Library of Congress administrator to head Kennedy Library

A senior administrator at the Library of Congress and former head of libraries at Michigan State University has been named dean of library services at Cal Poly.

Hiram Davis will take over direction of the Kennedy Library Sept. 16, the beginning of fall quarter.

As the Library of Congress’s senior advisor for staff development, Davis has been leading an initiative to broaden the knowledge and skills of its employees. As a deputy librarian in 1994 and 1995, he managed the congressional library’s internal operations.

Davis has more than 20 years’ experience in academic library administration, including specialized experience in strategic planning, fund-raising, facility construction, and staff reorganization.

An energetic promoter of electronic access to information, Davis was director of libraries at Michigan State University from 1989 to 1994. He has also served as head of the undergraduate library at UCLA, dean of libraries at University of the Pacific, and dean of the university library at New Mexico State University.

“Information technologies are changing the role of the library from that of a repository of information to that of provider or navigator to information services,” Davis said. “The challenge is to ensure the development of appropriate models for enhancing learning and scholarship and assuring access to needed resources.”

Letterhead, envelopes available on campus

Letterhead

Departments and offices can buy letterhead with the new university logo, both generic and “personalized,” from Reprographics.

Personalized stationery can include department name, phone and fax numbers, and office e-mail addresses. Before placing an order from Reprographics for personalized letterhead, departments should request artwork from Betty Holland in the Communications Office. After she typesets the information, she will send back the original artwork that departments can use when ordering letterhead.

Envelopes

To buy generic envelopes, send a supply order form to the state warehouse.

Departments wanting personalized department information including name and account number need to order envelopes from the Purchasing Office.

Before ordering, however, you must obtain artwork from Holland. Requests for envelopes should include a requisition for printing, a supply order for generic envelopes, and the camera-ready copy provided by Holland.

Please be aware that Reprographics does not have the necessary equipment to print envelopes. They must be printed off campus.

Envelopes with the old logo will be used until the supply is gone.

Any printing deviation from the standard format must be approved by Darlene Slack, director of communications.

For more information call Holland at ext. 1511.

Utilidor meeting set; updates now on Web

Faculty and staff members are invited to learn about the utilidor construction project at a meeting set for noon Tuesday, Aug. 20, in the Staff Dining Room. Campus traffic, road closures, and parking will be discussed, and questions will be answered. Lemonade, coffee, tea and cookies will be provided.

For the latest news, detours and general information about the utilidor project, check the utilidor home page — now linked to the Cal Poly home page. Just click on “What’s New.”

Other utilidor news:

* The Old Power House at South Perimeter Road and Cuesta Avenue will not be demolished during utilidor construction, as originally planned. Utilidor will be re-routed.

* Utilidor construction has closed the Kennedy Library’s book drop box on University Drive through fall quarter. Books can be left in the drop box near the entrance to the library or inside the building.

For more information, call Deby Ryan at ext. 6806.
ASI Outings plans trans-Sierra trip

ASI Outings is sponsoring an eight-day trans-Sierra backpacking trip that will include a climb up Mt. Whitney beginning Saturday, Aug. 31, and ending Sunday, Sept. 8.

The journey will begin on the east side of the Sierra in Onion Valley and will end at Whitney Portal. In all, 47 miles of high-altitude trail will be covered. Campers will hike about six miles a day.

A side trip to a secluded fishing destination and a rest day are also planned.

The cost is $99 and includes transportation, two guides, and some group equipment. Space is limited.

Anyone interested should stop by the Escape Route, UU 112, to register and pay fees. The Escape Route is open Mondays from 10 am to 1 pm and from 3 to 5 pm, and Thursdays and Fridays from 10 am to 5 pm.

For more information, call trip leader Edgar Hernandez at 534-0104 or the Escape Route at ext. 1287.

Raffle tickets on sale to benefit Cat Program

Employees can help the Cal Poly Cat Program and have a chance to win one of three handmade pine drying racks that will be raffled off Monday, Sept. 30.

The wall-mounted racks are retractable and fit easily into most any room. They can be used to dry flowers or pasta, or just to hang a hat.

Two drying racks will be raffled off, and the third one will go to the volunteer who sells the most tickets.

Tickets cost $1 and are being sold by Elizabeth Ball, ext. 2548; Geri Bolivar, ext. 2321; Joan Dezember, ext. 2256; Sharon Dobson, ext. 1125; Edie Griffin-Shaw, ext. 5220; Sheri Jacobsen, ext. 1435; Rebecca Nadel, ext. 2273; Ellen Notermann, ext. 1325; and Kate Olafson, ext. 1366.

PG&E donates 2 vans, cash to EE project

PG&E has donated $50,000 and two electric-powered vans valued at approximately $65,000 each to the Electrical Engineering Department for a project directed by professor Art MacCarley.

The project involves converting the vans to rapid battery exchange vehicles, which will allow the vans’ batteries to be exchanged automatically from underneath the van by a device installed at designated passenger pick-up points.

Retirement planning workshop on Sept. 19

A representative from the Public Employees’ Retirement System (PERS) will be in San Luis Obispo on Thursday, Sept. 19, to conduct Retirement Planning Workshops for PERS members.

Topics will include retirement planning, the retirement process, post-retirement considerations, and the retirement allowance calculation with an emphasis on selecting the best retirement date.

The workshops will be approximately 1 1/2 hours long. Attendance is by reservation only and space is limited. To reserve space, call the PERS Los Angeles area office at (310) 231-3464.

PERS wants the faculty and staff to know that if there are too many “no-shows,” the workshops might no longer be offered in San Luis Obispo.

Ag students lunched with President Clinton

While attending the national Agricultural Communicators of Tomorrow (ACT) Conference in Washington, D.C., last month, members of Cal Poly’s chapter of ACT had lunch with President Bill Clinton.

Melissa Fornof, Stacy Fritter, Dena Krumwide, and Tiffany Rausser represented Cal Poly and the Brock Center for Agricultural Communications at the four-day conference.

At the lunch, Clinton announced a $70 million initiative to provide safe drinking water to millions of people in rural communities.
Open enrollment

The open enrollment period for all eligible employees will be from Monday, Sept. 2, through Tuesday, Oct. 15. This is the time to:

• Change health and dental plans.
• Add a spouse or dependent not currently enrolled.
• Enroll in or cancel FlexCash.
• Enroll or re-enroll in the Dependent Care Reimbursement Program.

Faculty and staff members in charge of the event, class or activity in which an injury occurs, or those who witnessed the accident, should complete the report within 24 hours of the incident. In some cases, the report might have to be filed by the injured individual.

For Worker’s Compensation, the supervisor of the injured employee is responsible for submitting a report to the appropriate office.

Report accidents when injuries occur

Faculty and staff members are reminded of their responsibility to file a Student/Visitor Accident Report when students and visitors are injured on campus.

This includes students injured in an approved off-campus activity as well as in a classroom or laboratory or on a field trip. All types of accidents involving visitors and students on campus must also be reported.

The completed accident form should be sent to Administration and Finance. For information or to obtain copies of the report form, call Nancy Vilkitis at ext. 2171.

When students and visitors are injured in an ASI activity or an ASI facility such as the Recreation Center or the University Union, ASI accident reports should be sent to the ASI Business Office.

For information on the ASI accident report or to obtain copies of the report form, call Phil Philbin at ext. 5808.

Please don’t confuse the Student/Visitor Accident Report with the State of California Employer’s Report of Occupational Injury or Illness (Worker’s Compensation) or the Foundation Accident Report, which should be completed when student assistants or faculty members and staff members are injured on the job.

For copies of those reports, call Human Resources at ext. 5427; Foundation Human Resources, ext. 1121, for foundation employees; or ASI, ext. 1281, for ASI employees.

FAS training sessions set in August, September

The Budget Planning and Administration Department has scheduled three training sessions on the use of the on-line Financial Accounting System (FAS) to monitor department budgets.

The training will be held in a computer lab using hands-on exercises and lectures.

Sessions are scheduled from 8:30 am to noon on:

• Friday, Aug. 23
• Friday, Sept. 6
• Thursday, Sept. 12.

Employees must have access to FAS before participating in a class. To obtain access, call Ruth Hale at ext. 7419 or e-mail her at rhlale@calpoly.edu. Those not on OASIS need to include @calpoly.edu in the e-mail address.

Anyone interested in attending the training should call Kelly Koetting or Joann Trew at ext. 2091 or send an e-mail message to koetting@calpoly.edu.

Communications Office has new e-mail address

The Communications Office has a new e-mail address, to which items can be sent for the Cal Poly Report and The Credit Report.

Faculty and staff members can address e-mail messages for these publications to: polynews@oobe.aix. calpoly.edu (and need to use the full address – unless you’re in Oboe).

Campus power outage to be Aug. 31-Sept. 1

Two electrical poles that supply power to most of the campus are scheduled for repair on Saturday, Aug. 31, and Sunday, Sept. 1. All campus areas except for the Performing Arts Center, Dairy Science II, the Poultry Unit, and a small portion of Housing will be without electricity.

Employees should plan to turn off all computers and printers and remove perishable food from refrigerators and freezers.

The outage will begin after 6 am on Saturday and is expected to last approximately eight hours. A second-day outage is scheduled in case problems arise.

Anyone with special needs during the outage should call Facility Services at ext. 2321.

New logo is for use on department memos

The Communications Office reminds departments that the revised university logo is available on disk in either Mac or IBM format and on the Cal Poly World Wide Web site and is the form that should be used on memos and other departmental material when a logo is used.

To pull the logo off the Cal Poly Web site, click on “What’s New(s),” then “News,” then “New Cal Poly Logo.”

For a disk or more information, contact Betty Holland at ext. 1511 or bholland@calpoly.edu.

ASI Children’s Center enrolling for fall

The ASI Children’s Center has openings for fall quarter for 4-year-olds and kindergarteners.

Call the center at ext. 1267 for more information.
Position vacancies

Vacancy information and applications for the following positions are available from the appropriate Human Resources office. Vacancy information can also be accessed from the Cal Poly Home Page on the World Wide Web (address: http://www.calpoly.edu; click on “General Information” and “Current Events”).

STATE (Adm. 110, ext. 2236 or job line at ext. 1533), Official application forms must be received by 4 pm of the closing date or be postmarked by the closing date. (No faxes except for management positions. Fax 5483)

CLOSING DATE: Aug. 3
#77024: Library Assistant III, Learning Resources And Curriculum (Unit 7), $2494-$2997/month.

CLOSING DATE: Aug. 30
#77033: Clerical Assistant III, University Center For Teacher Education (Unit 7), $1971-$2335/month. Only on-campus candidates may apply.

#77027: Clerical Assistant III, Budget Planning And Administration (Unit 7), $1971-$2335/month.

#76028: Building Service Engineer, Facility Services, $3359-$3762/month plus contract negotiated salary increase; 2 positions available, one is temporary to 12/30/96 with possible extension; weekend and shift work. Requires successful completion of a background check including fingerprinting.

#77030: Power Keyboard Operator, Animal Science Department (Unit 7), $882-$857/month, temporary, half-time to 6/13/97 with benefits.

#77031: Secretary, Advancement Office, College Of Liberal Arts (Unit 7), * Only on-campus candidates may apply, $2037-$2411/month.

#77032: Administrative Secretary, Provost and Vice President for Academic Affairs (Unit 7), * Only on-campus candidates may apply, $2439-$2917/month.

CLOSING DATE: Aug. 30 or until filled
#74029: Career Counselor/Liaison, College of Liberal Arts (SSP III), Career Services, $2938-$3620/month, plus contract negotiated salary increase, temporary appointment to 7/5/97.

*Note: Preference shall be given to qualified non-academic state employees of the California State University.

#7M015: Associate Dean, College of Agriculture

The Position: The associate dean for the College of Agriculture reports directly to the college dean, and serves as a member of the college’s management team. Areas of responsibility include college policy development and implementation, fiscal and financial planning, and coordination of faculty/staff personnel programs. As the undergraduate coordinator, the associate dean is responsible for all academic affairs, including undergraduate student recruitment, admission, enrollment and orientation programs, advising, and retention. The associate dean is required to interact with campus administrators, faculty, staff, students, alumni, and the general public to help ensure the academic mission of the college is supported.

Qualifications:
- An earned doctorate or terminal degree is required in one of the agricultural areas, or a closely related area of the college.
- The successful candidate will show evidence of achievement equivalent to professor rank. Other requirements are: a record of effective working relationships with faculty, staff, and students; the ability to communicate effectively with a diverse campus community; and a commitment to affirmative action, diversity programs, and professional ethics. Agricultural industry and administrative experience is preferred.

Experience in using integrated databases for student, human resource, and financial reports desirable.

Compensation: Salary is commensurate with background and experience. Cal Poly offers excellent fringe benefits. All rights associated with this appointment are governed by the Management Personnel Plan adopted by the CSU board of trustees.

Selection Process: Persons interested in the position should send a current resume; the names, addresses, and phone numbers of at least three professional references; and a letter providing some detail of the applicant’s qualifications and interest in the position. For full consideration, materials are encouraged to be submitted by Nov. 1, 1996, however, the position is open until filled. (Preferred starting date is Sept. 1, 1997.) Applications, nominations, and inquiries should reference recruitment code 7M015 and be addressed to: Joseph Jen, Dean, College of Agriculture at Cal Poly, ext. 2161, fax 6577 or email: jjen@calpoly.edu.

CLOSING DATE: Aug. 30 or until filled
#7M025: Housing Services Manager (Adm. I), Housing and Residential Life. Salary range is $39,000-$48,000 annually, commensurate with background and experience. Direct specific inquiries regarding the position to Alan H. Pepe, assistant director of housing and business services at ext. 1587.

CLOSING DATE: Sept. 6
#7M026: Assistant/Athletic Director for Business (Adm. II), Athletics. Salary range for the position is $40,000-$50,000 annually, commensurate with the background and experience.

FOUNDATION (Foundation Adm., Building, job line at ext. 7107). All foundation applications must be received (not just postmarked) by 5 pm of the closing date. (No faxes)

CLOSING DATE: Aug. 23
Computer Service Center Coordinator, El Corral Bookstore, $1980-$2575/month.

Order Fulfillment Supervisor, El Corral Bookstore, $1753-$2278/month, full-time, 10 month position - March through December.

Merchandiser, El Corral Bookstore, $1753-$2278/month.

Clerical Assistant II, Special Events And Donor Relations, $1764-$2080/month.

FACULy (Adm. 312, ext. 2844)
Candidates interested in positions on the faculty are invited to contact the appropriate dean or department head or chair. Ranks and salaries for faculty positions are commensurate with qualifications and experience (and time base where applicable) unless otherwise stated.

CLOSING DATE: Oct. 31
#73012: Assistant or Associate Professor, Journalism Department, ext. 2508. Tenure-track position in journalism beginning fall 1997 for 1997-98 academic year. Teach newswriting, reporting, editing, layout and design, multicultural journalism, and other courses in applicant’s areas of expertise. Advise award-winning student daily. Interest in minority media desirable, Ph.D. preferred; master’s considered with substantial recent experience with a major metro daily. Teaching experience at college level is expected. Send letter of application, three current letters of reference and official transcripts to Nishan Havandjian, Head, Journalism Department, referencing Recruitment Code #73012.