



February 6, 1981  
#3 of 1981

# COMMUNITY CHRONICLE

MONDAY - February 9

11:00 - President's Ad. Council  
Usry Board Room

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TUESDAY - February 10

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WEDNESDAY - February 11

"Faculty Forum" - 10:00 P.M., WGH-FM  
Dr. John Weese, ODU  
"The Challenges of Engineering  
in the Eighties"

Noon - Department of English  
N203

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THURSDAY - February 12

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FRIDAY - February 13

Women's Basketball - (away)  
7:00 P.M., Hollins

2:00 - Division of Natural & Quanti.  
Science - G202

Men's Varsity Basketball - (away) - 8:00 P.M.  
UNC - Greensboro  
Men's Varsity Basketball - (away) - 7:30 P.M.  
Greensboro

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SATURDAY - February 14

Women's Basketball - (away) - 2:00 P.M. - Ferrum

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SUNDAY - February 15





## OFFICIAL ANNOUNCEMENTS

### February Faculty Meeting Postponed

The February Faculty meeting originally scheduled for Friday, February 13, will be held on Friday, February 20. This postponement is for the purpose of allowing the Curriculum Committee to complete its recommendations on new course/program proposals for presentation to the Faculty for its action. This will enable any newly approved courses to appear in the new College Catalogue.

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### Work Request

We are receiving numerous Work Request Forms made out on the old forms. Please use form (Revised 9/80). This form calls for Assistant to President as the last item. These forms are available at the Vice President for Financial Affairs office or Buildings and Grounds.

Also numerous forms have not been routed properly. Please refer to asterisk in Project Discription and route accordingly.

Department Chairmen and Deans need to insure their items are properly and fully filled out. Funding Code is a must.

All should be made aware that Work Requests are given the lowest priority and are handled on a first approved/first opportunity basis. Departments and Agencies requiring priority work should consider outside contracting and so state on Work Request Form. Remember, full approval is still required.

S. L. Skillman, Supervisor, Buildings  
and Grounds

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### 1981-82 CNC Theatre Reservations

Request for next year's theatre reservations should be received by Assistant Professor Skelly Warren no later than Monday, February 15, 1981. All requests received by this time will be considered priority requests and will be scheduled as such. Only written requests will be considered, these may be obtained in Mr. Warren's office (CC Theatre Scene Shop) or from Mrs. Betty Helm CC-238.

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### Mail Delivery - 4-Story Building

Outgoing Mail - All occupants of the new building may utilize the mailbox (to be constructed and installed) on the first floor for outgoing mail. The box will be emptied daily and contents delivered to the postman to coincide with his 11:00 A.M. delivery to the Campus Mailroom. Unusual mailings will be coordinated with campus mail personnel.

Incoming Mail - The campus mail clerk, or alternate, will deliver incoming mail as addressed to the fourth floor offices. Other floor occupants will continue to receive their mail in the usual manner.

Vice President for Financial Affairs

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### Articulation Committee

A College Articulation Committee with community colleges is being established to discuss possible problems in transfer of credits between CNC and 2-year institutions.

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### Management Development & Training Seminars

Listed below are the Office of Management Development and Training offerings scheduled from February through May of 1981. If you are interested in attending any of these



sessions, contact Mary Poindexter, Personnel Office (7145) for information concerning enrollment. All workshops/seminars listed below will be held at the Training Facility, 817 E. Franklin Street, Richmond, Virginia.

<u>Date</u>	<u>Workshop Title</u>	<u>Cost</u>
2/12-13	Productively Managing Stress, HUS 170	\$40.00
2/17-18	Managerial Writing, MGT 006	\$40.00
2/18-19	Personnel Selection, MGT 100	\$40.00
2/25-27	Fundamentals for Potential Supervisors, MGT 230	\$40.00
2/25-27	Styles of Managing with People I, HUS 120	\$40.00
3/5-6	Time Management, MGT 140	\$40.00
3/12-13	Performance Evaluation, MGT 101	\$40.00
3/12-13	Women in Management II, HUS 131	\$40.00
3/16-17	Styles of Managing with People II, HUS 121	\$40.00
3/17-18	Data Processing for Non-Data Processing Mgrs., MGT 003	\$40.00
3/19-20	Serving the Public: A Workshop for Public Contact Personnel, MGT 007	\$40.00
3/25-26	Fundamentals for Supervisors, MGT 240	\$40.00
3/26-27	Women in Management I, HUS 130	\$40.00
4/6-8	Fundamentals for Potential Supervisors, MGT 230	\$40.00
4/9-10	Women in Management II, HUS 131	\$40.00
4/23	Making Lawful Employment Selections/Fair Employment Practices Involving People with Disabilities, GOVT 113	\$30.00
4/29-30	Styles of Managing with People III, HUS 122	\$40.00
5/7-8	Women in Management I, HUS 130	\$40.00
5/14-15	Productively Managing Stress, HUS 170	\$40.00
5/20-21	Fundamentals for Supervisors, MGT 240	\$40.00
5/28-29	Time Management, MGT 140	\$40.00

Executive Order #1 requires that all employees have an equal opportunity for training and development. It is strongly recommended that middle managers and supervisors take advantage of the workshops offered by MDTs.

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## NEWS & GENERAL INFORMATION

### Dean's Colloquia Committee

The Dean William Parks Memorial Colloquia Committee is pleased to announce its third program of the year. On Wednesday, February 18, Dr. Mario Mazzarella of the History Department will present a paper at noon in the Campus Center Theatre. Mazz has entitled his paper "The Rhineland Crisis of 1936: The View from the British Cabinet." Members of the faculty, administration, staff, and student body are cordially invited to this presentation.

Following the talk, Mazz will be the guest of honor at a luncheon in CC233. All members of the administration and faculty are invited to attend along with representatives of area colleges. To make your reservation, please forward \$5 to Jim Morris by Monday, February 16.

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Please note on your calendar that on Wednesday, April 29, James Alan McPherson, the noted short story writer from the University of Virginia, will give a reading from his works at noon and again at 7:00 in the evening in the Campus Center Theatre.

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In response to many inquiries received, the Committee will call for volunteers from the CNC faculty and for nominees from outside the faculty (sometime in March) to present scholarly papers as part of the Series for 1981-82. Please be thinking about this over the next few weeks. Thank you.

Jim Morris

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### Happy Hour

Happy Hour will be observed today, February 6, from 3-5 P.M. in CC233.

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### CNC Sailing Association Receives Grant

The CNC Sailing Association has received a grant from the Citizens Program for the Chesapeake Bay for a second edition of The Bay: It Makes Us Who We Are by Jane Webb and Alexander Brown.

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### Greetings From "Liz" Cooler

On January 16, 1981, I terminated four years of employment with Christopher Newport College. These past four years were good to me, in that I learned much about both myself and the people who worked with me. The farewell party given in my behalf reinforces the friendship I have come to appreciate, because the friendship always helped to "get the job done." The graduations, registrations and the many other school functions which were so successful were only possible through the total togetherness of the entire faculty and staff. A one-on-one expression of my gratitude would be wonderful; however, time did not permit me to see all of you. So, I wish to express to all of you, especially Jim, Bonnie and the staff of Buildings and Grounds, my love for you all. I will miss the close working relationship. The friendship I will treasure forever. Again, thank you for the farewell party. As always, it was a tremendous success. Thanks Annie!

Elizabeth Cooler

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Position Opening

## AN EQUAL OPPORTUNITY EMPLOYER

AN ANNOUNCEMENT OF A STATE OF VIRGINIA CLASSIFIED POSITION VACANCY

CLASS TITLE: Clerk Stenographer C

CLASS CODE: 11033

SALARY: \$9,400

POSITION NO. 0004

DATE OF VACANCY: February 16, 1981

DEPARTMENT: Financial Aid

APPLICATION DEADLINE: February 12, 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. ELIZABETH P. WELCH, PERSONNEL OFFICE, SECOND FLOOR, NEW ADMINISTRATION BUILDING, NOT LATER THAN 5:00 P.M., FEBRUARY 12, 1981.

DUTIES AND RESPONSIBILITIES: The incumbent will serve as a secretary for, and provide administrative assistance to the Director and Assistant Director of Financial Aid, and will be responsible for the internal administrative operation of the Financial Aid office. He/She will maintain numerous confidential records and files; process applications for the approvals to students under various financial aid programs, and prepare related reports; coordinate the activities of the Financial Aid office with the College's Business, Registrar, and Admissions offices; respond orally and in writing to questions about financial aid from students, parents, faculty and staff, as well as the general public; review and consolidate monthly College Work-Study time sheets, including verifying hours worked, rates of pay, and insuring that individuals do not exceed maximum allowed hours; and prepare correspondence for signature of the Director and Assistant Director; assist the Director and Assistant Director in the preparation of office budgets, and various recurring local, State, and Federal statistical reports; supervise one Clerk-Typist B and a varying number of student assistants who work in the office.

JOB QUALIFICATIONS: Graduation from high school and experience in the area of student affairs management desired. Enthusiasm for diverse and heavy workload necessary. Must possess highly developed organizational abilities and oral and written communication skills. Must have ability to type accurately with satisfactory speed; transcribe shorthand accurately; ability to work with all levels of management and direct the work of others; general knowledge of business English and math; general knowledge of office equipment and its uses; general knowledge of filing systems and principles and ability to work under pressure in a non-static environment.

AREA OF CONSIDERATION: Only applications from hourly or salaried employees within the agency are to be considered for the open position.

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FACULTY/STAFF NEWS

On January 28, 1981 at the King James Motel-Hotel, Professor Colonna accepted from the Classification and Compensation Society, Hampton Roads Chapter a \$500 scholarship for students in Business & Economics.

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## COMMITTEE REPORTS

### Academic Status Committee

The Committee passed the following motion to be placed on the February calendar for faculty action.

"If a student in any given major declares a change in major, after one semester under the new degree program, the student may request from the Committee on Academic Status that any grades that are not pertinent to the new degree program be removed in the calculations of the grade point average and credits earned. Elective credits and core credits are affected by this procedure, but distribution credits are not covered."

Rationale: It was pointed out to the Committee, by the President of the Student Association, that transfer students are currently afforded this privilege. In an effort for equality, the Academic Status Committee recommends the adoption of the above policy.



