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Coastal Carolina College Mid-Week Memo, 1977-02-10

USC Coastal Carolina College

Coastal Carolina University

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COASTAL CAROLINA COLLEGE

MID - WEEK MEMO

February 10, 1977

FACULTY
WELFARE
COMMITTEE

There will be a special meeting of the Faculty Welfare, Grievance, and Development Committee on Tuesday, February 15, to consider formal appeals on the promotion and tenure recommendations. The committee wishes to remind faculty members that it will request a re-hearing by the Promotion and Tenure Committee if sufficient grounds for reconsideration are presented by a faculty member. The meeting on February 15 will be held at 12:15 p.m. in the conference room of the Administration Building.

TELEVISION
MISSING

A television is missing from Room 212 of the Academic Building. If any member of the faculty or staff knows of its whereabouts, please contact Dr. Marshall Parker. All of the televisions that are in the classrooms are there for certain classes. Whenever a television is removed from a room, students miss their ETV instruction. Persons needing to use a television from the Academic Building should contact Dr. Parker.

BOOKSTORE
NEWS

Book Orders: Faculty! Please consider seriously the books you plan to use in Summer Sessions I & II. Keep in mind the price, the number needed, and who has to buy it. Summer orders are due April 1. Fall orders are due May 27.

Desk Copies: Desk copies should be ordered by each faculty member prior to the semester the book is to be used. It is not the responsibility of the Bookstore to order desk copies for faculty members. However, the Bookstore does have a form letter that the faculty may use. Also, the Bookstore does not issue desk copies!

Checks: The Bookstore cannot possibly handle the cashing of student checks. Checks are accepted for the amount of purchase only.

Special: Feature Packs are on special for 99¢ (regular \$1.69). Both male and female are on special. These are great travel kits.

Special: Lined USC and Coastal Carolina jackets are now on special for \$12.75 (regular \$17.00).

Special Offer: Special order item at Bookstore - nylon warm-up suits, navy blue with red and white stripes, with fully-zippered jacket with two zippered pockets, zippered pants cuffs and zippered pants pockets. Only \$16.50. Sample may be seen in the Bookstore or the Athletic Department. Men & Women.

NO FUNDS
FOR INCREASE

The administration has received word that the State does not have the necessary funds to grant a retroactive pay raise of 1 percent to its employees which had been proposed by the state legislature.

REPORTING
SICK AND
ANNUAL
LEAVE

It appears that faculty and staff are neglecting to report their leave time. May I remind you that the College serves students and the public; therefore, the working hours are scheduled to satisfy the needs of the department in which you work and to make certain that an adequate work staff is available when needed. Twelve-month employees work a regular scheduled work week of 37½ hours. This work week is normally Monday through Friday from 8:30 a.m. to 5:00 p.m. and strict adherence to these hours is required. All absences for faculty on a nine-month assignment shall be incorporated into the department head's monthly report.