



CHRISTOPHER
NEWPORT
COLLEGE

Date May 8
Number 26 of 1987

THE CHRONICLE

Published by the Office of the Vice President for Academic Affairs

Monday

May 11

Tuesday

May 12

Wednesday

May 13

Thursday

May 14

Friday

May 15

9:45 - Graduation Rehearsal - John W. Gaines Theatre

Dept. A&C, Monthly Concert - 8:15 PM - The Percussion Group
John W. Gaines Theatre

Saturday

May 16

Honors Convocation -

5:00 PM - John W. Gaines Theatre

Vice President's
Reception - 6:30-
8:30 PM -
Christopher's

Sunday

May 17

Graduation - 4:00 PM - Lawn

Official Announcements

Holiday Leave

The College will observe the following holiday schedule during the Spring and Summer:

Memorial Day - The College will be closed on Monday, May 25, 1987. This is an authorized holiday and annual leave is not charged. (Note: Minisession classes will be held this date for students and faculty involved).

Independence Day - The College will be closed Friday, July 3, 1987. This is an authorized holiday and annual leave is not charged. (Note: Summer session classes will be held this date for students and faculty involved).

Employees required to work for necessary services on the above holidays are eligible for compensatory leave.

-- Robert C. Hixon, Personnel Officer

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Notice to All Hourly Employees & Supervisors of Hourly Employees

Timesheets: Please adhere to the submission schedule on the reverse side of the yellow timesheets. Timesheets are due in the Payroll Office no Later than Noon on the due date. If a timesheet is not received by the deadline it will not be included on the payroll and therefore, the employee will not receive a paycheck on payday! The timesheet will be held in Payroll and included on the next available payroll that is processed. There will normal-ly be no pay advances granted for failure to meet this established deadline.

If you have a timesheet that does not have a schedule on the back there are some available in the Payroll Office.

If the timesheet has more than 39 hours in one calendar week the appropriate Vice President or President must sign before the time can be paid (see Note 1&2 on the timesheet). These signatures are the responsibility of the employee and/or supervisor to obtain before they are received in the Payroll Office. If they have to be taken from the Payroll Office to the VP's Office for signatures and are not received back in Payroll before the deadline, they will not be processed and will be included on the next available payroll.

-- Submitted by Payroll Office

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Health Benefits - Open Enrollment 1987

Annual enrollment period for the Commonwealth of Virginia Health Care Program is April 15 through May 15, 1987. Employees who wish to change from employee only to family coverage or enroll for the first time or change from one health plan to another must complete an application and have it in the Personnel Office by close of business May 15, 1987 for coverage effective July 1, 1987.

-- Submitted by Elizabeth Welch

News and General Information

Correction in the 1987-88 CNC Telephone Directory

Please note in your 1987-88 Faculty/Staff Telephone Directory that Teresa Harrell is not the LSPE secretary and 7025 is incorrect. The secretary for LSPE is Angela Miller and her extension is 7027.

Thank you for making this correction.

-- Bev Vaughan, Director of Athletics

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Spring/Summer Book Order Requests

The library is now accepting book requests for a spring/summer book order. Any materials you will need for 1986/87 courses should be submitted to your department chairs at this time. Deadline for spring orders is June 15. Book request forms are available in the library acquisitions department.

-- Jennilou Grotevant, Asst. Library Director

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FOUND - a lady's ring. Give accurate description to claim. 599-7157.

-- Submitted by Ethel Wray, Office of Registrar

Faculty, Staff, and Student News

Dean Maris, Dean of the School of Business & Economics, addressed the members of the Tidewater Regional Minority Purchasing Council on April 22 at their monthly meeting in Williamsburg. He discussed the School's undergraduate degree programs and the new Small Business Institute (SBI).

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Through the advantages of the Faculty Development Grant System at CNC, Dr. Marshall Booker, Chairman and Professor of Economics attended the 23rd Annual International Atlantic Economic Conference from April 20-27, 1987 in Munich, W. Germany. He was chairman of the session on Fiscal Theory and Public Policy and presented the results of his own research at the Inflation/Deflation Session. His paper was entitled: "Electronic Funds Transfer: Its Impact and Implications Regarding Float and the Monetary Base."

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On Friday, May 1, Rita Savage and Theolia Lewis, Division of Student Affairs, attended the Virginia Association of Educational Office Personnel workshop "Work Smarter Not Harder." The workshop session, held at Fort Magruder Inn and Conference Center in Williamsburg, was conducted by Mrs. Mary Ellen Mitchell, Director of Personnel, Newport News Public Schools.

Wendell Barbour has recently served on a Southern Association for Colleges and Schools Reaffirmation Committee for Centenary College in Shreveport, LA. He evaluated the library at that institution.

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Wendell Barbour was recently reelected to the Board of Directors of the Newport News Educators Credit Union for another two year term. As the College's representative for the credit union, he welcomes any comments or concerns you may have about its operation.

Committee Reports

Minutes of the Faculty Meeting of April 24, 1987

- I. Minutes of the meeting of March 13, 1987, were approved.
- II. President Santoro advised the faculty that he would be meeting with them by department during the next few weeks. He said that he would come to faculty meetings by invitation whenever possible and that he would like to have faculty representation at administrative meetings. To date, he has been meeting with community leaders who might be able and willing to help the College.
- III. Committee Reports:
 - A. Academic Status Committee--No Report
 - B. Admissions Committee--No Report
 - C. Curriculum Committee--No Report
 - D. Degrees Committee--No Report
 - E. Faculty Advisory Committee--Dr. Doane reported that the FAC had completed its report on the constitution for the Faculty Senate.
 - F. Nominations Committee--No Report
- IV. The recommendation from the Curriculum Committee that the title, prerequisite, and course description of PHIL 102 be changed as outlined in the Chronicle of April 17 was approved.
- V. A motion that the first seven student petitions, as outlined in the April 17 Chronicle, be acted upon separately from the last two petitions was passed. The first seven petitions were approved by the faculty, and the last two were subsequently approved.
- VI. The recommendation of the Degrees Committee that the roster of candidates for degrees in May, 1987, be approved as outlined in the April 17 Chronicle, was approved subject to their satisfactory completion of all applicable requirements.
- VII. The following faculty were elected to the committees listed:
 - A. Faculty Advisory Committee--Buck Miller
 - B. Degrees Committee--Robert Fellowes
 - C. Academic Status Committee--Ronald Persky, David Doughty

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- D. Admissions Committee--Burnam MacLeod
 - E. Faculty Hearing Committee--David King, Thomas Weiss
 - F. Faculty Grievance Committee--Al Millar, Jon Petruchyk, John Dawson
 - G. Nominations Committee--Susan Casey, Donna Scheeter

- VIII. The recommendations of the Nominations Committee that Dr. Douglas Gordon be elected vice chairman of the faculty and that Dr. Richard Cheney be elected secretary to the faculty were approved.
- IX. Faculty approved the resolution introduced by Dr. Sacks and outlined in the Chronicle of April 17.
- X. Discussion of the resolution introduced by Dr. Morris and outlined in the April 17 Chronicle was tabled until the second Fall meeting of the faculty.
- XI. Mr. Richard Butchko reported that the Transition Program, which serves minority students (Virginia residents) who are at risk academically, will witness its first graduates in May. Mr. Butchko noted that of the 100 students served thus far, over 80 percent have been retained. Three graduating in May do so with honors.
- XII. Announcements:
- A. Dr. Summerville announced that this will be the last semester the current evaluation forms will be used. The new form will be a one-page document.
 - B. Dr. Summerville reminded the faculty that the Honors Convocation will take place May 16 and that graduation will be May 17.
 - C. Dr. Summerville announced the retirement of Professor Ruth Kernodle.
- XIII. The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Madeline Smith, Faculty Secretary

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Report from Board of Visitors Committee on Development & College Relations

The Development and College Relations Committee received a report from Barry Wood, Director of Development, concerning the annual fund raising drive for the months of May, June, and July. The intended target is to raise \$250,000 in monies or pledges of monies. This fund drive will target five areas: Business, Professionals, Alumni, Faculty and Staff, and special friends of the College. In addition, Mr. Wood reported that he and President Santoro have been identifying ten long term projects varying in nature. Paula Delo, Director of Public Relations, reported on the success of the Viet-Nam Symposium and that this successful project was covered by all major local television stations. In addition, Ms. Delo reported on a monthly communications letter that will be directed to the faculty as a source for keeping abreast of what faculty members are doing in research and community service. Also, Ms. Delo emphasized that library cards for CNC library are being issued to local news media personnel. She also reported that an update on CNC's Speakers Bureau is forthcoming.

Mr. Bev Vaughan, Director of Athletics, informed the committee that a list of goals relative to the athletic program were submitted in February as well as fund raising drives being planned by Barry Wood and him for CNC's intercollegiate athletic activities. Mr. Vaughan also reported that a part-time employee salary schedule is being developed and should be in place for the next fiscal year.

-- Submitted by Carl Colonna
