Travel allowance increased

James R. Landreth, director of business affairs, has announced changes in the authorized state travel reimbursement rates. The changes are effective retroactively. If a travel claim has already been filed using the old rates for a period covered by the new rates, the difference may be claimed by filing an adjusted Travel Expense Claim (Std. 262). If the adjustment pertains to out-of-state travel, and if the adjustment will result in the total cost of the trip exceeding the amount originally approved, a revised Out-of-State Travel Request (Std. 257-B) must be submitted with the adjusted travel claim. The new rates are effective as follows:

- July 1, 1983
  - Bargaining Units 2, 3, 5, 7 and 9
- Sept. 14, 1983
  - Bargaining Units 1, 4, 6 and 8
  - Management, Supervisory and Confidential Excluded

Lodging Allowance

The lodging allowance for in-state and out-of-state travel has been increased from $35 to $36. Also, a higher lodging allowance of up to $45 has been approved for designated in-state high-cost areas. To be eligible for the higher reimbursement, the employee must be required to travel to the downtown areas of San Francisco, Los Angeles, Sacramento or San Diego, and must furnish a motel/hotel receipt for the day(s) of travel. The receipt must bear the zip code of one of the designated high-cost areas. The list of designated high-cost areas has been expanded and now includes the following zip codes:

- San Francisco — 94010, 94102, 94103, 94104, 94105, 94108, 94109, 94111, 94115, 94128, 94133
- Los Angeles — 90012, 90013, 90014, 90015, 90017, 90021, 90045, 90071, 90230, 90250
- Sacramento — 95814
- San Diego — 92101, 92103, 92106, 92108, 92110, 92138

Dinner and Per Diem Allowance

The dinner allowance has been increased from $12 to $14. The total per diem allowance for a full 24-hour period is $65, which includes lodging ($36), breakfast ($4), lunch ($7.25), dinner ($14), and incidentals allowance ($3.75). For employees traveling

(Cont. on Page 3)

Smoking rules set

Cal Poly now has an employee smoking policy. It is a result of legislation approved by Governor Deukmejian which requires each State department to develop a policy on smoking which addresses the rights of nonsmokers to a smoke-free environment in formal meetings, informal meetings and at work stations.

According to the policy drafted by Cal Poly’s Environmental Health and Safety Subcommittee, smoking is not permitted in formal meeting rooms. Therefore, the individual who calls the meeting should arrange for a break every two hours to accommodate those who smoke. If the formal meeting involves only three or four people, an exception to the policy may be made, if everyone agrees.

During informal meetings in the office involving two or more persons, smokers should show others the courtesy of asking if there are objections to smoking during the meeting and refrain from doing so if an objection is made.

Smoking in university passenger vehicles is not permitted except when those in the vehicle have no objection to smoking.

Smoking may be permitted at the work station, but the supervisor is responsible for discussing the smoking situation with his/her employees and trying to accommodate everyone’s needs. This can be accomplished by: 1) designating specific well-ventilated smoking areas, 2) designating no-smoking areas, 3) rearranging the office to separate smokers and nonsmokers, and 4) granting “smoke breaks” in lieu of standard breaks. Employees may identify their individual work space as a “no smoking” area by posting an appropriate sign.

The Director of Personnel and Employee Relations is responsible for implementation of the smoking policy and will determine the course of action when conflict occurs.

The Employee Smoking Policy is Administrative Bulletin 83-3 and has been sent to all department offices to be included in the Campus Administrative Manual.

Gersten to retire Dec. 30

Roy Gersten, director of Associated Students Inc./University Union business affairs, has announced his plan to retire from those duties effective Dec. 30.

An employee at Cal Poly since 1967, when he became director of business affairs for the Associated Students, he expects to work after his retirement on special projects assignments for the ASI and the University Union.

Stephen Adams, assistant director of ASI/UU business affairs, will become acting director on Jan. 1 and serve until selection and appointment of a permanent replacement for Gersten has been completed.
New add/drop process

Gerald Punches, Cal Poly’s registrar, would like to remind faculty of changes in add/drop procedures and deadlines beginning Winter Quarter.

Students will be required to obtain add/drop (change of program) forms, have them signed by their instructors, and return them to the Records Office by Jan. 16. This process removes the responsibility for submitting add/drops from the faculty and places it upon the students.

Add/drop forms can be picked up at the Records Office or at any academic department office. Instructor approval is required on the form for each add/drop transaction. When the form is completed, students can place them in dropboxes which will be located in the library and in the Administration Building outside the Records Office.

Instructors are required to drop a student who fails to attend the first meeting of a lecture class or who misses the first half-hour of a laboratory class. However, it is still the student’s responsibility to obtain the instructor’s signature on the add/drop form. The new deadline for dropping a class is the end of the first meeting of the class in the second week of instruction.

The same procedure must be followed for a student to add a class. The deadline is the end of the second week of instruction.

Add/drop forms will be collected from dropboxes and processed following the end of the second week of instruction. A revised study list, showing each student’s revised class schedule, will be sent to the student’s major department office about the fourth week of instruction. Faculty will be asked to announce when the revised study lists are available. Grades will be issued at the end of the quarter for the courses listed on the revised study list.

President Baker suggests that instructors establish priority for adding students according to the following guidelines:

- Disabled or handicapped.
- Graduating seniors.
- A legitimate processing error (verification by the Registrar’s Office).
- All other students who registered through CAR.
- Late registrants.
- Concurrent enrollment through extension.

Deadlines for Winter Quarter

Jan. 9  
Last day to late register and pay registration fees.

End of first class meeting during 2nd week of instruction.  
Jan. 16  
Last day to drop a class.

AV to end use of 1/2 inch reel-to-reel videotapes

Beginning Winter Quarter Audiovisual must discontinue campus cable distribution of videotape in the 1/2” reel-to-reel format. This is necessary because many of the videotapes in this obsolete 1/2”-reel format have deteriorated to the extent that they clog recorder heads and lose the TV picture when they are played. Some old tapes may run only a few minutes before picture loss, some longer. All malfunctioning tapes lose their content value and disrupt class presentation.

Instructors who still have 1/2” reel-to-reel videotapes that must be shown to classes may transfer them to the current VHS cassette format by scheduling time in AV’s video dubbing studio. Call ext. 2211 for reservations.

Women’s cross country wins national title

The Cal Poly women’s cross country team successfully defended its NCAA Division II national title Nov. 12 in Kenosha, Wisc.

The Lady Mustangs totaled a low 48 points, ahead of second-place Holy Cross College (Massachusetts) with 92 points, Seattle Pacific with 110 points, Cal State Hayward, 117 and UC Davis, 134.

For the second year in a row, senior Amy Harper took the individual title in 17:10, after a tough 3.1 mile (5000 m.) battle with Patti Gray of Davis. Gray finished second in 17:14.

Other Cal Poly finishers included Lesley White, 5th in 17:28; Robyn Root, 12th overall (10th in team scoring); Marilyn Nichols, 21st overall (14th in team scoring); Katie Dunsmuir, 26th overall (18th in team scoring); Katy Manning, 27th (19th in team scoring) and Gladees Prieur, 61st (48th in team scoring).

Harper, White, Root and Nichols earned all-American status, finishing in the top 25 places.

Veal for sale

The following four lots of veal—cut and wrapped—are now for sale through the Animal Science Department. Call ext. 2419 for information.

Lot #21, 1/2 carcass, 84 lbs. .......... $126.00
Lot #41, 1/2 carcass, 68 lbs .......... $102.00
Lot #42, 1/2 carcass, 81 lbs .......... $121.50
Lot #83, 1/2 carcass, 81 lbs .......... $121.50

Desk calendars available

The 1984 desk calendars are available through the State Warehouse. Department orders may be placed by completing a supply order form, referring to page 2 of the Campus Supply Catalog.
CSU Board actions

The Board of Trustees of The California State University took the following actions at its meeting at CSU, Fresno Nov. 18-19:

• Appointed Donald R. Gerth (president of CSU, Dominguez Hills) as president of CSU, Sacramento. He will spend the remainder of the 1983-84 academic year fulfilling presidential responsibilities at both campuses. He succeeds W. Lloyd Johns, who resigned July 1, 1983.

• Adopted a Management Personnel Plan for all employees designated as “management” or “Supervisory” under the Higher Education Employer-Employee Relations Act, effective Jan. 1, 1984.

• Approved salary increases and allowances for 17 presidents and the chancellor, and salary increases for four vice chancellors, effective Jan. 1, 1984.

• Approved policies and procedures for the review of the Chancellor.

• Changed the scheduled 1984 meeting dates of the Board from March 20-21 to March 27-28 and from May 29-30 to May 22-23.

Baker speaks at conference

President Baker was one of the keynote speakers Nov. 30 at a Conference on Engineering Education and State Policy. The program, at the Sacramento Convention Center, was co-sponsored by the California Engineering Foundation and the California Legislature’s Joint Committee on Science and Technology.

Baker shared the platform with State Senator Art Torres, chairman of the Joint Committee on Science and Technology; Dr. Glen T. Seaborg, Nobel Prize winner and member of the National Commission on Excellence in Education; Dr. Stanley Weiss, corporate vice president for engineering at Lockheed; and Dr. Allen Stubberud, chief scientist for the U.S. Air Force.

Dates to remember

Winter Quarter 1984 study lists indicating the sections into which students are scheduled will be available Dec. 15. The study list will be sent to the location indicated by the student on his/her CAR form (major dept., local address or permanent address).

Late registration and add/drop will begin the first day of classes, Jan. 3, 1984. Continuing students going through late registration should obtain their CAR forms from their major department.

Holds which appear on student study lists must be cleared by Jan. 9, 1984, or the student will be dropped from all classes.

Foundation Board meeting

The Board of Directors of the Cal Poly Foundation will hold a regular meeting Dec. 8 at 2 pm in Admin. 409. This is a public meeting. For further information about this meeting or to obtain a copy of the meeting agenda, contact Al Amaral, executive director, in Fisher Science Hall 290 or call ext. 1131.

...Travel allowance

in the designated high-cost areas, the maximum per diem is $74, which includes lodging of up to $45.

25-Mile Limit on Expense Reimbursement

For employees who are on travel status for less than 24 hours, expenses must normally be incurred more than 25 miles from the employee’s normal work location in order to be reimbursable. However, if an employee travels by air before or after the regular work day, he or she may claim breakfast and/or dinner consumed prior to or after travel.

Questions concerning travel procedures should be directed to Anna Martinez at ext. 2291.

Invite a foreign student home to dinner

Local families interested in hosting an international student(s) for Christmas dinner or a holiday visit should contact Barbara Andre or Bob Leff in the Dean of Students Office, Admin. 209, ext. 1521. This is a great opportunity for the sharing of our American heritage with people from different cultures. This project is sponsored by Cal Poly’s International Students Program.
Dateline
($) - Admission Charged
(!) - Admission Free

FRIDAY, DECEMBER 2

Last day of classes for Fall Quarter.

Craft Sale: 13th annual Christmas craft sale, featuring the work of Cal Poly students, alumni, faculty and staff. UU Craft Center, 11 am - 7 pm. Public invited. (!)

Women's Basketball: UC Davis. Main Gym. 4:30 pm. Public invited ($) students (!).

Women's Volleyball: NCAA Play-offs. Main Gym. 8 pm. Public invited ($) students (!).


WOMEN'S BASKETBALL: 85-46-2236—Foundation: University Dining Complex, 805-546-1121) for applications and additional position details. Both Cal Poly and the Foundation are subject to all laws governing affirmative action and equal employment opportunity. All interested persons are encouraged to apply. (The salaries for the positions listed below will be increased by approximately 6 percent, effective Jan 1.)

CLOSING DATE: 12-9-83

Clerical Assistant II-B, $543.50-641.50/month; half-time, 8 am to noon, General Office.

Clerical Assistant II-A, $1031.25-1215/month; six-month leave replacement, Audiovisual Services.

Clerical Assistant II-A, $5.95-7.01/month, temporary through 6-30-84, Financial Operations.

Clerical Assistant II-A, $515.50-607.50/month, half-time, conversion to 10/12 pay plan effective 2-1-84, Music.

Custodians, two full-time positions, $1043.125/month; eight on-call, intermittent openings, $6.02-7.10/hour, Residence Hall Services.

Graphic Artista I, $1351-1865/month, Communications/Media Productions.

CLOSING DATE: 12-15-83

Upward Bound Project Director, $1,821/month, temporary through 8-31-84, continuation subject to funding, Foundation. Requirements: Valid California Teaching Credential; master's degree in counseling, teaching, administration or related field desirable.

CLOSING DATE: 12-16-83

Clerical Assistant II-A, $1031-1215/month, three-month replacement, Aeronautical and Mechanical Engineering.

Departmental Secretary I-Dictating Machine Transcribing, $1128-1333/month, City and Regional Planning.

Custodian, $521.50-615/month; half-time, flexible hours, Plant Operations. Lead Custodian, $1123-1327/month. Hours: 3 to 11:30 am. Plant Operations.

Supervising Custodian, $1236-1464/month. Hours: 3 to 11:30 am. Plant Operations.

SUNDAY, DECEMBER 11

Backpacking: Pairs Canyon in Utah, continuing through Sunday (Dec. 18). Sponsored by ASI Outings. Sign up in the Escape Route (UU 112) or call ext. 1287. Faculty, staff and students invited. ($) MONDAY, DECEMBER 12

Academic holiday for faculty and students, continuing through Monday (Jan. 2).