

The C.N.C. Chronicle

MONDAY

August 30

8:00 a.m. - Classes Begin

TUESDAY

August 31

WEDNESDAY

September 1

THURSDAY

September 2

FRIDAY

September 3

Last Day of Add/Drop and Late Registration

SATURDAY

September 4

SUNDAY

September 5

OFFICIAL ANNOUNCEMENTS

Faculty Meetings, 1982-83

The regular monthly faculty meetings will be held at 3:00 p.m. on the following dates during the 1982-83 academic year:

<u>1982</u>	<u>1983</u>
September 10	February 11
October 8	March 11
November 12	April 8
December 10	May 6

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Academic Division Name Change

As of July 1, 1982 the name of the Division of Education and Communications was changed to "The Division of Education, Basic and Leisure Studies."

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Library Capital Outlay Project

The library phase II capital outlay project will be officially closed as of end of business, Wednesday, September 15, 1982. Outstanding financial obligations or other closing exceptions not reported in writing to my office by that date will not be honored by the College.

Vice President for Financial Affairs

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Budget Reports

Financial accounting system users are hereby informed that technical difficulties have been encountered in start up for fiscal year 1982-1983. Regular reports for the month of July may not be produced. The first AM091 report distributed should be examined carefully and should contain complete listings of transactions, year to-date. Users are also advised that budget entries reflected on the end of August reports will occur only as a result of functioning of the automatic budget reallocation system. Departmental budgets will not be entered into the accounting system until the 5% reduction of budget directed by Governor Robb has taken place and final working budgets have been developed and reconciled. As of August 24, 1982, the College has not yet received the final reduction calculations from Department of Planning and Budget. Your co-operation and understanding are solicited.

Vice President for Financial Affairs

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Vehicle Registration

All students, Faculty and Staff members of the College who operate or park a motor vehicle on campus are required to register their vehicle with the Parking Administration at the Campus Center Information Desk no later than September 3, 1982.

Vehicle registration fees are prorated as follows:

September 1, 1982 - August 31, 1983	\$3.00
January 1, 1983 - August 31, 1983	\$2.00
June 1, 1983 - August 31, 1983	\$1.00

The new parking decals are on sale now and may be purchased at the Campus Center Information Desk. Early vehicle registration is encouraged.

Johnnie L. Capehart
Campus Police Chief

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Library Carrels

Five of the locking library carrels have been designated by the Faculty Library Committee as research carrels. Faculty and students engaged in research may apply to the committee to reserve a carrel. Application forms and policies are available in the library at the circulation desk and the Readers' Services Office. Applications for fall semester must be submitted to me by Friday, September 10, for consideration by the committee.

Jennilou Fernsler
Readers' Services Librarian

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I.D. Required for Checking Out Reserve Materials

Library policy requires all students checking out library materials to have a valid Christopher Newport College student I.D. This includes reserve materials. It would be helpful if you would mention this to your students as you make reserve assignments.

Librarian

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Xerographic Paper

A xerographic paper order for 8 1/2 x 11 sheets has been approved for warehouse purchase, in the amount of \$3,104.00. This order should be adequate to meet college needs until the end of the Fall semester. All college users are hereby requested to minimize copying requirements to make this order last. There will be no more until Spring.

Vice President for Financial Affairs

NEWS/INFORMATION

Faculty Changes

Promotion

Dr. Jane Webb, who has been a part-time member of the Faculty for the past 10 years, has been promoted to Associate Professor.

Retirement

Dr. Stuart vanOrden, Professor of Fine and Performing Arts
Wolf Prow, Assistant Professor (Part-time)

Resignations

Dr. Keith R. Fernsler, Assistant Professor of Sociology
Dr. Norris A. Griffith, Associate Professor of Management & Marketing
Mr. Hugh C. Hilliard, Assistant Professor of Computer Science
Dr. Alan H. Y. Tsao, Assistant Professor of Management & Marketing

Expiration of Contract

Daniel L. Fuller, Instructor in Accounting
Claudia B. Haynes, Assistant Professor of Economics

Transferred

Major David Pastor, Assistant Professor of Military Science

New Faculty Members

Richard M. Blood, Instructor in Mathematics (Restricted)
 Thomas H. Bruno, Instructor in Management & Marketing (Restricted)
 Charles E. Edwards, Assistant Professor of Accounting & Finance (Probationary)
 Major Benthram T. Costigan, Senior Assistant Professor of Military Science
 Captain Gary A. Gault, Assistant Professor of Military Science
 Stephen L. Grobel, Assistant Professor of Accounting & Finance (Temporary)
 Richard L. Hunter, Assistant Professor of Management & Marketing (Restricted)
 Sudhakar G. Pandit, Assistant Professor of Mathematics (Probationary)
 Sang Oh Park, Associate Professor of Economics (Probationary)
 Wesley L. Pendergrass, Assistant Professor of Management & Marketing (Restricted)
 Jon Petruchyk, Assistant Professor of Fine & Performing Arts (Restricted)
 Patricia Woodley, Instructor in Fine & Performing Arts (Part-time)

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CNC Personnel Changes

Promotions of permanent CNC employees during the summer:

<u>Name</u>	<u>From</u>	<u>To</u>
Lana Bennett	Data Entry Operator	Data Entry Lead Operator
Kathleen J. Crook	Clerk Typist B	Data Entry Operator
Mary F. Poindexter	Clerk D	Personnel Technician
Jessie V. Roberts	Utility Serviceman	Utility Service Foreman
Annie I. Taylor	Housekeeping Superv. B	Housekeeping Superv. C
Richard White	Building Inspector	Instit. Planning & Construc.

Arrivals of permanent CNC employees during the summer:

<u>Name</u>	<u>Position</u>	<u>Department</u>
Doris C. Benson	Store Manager A	Bookstore
Teresa Routt Harrell	Clerk Typist C	Athletics
Betty Helm	Clerk Steno D	Campus Center
Carol Joyce	Store Clerk B	Bookstore
Johnny Lin	Sr. Programmer Analyst	Computer Center
Patricia L. McDermott	Research Specialist	Budget
Rita W. Murphy	Clerk Typist B	Registrar
David Murray	Housekeeping Superv. B	Campus Center
Iris C. Price	Clerk Typist C	Ed., Mod. For. Lang. & Lit.
Carol B. Safko	Data Entry Operator	Admissions
Laurie E. Strunk	Clerk C	Library
Barbara E. Wooley	Programmer	Computer Center

Transfer of permanent CNC employee during the summer:

<u>Name</u>	<u>From</u>	<u>To</u>
Marilyn C. Howard	Data Entry Lead Operator	Clerk D, Admissions

Department of permanent CNC employees during the summer:

<u>Name</u>	<u>Position</u>	<u>Department</u>
Marilyn Cooke	Clerk Typist C	Ed., Mod. For. Lang. & Lit.
Cathy Davis	Clerk C	Library
Elnora Scott	Clerk D	Admissions
Katheryn L. Smith	Store Manager A	Bookstore
Barbara Winfree	Clerk Typist C	Placement

Faculty-Staff Directory

ATTENTION FACULTY AND STAFF

If you have not already filled out the form below for inclusion in the new Directory, please do so. Department Chairman: Please see that new faculty will be included as well.

INFORMATION for 1982-83
FACULTY-STAFF DIRECTORY

Delete Info ☐

Change Info ☐

Same Info ☐

Name _____ (Spouse) _____ (optional)

Title _____ Room # _____ Ext. # _____

Home Address _____ Home # _____

If you are new this year, whom did you replace? _____

Complete and return to the Public Relations Dept. as soon as possible.

