Senate names leaders

The Academic Senate has announced its Executive Committee members for the 2004-2005 academic year. They are David Hannings, chair; Stacey Breitenbach, vice chair; Myron Hood, statewide senator; Manzar Foroohar, statewide senator; Unny Menon, interim statewide senator; Robert Detweiler, provost; and caucus chairs John Harris (CAGR), Jonathan Reich (CAED), John Dobson (OCOB), Jim Harris (CENG), Joe Lynch (CLA), Andrew Schaffner (CSM) and Lynne Gamble (PCS).

Employment verification service begins Tuesday

As of Tuesday (June 1), Cal Poly, in conjunction with the state, will begin using an automated statewide employment verification service called “The Work Number for Everyone.” Employees can get faster employment and salary verification, for example, to rent an apartment or receive a loan for a major purchase.

For more information, call 1-800-996-7566 or Christine Cobb in Human Resources at ext. 7354. More information is on the Human Resources Web site, http://www.afd.calpoly.edu/hr/benefits/golden.html. For more information contact Debbie Rice at ext. 6471 or dlrice@calpoly.edu.

Police newsletter online

The Spring 2004 issue of the University Police Department Newsletter is online at http://Police.calpoly.edu. The department invites e-mailed suggestions for articles in future newsletters. Send them to police@calpoly.edu.

El Corral Sale June 3

El Corral will hold its annual Customer Appreciation Sale June 3. All Cal Poly clothing and gifts, reading and reference books, school supplies, art and office supplies, seasonal gifts and more will be on sale at a 30 percent discount.

Last Cal Poly Report of quarter is today

Because of reduced staffing, today’s Cal Poly Report is the last issue of spring quarter.

We apologize for the lack of advance notice. News of general public interest and event listings will be available as always on the Cal Poly News site, www.calpolynews.calpoly.edu.

‘Golden Handshake’ approved for faculty

The governor has signed an executive order authorizing faculty unit employees to participate in an Early Retirement Program (“Golden Handshake”). The program will provide two additional years of service credit for eligible faculty members.

Participants must retire by July 28, be 50 or older on the date of retirement, and have five years or more of qualified CalPERS service credit (not counting the two additional years). Complete instructions are on the Human Resources Web site at http://www.afd.calpoly.edu/hr/benefits/golden.html. For more information contact Debbie Rice at ext. 6471 or dlrice@calpoly.edu.

Faculty-Staff Assistance Program to close

Because of budget reductions, the Faculty-Staff Assistance Program will be closed at the end of spring quarter.

Options to outsource assistance service to the faculty and staff are being investigated by the administration. The Office of Campus Relations will continue to provide ombuds and employment equity services. For more information about the Faculty-Staff Assistance Program, contact Anne Goshen at agoshen@calpoly.edu or ext. 0327 before June 11. For questions about ombuds or employment equity services, contact Jean DeCosta at jdecosta@calpoly.edu or ext. 6770.
Retirement receptions set:
- Three in Career Services June 3
  The campus is invited to a retirement reception for three Career Services staff members set for 2-3:30 p.m. June 3 in the patio area outside the Student Services Building.
  Being honored are Shel Burrell, interim director, with 31 years of service; Joan Ganous, student employment coordinator, with 19 years of service; and Susan Lavoux, office manager, with nine years of service.
- Allen Haile June 7
  A retirement reception for Allen Haile, director of community and government relations in the University Advancement division, will be held 2-4 p.m. June 7 in the Smith Alumni and Conference Center.
  Haile came to Cal Poly in 1993 as dean of the College of Business and moved to University Advancement in 1994.
- Patricia Harris on Tuesday
  An informal reception for Patricia Harris of Student Life and Leadership will be held 2-4 p.m. June 1 in the Women’s Center, UU 217. Harris will leave Cal Poly in June.

Committees need members
  State, Foundation and ASI permanent or probationary staff employees are needed to fill one- and two-year vacancies on campuswide standing committees and the Cal Poly Plan Steering Committee.
  There is one vacancy each on the Cal Poly Plan Steering Committee (2004-2005); Campus Fee Advisory Committee (2004-2005); Campus Safety and Risk Management Committee (2004-2006); Substance Use and Abuse Advisory Committee (2003-2005); University Committee on Committees (2004-2005); University Diversity Enhancement Council (2004-2006); University Planning and Budget Advisory Committee (2004-2006).
  For information about the committees and an application form, go to the Human Resources Web site at http://www.afd.calpoly.edu/hr/index.html.
  Interested candidates must complete the application and fax it to ext. 5483, e-mail it to humanresources@calpoly.edu, or deliver it to Human Resources, Adm. 110, by July 16. For more information, call Darcy Adams at ext. 2472.

Building permits required for all construction work
  Facilities would like campus departments to be aware that all construction projects – large or small – must go through the campus building permit process. A building permit is required for all departments, offices and student projects using their own resources.
  All applications are to be sent to Spencer Meyer at Facility Services. It takes about two weeks to process a permit. Special projects that require outside approval, such as seismic or environmental projects, might take longer.
  For a building permit application and more-detailed information on the process, go to the Facilities Planning Web site from the Cal Poly home page and click on Building Permits, or go directly to http://www.facilities.calpoly.edu/Facilities_Planning/buildingpermit/permit.htm. The site contains a permit application that can be downloaded, filled out and submitted to Facilities Planning & Capital Projects.
  For more information, contact Meyer at ext. 7227.

Position Vacancies
  STATE
  The official listing of staff vacancies is posted on Cal Poly’s online employment system, www.calpolyjobs.org. To apply, go to that site and complete the online application. Applicants needing computer/Internet access and/or assistance may contact Human Resources at ext. 2236 for information on available resources.

#100315-Communications Technician
  Pool (Equipment Maintenance Assistant), ITS, Communications & Computing Services, inter­mittent on-call through 6/30/05, $15.69-$20.67/hour. Extended closing date: June 4.

#100321-Athletic Academic Advisor
  (Student Services Professional II), Academic Affairs, Athletics, $3,173-$4,278/month. Closes June 18.

Summer Advising July 16-27
  The Summer Advising Program for 2004 is scheduled for July 16-27. Invitations to new students were sent out May 18. Each college’s program is on a separate day. The cost of the day-long program is $45 for regular registration and $65 for late registration.
  For transfers: Ag, July 14-15; Architecture & Environmental Design, July 26; Science & Math, July 27; Business, July 27.
  An online advising tool called O-SAP will be accessible from the Summer Advising Web page in late June. More information can be found online at http://orientation.calpoly.edu/sap.

Family cookbook offered
  The Orfalea Family and ASI Children’s Center has family cookbooks available for sale at $15 each. “Just Like Evelyn” is a collection of recipes compiled over a 20-year period by the center’s food program manager, Evelyn Ruehr. It was designed to make cooking fun for parents and children while also serving as a fund-raiser for the center’s playground renovation.
  The family-friendly cookbook includes main dishes, soups, snacks and desserts and can be ordered by calling the Children’s Center at ext. 1267.

All the news...