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# UNIVERSITY NEWS FACTS

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

Volume 3<sup>2</sup>

No. 2

January 22, 1971 Friday

## GROUNDBREAKING PLANS

The groundbreaking committee met yesterday to discuss the ceremony tentatively scheduled for this spring.

According to Dr. Corrick, chairman, the committee has divided the planning into four areas: 1) site and facilities; 2) program; 3) invitations and protocol; and 4) promotion. The committee plans to develop the program completely before deciding on a final date.

At the next meeting, the committee will critique the Florida International groundbreaking ceremony, which will be attended by Dr. Carpenter, Dr. Corrick and Mr. Livingston.

Members of the planning committee are: Dr. Corrick, Dr. Allen, Dr. Dungan, Mr. Livingston, Mr. Meadows and Dr. Robinson.

## EVALUATION PERFORMANCE SEMINARS

There will be two six-hour sessions on Employee Performance Evaluation March 9-10. Mr. Dean Gaiser of the Division of Personnel and Retirement will be the instructor. This short course will be of value to those persons in supervisory and management positions who have responsibility for reviewing, evaluating and rating performance of employees.

There will be openings for twenty-five participants. Those who would like to enroll, please contact Mrs. Evans in Personnel by Friday, Jan. 29.

## TAXABLE OR DEDUCTIBLE?

By law, all employees must receive their W-2 forms by Jan. 31. The University should receive these forms from the State Controller's Office just prior to this date. The forms will be distributed immediately upon receipt.

Individual earning sheets for 1970 have been distributed to all staff members. This information should be valuable in filling out income tax returns prior to the receipt of W-2 forms.

In addition, deductible and taxable items are listed below:

Blue Cross-----	Deductible
Major Medical-----	Deductible
Long Term Monthly Disability-----	Taxable
Tax Sheltered Annuity-----	Excludable
Group Term Life-----	Taxable

Permanent Life-----Taxable  
Accidental Death-----Taxable  
American Family Cancer-----Deductible  
United Fund-----Deductible  
Duval County Teachers Credit Union----Taxable

Mr. Haywood would like to recognize the payroll department for extending this additional service to all employees.

#### NEW UNF POLICIES

Two University policies have been issued by President Carpenter following their approval by the Executive Council. They are (1) Policy on Public Information and (2) Policy on Space Assignment. Copies of the policies have been issued to the members of the Executive Council. Staff members should familiarize themselves with these policies.

#### SYMBOL PRESENTATION

The Executive Council viewed and critiqued a presentation of proposed University of North Florida symbols created by the Mikulas & Associates firm. Although no decision was reached there, a majority concurred in the concept developed by Mr. Mikulas to portray the University's commitment to an open relationship to its environment through the symbol. President Carpenter directed Mr. Mikulas to concentrate on further refinement of one symbol in particular which was recommended by Mr. Mikulas, Dr. Corrick and Mr. Livingston.

#### STATE AWARDS PROGRAM

The University state awards program is now in full swing. Mr. Jim Dennard, state awards coordinator, met with members of the University staff Wednesday to discuss the state awards program for career service employees.

In a humorous but thorough presentation, Mr. Dennard stressed the importance of this program to motivate and instill in the 59,000 state employees a desire to make known ideas pertaining to reduction of costs and waste. Mr. Dennard emphasized that acceptable suggestions will increase efficiency, production and morale, which will ultimately save time, effort, money and possibly lives, in the operation and management of state government.

Members of the University state awards committee met later that day to establish operating rules for the committee. The first suggestion from a University employee was submitted and acted upon. Mr. Livingston was invited to attend the next meeting to aid with suggestions for state awards publications.

Members of the State Awards Committee for the University are:

Mr. Ernest Wild, Chairman, (Career Service)  
Mrs. Doris Wilson, Member, (Career Service)  
Miss Gertie Weeks, Member, (Career Service)  
Mr. Ken Wilson, Member, (A&P)  
Dr. Andrew Robinson, Member (Faculty)

Committee members will attend the 3rd Annual State Awards Luncheon scheduled for March 16.

#### B.O.R. NOMINATION

Mr. J.J. Daniels has been nominated to the Florida Board of

Regents by Governor Reubin Askew. Dr. Carpenter is in the process of sending Mr. Daniels a letter of congratulations on his nomination. Mr. Daniels was a member of the old Board of Control, which was superseded by the Board of Regents. He is presently president of the Jacksonville Committee of 100 and chairman of the board of Stockton, Whatley, & Davin.

#### ADDITIONAL SPACE

The University is currently in the process of acquiring 1,092 additional feet of space in the large reception hall from the State Chamber of Commerce. It is expected that the State Chamber will be able to provide all space needed by the University prior to the move into the facility on campus.

#### MULTIPLE LISTING SERVICE

Arrangements are now being made with the Multiple Listing Service to provide future University staff members with an orientation program concerning the residential housing market.

The program will provide for up-to-date Multiple Listing books to be placed in a special orientation area where they can be readily available to the staff. Community tours for department heads are also being planned for early spring.

This service will keep the University on neutral ground with real estate firms in the area, while allowing new faculty and staff members the broadest possible look at the available market.

#### VISITING AUDITORS

Two legislative auditors, Mike Andrews, supervising auditor, and James Giles, junior auditor, will be reviewing financial statements of the University for the fiscal year which ended June 1970.

By state law legislative auditors must audit all state agencies books once a year. The auditors also are responsible for management auditing. They may examine the methods of operating to determine if they are economically feasible. At this stage in the University's development, the auditors are concerned primarily with the accounting, personnel and purchasing departments.

The auditors have just completed their audit of Florida Junior College and are scheduled tentatively to be here a month.

#### CREDIT UNION MEETING

The Duval County Teachers Credit Union's annual membership meeting will be Tuesday, Jan. 26, at 7:30 p.m. in the Little Theater of the Jacksonville Civic Auditorium.

#### DID YOU KNOW?

The University has had 315 visitors sign the guest register since Nov. 19. Mr. Meadows estimates there have been a few more visitors who have not signed the register.

#### OFFICE LANDSCAPING PARTS

A partial shipment of office landscaping connectors has been received by the University. Additional office landscaping will be installed during the coming week. Enough extra connectors

and panels are on order to accommodate the requirements of the staff through this fiscal year and into the next fiscal year.

#### LEGISLATIVE BILLS

Deans Corrick and Haywood have devised a means of keeping the President and staff alerted to proposed legislation, obtaining staff reaction and dispatching such reaction to the BOR staff as input for the University System's Legislative Program.

The Administrative Affairs and University Relations and Development offices will receive, file and review legislative bills. A summary folder of the bills, updated weekly, will be distributed to the Executive Council. Bills which have potential impact for the University will be identified as new summaries are distributed. Council members are requested to give priority to reviewing these summaries and will be expected to examine in detail the bills on file where they foresee implications for their areas.

Distribution of these summaries will be made by Dean Haywood and reaction by Council members will be directed to him with copies to Dean Corrick. Proposed University responses to the Chancellor's staff would then be drafted for the President's consideration and submission. Status reports on the proposed legislation will be made periodically.

#### SPEAKING OF SPEECHES

In a speech to the Watsonia Garden Club in Ortega, Tuesday, Mr. Meadows outlined the five points which the University is emphasizing in the development of campus landscaping. The five points are: (1) preservation of native flora to the greatest extent possible, (2) minimization of site disturbance, (3) soil stabilization, (4) beautification enhancement through design, (5) restoration and addition of plant materials equal to or in excess of those disturbed by construction.

#### MISPLACED PROPERTY

Steve Wright, student assistant in the Controller's office has been taking inventory of University property. He cannot locate: chairs, numbered 93 and 277; and shelving, 195.

If anyone knows the whereabouts of the above property, please contact Steve any afternoon.

#### COVERED DISH LUNCHEON

A covered dish luncheon will be sponsored by the career service staff, Jan. 29, noon. Food provided by the girls will be served in the conference room.

The purpose of this luncheon is to provide an opportunity for the entire staff to get together. Other luncheons will take place monthly for a three month trial period. The luncheons will replace the monthly birthday parties.

#### RECOGNITION

Mr. Meadows would like to acknowledge his appreciation to Kathy Bomar, Wendy Price, and Wanda Wade for their assistance with the switchboard and mail service during the "sick-out" absences of both Nancy H.'s in the Physical Plant office.

ORGANIZING THE ORGANIZATION

One of the crucial steps in planning the University is organization of the staff. Below is a organizational chart proposed by a national association of university administrators. The chart currently appears in an issue of an association publication. Please study the chart so you might select your title position upon request.

