

# The C.N.C. Chronicle

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**MONDAY**  
May 10

Final Grades Due by Noon

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**TUESDAY**  
May 11

9:30 - Graduate Steering Committee

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**WEDNESDAY**  
May 12

**THURSDAY**  
May 13

**FRIDAY**  
May 14

9:30 - Graduation Rehearsal - CC Theatre

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**SATURDAY**  
May 15

**SUNDAY**  
May 16

Graduation - 5:00 P.M.  
CNC Campus  
3:30 P.M. - Reception for  
guests, faculty and staff -  
Campus Center

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## OFFICIAL ANNOUNCEMENTS

### Graduation Information

Graduation for Spring 1982 will be held on Sunday, May 16, 1982, at 5:00 P.M. on the campus between Christopher Newport Hall and the Campus Center. In the event of rain the ceremony will be held in Ratcliffe Gymnasium, and graduating students' guests will be limited to four persons. A decision to move the Ceremony to Ratcliffe Gymnasium will be made by Noon on May 16th, should the weather appear threatening. Call the Campus Center Information Desk at 599-7100 starting at Noon for up to date information on the ceremony location.

Faculty and students will robe in the small gymnasium - rain or shine. The Official Party will robe in the Campus Center Board Room.

A reception for students and their guests, faculty, and staff will start at 3:30 P.M. under the pines at the side entrance to the Campus Center.

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### Blue Cross/Blue Shield Update

CHANGE: To maintain employee cost level, the State made two benefit changes effective July 1, 1982:

- (1) The Major Medical deductible will increase from \$100 to \$200 per calendar year for each person. If two family members meet the \$200 deductible in a calendar year, there will be no deductible for other family members.
- (2) There will be a \$100 deductible per hospital confinement.

Although the employee cost did not increase, the employer cost increased substantially.

Brochures will be distributed with pay checks on May 14, 1982. Please read your brochure for more details.

REMINDER: Annual enrollment period for the Commonwealth of Virginia Health Care Program is May 1-31. Employees who wish to add eligible family members or enroll for the first time or change membership selection from Employee Only to Employee Dependent coverage must complete an application during the month of May for coverage effective July 1, 1982. Contact the Personnel Office for assistance.

MEDICARE ELIGIBILITY (Usually age 65): An active employee must complete a new application when he (or an enrolled family member) becomes eligible for Medicare. You should contact your local Social Security Office three months before turning 65.

STUDENT STATUS: Each year you must file a Student Status Form for unmarried full-time students who are age 19 or older that you carry on your Blue Cross/Blue Shield coverage.

EXTENDED COVERAGE: The State will not offer the three-month extension of coverage to employees who terminate State employment on or after July 1, 1982. Blue Cross/Blue Shield will offer non-group coverage to these individuals.

Office of Director of Personnel

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### Attendance at Graduation Exercises

Faculty members are reminded that attendance at commencement exercises is a required activity.

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### Summer Publication Dates for CNC Chronicle

The summer publication dates for the CNC Chronicle will be May 28 and June 25. Weekly publication will be resumed on August 20.



NEWS & GENERAL INFORMATION

Personnel Matters

Departure of full-time, permanent CNC employees for the month of April:

<u>Name</u>	<u>Position</u>	<u>Department</u>
Carole A. LaRocque	Sr. Programmer Analyst	Computer Center

There were no promotions nor employment of full-time, permanent employees during the month of April.

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AN ANNOUNCEMENT OF A STATE OF VIRGINIA CLASSIFIED POSITION VACANCY

CLASS TITLE: College Store Textbook Manager A.      CLASS CODE: 13013  
(Store Manager A - Grade 5)

SALARY RANGE: \$10,246 - \$13,996      POSITION NO.: 00054

APPLICATION DEADLINE: May 14, 1982      DEPARTMENT: College Bookstore

DATE OF VACANCY: June 1, 1982

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-12) AND SUBMIT IT TO MRS. MARY POINDEXTER, PERSONNEL OFFICE, ROOM 203, ADMINISTRATION BUILDING, NOT LATER THAN 4:00 P.M., MAY 14, 1982.

DUTIES AND RESPONSIBILITIES: Responsible for ordering textbooks from publishers and maintaining inventory of approximately 1,500 titles through computer terminal linkage to varied bookstore programs. Assembles and verifies book order data from faculty. Updates and maintains both an active and inactive file on textbooks in use. Maintains a credit ledger of cost values and validates invoice information for publishers' policies on book returns. Supervises paper work in returning textbooks, and preparation of bookshelves for new semester. Prepares claims for lost or damaged books. Assists in the training and supervision of part-time personnel. Organizes textbook buy-back from students, orders all trade books for the Bookstore, makes necessary contact with faculty by phone or correspondence, assists as sales clerk as necessary, and assists students and faculty with problems or questions.

JOB QUALIFICATIONS: Baccalaureate degree and supervisory experience in a college bookstore desired. Knowledge of inventory maintenance, ordering, use of electronic cash register, calculator and EDP systems desired. Must be able to type accurately with satisfactory speed. Must possess excellent oral and written communication skills.

TYPING TEST REQUIRED.

AREA OF CONSIDERATION: Open to the Public      An EEO/AA Employer

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FACULTY/STAFF NEWS

Volume 1 of the Plenum series Child Nurturance, Philosophy, Children and the Family, edited by Albert C. Cafagna et al. (New York, 1982), contains a contribution by John Hoaglund, "The Voluntary One-Parent Family -- Some Qualms."

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Ron Mollick, as board president of Planned Parenthood, will appear on Good Morning Tidewater on May 14th, criticizing the proposed DHHS regulation which would require parental notification if minor children received contraceptives from a federally funded clinic.