

### Reporting changes in personal information

Employees are reminded that changes in family member status or other pertinent personal information of record should be reported promptly to the Personnel or Payroll Office. This will ensure that mail, including checks and annual W-2 forms, are received without delay, and that family members receive the benefits to which they are eligible. Changes that should be reported include the following:

**Address or Phone Number:** A change in address and/or phone number should be reported to the Payroll Office. Employees should also notify each of their insurance carriers (for example, health, dental, vision, tax sheltered annuity) of address changes.

**Health, Dental & Vision Insurance:** A change in a family member's status should be reported to the Personnel Office within 60 days. This includes the birth or marriage of a child, death of a family member, or marriage or divorce of the employee. Late notification could result in ineligibility for coverage of the family member or in delayed processing of an open enrollment period action.

**PERS Retirement/Death Benefits:** In order to expedite the processing of PERS death benefits, employees are encouraged to have an up-to-date beneficiary designation on file with the Public Employees Retirement System. When a deceased member does not have a named beneficiary on file, there may be a delay in benefits payments. In such cases, benefits go to the statutory beneficiary, but that person must establish entitlement by submitting a marriage certificate, birth certificate or other acceptable document(s). Also, PERS is sometimes

unable to locate a named beneficiary due to an invalid address, and benefits remain unpaid. PERS beneficiary designation forms are available in the Personnel Office reception area.

**Designee Form:** This form designates the beneficiary for any unpaid salary warrants or lump sum leave payments still owed by Cal Poly to the deceased employee. All employees, including FERP participants and retired annuitants, should update this form with the Payroll Office as soon as a change in beneficiary is desired because a major change in family status, such as a divorce, will not void the designation on file.

**Emergency Contact Information:** It is important that the Personnel Office has current emergency contact information on file for each employee. To update this information, contact the Personnel Office, ext. 2236.

### Selection committee for architecture school dean named

The following individuals have been elected or appointed to serve on the Consultative Committee for the dean of the School of Architecture and Environmental Design:

Ronald Batterson, Architecture; Michael Botwin, Architectural Engineering; Allan Cooper, Architecture; James Rodger, Construction Management; Robert McNeil, Crop Science; and Barbara Weber, Home Economics.

Also, Linda Dalton, City and Regional Planning; Walter Bremer, Landscape Architecture; Philip Bailey, School of Science and Mathematics; Craig Gambill, student; Anna McDonald, Affirmative Action; and Jan Pieper, Personnel and Employee Relations.

### Statewide women's conference scheduled

The Women's Council of the State University (WCSU) will hold its seventh statewide conference April 11 to 13 at CSU Fresno. The theme is "Connections: Healing Division, Affirming Diversity."

The keynote speakers will be Congresswoman Pat Schroeder, who is co-chairwoman of the Congressional Caucus for Women's Issues, and Lea Ybarra, professor and past chairwoman of CSU Fresno's Department of Chicano and Latin American Studies and director of Fresno's Faculty Mentoring Program.

Plenary speakers will be Patricia Fabiano, Sally Gearhart and Sonia Johnson. Some of the concurrent workshops planned are "Feminist Perspective on Addictive Organizations;" "The Self Project: A Model for Support Groups for Ethnic Women;" "Career Power: A Professional Development Program;" "Women in Academic Leadership;" and "Lesbian Perspective on Revisioning the Future."

For more information about the conference or the WCSU organization, contact Mary Whiteford, ext. 2246, one of the Cal Poly WCSU board members.

### Library color copier

The library has recently installed a full-color copier in the copy center. Copies may be made from photographs, color drawings, maps, charts, and diagrams. It makes both paper and transparency copies. Cost for faculty, staff, and students is \$1.50.

### Dateline. . . .

(§) - Admission Charged

THURSDAY, MARCH 14

**Dance Performance:** The Joe Goode Performance Group will appear in the Theatre, 8 pm. (§)

FRIDAY, MARCH 15

**Baseball:** UC Riverside, SLO Stadium, 7 pm. (§)

**Concert:** Living Colour and King's X will perform in Mott Gym. 8 pm. (§)

SATURDAY, MARCH 16

**Baseball:** UC Riverside, SLO Stadium, noon, (§)

### Position Vacancies

Vacant staff positions at Cal Poly and the Cal Poly Foundation are announced in this column and are posted outside the respective offices. Contact those offices (State: Adm. 110, 805-756-2236 — Foundation Administration Building, 805-756-1121) for applications and additional position details. Both Cal Poly and the Foundation are subject to all laws governing affirmative action and equal employment opportunity. Cal Poly hires only individuals lawfully authorized to work in the United States. All eligible and interested persons are encouraged to apply. Applications must be received by 5 pm or postmarked by the closing date.

State

**CLOSING DATE: March 27, 1991**

**Clerical Assistant III**, \$945.50-\$1,120, HT; \$1,891-\$2,240, FT; temp. leave replacement thru 12/31/91 w/possible extension; HT thru 6/30/91, FT 7/1-8/29, HT thru 12/31/91, School of Business.

**Clerical Assistant III**, \$1,891-\$2,240/month, School of Business.

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Candidates for positions on the faculty of the university are presently being sought, according to Jan Pieper, director of personnel and employee relations. Those interested in learning more about the positions are invited to contact the appropriate dean or department head. Salaries for faculty commensurate with qualifications and experience (and time base where applicable), unless otherwise

stated. This university is subject to all laws governing Affirmative Action and equal employment opportunity including but not limited to Executive Order 11246 and Title IX of the Education Amendments Act and the Rehabilitation Act of 1973. Cal Poly hires only individuals lawfully authorized to work in the United States. All eligible and interested persons are encouraged to apply.

**CLOSING DATE: April 5, 1991**

**Lecturer Pool (part-time)**, Electronic/Electrical Engineering. 1991-92 AY to teach undergraduate courses. Minimum requirements are B.S. (laboratory courses) or M.S. degree in electronic, electrical or computer engineering (Ph.D. preferred) and applicable industrial experience.

**CLOSING DATE: May 1**

**Lecturer (part-time)**, Physics. Possible teaching of lecture or laboratory classes in physics or physical sciences during the 1991-92 AY & summer 1991 anticipated. Bachelor's degree required, doctoral degree preferred.

**CLOSING DATE: May 15, 1991**

**Lecturers (part-time)**, Architectural Engineering. Teaching structural engineering courses (engineering mechanics; timber, steel & concrete design; soils; soils labs). BS in civil or architectural engineering and structural engineering experience required, master's preferred. Positions available for 1991/92 AY, beginning Sept., 1991.

**CLOSING DATE: August 15, 1991**

**Lecturers (part-time)**, Mathematics. Positions available for 1991/92 AY incl. Sum. Qtr. 92. Duties incl. teaching lower division mathematics courses. Requirements: Master's degree in mathematics or related field, w/work toward doctorate desirable.

**Also Available:** Positions for 1991/92 AY incl. Sum. Qtr. 1992. Duties include teaching one or more lower division courses in mathematics. Candidates must possess a degree in mathematics or an appropriate field. Current enrollment in the department's graduate program required.

### Leon Panetta to hold Town Hall meeting

Congressman Leon Panetta will hold a Town Hall meeting on Saturday, March 16.

The program, at 1 pm in the Theatre, is sponsored by the university's Center for Practical Politics. A question-answer session will follow the talk.

As chairman of the U.S. House of Representatives Budget Committee, Panetta will discuss the national budget and implications of the Gulf War and the deficit on the national economy.

A native of California, Panetta was elected to the U.S. House of Representatives from the 16th Congressional District in 1976, and he has won re-election since. The 16th district includes much of Monterey and San Luis Obispo counties.

He serves on the House Budget Committee, and he moved up to chairman in 1989. He has also served on the House Agriculture Committee, the House Administration Committee, and the House Select Committee on Hunger.

### Insurance rep to be on campus March 20

Mary Ellen Harris, representative for California Casualty, will be on campus Wednesday, March 20, from 10 am to noon in the Personnel Office, Adm. 110, and again on Wednesday, April 17. She will be available to give quotations and consultation on the policies offered by the company, including automobile, homeowners', renters', motorcycles, boat, mobile and vacation homes, and rental insurance. The policies are available through payroll deduction to all CSU employees who are employed on a half-time or greater basis. Appointments are not necessary and questions will be answered on a first-come, first-served basis. Employees who are unable to meet with her on March 20 should call California Casualty at 1-800-540-4578.

### Report schedule

The March 21 issue of *Cal Poly Report* is the final one for the Winter Quarter. The first issue of the Spring Quarter will be April 4. The copy deadline for that issue is March 28.