



SEPTEMBER 21, 1979

#22 OF 1979

COMMUNITY CHRONICLE

MONDAY - SEPTEMBER 24

Noon - Humanities Division Meeting
N202

Noon - Campus Center Theatre
Howard Bender, Va. Opera Association's
Artist in Residence - CNC Concert
Music Club

TUESDAY - SEPTEMBER 25

10:00 - President/Vice Presidents

WEDNESDAY - SEPTEMBER 26

Noon - Curriculum Committee
Conference Room

THURSDAY - SEPTEMBER 27

FPC - Organizational Meeting
3:00 - W110

FRIDAY - SEPTEMBER 28

SATURDAY - SEPTEMBER 29

SUNDAY - SEPTEMBER 30

NEWS & GENERAL INFORMATION

On September 12, Bob LaVerriere from Admissions and Katie Lewis from the Counseling Center spoke to The Young Professionals of Tidewater. This group consists of local young black professionals who are very active in community affairs on the Peninsula. The occasion for our visit was a program entitled "Educational Opportunities in Tidewater." Representatives of other colleges made brief presentations and Bob and Katie answered many questions concerning educational opportunities for blacks at CNC. The Young Professionals indicated that our promotional literature and information concerning degree programs at CNC would be disseminated throughout the black community. Bob indicated that this joint effort on the part of Admissions and the Counseling Center was very successful and productive and noted that this will be done again in the future.

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Theolia Lewis, secretary for the Vice President for Student Affairs, will be on maternity leave until December 3, 1979. During her absence two student aides will try to provide secretarial assistance during most working hours. However, it is anticipated there will be times when the Vice President will be out of the office and no student aides will be available to answer the phone. If you encounter this problem and must leave a message, please contact Angela Barner at 7165 or Judy Bryant at 7046. Your cooperation during the next two and a half months is greatly appreciated.

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Title IA, HEA, Invitation to Submit Preliminary Proposals for Fiscal Year 1980 Projects

Below is excerpted information from the Title IA, HEA Proposal Request received by the Office of Continuing Studies. Should any department be interested in submitting a proposal, please contact me by September 28 for complete materials.

Invitation:

Eligible institutions of higher education in Virginia, or combinations of institutions, are invited to submit preliminary proposals in competition for grants to support continuing education, community service, and planning for resource sharing projects. Grants will be provided from Federal funds to be allocated to Virginia in fiscal year 1980 under Title IA of the Higher Education Act of 1965 (as amended). Other agencies and organizations interested in the program may collaborate with an eligible institution of higher education, or a combination of institutions in the submission of a proposal.

To be assured of full consideration preliminary proposals must be submitted in accordance with the instructions outlined below.

Instructions:

1. Nine copies of each preliminary proposal must be submitted to the State Agency by Friday, October 26, 1979.
2. Each proposal must be submitted on the FY 1980 Preliminary Proposal Form (3 pages) of the State Agency. A copy of this form is enclosed and may be duplicated locally as needed.
3. Proposals must be focused on one or more of the community problems, needs, issues or concerns identified as program priorities in the FY 1980 Annual Program Plan Amendment. A copy of the relevant text of the Annual Program Plan Amendment is enclosed.

Review Procedures and Schedules:

Proposals submitted to the State Agency by October 26, 1979 will be reviewed individually by each member of the Technical Review Committee prior to the Committee's collective review. After the Committee has completed review of the preliminary pro-

posals, the State Agency will invite the submission of full proposals for those projects which, in the judgment of the review committee: appear to best satisfy basic eligibility criteria for support under Title IA, HEA; are most clearly focused on priorities identified in the FY 1980 Annual Program Plan Amendment; and which appear to have greatest promise for significantly contributing to the fulfillment of the objectives of the State program.

The State Agency anticipates that the preliminary proposal review process will be completed and invitations for submission of full proposals will be issued by November 26, 1979. The tentative due date for submission of full proposals is January 15, 1980. The target date for the award of project grants is March 31, 1980.

Availability of Federal Funds and Matching Funds Requirement:

The availability of Federal funds for FY 1980 Title IA, HEA project support depends on final approval of the FY 1980 Annual Program Plan Amendment by the U.S. Commissioner of Education and on legislative appropriations made by Congress and approved by the President. Based on current information, the allocation of Federal funds for the FY 1980 Community Service and Continuing Education Program in Virginia should be approximately \$200,000.

It should be noted that matching of Federal funds is required under Title IA, HEA and must equal at least one-third of the total cost of projects supported with Federal funds (at least one matching dollar for each two dollars of Federal funds). Matching funds may include documented "in-kind" service as well as funds supplied by institutions of higher education and/or public or private and state or local agencies and organizations.

Proposals Assistance:

Upon request the State Agency will be glad to provide technical assistance on the preparation of preliminary proposals. The address of the State Agency is: P. O. Box 3697, University of Virginia, Charlottesville, Virginia 22903. Our telephone number is (804)924-7153 or SCATS 398-7154.

A. Program Priorities and Population Groups

Through the above activities and considerations it was determined that the priority areas and population groups to be served by CSCE program activities under this Amendment should be as follows:

1. Human Resource Development

Projects under this priority area should address one of the following issues:

a. Citizen Education: The expanding role of government on all levels and the growing influence of government on individual lives make it essential that citizens are aware of government activity and involved in the formulation of government policy. Citizen Education programs should therefore be designed to promote more effective citizen participation in government and community affairs and a more informed and active citizenry by means of (1) educational programs focused on issues of public policy; (2) education for effective participation as volunteer citizen appointees to various community policy and decision-making boards; and/or, (3) educating citizens to participate in other community decision-making processes.

All citizens could, of course, benefit from a citizen education program. But minorities, women, the poor, and any disaffected population group, as

well as public officials, teachers, and appropriate social service personnel are especially appropriate target populations for such program efforts. While the need for citizen education is heavily concentrated in urban and suburban areas, the special needs and interests of Virginia's rural communities are also in need of attention. Therefore, all areas of the state, regardless of geography, will be eligible for educational activities under this priority.

b. Career and Life Planning Education: Recent economic and social trends, coupled with broadened career possibilities and options and the growing requirements for specialized job training, have created a demand for improved career education and life planning skills. While all citizens are affected by these situations, the problems are particularly acute of minorities, the unemployed, and the under-employed. In addition to these groups, activities might be designed to serve teachers, career counselors, employment personnel, and others involved with career education and life planning. Educational projects addressing these issues might include counseling, skill-training, job search strategies, and career and occupational improvement techniques.

c. Problems of Family Relationships: Since the nature of the modern family appears to be in a state of evolution, educational programs can be valuable tools in trying to meet the family needs presented by current economic and social forces. Programs addressing the problems of family relationships should focus on those associated with changing family structure, the special needs of single and working parents, and the care and development of children.

In addition to educational efforts focused on low-income, single, and working parents, educational activities related to this issue may be designed to help train staffs of family service agencies, marriage counselors, and others whose employment or profession involves working with families, especially adult members of families.

In recent years many projects, funded under the Human Resource Development and other priority areas, have effectively focused their activities and services specifically on the needs and problems of the elderly and the handicapped. This support has represented a high proportion of the available funds. Under this Annual Amendment a considerably lower level of support is expected to be available for projects focused specifically on these population groups' needs and problems.

Dean of Summer School and Continuing Studies

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Procedures and Policies Relative to (1) Movement of Equipment and Supplies; (2) Custodial Assistance

(1) Movement of items by the Department of Buildings & Grounds personnel will be scheduled each Thursday between the hours of 1:00 P.M. and 3:00 P.M. Requests may be made to this department by phone (7035) or in writing. Movement or deliveries will be scheduled during above times and on a first come, first serve basis. Supply items chargeable to your departments from Logistics must first be coordinated with that office to insure availability, authorization, and quantities.

(2) Numerous requests are being made directly to the custodial people by members of the faculty and staff to perform other than their assigned duties.

Custodial personnel are assigned by this department to specific areas and facilities of the campus to perform the primary duties of housekeeping. The Housekeeping Supervisor is responsible to see that schedules are maintained and adequate cleaning

is provided to meet these primary duties. The requests, by others, of her people to perform other than their assigned duties hampers her ability to meet expected requirements.

Most departments have student help and/or assistants who could perform many of the odd jobs now requested of the custodians and they would be in a better position to know specific details of departmental needs. If, however, you feel the job must be done by a custodian, the request must be made to the Buildings & Grounds Department where it will be reviewed and scheduled.

Your full cooperation is solicited and is appreciated.

Supervisor, Buildings and Grounds

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ANNOUNCEMENT OF A STATE OF VIRGINIA CLASSIFIED POSITION VACANCY

<u>CLASS TITLE:</u>	College Store Textbook Manager A	<u>CLASS CODE:</u>	13013
<u>SALARY:</u>	\$8784 - \$12000	<u>POSITION NO:</u>	00054
<u>DATE OF VACANCY:</u>	January 1, 1980	<u>DEPARTMENT:</u>	College Bookstore
<u>APPLICATION DEADLINE:</u>	September 28, 1979		

APPLICATION INSTRUCTION: 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. ELIZABETH WELCH, PERSONNEL OFFICE, TRAILER 8-A, NO LATER THAN 5:00 P.M. SEPTEMBER 28, 1979.

JOB QUALIFICATIONS: Completion of High School and 3 years of experience in purchasing and selling a variety of commodities required, one year of which must have been at the supervisory level. College degree and 3 years of experience in a college bookstore to include ordering textbooks and maintaining inventory preferred.

Must have working knowledge of electronic cash register, calculator, and be able to type efficiently. Some knowledge of EDP systems helpful.

Christopher Newport College will have the option of promoting a qualified State employee or selecting an applicant from outside the Virginia State Government.

* * * * * Personnel

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 15th and 1st 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, and be 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 are green.

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Howard Bender, VOA's Artist In Residence, To Appear at CNC

Howard Bender, Virginia Opera Association's Artist in Residence for 1979-80, will be a guest of the CNC Concert Music Club on Monday, September 24. He will perform at noon in the Campus Center Theatre. In addition to singing several arias, Mr. Bender will answer questions from the audience regarding a young artist in the world of opera.

Bender appeared last year in VOA's production of "Don Giovanni" and will appear this season in three productions, including the season opener, "La Boheme," Thea Musgrave's new opera "A Christmas Carol," and in January, "Don Pasquale." He will also travel with VOA's touring wing, the Virginia Opera Theatre.

The concert is free and open to the public.

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Student Identification Now Required to Check Out Library Materials

Recently a college-wide decision was made to require students to use their CNC identification cards to attend campus events, to use the game room facilities, and to use the library. Beginning with the fall semester, this policy will be enforced by the library and should afford a means of protection for our students and faculty from other individuals who might falsely sign another's name when checking out library materials. It will also help prevent the loss of library materials which are needed for course work. In a recent instance, a student used another student's name to check out material that had been placed on reserve by a professor for the use of students in his course; the material was not returned, the library has no way to request its return, and the material will not be available for the use of other students.

Please announce this new college policy to your classes. According to the Sept. 6, 1979 Captain's Log, ID's can be obtained at the Campus Center Information Desk on the following dates: Sept. 17 through Oct. 5, Mon. and Tues., noon - 4:00 P.M. and Wed. nights, 5:00-9:00 P.M. Proof of registration at Christopher Newport and a driver's license are required. There is a \$1.00 charge. Last year's ID's will be revalidated free of charge for students with proof of registration for the fall semester. If additional clarification of this policy is required, please call Margaret Stewart, extension 7245.

COMMITTEE REPORTS

1979-80 ELECTED COMMITTEES

Academic Status Committee

*Coker
Hoiberg
McCaughey (Sec.)
Millar
Scheiderer
Sholtis
Weber

Faculty Evaluation Committee

Bankit
Bostick
Colonna
*Hammer
Lopater
McGregor (Vice-Chairman)

Admissions Committee

Greenough
Harwood
King, A.
Markusen
Riley
*Teschner

Nominations Committee

Al-Salam
*Bartelt
Boyd
Cummings
Herrmann
Sanderlin (Sec.)

Curriculum Committee

Demirgian
Hoaglund
Maniyar
Randall
Saunders
Tseng (Sec.)
*Wolf

Vice Chairman of Faculty - Durel
Secretary - Coker
Assistant Secretary - Wolf

Degrees Committee

Game
Hubbard, J.
*MacLeod
Miller
Olson
Van Pelt

Faculty Advisory Committee

Bauer
Booker
Kostaki-Gailey
Guthrie
Healey
Powell
*Pugh
Winter

Affirmative Action Committee

The new chairman of the Affirmative Action Committee is Bob Herrmann. Please contact Bob prior to beginning search committee activities so that an A.A. representative may be assigned to assist you.