



March 13, 1981
#8 of 1981

COMMUNITY CHRONICLE

MONDAY - March 16

TUESDAY - March 17

WEDNESDAY - March 18

"Faculty Forum" - 10:00 P.M.
WGH-FM - Dr. Constance Jones,
CNC - "Puritan Women" - Part I

THURSDAY - March 19

FRIDAY - March 20

Dept. F&A Monthly Concert
F. Gerard Errante, Clarinetist

SATURDAY - March 21

SUNDAY - March 22

OFFICIAL ANNOUNCEMENTS

Hiring Policy and Personnel Requisition Form

A new Personnel Requisition form has been designed to implement the Hiring Policy in my memorandum dated September 26, 1980, and the Personal Services portion of the purchasing policy published in the Community Chronicle dated October 10, 1980. Personnel Requisition forms are available in the Personnel Office, and the Personnel Office staff will assist you in completing the form. To avoid delays and problems on your requirements, contact the Personnel Office immediately to ensure prompt action. Effective March 16, 1981, no person will be added to the payroll until appropriate approvals are secured.

President Anderson

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Hourly & Student Help

Hourly time sheets are due in the Payroll Office the 15th and the last working day of the month. Checks are distributed on the 1st and the 16th of each month.

Student time sheets are due in the Payroll Office the last working day of the month. Checks are distributed the 15th of the following month.

All new employees must have Federal and State withholding forms on file in the Payroll Office.

All time sheets must be properly filled out as follows: Print full name, Social Security number, amount of hours, rate of pay, Department to be charged, and signed by the employee and supervisor.

Blank time sheets may be picked up in the Payroll Office. Please use the correct sheets. Hourly time sheets are white and student time sheets are green.

June Saunders, Payroll Accountant

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Ad Hoc Sub-Committee on Dismissal Procedures

Professors Daly, Papageorge, and Powell--all of whom are members of the Faculty Advisory Committee--have accepted appointment to an ad hoc committee to develop procedures to be used in cases of dismissal. The committee, chaired by Dr. Daly, will present these procedures, when developed, to the Faculty for its consideration and action.

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Policy On Authorized Overtime

Although the College is not subject to the overtime requirements of the Federal Fair Labor Standards Act, we will maintain the following policy for properly authorized overtime to employees in occupational classes which are eligible for overtime.

A. Employees who work more than forty hours in a single work week (i.e., physically worked) will be paid at the rate of 1 1/2 times the regular rate of pay for all hours worked beyond forty.

B. Employees who work less than forty hours per week (i.e. on earned annual, sick, or holiday leave) will receive compensatory time or straight time pay for any extra hours worked. The individual will be allowed to make the choice.

EXCEPTION: Inclement weather policy allows compensatory time only to essential personnel for the first eight hours physically worked on a day the College is closed because of inclement weather.

Payment for overtime must be limited to emergency, seasonal, and occasional peak-load needs. Its use on a continued basis for accomplishing regular services is prohibited. Prior approval by the President is required for all overtime.

Director of Personnel

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Directory Corrections

Carol Joyce	
Bookstore Cashier N123	599-5170
79 Briar Patch Place, N.N. 23606	
Warren, Barbara A. (Stuart)	
Bookstore Accountant N123	599-5170
79 Sweetbriar Drive, N.N. 23606	
Winfree, Barbara	
Transcript Clerk, Registrar's Office A213	7157
8 Everett Drive, N.N. 23602	872-7059
Bennett, Secretary, Admissions A112	7015
Dale	
11313 Winston Place, Apt. 7, N.N. 23601	596-8218
Durel (wife's name - Sally)	
Larocque - Office No. 7220	
Netter - 1683 Malibu Place, N.N. 23602	872-9555
Shaver (home phone)	464-3564
Stewart - 43 West Governor Drive	
Williams, Harvey - Office No. 7264	
On Page 3, insert the Honors Council--7082, and on Page 9, under Academic Programs and Faculty Coordinators insert Honors Council, Dr. Jane C. Webb, 7082	

In order to keep the Directory current and up to date, please keep the Public Relations office (7039) informed of any changes that may occur throughout the coming year.

Paula Delo

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Year-End Expenditures

Please be advised that to ensure all anticipated purchases are paid from this year's budget, purchase requisitions must be submitted to the purchasing office no later than May 1, 1981. Any invoices not requiring prior approval must be submitted to the Business Office no later than June 1, 1981. Equipment orders or expenditures subject to competitive bidding should be placed not later than April 1.

Vice President for Financial
Affairs

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Acting Campus Police Chief

Officer Eugene J. Thibeault will be Acting Campus Police Chief March 14 - 29, 1981. All questions, problems, or special requests that concern Campus Police should be directed to Acting Chief Thibeault.

Chief Johnnie L. Capehart will be in Savannah, Georgia on military leave with Virginia Air National Guard, March 14 - 29, 1981.

Chief Capehart

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Summer Session & Transcript Requests

1. Summer 1981 Calendar

<u>Session</u>	<u>Begins</u>	<u>Ends</u>
M	May 26, 1981	June 12, 1981
A	June 15, 1981	July 15, 1981
B	July 20, 1981	August 19, 1981
C	June 15, 1981	August 19, 1981
D (LAFB)	May 26, 1981	July 29, 1981

The Registration News for Summer 1981 will be available by April 1, 1981.

Currently enrolled students may register for Summer 1981 at the same time they early register for Fall 1981, by appointment from May 4 - 8, 1981. Note that tuition payments for summer will be due at the time of registration.

2. Transcript Requests

Due to the large number of transcript requests, we are asking all requestors to wait 24 hours to obtain a transcript or unofficial copy of a permanent record card. Emergency needs of course, will be handled on an individual basis.

Official transcripts to be mailed to other institutions or employers will be processed within five days of the receipt of request.

R. Netter, Registrar

NEWS & GENERAL INFORMATION

Annual Virginia Humanities Conference

The 29th annual Virginia Humanities Conference will be held at Hampton Institute on Friday and Saturday, April 3&4, 1981. The theme of this year's conference is "The Humanities and the Politics of Violence." Registration and Friday morning sessions of the conference will begin at 9:00 A.M. at the Chamberlin Hotel; Friday afternoon and Saturday sessions will be held at the Little Theatre on the Hampton Institute campus.

Two CNC faculty members are on the program: Dr. Mario Mazzearella, Associate Professor of History, will speak Friday morning on "British Catholic Thinkers and the Question of Fascism;" Dr. Jay Paul, Associate Professor of English, will speak Saturday morning on "The Poet's Confrontation with Violence."

The conference registration fee is \$17.00, payable to the Virginia Humanities Conference, c/o C. M. Hedgepeth, Virginia Commonwealth University, Richmond, VA 23284, by March 27. Further information is available from Professor Hedgepeth (804)257-1384 or the Conference President, ODU's Professor W. Francis Ryan (804)440-3821.

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Progress Report from AHCOTAPPAC

The ad hoc committee on Tenure and Promotion Policies and Procedures has been meeting regularly. In addition to the recommendation of a new plan for faculty evaluation, two new charges have been placed on the committee. These are the inclusion of a merit pay plan in the evaluation procedure and the exploration of changes to the Faculty Handbook suggested by the Administration.

The committee has been concerned about philosophical issues reflecting on evaluation. We have reached consensus that the new evaluation scheme must include the concerns of mutual professional trust, strong faculty involvement in the evaluation process, and collegiality.

In a few weeks we will be ready to consider changes to the Handbook, both those suggested by the Administration and those necessitated by the proposal that we will be presenting for faculty evaluation. At that time, many of our fellow faculty members may be asked to serve on subcommittees of an advisory nature to the main committee, since we feel that many of the issues raised are of vital concern to the Faculty.

F. Samuel Bauer for the Committee

Faculty/Staff News

Dr. Algin B. King, Dean of the School of Business and Economics, was a guest commentator of the radio program, Tidewater Business Briefs, on Radio Station WTAR, on Friday, February 20. Dr. King's comments dealt mainly with the topic of the Index of Leading Indicators published by the U.S. Dept. of Commerce and what the downturn in January means for the U.S. economy.

Dean King also served as professional consultant to the Peninsula Planning District Commission at their meeting on March 2.

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Dr. Robert H. Cummings attended the Southern District Convention for Health, Physical Education and Recreation in Orlando, Florida on February 19-23.

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On March 1, 2, and 3, 1981, Marshall Booker completed the second half of a Chautaugua Short Course at Temple University entitled: "New Dimensions in Macroeconomics - Reaganomics and the Future." His interim project was an investigation of the impact of unemployment insurance and other "welfare" programs on the duration of unemployment. The project is still under study.

