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UNIVERSITY NEWS FACTS

THE OFFICIAL PUBLICATION
FOR THE OFFICE OF THE
UNIVERSITY OF NORTH FLORIDA

Volume 1 No. 8

October 16, 1970 Friday

COUNCIL OF PRESIDENTS

The Council of Presidents of the State University System will meet at the University of North Florida on November 6, at 10:00 a.m. Arrangements for the meeting will be made by the offices of the president and university relations and development.

CAMPUS OWNERSHIP

Campus ownership is now official. Until just recently the document conveying the title of ownership had been in question. But title is now clear and has been approved by the Counsel for the State Department of Education.

BUDGET COMPLETION

After many long hours of work late into the night the accounting department personnel (Mr. Haywood, Mr. Wild, Kathy Bomar, and Susie Wilson), with the aid of Michael Powell, completed and mailed the revised Legislative Budget and the Six-Year PPBS (Planning-Programming-Budgeting System) to the Chancellor's office this week.

The staff will have the opportunity to review these budgets at the communications seminar conducted by the Controller's Office during the week of October 26-30.

A CRY FOR HELP!

Help from those clerical staff members, who might have a few minutes of spare time and the approval of their supervisor, is needed in the library.

A vast number of books have come to the library in the form of gifts. An inventory of these books is necessary so they will not be duplicated in new purchases. Preparation of cards reflecting the author, title, imprint and indication of a gift are necessary for each book. Non-library personnel should be able to prepare from 25 to 30 cards per hour. Also help in alphabetizing the Library of Congress catalog cards is needed.

Either of these tasks can be done at a volunteer's desk. Miss Lucille Jans will be happy to give instructions and answer questions for those interested in giving a helping hand. It is an opportunity for everyone to make use of extra time and in turn help the University of North Florida.

1969 FLORIDA STATUTES

The 1969 Florida Statutes are now available. The three-volume sets are located in the offices of the president, controller, and academic affairs. The library will also maintain a complete set as well as the 1967 issues.

DID YOU KNOW?

On an average day an estimated 100 telephone calls are made from the University to outside, 66 calls come in, 10 calls are made from one extension to another and usually two to five wrong numbers are received.

SYMPHONY ASSOCIATION BOARD MEMBER

Dr. Thomas Carpenter has been selected as an ex officio board member of the Jacksonville Symphony Association.

The Symphony Association has reorganized this year. The Association closed during the 1969-70 Season after twenty years of continuous operation.

In 1970 a new Board of Directors and new officers were elected. With this new beginning the Symphony Association has three aims in mind: build and develop a strong Youth Orchestra in the Senior High Schools; develop a strong avocational symphony orchestra on a community basis; and immediate reorganization and presentation of a new professional orchestra of good quality for the 1970-71 Season.

RECEIVING DELIVERIES

All equipment deliveries will now be received in the library at the back entrance to the University. If merchandise comes to the reception area it should be directed to this entrance. The library will notify Marie Womack of deliveries and she will have the merchandise picked up as soon as possible.

NO TRESPASSING

Recently "No Trespassing" signs have been posted on the University campus site in compliance with the provisions of Chapter 8.21-19 of the Florida Statutes. The University is also taking steps to have the campus declared as a game and wild life sanctuary. This is to assure the safety of persons who are visiting the campus property on official business or in the course of their work. Without this restriction hunters who discharge high powered guns present a real danger to those who are working or visiting.

Those administrative staff members who desire to visit the campus may arrange to do so through Mr. Meadow's office. As time permits the office of physical facilities will attempt to accommodate all staff members with a visit to the campus.

LIBRARY RECRUITMENT TRIP

From October 16 until November 1, Mr. Farkas will be traveling throughout the State of California for the purpose of recruiting library staff members, collecting new and inventive ideas, and surveying potential personnel from the University of California graduates, at Berkeley.

Other educational institutions included on Mr. Farkas's travel itinerary are : Arizona State University; University of California, La Jolla Campus; San Francisco State College; Stanford University; and the University of California, at Davis.

PEOPLE

Mr. Henry D. Kramer of the Florida Board of Regents has been recently hospitalized in the Baptist Memorial Hospital. He will be there for a week of rest and test.

Dr. Parrish's brother-in-law, Mr. Roaf Bragwell of Russellville, Alabama, passed away October 13. The University staff joins in extending to his family our sincere sympathy.

BOOK BORROWING

The UNF library is now prepared to lend books to interested readers. These books will be shelved to the left of the library entrance. The shelves will be marked, "New Books". Books may be borrowed from this area only.

The procedure for checking out these books, as previously outlined by Mr. Farkas, involves filling out a 3x5 slip of paper indicating the author, title, publication date, date and borrower's name. The slip should then be given to Karen Kent. After the book has been returned the slip should be given to the borrower as he is accountable for the book as long as the slip is on file. Books may be kept for a reasonable length of time (2-6 weeks). The library staff anticipates the new book shelf will be replenished on an average of every 10 days.

DID YOU KNOW?

This year there are 57 authorized positions for the University. The total budget this year is \$1,500,000.

By the time of opening, it is estimated in the fiscal year 1972-73, the University will have 380 positions (202 of which will be faculty) to fill and a budget in excess of \$7 million. The exact number of positions and the budget will depend on the fulfillment of the projected full time equivalent student body of 1,462.

Then six years from now the University will have an estimated student body of 3,800 and will be operating on a proposed budget of \$16 million.

POSTAGE METER OPERATION

The operation of the postage meter is an exclusive function to be attended by an employee of the office of physical facilities. The mail is now falling into several different categories or classifications. Therefore different postal rates are applicable for use when mailing certain classes of library and educational material. However, use of this rate is restricted within a framework of complex postal criteria.

Further, the redemption procedure for mistakenly printed postal tapes requires special handling. Staff cooperation is expected and appreciated.

CAREER SERVICE MEETINGS

The career service staff members have decided to meet informally once every two weeks. One meeting a month will be a luncheon meeting. At the next gathering, Mr. Wilson will discuss the new time cards and explain in detail their purpose and how they should be filled out.

REQUISITION REQUESTS

The University has grown too large for scribbled notes to serve as requests for purchases. In addition, the Auditor General was advised we would have a requisition purchase procedure as soon as possible. Therefore, as of July 1, it was decided the University would begin to use the straight requisitions on all purchase order requests when ordering equipment or supplies not normally kept in stock.

It is essential that the equipment to be ordered is described as accurately and in as much detail as possible. A good descriptive requisition is the best insurance of receiving the correct equipment ordered.

The requisition can be a record of equipment on order for each department. It also informs the purchasing division of who ordered particular merchandise.

For detailed information on requisition procedures see Administrative Services July 30th memorandum concerning Administrative Services Procedure II - Purchasing (Revised).

DID YOU KNOW?

Thirty cars are parked in the parking lot on a daily basis (three cars and a jeep belong to the state). The parking lot designated for the University's use is designed to accommodate 24 cars.

