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## University News Facts, Volume 1 No. 09

The Office of the University of North Florida

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# UNIVERSITY NEWS FACTS

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

Volume 1 No. 9

October 29, 1970 Friday

## WELCOME ABOARD

DR. JOHN S. ALLEN, who recently retired after thirteen years as president of the University of South Florida, has joined the University staff as Special Advisor to the President. At the time of his retirement, Dr. Allen was the senior president, in point of service, among the presidents of the nine institutions of the State University System.

A native of Indiana, Dr. Allen, holds the B.A. from Earlham College, the M.A. from the University of Minnesota and the Ph.D. from New York University.

Prior to his appointment at the University of South Florida, in 1957, Dr. Allen served as vice president of the University of Florida, and then as acting president upon the death of President J. Hillis Miller. Earlier Dr. Allen taught astronomy at Minnesota and Colgate Universities, and served as Director, Division of Higher Education for New York State from 1942 until 1948.

Dr. Allen is married to the former Grace Carlton.

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MRS. DORIS WILSON began work on Tuesday as secretary to Dr. Parrish. Doris was previously employed by the Florida State Board of Health, first with the Division of Personnel and most recently with the Bureau of Entomology. Prior to this she was employed for five years by the Alma Exchange Bank in Alma, Georgia.

Doris and her husband Ernest have two children: son Robert, 14 and daughter Darri, 11.

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MR. JACK WINSTEAD has joined the staff as Director of Purchasing. Mr. Winstead, a graduate of the University of Florida, later earned his master of arts degree from George Washington University.

After completing a five-year tour of duty with the United States Navy, Mr. Winstead was employed by the University of Florida as purchasing officer. In 1966 he was appointed assistant director of Purchasing at the University of Florida, a position he held at the time of his appointment at the University of North Florida.

Mr. Winstead presently holds the rank of Lieutenant Commander in the Naval Reserve and serve as Commanding Officer of the local Navy Reserve Surface Division.

A former resident of Palatka, Florida, Mr. Winstead and his wife, Lise, are the parents of Laura, 6, and George, 3.

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The newest member of the University library staff is MRS. DELMA DURHAM, a native of Jacksonville. Delma, who is filling the position of Library Assistant, is a graduate of Bethune-Cookman College, where she earned her B.S. degree in business administration.

Delma, a former employee of the Concentrated Employment Program (C.E.P.), has also worked with the Duval County Board of Public Instruction, as a substitute teacher, and Carver Business College.

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Assisting in the library is GARRY WOOD, a freshman at Florida Junior College. Garry, a graduate of Terry Parker High School, is in the general education program at FJC.

#### COUNCIL OF PRESIDENTS

The Council of Presidents meeting originally scheduled for November 6, has been postponed until November 9. The meeting will still be held at the University of North Florida offices.

#### PERSONNEL PACKET PLANS

Mr. Wilson is coordinating plans for the development of a comprehensive packet of materials for recruiting purposes. This packet will include information concerning schools, housing, banking, apartments, legal services, medical care, community services and facilities and fringe benefits of the University. Guided tours are also anticipated in the future for prospects coming to Jacksonville for recruitment purposes.

Ideas from staff members concerning materials for this packet would be appreciated. The committee coordinating this project will meet within three weeks.

#### LONG DISTANCE TELEPHONE CHARGING

The office of physical facilities has arranged to replace all current telephone credit cards with special billing number credit cards. The new cards will be issued during the coming week, accompanied by a memorandum of instruction.

Each new card will bear a different number. It is requested that this number be used when placing any and all long distance calls including those dialed direct. This simply means that the caller will give his special billing number when the operator comes on the line, instead of giving our present telephone number.

The University will not be penalized under this system as was the case referred to in a recent memorandum from the physical facilities director.

The resulting billing will be systematically organized based on these numbers, thus eliminating the necessity to maintain the long distance telephone logs. Remember, however, that the new numbers assigned must be given instead of the switchboard number when placing any official long distance calls from any location.

#### DID YOU KNOW?

Jacksonville was one of eleven cities selected in 1968 by LOOK Magazine and the National Municipal League as an All-American City because of citizen involvement in solving local problems.

#### GOVERNMENT AND THE BUSINESSMAN

Congressman Charles E. Bennett in association with the Jacksonville Area Chamber of Commerce and the U.S. Department of Commerce, Jacksonville Field Office, will sponsor a seminar November 6, 1970 on the topic "Government and the Businessman". The seminar, to be held at the Mayflower Hotel, is for the purpose of informing local businessmen about federal government services available to small and big businesses in Jacksonville.

The University will be represented at the half-day seminar by Dr. Carpenter, Dr. Corrick and Dr. Parrish.

#### AIR TRAVEL TICKETING

Ticketing for air travel may now be arranged through Nancy Higginbotham. Nancy is now prepared by Delta Airlines to provide services of any air ticket office (all airlines, national air carriers as well as commuters), to include making confirmed flight reservations; determining flight schedules and costs; and ticketing the passenger. All secretaries should make reservations and pick up tickets through this service. Nancy can also make hotel or motel accommodations whenever possible.

#### SMALL CHANGE

As a convenience to the staff a change box containing \$2.00 in nickels and dimes has been located on top of the Coca-Cola machine. This money will be counted and converted to small change on a daily basis.

#### VISIT TO SAC HEADQUARTERS

President Carpenter visited Strategic Air Command Headquarters at Offutt Air Force Base, Nebraska, October 21-22, during a program arranged for a selected group of 37 Jacksonville civic leaders.

The overnight visit included comprehensive briefings on America's present and future strategic military capabilities and a tour of the underground command post and base facilities.

#### PROPER ADDRESSING

The name Pottsburg Station can be omitted in the University address according to Mr. Meadows. The University of North Florida, post office box 17074, and the zip code, 32216, must be on all mail coming to the University. If any of this information is excluded it will prevent or delay delivery.

#### DID YOU KNOW?

Full Time Equivalent (FTE) enrollment is computed by dividing a constant student credit hour load into the total

student credit hours produced. This constant is 15 hours for undergraduate programs and 12 hours for graduate programs.

#### VACANT POSITIONS

Open positions will be continuously posted on the back bulletin board and outside the personnel office. The following vacancies are open to qualified interested staff members:

POSITION	OFFICE
Secretary IV	Dean's office, College of Arts, Sciences and Technologies
Secretary IV	Dean's office, College of Education

The following openings are project to be available January 1, 1971:

Account Clerk II	Controller's Office
Computer System Analyst I	Information Systems
Computer Programmer I	Information System
Clerk Typist III	Information Systems
Clerk Typist III	Library
Clerk Typist II	Library

#### ARTHUR FIEDLER CONCERT

Request for tickets to the November 10, Arthur Fiedler Concert sponsored by the Jacksonville Symphony Orchestra are available in the President's Office.

#### XEROX PRESENTATION

Michael Powell will give a presentation on the care and feeding of the Xerox machine, 3:30 p.m. November 3. All persons who use this machine should make plans to attend this informative session.

#### TRIPPING OUT

The following trips are scheduled as of now for the month of November:

Nov. 2	F. Simmons	EDP Meeting	Tallahassee
Nov. 6&7	J. Haywood	F&A Meeting	Tampa
Nov. 6&7	E. Wild	F&A Meeting	Tampa
Nov. 8	J. Dungan	Stu. Aff. Council	Tallahassee
Nov. 9	W. Wharton	J.C. Visit	Lake City
Nov. 10	W. Wharton	J.C. Visit	Gainesville
Nov. 11-13	W. Wharton	J.C. Visit	Tampa
Nov. 11-14	J. Parrish	S.E.A.	Atlanta
Nov. 15-17	T. Carpenter	AASCU Meeting	San Antonio
Nov. 20	T. Carpenter	B.O.R. Meeting	Tallahassee

#### PROMOTIONS

Congratulations to MR. JIM HAYWOOD for being appointed today, Acting Dean of Administrative Affairs.

#### DID YOU KNOW?

The construction underway next door to the University parking lot will one day be a Publix Supermarket.