

The C.N.C. Chronicle

MONDAY

NOVEMBER 23

10:00 P.M. - Beginning of Thanksgiving Holiday

11:00 - Curriculum Committee - A449

Women's Basketball - Mary Washington College - 6:00 P.M. (away)

TUESDAY

NOVEMBER 24

11:00 - Administrative Council

WEDNESDAY

NOVEMBER 25

THURSDAY

NOVEMBER 26

Thanksgiving Day - Closed

FRIDAY

NOVEMBER 27

Closed

Men's Varsity Basketball - California State - 7:00 P.M.
Virginia Wesleyan

SATURDAY

NOVEMBER 28

Men's Varsity Basketball - 7:00 P.M. -
Virginia Wesleyan

SUNDAY

NOVEMBER 29

OFFICIAL ANNOUNCEMENTS

Operating Hours for Administration Building

Normal operating hours for the Administration Building are 6:00 A.M. to 11:00 P.M. Monday through Thursday, and 6:00 A.M. to 6:00 P.M. on Friday. The building is closed and air handling and conditioning systems are automatically off at other times.

The use of A-105, or any other area of the Administration Building, during normally closed hours requires pre-heat or air conditioning for the entire building. A selective air handling capability is not installed.

The use of A-105 is thus very costly in terms of utilities. In the interests of energy conservation and economical use of resources, the use of A-105 during normally closed hours is discouraged.

James D. Eagle, Vice President for
Financial Affairs (Acting)

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Media Center Hours

As classes are not in session Tuesday, November 24, through Friday, November 27, the Media Center will not be open at night on Tuesday, November 24, or Wednesday, November 25. On these two days the Media Center will close at 5:00 P.M. Hours of operation on Friday will be as usual (8:00 A.M. - 4:45 P.M.).

Frank Edgcombe, Assistant Library
Director for Media and Technical
Services

NEWS/GENERAL INFORMATION

Army ROTC Scholarships

Spring semester is the time of application for ROTC Scholarships. All full-time freshmen and sophomores are eligible with separate categories that will accommodate students whether currently enrolled in ROTC or not. Scholarships are for both men and women and provide for tuition, all academic fees, books, plus \$1000 per year for a living expense. There is a 4 year commitment to the U.S. Army upon graduation and commissioning as a second lieutenant. If you are advising students who may be interested, have them contact Major David Pastor at the ROTC office 599-7169/7284.

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State of Virginia Classified Position Vacancy

Class Title: Accountant A Class Code: 23011 Salary Range: \$11,195-\$15,293
Position No.: 00107 Application Deadline: November 23, 1981
Department: Business Office Date of Vacancy: December 1, 1981

Application Instructions: Employees of the Commonwealth of Virginia who meet the minimum qualifications described below and who are interested in the position should complete the State of Virginia Application for Employment (G.O. Form P-112) and submit it to Mrs. Mary Poindexter, Personnel Office, second floor, Administration Building, not later than 4:00 P.M., November 23, 1981.

Duties & Responsibilities: The incumbent will be responsible to the General Accounting Supervisor for local fund transactions. He/she will prepare, disburse, and account for manual checks, prepare financial reports for restricted funds and gifts and certain required Federal and State reports, create accounts and maintain account files, analyze and reconcile certain accounts, process vendor invoices for payment, and travel authorizations and advances, maintain capital asset records, and control distribution of petty cash funds.

Job Qualifications: High school graduate or equivalent desired, supplemented by clerical experience which involved accounting, auditing or responsible bookkeeping. Additional education which included courses in accounting or bookkeeping may be substituted for experience. Considerable knowledge of bookkeeping principles and practices and of modern office methods and equipment; ability to make arithmetic calculations; ability to prepare and interpret basic financial statements.

Area of Consideration: Open to the public. An EEO/AA Employer.

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Library Staff Emergency Absences

Five members of the library staff will be absent from the library for an extended time due to maternity leave, personal illness or family emergencies. In particular, all three staff members, Frank Edgcombe, Ava Jackson, and Jackie Sansom, in the Media area of the library will be absent for several weeks. During their absence, other members of the library staff, who do not have media training, will attempt to provide basic services in this area; however, no one with media expertise will be available to assist with media projects or emergency repairs. Your patience and understanding during this time will be appreciated.

Bette Mosteller, Library Director

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Directory Corrections

Page 3, Financial Affairs, Vice President 7040
 Dr. Windsor, Wingfield 112
 Michele Thomas, W116
 Dr. Doerries, W113
 Dr. Engel, Phone No. 7065

FACULTY/STAFF NEWS

Liz Daly conducted two workshops in Classroom Management on October 7 and November 11 with the faculties of Tyler and Burbank Schools in Hampton.

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Dr. Algin B. King, Dean, School of Business and Economics, addressed the Peninsula Association of Personnel Directors at the Holiday Inn on November 12. His comments centered on the state of the national and local economy.

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Dr. John McGregor presented a session at Old Dominion's Conference "Computers and Reading" on November 12.

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Ruth Kernodle attended the joint meetings of the American Gerontological Society and the Canadian Gerontology Association held in Toronto November 8-11.

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Dr. James Hines and Dr. Clyde Brockett of the faculty of Fine & Performing Arts attended the annual meeting of the American Musicological Society, held at Boston November 12-15. Dr. Brockett delivered a paper entitled "The Dedication of the Gradual of Albi (Paris B.N. lat. 776) and Date of Origin."