

11-2-1977

## Coastal Carolina College Mid-Week Memo, 1977-11-02

USC Coastal Carolina College

Coastal Carolina University

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### Recommended Citation

USC Coastal Carolina College and Coastal Carolina University, "Coastal Carolina College Mid-Week Memo, 1977-11-02" (1977). *Coastal Carolina College Mid-Week Memo*. 43.

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C O A S T A L C A R O L I N A C O L L E G E

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

November 2, 1977

1977 TAX GUIDE

The Kimbel Library has a copy of the 1977 Tax Guide for College Teachers and Other College Personnel on permanent reserve for filling out 1977 income taxes.

NEW TELEPHONE LISTING

Please add Myra Rader, Ext. 113, to your telephone listing. Ms. Rader is the secretary of the Social and Behavioral Sciences Division.

NOVEMBER 8 IS NOT A HOLIDAY

Contrary to rumor, Tuesday, November 8, is not a University holiday. All classes and other activities will be observed on that day.

BETTER COMMUNICATION

All persons answering telephones on campus are once again urged to identify themselves when answering the phone i.e. "Brenda Cox in Dr. Singleton's Office" or "Brenda Cox--Administration Building." It is hoped that this will improve our lines of communication.

NOVEMBER SOCIAL OUTING

The faculty, administration, and staff are urged to reserve Friday, November 18, for the next social outing. We will probably go to the Clipper Ship for cocktails and to Nancy's Oyster Roast for dinner. A firm decision will be made regarding this and will be in the next Mid-Week Memo. For further information you may call Jim Branham at Ext. 162.

BLUE CROSS BLUE SHIELD OPEN ENROLLMENT

An Open Enrollment will be held during the month of November with the effective date for additions and changes to be December 1, 1977. Eligible employees may enroll themselves and their eligible dependents. Previously enrolled employees may elect to increase their health coverage and add dependent life insurance. The only waiting period will be for maternity cases and conditions arising out of pregnancy. The deadline for this Open Enrollment is November 30, 1977.

TIMECARDS

Staff members are urged to have their timecards signed by their supervisors and in the Administrative Office of the Administration Building by 3:00 p.m. on Thursday of each week.

DEDICATION OF THE KIMBEL LIBRARY

The dedication of the Kimbel Library has been planned for Tuesday, November 15, at 11:00 a.m. It is hoped that all members of the faculty will attend this service and encourage students to attend also. A break in the daily class schedule from 10:55 a.m. until 11:30 a.m. on that day is hereby ordered. This notification is to allow you time to make whatever changes or arrangements that are necessary for your classes on that day.

STUDENTS  
EXCUSED FOR  
ATHLETIC  
EVENTS

Please excuse the following students from classes on Thursday, November 3, and Friday, November 4, for a tennis tournament at the Citadel: Darrell Beverly, Twig Chestnut, Tim Hardee, Craig Hawley, Keith Skipper, Delane Stevens, Dave Stinebaugh, and Philip Wood.

Please excuse the following students from classes on Thursday, November 3, and Friday, November 4, for a golf tournament at Cypress Lake, North Carolina: Benjamin W. Reavis, Edwin R. Salley, Arthur M. Trickey, Robert P. Vander Veer, Michael W. Baker, Steven D. Hula, Hugh B. Brown, Walter G. Hardee, Hector E. McCaskill, Michael S. Bylen, William R. Griffin, Richard N. Lewallen, Matthew Peebles, Ronald J. Talbert, and Robert West.

INTRAMURAL  
BASKETBALL

Faculty and staff are welcome to form teams for competition in intramural basketball. Carey Green will be organizing the intramural program. A general meeting of all teams is scheduled for Tuesday, November 8, at 2:00 p.m. in the gym for discussion of scheduling of games and intramural rules. All teams should sign up on the poster board on the P.E. bulletin board in the hallway between the locker rooms. We expect a good program this year and a challenging one!