Reception Today To Honor Paul Zingg

The administration invites the Cal Poly community to a reception today (Jan. 7) recognizing Provost Paul Zingg for his service to Cal Poly. It will be held from 4 to 6 p.m. in the Grand Lobby of the Christopher Cohan Center. Zingg is leaving Cal Poly to become President at CSU Chico Feb. 1.

Earthquake Damage Reports Sought

The Dec. 22 earthquake which shook the Central Coast was felt at Cal Poly. Facilities staff toured the campus with the CSU engineer assigned to Cal Poly in the wake of the quake and aftershocks. The seismic inspection found very little damage. Some campus buildings received superficial cracking of finishes, a window was broken at the Kennedy Library, and items were shifted from shelves across campus. No asbestos was released in the Administration Building as a result of the quake.

Facilities staff would like to remind employees that anyone whose office or building was damaged by the earthquake or aftershocks should report the damage to the Facilities Work Center, 6-5555.

Facilities staff are asking employees not to touch or clean anything damaged by the quake or aftershocks until it has been assessed and recorded on videotape or photos by Facility Services staff or Facilities Planning & Capital Projects staff.

Campus Administrative Policies Tentatively Updated

The CAP Ad Hoc Editorial Coordination and Review Committee (“CAP Committee”) has resumed its work. Cal Poly is undertaking a comprehensive review of its administrative policies that will result in a new collection of “Campus Administrative Policies” (CAP), published on the Web and in hard copy format. CAP will take the place of the pre-existing Campus Administrative Manual (CAM).

The proposed Campus Administrative Policies were considered this fall by the CAP Committee and have been posted as draft policies on the CAP Web site (http://policy.calpoly.edu/capdraft/draftTOC.htm). A list of Campus Administrative Manual policies that are now retired is also posted on the web site at: http://policy.calpoly.edu/capdraft/CAM%20Retired/CAM%20retired.htm

A hard copy version of all Interim/Final CAP policies and list of retired CAM policies may be viewed in the Reserve Room of the Robert E. Kennedy Library. Questions or comments about these draft policies are invited. They will not have official status as university policies until final legal and administrative review has been completed.
Position Vacancies

STATE The official listing of staff and management vacancies is posted on Cal Poly's online employment system, www.calpolyjobs.org. As a courtesy to on-campus employees, job vacancies are also published in the Cal Poly Report. Positions marked with an asterisk indicate that qualified on-campus applicants in bargaining units 2, 5, 7 and 9 will be given first consideration. To apply, go to www.calpolyjobs.org and complete the online application. Applicants needing computer/internet access and/or assistance may contact Human Resources at ext. 2236 for information on available resources.

FACULTY Candidates are asked to visit our online employment Web site at www.calpolyjobs.org to complete an application and apply for any of the positions shown below. Please submit all requested application materials as attachments to your online application, unless otherwise specified in the ad. Rank and salary are commensurate with qualifications and experience (and time base where applicable), unless otherwise stated.

#100231: Lecturer, Full-Time, academic year position, Physics Department, College of Science & Mathematics (ext. 6-1752) - Review begins Feb. 29; applications received after that date may be considered.

ASSOCIATED STUDENTS INC. is accepting applications for the following position. Complete position descriptions and applications are available at the ASI Business Office, UU 212, 8 a.m.-5 p.m. M-F, or call ext. 5800. All applications must be received by 5 p.m. of the listed closing date.

Administrative Assistant-ASI Student Government, $14.30/hour, full time. Closing date: Friday (Jan. 9).

Time To Nominate Top Student Employees

January 29 is the deadline to nominate a student employee for the university's 2003-2004 Outstanding Student Employee of the Year award. Nominees must have completed or expect to complete at least three months of full-time or six months of part-time employment between June 1, 2003, and May 31, 2004. State, ASI and Foundation student employees are eligible. To print a nomination form, go to www.afd.calpoly.edu/payroll/newsstu.htm or contact Luann McDonald in the Financial Aid office, ext. 6-5885 or lmcdonal@calpoly.edu. Forms are due to McDonald by Jan. 29.

Three Employees Qualify for Leave Donations

Three Cal Poly employees have qualified for personal catastrophic leave, meaning eligible state employees may donate vacation credit and/or sick leave to help them remain in full-pay status during extended absences. Diane VanNoy, an administrative analyst/specialist in Electrical Engineering, Jack Robinett, a custodian in Housing and Business Services, and Angie Vilovski, a custodian in Facility Services are those employees in need. For details on donating leave to VanNoy, contact solicitation coordinator Jeanrie Souza by e-mail or at 6-6320. For details on donating leave to Robinett, contact solicitation coordinator Janice Eto by e-mail or at 6-1566. For details on donating leave to Vilovski, contact solicitation coordinator Edie Griffin-Shaw by e-mail or at 6-5220.

Jan. 10 Memorial for Former Professor Nordquist

Cal Poly Architecture Professor Emeritus Raymond E. Nordquist, 77, passed away Dec. 24 in San Luis Obispo. Services in his honor will be held at 10:30 a.m. Saturday, Jan. 10, at Wheeler-Smith Mortuary Chapel in San Luis Obispo, at 2890 South Higuera St., with inurnment to follow at San Luis Cemetery. Nordquist joined the Cal Poly faculty in 1964 and taught at the university for 27 years, primarily in the Architecture Department, where he is remembered as an outstanding teacher of graphics and design.

California Casualty Rep On Campus Jan. 13, 20

Carinna Funderburk, the new representative for A+ Auto and Home Insurance Plus (managed by California Casualty) will be on campus for two afternoon sessions: Tuesday, January 13 and Tuesday, January 20, from 1 to 5 p.m. in Human Resources, Administration Building, Room 110. Ms. Funderburk will be available to give quotations and information regarding auto and homeowners insurance, as well as some new enhancements to their broad insurance product line such as umbrella insurance, flood insurance and earthquake insurance.

The policies are available through payroll deduction to all CSU employees who are eligible for benefits. Appointments are not necessary and questions will be answered on a first-come, first-served basis. Interested employees may also call California Casualty at (877) 411-3423 or visit their web site at: http://www.calcas.com.