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## University News Facts, Volume 2 No. 06

The Office of the University of North Florida

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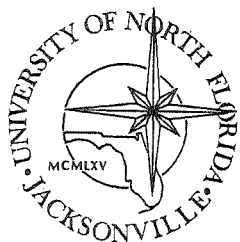
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# UNIVERSITY NEWS FACTS

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

Volume 2 No. 6

March 19, 1971 Friday

## BIDS ADVERTISED!

The University will receive and open bids on its three story multi-purpose building April 20 in the main hall of the State Chamber of Commerce Building. Bids will be advertised in Monday's FLORIDA TIMES-UNION.

The University will break ground later this spring.

Total budget for the first construction phase is approximately \$5.8 million with \$3.6 million allocated for construction of the building, and the balance for built-in equipment, site improvement and utility connections, construction contingencies, legal and administrative costs, architect's fees, surveys and testing.

The building will include laboratories for chemistry, physics, art, music and biology, an instructional media center, a small food service facility, bookstore, student lounge, infirmary, physical plant operations facilities as well as the library, classrooms and faculty and administrative offices.

The staff can look forward to another move in late summer of 1972.

## REVISED ACADEMIC PLAN

The revised Academic Plan will be presented for approval to the Board of Regents Curriculum Committee, April 15. The committee will meet in Jacksonville.

## SITE SURVEYS

The State Forestry Service will provide the University with a vegetation analysis and plant key covering the campus site. After this survey is completed, the Game and Fresh Water Fish Commission and Soil Conservation Service may be engaged to provide the University with game and wildlife and soil surveys.

## STAFF DIRECTORY

The information systems office will assume the responsibility for the staff directory. The computer will be used to compile and update the directory. The directory will be available Monday and will be updated as staff growth demands.

### LIBRARY MOVING

The library has recently spilled over into the conference room area. The move became necessary due to enlargement of the library staff and the tremendous number of volumes received. The additional space will be used for storage and processing of materials.

The conference room will now be located in the main hall of the Chamber building.

### UNIVERSITY GUEST

Dr. L. E. Grinter, chairman of National Engineering Education, will discuss the technologies program with the academic council and invited administrative staff members at 10:00 a.m., March 31.

### TITLE CHANGE

Mr. Livingston has adopted the working title of director of public relations and, for the office, the office of public relations. This has been done in order to increase public understanding of the public relations role and because the office is responsible for both publications and information.

### STUDENT RESPONSE

The student response cards continue to come into the office of academic affairs steadily. Fifteen to 18 cards are received weekly. At this time 439 cards have been received, with a majority of the requests for information from the Jacksonville area.

### TELEPHONE CHANGES

Staff members are requested to follow established procedure for acquiring and modifying telephone equipment. This procedure was outlined in a memo from the office of physical facilities on October 20. Copies of this memo may be obtained from Mrs. Howell.

### WELCOME ABOARD

The latest addition to the library staff is CYNTHIA MARKWELL, library assistant. Cindy has taught English in Pittsburgh, Pennsylvania and West Warwick, Rhode Island. Her husband, Greg, is a navy pilot stationed at N.A.S.

DIANNA THOMAS is a new student assistant in the office of public relations. Dianna is in her first year at Stenotype Institute in Jacksonville Beach.

### PERSONNEL ANNOUNCEMENTS

#### Promotional Policy

The policy and procedures which should be followed to insure an orderly process in promoting Career Service employees to vacant or new positions will appear in the next newsletter.

### Promotional Announcement

Mrs. Marie Womack has been promoted from Secretary III to Purchasing Agent I in the Department of Purchasing and Auxiliary Services effective March 12. Mrs. Womack demonstrated the ability and has had sufficient experience both in past positions and in the year she has been involved in purchasing operations with the University in order to place her on a one-year training appointment. This position was established in order to assist Mr. Winstead in the development of specifications for commodities and services for bidding. The University of North Florida will purchase in excess of three quarters of a million dollars for the Fiscal Year 1971-72.

### Position Opening

Secretary III to Mr. Hancock.

Those interested may apply in Personnel Office.

### WATER, WATER EVERYWHERE

In preparing for the Easter season coming up next month the University has been running some preliminary tests on the art of easter egg hunting. Due to the lack of multi-colored eggs the primary substitute lately has been the water cooler. Since the time of its installation the cooler has made the rounds through the center offices. In the beginning, it was in front of the purchasing department and was later shifted to academic affairs. Then the office of relations and development inherited it briefly. The wandering water cooler is now located in the mail room, approximately 25 yards from the built-in water fountain.