



December 5, 1980
#31 of 1980

COMMUNITY CHRONICLE

MONDAY - December 8

11:00 - President/Administrators

2:00 - Advisory Board Meeting
CC233

3:30 - Honors Council - CC205

Women's Basketball - 7:00 PM
Norfolk State

TUESDAY - December 9

Division of Arts & Letters
12:15 PM - N202

WEDNESDAY - December 10

"Faculty Forum" - 10:00 PM
WGH-FM, "The Ways We Look
at Death" - Mary Ruth Cloudsley
TCC

Noon - AAUP - Admiralty Room

Noon - English Department - N203

THURSDAY - December 11

Workshop - CNC's Financial Accounting
System - N125 - 3:00-4:00 PM

FRIDAY - December 12

2:00 - F&P Arts
2:00 - FAC - CC233

FACULTY MEETING - N125 - 3:00 PM

Blue Cross/Blue Shield Informational
Meeting - N125 - 1:00 PM-2:00 PM

SATURDAY - December 13

Last Day of Classes

Men's Varsity Basketball - (away)
Randolph-Macon - 7:30

SUNDAY - December 14

OFFICIAL ANNOUNCEMENTS

Agenda for December Faculty Meeting

The regular Faculty Meeting for December will be held Friday, December 12, 1980 in N125 at 3:00 P.M.

- I. Approval of the minutes of the regular November Faculty Meeting.
- II. Committee Reports:
 - A. Academic Status Committee - Dr. Weber
 - B. Admissions Committee -
 - C. Curriculum Committee - Dr. Wolf
 - D. Degrees Committee - Dr. Olson
 - E. Faculty Advisory Committee - Dr. Booker
 - F. Faculty Evaluation Committee - Dr. McGregor
 - G. Other reports, if any.
- III. New Business:
 - A. Curriculum - Dr. Wolf
 - B. Degrees Committee - Dr. Olson
- IV. Adjourn.

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Change in Christmas Holiday Leave

Traditionally, Governors have authorized State Government office to be closed for one-half day on Christmas Eve, December 24. This practice was taken into consideration for the holiday schedule previously published in a memorandum dated August 15, 1980.

This year Governor Dalton has authorized offices to be closed all day on Friday, December 26, 1980 and Friday, January 2, 1981 instead of one-half day on December 24. Since December 25, 26, 29, 30, 31, and January 1 are already authorized holidays for classified employees, the two additional days the Governor has authorized will be observed on Wednesday, December 24, 1980 and Friday, January 2, 1981.

The College will close at 5:00 P.M. on December 23, and remain closed until 8:00 A.M. on January 5, 1981. All days are authorized holidays and annual leave is not charged. Necessary services shall, of course, be maintained and all employees required to work on these days are eligible for compensatory leave.

Director of Personnel

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Pay Day for Classified, Faculty and Hourly Employees

Pay checks that are due on January 1, 1981 will be available for pick up in the Business Office from Mrs. Becky Moore between the hours of 9:00-11:00 A.M. on December 31.

Admissions Report

Cindy Perry in Institutional Research has provided us with final applicant and admit-tee figures for fall 1980. These figures follow, and are compared with those of the previous six years:

	<u>1974</u>	<u>1975</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>
<u>CLASSIFIED</u>							
Applicants	694	969	1084	1144	1095	1193	1323
Enrolled	516	735	801	833	793	841	936

	<u>1974</u>	<u>1975</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>
<u>UNCLASSIFIED</u>							
Applicants	901	785	866	877	1045	1172	1099
Enrolled	803	678	702	701	771	911	921
<u>TOTAL</u>							
Applicants	1595	1754	1950	2021	2140	2365	2422
Enrolled	1319	1413	1503	1534	1564	1752	1877
Rejected	69	51	59	57	84	86	122

The following items are of special interest:

- We have experienced an increase of slightly more than 7% in new enrollees, the second highest increase in the last seven years;
- Among Classified students, our largest increase was in new transfers of which we enrolled 575 (compared with 455 in 1979). This is an increase of 26%;
- Despite the relative stability of the Unclassified applicant group over the last three years, we continue to enroll increasing numbers of these students;
- A total of 43 new students entered the College in January of this year. We have, therefore, had a grand total of 3020 new enrollees in calendar year 1980.

Keith F. McLoughland

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Reminder About Reserve Materials in Library

To enhance student access to materials during final exam week, the reserve department of the Captain John Smith Library is willing to limit three and seven day reserve items to "strict" or two hour reserve during that period. Any faculty member who would like to have reserve material so limited should call Cathy Dale, Reserve Assistant, ext. 7249.

All materials now on reserve will be removed at the end of the present semester. If you want materials retained on reserve, notify the Reserve Assistant by December 13.

The reserve department will begin accepting reserve materials for the spring semester January 5, 1981.

Jennilou Fernsler, Readers' Services Librarian
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Desk Calendar Refills

Desk calendar refills for 1981 are now available in the warehouse.

Corky Green

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Computer Service Request Forms

The Computer Center has developed three new service request forms to be used for requesting computer resources. These forms will enable the Center to follow a request more closely, and to allow for better job scheduling.

These forms supercede all existing service request forms. Note that all requests regarding student data must be approved by the Registrar.

A copy of each of the new forms is enclosed. Please photocopy these forms for your use. A limited supply of the forms is available in the Computer Center.

Shahram Amiri, Director, Computer Center

CHRISTOPHER NEWPORT COLLEGE
COMPUTER CENTER
Request for Programming Services

TO: Computer Center Director Date _____

FROM: _____
Requesters's name Office Phone No.

_____ Dept. Head Approval Budget No.

This is a: ☐ System Modification/Enhancement

☐ New System/Program

Description of Data Needed: _____

Report Run: ☐ Daily ☐ Weekly ☐ Bi-Monthly ☐ Monthly
☐ Semi-Annually ☐ Annually ☐ As Needed ☐ Other _____

Priority: ☐ Immediate (attach justification) ☐ Standard Schedule

FOR OFFICE USE ONLY:

Approved _____ Date _____
Director

Priority: ☐ 1 ☐ 2 ☐ 3 Programmer Assigned: _____

Date Project: Begun _____ Completed: _____

Charge (if any) _____

Copies to: _____

CHRISTOPHER NEWPORT COLLEGE
COMPUTER CENTER
Request for Security Modification

TO: Computer Center Director

Date _____

FROM:

Requester's Name

Office

Phone No.

Dept. Head Approval

Budget No.

User Name: _____

Account: _____

Please ☐ Change user password ☐ Delete user from account

☐ Modify security, please describe _____

Reason for change _____

FOR OFFICE USE ONLY

Approved _____
Director

Date _____

Assigned _____

Completed Date _____

CHRISTOPHER NEWPORT COLLEGE
COMPUTER CENTER

Request for Production Runs/Reports

TO: Computer Center Director

Date _____

FROM:

Requester's name

Office

Phone No.

Dept. Head Approval

Budget No.

System/Program Name _____

Description of Data Needed: _____

Production Run: Previous Request ☐ New Request ☐

Note: All requests concerning student information must be approved by the Registrar.

Approved _____
Registrar Date

FOR OFFICE USE ONLY:

Approved _____ Date _____
Director

Priority: ☐ 1 ☐ 2 ☐ 3 Assigned to: _____

Date Project: Begun _____ Completed: _____

Charge (if any) _____

Copies to: _____

NEWS & GENERAL INFORMATION

Literary Contributions Invited

The Buccaneer--CNC's Magazine of College Life is now accepting literary work of the members of CNC's faculty, administration, and alumni for publication. The Buccaneer is CNC's newest publication and will be published once during this current academic year and once a semester during the next academic year. The Buccaneer and its contents will be copyrighted. Anyone interested should contact the managing editor, Ken Gillespie at 596-9556 or contact Paula Delo--CNC's Public Relations Officer.

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Position Opening - Mathematics

There is one, possibly two restricted, non-tenure track openings at the instructors rank in the Mathematics Department for the 1981-82 school year, renewable each year for at most two years. Teaching may consist largely of evening courses. Salary range is \$15,000 to \$17,000; minimum qualifications: M.A. in math or equivalent. Preference given to persons with teaching experience. Applications must include two(2) letters of recommendation (preferably pertaining to teaching experience), resumé, and transcript or list of math courses taken, and must be received complete by February 20, 1981. Apply to: Search Committee, Math Department, CNC, 50 Shoe Lane, Newport News, VA 23606. CNC is an EEO/AA employer.

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Position Opening - Housekeeping Supervisor A - State of Virginia Classified Position

Class Code: 62012, Salary: \$7,190 Position No: 00007 Date of Vacancy: 1 Jan., '81
Department: Buildings & Grounds Application Deadline: 5 Dec., '80.

Application Instructions: Employees of the Commonwealth 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, T8A, not later than 5:00 P.M., 5 December 1980.

Duties & Responsibilities: The incumbent will perform duties of a custodial worker in an assigned area. Will tour all assigned areas daily to insure that custodial workers are performing delegated tasks. Performs special tasks as directed which may include cleaning facilities on nights, weekends and holidays as required. Maintains accounting of all housekeeping supplies and makes distribution. Trains and assists new employees in the proper use of supplies and equipment.

Job Qualifications: Completion of high school or equivalent and supervisory experience in janitorial work desired. Considerable knowledge of cleaning methods; ability to use and demonstrate the use of cleaning supplies and equipment to subordinates; ability to read, write and keep simple records; ability to train and supervise workers; and the ability to understand and follow oral and written instructions.

Area of Consideration: Only applications from hourly or salaried employees within this agency are to be considered for the open position. An EEO/AA Employer.

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Position Opening - Computer Operator A - State of Virginia Classified Position

Class Code: 14042 Salary: \$10,270 Position No: 00103 Date of Vacancy: 1 Jan., '81
Department: Computer Center Application Deadline: 12 December 1980

Work Schedule: Mon.-Thur. 2 P.M. to 11 P.M., Sat., 8 A.M. to 5 P.M.

Application Instructions: Employees 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, T8A, not later than 5:00 P.M., 12 December, 1980.

Duties & Responsibilities: The incumbent will be responsible for operating the following computer equipment-HP3000 Central Processing Units and peripheral equipment (tape drive, disks, card reader and printer)-Data-100 RJE Station and peripheral equipment. Maintains production schedules of computer center for administrative users and academic

users. Other duties include maintaining an up-to-date log of computing operations including a record of error conditions and unusual events, maintaining the tape library and insuring that all computer room equipment is cleaned on a daily basis.

Job Qualifications: Graduation from high school and experience as a computer operator. Education in the field may be substituted for experience. Must have knowledge of the procedures in machine data processing; good knowledge of the variety and application of computer and peripheral equipment and ability to analyze and grasp the principles of logical and sequential thinking.

Area of Consideration: Public at large An EEO/AA Employer.

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Faculty-Riverside Hospital Benefit Basketball Game

Come out and support the Faculty Team as they take on the interns and residents of Riverside Hospital in a basketball game to be played in Ratcliffe Gym on December 5, 1980 at 8:00 P.M. Tickets are \$2.00 for adults, \$1.50 for children and may be obtained in the Athletic Dept. R104. All proceeds will benefit Juvenile Diabetics.

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Personnel Note

The Blue Cross/Blue Shield Informational Meeting for CNC employees has been scheduled for December 12, 1980, N125, 1:00 P.M.-2:00 P.M. The session will take approximately one hour (clocked time) and will cover areas such as filing claims under major medical, maternity benefits and an overall view of the amount and extent of coverage and exclusions. A question and answer period will conclude the program. If you plan to attend, please call Becky Moore, 7145.

FACULTY/STAFF NEWS

Bill Wolf's article "Anthony Munday as Popular Artist" appeared in The Journal of Popular Culture, 13 (Spring, 1980). Two of his articles on the Castle Ashby papers will also appear soon: "The Authorship of The Mandrake and Leontius, King of Cyprus" in The Library (Cambridge University), ii, 4 (December, 1980), and "'A Very Poetical Corps': Samuel Holland and the Northampton" in English Language Notes for March 1981. He also acted as discussant for J.W. Robinson's paper "English Theatrical Literature: Discoveries and Desiderata" at the Bibliography Section of the Midwest Modern Language Association, Nov. 7 in Minneapolis.

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On Monday, December 1, Dick Guthrie was invited to address the Docents of the Mariner's Museum on the subject: "Who are the Deaf?: a Profile."

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Jay Paul's short story, "Presents for Wilton," appears in the November issue of Wind/Literary Journal, a Kentucky magazine.