

# Staff

# BULLETIN

California State Polytechnic College

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San Luis Obispo

November 26, 1968

## COLLEGE TO ACCEPT 1,200 STUDENTS FROM CURRENT APPLICANTS

A partial thaw of the enrollment freeze declared Oct. 1 will take effect this week, according to an announcement by President Robert E. Kennedy. Dr. Kennedy said applications now on hand will be processed to admit a maximum of 600 new and returning students for the Winter Quarter, and 600 or more for the Spring Quarter, for a combined maximum of 1,200 admissions.

Dr. Kennedy said, "Only through using all available resources for direct teaching expense will we be able to accommodate increased enrollments without reducing our quality of instruction. These measures are taken to meet an emergency situation; they could not be continued without a reduction in level of services. Our staff and administrators, and particularly our faculty, are to be congratulated for their willingness to meet the emergency in this manner. I am deeply appreciative of their wholehearted cooperation."

The 600 admissions each quarter is expected to result in enrollments of 9,379 for winter, 1969, and 9,313 for spring, 1969, compared with 9,711 individuals enrolled during fall, 1968. The figures reflect normal attrition from all causes. In a letter to applicants, Dr. Kennedy stated, "A thorough analysis of the situation has led the faculty and administration to conclude that we can now resume processing applications for both Winter and Spring Quarters. We will be able to admit to most departments all fully qualified students whose applications had been received by Nov. 4."

Reallocation of some faculty positions, including some reserve positions, and use of some non-salary fees will provide support for additional faculty members, graduate assistants, and student assistants to work with additional students.

Reviewing the steps leading to the partial thaw, Dr. Kennedy noted that the faculty was asked for suggestions at the time of the freeze, and that several proposals were reviewed by the school deans and considered by the Academic Council and President's Council. The latter group's final recommendation to the president was then referred back to the faculty via the school deans, and discussed by the president with the Academic Senate Executive Committee.

"The necessity for a decision prior to my presentation of the college's enrollment policy to the chancellor and Board of Trustees during their Nov. 25-26 meeting has precluded my planned discussion of the policy before the Academic Senate on Nov. 26," Dr. Kennedy stated. "However, I am now confident that the academic senators understand the problem and concur with the policy."



#### REVISION IN WINTER REGISTRATION SCHEDULE ENDORSED BY PRESIDENT KENNEDY

A recommendation by the Associated Students, Inc., and the campus President's Council that start of registration for Winter Quarter classes be delayed to allow students and faculty more time to return to San Luis Obispo after the New Year's Day holiday has been endorsed by President Robert E. Kennedy.

Under the revised schedule, which will be published in the Winter Quarter Class Schedule, start of the registration period will be delayed until 1 p.m. January 2. It had originally been scheduled to open at 9 a.m. that morning. To provide sufficient time for the registration of the student body, the closing time for registration on both Jan. 2 and 3 has been extended so that it will still be possible to complete the regular registration period on those days.

In a related change from the procedure of past years, graduating seniors and continuing students will register first. New or returning students will not register until the afternoon of Jan. 3.

#### DEADLINES AND DATELINES

Faculty and staff parking permits for the Winter Quarter are now available and may be purchased from the state cashier whose office is located in the lower level foyer of the Administration Building. Also available are annual permits priced at \$18 for the Winter and Spring Quarters combined. Enforcement of campus parking regulations will begin Jan. 6, the first day of classes for the new quarter.

Monday (Dec. 2) is payday for the Nov., 1968, pay period. Warrants for that period will be available in the Business Affairs Division Office, Adm-114, all day.

Proposals for degree programs and/or changes in the college's Academic Master Plan are due in the office of appropriate school instructional deans Monday (Dec. 2).

Prescheduling for Winter Quarter classes is scheduled for 11 a.m., Dec. 5. All students planning to register for Winter Quarter classes are expected to take part in departmental meetings to be held in locations that should be announced by individual departments. Students who do not attend these meetings will have missed an administrative appointment. Those who do not have valid reasons for not attending may be sent to the Registrar's Office, Adm-219, to pay a \$2 fee before receiving a registration booklet for the Winter Quarter.

#### COLLEGE TO ACCEPT 1,200 STUDENTS FROM CURRENT APPLICANTS (Continued from Page 1)

Continuation of the freeze could affect the 1969-70 support budget, according to an administrative staff analysis of enrollment alternatives. Director of Institutional Studies Tom Dunigan, noting that each year's support budget is adjusted to reflect the previous year's experience, said the 1969-70 projected enrollment of 10,260 FTE (10,800 individuals) will continue to be a reasonable projection, reflecting enrollment data to result from the partial thaw on admissions. "Critical areas of future support, such as additional classrooms and labs, new equipment, and additional faculty offices are among capital outlay needs based on enrollment growth. Substantial increases in these categories are based on substantial enrollment increases."



#### SENATES FUNCTIONAL, COUNCIL DISSOLVED, TRANSITION COMPLETED

The Faculty-Staff Council was formally dissolved at its Nov. 12 meeting as Rodney G. Keif, chairman, noted that both the Academic Senate and the Staff Senate are now operational.

In a message to Keif and to Boyd Wettlaufer, chairman of the new Staff Senate, President Robert E. Kennedy stated, "I congratulate you and those who worked with you for so successfully accomplishing the transition from the Faculty-Staff Council to the new Academic and Staff Senates. The calm, skillful manner in which this complex responsibility was carried out reflects credit on all involved. I look forward to continuing the excellent relationship with the new senates and assembly that existed among all elements of the college during the tenure of the Faculty-Staff Council."

The Academic Senate meets the second Tuesday of each month at 3:15 p.m. in the Staff Dining Room while Staff Senate meetings are scheduled for the same location beginning at 3 p.m. on the third Wednesday of each month.

The joint Assembly will convene once annually unless specially called by its Coordinating Committee. That committee, which includes the three elected officers of each senate, will meet monthly at a time and location that has not yet been established.

#### \$164,445 IS LOW BID FOR RELOCATION OF TRACK FACILITIES

Roebbelen Construction Company, Inc., of Sacramento, with a bid of \$164,445, is the apparent low bidder on the relocation of the campus physical education track and related athletic facilities. Work on the project, which will be located south of the Men's Physical Education Building, is expected to begin about Jan. 1.

#### SPEAKERS' ROSTER IS BEING COMPILED

As a community service, Cal Poly is preparing a roster of faculty and staff members who are available to speak to off-campus organizations. Organizations will be invited to make arrangements for programs directly with persons who are listed in the roster. Faculty and staff members who wish to present off-campus programs are encouraged to submit data to be included in the roster to the Office of Information Services, Adm-210. Participation is strictly voluntary.

Completion of the form, which appeared as an attachment to the Nov. 5 Staff Bulletin, will provide the necessary information to enable community organization program chairmen to select speakers who are qualified to present subject matter of interest to their memberships.

The Office of Information Services also frequently has requests from news media for the names of faculty members knowledgeable in specific fields who can help shed light on some of today's fast-breaking news stories. Faculty or staff members who are qualified to provide such information (although they may or may not wish to offer their services as a speaker) may so indicate on the previously mentioned form, which should be returned to the Office of Information Services (Adm-210) by December 10. Additional copies of the information form may be obtained from that office.

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#### NEW PAYROLL SUPERVISOR JOINS CAMPUS STAFF

Richard S. Coles, a former branch manager for the Occidental Life Insurance Company, began his new duties as payroll supervisor and assistant to the accounting officer Nov. 12. In that newly-created position, he will work with Accounting Officer Robert J. Miller and will direct the payroll section. His office will be Adm-110.

A native of the Los Angeles area, the new Business Affairs Division staff member holds California licenses as both a life underwriter and a disability underwriter and is a mutual funds representative under the National Association of Security Dealers. Coles is also a graduate of the two-year-long course in life and health insurance of the Life Underwriting Training Council.

Before his tenure with Occidental Life Insurance Company, Coles was a division manager for Prudential Insurance Company and office manager for Holmes and Narver, Inc., both in Los Angeles. He served in the U.S. Navy during World War II.

#### "OPERATION HANDCLASP" NETS TOYS, CLOTHING FOR SOUTH VIETNAMESE CHILDREN

Two campus organizations conducting the "Operation Handclasp" drive in San Luis Obispo collected 3,000 pounds of clothing, toys, and candy and \$1,200 in cash last Saturday (Nov. 23). The Agricultural Engineering Society and the Home Economics Club joined forces in the U.S. Marine Corps sponsored "Operation Handclasp" after Ken Aoyama, a 1967 agricultural engineering graduate, now stationed in Vietnam, wrote to ask the AES for support.

The cash donations will be used to purchase additional clothing and toys to be added to the shipment which will be carried by a U.S. Navy vessel to Vietnam. The 7th Engineers Battalion, U.S. Marines, will distribute the goods to youngsters in the Ha Thanh area of South Vietnam. Aoyama is a first lieutenant with the battalion.

#### FACULTY INVITED TO TAKE COMPUTER GRAPHICS FIELD TRIP

Members of the Cal Poly faculty are welcome to take part in a field trip on computer graphics which is being arranged by the International Business Machines Company. The tour is being planned for Dec. 9 and will take participants to the Santa Barbara area where they will meet with Gordon Stanley, a researcher in the computer graphics field. Members of the faculty desiring further information are invited to contact James Olsten (546-2468) of the School of Architecture.

#### CUESTA COLLEGE SLATES TALK BY ART HOPPE

Art Hoppe, the popular San Francisco-based newsman, columnist, and political satirist, will be guest lecturer at Cuesta College Dec. 4. His topic will be "Satire and Other Blunt Instruments." His talk will take place in the junior college's auditorium beginning at 8 p.m. Tickets, priced at \$1.00 each, may be purchased at the Community Services Office at Cuesta's Camp San Luis Obispo campus or at the auditorium door the evening of the performance.

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#### REVISED GRIEVANCE PROCEDURES ISSUED

The Board of Trustees of the California State Colleges recently adopted revised grievance procedures for academic personnel in the colleges. These will replace the Interim Grievance Procedures adopted under Chancellor Buell Gallagher in 1961, and will become effective by the beginning of the Spring Quarter, 1969. The revised procedures were developed through joint efforts by the statewide Academic Senate, the chancellor's Council of State College Presidents, and the chancellor's staff. Campus Academic Senates and faculties also participated in their formulation.

Noting that a number of differences exist between Cal Poly's grievance procedures and the newly established procedures, President Robert E. Kennedy has requested the college Academic Senate to study and recommend modifications in the local procedures to bring them into compliance with the statewide procedures.

According to Rodney G. Keif, chairman of the Academic Senate, the Executive Committee has referred the new procedures to the Ad Hoc Personnel Committee with a request that the committee report its recommendations to the Academic Senate at its Jan. 14 meeting. In order to meet the deadline established by the Chancellor's Office, the Academic Senate's recommendations must be in President Kennedy's office by Feb. 1, 1969.

Copies of the revised grievance procedures from the Chancellor's Office are available for review in the Faculty Reading Room of Dexter Memorial Library or in the Personnel Office, Adm-111.

#### BOOTS AND SPURS, POULTRY CLUBS SHARE FARM-CITY WEEK HONORS

The Boots and Spurs and Poultry Clubs are the winners of Farm-City Week window display competition. The displays, entered by 12 departmental clubs of the School of Agriculture, were judged Saturday (Nov. 23).

The displays were judged on the basis of attractiveness, the degree to which they illustrate the theme of Farm-City Week, interdependence of farmer and city dweller, and originality. The winning booth receives a trophy donated by the Cal Poly Chapter, California State Employees Association.

The winning displays are located at the former Montgomery Wards Company store and the Burris Saddlery, both in downtown San Luis Obispo.

#### OPENING ON SUPPORT STAFF LISTED BY PERSONNEL OFFICE

An opening for a clerical assistant stenographer on the support staff of the college has been announced by Milton Piuma (Staff Personnel Officer). Along with other such vacancies previously listed, that position is posted in greater detail on the bulletin board located in the Personnel Office, Adm-111, 546-2236.

Clerical Assistant (Stenography) II, Range B (\$446-\$543). Information Services Office, Administrative Division. Ability to pass the General Clerical Test, type 45 wpm, and take shorthand at 90 wpm required. Performs secretarial, stenographic, and reception activities for publications and public relations staff. Interviews will be conducted from Dec. 2 through 12; position vacant about March 1, 1969.



#### NEW INSURANCE REQUIREMENTS FOR USE OF PRIVATE AUTOS ON COLLEGE BUSINESS

New guidelines for insuring that employees of the State of California conform to public policy regarding use of private automobiles while on state business have been announced by the Business Affairs Division. Included in the directive was an increase in coverage rates to \$15,000 for personal injury or death to one person, \$30,000 for injury or death of two or more persons, and \$5,000 for property damage.

Under the new guidelines, which have been announced by Donald S. Nelson (Director of Business Affairs), department heads are required to obtain certain information and forward it to the Business Affairs Division before authorizing use of a private vehicle on college business.

The resulting information on the name of the insurance company and term and limits of coverage for each auto used will be kept on file; if changes in vehicles and/or insurance occur, new information will have to be forwarded to the Business Affairs Division.

#### TURKEY DAY CONTEST WILL CLOSE SEASON FOR FOOTBALL VARSITY

Thanksgiving Day (Thursday, Nov. 28) will find Head Football Coach Joe Harper and his varsity footballers in Pomona for the final game of their 1968 season. Their opposition for the contest, which is scheduled for a 10 a.m. kickoff, will be the Broncos of Cal Poly, Kellogg-Voorhis. It will be the first game in history between the varsity football teams of the two colleges.

For the Mustang gridders, Thursday's encounter will be an effort to finish their first season under Harper with the best won-lost record in the past ten years for a Cal Poly eleven. A victory would give them a 7-3 record and assure them of a second-place finish in the California Collegiate Athletic Association's final standings. The Cal Poly, Kellogg-Voorhis, team, which lost a 40-9 decision of Humboldt State College last weekend, goes into this week's game with a 0-9 record for 1968.

Other sports activity on campus this week is limited to wrestling as far as home action is concerned. Coach Vaughan Hitchcock's varsity wrestlers host San Jose State College in their first intercollegiate dual match of the 1968-69 season. The defending national champion Mustang grapplers opened their campaign with a 19-11 loss to the all-American student Athletes-in-Action all-star team last week. The Cal Poly-San Jose State match is scheduled for 7:30 p.m. this (Tuesday, Nov. 26) evening in Men's Gymnasium.

#### HOLIDAY HOURS FOR INFORMATION DESK, GENERAL OFFICE

Hours for operation of the Information Desk in the foyer of the Administration Building and the General Office, Adm-109, over the Thanksgiving Holiday have been announced by Mrs. Lucy Schmidt (Supervising Clerk) of the General Office. The Information Desk will be staffed from 9 a.m. to 3 p.m. Friday (Nov. 29) and from 8 a.m. to 12 noon Nov. 30. One person will be on duty for telegram and Xerox service from 8 a.m. to 12 noon Saturday (Nov. 30) in the General Office.

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COMING EVENTS -- COMING EVENTS -- COMING EVENTS

Books at High Noon Luncheon -- Tuesday, Nov. 26, 12 noon, Staff Dining Room. Review of James A. Michener's Iberia: Spanish Travels and Reflections by Willard Pederson. Public invited.

Cal Poly Women's Club Book, Music, and Art Section -- Tuesday, Nov. 26, 7:30 p.m., 533 Couper Dr., San Luis Obispo. Tour of the Vincent Price Exhibit at Cuesta College. Members invited.

Varsity Wrestling -- Tuesday, Nov. 26, 7:30 p.m., Men's Gym. Cal Poly vs. San Jose State College. Tickets, \$1.50 adults, \$.50 students and children.

AAUP-Cal Poly Staff Club Lecture -- Monday, Dec. 2, 8 p.m., Agricultural Engineering Building, Room 123. Panel discussion on Desmond Morris' book The Naked Ape by members of Cal Poly faculty. Public invited.

Cal Poly Women's Club Bridge Section -- Monday, Dec. 2, 8 p.m., Dexter Memorial Library, Room 129. Meeting for beginners and regulars. Members invited.

Books at High Noon Luncheon -- Tuesday, Dec. 3, 12 noon, Staff Dining Room. Program on "The Quintessence of G.B.S.," a program on George Bernard Shaw, presented by Cal Poly students. Public invited.

Cal Poly Women's Club Sewing Section -- Tuesday, Dec. 3, 2 p.m., 213 Albert Dr., San Luis Obispo. Christmas program. Members invited.

Fall Sports Award Banquet -- Tuesday, Dec. 3, 7:30 p.m., Staff Dining Room. Award presentations for fall athletic events, sponsored by Cal Poly's Associated Students, Inc. Tickets, \$5.00 adults, \$3.75 students.

AAUP Luncheon -- Wednesday, Dec. 4, 12 noon, Staff Dining Room. Discussion of "Rights and Freedoms of Students" lead by Dr. James Simmons. Members invited.

CAHPER Basketball Tournament -- Thursday, Dec. 5, through Saturday, Dec. 7, afternoons and evenings, Men's Gym. Tournament among eight San Luis Obispo County and Santa Maria high school teams. Tickets, \$1.00 adults, \$.50 students and children.

Staff Club Luncheon -- Thursday, Dec. 5, 12 noon, Staff Dining Room. Talk titled "The New Look at Avila Beach" by Hal Stroube of Marre Land and Cattle Company. Staff and faculty invited.

Cal Poly Women's Club December Luncheon -- Saturday, Dec. 7, Monday Club, San Luis Obispo. Reservations must be made by Dec. 3. Tickets, \$1.75 members.

Girls High School Tennis Tournament -- Saturday, Dec. 7, 1 p.m., tennis courts near Men's Gym. Tournament among San Luis Unified School District girls' teams. Public invited.

Student Architect Wives Club Fashion Show -- Saturday, Dec. 7, 1:30 p.m., Cigar Factory, San Luis Obispo. Proceeds of luncheon and fashion show benefit student loan fund. Tickets, \$3.50.

Christmas Caroling Party -- Saturday, Dec. 7, 7 p.m., Crandall Gym. Annual Christmas caroling party, sponsored by Cal Poly's Associated Students, Inc. Students, faculty, and staff invited.



### SEVEN GRANTED SPECIAL LEAVES

Special leaves for research or creative activity during the Winter and Spring Quarters of this academic year have been announced by President Robert E. Kennedy for seven members of the Cal Poly faculty.

Three of the leaves, approved for the Winter Quarter, have been granted to the following for studies shown by the titles:

Thomas D. Kay (Intermediate Vocational Instructor), Welding and Metallurgical Engineering Department, "Research of Current Micro-joining Processes."

Wayne E. McMorran (Senior Vocational Instructor), Electronic Engineering Department, "The Development of a Hybrid Computational Facility Using the Univac Athena II Computer and the System Donner BD 40/80 Analog Computer."

John V. Stechman (Senior Vocational Instructor), Animal Husbandry Department, "Basic Characteristics and Management of 100 California Range Plants."

Four Spring Quarter leaves have been granted to the following for studies shown by titles:

Chester O. Bishop (Senior Vocational Instructor), Mechanical Engineering Department, "Research Into Industrial Nuclear Applications for Adaptation to Engineering Instructional Laboratories."

R. C. Carlston (Intermediate Vocational Instructor), Welding and Metallurgical Engineering Department, "Establishment of Corrosion Research Facility and Study of the Role of Environment in Passive Behavior of Stainless Steel."

Laurence H. Carr (Senior Vocational Instructor), Mechanical Engineering Department, "Quality Assurance Procedures Used in the Construction of Nuclear Power Plants."

Donald P. Grant (Lecturer), School of Architecture, "Course Development for Applicants of Operations Research in Architecture."

### "IN LIEU" DAY EXTENDS THANKSGIVING HOLIDAY

Establishment of Friday (Nov. 29) as a college holiday in lieu of Nov. 5 (General Election Day), which was a working day at Cal Poly, has extended the one-day Thanksgiving Holiday for many campus staff employees. Only essential college services will be provided on Friday. Employees who prefer to work on that day can make arrangements with their supervisor to serve as part of a skeleton crew.

### TICKETS FOR THANKSGIVING DAY GRID GAME AVAILABLE ON CAMPUS

Tickets for the Cal Poly, San Luis Obispo-Cal Poly, Kellogg-Voorhis, football game, which is scheduled for 10 a.m. Thanksgiving Day (Thursday, Nov. 28) in Pomona, may be purchased at the Associated Students, Inc., Office in the Temporary College Union Building. Priced at \$1 each for students and \$1.75 each for non-students, they will be available at that location through 12 noon tomorrow (Wednesday, Nov. 27).



#### SPANISH BREAKFAST GROUP MEETINGS CHANGED TO MONDAY, WEDNESDAY MORNINGS

A change in the meeting schedule of the informal Spanish Breakfast Group which meets under the direction of Philip Zarabozo of the Speech Department faculty has been announced. It now meets from 7:30 to 8 a.m. each Monday and Wednesday in the Staff Dining Room, according to Mrs. Allen M. Zollars, publicity chairman for the group.

Mrs. Zollars said everyone on the college faculty and staff is invited to take part in the breakfast gatherings. "If your Spanish is rusty, come in and polish it up. If you're a beginner and need help, we can do that too. If you're so good you don't need either of these, come in and help the rest of us," she concluded.

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

John L. Merriam (Agricultural Engineering) participated in the Irrigation-Drainage Specialty Conference of the American Society of Civil Engineers, which took place in Phoenix, Ariz., Nov. 13-15. He was accompanied by seven agricultural engineering students who were the only students in attendance at the event, which emphasized modernization and automation of irrigation distribution methods.

Jack R. Lewis (Architecture) is author of an article titled "Specification for Window Wall" published in The Specifier recently. The article outlines procedures and a printed copy of the first place award won by Lewis in national competition sponsored by the Construction Specifications Institute, which publishes the magazine. The prize was for his work on the new music building presently being constructed at San Diego State College.

El Rodeo, the yearbook publication of the Associated Students, Inc., is one of 9 such publications among 1,500 across the nation to be awarded a First Class rating in the 1968 competition of the Associated Collegiate Press. Vincent J. Gates (Journalism), who is presently recovering from an illness, was faculty advisor to the book. Students who share recognition for the honor include 1968 Editor-in-Chief John Reynolds, Associate Editor Ermanno Arrizi, and Sports Editor Roger Vincent.

Ernest Brandl (Architecture) addressed a joint meeting of the Las Vegas and Reno, Nev., Chapters of the American Institute of Architects in Reno last Saturday (Nov. 23) evening. Topic for this remarks was "Architectural Education."

#### HOLIDAY SCHEDULE CAUSES CHANGE IN "BULLETIN" COPY DEADLINE

The Thanksgiving Holiday work schedule has caused a revision in the deadline for receipt of material intended for next week's Staff Bulletin. Information for that issue must be received in Adm-210 by 12 noon tomorrow.