Faculty, staff, and students are being asked to become more cost conscious and to assist in economizing as part of a university-wide effort to keep expenses under control. President Kennedy has pointed out that along with other campuses in the system, Cal Poly has requested supplemental state support to meet enrollment increases, but that only limited funds may be forthcoming. At the same time, Dr. Kennedy pointed out there has been a continued rise in costs, especially in communication and utility rates. He asked faculty and staff members and students to make an organized effort and to encourage self-imposed restraint so that the university will not be forced to curtail services. James R. Landreth (Director, Business Affairs) said that the cost reduction efforts could really produce substantial savings in the areas of utilities, telephones, postage, and vehicle use. "These areas represent a budgeted figure of $1,130,000," Landreth pointed out. He said that he expects overall increased costs in these areas to exceed the budgeted funds by about $80,000.

"We can make considerable savings in these areas by individual action," Landreth said. "For example, if when leaving classrooms and offices individuals would turn off the lights if the area is not scheduled for the next hour, and limiting phone calls, particularly toll calls to those which are absolutely essential. We found that during one month recently, there were a large number of calls on the state lease line in excess of 20 minutes each. These long calls are very costly since we are on a 20% sample billing basis which resulted in our being billed for five such calls."

Landreth pointed out that there is a projected deficit of $72,000 in the electricity and natural gas budgets. He said that during the energy crises two years ago, considerable savings were made by individual action. Another area in which costs could be reduced would be in vehicle use. Landreth suggested raising the question: "Is this trip really necessary?" He also suggested departmental planning so that business travel could be consolidated.

With regard to postage costs, Landreth asked that departments which are planning to do statewide mailings of informational materials to high schools and community colleges get in touch with Leonard Gonzales (Coordinator, School Relations) whose office will coordinate mailings and combine them to reduce postage expenses. Other statewide and large volume mailings of informational materials should be discussed with the Public Affairs office so that there can be coordination to reduce postal expenses. Dr. Kennedy said he hoped that the suggestions will result in savings on a voluntary basis so that further shifting of resources and more drastic controls will not be necessary.

(Continued on page 2)
ADMISSION APPLICATION ADVICE

Applications for admission to Cal Poly should have been postmarked by Sunday (Nov. 30) for applicants to be relatively assured of being admitted the 1976-77 academic year, according to David H. Snyder (Admissions Officer). He encouraged prospective students to get their applications in before the November filing period runs out, particularly if they are seeking admission to certain popular programs. "Although some academic fields are likely to remain open to applicants well into 1976, those hoping to get into programs of our School of Architecture and Environmental Design must apply during November. Even then, we cannot guarantee admission to qualified applicants," Snyder pointed out.

Snyder also encouraged students applying in those fields to list alternate campuses or major choices on their application forms. The month of November is designated throughout the California State University and Colleges system as the time when applicants can seek early space reservations in the majors of their choice, said Snyder. He points out that a space reservation is not a notice of admission but a request for necessary records. A space reservation becomes a guarantee of admission if, after evaluation, the applicant meets university requirements and any other special program admission requirements that may apply.

While encouraging students to apply during November, Snyder said they should not assume a particular major is closed until they have been notified by the university. Admission priorities, which give preference to military service veterans from California and qualified transfer students from California community colleges, have been established. Other groups on the priority list are those previously enrolled at Cal Poly, those with specific degree or credential objectives not available elsewhere, those who live in the Central Coast area, those whose attendance elsewhere would create a hardship, those whose unique personal circumstances would mean that denial of admission would constitute a hardship and those with other national service.

NELSON WILL RETURN TO TEACHING

Richard F. Nelson's (Head, Biological Sciences) five-year assignment as department head will end on Sept. 1, 1976, following President Robert E. Kennedy's approval of his request to be reassigned to a full-time teaching position in that department. Dr. Kennedy, who announced Dr. Nelson's pending reassignment on Tuesday (Dec. 2) praised him for having established an "excellent reputation" as a department head and teacher. "While the university will suffer the loss of an experienced administrator, your proven distinction in the classroom will provide a rich learning experience for many students," he added.

Dr. Nelson joined the Cal Poly faculty in 1960 after having been a teaching assistant at Brigham Young University and a research associate in radiation biology at State University of Iowa. He holds three degrees, including the Ph.D., from Brigham Young.

CONSERVATION ASKED . . . (Continued from page 1)

President Kennedy also pointed out that Dick Tartaglia, Assistant Chief of Plant Operations, continues to head up our campus energy conservation program as it relates to lighting and other uses of electrical energy and Art Young, Chief Engineer, as it relates to heating and cooling. Individuals who have constructive ideas and suggestions for achieving economy may submit them to the head of the appropriate campus program area or to the State Merit Award Suggestion Program. Forms for the latter are available from the office of the Director of Business Affairs.
INSTALLATION OF CAMPUSWIDE TIMESHARING SYSTEM

A new computer system, a PDP 11-45, manufactured by Digital Equipment Corporation, has been installed at the Computer Center. The system is currently being operated for hardware acceptance testing. Terminals for campuswide use are being installed in the following areas: CSC 102A (The previous terminal room); Library 128 (Next door to the Cellar); Ag 203 (Calculator room); CSC 254 (Calculator room); Sci. D-wing (Sub-corridor); Eng. East 146 (Project room); Library 210 (Reserve Room); Library 208 (Curriculum Library). The first five locations have some operating terminals. Installation of cables to the remaining locations is continuing. Terminal configurations have not been finalized in any of the areas.

Accounting procedures and other access requirements are under development. Experience so far necessitates daily changes to interim approaches. Instruction and documentation is not yet generally available. Experimenters desiring immediate access are welcome and may obtain account numbers in Computer Center 105. Faculty can arrange for a short demonstration in Computer Center 113. A few manuals have been placed in the terminal rooms. Barring extraordinary problems the new system should be available for experimental classroom use during Winter Quarter and reach production status by the beginning of Spring Quarter.

TRUSTEES ACTIONS REPORTED

The Board of Trustees of The California State University and Colleges took the following actions at its meeting on Tuesday (Nov. 25):

Declared that an "enrollment emergency" exists within the CSUC for the 1975-76 academic year. Further authorized the Chancellor to seek a supplementary appropriation from the State General Fund to support unanticipated additional enrollments in excess of 2 percent of that provided for in the 1975-76 budget. Systemwide enrollments increased from 291,542 students in fall 1974 to over 311,000 in the fall of 1975.

Approved a 1976-77 budget request to the Governor and the Legislature totaling approximately $15 million to provide specific groups of administrative, support, and other staff positions with salary increases ranging from approximately 0 percent to 12.5 percent. Further requested funds sufficient to provide these groups with fringe benefits equivalent to those granted other state employees in 1976-77, and requested funds to support a 7 cent per hour increase in the payment of shift differentials.

Authorized the Chancellor to establish miscellaneous fees, in amounts up to $10.00, to be collected from members of the public for use of CSUC services, materials, or facilities.

Amended Title 5 section under which an academic employee may elect to transfer to another teaching service area in lieu of layoff, and a section covering designation of teaching service areas to require the President to make assignments of instructional faculty to teaching service areas.

Amended Title 5 to delegate to the campus President authority for layoffs at that campus.

Resolved that the existing Trustee policy which provides for a moratorium on the leasing of temporary buildings on the campuses be qualified to give special consideration to structures needed for child care centers.
POLY HORSES TRAVEL TO HONDURAS

A stallion and a mare carrying the blood lines of the horses of the Spanish Conquistadors have been returned to Latin America to advance the educational programs of the Escuela Agricola Panamerica in Honduras. The two Galiceno horses were presented to the Central American school by the Cal Poly foundation. Originally the horses were a gift to Cal Poly from Dr. Franklin L. Ashley of Los Angeles, with the stipulations that the university find an appropriate home for the horses and that the university's educational program should benefit from the gift.

The stallion and mare will be used by the Escuela Agricola Panamerica to improve the riding stock used in the school's ranching operations as part of the educational program. Dale W. Andrews (Executive Vice-President) was instrumental in arranging the presentation of the two Galiceno horses to the Central American School where Kermit Adams, a former faculty member at Cal Poly, is the director. Dr. Andrews became aware of the need for the horses at Escuela Agricola Panamerica following a visit with Adams in February. Dr. Ashley, who became interested in breeding Galiceno horses in 1966, presented the horses to Cal Poly earlier this year after he leased his Southern California ranch.

The Galiceno stands 12 to 13 hands high and weighs 625 to 700 pounds. Smaller than horses used in ranch work in the United States, it is an easy keeper and is noted for its ability to endure in rough terrain and the stamina for long periods of work. Prevalent in Mexico, the Galiceno has attracted the attention of American horse fanciers since the mid-1950's. While interest in the Galiceno centers in Texas, the horse is becoming popular throughout the Southwest and in California. Galiceno horse shows, or classes for Galicenos in all-breed horse shows, now are being established.

The Escuela Agricola Panamerica is a privately-funded vocational agricultural college serving Central America. It provides instruction and practical experience in agriculture. Recently the school added a 5,000-acre working cattle ranch to its holdings. The school campus, which already included 5,000 acres, is located near Tegucigalpa, Honduras. Adams, director of the school and an alumnus of Cal Poly, previously served as chief of party for Cal Poly projects in Guatemala operated under the Agency for International Development of the U.S. Department of State.

BAND-O-RAMA COMING

Band music fans who enjoyed the halftime performances of the Cal Poly Marching Band and want to hear more are encouraged to attend the annual Band-O-Rama on Friday (Dec. 5) at 8 pm in Chumash Auditorium. The band, under the direction of William Johnson (Music) will play highlights from recent pre-game and halftime performances in Mustang Stadium, followed by the University Jazz Band-Collegians playing a variety of Big Band and modern era tunes. The public is invited. Admission is $2 for the public and $1 for students. Tickets are available from band members as well as from the information desk in the University Union.

Master of ceremonies will be Larry Fischer, general manager of television station KSBY, San Luis Obispo. He will preside over a program that includes the highlights of four halftime shows. Numbers will include: "Mustang Band Goes Country and Western" with songs like "Country Roads" by John Denver and "Rhinestone Cowboy" by Glen Campbell. "Sounds of Today" performance will feature "The Hustle" by Van McCoy and "Walkin' in Rhythm" by the Blackbyrds. The "America, You've Come a Long Way" performance will feature Neil Sadaka's "The Immigrant" and Elton John's "Philadelphia Freedom."
ENROLLMENT FIGURES RELEASED

Following are preliminary fall, full-time equivalent enrollments at the various California State University and College campuses with percentage change comparisons from previous autumn registrations.

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KELLOGG WEST WILL EXPAND

A $1.5 million expansion of the statewide Kellogg West Center for Continuing Education, with major funding from the W.K. Kellogg Foundation of Battle Creek, Michigan, has been announced by Chancellor Glenn S. Dumke of The California State University and Colleges and President Robert C. Kramér of Cal Poly, Pomona.

The award of a new $600,000 Kellogg Foundation grant, coupled with a previous similarly-sized grant and funding commitments from California donors, will finance the Center's enlargement, including the doubling of its residential facilities. Chancellor Dumke pointed out that, with the latest grants, the Kellogg Foundation will have provided $4.2 million for the Center. It was the Foundation which, in 1968, made the initial $3 million grant for the existing structures.

V E P ACCEPTED INTO CATALOG

Vocational Education Productions, a non-profit Cal Poly affiliate which produces multimedia learning materials, has been accepted for inclusion in the current edition of Educational Media Catalogs on Microfiche, which features all major audiovisual producers. The microfiche format makes it possible for more than 13,000 printed catalog pages to be reproduced in a stack of microfiche approximately one inch high, four inches long and six inches high.
BURTON APPOINTED ACTING HISTORY HEAD

Robert E. Burton (History) has received a letter from President Robert E. Kennedy stating in part as follows: "Following consultation which has involved faculty and administration, it is my pleasure to appoint you to the position of Acting Head of the History Department for the period January 1, 1976 to September 1, 1976. The Department Head position in History currently carries a half-time administrative assignment, with the remaining time devoted to teaching.

This appointment follows the decision previously announced by Dr. Herman C. Voeltz who requested reassignment to a teaching position. A search is currently under way to seek a permanent department head.

CSUC SLATES HEALTH MANPOWER CONFERENCES

Three statewide conferences will be held this academic year as part of The California State University and Colleges Health Manpower Education Project, according to the Chancellor's Office. They will include: 1) a conference between the campuses and clinical/educational affiliates for each of the following health-related fields: Medical Technology, Health Care Administration, Physical Therapy, Occupational Therapy, Dietetics, and Speech Pathology/Audiology and Environmental Sanitation. 2) an internal CSUC planning conference; and 3) a conference on statewide planning concerns, which will include participants from all segments of higher education and others.

The first conference is scheduled for Dec. 7-9, in Los Angeles; others will follow at approximately two-month intervals. Topics will include: Career Progression, Work Classroom Equivalences, Licensure and Accreditation, Curriculum Modification, Technological Change, National Health Insurance and Manpower Forecasting Assumptions.

The Project Director is Dr. Roy S. Burwen, Chancellor's office. Chairing the organizing committee for the first conference is Dr. Robert Tumelty, Director, Center for Health Manpower Education, California State University, Long Beach.

COFFEE HOURS FOR LEIGHTY, BERGHELL

A coffee hour will be held on Friday (Dec. 5) from 2 pm to 4 pm in the Staff Dining Room, in honor of Raymond V. Leighty who is retiring at the end of the Fall Quarter. Ray has been a faculty member in the Soil Science Department since 1957. All friends and associates of Ray are invited to attend.

All faculty and staff members are invited to attend a reception in honor of Joy Berghell (Reference Librarian) on the occasion of her retirement. The reception will be held on Wednesday (Dec. 10) in the Staff Dining Room between 2 pm and 4 pm.

TAX INFORMATION PROVIDED STAFF

A copy of serial letter FSA 75-32, Supplement #3, Income Tax Reporting of Interest Payments on Salary Increases Withheld by Cost of Living Council is attached to this issue of the Cal Poly Report. It has been reprinted in its entirety and will be of interest to all Support Staff Personnel who received interest payments on salary increases withheld by Cost of Living Council.
Michael R. Malkin (Speech Communication) coauthored an article with Pamela Malkin titled "Theater in the Classroom, Part I" which appeared in the Nov. issue of Teacher. The article discussed lesson activities designed to develop craft, creativity and art of the theatre.

Joseph B. Romney (History) spoke to the monthly dinner meeting of the Arroyo Grande Masonic Lodge on the subject of California and the Bicentennial.

Robert W. McKee (Head, Military Science) was awarded the meritorious service medal on Nov. 20 for outstanding duty performance as Program Director of the General Purpose Force Budget, U.S. Army, Europe during the period July 1972 to July 1975.

Dan Bertozzi, Jr. (Business Administration) attended a one-day lecture program covering "The New Probate Legislation" recently enacted by the California Legislature and signed into law by the Governor. The program was held in Fresno on Oct. 4, and was jointly sponsored by the Continuing Education of the State Bar and the University of California, Berkeley.

Walter (Walt) E. Elliott (Physics) contributed a paper at the Winter Meeting of the American Association of Physics Teachers, Northern Section, held at San Francisco City College on Nov. 8 to 9. Dr. Elliott's paper dealt with cognitive mapping; he also participated in the physics teaching demonstration competition.

Athol J. D. Brunk, Arthur S. Cary, Leon W. Magur, Kenneth S. Ozawa, and Arthur Z. Rosen (all Physics) participated in the "Revolutions in Physics" conference held at Stanford University on Nov. 7 to 9. The Lilly Endowment of Indianapolis sponsored and funded the meeting; its keynote topics were recent developments in particle physics and astrophysics.

Mary Lou Brady (Library) attended a meeting of the Learning Resources Committee, CSUC, on Oct. 31 held at CSU, Long Beach. The meeting was concerned with developing a formula for budgeting the acquisition and service of nonprint materials and associated equipment in the CSUC System.

Priscilla M. Graham, Eileen E. Pritchard, Jean C. Lannon, Ilene F. Rockman, Edward H. Kleppinger, and Angelina Martinez (all Library) attended the Sixth Annual Meeting of Total Interlibrary Exchange (TIE) held at Cuesta College on Oct. 17. Elections for 1975-76 were held and Priscilla Graham was elected Secretary.

James H. Hayes (Journalism) and five Mustang Daily staff members attended a one-day session on newspaper layout at Cal State Fullerton on Saturday (Nov. 1).

Satwant S. Rihal (Architecture and Environmental Design) attended Sessions 2 and 3 of the 1975 fall seminar organized by the Structural Engineers Association of Northern California. Session 2 was held Nov. 5 and Session 3 Nov. 12 at the Kaiser Center in Oakland.

Kenneth E. Schwartz (Architecture and Environmental Design) attended a meeting of the Liaison Committee on Architecture, Landscape Architecture and Urban and Regional Planning on Statewide Accreditation called by the Chancellor's Office at University of California, Davis, Nov. 14.

William R. Phillips (Architecture and Environmental Design) attended SAP IV Seminar at San Francisco State University Nov. 14 and 15.

(Continued on page 8)
John F. Gillham (Architecture and Environmental Design) attended the California Council of Landscape Architects (CCLA) at Yosemite with the Landscape Architecture students. Also attending the conference were Gary Dwyer and Roger Osbaldeston.

Walter E. Rice (Economics) gave a talk to the California Society of Accountants, Central Coast Chapter. The talk was entitled "Inflation -- Impact, Problems and Policies." The meeting was held Nov. 13.

George L. Beardsley, Jr. (Economics) has received word that a paper entitled "Social and Private Rates of Return from Industrial Innovations", which he co-authored with Professor Edwin Mansfield of the University of Pennsylvania, has been accepted for publication in the Quarterly Journal of Economics.

Gordon A. Curzon and John F. Kerr (both English) attended a meeting of the California State Poetry Society in San Jose on Nov. 15. Curzon is the founding editor of the California State Poetry Quarterly, and Kerr is vice president of the Society.

Andrew J. Proctor (Women's Physical Education) recently taught the new Class III Compulsory Gymnastics Routines for Women to approximately 80 teachers and students from the county public schools. It was held on Nov. 19 and participants represented San Luis Obispo Junior and Senior High Schools, Laguna Junior High School, Atascadero, Santa Maria, Santa Ynez, Judkins School - Arroyo Grande, Paso Robles, and Lompoc.

David J. Kann (English) has published a cassette titled "Science Fiction Film as Morality Play" from the "Worlds of Science Fiction" series. Tapes are distributed by Tapette Corp., Garden Grove, CA.

Robert E. Kennedy (President) received a letter from Glen Dollahon, Counselor for San Luis Obispo Senior High School, praising Cal Poly faculty members. The letter states in part "Many times during the school year our students have questions pertaining to their career choices that are best answered by Cal Poly Faculty Members. We have contacted many of these people relative to talking with our students and helping to counsel them. We have never been refused by any faculty member no matter how busy their schedules. I want you to know how pleased we are and how deeply indebted to the Cal Poly Staff we feel. The students find this one of the most rewarding experiences of their high school careers, and, of course, serving students is what education is about."

A poster received by Robert G. Valpey (Dean, School of Engineering and Technology), produced by the Minority Engineering Education Effort (ME3) of the Engineering Counseling for Engineer Development shows Cal Poly Graduate Jerry H. Sinclair as one of the featured illustrations. The poster, titled "You Can Have a Career in Engineering" shows Sinclair wearing boxing gloves and a Cal Poly athletic shirt.

Bernice B. Loughran (Art) presented a paper on a new justification for teaching the arts, based on split-brain research at the California Art Education Association Conference, Nov. 7 to 10. She also participated on a committee that formulated resolutions for the approval of the CARA State Council.

Typewritten copy intended for the next issue of Cal Poly Report must be received prior to 12 noon on Friday (Dec 5) in the Public Affairs Office, Adm. 210. Copy intended for Cal Poly Dateline is due in the Public Affairs Office by 12 noon on Tuesday (Dec. 2).
Candidates for Faculty Positions Being Sought

Candidates for positions on the faculty of the university are presently being sought, according to Donald L. Shelton (Director, Personnel Relations). Those interested in learning more about the positions are invited to contact the appropriate dean or department head. This university is subject to the requirements of Executive Order 11246 and is an Affirmative Action Employer. All interested persons are encouraged to apply. Following is a description of the available positions:

Lecturer ($2527-$3072/quarter), Environmental Engineering Department, School of Engineering and Technology. Duties & responsibilities include teaching three courses in heat transfer, thermal and fluids laboratory, strength of materials, senior project and related subjects. Candidates must possess a Master's degree in an appropriate engineering field with industrial or teaching experience. This is a part-time position for Winter Quarter, 1976 only. Closing date for accepting applications is December 9, 1975.

Lecturers, Range B ($2122-$2580/quarter), Home Economics, School of Human Development and Education. Two half-time positions available for Winter and/or Spring Quarters, 1976. Duties & responsibilities include teaching in textiles and clothing area of Home Economics. Candidates should possess a doctorate in Home Economics with specialization in this area. Closing date for receipt of applications is December 12, 1975.

Lecturer ($1061-$1290/quarter), Home Economics, School of Human Development and Education. One-quarter position teaching in the Home Management area of Home Economics with specializations in Consumer Education, Occupational Training, and Methods of Working with the Economically Disadvantaged. Possible position contingent upon sufficient enrollment in course. Candidates should possess a doctorate in Home Economics with specialization in this area. Closing date for receipt of applications is December 12, 1975.

Lecturer ($2122-$2580/quarter) Home Economics, School of Human Development and Education. Half-time position supervising in the selection and completion of Senior Projects. Results of independent and/or group study are presented in a formal report required of all students for graduation. Possible position contingent upon sufficient enrollment in course. Candidates should possess a doctorate in Home Economics General Education or Master's degree with expertise in the assignment outlined above. Closing date for receipt of applications is December 12, 1975.

Lecturer ($2122-$2580/quarter) Home Economics, School of Human Development and Education. Half-time position supervising in the selection and completion of Senior Projects in the area of Foods and/or Nutrition. Results of independent and/or group study are presented in a formal report required of all students for graduation. Possible position contingent upon sufficient enrollment in course. Candidates should possess a doctorate in Home Economics with specialization in Foods and/or Nutrition. Closing date for receipt of applications is December 12, 1975.

Lecturer ($1137-$1376/quarter) Psychology Department, School of Human Development and Education. Part-time position for Winter Quarter, 1976. Duties include teaching one course in general Psychology. Preference given to candidates with advanced study and work experience in an academic or other professional position. Possibility of continued assignment for Spring Quarter, 1976. Closing date for receipt of applications is December 10, 1975.

(Continued on page 10)
NEW EMPLOYEES AND TRANSFERS ANNOUNCED

Donald L. Shelton (Director, Personnel Relations) announces the following appointments to new positions and transfers in the support staff personnel for November, 1975. A hearty welcome is extended to the new members of the Cal Poly staff.

NEW EMPLOYEES:

Ashley, Phil D. Technical Assistant Biological Sciences
Bohl, Susan A. Clerical Assistant Records Office
Fadley, Jacquelyn I. Duplicating Machine Operator Duplicating Center
Greene, Lily C. Intermediate Account Clerk Student Accounts
Keil, Katherine M. Clerical Assistant Architecture
Mascaro, Peggy E. Clerical Assistant Architecture
Morrison, Richard W. Equipment Technician Chemistry
Norton, Stephanie Clerical Assistant Music
Quinones, Enrique Custodian Custodial Services
Swafford, Orville R. Clerical Assistant Communicative Arts & Humanities
Varnadore, Betty A.

LATERAL TRANSFERS:

Coates, Jeanette F. Intermediate Account Clerk Plant Operations
Lundgren, Deborah L. Clerical Assistant Library

faculty positions...(Continued from page 9)

Lecturer ($12,732-$19,752/annually), Psychology, School of Human Development & Education. Doctorate in Psychology; demonstrated proficiency in university-level teaching or equivalent professional experience; concern for human problems beyond the technical descriptions of any one specialized area of psychology required. We seek an individual who can synthesize psychological information as it applies to social issues, occupational goals and the personal development of students. In addition to introductory psychology, teaching topics can include the following: psychological problems of women and minorities in American society, childhood disorders, psychological variables in social planning and environmental design, and behavior in organizational and community settings. Full-time position for 1976-77 academic year. Closing date for receipt of applications is April 18, 1976.

Lecturer ($849-$1032/quarter), Journalism Department, School of Communicative Arts and Humanities. Part-time position for Winter Quarter, 1976 and perhaps Spring Quarter, 1976. Duties and responsibilities include one class in advanced reporting concerned with covering community, government, and other public affairs. Prefer candidates with Master's degree and appropriate teaching and professional experience. Closing date for receipt of applications is December 17, 1975.

Lecturer ($1382-$1681/quarter), Journalism Department, School of Communicative Arts and Humanities. Part-time position for Winter Quarter, 1976 and perhaps Spring Quarter, 1976. Duties and responsibilities include one class in mass media law, including state and federal laws related to libel, contempt, privacy, and postal regulations; also ethics and responsibility of the media. Prefer candidates with Master's degree and appropriate teaching and professional experience. Closing date for receipt of applications is December 17, 1975.
SUPPORT STAFF VACANCIES LISTED

Vacant support staff positions have been announced by Robert M. Negranit (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. This university is subject to the requirements of Executive Order 11246 and is an Affirmative Action Employer. All interested persons are encouraged to apply. The positions are:

Clerical Assistant II-B ($324.50-$394.50/month), (half-time position), Dean's Office, School of Science & Mathematics. Duties & responsibilities include typing and sending letters to students regarding dean's honor list, probationary status, etc.; typing and distributing minutes of school council meetings; receiving and returning students' petition forms; performing appropriate duties requested by dean, associate dean and school secretary. Requirements: high school graduate, one year of clerical experience, typing 45 wpm, shorthand 90 wpm, and must have taken the General Clerical Test. Closing date: December 9, 1975.

Clerical Assistant II-B ($649-$789/month), English, School of Communicative Arts and Humanities. Duties & responsibilities include taking dictation, typing, filing, operation of various business machines, working with student and personnel records, assisting parents, future students and visitors with questions regarding school. Requirements: high school graduate, one year's clerical experience, typing 45 wpm, shorthand 90 wpm, and must have taken the General Clerical Test. Closing date: December 9, 1975.

Clerical Assistant II-B ($649-$789/month), Architecture, School of Architecture & Environmental Design. Duties & responsibilities include taking dictation; typing; filing; operation of various business machines; working with students' and personnel records; assisting parents, future students and visitors with general information regarding the school; assisting the Associate Dean with operational and administrative duties; working with word processing equipment. Requirements: high school graduate, one year's clerical experience, typing 45 wpm, shorthand 90 wpm, and must have taken the General Clerical Test. Closing date: December 9, 1975.

Clerical Assistant II-B ($649-$789/month), Education Department, School of Human Development and Education. Duties and responsibilities include typing tests, course outlines, and correspondence; using office machines such as duplicator, xerox and thermo-fax; assisting students with general information; and other clerical duties as required. Requirements: high school graduate, one year's clerical experience, typing 45 wpm, shorthand 90 wpm, and must have taken the General Clerical Test. Closing date: December 9, 1975.

BICENTENNIAL TIME-LINE

Congress approves the "Declaration of the 13 United Colonies in North America," declaring that "whatever punishment shall be inflicted upon any persons . . . shall be retaliated in the same kind."
UNIVERSITY CLUB ASKS HELP

Senior employees of Cal Poly will be honored this year by the University Club. One Senior employee will be honored each week at the regular Thursday luncheon meeting according to Will Alexander (President, University Club). The senior Cal Poly employees, including Foundation employees, will be honored in the order of their initial date of appointment at Cal Poly. Those high on the list for special recognition in this year are:


If there are any Cal Poly employees with initial appointment dates in 1948 or earlier who are not on the above list, please notify the University Club secretary, Trudy Beck at Ext. 2476.

HEALTH AND SAFETY AGAIN URGED

A recent study of California industry identified slips and falls as the third most frequent cause of injury. A study of the California State University and Colleges System conducted in 1973 identified slips and falls as the third leading cause (18% of all injuries) within the system. Slips and falls are also being identified as a problem here at Cal Poly.

In an effort to prevent this accident type the following five steps to avoid slips and falls are suggested: Look for the unexpected when walking; spilled liquid or food; pencils; paper; paper clips; holes or broken places in walking area; freshly waxed areas, and other people; Reach for handrails when on steps; Reduce the hazards if you find anything in a walking area that shouldn't be there, wipe it up or pick it up, and if you can't do that then mark or place it out of the way to be picked up later. Report anything needing maintenance or repair; Don't run on slippery floors; and Look where you are walking and keep in step with safety for yourself and others.

WOMEN'S CLUB SPONSORS BOOTH AT PLAZA

"Ye Olde Sweet Shoppe" will be the entry of the Cal Poly Women's Club at the San Luis Obispo "Christmas in the Plaza" in the Mission Plaza on Saturday and Sunday, (Dec. 6 and 7) from 10 am to 4:30 pm. Christmas fruitcakes, plum puddings, fruit and nut breads, candies, etc. will be offered along with individual portions of hot chocolate and milk. The two day event is open to the public.

OFF-CAMPUS POSITION VACANCIES

Information on the administrative position vacancies listed below can be obtained from the Placement Office, Adm. 213, ext. 2501:

California State University, Northridge - Associate Vice President for Business and Administrative Affairs (salary range: $27,493 to $33,420). Doctorate or equivalent training and previous administrative experience. Deadline: Feb. 28, 1976.
Several weeks ago the State Controller was requested to obtain a revenue ruling from the Internal Revenue Service and the Franchise Tax Board concerning the tax status of the interest payments which were made on the withheld salary increases in 1973-74. On the reverse side is a copy of the response to the request. Since this response is not a formal revenue ruling, it is suggested that employees may wish to consult their tax advisors on this matter.

It is recommended that the contents of the Controller's response and this FSA be communicated to members of your staff who received the interest payment.

MLM:vlc

Distribution:
Vice President, Academic Affairs
Vice President, Administration
Business Manager
Personnel Officer
Affirmative Action Officer
Chancellor's Office Staff
Mr. C. Mansel Keene
Vice Chancellor
Faculty and Staff Affairs
California State University
and Colleges
5670 Wilshire Boulevard
Los Angeles, California 90036

Dear Mr. Keene:

In response to your letter of October 13, 1975, relative to the taxability of interest on the retroactive salary increase A.B. 1666, we have obtained the following information from the State Franchise Tax Board:

The interest on the retroactive salary increase is gross income to the employee subject to the provisions of Section 17071(a)(4), Revenue and Taxation Code, and Internal Revenue Code Section 61(a)(4). This interest is subject to Federal and State income tax.

Also, this interest will not be included in the employees W2 Statement for the calendar year 1975, because the interest is not considered wages which are the items reported on the W2. The employee should report the amount of interest received as interest income on his Federal and State income tax returns.

If you have further questions regarding this matter, please contact Mr. Arnold Schuler, (916) 445-3028.

Cordially,

Kenneth Cory
State Controller

KC/en
CARE Grant Competition Opens. Only one competition and application date for Creative Activity or Research Effort (CARE) proposals is scheduled for this academic year. The deadline is January 30, 1976, for notification by May 28, 1976.

CARE grant competition is open to all teaching faculty and academic department heads. Proposals will be reviewed by the Research Committee on a competitive basis and recommendations will be forwarded to the Vice-President for Academic Affairs for approval. Because of limited funding this year, special consideration will be given to proposals for regular research and for seed grants that may lead to proposals for outside sponsorship.

Application forms are available in the Research Development Office, Administration 317, Extension 2982.

Proposal Writing Seminars for Spring Quarter. Several people have mentioned that they were unable to attend any of the November seminars in proposal writing. Because of this, two more seminars will be given in the Spring Quarter. In the meantime, the pamphlet "Developing Proposals for Sponsored Activities" can be used as a guide and is available in Administration 317 as well as in each dean's office.

NSF - Research Opportunities for Small College Faculty. Opportunities are available for faculty members of smaller institutions to remain active in original and basic research by participating in research supported by NSF at large active departments of a nearby university. (Cal Poly qualifies as a "smaller institution" because of its limited research program.) Interested individuals should make their own arrangements locally with principal investigators holding or applying for NSF grants. NSF has special funds set aside to augment the budgets of these research projects and about 100 researchers a year take advantage of the fund. Plans for summer 1976 should be completed within the next two months. For further information, contact Leonard F. Gardner, NSF, 1800 G Street, NW, Washington DC, 20550.

NSF - Education Program Restructuring. The primary purpose of Education Program Restructuring is to encourage the development, testing, and evaluation of new or unconventional approaches to all aspects of science instruction at the undergraduate level. The Foundation seeks proposals aimed at producing positive changes in the undergraduate science learning experiences of science majors, non-science majors enrolled in science courses, or those preparing specifically for careers as teachers of elementary and secondary school science. Guidelines available in Administration 317. (E 76-10)

NSF - Application of Computers to Management. The National Science Foundation is seeking proposals or expressions of interest for participation in U.S.-U.S.S.R. activities in the application of computers to management. The cooperative activities were approved by the U.S.-U.S.S.R. Joint Commission on Scientific and Technical Cooperation. The activities are: 1) Econometric Modeling; 2) Computer Analysis Applied to the Economics and Management of Large Systems; 3) Application of Computers to the Management of Large Systems; 4) Theoretical Foundations for Software for Applications in Economics and Management; and 5) Computer-aided Refinement of Decision-making and Education of High-level Executives. Prospective applicants may write to: Senior Staff Associate (U.S.-U.S.S.R. Activities), Division of Mathematical and Computer Science, NSF, Washington, DC, 20550.
NSF – United States/India Exchange of Scientists. Senior scientists of the United States wishing to make short visits to India in order to work with Indian colleagues on projects of mutual interest may receive travel support under the Unites States-India Exchange of Scientists Program. This program offers opportunities to work in new environments with unique research materials and to make long range plans for collaboration with Indian research centers. Further information available in Administration 317.

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Research Projects in Vocational Education. Additional criteria have been proposed for selecting applicants for research projects in vocational education. Special consideration will be given to projects that develop vocational education programs in such emerging areas as energy and environment, where labor shortages exist for technically trained people, and in developing cooperative agreements between educational institutions and business, industry, and labor; the emphasize individualized instruction through more effective use of technology; and that serve the unique vocational education needs of migrant workers, the handicapped, persons in correctional institutions, and persons who require bilingual vocational training.

Applications must be approved by the State. Proposals are due at the USOE Application Control Center on or before January 8, 1976.

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USOE – Bureau of Education for Handicapped. This program is designed to help handicapped students in vocational, technical, postsecondary or adult education participate in regular school education programs enabling them to compete with non-handicapped persons. This would mean adding such support services as interpreters for the deaf, notetakers and readers, wheelchair attendants, job placement, and instructional media. Priority will be given to programs which: 1) serve multi-state regions of large population centers; 2) adopt existing programs to the special needs of the handicapped; 3) serve areas where a need for such services is clearly demonstrated.


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1976-77 NATO Awards. The Council for International Exchange of Scholars has announced January 6, 1976, as the deadline for the 1976-77 North Atlantic Treaty Organization Research Fellowships. A limited number of advanced research fellowships will be offered to candidates from member states including Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Turkey, United Kingdom, and United States. Candidates are invited to submit research projects on topics relevant to the North Atlantic Alliance. Further information is available in Administration 317.

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The Conservation and Research Foundation. The purposes of the Conservation and Research Foundation are to promote the conservation and enlightened use of our renewable natural resources, to encourage related research in the biological sciences, and to deepen understanding of the intricate relationships between man and the environment that supports him.


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