

The Chronicle 1983-84

August 17th
#21 of 1984

CHRISTOPHER NEWPORT COLLEGE

MON.
August 20

TUE.
August 21

School of Social Science & Professional Studies - 2:00 pm - W209

School of Letters & Natural Science - 2:00 pm - G145

School of Business & Economics - 2:00 pm - A105

WED.
August 22

THU.
August 23

FACULTY MEETING - A105 - 10:00 am

FRI.
August 24

SAT.
August 25

SUN.
August 26

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Vice President for Academic Affairs**



OFFICIAL ANNOUNCEMENTS

Parking Decals

Parking decals for the 1984-85 academic year are on sale at the Parking Administration Office in the Campus Center. Parking decal fees are prorated as follows:

	<u>Reserved</u>	<u>Faculty/Staff</u>	<u>Student or Open Parking</u>
September 1 - August 31	\$15.00	\$10.00	\$9.00
January 1 - August 31	\$10.00	\$ 7.00	\$6.00
June 1 - August 31	\$ 5.00	\$ 3.00	\$3.00

-- Campus Police

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Open Enrollment Workshops - (Richmond)

SUPERVISORY/MANAGERIAL WORKSHOPS

	<u>COURSE NO.</u>	<u>DATE</u>
Effective Communication Skills	OE 203	09/5 - 09/6
Strategic Planning	OE 306	09/10 - 09/11
Effective Writing	OE 125	09/11 - 09/12
Effective Problem Solving	OE 109	09/12 - 09/13
Planning & Scheduling Work Activities	OE 111	09/17 - 09/18
Statistics & Quantitative Techs. for Decision Making	OE 309	09/24 - 09/25
Styles of Management II	OE 031	09/27 - 09/28
Effective Writing	OE 125	09/27 - 09/28

TECHNICAL/CLERICAL WORKSHOPS

International Relations	OE 028	08/10
Assertiveness Training	OE 029	09/06

ENROLLMENT PROCESS FOR ABOVE WORKSHOPS

Tuition is \$35 per workshop, and all workshops will be held from 8:30 am - 4:30 pm each day. For more information on workshops and registration, please contact Becky Moore in the Personnel Office - 7145. Account managers are advised that budget must be available within Departmental Funds to support costs of attendance.

-- Personnel Office

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Scheduling of Special Classes, Events and Activities

All events other than normal class schedules should be scheduled through Ms. Debra Ruffin, Room Reservationist, located in the Campus Center. Ms. Ruffin submits a weekly schedule to the Building & Ground Department for the purpose of entering all activities for the week into the Computer Energy Management System.

In submitting your schedule of events it is imperative for us to know the actual time of occupancy of the rooms or building, not the "Blocked" set aside time. Many hours of air conditioning and heating have been wasted in the past, conditioning buildings or rooms that are unoccupied. It is our policy to start conditioning areas required, one (1) hour prior to occupancy. I ask your assistance to help us conserve and cut the staggering cost of utilities.

-- Vice President for Financial Affairs

NEWS & GENERAL INFORMATION

LOST: Flip chart easel. Labeled on back "Continuing Education Office." Please call 599-7158. Thank you!

-- Norma Brown, Assistant Director of
Continuing Education

FACULTY/STAFF/STUDENT NEWS

President Anderson

President Anderson was discharged from Riverside Hospital on Friday, August 10, and is continuing to recuperate very satisfactorily after his recent surgery.

-- Bob Shearer, Assistant to the President
