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## University News Facts, Volume 1 No. 06

The Office of the University of North Florida

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# UNIVERSITY NEWS FACTS

Volume 1 No. 6

September 19, 1970 Friday

## WELCOME ABOARD

Employed in the Personnel Services office as of September 11 is MRS. HELON EVANS. Helon comes to the University from the State Division of Health, Bureau of Entomology. She has been the secretary to the chief Entomologist Inspector for the past five years.

Helon is a native of DeKalb County, Alabama, but has resided in Jacksonville for the past 19 years. Her three children are: Belinda, 18, - a student at St. Vincents Hospital; Karen, 15, - attending Forrest High School; and Michael, 3.

DEBORAH WELLS, 19, began working as a student assistant in the office of academic affairs on September 4.

After graduation from Eugene J. Butler High School, Deborah entered Florida Junior College as a Freshman. At this time she plans to transfer to the Associate of Arts program majoring in education at the University of North Florida.

## SACS

Dr. John G. Barker of the staff of the Commission of Colleges of the Southern Association of Colleges and Schools (SACS) and Mr. Joe Ezell of the staff of Georgia State University visited the University on September 14 to evaluate the University for Correspondence status with SACS.

During the visit the planning, proposed curriculum and the future site were a few of the items considered in the evaluation. According to Dr. Roy Lassiter, the University will hear from SACS soon regarding their decision. Correspondence status is the first step toward becoming accredited by the Association. The University expects to be fully accredited sometime in 1972.

## DID YOU KNOW?

The combined experience of the University of North Florida staff is gathered from 16 different universities and 12 states from Massachusetts to California.

## LIBRARY DONATION

Mrs. E. M. Rasmussen, a former resident of 2939 Ribault Scenic Drive, has donated to the University library a set of the National Geographic Magazine complete

from 1920 to the present. This gift has saved the University considerable funds and it will be greatly appreciated by the future patrons of the library. A subscription for the continuation of this magazine will insure that it will remain up-to-date.

#### VACANT POSITIONS

The department of personnel services is now recruiting applicants for the positions listed below. If anyone currently employed would like to be considered, please contact the personnel office so that your application may be reviewed to determine if the minimum qualifications for the class are met.

<u>Class of Position</u>	<u>Office</u>
Secretary IV	Dean, Arts, Sciences and Tech.
Secretary IV	Dean, Business Administration
Secretary IV	Dean, Education
Secretary III	Comptroller
Computer Operator I	Computer Center

#### PICTURE DEADLINE

The deadline for ordering pictures taken of the University staff on July 28, will be September 28. Please place your order with Wendy Price in the office of University Relations and Development.

#### NIGHT CONNECTIONS

At the close of each workday the switchboard is set on night connections. Incoming calls will come through directly on the connected phones and outgoing calls must be made through these extensions. If you are planning to work after closing hours you can be contacted through your office's assigned extension.

Relations & Development-----	725-7730---Ext.	34
Controller-----	725-7730---Ext.	27
President's Office-----	725-7732---Ext.	18
Physical Plant-----	725-7733---Ext.	31
Library-----	725-7734---Ext.	15
Education & Business-----	725-7735---Ext.	9
Arts, Sciences & Tech.-----	725-7736---Ext.	6
Admin. Services & Personnel---	725-7737---Ext.	51
Academic Affairs-----	725-7738---Ext.	1
Planning & Evaluation-----	725-7739---Ext.	21

#### SURPLUS STOP

Mr. Johnson will be in Starke at the Surplus Property Division Warehouse September 29. Those interested in purchasing items from the warehouse should contact him.

#### IBM MAG CARD SELECTRIC

The IBM Mag Card Selectric Model 975 has been acquired on the basis of a demonstrator. While the typewriter prints out copy as keyboarded by the typist, text is

simultaneously recorded in magnetic code from on the card. Changes or additions can be made by typing over the original copy manually. This machine allows mass duplication of correspondence while still giving the appearance of an original.

The first mass mailing was completed by the office of Academic Affairs. Over 100 letters were mailed to presidents, deans, and department chairman of the Florida junior colleges.

Before the actual leasing or purchasing of the Mag Card Selectric will be considered, justification for the expense will be necessary.

#### DID YOU KNOW?

The average age of the A&P staff is 42.5 years. Among the career service personnel, the average age is 28.5. The combined University staff's average age is 36.19 years.

#### MAN AND HIS COMPUTER

The two large pieces of IBM equipment which arrived Wednesday are a card sorter and a card verifier. The card punch machine is expected to arrive here next week. The computer operation will be located in the space directly across from the switchboard/reception area.

The initial application of these machines will be data preparation for our library acquisition program. This process is presently used by Florida Atlantic University, located in Boca Raton:

Mr. Fred Simmons met in Tallahassee with the Electronic Data Processing Division of General Services and developed specifications for acquisition of a terminal to be installed here. This terminal will be connected to the University of Florida's administrative computer.

Bids are to be received on the terminal November 4. After the evaluation and recommendation are completed along with the cabinet approval, delivery of the terminal should be made February 1.

#### TRIPPING OUT

The following trips are scheduled at this time for the month of September.

September 18-----Mr. Haywood----Gainesville  
September 18-----Dr. Carpenter--Gainesville  
September 19-----Mr. Wilson-----Orlando  
September 22-24----Mr. Wilson-----Atlanta  
September 23-----Mr. Meadows----Boca Raton  
September 24-25----Mr. Johnson----Tallahassee

#### LUNCH HOUR

The Food Host - Catering Wagon comes every work day between noon and 12:30.

† The truck circles the parking lot once and parks beside the mail box. A variety of hot food, cold sandwiches, beverages and desserts are available for purchase.

#### DID YOU KNOW?

The University has an average of 26.4 pieces of outgoing mail per day.