

9-26-1989

## Coastal Carolina College This Week, September 26, 1989

USC Coastal Carolina College

Coastal Carolina University

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# This Week

## Hurricane Recovery Information

Sept. 26, 1989

*The purpose of the special edition of This Week is to provide important information to the college community as we continue to recover from the affects of Hurricane Hugo.*

### Hurricane assistance center set up on campus

Students faculty and staff who were affected by Hurricane Hugo may receive help through the Hurricane Assistance Center established by the Student Affairs Division.

The center staff can help students with problems such as housing, food, clothing, lost books, communications to relatives, and transportation. In addition to the assistance provided by the college, many individuals and community groups have offered help. If you suffered personal or property losses because of the storm, please stop at the Student Affairs Office and talk to the staff. They are here to help you. If you are unable to come to the Student Center, you may phone the office at 448-1481, 347-3161, or 546-0234. Hours are 8:30 a.m. to 5 p.m.

### Cancellations & Special Notices

- No MBA classes will be held the week of Sept. 25.
- All athletic events will be held as scheduled.
- The Tchaikovsky Chamber Orchestra performance will be rescheduled.
- See page 2 for information about make-up days for classes missed.

### Faculty help needed in locating students

We believe that many students have been displaced by the hurricane; however, we have no way of knowing the extent to which they were affected unless they tell us. If students listed on your rosters do not report to class by Monday, October 1, please notify your dean so we can attempt to locate them. Faculty also should ask students in their classes if they have changed their residence. If so, faculty should report new addresses to their dean, and students should notify the Registrar's Office of the change.

### Evening students will receive curfew passes

The Chancellor's Office has been working with area law enforcement agencies to make arrangements for evening students to return to their homes if their classes go beyond local curfews.

You should carry identification, including your college identification card, and the class roster which will be distributed by your professor during class.

Please note that law enforcement officials will give you a reasonable amount of time to arrive at your destination after class ends. If you are on the roads after the time it would normally take you to go home, you may face penalties.

### Student Checklist Have you...



- called home to let your family know that you are safe and where you are staying?
- notified the Student Affairs Office of a permanent or temporary address change?
- talked to personnel in Student Affairs to find out what services are available to help you recover from storm damage?
- talked to your professors about arrangements regarding class assignments?

### Library Hours

Wed. Sept. 27 - 8 a.m. to 7 p.m.

Thurs. Sept. 28 - Regular hours resume

### Media Collection Hours

Wed. Sept. 27 - 8 a.m. to 5 p.m.

Thurs. Sept. 28 - Regular hours resume

### Students not returning must officially withdraw

Students who are unable to return this semester must complete a withdrawal application form in the Registrar's Office. Students who do not follow this procedure may prejudice any future attempt to reenter and will receive a grade of "F" in all courses.

The last day to withdraw with a "W" is October 9. Special situations will be handled on an individual basis.

# Make-up days for classes missed due to Hurricane Hugo

The college will use the following days to make-up classes missed due to Hurricane Hugo. In addition to the one missed day that will be formally recouped, faculty are encouraged to work with students in other appropriate ways to ensure that the normal amount of material is completed.

Representatives from the Executive Committee of the Faculty Senate and the chair of the Faculty Senate Calendar Committee participated in and endorsed these decisions concerning the make-up of missed class days.

Faculty are reminded to submit to their deans by Tuesday the names of students who have not returned to classes since the hurricane forced the college to close.

## Coastal Day & 16-Week Evening Classes

- Thursday, September 21 or Tuesday, September 26 will be made up on Saturday, December 9.
- Friday, September 22 or Monday, September 25 will be made up on Wednesday, November 22.

## Coastal Evening 8-Week Classes

- Thursday, September 21 will be made up on Friday, October 13
- Monday, September 25 will be made up on Friday, October 6.
- Tuesday, September 26 will be made up on Thursday, October 19.

## Myrtle Beach Air Force Base

Classes at MBAFB face unique problems because military exercises had already forced the scheduling of several make-up days. Faculty teaching at the air base should contact Richard Cornfoot as soon as possible for scheduling instructions.

## Georgetown - One Day a Week Classes

- Thursday, September 21 will be made up on Tuesday, October 3.
- Monday, September 25 will be made up on Wednesday, October 4.
- Tuesday, September 26 will be made up on Thursday, October 5.

## Georgetown - MWF Classes

Friday, September 22 and Monday, September 25 will be made up by extending class time on October 2, 4, and 6.

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## Emergency loans available through the USC System Credit Union

John Cullum, manager of the USC System Credit Union, will be on campus Friday, September 29. If you need cash for an emergency, he will have loan applications for you to complete, and he can write your checks that day. John also will be able to assist you with any other type of loan that is available through the credit union. He will be in the Personnel Office at 9 a.m. and will stay as long as needed.

## Curfew passes available for faculty and staff

If the curfews remain in effect and you will be working past the curfew hour, you will need verification that you are working. If you have not already made arrangements to get verification, please go to the Personnel Office.

## Report Damage to Maintenance

If you find any damage to your building or office area, please report it immediately to Jimmy Soles.



UNIVERSITY OF SOUTH CAROLINA  
COASTAL CAROLINA COLLEGE

PERSONNEL SERVICES

P. O. Box 1954  
Conway, SC 29526  
Conway (803) 347-3161

September 25, 1989

P. O. Box 1954  
Myrtle Beach, SC 29578  
Myrtle Beach (803) 448-1481

MEMORANDUM

TO: All Staff

FROM: Janis W. Chesson *JWC*  
Assistant Chancellor for Human Resources

SUBJECT: Hazardous Weather

As Chancellor Eaglin explained at the Faculty/Staff meeting this morning, we are working together to accommodate the needs of individual employees for leave time. Requests for leave during the next few days will be handled by supervisors on a case by case basis.

Time lost from work due to extreme weather conditions on September 21, 22, and the morning of September 25, 1989, is covered by the provisions of Policy PERS 1.15, Hazardous Weather and Emergency Leave. Section I.D, 1 and 2 of the policy states:

Employees who do not report to work or who report late during a declaration of emergency shall use annual or compensatory leave, take leave without pay or be allowed to make up time lost from work.

Employees shall be given the option of making up the time lost from work; however, such time shall be made up and/or scheduled according to the business needs of the University System.

For those who choose to make up time lost, time cards should be marked as time worked with an asterisk and an explanation written on the lower portion of the card - "Hazardous Weather - time to be made up". Make-up time should be recorded on the lower portion of the time card - "Hazardous Weather - (#) hours make-up time". Samples of time cards are attached. The same procedure should be followed for employees whose leave is reported on turnaround documents.

Employees should schedule their make-up time with the approval of their supervisors. Time must be made up by December 1, 1989. If you have any questions about the policy or the reporting procedures, please call the Personnel Office at extension 2036.

cc: Chancellor Eaglin  
Administrative Council  
Deans

WEEK 1

PIH	PAY DEPT. NO. <b>17330</b>	NORMAL HOURS
CLASS CODE	SLOT NUMBER	
NAME <b>Doe, Jane</b>		SOCIAL SECURITY NO. <b>000-00-0000</b>
WEEK ENDING <b>9-23-89</b>		LEAVE CURRENT THROUGH
SICK		ANNUAL
HOURS REMAINING		

DAY	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
WORKED		7.5	7.5	7.5	7.5*	7.5*		37.5
ANNUAL								
SICK								
LWOP								
HOLIDAY								
OTHER								
TOTAL								▶ 37.5

DISTRIBUTION OF TIME/EFFORT		
ACCOUNTS CHARGED	PERCENT ASSIGNED	ACTUAL PERCENT
* Hazardous Weather (Time) to be made up		

UNIVERSITY OF SOUTH CAROLINA      HOURS SHOWN ARE CORRECT

SIGNATURE (SUPERVISOR)      SIGNATURE (EMPLOYEE)

WEEK 2

PIH	PAY DEPT. NO. <b>17330</b>	NORMAL HOURS
CLASS CODE	SLOT NUMBER	
NAME <b>Doe, Jane</b>		SOCIAL SECURITY NO. <b>000-00-0000</b>
WEEK ENDING <b>9-30-89</b>		LEAVE CURRENT THROUGH
SICK		ANNUAL
HOURS REMAINING		

DAY	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
WORKED		7.5	7.5	7.5	7.5*	7.5		37.5
ANNUAL								
SICK								
LWOP								
HOLIDAY								
OTHER								
TOTAL								▶ 37.5

DISTRIBUTION OF TIME/EFFORT		
ACCOUNTS CHARGED	PERCENT ASSIGNED	ACTUAL PERCENT
* Hazardous Weather 4.0 hours make-up time		

UNIVERSITY OF SOUTH CAROLINA      HOURS SHOWN ARE CORRECT

SIGNATURE (SUPERVISOR)      SIGNATURE (EMPLOYEE)

**NOTE:** When reporting make-up time, do not add the additional time worked into your normal number of hours worked per day or the total for the week. Mark those days with an asterisk and write in the number of hours made up in the lower portion of your timecard. In this example, the total hours worked would have been 41.5.