

September 26, 1980  
#22 of 1980

# COMMUNITY CHRONICLE

MONDAY - September 29

11:00 - President's Administrative  
Council - Bd. Room

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TUESDAY - September 30

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WEDNESDAY - October 1

Noon - AAUP Chapter Meeting  
N202

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THURSDAY - October 2

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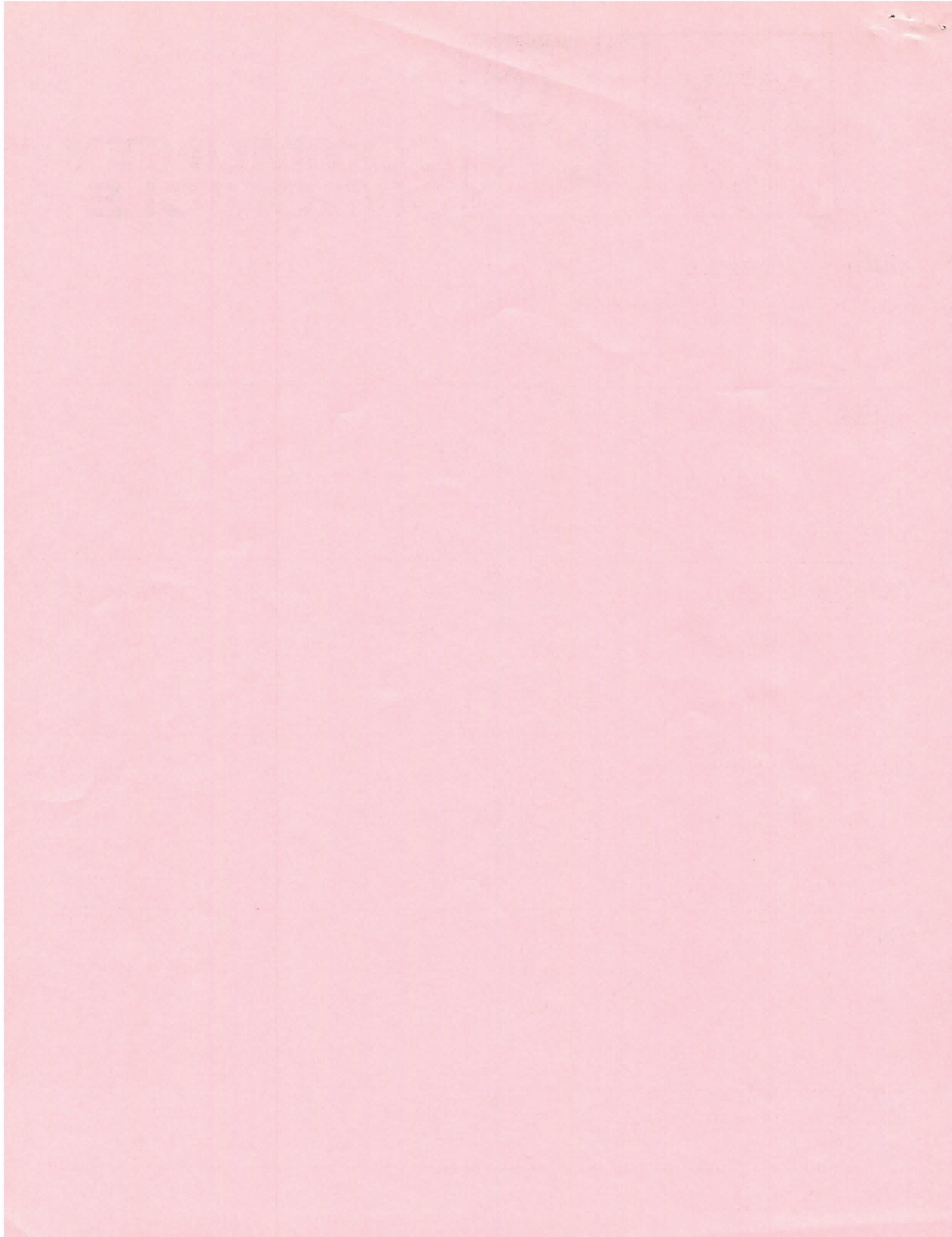
FRIDAY - October 3

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SATURDAY - October 4

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SUNDAY - October 5





## OFFICIAL ANNOUNCEMENTS

### Faculty Development Grants

Any faculty member wishing financial support in the area of faculty development especially to improve instructional effectiveness is encouraged to apply for a Faculty Development Grant. Applications are available from Mrs. Casey in Dr. Edwards Office. Forms must be completed and sent to Dr. Marshall Booker, Chairman, FAC no later than October 20, 1980. Please note that all applications must be reviewed by the faculty member's department and recommended by a majority of that department.

Please consult the Faculty Handbook, pages V-31 through 34 regarding priorities and grants administrations.

H. Marshall Booker, Chairman, FAC

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### Local Fund Expenditures

The following requirements must be followed when request payments on local funds budgets:

1. Payments will be made from invoice received from vendor.
2. All requests must be properly coded and approved for payment.
3. Reimbursements for items that have been previously paid must be supported by documents such as delivery tickets, receipts, or vendor's invoice marked "paid" with the person's signature receiving payment.
4. Federal and local sales taxes will not be paid or reimbursed except for travel expenses.

Three (3) days processing time is required by the Business Office upon receipt of the vendor's invoice.

Vice President for Financial Affairs

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### Computer Center Charges

In the past, Computer Center charges to the departments using the Computer Center have been charged on the basis of monthly pro rata share of the Computer Center Operating costs. Last year the Computer Center Director established a utilization dollar rate charge on the basis of central processing unit seconds, connect time, and storage capacity utilization. In the current year a base charge rate per CPU second, a base rate for connect minutes, and a base rate for storage (sector utilization) has been established. Each user's utilization is automatically accrued in each of these three areas, and a system support charge is then added to each user's charges on the basis of pro rata distribution of the percent of total monthly utilization in the three direct use areas. The Computer Center then provides the Business Office with a monthly "departmental billing" (This billing will always be different from the actual accrued Computer Center Operating cost.)

The total of monthly billings is distributed as a charge to departmental users on the basis of the following method:

1. The total of all computer center calculated billing "costs" for the year-to-date is determined.
2. The total of all individual departmental charges, as calculated by the computer center, for year-to-date is determined.
3. Values determined in item #2 are divided by item #1, resulting in a ratio: departmental utilization year-to-date, to total utilization year-to-date.
4. The ratio determined in item #3 is multiplied by the total of actual expenditures,



year-to-date, resulting in a departmental share of actual cost to date.

5. The value determined in #4 is compared to the actual computer center charges previously applied to the individual department, and a current month "adjustment" is determined.
6. The value determined in #5 is applied to the departmental account.

The foregoing method precludes the computer center from operating at either a "profit" or "loss." It is believed that this method will be more equitable in distributing the shared costs of utilization. The year-to-date distribution should have the effect of minimizing a phenomenon previously noted, to wit: that a user who was forced to use the computer center during a month when actual computer center costs were high paid more than a "fair" share of annual operating costs.

Vice President for Financial Affairs

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Supervisors of Departments Employing Hourly or 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 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 students time sheets are green.

June Saunders, F&A Tech.

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## NEWS & GENERAL INFORMATION

### Sorority Seeks Assistance

Pi Kappa Sigma, a social sorority on campus, is interested in becoming a chapter of a national sorority. We would be interested in hearing from any member of the faculty or administration affiliated with a national sorority. If interested, please contact June Friedman at 599-4707 or Ana Kimball at 7260 by October 3rd.

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### Chess Player(s) Wanted

Anyone interested in playing chess during lunch hours, in spare moments, etc., please contact Rich Butchko either at 7176 or 7110.

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### Cafeteria Menu - September 29 thru October 3

Mon., Sept. 29	Tues., Sept. 30	Wed., Oct. 1	Thurs., Oct. 2
Soup & Sandwich	Ham Quiche	Lasagna	Club Sandwich
\$1.00	Boiled Potatoes	Garlic Bread	Potato Chips
	Lettuce & Tomato	\$1.75	\$1.50
	\$2.75		
Fri., Oct. 3	Better Than "You Know Who's"		
Turkey & Dressing	Sausage Biscuit	55¢	
Butter Beans	Ham Biscuit	65¢	
\$2.00	Egg Biscuit	50¢	
	Sausage & Egg Biscuit	75¢	
	Ham & Egg Biscuit	85¢	

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### AAUP Meeting

The CNC Chapter of the AAUP will meet October 1, 1980 at noon in N202. The following items are on the agenda; planning for the year, selecting issues for study and action, a proposed motion for the next faculty meeting, planning for the wine and cheese party, and other items raised by members.

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### Faculty/Staff Directory

Public Relations Office is compiling data for the new Faculty-Staff Directory. Webber Casey has given me the list of faculty names, titles, spouses, home addresses and phone numbers. If anyone has had a change of any of the above since the last directory, published over a year ago, please phone the Public Relations Office, 7039, with the corrections. Thank you.

Paula Delo, Director of Public Relations

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## FACULTY/STAFF NEWS

Robert H. Cummings has been appointed to the Board of Directors of the Girls Club of the Virginia Peninsula, Inc.

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Dick Guthrie addressed the Brandeis University Women's Group on Monday, September 22 on the topic: "The Role of Thomas Mann, Marcel Proust and Franz Kafka in Modern European Literature."

In addition, Dick has recently been appointed to the Board of Advisors of the Peninsula Choral Society. In this capacity he will serve as a liaison between the Society and the public. For the past two years he has been serving as German diction coach



for the Society.

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Congratulations to Terri and John Walton on the birth of their son, Michael Shawn, September 11th. Terri was secretary for the English and History Departments. Also, congratulations to Grandma, Eva Garner, in the Business Office.

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