

cal poly report



CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO, CALIFORNIA 93407

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The Details

TRUSTEES' BUDGET



The 1977-78 budget request of the Trustees of the California State University and Colleges to Governor Edmund G. Brown Jr. and the Legislature includes a request of \$44.4 million, including \$38.4 million in state funds, \$1.1 million, from self-supporting reimbursed activities, \$2.9 million in general reimbursements, and \$2 million in federal financial aid, for Cal Poly. The proposed budget for the system, which was approved during an Oct. 28 meeting of the Trustees in Long Beach, totals \$664.5 million in state support.

James R. Landreth (Director of Business Affairs) said the requested state appropriation for the university is \$1.6 million (4.5 per cent) more than the amount currently budgeted for university operations for the 1976-77 fiscal year. The systemwide request is up \$50.7 million, or nearly 8.3 per cent, from the current year's budget. Landreth said the increase primarily reflects price increases due to inflation, increases in staff benefit rates, and cost of salary step increases for current employees.

The Trustees' 1977-78 budget request for Cal Poly is based on a projected enrollment of 13,800 academic year annual average FTE students plus an additional 1,300 equated FTE students for the summer quarter. In addition, the CSUC Chancellor's office is considering a university request to adjust the 13,800 academic year FTE enrollment figure to 14,200 FTE. The 14,200 FTE would be the same enrollment figure which the campus is projected to actually experience in 1976-77 and did experience in 1975-76. Approval of this 400 FTE adjustment would then require a recalculation of the university's 1977-78 budget request as acted upon by the Trustees. Landreth said the requested increase in students is based on current enrollment figures which were not available at the time the university's request for 1977-78 funds was originally prepared.

Included in the systemwide request for 1977-78 are new program funds for improvement of writing skills (\$4 million), off-campus instruction (\$2 million), instructionally related student activities (\$3 million), computer operations (\$1 million), and affirmative action training programs (\$166,872). The Trustees still have to act on a salary and benefits package, which must be completed by Dec. 1, and have already completed a \$42.9 million capital outlay budget request. Included in the \$14.7 million in capital outlay funds requested for Cal Poly are construction of a faculty office building and library, additional equipment for the new architecture building, and workings drawings for rehabilitation of Crandall Gymnasium and Natatorium.

HOME COMING .. SEE PAGE 4

AFFIRMATIVE ACTION POLICY REAFFIRMED



With a memorandum to university personnel dated Oct. 26, President Robert E. Kennedy has reaffirmed the commitment of Cal Poly to the process of Affirmative Action. Also issued at this time to all Campus Administrative Manual holders is Supplement No. 1 to Administrative Bulletin 73-4 which states in part:

"This Supplement restates our commitment to:

Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, age, sex, national origin, veteran status, or handicap.

Base all employment decisions on the principle of furtherance of equal employment opportunity.

Insure by positive action that the promotion process is objectively administered and only valid requirements for promotion are imposed.

Insure that all other personnel actions, including compensation benefits, transfers, layoffs, recalls from layoffs, training education, tuition assistance, and social and recreational programs are administered objectively, without regard to race, color, religion, sex, age, national origin, veteran status, or handicap."

A proposed Affirmative Action Plan which provides additional specific direction for achieving the goals of the Affirmative Action Program of California Polytechnic State University, San Luis Obispo, has been submitted to the U. S. Department of Health, Education, and Welfare for review and approval. The Affirmative Action Program for this campus was established officially on February 3, 1972, and revised July 1, 1973. Copies of the proposed Affirmative Action Plan will be available for review in the offices of school deans, division heads, vice presidents, the dean of students, and the director of personnel relations. Additional copies of the plan are being forwarded to each member of the Affirmative Action Compliance Committee for review and comment.

Kennedy also requested key administrators "to exert their full efforts to insure that affirmative action and equal opportunity are provided to minority groups and women in all phases of our personnel actions. I urge each employee to do the utmost to carry out both the spirit and the letter of our Affirmative Action Program."

ANNUAL AID UNITED GIVERS CAMPAIGN

The annual AID United Givers fund raising drive is underway again this year. Cal Poly staff members not yet contacted by a fellow employee serving as an AID United Givers Campaign Captain may expect to be contacted soon. All employees are encouraged to participate in this annual one-time only authorized campus charitable drive. Inquiries regarding AID United Givers or related matters may be made to Robert M. Negranti (Staff Personnel Officer) Adm. 110, Ext. 2236.

The drive is intended to raise funds for 18 local charitable causes throughout San Luis Obispo County; however, donations to any one or more specific local causes or other charitable causes listed in the AID brochure may be made by completing the appropriate designation form. It is possible to donate to your favorite charity by cash or check through AID United Givers and designate that specific charity. Employees presently on payroll deduction wishing to continue their designation for a specific charity are reminded that a new designation form must be completed each year.

THE DIARY OF ANNE FRANK



Heather A. Kirk, a journalism major, has been chosen to play Anne Frank for the campus production of the Pulitzer Prize winning drama "The Diary of Anne Frank" at Cal Poly. The drama will be presented by the Speech Communication Department at 8 pm on Thursday, Friday, and Saturday (Nov. 11, 12, and 13) in the Cal Poly Theatre.

Miss Kirk will share top billing with Dave Ernst, a graduate from the Speech Communication Department who will play Mr. Frank, and Kim Gulland, a liberal studies major, who will play Mrs. Frank. Ms. Kirk was in "Death of a Salesman" last fall at Cal Poly. She has also played in stage productions of "40 Carots," "The Crucible," and "Play It Again, Sam."

Directed by Michael Malkin (Speech Communication) "The Diary of Anne Frank" is concerned with an adolescent Jewish girl who hid from the Nazis in a garret in Amsterdam during World War II. The play was adapted from Anne's diary by Frances Goodrich and Albert Hackett, who in rare taste have drawn no moral from the shocking conclusion of Anne's brief existence in human society.

Walter Kerr of the New York Herald Tribune said "nearly all the characters are Dutch Jews hiding from Hitler in a dingy and overcrowded garret--doomed to death. However, the precise quality of the play is the quality of glowing ineradicable life." With Ernst as Mr. Frank and Miss Gulland as Mrs. Frank, the supporting cast will not be without its share of stage experience. Ernst appeared in the Cal Poly productions of "Harvey" and "McBett" last year, and Miss Gulland has been in the Santa Maria Theatre productions of "Play It Again, Sam" and "How Green Was My Brownie."

Dr. Malkin noted that "The Diary of Anne Frank" opened in New York on Sept. 15, 1955. Once the reviews were printed, the play jumped into "standing room" only class. It won the New York Drama Critics Circle Award and the Pulitzer Prize, a dual honor bestowed on only six previous plays, and the Antionette Perry Award (the "Tony") as well. Tickets for all three performances of the play will go on sale on Monday (Nov. 1) at Brown's Music Store in downtown San Luis Obispo and University Union Ticket Desk. They will also be available at the theatre box prior to curtain time on performance nights. General admission prices are \$2 for the public and \$1 for students.

HENDEL EDITS FUELS COLLECTION

A collection of papers presented during a Symposium on Alternative Fuel Resources held recently in Santa Maria has been published by Western Periodicals Company of North Hollywood. Titled "Monograph on Alternative Fuel Resources," the book was edited by Frank J. Hendel (Aeronautical Engineering). It includes presentations on such topics as synthetic fuels, gas and coal utilization, pollution consideration in alternate fuels, and alternates to gasoline.

Dr. Hendel said the symposium was sponsored by the American Institute of Aeronautics and Astronautics (AIAA) Vandenberg Section and the AIAA Student Branch at Cal Poly. It attracted 60 speakers and several hundred attendees from across the nation. In addition to three papers by Dr. Hendel, presentations by six other members of the Cal Poly faculty are among 66 papers included in the 470-page volume. They are James G. Andresen, Franklin S. Crane, Charles R. Russell, and William B. Stine (all Mechanical Engineering); Harold M. Cota (Environmental Engineering); and Walter E. Holtz (Head, Environmental Engineering).

ALUMNI HOMECOMING EVENTS PLANNED



Preparations are complete for the exciting series of events for the 75th Anniversary Homecoming this week (Nov. 1-7) at Cal Poly. Scott Kelly and Barbara Kain were selected King and Queen of Diamonds and will officiate as host and hostess for the Homecoming activities. Also honored during the festivities are seven "distinguished alumni" who were selected on the basis of the success of their application of their particular discipline in their working life.

The "distinguished alumni" will attend a banquet in their honor hosted by President Robert E. Kennedy, to be held Friday (Nov. 5) in Pismo Beach. They are Dr. Edwin L. Hobson of Washington, D. C.; George K. Ikenoyama, San Luis Obispo; Lamar Smith, Santa Maria; Jack Pelzer, North Hollywood; Larry Mayhew, Beaverton, Ore.; Linda Gray McArthur, Morro Bay; and Dr. Glenn R. Stewart, Pomona.

Kelly, Miss Kain, and the distinguished alums will be honored at the invitational Diamond Brunch at Vista Grande Restaurant at 11 am on Saturday (Nov. 6). Also planned by the Homecoming Committee of Cal Poly's Associated Students, Inc., which is sponsoring the observance, are a tricycle race, disco dance, rock concert and football game. The Trike Race, sponsored by the ASI Recreations and Tournaments, will be held in the University Union Plaza on Thursday (Nov. 4) at 11 am. The public is invited to this humorous event, and admission is free. There is, however, a \$2 entrance fee for participants in the race.

Captain Buffoon, Radio KSLY's top rock jock, will host the Diamond Disco Dance on Friday (Nov. 5) from 9:30 pm to 1 am in Chumash Auditorium. Admission to the dance will be limited to students, alumni, faculty, and staff of Cal Poly, and their guests over the age of 18. Mustang Stadium will be the site of the Homecoming football game between the Cal Poly Mustangs and United States International University's Westerners. Kick off time is scheduled for 1:30 pm on Saturday (Nov 6). General admission tickets are \$3.50 for adults, \$1.50 for students. Reserved seating is \$5 for adults, \$2.75 for students.

The final event of the 1976 Homecoming will be a concert, to be held in the Physical Education Gymnasium on Saturday (Nov. 6) at 8 pm. Country Joe McDonald (formerly of Country Joe and the Fish) will headline the program. Attendance will be limited to Cal Poly, Cuesta College, and Hancock College students, staff, and faculty. Cal Poly alumni are also invited to attend.

DENNIS FRIEND WEAVING HUNG IN UNION

A colorful weaving by the late Dennis Friend was recently added to the permanent art collection of the Julian A. McPhee University Union. Friend, who along with his wife, Kathy, owned the Morro Bay artshop, Friends of the Loom, was a part-time faculty member of the School of Architecture and Environmental Design, until his sudden death last January.

The weaving, purchased with \$685 donated by students and faculty of the School of Architecture and Environmental Design and friends of the arts from throughout San Luis Obispo County in memory of Friend, was formally presented during a recent meeting of the University Union Board of Governors. Friend, who taught drawing at Cal Poly, was well known as a weaver in the Central Coast area. His weavings are in many private art collections. Friend died after being stricken by anthrax, a rare ailment known also as "the weaver's disease."

STADIUM RENOVATION DRIVE MOVES ON



Over 200 seats have been sold in the fund raising drive to renovate Mustang Stadium according to Harry Henderson, chairman of the seat option sales. While seat option sales have been going well, Henderson urged that current season ticket holders get their pledges in as soon as possible to assure best selection of seat locations. The Mustang Stadium Renovation Project entails the demolition of the old wooden bleachers on the west side of the football field and replacing them with new metal bleachers that will seat 5,200, an increase of nearly 4,000 over current seating. New lighting, restrooms, ticket booths and press box will be included in the project.

Henderson explained that since state money is not available for stadium construction, money is being sought from private donations through a three-phase campaign including a major donors drive, the sale of seat options, and contributions of any size. The new stadium will have approximately 800 chair seats in front of the press box, in the center of the west stands, and Henderson and his committee are selling options on these choice seats.

Henderson said a special display showing progress on the seat option plan has been placed in the lobby of Great Western Savings, Chorro and Pacific Sts., in San Luis Obispo. People are invited to stop in and see chair seats similar to those to be selected for installation in the new bleachers at Mustang Stadium. A chart, showing names of donors in the seat option plan, is also on display. Further information may be obtained by calling Bob Brown, who is coordinating the renovation fund drive, at Ext. 2923.

RITTENHOUSE WILL LEAVE POLY

President Robert E. Kennedy has announced, with regret, his acceptance of the resignation of Eugene A. Rittenhouse (Director, Placement). Mr. Rittenhouse came to Cal Poly in 1949 as a faculty member teaching Economics. From 1951 through 1954 he was an Administrative Assistant in the office of President Julian McPhee, and in 1956 was made Director of the Cal Poly Placement Center. He has continued to serve in that capacity until the present and has also served concurrently in other capacities, including Financial Aid Director. He has been the chairman of the Commencement Committee and a director on the Cal Poly Foundation Board for many years.

After 27 years of service to Cal Poly, Mr. Rittenhouse has resigned effective December 31, to pursue a new career in real estate brokerage in Atascadero. He plans to be active in real estate through the Western States as well as in the local area. Pending appointment of a new director, Richard M. Equinoa will be appointed effective December 10 as Acting Director, Placement. A campus-wide screening committee will be appointed to assist in the selection of a new director for the placement center. The membership of the campus-wide committee and the procedures for the search will be announced in a future issue of Cal Poly Report.

WOMEN'S CLUB WILL HEAR PSYCHIC

The Cal Poly Women's Club will hear Dixie Yeterian, psychic, lecturer and author who will discuss ESP and how "anyone can develop a psychic ability." Her work includes lecturing, teaching and consultant work with law enforcement agencies, psychiatrists and medical doctors. Members and guests are welcome to the program which will be held in the Home Economics Living Room on Tuesday (Nov. 9) at 8 pm.

FACULTY OFFICE BUILDING OUTLOOK GOOD



Planning for construction of a new \$2.7 million faculty office building at Cal Poly is on schedule. E. Douglas Gerard (Executive Dean) reported that the State Public Works Board has approved preliminary plans for the building design and authorized development of working drawings. The project architect, Honnold, Reibsam and Rex Architects of Los Angeles will be notified to commence the working drawings by April 1, 1977.

Funds for the working drawings are provided by \$83,000 acquired by the university through the sale of surplus property located at the intersection of Santa Rosa St. and Foothill Blvd. The parcel of land was sold in 1973 and is presently occupied by a local bank. "Funds derived from selling the surplus property were earmarked for development of projects to relieve the critical shortage of faculty offices," Dean Gerard said. He said that a construction appropriation request requiring approval by the Legislature and Governor is in the Capital Outlay Program for 1977-78. If the project is approved, he expects it to be advertised for bid on or about July 1, 1977.

The 35,000-square-foot project will provide 140 faculty office spaces and should take about 14 months to complete. Construction could begin in September, 1977 with occupancy around December, 1978. "All of these dates are, of course, dependent upon continued support of this project by responsible state agencies and especially by the Governor and Legislature," Dean Gerard said.

SOCIAL SCIENCES COMMITTEE ON DEVELOPMENT SET

A Committee on Relations with Departments has been formed within the Division of Social Sciences, at the suggestion of Warren W. DeLey (Associate Dean, Division of Social Sciences). The purpose of this committee is to explore with other departments possibilities of academic structure and organization. The committee invites a dialogue with interested departments. Contact may be established with Michael J. O'Leary, (Social Sciences), committee chairman, or committee members Barbara E. Cook (Social Sciences), Randal L. Cruikshanks or John Syer (both Political Science). Any proposals emerging from these dialogues will be submitted to the University-wide Ad Hoc Committee on Academic Structure and Organization as soon as they are made ready and agreed upon.

FIRST WEEKENDERS WILL STUDY STRESS

Stress-mapping exercises and stress-relieving techniques will be featured in the second presentation of the 1976-77 First Weekend Series on Sunday (Nov. 7). "Creative Management of Stress," will be the subject of the program at 7:30 pm in University Union 220. Billy W. Mounts (Director of Health Services) will lead off the presentation with a lecture of the physiology of stress. Grant D. Miller, a physician, and Mike A. Looney, a health educator, will discuss individual differences in dealing with stress and invite the audience to practice some stress-relieving techniques. Both are on the staff of the Health Center.

Bernice B. Loughran (Art) who coordinates the First Weekend Series, said the theme for the 1976-77 series is "Quality of Life." Programs during the year will focus on people, rather than environment. Dr. Loughran said the programs are held the first weekend of each month of the academic year except Dec. The informal nature of the programs allows an audience of students and faculty to join with the residents of the Central Coast to enjoy lively discussion on a wide range of topics. The First Weekend Series is sponsored by Cal Poly's School of Communicative Arts and Humanities.

CIRCULATION SEMINAR ON HORIZON

Authorities on newspaper circulation from throughout California will gather at Cal Poly on Friday and Saturday (Apr. 1 and 2) for a detailed discussion of current trends and problems. Now in its fourth year, the Newspaper Circulation Management Seminar will be held in University Union 220. Seminar Chairman Allen Howells of the San Rafael Independent-Journal will open the program with welcoming remarks at 8:45 am Friday.

Sponsored by the Western Newspaper Foundation, the Cal Poly Journalism Department, and the Cal Western Circulation Managers Association, the program will feature discussions led by experts in the field and members of university faculty. Loren Nicholson (Acting Head, Journalism) coordinator for the event, said the program will include such topics and speakers as: "Newspaper Distribution," by Don Lewis, Hickey-Mitchell Company; "Laws Affecting the Circulation Department," by Paul Lee, California Newspaper Youth Foundation; and "Working With the Ad Department for the Mutual Profit," by Howells.

AAUP OFFICERS ELECTED

Maurice L. Wilks (Architecture and Environmental Design) Past President of the Cal Poly Chapter of the American Association of University Professors has announced that the newly elected officers for the Cal Poly Chapter of the AAUP are:

President:	Charles T. Andrews (Business Administration)
Vice President:	Kempton L. Huehn (Mathematics)
Secretary:	Robert L. Hoover (Social Science)
Treasurer:	Jacob Feldman (Architecture and Environmental Design)

MAXIMUM TAXABLE EARNINGS FOR SOCIAL SECURITY

Information has been received from the Board of Administration, Public Employees' Retirement System, advising that the maximum taxable earnings for Social Security purposes for 1977 has been set by the Federal Commissioner of Social Security at \$16,500. The Social Security contribution rate on taxable earnings remains at 5.85% each for employee and the employer.

The maximum amount that a beneficiary can earn and still receive the full Social Security benefits will be increased in 1977 to \$3,000. Those beneficiaries earning more than the exempt amount can still receive full benefits for any month in 1977 in which they do not earn more than \$250. These actions by the Commissioner are taken in accordance with the annual "escalator" provision added to the Federal law in 1973, which also enabled a 6.4% increase in Social Security benefits in June, 1976.

VETERANS TO HOLD EMPLOYMENT SEMINAR

All San Luis Obispo and northern Santa Barbara County veterans, particularly Vietnam era and recently separated, are urged to attend a free two-hour veterans employment seminar program, presented by the National Alliance of Businessmen in conjunction with the Cal Poly Veterans Office. The panel presentation will be conducted Tuesday (Nov. 9) from 12 noon to 2 pm in University Union 204. Participants will include E. G. Wallenbrock, President of Seven-Up Bottling Company and representatives from the State Employment Office, County Veterans Service Office, Small Business Administration, Cal Poly Placement Office and Veterans Administration. Veterans are urged to make reservations with Jim McBay at the Cal Poly Vet Office at Ext. 2805.

WHO...WHAT...WHEN...WHERE???

John L. Merriam (Agricultural Engineering) recently gave a talk to the Water Advisory Committee to the San Luis County Board of Supervisors and to a number of visitors. The subject was water conservation utilizing small dams and reservoirs built by farmers to augment their water supply by retaining flood water runoff.

Michael R. Malkin (Speech Communication) wrote and directed a sound film strip titled "Punch and Judy: The History of a Popular Entertainment" which was produced by Communication Media Productions. Dr. Malkin's filmstrip will be exhibited by the Pratt Institute Gallery in Brooklyn, Oct. 27-Nov. 19, and at the Pratt/Phoenix Gallery in New York City Dec. 3-Jan. 7.

John R. Lindvall (Business Administration) presented a paper titled "Investment Banker Efficiency and Their Interest Rate Expectations," at the Financial Management Association meeting in Montreal, Canada, Oct. 13-16.

Clarissa Hewitt (Art Department) crafted a bronze, sterling, and ivory container which was selected for exhibition in "Designer-Craftsman, 1976" a national juried competition held at the Richmond Art Center, Civic Center Plaza, Richmond, CA from Oct. 21, through Nov. 28.

Dwayne G. Head, William R. Hicks, and James M. Quinn (all Men's Physical Education) attended the Conference of Western College of Physical Education Association for Men, in Reno on Oct. 21 and 22.

SWINE FLU VACCINATIONS AVAILABLE

Students, faculty, and staff of Cal Poly will have an opportunity to be vaccinated against swine flu during a free clinic to be held on the north lawn of the Student Health Center from 9 am to 4 pm on Tuesday (Nov. 9). Thomas A. Collins (Physician, Health Center) said the monovalant or New Jersey type A vaccine, would be available to those people who are in reasonably good health. He said elderly people or those who have some chronic illness would be asked to contact the County Health Department or their personal physician and take the bivalent vaccine.

Dr. Collins, who holds credentials as a public health physician emphasized the importance of the vaccination program. "History indicates that unless we get a jump on this virus, there is a high likelihood that swine flu will be a problem in the U.S. over the next several months. Along with the majority of medical people in the nation, we believe this vaccination program is important to the good health of our campus community. We believe everyone in good health should participate."

While emphasizing that all faculty, staff, and students who show up at the clinic will be accommodated regardless of the time, Dr. Collins said a time schedule will be used in an effort to even out the work load. He asked those whose names begin with the letters "A" through "D" to come between 9 am and 10:30 am; "E" through "J" to come between 10:30 am and 12:30 pm; "K" through "Q" to come between 12:30 pm and 2:30 pm; and "R" through "Z" to come between 2:30 pm and 4 pm. Vaccine for the campus clinic is being supplied by the federal government through the San Luis Obispo County Health Department.

VETERAN'S DAY HOLIDAY INFORMATION

The holiday known variously as Veteran's Day and Armistice Day will be celebrated this year on Thursday (Nov. 11). This will be an academic holiday, with the university closed except for emergency services. Because of Veteran's Day, Cal Poly Report will be published on Wednesday (Nov. 10). The deadline for copy to be included in that issue will be noon on Monday (Nov. 8).

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. This university 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. The positions are:

Clerical Assistant II-A, (\$673-\$804/month), Admissions & Records, Student Affairs Division. Duties: working with student records in University Records and Admissions Offices. Processing applications, preparation of grades, and assisting with registration, etc. Requirements: high school graduate, 1 year of clerical experience, typing 45 wpm, and must have taken the General Clerical Test. Closing date: 11/11/76.

Clerical Assistant II-A, (\$673-\$804/month), Financial Aid, Student Affairs Division. Duties: receive, direct, and refer student inquiries by in-person contacts and by telephone; processing emergency loan applications; processing and distributing mail; general typing of forms, letters and reports; and other various clerical duties. Requirements: high school graduate, 1 year of clerical experience, typing 45 wpm, and must have taken the General Clerical Test. Closing date: 11/11/76.

Clerical Assistant II-A, (\$673-\$804/month), Computer Center, Administrative Affairs. Duties: general clerical duties including typing of correspondence, some filing and answering of telephone. Also to include duties peculiar to the Computer Center such as issuing of account numbers and editing and typing of computer documentation. Requirements: high school graduate, 1 year of clerical experience, typing 45 wpm, and must have taken the General Clerical Test. Closing date: 11/18/76.

Clerical Assistant II-B, (\$719-\$859/month), Educational Opportunity Program, Student Affairs Division. Duties: process applications for incoming EOP students; take dictation and transcribe; maintain appointments for counselors; distribute mail; and various other clerical functions. Requirements: high school graduate, 1 year of clerical experience, typing 45 wpm, shorthand 90 wpm, and must have taken the General Clerical Test. Closing date: 11/18/76.

Data Control Clerk, (\$745-\$891/month), Computer Center, Administrative Affairs Division. Duties: maintain computer production records and documents, prepare output for distribution, set up job control language for submission of job, and operate some peripheral equipment in Computer Center. Requirements: 2 years experience in clerical work involved with data processing equipment. Computer science course work may be substituted for 6 months of required experience. Closing date: 11/18/76.

Student Affairs Trainee, (\$466-\$510/month), Learning Assistance Center, Student Affairs Division. Half-time. Assisting with the execution of LAC programs, assisting in training student facilitators in study skills areas, and familiarity with program evaluation, research and grants. Requirements: Baccalaureate degree required, preferably in Behavioral Sciences or Education. Masters desirable, especially if in Counseling Psychology or Reading. Position available approximately 12/1/76. Closing date: 11/18/76.

Typewritten copy intended for the next issue of Cal Poly Report must be received prior to 12 noon on Monday (Nov. 8) in the Public Affairs Office, Adm. 125. Copy intended for Cal Poly Dateline is due in the Public Affairs Office by 12 noon on Wednesday (Nov. 10).

CANDIDATES FOR FACULTY POSITION BEING SOUGHT

Candidates for a position on the faculty of the university are presently being sought, according to Donald L. Shelton (Director, Personnel Relations). Those interested in learning more about the position are invited to contact the appropriate dean or department head. This university 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. Following is a description of the available position:

Department Head, (\$22,620-\$30,024/year), Chemistry Department, School of Science and Mathematics. Candidates must possess the Ph.D. degree in chemistry and have experience in college level teaching. Administrative experience desirable. Effective August 1, 1977. For further information, contact Dr. Max T. Wills, Search Committee Chair, Chemistry Department. Closing date: 2/1/77.

Lecturer, (\$10,344-\$16,320/year, 2 part-time positions based on full-time annual salary), winter quarter only, and possibly spring quarter, 1977. Women's Physical Education Department, School of Human Development and Education. Duties include instructing in physical education activity and/or professional courses including recreational dance, tennis, jogging, figure control, aqua calisthenics, and swimming. Position also includes coaching the women's intercollegiate softball team. Bachelor's degree required, prefer doctorate or master's degree. Closing date: 11/15/76.

Assistants, (\$10,344-\$11,316/year - salary quoted is for full-time and will be adjusted according to assignment), Biological Science Department, School of Science & Mathematics. Part-time. Laboratories for which instructors may be needed are Bact 221, Bio 128, Bot 121, Bot 122, Bot 123, Zoo 132, and Zoo 237. Applicants should possess at least a B.S. degree in Biology or related discipline. Applicants currently enrolled in department's graduate program preferred. Applications will be accepted through 11/10/76. Positions available Winter Quarter, 1977. Application forms may be obtained from the office of John K. Hampton, Jr, Science North 219.

EXPANDED SERVICES AT DUPLICATION CENTER

Fred C. Kelley (Supervisor, Duplication Center) has prepared an information sheet indicating the expanded services which the campus duplication center is capable of providing. This sheet, which also includes information about preparation of materials to be duplicated, as well as hints designed to make better services possible, is included as an attachment to this issue of Cal Poly Report. A limited number of extra copies may be obtained for secretarial information books and other such uses by calling Kelley at ext. 2195.

BICENTENNIAL TIME-LINE

In California, Father Junipero Serra returns to the site of Mission San Juan Capistrano and reestablishes it. The mission had been closed because of an Indian uprising.

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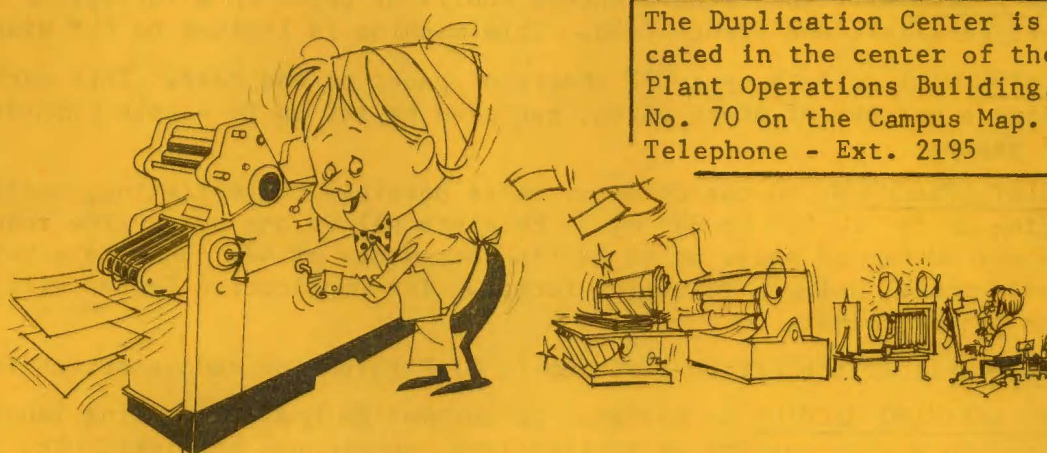
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INK COLOR USED is usually black. Ink in a variety of colors are available on special request, on a limited basis. A minimum of two weeks is required to schedule a color run. Contact the Duplication Center for details.

THE RAPID COPY SYSTEM (OFFSET) is used for all short-run reproduction. Original copy or artwork for this system must be on 20 pound bond paper (white). The machine has a reduction capability of 4%, 25%, or 35% as well as full-size. Copies may be made on paper in all stocked colors of 8½" by 11" or 8½" by 14" size. The image area is limited, however, to 13". "While-you-wait" service is usually available on jobs of less than 200 copies, which require no further processing.

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PROCESS CAMERA SYSTEM (OFFSET) is used for long run reproduction, or runs requiring special features. Capable of reproducing photographs by the halftone process, this method is relatively expensive and time-consuming, and is used when another process cannot give the proper results. The process is also used for jobs which will be repeated without change. The machine has an enlargement capability of up to 300% in all increments, and can reduce up to 30%. The maximum original size is 18" by 24". Contact the Duplication Center for advice, when use of this process is contemplated. Two weeks lead time is desired.

THE PAPER CUTTER will cut paper with maximum dimensions of 26½" by 45½" and is designed for paper only, not cardboard, plastic, etc.

THE PAPER DRILL will drill standard binder holes through a maximum of 2" of paper stock. This machine is limited to paper only, and multiple holes may be drilled.

THE PAPER FOLDER will fold single sheets (only) of paper in a variety of folds, including accordion, parallel, and French fold. This machine is limited to 8½" wide stock.

THE COLLATOR will collate up to 27 sheets of paper on one pass. This machine, capable of handling a variety of stock sizes, can also be set up to staple (once or twice) the collated paper.

THE BOOKLET ATTACHMENT to the collator makes possible the collating, saddle-stitching, and folding of 8½" by 5½" or 8½" by 7" booklets all in one pass. The resultant booklets may have any number of pages up to 54 (in increments of 4). This is a very attractive way to save money, using a reduction format. The Duplication Center will be happy to advise on proper format.

THE STITCHER will stitch either flat (up to 3/4" thick) or saddle stitch for booklets.

THE LABEL AFFIXING MACHINE is designed to automatically affix mailing labels generated by computer to a wide variety of publications, envelopes, booklets, etc. Please contact the Duplication Center for detailed information about this process.

REMEMBER

1. - All originals should be camera-ready with good dark print and lines. An electric typewriter with a carbon ribbon gives best results.
2. - All signatures, sketches, and line art should be in black ink. Blue ink, in particular, will not reproduce well. Neither will pencil.
3. - Jobs to be printed on letterhead stationery should be typed on plain white paper. Use a sheet of letterhead as a backing sheet to determine working area. Duplication Center will provide letterhead paper.
4. - Memos, conversely, should be typed on memo paper.
5. - Maximum printing area on any job is 8½" by 13".
6. - The minimum number of copies is 15. It has been determined that the cost break point between dry copier (Xerox, Dennison, etc.) reproduction, and offset printing at the Duplication Center is at 15 copies.
7. - Collating, stapling, folding, and other post-printing processing takes additional time. Please plan for that extra time.
8. - A written release must be obtained from the copyright holder before copyrighted material may be reproduced.
9. - All printed material intended for distribution to off-campus people or addresses must have prior approval from the Public Affairs office.
- 10.- Duplication request forms must be completely filled out.
- 11.- Work is picked up and delivered by Mail Center personnel, not by the Duplication Center.
- 12.- The Duplication Center serves 110 departments, with approximately 1800 faculty and staff members. The average monthly number of impressions (printed pieces) is over 1,400,000. Service "while-you-wait" is usually available for short runs, but cannot be guaranteed. Plan ahead, especially when approaching a new quarter.

PLAN AHEAD PLEASE

encouraging notes

November 4, 1976

NSF - WATERMAN AWARD FOR SCIENTIST, ENGINEER OR MATHEMATICIAN. Nominations for the second annual Alan T. Waterman Award must be submitted to National Science Foundation by *December 31, 1976*. The award provides up to \$50,000 a year for three years of research or advanced study to an outstanding young scientist, engineer or mathematician.

For guidelines, contact: Mrs. Lois Hamaty, Office of Planning and Resources Management, NSF, Washington, DC, 20550. Telephone: 202/632-5911

* * *

USOE ETHNIC HERITAGE. The Ethnic Heritage Program's priorities for 1976-77 are: (1) The development of curriculum materials that highlight the history, geography, economics, literature, and general culture of the ethnic group or groups with which the proposed program is concerned; (2) the dissemination of curriculum materials to permit their use by appropriate educational institutions across the nation; and (3) providing training opportunities to use curriculum materials developed under this title. This year, priority area 3 (training) becomes top priority. Projects that focus upon training may include preparation of teacher manuals or guides in ethnic studies, revision of teacher education programs, or such new activity as workshops, courses, institutes, and classroom demonstration methods and materials.

Further information and applications available in Administration 317.
DEADLINE: December 17, 1976.

* * *

MABELLE MC LEOD LEWIS MEMORIAL FUND. The present purpose of the Trustees of the Fund is to aid study and research in the humanities (e.g., literature, history, philosophy). Awards will be made by the Trustees upon recommendation of a Nominating Committee. Applicants may be advanced graduate students well into the PhD dissertation, nontenured faculty members or post-doctoral scholars.

Copies of the application form may be obtained from the Mabelle McLeod Lewis Memorial Fund, Box 3730, Stanford, California, 94305. *DEADLINE: January 15, 1976.*

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NAB - GRANTS FOR RESEARCH IN BROADCASTING. This program was established by the National Association of Broadcasters to stimulate interest in research as it relates to the many aspects of broadcasting. It is intended primarily to encourage qualified personnel to enter this field and facilitate their training, as well as to assist individuals already working in the area. A secondary purpose is to expand existing knowledge of the role and function of broadcasting.

Proposals must be received no later than *January 1, 1977.*

* * *

USOE - LEARNING DISABILITY CENTERS. Applications must be received by the Office of Education on or before *December 9, 1976*, for its Model Demonstration Centers for Children with Specific Learning Disabilities Program.

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RESEARCH DEVELOPMENT • ADMINISTRATION 317 • TELEPHONE 546-2982
CALIFORNIA POLYTECHNIC STATE UNIVERSITY • SAN LUIS OBISPO, CALIFORNIA 93407

THE S&H FOUNDATION LECTURESHIP PROGRAM, 1977-78. The Lectureship Program focuses on fields of public affairs and social science, broadly defined. It has a dual purpose: first, to enrich established curricula by bringing scholarly and public experts into direct contact with faculties and students; second, to extend the influence of the sponsoring school into the nearby community by the presentation of at least one public lecture by each distinguished visitor.

All written proposals will be given full consideration, providing they are received no later than *February 15, 1977*.

Inquiries and proposals should be directed to: Richard Schlatter, Director S&H Lectureship Program, Box 315, Neshanic, New Jersey, 08853.

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GRAHAM FOUNDATION FOR ADVANCED STUDIES IN THE FINE ARTS. The purpose of this program is to provide grants in contemporary architecture, for planning, for the solution of urban problems, and for art, when it bears direct relationship to architectural situations. The program includes associated interest with major museums, with universities at the level of graduate studies for programs concerning the urban environment, seminars, lectures, and publications. For further information write: Graham Foundation for Advanced Studies in the Fine Arts, 4 West Burton Place, Chicago, Illinois, 60610. *NO DEADLINES.*

* * *

NSF - COOPERATIVE SCIENCE PROGRAMS IN LATIN AMERICA. The National Science Foundation has established this program to foster and support mutually beneficial scientific and technological cooperation between the United States and Latin America. The present ongoing programs with Argentina, Brazil, and Mexico will become part of this effort. Other countries in Latin America may also be considered. The program encourages collaboration and exchange of information between scientists, engineers, scholars, and institutions of research and higher learning of the United States and the cooperating countries. The program provides financial support for three different types of activities: cooperative research projects, joint seminars, and scientific visits. Similar activities funded from other sources may be incorporated into the program by agreement between the coordinating agencies. *NO DEADLINES.* (NSF 73-16)

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1976 GUIDE TO CALIFORNIA FOUNDATIONS. This Guide is an effort by sponsoring California foundations to disseminate information to the public about philanthropic foundations in California. It is an attempt to improve the efficiency and effectiveness of groups and individuals who are applying for foundation grants. The Guide is available for review in the Research Development Office, Administration 317.

Faculty and staff are reminded that all contacts, both formal and informal, with foundations, for whatever purpose, should be coordinated through the office of Research Development.

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ALEXANDER VON HUMBOLDT FOUNDATION RESEARCH FELLOWSHIPS IN GERMANY. This program affords young researchers (under 40) of foreign nationality (non-German nationals) an opportunity to carry out research projects of their own choice in the Federal Republic of Germany and in West Berlin. Except for the areas of the natural and engineering sciences, a good knowledge of German is required. *NO DEADLINES.* Selections are in March, July and November.

* * *

NATIONAL RESEARCH COUNCIL - POSTDOCTORAL RESEARCH IN FEDERAL LABORATORIES. The NRC Associateship Programs provide opportunities for basic and applied research to post-doctoral and senior postdoctoral scientists and engineers of unusual ability and promise. Fields of interest include: Atmospheric, earth and space sciences; biological, medical, and behavioral sciences; and chemical, engineering, mathematical and physical sciences. DEADLINE: *January 15, 1977.*

* * *

FOUNDATIONS: Private foundations can be a source of funding for a wide variety of purposes, including research. Because most foundations have no deadlines for proposals, they are often not listed in Encouraging Notes. Beginning this week, a brief overview of some of the foundations interested in higher education will be summarized. Further information about each of these is available in the Research Development Office through the Taft Information System, the Guide to California Foundations, and selected foundation annual reports.

PURPOSE

ABELARD FOUNDATION

Traditional interest in projects designed to protect civil rights and liberties, to assist minority groups, to promote equality of opportunity for the rural and urban poor and, more recently, prison-related projects.

BECHTEL FOUNDATION

Broad purposes, with emphasis on grants to organizations related to some aspect of the engineering and construction business.

BELVEDERE SCIENTIFIC FUND

Exclusively scientific and educational purposes.

PETER BERKEY FOUNDATION

General charitable purposes, including the encouragement of art and prevention of cruelty to children or animals.

S. H. COWELL FOUNDATION

Scientific, literary, or educational purposes, or for the prevention of cruelty to children and animals.

CROWN ZELLERBACH FOUNDATION

A program of giving related to health, welfare, rehabilitation, education, science, the arts, youth, the disadvantages and handicapped, public safety, conservation and other endeavors.

CUTTER FOUNDATION

Funds for worthy organizations supporting advancements in education, research, health, welfare and youth activities.

ELDRIDGE FOUNDATION

Betterment of all mankind; to further communication, understanding, improved relationships, health, education, and welfare of disadvantaged; support and foster brotherhood and promote harmony and good will among nations.

MORTIMER FLEISHHACKER

Exclusively for religious, charitable, scientific, literary, or educational purposes, including the encouragement of art and the prevention of cruelty to children.

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DEADLINES

December	1	American Political Science Association Congressional Fellowship Program	Political Science and Journalism
	1	American Council of Learned Societies	Chinese and East Asia Studies
	1	American Council of Learned Societies	Fellowships for Recent PhD's
	1	National Science Foundation	Engineering Research
	1	National Science Foundation	Graduate Fellowships
	1	National Science Foundation	Student-Originated Studies
	1	National Science Foundation	Specialized Research Equip- ment for Biological and Behavioral Sciences
	1	Department of Transportation	University Research
	6	National Science Foundation	National Needs Postdoctoral Fellowships
	10	National Science Foundation	Research Initiation and Support
	15	American Association of University Women	Fellowships for Women
	15	National Science Foundation	SEED Program
	31	National Wildlife Federation	Environmental Conservation
	31	Huntington Library Fellowships	American and English History and Literature
January	1	National Science Foundation	US/Australia Cooperative Science Programs
	1	National Science Foundation	Unsolicited Research Proposals
	2	National Science Foundation	National Needs Graduate Traineeships
	3	National Endowment for the Arts	Museum Program
	7	National Science Foundation	Science Faculty Professional Development Program
	7	National Endowment for the Arts	Dance Program
	7	National Science Foundation	Ethical and Human Values Implications of Science and Technology
	15	Andrew Mellon Postdoctoral Fellowships	Fields: Classics, English, Philosophy, Fine Arts, Music, Modern Languages, History, Sociology, Anthropology, Math, Physics, Biophysics.
	15	National Research Council	Associate Programs
	15	National Endowment for the Arts	Federal-State Partnership
	15	National Endowment for the Arts	Theatre Program
February	1	Mary Isabel Sibley Fellowship	Women interested in Greek studies
	28	National Science Foundation	Japan Cooperative Science Programs