



January 19, 1979
#2 of 1979

COMMUNITY CHRONICLE

MONDAY - January 22

3:00 - FEC, Ad. Bldg. Conf. Room

TUESDAY - January 23

Noon - Nominations Committee
Conf. Room, Ad. Bldg.

WEDNESDAY - January 24

2:00 - Humanistic Studies Committee

Noon - Curriculum Committee

"Faculty Forum" - "A Reading of Poetry"
Dr. Jay Paul

Women's Basketball - (away)
7:00 - Va. State College

THURSDAY - January 25

10:00 - President's Ad. Council

FRIDAY - January 26

Varsity Basketball - (away)

8:00 - Va. Wesleyan College

Women's Basketball - (home)

7:00 - Lynchburg College

SATURDAY - January 27

Varsity Basketball - (home)

8:00 - Eastern Mennonite College

SUNDAY - January 28

DEAN'S ANNOUNCEMENTS

Schedule of Regular Faculty Meetings

Faculty meetings during the spring semester, 1979, will be held at 3:00 P.M. in N125 on the following dates:

February 9
March 9
April 13
May 11

NOTICES

Scholarships

The State Council of Higher Education is offering: (1) summer scholarships for undergraduate student interested in pursuing graduate studies, and (2) a program to assist minority faculty interested in pursuing doctoral studies. Please encourage minority students (Juniors) who may be eligible to contact Malinda Davis or me. If you or a colleague is interested, contact me for details.

Lora Friedman

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Affirmative Action Statement

Reminder: Brochures, announcements, and other publications must carry the affirmative action statement, "Christopher Newport College does not discriminate with regard to race, color, religion, sex, age, ethnic group, national origin, handicap, or political affiliation."

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Tai Chi Classes

Ann-Marie Long will offer two Tai Chi classes for faculty, students and staff starting Thursday, January 25 and Tuesday, January 30 at 5:00 P.M. on campus. Tai Chi is an ancient Chinese form of movement for health, fitness, relaxation and meditation. Register with Agnes Braganza in the Continuing Education Office. For further information about these and other classes, contact Ann-Marie at 874-3769.

- Fran Slocumb

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Student Employment

As you know, services by a student regularly enrolled and attending classes in the employ of his school are excluded from social security withholding tax. However, this exclusion applies only during periods of regular school attendance. In order to comply with the exclusion, we have designed a new time sheet to be used for students. We will start using the new green time sheet for time worked in February. These are to be turned in on the first of each following month thereafter. The new time sheets are available in the Payroll Office. It will be the responsibility of the Supervisor or Department Chairman to certify that the student is regularly attending classes. REMEMBER--BEGINNING FEBRUARY 1, 1979, YOU MUST START USING THE GREEN TIME SHEET AND IT MUST BE PROPERLY SIGNED BEFORE TURNING IT IN TO THE PAYROLL OFFICE ON MARCH 1, 1979. PLEASE, NO EXCEPTIONS.

NOTE: Those persons not actively attending classes will use the white hourly time-sheet.

Payroll Office

POSITION OPENING

Fine & Performing Arts - Speech

One-year replacement position for person to teach Public Speaking and Oral Interpretation of Literature. Minimum requirements: M.A. and two years of full-time college teaching or the equivalent. Rank: Instructor or Assistant Professor depending on education and experience. Salary: \$12,500 to \$16,000 depending on rank and experience. Applicant must submit letter of application, resume, transcripts, and at least three letters of recommendation. CNC is an Affirmative Action/Equal Opportunity Employer.

(Interested applicants should contact search committee immediately.)

Rita Hubbard, Chairman of Search
Committee

LIBRARY NEWS

MEMORANDUM

To: Faculty Members

From: Nan C. Eddins, Readers' Services Librarian

Re: Photocopying on Library Xerox 4000

Construction of the new library wing and reconstruction of a portion of the present building has resulted in considerable dislocation of library service desks and some library services. The XEROX 4000 machine has been relocated in a storage area for the remainder of construction and is not easily accessible to the circulation staff. Therefore, photocopying should be left at the circulation desk with a completed Xerox request form. We regret that "on demand" Xeroxing cannot be done during the spring semester. All Xeroxing will be batched and done according to the following schedule:

Materials dropped off between 8 am and 11 am will be copied and available for pick-up or delivery to mailboxes by 12 noon.

Materials dropped off between 11 am and 3 pm will be copied and available for pick-up or delivery to mailboxes by 4 pm.

Materials dropped off between 3 pm and 7 pm will be copied and available for pick-up by 8 pm. Materials to be deposited in the mailboxes will be taken to the mailboxes by 9 am the following day.

Materials dropped off after 7 pm will be copied and available for pick-up or delivery to mailboxes by 12 noon the following day.

Please remember that all photocopying must meet the requirements of the Copyright Law/Fair Use Guidelines.

The Business Office is in the process of securing a photocopying machine to be placed in the campus duplicating center (with the A. B. Dick 1500). This machine should provide self-service copying for faculty with an automatic charge back to their departments.
