

# CNC CHRONICLE

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Nov. 5, 1991

**EARLY DEADLINE** -- The Chronicle was published early this week because of the impending closing of the Duplicating Services. The next Chronicle will be printed Nov. 22. Deadline for submissions is noon Nov. 20. We apologize for any inconvenience.

**DUPLICATING SHUTDOWN** -- The Duplicating Office will be closed beginning at 5 p.m. Friday Nov. 8. It will not reopen until 8 a.m. Nov. 18. All duplicating work must be received by noon Wednesday Nov. 6 and must be picked up by 4 p.m. Friday Nov. 8. Mail services will continue as normal, but mail will not be posted Monday Nov. 11.

**VOLUNTEERS NEEDED** -- CNC will host the NCAA Div. III Cross Country South/Southeast Championship Nov. 16 and the National Championship Nov. 23. Both competitions will take place at Deer Park Golf Course in Newport News. Dozens of volunteers are needed on race days to perform the numerous functions that are associated with the race. If you would like to volunteer, or need more information, please call Vince Brown at 4-7289.

**AMERICAN JEWISH HISTORY EDITOR TO SPEAK** -- Dr. Marc Lee Raphael, editor of the quarterly publication American Jewish History and Professor of Judaic Studies at William & Mary, will speak about Cuban Jews of Miami Nov. 6 at 2 p.m. in CC 150.

**BASKETBALL REMINDER** -- The men's first home game is Nov. 22 at 7:30 p.m. against Mary Washington College. Dec. 4 at 5:30 p.m. will be the women's first home game against Bridgewater College. The Athletic Department reminds you that admission to regular season home games is free for you and your family with your CNC ID card. Passes will no longer be issued. ID Cards are free to faculty and staff and are available at the Campus Center Information Office.

**'91-'92 WRITERS' SERIES** -- Well-known Virginia novelist and poet George Garrett will open this year's Writers' Series with a reading Nov. 6 at 8 p.m. in CC150. Garrett is the author of more than two dozen novels and books of short fiction and poetry. The event is free and open to the public. The Writers' Series is sponsored by the English Department and the Virginia Commission for the Arts.

**POETRY/PROSE READING** -- Poets and writers are invited to read selections of their work Nov. 7, beginning at 7 p.m., in the Terrace. The event is designed to provide an opportunity for local wordsmiths

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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.

to present their works to an audience. The event is free and open to the public. Each reader is limited to 10 minutes. Sign up in advance by calling the Office of Continuing Education at 4-7158 or at the door upon arrival Nov. 7. Writers and non-writers alike are invited.

**NEW WRITING COURSE** -- The former General News Editor of Business Week Magazine will teach a section of English 309 during the spring semester. "The Art of the Essay," which will focus on problems in contemporary society, will involve research, interviews and thoughtful exposition. The class will be taught Tuesdays from 7 p.m. to 10 p.m. and will be restricted to 18 students. For more information, please contact Dr. Jay Paul.

**ARTIFACT PRESERVATION** -- Dr. Tim Morgan is in need of copier paper boxes and lids in order to store artifacts he is recovering from a major archaeological dig at a site in Suffolk. Please call 4-7567 and someone will stop by and pick up the boxes and lids.

**HOURLY EMPLOYEE** -- Tammy L. Ottarson - Secretary Senior - Mathematics

**SOVIET UNION'S FUTURE** -- The LifeLong Learning Society will host a presentation by Dr. Simon Appatov, Professor and Chairman of the Department of Modern and Contemporary History, Odessa University, USSR. The lecture will be held Nov. 20 at noon in the John Gaines Theatre. A "no-host" luncheon will follow in CC150. For more information on the presentation or the luncheon, contact Dr. Jim Moore at 4-7065.

**THANK YOU** -- The Campus Police Department sincerely appreciates the support and donations received from the campus community for the Special Olympics fund-raiser. The raffle and bake sale were very successful. Thanks to all who helped and to everyone that donated items. Special thanks to the CNC Bookstore, Savory Woods, Peter Piper Pizza, Fair Lanes, The Backfin and Subway Station.

**MEMORIAL GARDEN** -- The LifeLong Learning Society, a program of the Office of Continuing Education and Special Programs, is accepting contributions to fund a garden in memory of Dr. Agnes Braganza. The garden will be located between the new Science Building and McMurran Hall and will consist of two large hackberry trees, 14 large azalea bushes, a bronze marker and six redwood benches. If you wish to make a tax-deductible contribution to this fund, please make your check payable to the Christopher Newport College Educational Foundation, designate it for the LLS Memorial Project and send it to the Development Office.

**HOLIDAY LEAVE** -- The college will be closed Nov. 28 and Nov. 29 for the Thanksgiving Holiday. Both days are authorized holidays and annual leave is not charged. For the Christmas through New Year's shutdown, the college was scheduled to close at 5 p.m. Dec. 24. Since the Governor has authorized two holidays (Dec. 26, 27) that were already included in our holiday schedule, those holidays will be used Dec. 23 and 24. Therefore, the college will close at 5 p.m. Dec. 20 and will remain closed until 8 a.m. Jan. 2, 1992.



**MILEAGE REIMBURSEMENT** -- The new Oldsmobile sedan that President Santoro is driving is the generous gift of the Suttle Motor Corporation of Newport News to Christopher Newport College. As a result of the gift, the President's Chevrolet Caprice has been transferred to the college motor pool for general dispatch. All college people traveling on official business are reminded that they will be reimbursed for mileage on their personal vehicles only if they have first tried to secure a college vehicle and found that none was available. Bonnie Rash, Ext. 4-7035, assigns vehicles to individuals. When you request a vehicle from Ms. Rash, she will record your request and her records will be compared to mileage reimbursement requests. It is necessary to adhere to this policy because it is far more expensive to reimburse employees for mileage than it is to use a state vehicle.

**NATIONAL GALLERY TICKETS** -- President Santoro has secured some complimentary tickets to the exhibit "Circa 1492: Art in the Age of Exploration" at the National Gallery of Art in Washington, D.C. Tickets are available from Barbara Copley in the President's Office on a first-come, first-served basis. There are six tickets for admission at 1 p.m. Dec. 21; six tickets for admission at 1 p.m. Jan. 3, and three tickets for admission at 1 p.m. Jan. 4.

**BUSINESS BREAKFASTS** -- The next Peninsula Business Breakfast is slated for Nov. 12 at 7:30 a.m. The event is free and open to the public. Britt R. Gilbert, president of Virginia Iron Corporation will make a presentation about the proposed Newport News Steel Mill. For more information, please contact the Office of Continuing Education.

**RADIO INTERVIEW GUESTS NEEDED** -- WHRV-FM 89.5, one of Hampton Roads' two public radio stations is looking for CNC faculty members to be guests on two, weekly radio interview shows. If you are interested, please call John Campbell at 4-7039.

**Thinking Out Loud** is a half hour program focusing on the resident and visiting scholars at area campuses and covers a broad range of issues and subjects being discussed on local campuses.

**Options in Education** focuses on the multitude of issues facing the education establishment today.

**PHOTOS NEEDED** -- Photographs of students and teachers in classroom and laboratory situations are still needed. Faculty who would like to participate are asked to contact John Campbell at 4-7039 as soon as possible. Your support of this project will be greatly appreciated.

**GUEST SPEAKER** -- Cornelius Iida, official Japanese interpreter during the Carter Administration, will conduct a presentation on "Japan - U.S. Relationships in 1990-91." The free program is scheduled for Nov. 6 at noon in Gosnold 101. The event is another in the continuing series of joint presentations by CNC and the Japan-America Society of the Virginia Peninsula.

**TEA CEREMONY** -- A Japanese tea ceremony will be held in Christophers' Nov. 17 beginning at 3:30 p.m. The cost is \$5 per person. For more information or tickets, contact Doc Powell at 4-7052.

**TRAINING OPPORTUNITY FOR CNC FACULTY AND STAFF**

One Man CPR and Heimlich Maneuver

DATE: Saturday, February 1, 1992

TIME: 9:00 a.m. - 1:00 p.m.

PLACE: Ratcliffe Gym, Room 109A and 109B

We are pleased to announce that volunteers from the American Heart Association and Yvonne Stringfield, Nursing Department, will instruct faculty and staff on one-man CPR and the Heimlich Maneuver. If you have any questions concerning course content, please call Yvonne Stringfield, 4-7343. Training will last approximately four (4) hours. Class size is limited to 25, first come, first serve basis. A booklet fee of \$2.50 must accompany your Registration Form. The registration form and fee needs to be returned to the Personnel Office no later than January 24, 1992.

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**ONE-MAN CPR/HEIMLICH MANEUVER TRAINING**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

SSN: \_\_\_\_\_ Telephone: \_\_\_\_\_

Booklet fee in the amount of \$2.50 enclosed.



# Christopher Newport College

Newport News  
Virginia 23606-2998

TDD (804) 594-7155

To: Chronicle  
From: ITSV *Kathryn McCubbin*  
Subject: New Academic Computer System  
Date: October 28, 1991

The PRIME computer system will be shut down permanently during the week of December 16, 1991. The replacement system is a UNIX based RISC system manufactured by Digital Equipment Corporation (DEC) and consists of 30 workstations and a network server with the following attributes:

- Workstations: Primary memory of 8 Mbytes expandable to 128 Mbytes  
Performance provides for 21 integer MIPS  
330 Mbyte of online secondary storage expandable to 21 Gbytes  
600 Mbyte CD-ROM drive  
19 inch monochrome display monitor with 1280x1024 pixel resolution  
Keyboard and mouse pointing device
- Server: Primary memory of 32 Mbytes expandable to 256 Mbytes  
3 Gbytes of online formatted secondary disk storage  
Performance provides for 32 integer MIPS  
Supports a minimum of 100 concurrent sessions without degradation which includes a mix of dumb terminals, workstations and LANs
- Other: Two dot matrix, 300 line per minute printers  
Two laser printers, 8 pages per minute at 300x300 dots per inch resolution
- Network: Hardware supports IEEE 803.2 standard and allows for exchange of files and mail with other hosts supporting TCP/IP. The network management software provides a multivendor TCP/IP environment able to collect, store, and process multivendor management information. There is a consistent user interface and the system provides management capabilities in the areas of configuration, fault, and performance.



Software:

All PRIME and third party software which has been available on the PRIME will be available in DEC versions with the exception of the following: SAS, ADA, LINDO, and BASIC. Users who require any of these packages should contact ITSV at x47180. The College will continue to support a site license for SAS which runs on IBM compatible PCs (21 Mbytes disk storage, a coprocessor, and expanded memory are recommended). At this time there are 2 out of a total of 10 SAS PC licenses available.

File Transfers:

The final tape back up for the PRIME is planned for Friday, December 13, 1991. Those users who require files to be available on the DEC for the Spring term should contact Lee Smith at x47180.

Training:

Instruction on the use of the DEC system for faculty and staff is scheduled for Tuesday and Thursday during the week of January 6, 1992.

## HUNGER TASK FORCE NEEDS HELP

The CNC Hunger Task Force invites you and your organization or class to help us furnish a Thanksgiving dinner to a needy family. We need sponsors to provide non-perishable food items and money (suggested amount, \$10) as well as people to deliver the food.

Suggested foods are canned fruits and vegetables, cranberry sauce, pumpkin pie filling, roll mix, pie crusts, canned sweet potatoes, instant potatoes, stuffing mix, gravy, and Jello.

If you'd like your donation to extend beyond Thanksgiving dinner, you might also include cereal, peanut butter, jelly, pancake mix, canned meats, canned tuna, soup, stews, chili, rice, pasta, fruit juice, dry or canned beans, spaghetti sauce, dry and/or canned milk, and macaroni and cheese dinners.

Checks should be made payable to CASH, and all money will be used to buy turkeys and/or hams.

All food and money should be brought to the Information Desk in the Campus Center by Monday, November 18. Deliveries will be made on Thursday, November 21 between 1:00 p.m. and 5:00 p.m.

If you would like to help, please return the form below by Friday, November 8 to the Campus Ministry Office, CC 204, or to the Office of Student Life, CC 189.

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We would like to help feed a needy family this Thanksgiving.

Name of individual or organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

We would be willing to deliver food: yes \_\_\_\_\_ no \_\_\_\_\_

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be carefully documented to ensure the integrity of the financial data. This includes recording dates, amounts, and the nature of the transactions.

Secondly, the document highlights the need for regular reconciliation. By comparing the internal records with external statements, discrepancies can be identified and corrected promptly. This process helps in maintaining the accuracy of the accounts and prevents any potential errors from accumulating.

Furthermore, the document stresses the importance of transparency and accountability. All transactions should be clearly labeled and categorized to provide a clear overview of the financial activities. This not only aids in the management of the organization but also ensures that all stakeholders have access to the necessary information.

In conclusion, the document provides a comprehensive guide to effective financial record-keeping. It outlines the key principles and practices that are essential for maintaining accurate and reliable financial data. By following these guidelines, organizations can ensure the integrity of their financial records and make informed decisions based on accurate information.