Information from the Personnel Office, the Payroll Services Office, and the Registrar's Office lists the following dates during the 1976 Spring Quarter which are of interest to faculty and staff:

March 25-26. Thursday & Friday. Registration for Spring Quarter
March 29. Monday. Spring Quarter classes begin
March 31. Wednesday. Payday for March pay period
April 5. Monday. Last day to enroll for spring quarter
                Last day to add courses
April 16. Friday. Last day to withdraw from classes
                without petition
April 23. Friday. Last day to apply for June commencement
April 30. Friday. Payday for April pay period
May 14. Friday. End of seventh week
May 31. Monday. Academic holiday - Memorial Day
June 1 (8:30 am). Tuesday. Payday for May pay period
June 7. Monday. Last day of classes
June 8-11. Tuesday-Friday. Final examination period
June 12. Saturday. Commencement
                End of spring quarter
                End of university year (faculty only)
June 30. Wednesday. Payday for June pay period
The fifth annual Staff Senate buffet luncheon honoring support staff employees with 10, 15, 20, 25, 30, and 35 years of service with the University was held at Vista Grande on Monday (Mar. 22). J. Cordner Gibson, (Dean, Agriculture and Natural Resources) was master of ceremonies for the event. After brief comments by Staff Senate Chairman Pat Tupac-Yupanqui and President Robert E. Kennedy, service awards were made to the following:

Ten Year Anniversary:
Nancy Brady
Violet Cupp
Helen Garing
Fern Graham
Phyllis Hansen
Walter Heffner
Hazel Hunter
Nancy Jorgensen
Al Lerno
Joe Lipe
Eleanor McWhinney
Peggy Milburn
Don Morris
Nancy Muir
Lane Page
Reuben Palamaris
Edmond Schellenger
Irene Shrode
Joyce Thompson
Lee Williams
Howard Zaugg

Fifteen Year Anniversary:
Edith Barnes
Lowell Dunigan
Mary Eyler
Janice Gould
Joyce Kalicicki
Irene Lund
Ruth Lundquist
Daniel McCready
Valdora Myers
Avice Nolan
Kay Patterson
Mary Smith
Boyd Wettlaufer

Twenty-five Year Anniversary:
Dale Andrews
David Grant
Irene Horvath
Mary Johnson

AID-UNITED GIVERS DRIVE REPORT

Faculty and staff of Cal Poly contributed $27,396 to San Luis Obispo County youth and service agencies during the AID-United Givers fund drive conducted on campus last fall. President Robert E. Kennedy, said that amount exceeds the $25,000 goal set for the fund campaign, manned by employees of the university. The total is $2,855 (or 11.6 per cent) more than the amount contributed by university employees in the previous campaign.

Reflecting an increase over the previous year was the number of Cal Poly employees participating in the drive. The percentage of contributions to AID-United Givers by state employees that came from university faculty and staff also rose. Almost 700 Cal Poly employees contributed 63.5 per cent of the total given by state employees working in San Luis Obispo County.

WARNING ON POSTING GRADES

All faculty members are reminded that it is a violation of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) to post class grades in a manner that allows them to be matched-up with the students who earned them. Grades cannot be posted alphabetically, either by name or with the name cut off, by Social Security Number. Instructors desiring to post grades may do so by creating a coded numbering system so that an individual student knows only his or her own number and not those of other students in a class such as by "scrambling" the original class list, leaving the SSN, but removing the alphabetical order. Buckley Amendment questions should be directed to David A. Ciano (Director of Judicial Affairs).
JOB OFFERS IMPROVING FOR GRADUATES

A ray of hope - or just a mirage is the big question surrounding employment prospects for this year's college graduates, according to Eugene R. Rittenhouse (Placement Director). Data compiled by the College Placement Council indicates the picture is brighter now than it was just a few months ago when CPC conducted a similar survey. Prospects still have a long way to go, however, before they catch up with last year. It was agreed that 1974-75 was a tough year for finding a job.

The good news, according to Rittenhouse, is that the general outlook appears headed in a positive direction. One big question is: what's happening to job offers made to engineers and to master of business administration candidates? In November the council asked employers for estimates of the number of college graduates they would hire in 1975-76. At that time, things looked best for engineering and MBA candidates. But the offers appear slow in materializing. The latest (March) CPC Salary Survey shows the number of offers in both engineering and MBA disciplines to running well behind the figures of a year ago.

The CPC Salary Survey, now in its 16th year, is based on job offers, not acceptances, made to college students in selected curricula and graduate programs during the normal recruiting period (from Sep. 1 to the end of June). Cal Poly is one of 159 colleges and universities throughout the United States that submits information on job openings in a broad range of functional areas except teaching. Three reports are issued each year -- in January, March, and July.

As for the current picture, compared with last March, the number of job offers reported for bachelor's-degree candidates is down 16 per cent. Master's volume has decreased 25 per cent and doctoral 51 per cent.

INTERDISCIPLINARY SYMPOSIUM FOR SPRING PLANNED

As part of an ongoing effort to encourage the exchange of ideas among people from diverse disciplines, the School of Business and Social Sciences presents a quarterly continuing symposium. Suggestions or comments should be sent to Carl E. Lutrin (Political Science). All programs are scheduled for 11:00 am on Thursdays in BAE 212:

Apr. 15: "Administrative Responsibility: A Dean's View," presented by Carroll R. McKibbin (Dean, Business and Social Sciences).


May 6: "Administrative Responsibility: A view from the Hill," presented by James R. Landreth (Director, Business Affairs)

May 27: "Administrative Responsibility: How an Academic Vice President See It," presented by Hazel J. Jones (Academic Vice President).

MARCH SALARY WARRANTS WILL BE AVAILABLE ON WEDNESDAY

March salary warrants for faculty and staff of the university will be available at 4 pm on Wednesday (Mar. 31), the last day of the pay period. Warrants batched by department may be picked up at the Cashier's Office, Adm. 131-E, and those picked up on an individual basis may be picked up in the Business Affairs Division Office, Adm. 114, after that time.
MISSION CONCERT WILL END TOUR

A program of liturgical music ranging from Renaissance to Contemporary has been announced for a concert to be given at Mission San Luis Obispo de Tolosa on Sunday (Mar. 28) by the Cal Poly University Singers. The 8 pm concert is planned as the finale of the tour that began on Sunday (Mar. 14) at Mission San Miguel Archangel north of Paso Robles. Admission will be free and the public is invited to attend.

The University Singers will be accompanied by a 12-piece instrumental ensemble composed of members of the Cal Poly Chamber Orchestra. Music programmed for the tour performances, according to Russell, includes Cantanlibus Organis by Peter Phillips; Crudelis Herodes by Francisco Guerrero; and Regina Coeli by Giovanni da Palestrina. Da Palestrina was considered one of the greatest composers of the Roman school of sacred music. Also on the program are Magnificat by Baldassare Galuppi; a five-movement Mass by Cristobal de Morales, and Lie Lightly, Gentle Earth by Paul Chihara, who is currently teaching and composing in Los Angeles.

STUDENT ART SHOW TO OPEN

Beginning Monday (Mar. 29) the Art Department will feature the drawings of student James W. King, along with selected art work from printmaking, beginning and advanced drawing, metal crafts and design classes. King is an architecture Major taking classes in the Art Department. His drawings show great skill with the pencil and a rich imagination rendered visible with much sensitivity, according to Erna B. Knapp (Art). This work will be on display until the end of April. The Art Department invites the public to visit its "Vesibule Gallery" during regular university hours, in Building #12 (formerly the Air Conditioning Auditorium).

CAL POLY HOSTS BUSINESS EDUCATORS

A major meeting of business educators and professionals in Santa Barbara during April will be hosted by the Business Administration Department. Cal Poly will host the annual meeting of the Western Division of the Academy of Management on Thursday, Friday, and Saturday (Apr. 8-10) at the Santa Barbara Biltmore Hotel.

"We're quite honored at being selected to host this convention," said Carroll McKibben (Dean, Business and Social Sciences). "Our faculty and students have worked hard to make it a success." Some 400 educators and businessmen from the Western and Rocky Mountain States will be welcomed to the meeting by President Robert E. Kennedy. Sixteen Cal Poly faculty members are participating in planning for the convention and several are chairing seminars that will deal with the convention's theme, "Improving the Relevance of Management Education."

David S. Adorno (Head, Business Administration) will chair a session on operations management. Charles DeLong (Business Administration) will lead a session on international/cultural issues; Sarah M. Behman (Associate Dean, Business and Social Science) will chair a session on faculty-labor relations; and James B. Lau (Business Administration) Robert Alberti (Counseling) will participate in a panel discussion on experiential learning methods in organizational behavior courses. Students from Cal Poly's Society for the Advancement of Management (SAM) chapter are also involved in convention planning and, for the first time in the academy's history, students will be working at and attending the convention.
TOONE HONORED BY GUERNSEY CLUB

Harmon Toone (Head, Dairy and Poultry Science) was named man of the year by the California Guernsey Cattle Club during its annual meeting in San Luis Obispo on Saturday (Mar. 13). The club is composed of members who raise registered Guernsey dairy cattle. Toone, head of the department at Cal Poly since 1957, was raised on a Grace, Idaho, dairy farm. His father was one of the first breeders of registered dairy cattle in Idaho.

Toone was cited by the Guernsey club for his work in developing the Cal Poly Guernsey herd, his encouragement of youth in the dairy industry, his service to the state Guernsey club, and his work as a recognized judge of dairy cattle. The presentation was made by Dennis Nelson of Hilmar, a graduate of the dairy program at Cal Poly. Toone, a graduate of Idaho State University, taught vocational agriculture in Idaho from 1940 to 1947, where he also served as principal of a high school. He became a special supervisor in the Bureau of Agricultural Education in California in 1950 and joined the Cal Poly faculty in 1952.

Toone has supervised the development of the Guernsey herd, one of three breeds of dairy cattle maintained by the university, until the herd now has a rolling production average of 12,150 pounds of milk and 602 pounds of butterfat. Of the 32 head of Guernseys classified, 3 are rated excellent, 14 very good, and 15 desirable. The herd has won numerous Gold Star Breeder awards for the university, and has been prominent in Guernsey dairy shows at the Cow Palace, Great Western, and Western National Guernsey competitions.

ART FACULTY/STAFF WILL DISPLAY WORKS

"On Hand," a show of art by Art Department faculty and staff will open in the University Union Galerie on Monday (Mar. 29). Thomas V. Johnson (Head, Art) said the display will feature recent ceramics, sculptures, paintings, drawings, prints, and other work by 15 different members of the department's faculty. It will open with a reception honoring the artists at 7 pm on Monday (Mar. 29) in the Galerie and continue through Friday (Apr. 16).

Open hours will be from 8 am to 12 midnight on weekdays, 10 am to 12 midnight on Saturdays, and 12 noon to 12 midnight on Sundays. Admission will be free and the public is invited to attend both the show and the reception. "On Hand" is being sponsored by Cal Poly's Art Department and the Fine Arts Committee of the university's Associated Students, Inc.

GRADUATE STUDENT NAMED CSUC TRUSTEE

A 25-year-old graduate student was appointed Tuesday (Mar. 23) by Governor Edmund G. Brown, Jr. to serve as a trustee of The California State University and Colleges system. She is Kathleen Carlson of San Francisco, a history major at San Francisco State University. The student post was created last year by the Legislature.

GUATEMALA FUND RESULTS SUCCESS

Members of the Cal Poly community and friends in San Luis Obispo County contributed a total of $4,125.95 to aid the earthquake stricken people of Guatemala. Robert Bonds (Advisor, Student Community Services) announced the figure on Monday (Mar. 22). The SCS began the drive on Feb. 11. Although it officially ended on Feb. 29, donations continued to be sent to the committee through mid-March. All of the funds are in Guatemala aiding in the recovery of that nation which suffered a half-million people homeless, more than 20,000 fatalities, and more than 50,000 injured in the early February earthquake.
FALL EXTENSION COURSE PROPOSALS ENCOURAGED

The Continuing Education office has announced that faculty who are interested in offering a Fall Quarter extension course can pick up the appropriate course proposal form in Adm. 314. A copy of the form will be sent to the requesting instructor if requested by calling Ext. 2053. Deadline for Fall Quarter extension course proposals to be in the appropriate department head's office is Thursday (Apr. 8).

The current extension instructor salary schedule is shown below. There will probably be an increase in instructor's salaries as well as student fees by the beginning of the Fall Quarter.

Extension Faculty Salary Schedule:

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<tr>
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<th>Per Lecture</th>
<th>Per Activity</th>
<th>Per Lab</th>
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</thead>
<tbody>
<tr>
<td>Professor or Associate</td>
<td>$332</td>
<td>$431</td>
<td>$498</td>
</tr>
<tr>
<td>Assistant Professor or</td>
<td>$260</td>
<td>$338</td>
<td>$390</td>
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<tr>
<td>Instructor</td>
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<td></td>
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</tbody>
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STUDENT TECHNOLOGISTS WIN SCHOLARSHIPS

Three students from the Industrial Technology Department have been awarded $400 American Institute of Plant Engineers Scholarships, according to an announcement from the department. They are Kenneth Elkington; Charles Johnson; and George Giansanti. All are senior industrial technology majors and are members of the Cal Poly Chapter of AIPE. The Cal Poly Chapter of AIPE was the first student chapter to be established by the organization of 7,300 professional plant engineers, back in 1970. The most recent awards make a grand total of $4,800 which has been awarded to Cal Poly students seeking careers in plant engineering since that time.

CAL POLY HORSES BRING GOOD PRICES

Six Thoroughbreds from the horse program at Cal Poly sold for $35,400 during the recent Hollywood Park sale of 2-year old in training. They were offspring of Thoroughbred mares maintained by Cal Poly for use in its instructional program on horse management. William R. Gibford (Animal Science) in charge of the horse program, reports the top selling Cal Poly entry at the sale was Sneaky Blonde, a chestnut filly, sold to Carolyn Thomas of Woodland Hills for $9,000. The filly was sired by Figueroa out of Quick Wind.

Cal Poly has maintained a Thoroughbred horse herd since 1940 when the California Thoroughbred Breeders Association encouraged the university to provide instruction in horse management. The foundation mares were donated by members of the association. The herd is maintained through income generated from the sale of offspring.

UNIVERSITY CLUB WOMEN'S LUNCHEON

Wednesday (Apr. 14) is the date selected by the Cal Poly University Club for its annual lunch for women members. The lunch will take place in the Staff Dining Room. Serving will be 11:30 am to 1:30 pm in order to accommodate those women members who have commitments during the traditional 12 noon to 1 pm period. Robert Gordon (Ornamental Horticulture) will present a program titled "Music and Flowers." Women who are members of the University Club are urged to attend as guests of the University Club and make this an especially festive occasion. Please make reservations with Vi Hughes (Health Center), or call her at Ext. 1212 prior to April 12.
WHO...WHAT...WHEN...WHERE??


Loren Nicholson (Journalism) served as a judge in the annual newsletter and bulletin contest conducted by the National Association of Women in Construction (NAWIC) during the month of March. Nicholson is editor of the San Luis Obispo City Newsletter.

Mary Lou Brady (Library) attended the Media Education Conference of California 1976 (MECCA 76) held in San Francisco at the Civic Auditorium on Feb. 12 and 13.

Ilene Rockman (Library) represented Cal Poly at an ERIC automated searching workshop held on the UCLA campus. Over two dozen education librarians from Southern California universities and colleges were in attendance, and actively participated in simulated indexing and searching exercises on Feb. 20.

James M. Quinn (Men's Physical Education) was invited to collect cinematographical data for the U.S.A. Olympic qualification meet in men's gymnastics held at University of California, Berkeley on Feb. 29.

Sonja S. Murray and Evelyn I. Pellaton (Women's Physical Education) presented a lecture and demonstration on aerobic fitness, yoga and diet on Mar. 9 for the San Luis Obispo Chapter 28, Food Services Group. Members of the group attending will receive credit toward continued certification requirements. The presentation was made at Morro Bay High School.

RICENTENNIAL TIME-LINE

Washington on Tories: "One or two have done what a great number ought to have done long ago - committed suicide. By all accounts there never existed a more miserable set of beings than these wretched creatures now are." Abigail Adams to husband John: "If particular care and attention is not paid to the ladies, we are determined to foment a rebellion, and will not hold ourselves bound by any laws in which we have no voice or representation."

Anza erects a cross, blessed by Father Font, on the point of a white cliff near the eastern edge of the channel into San Francisco Bay. He sends half the party to Arroyo de San Mateo to set up an encampment. Anza camps at Arroyo de los Dolores which Father Font decides would be a good site for one of the two proposed missions, the other being San Mateo. While surveying the Bay Area, Father Font draws an outline of what is now Alameda and Oakland, and the hills as far north as Río San Francisco.
MANSAL KEENE WILL RETIRE

Chancellor Glenn S. Dumke has announced that Dr. C. Mansel Keene (Vice Chancellor, Faculty and Staff Affairs) intends to retire from The California State University and Colleges April 30. Dr. Keene, 64, has served in the Chancellor's Office since its establishment in 1961. It is anticipated that the replacement for Dr. Keene will be recommended to the Board of Trustees for final consideration at an early date.

Dr. Keene joined the Chancellor's staff in 1961 as Personnel Officer. During the following year he was named Dean of Faculty and Staff Affairs and later, Assistant Chancellor. He was given the title of Vice Chancellor, Faculty and Staff Affairs in March 1972.

CANDIDATES SOUGHT FOR FACULTY POSITIONS

Candidates for positions on the faculty of the university are presently being sought, according to Donald L. Shelton (Director, Personnel Relations). Those interested in learning more about the positions are invited to contact the appropriate dean or department head. This university is subject to the requirements of Executive Order 11246 and is an Affirmative Action Employer. All interested persons are encouraged to apply. Following is a description of the available positions:

Lecturer ($12,732-$15,480/year), History Department, School of Communicative Arts and Humanities. Leave replacement—one year appointment only. Duties and responsibilities include teaching United States history general education courses, emphasis on 20th Century America and recent foreign affairs. Ph.D. preferred. Position available Fall 1976. Closing date for receipt of applications is April 15, 1976.

Lecturers ($12,732-$19,752/year, depending on experience), Chemistry Department, School of Science and Mathematics. Three to five positions. Duties and responsibilities will include lecture and laboratory instruction in general and inorganic chemistry. Ph.D. in chemistry or biochemistry required; all specialties will be considered, but physical and analytical are preferred. Positions available for 1976-77. Closing date: May 1, 1976.

Lecturer ($12,732-$15,480 per academic year), Agricultural Management Department, School of Agriculture and Natural Resources. Specialist in agricultural sales. Position for academic year starting Fall 1976. Duties and responsibilities will include teaching agricultural business sales and service, sales communication. A master's degree is essential and a doctorate is desired. Experience desired in sales, agricultural sales preferred, in merchandising, in general agricultural marketing. Deadline to apply: May 1, 1976.

Lecturer ($12,732-$15,480 per academic year), Agricultural Management Department, School of Agriculture and Natural Resources. Specialist in agricultural managerial accounting. Position for academic year starting Fall 1976. Duties and responsibilities will include teaching agricultural business managerial accounting, large farm accounting. A master's degree is essential and a doctorate is desired. Experience desired in accounting; CPA work, preferably of agricultural business firms; and in costing of farms and ranches. Deadline to apply: May 1, 1976.

Lecturer ($8,488-$10,320/two quarters), Agricultural Management Department, School of Agriculture and Natural Resources. Specialist in computer application to agriculture. Position for winter and spring quarters 1977. Duties and responsibilities will include teaching computer application to agriculture. A master's degree is essential and a doctorate is desired. Experience desired in fortran program writing, in use of computer programs for agricultural purposes. Deadline to apply: May 1, 1976.

Intermediate Vocational Instructor ($12,732-$15,480 per academic year). Agricultural Management Department, School of Agriculture and Natural Resources. Specialist in agricultural marketing management. Position starts Fall 1976. Duties include teaching agricultural marketing management and agricultural business communications. A master's degree is essential and a doctorate is desired. Experience desired in the merchandising field, in advertising, and in branded products (either agricultural inputs or food products). Deadline to apply: May 1, 1976.
VACANT FOUNDATION STAFF POSITIONS

The Foundation is accepting applications for the following open positions as announced by J. L. Fryer, Personnel Officer. Interested applicants may apply at the Foundation Personnel Office, University Union Bldg., #212; Ext. 1121. Cal Poly Foundation is subject to the requirements of Executive Order 11246 and is an Affirmative Action Employer. All interested persons are encouraged to apply.

Coordinator, Annual Giving Programs ($13,860-$16,848), Cal Poly Foundation. Individual with communications and business skills. Experience in direct mail, fund raising, telethons desirable. College graduate or equivalent; with 2 years minimum experience in responsible staff position required. Responsibilities include coordinating annual fund solicitations, utilizing data systems, establishing donor recognition programs, and supervising computerized list maintenance. Work closely with administrative team, volunteers, and former students of California Polytechnic State University. Position is with the Cal Poly Foundation, a self-supporting auxiliary organization of the university. Submit complete resume with supporting materials by April 26, to President, California Polytechnic State University, San Luis Obispo, California 93407. The Cal Poly Foundation is an Affirmative Action/Equal Opportunity Employer.

Textbook Clerk ($603-$734/month), Bookstore. Person to handle correspondence, maintain records and files regarding textbook orders, stocking and returns. Must be able to plan work and meet deadlines without direct supervision. Must be a high school graduate, have one year of book- store experience, preferably on a college campus. Applications will be accepted through April 6, 1976.

Custodian ($646-$786/month), Facility Service Department, working in dormitory. Must be knowledgeable in the proper use of commercial custodial cleaning equipment, and any other related work that may be required. Must have the ability to maintain an effective relationship with co-workers and students. Applicants must have completed at least eight grades of elementary education. Applications will be accepted through April 9, 1976.

Typewritten copy intended for the next issue of Cal Poly Report must be received prior to 12 noon on Tuesday (Mar. 30) in the Public Affairs Office, Adm. 210. Copy intended for Cal Poly Dateline is due in the Public Affairs Office by 12 noon on Wednesday (Mar. 31).
OFF-CAMPUS POSITION VACANCIES

Information on the administrative position vacancies listed below can be obtained from the Placement Office, Adm., 213, ext. 2501:

Reedley College (State Center Community College District), California - (31,031 - $36,011), President of Reedley College. The President functions as the Chief Administrative Officer assigned to the College. Professional experience and qualifications desired include an MA or MS (earned doctorate preferred) and seven years of full-time teaching and administration in a community college, a minimum of three are to be in administration. Progressively responsible and proven leadership in the areas of institutional and professional activity. Proven ability to work and communicate effectively with diverse groups of students and the various publics in the community. Application deadline: April 16.

California State University, Hayward - Director of Health Sciences. Desired qualifications include a Doctorate in Public Health with a major field of interest in Occupational Health or Industrial Hygiene or related area. Several years' experience in teaching Health Sciences at the college level and/or responsible experience in the field of Health Sciences with strong background in Occupational Health or Industrial Hygiene. Deadline for applications: May 15.

Humboldt State University, Arcata - ($27,492), Dean of Continuing Education. Under the direction of the Vice President for Academic Affairs, the Dean of Continuing Education is administratively responsible for the following functions: (1) the scheduling and conduct of all credit and non-credit extension course, workshops, conferences, institutes, seminars and symposia; (2) the University’s summer session programs; (3) community development programs and authorized community services. Application deadline: May 1.

BICYCLE SAFETY

Falls are caused by:

1. Riding unskillfully or recklessly
2. Riding off curbs or steps
3. Carrying persons or packages which interfere with balance
4. Catching wheel of bicycle in street car tracks or openings in the pavement
5. Skidding on slippery surface
6. "Show Off" riding

Reports show that:

1. One out of every 3 bicycle accidents involves an automobile.
2. One out of every 4 bicycles involved in accidents is defective mechanically.
3. Two out of every 3 riders killed or injured in collisions with automobiles have violated a law or safety rule.