



November 7, 1980
#28 of 1980

COMMUNITY CHRONICLE

MONDAY - November 10

11:00 - President/Administrators

TUESDAY - November 11

WEDNESDAY - November 12

THURSDAY - November 13

9:00 A.M. - 3:45 P.M. - Board of Visitors
Campus Center

FRIDAY - November 14

FACULTY MEETING - N125 - 3:00 P.M.

2:00 - Dept., F&P Arts

Deadline for Submitting New Course
Proposals to Curriculum Committee

SATURDAY - November 15

SUNDAY - November 16

OFFICIAL ANNOUNCEMENTS

Agenda for November Faculty Meeting

The regular Faculty Meeting for November will be held Friday, November 14, 1980 in N125 at 3:00 P.M.

- I. Approval of the minutes of the regular October Faculty Meeting.
- II. Committee Reports:
 - A. Academic Status Committee - Dr. Weber
 - B. Admissions Committee
 - C. Curriculum Committee - Dr. Wolf
 - D. Degrees Committee - Dr. Olson
 - E. Faculty Advisory Committee - Dr. Booker
 - F. Faculty Evaluation Committee - Dr. McGregor
 - G. Other reports, if any.
- III. New Business
- IV. Adjourn.

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Reminder About Fall Book Order and Special Monies for Retrospective Collection Development

1. The Fall Book Order:

For those departments which were notified last month of library monies yet to be encumbered, we would kindly ask that your book requests be submitted to the Acquisitions Department by December 3rd at the latest. Failure to do so will result in a forfeiture of your unencumbered monies.

2. Special Monies:

The deadline for preparing book requests and/or noting your selections on the accompanying lists for the Retrospective Collection Development Project and submitting them to the Acquisitions Department is November 21st. If you have any questions about this matter or the separate aforementioned one, please do not hesitate to give us a telephone call.

Floyd Zula, Head of Acquisitions

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Agenda for Board of Visitors Meeting, 13 November 1980

- 12:45 P.M. Board of Visitors Convenes, Usry Board Room
Approval of Minutes, September 11, 1980 (mailed)
Report of the Rector, Harrol A. Brauer, Jr.
(a) Enclosure 1. "Guide for Colleges and Governing Boards, Commonwealth of Virginia, Roles and Responsibilities"
- 1:00 P.M. Report of the Executive Committee
Rector Brauer, Chairman
Action Items
Resolution 1. "Waiver of By-Laws' Establishment of the Third Meeting of the Board as a January Meeting"
Resolution 2. "Christopher Newport College Education Foundation, the Human Resource Structure of the Board of Directors: the Sense of the Board of Visitors"
*Resolution 3. "Honorary Degree Recipient, January 1981, Graduation Ceremonies"
Information Items
*Enclosure 2. "Biographical Information on Nominee for Honorary Degree, January 1981, Graduation Ceremonies"

- 1:15 P.M. Report of the Academic Affairs Committee
 Mrs. Mary L. Passage, Chairman
Action Items
 *Resolution 4. "Faculty Leave-of-Absence"
 *Resolution 5. "Faculty Appointment to Fill Vacant Sponsored Position"
Information Items
 Enclosure 3. "Six Year Curricular Plan"
 Enclosure 4. "Census, Fall 1980: Headcount and Credits by Residency and Classification"
 Enclosure 5. "Departmental Enrollment & Faculty Data, Fall 1980"
- 1:35 P.M. Report of the Committee on Financial Affairs
 Mr. F. Hunter Creech, Chairman
Action Items
 None
Information Items
 Enclosure 6. "Memorandum: Tuition, Fee Increases"
 Enclosure 7. "Memorandum" Textbook Pricing"
 Enclosure 8. "Operating Fund, Summary of Current Fund Revenues and Expenditures as of September 30, 1980"
- 1:50 P.M. Report of the Committee on Student Affairs
 Ms. DeRonda M. Hudgins, Chairman
Action Items
 None
Information Items
 Enclosure 7. "Memorandum" Textbook Pricing"
- 2:05 P.M. Report of the Committee on Building and Grounds
 Mr. William E. Allaun, Chairman
Action Items
 None
Information Items
 Enclosure 9. "Status of Current Capital Outlay Projects"
- 2:15 P.M. Report of the Committee on Development and College Relations
 Mr. John S. Pugh, Chairman
Action Items
 *Resolution 6. "Administrative Appointment, Director of Development"
 *Resolution 7. Women's Coordinator and Coach
Information Items
 None
- 2:30 P.M. Report of the Ad Hoc Committees
 Audit, Mr. F. Hunter Creech, Chairman
 By-Laws, Ms. DeRonda M. Hudgins, Chairman
 Inauguration, Mrs. Billie R. Pile, Chairman
 Naming, Mr. William E. Allaun, Chairman from the Board
- 2:45 P.M. Report of the President, John E. Anderson, Jr., Ph.D.
Action Items
 Resolution 8. "Uniform Faculty Evaluation Plan"
Information Item
 Enclosure 10. "Uniform Faculty Evaluation Plan: the President's Report"
- 3:15 P.M. Entry into Executive Session in Accordance with the Commonwealth Freedom of Information Act, as amended
- 3:25 P.M. Return to Open Session and Public Confirmation of Actions of Executive Session in Accordance with the Commonwealth Freedom of Information Act, as amended
- 3:30 P.M. Old Business
- 3:35 P.M. New Business
- 3:40 P.M. Adjournment
- 3:45 P.M. Press Conference

CPR Training

The Cardiopulmonary Resuscitation Presentation will be held on Monday, November 10, 1980 in Newport Hall, Room 125, between 12:00 and 1:00 P.M. If you are planning to attend, please call the Personnel Office, 7145. Mr. Gerry Farrar, the Pre-Hospital Emergency Care Coordinator at Riverside Hospital will discuss the importance of CPR Training and the types of training sponsored by the American Heart Association. Interested faculty and staff will have the opportunity to enroll in CPR Training at the conclusion of the program. Funds will be available from the Training Budget to sponsor interested employees in seeking a CPR Certificate. Employees should be granted work-release time in order that they may attend.

Becky Moore, Training Coordinator

NEWS & GENERAL INFORMATION

President's Notes

On Sunday, October 19, 1980 the first annual CNC Family Run was held. It was composed of three events designed to attract all members of contemporary family interested in running. They were a one-mile "fun run," a 1.86 mile (3000 meters) "novice run," and a 3.1 mile (5000 kilometers) "open run."

Some 109 participants entered despite the inclement weather. College entrants in the 5k run were Dr. Tim Morgan - who won first place in his age category, with a time of 21:04; Dr. Sandy Lopater - who ran three successive 6:30 miles, no mean feat and an historical first for him with a time of 20:12; Dr. Susan St. Onge - who won first place in her age category with a time of 28:12; Dr. Bob Herrmann - whose special "flubberized" shoes made some of the other runners apprehensive about "this ringer;" Bob's son Robbie - who won first place in his age category with a time of 26:04; Dr. Bob Cummings - who won third place in his age category with a time of 24:01; Mr. Jim Eagle - who won a special prize for his finish; and the President - who won second place in his age category with a time of 22:10.

In conjunction with the Run the Student Association sponsored a series of events which included games, beverages, and a flea market designed to have appeal to all members of the family.

Another Run and Social of a similar nature are planned for next Spring.

Our special appreciation is extended to the Faculty, Staff, Students, Spouses and Friends who gave many hours of their time to make these activities an integral part of our growing institution.

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On September 2, 1980 the Christopher Newport College Educational Foundation Inc., was chartered by the Commonwealth of Virginia. Its purpose is to be a vehicle through which donations, gifts, and other goods and services inuring to the benefit of CNC are channeled. The first such usage was in the form of a new Steinway Model B Grand Piano valued at some \$15,900. This superb instrument was received on September 12, 1980 through the efforts of Dr. Jim Hines in whose office it now reposes.

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The Offices of Development and Continuing Education are being reorganized as follows:

<u>Position</u>	<u>Incumbent</u>
Director of Development	Barry Wood
Clerk-Steno D	Joanne Landis
Dean of Summer School and Continuing Education	Position abolished
Director of Special Programs	Position abolished
Director of Continuing Education	Search
Director of Off-Campus Credit Programs	Search
Secy/Part-time to support Adjunct Professors	Search

(No increase in T/R or classified positions)

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The Admissions Office is being reorganized internally as follows:

<u>Position</u>	<u>Incumbent</u>
Associate Director of Admissions	LaVerriere - Recruitment/ Catalogue
Associate Director of Admissions	Search
Counselor	Vacant - position abolished

Position
Admissions Counselor

(no net increase in positions)

Incumbent
Position abolished

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The current work of theatre, "Fantasticks" produced by Bruno Koch is a superb effort wedding the self-discipline of craftsmanship with the enticement of audience pleasure. The window to the outside community through the medium of the Fine Arts continues to enlarge as the reputation of CNC grows. Go see the play this weekend.

Office of the President

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College Catalog

The Admissions Office is now responsible for the production of the CNC Catalog. We intend to produce a document by 1 July 1981 that is attractive, readable, and utilitarian, any member of the faculty or staff who has specific suggestions for the improvement of the Catalog is invited to share them with Keith McLoughland or Bob LaVerriere in Admissions.

Keith McLoughland

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CNC Basketball Season Tickets (Faculty & Staff)

The family season basketball tickets will not be sold this year for Men's Basketball home games; however, under a new format, season tickets will go on sale, Monday, November 10, 1980, in the Cashier's Office of the Administration Building. Tickets may be purchased daily between the hours of 9:00 A.M. and 5:00 P.M. Season tickets will not be available for Women's Basketball this year; nevertheless, a special rate for faculty, staff and their respective family members has been established on a game to game basis for both the Men's and Women's home games for 1980-81. The presentation of a College I.D. Card* shall be required for special game to game rates as follows:

Season Ticket-----\$20.00

(Ticket valid for bearer and one other person.) (13 Home Games)

Game to Game Tickets

Adult-----\$ 2.00

(Faculty, Staff, and family members with College I.D.)

Children/ages 13 years-19 years-----\$ 1.00

(Of Faculty or Staff member with College I.D.)

Children/12 years and under-----No Charge

*Faculty/Staff I.D. Cards may be obtained from the Information Desk in the Campus Center. The hours for having I.D.'s made are posted at the Information Desk or you may call 599-7100.

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Position Opening - Associate Director of Admissions

Christopher Newport College seeks an Associate Director of Admissions to be responsible for freshman recruitment and admissions counseling. Responsibilities include development of recruitment programs, working with area guidance counselors, supervision of CNC's participation in area college fair activities, supervision of campus tour program, management of direct mail marketing activities, special programs, interviewing applicants, and acting on applications for admission. Also responsible for the admission of foreign students and the issuance of visa documents. Assists Dean of Admissions and Records with the evaluation of transfer credits and acts as liaison to campus-wide advising and orientation programs. Two years of admissions experience and master's degree in Higher Education Administration or related discipline required; CNC alumnus preferred. Salary commensurate with experience and qualifications. Send

résumé by November 14, 1980, to Keith F. McLoughland, Search Committee Chairman, Christopher Newport College, 50 Shoe Lane, Newport News, VA 23606. An AA/EO Employer.

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Nonclassified Position Vacancy

Class Title: Counseling Center Clerical Staff Assistant Salary: \$3.53 per hour
32-Hour Week

Department: Counseling Center Date of Vacancy: 1 December 1980

Application Deadline: 12 November 1980

Application Instructions: Employees who meet the minimum qualifications described below and who are interested in the positions should complete the State Application for Employment (DPT Form P-12) and submit it to Mrs. Elizabeth P. Welch, Personnel Office, T8A, no later than 5:00 P.M., 12 November 1980.

Duties & Responsibilities: The incumbent will assist with the College's CLEP testing program; designing and marketing brochures and programs for the Counseling Center. Other duties will include assisting with routine office procedures; assisting the Office Manager and staff with career, placement, and psychological testing and providing general support for other Counseling Center programs.

Job Qualifications: Two years of college (and/or experience equivalent), degree preferred. Excellent written and oral communication skills. Typing and clerical skills essential.

Note: This position does not entitle the incumbent to any State of Virginia benefits. An EEO/AA Employer.

FACULTY/STAFF NEWS

On October 27, 1980, Jennilou Fernsler, Readers' Services Librarian, and Arlene Kent, Acting Reference Librarian, attended a workshop on the use of the SOLINET terminal subsystem for interlibrary loans held at Old Dominion University Library.

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On October 31, 1980, Dr. Marshall Booker was guest speaker for the Fall Conference of Virginia Association of Governmental Purchasing held at the Fort McGruder Conference Center in Williamsburg. Dr. Booker spoke on "The Future of the Economy."

Lynnette Jenkins and Corky Greene from the College Purchasing Office attended the two day session.



The Inauguration of Dr. John E. Anderson, Jr.
November 8, 1980

The Schedule of the Day

- 9:15 A.M.- 2:00 P.M. Registration, Campus Center, Main Hall
- 10:00 A.M. The Inaugural Symposium, Campus Center Theatre
The Welcoming and Introduction of the Speaker
Dr. Robert J. Edwards, Vice President for Academic Affairs
The Keynote Address
"G Flat: Pitch Up, Pitch Down, Pitch Out"
Dr. William A. Arrowsmith, Professor of Classics and
Writing, Johns Hopkins University
Break
Introduction of the Symposium's Participants
Dr. Robert J. Edwards
The Symposium
Dr. James M. Morris, Moderator
Dr. William A. Arrowsmith
Dr. Martin Buoncristiani
Dr. Elizabeth-Anne Daly
Dr. Sanford Lopater
Dr. Andrew Papageorge
Dr. Jay Paul
- 11:50 P.M. The Symposium Concludes
- 12:00 Noon. Luncheon
The Campus Center, Cafeteria-Blue Card Admission to
Serving Tables 1&2
Ratcliffe Gymnasium-Red Card Admission to Serving Tables 3&4
- 1:30 P.M.-2:10 P.M. A Musical Interlude, Campus Center Theatre
Welcoming & Introduction of the Singer
Songs from our Colonial Past
Mr. Cliff Williams, baritone
- 2:15 P.M. Processional Participants Assemble to Register and receive
Program, Gosnold Hall, Foyer
- 2:20 P.M. Professional Participants Move to Assigned Rooms
The Official Party, Room 108
The Board of Visitors Room 205
The Delegates from College and Universities Room 204
The Delegates from Learned Societies Room 203
The Faculty: Professors, Associate Professors Room 202
The Faculty: Assistant Professors, Instructors, Officers of the Faculty Room 201

Processional and Recessional Instructions

A. The Processional.

1. Organizing for the Processional. The order of the Procession is printed in the

program, unit by unit, person by person. Between 2:30 and 2:40 and in the assigned rooms, the marshals will organize each unit by the printed order. Between 2:40 and 2:50, the marshals will move each unit in its order outside and station it along the sidewalk to Ratcliffe in the following arrangement:

1. The Delegates from colleges and universities
2. The Delegates from learned societies
3. The Faculty of the College, by rank, professors, associate professors, assistant professors, instructors
4. The Officers of the College
Between 2:50 and 2:55, the marshals will complete the Procession by adding, in order
5. The Board of Visitors
6. The Official Party
7. The Color Guard

2. The Procession. At 2:58, the marshals will begin the march towards Ratcliffe, leading the Procession into the doors to the small gymnasium and down the hall to the gymnasium.

At 3:00, upon the beginning of the processional music, the marshals will bring the Procession, single file, into the Inaugural Hall.

The marshals will direct the Procession members to their seats.

B. Seating Arrangement

Seats are arranged to the left and right and shall be occupied accordingly:

Floor Level

1. Audience Right.

- (a) The Delegates from colleges and universities (Rows 3-6)
- (b) The learned societies (Row 2)
- (c) The Board of Visitors (Row 1)

2. Audience Left

- (a) The Faculty (Rows 2-9)
- (b) The Officers of the College (Row 1)

The above order of seating is important to establish the pattern of the Recessional.

Stage Level

The Official Party will march between the standing procession, on left and right and enter the stage from the audience left. The party should go across the stage with Bishop Vaché halting in front of the third seat from the end--Dr. Sanderlin will return to the first seat after the divestiture of the mace; Dr. Anderson will cross to the second seat. This will establish the exit pattern. If we were in stage position facing the audience the seat numbers would run from stage left to stage right--1 to 12; thus, Dr. Sanderlin is in Seat 1, Dr. Anderson in Seat 2, Bishop Vaché in Seat 3,...Dr. Windsor is in Seat 12.

C. Presentation of the Colors

The Color Guard closes the Procession. After all are at their seats, the music will halt for the Presentation of Colors; when the colors are presented, the quintet will play the National Anthem; then there will be posting of colors and exiting of Color Guard. Except for the National Anthem, this will be done in silence.

D. Recessional

After the divestiture of the mace, the benediction and the removal of the colors, the stage party will exit to stage left, Dr. Sanderlin being first, followed by Dr. Anderson. The music will start as the colors reach the back of the auditorium. The marshals will then direct the Recessional.

The Recessional order is:

Official Party
Board of Visitors
Officers of the College
Faculty
Delegates from Learned Societies
Delegates from Colleges and Universities
The Marshals

Each aisle will move from the seat nearest the stage so that the order of entry
will be preserved.

