



*Business manager Ben C. Sutton served as "head waiter" for the luncheon honoring Chowan's secretarial staff in conjunction with National Secretaries Week. Getting one of the first cups of coffee is Mrs. Aldeen Gatewood, left, secretary of the Office of Admissions, and Mrs. Sue Faddis, secretary to the Office of Title III Coordinator.*

## Secretaries Have Special Day; Feted at Luncheon



*Dr. Bruce E. Whitaker joined the secretarial staff for the luncheon and later told the group of his appreciation for their loyalty and dedication. The group took a moment from enjoying their meal to give the photographer an opportunity to make this photograph.*

### The Chowanian

*Murfreesboro, N. C.  
May-June, 1978*

In conjunction with National Secretaries Week and in honor of their collective total of 187 years of service to the institution, the secretarial staff of Chowan College was feted at a luncheon Wednesday in the President's Room of the college cafeteria. Top officials of the college, including President Bruce E. Whitaker and Business Manager Ben C. Sutton, paid tribute to the group and also served the meals.

The affair, held annually during National Secretaries Week, is one of the highlights of the year for staff members. In opening remarks to welcome the group, Sutton said "secretaries are a mainstay of business, government, and education. On your skills, accuracy and discretion, depend countless daily decisions that affect the success and quality of service provided by this institution." He further related that "even though we take only one day a year to say a special 'thank you', not a day passes that we do not remember our gratitude for your valuable service and devotion to your assigned tasks."

The college's secretarial staff, with a total of 24 secretaries, has a combined total of 187 years with the institution. Heading the list is Mrs. Marjorie Sewell, secretary to the Dean of the College, who joined the staff in 1959, and is now completing her 19th year. Runner-up in long-time service is Peggy Hare, secretary to Ben Sutton and Rose Drake, secretary to D. H. Nicholson, Registrar with 14 years each.

The youngest Chowan secretary in terms of service is Yelba Lassiter who is an assistant to Charles Faddis, joined the staff in 1977.

Dr. Bruce E. Whitaker also told the group of his appreciation for their vital role in the program and progress of the college. The president also related that he believed each of the college's secretaries is well-matched to the National Secretaries Association's definition of a secretary as being "an executive assistant who possesses a mastery of office skills, demonstrates the ability to assume responsibility without direct supervision, exercises initiative and judgment and makes decisions within the scope of assigned authority."