

cal poly report



CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO, CALIFORNIA 93407

Volume 29, Number 8

September 29, 1977



BROPHY COMMENTS ON BARGAINING

A collective negotiation system that would be developed and administered by trustees, faculty, and staff of The California State University and Colleges was suggested on Monday (Sep. 19) by the chairman of the CSUC Board of Trustees, Roy T. Brophy. Brophy made his suggestion during an address at the opening session of the annual Fall Conference. He told the gathering he would be willing to ask the 23-member CSUC board to re-examine its position of opposition to the collective bargaining bills that have been considered by the California legislature in recent months.

"That would provide an opportunity for a true, in-depth examination of the great variety of employment regulations under Title V (of the California Education Code), such as grievance procedures, layoff procedures, and the like," Brophy said. "It would enable us, after working with the various faculty and staff organizations, to consolidate these procedures so that we might become the first in the state to form our own negotiation procedure internally, one under which we can live together and serve together compatibly."

A Sacramento contractor and developer, Brophy has been a member of the CSUC Board of Trustees since 1972 and was elected chairman in May, 1977. Brophy's suggestion of a cooperative collective negotiation system came after tracing his personal experience with collective bargaining in a union shop atmosphere and expressing his reservations about applying the "industrial model" of collective bargaining to education.

"There are those that may believe that a union-type shop may give more instructive or personal freedom in a classroom, but I have doubts," Brophy said. "Too often those who are not in a leadership position will be judged other than by their peers. I wonder if this type thinking was not brought about by special instances of disenchantment in faculty and staff areas when they were not properly 'met and conferred' about."

The chairman of the CSUC Trustees said he believes AB 1091 - the proposed legislation that would have established collective bargaining for CSUC faculty - was defeated in the Education Committee of the California State Senate because the bill gave no option to faculty or staff in making an individual decision whether they desired collective bargaining. He said the bill provided no limitation on scope of negotiations, included a very confusing proposal on funding, and was silent on binding arbitration or strikes.

Brophy was introduced to the Cal Poly faculty and staff by Dr. Robert E. Kennedy, Cal Poly president, who was Brophy's journalism teacher on the Cal Poly campus in 1940-41. Brophy praised Cal Poly for the continuity of its development as a university. He said Cal Poly has the longest period of continuity of leadership in its presidents of any of the 19 campuses in the CSUC system. "More than half of its history of 76 years, rather long by comparison to others in the system, has been under the guidance of only two of its presidents," the chairman of CSUC's Board of Trustees said. "Cal Poly is a special diamond in a crown of 19 campuses."

Noting that Cal Poly had become the most popular of the CSUC colleges and universities, he said, "You have built upon and improved fundamental educational purposes that do not change from time to time. Your basic goals and purposes on this campus have continued throughout the years." Brophy, an alumnus of Cal Poly of the 1940's, said, "we know that the campus walls extend beyond the perimeters of this state-owned land. Your students, with your help, move throughout the entire landscape of California, learning those grounds on which they must earn a living upon graduation."

CSUC ENGLISH PLACEMENT TEST INTRODUCED

The new California State University and Colleges English Placement Test, administered for the first time on Aug. 6, provides some important information about the reading and writing skills of entering students. The test consists of a writing sample which is read by CSUC faculty, as well as multiple choice sections on Logic and Organization, Sentence Construction, and Reading. The EPT is a placement test, not a proficiency exam; that is, it identifies those students whose reading and writing skills are not adequate for university-level work so that they can seek special help early in their college careers.

A high score on the exam does not exempt the student from any writing courses, but simply indicates that the student is probably prepared to do competent work in those courses which lean heavily on reading and writing skills. The test results this year will be used for advisement only; no remedial work will be required of low scorers, though they will be strongly urged to take advantage of the special programs Cal Poly offers for strengthening their skills.

In general, the more than one thousand Cal Poly students who took the August exam scored several points higher than the systemwide mean on every area of the test. The Cal Poly students' mean total score was 152.5 (on a scale of 120 to 180) while the system mean was 150.3. The total score cutoff for our lower 25th percentile fell at 149.4 while the system's 25th percentile fell at 146.8. This year Cal Poly will offer special advising to those students whose total score was 148 or below, or whose essay score was 6 or below (on a scale of 12); approximately 360 students fall in one or the other of these categories.

Students who fall below the Cal Poly cutoff scores have been urged to see the EPT Coordinator-Advisor, Nancy Lucas in Chase 215 (Ext. 1324), before they register for Fall Quarter. Dr. Lucas will interpret their individual scores and help them plan an appropriate program for strengthening their reading or writing skills.

Several approaches to improvement are available, depending on the student's particular needs. Cal Poly offers a course in reading (Ed 203), an English mini-course in basic writing skills, four special sections of freshmen composition, a variety of study skills programs through the Learning Assistance Center, tutorial assistance through ASI-LAC, as well as programs available through the Educational Opportunity Program for those who qualify. Because the alternatives are varied and student needs are diverse, students requiring supplementary work must be advised by the EPT Coordinator.

The English Placement Test will again be administered on Oct. 29 and May 13. All first time freshmen and lower division transfers who are not continuing students must take the test at the earliest opportunity after admission to the CSUC system. Failure to take it within a year will result in administrative probation. Students should register for the next test before Friday (Oct. 7) with the Cal Poly testing officer, Norman Murphy, Adm. 211. If an individual student is confused about whether he or she falls under the test requirement, the student may call the Evaluations Office at Ext. 2396. All other questions about test scores or skills development should be referred to Nancy Lucas at Ext. 1324.

PLACEMENT ACTIVITY WAY UP

The year of the big rebound. That's how 1976-77 is being viewed in college and university placement and recruiting circles across the United States. In fact, it has turned out to be the most active year of the 1970's for job offers to new college graduates. The latest data show significant increases in recruiting activity at all levels, according to Richard Equinoa (Acting Placement Director). At the bachelor's degree level, employers made 41 percent more job offers than a year ago. The other increases were 43 percent at the master's degree level and 33 percent at the doctor's degree level.

Equinoa said that figures on 1976-77 recruiting activity at Cal Poly show that it also was the best year of the 1970's for students seeking post-graduation employment. "Our reports are based on recruitment activity rather than job offers, but they show much the same kind of increase as the national report," he added. "Weekly listings in the Employment Opportunities Bulletin we prepare for our students averaged 33 percent more than last year. They were averaging about 45 per week in 1975-76 and well over 60 per week this year."

While pointing out that the reports of placement activity at Cal Poly never reached the low levels reported at many colleges and university's across the country during the early 1970's, Equinoa said that all categories showed nice gains last year. Equinoa cautioned university and college students who will be seeking jobs in the next year to not sit back and wait for an employer to request their specific skills and qualifications, because it just won't happen. "It still remains a highly competitive job market and that makes it incumbent on all job seekers to make it very easy for employers to understand and appreciate their qualifications," he added.



PAYROLL CHECK DISTRIBUTION CHANGE

Effective with the Sep. payroll and subsequent payrolls throughout the academic year, the distribution time is changed to 4 pm on scheduled paydays. The payday for Sep. is Friday (Sep. 30). Authorized representatives from departments whose checks are batched may pick up departmental checks from the University Cashier (Adm. 131E) at that time. Individuals who pick up their checks individually may obtain them from the office of the Director of Business Affairs (Adm. 114) at that time. All individuals whose checks are sent directly to the bank for deposit will be handled on the current schedule.

Departmental staff responsible for attendance reporting are reminded that information regarding payroll leaves without pay must be furnished to the Payroll Services Office (Ext. 2605) as early as possible. Leave without pay information received after noon on payday will result in the individual employee not being paid until 11 am the following workday. These changes are necessary in order to allow adequate time for the review and preparation of payroll checks for release and for the processing of late adjustments.



NEW MEDICAL EMERGENCY RULES

A new procedure for reporting medical emergencies that occur on campus has been announced by James R. Landreth, (Director of Business Affairs) and Dr. R. Wayne Ball, (Director of Clinical Services, University Health Center). The announcement said the new procedure, which will take effect immediately, is based on a change in the telephone number to be used to report medical emergencies. By dialing the new number, 2222, those reporting medical emergencies that occur on campus can be sure they will receive prompt and efficient service 24 hours a day, seven days a week, Landreth and Dr. Ball said. Trained fire and police personnel will respond. They will be able to render any necessary first aid, transport the victim/s to the University Health Center or a local hospital emergency room, have a doctor and nurse brought to the accident scene, or call for an ambulance. The announcement emphasized that the new procedures were developed by representatives of the University Health Center and the University Police and Fire Department in cooperation with San Luis Obispo-area hospitals and emergency services. Stickers with the new emergency telephone number are placed on telephones throughout the campus and cards listing the number are being distributed to offices and departments throughout the campus. Additional copies of either can be obtained by contacting the University Police and Fire Department.

OPEN HEALTH PLAN ENROLLMENT

There is an open enrollment period, through Oct. 31, for health benefit plans available to Cal Poly employees under the Meyers Geddes Act. These plans include Blue Cross/Blue Shield, Cal Western-Occidental, United Foundations for Medical Care, and ACSUP-American National Insurance Company. During this period, eligible employees or annuitants may enroll, change plans, or add eligible family members who are not now enrolled. There are no exclusions for pre-existing conditions and no limitations because of a member's state of health.

All open enrollment transactions will be effective Dec. 1. An active employee is eligible to enroll if he/she works half time or more and is appointed for more than nine months. Employees planning to make changes in health benefit plans must come to the Personnel Office, Adm. 110, to complete necessary documentation. For further information, contact Barbara Melvin in the Personnel Office at Ext. 2236.

O H SALE ANNOUNCED

There will be a back-to-school plant sale on Saturday (Oct. 1) from 9 am to 5 pm at the Ornamental Horticulture Unit; one-gallon plants for \$1.49; numerous gallon specials at \$1.00; five-gallon plants for \$5.00; five-gallon Liquidambar for \$3.95; garden mums (lots of fall colors) for \$1.00 each.

DISTINGUISHED TEACHERS NAMED

Three teachers whose expertise has been recognized by both their colleagues and students were honored as part of the annual Fall Conference. Named the university's "distinguished teachers" for 1976-77, were Harry L. Fierstine (Biological Sciences), Grant D. Venerable II (Chemistry), and Ralph M. Warten (Mathematics). The newly-honored distinguished teachers join a select group of Cal Poly faculty members who have been so honored since the university's program of recognition for outstanding teaching began in 1963.

Selections for the Distinguished Teaching Awards Program are based on the recommendations of an Academic Senate committee which acts on nominations from students and other members of the university faculty. Evaluations and subsequent recommendations of the nominees are based on in-depth reviews by the committee, including classroom visits.

COMPUTER CENTER HOURS FOR OCTOBER

During the month of October, the Computer Center will observe the following hours of operation for the processing of student and faculty jobs; keypunches, documentation and input/dispatch bins will also be available during these hours:

Oct. 1 - Oct. 8:	Saturday and Sunday: 8 am to 5 pm Monday through Friday: 8 am to 10 pm
Oct. 9 - Oct. 21:	Saturday and Sunday: 8 am to 5 pm Monday through Friday: 8 am to midnight
October 22 - 23:	Saturday and Sunday: 8 am to midnight
Oct. 24 - Oct. 31:	Open 24 hours/day except closed from midnight to 8 am on Sundays

Additionally, the following facilities are available on a twenty-four hour, seven days/week basis:

Timesharing terminals in Library 128
Terminals and keypunches in Engineering East 116

MARY LOU WHITE APPOINTED ASSOCIATE DEAN

Mary Lou White, a member of the faculty for the past 16 years, has begun her new assignment as Associate Dean, Human Development and Education. President Robert E. Kennedy announced the appointment, based on the recommendations of Hazel J. Jones (Vice President for Academic Affairs) and Carl C. Cummins (Dean, Human Development and Education).

The new associate dean began her new duties on Sep. 1 after having been head of the Women's Physical Education Department from 1972, when it was organized, to July 1 of this year, when it and the Men's Physical Education Department were merged. Dr. White, who will also carry a part-time teaching load in the Physical Education Department, succeeds Richard Sanchez, who resigned his duties at Cal Poly to become an associate dean of instruction at Santa Barbara City College.

Before joining the Cal Poly faculty in 1961, Dr. White was a high school teacher in Oregon and a member of the faculty at Clark College in Vancouver, Washington. She is a graduate of Oregon State University, Washington State University, and University of Oregon, where she completed study for her Doctor of Education Degree in 1973.

NEW EMERITI/EMERITAE NAMED

Twenty men and women whose combined service as employees of the university totals more than 420 years were recognized as emeritus/emerita members of the faculty and staff during the annual Fall Conference at Cal Poly. Thirteen of that number were named emeritus/emerita members of the faculty and seven were named emeritus/emerita members of the staff. Most have retired from university service within the past year.

As describe in Cal Poly's administrative manual, the honorary title is conferred by the university president on employees who have 15 or more years of service at the time of their retirement. The title declares to all members of the campus community that those named are granted certain rights, privileges, and benefits.

Faculty members honored, with their departments and the year they became members of the Cal Poly faculty, were:

Ellard W. Betz, Engineering Technology Department, 1947; James T. Culbertson, Philosophy Department, 1953; Oswald J. Falkenstern, Mathematics Department, 1953; Vincent J. Gates, Journalism Department, 1958; Richard E. Hall, Engineering Technology, 1946; and Gilbert L. Homfeld, Mathematics Department, 1960. Erna B. Knapp, Art Department, 1962; James A. Langford, Education, 1955; George H. McMeen, Mathematics, 1960; Willard M. Pederson, English Department, 1961; Eugene A. Rittenhouse, director of placement; Harry H. Scales, Education Department, 1958; and Authur D. Wirship, Mathematics Department, 1952.

Staff employees recognized with their departments and the year they joined the university support staff, are:

Harold A. Burnett, technician, Food Industries Department, 1962; George W. Cockriel, chief, University Police and Fire Department, 1957; and Mary Lee Green, manager, El Corral Bookstore (Mrs. Green first began working at Cal Poly in 1946 and, after leaving in 1964, returned in 1968), James Mapes, peace officer, University Police and Fire Department, 1961; Margaret Nelson, secretary, Housing Office; and Rubin Rutschke, chief of custodial services, Plant Operations Department, 1959.

Leona Boerman, who retired in 1967 after having been secretary to the university's president, Julian A. McPhee, for 23 years, was also honored. The honorary title had not yet been established for members of the university's support staff at that time.

OUTSTANDING STAFF RECOGNIZED

The smiles and extra service that make the university a better place to study and work have won campus-wide recognition for two members of the support staff who were honored during the Fall Conference. They are Gertrude Beck, secretary in the Student Activities Planning Center, and Stella Nuncio, library assistant in the University Library's Learning Resources Center.

Those named outstanding employees are recommended by a committee of the Cal Poly Staff Senate, which acts on nominations from students and other members of the campus community. The committee closely studies the work of nominees before making its final decision.



CONTINUING EDUCATION ON TV

The subject "Cal Poly Extension, a Continuing Education service for the Central Coast," will be discussed on the television program "Viewpoint" on Station KSBY in San Luis Obispo on Saturday (Oct. 8) at 6 p.m. KSBY broadcasts on Channel 6, and is received on Channel 4 by those who are cable subscribers. Appearing on the program will be Don M. Morris (Associate Dean, Continuing Education) and Elizabeth Feeney, field representative for Cal Poly Extension. The program will be rebroadcast at 7am on Sunday (Oct. 9).

OLD-TIMERS' RECOGNIZED

Certificates and pins recognizing 25 years of employment with the State of California have been awarded to 14 veteran employees of Cal Poly. The pins and certificates were presented by President Robert E. Kennedy during the 1977 Fall Conference. Those honored were:

Bruce A. Dickson, Soil Science; Albert Fells, Plant Operations; Frederick L. Genthner, Library; E. Douglas Gerard, Executive Dean; Harold J. Hendricks, Electronic and Electrical Engineering; John D. Lawson, Director, Student Activities; Michael J. O'Leary, Social Sciences; Richard A. Pimentel, Biological Sciences; Evelyn D. Reagan, Library; Chester H. Scott, Mathematics; William Thurmond, Biological Sciences; Harmon Toone, Head, Dairy and Poultry Science; Hewitt G. Wight, Chemistry; Margaret Wilmot, Library; and Arthur D. Wirship, Mathematics.

"FIRST WEEKEND" MOVES TO SECOND

On Sunday (Oct. 9) the Sunday evening series, First Weekend program will be held at 7:30 pm in University Union 220. The speaker will be Dixie Yetarian of Lompoc, with the topic, Psychic Phenomena and Individual Responsibility. Mrs. Yetarian has held workshops on ESP and wrote a book, "Exploring Psychic Phenomena." In her book she warned people against experimenting with psychic tools, such as Ouija Boards. She believes there is potential for humans using the psychic energy with care and knowledge.

The theme of the First Weekend program this year is "Human Problems and Individual Responsibility." The series is sponsored by the School of Communicative Arts and Humanities under the Chairmanship of Bernice Loughran (Art), Coordinator of Humanities courses.

Typewritten copy intended for the next issue of *Cal Poly Report* must be received prior to 12 noon on Monday (Oct. 3) in the Publications Office, Adm. 210. Copy intended for *Cal Poly Dateline* is due in the Publications Office by 12 noon on Wednesday (Oct. 5).

NEW EMPLOYEES, TRANSFERS, AND PROMOTIONS

Donald L. Shelton (Director of Personnel Relations) announces the following appointments to new positions, transfers, and promotions in the support staff personnel for July and August, 1977. A hearty welcome is extended to the new members of the Cal Poly staff and congratulations to those that have been promoted!

New Employees

Buffett, James R.
Cutler, Margaret M.
Decker, Georgia A.
DeLira, Ester M.
Demko, Wendy D.
Gibbons, Thomas
Griffith, Don W.
Henry, Edward T.
Johnson, Tracey L.
Kenyon, Ken
Kollar, Linda
Linning, Darylin
Macut, Beverly A.
Miller, Kathy L.
O'Rourke, Trudi M.
Paul, Julie C.
Tanida, Joan M.
Tellefsen, Grace
Terry, Bradlee
Toal, Julia M.
Vaughn, Charlotte A.
Watson, Lynn A.
Westlund, George L.

Plumber I - Engineering Services
Clerical Assistant II-B - Activities Planning Center
Clerical Assistant II-A - Purchasing
Clerical Assistant II-A - Admissions and Records
Clerical Assistant II-A - Financial Aid
Mail Clerk - Support Services
Maintenance Mechanic - Plant Operations
Veterinarian II - Veterinary Science
Clerical Assistant II-B - Counseling Center
Clerical Assistant II-A - Library
Data Control Clerk - Admissions and Records
Clerical Assistant II-A - English
Clerical Assistant II-A - Financial Aid
Clerical Assistant II-B - General Office
Clerical Assistant II-A - Financial Aid
Clerical Assistant II-B - Placement Center
Clerical Assistant II-A - Personnel
Departmental Secretary I-B - School of Architecture
Supervising Computer Programmer - Computer Center
Clerical Assistant II-A - Admissions and Records
Clerical Assistant II-A - Library
Clerical Assistant II-A - Library
Computer Programmer I - Computer Center

Transfers

Bassett, Patricia A.
Benell, Elwood R.
Budoff, Jerald L.
Buell, John H.
Carscaden, John D.
Casillas, Guadalupe A.
Collier, Kenneth
Combs, Vicky V.
Couto, Americo O.
Creath, Loree
Delgado, Richard
Ellsworth, Lily M.
Enos, Johanna
Farley, Evelyn
Fitts, Hazel F.
Frietas, Maria A.
Joy, Beverly A.
Malmen, Jeffrey D.
Moore, Billy R.
Ortega, Del D.
Quackenbush, Carmelia T.
Reno, Ann C.
Sevilla, Bessie
Sweet, Connie B.
Tantum, Claudia J.
York, Joan M.

Clerical Assistant II-A - Library
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Stock Clerk - Library
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Clerical Assistant I-A - Library
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Clerical Assistant II-A - Health Center
Clerical Assistant III-A - Computer Center
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Custodian - Dorm Revenue Fund Custodial
Clerical Assistant II-A - Library
Clerical Assistant II-A - Business Administration
Keypunch Operator - Computer Center
Custodian - Dorm Revenue Fund Custodial
Clerical Assistant II-B - Equal Opportunity Program
Clerical Assistant II-B - Biological Science
Clerical Assistant II-A - Animal Science

(continued)

CANDIDATE FOR FACULTY POSITION BEING SOUGHT

A candidate for a position on the faculty of the University is 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. 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. All interested persons are encouraged to apply.

Assistant Cooperative Education Coordinator, Assistant - 12-month appointment. \$12,432/year, School of Engineering and Technology. Assists the Coordinator in administration of the on/off-campus Cooperative Education Program for approximately 200 students. Bachelor's degree in engineering, technology, or industrial education required. Minimum of one year of experience in large industrial organization or one year in cooperative education. Position Available November 1, 1977 through October 31, 1978, based on Federal funding. Position may be continuing in nature. Apply by October 16, 1977 to Dr. Laurence Talbott, Associate Dean, School of Engineering and Technology.

SUPPORT STAFF VACANCIES LISTED

Vacant support staff positions have been announced by Robert M. Negranti, 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. The 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. All interested persons are encouraged to apply.

Clerical Assistant I-A or I-B, \$334-\$425.50/month, half time temporary help position until December 1977, Associate Dean's Office, School of Human Development and Education. Duties: typing, including tables of figures; filing; answering phones; receptionist; and other clerical functions. Requirements: high school graduate, six months of clerical experience (one year preferred), type 45 wpm, and must have taken the General Clerical Test. Clerical Assistant I-B applicants must have shorthand certificate for 80 wpm. Working hours: Monday through Friday 1-5 p.m. or Tuesday and Thursday 8 a.m. to 5 p.m.; Friday 8-12 a.m. Closing date 10-13-77.

Promotions

Cameron, Rosemary
Crawford, Diana G.
Haney, Rachel S.
Lovell, Mark S.
McGrew, Carla
Overman, Guy
Pettersen, Audun
Ryan, Diane L.
Smith, Betty A.
Tyner, Judith E.

Library Assistant III - Library Reserve Room
Departmental Secretary II-B - Animal Science
Clerical Assistant III-B - Admissions and Records
Maintenance Mechanic - Engineering Science
Departmental Secretary II-B - Equal Opportunity Program
Pest Control and Spray Specialist - Grounds
Equipment Technician II - Poultry Science/Food Industries
Student Affairs Assistant I - Financial Aid
Clerical Assistant III-A - Housing Office
Clerical Assistant III-A-Educational Services



WHO...

WHAT...

WHEN...

WHERE???

Shirley Sparling, Biological Sciences, attended the combined meeting of the Phycological Society of America, the International Phycological Society, and the IX International Seaweed Symposium from Aug. 20-26. Over 850 persons were at the meetings held on the campus of the University of California, Santa Barbara.

Michael Yoshimura, Biological Sciences, attended the Pacific Division of American Phytopathological Society Meetings from June 13-15 at San Francisco State University.

Larry P. Rathbun, Head, Agricultural Education, has been named to the Executive Committee of the National FFA Foundation Board of Trustees. Dr. Rathbun will continue as a consultant to the National FFA Board of Directors.

Carolyn Shank, Physical Education, conducted a mini-course in social dance for members of the Carrisa Plains community, Aug. 25.

August DeJong, Director, Career Center, participated in the annual Life/Work Planning Workshop conducted by Richard N. Bolles Aug. 5-19 at the Breech Training Academy, Overland Park, Missouri. DeJong plans to offer Life/Work Planning sessions utilizing process insights gained from the training.

John Healey, Journalism, attended a workshop on news coverage of courts held Sep. 9 and 10 in Berkeley. The workshop sponsored by the California Judges Association and the Western Newspaper Foundation.

Joanne B. Ruggles, Architecture and Environmental Design and Art Department, has her artwork in several exhibitions this month. These include the Provincetown Print and Drawing Competition (Massachusetts), the Canton Art Institute All-Ohio 1977 competition, San Luis Obispo Art Association Invitational Print Show, and the Cuesta College Faculty Show.

Walt E. Elliott, Physics, is the recipient of a Chancellor's Office mini-grant to research possible applications at Cal Poly of cognitive style mapping to improve physics instruction.

Milton Drandell, Management Department, has an article titled "A Resource Allocation Model for Insurance Management Utilizing Goal Programming" published in the June 1977 issue of the "Journal of Risk and Insurance."

Clerical Assistant II-A, \$364.50-\$435.50/month, half-time position, Dean's Office, School of Business. Duties: typing exams, course outlines, reports, letters; operating office machines; receptionist; and other clerical functions. Requirements: high school graduate, one year clerical experience, type 45 wpm and must have taken the General Clerical Test. Working hours: 1 to 5 p.m., Monday through Friday. Closing date: 10-13-77.

Departmental Secretary I-B, \$407-\$487/month, half-time position, Civil Engineering Department, School of Engineering and Technology. Duties: provide clerical support to department head and faculty including dictation, typing course materials, duplication, composing routine correspondence, maintaining department budget accounts, ordering supplies, preparing purchase order, maintaining department and student files, opening and distributing mail, ordering audiovisual materials, answering telephone, supervising student assistants, preparing payroll, receptionist and various other clerical functions. Requirements: high school graduate, three years experience, type 45 wpm, shorthand 90 wpm, and must have taken the General Clerical Test. Cal Poly instructional department experience preferred. Closing date 10-13-77.

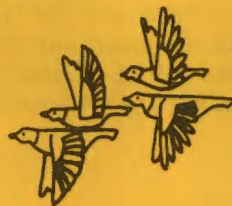
Director of Public Safety, \$1788-\$2158/month, Public Safety Department, Business Affairs Division. Duties: head of Public Safety Department, formerly University Police and Fire Department: responsible for law enforcement, fire protection, parking and traffic control, environmental health and safety, and disaster preparedness. Requirements: equivalent to graduation from a four-year higher education institution with major in Police Science, Criminology, Police Administration, Public Administration, or Business Administration; five years of law enforcement in a responsible administrative capacity. Closing date: 10/31/77.

VACANT FOUNDATION STAFF POSITIONS

The Foundation is accepting applications for the following open positions as announced by J. L. Fryer, Personnel Officer. Interested applicants may apply at the Foundation Personnel Office, University Union Building, Room 212, 546-1121. Cal Poly Foundation is subject to the requirements of Executive Order 11246 and is an Affirmative Action and Title IX Employer. All interested persons are encouraged to apply.

Cafeteria Worker A, \$2.73-2.93 per hour, Food Service. Duties: Provide consistent and professional table service to patrons of Vista Grande Restaurant; responsible for and assist in the cleanliness of restaurant area and equipment; responsible for and must understand cashing and cash handling procedures in a restaurant. Requirements: High school graduate with a minimum of one year of experience working in a table service restaurant as a waitress/waiter. Applications accepted through 10-13-77.

Clerical Assistant II-B, \$584-698, 3/4 time, Electric Power Institute. Duties: Receptionist, answer phone, type and/or compose correspondence, take shorthand. Requirements: Equivalent to a high school diploma; minimum of one year of clerical experience; type 45 wpm, shorthand 90 wpm (knowledge of clerical duties related to workshops and conferences; experience working with graduate students; and experience in food service and travel arrangements preferred). Applications accepted through 10-13-77.



encouraging notes

September 29, 1977

Encouraging Notes is printed weekly and lists the major opportunities for sponsorship for research and instructional programs. There are many more programs and sponsors than are listed here, and the Research Development Office maintains a small but comprehensive library of both public and private funding opportunities. If you do not see a program in Encouraging Notes that fits your needs, you are invited to discuss your potential projects with Robert Lucas, Coordinator, Research Development, Room 317, Administration, Telephone 546-2982.

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NEW INDIRECT COST RATES

New indirect cost rates for federal contracts and grants have been negotiated and are in effect immediately. The rates, effective July 1, 1977, to June 30, 1979, are 56% of salaries and wages for all projects on campus and 50% of salaries and wages for all projects off campus. The same rates apply to grants and contracts from state and local governments or from private sponsors.

The University policy is to recover full indirect costs on all federal grants and contracts (see CAM 543.1). The only exceptions are programs such as training grants where the federal agency limits the allowable indirect costs by policy.

Direct costs on sponsored projects are those costs directly attributable to a specific project. They include salaries and wages, including vacation, holiday, and sick leave pay; overtime premium; consultant costs; employee fringe benefits related to direct salaries and wages; materials, supplies, and equipment; communication costs such as long distance telephone calls, mailing, cablegrams, etc.; travel expenses; freight charges, and computer costs for project data analysis.

Questions concerning the new rates may be directed to Robert Lucas, Coordinator, Research Development, 317 Administration.

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NEW FACULTY SALARY RATES FOR FEDERALLY-SPONSORED PROJECTS

The Chancellor's Office has notified our campus that an agreement has been reached with the Audit Resolution Section of the Department of Health, Education, and Welfare on pay rates for faculty working on federally-sponsored projects during the summer, during intersessions, or on an overload basis. (The policy on non-federally sponsored projects is covered by CAM 452.5.)

Salary rates on federally-sponsored projects are to be calculated using the following guidelines:

1. The total annual salary for teaching an academic year divided by 9 equals a monthly rate.
2. The month is defined as 172 hours.
3. During the summer and intersessions, the working day is limited to eight hours. There is no restriction on when during the day the eight hours is worked.
4. The hours per week are limited to 40 and the week is defined as seven consecutive days.
5. The summer period begins the day following the end of the academic year and

ends the day before the following academic year begins. The intersession period begins the day following the end of the previous academic quarter and ends the day before the following academic quarter begins.

6. The 20% limit on overload work refers to the number of hours work is allowed, not to the additional percentage of extra pay that is allowed.
7. A 20% overload from federal sources is not permissible during the summer or during intersession periods if the full-time load is also paid from federal sources.

The above guidelines apply only to salaries paid on federally-sponsored projects on a nonreimbursed basis. Reimbursed salaries are paid as a percentage of the actual academic salary.

The above guidelines can be simplified by the following formulas:

$$\text{Daily Pay Rate} = \frac{\text{Annual Salary}}{193.5}$$

$$\text{Hourly Pay Rate} = \frac{\text{Annual Salary}}{1548}$$

Questions concerning the new rates may be directed to Robert Lucas, Coordinator, Research Development, 317 Administration.

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DEADLINES

- * 10/7/77 NATIONAL ENDOWMENT FOR THE ARTS - WORK EXPERIENCE INTERNSHIP PROGRAM.
The 13-week programs are designed to acquaint participants with the policies, procedures, and operations of the NEA and to give them an overview of arts activities in this country. Activities are planned to provide a detailed knowledge of the programs of the Endowment, including policy development, grant-making procedures, and administration. In addition to working as members of the Endowment's staff, interns attend a series of seminars and meetings with members of the National Council on the Arts, Endowment panelists, artists, journalists, federal officials, and other leading arts administrators.
- * 10/10/77 U. S. OFFICE OF EDUCATION - HANDICAPPED EDUCATION RESEARCH. These grants support research and related projects related to education of the handicapped.
- ** 10/14/77 U. S. OFFICE OF EDUCATION - HANDICAPPED PERSONNEL TRAINING PROGRAMS.
Funds are available under this program to train teachers and other personnel to work with the handicapped.
- * 10/14/77 NATIONAL ENDOWMENT FOR THE ARTS - VISUAL ARTS PROGRAM/ARTISTS' FELLOWSHIPS.
These fellowships enable artists to set aside time and/or purchase materials and generally to advance their careers as they see fit.
- * 10/14/77 ENERGY RESEARCH & DEVELOPMENT ADMINISTRATION - FACULTY DEVELOPMENT PROJECTS IN ENERGY. ERDA will offer support for projects aimed at the improvement of energy education in the nation's high schools and colleges. ERDA will provide support for projects aimed at the development of high school and college faculty understanding of important subject matter relating to the development and utilization of U. S. energy resources.
- * 10/14/77 NATIONAL ENDOWMENT FOR THE ARTS - MEDIA ARTS/VIDEO ARTISTS FELLOWSHIPS.
Video artists are eligible for fellowships under a program jointly funded by the Media Arts: Film/Radio/Television Program and the Visual Arts Program.

- * 10/25/77 NATIONAL ENDOWMENT FOR THE ARTS - MEDIA ARTS/IN-RESIDENCE WORKSHOP. The aim of this program is to assist organizations to invite film and video-makers, radio producers, and critics of national reputation for stays of different durations for the purpose of instructing, influencing and stimulating a variety of audiences while practicing their professions.
- *** 11/1/77 NATIONAL SCIENCE FOUNDATION - MATHEMATICAL AND COMPUTER SCIENCES. For more information, contact: Dr. William Pell, Mathematical Sciences Section (202/632-7377); Mr. Kent Curtis, Computer Sciences Section (202/632-7346) - NSF, Washington, DC, 20550.
- * 11/1/77 AMERICAN COUNCIL OF LEARNED SOCIETIES - RESEARCH FELLOWSHIPS FOR RECENT RECIPIENTS OF THE PH.D. These fellowships provide funds in support of humanistic research. Recipients must devote a minimum of one semester (or 4½ months) to uninterrupted full-time research. The program is limited to scholars whose Ph.D. degrees were awarded in the calendar years 1975 and 1976.
- * 11/1/77 AMERICAN COUNCIL OF LEARNED SOCIETIES - TRAVEL GRANTS FOR HUMANISTS/ INTERNATIONAL MEETING ABROAD. The ACLS offers travel grants to scholars in the humanities, including cultural anthropologists, to participate in international scholarly congresses and research conferences held outside the U.S., Canada, and Mexico. Social scientists and legal scholars are eligible only if they specialize in the history or philosophy of their disciplines and if the meeting they wish to attend is so oriented.
- * 11/1/77 INSTITUTE FOR INTERNATIONAL EDUCATION. IIE has announced its 1978-79 competition of grants for graduate study/research abroad in academic fields and for professional training in creative and performing arts. Approximately 550 awards to 50 countries will be available for the 1978-79 academic year.
- ** 11/1/77 NATIONAL SCIENCE FOUNDATION - BERGMANN SCIENCE RESEARCH GRANTS. Scientists who have completed Ph.D.'s within the past five years are eligible to apply for these grants. Support will be for a two-year period of research conducted in Israel in cooperation with Israeli scientists. Fields for research are agriculture, health sciences, natural sciences, science services or technologies of broad interest to both countries. Awards will be made by April 1, 1978.
- * 11/4/77 NATIONAL SCIENCE FOUNDATION - STUDENT ORIGINATED STUDIES. Designed to provide teams of students with experience in independent, self-directed study in which they initiate, plan and direct their own research activities with minimal supervision. Each project is problem-oriented and seeks an understanding of and possible solutions to a local problem that has immediate relevance to society.
- * 11/4/77 U. S. OFFICE OF EDUCATION - FULBRIGHT HAYS. Under FY 1978, 90 fellowships will be available for faculty research abroad, 125 fellowships for doctoral dissertation research abroad, 45 grants for group projects abroad, and 25 grants for foreign curriculum consultants projects.
- ** 11/7/77 NATIONAL ENDOWMENT FOR THE HUMANITIES - FELLOWSHIPS IN RESIDENCE FOR COLLEGE TEACHERS. These fellowships are intended for teachers who are concerned primarily with increasing their knowledge and understanding of subjects they teach in order to improve their teaching. Fellows participate in a seminar directed by a distinguished scholar and undertake personal programs of study and research, of their own choosing, over and beyond the work for the seminar.
- * 11/7/77 NATIONAL SCIENCE FOUNDATION - HANDICAPPED IN SCIENCE. NSF recently announced this program for projects dealing with problems of the physically handicapped

in becoming scientists. Four types of projects will be supported during FY 1978, including conferences, workshops, studies, and science training models that directly involve groups of handicapped students.

- * 11/8/77 U. S. OFFICE OF EDUCATION - STUDENT RESEARCH PROGRAM. To support student research related to education of the handicapped.
- * 11/9/77 U. S. OFFICE OF EDUCATION - EARLY EDUCATION. Approximately 70 new awards will be made for three-year demonstration projects under the Handicapped Children's Early Education Program.
- ** 11/15/77 NATIONAL SCIENCE FOUNDATION - SOCIAL SCIENCES PROPOSALS. This program deadline is for projects requiring funding commencing in June or July, 1978.
- * 11/15/77 NATIONAL ENDOWMENT FOR THE HUMANITIES - EDUCATIONAL PILOT GRANTS. Support is offered to design, test, and implement long-range programs to strengthen humanities curricula at individual colleges and universities.
- * 11/15/77 NATIONAL ENDOWMENT FOR THE ARTS - INSTRUCTION AND TRAINING/EXPANSION ARTS. Matching grants to operate community arts projects that specialize in professionally led workshops and classes on a regular basis thereby providing opportunities for creative participation on all levels. A high standard of artistic achievement, evidence of community financial support, and substantial community participation are major considerations in the review of applications.
- * 11/15/77 NATIONAL ENDOWMENT FOR THE ARTS - ARTS EXPOSURE/EXPANSION ARTS. Matching grants to community-based arts organizations engaged in activities that provide public presentations (i.e., performances, exhibits, festivals) and that are enhanced by preparatory and follow-up workshops for participants. Many of these projects serve people usually denied access to cultural events due to geographic, economic, or physical restraints.
- * 11/15/77 NATIONAL SCIENCE FOUNDATION - ENGINEERING RESEARCH INITIATION GRANTS. This year the program is open to eligible assistant professors and associate professors of undergraduate and graduate engineering institutions. Grants, awarded on a competitive basis, are to be used for the initiation of theoretical and/or experimental research projects in any area normally supported in the Division of Engineering and the Metallurgy and Materials Section of the Division of Materials Research.
- * 11/15/77 AMERICAN COUNCIL OF LEARNED SOCIETIES - STUDY FELLOWSHIPS. Designed to assist young scholars in the humanities to enlarge their range of knowledge by study inside or outside the humanities in disciplines other than their present specialization which normally employ a different methodology. Social and natural scientists who wish to study a humanistic discipline are also invited to apply.
- ** 11/15/77 NATIONAL ENDOWMENT FOR THE HUMANITIES - RESEARCH MATERIALS PROGRAM. Two types of grants are offered: (a) *RESEARCH TOOLS* supports production of basic reference works for humanistic research; (b) *EDITING* supports making historical and literary papers/works more available for scholarly purposes.

* Guidelines and/or application forms are available in the Research Development Office, 317 Administration, 546-2982.

** Information requested by RD Office and should be available soon.

*** Contact agency directly.