More Budget Problems

As a result of Proposition 13, cutbacks of over $1,000,000 in the budget for Cal Poly are being put into effect, President Robert E. Kennedy has announced. The cutbacks will take the form of mandated savings representing Cal Poly's share of $18,384,800 in the $695.3 million budget for The California State University and Colleges system, which in turn is part of a $96.4 million cutback goal for all state agencies included in the budget act passed by the Legislature and approved by the Governor.

Dr. Kennedy noted that Chancellor Glenn S. Dumke has called for a meeting with Governor Edmund G. Brown Jr. to discuss systemwide effects of the required cutbacks on the quality of education. At Cal Poly the cutbacks will occur in three general areas: additional required savings in salaries and related benefits, $410,351; operating expenses and equipment, $272,779; and an estimated hold-back of about $400,000 in budgeted systemwide funds that otherwise would have been earmarked for the campus.

The additional savings in salaries requirement brings to $1,509,769 the amount Cal Poly must save by not spending funds budgeted for positions. This will be achieved by freezing positions as they become vacant, regular turnover, and savings in related staff benefits and other expenses. The additional savings represent $289,400 from the instructional area and the balance from support services. The $272,779 additional savings required in operating expenses and equipment includes $102,070 in the institutional support area, which includes such programs as financial operations, student admissions and records, personnel administration, plant operations, utilities, etc.

The third category of the cutbacks, $6.057 million in systemwide budget funds that had been scheduled earlier (Continued on page 3)
Research project receives funding

Dragoslav Misic (Environmental Engineering) has received funding of $20,975 on a joint research project to obtain a better understanding of the regeneration process for powdered activated carbon (PAC), particularly its kinetics. The use of activated carbon for removing organic matter from municipal and industrial waste waters has grown greatly in recent years.

Greater understanding of the regeneration process should lead to improved design procedures for practical applications. A subcontract was entered into on June 3 between the Regents of the University of California for the University of California at Davis and Cal Poly State University Foundation. Dr. Misic will join with Dr. J.M. Smith of U.C. Davis' Chemical Engineering Department. Period of the funding is June 30, 1978 to Aug. 31, 1980.

New emeriti named

Ten former employees of Cal Poly have been recognized as emeritus members of the university's faculty and support staff. Among those named by President Robert E. Kennedy are nine former members of the faculty and one former support staff member. All had retired from university service within the past year.

Faculty honored were William M. Boyce (Management - 1962); L. LaVerne Bucy (Animal Science - 1955); Bruce A. Dickson (Soil Science - 1952); Harold J. Hendricks (Electronic and Electrical Engineering - 1952); Ray J. Holt (Physics - 1955); John L. Merriam (Agricultural Engineering - 1958); Robert A. Mott (Physical Education - 1946); Fred H. Steuck (Electronic and Electrical Engineering - 1947); and Lloyd J. Work (Physics - 1958).

The lone support staff member named was Lois Larson, a registered nurse on the staff of the university's Student Health Center who joined the Cal Poly staff in 1962. The honorary emeritus title is conferred at retirement on employees who have been at the university for 15 or more years. It carries with it special privileges for use of campus facilities and services.

N S F course improvement

The National Science Foundation offers programs designed to improve the capabilities of schools, colleges, and universities for education and research training in the sciences. One of these, the Local Course Improvement program, provides awards on a competitive basis for individual or small groups of science faculty members to make relatively short-term concentrated efforts at changing their undergraduate science instructional programs. One proposal per department may be submitted.

Deadline for the program is Oct. 3. Guidelines and application forms have been received and are available for review in the Research Development Office, Adm. 314, Ext. 2982.

Committee on grading process

An ad hoc committee to study the nature of grades and grading at Cal Poly has been appointed by President Robert E. Kennedy and Max Riedisperger, chairman of the Academic Senate. The committee's charge is to recommend suitable measures which will reverse the process of grade inflation. The committee also has been asked to recommend ways to 1) simplify the tasks facing instructors in determining and in defending course grades; 2) provide greater equity and fairness to students through a more uniform grading process; and 3) increase the credibility and usefulness of academic grades to accrediting institutions, employers, and the general public.

The committee are the following: Joseph E. Sabol (Agriculture and Natural Resources), Kenneth E. Schwartz (Architecture and Environmental Design), Walter E. Rice (Business), Frederick J. O'Toole (Communicative Arts and Humanities), James L. (Lath) Merriam (Engineering and Technology), Leonard Davidman (Human Development and Education), Harry L. Fierstine (Science and Mathematics), David L. George (Social Sciences), Norman C. Murphy (Consultative and Professional Services), and Joyce Kaliciicki (Staff Senate). A representative of the ASI will also be named. Resource persons serving the committee are Lowell H. (Tom) Dunigan (Director, Institutional Research) and R. Elberton Smith (Economics). The committee's reports and recommendations are scheduled to be presented to the Vice President for Academic Affairs and to the Chairman of the Academic Senate April 1, 1979, allowing for further consultation by appropriate groups during Spring Quarter, 1979.

A member of the faculty of the Economics Department, Dr. Smith conducted a study of academic grading while on sabbatical leave, and his paper reporting on that study has been provided to the committee for possible use. His study recommends a uniform grading system, examinations using identical measurement scales or standards, and publication of grade summaries. The conclusion of Dr. Smith's study supports continuation of grading systems as supporting the democratic right to be judged on the basis of performance and as a means of ensuring equal treatment for equal performance.

Special A.C.T. test offered

For the benefit of those applicants wishing to enter Cal Poly in the fall of 1978 who failed to take either the SAT or ACT tests on the regularly scheduled national testing dates, Cal Poly's testing office is offering special administrations of the ACT Assessment this summer. The tests will be scored here and the scores may be used only for students entering Cal Poly, San Luis Obispo. After scoring here, the tests will be sent to ACT headquarters for inclusion in the master file and on ACT's official Class Profile Report.

In accordance with ACT policies, the cost to the student for this special administration will be more than for the regular ACT administrations because ACT does not pay proctor or facility fees. Test fee for this administration will be $15.00. Registration must be made through the testing office, Adm. 211-E. For further information, contact Stefanie Shuman (test clerk) Adm. 211, Ext. 2511.
be appropriated for specific expenditures. This $6 million includes funds for libraries, construction, computing support, instructionally related activities, items for new buildings, equipment replacement and more than one-half of the system's $1.8 million fund for instructional innovation.

C.S.U.C. Budget Act appropriations for capital outlay and support totaled $700,728,356 in the 1977-78 fiscal year that ended last June 30. Expenditures in 1978-79 would total $700,828,733, or only $100,377 more, if the $18.4 million reduction remains intact.

Cal Poly [Cont]

for allocation to the campuses, could amount to some $400,000 at Cal Poly, according to James R. Landreth (Director of Business Affairs). Although the figure is not yet known, he pointed out that some of the areas affected by the cutback have already been notified of cuts. At Cal Poly, an instructional equipment replacement program expected at $286,289 has been cut to $130,865, and $34,500 in funds for Instructionally Related Activities have been cancelled completely. Also eliminated were $5,600 for elementary textbooks and $4,000 in teachers retirement funds. Landreth said further specific cuts will probably be announced early in August.

"The impact of Proposition 13 to us this year is only the beginning," Dr. Kennedy commented. Although the amount of state money to be provided at the local level is still unknown, he pointed out that every state campus and institution will be interested in how local governments use the state surplus, since the cutbacks and budget reductions will seriously affect the state employees.

The primary effect of the new cutbacks on the campus will be to curtail both replacement hiring and new hiring. Following on the heels of the reduced budget adopted early in July, which did not provide any cost-of-living increase for state employees, the cutbacks could create employee overloads and seriously affect the instructional program, Dr. Kennedy said.

Cal Poly Report - August 10, 1978

---

CSUC [Cont]

---

STAFF VACANCIES

Vacant support staff positions have been announced by Robert M. Negranli, Staff Personnel Officer. Descriptions of the positions and other vacancies are posted outside the Personnel Office, Adm. 110, Ext. 2236. Contact the Personnel Office to obtain an application. The University is subject to all laws governing Affirmative Action and equal employment opportunity including but not limited to Executive Order 11246 and Title IX of the Education Amendments Act and the Rehabilitation Act of 1973. All interested persons are encouraged to apply.

Clinical Aid, $680-$811/month, two 9-month positions. Student Health Center. Under supervision performs a variety of duties in the clinic. Escorts patients, prepares them for examination, takes temperatures; changes stocks, linens and supplies; cleans and/or autoclaves instruments, equipment, and glassware; sets up routine treatment trays; performs housekeeping chores; bathes and feeds patients; may also assist other medical staff members as required. Requirements: A minimum of two years experience as medical assistant/clinical aid in a clinic setting, or the satisfactory completion of a one year medical assistant/clinical aid training course. Equivalent to completion of the twelfth grade. Closing date: 8-24-78.

Nurse III, $1,322-$1,591/month. Student Health Center. Supervises patient care in the primary care (triage) and operation, triage nurse practitioners, registered nurses, and clinical aids. Assists physicians in administering inoculations, vaccinations and treatments; takes detailed health histories; gives appropriate examinations; makes nursing evaluations, and institutes treatment programs; may act as supervising nurse; prepares and presents in-service programs and schedules nursing and clinical aid personnel; preparation and maintenance of inventories of infirmary and clinic supplies and equipment. California Nursing license, with nurse practitioner training and certification preferred and three years of full-time professional nursing experience in a primary care setting. Closing date: 8-24-78.

X-ray Technician, $1,042-$1,251/month. Student Health Center. Under direction, performs x-ray examinations, makes medical and dental x-ray exposures, processes and files films and maintains a master file and log book. Maintains files, prepares file envelopes and matches with proper films, determines correct attire needed, and positions patient. Requirements: Valid California certification with the authority to perform unlimited diagnostic x-ray examinations. Two years experience with an accredited medical radiologist, thorough knowledge of various types of radiological equipment. Closing date: 8-24-78.

Head Resident I, $878-$1,052/month, two positions. Residence Hall Services. Administers proper maintenance and custodial functions, schedules duty hours. Serves as personnel manager responsible for interviewing, training, supervising, and evaluating resident advisors; receives and distributes mail. Serves as program coordinator for educational, social, recreational and cultural programs; serves as counselor and as public relations person. Requirements: Two years experience as head resident or full-time counselor. Equivalent to graduation from college. Hours: Live-in position, 24 hours/day, seven days/week coverage. Closing date: 8-24-78.

Clerical Assistant II-A, $729-$871/month. Financial Aid. Providing and distributing financial aid information; typing performing clerical duties associated with the Federally Insured Student Loan Program and the College Work-Study Program and miscellaneous clerical duties. Requirements: Equivalent to one year of general clerical experience, type 45 wpm, and must have taken the General Clerical Test. Closing date: 8/24/78.

Clerical Assistant II-B, $389.50-$465.50/month, half-time position. Assistant Registrar's Office. Duties: Serving as secretary to the Assistant Registrar. Taking and transcribing dictation, typing correspondence, setting up files, coordinating the registration monitor system. Preparing eligibility lists for sports, does grade checks. Requirements: Equivalent to one year general clerical experience, type 45 wpm, shorthand 80 wpm, and must have taken General Clerical Test. Hours: 1:00-5:00 p.m. Closing date: 8-24-78.

Custodian, $759-$906/month, two positions. Residence Hall Services. Works primarily in residence halls. Shampoos carpets, vacuums, cleans glass, walls, ceilings, furniture and fixtures. Prepares rooms for meetings, moves and arranges furniture, cleans interior and exterior of halls. Distributes linen, makes beds, distributes supplies and other duties as required. Some experience preferred. Must be able to clearly read and understand English. Normally 8 am to 4:30 pm but may vary. Closing date: 8-24-78.

Carpenter Maintenance Worker, $1,116-$1,223/month. Residence Hall Services. Removal, surface preparation, repair of both direct glue-down and tackless carpeting. Assist and train others in the proper use of shampoo equipment and cleaning techniques. Keep records, estimate costs, materials, tools and equipment to perform job. Perform custodial and other related duties as required. Requirements: Three years as journeyman carpet installer in both direct glue-down and tackless installations. Must be able to read and understand English. Draw and read simple blueprints. Valid California driver's license. Hours: Normally 8 a.m. to 4:30 p.m. but may vary. Closing date: 8/24/78.
Administrative Assistant I, $1,322-$1,591/month. Journalism Department, School of Communicative Arts and Humanities. Duties: In charge of selling advertising and supervising student advertising sales trainees for campus newspaper. Planning special editions, preparing advertising copy, preparing page dummies, acting as liaison with all departments of newspaper including production, serving as chair of operations committee, working with business office. Requirements: Four-year college degree and broad newspaper advertising experience including sales training or college teaching. Newspaper advertising department procedures, advertising sales and copy background desirable. Closing date: 8/31/78.

Clerical Assistant II-A, $729-$871/month. Admissions and Records. Working with student records in records office, assisting with registration, preparation of grades, etc. Working in admissions office, processing student applications. Requirements: Typing proficiency preferred. One year experience in general office clerical work, type 45 wpm, and must have taken General Clerical Test. Closing date: 8/24/78.

Lead Custodian, $829-$992/month. Associated Students Inc. Performs custodial work in addition to supervising full-time custodians and student assistants. Requirements: Minimum two years of custodial experience in a large facility plus eighteen months of custodial supervisory experience; eighth grade education, high school graduate preferred. Formal training in custodial schools desirable. Closing date: 8/24/78.

Senior Data Entry Operator, $848-$1,014/month. Computer Center. Supervising keypunch and related clerical activities; scheduling and coordinating keypunch and data preparation activities; maintaining records and procedures manuals; training new student assistants; assisting with account numbers, terminal and tour scheduling, etc. Requirements: Equivalent to two years of experience in the operation of key data/verifier machines, supervisory experience and some college education highly desirable. Closing date: 8/24/78.

Programmer I or II, $1,184-$1,699/month. Computer Center. Administrative programming in ANSI COBOL including program development, debugging, and documentation using structured programming concepts, system control languages, and knowledge of machine data representations. Maintenance of sequential and indexed files and of production programs. Requirements: Equivalent to college graduation in related major and two years experience in computer programming (one year for Programmer I applicants). Working knowledge of accounting, statistics and general office practices, and formal courses directly applicable to these areas is highly desirable. Closing date: 8/24/78.

Cook, $3,49-$5.33. Food Service. Prepare food items and meals, prevent waste, practice good sanitation housekeeping and safety; assist with training and supervision of other employees, preventive maintenance, maintenance of standardized recipe system and menu planning; check in orders from warehouse. Requirements: Two or more years of cooking experience in a food service or production position, preferably on a college campus; high school diploma or equivalent. Closing date: 8/24/78.

Assistant Clerk/Cashier, $729-$871/month. Business Office. Cash checks; receive payments from students, faculty, and staff; perform related cashiering duties. Requirements: High school diploma with a minimum of one year of related teller experience; ability to use 10-key adding machine, typewriter (prefer 45 wpm), and balance change funds. Must be quick, accurate and able to relate effectively with the public. Closing date: 8/24/78.

Cafeteria Worker C, $3,05-$3.75. Food Service. Six nine-month positions, one twelve-month position. Education: High school diploma or equivalent. Experience: Dietroom - one year of experience in a dietroom or similar position in a food service operation; previous experience as a cashier. Salad Room - one year in a food service operation, thorough knowledge of salads and general pantry work. Kitchen - one year of general cafeteria work, food preparation, operating kitchen equipment. Closing date: 8/24/78.

Checker, $569-$676, one nine-month and one twelve-month position. Bookstore. Operate electronic cash register; responsible for assigned operating fund; serve customers cordially; stocking, cleaning, inventory, housekeeping of checkout. Requirements: Equivalent to a high school diploma; one year of experience as a checker in a supermarket-type situation. Graduation from a checker's school very helpful. Closing date: 8/24/78.


Assistant Cook, $3,56-$4.26. Food Service. Assist in the preparation of meals and meal items; assist with sanitation, and maintenance of a standardized recipe system. Requirements: High school diploma or equivalent; minimum of one year of cooking experience. Closing date: 8/24/78.

Cal Poly Report - August 10, 1978

**FOUNDATION VACANCIES**

The Foundation is accepting applications for the following open position as announced by J.L. Fryer, Personnel Officer. Interested applicants may apply at the Foundation Personnel Office, University Union Building, Room 212, 546-1121. Cal Poly Foundation is subject to all laws governing Affirmative Action and equal employment opportunity including but not limited to Executive Order 11246 and Title IX of the Education Amendments Act and the Rehabilitation Act of 1973. All interested persons are encouraged to apply.

**Cooks, $3,49-$5.33. Food Service.** Prepare food items and meals, prevent waste, practice good sanitation housekeeping and safety; assist with training and supervision of other employees, preventive maintenance, maintenance of standardized recipe system and menu planning; check in orders from warehouse. Requirements: Two or more years of cooking experience in a food service or production position, preferably on a college campus; high school diploma or equivalent. Closing date: 8/24/78.

**Assistant Clerk/Cashier, $729-$871/month.** Business Office. Cash checks; receive payments from students, faculty, and staff; perform related cashiering duties. Requirements: High school diploma with a minimum of one year of related teller experience; ability to use 10-key adding machine, typewriter (prefer 45 wpm), and balance change funds. Must be quick, accurate and able to relate effectively with the public. Closing date: 8/24/78.

**Lead Custodian, $829-$992/month.** Associated Students Inc. Performs custodial work in addition to supervising full-time custodians and student assistants. Requirements: Minimum two years of custodial experience in a large facility plus eighteen months of custodial supervisory experience; eighth grade education, high school graduate preferred. Formal training in custodial schools desirable. Closing date: 8/24/78.

**Senior Data Entry Operator, $848-$1,014/month.** Computer Center. Supervising keypunch and related clerical activities; scheduling and coordinating keypunch and data preparation activities; maintaining records and procedures manuals; training new student assistants; assisting with account numbers, terminal and tour scheduling, etc. Requirements: Equivalent to two years of experience in the operation of key data/verifier machines, supervisory experience and some college education highly desirable. Closing date: 8/24/78.

**Programmer I or II, $1,184-$1,699/month.** Computer Center. Administrative programming in ANSI COBOL including program development, debugging, and documentation using structured programming concepts, system control languages, and knowledge of machine data representations. Maintenance of sequential and indexed files and of production programs. Requirements: Equivalent to college graduation in related major and two years experience in computer programming (one year for Programmer I applicants). Working knowledge of accounting, statistics and general office practices, and formal courses directly applicable to these areas is highly desirable. Closing date: 8/24/78.

**Checker, $569-$676, one nine-month and one twelve-month position.** Bookstore. Operate electronic cash register; responsible for assigned operating fund; serve customers cordially; stocking, cleaning, inventory, housekeeping of checkout. Requirements: Equivalent to a high school diploma; one year of experience as a checker in a supermarket-type situation. Graduation from a checker's school very helpful. Closing date: 8/24/78.

**Cafeteria Worker C, $3,05-$3.75. Food Service.** Six nine-month positions, one twelve-month position. Education: High school diploma or equivalent. Experience: Dietroom - one year of experience in a dietroom or similar position in a food service operation; previous experience as a cashier. Salad Room - one year in a food service operation, thorough knowledge of salads and general pantry work. Kitchen - one year of general cafeteria work, food preparation, operating kitchen equipment. Closing date: 8/24/78.

**Assistant Clerk/Cashier, $729-$871/month.** Business Office. Cash checks; receive payments from students, faculty, and staff; perform related cashiering duties. Requirements: High school diploma with a minimum of one year of related teller experience; ability to use 10-key adding machine, typewriter (prefer 45 wpm), and balance change funds. Must be quick, accurate and able to relate effectively with the public. Closing date: 8/24/78.

**Lead Custodian, $829-$992/month.** Associated Students Inc. Performs custodial work in addition to supervising full-time custodians and student assistants. Requirements: Minimum two years of custodial experience in a large facility plus eighteen months of custodial supervisory experience; eighth grade education, high school graduate preferred. Formal training in custodial schools desirable. Closing date: 8/24/78.

**Senior Data Entry Operator, $848-$1,014/month.** Computer Center. Supervising keypunch and related clerical activities; scheduling and coordinating keypunch and data preparation activities; maintaining records and procedures manuals; training new student assistants; assisting with account numbers, terminal and tour scheduling, etc. Requirements: Equivalent to two years of experience in the operation of key data/verifier machines, supervisory experience and some college education highly desirable. Closing date: 8/24/78.

**Programmer I or II, $1,184-$1,699/month.** Computer Center. Administrative programming in ANSI COBOL including program development, debugging, and documentation using structured programming concepts, system control languages, and knowledge of machine data representations. Maintenance of sequential and indexed files and of production programs. Requirements: Equivalent to college graduation in related major and two years experience in computer programming (one year for Programmer I applicants). Working knowledge of accounting, statistics and general office practices, and formal courses directly applicable to these areas is highly desirable. Closing date: 8/24/78.