

CAL POLY

REPORT

California Polytechnic State University, San Luis Obispo

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Hazel J. Scott named Student Affairs Veep

Dr. Hazel J. Scott, Cal Poly's dean of students for the past 15 months, has been named vice president for student affairs.

In making the announcement, President Baker said, "the change in your title recognizes both the significance of your responsibilities among your peer group within The California State University as well as the complexities and breadth of responsibilities of the Student Affairs programs in an institution the size of Cal Poly. Your service to the university has been exceptional."

Scott came to the university from Oklahoma State University where she was assistant vice president for student academic services.

At Cal Poly she is directly responsible for programs in Cooperative Education and Placement Services; Financial Aid; Health Services; Housing; Placement; Student Academic Services and Educational Equity; Student Life and Activities; and for the coordination and oversight of the Associated Students Inc.

The Du Quoin, Ill., native earned an undergraduate degree in elementary education at Southern Illinois University, and a master's degree in guidance and counseling at the University of Illinois. Her Ph.D. was from Southern Illinois in educational psychology.

Fort takes post at Vanderbilt University

Dr. Tomlinson Fort Jr., professor in the Metallurgical and Materials Engineering Department and former university provost, retired from Cal Poly Aug. 31 to accept a position at Vanderbilt University.

Fort was appointed a University Professor and chairman of the Nashville, Tenn., institution's Chemical Engineering Department. He is one of two University Professors in Vanderbilt's engineering school.

Fort came to Cal Poly as provost in August 1982, serving in that position until July 1986.

UU changes made

During the summer there were many changes to the University Union. The ASI Business Office has moved into UU 212. The office complex of UU 202 has been divided in half and will be used by Recreational Sports and Disabled Student Services. Disabled Student Services has moved from UU 103, and will now better serve the students from UU 202.

Anyone looking for Recreational Sports will be able to find them in UU 202. However, their entrance is located outside the UU to the left of the main doors.

The Program Board, formerly located in the Student Life and Activities Office, also has a new office in UU 202A, located adjacent to Disabled Student Services.

Parking fee correction

The statement in the *Cal Poly Report* article on Sept. 11 regarding parking fees for Unit 3 employees indicating that Spring Quarter parking permits would be withheld from those who had not paid invoices for retroactive fees was in error. The statement should have indicated that this is one option under consideration. A decision has not been made with regard to this aspect of the parking fee increase.

Admin. Bldg. installs emergency generator

A new emergency generator has been installed to provide emergency electrical service to the Emergency Operations Center on the first floor and other selected areas of the Administration Bldg.

In the event of an electrical outage, the new generator will automatically switch into operation and provide power for the EOC and some hallway lights. In addition, miscellaneous receptacles throughout the building are tied into the system, identified by the red colored wall receptacles. During test runs of the generator, and in an actual emergency, there will be a momentary drop in power to these outlets, followed by a restoration of power. The resultant power surge could cause problems for computerized equipment, therefore, it is recommended that computer equipment and printers not be plugged into the red outlets.

To keep this generator performing efficiently, the generator will need to be tested (run under load) approximately once a week. A survey of various departments in the building showed that no computers are being used on weekends. All parties consulted indicated that they shut down their computers on Friday evening, usually around 5 pm. Therefore, Plant Operations will exercise the generator from 8 am until 8:30 am Sunday mornings. If this schedule is in conflict with departmental programs, call Gerry Gentilucci at Plant Operations, ext. 2321.



Reduced air fares between some cities

The California State University has contracted with various airlines to provide discount air fares for official business trips between certain cities. The contract airline for service to and from San Luis Obispo is American Eagle and the following is the list of cities with a San Luis Obispo connection and their applicable contract rate:

Cities	Fares (one way)
San Francisco — San Luis	\$77
Sacramento — San Luis	\$84
Los Angeles (LAX) — San Luis ...	\$79

Tickets may be obtained through any travel agency which will agree to handle the discount and payment arrangements such as Gulliver's Travel, located in the University Union. Anyone wishing to make travel reservations directly with the contracted airlines may do so but he/she must specify that the tickets are for official state business and the name of the state agency must be indicated; American Eagle will accept personal credit cards or checks in direct payment if presented an original letter from the University authorizing the travel. Tickets requested this way can be collected at the contracted airline ticket desk.

Questions regarding the contracted air fares should be directed to Anna Martinez in the Accounting Office, ext. 2292.

Senior project, term paper clinics planned

Senior Project and Term Paper Clinics are being offered Fall Quarter by the Library's Reference Department. The one-hour sessions will begin the second week of classes. The students will learn about search strategy, library sources, steps to take to submit a senior project to the Library, and

computerized services. Handouts will accompany the talks. The sessions are arranged by schools and sometimes departments, and are held in Library 202. A special session for bibliographic computer searching will be given as the last session of the clinics. For further information, contact Eileen Pritchard in the Reference Department, ext. 2649.

Audiovisual hours

Audiovisual Services will be open from 7:30 am to 9 pm on Monday through Thursday and from 7:30 am to 5 pm on Fridays. Audiovisual Services will not be open Saturdays. For additional information call ext. 2211.

Scheduling campus facilities explained

To expedite the scheduling process for campus rooms, please allow a 48-hour lead time in requesting rooms through Student Life & Activities, ext. 2476 (UU 217). Student Life schedules the following hours: Classrooms: Weekdays before 8 am and after 7 pm; Thursdays, 11 am-noon (University Hour); weekends, holidays and quarter break. Conference Rooms: Weekdays before 8 am and after 5 pm, weekends and holidays.

For advisors to student clubs: All requests for clubs for times other than those mentioned above go through the Student Life & Activities Department, which clears the time with the Class Scheduler. Please remind your clubs to use the 48-hour lead time.

Faculty/Staff Payday is Sept. 29

Personnel director will speak Sept. 21

City of San Luis Obispo Personnel Director Ann McPike will speak on "Wellness Programs as an Employee Benefit" on Thursday, Sept. 21. Her talk will follow a noon luncheon at the Motel Inn.

McPike has a decade of city administrative and personnel experience. She was chosen personnel director for the City of San Luis Obispo earlier this year. She had served as personnel director for the City of Watsonville since 1985 and before that was an administrative assistant with the Pajaro Limited School District and the University of California, Santa Cruz.

Part of a series of monthly events, the luncheon is sponsored by the San Luis Obispo area chapter of the American Society for Public Administration and Cal Poly's Center for Practical Politics.

The series is designed for public employees, non-profit agency staff members, and interested community members. The luncheon cost is \$7.

Reservations can be made by telephoning Dr. Dianne Long, Political Science, ext. 2984.

Who, What, When, Where

Allen Settle, *Political Science*, is a contributing author to the recently published book, "Coping With Crises: The Management of Disasters, Riots and Terrorism." His chapter is titled, "Korean Airline Disaster: The Tragic Flight of KAL 007."

Glenn Irvin, *School of Liberal Arts*, wrote an article, "A Separate Piece for General Education," for the July/August '89 issue of *Change* magazine.

Roxana Lopez, *Cooperative Education*, received a certificate of recognition from the California Cooperative Education Association for her four years of service to the group's board of directors. She will continue on the 1989-90 board in a committee chair capacity.

State Purchasing guidelines, procedures *(Please save for reference)*

In order to assist departments in conducting business for the 1989-90 fiscal year, the University Purchasing Office is providing the following quick-reference guidelines and purchasing procedures.

The Purchasing Office is located in Room 128 of the Admin. Bldg. and can be reached at ext. 2231. The office is open from 7:30 am to 5 pm and is closed for lunch between noon and 1 pm. When submitting requisitions to the Purchasing Office for processing, departments are advised to keep a copy. When calling the Purchasing Office for status on an order, please reference either the requisition or purchase order number.

Requests for department pickups (DPU) submitted to the Purchasing Office by 10 am will be available at the Purchasing counter after 2 pm the same day. Departments must indicate "Department Pick-up" in the Special Instructions area on the requisition. Special payment/funding instructions, delivery location, or shipping instructions should also be indicated in the Special Instructions area.

Rush orders to be phoned in to vendors must be submitted to the Purchasing Office by 10 am and must be justified in writing. Please include the vendor phone number on the requisition.

A requisition is required for all purchases, whether for commodities or services. For commodities purchases, a written specification, brochure, catalog reference or reference brand/model must be included. For services, a description of the services to be provided, starting and ending dates of the service, and the total amount to be paid must be included. Services exceeding \$1000 require the Purchasing Office to obtain bids and must be advertised in the State Contracts Register, which requires approximately six weeks lead time.

To comply with CSU policy, all contracts require the completion of a Contract/Contractor Evaluation Form 4. The University Purchasing

Office will include a copy of the required form when forwarding the department's copy of all executed contracts. In preparing the Standard Form 4, it is extremely important that the evaluation be made by an individual with direct knowledge of the contractor's performance and the form must be completed in full. In addition, the evaluation must be completed within 10 days after the completion of the services provided under the terms and conditions of each contract. Questions regarding Contract/Contractor Evaluation Form 4 should be directed to Margot Ochoa, ext. 2231.

Petty Cash Purchases - Any purchase of \$50 (plus tax) or less per day per vendor may be made without a purchase requisition by an authorized representative of the department. Buy the item needed and bring the receipt to the Purchasing Office with a completed disbursement voucher (available from the campus Storeroom) for presentation to the State Cashier. The cashier will refund your money. Petty cash should be used for purchases of less than \$25 to minimize paper work and expedite the purchase.

State Contract Orders - When submitting requisitions for purchases to be made from a State of California, Office of Procurement contract, the following items of information must be included: Vendor name and address, vendor ID number, State contract number, stock item number. Requisitions will be returned if information is not complete.

Requisitions for amounts greater than \$1000 require the Purchase Office to obtain quotations. When submitting requisitions for over \$1000, please include specifications, a reference brand, and suggested vendors. This information will assist buyers in obtaining quotes and bids. Requests for purchases greater than \$10,000 require the Purchasing Office to obtain written formal bids. For purchases greater than \$1000 which are a

sole source by either vendor or brand, please include the following information with the requisition: 1) The unique features or performance factors of the product or brand specified; 2) Why these unique factors are required; 3) What other products have been evaluated and rejected and for what reasons.

State Stores orders are to be submitted on a Purchase Requisition indicating State Stores as the vendor. Please note that the typical delivery time for these orders is six to eight weeks.

Requests to alter a Purchase Order should be made by memo to the Purchasing Office with a copy of the PO to be altered. Some examples of an alteration are: 1) an increase or decrease in quantity; 2) cancellation of an order; 3) change in account number; 4) vendor information changes. An alteration is not necessary if the net change is less than 10 percent of the total order amount.

Only the Purchasing Office has authority to assign Purchase Order numbers and to place orders with vendors, therefore confirming orders (orders placed by departments without benefit of a PO number) are to be avoided.

Business Card Orders - Submit orders for business cards on a Purchase Requisition indicating Blake Printery as the vendor. A card order is 500 per set at \$28.75 plus tax. A business card information format sheet, which can be obtained from the Purchasing Office, must be attached to the requisition.

State Printer - Requisitions for printing jobs up to \$3,000 may be done locally. Jobs more than \$3,000 must be done by the State Printer. Multicolor printing (more than two colors of ink) must be reviewed and approved by the State Printer regardless of cost.

Office Machine Repair Service - Typewriter, spirit duplicator, and calculator repair services are provided on campus by Office

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...State purchasing

Machine Repair Service, Department of General Services, on a contract or per call basis. Call the Purchasing Office at ext. 2231 to request a service call with the following information: Brand and model number of machine needing service, location of machine and contact person, OMR number, and the nature of the malfunction. Additions or deletions to the OMR contract may be accomplished by making the request in writing to Margot Ochoa, ext. 2231.

Photocopier Chargeback Program - All machine and meter readings are due by the 20th of each month. Send the readings to Anne Arnett in Transportation Services. Questions regarding the readings or auditors may be directed to her at ext. 2451. Supplies for the copy machines may be ordered through the campus Storeroom. Copier supply forms may be obtained through the Warehouse at ext. 2872.

For service or maintenance on a copy machine, contact the appropriate vendor. The vendor for Canon copiers - More Copy Systems, 544-3038; Toshiba copiers - Mission Office Systems, 922-5454 (Santa Maria); Savin copiers - Golden State Systems, 544-5464.

Contact the State Receiving Warehouse (ext. 2872) with questions regarding repairs, warranties, damaged goods, discrepancies (overages, shortages, etc.) and express carriers. Federal Express and similar express carrier mailings must be at the Receiving Warehouse by 2 pm in order to go out that same day. Express Mail (USPS) mailings are done through the University Mail Center (ext. 1492). To assist Warehouse personnel in making deliveries, departments should indicate specific delivery locations (building, room number, laboratory, etc.) on the requisition in the Special Instructions area of the Purchase Order.

Dateline. . . .

(**\$**) - Admission Charged

THURSDAY, SEPTEMBER 14

Exhibit: Recent works by the Art and Design faculty will be displayed. Continues through Oct. 22. Dexter Art Gallery.

Exhibit: Eric Johnson (Art and Design) will display his recent photographic works. Continues through Oct. 15. UU Galerie.

FRIDAY, SEPTEMBER 15

Volleyball: Volleyball Monthly Tournament USC vs. Louisiana State; Cal Poly vs. Texas-Arlington. Mott Gym, 5:30 & 7:30 pm. (**\$**)

Recital: Annie Lewis and David Cox-Cresswell, Theatre, 8 pm. (**\$**)

SATURDAY, SEPTEMBER 16

Volleyball: Volleyball Monthly Tournament Consolation & Championship. Mott Gym, 5:30 & 7:30 pm. (**\$**)

Football: Humboldt State, Stadium, 2 pm. (**\$**)

Soccer: Stanford, Stadium, 7 pm. (**\$**)

THURSDAY, SEPTEMBER 21

Speaker: Ann McPike (City of San Luis Obispo) will discuss "Wellness Programs as an Employee Benefit" following a luncheon. Motel Inn, noon. Call ext. 2984 for reservations. (**\$**)

Auditions: Auditions for "Arms and the Man," 212 Davidson Music Bldg., 7 pm. Continues on Friday, Sept. 22.

FRIDAY, SEPTEMBER 22

Play: "Storm Reading" by Access Theatre Co., Theatre, 8 pm. (**\$**)

Soccer: Cal Poly Pomona, Stadium, 7 pm. (**\$**)

Concert: Cuesta Bells Concert, Theatre, 8 pm. (**\$**)

SUNDAY, SEPTEMBER 24

Luncheon: University Club Newcomers Luncheon. For reservations, call 544-1055. President's Patio, 11:30 am. (**\$**)

THURSDAY, SEPTEMBER 28

Presentation: Carol Padden (UC San Diego) and Tom Humphries (San Diego Community College District) will present "Deaf in America: Voices From a Culture" as part of the Arts and Humanities Lecture Series. UU 220, 11 am.

FRIDAY, SEPTEMBER 29

Athletic Hall of Fame: Banquet, The Cliffs, Pismo Beach, 6 pm. (**\$**)

Volleyball: University of the Pacific, Mott Gym, 7:30 pm. (**\$**)

Concert: Los Angeles Chamber Orchestra Winds will perform as part of the Quintessence Series. Theatre, 8 pm. (**\$**)

SATURDAY, SEPTEMBER 30

Baseball: San Jose State, Stadium, 11 am.

Football: CSU Northridge, Stadium, 7 pm (**\$**)

Volleyball: San Jose State, Mott Gym, 7:30 pm.

Engineering school ranks high in survey

The School of Engineering is among the top 12 engineering programs in the United States according to readers of Design News Magazine.

Cal Poly was ranked 12th overall and 7th in working with industry on projects with commercial applications.

Design News readers mentioned more than 170 different colleges and university's when asked, "Which five engineering educational institutions do you feel are America's finest?"

The readers' top 15, in order, were: MIT, Stanford, Caltech, Purdue, UC Berkeley, Michigan, Rensselaer Polytechnic Institute, Georgia Tech, UCLA, Cornell, Illinois, Cal Poly, USC, Illinois Institute of Technology, and Penn State.

When asked, "Which engineering schools do the best job in working with industry on projects with commercial payoffs?" readers responded with (in order): MIT, Stanford, Purdue, Caltech, Michigan, Georgia Tech, Cal Poly, UC Berkeley, Rensselaer, UCLA, and Cornell.



CPR schedule

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