

# CNC CHRONICLE

---

June 18, 1990

## ANNOUNCEMENTS

- Musical Thriller      CNC's Opera Workshop presents "Sweeney Todd", June 22 and 23, 8:00 p.m., Gaines Theatre, 4-7089.
- Orientation      Freshman Orientation will be held June 22, and Freshman and Parent Orientation will be held on June 23.
- Calendar of events      Do you have any upcoming event for the summer and fall you want noted in the CNC Calendar of Events? If so, please submit your information to the Office of Public Relations.  
--Submitted by Jo Ann Barbour
- Reminder      The Office of Public Relations will become "College Relations effective July 1, 1990.
- New Hourly Appointment      Donna Kelley, Housekeeping Worker - Physical Plant; Rita S. Schellenberg, Program Support Technician - Personnel Office; Ruth A. Tomaseski, Fiscal Assistant - Business Office.
- Teahouse      The Japanese Tea House in Virginia, a 17-minute video on the history of the Enan Tea House and the reconstruction of the tea house on our campus, is on reserve in the Media Center for use by students, faculty and staff. The video was produced by Nick Koltun and a former CNC student who served an internship in the Public Relations Department last year. The video highlights the cultural importance of the tea ceremony and also includes footage of the original Enan tea house in Kyoto.

---

Have some information you'd like to share with the CNC community?  
Please submit your information in memo form to the Office of Public Relations  
before noon on Wednesday  
Need information?...call 594-7039.



## Holiday Leave

The College will observe the following holiday schedule during the summer and fall:

Independence Day - The College will be closed Wednesday, July 4, 1990. This date is an authorized holiday and annual leave is not charged.

Labor Day - Administrative Offices of the College will be closed on Monday, September 3, 1990. This date is an authorized holiday and annual leave is not charged. Classes will be held as scheduled.

## Leave Activity Forms

Please submit all LEAVE ACTIVITY REPORTING FORMS for all leave taken before June 30, 1990 by June 27, 1990. The leave for June 28 or June 29 will not be keyed until June 29, 1990. It is very important to submit this leave activity prior to the new fiscal year due to the correct reporting on the Leave Liability Report ending June 30, 1990.

Thank you for your cooperation with these time frames. If you have any questions, please feel free to contact Joyce Armstrong, Personnel, ext. 4-7258.

## CONGRATS!

Aline Baker, secretary for International Studies, had a boy! Joseph Michael was born June 13, at 4:27 a.m. and weighing 7 lbs and 12 oz.

## STUDENT, FACULTY, AND STAFF NEWS

### Faculty

George Teschner attended the Eight Annual Conference on Non-Traditional/Interdisciplinary Programs, May 14-16, held in Virginia Beach, and presented a paper entitled "Computer Implementation of Critical Thinking in the History of Philosophy."

### Staff

The College was informed of the demise of Edna A. Appleton on Monday, June 4, 1990, in Bainbridge, Georgia. Edna served as the College's Business Office Manager during her tenure at the College from July 1961 until her retirement in January 1978. We, at the College who knew Edna, are saddened by her death.



NOTICE: Faculty and Staff

The General Assembly approved an across-the-board increase of three percent effective July 1, 1990 and a second increase of two percent effective December 1, 1990 to offset the loss of proficiency increases for classified and wage employees. In addition, an across-the-board increase will be granted July 1, 1991 if funds are available.

Under the new Incentive Pay Plan, effective July 1, 1990, performance increases will not be granted between July 1, 1990 and December 1, 1990. The last proficiency increases based on employee anniversary dates will be granted to employees with a Performance Evaluation Effective Date (or P.I. Date) of June 16, 1990.

Under the Incentive Pay Plan, increases of up to 6.9 percent (three steps) will be approved for exceptional employees. December 1 of each year will become the common performance increase date for most or all employees.

As we move through the transition phase to the new pay plan, the following procedures will take place.

- o Under the Incentive Pay Plan, a modified performance evaluation form will be used to establish performance expectations or standards. The modified form should be in place by November 1, 1990. Therefore, no employee with a Performance Evaluation Effective Date of November 1, 1990 or later should be evaluated using the existing evaluation form.
- o Supervisors will be completing performance evaluations for employees with Performance Evaluation Effective Dates after June 16, 1990 and before November 1, 1990. You should not develop new standards for the next performance cycle using the existing appraisal form. Sometime between September and October, 1990, supervisors will be required to develop new "expectations" or standards and communicate those to employees.

There will be many changes in policies, procedures and forms as we implement the new Incentive Pay Plan. As we learn new information and procedures we will pass this along to each of you through special announcements or training sessions. If you should have any questions during this transition, please call the Personnel Office.





# Christopher Newport College

Newport News  
Virginia 23606-2998

## M E M O R A N D U M

TO: Faculty and Staff  
FROM: Director of Logistics  
RE: New Purchasing Forms  
DATE: June 6, 1990

A revised Purchase Requisition (PR) form is available and ready for use on July 1. The format has been changed and simplified somewhat. A switch to NCR paper has eliminated the need for carbon paper thereby reducing the number of sheets. Basic procedures are printed on the back page, but, step by step instructions for use of the form are available on a separate sheet until the form becomes more familiar to the user.

Please stop by the purchasing office to pick up the new prenumbered forms which have been assigned to your account code(s) before ordering commodities for receipt and payment in the new fiscal year 1990-91.

As always, the purchasing staff is available to assist or answer any questions you may have on departmental purchasing, extensions 4-7104, 4-7553, 4-7033.