Mini Grants Awarded

Eight grants in Cal Poly's Mini-Grant program totaling $10,000 have been announced by President Robert E. Kennedy. These grants, which were developed in May and were reviewed by the Innovative Instruction Coordinating Committee as well as a special staff committee, included proposals for innovative instructional approaches, faculty development, and special instructional resources which would have a direct influence upon the improvement of instruction and efficiency.

As President Kennedy stated, the program "gave us an opportunity to focus a number of small projects on one concept, such as Career Resource information development and dissemination, each covering a different aspect, but all together the whole is greater than the sum of the parts." Twenty-seven proposals were submitted, each one for funding not to exceed $2,500.

Four of the grants will have a direct relationship to the development of the new Career Resources Center. Clyde Hostetter (Director, IMP) will develop a multimedia presentation using slide/tape and or filmstrip modes to acquaint potential users of the Resource Center with the innovative resources available. A proposal submitted by Dr. Don Morris (Associate Dean, Continuing Education) will create a university-wide approach to cooperative education on the campus and coordinate the program with the Career Resources Center. Two grants will go to the Counseling and Career Resources Committee to develop a profile of the "successful" Cal Poly graduate and to develop resources which will be available to students using the Career Center.

Dr. Robert Levison (Education Department) has been offered a grant to develop career guidance and education materials for the sixth grade which will be coordinated with student teaching. Three grants will go to areas and disciplines which are developing career opportunity inventories and internships for students. These grants will go to Dr. Allen K. Settle (Political Science Department), Herschel L. Apfelberg (Graphic Communications Department), and Dr. Daniel E. Krieger (History Department).

The awards, which are for implementation during the current academic year, call for periodic reports and evaluation to seek out worthwhile materials and procedures which can be applied to other areas of university instruction and to programs which directly relate to students' career choices.

AUGUST PAY WARRANTS AVAILABLE ON THURSDAY

August pay warrants for faculty and staff of the university will be available at 4 p.m. on Thursday (Aug. 29), 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.
SUPERVISORS' COURSES ANNOUNCED

Donald L. Shelton (Director of Personnel Relations) has announced that two training courses are to be offered to campus supervisors during the Fall Quarter. Both courses are sponsored as part of the Specialized Training Program and coordinated through the university's office of Continuing Education. Extension course credit is being offered on an optional basis to those enrollees willing to pay $12 for each of the two unit courses. Those first-line supervisors interested in participating in the course should contact their dean or division head for additional information.

The Affirmative Action for Supervisors course is designed to develop an appreciation for the concept of Affirmative Action and to acquire an awareness of the interrelated issues. This course, which will be coordinated by Ernest C. Miller (Business Administration) and Smiley E. Wilkins (Affirmative Action Coordinator), is scheduled from 1-3 pm on Fridays during the Fall Quarter in the new Health Center conference room.

Owen Servatius (Business Administration) will be the instructor for the Effective Supervisory Action course. This course is designed to aid first-line supervisors by exploring all aspects of supervision. Specific emphasis will be placed on areas and problems which confront supervisors at Cal Poly. This course will be offered on Fridays from 3-5 pm in the new Health Center conference room.

NEW WITHHOLDING RULES REVEALED

James R. Landreth (Director of Business Affairs) has announced that recent legislation allows for the claiming of a different marital status and different number of tax exemptions for California withholding tax than is claimed for Federal withholding tax if an employee so chooses.

Electing special California filing versus regular filing has the following differences: 1. Special filing allows the employee to claim Head of Household marital status for California tax only. The employee cannot claim the one special withholding allowance or exemptions for age 65 for self or spouse for California tax; 2. Regular filing does not allow the employee to claim Head of Household filing status. California and Federal filing status and number of exceptions must be identical.

Questions regarding special California filing should be directed to the Payroll Services office, Ext. 2605, where the revised W-4 form is available for implementation of the change.

LABOR DAY AND ADMISSION DAY HOLIDAYS

Both Monday (Sept. 2), Labor Day, and Monday (Sept. 9), Admission Day, are holidays for all university employees. All offices will be closed on both days, only essential services being maintained.

This is the final issue of Cal Poly Report for the 1974 Summer Quarter. The next issue, a special "back-to-school" edition will be published for the Fall Faculty-Staff Conference beginning on Sep. 6. Deadline for this issue will be 12 noon on Tuesday (Se. 16), in the Public Affairs Office, Adm. 210.
SAAM APPOINTED ACTING HEAD OF HOME ECONOMICS

Selection of Mrs. Patricia Saam to serve as acting head of the Home Economics Department until appointment of a permanent head for the department is completed has been announced by President Robert E. Kennedy. She succeeds Dr. Ruth James, who requested a return to full time teaching responsibilities in the department more than a year ago.

Mrs. Saam is a graduate of the College of St. Catherine in Minnesota and of Cal Poly, where she earned her master's degree. Before joining the Home Economics Department faculty in 1966, she was a research-pediatrics dietitian at University of Minnesota, a hospital dietitian in Paso Robles and San Luis Obispo, and dining hall food service dietitian at Cal Poly. President Kennedy said the faculty committee which is assisting with selection of a successor to Dr. James will continue with that task.

REGISTRAR ISSUES REMINDERS

Faculty members are reminded that the Records Office will be open until 12 noon on Saturday (Aug. 31) to accept grades for the 1974 summer quarter. Although grades are not due until Sept. 4, it is appreciated if the grades can be turned in as early as practicable before that date. Grades should not be sent by mail but delivered personally by the faculty member concerned.

Faculty and staff members are reminded that if they wish to enroll for classes during the fall quarter, the Registrar's Office will assist with their registration. Staff members who will be enrolling should complete their registration books and leave them at the Registrar's Office, Adm. 219, by Tuesday (Sept. 17). Any student (or staff member) who was not enrolled during both the spring and summer quarter must clear through the Admissions Office before they can enroll for fall quarter.

FOUNDATION FOOD SERVICE HOURS ANNOUNCED

John Lee (Foundation Food Service Director) has announced that with the following exceptions, all food service areas will be closed until mid-September:

- Vista Grande Restaurant - open from 11 am to 9 pm, except Aug. 31, Sep. 1,2,7,8,9.
- Vending Cellar - open, except Aug. 31, Sept. 1,2,7,8,9.
- Burger Bar - open 7:30 am to 3 pm, except Aug. 31, Sept. 1,2,7,8,9.

Reopening hours for Fall Quarter will be announced in the next issue of Cal Poly Report.

OFF-CAMPUS POSITION VACANCIES

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

San Bernardino Valley College - Dean of Evening College and Summer Session ($25,272 - $28,884) twelve-month position. Master's degree required, doctorate preferred, as well as credential and experience. Application deadline Sept. 16.

Chancellor's Office, The California State University and Colleges -- Coordinator for Campus External Degree Programs ($24,168 - $29,376) twelve-month position. Doctorate desirable, master's degree required plus five years' experience. Application deadline Aug. 30.

White House Fellows (1975-1976) Information for this program is available in the President's Office. Deadline is Dec. 2. Open to U.S. citizens from 23 through 35 years of age.
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:

**Painter I ($1073-$1183), Plant Operations, Business Affairs Division.** Duties and responsibilities include performing skilled work in painting and finishing of wood, metal, plastic, concrete or other surfaces; operating sprayers, hanging paper, mixing and matching paints, erecting scaffolding, maintaining painting equipment, painting single signs, estimating projects for time and materials, and directing unskilled laborers and student assistants. Requirements: Completion of a recognized apprenticeship in painting and finishing or have been a journeyman painter a minimum of three years. Closing date: September 3, 1974.

**Clerical Assistant II-A ($561-$682), University Libraries, Academic Affairs Division.** Duties and responsibilities include verifying data on book requests; typing correspondence concerning back orders and book returns; sending inquiries to publishers and book dealers; maintaining Publishers' and Book Dealers' catalog files; processing gift items and other clerical duties as assigned. Requirements: High school graduate with one year office experience, General Clerical Test administered to all clerical applicants, type 45 wpm. Closing date: September 3, 1974.

**Clerical Assistant II-B ($603-$734), Academic Senate.** Duties and responsibilities include performing general clerical duties; acting as office receptionist; acting as staff secretary to the Academic Senate. Requirements: High school graduate with one year office experience (two years desirable), General Clerical Test administered to all clerical applicants, type 45 wpm. Closing date: September 3, 1974.

**Clerical Assistant I-A ($509-$619), Evaluations Office, Student Affairs Division.** Duties and responsibilities include general filing in the Evaluations Office concerning transfer applicants for admission; locating files in Admissions Office; returning files to Admissions Office files after evaluations processing; maintaining Evaluations library of catalogs of the colleges and universities; duplicating evaluations or new applicants and distributing to instructional departments; assisting with senior sign-up at registration. Requirements: High school graduate, General Clerical Test administered to all clerical applicants, type 40 wpm. Closing date: September 3, 1974.

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 B ($5,658-$7,224/annually), half-time position, Home Economics Department, School of Human Development and Education.** Duties and responsibilities include supervising of courses designed to provide experience in the selection and completion of a senior project. Candidates should possess the doctor's degree in Home Economics. Minority group members are encouraged to apply. Position available: September 1974.

**Lecturer, Range B ($3,772-$4,816/fall quarter only), two positions available, Home Economics Department, School of Human Development and Education.** Duties and responsibilities include full-time teaching in foods area or home economics. Candidates should possess the doctor's degree in foods with a background in dietetics and public health. Minority group members are encouraged to apply. Position available: Fall Quarter 1974 only.

VACANT FOUNDATION STAFF POSITIONS

The Foundation is accepting applications for the following open position 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 an Affirmative Action Employer.

**FOOD SERVICES SECRETARY I-A ($619-$752), permanent, full-time, Foundation Food Services.** Primary duties consist of general secretarial work, receptionist, typing, shorthand, compilation of detailed figure work, bank deposits, and handling of cash. Applicant must be high school graduate with additional training in clerical skills desirable; have two years office experience in a responsible position, type 60 wpm, dictation 90 wpm.