Berkeley writer to read Feb. 3

Berkeley writer James Frey will give a free fiction reading as part of Cal Poly Arts’ WriterSpeak series at 7 pm Friday, Feb. 3, in the Science Building, Room B-5.

Frey is the author of nine published novels, including “The Long Way To Die,” nominated for the Edgar Allan Poe Award by the Mystery Writers of America.

His latest novel, “Winter of the Wolves,” is a Mystery Guild selection.

An award-winning playwright, Frey teaches novel writing through UC Berkeley Extension and is on the staff of the Squaw Valley Writers’ Conference.

Frey will also conduct a fiction writing workshop at Cal Poly, Saturday, Feb. 4. Those interested in attending can register at the reading Friday night. The cost of the workshop is $30.

For more information on the reading or workshop, call Mary Kay Harrington at ext. 2067.

Call for proposals for productivity program

Proposals are being requested for the second phase of the Productivity and Investment Program. The first cycle of this new initiative, which focuses on projects to improve productivity with the goal of not only surviving but thriving with less available resources in the future, resulted in seven proposals being funded for a total of $540,800. Of those seven systemwide, Cal Poly received grants totaling $240,200 for the following three projects: “RESPONSE” Direct Mail Communication System, Mail Center Productivity Improvement Project, and an On-Line Worker’s Compensation System.

The CSU Productivity and Investment Committee is preparing to review and select projects for second phase funding. Proposals related to achieving and/or implementing increased flexibility and autonomy will be strongly considered. In addition, it is expected that there are processes that campuses want to change as a result of the CSU Benchmarking Project involving feasibility studies and the implementation of technology enhancements.

A few key points of the program are that:

• All campus submissions will be considered.
• The primary focus is on proposals for improvements in administrative efficiency and effectiveness resulting in cost reductions and/or increased quality of services.
• Projects that are revenue producing, as well as those that reduce costs, are encouraged.
• The maximum amount to be awarded will be a $200,000 non-recurring award.
• All allocations will be one-time and not an ongoing entitlement to be included in the campus support budget base.
• Funding will be for loans and grants.
• A requirement will be for a follow-up status report at least once a year and a final report at the completion of the project.

All campus proposals will be evaluated for subsequent submission for systemwide competition by the university vice presidents. To allow time for the campus evaluation process, all proposals should be submitted to Frank Lebens, vice president for administration and finance, by Friday, Feb. 10. Additional information regarding the Productivity and Investment Program can be obtained from your respective program managers.

Solicitation of vacation, sick leave

Employees are asked to donate sick leave or vacation credits on behalf of Diane Brown, a custodian in Housing Services.

Because of a medical disability she will be off work for approximately three months.

Donations of either sick leave or vacation credits will help her remain in pay status during her absence. Anyone interested in donating credit should contact Diane Mosher in Housing Services at ext. 1587 for the Catastrophic Leave Donation Form. Eligible state employees can donate up to 16 hours total of sick leave and vacation credit per fiscal year in increments of one hour or more.

Flood victim needs assistance

Jackie Hatch of the College of Business suffered severe losses as a result of the recent floods. Help in cleaning her home and donations of furniture and other items are most welcome. Anyone who can help is urged to call Becky Holt in the College of Business at ext. 1543.
Printing Week celebrated at Cal Poly

The Graphic Communication Department celebrated Printing Week Jan. 18-20 with a seminar series and a banquet.

The seminars, sponsored by the department’s Mat Pica Pi student group, were conducted by industry experts from around the country.

The banquet featured keynote speaker Ray Lawton, president of Lawton Printing Company in Spokane, Wash. Lawton is also president of the Printing Industries of America, the largest professional association in graphic communication.

New student survey on CAPTURE in spring

The CSU CAL-NOW consent decree concerning equal opportunities for women stipulates that a survey be conducted among currently enrolled and prospective undergraduates.

When students call CAPTURE spring quarter, they will be asked if they “have the interest and ability to participate in NCAA athletics,” to which they can respond “yes,” “no” or “prefer not to answer.”

The faculty and staff are asked to help make students aware of this survey and to let them know they will be asked this question one time only.

Statistics provides consulting service

The Statistics Department provides a statistical consulting service to facilitate research design and data analysis in a variety of disciplines.

Roger Smidt, as the main consultant, can help in the design and analysis of faculty, staff and student research projects. Smidt is also available to lead seminars or tutorials on requested topics and offer advice on various computer packages. If some special area concerning statistical inference is of interest to a group, contact Smidt to arrange possible lectures on that subject.

Smidt’s office is in Room 109 in Faculty Offices East. He can be reached at ext. 2001 or messages can be left at ext. 2709.

Walk-in Consulting Hours:
- Mondays......11:10 am - noon
  2:40 - 3:30 pm
- Tuesdays......1:40 - 2:30 pm
- Thursdays....2:40 - 3:30 pm

Appointments can be scheduled by calling during walk-in consulting hours or during office hours for students.

Office Hours for Students
- Mondays......9:10 - 10 am
  1:40 - 2:30 pm
- Tuesdays......2:40 - 3:30 pm
- Thursdays....1:40 - 2:30 pm

New ‘groupware’ product demonstration on Feb. 3

GroupWise, a “groupware” product from Novell, will be demonstrated twice on Friday, Feb. 3, in the Chase Hall training room. The hour-long demo will be at 10 am and again at 2 pm.

The LAN-based product integrates e-mail, scheduling, task management and routing of mail. Whole spreadsheets and word processing documents can be mailed to users as well.

GroupWise has a graphical user interface (can be used with Windows and Macs) and provides a user-friendly alternative to existing campus mail systems.

Information Technology Services is evaluating the software, which runs on PCs, Macs and Unix machines. It also interacts with OfficeVision, Internet mail, and has remote dial-up access.

To reserve space at either demonstration, call the Help Desk at ext. 7000.

Application deadlines set for faculty grants

The deadlines for submitting proposals for the State Faculty Support Grants (SFSG) are approaching.

The SFSG Program supports research, scholarship, and creative activities that help faculty members remain current in their fields and contribute to new knowledge, with the intent of strengthening California socially, culturally, and economically.

The four types of support are:
- Mini-grants of up to $5,000, to be expended during the academic year.
- One- or two-month summer faculty fellowships to initiate, continue, or complete a project of creative scholarship or research.
- Assigned time for research, creative activity, or scholarship.
- A quarter leave at full pay to develop or complete an appropriate activity related to one’s academic discipline.

The deadlines to submit proposals for the 1995-96 academic year awards are:
- Mini-grants, assigned time, quarter leave: March 3.
- One- or two-month summer fellowships: Dec. 1.

Funding for these proposals will be contingent on next year’s budget.

Call the Research and Graduate Programs office at ext. 1508 for guidelines and application forms.

SIS Plus training set for winter quarter

SIS Plus new-user training sessions are set for winter quarter in Chase Hall, Room 104:
- Wednesday, Feb. 22, 9:30 to 11 am.
- Tuesday, Feb. 28, 1:30 to 3 pm.
- Thursday, March 2, 9:20 to 11 am.

To sign up for a class, call Jane Paris at ext. 2723.
Below are the names of individuals holding memberships on campuswide standing committees. (* = Chair) The University Serve and Learn Council (formerly Human Corps Advisory Committee) will be appointed this quarter.

**REPORT**

**Jan. 27, 1995**

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### CAMPUSWIDE STANDING COMMITTEES

**ADMINISTRATIVE ADVISORY COMMITTEE ON COMPUTING**

(Nomination still needed from: ASI President)

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<tr>
<th>Name</th>
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<tr>
<td>Euel W. Kennedy*</td>
<td>Tom Zuur</td>
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<td>Leigh Elfrink</td>
<td>Ilene Rockman</td>
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<td>Margaret Booker</td>
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<td>Edna Chun</td>
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<td>Preston Allen</td>
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<td>Denise Mendonca</td>
<td>Neal Feaver</td>
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**ANIMAL WELFARE COMMITTEE**

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<tr>
<td>Roger Gambis*</td>
<td>Heidi Hamlen</td>
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<td>Dennis Frey</td>
<td>Dale Smith</td>
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<td>Barbara Cook</td>
<td>Sandra Rakestraw</td>
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<td>David Ragsdale</td>
<td>Clifford Stokes</td>
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**ATHLETICS GOVERNING BOARD**

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<tr>
<td>Robert Koob*</td>
<td>Laura Freberg</td>
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<td>Michael Colvin</td>
<td>Paul Murphy</td>
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<td>Matt Schafer</td>
<td>Rodney Blaco</td>
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<td>Jason Koehn</td>
<td>Erica Brown</td>
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<td>Frank Lebens</td>
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<td>Michael Wenzl</td>
<td>John McCutcheon</td>
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<td>Charlie Crabb</td>
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**CAMPUS DINING ADVISORY COMMITTEE**

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<tr>
<td>Nancy Williams*</td>
<td>Joan Cirone</td>
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<td>Dallis Day</td>
<td>Robert Vance</td>
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<td>Ken Barclay</td>
<td>Molly Buchholz</td>
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<td>Jason Brooks</td>
<td>Javier Barajas</td>
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<td>Al Dunton</td>
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**CAMPUS PLANNING COMMITTEE**

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<tr>
<td>Warren Baker*</td>
<td>Robert Koob</td>
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<td>William Boldt</td>
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<td>Joseph Jen</td>
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<td>Robert Kitamura</td>
<td>Vi San Juan</td>
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<td>John Harris</td>
<td>Ed Naretto</td>
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<td>David Vergara</td>
<td>Arnold Jonas</td>
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<td>David Blakely</td>
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**CHILD CARE ADVISORY COMMITTEE**

(Nomination still needed from: ASI President)

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<tr>
<td>Maria Gomez-Juaregui</td>
<td>Kevin Rome</td>
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<td>Marilyn York</td>
<td>Carolyn Stefanco</td>
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<td>Jere Ramsey</td>
<td>Stephanie Allen</td>
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<td>Manette Gomes</td>
<td>Polly Harrigan</td>
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<td>Haila Hailey</td>
<td>Bette Tryon</td>
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**COMMENCEMENT COMMITTEE**

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<tr>
<td>Ken Barclay*</td>
<td>Nancy Wilcher</td>
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<td>Ed Seim</td>
<td>David Brodie</td>
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<td>Gerry Cunico</td>
<td>Ngozi Kamalu</td>
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<td>Robert Hoover</td>
<td>Sonja Glassmeyer</td>
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**COMMENCEMENT SPEAKER SCREENING COMMITTEE**

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<td>George Gowgani</td>
<td>Grant Williams</td>
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<td>Phillip Fanchon</td>
<td>Mark Johnson</td>
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<td>Willi Coleman</td>
<td>Anthony Knable</td>
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<td>Nikki Maddux</td>
<td>Tony Artho</td>
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<td>Ryan Azus</td>
<td>Svetlana Grinberg</td>
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<td>Suzanne Bricker</td>
<td>Kim Shirley</td>
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<td>Ken Barclay*</td>
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**COORDINATING COMMITTEE ON AIDS AND HIV INFECTION**

(Nomination still needed from: Chair, Academic Senate)

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<tr>
<td>Burt Cochran*</td>
<td>Tom Keifer</td>
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<td>Sandy Sidah</td>
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<td>Pat Hosegood-Martin</td>
<td>Suzanne Fritz</td>
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<td>Manette Gomes</td>
<td>Rojean Dominguez</td>
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<td>J. Taylor Pontarelli</td>
<td>Susan Hughes</td>
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**DISABLED STUDENTS ADVISORY COMMITTEE**

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<tr>
<td>Diane Miller</td>
<td>Paul Wolff</td>
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<td>Maria Hale</td>
<td>Sam Crush</td>
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<td>Carlos Garcia</td>
<td>Laura Freberg</td>
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<td>Brad Grant</td>
<td>Harvey Greenwald</td>
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<td>Mary Kay Harrington</td>
<td>Jane Johnson</td>
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<td>Joan Cirone</td>
<td>Mary Lou Brady</td>
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<td>Rex Wolf</td>
<td>Suzanne Fritz</td>
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**EDUCATIONAL EQUITY COMMISSION**

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<tr>
<td>Robert Gish*</td>
<td>Anna McDonald</td>
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<td>Bob Flores</td>
<td>David Dubbink</td>
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<td>Dan Villegas</td>
<td>Reza Pouraghabagher</td>
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<td>Phil Petzer</td>
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<td>Phil Bailey</td>
<td>Armando Pezo-Silva</td>
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<td>Elaine Ramos Doyle</td>
<td>Fernando de Alba</td>
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<td>Eumi Bang-Sprague</td>
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**EL CORRAL BOOKSTORE ADVISORY COMMITTEE**

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<tr>
<td>Court Warren*</td>
<td>Kimi Ikeda</td>
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<td>Neil Moir</td>
<td>Jeanette Locker</td>
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<td>Walt Lambert</td>
<td>Tony Azevedo</td>
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<td>Jason Spaletta</td>
<td>Heather Faucher</td>
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<td>Andrew Larkin</td>
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**EQUAL OPPORTUNITY ADVISORY COUNCIL**

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<tr>
<td>Tom Ruehr</td>
<td>Alice Loh</td>
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<td>Rebecca Ellis</td>
<td>Lois Brady</td>
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<td>Don Ryuji</td>
<td>Maria Ortiz</td>
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<td>Jackie McIntosh</td>
<td>Elaine Ramos Doyle</td>
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<td>Mike Suess</td>
<td>Kimi Ikeda</td>
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<td>Donna Davis</td>
<td>Preston Allen</td>
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<td>Fernando de Alba</td>
<td>Sonja Sweeney</td>
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<td>Anna McDonald</td>
<td>Armando Pezo-Silva</td>
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<td>Carl Wallace</td>
<td>Bob Gish</td>
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... CAMPUSWIDE STANDING COMMITTEES

EXTENDED EDUCATION COMMITTEE
Carol Barnes* Timothy O’Keefe
Richard Zweifel Michael Geringer
Robert Hoover Ron Mussulman
John Rogers Marcia Friedman
Kim Iikeda Kelly Kalcevich

GRADUATE STUDIES COMMITTEE
Susan Opava* Paul Adalian
J. Wyatt Brown Linda Day
Anthony Randazzo Basil Fiorito
Daniel Walsh Myron Hood
Frank Bucquoy George Stanton
Erland Dettloff

INFORMATION RESOURCE MANAGEMENT POLICY AND PLANNING COMMITTEE
(Nomination still needed from: Chair, Academic Senate)
Robert Koob* Charlie Crabb
Frank Lebens Juan Gonzalez
David Walch Euel Kennedy
Joe Grimes Paul Zingg
Walt Bremer Leonard Myers
Paul Wilkins

INSTRUCTIONAL ADVISORY COMMITTEE ON COMPUTING
(Nomination still needed from: Vice President, Academic Affairs)
Doug Genereux John Cotton
Lynn Mosher Doug Smith
Joe Grimes* Kent Morrison
Wayne Montgomery James Huffman
Jonathan Long Tom Zuur
Bob Clover Wes Mueller

INSTRUCTIONALLY RELATED ACTIVITIES ADVISORY COMMITTEE
(Nomination still needed from: Chair, Academic Senate)
Jason Koehn* James Huffman
Ron Gatelum Jason Toves
Charles Crabb Stephan Lamb
Vicki Stover

LANDSCAPE ADVISORY COMMITTEE
Dirk Walters David Keil
Dale Sutliff Brian Aviles
David Hanning Steven Angley
Ed Naretto Paul Wilkins

LIBERAL STUDIES COMMITTEE
(Nomination still needed from: Dean, College of Science and Mathematics)
Robert Cichowski* Howard Drucker
Leonard Wall John Hampsey
Michael Malkia Daniel Krieger
Shannon Couch Pat Acord

PUBLIC SAFETY ADVISORY COMMITTEE
(Nomination still needed from: CSEA, Unit 2)
Joe Risser* David Ragsdale

Cindy Campbell Tom Mitchell
Charlie Crabb Bob Pattee
Dick Tibbetts Sally Blanton
Darlene Slack James Borland
Bill Kellogg Isaac Elimimian
Lori LaVine Mladen Bandov
Amanda Sullivan James Kilmer
Dottie Lambert Sandy Louie
Jerry Silbert Pat Hosegood-Martin
H. Arthur DeKleine

RADIATION SAFETY COMMITTEE
Steve Sherman Richard Strahl
Jim McLaughlin John Goers*
Burt Cochran, MD David Ragsdale

REGISTRATION AND SCHEDULING COMMITTEE
Betty Smith J. Wyatt Brown
Ellen Notermann Artemis Papakyriazis
Calvin Wilvert Art MacCarley
Jim Daly Robert Dignan
Susas Somppi Matthew Schafer
James Huffman James Bagnall
Euel Kennedy Tom Zuur
Debbie Arseneau Elaine Ramos Doyle
Ken Burton

RESOURCE USE COMMITTEE
Richard Kranzdorf Laura Freberg
Mark Berrio Suzanne Fritz
Phil Philbin Rex Wolf
Richard Kravan Jonathan Long
Jackie Groom Jeff Kraus
Ed Naretto

STUDENT AFFAIRS COUNCIL
(Vacancy: Chair, Academic Senate Student Affairs Committee)
Juan Gonzalez* Kevin Rome
Erica Brown Tiffany Smith
Edward Mojica Brad Howard
Marissa Bontolino Michael Hoier
Barbara Anderson Jacqueline Armendarie
Stephanie Young Robyn Cooke
Katie Slack Gus Gonzalez
Ana Garza-Galindo Robert Koob
Barbara Melvin Carolyn Jones

SUBSTANCE ABUSE ADVISORY COMMITTEE
Joan Lund Joan Graham
Jim Aiken Harry Sharp
Carolyn Jones Robert Griffin*
Kelly Wells Daniel Kostalinick
Paul Hyman Victoria Roberts

UNIVERSITY COMMITTEE ON COMMITTEES
Warren J. Baker* Robert Koob
Juan Gonzalez Erica Brown
Jack Wilson Daniel Howard-Greene
Bonnie Krupp
Information update for renting vehicles

Employees who need to rent vehicles for official state travel are reminded to make reservations at least 24 hours in advance with one of the following companies with which the state has contracts:

- Able Rent A Car (CA)
- Alamo Rent A Car (191259)
- Budget Rent A Car (576 00 04515)
- Dollar Rent A Car (ST 0008)
- Enterprise Rent-A-Car/Leasing (CALGOVT)
- National Car Rental System (540321)
- Thrifty Rent-A-Car System (001-0190955)

When reserving a vehicle, be sure to give the corporate discount code shown in parentheses.

Using one of the listed companies ensures the traveler the reduced contract rate and complete insurance coverage. If a car is not available from any of the contract agencies and an employee rents from another company, a justification needs to be included on the Travel Expense Claim form.

Payment for rental cars can be done by either the Department of General Services Blue Charge Card, available in Adm. 116, or the American Express Corporate Card. Applications for the American Express card are available from the Purchasing office, Adm. 128.

If using a personal credit card, have the rental agency note on the contract that the car is being rented for official state business. This will ensure insurance coverage. Because of insurance limitations, vehicles rented for state business should carry only state employees. Also please remember that vehicles rented for official state business cannot be driven for personal use. If a trip extends into personal time, the old contract must be closed out and a new contract written for personal use.

Car rentals for employees with special needs requires a justification if rates are higher than the contracted price.

National Car Rental and Budget Rent A Car are the only vendors honoring contract prices and insurance coverage for out-of-state rentals. Employees may contact any of the other vendors to see if they will honor the contract price and include insurance coverage.

For more information, call John Sullivan at ext. 1717 or Carol Johnston, ext. 5405.

Retirement planning workshop set for March 13

A representative from the Public Employees' Retirement System (PERS) will be in San Luis Obispo Monday, March 13, to conduct Retirement Planning Workshops for PERS members.

Topics will include retirement planning, the retirement process, post-retirement considerations, and the retirement allowance calculation with an emphasis on selecting the best retirement date.

The workshops will be approximately 1 1/2 hours long. Attendance is by reservation only. To reserve space, call the PERS Los Angeles area office at (310) 231-3464 before Thursday, Feb. 17.

‘Van poolers’ entitled to income tax break

Joining the van pool makes “cents.” Employees who ride in one of Cal Poly’s van pools are usually able to deduct part of the cost of their commute on their income tax returns.

Openings are available from Paso Robles, Los Osos, and the Five Cities area.

For more information, call Commuter Services at ext. 6680.

Your name could appear here

Name that publication! The Communications office is looking for a few good names well, one, really well for the new “achievements” newsletter to be published quarterly, beginning at the end of this quarter.

The newsletter will be devoted entirely to faculty and staff members’ professional achievements and will take the place of the Who, What, Where, When section that has appeared in the Cal Poly Report.

Publication dates and deadlines for submittals will be announced in the Cal Poly Report.

Faculty and staff members can mail news of their professional accomplishments to Jo Ann Lloyd, Communications, Heron Hall, or fax them to ext. 6533, or e-mail du539@oasis. Please type and double-space paper copies, and include a phone number in case we have questions. Guidelines will be the same as for the Who, What section of the Cal Poly Report. For a copy of the guidelines, call ext. 1511.

Send suggestions for the new publication’s title to the addresses listed above. Yes, we have no bananas, so we cannot offer a prize to the winner other than the satisfaction of seeing your creation in print and our sincere thanks.

All publications should be reviewed

Departments are reminded that all university publications going off campus (newsletters, brochures, etc.) should be sent to Darlene Slack, director of communications, Heron Hall 205, for review prior to printing and distribution.

Requests for mailing labels also need to be approved. These include requests for labels from either User Support or Advancement Records and Systems. Slack also needs to see the material that will be mailed before she can approve the label requests.

For additional information, or to discuss a proposed publication, contact Slack at ext. 1511.
Deadline approaching for fee waiver

Information and applications are available in Human Resources, Adm. 110, for eligible full- or permanent part-time employees who want to participate in the Fee Waiver Program. Those who take courses under an approved program of career development, or have courses approved as job related, may be eligible to attend Cal Poly classes at greatly reduced fees. Important deadlines for Spring Quarter 1995 are:

**January 27** - Spring Class Schedule available.
**February 3** - SSF forms available. Pay Fees.
**February 8** - CAPTURE registration begins for staff.
**March 9** - Last day to pay fees to avoid $25 late fee.
**April 10** - Last day to submit Fee Waiver forms to Human Resources.

**Begin at 7 am**
Feb. 8 - GRB-HUN 
Feb. 9 - LAO-MCE 
Feb. 10 - OMA-RIC 
Feb. 13 - SMF-VAL 
Feb. 14 - AAA-BOL 
Feb. 15 - COI-ELZ 
Feb. 16 - Previous groups

**Employees registered winter quarter will be sent their SSF/Fee Waiver forms by February 3. Those who are not currently enrolled should contact Joan Lund, Human Resources, ext. 6563, (e-mail du427), for forms.**

**WEDNESDAY, FEBRUARY 1**
**Meeting:** Women’s Council of the State University planning meeting. UU 219, noon.
**Dance Recital:** Orchesis Dance Company will perform. Continue through Saturday, Feb. 4. 2 pm. Also, 8 pm on Feb. 4. Theatre. ($)
**Wrestling:** CSU Fresno, Mott Gym, 7 pm. ($)

**THURSDAY, FEBRUARY 2**
**Baseball:** Cal Lutheran, SLO Stadium, 2:30 pm. ($)

**SATURDAY, FEBRUARY 4**
**Baseball:** Alumni Game, SLO Stadium, 1 pm. ($)
**Women’s Basketball:** CSU Sacramento, Mott Gym, 5 pm. ($)
**Reading:** James Frey (writer) will read from his fiction. Science B-5, 7 pm.
**Men’s Basketball:** CSU Sacramento, Mott Gym, 7:30 pm. ($)

**MONDAY, FEBRUARY 6**
**Men’s Basketball:** Cleveland State, Mott Gym, 7:30 pm. ($)

**TUESDAY, FEBRUARY 7**
**Speaker:** Fran Lombardo (education facilitator) will discuss “Building the Budget Blues.” Staff Dining Room, noon.

**WEDNESDAY, FEBRUARY 8**
**Meeting:** Women’s Council of the State University planning meeting. UU 219, noon.

**THURSDAY, FEBRUARY 9**
**Speaker:** Peter Zimmerman (U.S. Arms Control and Disarmament Agency) will discuss “Ballistic Missile Defenses.” Science E-45, 11 am.

**FRIDAY, FEBRUARY 10**
**Exhibit:** “Along the Way,” three-dimensional work by faculty members from community colleges. Continues through March 11. University Art Gallery, Dexter.

**SATURDAY, FEBRUARY 11**
**Women’s Basketball:** Cal State Northridge, Mott Gym, 7:30 pm. ($)

**SUNDAY, FEBRUARY 12**
**Exhibit:** In observance of Black History Month. Continues through March 12. UU Galerie.

**FRIDAY, FEBRUARY 13**
**Music:** Poncho Sanchez Latin Jazz Band with saxophonist Eddie Harris. Theatre, 8 pm. ($)

**CPR schedule**

The *Cal Poly Report* is published on Fridays (except quarter breaks) by the Communications office.

News items must be submitted to Jo Ann Lloyd, Heron Hall, by 1 pm on Friday for the next week’s issue. Letters for the Campus Forum section must be received by 1 pm Monday for the same week’s issue.

Please send typewritten, double-spaced paper copies if time allows. Last-minute submittals can be faxed to ext. 6533 or e-mailed to du539@oasis. Articles submitted will be edited for clarity, brevity and journalistic style.

**Position vacancies**

More information and applications for the following staff positions are available from the appropriate human resources office. Faxed applications and resumes will not be accepted in lieu of official application.

**STATE**(Adm. 110, ext. 2236 or job line at ext. 1533). Official application forms must be received by 4 pm of the closing date or be postmarked by the closing date.

**CLOSING DATE:** April 4 or until filled

**Coordinator of Student Development (SSP IB/II), Housing & Residential Life,** SSP IB $2,378-$2,850 or SSP II $2,698-$3,242/month, 10 month, full-time, 6-8 positions available.

**CLOSING DATE:** Feb. 24

**Instructional Support Technician II, Music Department (Unit 9),** $1314.24-$1581.12/month, 10 month, full-time, 6-8 positions available.

**CLOSING DATE:** Feb. 17

**Programmer II, Human Resources (Unit 9),** $3,159-$3,310/month, full-time, six-month appointment with possible extension.

**FOUNDATION** (Foundation Adm. Building, ext. 1121). All Foundation applications must be received (not just postmarked) by 5 pm of the closing date. (No faxes)

**CLOSING DATE:** Feb. 3

**Bindery Assistant, California Specialized Training Institute,** $6.20-$7.53/hour.

**Program Assistant, Grants Development,** $2004-$2436/month.