems inherent in such an audit analysis.

Lastly, Mr. Halliday reported that the Audit Department was in the process of developing "A Three Year Audit Plan for Christopher Newport College," which was a part of the requirements of the Commonwealth. The Committee hoped to review "The Plan" at its next meeting and to report to the Board in December.

The Committee on Buildings and Grounds. Mr. Allaun, Chairman, placed the report of the Committee before the Board. Mr. Fitzgerald, Mrs. Pile, Dr. Fluharty - together with Mr. Hixon, Dr. Killam and Ms. Cipriano - had met, received administrative and student reports, and arrived at several recommendations.

The administrative reports dealt with the Science Building Addition, the Track, and the President's House. Mr. Allaun reported that the addition had attracted 11 bidders with Hudgins Construction the low bidder. With the bid substantially under budget, the Committee felt that all necessary Commonwealth approvals to go forward would soon be in hand and that groundbreaking should occur in the late fall. The Chair further reported that the Track was under construction and moving along smoothly. Finally, in reference to the President's House - with there now being several houses for review - Mr. Allaun asked that Mrs. Pile be assigned to the Housing Committee so that the Buildings and Grounds Committee could have proper input. Rector Brauer responded by adding Mrs. Pile to the President's Housing Committee.

The student report, Mr. Allaun noted, had dealt with parking which had again become a problem. The students were upset, the administration was acting, 45 student parking spaces were being added, a parking survey instrument was being developed, alternate locations for parking were being studied - these the Chair reported and added Mr. Fitzgerald's suggestion that the College and the Newport News School Board explore the using of the parking lot at Todd Stadium and the opening of a shuttle service.

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The last report received came from the State Council of Higher Education for Virginia and was "Capital Outlay Recommendations, Volume 1 - Project Priorities, 1982-84 Biennium." The recommendations from SCHEV in regard to the College were

- (1) Gosnold Hall Renovation - Priority Group 3
- (2) Plans, Aquatic Sports Center - Priority Not Assigned
- (3) Christopher Newport Hall Renovation - Priority Not Assigned
- (4) Plans, Performing Arts Center - Priority Not Assigned
- (5) Outdoor, Multi-Purpose Athletic Facilities - Auxiliary Enterprise
- (6) Lighting for Track, Soccer Complex - Auxiliary Enterprise

Mr. Allaun, then, presented an idea which the Committee wished to recommend for the College to explore. Since the City of Newport News was planning to build a new central main library and since the College's location was in center city, the City and the College could, perhaps, benefit from some form of coordination in library construction and development. The Committee felt it premature and improper for the moment to detail what the coordination's form might be, but the members did see the possibilities for conserving money, controlling more effectively operating costs, securing additional land, and developing the College's visibility and accessibility. The Committee, therefore, asked that the Rector and the President appoint a committee to study cooperating in relation to library construction and development. Dr. Wright noted that, while there were many successful cooperative adventures of this type, they had all been difficult to achieve and felt that the College should proceed only if proper safeguards for a scholarly library could be assured.

Committee on Development and Public Relations. Mr. Pugh as Chairman offered the report of the Committee. Since the last Board meeting, the Committee had assembled twice: in September, to construct a plan to raise the money to meet the anonymous donor's \$50,000 match pledge; and today, to review the whole of the Committee's responsibilities. Attending today were Mr. Jacobs, Mr. Creech, and Mrs. Hudgins, with Rector Brauer, Mr. Wood, Mrs. Delo, Mr. Vaughan, Dr. Daly, Mr. Colson, and Mr. Slone also being present.

Mr. Pugh asked that the Board review Enclosure 14 "Public Relations Report to the Board," which described the College's rather inclusive actions to present itself to the Peninsula during the Summer and early Fall. He further noted the Public Relations Office's efforts to broaden the activity of the College's Speaker's Bureau and Dr. Daly's efforts to establish a full record of the faculty's activities in the community and in their professions.

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In relation to Intercollegiate Athletics, Mr. Pugh presented the following summation:

- . Men's Baseball to be added
- . Women's Cross Country Running to be added
- . All sports, except Women's Track and Field, to be under NCAA
- . 23 coaches under employment
- . Athlete recruitment still a major problem

Finally, in the area of Development, Mr. Pugh first reviewed Enclosure 15 "Annual Fund, 1981," printed on pages 51 and 52 of the Agenda. This report showed how gifts had been designated by the donor: to date, \$25,025.00 being assigned specific purposes; \$36,755.25 being open for assignment by the Board. Mr. Pugh noted that combining this report with an earlier one from the Office of Financial Aid suggested that much attention should be paid to developing scholarship and aid through the Annual Fund, and that this might prove essential to the life of the College given changes in Washington. Mr. Pugh, then, asked that the Board become involved heavily in the challenge and the task of raising money to match the anonymous donor's willingness to award the College \$50,000 if the College could raise \$50,000 before December 31, 1981. The Committee felt that the peninsula was a sufficient immediate and long range resource for the private development of the College if a sufficient number of citizens and businesses could be transformed from names on file to prospects for support to actual sustainers of the College. The Committee felt that the members of the Board were among the chief agents for such a transformation, both because of the knowledge the Board possessed about local people and business which the Office of Development needed to record and because of the large body of friends that the Board Members had. The Committee was asking, therefore, (1) that the Board Members take copies of the Office of Development's prospect research form for filling out and returning to the Office and (2) that the Board Members plan to attend the November 14 concert in the Ramseur Series and use this occasion to introduce some of their friends to the College. The President would host the latter event and provide a social hour after the concert.

After the report, the Rector asked that Mr. Pugh announce to the Board the \$2000 gift from the Newport News Rotary Club.

The reports of the Committees and the attendant deliberations and actions now completed except those proper for Executive Session, Mrs. Passage moved that the Board go into Executive Session for the purpose of personnel issues. The second of Mr. Pugh followed, and the Board entered into Executive Session.

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The Executive Session completed, Mrs. Passage moved the return to Public Session. Upon the second of Dr. Wright, the Board moved back into Open Session to record the resolutions made in Executive Session.

Mrs. Passage moved the adoption of Resolution 4 "Faculty Resignation"; following the second of Mr. Pugh, the Board voted its unanimous approval. Then, Mrs. Passage moved the adoption of Resolution 5 "Faculty Appeal: Promotion." Dr. Wright seconding, the Board voted its approval with Mr. Jacobs asking that his "nay" vote be recorded in these minutes. Next, Mrs. Passage moved the adoption of Resolution 6 "Faculty Appeal: Termination." Dr. Wright's second was followed by the approving vote of the Board, with Mr. Jacobs asking that his "nay" vote be recorded in these minutes.

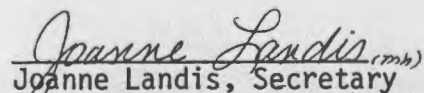
Mr. Jacobs moved the adoption of Resolution 2 "Honorary Degree Nomination," which motion gained Mrs. Passage's second and the Board's unanimous approval. Resolution 3a "Honorary Degree Nomination" was moved by Mrs. Passage, was seconded by Mr. Halliday, and was approved by the Board. Resolution 3b "Honorary Degree Nominations" was moved for adoption as amended in Executive Session by Mrs. Passage - unanimous approval followed Mr. Halliday's second.


Actions required by the reports of the Committees now being completed, the Rector asked for the report of the President. The President had three items of information:

- . the new Notebooks for the Board of Visitors to contain the vital documents and records of the Board and the Commonwealth in relation to the College
- . the American Council on Education's Conference on College Handbooks to be held November 5 and 6 in Winston-Salem
- . the decision of the C&O Railway Archives Committee that the College would become the official repository of their archives

The Rector opened the floor for the submission of Old Business. There being none submitted, he called for New Business. Again there being none, the Rector declared the meeting adjourned at 3:55p.m.

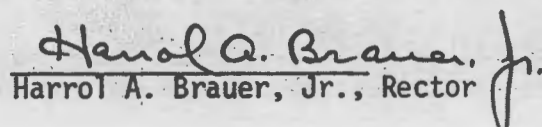
Respectfully submitted,


Joanne Landis, Secretary


E. B. Wood, Jr., Liaison Officer

Attachments

Approved:


Harrol A. Brauer, Jr., Rector