"P H T" CEREMONY OPENS COMMENCEMENT SEASON ACTIVITIES

Traditional "PHT" ceremonies, which took place on campus Sunday (June 11) afternoon, signaled start of 1967 Commencement activities for Cal Poly. The ceremonies, during which the wives of some 100 members of the college's graduating class received diplomas attesting to completion of requirements for their "Putting Hubby Through Degrees," took place on the lawn in front of Dexter Memorial Library.

Other Commencement events, including the Baccalaureate Ceremony, a Class of 1967 party, traditional tree planting and gift presentation rites, the Senior Ball, and the Senior Breakfast, are all planned for later in the week.

Climax of the special activities will come Saturday (June 17) afternoon when 1,471 candidates for degrees from the college will be joined by their families and other guests for Cal Poly's 61st Commencement. Guest speaker for that ceremony, which is being planned for 1:30 p.m., in Mustang Stadium, will be California's Lieutenant Governor Robert H. Finch.

Others who are scheduled to participate in the ceremony include Chancellor of the California State Colleges Glenn S. Dumke, who will introduce Lieutenant Governor Finch, and Cal Poly President Robert E. Kennedy, who will confer the degrees. Music for the occasion will be provided by the Cal Poly Concert Band under the direction of William V. Johnson and the Cal Poly Men's Glee Club directed by Harold P. Davidson.

The complete schedule of remaining Commencement activities includes:

Thursday, June 15, 6:30 p.m. -- Senior Class Luau Party, Cuesta Park, San Luis Obispo.

Friday, June 16, 2:00 p.m. -- Senior Baccalaureate Ceremony, Theater.

Friday, June 16, immediately following Baccalaureate Ceremony -- Tree Planting and Gift Presentation Ceremony, between Engineering East and Mathematics Buildings.

Friday, June 16, 8:30 p.m. -- Senior Ball, Madonna Inn, San Luis Obispo.

Saturday, June 17, 11:00 a.m. -- Rehearsal for 61st Commencement, Mustang Stadium.

Saturday, June 17, 1:30 p.m. -- 61st Commencement Ceremony, Mustang Stadium.

Saturday, June 17, immediately following 61st Commencement -- Reception for Graduates and Guests sponsored by Cal Poly Alumni Association, Patio of Dexter Memorial Library.
AUTHORIZATION FOR USE OF XEROX MACHINE BY STUDENTS WILL BE REQUIRED

Written authorization from the instructor involved will be required for student use of the Xerox machines located in the Administration Building beginning Monday (June 19), according to an announcement received last week from the Business Management Division.

The Business Management Division's announcement also called attention to Section 303.32 of the Employees' Handbook which states in part:

"In general, reproduced materials given to students at no charge should be limited to five pages per unit, excluding tests and examinations. For materials in excess of this amount, the department head should be consulted to determine whether or not a charge should be made. Where a charge is to be made, the materials will be handled through the College Bookstore (see Section 304.34)."

Materials reproduced by Xerox is included in the provisions of this section.

APPLICANTS FOR CLERICAL, TELEPHONE OPERATOR POSITIONS BEING SOUGHT

Applicants for a series of position vacancies on the college staff ranging from telephone operator and information clerk to senior clerk and a half-time intermediate clerk are being sought, according to announcements received last week from the campus Personnel Office.

Those applying for the telephone operator and information clerk position must be permanent residents of the locality. They must also have neat appearance, good personality, and a pleasing voice, and be between 30 and 45 years of age.

Those interested in learning more about any of these vacancies or applying for them are invited to contact the Personnel Office, Room 110, Administration Building.

RETURN OF A-V EQUIPMENT FOR MAINTENANCE AND INVENTORY REQUESTED

Departments and members of the faculty and staff who have checked out equipment from the Audio-Visual Department are being asked to arrange for its return to the department this week. The request from Marcus Gold, who is in charge of the department's Service Office, is to facilitate the equipment maintenance and inventory program.

Gold's request, which was issued recently, reads:

"The Audio-Visual Department is now getting ready for its summer maintenance program and quarterly inventory of equipment. It would greatly facilitate the program if departments and members of the staff that have borrowed audio-visual equipment would make arrangements to return it during the week of June 12-16. If the equipment will be needed during the Summer Quarter or Summer Sessions, it can be given priority and again made available at the earliest possible time. Pick up of equipment may be arranged by calling 546-2211 anytime between 8:00 a.m. and 5:00 p.m., Monday through Friday. Give location and types of equipment with identifying AV equipment numbers.

/s/ Marcus Gold"
SUMMER SWIMMING PROGRAM WILL OPEN NEXT WEEK

Cal Poly's campus swimming program for the summer will open June 21, according to an announcement received last week from Robert A. Mott, head of the Physical Education Department. Dr. Mott said that the program, which will continue through July 28, would be open to children of members of the student body, faculty, and staff, but emphasized that those participating must be 48 inches tall as a minimum.

Stuart Chestnut, a member of the PE Department's faculty, will be in charge of the program, which will be staffed by student instructors and life guards who are physical education majors. Planned during the five-week-long series of sessions are instruction in the mornings, Monday through Thursday, and recreational swimming from 1:30 to 3:30 p.m., Monday through Friday. All activities connected with the program are scheduled for the Natatorium.

Sign-up for the swimming activity will be from 10:30 a.m. to 12:00 noon, June 21.

REMINDER ON RETURN OF STATE KEYS

Members of the faculty, staff, and student body who are signed out for state keys and who will be leaving campus for the summer or permanently are being reminded that those keys must be turned in at the Maintenance Department prior to the time they leave campus. The reminder came last week from Robert Adams who is chief of maintenance for the college.

Adams pointed out that return of such keys is covered in Employees' Handbook, Section 305.15 B2, which reads, "The person to whom the key is issued must sign for the key, and is solely responsible for it -- he cannot delegate his responsibility." Along the same line, Section 302.15 B3, provides that "The person who provides written authorization for the issuance of a key is responsible to see that the key is returned to the Chief of Maintenance when the key is no longer needed."

ROBERT L. CLOKE NAMED OUTSTANDING SENIOR IN SCHOOL OF APPLIED SCIENCES

Robert L. Cloke of San Jose was named the outstanding graduating senior in the School of Applied Sciences during a brief honors luncheon for students of that school held on campus recently. Introduced by Dean of Applied Sciences Clyde P. Fisher, Cloke is a double major in physics and electronic engineering and had the highest grade point average among the 10 students honored at the luncheon.

To qualify for the honor, students must have completed at least 50 quarter units in residence at Cal Poly by the end of the Winter Quarter. They must also have enrolled in senior project and be graduating in June and must have a grade point average of 3.3 or better out of a possible 4.0

MAY ISSUE OF "C S C REVIEW" ARRIVES ON CAMPUS

Copies of the May issue of The California State Colleges Review arrived on campus last week and have been distributed to members of the faculty and staff through their departments. Those who have not yet received copies and wish to get them for their own use may secure them in either the Faculty Reading Room of Dexter Memorial Library or the Public Relations Office, Room 216, Administration Building. Extra copies are available in both locations.
"STAFF BULLETIN" PREPARES FOR CONCLUSION OF 18TH YEAR OF PUBLICATION

This issue of Staff Bulletin will be the last of the 18th year of publication for the bulletin and comes as plans for the 19th year are being made. Present plans call for publication of editions during the summer on an irregular basis with regular publication to begin with the issue of September 19.

With exception of the September 19 edition, holidays, and other specific occasions when advance announcement is made, deadlines for articles intended for use in the bulletin will continue to be noon on the Friday before the Tuesday publication date. Deadline for the September 19 issue will be noon, September 13.

NEW MEMBERS APPOINTED TO FACULTY LIBRARY COMMITTEE

Four new members and one re-appointee were named to the Faculty Library Committee recently by Clyde P. Fisher, dean of the School of Applied Sciences. They are Gerald Westesen of the Agricultural Engineering Department, Raymond Nordquist of the Architecture and Architectural Engineering Department, Dwayne Head of the Physical Education Department, and Robert Rodin of the Biological Sciences Department. In addition, Herman Voeltz of the Social Sciences Department was appointed to fill a remaining unexpired one-year term.

Appointments to the committee, which serves as an advisory group to College Librarian Harry Strauss and Dean Fisher, are for a term of two years. Holdover members for next year are Oscar Reece of the Animal Husbandry Department, A. E. Andreoli of the Aeronautical Engineering Department, and Robert Huot of the English and Speech Department. A committee chairman will be elected at an early meeting of the group.

COFFEE HOUR PLANNED FOR VISITING C A T A MEMBERS

Members of the California Agriculture Teachers Association's Cal Poly-based Region-at-Large will host their fellow members of the association at a Coffee Hour being planned for the morning of June 26. The affair will take place in the Staff Dining Room beginning at 7:30 a.m. and continuing until 9:30 a.m. All members of the Region-at-Large are invited to drop in.

Several hundred members of CATA are scheduled to be on campus during that time. They will be participating in an annual Skills Week, June 20-24 and the annual convention of the association, June 26-30.

TRACK TEAM FINISHES THIRD IN NATIONAL MEET, WILL ENTER UNIVERSITY FINALS

Cal Poly's varsity track and field team finished a disputed third in the NCAA's National College Division Championship Meet, which took place last weekend in Ogden, Utah, and is in the midst of preparation for competition in the National University Championship Meet, scheduled for this weekend (June 16-17) in Provo, Utah.

Coach Dick Purcell's Mustangs missed second place in the Ogden meet by a single point when one of its members lost out on a placing protest. Leading the team effort in the meet was the 440-yard relay team, which won a blue ribbon with a Cal Poly and meet record of 40.6 seconds, and Cecil Turner, who won the broad jump, finished third in the 100-yard dash at 9.4, and was sixth in the 220-yard dash.
Winner of the top honors presented during the annual President's Review of the Military Science Department, which was held June 6, in Mustang Stadium, was Cadet Colonel Robert E. Saxby of Pollock Pines. Saxby, who is commanding officer of Cal Poly's US Army Reserve Officers Training Corps unit, received the President's Cup presented by Robert E. Kennedy, president of the college, for his excellence in military subjects during his entire four-year program in military science.

A senior who will receive his BS degree in technical arts this week, Saxby also received the Department of the Army Medal as the Outstanding fourth-year student in the 750-man Cal Poly Corps of Cadets. Twenty-four other members of the unit received awards made possible by various civic, patriotic, and trade groups during the traditional military review.

Now in its 15th year of operation and administered by the Military Science Department of the college, Cal Poly's ROTC program is presently one of the largest and most active such voluntary units in the Western United States. Col. Elmer H. Bauer is head of the department and commanding officer of the Army detachment on campus.

REGISTRAR CALLS FOR FACULTY ASSISTANCE

Assistance of members of the college faculty in determining which members of the graduating class have completed requirements for their degrees has been requested by F. Jerald Holley, college registrar. In his memorandum addressed to all members of the faculty, Holley pointed out that only cases of either "E" or "F" grades need be reported and that notice of such grades should be received in his office no later than 12:00 noon, Friday (June 16).

He also emphasized that his requested notification is separate from the required IBM card grade report for all students. Since the final list of students who have completed degree requirements must be determined prior to Commencement time, Saturday (June 17), regular grade cards are not processed until after that time.

Quoted in full, Holley's memorandum reads:

"Each year we have the problem of trying to determine which students do not complete requirements for graduation. At each commencement exercise we award diplomas to students who have not filled all degree requirements. Each member of the instructional staff has been given a list of all the candidates for degrees or certificates. We have requested them to notify the Records Office by 12:00 noon, June 16, if any of the candidates fail any courses. I would like to re-emphasize to the instructional staff that it is extremely important that they make us aware of any "E's" or "F's" given to the candidates.

"I would also like to make the instructional staff aware that turning in their IBM grade cards to the Records Office does not notify us that a candidate has failed a course. We will not process grade cards until after the commencement exercises and, therefore, if we discover any "E's" or "F's" awarded to the candidates, it will be too late to hold their diplomas.

/s/ F. Jerald Holley"
Wallace Reynolds, Mechanical Engineering, has been notified of his selection as a participant in the Graphics and Design Summer School which is being sponsored by the American Society for Engineering Education. The school, which is currently in progress, is being held at the Kellogg Center of Michigan State University. Reynolds will also attend the annual convention of ASEE, which is planned for June 19-22, also at the Kellogg Center.

John L. Merriam, Agricultural Engineering, has been elected a Fellow in the American Society of Civil Engineers. Fellow is the highest degree of membership a member of the society can attain.

Roger Bailey and Howell Pinkston, both Education, were participants in the 18th Festival of Art, which took place June 3, in Oxnard. Pinkston received the first cash award in sculpture and Bailey received the first cash award in ceramics. In addition, Scott Ellsworth, a fifth-year student in architecture at Cal Poly, received the second award in ceramics.

Gerald Westesen and John L. Merriam, both Agricultural Engineering, are co-authors of a paper on irrigation which has been included in the proceedings of the recent International Conference of Water for Peace, which was sponsored by the United States Department of State.

**RETIRING GENERAL OFFICE SUPERVISOR EXPRESSSES THANKS**

Mrs. Kathryn Rowland, who will retire later this month after having been supervisor of the General Office and a member of the college staff for many years, used a note written to her many friends on the faculty and staff to express her appreciation for the reception and gifts given her recently.

Since any effort by another to express her thanks would be inadequate, the full content of Mrs. Rowland's note appears following:

"Dear Cal Poly Friends:

"Words cannot express my appreciation for your thoughtfulness. I wish I could thank each of you personally but as that is impossible I wish to take this means of reaching you.

"The reception was beautiful, the presents gorgeous and useful, and your expressions of friendship unforgettable. My thanks also for the many notes, letters, phone calls, and visits.

"I have enjoyed my many years at Cal Poly and shall miss working for you and with you. You have all been so kind, considerate and helpful. While I am joining the retired ranks on June 30th, I plan to remain in San Luis Obispo and hope to see you all occasionally.

"Thanks to everybody for everything. While I will no longer be an employee of the college, I hope to remain always a member of the Cal Poly family.

Best wishes,

/s/ Kathryn Rowland"
ASSISTANCE WITH "SPRING FLING" ACKNOWLEDGED

Robert Adams, campus chief of maintenance and chairman of the Staff Club's annual Spring Fling which took place two weeks ago at Coon Creek Cove in the Los Osos area, last week acknowledged the assistance of all who helped make this year's event so successful. Adams, who also thanked everyone for their help, said that the number of members of the college faculty and staff who attended this year's 'fling was the largest in the event's brief history.

CAMPUS CALENDAR -- PERIOD OF JUNE 13-30, 1967

Thursday, June 15

End of Spring Quarter for Students

Friday, June 16

2:00 p.m. Senior Baccalaureate Ceremony Theater *

Saturday, June 17

1:30 p.m. 61st Commencement Ceremony Mustang Stadium *

Monday, June 19

Start of 1967-68 Academic Year for Students and Faculty

all day Registration for Summer Quarter Classes Men's Gymnasium

Tuesday, June 20

Start of Summer Quarter Classes

Monday, June 26

all day Registration for First Summer Session Men's Gymnasium

Tuesday, June 27

Start of First Summer Session Classes

* -- See article for further information.