

# The C.N.C. Chronicle

---

## MONDAY NOVEMBER 9

Division of Arts & Letters - 3:30 - N204  
Dossiers for 2nd Year Faculty Due

---

## TUESDAY NOVEMBER 10

Administrative Council - 11:00

---

## WEDNESDAY NOVEMBER 11

Dean's Colloquia - Noon - CC Theatre  
Mr. George Starbuck, Poet

---

## THURSDAY NOVEMBER 12

Department of Fine & Performing Arts -12:00 - G143  
Honors Council - 1:00 - Board Room of Ad. Building

---

## FRIDAY NOVEMBER 13

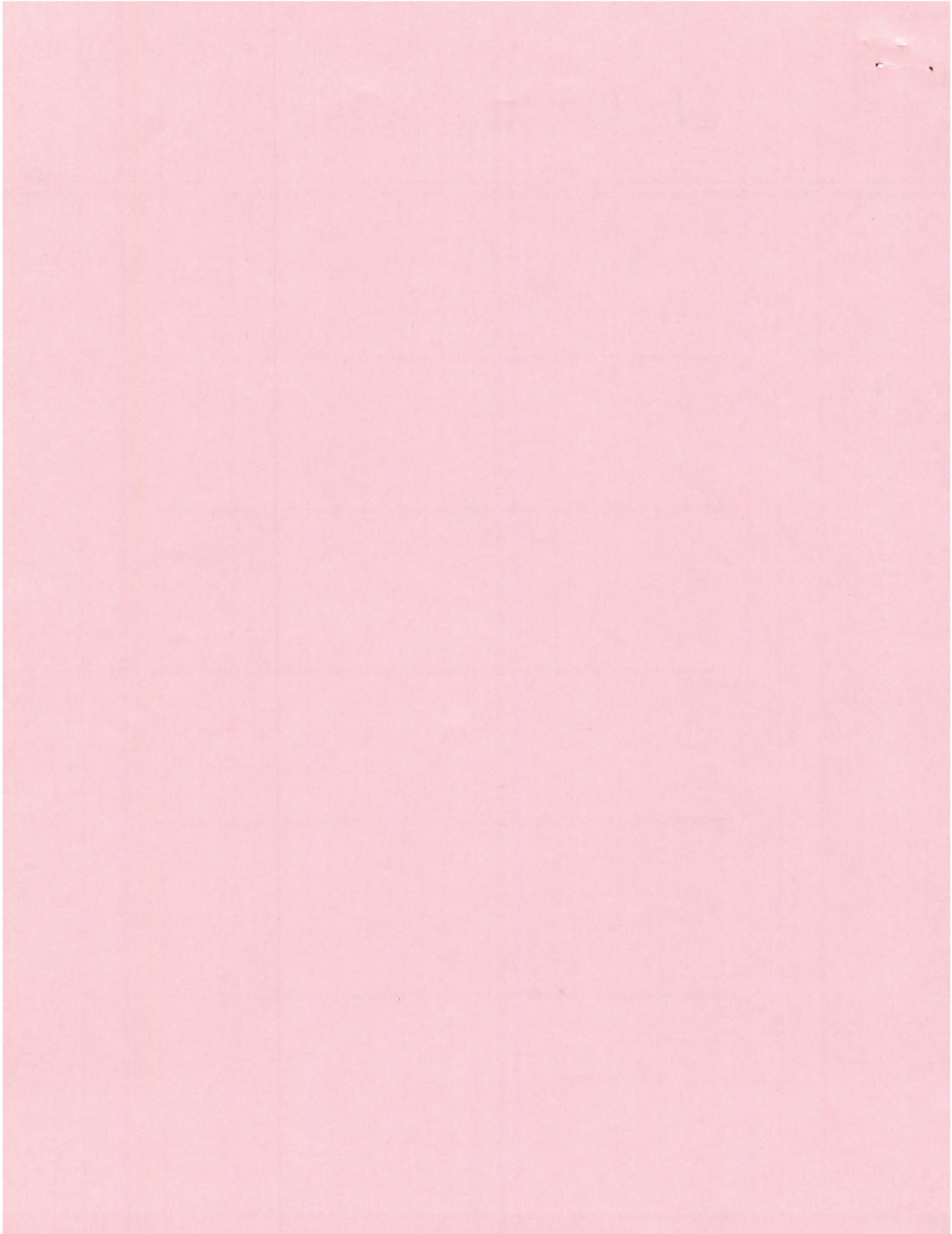
FACULTY MEETING - 3:00 - N125  
Biology Staff Meeting - 2:00 - G133  
Department of English - 2:00 - N203  
Monthly Concert - Brian Minor, Saxophonist - 8:15 PM - CC Theatre

---

## SATURDAY NOVEMBER 14

Nancy A. Ramseur  
Memorial Artists in  
Concert - Anthony &  
Joseph Paratore, Duo  
Pianists - 8:00 PM  
CC Theatre

## SUNDAY NOVEMBER 15





## OFFICIAL ANNOUNCEMENTS

### Agenda for November Faculty Meeting

The regular Faculty Meeting for November will be held Friday, November 13, 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 - Professor Dawson
  - B. Admissions Committee - Professor Reppen
  - C. Curriculum Committee - Dr. Morgan
  - D. Degrees Committee - Dr. Paul
  - E. Faculty Advisory Committee - Dr. Bauer
  - F. Faculty Evaluation Committee - Dr. Miller
  - G. Other reports, if any
- III. New Business
  - A. Degrees Committee proposals - Dr. Paul
  - B. Faculty Advisory Committee proposals - Dr. Bauer
  - C. Evaluation Procedure proposal - Dr. Bauer

\* \* \* \* \*

### Fall Book Order: A Final Notice

For those few departments which were notified last month of library monies yet to be encumbered, we would urge that your requests be submitted to the Acquisitions Department by December 4th. After that date all uncommitted book money will revert to the library.

Floyd M. Zula, Head of Acquisitions

---

## NEWS & GENERAL INFORMATION

All Faculty Members: The Office of Continuing Education is preparing the 1982 Winter/Spring non/credit program of classes and workshops. Please contact Agnes Braganza by campus mail or by telephone (7158/7093) to propose a course. Topics related to CNC's credit curriculum which extend our community outreach are most appropriate. Thank you!

\* \* \* \* \*

### Dean William Parks Memorial Colloquia Series

The Dean's Colloquia Series will present its second program of the year in the person of the poet George Starbuck of Boston University at noon on Wednesday, November 11, in the Campus Center Theatre. Mr. Starbuck is widely considered to be one of the most entertaining poets writing in America today. His humor and wit have captivated audiences for a number of years.

Faculty members wishing to join Mr. Starbuck at lunch after his reading should forward \$4 to Jim Morris, History Department, by Monday, November 9, at the latest.

\* \* \* \* \*

### College Handbook Committee

As of Wednesday, November 4, 46 faculty members had returned their surveys on committees. The Handbook Committee is appreciative of the quick response. If you have not returned your survey as yet, please do so by Wednesday, November 11. At that time the Committee will send out follow-up surveys to those faculty members who have not responded.

The Handbook Committee will tabulate and analyze the responses and selected members of the Committee will meet with each standing committee to discuss its functions and authority. The Handbook Committee requests each committee review its charge as delin-



eated by the Faculty By-Laws, other policy documents and historical precedents.

Bob Durel, Chairman, Handbook  
Committee

\* \* \* \* \*

Announcement of State of Virginia Classified Position Vacancies

CLASS TITLE: Employee Relations Director A CLASS CODE: 27192 (Grade 12)  
SALARY RANGE: \$19,119 - \$26,106 POSITION NO.: 00090 DEPARTMENT: Personnel  
APPLICATION DEADLINE: November 9, 1981 DATE OF VACANCY: November 16, 1981

APPLICATION INSTRUCTIONS: Applicants who meet the minimum qualifications described below and who are interested in the position should submit a résumé to Dean Keith F. McLoughland, Chairman, Search Committee for Director of Personnel, CNC, 50 Shoe Lane, Newport News, VA 23606, no later than 5:00 P.M., November 9, 1981.

DUTIES & RESPONSIBILITIES: Incumbent will be responsible for the development, implementation and nonitoring of the various components of the College's employee relations program. The program includes, but may not be limited to, classification, employment, benefits, equal employment opportunity, training, and employee relations components. The position will report to the Vice President for Financial Affairs.

JOB QUALIFICATIONS: Bachelor's degree required; Master's degree in personnel management, public administration or related field desired. Preference will be given to candidates with professional experience in personnel management and in administration. Must have highly developed oral and written communication skills and be able to interact effectively with the college community.

AREA OF CONSIDERATION: Public at large.

AN EEO/AA EMPLOYER

CLASS TITLE: Clerk Typist C CLASS CODE: 11043 SALARY RANGE: \$9,374 - \$12,797  
POSITION NO: 00067 APPLICATION DEADLINE: November 11, 1981 DEPARTMENT: Admissions  
DATE OF VACANCY: November 16, 1981

APPLICATION INSTRUCTIONS: Employees of the College who meet the minimum qualifacations described below and who are interested in the position should complete the State of Va. Application for Employment (G.O. Form P-12) and submit it to Mrs. Mary Poindexter, Personnel Office, Room 203, Administration Building, not later than 5:00 P.M., November 11, 1981. Typing test required.

DUTIES & RESPONSIBILITIES: Incumbent has full responsibility for clerical processing of Classified and Unclassified applications. Codes application information for entry into the data-based computer information system. Types and mails letters of admission and general correspondence. Assists with entering applicant data into the computer during peak periods. Assumes accuracy of data and subsequent reports by matching hard copy files. Makes maintenance changes on student data in the computer. Serves as secretary to the Associate Director of Admissions.

JOB QUALIFICATIONS: Graduation from high school or equivalent desired. Must possess highly developed organizational abilities and oral and written communication skills. Accurate typing skills with satisfactory speed, knowledge of basic office procedures, previous experience in an office setting. Ability to interact effectively with others, and ability to work under pressure in a non-static environment.

AREA OF CONSIDERATION: Promotional opportunity for CNC employees.

AN EEO/AA EMPLOYER

\* \* \* \* \*

CNC Work of Women Week Presentations

Film Presentation: "You Pack Your Own Chute"



This motivational film dramatizes the fact that most people are their biggest obstacle to progressive growth, through unrealistic fears, by involving the viewer in real life situations in which Dr. Eden Ryl overcomes her fear. This film stimulates each member of its audience to think about their own problems and to take a new look at their moment-to-moment choices of behavior.

Tuesday, November 10, 1981, 12-1 P.M. (30 minute film) Administration Building Auditorium, Room 105.

Wednesday, November 11, 1981, 12-1 P.M. (30 minute film) Administration Building, Auditorium, Room 105. Bring your lunch and join us.

Reception: Friday, November 13, 1981, from 3-5 P.M. in the cafeteria. All female employees are invited to attend.

Includes: Greetings by the President

Display of creative talents of CNC women

Refreshments

Door prizes

Music

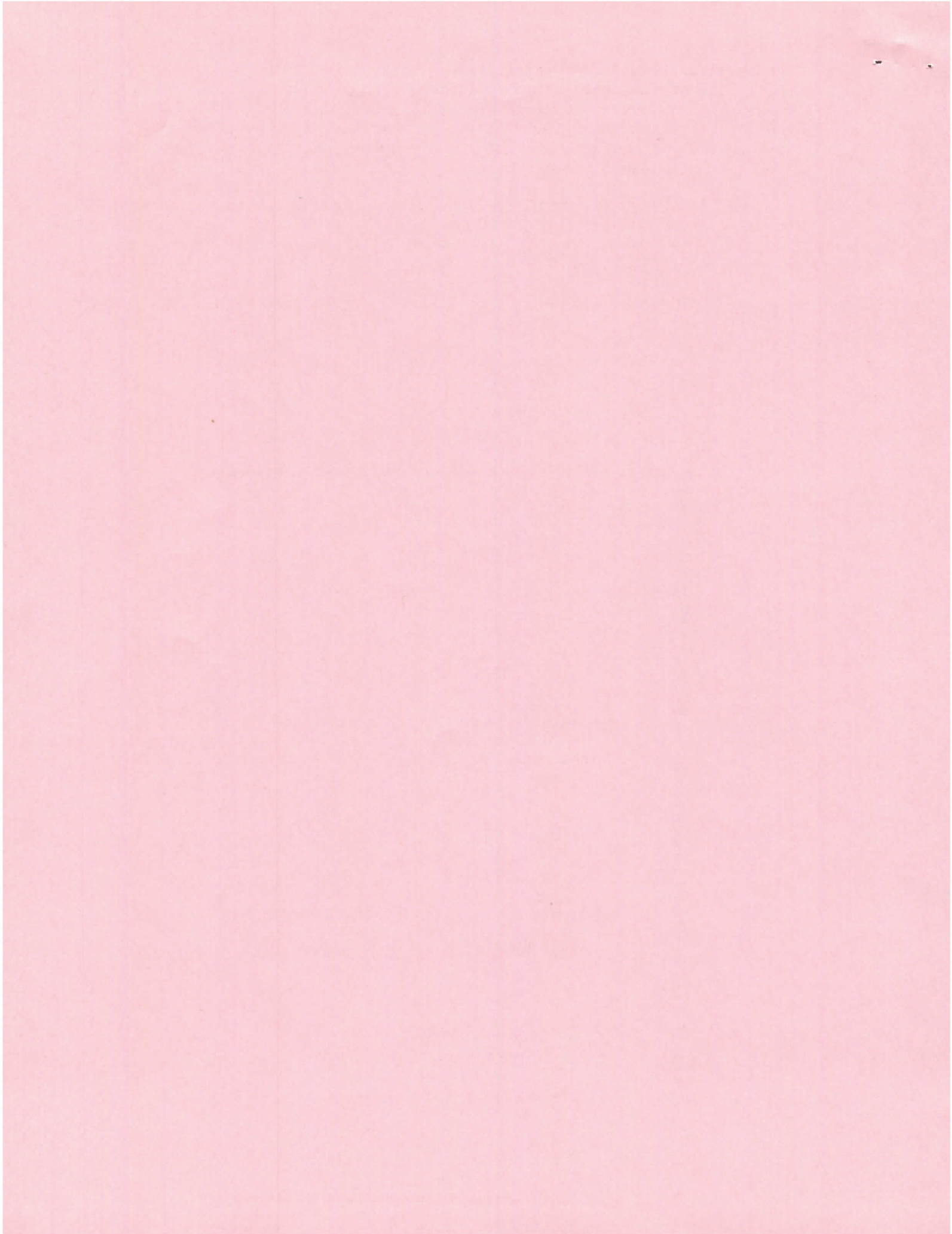
Cordial atmosphere conducive to an afternoon of relaxation and socializing.

*You are invited to attend a Reception  
in honor of All CNC Female Employees  
for the work and service  
you have rendered to the College.*

*Please join us in the CNC cafeteria  
on Friday, November 13th, 1981  
from 3 - 5 p.m.*

*Sponsored by Dr. John E. Anderson and  
the Work of Women Committee*

*R.s.v.p. to Cheryl May, 7093,  
or to Katie Lewis, 7046  
by Wednesday, November 11th, 1981*





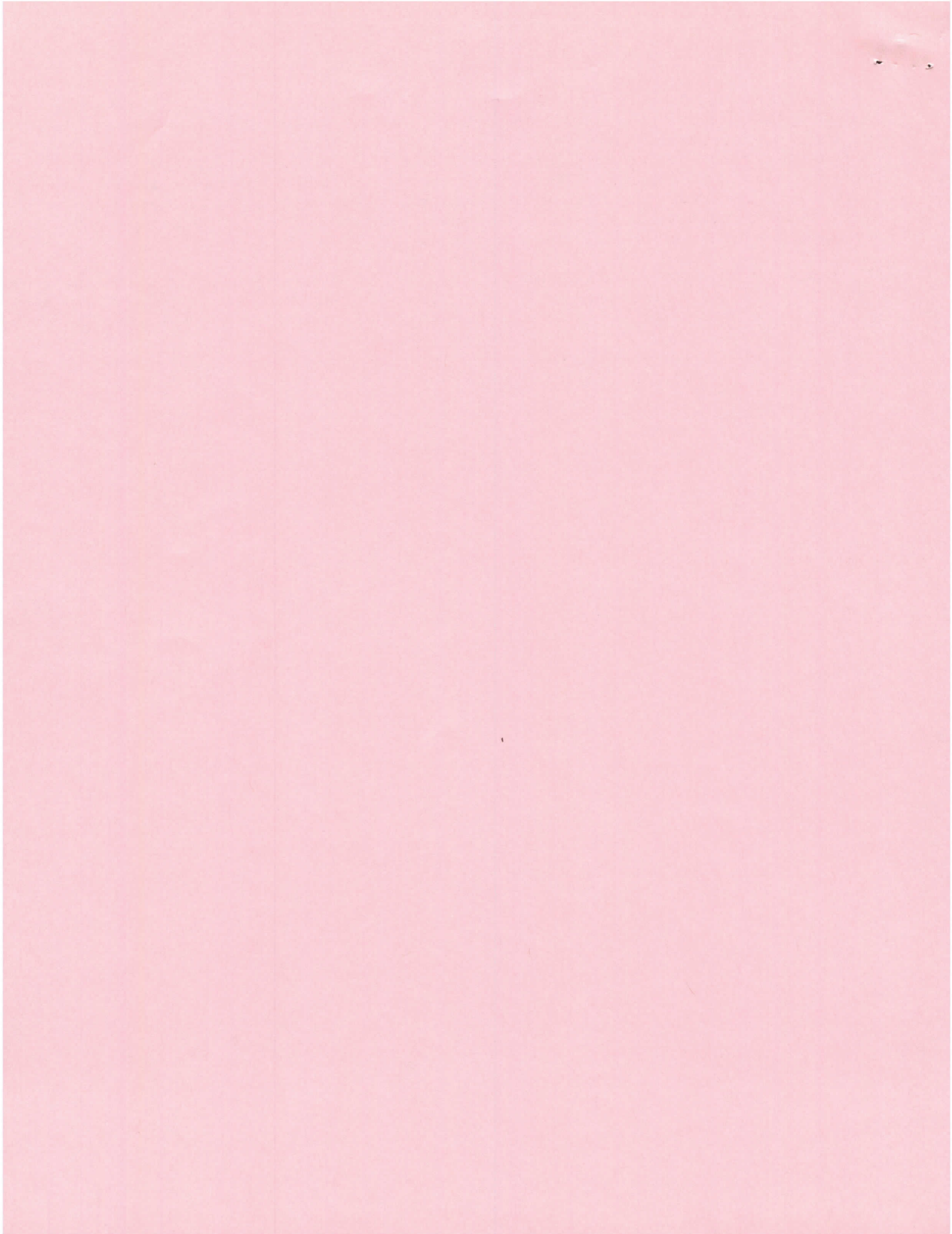
FACULTY/STAFF NEWS

Dr. Algin B. King, Dean of the School of Business and Economics, attended the Twelfth Annual Atlantic Economic Society Conference in New York City on October 10 and 11. He presented a paper entitled, "An Analysis of the Failure of a Product to Progress Beyond Stage I in the Product Life Cycle - A Case Study of the Microwave Oven." Dr. King was invited to appear on WTKR-TV on October 27, to comment on the impact of the Yorktown Bicentennial Celebration on the Peninsula's economy, and on October 29, he was a guest commentator on WGH-FM. His comments centered on the business implications of the drop in the Index of Leading Indicators.

\* \* \* \* \*

The newly formed Hampton Roads Chapter of the American Marketing Association sponsored its first sales/marketing management seminar October 22 at the Sheraton Inn Military Circle. The theme of the seminar was: "Effective Salesmanship." Bob Coker was the seminar leader.

---





COMMITTEE REPORTSDegrees Committee

The Committee on Degrees met at 12:15 on October 27 and November 3. to consider the following student petitions:

- Case #1 Student petitioned to be exempted from physical education activities for medical reasons.  
Committee Action: Recommend approval based upon medical documentation on file and based upon faculty guidelines.
- Case #2 Student petitioned to combine Speech 201, Public Speaking and a transferred Humanities course to satisfy the Humanities distribution requirement for a business major.  
Committee Action: Recommend approval based upon departmental approval and approval of the division coordinator.
- Case #3 Student petitioned to be allowed to present 12 hours of business courses beyond the 42 hours maximum.  
Committee Action: Recommend approval based upon departmental approval, advising problems, and an unclear policy in the catalog.
- Case #4 Student petitioned to be allowed to present 6 hours of business courses beyond the 42 hours maximum.  
Committee Action: Recommend approval based upon departmental approval, advising problems, and an unclear policy in the catalog.

No committee action taken on 2 cases.

Dr. Jay Paul, Chairman

---

