



CHRISTOPHER
NEWPORT
COLLEGE

Date June 19th

Number 28 of 1987

THE CHRONICLE

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Monday

June 22

Ad Hoc Student Assessment Committee - Noon - Terrace

Tuesday

June 23

Wednesday

June 24

Thursday

June 25

Friday

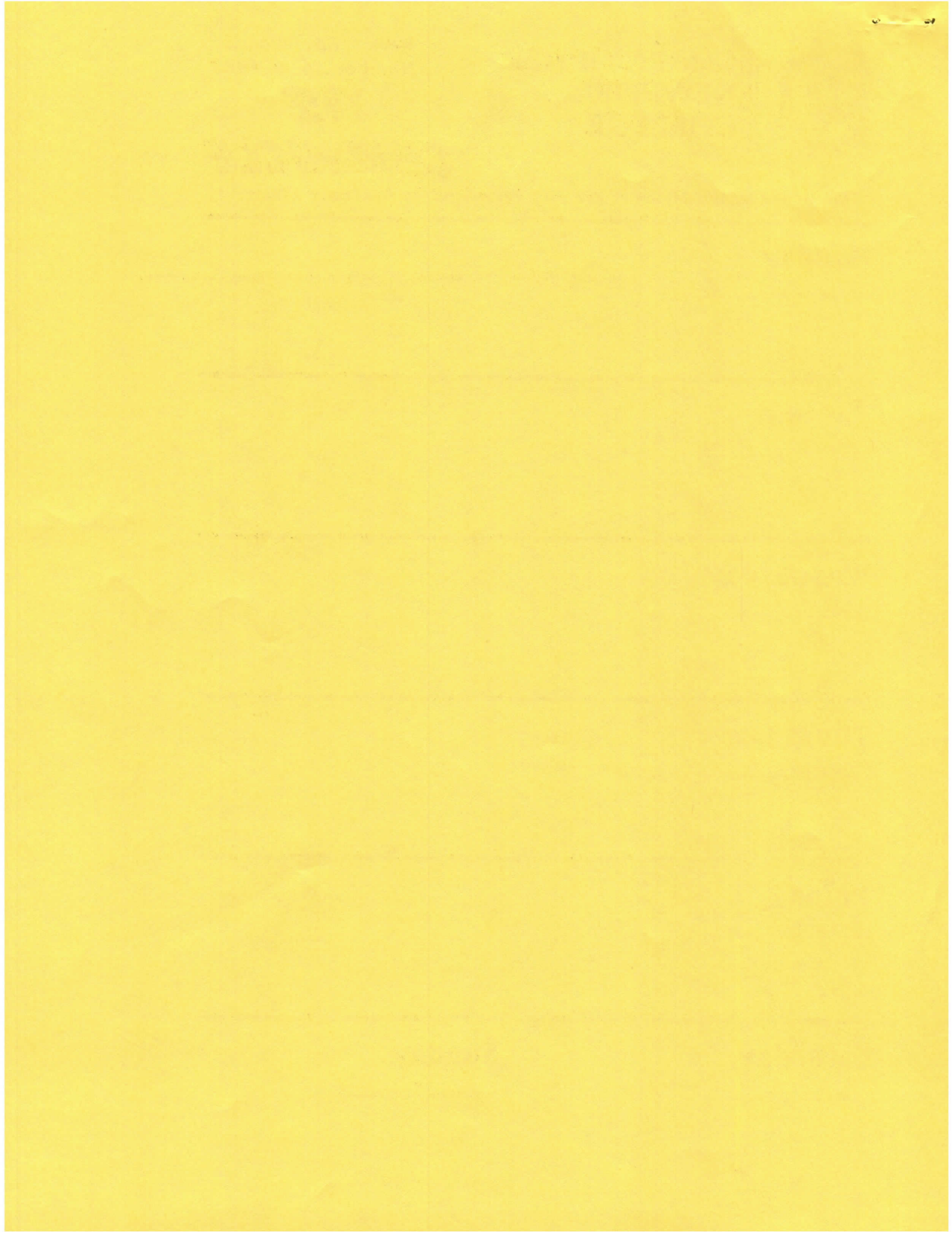
June 26

Saturday

June 27

Sunday

June 28



Official Announcements

Permission to Travel Abroad

Any employee who is planning to travel outside the boundaries of the United States (and its territories), and hopes to receive state funds in full or partial support of the travel or travel-related activities, must receive prior state approval. Dennis Ridley, Assistant to the Vice President for Academic Affairs, is your point of contact for obtaining this permission from the Secretary of Education. You must fill out a one-page form, "Request for Approval of Travel Outside the Boundaries of the U.S. and Its Territories," which is available from the Office of the Vice President for Academic Affairs.

-- Asst. to the VPAA

News and General Information

Summer Institute of the Arts Held on Campus

The Summer Institute of the Arts sponsored by the Newport News Public Schools in conjunction with CNC will be held on our campus again this summer each MTWR from 8:30 AM to 3:30 PM, June 29 to August 6. Students who successfully complete a concentrated six-week program in dance, drama, fine arts, or theatre will receive high school credit. Culminating exhibits, performances, and a reception will be held on campus Sunday, August 9.

-- Rita Hubbard, CNC SIA Director

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Correction in the 1987-88 CNC Telephone Directory

Please note that the listing on the first page of Theatre, under Campus Center, X7152, should be changed to: Theatre Manager, X7358.

Closing of John W. Gaines Theatre

The John W. Gaines Theatre will be closed during two periods in the 1987-88 school year due to extensive repair and installation. These inclusive dates are: August 10 through September 6 and December 19 through January 18. Please plan your events for another location.

Soccer Camp Discount

The Peninsula Soccer Camp will be offering faculty and staff children a discount of \$20 per child. Thus, a \$75.00 fee will be charged instead of the normal \$95.00 rate. Please note your department on the camp application. For further information, contact Seth Roland at 7383 or at home, 599-6893.

-- Seth Roland

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Rate Structure for Services by Office of Graphics and Publications

Effective July 1, 1987, the rate structure for services performed by The Office of Graphics and Publications including design, editing, typesetting, proofreading and paste-up is as follows:

CNC Rates

\$30.00 per hour
\$45.00 per hour
for overtime required by customer
\$15.00 flat rate for student résumés, one-page
\$20.00 flat rate for student résumés, two-page

Non-CNC Affiliated Rates

\$35.00 per hour
\$45.00 per hour
for overtime required by customer

-- Debbie Watkins, Coordinator, Graphics & Publications

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National Faculty Exchange

This is an early reminder to begin considering the possibilities for participating in the National Faculty Exchange Program for 1988-89. (The deadline is November 15, 1987.) A Review of Exchange Opportunities for the current year can alert the prospective participant to

the kinds of opportunities that could be available in 1987-88. In addition, there is an advantage of getting your name in early if you think you may be interested. Your name and field will be included in a preliminary list to be sent out from NFE this summer. This procedure can give prospective participants an advantage in exploring possible exchanges in advance of the time when applications are due.

If you want to receive a copy of Exchange Opportunities or have your name listed as a prospective participant, call me at 7392.

-- Dennis Ridley, Asst. to the VPAA

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OPEN ENROLLMENT WORKSHOPS

Location - Richmond

Technical/Clerical

Using Time Productively	OE 014	July 10
Women in the Workplace	OE 018	July 23
Reducing Stress on the Job	OE 015	August 5
Office Management	OE 028	August 12-13
Public Contact	OE 013	August 20
Introduction to the Automated Office	OE 026	August 28
Basic Writing I	OE 019	September 15
Basic Writing II	OE 020	September 17
Interpersonal Relations	OE 027	September 25
Assertiveness Training	OE 029	September 28

General/Professional

Effective Communication Skills	OE 103	July 8-9
Productively Managing Stress	OE 122	July 13-14
Time Management	OE 121	July 14-15
Fundamentals for Potential Supervisors	OE 110	July 1 -17
Project Management	OE 140	July 16-17
Effective Writing	OE 125	August 13-14
Fundamentals for Potential Supervisors	OE 110	August 18-19
Effective Writing	OE 125	August 19-20
Statistics and Quantitative Techniques for Decision Making	OE 126	August 20-21
Data Processing Concepts for Non Data Processing Professionals	OE 112	September 10-11
Effective Problem Solving/Decision Making	OE 109	September 16-17
Public Speaking	OE 123	September 17-18

Supervisory/Managerial

Personnel Selection/Legal Considerations	OE 206	July 21-22
Conflict Management	OE 208	July 23-24
Leadership Skills for Supervisors	OE 203	July 28-29
Fundamentals for Supervisors	OE 220	August 4-5
Interviewing Skills/Coaching & Counseling	OE 207	August 11
Planning and Scheduling Work Activities	OE 211	August 12-13
Managing Change	OE 307	August 26-27
Women in Management	OE 233	September 21-22
Styles of Management	OE 332	September 23-24

Trainer Training

Trainer Presentation Skills	OE 404	July 29-30
Evaluating Training Programs	OE 405	August 24-25

Location - Norfolk State University

Fundamentals for Supervisors
Managing Change

OE 220
OE 307

August 20-21
September 23-24

Tuition is \$35.00 for each two-day workshop and \$25.00 for each one-day workshop. All workshops will be held from 8:30 a.m. to 4:30 p.m. each day. All fees and travel expenses will be charged to departmental budgets. If you are interested in attending any of these sessions, please contact Becky Moore, Personnel Office (7145) for information concerning enrollment.

-- Becky Moore

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Continuing Education Courses Completed by CNC Faculty/Staff

86/87

is Arnold	Management Development Workshop
rian Barlow	Communicating Nondefensively Getting to "No": Communicating Bad News While Maintaining Good Will
ris Cason	Getting to "No": Communication Bad News While Maintaining Good Will
sa Chambers	Communicating Nondefensively
bby Covairt	Public Speaking for Beginners Communicating Nondefensively Writers' Conference
m Durham	Kiam Teleconference
isan Glaude	Communicating Nondefensively Getting to "No": Communicating Bad News While Maintaining Good Will
arty Henderson	Watercolor Painting
isa Johnson	Communicating Nondefensively Kiam Teleconference
at McDermott	Kiam Teleconference
awrence Nadeau	Communicating Nondefensively Getting to "No": Communicating Bad News While Maintaining Good Will Nonverbal Communications
ebra Ruffin	Sign Language
igene Thibeault	Communicating Nondefensively Getting to "No": Communicating Bad News While Maintaining Good Will Nonverbal Communications
arol Banks	Oriental Carpets
illian Miller	Writers' Conference

-- Becky Moore, Recruiting/Training Specialist

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Personnel News

The Personnel Office would like to welcome and introduce the following new employees:

New Hourly Personnel

Jolene Geiger - Store Clerk B - Bookstore
Steven Jackson - Campus Police Officer - Campus Police

New Classified Personnel

Martin A. Alston - Campus Police Officer

-- Becky Moore

Faculty, Staff, and Student News

Gwendolyn Sharoff recently was a judge in Humorous Interpretation for the AA High School Forensics Tournament held on the CNC Campus and a judge for the drama division of the Newport News Summer Institute of the Arts. Dr. Sharoff also completed a course in Word Perfect, conducted by Computerland at the Sheraton Hotel.

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Wes Pendergrass, Management and Marketing, attended the Fifth Annual Real Estate Practice Seminar offered through the Continuing Legal Education Program of the Virginia State Bar. The seminar was held in Norfolk on May 14 and covered the following topics:

Recent Legislative Changes and Current Case Developments in Real Estate Practice
The Effect of the 1986 Tax Act on Real Estate Transactions
New American Land Title Association Policies
Condominiums and Time-Sharing
Pitfalls in Mechanics Liens for Real Estate Lawyers

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Chief Johnnie Capehart, Sgt. Joyce Huning, Sgt. Eugene Thibeault, Officer Brenda Gesselman, and Officer Larry Nadeau attended a Drug Recognition Seminar at the Peninsula Academy of Criminal Justice on May 27, 1987.

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Officer Evonne Dowdell attended a two day Crime Prevention Seminar in Charlottesville, on June 1&2, 1987.

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David Murray, Campus Center, completed an Electrical-Mechanical Controls program in April, 1987.

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Ann Sharp, Military Science/Education Department, attended two workshops sponsored by the Virginia Association of Educational Office Personnel on May 1 entitled "The Art of Communication" and "Women as Winners."

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On Saturday, May 30, 1987 Theolia Lewis, Secretary to the Vice President for Student Affairs, was one of a group of area craftsmen and artists who participated in the "Festival in the Park." The local indoor-outdoor arts and crafts exhibition was sponsored by the Peninsula Fine Arts Center in cooperation with The Mariners' Museum.

Theolia's demonstration of her handknitting skills and her exhibition of handknitted sweaters combined to win one of the two awards being presented to the regional artists and craftsmen. In the category for "Best Demonstration," Theolia received first place honors which included a check for \$100.

Congratulations Theolia!

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Mary Ashe, a degree candidate in International Culture and Commerce, recently delivered a paper entitled A Philosophical Examination of the "Self" at the University of Maryland-Baltimore. Her paper was given for the Philosopher's Anonymous Society in honor of the Fifth Annual Undergraduate Philosophy Symposium.

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The Peninsula Literacy Council recently published its new informational brochure, "Can You Read?" Most of the writing and design was done by students in Douglas Gordon's English 353, Business and Professional Writing class in the summer of 1986.