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The Office of the University of North Florida

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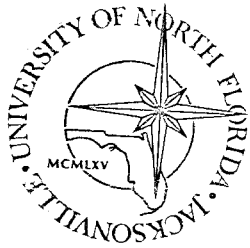
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UNIVERSITY NEWS FACTS

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

Volume 1

No. 10

November 13, 1970 Friday

WELCOME ABOARD

CLARICE COSTON, a native of Grand Forks, North Dakota, has joined the library staff as a clerk-typist. Before coming to the University, Clarice served as cafeteria supervisor for two years while her husband, Richard, was earning his graduate degree in seminary at Andrews University in Berrien Springs, Michigan. Her husband is now minister at the Southside Seventh-day Adventist Church.

Clarice has three sons: Harvard, age 13; Daniel, age 12; and Bruce, age 10.

Coming to the University as secretary in the Dean of Arts, Sciences, and Technologies office from Florida State University is MRS. P. LOUISE CROWELL. At FSU Louise was staff assistant to the Director of the Computer Assisted Instruction Center. Louise has also worked in Tallahassee with the Florida Commission on Aging and the Florida State Department of Education. Earlier she worked with the State of Illinois Department of Mental Health in Elgin, Illinois for five years.

Louise and her husband Rudy have a six year old daughter, Lori.

Assuming duties as the University switchboard operator is MRS. DOLLARISS JACKSON. Dollariss attended an 18 month nursing program at Syracuse University and a two-year business course at Century Business College in Jacksonville.

A native of Jacksonville, Dollariss's working experiences includes two years as a receptionist, and several years in nursing and sales. She has two children: a son, Stanley, 16; and a daughter, Shah-Whann, 13.

A new appointee as secretary to the Dean of Administrative Affairs is JANICE SCONYERS.

Janice has worked in the general offices of the Corral Restaurant and Caterers, at Montgomery Wards in the Credit Department, and May's Transfer, Inc.

Janice, a native of Lake City, earned her A.S. degree in secretarial science at Florida Junior College at Jacksonville. Her husband, Robert, is assistant manager for Sherwin Williams.

LEGISLATIVE MEETING

Members of the University administrative staff met with several legislative representatives of this area today. The purpose of this first meeting was to get acquainted with these legislative members and to assure them of the University's readiness to assist in every appropriate way in their concerns with the higher education and the University.

The legislative delegates attending toured the University planning offices in our temporary quarters and met the members of the general staff. After completion of the tour, administrative staff members and legislators adjourned to the Thunderbird for lunch.

FIREARMS PROHIBITED

The University released a news item today concerning the Florida statute which prohibits the use of firearms and other statute described devices on the 1,000 acre site designated for the University campus. This news release was sent to the area newspaper, radio stations and television media.

Continued use of firearms on the site is a danger to surveyors, architectural personnel, department of transportation personnel and the University planning staff who are on the campus almost daily. Through the use of signs, newspaper advertising and public service announcements, the University is attempting to notify sportsmen that the site is now closed to firearms.

FIRST PRINTED PUBLICATION

The first printed publication of the University is scheduled to be available by November 16. The two color student information brochure will include: the University's history, site of the campus, academic programs, admission requirements for graduates and undergraduates, fees and financial assistance and housing.

Extensive distribution is intended to place the student information brochure in the hands of potential students, their parents and advisors.

OPENING BIDS

The first bid handled by the University of North Florida was opened yesterday. Previous to this the University of Florida has been handling UNF bids. The date to bid appeared in the Florida Times-Union October 29 and November 5. According to Mr. Winstead the bid for modular furniture will be awarded for approximately \$22,100.

BOOKWORK

Library development has one of the highest priorities in the pre-opening work of the University. Major emphasis in the operating budget was placed on library acquisitions. Future funds allotted to the library will be largely on the basis of the amount of money wisely spent from the last budget. Continued budgetary support for the needed 100,000 volume library depends in large part on the success of staying on schedule in purchasing and processing books in the library.

While the University is still relatively small many staff members have the opportunity to become involved in more than one aspect of University life. At the last administrative staff meeting all present were advised that the nature of library work

is such that there is always room for one more pair of helping hands.

According to Mr. Farkas the work, even though not fascinating, is vitally important. Accuracy, or lack of it, can make or break the operation. To appreciate the magnitude of the tasks involved, it should be pointed out that the 100,000 volumes represents about 85,000 titles, therefore 85,000 order forms are necessary which must be typed, separated, filed and retrieved upon receipt of the material.

The library would welcome any sympathetic staff members willing to help. Depending on the amount of time that can be spared by each volunteer the library will attempt to vary the routine and make it more attractive and more desirable to those who wish to contribute to the growth of the University library.

INFORMATION SYSTEMS SEMINAR

Information Systems will hold its communications seminar November 18, at 10:30 a.m. Memoranda will not be circulated to individual departments.

TERMINAL VENDORS

Mr. Simmons recently attended a very "successful meeting" with EDP members, Board of Regents members, and six of the major vendors for terminal equipment. The University is expecting between seven or eight bids on November 24 for the terminal scheduled to be installed in late February.

DESIGN DEVELOPMENTS

The office of University relations and development has completed negotiations with Mikulas Associates, Inc. Designers to supply graphic services for the University. Mikulas Associates will research and develop a symbol/logotype design for the University and implement this design throughout University communications.

Mr. Joe Mikulas will make a presentation at a staff meeting to outline the purpose, value and functions of a coordinated design program in the near future.

CHANGE BOX

The change box created for the convenience of the University staff members was established on the honor system. However the box, which is secured nightly, has been short up to as much as 50% of the \$2.00 allotted for change. The controller's office will continue this change box for two more weeks, but if the situation does not improve the service will have to be dropped.

CHRISTMAS CHEER

The Christmas can located in front of the switchboard is for the purpose of collecting Christmas donations. Rather than taking up a collection or asking for set donations, it was suggested by the clerical staff that donations be voluntarily placed in the Christmas can at the discretion of staff members. The amount given is up to each individual.

The money collected will be used to buy food, clothing, or toys for an orphanage, the boys home or a needy family.

Along with the Christmas can is a decorated box for those who would like to contribute food goods to be used for the same

purpose as the donations. The group or groups to whom the donation is made will be decided by the general staff at a later date.

CHRISTMAS PARTY

The University Christmas party is tentatively scheduled for the evening of December 19 in the game room of the Cascade apartments.

PERSONAL BOOK ORDERS

The library will now order currently in print domestic books at dealers price for the personal use of the University staff.

According to Mr. Farkas the dealer will not accept rush orders and a volunteer, other than a library staff member, will be required to do the bookkeeping on all personal orders. The author's name, title, publisher and publication date must be supplied to the library with all orders.

TEMPERATURE CONTROL

The Florida State Chamber of Commerce, as owner of the building, is presently installing three thermostats to control the level of heat and air conditioning in the University offices. These are zone controlled type thermostats. Thus, the thermostats installed mid-way in this wing will regulate the temperature in the middle section, while the thermostates in the north and south ends will control those sections of the wing.

It should be recognized that temperature conditioning is directly related to the capacity of the central chiller and central heating system. Therefore, dramatic responses to thermostat adjustment may not occur.

GET WELL WISHES

Nancy Walker is now recuperating at her home after surgery at the Baptist Memorial Hospital. The University joins in wishing her a speedy recovery and hopes she will be back within the next few weeks.

SWITCHBOARD CHANGES

The office of physical facilities extends appreciation to the clerical staff for having assisted over the past several weeks with the operation of the University switchboard. Now that Dollariss Jackson has been employed primarily to operate the switchboard, it is not intended that members of the secretarial staff be asked to relieve or operate the switchboard except in unusual emergencies.

Nancy Higginbotham's duties have been rearranged slightly so she will be able to provide all relief on the switchboard, handle all functions related to the mail and post office, travel reservations, receptionist duties, and other tasks as assigned.

The office of physical facilities is currently making all efforts to improve the effectiveness and efficiency of the switchboard. Please forward any comments to the Physical Facilities Director regarding telephone services, mail services, custodial services, and/or other services for which physical facilities is responsible.