



CHRISTOPHER  
NEWPORT  
COLLEGE

Date April 3

Number 13 of 1987

# ***THE CHRONICLE***

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## **Monday**

April 6

AAUP Organizational Meeting - 2:00 PM -  
W109 - Election of Officers

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## **Tuesday**

April 7

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## **Wednesday**

April 8

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## **Thursday**

April 9

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## **Friday**

April 10

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## **Saturday**

April 11

Ramseur Memorial Artists  
in Concert - 8:15 PM,  
CC Theatre - The Takacs  
String Quartet

## **Sunday**

April 12



# Official Announcements

## April Faculty Meeting

The Instructional Faculty will meet at 3:00 P.M., Friday, April 24, 1987, in A-105. Committee chairmen and individual faculty members who wish to have items of business considered at this meeting must submit the substance of such items to this office for inclusion on the agenda no later than noon, Wednesday, April 15, 1987. It would be helpful to all concerned if all committee reports to be presented at this meeting were submitted for publication by this deadline as well. It is my hope that this will be the last meeting of the Instructional Faculty of the 1986-1987 academic year.

The agenda will be published in the Chronicle of April 17, 1987.

-- Vice President for Academic Affairs

## News and General Information

### Important Announcement for Administrative Faculty

On Monday, April 13, from 2-3:30 p.m., there will be an Open Hearing for members of the Administrative Faculty in CC214 (Board Room).

The purpose of the Hearing is to discuss "the definition and role of the administrative faculty."

As you may recall, one of the recommendations made by the Southern Association of Colleges and Schools (SACS) Reaffirmation Visitation Team was that "the definition and role of the administrative faculty be clarified." To study this matter and make recommendations regarding it, President Healy appointed Wendell Barbour, Keith McLoughland, Martin Bartelt, Marshall Booker, Jay Paul, and Robert Saunders to an ad hoc committee.

The Committee has scheduled the Hearing on April 13 in order to receive any information and opinions you would like to make known. Your assistance is essential for the Committee to do its work. Please be with us sometime between 2 and 3:30 on the 13th. If you cannot be present, feel free to forward written communications to Jay Paul.

-- SACS Follow-Up Committee, Jay Paul, Chair

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### New Legislation

The 1987 General Assembly made some changes to the Commonwealth's Pay for Performance Program. As you know the first Exceptional Performance Award (EPA) was to be paid in January 1988. The General Assembly felt that it would be best to pilot the EPA portion of the new program in several agencies before proceeding with statewide implementation. The EPA portion is therefore suspended. The EPA is only a part of the whole program. Employees will continue to have performance standards set and be evaluated on those standards to be eligible to receive a proficiency increase in accordance with the performance appraisal policy.

-- Liz Welch, Personnel Practices Specialist

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### OPEN ENROLLMENT WORKSHOPS

#### Open Enrollment Workshops

##### LOCATION - Richmond

April - June 1987

Basic Writing I	OE 019	April 7
Basic Writing II	OE 020	April 9
Assertiveness Training	OE 029	April 10
Using Time Productively	OE 014	April 23
Interpersonal Relations	OE 027	May 1
Office Management	OE 028	May 27-28
Women in the Workplace	OE 018	June 3
Introduction to the Automated Office	OE 026	June 4
Public Contact	OE 013	June 11
Reducing Stress on the Job	OE 015	June 16
Effective Communication Skills	OE 103	April 2-3



Data Processing Concepts for Non-Data Processing Professionals	OE 112	April 9-10
Time Management	OE 121	April 21-22
Effective Writing	OE 125	April 29-30
Fundamentals for Potential Supervisors	OE 110	May 7-8
Statistics & Quantitative Techniques for Decision Making	OE 126	May 12-13
Data Processing Concepts for Non-Data Processing Professionals	OE 112	May 14-15
Productively Managing Stress	OE 122	May 18-19
Effective Problem Solving/Decision Making	OE 109	May 20-21
Project Management	OE 140	May 28-29
Fundamentals for Potential Supervisors	OE 110	June 2-3
Public Speaking	OE 123	June 8-9
Effective Writing	OE 125	June 8-9
Styles of Management	OE 332	April 2-3
On the Job Training	OE 210	April 13-14
Leadership Skills for Supervisors	OE 203	April 14-15
Planning and Scheduling Work Activities	OE 211	April 22-23
Personnel Selection/Legal Considerations	OE 206	April 29-30
Conflict Management	OE 208	May 7-8
Managing Change	OE 307	May 19-20
Meetings for Results	OE 124	May 26
Strategic Planning	OE 306	May 27-28
Women in Management	OE 233	June 1-2
Fundamentals for Supervisors	OE 220	June 3-4
Program Evaluation	OE 308	June 11-12
Productivity in the Public Sector	OE 205	June 17-18
Introduction to Training	OE 401	April 7
Assessing Training Needs	OE 402	May 14-15
Designing Training Programs	OE 403	June 4-5

#### LOCATION - NORFOLK STATE UNIVERSITY

Introduction to the Automated Office      OE 026      May 7

Tuition is \$35.00 for each two-day workshop and \$25.00 for each one-day workshop. All workshops will be held from 8:30 a.m. to 4:30 p.m. each day. All fees and travel expenses will be charged to departmental budgets. If you are interested in attending any of these sessions, please contact Becky Moore, Personnel Office (7145) for information concerning enrollment.

-- Becky Moore, Recruiting/Training Specialist

## Faculty, Staff, and Student News

Professor Carl Colonna attended a seminar entitled "International Trade: Its Impact on the Virginia Economy." The seminar was sponsored by Virginia Economic Development Department on March 17, 1987, in Richmond, Virginia.

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Congratulations to Nadene Meekins, Office Manager for the Financial Aid Office, and her husband, Wilbert. They have a new baby girl. Wyleeshia Nadene weighed in at 5lbs. 11 ozs. on March 14, 1987.

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Grace Stuckey and Cheryl Mathews attended the Annual Program Meeting of the Council on Social Work Education in St. Louis, Mo., March 7-11, 1987.

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Cheryl Mathews will represent the Council on Social Work Education as a member of an initial accreditation site visit team to Dordt College, Sioux Center, Iowa, April 9-10, 1987.

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New Classified Personnel

Carol Banks

Executive Secretary

Continuing Education

New Hourly Personnel

James Carter

Office Services Assistant

Purchasing/Logistics/Mail

Sally Lavender

Secretary

Student Development

Lawrence Nadeau

Campus Police Officer

Campus Police

College Vacancies - Open to the Public

Assistant Professor

Psychology Department

Deadline - 4/7/87

-- Becky Moore, Recruiting/Training Specialist