SCREENING PROGRAM FOR ARCHITECTURE AND ENVIRONMENTAL DESIGN

A screening program for applicants to the School of Architecture and Environmental Design is going into effect for all new applicants, according to George J. Hasslein (Dean, School of Architecture and Environmental Design). Dean Hasslein said supplementary admission procedures have been officially adopted with approval of the Office of the Chancellor of The California State University and Colleges, recognizing that Cal Poly architecture programs are "impacted" due to the large number of applicants who wish to enroll.

The new procedures require that, in addition to the statewide admissions requirements, applicants to the school must present supplementary materials and also visit the campus for special testing and interviewing by school faculty.

The process for supplementary admissions for the Fall Quarter of 1974 is already underway. Applicants are required to submit a statement of interest in a specific degree program offered by the school, transcripts of their high school and college credits, and available scores on the Scholastic Aptitude Test or American College Testing examinations. Also required are a list of books read which relate to the major chosen by the student and letters of recommendation.

In addition to these materials, the student must complete scheduled testing at the counseling center at the Cal Poly campus at San Luis Obispo and have a scheduled campus interview by school faculty members. At the time of his interview the student will be able to present a portfolio of work appropriate to the chosen major; however, submission of a portfolio is not mandatory.

Dean Hasslein said that notification of the procedures has been sent to all current applicants for admission to the school, requiring them to submit the supplementary materials by Jan. 2, 1974. He said those who do not submit the additional information by the due date will be presumed to have elected to pursue other educational alternatives such as selection of another major at Cal Poly outside the School of Architecture and Environmental Design, or selection of another institution.

He said the supplementary testing and interviewing will be continued during the Winter Quarter, with notifications of acceptance to be sent to students during April, 1974. The screening procedures apply also to Cal Poly students in other majors who are planning to transfer to the School of Architecture and Environmental Design; such applicants have already received notification and testing and interviews are being conducted during December.

Conserve Energy
EDUCATIONAL LEAVE PROGRAM FOR STUDENTS

A program that makes it possible for Cal Poly students to leave school temporarily for educational purposes without having to comply with re-admission procedures has just been announced by F. Jerald Holley (Director of Admissions, Records, and Evaluations).

Known as the Planned Educational Leave Program, the new arrangement replaces previous procedures which made leaves for work-study and internships possible. But it does not change the current policy of considering a student on continuing status if he has missed only one quarter of enrollment for any purpose.

Holley said the new program, which will be available for the first time during the forthcoming Winter Quarter, came into being as a result of action taken by the Trustees of The California State University and Colleges in May. He emphasized that its purpose was to further the specific educational goals of students.

Copies of the application form and other information about the Planned Educational Leave Program may be obtained from the Records Office, which is located in Room 219 of the Administration Building.

APPRECIATION FOR AID CONTRIBUTIONS EXPRESSED BY PRESIDENT KENNEDY

Appreciation for contributions made during the AID-United Givers fund drive, which took place on campus recently, has been expressed by President Robert E. Kennedy. Dr. Kennedy used a memorandum addressed to members of the university faculty and staff to relay his feelings on the matter. He said:

"It is a great pleasure to offer my thanks to all those employees who have contributed to the AID-United Givers fund drive, and to those who are continuing their donation through the payroll deduction plan . . . On behalf of the AID-United Givers organization, and the great numbers of sick and needy persons who have been helped because of your kindness and generosity, I offer my thanks and sincere appreciation."

The president also used his note to remind faculty and staff employees of the need to renew designated gifts on an annual basis. Designation forms and pledge cards, for those who still wish them, can be obtained at the Personnel Office, Adm-110.

HOLIDAY WORK SCHEDULES FOR STAFF EMPLOYEES LISTED

Holidays remaining on the Fall Quarter calendar for support staff, administrative and 10- and 12-month employees include both Tuesday, Dec. 25 and Tuesday, Jan. 1, according to an announcement from the Personnel Office. Campus offices and services will be closed on both days, and only emergency and necessary services will be available.

While in recent years it has been the practice of Governor Ronald Reagan to offer a half-day holiday on Christmas Eve, Dec. 24, or New Year's Eve, Dec. 31, the campus has received no word to date as to whether this practice will be continued. Employees will be informed when official notification on the holiday status of these dates is received.

Academic holidays which apply to academic year faculty begin on Friday, Dec. 14, and will continue through 12 noon on Wednesday, Jan. 2.
FLOWER, TEA, AND DRAGON FOR ROSE PARADE FLOAT

It's not many little girls who have the pleasure of taking afternoon tea with a per­sonable lady dragon, but a little girl representing the Cal Poly campuses soon will. The little girl and the dragon are part of this year's Tournament of Roses Parade float entry for Cal Poly, San Luis Obispo, and her sister campus at Pomona.

The float, built jointly by students at the two universities, is the only one in the parade designed, built, and financed solely by students. It will show a huge dragon being befriended by the little girl sitting on a tree stump who offers a cup of tea as an expression of friendship. The meadow which provides the setting for the entire scene, is alive with animated figures.

Observers believe the design for the 1974 float will continue the strong reputation for outstanding animation that has been gained by floats designed and built by Cal Poly students over the years. Their floats have been responsible for such parade innovations as a separate engine for animated parts of the float, using hydraulics for operation of animation, and use of a chasis with all-hydraulic steering.

An audience of more than 2 million people in Pasadena and an estimated 150 million who will watch via international television are expected to see the float when it makes its appearance in the 85th annual Tournament of Roses Parade on Colorado Blvd. in Pasadena on Jan. 1.

SURVEY PLANNED TO DETERMINE INTEREST IN CAR POOLING

Staff Senate Chairman Bud Gunter (Computer Center) has announced the formation of a Car Pooling Committee. This committee, working jointly with Donald L. Shelton (Director of Personnel Relations), plans to conduct a survey early in the Winter Quarter to determine the degree of interest on a campus wide basis in a Cal Poly car pooling program.

Gunter said that this joint effort of the Staff Senate and the Personnel Office is intended to be responsive to the current energy crisis and is planned to include all areas from which Cal Poly personnel commute. Faculty or staff members are encouraged to submit in writing any suggestions or recommendations believed to be helpful in setting up such a program to the Personnel Office, Adm-110.

SPECIAL SALE ANNOUNCED BY EL CORRAL

A special Gift Sale Day for faculty and staff and their families will take place on Monday and Tuesday, Dec. 17-18, at El Corral Bookstore. An announcement from El Corral points out that savings of up to 40 per cent will be available during the sale and that gift wrapping will be included in the purchase price. Light refreshments will be served during the 7:45 a.m. to 4:45 p.m. sale hours on both days.

Also announced by El Corral Manager Mary Lee Green is the closure of the store starting on Monday, Dec. 24, and continuing through Tuesday, Jan. 1, for inventory. The store will maintain its regular 7:45 a.m. to 4:45 p.m. open hours on weekdays through Friday, Dec. 21, and resume them on Wednesday, Jan. 2.
SAFETY TRAINING SESSION PLANNED FOR MARCH

The Division of Industrial Safety of the California State Department of Industrial Relations will conduct a one-day training session on the new California Occupational Safety and Health Act (CAL/OSHA) in Chumash Auditorium of the Julian McPhee University Union on March 21, 1974, according to Barry Whelchel (Personnel Office), who is campus safety coordinator.

The program will include an address by Richard Wilkins, chief of the division, regarding the general intent of the act, including discussions of the inspection policies, the responsibilities of employers and employees under the act, penalties, and variance procedures. In addition, there will be workshops on the general industry, construction and electrical safety orders, recordkeeping requirements, and the role of the State Department of Health in the enforcement of safety and health standards.

Department heads are encouraged to plan to send employees concerned with safety and health hazards to this training session. There will be no cost to those attending.

CANDIDATES FOR FACULTY POSITIONS BEING SOUGHT

Candidates for positions on the faculty of the university are presently being sought, according to Donald L. Shelton (Director of Personnel Relations). Those interested in learning more about the positions are invited to contact the appropriate dean or department head. Cal Poly is an Affirmative Action Employer. Following is a description of the available positions:

**Assistant Instructor** ($114-$207/mo.), Mathematics Department, School of Science and Mathematics. Duties and responsibilities include teaching one lower division course in mathematics. Candidate must possess a degree in Mathematics. Concurrent enrollment in the Department's graduate program required. Minorities and women are encouraged to apply. Part-time positions available: winter quarter 1974 only.

**Lecturer, Range C** ($180-$218/mo.) Ethnic Studies Department, School of Human Development and Education. Duties and responsibilities include teaching a course on the Education of the Native American. Prefer candidates with a Master's degree and college teaching experience. Minorities and women are encouraged to apply. Part-time position available (3 units); Winter Quarter only.

LOST AND FOUND SALE NETS $928

The recent sale of "lost and found" goods and materials conducted by the Plant Operations Department netted $928, according to James R. Landreth (Director of Business Affairs). Among the items sold were unclaimed clothing, books, slide rules.

Proceeds from this sale are committed to assisting students financially and have been deposited in the Students Short Term Loan Fund, which is administered through the University's Student Financial Aids Office.

VACATION SCHEDULE FOR LIBRARY WILL BEGIN FRIDAY

The vacation schedule for the University Library will begin on Friday (Dec. 14) and will end on Thursday, Jan. 3, according to an announcement from the Library. During the vacation period the Library will be open Monday through Friday from 8 a.m. to 5 p.m. and will be closed on Saturdays and Sundays. In order to help conserve energy the Library will be closed on Saturdays, Dec 15, 22, and 29. The regular schedule will be resumed on Friday, January 4, the first day of classes of the Winter Quarter.
REDESIGN WILL DELAY ARCHITECTURE BUILDING

A delay of from six to eight months is expected to result from a decision to redesign the proposed Architecture Classroom Building at Cal Poly. An order to redesign was contained in a letter announcing to the project architects, Will Shaw and Associates, Monterey, that recent bids on the project had been rejected.

In rejecting the bids and ordering the redesign the chancellor's office of The California State University and Colleges noted that both bids for the project were more than 10 percent over the architect's estimate of $3,456,000. Apparent low bidder for the job was Oberg Construction of Simi Valley at $3,987,000; the only other bid was that of Williams and Burrows, Inc., of Belmont, at $4,494,000.

E. Douglas Gerard (Executive Dean) said this week that redesign of the building is expected to reduce the construction costs and make it possible to advertise for new bids sometime during the late summer or early fall.

ADMINISTRATIVE AND STAFF SALARY HIKES OF 4.3 PER CENT RECOMMENDED

Salary improvements averaging 4.3 per cent for administrative and support staff positions in 1974-75 have been recommended by a committee acting in behalf of the Board of Trustees of The California State University and Colleges.

The proposed increases range from 2.5 to 12.5 per cent for nearly 14,000 positions. They would correspond with similar salary trends in the private sector, governmental and educational agencies. The recommendations will be submitted to the Governor and the Legislature for consideration in the 1974-75 State budget.

The Board of Trustees in September approved recommendations for the 19-campus system's academic personnel in 1974-75. These would result in a 5.5 per cent increase in salaries and an increase in fringe benefits equivalent to 5.3 per cent of salary.

AG LEADERSHIP SESSIONS SCHEDULED THIS WEEK

Communications and education as a tool to leadership will be the theme of the second seminar for 30 young agriculturists participation in the fourth Agricultural Leadership Program of the Agricultural Education Foundation which will be held at Cal Poly on Thursday, Friday, and Saturday (Dec. 13-15).

The conferees, selected for participation in the leadership program from among more than 100 applicants, will discuss media relations, the methods by which an organization communicates with people, and the development of leaders and effective speech. Sessions will be held in the conference room and classrooms of the Erhart Agriculture Building.

The leadership program, developed by the Council of California Growers through an Agricultural Education Foundation, is funded by contributions from the agriculture industry.

The final examination period for the 1973 Fall Quarter will begin on Monday, Dec. 10, and continue through Thursday, Dec. 13.
OFF-CAMPUS POSITION VACANCIES

Information on the administrative position vacancies listed below can be obtained from the Placement Office, Adm-213, 546-2501:

California State University, Northridge -- Dean, School of Business and Economics ($24,468 to $29,748 annually), earned doctor's degree required, appointment date is Sept. 1, 1974.

California State University, San Jose -- Dean of Academic Planning ($24,468-$29,748 annually), earned doctor's degree required, application deadline is Jan. 4, 1974.

California State Polytechnic University, Pomona -- Director of Personnel ($1,563 to $1,900 monthly), advanced degree preferred, five years as director or assistant director of personnel required.

SPECIAL HOURS FOR RECORDS OFFICE ON SATURDAY

Faculty members are reminded that the Records Office will be open until 12 noon on Saturday (Dec. 15) to accept grades for the 1973 fall quarter, according to Gerald Punches (Registrar). "Although grades are not due until Dec. 17, we would appreciate receiving them as early as practicable before that date," Punches said. Grades should not be sent by mail, but delivered personally by the faculty member concerned to the Records Office, Adm-222.

BULLETINS FOR CAL POLY EXTENSION

Bulletins describing the courses to be offered during the Winter Quarter by Cal Poly Extension will be ready for mailing soon. The 24-page booklets, which also include registration information, are free. Copies of the bulletin and other information about Cal Poly Extension courses can be obtained from the Continuing Education Office, Adm-317, 546-2053.

VACATION SCHEDULE FOR "CAL POLY REPORT" LISTED

This issue of Cal Poly Report is the last of the 1973 Fall Quarter. Publication will resume with the first issue of the Winter Quarter on Jan. 8. Copy for that edition is due in the Information Services Office, Adm-210, by 12 noon on Jan. 4. Copy for all issues of Cal Poly Report should be typewritten and include the name and telephone number of the originator.

DATE FOR C S E A PARTY ANNOUNCED

Faculty and staff members are asked to circle Feb. 23, the date for a dinner-dance party being planned by Cal Poly Chapter 97 of the California State Employees' Association, according to George Gowgani (Crop Science). Announcements of additional information about the event will be published in future editions of Cal Poly Report.
Mary Lou White (Head, Women's Physical Education) and Evelyn Pellaton (also Women's Physical Education) attended the 49th annual conference of the Western Society for Physical Education of College Women, which was held in Gleneden Beach, Ore., recently. Dr. White presented a research report titled "The Use of Videotape Replay to Provide Knowledge of Improvement in Learning Fencing" during the conference.

George J. Hasslein (Dean, School of Architecture and Environmental Design) was the speaker for a meeting of the Cal Poly Architectural Alumni Association which took place last month in San Francisco.

Max Riedlsperger (History) has been recently notified of his election to Delta Tau Kappa, the International Social Science Honor Society. Cited as the reason for this recognition was Dr. Riedlsperger's research and publication on recent Austrian political history.

William M. Alexander (Head, Political Science) and Reginald H. Gooden (also Political Science) were participants in a conference on peace studies curriculum which was held in Ben Lomond under auspices of the American Friends Service Commission on Nov. 16, 17, and 18.

Dorothy Mercer (Home Economics) took part in two recent conferences on home economics. She attended the Western Regional College Teachers of Home Management-Family Economics Conference at Oregon State University on November 15-17, and the West Coast Meeting of Women Economists in Palo Alto on Nov. 23.

Royce Lambert, Luther B. Hughes, and Delmar Dingus (all Soil Science) and Alan Foutz and Gene Offermann (both Crop Science) were among those in attendance at the 65th annual meeting of the American Society of Agronomy last month in Las Vegas. Sessions were devoted to creating awareness of the energy situation and its impact on agriculture.

Milton Drandell (Business Administration) attended the national meeting of the Operations Research Society, which was held on Nov. 12, 13, and 14, in San Diego.

John R. Healey (Journalism) took part in the annual convention of Sigma Delta Chi, national journalistic society, in Buffalo, N.Y., last month. Healey was the delegate representing the California Central Coast Chapter of the society.

John B. Connelly (Associate Dean, School of Human Development and Education) presented a paper on "Analysis of Reading as a Semantic and Epistemological Problem" at the Dec. 7-8 meeting of the Far Western Philosophy of Education Society in Burlingame. Dr. Connelly's paper has also been accepted for publication in a forthcoming edition of the Journal of Reading.

James R. Emmel (Head, Speech Communication) attended the National Speech Communication Association convention on Nov. 8-11 in New York City. Dr. Emmel presented a paper on "The Computer in Speech Communication Research" during the three-day program. The paper is scheduled for publication by the association.

Alfred M. Bachman (Mathematics) was unanimously elected chairman of the newly-formed parent-teacher organization for Arroyo Grande High School during a meeting at the school's Valley Road Campus on Nov. 28. The school is part of the Lucia Mar School District.

(Continued on Page 8)
STUDENTS COLLECTING CANNED FOODS

Students of the School of Business and Social Sciences, who are preparing for careers which will involve them with their fellow human beings, have decided to demonstrate their concern for the welfare of their less fortunate fellow man by conducting a canned food drive on campus.

Walt Rohwer, student chairman, says students, faculty and staff of the university are being asked to deposit canned foods at two locations on campus -- the Julian A. McPhee University Union and the University Library.

Utility trailers will be parked at both locations, from 8 a.m. to 4:30 p.m. through Thursday (Dec. 13). The food will be distributed through the Community Services Committee of the Associated Students, Inc.

WHO . . . WHAT . . . (Continued from Page 7)

William V. Johnson (Music) was an adjudicator for the second annual California Band Review, which took place on Nov. 23, in Santa Ana. Thirty-four high school bands from throughout California took part in four divisions in the parade, according to Johnson, who has been director of bands at Cal Poly since 1966.

Joseph Sabol (Agricultural Education) spent Nov. 27, 28, and 29 participating on a district review committee that evaluated a large school district in the San Jose area. The evaluation program is sponsored by the State Department of Education and is used in reviewing vocational education programs throughout California.

Robert Rosenberg (History) attended the 54th annual meeting of the National Council for the Social Studies in San Francisco on Nov. 22 and 23. Dr. Rosenberg, who is president of the Central Coast Council for the Social Studies, hosted two of the sessions.

David L. Englund (Child Development) has been notified that his manuscript titled "Putting the 'Each' in Teaching" has been included as a chapter in a recently-published book. Title of the book is Focus on Classroom Behavior: Reading and Research. The manuscript was originally read at the 1972 convention of the American Psychological Association in Honolulu.

Pat Pendse (Biological Sciences) took part in the California Rare Fruit Growers annual seminar in San Diego on Dec. 1. More than 70 members from all over the state attended the meeting. Culture and adaptation of tropical and subtropical fruits like mango, cherimoya, sapote, kiwi, naranjilla, and papaya were discussed, according to Dr. Pendse.

Richard Emilio Lopez (Psychology) has been informed that his review of "Chicano Manifesto" by Armando B. Rendon has been published in the Review of Politics, volume 35, number 4, October, 1973.

Joseph B. Romney (History) has recently learned that his paper on "Legal Considerations in Oral History" has been published in The Oral History Review 1973.

Thomas Barnhart (Men's Physical Education) served as a seminar leader, along with Frank Jones of California State University, Sacramento, during the Student Leadership Conference of the California Association of Student Councils in San Diego on Dec. 5.
SUPPORT STAFF VACANCIES LISTED

Vacant support staff positions have been announced by S. Milton Pluma (Staff Personnel Officer). Descriptions of the positions and other vacancies are posted outside the Personnel Office, Adm-110, 546-2236. Contact the Personnel Office to obtain an application. Cal Poly is an Affirmative Action Employer. The positions are:

Clerical Assistant II-A ($267.00-$328.50), half-time temporary help position, General Office, Business Affairs Division. Duties and responsibilities include providing relief for the Switchboard/Information Desk. Assisting with various duties in the General Office such as sending out mailings, xerographing materials, and some light typing. Requirements: High school graduate with one year of office experience, General Clerical Test, and type 45 wpm. Should have experience on a Centex Switchboard.

Clerical Assistant III-B ($665-$789), School of Architecture and Environmental Design. Duties and responsibilities include performing various clerical duties in directing the functions of the stenographic pool to insure efficient clerical service for the entire School of Architecture and Environmental Design. Responsibilities include personnel duties, scheduling office assignments, composing and compiling reports, weekly bulletin, and information as requested. Requirements: High school graduate with two years of office experience, General Clerical Test, take dictation at 100 wpm, and type 45 wpm.

Personnel Management Specialist II ($1225-$1489), Personnel Office, Administrative Affairs. Duties and responsibilities include assisting with the development of policies and procedures related to staff personnel; conducts job classification, safety and training functions; supervising the recruitment and placement of staff personnel; conducts job classification studies; writing job descriptions; coordinating the development of training programs for clerical, maintenance, and supervisory personnel; administering the specialized training fund; conducting safety inspections; directing the preparation of reports required under the California Occupational Safety and Health Act; supervising the Employment Representative and the Coordinator of the Career Opportunity Development Program. Requirements: Bachelor's degree in either Personnel Management, Business Administration, Public Administration, or a related field. Three years experience in personnel administration with specialization in staffing, position classification, safety, and/or training.

Clerical Assistant II-A ($534-$649), School of Architecture and Environmental Design. Duties and responsibilities include typing office correspondence, assisting in office receptionist duties, answering phones, receiving visitors, completing employment verifications; assisting with scoring of General Clerical Test, distributing recreation discount tickets; maintaining safety records and preparing reports, and general filing. Requirements: High school graduate with one year of office experience, General Clerical Test, and type 45 wpm.

Clerical Assistant II-B ($755-$862), School of Engineering and Technology. Duties and responsibilities include keeping accurate records on all students enrolled in Engineering & Technology curricula; preparing correspondence related to co-op program; answering phones; assisting students in routine advisement matters; preparing necessary materials for articulation agreements and annual conference; arranging pre-scheduling activity for students quarterly. Requirements: High school graduate with one year of office experience, General Clerical Test, type 45 wpm, and take dictation at 90 wpm.

Equipment Technician I ($862-$1048), Journalism Department, School of Communicative Arts & Humanities. Duties and responsibilities include assisting with coordination and supervision of students in basic, advanced, color and other photography laboratories; issuing, checking, and maintaining equipment. Requirements: High school or community college degree with formal photography training, and be fully qualified in operation of cameras, enlargers, washer and dryers, speed lights, tungsten lights; reponar 1 proceo5 processing.

Painter I ($936-$1032), Plant Operations, Business Affairs Division. Duties and responsibilities include painting and finishing of wood, metal, plastic, concrete or other surfaces and performing other work as required. Must be able to operate sprayers, hang paper, mix and match paints, erect scaffolding, maintain painting equipment, and direct unskilled laborers and student assistants. Requirements: Completion of an apprenticeship program in painting or have been a journeyman painter a minimum of three years. Education equivalent to completion of the eighth grade.

Registered Nurse 10-month ($861-$974), Health Center, Student Affairs Division. Duties and responsibilities include performing nursing duties as required in the Student Health Center. Requirements: R. N. Degree, and current California License.

Clerical Assistant II-A ($534-$649), Financial Aid Office, Student Affairs Division. Duties and responsibilities include receiving, directing, and referring student inquiries by in-person contacts and by telephone; processing of short-term loan applications; typing of forms, letters, and reports; general filing; maintaining financial aid recipients card files; and initial processing of financial aid applications. Requirements: High school graduate with one year of office experience, General Clerical Test, and type 45 wpm.

Clerical Assistant II-A ($534-$649), Financial Aid Office (Student Loans Section), Business Affairs Division. Duties and responsibilities include processing all NDEA, SEOG Fed, SEOG State, ASI awards; typing checks, disbursement information on loan notes, alphabetizing, and filing. Disbursing all forms of financial aids; conducting exit interviews on NDEA Loans; and preparing and typing various lists. Requirements: High school graduate with one year of office experience, General Clerical Test, and type 45 wpm.

Computer Operator ($609-$721), Computer Center, Academic Affairs Division. Duties and responsibilities include operating the University's digital computer system. Requirements: Equivalent to completion of the requirements for an Associate of Arts degree and six months of experience as a Computer Operator Trainee or one year of experience operating electronic computer systems.

Programmer I ($870-$1058), Computer Center, Academic Affairs Division. Duties and responsibilities include computer programming and system analysis principally in support of university administrative applications. Requirements: Bachelor's degree and demonstrated competence in computer programming using a variety of languages.

(Continued on Page 10)
HOLIDAY HOURS LISTED FOR FOOD SERVICE AREAS

The food needs of campus employees and others who will be on campus during the next three weeks will be served by the Staff Dining Room and the vending areas in the Administration Building and the Walter F. Dexter Library.

According to an announcement from the Foundation Food Services, those areas will be open from 7:30 a.m. to 3:30 p.m. on weekdays throughout the vacation period. They will be closed for Christmas on Tuesday, Dec. 25, and for New Year's Day on Jan. 1.

Other food areas operated by Foundation Food Services will be closed either part of all of the time during the Christmas vacation period. As listed in the announcement their schedules are:

<table>
<thead>
<tr>
<th>Area</th>
<th>Closed</th>
<th>Reopens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vista Grande Restaurant</td>
<td>Saturday, Dec. 15 through Tuesday, Jan. 1</td>
<td>11 a.m., Wednesday, Jan. 2</td>
</tr>
<tr>
<td>Student Dining Room and Vista Grande Cafeteria</td>
<td>after dinner, Friday, Dec. 14 through Thursday, Jan. 3</td>
<td>7 a.m., Friday, Jan. 4</td>
</tr>
<tr>
<td>Cal Poly Snack Bar</td>
<td>Friday, Dec. 14, through Tuesday, Jan. 1</td>
<td>7 a.m., Wednesday, Jan. 2</td>
</tr>
<tr>
<td>Burger Bar (University Union)</td>
<td>Saturday, Dec. 15, through Tuesday, Jan. 1</td>
<td>10 a.m., Wednesday, Jan. 2</td>
</tr>
<tr>
<td>Ice Cream Shoppe (University Union)</td>
<td>Friday, Dec. 14, through Tuesday, Jan. 1</td>
<td>11 a.m., Wednesday, Jan. 2</td>
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VACANT FOUNDATION STAFF POSITIONS

The following vacancy is listed on the Foundation staff of the University as announced by J. L. Fryer (Foundation Personnel Officer). Interested persons may call at the Foundation Personnel Office, University Union Building, Room 212, 546-4613, to make application. Cal Poly Foundation is an Affirmative Action Employer.

BUTCHER/MEAT CUTTER (1) ($665-$809), FOOD SERVICE DEPARTMENT. Person to supply all food production areas daily. Must have thorough knowledge and experience in meat cutting and the use of required hand and power tools. Requires the ability to supervise student assistants, maintain records and make necessary reports. Applicant must be high school graduate with ten years experience in all types of meat processing.

ENROLLMENT AID AVAILABLE TO FACULTY, STAFF EMPLOYEES

Faculty and staff members are reminded that if they wish to enroll for classes during the Winter Quarter, the Registrar's Office will assist with their registration. Those who will be enrolling should complete their registration books and leave them at the Registrar's Office, Adm-210, by Thursday (Dec. 13). Any student (or employee) who are not enrolled during the Summer or Fall Quarters must clear through the Admissions Office before they can enroll for Winter Quarter.
BUDGET, SALARY MATTERS TOP TRUSTEES ACTIONS

The Board of Trustees of The California State University and Colleges took the following actions during its meeting held in Los Angeles on Nov. 28:

--Approved a 1974-75 Support Budget request totaling $481.9 million for the 19-campus system, excluding salary and fringe benefit increases for faculty and administrative and support staffs. Request is $37 million increase over 1973-74 budget.

--Urged the governor and the Legislature to provide funds equivalent to a 5 percent equity salary adjustment for all deans and vice presidents, in addition to any salary increase which may accrue to such positions from funds appropriated for a salary and/or fringe benefit budget increase for the total academic salary group.

--Approved a merit salary increase for President Stanford Cazier of CSU, Chico, effective Jan. 1, 1974.

--Increased the Materials and Service Fee for students beginning with the fall term 1974-75, as follows:

<table>
<thead>
<tr>
<th>Academic Load</th>
<th>Present Academic Year</th>
<th>Per Quarter</th>
<th>Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.0 or more units</td>
<td>$118</td>
<td>$48</td>
<td>$72</td>
</tr>
<tr>
<td>8.0 to 11.9 units</td>
<td>98</td>
<td>42</td>
<td>63</td>
</tr>
<tr>
<td>4.0 to 7.9 units</td>
<td>88</td>
<td>38</td>
<td>57</td>
</tr>
<tr>
<td>3.9 or fewer units</td>
<td>78</td>
<td>34</td>
<td>51</td>
</tr>
</tbody>
</table>

Further resolved that the chancellor establish a representative task force to study the basis for the Materials and Service Fee and make recommendations for 1975-76.

--Accepted the Academic Master Plans for the system covering the years 1974-75 through 1978-79.

INSURANCE ENROLLMENT PERIOD EXTENDED

The open enrollment period for members of the California State Employees' Association, who wish to sign up for the Cal Western/Occidental Group Term Life Insurance Program, has been extended to Friday (Dec. 14). Additional information can be obtained from the Personnel Office, Adm-110.

CHRISTMAS TREES BEING SOLD BY BASEBALL TEAM

Cal Poly's varsity baseball team will be selling Christmas trees at the Laurel Lane Shopping Center on Laurel Lane in San Luis Obispo through Friday Dec. 21.

Conserve Energy
PRESIDENT ANNOUNCES NEW ORGANIZATION STRUCTURE

Following recommendations of the Ad Hoc Committee on Organization Study, President Robert E. Kennedy has advised University administrators, the Academic Senate, and the Associated Students, Incorporated that plans for reorganizing Cal Poly's administrative structure have been finalized. An organization chart reflecting the new structure is attached to the Cal Poly Report.

In arriving at the new administrative set up, President Kennedy held meetings with the Academic Senate, the Organization Study Committee, the academic deans and division heads, the Department Head's Council, and the President's Council. The organization, which became effective Dec. 10, includes the placement of the Library and Audio-Visual services under the vice president for academic affairs, and places the Computer Center, research development, and institutional studies under the executive vice president. In addition, a new position of dean, academic services and planning has been established, pending approval of the Chancellor's Office, to direct academic related staff functions.

In announcing the formal administrative organization, the president expressed appreciation for the efforts of the Academic Senate, the Ad Hoc Committee on Organization Study, and for the many written comments and suggestions which were received from members of the campus community.

PLAY AUDITIONS SCHEDULED ON JAN. 7

Auditions for A Cry of Players, the Speech Communication Department's dramatic production for the Winter Quarter, will be held on Jan. 7, according to an announcement from the Drama Office. The play by William Gibson, a dramatic account of the early life of William Shakespeare is being directed by J. Murray Smith of the department's faculty.

Students, faculty, staff, and their families are invited to read for the parts, which include Shakespeare's daughter. The part requires a 7 or 8 year-old or a 10-12 year old. Those interested in learning more about the auditions are invited to contact Smith (544-0781) or Robin Lake (also Speech Communication) (544-3347), or telephone the Drama Office, (546-2486).

SUPPORT STAFF VACANCIES . . . (Continued from Page 9)

Intermediate Account Clerk ($534-$649), Accounting Office, Business Affairs Division. Duties and responsibilities include billing from contracts, payroll warrant registers and other documents. Preparing quarterly fee reconciliations; also billing for bad checks and student fees. Preparing exempt lists for registration. Requirements: High school graduate with one year of office experience, and General Clerical Test.

Typewritten copy intended for the next issue of Cal Poly Report must be received prior to 12 noon on Friday, Dec. 28, in the Office of Information Services, Adm-210. Copy intended for Cal Poly Dateline, which replaces the "Coming Events" section of Cal Poly Report and is published separately on Thursdays, is due in the Office of Information Services by 12 noon on the Tuesday before publication.