

CNC CHRONICLE

September 24, 1990

THIS WEEK

- Tuesday Peninsula Hospital Lunch Chat Series. Free seminar, 11:45 a.m. - 1:00 p.m. Campus Center 150. To register call 594-7158 by noon Monday.
- Wednesday Falk Art Gallery Reception 5:30 p.m. to 7:30 p.m., Barclay Sheaks' exhibit "Looking Back: Barclay Sheaks in Retrospect."
- Friday Biology, Chemistry and Environmental Science Dept. Seminar "A Planet at Risk" by Joel S. Levine from NASA, noon, Gosnold Hall 101.
- Monthly Concert Series - Gail Niwa, pianist, 8:15 p.m. Gaines Theatre, call 594-7089 for information.

ANNOUNCEMENTS

- Lockers Please help us check our records regarding use of lockers. There are new faculty that need locker space.
- Large lockers 151-714 have been reserved for male faculty and staff in the Men's Locker Room. If you are currently using one of these lockers and would like to continue, please call Geri Williams (LSPE Secretary) at 4-7027 to verify your locker assignments.
- There are a few lockers available in the Women's Locker Room for female faculty and staff who would like similar locker accommodations.

Have some information you'd like to share with the CNC community?
Please submit your information in memo form to the Office of Public Relations
before noon on Wednesday
Need information?...call 594-7039.

FACULTY, STAFF, STUDENT NEWS

Faculty Wendell Barbour, Library Director, presented a workshop on September 12, 1990 at the Richmond campus of Commonwealth College on "The Library and the Librarian: How Faculty Can Utilize Both of Them."

Student Jane Hoppen, who earned a B.A. in English from CNC in 1989 and has been studying creative writing in New York, has won the 1990 Open Voice Fiction Award, given by the Center for the Arts at the West Side Y.



A Message from the Governor Concerning the Combined Virginia Campaign



As employees of the Commonwealth, we have the ability during the next few months to reach out to our neighbors in Virginia and throughout the world who are in need of our help. The Combined Virginia Campaign is our opportunity to "Give from the Heart" to ease the suffering and share the burden of those less fortunate.

The Combined Virginia Campaign is the voluntary charitable donation program conducted by and for state employees. It is the only state-sponsored charitable fund-raising program.

Earlier this year, state employee committees selected those charitable organizations which will be included in the 1990 Combined Virginia Campaign. Because of their efforts, you will have the opportunity to donate to worthy charities operating in your community or around the world to provide health and social services to people in need.

As we work together to cope with the economic difficulties facing state government, let us not forget those who, without our help, may be denied some of the basic necessities of life. During the next few months, one of your co-workers will approach you to discuss the Combined Virginia Campaign and invite you to donate to one or more worthy charities. When you are asked to help, please say yes, and "Give from the Heart" to the 1990 Combined Virginia Campaign.



The members of the first Graduate Faculty of Christopher Newport College have been selected by Anthony R. Santoro, President of the College, Richard M. Summerville, Vice President for Academic Affairs and Martin Buoncristiani, Director for Graduate Studies. The following persons were chosen after careful deliberation:

School of Letters and Natural Science

Harold Cones, Department of Biology and Chemistry and Environmental Studies

Stavroula Kostaki-Gailey, Department of Mathematics

Martin Bartelt, Department of Mathematics

David Hibler, Department of Physics and Computer Science

Roberta Rosenberg, Department of English

Richard Guthrie, Department of Modern and Classical Languages and Literatures

School of Social Science and Professional Studies

Linda Morgan, Department of Education

Dorothy Doolittle, Department of Psychology

Robert Durel, Department of Sociology and Social Work

Buck Miller, Department of Political Science

James Morris, Department of History

School of Business and Economics

Marshall Booker, Department of Economics and Finance

These persons, who will form the core of the graduate program, were chosen because of their scholarly and creative activity, their sustained contributions to their disciplines and their willingness to contribute to the professional growth of graduate students. Also serving on the graduate faculty in an ex officio capacity will be the Deans of the Colleges three Schools, Jouett Powell, Virginia Purtle and David Geithman.

During the next year these scholars will work to establish the governance for the Graduate Faculty and determine policies for academic procedures and standards for the Graduate School. Their work will enable the first graduate instruction to be offered in the summer of 1991. Looking beyond these procedural matters the first Graduate Faculty has the responsibility to lay the foundation for an intellectual tradition of scholarship, research and interaction with our graduate students that will persist beyond their tenure at the College.

A.M. Buoncristiani

Director of Graduate Studies

Christopher Newport College



Christopher Newport College

Newport News
Virginia 23606-2998

TO: All Department Chairs, Directors, Student Supervisors

FROM: Douglas Gallaer, Director, Office of Career Services

RE: Revised Student Employment Program Guidelines/Procedures/Application

DATE: September 18, 1990

The Student Employment Program (SEP) continues to evolve at CNC. Program strengths as well as areas for amelioration were identified last semester through the collaborative efforts of many. Substantive, positive changes have been developed and implemented. To facilitate your understanding of the program changes, I attached copies of the revised SEP guidelines, application instructions and application for your perusal. Major changes involve strengthening the applicant pool by including part-time students and marketing/posting student employment positions through the Office of Career Services.

Rather than note all changes and detail here, please thoroughly review the enclosed materials. In closing, the SEP is a vital program for students and the College. Our students gain valuable work experience through the program and benefit educationally and financially as well. By offering the program, the College strives to meld student and department/office needs.

If have any questions pursuant to your review, please call me at 4-7047.

DCG/mbr
Attachments

STUDENT EMPLOYMENT PROGRAM

Application Instructions

Christopher Newport College
Office of Career Services
Personnel Office

Note to students, faculty and administrators: Please thoroughly review the following instructions. Although the application process is not difficult, you can save time and effort by knowing how the program operates. If you have questions call the Office of Career Services at 594-7047.

I. The student is responsible for:

1. Completing the upper portion of the Application for Student Employment and submitting it to the Office of Career Services.
2. Reviewing the Student Employment Program vacancies posted with the Office of Career Services.
3. Providing information to complete required forms at the time of hire (tax forms, I-9).
4. Following notification of hire, obtaining time sheets from the Office of Personnel, and, according to the payroll schedule, completing them accurately, obtaining supervisor's signature and meeting payroll deadlines.

II. The Office of Career Services is responsible for:

1. Serving as the site for applications.
2. Developing and maintaining an application file of CNC students seeking on-campus employment (non-work study).
3. Advertising positions and forwarding applications to departments upon request.
4. Maintaining a file of students hired.
5. Purging application file yearly.

III. The Department Chair or Supervisor is responsible for the following:

1. Contacting the Office of Career Services to advertise the position and request applications after the posting period (usually one week).
2. Reviewing applications and making selection.
3. Completing the lower portion of the application of the selected applicant.

4. Notifying the student to hand-carry application to the Office of Personnel in order to complete Federal, State income tax withholding forms (W-4's), the INS Form I-9 and furnish a copy of Social Security Card and Drivers License.

5. Following approval of the Office of Personnel, via receipt of a completed copy of the SE-1 (Student Employment Application), notifying the student that he/she has been selected, where and when to report to work.

6. Notifying the Office of Career Services when the vacancy has been filled. This alerts the OCS to cease advertising the vacancy.

7. Returning all other applications to the Office of Career Services.

IV. The Office of Personnel is responsible for the following:

1. Reviewing SE-1 and W-4's for completeness.
2. Comparing copy of Social Security Card with application to verify name spelling, account number and reviewing INS Form I-9 for completeness.
3. Forwarding a completed copy of the SE-1 to the department chair or supervisor notifying that the student can begin employment.
4. Filing above forms in Payroll Office and entering student employee on Student Payroll.
5. Furnishing the Director of Career Services a copy of SE-1 for each student hired.
6. Serving as a repository for time sheets.
7. Maintaining employment and payroll records.

STUDENT EMPLOYMENT PROGRAM

Program Guidelines

Christopher Newport College
Office of Career Services
Personnel Office

Purpose

The Student Employment Program enables CNC students to work part-time with the College while pursuing their education. The program is educationally and financially helpful to students as it provides opportunities for work experience and income. Additionally, the student's employment with the College provides work reference information. This can be valuable to the student when seeking full-time employment elsewhere.

General Responsibilities

This policy provides uniform hiring and pay procedures for student employees. The Director of Financial Aid is responsible for managing the work study program. The Director of Career Services is responsible for managing the applicant pool and referring interested students for possible placement in on-campus jobs (other than work study). The Director of Personnel is responsible for the actual hiring, paying and administration of students in all on-campus jobs.

Conditions of Employment

Student employment shall be limited to CNC students. Part-time students may be employed but preference will be given to full-time students (12 credit hours or more) whenever possible.

Student employment is limited to twenty hours per week when classes are in session during Fall and Spring semesters. Students should be employed only in one position at any given time. However, if this cannot be arranged, two positions, not to exceed twenty hours per week and at the same rate of pay, may be held.

Students may be employed during break periods as long as full or part-time student status is intended to be continuous. Students may not work more than forty hours per week during break or vacation periods. Under no circumstances may a student exceed 1500 hours of employment during a year, beginning with the date of hire.

Form SE-2 is used to record hours worked while attending class and during break periods between Fall and Spring semesters. Form SE-2A is used to record hours during the Summer when not attending class in order to withhold Social Security.

Hiring Procedure

Interested students may apply for employment through the Office of Career Services by completing an Application for

Student Employment, Form SE-1. The department chair or supervisor must contact the Office of Career Services and provide position information. This information is necessary to post the vacancy and generate referrals. The Office of Career Services will refer interested students to the department chair for review.

Student employment applications are maintained on file in the Office of Career Services for referral and consideration from July 1 through June 30th each year. Interested students need to complete a new application yearly after June 30th to be considered for student employment.

Compensation

Payment for hours worked is made on the basis of a properly completed Student Employee Time Sheet, SE-2 or SE-2A as appropriate. The full name of the student (not nickname), mailing address, social security number, department name, department account number, total hours worked and signature of the student are required. The department chair or supervisor is the only person authorized to sign the time sheet. Omissions or inaccuracies in completing the required forms or failure to meet submission deadlines will result in students not receiving their pay in a timely manner.

The prevailing minimum wage rate shall be established as the base pay for all new applicants (individuals not currently employed in the Student Employment Program).

Employment Evaluation

The department chair or supervisor is responsible for completing the Student Employment Evaluation (form SE-3) on an annual basis and forwarding the evaluation to the Payroll Office for approval and filing.

Termination of Employment

It is the responsibility of the department chair or supervisor to complete the Student Employment Termination Form, SE-4, when the student is no longer working under their supervision. The Director of Personnel is responsible for approving this action and forwarding the termination form to the Payroll Office.

Authority

This policy is issued by the Vice President for Finance and the Vice President for Student Affairs.

STUDENT EMPLOYMENT PROGRAM

Application for Employment

Christopher Newport College
Office of Career Services
Campus Center, Room 146
(804) 594-7047

SECTION I (To be completed by the applicant, please print)

PERSONAL INFORMATION

Name: _____ Student I.D. _____
Last First M.I. S.S.N. _____
Address: _____ Zip: _____ Phone: _____
(Street/City/State)
I certify that I am a student at CNC Full-time, # of hrs. _____ Part-time, # of hrs. _____
I am currently working at CNC in another job yes, # of hrs. _____ no _____

Note to Students: Applications are maintained on file for referral and consideration from July 1 through June 30th each year. Interested students need to complete a new application yearly after June 30th.

Signature: _____ Date: _____

ACADEMIC INFORMATION

Major: _____ Expected Graduation Date: _____
Month/Year

EMPLOYMENT INFORMATION

Employer (Name & Address, List any CNC jobs)	Position Held (Briefly List Duties)	Dates (Mo./Yr.)		Hrs./Week
		From	To	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OTHER SKILLS (check all that apply)

Computer _____ Cashiering _____ General Office _____ Lab Tech _____ Word Processing _____
Typing(wpm) _____ Library/AV _____ Food Services _____ Writing _____ Communication _____
Other(s), please specify: _____

SECTION II (To be completed by the employing department and carried by student to the Personnel Office, Room 203 Admin. Bldg.)

Requested Hire Date: _____ (Student is **not** permitted to work until approval is received from Personnel Office.)
Rate of pay is minimum wage (unless prior approved by the VPF.)

Department or Office: _____ Budget Account No.: _____

Signature: _____ Date: _____
Department Chair or Supervisor

SECTION III (To be completed by the Personnel/Payroll Office)

EEO Data: Birth Date _____ Sex _____ Race _____

Processing Complete: I-9 _____ Federal Tax W-4 _____ State Tax VA-4 _____

Employment Approved: _____ Date: _____
Director of Personnel



The Department of Fine & Performing Arts of Christopher Newport College
announces their MONTHLY CONCERTS 1990-1991

Sept. 28 Gail Niwa, pianist

Oct. 19 The Mauney Duo

Nov. 9 Robert Weirich, pianist

Dec. 7 Randy Pile, guitarist

Jan. 18 Roberta Rust, pianist

Feb. 15 Frank Wiens, pianist

Mar. 22 Andrew Sterman & Harold Lewin

Apr. 5 Neal Ramsey, saxophonist

May 17 Futurebach

Individual Tickets

\$5.00 REGULAR

\$1.50 STUDENTS, FACULTY, SENIOR CITIZENS

Season Tickets

\$22.00 REGULAR

\$6.00 STUDENTS, FACULTY, SENIOR CITIZENS

Biology, Chemistry and Environmental Science

Departmental Seminar

A PLANET AT RISK

Joel S. Levine
Atmospheric Sciences Division
NASA Langley Research Center
Hampton, VA 23665-5225

We on Earth are involved in an uncontrolled experiment involving the production and release into the atmosphere of vast concentrations of trace gases. These trace gases control the chemistry of the atmosphere and the climate of our planet. These gases are produced by the burning of fossil fuels for energy production and transportation, the burning of living and dead biomass for deforestation, the burning of agricultural stubble, the increasing global application of nitrogen fertilizers to agricultural lands, and the production and release into the atmosphere of many industrial gases. Some of these gases have led to a major depletion of stratospheric ozone over the Antarctic during the spring and a less severe, but significant, decrease in stratospheric ozone over the Northern Hemisphere. Stratospheric ozone absorbs ultraviolet radiation from the Sun and shields the surface of our planet from this biologically lethal radiation. Other gases, such as carbon dioxide, methane, nitrous oxide, and the chlorofluorocarbons, which will lead to a global warming due to their infrared absorption or "greenhouse" properties, are increasing in the atmosphere at a very rapid rate. The depletion of the stratospheric ozone and the buildup of greenhouse gases, all due to human actions and activities, have led to significant perturbations in the Earth's atmosphere/climate system, resulting in a planet at risk.

Friday, September 28, 1990

12 noon

Gosnold Hall 101

After the seminar, join us for lunch with Dr. Levine. Go through the cafeteria line or bring your own lunch and meet us in the Banquet Room in Christopher's.

OPEN TO THE PUBLIC



Christopher Newport College
Newport News, Virginia 23606-2998

News Release

Release: IMMEDIATE
Contact: John Campbell 594-7039

September 17, 1990
CNC -- 17

CNC'S FALK ART GALLERY WILL FEATURE BARCLAY SHEAKS

Christopher Newport College's Falk Art Gallery will feature well-known Barclay Sheaks' exhibit "Looking Back: Barclay Sheaks in Retrospect." The exhibit will open with a reception at the Gallery on September 26, 1990 from 5:30 p.m. to 7:30 p.m.

The exhibit focuses on the artist's work of the past three decades. It begins with work from the '60s, and concludes its chronological survey with the 1988 work, "Pond," which the artist considers his masterpiece.

Sheaks feels that each work on display can be considered a milestone piece because it is characteristic of the period and represents a turning point in his career.

"Looking Back: Barclay Sheaks in Retrospect" will be exhibited through October 17, 1990.

The Falk Art Gallery, located in Gosnold Hall, is free and open to the public 11 a.m. to 3 p.m., Monday thru Friday. For more information, please call Carol Callaway at 594-7090.



Christopher Newport College
Newport News, Virginia 23606-2998

News Release

Release: IMMEDIATE
Contact: John Campbell 594-7039

September 17, 1990
CNC -- 18

CNC'S MONTHLY CONCERT SERIES FEATURES GAIL NIWA

The Department of Fine and Performing Arts of Christopher Newport College will open its 16th season of monthly concerts September 28, 1990 with pianist Gail Niwa.

Niwa has won numerous piano competitions, and in 1989 was selected as the only American among the 12 finalists at the Sixth Annual Artur Rubinstein Piano Master Competition in Tel Aviv, Israel.

Niwa made her orchestral debut at the age of six with the Chicago Symphony, and attended the Julliard School of Music where she received her master's and bachelor's degrees.

This concert will be Niwa's first solo recital in our area, although she has accompanied violinist David Kim during a recital at CNC.

The concert includes one of the romantic Busoni transcriptions of a movement from a chaconne by Bach, sonatas by Haydn and Prokofiev, and works by Chopin, including a ballade, three mazurkas, an impromptu and a scherzo.

-more-

The concert will begin at 8:15 p.m. in the John W. Gaines Theatre.

Season tickets can be ordered by calling 594-7074 or 594-7089. Season tickets prices are \$22 for regular subscriptions, \$16 for students, faculty, alumni and senior citizens. Individual concert tickets can be purchased on the evening of the concert at the box office at \$5 and \$4.

For more information, call 594-7074.

CNC TELEPHONE DIRECTORY INFORMATION

Each employee should complete this form with all the required information and return it as soon as possible to Kim Kennell in the Office of Vice President for Finance. If there are no changes, please indicate by writing "No Change" on this form and return it as indicated above. Thank-you.

Employee Name: _____ Spouse _____

CNC Position Title: _____

Department: _____

Building and Room #: _____

Office Telephone Extension: _____

Off-Campus Office Phone #: _____

Home Address: _____

Home Telephone # _____

Employment Status: (Circle One)

Administrator	Classified	Hourly	Student
Faculty:			
Professor	Associate Professor	Assistant Professor	
Instructor	Adjunct		

