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UNIVERSITY NEWS FACTS

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

Volume 2 No. 3

February 5, 1971 Friday

WELCOME ABOARD

MRS. ROSEMARILYN BING, OPS, has joined the University library staff as a clerk-typist. Rosemarilyn, a former employee of WJXT-TV, Channel 4, has attended Lincoln Business College and Florida Technical Business College.

She and her husband, Elmore, have a two month old son, Derrick.

Appointed as the acting assistant dean of faculties and associate professor of education is DR. ROBERT L. MITCHELL.

Dr. Mitchell comes to the University from Mississippi Valley State College, Itta Bena, where he was the vice president for student affairs.

He has been student, teacher, and counselor in the Duval County School system. He was graduated from Stanton High School, taught at A.L. Lewis Junior High School and was chairman of the guidance department at Eugene Butler High School.

Dr. Mitchell later earned his B.S. and M.Ed degrees at Florida A&M University. He earned his Ph.D. while an academic advisor at Florida State University. After completing his doctorate, Dr. Mitchell became an associate professor at Florida A&M.

Dr. Mitchell is married to the former Deloris Middlebrooks of Jacksonville. They have one daughter, Gwendolyn, 15.

MRS. BRENDA THOMAS comes to the University from her hometown, Charleston, S.C., where she was a clerk-typist with the Naval Shipyard. She is a new OPS employee working in Administrative Services.

While working for the Federal Government in Charleston, Brenda received the Superior Accomplishment Award for 1968 and 1969, and also a Suggestion Award.

Brenda's husband, Clifford, is a member of the U.S. Navy.

HOUSE EDUCATION COMMITTEE VISIT

Members of the Florida House Education committee will be at the University Feb. 16.

Invitations will be sent to area House and Senate legislators

by Dr. Roger Nichols, committee staff assistant.

The meeting will include a site visit, informal presentations by the University, and will allow committee members an opportunity to ask questions of the administrative staff.

The staff meeting, scheduled for that date is cancelled.

UNITED FUND AWARD

Mr. Livingston will represent the University at the United Fund Awards Dinner - Annual Meeting, Feb. 9. The University will receive the United Fund's top award--THE AWARD OF EXCELLENCE, for 100% participation.

Only 56 organizations, out of the hundreds eligible in Jacksonville won this award in the 1970-71 drive.

ARCHITECTURAL NOMINATIONS

The Board of Regents has suggested four architectural firms as candidates to plan the second phase of construction for the University.

The Department of General Services will make final selection subject to Cabinet approval.

The Jacksonville firm of Reynolds, Smith and Hills, Inc. was identified by the Regents as their first priority among the names submitted for planning a \$1.8 million student services facility.

The facility should be completed and ready for use no later than September, 1973.

COMPUTER INSTALLATION

The University is now in the final process of installing and checking out the computer terminal. This terminal should be in operation by the middle of the month.

The new terminal differs from the one presently in use. It transmits over a direct line to the IBM 260, model 50 computer of the administrative net in the University of Florida Computer Center.

Initially the computer will be used for automatic application in finance and accounting and library acquisition.

ECO-ALERT DAY OF CONCERN

Mr. Livingston and Mr. Meadows will represent the University, Feb. 24, at the Eco-Alert Day of Concern. The forum will be sponsored by the Jacksonville Junior League and the Northeast Florida Tuberculosis and Respiratory Disease District. The purpose of the meeting is to help citizens become informed about ecological problems concerning regional air and water quality developments, and to help civic leaders conduct effective citizen action programs for environmental conservation in this area. Mr. J.J. Daniel, the newest member of the State Board of Regents, will chair the session.

BULK RATE PRIVILEGES

The University now has bulk-rate mailing privileges with the U.S. Post Office. Offices interested in using this bulk-rate should contact Nancy Higginbotham.

Bulk-rate mailing must be done in accordance with Physical Facilities Director's memorandum to all staff dated Nov. 24, 1970.

CREDIT UNION PRIZE

Dean Haywood recently accepted a \$25 check from the Duval County Teachers Credit Union as a prize for the University of North Florida in the credit union membership contest conducted through October, November and December. University credit union members will decide how the prize money is to be utilized.

Dean Haywood said that he considered the Annual Credit Union Meeting informative and entertaining and suggested that in the future other staff members may want to attend, if for no other reason than for the door prizes.

Mr. Haywood strongly recommends that persons interested in personal financing, particularly of automobiles, contact the credit union. All loan payments and share holdings may be paid through payroll deductions.

NIGHT CONNECTIONS

At the end of each workday the switchboard is set on night connections.

<u>Office</u>	<u>Direct Incoming Call To:</u>	<u>For Outgoing Calls Use:</u>
Relations and Development	725-7730	Ext. 34
Controller	725-7731	Ext. 27
President's Office	725-7732	Ext. 18
Physical Plant	725-7733	Ext. 31
Library	725-7734	Ext. 15
Education & Business	725-7735	Ext. 9
Arts, Sciences & Tech.	725-7736	Ext. 6
Admin. Services & Personnel	725-7737	Ext. 51
Academic Affairs	725-7738	Ext. 1
Planning & Evaluation	725-7739	Ext. 21

CONFIRMED RESERVATIONS

Hotel and motel reservations made through Nancy Higginbotham are confirmed with payment guaranteed. Confirmed reservations which are not used must be cancelled in advance or the party requesting the reservation will be responsible for payment, not the University.

SPACE AND LANDSCAPING

The Board of Regents approved the lease ammendment proposed by the University for an additional 1,092 square feet of space located in the main entrance hall of the State Chamber Building. This area will be used for a conference room, and storage area for books and furniture. The area will remain sectioned off from the main hall with office landscape petitions.

With the exception of a few shelves and porta-files all office landscaping has now been installed. Additional items are on order and will be installed upon arrival.

SUPPLY DISTRIBUTION

Michael Powell is assigned to the Office of Purchasing and reports to Mr. Winstead. Michael is responsible for distribution of supplies. To maintain control over supplies, staff are requested to obtain supplies only through Purchasing rather than by personally taking supplies from the supply room.

COVER DISH LUNCHEON

The University's clerical staff laid out a veritable Groaning Board fit for a Falstaff at the first monthly covered-dish luncheon Friday (Jan. 29). Trencherman Ward Hancock paid the girls the supreme compliment of three passes around the table which was laden with fried chicken, an array of salads, ham, baked beans, Southern style green beans, other gastonomic delights and desserts that would have done justice to Escoffier.

COFFEE FUND PAYMENT ALTERNATIVES

<u>PERSONNEL</u>	<u>NUMBER</u>	<u>PLANS</u>							
		<u>Rate of Payment, 1</u>		<u>Rate of Payment, 2</u>		<u>Rate of Payment, 3</u>		<u>Rate of Payment, 4</u>	
A&P, Faculty	20	\$2.00	\$40.00	\$2.00	\$40.00	\$2.00	\$40.00	\$2.00	\$40.00
Career Service	18	2.00	36.00	2.00	36.00	1.00	18.00	2.00	36.00
OPS (Full time)	2	2.00	4.00	2.00	4.00	1.00	2.00	1.00	2.00
Student Assistants	8	.50	4.00	1.00	8.00	.50	4.00	1.00	8.00
Non-drinkers	7	.50	3.50	1.00	7.00	.50	3.50	1.00	7.00
Total			<u>\$87.50</u>		<u>\$95.00</u>		<u>\$67.50</u>		<u>\$93.00</u>

Above is a copy of various payment plans for the coffee fund. The amounts indicated are the projected cost per person and the revenue produced by each.

Plan 1 is the plan we have as such been following, except that when someone is out of town extensively during a month, they do not pay the full price.

Based on an average of expenditures over the last six months, we have spent approximately \$40.00 a month on coffee supplies, birthday cakes and cards, flowers and miscellaneous items. At the lowest rate of payment (plan 3) we can estimate a \$27.50 profit each month.

Plan 4 is the one which was recommended by the secretarial and clerical staff. They also recommended the name be changed to UNIVERSITY OF NORTH FLORIDA EMPLOYEE'S ACTIVITY FUND. They proposed a collection procedure whereby the departmental secretary shall be responsible for seeing that the funds collected are properly posted in the ledger maintained by the Finance and Accounting Department.

According to Mr. Hancoff, a committee is to be formed of one career service - one A&P - one faculty, to recommend and review the disbursement of the funds, if approved by the staff. If you have any suggestions or changes concerning the committee or its membership, please indicate it on the space below.

Persons wishing to vote for any other payment plan (4) or wishing to vote against the recommendation by the secretarial and clerical staff should indicate it on the space provided below.

Those not replying by February 9 will be considered to be in favor of the recommended plan, the name, collection procedure, and the proposed committee.
