

# CNC CHRONICLE

## 1982-83

March 4th  
#8 of 1983

### MON.

March 7

President/VP's - 9:00

### TUE.

March 8

VPAA/Deans - 1:00

Library Advisory Committee Meeting - 2:00  
Library

### WED.

March 9

### THU.

March 10

2:00 - F&P Arts - G143

FACULTY MEETING - N125 - 3:00 pm

2:00 - Biology - G133

2:00 - English - N203

### FRI.

March 11

### SAT.

March 12

### SUN.

March 13

SCATS CALLS COST 26¢ PER MINUTE

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Vice President for  
Academic Affairs



OFFICIAL ANNOUNCEMENTS

Agenda for the Second Session of the Special 2/25/83 Meeting of the Faculty

The second session of the special 2/25/83 meeting of the Faculty will convene at 3:00 p.m., Friday, March 11, 1983, in N-125. The only item of business on the agenda of this session will be further consideration of a proposal from the ad hoc Committee on Bylaws. All members of the Faculty are urged to refer to pages 13 through 38 of the CNC Community Chronicle of 2/18/83 and to pages A-1 through A-26 of the present Chronicle, and to bring both of these documents with them to this meeting.

Agenda for the March Meeting of the Faculty

The regular March meeting of the Faculty will convene immediately upon the adjournment of the second session of the special meeting described above.

- I. Approval of the minutes of the regular February meeting of the Faculty (p. 8 )
- II. Committee Reports:
  - A. Faculty Advisory Committee-----Dr. Daly
  - B. Academic Status Committee-----Dr. Buoncristiani
  - C. Admissions Committee-----Mr. Butchko
  - D. Curriculum Committee-----Dr. Hammer
  - E. Degrees Committee-----Dr. Paul
  - F. Faculty Evaluation Committee-----Dr. Coker
  - G. Nominations Committee-----Dr. Herrmann
- III. New Business
  - A. Election of an ad hoc Committee on Reduction in Faculty Positions (cf., the President's related memorandum of 2/21/83 to all faculty, reproduced on p. 14)
  - B. Other elections (specifics to be provided in separate correspondence from the Nominations Committee)

The substance of these two meetings is a matter of the utmost seriousness for each member of this Faculty. Faculty members are reminded of the content of section V-D-7-d of the CNC Handbook, which states: "It is a professional obligation to attend monthly Faculty meetings and is therefore required."

--Vice President for Academic Affairs

Parking Fee Proposal

I propose the following fee schedule for parking permits (automobile decals) for the academic year 1984-1985.



## Persons Assigned Reserved Space by Designated Function

September 1 - August 31	\$20
January 1 - August 31	\$14
June 1 - August 31	\$ 6

## Faculty-Staff Reserved

September 1 - August 31	\$15
January 1 - August 31	\$10
June 1 - August 31	\$ 5

## Open Parking, Students, Staff, Faculty

September 1 - August 31	\$10
January 1 - August 31	\$ 7
June 1 - August 31	\$ 3

This schedule recognizes the relative economic and prestige value of reserved parking. Any staff or faculty member who chooses to do so may elect to purchase an open parking decal and park in unreserved space. Persons desiring to purchase reserved space must make reservation by payment of 50% of the required fee by August 1 each year.

I recognize the potentially controversial nature of this proposal. Written comments should be submitted to my attention not later than December 31, 1983, and will be transcribed verbatim and reported to the Governing Board, expletives deleted, in the first meeting of the calendar year 1984.

--Vice President for Financial Affairs

Spring 1983 Admissions Report

The following is a summary of this spring's figures compared with those of last spring. The second section of the report provides totals for this academic year.

I. Spring Semester	1982	1983	% Change
Total Applications for Admission	1382	1484	+ 7.3%
Total Accepted	1272	1396	+ 9.7%
Total New & Readmit Enrolled	1058	1126	+ 6.0%
New Freshmen	29	38	+31.0%
New Transfers	324	346	+ 6.8%
New Unclassified	705	742	+ 5.2%
HEADCOUNT ENROLLMENT	3872	4223	+ 9.1%
FTE ENROLLMENT	2322.4	2514.8	+ 8.3%

## II. Academic Year Admissions

	1981- 82	1982- 83	% Change
TOTAL APPLICANTS FOR ADMISSION	3928	4643	+ 18.2%



	<u>1982</u>	<u>1983</u>	<u>% Change</u>
Total New & Readmit Enrollment	3073	3571	+16.2%
New Freshmen	458	522	+13.9%
New Transfers	947	1182	+24.8%
New Unclassified	1668	1867	+11.9%

--Keith McLoughland  
Dean of Admissions and Records

#### New Paycheck Stubs

The new paycheck stubs system has been implemented by the State earlier than expected. Consequently, an explanation could not be distributed with the March 1 paychecks. In order to inform all paycheck recipients of the new system, the following extract of a memorandum from the Office of the Comptroller, Commonwealth of Virginia, is provided concerning new payroll checks and stubs.

"Phase One: The information shown on the current payroll check stub will be reformatted to print on the new stub; however, no additional information, such as an itemized breakdown of miscellaneous deductions, will be printed.

Phase Two: The information on the payroll check stub will be expanded to include:

- regular hours worked (if submitted by the agency);
- other hours worked (if submitted by the agency);
- number of Federal and State tax exemptions; and,
- itemized deductions (current and year-to-date amounts).

Phase Three: Additional expansion of the information on the payroll check stub to include:

- a more descriptive earnings information section.
- leave information from the statewide leave accounting system.

With the implementation of Phase One, year to date amounts for Health Care Insurance (BC/BS), VSRS Group Life Insurance, and U.S. Savings Bonds will not be displayed separately but will be accumulated with the year to date amounts for miscellaneous deductions and shown under the year to date amounts for 'miscellaneous deductions.'"

--Personnel Office

#### Warehouse Orders

All departments of the College are hereby requested to submit operating administrative supply orders for the remainder of this fiscal year to the warehouse by close of business, March 15, 1983. Please do not attempt to "hoard" supply items for activities to be conducted after June 30, 1983. Your cooperation in proper planning for the remainder of the fiscal year is requested.

--Vice President for Financial Affairs



State Cars

As a result of the increasingly expensive fleet operational mileage charges, the college will be turning in two sedans to the Central Garage during the month of March, 1983. Departments are hereby requested to minimize travel by automobile and to plan and request use of State pool vehicles well in advance of the actual travel days.

--Vice President for Financial Affairs

## NEWS &amp; GENERAL INFORMATION

Dean's Colloquia Series

On Wednesday, March 16, Mr. John Broadwater will present a lecture and slide show entitled "Shipwrecks, Science, and Spanish Gold: Challenges of Underwater Archaeology" as part of the Dean's Colloquia Series. The presentation is scheduled for noon in the Campus Center Theatre. Mr. Broadwater is Senior Underwater Archaeologist with the Virginia Historic Landmarks Commission, in Yorktown. An open seminar is scheduled for 2:00 p.m. in the Campus Center Board Room. Please plan to attend the lecture, and the seminar if possible. Also, please inform your students of the programs. If you wish to join Mr. Broadwater for lunch following the lecture, please inform Jim Morris (7121) by March 14. The cost is \$5.

--Jay Paul

Workshop on Parliamentary Procedure

Saturday, March 12, 9:30-1:30: \$10 payable to Virginia Peninsula Unit, National Association of Parliamentarians. Location: Newmarket North Community Room. Contact: Agnes Braganza, 7158.

--Office of Continuing Education

Luncheon

A luncheon featuring Nancy Harvey Steorts, Chairman of the U.S. Consumer Product Safety Commission will be held Saturday, March 12 as follows:

11:00 a.m.	Coffee
Noon	Luncheon

Cost: \$15 payable to Peninsula Women's Network, Newport News Holiday Inn  
Contact: Agnes Braganza, 7158.

--Office of Continuing Education



Are you Easy?

- Always lock your vehicle doors. An unlocked door is just an invitation for disaster.
- Keep your windows rolled up tight. Nearly everyone knows that coat hangers can be used for more than keeping clothes in the closet.
- Try to park in a well-lighted area. Campus Police Officers cannot protect your car adequately if they cannot see it.
- When possible, avoid parking next to vans, pick-ups and other large vehicles.
- Also when possible, park with the front of your vehicle facing out. It is not only easier to see what is happening down a row of parked vehicles that are facing out, it is also easier to observe someone tampering with your engine.
- Don't leave tape decks, books, tennis rackets, or other valuables visible inside your vehicle. They may not be there when you return. Secure these valuables in the glove compartment or your trunk.
- Depending on your individual situation, you may want to consider installing an alarm system. The car you save may be your own.

--Campus Police, 599-7053

Brown-Bag Lunch

Faculty and staff are invited to attend the "brown bag" lunch for non-traditional age students on Monday, March 7, 1983, from noon to 1:00 p.m. in the Admiralty Room of the Campus Center. Agnes Braganza, Director of Continuing Studies and Community Services, will speak about "Getting Involved in Civic Affairs."

--Carolyn Lawrence  
Campus Minister

Menu for the Week of March 7-11, 1983

Monday, March 7	Quiche	
	Boiled Potatoes	
	Green Beans	\$2.15
Tuesday, March 8	Chopped Sirloin w/onions & gravy	
	Mashed Potatoes	
	Corn	\$2.15
Wednesday, March 9	Lasagna	
	Garlic Bread	
	Salad	\$2.15
Thursday, March 10	Turkey & Dressing	
	Butter Beans	\$2.15
Friday, March 11	Spaghetti w/meat sauce	
	Garlic Bread	
	Apple Crunch	\$2.15
	Clam Chowder	85¢/bowl

--Cafeteria Manager



FACULTY/STAFF NEWSCorrection (to 2/25 Chronicle)

Under the faculty/staff news, there was a short blurb about faculty and staff participation in the Group AAA Forensic Meet. It should be corrected to read as follows:

Professors Elizabeth Daly, Rita Hubbard, Bruno Koch, Jay Paul, and Skelly Warren served as judges at the Peninsula District, Group AAA Forensic Meet, held February 17, 1983, at Warwick High School. Also serving as a judge was Kathleen Martin, President of the Student Association. The Meet was coordinated by John McCaughey, Director of Student Life.

Rita Hubbard and John McCaughey also served as judges at the York River District, Group AA Forensic Meet, held February 16, 1983 at Poquoson High School.

--John McCaughey

Carl M. Colonna, Assistant Professor of Economics, has reviewed an article entitled, "The Economic Impact of Artists' Resale Royalties Legislation" by Randall K. Filer, Brandeis University, for the Journal of Cultural Economics.

An essay by Jane Chambers has been accepted for publication in English Languages Notes. Entitled "Leoline's Mastiff Bitch: Functions of a Minor Figure in Christabel," this is Jane's second essay evolving from her dissertation-in-progress to be accepted for publication. A third essay on Christabel, on the topic of the character Geraldine, has been tentatively approved (pending revisions) for publication in the journal Essays in Literature.

On March 1, Ruth Kernodle presented the first program on the series of "Aging is For Everyone" sponsored by the Women's Club of Williamsburg and the Virginia Cooperative Extension Agency. The series is being held at the Williamsburg Community Library.



COMMITTEE INFORMATION & FACULTY BUSINESS

## Minutes of the Christopher Newport College Faculty

February 11, 1983

The regular meeting of the Christopher Newport College Faculty was held February 11, 1983 in room 125 of Christopher Newport Hall. Vice President for Academic Affairs, Richard Summerville, presided.

## CALL TO ORDER

The meeting was called to order at 3:02 p.m.

## PRESENTATION

President of the College, John E. Anderson, addressed the membership concerning certain significant aspects of the financial state of the College.

## APPROVAL OF MINUTES

It was moved and seconded that the minutes of the December meeting be approved.

Motion by Mr. Sacks and seconded to amend the motion as follows: "Following Mr. Paul's motion for the Degrees Committee, insert: "The motion was approved by voice vote."

Action Motion to amend approved by voice vote.

Motion by Mr. Sacks and seconded to amend the motion further as follows: "In the first paragraph following the action of Mr. Paul's motion: on line two, strike FAC, insert the Task Force."

Action Motion approved by voice vote.

Action The motion to approve the December 1982 minutes was approved as amended.

Action The minutes of the January, 1983 minutes were approved as written.

## COMMITTEE REPORTS

- A. For the Faculty Advisory Committee the Chairman, Ms. Daly, announced that February 28 would be the deadline for submitting proposals for grants.
- B. For the Academic Status Committee the Chairman, Mr. Buoncristiani: "No report."
- C. For the Admissions Committee the Chairman, Mr. Butchko: "No report."
- D. For the Curriculum Committee the Chairman, Mr. Hammer, announced that a report would be forthcoming in the next issue of the Chronicle.
- E. For the Degrees Committee the Chairman, Mr. Paul; "No report."
- F. For the Faculty Evaluation Committee the Chairman, Mr. Coker: "All dossiers have been forwarded to the Faculty Personnel Committee."
- G. For the Nominations Committee the Chairman, Mr. Herrmann: "No report."

## NEW BUSINESS

Motion by Mr. Paul and seconded that the recommendations of the Degrees Committee published in the Chronicle (#4 of 1983) page 7, be approved.

Action Motion approved by voice vote.

## Announcement

by Mr. Morris on behalf of the ad hoc Committee on Bylaws that the recommended committee version of the Bylaws would be printed in the Chronicle (#6 of 1983). He requested that the membership review the proposal. An open meeting is scheduled for February 23 to provide informal discussion.

Motion by Mr. Morris and seconded that the Chairman be requested to call a special meeting of the faculty on February 25 for consideration of the committee's recommendations.



- Action Motion approved by voice vote.
- Motion by Ms. Daly, on behalf of the Faculty Advisory Committee, to approve the Committee's recommendation for a policy on retraining of faculty. The recommendations are cited in the Chronicle (#4 of 1983) on pages eight through ten.
- Motion by Mr. Sacks and seconded to strike, on page 10, line 22: adjunct, part-time. Following full-time, insert or less than full-time. The motion was seconded.
- Action Motion to amend approved by voice vote
- Motion by Mr. Sacks and seconded to strike lines 36 and 37 on page 10.
- Action Motion carried by voice vote
- Action The main motion, as amended, was passed by voice vote.
- Motion by Ms. Daly, on behalf of the FAC, to approve the committee's recommendations for a modified faculty development policy as printed in the Chronicle (#4 of 1983) pages twelve through thirteen.
- Action Motion approved by voice vote.

#### ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

Aletha S. Markusen  
Secretary of the Faculty

#### Minutes of the Christopher Newport College Faculty

February 25, 1983

A special meeting of the Christopher Newport College Faculty was called by the Vice President for Academic Affairs, Richard Summerville, on February 25, 1983. Purpose of the special meeting was for considering and acting upon recommendations from the ad hoc Committee on Bylaws. Vice President Summerville presided.

#### CALL TO ORDER

The meeting was called to order at 3:08 p.m.

#### BUSINESS OF THE DAY

- Motion by Mr. Morris on behalf of the Committee on Bylaws that the recommendations of the committee concerning Section IV, Participation in College Governance be approved.
- Motion by Mr. Morris that the membership form a Committee of the Whole for purposes of discussion of the main motion.
- Action Motion approved by voice vote.

The Chairman of the Faculty appointed Mr. Morris to be chairman of the Committee of the Whole.

Following deliberations of the committee, it was moved, seconded, and approved that the committee rise and report.

A quorum call at 5:00 p.m. revealed that the Faculty lacked a quorum. The chair ruled that the meeting would reconvene in a second session at 3:00 p.m., Friday, March 11, 1983, in N-125, and complete its business prior to the regular March meeting of the Faculty.

Aletha S. Markusen  
Secretary of the Faculty



Committee ReportsFaculty Advisory Committee Report:

Reports of the Liaison Representatives to the Committees of the Board of Visitors, February 24, 1983.

## A. Academic Affairs Committee

The following written report was given by E. Daly:

Re: Report on Issues of Current Faculty Concern

## I. Formulation of a Faculty/College Budget Advisory Committee

During these times of constrained budgets, the participation of faculty representatives in the allocation of scarce fiscal resources is vital. The nature of the expenditures and cutbacks reflects the values of any institution. The values of the Faculty in terms of the support for the various components of the academic program need to be communicated to the decision-makers as relevant data on which to make the best possible rational decisions. Desirably, faculty members in higher education are in partnership with administrators. The dichotomy of the administrators who administer and the faculty members who teach, with the two accomplished in isolation, one from the other, does not tend to exist in healthy academic organizations.

To this end of structuring appropriate and meaningful input by faculty representatives into the financial affairs of the College, President Anderson has invited the three vice presidents, the faculty liaison representatives to the Financial Affairs and Audit Committees of the Board, and the Chairman of F.A.C. to meet with him on March 4. The results of this discussion will be communicated to this committee at its next meeting.

## II. Contingency Planning

The next item of concern is the implementation of the provisions of the Memorandum of Understanding signed by the presidents of the institutions of higher education in Va. and Gov. Robb and the follow-up memorandum sent by Sec. of Education, John Casteen. As you know, these documents require indepth planning for the three possible financial contingencies of a 5%, 10% or 15% reversion, the counting of positions in some places and the counting of money in others.



The events stimulated by the requirement for such contingency planning are of a serious nature and indeed may mean plans for the reduction and possible elimination of personnel, to include faculty, TR Administrators and classified; and services, to include instructional, student, maintenance, and academic support.

The planning alone for such possibilities is stressful to any organization; the implementation, should it occur, will put a severe strain on the organization and its people. The Administration, Faculty, Student Body and Board of Visitors must work together at this crucial time.

### III. Evaluation of Administrative Effectiveness

A structured, valid procedure and instrument for the evaluation of all levels of administrative and support personnel needs to be initiated. The evaluation should provide the opportunity for the recipients of Administrative services to speak to the degree of effectiveness of the delivery of these services which are supported by the public tax dollar.

As Faculty are evaluated for the dual purposes of instructional improvement and making critical decisions, so others in the organization must be similarly evaluated.

This issue is a serious concern for the Board of Visitors of any college or university for the Board constitutes the corporate body ultimately responsible for the quality of all services rendered by the people of this institution to the Student Body.

To find infinite worth in the evaluation of Faculty and no worth in the evaluation of others seems to be a contradiction.

### IV. College Handbook

The Board of Visitors will be asked to give approval to a new version of the College Handbook. You will be looking at a composite group of compromises and decisions rendered by those who possess the authority to make decisions. This document will constitute "the law of the land" here at C.N.C. It will be interpreted by the President and others as is stipulated in the cover section of each part of the Handbook. You as a corporate body will be bound as we all are bound by its provisions. It is hoped that your perusal of this document will be thorough and that you will seek information from a variety of sources should you question provisions therein.

### V. Communication

At the initial meeting of this committee, the members expressed concern that the communication between the committee and the Faculty be strengthened. To that end, may I recommend that the Board request that the weekly C.N.C. Chronicle, the official internal vehicle of Academic Affairs, be distributed to all Board members.

(It should be noted that the Board of Visitors already receives the C.N.C. Chronicle, Chronicle of Higher Education, and The Captain's Log, this last was raised in ignorance of that knowledge.)



J. Pugh reported to the committee relative to the impact of the canceling of courses which had an enrollment of less than ten.

Other topics of discussion included the departmental data for spring 1983 and academic reorganization.

#### B. Finance Committee

The principal items of discussion were:

- (a) Fund Revenue and Expenditures Report (the basic College Budget) was reviewed. On track.
- (b) Increase in tuition for next year being recommended to full Board. Includes a plan to increase gradually Out of State tuition at a faster rate to achieve in 6 years a 3-1 ratio between Out of State and In State tuition.
- (c) Discussed possible increase in parking fees for next year. It was pointed out that in view of high probability of no pay raise for next year that this timing was not favorable.
- (d) The proposed target of carrying forward \$300,000 from this year to next year has now been reduced to a target of \$125,000.

A. Papageorge

#### C. Development and College Relations

Included in Coach Vaughan's regular report was the news that C.N.C. will host the National Cross Country meet on November 19, 1983. The Southern Regional Cross Country Meet will also be hosted by C.N.C. the previous week.

Ms. Delo reported that the performance of the Virginia Stage Company's production of "Vanities" was a very successful occasion for the interaction of the College and the local community. She announced that the television series "Focus" will not be a 15-minute monthly (or more) segment on "Reflections of You." Ms. Delo also indicated that public service announcements regarding C.N.C. activities are now being broadcast on three cable stations. The first one, featuring President Anderson and Dr. Tim Morgan, is currently advertising the 10-miler (which itself will be filmed by Hampton Roads Cable.

The Richmond Times-Dispatch is planning a full-page story on C.N.C. for either its March 13 or March 20 issue, giving the College statewide publicity.

Members of the Board made several suggestions for making the College better known in the community, including the idea that local high school newspapers should be sent articles dealing with C.N.C. activities and students.

Mr. Wood reported on alumni affairs and on the annual fund drive. Approximately 220 alumni participated in the various activities of Homecoming week-end. The last issue of The Starboard Side has just been mailed. It emphasizes the annual fund drive and includes ideas on how one may support the College financially in ways other than cash.



A financial report of the 1982 Fund Drive was published in the Board agenda, with a briefer version in The Starboard Side. Both the sources and distribution of the funds are included. A brief analysis of the gifts in the 1982 Fund Drive includes the following points: over \$76,000 of the \$206,000 total consisted of gifts in kind; of the remaining amount, almost \$83,000 consisted of restricted contributions, while \$46,000 was unrestricted; when the total amount is divided by the number of contributors, the average gift totals \$312.

The 1983 Fund Drive will be launched in early April. The brochures currently being printed for it are similar to those used last year.

T. Bostick

Faculty liaison representatives attended the afternoon meeting of the Board of Visitors.

-- E. Daly, Chairman  
Faculty Advisory Committee





# Christopher Newport College

50 Shoe Lane  
Newport News, Virginia 23606

February 21, 1983

## MEMORANDUM

TO: The Faculty of Christopher Newport College

FROM: President Anderson

SUBJECT: NOTIFICATION OF THE ADMINISTRATION'S DETERMINATION  
THAT A REDUCTION IN FACULTY POSITIONS IS BEING  
CONSIDERED.

Pursuant to information received from the Executive Branch of Government of the Commonwealth of Virginia, internal planning for possible future retrenchment and reductions in General Fund appropriations is to be initiated.

Based on this information, this internal planning presumes that at the college level sufficient funding is not available for all existing faculty positions. As a consequence, a basis for reduction in faculty positions is established.

Notification is hereby given to the Faculty, as required by section V, page 22ff of the College Handbook, that a reduction in faculty positions is being considered.

As further required, an Ad Hoc Committee on Reductions in Faculty Positions (RIF) is hereby established with membership to be comprised of five (5) tenured members of the Faculty to be elected at large.

The election of this committee is to take place no later than the regularly scheduled faculty meeting on the second Friday in March, 1983.

Upon election the committee is to meet to appoint a chairman and conduct other business as prescribed.

The recommendations of the committee are to be made to the President by May 1, 1983.

  
JEA

JEA/es