

Lib. Archives

CNC CHRONICLE

1982-83

August 5th
#21 of 1983

MON.

AUGUST 8

TUE.

AUGUST 9

WED.

AUGUST 10

VPAA / Deans and Directors -- 2:00 pm

THU.

AUGUST 11

FRI.

AUGUST 12

SAT.

AUGUST 13

SUN.

AUGUST 14

Published weekly by the
Vice President for
Academic Affairs

OFFICIAL ANNOUNCEMENTS

College Status Change

The Status Upgrade Self-Study and Proposal for Graduate Programs at Christopher Newport College was submitted to the Staff of the Council of Higher Education in June. Council Staff is now in the process of selecting a visiting committee which will come to the College in September for the purpose of assessing its state of readings and making recommendations to the Council itself as to whether or not the status upgrade should be authorized. Copies of the Self-Study and Proposal have been given to the President, each of the three vice presidents, the three academic deans, the Library Director, the Chairman of the Curriculum Committee, the Board Liaison Officer, and each member of the Status Change Steering Committee (Daly, Doerries, Durel, King, Papageorge, Powell, Summerville). Two additional copies have been placed on reserve in the Captain John Smith Library. Members of the academic community are invited to review the Self-Study and Proposal. The Status Change Steering Committee invites comment; its members will be pleased to discuss the document's substance with all interested parties. As soon as the composition of the visiting committee and the dates of its visit have been determined, they will be announced publicly.

-- Vice President for Academic Affairs

* * * * *

Unescorted Minors

Campus Security has reported an increasing frequency of unescorted minor children roaming the campus. Members of the college community are asked not to leave children unattended on college property. Although our campus is a generally quiet and safe place, we have very hazardous activities underway on our construction sites. In addition, the presence of playful and unsupervised minors can prove disruptive to the business of the College. Your cooperation in this matter would be much appreciated.

-- Vice President for Financial Affairs

* * * * *

Fall Holiday Schedule

The College will observe the following holiday schedule during the Fall Semester:

LABOR DAY - The College will be closed on Labor Day, September 5, 1983. This is an authorized holiday, and annual leave is not charged.

THANKSGIVING - The College will be closed on Thanksgiving Day, November 24, and on Friday, November 25, 1983. Both days are authorized holidays and annual leave is not charged.

CHRISTMAS & NEW YEAR'S DAY - The College will close at 12:00 noon December 23, 1983, and remain closed until 8:00 am, January 3, 1984. All of these days are authorized holidays with the exception of December 23, 1983. Traditionally, Governors have authorized State government offices to be closed for one-half day for Christmas Eve. Taking this practice into consideration, one-half day will be observed as Christmas Eve on December 23. If the Governor does not authorize the additional four hours of Christmas leave, four hours of annual leave will be charged for the afternoon of December 23, and classified employees will be required to submit a report of leave taken.

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

-- Personnel Office

* * * * *

Assistant to the President - CNC

Christopher Newport College seeks nominations and applications for the position of Assistant to the President.

The College is an undergraduate, coeducational, nonresidential state supported institution

serving the Peninsula area of Virginia. Enrollment is 4300 students within six degree programs covering twenty-five disciplines.

The Assistant to the President performs all duties as directed by the President and serves at the pleasure of the President. Academic rank in a department possible, depending on degrees and experience. The duties of the Assistant include, but are not limited to the following:

1. Draws, executes, and reviews College and Board documents and advises President;
2. Serves as the point of contact for the Director of Development, Director of Athletics, and Director of Public Relations;
3. Assembles data for presentations by President;
4. Assists in liaison to State Legislature and administrative agencies (including the Attorney General);
5. Assists in solving student and faculty problems;
6. Assists in coordination among Vice Presidents of the College.

Minimum requirements are:

1. LL.B. or J.D. degree from a regionally accredited institution;
2. Evidence of professional activity in the research for and preparation of cases in one or more of the following: EEOC and Personnel Matters; Public Procurement Regulations; Educational Case Law; and Contract Law;
3. Must be acceptable to the President and Board of Visitors. An on-site interview will determine acceptability.

Experience in higher education or related activity preferred.

Salary begins at \$24,000, negotiable, dependent upon experience and qualifications.

Send résumé:

Chairman, Assistant to the President Search Committee
Christopher Newport College
Newport News, VA 23606

Closing Date: August 20, 1983

Christopher Newport College is an Affirmative Action, Equal Employment Opportunity Employer.

-- James C. Windsor
Chairman, Search Committee

* * * * *

Duplicating

Connie Brown, the offset press operator will be on vacation August 15th - 19th. Please plan your duplicating needs accordingly.

-- Director of Logistics

* * * * *

Warehouse

The Current edition of the Central Stores Catalogue has been printed and for economic reasons only one copy per department has been issued. For those who find one catalogue in a central location cannot serve all members of the department, please notify Lynnette Jenkins in the Purchasing Office for additional copies.

Please note the following changes in the new catalogue:

Discontinued Office Supplies

<u>ITEM</u>	<u>AVAILABLE QUANTITY</u>	<u>UNIT PRICE</u>
Tabs, index, 1/2", in the following colors:		
orange	75 feet	.09
pink	88 feet	.09
red	87 feet	.09
yellow	82 feet	.0

Notice: Changes to 1983 Central Stores Catalog

Price increase

Stock no. OS-R-005, Ribbon, correctable, cassette, black, for memory typewriter

<u>OLD PRICE</u>	<u>NEW PRICE</u>
\$4.34	\$6.48

Addition

Stock no. OS-C-039 Correction tape, lift-off, (for use with IBM electronic memory typewriter)

Issue Unit: Each
Unit Price: \$5.87

DISCONTINUED OFFICE SUPPLIES - All remaining stock on discontinued list will be issued at half the unit price.

<u>ITEM</u>	<u>AVAILABLE QUANTITY</u>	<u>UNIT PRICE</u>
Bindings, plastic, beige, 7/8"	8 each	.11
Bindings, plastic, white, 1-1/8"	13 each	.14
Card cabinet, metal, for 3 x 5 cards	6 each	8.06
Card cabinet, metal, for 5 x 8 cards	4 each	12.78
File pocket, light weight, letter size	37 each	.22
Finger pads, No. 11	30 each	.09
Finger pads, No. 11½	29 each	.09
Finger pads, No. 12	5 each	.09
Stamp pad ink, red, brush-on	4 each	.80
Stamp pad ink, red, roll-on	6 each	.80
Stamp pad, red	11 each	.66
Stamp pad, blue	32 each	.66
Labels, round, 3/4", white, self-adhesive	6 boxes	2.11
Type-Out, sheets, yellow	10 packs	.26

Staples, heavy-duty, 3/8", Swingline No. SF-13	1 box	.38
Markers, red, "Sharpie"	49 each	.41
Moisteners, porcelain, white	14 each	3.05
Punch, one-hole	6 each	3.66
Reinforcements, gummed	21 boxes	.19
Typewriter ribbon, blue, for IBM Model D	11 each	3.02
Spirit correction pencil	5 each	.44
Tape for adding machines, 2½"	3 each	.26
Tabs, index, ½", in the following colors: blue	79 feet	.09
clear	164 feet	.09
green	73 feet	.09

-- Director of Logistics

* * * * *

College Handbook

The College Handbook for 1983-1984 is now in print and has been distributed to all faculty and to many administrative offices. Members of the academic community who have not received a copy and who have need for one should so advise Mrs. Webber Casey (7050).

-- Vice President for Academic Affairs
