

The C.N.C. Chronicle

MONDAY

JANUARY 25

TUESDAY

JANUARY 26

WEDNESDAY

JANUARY 27

Men's

Varsity Basketball - 7:30 P.M. (away) Averett College

Women's Basketball - 6:00 P.M. (away) Lynchburg

THURSDAY

JANUARY 28

FRIDAY

JANUARY 29

Women's Basketball - 7:00 P.M. (home) - Ferrum

SATURDAY

JANUARY 30

Men's Varsity Basketball - 8:00 P.M. (home)
Va. Wesleyan

SUNDAY

JANUARY 31

Personnel Communiqué

FOR
COMMONWEALTH
OF VIRGINIA
EMPLOYEES

Special Edition

January 1982



December 1981

To the Members of Our Official Family of State Employees From Governor John N. Dalton

My warmest personal appreciation is extended to every state employee for your dedication to the objectives of state government, and your concern for the citizens of Virginia that has been so universally evident throughout this administration.

You have been always conscious of the reputation that our state agencies have earned through the years, and you have been faithful to it.

Beyond that, so many of you have shown a personal loyalty beyond the call of duty to the best service possible for the taxpayers in our great Commonwealth.

You have given me many reasons to be proud of our state employees, as well as many warm memories to carry with me into private life, and I am most grateful to all of you.

I know that those of you who continue your service in the next administration will do so with the same pride in accomplishment, dignity of purpose, and courtesy that you have shown me.

My best wishes for your continued success.

A handwritten signature in cursive script that reads "John N. Dalton".
Governor

Accident Review Committee

In accordance with Executive Order Fifty-One (81), a Uniform Accident Prevention and Safety Program has been established and an Accident Review Committee has been appointed to evaluate each accident in which an agency-owned vehicle is involved.

In order to assure a complete and impartial investigation of each accident so that a thorough evaluation can be made by the Review Committee, each accident should be reported immediately to the Department of State Police, which is required to investigate all accidents involving state-owned vehicles.

After thoroughly reviewing all of the material concerning each accident, the Review Committee will evaluate each accident as Chargeable, Non-Chargeable or Incident based upon the following criteria:

- A. It will be considered a Chargeable Accident when the operator of the state-owned vehicle is found to have been guilty of contributory negligence.
- B. It will be considered a Non-Chargeable Accident when it has been determined that the operator of the state-owned vehicle did not contribute to the accident.
- C. Those cases resulting from natural forces, from a deliberate third party, from an unperceivable object, or while the vehicle is properly parked, will be considered as an accident.

After an accident is evaluated and classified by the Review Committee, it will then be reviewed by the President or his designated representative. The President or his designated representative will advise the employee of the findings and of any other action which might be taken against the employee under the provisions of Executive Order Number Fifty-One.

Central Garage Pool Vehicles

The Uniform Accident Prevention Committee which is currently made up of representatives from twelve (12) state agencies will continue to meet monthly in order to review all accidents involving vehicles owned by the Central Garage Fund.

After an accident is reviewed and classified by the Review Committee, the Committee Secretary will forward a letter to the State Operator's Agency Head or his designated representative setting forth the classification of the accident and the reason or reasons on which the committee based its decision. This letter will then be discussed with the employee who will be required to sign the bottom of the letter indicating that it was discussed. A copy of the letter will then be returned to the Committee Secretary and made a part of the accident file.

In addition to this action, if circumstances of the accident so warrant, the Agency Head may cause further action to be taken against the employee in keeping with the provisions of Executive Order Number Fifty-One (81):

In the case of an accident involving the use of a State-owned Pool Vehicle, the Central Garage will repair the damage to the vehicle, and where there is no negligence on the part of the operator, will stand the cost of such repairs. Where it has been determined that there is negligence on the part of the operator, the department or agency using the vehicle will bear the cost of repairing the vehicle.

In those cases where it has been determined that the cause of the accident involving the state-owned vehicle was due to either negligence or gross negligence on the part of the state operator, at the discretion of the agency head appropriate charges may be placed against the employee under the Standards of Conduct.

When a state-owned vehicle has been damaged through gross negligence on the part of the state operator, the head of the agency owning or using the vehicle shall require the state operator to pay the first \$100.00 of the cost of damage repair to the state-owned vehicle.

In situations involving the unauthorized use of a state-owned vehicle, the agency head may require the operator of the state-owned vehicle to pay the entire cost for repairing any damage which the vehicle might have sustained.

If the question of responsibility of the operator is in dispute as between the operator, the using agency, or the Department of Highways and Transportation in the case of Pool Vehicles, the matter may be referred to the Department of State Police by the using agency for a full review of the case and a report of its findings and recommendations to the agency or agencies involved, and the operator of the vehicle. Appropriate action to comply with the recommendations of the Department of State Police shall then be taken by the using agency.

A control will be established as to which employees may not have the privilege of using state-owned vehicles. The right of an employee to operate a state-owned vehicle may be suspended based on: 1) conditions reported by the Department of State Police subsequent to the investigation of an accident, 2) upon the records of the Division of Motor Vehicles, or 3) upon recommendations made by the uniform Accident Review Committee if the state vehicle involved was owned by the Central Garage Pool.

Johnnie L. Capehart, Chairman
Accident Review Committee

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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.

Jennilou Fernsler, Acting Assistant
Director for Public Services

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Change In Mail Rates

As a result of legislation passed by Congress, the amount of money authorized to subsidize Third-Class Mail (nonprofit Bulk Rate) and Fourth-Class Mail (Library Rate) has been reduced. The mailer must now pay a larger percentage of the costs involved processing and delivering his mail. Therefore, rates have been increased by the postal service and are effective immediately.

Third Class

<u>Nonprofit Bulk</u>	old rate	new rate
per pound	15.8	27.0
per piece	3.8/2.9	5.9/5.0

Fourth Class

Library Rate

First pound	24.0	32.0
Addn'l pounds through seven	9.0	11.0
Addn'l pounds over seven	6.0	7.0

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How to Contact a Campus Police Officer

- (1) To contact a Campus Police Officer for assistance between 7:00 A.M. and 10:00 P.M. Monday through Thursday and between 7:00 A.M. and 5:00 P.M. on Friday, call the Campus Center Information Desk at Ext. 7100. The Information Desk will dispatch an officer via radio to the location assistance is needed.
- (2) To contact a Campus Police Officer between 11:00 A.M. and 5:00 P.M. on Saturday and between 1:00 P.M. and 8:00 P.M. on Sunday, call the Library Circulation Desk at Ext. 7133. The Library will dispatch an officer via radio to your location.
- (3) To contact a Campus Police Officer anytime other than indicated above, whether on campus or off campus, call Newport Tower Answering Service, phone 245-5516 and ask for a telephone patch to Unit #689, CNC Campus Police or leave a message for Unit #689.

The Campus Police Chief can be contacted at Ext. 7053 between 8:00 A.M. and 5:00 P.M. Monday through Friday. Calls to Ext. 7053 will automatically transfer to the Campus Center after the third ring.

Johnnie L. Capehart
Campus Police Chief

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Library Research Carrels

Five of the locking library carrels have been designated by the Faculty Library Committee as research carrels. Eligible persons include all faculty and students engaged in research sufficiently extensive to warrant a carrel. Applications for carrels for Spring semester are now available in my office or at the library circulation desk. Please return completed applications to me by 4:00 P.M., January 29th, for consideration by the committee.

Jennilou Fernsler
Acting Assistant Director for
Public Services

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Use of State Cars

It is College procedure that State cars should be dispatched from, and returned to, the secure parking facility inside the fence by the Maintenance Building. This arrangement decreases the possibility of exposure to pilferage, vandalism, and theft. Other arrangements may be made in advance, in the interest of economy or necessity. In the absence of such arrangements, faculty and staff compliance with the procedure is solicited. During off-duty hours, contact Campus Security to unlock the gate for either pickup or return. This contact may be made using methods published in the Chronicle later last year, and works best when done in advance of arrival on campus.

Vice President for Financial Affairs

NEWS & GENERAL INFORMATION

AAUW News

Doc Powell will be the speaker at the January meeting of the Newport News AAUW. His topic is Creation versus Evolution. If you would like to join us and hear Doc's talk Thursday, January 21, at 7:30 P.M. at the Holiday Inn Jefferson Avenue, call Lora Friedman at 7070.

The Newport News Branch of AAUW is sponsoring the Sixth Annual Young People's Performance presented by the Virginia State Ballet Junior Company, Sunday, February 7, at 2:30 P.M. at Warwick High School. Tickets are \$1.50 and can be ordered from Lora Friedman, 7070. "Of Beauty, Beasts, and Wondrous Beings," is first class family entertainment.

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Computer Workshops

The computer age is here! Virtually every employee soon will either provide information to a computer or work with information from a computer. While it is not necessary to know about computers in order to be part of the information flow, it is less frightening and dehumanizing if some basic information about computers is known. So, if you are coming into contact more and more often with computer printouts, are putting information into a computer or receiving information from a computer, and think you don't know as much about them as you would like then we have the class for you. The Personnel Office is offering a workshop, "Computers in the Work Place" to all interested staff and faculty. The class will be held in Room 134 of Captain John Smith Hall (Basic Studies Laboratory), January 27, February 3 and 10, 1982, from 2:00-4:00 P.M. The six hours of class time will be excused time from regular duties, and all expenses will be paid by the College as part of our training program for employees.

These training sessions will include materials on the hardware as related to offices and everyday life, and the role of the computer in information processing. Participants will get hands-on experience with two computers. No computer experience is assumed.

The workshop will be conducted by Dr. John McGregor, Chairman of the Department of Basic Studies at CNC. Dr. McGregor currently teaches Introduction to Computer Programming and Computer Math Techniques.

If you would like to attend this workshop, please complete the lower portion of this bulletin and return it to Mary Poindexter, Personnel Office, by January 19, 1982.

Note: The Personnel Office reserves the right to cancel this workshop because of insufficient enrollment.

TO: Personnel Office

Yes, I would like to attend the three-week workshop on Computers in the Work Place beginning January 27, 1982.

NAME _____ APPROVED _____
(If appropriate) Supervisor

POSITION _____ DEPARTMENT _____

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Teacher(s) Needed to Teach HMST 301 Seminar: "The Human Scientific-Intellectual Quest"

Any faculty member (or team of members) interested in teaching the Humanistic Studies 301 Seminar (The Human Scientific-Intellectual Quest) in Fall semester 1982 should submit by Friday, January 29, to the Humanistic Studies Committee chairman six copies (one for each Committee member) of a reading list and tentative outline for the course. At least half the reading list should consist of major portions or complete texts of "Great Books." Course objectives besides those in its Catalog description will be found on p. 8 of the Humanistic Studies Program proposal distributed to the faculty in March. These objectives are also posted outside N208, and a copy of them can be obtained from the Committee chairman, Ken Newell, in N208.

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Social Security Pre-Retirement Seminar

If you are at least 60 years of age, you are invited to attend a pre-retirement seminar

at the Newport News Social Security office on February 11, 1982. The office is located in Newmarket South Shopping Center, 656 - 79th Street. The seminar will begin at 7:00 P.M., and is free of charge to all participants. The following is the program agenda:

Opening Remarks	R. C. Tysinger District Manager
Social Security - It's Past and Future	Sherry Casas
Overview of Benefits Available Under Social Security	Allen Barrow
How You Become Insured and How Your Benefit is Computed	Sherry Casas
What You Will Need to File Your Claim	Allen Barrow
Question and Answer Session	
Film	
Other Areas of Concern in Retirement Planning	David Herson College of William and Mary

If you would like to attend this seminar, please obtain a registration form from the Personnel Office. Registration forms must be received by February 3, 1982.

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Information - Liability Insurance

As faculty members in a public institution of higher education, we are eligible for membership in the Virginia Education and National Education Associations. Such joint membership VEA/NEA costs \$121 annually (\$73 + \$43) and includes coverage in an Educators Employment Liability Program and other benefits. The main items of insurance coverage are: liability - \$1 million (\$250,000 in civil rights issues), attorney's fees for defense of criminal charges - \$25,000, and bail bond - \$1,000. Details concerning this coverage are available from E. Daly. It should be noted that there are exclusions and conditions similar to those noted at a recent Faculty Meeting by the representative from the company issuing the policy to the College.

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Grant Deadlines

	<u>Deadline</u>	<u>Contact</u>
ASEE-Faculty Summer fellowships with NASA-Langley	Feb. 1, 1982	Frank C. Owens NASA-LRC 827-2611
Jeffress & Gwaltney Memorial Trust - for research in chemical, medical and other scientific fields	Reviewed in Feb., May and October	J. Samuel Gillespie Trust Department F&M National Bank Richmond, VA
Biological Research	Feb. 1, 1982	Division of Physiology and Cellular and Molecular Biology NSF, Washington, D.C.

Ethics & Science	Feb. 1, 1982	Division of Inter-governmental and Public Service Science, NSF, Washington, D.C.
Projects in: Economics; Geography; Law & Social Sciences; Measurement; Political Science; Science Policy; Sociology	Feb. 2, 1982	Division of Social & Economic Science NSF Washington, D.C.
Conferences in the Humanities	Feb. 12, 1982	National Endowment for the Humanities, Washington, D.C.
Lectureships in public affairs/ social sciences	Feb. 15, 1982	Sperry and Hutchinson Lecture- ship Program, Rutgers University
Experimental Computer Science	March 1, 1982	Computer Science Section, NSF Washington, D.C.
State, Local and Regional Studies in the Humanities; consultants for Humanities curricula		

Submitted by Robert Durel
Grants Coordinator

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Building & Grounds

The Department of Buildings & Grounds receives numerous requests each week for tables, chairs, and student desks to support a variety of functions. It should be noted that Buildings & Grounds does not own or have control over any of these items. Tables and chairs are owned and controlled by each individual department and beyond that the only other source is those owned and controlled by the Campus Center. Student desks are owned and controlled by Academics. Therefore, individuals or departments requiring these items for a specific function set-up, should first coordinate and schedule these items with the appropriate department and then notify us as to set-up and source of items needed.

Requests to the Buildings & Grounds Department for the movement of items (boxes, furniture, etc.) between buildings and/or offices can only be honored when received from the department head. These requests should be of the type that cannot be handled within your department. Requests can be made to B&G either by phone (7035) or in writing. For in and out moves of Warehouse items, contact the Warehouse 7255.

All B&G requested moves will be scheduled on each Thursday between the hours of 1:00 P.M. and 3:00 P.M. on a first come, first serve basis.

Exceptions to this policy are made for office moves. However, office moves can only be honored when the request comes from the Deans or higher authority.

All moves of College inventoried items (furniture, machines, equipment, etc.) should be coordinated with Mr. Curry (Warehouse 7255) so that the inventory can be corrected.

The Buildings & Grounds Department has been and is receiving numerous requests for bulletin boards. Although we have no objections to honoring these requests, I would like to point out that the ordering of ready made boards is much cheaper. I might

add, with the present status of work requests, that ordering ready mades would be much faster also.

Skip Skillman
Buildings & Grounds Supervisor

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Campus Police Department

Campus Police

The Campus Police Office is located in the Old Administration Building Room # 151. The Campus Police Office operates twenty-four (24) hours a day with the primary purpose of protecting life and property, preventing crime, preserving peace and order, and investigating crime and complaints. Emphasis is on enforcing the parking and driving regulations and availability for special events. In addition, we offer valuable assistance to students, faculty/staff, and visitors in mobilizing stalled vehicles, giving jumps to dead batteries, and unlocking car doors for those who lock their keys in their cars.

Campus Police Officers are assigned to provide general law enforcement and physical security of the campus, facilities and all personnel. They are duly sworn as Campus Police Officers by the Newport News Circuit Court to uphold all laws of the state and city. All Campus Police Officers undergo training at the Peninsula/Tidewater Regional Academy of Criminal Justice. They possess the same powers and authority granted state and city police officers.

Parking Administration

All students, faculty and staff members of the college who operate one or more vehicles or motorcycles on the campus grounds must register each vehicle at the time of initial student registration or initial employment; or if the vehicle is acquired at a later date, it must be registered within forty-eight (48) hours after acquisition. Vehicle registration is required by the end of the first week of classes. All persons registering a motor vehicle on campus must have in force liability and physical property damage insurance, a valid operator's license, and a valid registration card of the vehicle they wish to register.

Vehicles may be registered at the Information Desk in the Campus Center. A parking decal which will be issued at the time of registration should be displayed on the left side of the rear bumper on cars and on the front fork (in view) on motorcycles. Unregistered vehicles parked on campus will be subject to a fine.

All vehicles will park in designated areas. Parking and driving regulations concerning vehicles on campus will be distributed with vehicle registration and will be available at the Campus Center Information Desk.

No Parking: Parking is prohibited in or at yellow curbed areas, on the left side of all streets, on unpaved or ungraveled surfaces, Campus Center service roads area, along or on the service road behind campus buildings, and on the grass and sidewalk areas.

Reserved Parking: Reserved parking spaces are restricted to the exclusive use of the office assigned that space during the hours of 7:00 A.M. - 6:00 P.M. These parking spaces are identified by yellow lines and marked for the office assigned.

Faculty/Staff Parking: Faculty/Staff parking is restricted to the exclusive use of Faculty/Staff owned and/or operated vehicles during the hours of 7:00 A.M. - 6:00 P.M. daily. These parking spaces are so identified by yellow lines marked F/S.

Student Parking: Student parking is restricted to the exclusive use of student owned and/or operated vehicles. These parking spaces are so identified by white lines.

Open Parking: Open parking is provided along North College Drive, South College Drive and the parking lots to the north and west of the gym. These areas are to be used by Students, Faculty/Staff or Visitors.

Visitor Parking: Visitors may park in spaces marked "Visitor" or in "Open Parking" areas after obtaining a visitor's pass.

Restricted Parking: The ellipse in front of the Campus Police Building and Christopher Newport Hall and curb area east of the Library are restricted to 10 minute parking. These areas are identified with white curb and marked 10 Min.

Lost and Found

A lost and found service is maintained by the Campus Police Department. Articles lost or found on campus should be claimed or turned in at the Campus Police Office.

Safety

All traffic accidents and personal injuries should be reported immediately to Campus Police.

Campus Police Department

POSITION OPENINGS

Mathematics

Anticipated opening at Instructor rank in the Mathematics Department for the 1982-83 school year. A restricted, non-tenure track opening. Renewable each year for at most two years. Teaching may include evening courses. Salary range competitive; minimum qualifications: M.A. in math or M.A. in related area and equivalent of M.A. in math. Send two letters of recommendation (preferably pertaining to teaching experience), résumé, and transcript or list of math courses taken, by February 20, 1982 to John J. Avioli. CNC is an AA/EEO employer.

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Tenure track Assistant (possibly Associate) Professor opening in Mathematics Department in area of continuous methods of applied math. Twelve hour teaching load of small classes at introductory and upper level. Ph.D. required. Competitive salary. Start fall semester 1982. Send résumé, three letters of recommendation and transcripts by February 20, 1982 to Martin Bartelt. CNC is a 4 year college, AA/EEO employer.

FACULTY/STAFF NEWS

Congratulations to Judy and Skelly Warren on the birth of their son, Joshua Skelly Warren, January 8, 1982, 9lbs. 2ozs.