WANT TO RIDE A BUS?

Yesterday, April 1, San Luis Obispo's municipal transportation system began its first day of operation. The two-route system will operate seven days a week from 7 am to 7 pm and on Thursdays to 10 pm. Both routes will serve the campus; Route One (Johnson Avenue/Broad Street/Foothill Boulevard) will stop at Vista Grande and the Agricultural Engineering Building. Route Two (South Higuera/Madonna/Santa Rosa) will stop on College Avenue across from Crandall Gymnasium and on Mountain Drive between the H. P. Davidson Music Center and the Men's Gymnasium. Route One will serve the campus approximately six minutes past the hour; Route Two at 49 minutes past the hour, except for Sundays. Refer to the schedule (see below for availability) for Sunday service.

Through the cooperative efforts of the City and the University, appropriate signs and benches have been located at the four campus stops. Prospective passengers of the system are advised that in order to interfere with other campus traffic to a minimum, buses will only stop for loading and unloading at the four specified locations. Flag stops will not be honored by the drivers except within the City.

Copies of the pocket-size bus schedule will be available at many business establish­ments in the City and at the information desks in the Administration Building and the Julian A. McPhee University Union. The standard fare is 25 cents per ride.

BIDS RECEIVED TO CONVERT SCIENCE LABS

Volny Construction Company of San Luis Obispo was the apparent low bidder when bids for second phase conversion of the Science Building at Cal Poly were opened on Thursday (March 28). The Volny bid for the project, which includes remodeling of a portion of the building for use as chemistry laboratories, was $252,500. The only other bid for the work was submitted at $262,000 by Don Greene Contractors, Inc., of Santa Barbara. The architect's estimated cost for the Cal Poly project as designed by the State Office of Architecture and Construction was $228,688.

Involved in the Science Building conversion are two laboratories and three preparation rooms located in the "B" wing of the building. They are to be remodeled and modernized after having been used as botany laboratories since the building was constructed in 1955. The botany laboratories were moved to the university's Science North Building when it was opened nearly five years ago. The Science Building laboratories have been used for various instructional functions since that time. The decision on award of a contract for the conversion project at Cal Poly will be made by the Physical Planning and Development Office of The California State University and Colleges after bid analysis has been completed.
HOME CONCERT PLANS ANNOUNCED

Home Concert, a Friday evening fixture at Cal Poly for the past 32 years, will be presented this year on Saturday. The concert, which traditionally features the Cal Poly Men's and Women's Glee Clubs and the University Jazz Band, will be held on Saturday (April 20) in the Men's Gymnasium. Curtain time will be 8 p.m.

Also scheduled to perform are the "world famous" Majors and Minors barbershop ensemble, the Collegiate Quartet, and the Women's Sextet. All three are vocal groups composed of members of the two glee clubs. Stanley Malinowski, who joined the Music Department faculty last fall after serving on the Cornell University faculty the past three years, will direct the two glee clubs and smaller vocal ensembles.

The University Jazz Band, formerly known as the Collegians stage and dance band, will be directed by Graydon Williams, who is in his fourth year as a member of the Cal Poly music faculty. The April 20 concert will be a homecoming of sorts for the Men's Glee Club and the jazz band, which have just completed their annual concert tour. They gave 17 performances during a week-long trek through the San Joaquin Valley between March 25 and March 30.

General admission tickets for the 1974 Home Concert will be $1 for students and $2 for all others. The advance sale will begin on campus and at several locations in San Luis Obispo this week.

PURCHASING DEADLINES ANNOUNCED

Donald M. Vert (Procurement and Support Services Officer) reminds all staff and faculty that all requests (purchase requisitions) for supplies or equipment which are to be charged to current 1973-74 appropriations must reach the university Purchasing Office as follows:

1. By April 15 for items which must be processed through the State Office of Procurement (orders totaling over $1,000).
2. By June 1 for all items which can be purchased for $1,000 or less.

Chargeback accounts for xerox copying, storeroom supplies, and duplicating services will be closed out on May 31 for fiscal year 1973-74. Beginning June 1, all expenditures for these supplies and services will be charged against fiscal year 1974-75. For additional information or clarification, please call the university Purchasing Office, ext. 2231.

GOOD FRIDAY HOLIDAY CLARIFIED

According to Donald L. Shelton (Director, Personnel Relations) the following memorandum, received from the Chancellor's Office, is quoted: We have received the following from the Governor's Office: "In accordance with Government Code, Section 6700, State offices will be closed from 12 noon to 3 pm on Friday, April 12, 1974."

All personnel are reminded that Friday afternoon (April 12) has been designated as an academic holiday. In accordance with the instructions from the Governor's Office, all offices will be closed from 12 noon to 3 pm and the only support staff personnel who will be required to work during that period are those necessary to provide emergency services (i.e., switchboard and campus security). Questions regarding this policy may be directed to the Personnel Office, ext. 2236.
STUDENT M&S FEE GOES UP IN FALL

Cal Poly students who are California residents will begin paying more for their materials and services (M&S) when they register for the 1974 Fall Quarter in September. Robert J. Miller (Acting Financial Manager) said the increase was authorized by the Trustees of The California State University and Colleges during a meeting held late last year.

Under the new fee schedule, students will pay $34 per quarter for 0 to 3.9 units of study, $38 for 4.0 to 7.9 units, $42 for 8.0 to 11.9 units, and $48 for 12.0 or more units. They presently are paying $26.50 per quarter for up to 3.9 units of study, $30 for 4.0 to 7.9 units, $33 for 8.0 to 11.9 units, and $39 for 12 or more units.

Miller said unexpected financial problems posed for students by the new fee schedule will hopefully be minimized by early announcements and reminders of the change. Those faculty members who advise students can help by bringing the increased fees to the attention of all students.

Miller explained that students who are not California residents pay $29 per unit per quarter in tuition fees for less than 14.5 units of study. Those with 14.5 or more units of study pay $433 per quarter in tuition fees.

The M&S fee is the largest of several mandatory fees paid by Cal Poly students. They also pay $2 per quarter for non-state funded facilities such as health centers, $20 per academic year for membership in the Associated Students, Inc., and $20 per academic year in university union fees. Other fees are optional.

Additional information about the M&S fee or any of the fees paid by Cal Poly students can be obtained from the university Cashiers Office, Adm-131E or from the Admissions Office, Adm-206.

OUTSTANDING STAFF EMPLOYEE NOMINATIONS NOW BEING RECEIVED

Nominations for Cal Poly's 1973-74 outstanding staff employee are now being received, according to the Personnel Committee of the Staff Senate. A nomination form with instructions and criteria for the awards is attached to this issue of Cal Poly Report for the use of those wishing to make nominations. Forms should be returned to the Cal Poly mail room by April 15.

"DEMONOLOGY AND ESCHATOLOGY" TOPICS OF DISCUSSION SERIES

The subject of "Demonology and Eschatology" will be discussed at Cal Poly, on Sunday, Monday and Tuesday (April 7, 8, and 9). Sponsored by student religious organizations on the campus, the appearances of Dr. James Kallas of Thousand Oaks as discussion leader are open to the public without charge.

Dr. Kallas, a professor of religion at the California Lutheran College, Thousand Oaks, will speak in Chumash Auditorium at 7:30 pm on each of the evenings. He also will meet with faculty of the university at noon on Monday (April 8) in the Staff Dining Room and with students at 11 a.m. on Tuesday (April 9) in Chumash Auditorium. Sponsors for Dr. Kallas' appearances are the Lutheran Student Association, The Wesley Foundation, Inter Varsity Christian Fellowship, United Campus Ministry, and Roger Williams Fellowship.
POLY GRID TACKLE SIGNS WITH HAWAII PROS

Cal Poly's Little All-American offensive tackle, Fred Stewart, a 245-pound senior from Woodland, has signed a pro football contract with the Honolulu Hawaiians of the new World Football League. Stewart, a two-year regular on Cal Poly football teams that logged records of 8-1 and 9-1, was a first team selection as an offensive tackle on the Kodak All-American team selected by the American Football Coaches Association.

Twice Stewart was named to the first team by coaches in the California Collegiate Athletic Association. He played guard as a junior and tackle on the offensive front as a senior. In his junior year he was an All-American honorable mention. The 6'-1½" Agriculture Business Management major was mainstay of Cal Poly's strong offensive line the past two years. In his senior year he provided the blocking at the point of attack on a majority of the team's strong side offensive plays. With Stewart making a major contribution the Mustangs ranked in a tie for 11th place in total offense in 1973 generating 386.5 yards a game. The team was No. 2 in the nation in scoring with an average of 36.3 points per game.

NEW DEFERRED COMPENSATION PLAN DESCRIBED

Since 1967 the California State University and Colleges have offered an extensive tax deferred annuity program for faculty and staff. Recently, legislation has been passed making it possible for the state of California to design and present a deferred compensation plan to all state employees. This new statewide plan is in addition to the existing tax deferred annuity program.

The new state-sponsored plan permits an employee to designate part of his paycheck to the plan and the taxes which would have been paid deferred. As the employee's deferred compensation funds accumulate in the investments and savings on the employee's behalf, the possibility of financial independence at retirement increases. Federal and state taxes will only be payable when the accumulated funds are actually paid to the employee or his beneficiary. After retirement, most persons will have reduced income and would qualify for lower tax rates. The accumulated funds may be paid to the employee when he retires or leaves state service, either in a lump sum or in planned monthly amounts.

After a state employee chooses to join this plan, one of the following approved companies must be chosen:

- Great Western Savings (monthly deposits in savings accounts)
- T. Rowe Price Associates, Inc. (shares in no-load mutual funds)
- California-Western States Life Insurance Company (fixed or variable annuities)

Participation in the state's deferred compensation plan is available only through an open enrollment period. The initial enrollment period is during March and April, 1974. This will be followed by the regular annual open enrollment period in October and November, 1974. In future years, this second period will be the only regular open enrollment period.

A campus presentation of the new state deferred compensation plan has been scheduled on April 5 at 12 noon and 1 pm in AE 123. Anyone interested in receiving additional information regarding the program prior to the meeting may obtain a brochure describing the offerings of the three authorized companies from the Personnel Office. Information relative to participation in the long standing California State University and Colleges tax deferred annuity programs is also available in the Personnel Office.
HOME ECONOMICS DEPARTMENT HEAD TO BE ACTING HEAD OF CHILD DEVELOPMENT

Cal Poly President Robert E. Kennedy has announced that Dr. Ruth H. James, presently head of the Home Economics Department, will assume additional duties as acting head of the Child Development Department, effective at the beginning of Spring Quarter, 1974. Dr. Margaret McGeever has requested reassignment from her position as head of the Child Development Department to full-time teaching.

Dr. Kennedy said that during the Spring Quarter consideration will be given to the possibility of consolidating the presently-established Child Development degree program and faculty with those of the Home Economics Department for administrative purposes.

POLY ROYAL CLASS GUIDELINES NOTED

Clyde P. Fisher (Acting Vice President for Academic Affairs) has noted that guidelines relative to Poly Royal which have been in effect for a number of years will apply this year. They provide that "Classes scheduled during the Poly Royal period (from 12 noon, Thursday, April 25, through Saturday, April 27) will not meet as scheduled. Although classes will not be held, all students and staff are expected to participate fully in preparation of and participation in the Poly Royal exhibits and events. These days are not academic holidays."

ARCHITECTURE STUDENT WINS BECHTEL SCHOLARSHIP

A $250 Bechtel Corporation scholarship has been awarded to Fu-Lien Chang, an architectural engineering student at Cal Poly, according to the School of Architecture and Environmental Design. A fourth-year student, Chang was awarded the scholarship on the basis of scholastic ability. The award will enable him to complete his studies leading to a Bachelor of Science degree. The Bechtel Corporation is a worldwide engineering firm with projects in 25 countries.

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:

Lecturer, Range C ($10,800-$13,128/annually), Art Department, School of Communicative Arts and Humanities. Duties and responsibilities include teaching beginning crafts course and specialized courses in metalsmithing. Active participation in professional committee work and departmental activities expected. Applicants must submit samples of their work, possess an MFA degree and have teaching experience. Minority group members and women are encouraged to apply. Position available: September 1974 to June 1975 as a one year leave replacement.

Lecturer, Range D ($3276-$3983), Political Science Department, School of Business and Social Sciences. Duties and responsibilities include teaching several courses in Criminal Justice. Applicant must possess a doctor of philosophy degree and have five years of experience teaching Criminal Justice. Minority group members and women are encouraged to apply. Position available: Summer Quarter, 1974 only.
SUPPORT STAFF VACANCIES LISTED

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

Clerical Assistant II-A ($534-$649), University Library (Public Services Section), Academic Affairs Division. Will be working half-time in Documents and half-time in Curriculum. Duties and responsibilities include typing lists, bibliographies, and indexes, updating services; filing documents; checking-in government series; and other clerical duties. Requirements: High school graduate with one year office experience, General Clerical Test, and type 45 wpm. Closing date: April 9, 1974.

Clerical Assistant II-A ($267-$324.50), half-time position, temporary help position, Counseling Center, Student Affairs Division. Duties and responsibilities include reception of students using counseling services, answering telephone, scheduling appointments for 14 counselors, typing and general office duties. Requirements: High school graduate with one year office experience, General Clerical Test, and type 45 wpm. Closing date: April 9, 1974.

Clerical Assistant II-A ($534-$649), temporary help position, Switchboard/Information Desk, Business Affairs Division. Duties and responsibilities include working as a relief telephone operator, greeting the public and students, operating the Centrex telephone system and answering questions regarding location of University personnel, offices, special events, etc.; will also perform various duties in the General Office. Requirements: High school graduate with one year office experience, General Clerical Test, and type 45 wpm. Closing date: April 9, 1974. Must be able to work 4 hours every Saturday.

Clerical Assistant II-A ($534-$649), Switchboard/Information Desk, Business Affairs Division. Duties and responsibilities include greeting the public and students at the switchboard/information desk; operating the Centrex telephone system; answering numerous questions regarding location of University personnel, offices, special events, etc.; issuing visitor parking permits; and performing light clerical work. Requirements: High school graduate with one year office experience, General Clerical Test, and type 45 wpm. Closing date: April 9, 1974.

UNIVERSITY CLUB WOMEN'S LUNCHEON PLANNED

Wednesday, April 10, is the date selected by the Cal Poly University Club for its annual luncheon for its women members. The luncheon will take place in the Staff Dining Room starting at 12 noon. Bob 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 return your reservation slips to Vi Hughes (Health Center) or call her at Ext. 2151 prior to April 5.

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Typewritten copy intended for the next issue of Cal Poly Report must be received prior to 12 noon on Friday (April 5) 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.
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO

1973-74 OUTSTANDING STAFF EMPLOYEE
(STATE, FOUNDATION, ASI)

NOMINATION FORM

PREVIOUS RECIPIENT OF OUTSTANDING STAFF EMPLOYEE AWARD:

1972-73

Everette Dorrough, Foundation

For consideration of an OUTSTANDING STAFF EMPLOYEE AWARD, a staff nominee should be a truly dedicated and loyal employee - one exhibiting expertise in job performance and willingness to assist others enthusiastically. He or she should take initiative in trying to make a department more efficient and productive. The candidate's relationship with fellow employees, faculty members, and students should be outstanding. He or she should be University and community oriented.

Nominees must be permanent, full-time employees during the year of nomination (September to September) and be in at least the 3rd year of employment. Former recipients of the award are not eligible.

Nominations may be made by any individual staff or faculty member, or Department or Division Head of the University.

I Nominate for the 1973-74 OUTSTANDING STAFF EMPLOYEE AWARD:

Nominee ___________________________  Section, Department, or Division ___________________________

I feel the above named person is deserving of this award for the following reason(s). (Use back of page if desired.)

Signature (Nominator) ___________________________

Printed or typed name (Nominator) ___________________________

MAIL TO: CAL POLY MAILROOM
Administration Building

DEADLINE: By April 15, 1974
N.E.H. Fellowships and Research Grants. A change in the Guidelines for National Endowment for the Humanities (NEH) Fellowships and Research Grants has been recently received. The line between the two programs with regard to one-man projects was never precisely defined, although the guidelines attempted to separate the two. Beginning this spring, eligibility for Endowment fellowships will be broadened to include any kind of individual scholarly investigation. At the same time, applications for support of essentially one-man projects will no longer be considered under the Endowment's Research Grants program; such as are received by that program will be transferred to the Division of Fellowships.

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Future Deadlines.

April 15  S & H - Lectureship Program in public affairs and social sciences.

May 1     Society of the Sigma Xi - Grants-in-Aid in scientific research.

           National Endowment for the Humanities - Research Grants.

 June 17   National Endowment for the Humanities - Senior Fellowship.

           Awards for the 1975-76 competition.

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New Faculty Fellowship Program. The National Endowment for the Humanities is in the process of developing a new program of fellowships in the humanities for faculty of four year colleges and universities. While details have not yet been completed, it is expected the program will be modeled on the Fellowships for Younger Humanists Program. Guidelines and application forms should be available early in April, with the first two deadlines tentatively set for June and September 1974. The program's scope is expected to cover the full range of humanistic disciplines funded by NEH, and the stipend range should parallel the current Younger Humanist program, with a maximum of $1250 per month for six to nine months of full-time study. For more information, write:

Division of Fellowships and Stipends
National Endowment for the Humanities
806 15th Street, N.W.
Washington, D.C.  20506
(202) 382-3771

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National Institute of Education Programs. The National Institute of Education (NIE) has announced that it will offer support for (1) interpretive studies on educational research and development and (2) support of research in local problem solving for urban schools in FY 1974. Details may be found in the Federal Register of Thursday, March 21, where each program is outlined. The deadline for the interpretive studies area is April 23, 1974; for research on local problems the deadline is April 22, 1974.
Check and Double Check Receipt and Mailing Dates for Agency Deadlines. Faculty are urged to double check receipt and mailing date deadlines, especially with HEW and USOE programs, to avoid the risk of having applications declared ineligible. U.S.O.E./H.E.W. program announcements contain both a "receipt" deadline, a final date by which applications must be received, and a "mailing" deadline, a date usually five days prior to the receipt deadline, to indicate the final date by which applications may be sent by certified or registered mail.

For Example:
The U.S. Office of Education established a receipt deadline of April 15 for its advanced educational development grants program (HYPOTHETICAL PROGRAM).

1. The program announcement reads, "applications must be received by the U.S. Office of Education Application Control Center ... on or before April 15, 1974," HOWEVER,

2. The announcement also states, "an application sent by mail will be considered to be received on time by the Application Control Center if:

   a) the application was sent by registered or certified mail not later than April 10, 1974 (ALTERNATIVE WORDING: ... not later than the fifth calendar day prior to the closing date) as evidenced by the U.S. Postal Service postmark on the wrapper or envelope, or on the original receipt from the U.S. Postal Service: OR

   b) the application is received on or before the closing date by either the DHEW or USOE mail rooms in Washington, D.C."

Thus, in the case of the hypothetical program described above,

1. A proposal sent by registered or certified mail on or before April 10 (or five days prior to the stated closing deadline) would receive consideration even though it did not arrive in Washington until after the stated closing deadline.

2. A proposal sent by mail after April 10 (or four or less days prior to the stated closing deadline) would not be considered if it arrived in Washington after the closing date. It would be considered if it arrived on or before the closing date.

3. Hand-carried proposals will be considered if they are stamped-in at the USOE Application Control Center, DHEW or USOE mail rooms on or before the stated closing deadline.

If you think this sounds like Catch 22, to minimize problems, disappointments, and hassles, faculty should always consider the mailing deadline to be five days before the stated program closing date. If unsure about the closing dates for a specific program, contact the appropriate program office or the U.S.O.E. Application Control Center (202) 245-1776.