

CN COMMUNITY C CHRONICLE

Shirley
March 27, 1981
#10 of 1981

MONDAY - March 30

TUESDAY - March 31

WEDNESDAY - April 1

"Faculty Forum" - 10:00 P.M., WGH-FM
Dr. William Jones, VWC - "The Soviet
Union in Crisis" - Part I

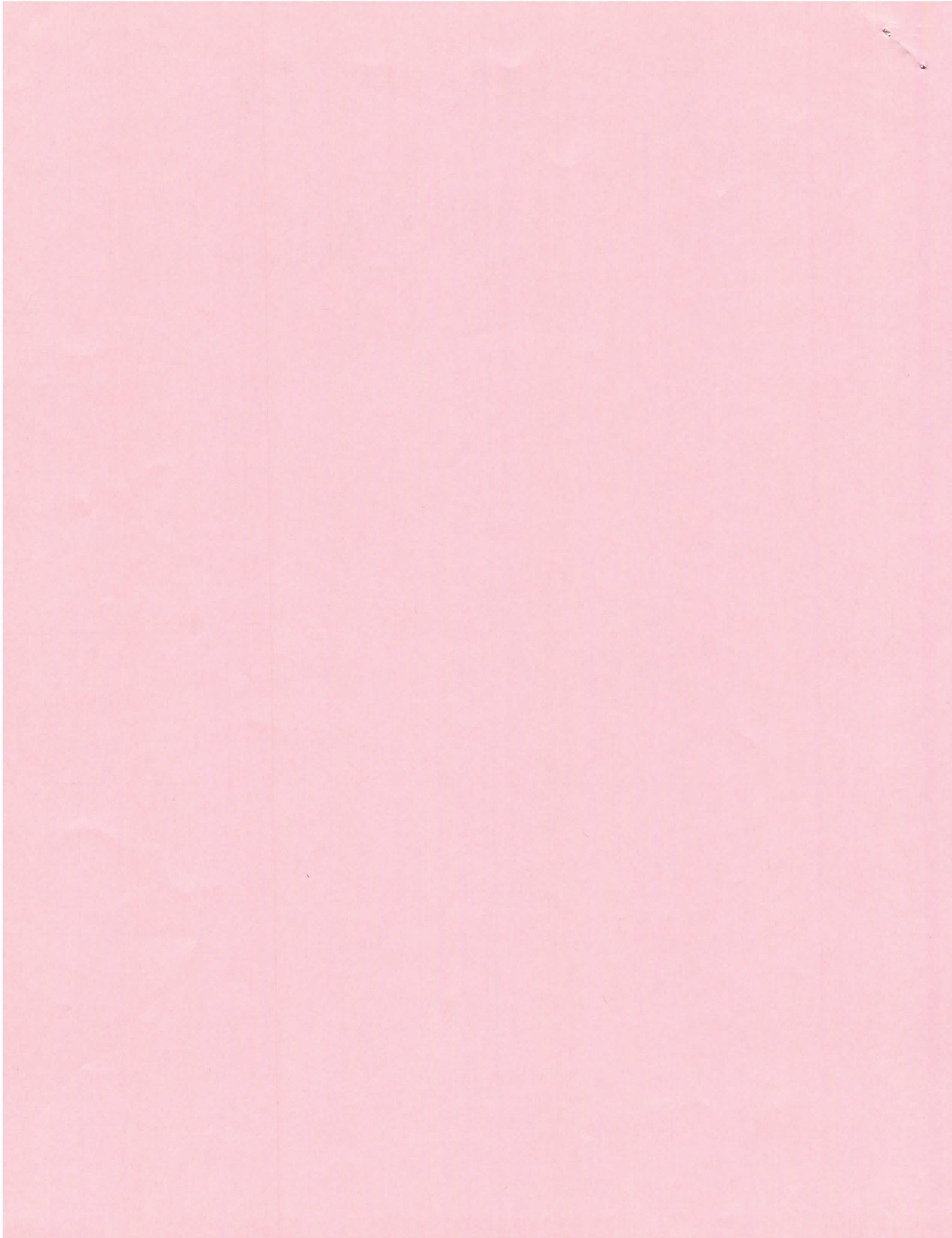
THURSDAY - April 2

FRIDAY - April 3

2:00 - Vice President/Chairmen
Board Room

SATURDAY - April 4

SUNDAY - April 5



OFFICIAL ANNOUNCEMENTS

Ad-Hoc Committees

The following information on ad hoc committees is being provided in response to a recent request by the Faculty Advisory Committee. There are two or three additional committees that will be listed next week.

Ad Hoc CLEP Committee

Appointed by: Vice President for Academic Affairs at the request of the Faculty.

Charge: To study current CLEP policies and to present any recommended changes to the Faculty for its consideration and action.

Members: Gary Hammer, Chairman; Steve Sanderlin; Joanne Squires; Keith McLoughland.

Committee to Initiate Uniform Student Evaluation Plan

Appointed by: President

Charge: To review Uniform Faculty Evaluation Plan and to recommend appropriate changes to the President. To devise procedures for administering the evaluative instrument and the information produced.

Members: Marshall Booker, Chairman; Al Millar; Tony Tseng; Linda Hornback; Lisa Cipriano (student).

Ad Hoc Committee on Tenure and Promotion Policies and Procedures

Appointed by: Vice President for Academic Affairs, requested by President.

Charge: (1) To review present policies and criteria relating to promotion and tenure and to develop proposed revisions;
(2) To develop proposal changes deemed necessary in faculty evaluation procedures in response to the experience gained during the past few years;
(3) To develop proposed criteria and procedures for awarding merit pay increases (this charge added by the President in recent months).

All proposals are to be presented to the Faculty for its consideration and action.

Members: Sam Bauer, Chairman; Teddy Bostick; Marshall Booker; Ed Boyd; Harold Cones; Joe Healey; Doris Reppen.

Ad Hoc Committee on Dismissal Procedures

Appointed by: Vice President for Academic Affairs

Charge: To draft termination and dismissal procedures for faculty members. These procedures to be presented to the Faculty for its consideration and action by the April, 1981, Faculty meeting.

Members: Liz Daly, Chairman; Andy Papageorge; Doc Powell.
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Notice to all Classified and Hourly Employees

Effective immediately, all position openings will be posted only on the bulletin boards

in the Personnel Office and the old Administration Building across from the mailboxes. Please keep an eye on either of these boards for promotional opportunities. When time allows, they will also be announced in the "Community Chronicle."

Elizabeth Welch, Director of Personnel

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Media Department Extends Hours

As an experiment, the Media Department of the Library is extending its hours of operation during April and May.

The Media Department will open, except during Spring Break (April 12 - April 27), according to the following schedule:

Monday - Thursday	8:00 A.M. - 10:30 P.M.
Friday	8:00 A.M. - 4:45 P.M.
Saturday	11:00 A.M. - 5:00 P.M.
Sunday	1:00 A.M. - 8:00 P.M.

Faculty are encouraged to announce this experiment to students. Based on this experiment, and the utilization of media services during nights and weekends, decisions whether to extend Media Department hours during the 1981-82 academic year will be made.

The Media Department staff will be able to service faculty needs during these hours of operation.

The faculty is reminded that two days notice for delivery of equipment should be given. The Media Department phone number is 7136.

Frank Edgcombe, Assistant
Director, Library

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Summer Registration Periods

Early Registration: Currently enrolled CNC students - Office of the Registrar - Ad. Bldg.
Monday, May 4, through Friday, May 8, 1981
By appointment; at the same time, each student early registers for Fall 1981

Mail Registration: All Students, May 11, 1981, through May 21, 1981.
Registrations must be postmarked no later than May 21, 1981.

In Person Registration: All students - Office of the Registrar - Ad. Bldg.
Tuesday, May 26, 1981 - Sessions M and D only
Monday, June 15, 1981 - Sessions A and C only
Monday, July 20, 1981 - Session B only
Note: Payment must be made at time of registration.

NEWS & GENERAL INFORMATION

President/FAC Meetings

President Anderson will be meeting with the Faculty Advisory Committee on a regular, monthly basis. The first such meeting will be on April 10th.

These meetings will provide an opportunity to share information; plans, and problems affecting the College and the Faculty.

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Time Management Seminar

Faculty, classified, and hourly employees are invited to attend a seminar on Time Management which will be held on campus in Room 233 of the Campus Center on Monday mornings, March 30, April 13, and April 27, from 11:00 A.M. to Noon. The seminar is offered as part of our in-house training program, and time off to attend these sessions will be excused time from duties.

Time Management is a fast-moving, pragmatic workshop which uses lecture and workshop techniques with introductions to time-saving tools such as speedreading, identifying time wasters, planning one's work, organizing oneself and one's workspace. The seminar will be conducted by Dr. Robert C. Coker, Professor and Chairman of Management and Marketing at CNC. Dr. Coker has conducted this seminar through programs offered at this college and through outside organizations. Dr. Coker has accumulated much experience working for and consulting on many different types of small business operations.

If you would like to attend this seminar, please complete the lower portion of this memorandum and return it to the Personnel Department by Friday, March 27. Because of space limitations registration will be limited to the first 35 people who register.

To: Personnel Department

I, _____, would like to attend the 3-hour seminar on Time Management beginning March 30, 1981.

NAME _____	APPROVED _____	
	(If appropriate)	Supervisor
SIGNATURE _____	DEPARTMENT _____	

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Annual Reception for New Students

All members of the faculty and staff are cordially invited to our sixth annual reception for newly-admitted students. The program will be held in the Campus Center Theatre on Tuesday, May 5, at 7:30 P.M. and will include entertainment provided by the Department of Fine and Performing Arts. Light refreshments will be served immediately following.

The audience will include degree-seeking students who have been admitted to enter the college this September, and their families. We hope you will take this opportunity to spend an occasion like this with our next entering class.

Keith F. McLoughland

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New Entrance for the Acquisitions Department

With the completion of the new administration building the library space which formerly serviced Financial Aid has been returned to the Acquisitions Department. This new de-

velopment will again give the college community more direct access to the latter office (L121).

Floyd Zula, Head of Acquisitions

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Position Opening

Non-Classified Position Vacancy

Class Title: Clerk-Typist Salary: \$3.78 per hour
Department: Development/Board of Visitors Work Schedule: 20 hours per week,
Application Deadline: March 27, 1981 flexible schedule,
Date of Vacancy: April 1, 1981 Sept. thru May

Applications 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 Application for Employment (G.O. Form P-12) and submit it to Mrs. Mary Poindexter, Personnel Office, Administration Building, Room 203, not later than 5:00 P.M., March 27, 1981.

Duties & Responsibilities: The incumbent will assist the Office Manager/Secretary to the Office of Development and Board Relations in the management of:

- | | |
|-------------------|------------------|
| a. filing | d. data entry |
| b. correspondence | e. inventory |
| c. bookkeeping | f. bulk-mailings |

Assist the Director of Development in the design of printed materials.

Job Qualifications: Ability to assist, type neatly and efficiently, design and manage filing systems, manage stock room, keep daily ledgers, manage mass mailings, work with computer entry, help in graphics, and awareness of social protocol.

Note: This position does not entitle the incumbent to any State of Virginia benefits.

Area of Consideration: Internal - CNC Employees only. An EEO/AA Employer.

FACULTY/STAFF NEWS

Dr. Algin B. King was a guest commentator on the radio program, Tidewater Business Briefs, on Radio Station WTAR, on Monday, March 16. Dr. King's comments dealt mainly with the topic of the local economy.

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The Peninsula Business-Economic Report, edited by Dr. Algin B. King, was featured in both the Daily Press and Times-Herald on Tuesday, March 17.

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Dean King was a guest speaker at a meeting of the Warwick Rotary Club on the evening of March 23. His topic was "Business and Economic Outlook--National and Local."

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Alice Randall attended the College Reading Association Board meeting in Louisville on March 20 and 21, as Chair of the College Reading Division. Her participation included a report on the progress of the Division's national research into adults' reading strategies, which Alice is coordinating.

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Carl M. Colonna reviewed an article for the Journal of Cultural Economics entitled "The Toy Soldiers March On" written by Professor Donald C. Wellington and Joseph C. Gallo of the University of Cincinnati. Carl also attended the Executive Board Meeting of the

Virginia Association of Economics on March 20th which was held at the Boar's Head Inn in Charlottesville.

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Dr. Vinod P. Maniyar attended the annual meeting of the Virginia Association of Economists held at Charlottesville, on March 19 and 20. and served as one of the panelists on the session entitled, "The Intermediate Macro and/a Monetary Theory Course: What Should Undergraduate Economics Majors Know About The Subject?"

