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UNIVERSITY OF NORTH FLORIDA



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March 10, 1972

DR. YESSIN AND
WILLIAM BROWN
TO BEGIN
FACULTY CONCERT
TOUR

Dr. Gerson Yessin, chairman of the department of fine arts, and William Brown, associate professor of music, will present the first of a series of faculty concerts Monday, March 13, at Florida Junior College, south campus. The concert will include Dr. Yessin performing "Rhapsody in Blue", and William Brown singing selections from contemporary Black composers, Swahili spirituals and some songs by classical composers. The public is invited.

Dr. Yessin will also perform "Rhapsody in Blue" with the Jacksonville Symphony in an all Gershwin program Tuesday, March 28, at 8:30 P.M. The symphony is making available a limited number of tickets for this performance at \$5 each. Those wishing tickets should call the symphony office at 354-5479 and ask that tickets be left for you at the box office to pick up the night of the performance. This concert will be repeated at the Jacksonville Arts Festival on Tuesday, April 11. The latter performance will be free and open to the public.

DR. KIP TO
RECEIVE
SCHOLARSHIP

Dr. Richard deR. Kip, chairman of the department of insurance, finance and land economics, has been named recipient of the Paul Speicher Chartered Life Underwriters Institute Scholarship. He will attend the 79th Institute at Stetson University March 19-25.

The Speicher Scholarship was established in 1955 by friends of the late Paul Speicher, former president of the Research and Review Service of America, Inc. The scholarship is to be awarded on the basis of outstanding accomplishments in life insurance education. Dr. Kip is the 14th and final recipient.

PURCHASING
OPENS IMPORTANT
BIDS

The purchasing department has opened bids on several significant items for the new building. Since January the following bids have been opened:

1/17/72	Tablet arm chairs	\$16,604.34
2/7/72	Bookstacks for library	41,950.00
2/16/72	Special library furniture	32,327.12
2/25/72	Pianos for music	21,089.00
2/29/72	Side chairs for library	11,000.00
3/7/72	Scientific items for athletics	4,475.00
3/9/72	Lounge seating for library	11,194.25
		<u>\$138,639.71</u>

UNIVERSITY
NEWS

A NOTE FROM PURCHASING - There have been several incorrect deliveries of bid information which should go to the purchasing department. Any department receiving mail marked "BID", please do not open, but send to purchasing immediately.

PRESIDENT
SCHEDULES
SPEECHES

Dr. Thomas G. Carpenter will address two area groups with news about the UNF Thursday, March 16. At noon, the president will speak to the Beaches Kiwanis Club at the Sea Turtle Restaurant in Jacksonville Beach. At 8 P.M. he will talk to the Florida Junior College Women's Club at the south campus of FJC.

DR. RUSSELL
KEYNOTES

Dr. Samuel Russell was a keynote speaker Wednesday at a Duval County program for the organization of local vocational education programs; his topic—"Vocational Education at the University Level."

POSTER
DISTRIBUTORS
NEEDED

The UNF posters are ready to go but your help is needed in getting them out into the community. Post them at the supermarket or convenience store where you trade or in the laundry or community room of your apartment complex. Stop by the public relations office and pick up several.

EVERYBODY'S
A P-R MAN AT UNF

An orientation for the staff on the various public relations devices available has been scheduled for 11 A.M. Thursday and Friday in the main conference room. Resident snake oil salesman, Skip Livingston, will conduct a dog and pony show for the purpose of acquainting all the staff with the hardware and software of P-R. A door prize of a free year's subscription to Mariner will be awarded, but you must be present to win.

NEW FACES

MRS. CAROL BOYLES has joined the UNF family as director of cooperative education and placement in the office of student affairs. Mrs. Boyles attended Keuka College, Keuka Park, N.Y., and later the University of Florida, where she earned her master's of education. She was previously assistant dean of women and director of student activities and organizations at Florida State University.

Another past Jacksonville University employee has moved in with the UNF. MRS. DOROTHY JO LYONS is the new secretary in the College of Arts and Sciences. She attended the University of Houston.

Physical facilities has two new people in its offices. ALPHONSO CAMPBELL has joined the staff as custodian, and RONNIE QUESS is the new mail clerk.

Personnel's MRS. KAREN ENNIS has been transferred to admissions and records as Secretary II.

MICRO-FILM
READER-PRINTER
AVAILABLE

A 3M/400 micro-film and micro-fiche reader-printer is now available for use in the library. Any staff member wishing to use the reader should see a library staff member for instructions on its operation.

CHECK CASHING
POLICIES

Beginning March 10, 1972, the finance and accounting department will observe the following policies in cashing checks:

- 1) Only one check a week per person.
- 2) \$25 maximum amount.
- 3) Information on the check must include:
 - a. name
 - b. address
 - c. telephone number
 - d. social security number
- 4) Only one-party checks will be cashed.
- 5) Checks should be made out to "cash".

CONTROLLER'S
SESSION SIGN-UP

The controller's office will be conducting one or more question and answer sessions next week regarding the new departmental runs and minimum accounting records to be maintained at the department level. Any administrative head or secretary interested in attending a session should contact Mrs. Charlotte Allen in the controller's office.