

Staff

Archives

BULLETIN

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KEIF NAMED TO CHAIR FACULTY-STAFF COUNCIL

Rodney G. Keif of the Environmental Engineering Department's faculty heads the slate of officers elected to direct the affairs of the college Faculty-Staff Council during last week's meeting of that group. Named to serve with him during the 1968-69 academic year were David M. Grant of the English and Speech Department, vice chairman, and Billy W. Mounts, college physician, secretary.

Five members of the council's Executive Committee for 1968-69 were also elected during last week's meeting. They were Thomas O. Meyer, Food Processing Department; James Neal, Cal Poly Foundation; Leon F. Osteyee, head of Mechanical Engineering Department; Ronald V. Ratcliffe, Music Department; and Roy E. Anderson, Business Administration Department.

ORGANIZATIONAL CHANGE IN PERSONNEL ADMINISTRATION ANNOUNCED

President Robert E. Kennedy has announced an organizational change now in effect which places the Personnel Office under the administrative vice president and under the general supervision of the director of personnel relations.

It was also announced that the payroll services function will be separated from the Personnel Office and remain the responsibility of the director of business affairs. The payroll operation, the general services of the central steno-clerical office, campus mail distribution, central duplicating office, and the switchboard-information center in the Administration Building, which in the past were under the personnel officer, will remain in the business management area.

Although the payroll and personnel functions will become separate units, the physical location of these two units will not change. Some remodeling of the existing personnel Office will be done to accommodate the new setup.

The new organizational alignment for the personnel function makes it possible to have one Personnel Office for both academic and staff employees. Milton Piuma, staff personnel officer, will continue to work with Larry Voss, director of personnel relations.

To assist in meeting current and developing needs in the staff area, Barry Welchell has been appointed as personnel analyst effective April 29. This position had been vacant since July 1, 1967. Welchell has had several years of personnel experience with the US Department of Labor and is presently completing his thesis for a MS degree in business administration at San Diego State College.

NEW CLERICAL/SECRETARIAL CLASSIFICATIONS ESTABLISHED

Director of Personnel Relations Larry Voss has announced establishment of new classification and qualification standards by the Office of the Chancellor of the California State Colleges for most clerical and secretarial positions. Specifically, these new standards will replace and supersede the present junior, intermediate, and senior clerk; junior intermediate, and senior typist; and Secretary I and II classifications and qualifications.

Establishment of these new classes represents the culmination of an extensive study made by the Office of the Chancellor which significantly updates the standards for most of the clerical and secretarial positions within the state college system. During this period every college was visited by members of the Faculty and Staff Affairs Division of the Chancellor's Office. Not only were the administrative and instructional staffs interviewed, but also individuals representing the various clerical levels within the state college organizational structure were personally contacted in the study.

Copies of the new classifications are available in the Faculty Reading Room of Dexter Memorial Library and in the Personnel Office, Room 110, Administration Building. Those wishing specific standards for a given class may obtain them from the Personnel Office on request.

The four new clerical classes are Clerical Assistant I, II, III, and IV. The first three levels compare generally to the junior, intermediate, and senior levels which they supersede. The Clerical Assistant IV is a new class which was established to increase the opportunity for career progression. The four new secretarial classes are secretary, senior secretary, administrative secretary, and executive secretary. These new classes replace the existing Secretary I and II classifications.

It should be pointed out that the new clerical standards do not replace the standards for the following specialized clerical classes: Accounting Technician II, assistant cashier-clerk, intermediate account clerk, Payroll and Transaction Clerk I and II, senior account clerk, senior cashier-clerk, and Supervising Clerk I and II.

It is the intent of the Personnel Office to review each position affected by the new standards and to make whatever recommendation for reclassification which might appear appropriate on the merits of the findings. Some priority listing will be formulated so that those instances of greatest inequity might receive primary attention. A number of meetings will be scheduled to discuss the new classifications and standards, the approach to be used in conducting a classification study, and to answer any questions.

C S E A FAMILY BARBECUE SCHEDULED FOR CUESTA PARK

Cuesta Park, located near Cal Poly in San Luis Obispo, will be the scene of the annual Family Barbecue for members of the campus chapter of the California State Employees Association Thursday (May 23) evening. Scheduled to begin at 5:30 p.m., it is expected to feature a menu topped by barbecued steak a la Bloom, prepared by Chef Emmett Bloom of the Animal Husbandry Department faculty.

Tickets for the affair are priced at \$1.50 each for adult members of CSEA and their spouses and families, and \$1.00 each for children under 12 years of age. They may be purchased until this (Tuesday, May 21) afternoon from the persons whose names were listed in the May 7 edition of "Staff Bulletin."

YOU CAN FIND A HOME FOR THAT TURTLE

A number of the turtles used in the Poly Royal Carnival turtle races held on campus recently have been released to their natural habitat by turtle fancier Mrs. Don Williams. Many others are being treated for eye ailments caused by their being in captivity and will be released when they are improved. Several have died.

Mrs. Williams is making another plea to people who have the turtles in their homes to call her at 528-1556 if their turtles act sick and refuse to eat. They may be going blind and will need immediate treatment. Mrs. Williams will pick up the turtles--whether sick or well--and give them the necessary treatment and later release them in a private lake where they can live out their natural lives unmolested.

Water turtles are shy and do not adapt to being in captivity. Consequently, they seldom survive without their natural habitat, according to Mrs. Williams whose husband is an artist on the Audio Visual Department staff.

SPRING FLING WILL BE SATURDAY

The Paolini Ranch located near Cayucos will be the site for the Cal Poly Staff Club's annual Spring Fling Saturday (May 25). The traditional day-long outing is for male members of the faculty and staff and is being planned to include gourmet food by campus chefs as well as games and good fellowship. Tickets for the event may be purchased from those persons who were listed in the article on this subject which appeared in last week's issue of "Staff Bulletin." They are priced at \$4.00 per person.

FINAL PRODUCTION OF CAMPUS DRAMA SEASON SCHEDULED THIS WEEKEND

Two one-act comedies guaranteed to leave the viewer knowing he has been "the guest at two lucid moments of truth" will be the final production of the campus drama season. Being produced and staged under the auspices of the English and Speech Department this Thursday, Friday, and Saturday (May 23-25) evenings, they are "The Private Ear" and "The Public Eye." Tickets for all three performances, which are scheduled for 8:30 p.m. in the Theater, are priced at \$1.50 for adults and \$1.00 for students and children. They may be purchased at the Theater box office prior to curtain time. Cal Poly Drama Season Tickets will also be honored.

INFORMATION ON HEALTH SERVICE GRANTS

Clarence A. Sooter, scientist director and community health research consultant for the San Francisco Regional Office of the US Department of Health, Education, and Welfare, will be on campus tomorrow (Wednesday, May 22) to discuss the US Public Health Service Bureau of Health Services applied research and training grant programs with interested members of the college faculty and staff. Those interested in learning more about these programs are invited to meet with Dr. Sooter at 2:00 p.m. in Room 138, Erhart Agriculture Building.

DEADLINE FOR ARTICLES APPEARING IN NEXT WEEK'S STAFF BULLETIN IS FRIDAY NOON

COMING EVENTS -- COMING EVENTS -- COMING EVENTS

Books at High Noon Luncheon -- Tuesday, May 21, 12:00 noon, Staff Dining Room. Paul Jacobs, candidate for the United States Senate on the Peace and Freedom Party ticket, will review his own new book, "Prelude to Riot: A View of Urban America from the Bottom Up," during regular meeting of the luncheon series. Public invited.

Standard Oil Awards Dinner -- Tuesday, May 21, 6:00 p.m., Staff Dining Room. Dinner sponsored by Standard Oil Company of California for the purpose of honoring winners of its various awards and scholarships from Cal Poly and other schools in this region. Hosted by Cal Poly's School of Agriculture. By invitation.

Research and Training Grant Information -- Wednesday, May 22, 2:00 p.m., Room 138, Erhart Agriculture Building. Clarence A. Sooter of the San Francisco Regional Office of the US Department of Health, Education, and Welfare will be available to meet with members of the college faculty interested in information on applied research and training grant programs of the US Public Health Service. Faculty and staff invited.

Cal Poly Women's Club, Newcomers Section -- Wednesday, May 22, 5:00 p.m., Cuesta Park, San Luis Obispo. Picnic for members and their families will be the final meeting of 1967-68 for the section. Members and families invited.

Cal Poly Staff Club Luncheon -- Thursday, May 23, 12:00 noon, Staff Dining Room. George Couper, a retired member of the California Bureau of Agricultural Education staff and the college faculty, will give a talk entitled "As I Remember" during the weekly luncheon meeting of the club. Faculty, staff, and guests invited.

C S E A Family Barbecue -- Thursday, May 23, 5:30 p.m., Cuesta Park, San Luis Obispo. Annual Family Barbecue of the Cal Poly Chapter of the California State Employees Association. Tickets, \$1.50 each for adults, \$1.00 for children under 12 years. Members and their families invited.

Race Car Preparation -- Thursday, May 23, 7:00 p.m., Room E-27, Science Building. Bill Stroppe of Los Angeles will present a program on race car preparation under sponsorship of the Cal Poly Turtles roadster club and the college's Sports Car Club. Public invited.

I E E E Banquet -- Thursday, May 23, 7:00 p.m., Staff Dining Room. Annual banquet of the Cal Poly Chapter of the Institute of Electrical and Electronic Engineers with Robert M. Ward of San Francisco, president of the Western Electrical Manufacturers Association, as guest speaker. By invitation.

Apollo Lunar Landing Program -- Thursday, May 23, 7:30 p.m., Air Conditioning Auditorium. North American Rockwell Corporation executive W. L. Wiltsie will discuss the nation's Apollo Lunar Landing Program during meeting sponsored by the campus chapter of the Society of Automotive Engineers. Public invited.

English and Speech Department Drama -- Thursday, Friday, and Saturday, May 23-25, 8:30 p.m., Theater. Performances of the one-act comedies "The Private Ear" and "The Public Eye" being produced by the English and Speech Department under the direction of J. Murray Smith of that department's faculty. Tickets, \$1.50 for adults, \$1.00 for students, or Cal Poly Drama Season Tickets.

COMING EVENTS (Continued from Page 4)

Foreign Student Banquet -- Friday, May 24, 7:00 p.m., Staff Dining Room. Annual banquet honoring graduating foreign students sponsored by campus People-to-People Club. Tickets, \$3.75.

Cal Poly Staff Club Spring Fling -- Saturday, May 25, all day, Paolini Ranch, Cayucos. Annual Spring Fling for men sponsored by Cal Poly Staff Club featuring fishing, games, and a steak barbecue luncheon. Faculty, staff, and guests invited.

A I A A Banquet -- Saturday, May 25, 7:00 p.m., Staff Dining Room. Guest speaker Tony Le Veir of Burbank, an aircraft test official with Lockheed Corp., will be featured during annual banquet of Cal Poly's chapter of the American Institute of Aeronautics and Astronautics. By invitation.

Mustang Boosters Barbecue -- Sunday, May 26, 12:00 noon to 5:00 p.m., Guesta Park, San Luis Obispo. Family chicken barbecue honoring Head Football Coach Joe Harper and his 1968 Mustang varsity and Wrestling Coach Vaughan Hitchcock and his 1968 NCAA champion team. Tickets, \$1.75 for adults and \$1.00 for children 10 years of age and under. Public invited.

ASI Awards Banquet -- Sunday, May 26, 6:00 p.m., Staff Dining Room. Annual Awards Banquet of the Associated Students, Inc. of Cal Poly for the purpose of honoring students and student organizations that have made outstanding contributions to campus activities. By invitation.

Pi Gamma Mu Banquet -- Monday, May 27, 6:00 p.m., Staff Dining Room. Annual banquet of the Cal Poly Chapter of Pi Gamma Mu national honorary society for students of the social sciences. By invitation.

Cal Poly Women's Club, Walking Section -- Tuesday, May 28, 9:00 a.m., 103 La Entrada, San Luis Obispo. A walk in the Bishop Mountain-Highland Drive area of San Luis Obispo is planned for section members after they meet at the home of Mrs. Loren Nicholson. Members and guests invited.

Books at High Noon Luncheon -- Tuesday, May 28, 12:00 noon, Staff Dining Room. San Luis Obispo attorney Lloyd Sonogni will review Louis Nizer's book, "The Jury Returns," during the regular luncheon program of the series. Public invited.

Computer Application Seminar -- Wednesday, May 29, 5:00 p.m., Air Conditioning Auditorium. The solving of problems through use of computers by architectural designers and structural engineers will be discussed by representatives of International Business Machines Corporation during seminar sponsored by the School of Architecture. Contact D. James Olsten, School of Architecture, 346-2468, for information.

Cal Poly Staff Club Luncheon -- Thursday, May 30, 12:00 noon, Staff Dining Room. President Robert E. Kennedy will be the guest speaker for the weekly luncheon program of the club. Faculty, staff, and guests invited.

Spring Band Concert -- Thursday and Friday, May 30-31, 8:00 p.m., Theater. Annual Spring Concert performances by the 72-piece Symphonic Band under direction of William V. Johnson of the Music Department faculty. Tickets, \$1.25 for adults, \$.75 for students and children.

GRADUATION BANQUET FOR FOREIGN STUDENTS WILL BE FRIDAY EVENING

Eighty-five foreign students who are scheduled to receive degrees from Cal Poly next month will receive certificates of honorary citizenship of the City of San Luis Obispo from Mayor Clell W. Welchell during the sixth annual Graduation Banquet for Foreign Students being planned for 7:00 p.m., Friday (May 24), in the Staff Dining Room. The campus People-to-People Club is sponsor of the traditional event.

Guest speaker for the occasion will be Donald W. Hensel, who recently became associate dean for academic planning after having been a member of Social Sciences Department faculty for seven years. He was head of that department during 1963-64 and 1964-65. Musical entertainment will be provided by a student group and awards to foreign students who have been outstanding scholars and contributors to campus and community international life will also be presented.

Tickets for Friday evening's banquet are priced at \$3.75 each. Members of the college faculty and staff are urged to attend themselves and to sponsor one or more foreign students for an additional \$3.75 per ticket in order that all graduating foreign students may attend as guests. Those interested in obtaining further information about the banquet may do so by contacting Ronald L. Ritschard of the Biological Sciences Department or Mrs. Mary Blaine of the Foreign Student Office.

CAMPUS COMMUNITY INVITED TO MUSTANG BOOSTER CLUB BARBECUE

Everyone is invited to the Cal Poly/Community Chicken Barbecue of the Mustang Booster Club which is being planned for 12:00 noon to 5:00 p.m., Sunday (May 26), at Cuesta Park, San Luis Obispo. Those who attend are promised an opportunity to get acquainted with Cal Poly's new head football coach, Joe Harper, his coaching staff, and members of next fall's varsity team, as well as with Wrestling Coach Vaughan Hitchcock and members of his NCAA national championship team.

Tickets for the barbecue are priced at \$1.75 per person for adults and \$1.00 each for children 10 years of age or under. They may be purchased on campus from Donald M. Coats, associate dean, educational services, Room 310, Administration Building; Roy Gersten, business manager, Associated Students, Inc., Temporary College Union; Charles A. Elston, Room 100, Mathematics and Home Economics Building; and Les Vanoncini, director of alumni affairs, Room 210, Administration Building.

GOLF COMMITTEE SCHEDULES SPRING TOURNEY

The Cal Poly Staff Club's Spring Fling Golf Tournament will be held at the Atascadero Golf Course June 1, according to an announcement from the club's Golf Committee. Starting time will be 10:00 a.m. Emeritus and former members of the college faculty and staff, as well as both men and women who are presently employed on campus, are invited to take part in the event.

Those planning to play in the tourney are invited to either make up their foursomes in advance or to come to the course, where playing groups will be arranged. Prizes, including the Culbertson Trophy for the best net score of the tournament, won last year by Director of Business Affairs Donald S. Nelson, will be awarded.

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P E R S REPRESENTATIVE SLATES CAMPUS VISIT

Louis Larson, a representative of the Public Employees' Retirement System, will be on campus soon for interviews with those who wish to consult on matters related to the retirement system. Anyone wishing an interview with him may make the necessary arrangements by contacting the Personnel Office, Room 110, Administration Building, telephone 546-2236, today (Tuesday, May 21).

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

C. James Olsten, School of Architecture, participated in the Intermediate and Advance Training Conference on Architectural Computer Graphics which took place recently at University of Chicago. Harvard University was sponsor of the four-day event.

James E. Rice, Technical Arts, attended the American Industrial Arts Association's annual convention in Minneapolis recently. He presented a paper titled "New Concepts-What About the Old?" before a session on graphic arts. More than 4,000 persons from throughout the United States and Canada attended the convention.

Mrs. Mary Blaine, foreign student activities adviser, and Glenn Rich, foreign student counselor, attended the National Convention of the National Association for Foreign Student Affairs held in San Francisco recently. The more than 600 persons who took part in the meetings included representatives of a number of foreign nations as well as foreign student advisors and counselors from colleges and universities throughout the US.

E. Ray Houston, Ornamental Horticulture, presented an illustrated discussion of his recent tour of duty in Guatemala before a meeting of the San Luis Obispo Shrine Club, held at the Laguna Village Inn, San Luis Obispo, May 14. He is scheduled to give a similar presentation before the Atascadero Businessmen's Club at noon today (Tuesday, May 21) at the Tux and Capri Restaurant in that community.

Benjamin Polk, School of Architecture, attended the annual conference of the American Society of Planning Officials held May 4-9 in San Francisco.

Ken Karr, Education, is a new member of that department's faculty with responsibilities in teaching and coordination of special projects. Prior to beginning his campus duties in March, he was on the faculty of Colorado State University and worked for the Colorado State Department of Education.

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