

CNC CHRONICLE

August 27, 1990

THIS WEEK

- Monday - Classes begin
- Friday - Preventive Education/Training on Substance Abuse/
Alcohol, Room A105

ANNOUNCEMENTS

Enrollment As of August 23, CNC's enrollment is 3,427 FTE's and 4,705 actual students. That is a 5.1% increase from last year at this same date. CNC will have 1,658 new students, with 491 being freshmen.

FYI Mark your calendar for the following events:

Founders Day on September 19th.

The International Student's Association Carwash on September 12th from noon till 4 p.m. The event will be held in the Campus Center parking lot near the Gaines Theater. A \$2.00 donation will help support the organization's activities.

FACULTY AND STAFF NEWS

Faculty Wendell Barbour, Library Director, assumed the Presidency of the Oyster Point Rotary Club effective July 1, 1990. They meet Friday mornings in the Campus Center.

Wayne Block, Sports Information Director, earned three Citations of Excellence from the College Sports Information Directors of America (CoSIDA) for his 1989-1990 athletic publications. CNC's Track and Field Brochure was judged "Best in the Nation" in Division C from among 11 entries in the Track and Field Brochure category and the cover of the guide was judged "Best in the Nation" in that category. In addition, Wayne's 1989 soccer media guide was judged "Third in the Nation" in Division C from among 33 entries in the Soccer Brochure category.

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.

Notice for the Chronicle

NOTICE OF FELLOWSHIPS AVAILABILITY

The following listing of fellowship programs were announced in the August 1990 issue of The Grant Advisor. Any faculty member having interest in these programs should contact the Grants Office at 7266.

AAUW Educational Foundation: Postdoctoral and Dissertation Fellowship program for 1991-1992. Application deadline is November 15, 1990. Scholarship may be in any field. Postdoctoral Fellowship awards will range from \$20,000 to \$35,000. Dissertation Fellowships provide stipends of \$12,500.

American Council of Learned Societies: Postdoctoral research in the humanities is supported by stipends of up to \$15,000. Deadline for application is October 1, 1990.

Lindbergh Grants Program: This is an individual award program, funded up to \$10,580 for projects in fourteen different areas of interest emphasizing aeronautical research, conservation, biomedical research, exploration, and wildlife preservation. Application deadline is October 16, 1990.

NOTICE OF GRANT AVAILABILITY

The National Institute on Drug Abuse (NIDA) has an interest in research on drug use and drug abuse as they relate to the work place. The goals of this program are to encourage systematic research on the impact of drug use and abuse in the work place and studies of the prevalence and etiology of work place related drug use and abuse. Relevant areas listed are Psychology, Epidemiology, Sociology, Business and Labor Relations, Public Health, Management, and Economics. Details concerning this program are contained in the NIH Guide for Grants and Contracts of July 6, 1990. Please contact the Grants Office at 4-7266 if you have interest in pursuing research in this area.

Submitted by Grants Office

PO E

PERSONNEL



AUG 15 3 05 PM '90

COMMONWEALTH of VIRGINIA

DORTHULA H. POWELL-WOODSON
DIRECTOR

Department of Personnel and Training

August 13, 1990

ATTENTION ALL SUPERVISORS

MEMORANDUM

TO: Agency Heads and Human Resource Officers
FROM: Dorthula H. Powell-Woodson *JHW*
SUBJECT: Performance Evaluations During Transition to the
Incentive Pay Plan

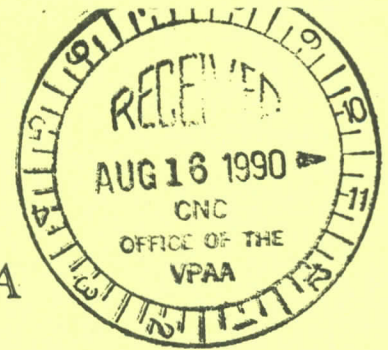
I am writing to correct one item in my July 10, 1990, memorandum regarding Incentive Pay Plan policy changes. This item concerns performance evaluations completed between July 1, 1990, and November 1, 1990.

Performance evaluations during this period of time are optional. However, any such evaluations are deemed "interim" under Article X of Policy 1.07, "Performance Appraisal." Thus, these evaluations should not become a part of the employee's official personnel file, except as back-up documentation of any subsequent written notice issued under the Standards of Conduct and Performance Policy.

The purpose of these evaluations is to provide feedback to employees on their performance during the period of transition to the new performance evaluation cycle, which begins on November 1, 1990. In the event that there are serious performance problems with employees, any disciplinary action taken must be taken pursuant to the Standards of Conduct and Performance Policy, Policy 1.05, and not pursuant to the Performance Appraisal Policy, Policy 1.07.

Should there be any questions concerning this policy interpretation, please contact this Department's Office of Evaluation and Policy, or Office of Compensation Management.

:lrp



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TRAINING OPPORTUNITIES FOR CNC EMPLOYEES

Preventive Education/Training on Substance Abuse/Alcohol

DATE: Friday, August 31, 1990

TIME: 2:00 p.m. - 4:00 p.m.

PLACE: Room A105

We are pleased to offer employees the opportunity for education/training on the prevention of substance and alcohol abuse. Ms. Janice Gray, State Employee Assistance Service, has agreed to conduct this educational program for Christopher Newport College. This is a free service provided by the Commonwealth of Virginia. The program will include the following:

- (1) the impact of drugs and alcohol abuse
- (2) a video "Drugs in the Workplace"
- (3) prevention
- (4) health risks
- (5) how to spot troubled employees and guidelines for referral
- (6) other help available

Ms. Grey provides all materials for handouts and we may add to this package for each employee as appropriate.

Release time should be granted to all employees that wish to attend. Please get approval from your supervisor.

Please return completed registration form to the Personnel Office as soon as possible.

NAME _____

DEPARTMENT _____

SSN _____ TELEPHONE _____

SUPERVISOR'S APPROVAL _____

Please register me for the following workshop:

☐ Preventive Education/Training on Substance Abuse/Alcohol