

1-12-1977

## Coastal Carolina College Mid-Week Memo, 1977-01-12

USC Coastal Carolina College

Coastal Carolina University

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COASTAL CAROLINA COLLEGE

MID - WEEK MEMO

January 12, 1977

THE NEW ENGLAND  
CONTEMPORARY  
ENSEMBLE

The New England Contemporary Ensemble will be performing in the Lecture Hall of the Student Union Building on Monday, January 17, at 8:00 p.m. This performance is being sponsored by Faculty Cultural Affairs and Student Affairs, jointly.

AUDITIONS

Auditions for the upcoming production An Evening of Chekhov will be held on Sunday, January 16, from 1:00 to 5:00 p.m. in the Lecture Hall of the Student Union Building. These are student directed one acts. The plays that have been chosen are The Bear and The Marriage Proposal. Auditions are open to everyone and faculty and staff are extended a special invitation to try out for these particular shows since they will be the last productions before Jesus Christ Superstar. If you have been putting off getting involved in the Theatre here at Coastal, this will be your last chance. Don't miss it. If you haven't given it too much thought at all--come audition--you may surprise yourself.

SUPERSTAR

Superstar is on its way. It has been cast and the first "company call" was on January 9. The Upstage Company is still in need of help in other areas of the production. If you have some time to spare, please contact Mike Fortner at extension 150.

TENNESSEE WILLIAMS  
DRAMA

Don't forget the Tennessee Williams Drama scheduled for January 27, 28, and 29. It's the latest Williams play. It has never been on television or in the movies. Don't miss it.

NEW FACE ON  
CAMPUS

Ms. Betty K. Smith is the new secretary in the Graduate Office.

IDENTIFICATION  
CARDS

Identification cards for students, faculty, and staff will be made in the Student Union Lobby on the following schedule:

Wednesday (Jan. 12) and Thursday (Jan. 13)

8:30 a.m. to 4:30 p.m.

Friday (Jan. 14)

8:30 a.m. to 2:00 p.m.

All faculty and staff are encouraged to get an I.D. made even though they have an old one. Beginning this semester there is a new card with a format unique to Coastal. There is no charge for this service.

NEW OFFICE  
EXTENSION

The telephone extension number for Dr. Charles Gidney, Mrs. Faye Taylor, and Ms. Nancy Stephens is now 141.

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INVENTORY  
MOVEMENT

If you plan to permanently move any college-owned item from one room to another, please inform the Business Office, Ext. 109, of the item, the room it comes from, and the room you plan to move it. This will help us with our inventory and keep things much more up to date. Our inventory printout is by room; therefore, to keep this printout current we need to know of any item being moved. We cannot stress the importance of this enough.

MESSAGE FROM  
VICE PRESIDENT

We are defeating the purpose of the 8-line to Columbia. It was installed for quick concise conversations to main campus, not long involved conversations which tie up the line for lengthy periods of time. We ask that your 8-line calls be for quick conversations of no more than five minutes. If you need to convey a message or get some information, which might tie the 8-line up longer than five minutes, please use other forms of communication.

(over)

TO: FACULTY AND STAFF  
FROM: PHILIP T. MASSEY PTM  
ADMINISTRATIVE ASSISTANT

USE OF COPIER EQUIPMENT ON CAMPUS

Our Media Center, which is located on the 2nd floor of the Academic Building has been designated as your point to have Xerox copies made. This has been done for economical and time saving reasons. The Media Center will stock pile copying materials and they are ready to help you. Also, they will be responsible for dittos and memos. The equipment in the Media Center is available for your use daily from 8:00 a.m. to 5:00 p.m. If you need the Center available at any other time, call Mack Sarvis, ext. 104. The other copier machines on campus are rented at a monthly copier charge comparable to the monthly copier usage at that location. Example: The library is for student and library staff use, at a monthly copy use of 3,300. The rent is based on that amount. If we exceed 3,300 copies per month, our rental fee is substantially higher for that month.

Please, therefore, take all of your copying business to the Media Center. If the Media Center is out of paper, or their machine is out of order, then the Business Office Xerox Copier is for your use.

NUMBER OF COPIES ALLOWED

On any copying machine on this campus, you are limited to 20 copies per item being copied. Therefore, if you plan to Xerox a test you should have 20 or less students in that class. Anything over 20 copies, you will need to use our ditto or memo equipment. Mack Sarvis, Media Center Supervisor, will be happy to assist you with your copier needs.

COPIER CHARGES

A monthly copier log sheet is provided to each copying location on campus. Please, when your copying is finished, enter the date, your name, your department, the meter reading and the number of copies you made in the appropriate place on the log sheet. Then at the end of each month we total up the number of copies used by each department and charge it to your departmental budget. The cost is 4¢ per copy. We also ask that you list on the log sheet any dittos or memos you use and we charge these to your departmental budget at 3¢ per copy.