

9-20-1978

## Coastal Carolina College Mid-Week Memo, 1978-09-20

USC Coastal Carolina College

Coastal Carolina University

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Library  
Downstairs

COASTAL CAROLINA COLLEGE

M I D - W E E K M E M O

September 20, 1978

NON-CREDIT  
COURSES

You will receive this week a schedule of the non-credit courses which will begin in October. We will appreciate your announcing these courses in any way that you can. Faculty and staff are invited to take any of these courses without charge, except for the course Adventures in Attitudes in which there will be a materials cost of \$35. If you have any questions about these courses, please contact Marshall Parker at Ext. 257.

EXTENSION  
CHANGE

Dr. Ronald Lackey's phone extension is 223 instead of 233. Please change this on your phone list.

MEDIA MUSINGS

The following films will be on campus for faculty use 3-5 days in advance of the given return date. If you wish to schedule these for your classes, please contact Scott Johnson or John Wilson in the Learning Resources Center at Ext. 187.

- Sept. 22 Medieval Times Crusades (USC)  
Medieval Crusades (USC)  
This is Marshall McLuhan (USC)  
Bill of Rights: Freedom of Speech (USC)  
Bill of Rights: Freedom of Religion (USC)
- Sept. 25 Discovering the Music of the Middle Ages (USC)  
Moslem World (USC)  
Greek Myths (USC)  
Learning (USC)  
Chaucer's England (USC)  
Day Grandpa Died (SCDMH)
- Sept. 27 Medieval England (USC)  
Are We Still Going to the Movies? (SCDMH)  
Blueprint for Life (USC)

BUSINESS  
OFFICE  
REORGANI-  
ZATION

The Business Office has reorganized to provide better service to campus offices. Specific persons are now assigned primary responsibility for specific offices, as follows:

Mrs. Fellenbaum (Ext. 261) will handle all transactions for Science, Social and Behavioral Science, the Vice-President and Director, and the Business Office.

Mrs. Cribb (Ext. 264) will handle the Media Center, the Computer Center, Maintenance, Education, Humanities, Academic Affairs (including GRS and Continuing Education), and Business Administration.

Mrs. Richardson (Ext. 264, 262) will handle all travel, regardless of office or division, Student Affairs, and Student Activities (D-900), and all grants and non-appropriated accounts.

Mrs. Inabnit (Ext. 262) will handle all revenue accounting, fees collection, plus scholarship accounting.

BUSINESS  
OFFICE  
CONTINUED

While any member of the office staff can assist, when needed, it is hoped that the above reorganization will permit specialization and greater familiarity with the affairs of any one office or division.

AUTOMOBILE  
SCHEDULING

The scheduling of state automobiles has been transferred to Leroy Thompson who joined Coastal recently as Purchasing and Supply Manager, Ext. 230. He will also be responsible, among other duties, for all Central Supply purchasing and inventory, and for the provision of office furniture and equipment. His office is located in the Maintenance Building.

AFTERNOON  
MAIL  
PICK-UP

The U.S. Post Office in Conway has advanced the time for acceptance of afternoon mail by one-half hour. Accordingly, the afternoon mail pick-up schedule will start at 3:00 p.m. The mail will leave campus at 4:15 p.m. and letters missing the pick-up can be brought to the mailroom reasonably in advance of 4:15 p.m. and still go out in the day's mail. Because of the tight schedule, please do not ask the clerk to wait for mail while on his pick-up rounds. The mailroom is now located in the Administration Building, Room 118, off the front lobby adjacent to the Computer Center.

MAINTENANCE  
REQUESTS

Please send all non-emergency requests to Mr. Smith in writing and on the forms provided to offices/divisions. This will greatly assist in timely response to all such requests.

TELEPHONES  
AND KEYS

All telephone and key requests should be submitted to Mr. Massey in writing. Please be very specific as to room numbers, locations, etc. as this will help the locksmith and the phone company to accomplish the work exactly as specified.

BOOKSTORE

Book Orders - Book orders for the Spring 1979 Semester are due in the Bookstore no later than October 6, 1978. All orders must be on the proper form, which can be obtained from the Bookstore. No telephone orders will be accepted. The signature of the department chairperson must be on the order.

UPS Shipping - UPS picks up packages at the Bookstore each morning. Packages cannot weigh more than 50 pounds, and UPS will not accept more than 100 pounds per destination per day.

FACULTY  
SENATE

Please send all items of business to be included on the Faculty Senate agenda for the October 5 meeting to Dennis Wiseman in the Division of Teacher Education in the Academic Building. Please have all items turned in no later than 12:00 noon on September 28.

FOURTH ANNUAL  
SURF FISHING  
CONTEST

Faculty and staff members are cordially invited to fish at the south end of Pawleys Island with members of the Coastal Carolina College Fishing Club on Friday, September 29, from 2:00 p.m. to 6:00 p.m. Free bait and instructions provided, if needed. There will be prizes of fishing tackle for the largest gamefish taken by a faculty or staff member. Admission is free, but bring your own tackle and favorite beverages. For further information, call Dr. Millus at Ext. 225 or home 248-2845.

LIBRARY-  
RELATED  
CLASS  
ASSIGNMENTS

In order to provide the best service possible to students, the library is requesting the cooperation of faculty who make assignments which entail the use of the library. When such an assignment is anticipated, it is extremely helpful for the class to receive library instruction prior to performing the assignment. Mary Bull, Ext. 240, will be happy to tailor the instruction to fit your specific needs. At the least, we would like to be notified in advance if an entire class will be sent to the library so that we may make some preparation. During the past week, we have had several classes appear en masse with no notice. At one of these times, Mary was already engaged in conducting a library tour. Planning is extremely important, since she is our only reference librarian.

PRESIDENT  
HOLDERMAN

President Holderman will be on our campus the afternoon of Tuesday, October 3. Meetings will be scheduled for various groups at that time. All faculty and staff members are requested to reserve that afternoon for this purpose.

ANNUAL  
FACULTY  
RECEPTION

Please reserve Tuesday, October 3, for the Annual Faculty Reception to be held at the Dunes Golf and Beach Club in Myrtle Beach at 6:30 p.m.

MAILING  
PERSONAL  
LETTERS

Please do not tape your money to the envelope that you are mailing. Please put your mail and money in an envelope addressed to the mailroom. Also, please note that letters are 15¢ instead of 10¢. Your cooperation in this matter would be very much appreciated.

ENROLLMENT  
FIGURES

Final enrollment figures for the fall semester have been tabulated. A total of 1,758 undergraduate students which produces 1,554 full time equivalent students. The full time equivalency is 88.3% of the head count enrollment which is unusually high for a college such as ours. This year's enrollment exceeds last year's by 14.3%.