MEMBERS OF NEW RESEARCH COMMITTEE APPOINTED

Ten members of the instructional and administrative faculty have been appointed as members of the new College Research Committee by President Robert E. Kennedy. Announced last week, the appointments were made under the procedures recommended by the Faculty-Staff Council and approved by the president early this year, and followed recommendations made by the council's Executive Committee.

In addition to including representatives of the faculties of the five instructional schools and a representative of the instructional deans, the new committee also includes three ex-officio voting members and one ex-officio non-voting member who will serve as its secretary. They are:

- Archie Higdon, dean of engineering, member, representing instructional deans
- LaVerne Bucy, Animal Husbandry Department, member, representing faculty of School of Agriculture
- Clifton Swanson, Music Department, member, representing faculty of School of Applied Arts
- Robert J. Rodin, Biological Sciences Department, member, representing faculty of School of Biological Sciences
- Dell O. Nickell, School of Architecture, member, representing faculty of School of Architecture
- Harold M. Cota, Environmental Engineering Department, member, representing faculty of School of Engineering
- Donald S. Nelson, director of business affairs, ex-officio voting member
- Gene E. Brendlin, foundation manager, ex-officio voting member
- Lowell H. Dunigan, director of institutional research, ex-officio voting member
- George G. Clucas, director of research and development, ex-officio non-voting member and secretary

Clucas will serve as temporary chairman of the committee until such a time as it can meet and elect a chairman for the 1968-69 college year.

CAMPUS HEATING, HOT WATER SERVICES TO BE OFF SEPTEMBER 5-9

Major servicing of the campus central steam plant beginning September 5 (Sunday) and continuing through September 8 (Thursday) will eliminate heating and hot water service on the entire campus and will also shut down the air conditioning system in the Administration Building. Douglas Gerard, associate dean, facilities planning, said the particular period during which the work will be performed was selected so the inconvenience to students, faculty, and staff could be held to a minimum. (See related article on other campus utility interruptions on following page.)
TRANSCRIPTIONS OF "YOU AND THE SEVENTIES" ADDRESSES AVAILABLE

Copies of the transcribed speeches of major speakers of the "You and The Seventies" Summer Conference, which took place during July, are on file in the Faculty Reading Room of Dexter Memorial Library for the use of members of the faculty and staff who may wish to have them available. The addresses on file in the Faculty Reading Room are:

"The U.S. in World Affairs," by Edward P. Morgan
"NATO and the Atlantic Community," by General J. Lawton Collins
"From Test Tubes to Telescopes," by Norman Moore
"What in the World is Going On," by Robert Scalapino
"Individual Rights and Aborted Pluralism," by Rev. James Hargett

CAMPUS ELECTRICAL SERVICE TO BE CURTAILED SEPTEMBER 5-12

A contract to improve the electrical service on campus will require that certain buildings and facilities be without electrical service from 7:30 a.m. to 6:00 p.m. on the dates listed in the schedule printed below. These dates were selected so as to cause the least interference with normal college operations. In addition to affecting the buildings and facilities listed during the periods shown, the work on the electrical system will make the campus clock system inoperative from 7:30 a.m., September 5 (Thursday), through the same time September 13 (Friday).

Schedule of Electrical Shut Downs

<table>
<thead>
<tr>
<th>Date/s</th>
<th>Feeder</th>
<th>Buildings/Facilities Affected</th>
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<tbody>
<tr>
<td>September 5 and</td>
<td>A</td>
<td>Business Administration and Education; Air Conditioning; Post Office; Cottages 1, 2, 3; Crandall Gymnasium and Annex; Football Field; College Avenue Residence Halls; Graphic Arts; Dexter Memorial Library; Mechanical Engineering Laboratory (Power Plant); Old Power Plant; Engineering-Mathematics Construction Site.</td>
</tr>
<tr>
<td>September 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 5</td>
<td>F</td>
<td>Engineering West</td>
</tr>
<tr>
<td>September 9</td>
<td>E and F</td>
<td>Erhart Agriculture; Dining Hall; English; Mathematics and Home Economics; College Union Construction Site; Biological Sciences Construction Site; Engineering West.</td>
</tr>
<tr>
<td>September 10</td>
<td>D</td>
<td>Health Center; Home Management House; Music, Speech, and Drama; Men's Gymnasium; existing Ornamental Horticulture Unit; President's Residence; South Mountain Residence Halls; Temporary College Union; Hillcrest Cottage.</td>
</tr>
<tr>
<td>September 11</td>
<td>B</td>
<td>Agricultural Engineering; Engineering East; Food Processing; Science.</td>
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</tbody>
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(Continued on Page 3)
MEMBERSHIP OF 1968-69 FACULTY LIBRARY COMMITTEE ANNOUNCED

Appointment of ten members of the teaching staff of the college to the 1968-69 Faculty Library Committee has been announced by Dean of the School of Applied Sciences Clyde P. Fisher. Members of the committee who will serve during the coming year are:

<table>
<thead>
<tr>
<th>School</th>
<th>Name and Department</th>
<th>Term</th>
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<tbody>
<tr>
<td>Agriculture</td>
<td>Gerald L. Westesen, Agricultural Engineering</td>
<td>1 year</td>
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<tr>
<td></td>
<td>Gregg H. Macy, Animal Husbandry</td>
<td>2 years</td>
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<tr>
<td>Applied Arts</td>
<td>Dwayne G. Head, Physical Education</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td>Robert J. Huot, English and Speech</td>
<td>2 years</td>
</tr>
<tr>
<td>Applied Sciences</td>
<td>Robert J. Rodin, Biological Sciences</td>
<td>1 year</td>
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<tr>
<td></td>
<td>Charles E. Dills, Chemistry</td>
<td>2 years</td>
</tr>
<tr>
<td>Architecture</td>
<td>Donald Grant</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td>Raymond E. Nordquist</td>
<td>2 years</td>
</tr>
<tr>
<td>Engineering</td>
<td>Alfred E. Andreoli, Aeronautical Engineering</td>
<td>1 year</td>
</tr>
<tr>
<td></td>
<td>Harold M. Cota, Environmental Engineering</td>
<td>2 years</td>
</tr>
</tbody>
</table>

Ex-officio members of the committee, which will elect its chairman at an early meeting, are Dr. Fisher and L. Harry Strauss, college librarian who serves as its secretary. The committee serves as an advisory and recommending group to the college librarian and dean of applied arts in matters concerning library services, selection of new materials, and integration of library functions into the college curriculum.

PUBLIC HEARING ON SABBATICAL LEAVE REGULATIONS SLATED

Sabbatical leave regulations which were adopted as emergency measures by the Trustees of the California State Colleges during their meeting held July 25, at Hayward, will be the subject of a public hearing planned for 1:00 p.m., September 26, at California State College at Los Angeles.

Copies of the regulations, which are in keeping with the Budget Act of 1968 which restricts funds available for sabbatical leave purposes, are available in the Office of the Director of Personnel Relations in the Administration Building and in the Faculty Reading Room of Dexter Memorial Library.

CAMPUS ELECTRICAL SERVICE TO BE CURTAILED (Continued from Preceding Page)

<table>
<thead>
<tr>
<th>Date/s</th>
<th>Feeder</th>
<th>Buildings/Facilities Affected</th>
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</thead>
<tbody>
<tr>
<td>September 12</td>
<td>C</td>
<td>Aeronautical Engineering Shop and Hangar; Agricultural Education; Beef Unit and Cottage; Booster Pump (Corporation Yard); Booster Pumps (Residence Halls); Corporation Yard including Grounds; Foundation and Auto Shop; Crops Unit; Dairy Unit; Farm Shop; Feed Mill; Freshman Residence Halls (Navy Dorms); Horseshoeing Unit; Machine Shop; North Mountain Residence Halls; new Ornamental Horticulture Unit; Peterson Ranch; Poly Grove; Poultry Unit; Security; Sheep Unit; Slaughter House; Student Garage; Steer Feed Lot; Swine Unit; Thoroughbred Unit; Welding Shop.</td>
</tr>
</tbody>
</table>
A variety of chamber and orchestral music will be featured during the concerts of the 32-member Summer Symphony Orchestra of the college Thursday (August 22) and Sunday (August 25) evenings. The programs, planned as concerts of chamber and orchestral music, respectively, are both scheduled for 7:00 p.m. in the outdoor Amphitheater, which is located adjacent to the campus Theater near Grand Avenue. Admission will be free and ample parking available.

Featured during the first of the two entirely different programs will be the solo performance of pianist Ronald V. Ratcliffe. A well-known concert performer in this area and a member of the Music Department faculty, he will join the orchestra for its playing of Mozart's "Concerto No. 11 in F-Major, K. 413."

Clifton E. Swanson, conductor of the orchestra and also a member of the Music Department faculty, pointed out this week that the programs should be particularly enjoyable additions to summer music opportunities in this area. "The Summer Symphony is composed of many of the finest instrumentalists in this part of California and the new Amphitheater has remarkably fine acoustics," he concluded.

FOREIGN STUDENT OFFICE NEEDS HOST FAMILIES

Twenty-five San Luis Obispo area families interested in participating in the Host Family Program of the campus Foreign Student Office are being sought, according to a recent announcement from that office. Glenn W. Rich, foreign student counselor, issued the call for families who will entertain one or more foreign students an evening or two during the students' first days in San Luis Obispo.

Rich said a reception is being planned for the evening of September 10 to provide participating families an opportunity to become acquainted with the new students on campus. The families are then being urged to invite the students from other nations into their homes for dinner and an evening of hospitality on September 12.

A number of San Luis Obispo County families who have been involved in the host program in the past are expected to join with the 25 presently being sought by Rich and his staff in hosting the 100 foreign students who are expected to enroll at Cal Poly for the first time this fall.

Families interested in participating in the Host Family Program or in learning more about it are invited to contact the Foreign Student Office by telephoning 546-2376, or by going in person to the office, which is located in Room 217A, Administration Building.

WHO . . . WHAT . . . WHEN . . . WHERE ? ? ?

H. H. Burlingham, head of Agricultural Education, is in the midst of a two-month-long assignment as a special consultant in agricultural education curriculum at Ching Mai University, Thailand. While in that Southeast Asian nation, he is working with Warren T. Smith, former dean of Cal Poly's School of Agriculture who heads the college's instructor advisor team there and Thai agricultural educators. Burlingham is expected to return to campus in time for start of the Fall Quarter.

(Continued on Page 5)
WHO . . . WHAT . . . WHEN . . . WHERE ? ? ? (Continued from Page 4)

Mrs. Ruth Gran, Health Center, is taking part in a three-week-long intensive education program aimed at improving the services of student health nurses to college students. Sixty-eight individually selected nurses from 28 states, Washington, D.C. and Canada, are involved in the short course which is being held at University of Colorado. Also involved in the program is a "home work" assignment, which will be conducted during the coming college year, and a concluding three-week-long session at the Colorado university next summer.

Scott J. Maughan, Social Sciences, received the Doctor of Philosophy Degree with a major in history during commencement activities held at University of Utah last weekend. A member of the Cal Poly faculty since 1965, Dr. Maughan is a graduate of Brigham Young University and taught at Eastern Montana College and University of Utah before that time.

Steve M. Mathias, a senior majoring in mechanical engineering, is the Society of Automotive Engineers' 1968 "Student of the Year" for Southern California. Mathias expects to complete his studies for the BS degree later this year. The first Cal Poly student to win the honor, he received a $100 cash award and an engraved plaque. The Mechanical Engineering Department will have possession of a permanent trophy recognizing his accomplishment during the next 12 months.

VACANCIES ON COLLEGE STAFF ANNOUNCED BY PERSONNEL OFFICE

Five vacancies on the support staff of the college exist according to an announcement made this week by the Personnel Office. Four of the positions are described in more detail in an attachment to this issue of "Staff Bulletin" and full information about all five may be obtained by contacting the Personnel Office, Room 111, Administration Building, telephone 546-2236.

The positions with department of assignment and salary range shown are:

- Athletic Equipment Attendant I, Physical Education (Men's), $435-530
- Evaluation Technician I, Admissions and Records Office, $584-710
- Clerical Assistant III (Senior Clerk), Admissions and Records Office, $492-599
- Clerical Assistant II (Intermediate Steno), Director of Research and Development Office, $446-543
- Clerical Assistant III (Senior Clerk), Personnel Office, $492-599

RESERVED SEATING FOR MUSTANG'S HOME GRID CONTESTS

Season tickets in the "J" section of Mustang Stadium for the five Cal Poly 1968 home football games are now available to faculty and staff at the Associated Students, Inc., Office. They may be purchased at substantially reduced rates by associate members of ASI. Those interested in purchasing tickets will also be pleased to learn that the Mustang Marching Band has been moved to another section of the steel bleachers and that Section "J" has been moved closer to the 50-yard line.

A map of the new Section "J" may be seen at the ASI Office, where excellent seat locations are still available for purchase. Those wishing to assure themselves of good seats may do so by contacting the ASI Office about new locations as quickly as possible.
Employment opportunities exist in the positions described below. Interested applicants should contact the Personnel Office in Room 111, Administration Building or call Extension 2236.

**Evaluation Technician I**

This position is located in the Admissions & Records Office. The primary duties of an Evaluation Technician I are:

1. To analyze the transcripts of students transferred from junior colleges and universities to determine which courses will be accepted for credit at Cal Poly and to explain to transfer students the method in which their previous educational credits can be applied to their chosen course of study;

2. To evaluate the records of current students who request a report on their academic standing and to advise these students regarding courses required to complete credential or degree requisites;

3. To conduct the final check of the records of candidates for degrees or credentials to insure that all requirements have been fulfilled for graduation.

Applicants interested in the Evaluation Technician I position should have a knowledge of the provisions of the California Education Code, the State Administrative Code, the College Catalog, decisions of the Chancellor's Office regarding transcript evaluation process, and local campus articulation agreements with California junior colleges. The duties of the Evaluation Technician I require that the individual filling the position have mature judgment and the ability to maintain good personal relations with students, school deans, and department heads. The monthly salary for the position is $584-710.

**Clerical Assistant III, Range A (Senior Clerk)**

This position is located in the Office of Admissions & Records. The duties of the Clerical Assistant III-Range A position include the supervision of three Clerical Assistant II's engaged in performing clerical duties necessary for the evaluation of student records. The Clerical Assistant III is required to answer inquiries from current and transfer students concerning the acceptability of various courses for fulfilling degree and credential requirements. The individual filling the position must also have the ability to work with and assist students, faculty, and staff members. Applicants for the Clerical Assistant III position should be thoroughly experienced and schooled in the procedures and requirements for preparing transfer evaluations, change of major evaluations, and graduation checks. The monthly salary range is $492-599.

(continued)
Clerical Assistant II, Range B (Intermediate Steno)

This position will serve as secretary to the Director of Research and Development. This office is responsible for carrying out a continuous inventory of research projects, experimental instructional projects, and development programs involving the college. The office is located on the third floor of the Administration Building.

Candidates should meet the qualifications for the Clerical Assistant II, Range B, including one year of experience in the performance of general office clerical work. Applicants should have the aptitude and ability to perform clerical work of average difficulty and quickly learn the specific operations of the office. Candidates should have a pleasant personality and have experience in public relations activities.

The ability to type at a corrected rate of not less than 45 words per minute is required, plus the ability to take dictation at a rate not less than 90 words per minute.

Monthly salary starts at $446, with a salary increment to $469 after six months based upon satisfactory performance.

Clerical Assistant III, Range A (Senior Clerk)

This position will serve as Senior Personnel Clerk in the Personnel Office. Experience in the pre-employment processes of interviewing, screening, and testing is highly desirable; ability to interpret and apply position qualifications in reviewing applications and ability to process applicants in the college employment procedure is essential.

Applicants must be able to communicate effectively, both orally and written, be able to exercise patience and be tactful in relationships with the staff, students, and the public and must be able to perform in a pleasant and effective manner. A knowledge of standard office practices and procedures is necessary.

The ability to establish and maintain cooperative working relationships with those contacted in the work and to explain complex regulatory or procedural requirements clearly and concisely is essential. A knowledge of leave practices, state retirement, health benefit plans, insurance coverages and regulations, and workmen's compensation would be helpful and desired.

Under general direction, this position supervises and manages the clerical service functions of the Personnel Office and assists in the implementation of the various personnel management programs for faculty and staff. This position is required to initiate several complex reports, memoranda, and general correspondence.

A college degree or college background is desired. The starting salary is $556 per month with annual merit increases to $676 per month.