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The Office of the University of North Florida

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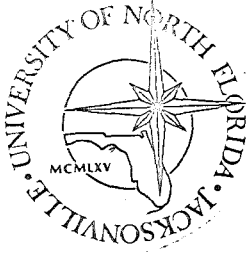
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UNIVERSITY NEWS FACTS

Volume 1 No. 5

September 4, 1970 Friday

PURPOSE

For those staff members not familiar with this publication, The UNIVERSITY NEWS FACTS is the inter office communication created for the purpose of relaying pertinent information to the different offices and individuals. For those staff members who are familiar with this publication, it will be published more consistently every two weeks (the first and third week of each month, corresponding with pay day).

Any member of the University staff can contribute any information to the NEWS FACTS. Items for publication should be submitted to Mrs. Wendy Price by 5 p.m. the day prior to publication. This inter office publication can be used most effectively if members of the staff will utilize it to convey general information rather than separate memorandums distributed to each individual.

The title UNIVERSITY NEWS FACTS is temporary until a more suitable name can be devised. Any suggestions for the future name of this publication will be greatly appreciated.

MAIL CALL

Outgoing mail is deposited in the mail box located directly outside the main door of the University. The mail is picked up twice a day in the afternoon at 1:50 and 5:05. Mail will be picked up and posted here between 4:00 and 4:30 p.m. each day. Any correspondence to be sent out before this time can be given to the mailman when he delivers the mail.

Outgoing mail for the Board of Regents is sent in a single packet. Therefore envelopes should be addressed in this simplified form:

Individual's Name
Office
Board of Regents

The mail comes in once a day between 11 a.m and noon. It will be sorted and put into the boxes, presently located directly in front of the switchboard. The mail is sorted according to departments and each office is responsible for picking up their own mail.

THE COMMUNICATIONS GAP

Recently there has been a lack of contributions to the reading file. The purpose of this file is to fill the communication gap between the different offices, and consists of copies of outgoing correspondence concerning University business.

It is located in the President's office and recieved by Mrs. Betty Jo Brown. The file is then circulated to all staff members.

SUPPLY DEPOT

The Surplus Property Division Warehouse, under the direction of the State Department of General Services, has many various items available to the University for a nominal charge. The warehouse has merchandise varying from tracing paper to trucks. Items may be obtained from the warehouse at a fraction of the cost from a commercial vendor. An appointment of two weeks in advance is required to view what stock is available. No inventory records are kept, eliminating telephone orders.

Mr. Gordon Johnson has made appointments for every two weeks (the next being September 15.) Anyone who is interested in purchasing items from the warehouse located in Starke, should check with Mr. Johnson so he can see if it is available in stock. All goods must be for official university use only. No personal purchases are permitted.

SPEECH KEEPER

The speech calendar will now be located in the office of University Relations and Development. This log is kept concerning where, when and who will be making a speech. The upkeep of this calendar should avoid duplication of speaking engagements. Please notify Wendy Price when asked to speak to an organization.

PROMOTIONS

DR. JAMES DUNGAN, the first staff member who was appointed as executive assistant to the president, has been named as the Dean of Planning and Evaluation effective September 1.

NANCY WALKER has been promoted to the position of Staff Assistant I in the office of Planning and Evaluation.

BON VOYAGE

MRS. RUTH DAVID will be leaving the University today to return with her family to their hometown of Abington, Pennsylvania. Ruth was one of two career service employees to first join the staff and will be greatly missed as a part of the ever-growing University. All of us wish her much success in the future.

PICTURE PURCHASES

The pictures taken of the University staff are available for purchase. Slides or photographs are available for the following costs:

Slide - 35¢ each
Wallet size photographs - 40¢ each
Snapshot size photographs - 50¢ each
5x7 photograph - \$1.50 each
8x10 photograph - \$3.50 each
11x14 photograph - \$7.75 each

All pictures must be paid for at the time of ordering. Please contact Wendy Price if you would like to place an order.

HOLIDAY AHEAD

Since Monday, September 7, is Labor Day the University will be closed. If you plan to use the three day weekend to travel, please drive carefully. An order of 55 chairs has just been filled. The demand for chairs is at a new low so please don't become another empty chair.

WELCOME ABOARD

P. KEN WILSON joined the University staff today as director of Personnel. Mr. Wilson has been the classification and pay supervisor over the education and cabinet agencies section for the past three years. Before this promotion he was a personnel technician trainee in the Classification and Pay Section of the Florida Merit System.

Mr. Wilson is a graduate of Florida State University where he earned his Bachelor of Science in Business Administration with a major in Marketing.

THE FOLLOWING STAFF MEMBERS CAME ABOARD SEPTEMBER 1.

DR. WILLARD O. ASH, the new dean, college of arts sciences and technologies, comes to the University of North Florida from the University of West Florida where he was the chairman of the department of mathematics & statistics.

As a professor of statistics, Dr. Ash has been on the faculty of eight other universities and colleges including Maryland, Virginia Polytechnic, Iowa State & the University of Florida. Before turning to the teaching profession he worked six years as a statistician in the War Production Board, 1942-46 and the Office of Real Property Disposal, 1946-47.

Dr. Ash earned his bachelor's degree in mathematics at St. John's College, Annapolis, Maryland, and his master's at the University of Maryland. He acquired his Ph.D in statistics at Virginia Polytechnic Institute.

He is married to the former LOUISE VAN ORMER of Schellsburg, Pennsylvania. They have two children, ABBY and GARRET, who are both married.

NANCY HOWELL, a native of Jacksonville, is the new secretary in the Office of Physical Plant. Prior to this assignment Nancy was with the Argyle Southern Company located in the Florida National Bank Building, the University's first place of residence. She has worked with the Southern Bell Company and the Guidance Department at Paxon Senior High School. She is also certified as a Notary Public

Nancy, the fourth Nancy and the third Nancy H. on the University staff, has one son, MICHAEL who is 1½ years old.

The newest addition to the library staff is MISS LUCILLE JANS, acquisitions librarian. Miss Jans, a native of White River, South Dakota, is a graduate of the University of California, Berkley, where she earned her bachelor of arts in English and her master of library science. She has also attended a number of other colleges, trade schools and special programs while continuing her education involving a variety of subjects. Miss Jans speaks fluent German, French, Spanish and some Russian and Italian.

Miss Jans comes to the University from the University of California, Santa Cruz. For the last year she has been the head of the acquisitions section. Not only is Miss Jans familiar with library procedures in a University system, but her experience includes working with the Foreign Service in Guadalajara, Mexico and Frankfurt, Germany; the San Francisco City and County Hospital and Western Employees Service, the U.S. Navy and the U.S. Treasury.

CAROL MALPHURS is secretary to Dr. George Corrick in the office of University Relations and Development. Carol's experience in the field of public relations is quite extensive. She transferred from the University of Florida where she was secretary to the dean of University Relations and Development. She has worked with the Orlando, Gainesville, and Ocala Area Chambers of Commerce in this same field.

A native of Alachua, Florida, Carol is a graduate of Santa Fe High School and has taken courses at Santa Fe Junior College in Gainesville. Carol's husband, BOB will graduate from Jones College next December with a major in computer programming.

DR. JAMES M. PARRISH, the former dean, college of business administration at Drexel University for the past six years is the University's new dean of business administration. Dr. Parrish's professional experience includes: instruction economics and marketing, University of Alabama, part-time instructor, economics University of North Carolina; associate professor of marketing and insurance, Washington University, St. Louis; dean of the school of business and industry, Mississippi State University; management consultant to the Southern Bell Telephone Company; director of education, Department of the Army; and adjunct professor, University of Maryland, George Washington University, and American University.

Six years after earning his M.S. in marketing at the University of Alabama, Dr. Parrish received his Ph.D in economics and business administration at the University of North Carolina. Dr. Parrish is married to the former DORIS TODD. They have five children; JAMES M., JR., DORIS PATRICIA, ROBERT TODD, MICHAEL YOUNG and STEPHEN GLENN.

RALPH STEWART, III, is assisting in the library with duties which include checking shipments collating articles, checking invoices, and the responsibility for the physical maintenance of the library.

A graduate of Raines High School, Ralph is now attending Florida Junior College, while working 15 hours a week.

Coming to the University from the University of West Florida where she was a computer programmer, is WANDA WADE, the Systems Analyst in the Department of Planning and Evaluation.

Wanda, a native of Atlanta, Georgia, graduated from Florida High School in Tallahassee, Florida, and later from Florida State University with a major in math.

DR. WILLIAM L. WHARTON, a native of Parkersburg, West Virginia, has begun his duties as the Assistant Dean of Academic Affairs here. Dr. Wharton has been the registrar for Florida State University for the past five years. Prior to this he was the Assistant Director of Admissions at the University of Florida.

Upon completion of his B.S. at Florida Christian College, Dr. Wharton earned his M.Ed. and Ed.D at the University of Florida.

Dr. Wharton and his wife, VALY, have six children. They are: MARIE, 17; TRINA, 15; PAUL, 13; DAVID, 12; JOHN, 9; and RACHEL, 2.

LEGISLATIVE COMMITTEES TO MEET HERE

Word has been received that certain standing committees of the Florida Legislature will hold meetings in Jacksonville on November 18 and 19. It is anticipated that the Education and Appropriations Committees will be among those meeting here. The University of North Florida will serve as host to the Committees during their Jacksonville meetings. Arrangements for the meetings will be coordinated by the Office of University Relations and Development and will be reported in more detail as they are developed.

WOUNDED IN ACTION

The University had its first casualty yesterday when MICHAEL POWELL got a splinter in his finger while moving some boards. After attempting to remove the sliver of wood with a needle and scissors, Michael was sent to the Doctor's Medical Group on the corner of University and Atlantic. Dr. Sanchez removed the splinter embedded deeply enough to require two stitches.