

CNC CHRONICLE

Jan. 13, 1992

BUSINESS BREAKFAST -- Dr. Marshall Booker will present his annual Economic Outlook at the next Peninsula Business Breakfast, 8 a.m. Jan. 14 in the Anderson Auditorium. A free continental breakfast will be available in the Admin Building lobby beginning at 7:30 a.m.

JOSEPH CENTER SEMINAR -- There's still time to register for the Joseph Center Seminar course (Gov. 461) that will focus on the ports of Hampton Roads. This seminar will include guest speakers from SEACOM and include guided tours of area ports. Faculty who know of any junior or senior students who would benefit from this interdisciplinary course are asked to contact Bill Winter immediately.

HOURLY EMPLOYEE -- Carol A. Brooks -- Executive Secretary -- President's Office.

PRINTERS AVAILABLE -- The Office of Information Technology Services has six Citizen MSP-15 Printers in good condition. If you are interested in obtaining such a printer, please call Ext. 4-7180.

HOURLY EMPLOYEE -- Martha C. Moss -- Secretary Senior -- Continuing Education/LifeLong Learning Society.

GRANTS NOTICE -- The National Institutes of Health have announced the availability of a Request for Applications for cooperative agreements to develop, implement and evaluate a coordinated program of community-based health behavior interventions to lower the unacceptably high rates of morbidity and mortality among minority youth. The lead NIH institute for this program will be the National Institute for Child Health and Human Development. Applications from minority individuals and women are encouraged. Projects may extend up to five years, with initial award slated for Nov. 1, 1992. Eight awards, totaling \$5 million, are planned. Submission deadline is May 15, 1992. A letter of intent to apply must be received by NIH by Feb. 1, 1992. Please stop by the Grants Office and refer to the Dec. 13, 1991 NIH bulletin. (Direct contact with NIH sponsors is authorized and encouraged, but the full notice should be read prior to calling NIH.)

DEAN SEARCH -- Applications are being accepted for the position of Dean, School of Business and Economics. Review of applications by the search committee begins Jan. 15. Although it is not possible for everyone to be on the search committee, it is possible to be a contributor to the search. If you know of anyone who meets the

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.

qualifications and is interested in becoming a part of CNC, please encourage them to apply for the position. If you have any questions, comments or suggestions regarding this search, please contact Dr. Marshall Booker at Ext. 4-7174 or Pat Harvey at Ext. 4-7933.

COMPUTER EQUIPMENT -- There are only a few days remaining to pick up various pieces of computer equipment. Available are keyboards, terminals, monitors and three-way switch boxes. If you are interested in any of this equipment please contact the Office of Information Technology Services, Ext. 4-7180, immediately. Any equipment not picked up by Jan. 17 will be placed on surplus.

HOURLY EMPLOYEE -- Lorraine M. Westphal -- Fiscal Assistant -- Personnel/Payroll.

HOURLY EMPLOYEE -- Dawn M. Nelson -- Store Clerk -- Bookstore.

FACILITIES RESERVATIONS -- The reservations office requests that all reservations be submitted at least one week prior to an event. At the time the request is made, you must specify equipment needs, room set-up and any media needs. We will try our best to accomodate you, but due to lack of staff we are limited in time and resources. We appreciate your continued support. **Virginia Keithley**

HOURLY EMPLOYEE -- Brenda J. Callahan -- Secretary Senior -- Sociology & Social Work.

NEW LEAVE POLICY -- A new school assistance leave policy went into effect Jan. 1, 1992. Under this policy, classified employees may take leave to meet with a teacher or administrator of any elementary, middle or high school concerning the employees' children, step-children or children over whom the employees' have custody. Employees also may take leave to attend any school function in which those children participate. In addition, employees may take leave under this policy to perform any school-approved volunteer work to assist any public elementary, middle or high school. Any public school teacher or administrator may provide this approval. Maximum hours for classified employees may not exceed eight hours per calendar year. The paid leave granted under this policy is in addition to other paid leave (e.g. annual leave). When completing prior approval and leave activity forms, the leave code to use is "SA". Any hours requested in excess of the allotted eight hours will be charged to other available balances as follows: overtime leave, compensatory leave, annual leave or leave without pay. Leave under this policy will be forfeited if not used in the calendar year and will not be carried over into the next calendar year. In addition, employees will not be entitled to payment for this leave upon separation from state service. Employees must receive **prior approval** from their supervisors regarding the scheduling of this leave. A supervisor may require that the leave be taken at a different time, based on the needs of the department or office. If you have any questions about this, or any other, personnel policy, please contact the Personnel Office.

COMBINED VIRGINIA CAMPAIGN -- CNC employees generously contributed \$5,107 to the Combined Virginia Campaign. Thank you for your participation in this worthwhile campaign.

MESSAGE OF THANKS -- To all my friends across the campus: My thanks and best wishes to each of you who made my 20 years at CNC exciting and rewarding. It was a wonderful experience for me and one I shall never forget. I particularly want to thank Jackie Haskins, whom I failed to mention at the party, for hiring me in the first place. Thanks, Jackie!

I was overwhelmed at such a grand retirement party. Thanks to each of you who planned, attended and contributed to the party and the wonderful gifts and signed the cards -- but more importantly, for being my friend. I look forward to my "leisure" time, but I will truly miss seeing you. My best to you in '92 and beyond.

Joanne Landis

RADIO INTERVIEW GUESTS NEEDED -- WHRV-FM 89.5, one of Hampton Roads' two public radio stations is looking for CNC faculty members to be guests on two, weekly radio interview shows. If you are interested, please call John Campbell at 4-7039.

Thinking Out Loud is a half hour program focusing on the resident and visiting scholars at area campuses and covers a broad range of issues and subjects being discussed on local campuses.

Options in Education focuses on the multitude of issues facing the education establishment today.

PHOTOS NEEDED -- Color photographs of students and teachers in classroom and laboratory situations are still needed. Faculty who would like to participate are asked to contact John Campbell at Ext. 4-7039 as soon as possible so that times may be scheduled for a photo shoot. Your support of this project will be greatly appreciated.



Christopher Newport College

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Office of Information Technology Services

To: **Chronicle**
From: **ITSV** *Kathryn McCubbin*
Subject: **Computer Facilities for Spring, 1992**
Date: **January 8, 1992**

	<u>Resource Center</u>	<u>McMurran PC DOS</u>	<u>DEC</u>	<u>Business School</u>
MW	9a.m. to 10p.m.	same	same	4 - 7p.m.*
TTh	9a.m. to 10p.m.	same	same	4 - 7p.m.*
F	9a.m. to 4p.m.	same	same	none*
Sa	Noon - 6p.m.	same	same	none
Su	Noon - 6p.m.	same	same	none

*This lab is available, but unattended, from 8a.m. to 4p.m.

The New Computer Resource Center

The Resource Center is located in McMurran Hall, room 123. It contains computer equipment for disabled students and faculty, two DEC work stations, two diskfull PC DOS computers with printers, 8 APPLE IIe computers with printers, 5 MAC SE Macintosh computers connected to a laser printer. The Resource Center is intended primarily for the use of faculty who wish to spend time with their students in a computer environment outside of their offices and the open labs. Informal workshops are held each Friday afternoon for faculty and staff. These workshops provide an opportunity to examine new software and share computer experiences, problems, and solutions.

Reservations of Labs by Faculty

Reservations for the use of Gosnold 123 during non-class hours and other labs at any hour can be made by calling Vicki Simerly at x4-7180. Reservations are limited to one hour intervals.

The Business School Lab

The Business School lab will increase the hours that a student assistant is available as the semester progresses. Please call 4-7180 if you or your students are experiencing trouble with the equipment in this lab. With the exception of "Up Your Cash Flow" all software available in this lab is also available in the PC DOS lab in McMurran Hall which has extended lab hours.

New Requirements for Students Using the Open Labs

Use of the PC DOS lab and Resource Center requires students to present their library cards with bar code identifiers.

Gosnold 123, the Computer Classroom

Students cannot use G123 as an open lab since the computer network for that classroom automatically disallows student users after 10p.m. Monday through Thursday and from 2p.m. Friday until Monday morning at 8a.m. All software available in this classroom is also available in the PC DOS lab in McMurran Hall which has extended lab hours. Faculty who teach in G123 have access to the network at all times.

January 12, 1992

AN EQUAL OPPORTUNITY EMPLOYER

AN ANNOUNCEMENT OF A CLASSIFIED POSITION

<u>CLASS TITLE:</u>	Executive Secretary	<u>POSITION NO.:</u>	00043
<u>SALARY RANGE:</u>	\$16,135 - \$24,636	<u>GRADE:</u>	06
<u>APPLICATION DEADLINE:</u>	January 17, 1992	<u>CLASS CODE:</u>	11037
<u>DEPARTMENT:</u>	VP for Finance Office		

APPLICATION INSTRUCTIONS: APPLICANTS WHO MEET THE MINIMUM QUALIFICATIONS DESCRIBED BELOW AND ARE INTERESTED IN THE POSITION SHOULD COMPLETE THE COMMONWEALTH OF VIRGINIA APPLICATION FOR EMPLOYMENT (DPT FORM 10-012) AND SUBMIT TO MRS. JOYCE P. ARMSTRONG, PERSONNEL OFFICE, ADMINISTRATION BUILDING, ROOM 201, NO LATER THAN 4:00 P.M., JANUARY 17, 1992.

DUTIES AND RESPONSIBILITIES: Incumbent manages day-to-day operation of the Office of the Vice President for Finance. (S)He reviews the Vice President's mail and determines appropriate distribution; gathers data to prepare responses for the Vice President; prepares routine correspondence and reports; prepare Vice President's draft material in final form; reviews and edits documents submitted for Vice President's approval; prepares spreadsheets, charts and tables; route appropriate travel requests of staff reporting to Vice President, transmits instructions and information, makes decisions requiring judgment and knowledge of state and college policy in absence of the Vice President. Incumbent insures timely and accurate flow of information to and from the Vice President. Incumbent manages the VP's calendar, insuring that appropriate backup information is available for each days activities and maintains a calendar. (S)He compiles information of special events to apprise the Vice President. Incumbent makes arrangements for travel and compiles information for meetings and conferences. (S)He screens and acts upon telephone calls directly related to the VP. (S)He independently interprets non-routine requests, using tact, judgment, and knowledge of policy. Incumbent receives and screens visitors and directs them to the person and/or location appropriate with their request. (S)He orders office supplies. (S)He maintains office files with contents in proper order and retrieves information from such files as requested. Incumbent performs other special tasks, duties and special projects as requested by the VP.

JOB QUALIFICATIONS REQUIRED: HS graduate or equivalent. Previous secretarial experience. Excellent typing skills (60 WPM). Demonstrated executive office management skills in a major corporate setting or in a college/university setting. Demonstrated skills in the use of computer/word processor and associated software packages, (Word Perfect and Lotus). Demonstrated ability to respond and provide assistance to a wide variety of people. Effective communication skills, both orally and in writing. Demonstrated ability to work independently and the ability to interpret policies. Some college coursework preferred.

AREA OF CONSIDERATION: OPEN TO THE PUBLIC.

NOTE: Test or acceptable evidence of typing will be required. CNC hires only U.S. citizens and aliens lawfully authorized to work in the U.S.

AN EOE/AA EMPLOYER

"And Still We Rise... Surviving the Crises of the 90's"

**A Commemorative Program
in honor of**



Rev. Dr. Martin Luther King, Jr.

Guest Speaker: Dr. Maxine Mimms, Founder and
Executive Director
The Evergreen State College -
Tacoma Campus
Tacoma, Washington

Guest Choir: The New Life Church Mass Choir
Director, Mr. Micheal Gilliam
Pastor, Rev. Lawrence Lewis

Reception music provided by Simply Music

**Monday, January 20, 1992
Christopher Newport College
Gaines Theatre
6:30 p.m. to 8:00 p.m.**

*For additional information contact Mrs. Marian Carrington, Director of
Minority Student Services at 594-7335*

