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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 2 No. 1

January 8, 1971 Friday

## WELCOME ABOARD

SHARON SUTTON, computer programmer, is a brand new graduate of Jacksonville University. Sharon has also attended Columbia University and the University of South Florida.

A native of Bronx, New York, Sharon and her husband, Harold, make their home at Regency Lakes in Jacksonville.

\*\*\*\*\*

DR. DONALD WILLIAMS, the new faculty assistant to the vice president and dean of faculties was guidance director for the Alachua County School Board for the past two years.

A former resident of Steger, Illinois, Dr. Williams earned his B.S. from Indiana State Teachers' College. He then went to the University of Florida to receive his M.Ed and his E.D.

Prior to his initial appointment to the Alachua County School Board as secondary guidance specialist in 1965, Dr. Williams was an instructor at P.K. Yonge laboratory school at the University of Florida for ten years.

\*\*\*\*\*

STEPHEN WRIGHT has begun the new year as a part time student assistant in the controller's office. He is a full time freshman student at Florida Junior College.

Stephen settled here in Jacksonville with his wife, Sandy, after completing a tour of duty with the U.S. Navy.

## STAFF MEETING CHANGES

Hereafter on the second Tuesday of every month the staff meeting will be held at 2:30 rather than 3:30. All other regularly scheduled staff meetings will be held at the usual time unless cancelled or notified by memo.

## SYMBOL PROGRESS

Dr. Corrick and Mr. Livingston have been meeting with Mr. Joe Mikulas of Mikulas Associates, Inc., the design firm which is developing the University of North Florida symbol. Several rough symbol designs have been viewed.

Mikulas also has prepared a poster and table top display, primarily for use by Dr. Wharton on his recruitment trips. This display will be available for other upcoming events concerning the University.

### OFFICE LANDSCAPING ARRIVES

Twenty-three thousand dollars worth of office landscaping has arrived for the University from Herman Miller Co. This equipment was ordered to take care of additional personnel joining the staff. Landscaping will be set up throughout the year as it becomes needed. Request for additional equipment for a department should be requisitioned.

More than 100 new chairs also have been ordered, along with additional lateral files.

### STATE AWARDS COMMITTEE

Organization of the first University State Awards Committee has begun. Mr. Wild has been selected to succeed Mr. Hancock as chairman of this committee, which will include one member each from the faculty and A&P ranks and three career service members.

Mr. Wild will be contacting various employees about the selection of committeemen on this organization.

### LIBRARIAN SEMINAR

Mr. Farkas and Miss Jans will be attending the Third International Seminar on Approval and Gathering Plans in Large and Medium Size Libraries on February 17-19. The seminar will be sponsored by the Florida Atlantic University Library and Division of Continuing Education at the Ramada Inn on the Lake in West Palm Beach.

Purpose of this meeting is to provide information on approval plans. Ideas and solutions for problems in this area will be exchanged among members, as there is little or no published literature on the subject.

### STUDENT RECRUITMENT

Dr. Wharton will begin the new year with a tour of the state's community college campuses, talking with potential students as well as their teachers and guidance counselors.

News releases were sent to the areas surrounding the campuses Dr. Wharton will visit. These releases include a photograph of Dr. Wharton and Debi Hall, Florida Junior College coed.

Dr. Wharton's confirmed schedule is North Florida Junior College, Madison--Jan.11; Lake-Sumter Junior College, Leesburg--Jan. 13; Miami-Dade Junior College North Campus--Jan.18; Miami-Dade South Campus--Jan.19; Florida Keys Junior College, Key West--Jan. 20.

### JAYCEE JUDGE

Dr. Carpenter was selected as a judge for the Jaycees' 1970 Good Government Award. The winner of the award was chosen January 6, and the presentation will be made January 11.

Elected officials who were in office during 1970 were eligible for nomination and were nominated by an individual or organization.

### LIBRARY THANKS

The library staff would like to extend their thanks to the personnel who have aided the library in their spare time. These staff members have relieved the library of some of the additional work load. The library continues to welcome those who have the spare time and can donate a few minutes to library tasks.

### DID YOU KNOW?

Today the University reached the size of 54 employees. There are seven faculty members, 14 A&P personnel, 23 career service employees, eight student assistants, and two OPS personnel.

The largest department is the library with nine employees.

### PERIODICAL SUGGESTIONS

The library is eager to complete orders for periodicals and would appreciate receiving suggestions from staff members by the end of next week.

### FLOWERS AND TOYS

A stand of flowers was sent to the James Reddish, Jr. funeral by the University staff.

Additional donations were used to buy toys for Joe Reddish who has been hospitalized. For the staff B.J. Brown took little Joe a stuffed monkey, a model of a swamp buggy, a smiling clown and a stuffed dog, which he immediately named Bruno.

### USE THE NEWSLETTER

Secretarial time and xerox expense can be saved if fuller use is made of the newsletter for communications to the entire staff. Too frequently memoranda are circulated to "All Staff" which are not urgent and thus could be included in the newsletter. Deadlines for items to be included in the newsletter are alternate Thursdays at noon. Items should be submitted to Wendy Price, editor of the newsletter. Dates of publication for the newsletter during the current quarter are Jan. 22, Feb. 5, Feb. 19, March 5, March 19. If there is a need for more frequent publication, consideration will be given to weekly issuance of the newsletter.

### CONGRATULATIONS ARE IN ORDER

The Georgia State Bureau of Roads is ecstatic but hundreds of feminine hearts are sad. Why? Ken Wilson, Director of Personnel, is betrothed, which means he'll soon stop burning the roads between here and Atlanta. The date is Feb. 13. Ken is engaged to Glenda Hobgood of Atlanta.

### PAYCHECK ADJUSTMENTS

Two adjustments were made in the paychecks distributed today.

There was an increase in the amount of some checks because less federal income tax was withheld due to the tax rate change. As previously noted the social security rate increased from 4.8% to 5.2%. Those people who earn more than \$7800 felt the greatest impact since they had not paid out social security after earning that amount last year.

The money received today will not be listed on the 1970 W-2 form even though it was earned in that year. This means it must be declared as taxable income next year.

### ANNUAL REPORT

Copies of the Annual Report for the State University System of Florida, 1969-70 are available in the office of University Relations and Development.

PORTASOUND LECTERN

A Portasound Lectern, a portable transistorized P.A. system, is now available in the office of University Relations and Development. The entire system can be set up and ready for use in as little as 10 seconds. The system is designed for use when addressing groups of nearly any size up to about 400 persons.

PAPER POINTERS

It is requested of all personnel who use the Xerox machine that they do not open a new ream of paper when one has not been completely used. The longer the paper is exposed to the air the more moisture it absorbs, creating a greater possibility of jamming the machine.

BULLETIN BOARD MAINTENANCE

University Relations and Development will now be responsible for maintenance of the bulletin board. Entries for the board should be given to Wendy Price.

GUBERNATORIAL INAUGURATION

Dr. Carpenter and Dr. Dungan attended the inauguration of Reubin Askew as Florida's 37th governor Tuesday.

FUNDING OF FLOWERS AND GIFTS

In addition to the establishment of guidelines for the dispensation of flowers and gifts among the staff, etc., there is the problem of regularized funding. Please indicate your preference among the following proposals and return the tear-off to the desk of Mrs. Helon Evans. by 5 p.m. Tuesday, Jan. 12.

- 
1. No flower or gift policy or fund to be established.  
 Acceptable  
 Unacceptable
  2. Funding by coffee fund profits with possible increase in coffee fund contributions.  
 Acceptable  
 Unacceptable
  3. Monthly contributions of 50 cents from all staff until a \$50 flower/gift fund balance is attained. Balance to be maintained by irregular 50 cent contributions as needed. (Non-contributors and families to be ineligible for receipt of flowers/gifts.)  
 Acceptable  
 Unacceptable
  4. Funding by other means. Describe briefly \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please indicate the rank-order of your preferences by number:

- |   |  |
|---|--|
| <input type="checkbox"/> Most acceptable      | <input type="checkbox"/> Least acceptable (if "other means" not recommended) |
| <input type="checkbox"/> Next most acceptable | <input type="checkbox"/> Least acceptable (if "other means" recommended)     |