"The best thing about the future is that it comes only one day at a time."

-- quoted by Dean Acheson

August 25, 1978

BALLOTING TO BEGIN...
The following members of the faculty are candidates for the vacancy on the Faculty Advisory Committee to the IBHE:
Robert Kelley (BPS)
Robert Judd (BPS)
William Rogge (HLD).
Balloting will be conducted by internal GSU mail beginning next week and ending Sept. 6, 1978. Ballots will be counted Sept. 7.

Faculty and professional staff in the bargaining unit who have not received a ballot by Aug. 31 should contact Diane Hallisy, ext. 2121.

By reason of non-opposition, the following members of the faculty are now representatives to the BOG Council of Faculties:
Michael Stelnicki (HLD), 3 year regular;
Larry McClellan (CCS), 3 year alternate;
Constance Kennedy (HLD), 2 year alternate;
Pamela Rebeck (HLD), 1 year alternate.

REMINDER....
The GSU Staff Directory is now being prepared. UR should be advised of any changes by August 29. For further information contact Susan Woodham, x2418, 2419.

MARK YOUR CALENDAR...
The GSU Women's Club will hold its annual family picnic at Camp Manitoqua in Frankfort, September 16.

NEW SERVICES IN A & R....
A two-hour transcript service has been initiated in the Office of Admissions and Records at GSU.
Students may now receive official transcripts, which are requested in person, within two hours of their request.

Richard Newman, Director of A & R, stated, "Our students need official transcripts for salary increases, job advancement, and employer reimbursement. It is important to the students and to the University that transcripts are prepared as quickly as possible."

Transcripts for the more than 20,000 students who have ever attended GSU are available on microfilm which is updated on a weekly basis.

The service is limited to in-person requests and to the information contained on the most recent weekly update.

CHANGING OF THE CARD...TO STICKERS...
Beginning September 5, 1978, bumper stickers will replace the current parking card system.
The stickers will be available on either a Trimester or annual basis with the cost remaining at $8 per Trimester or $22 for an annual sticker. Applications for stickers will be available at the Cashier's Office and the Bookstore beginning the week of August 28. In addition, application forms will be available at registration.

ATTENTION STAFF: Volunteers are needed to supply desserts for the First Fall Barbeque (see page 3). Contact Diane Hallisy, ext. 2121.
Vacant Civil Service Job Classifications as of August 21, 1978:
- 8/3 Parking Meter Attendant (Part Time) - BO
- 8/16 Architectural Draftsman II - B&PO
- 8/16 Building Mechanics (2) - B&PO
- 8/17 Cashier II - BO
- 8/18 Police Officer I - DPS
- 8/18 Work Program Participant* - HLD
- 8/22 Admin. Secretary Trans - HLD
*Must be unemployed for previous 15 weeks and a resident of Cook County.

POSITIONS OPEN...

College of Environmental and Applied Sciences, School of Health Sciences:
- University Professor of Nursing: Instructing nursing students leading to a BSN or MSN. Ph.D. preferred; MA w/specialty in maternal child health required. Application deadline 9/1/78.
- University Professor of Nursing: Instructing nursing students leading to BSN or MSN. Ph.D. preferred. MA w/specialty in community health required. Deadline for application 9/1/78.
- University Research Associate: For period 10/15/78 thru 5/31/79. Analysis and interpretation of Lake Michigan Basin. BS or MS in Meteorology or Aerosol Science required. Application deadline 9/15/78.
- Learning Resources Center University Research Associate: Specializing in Reading, Writing (full-time) to design materials and curriculum, coordinate workshops and modules, tutor students, train and supervise graduate assistants and tutors.
- University Research Associate: Specializing in Math (half-time) to design materials and curriculum, coordinate workshops and modules, tutor students, train and supervise graduate assistants and tutors.

For more information on all the above positions, contact Personnel, x2194.

SCHOLARSHIPS AVAILABLE...

The Greek Women's University Club of Chicago is offering scholarships to women students who meet the following criteria: applicants must be of Hellenic descent; citizens of the United States; have at least a 3.5 cumulative average based on a 5-point grade scale; be in sophomore, junior or senior year by September, 1978.

For further information contact Helen Z. Despotides, 673-3111.

BREAST CANCER CONTROVERSY SEMINAR...

A seminar on current attitudes in the breast cancer controversy will be held at GSU Saturday, September 23, from 9:00AM until 4:30PM.

Keynote speaker for the conference will be Ms. Jory Graham, a noted author whose column, "A Time to Live," appears in the Chicago Sun-Times.
Topics to be discussed include risk factors, detection, treatment modes, and psychological effects associated with breast cancer.
Conference registration for non-credit is $8, undergraduate credit $28.75, and graduate credit $30. A box lunch will be $2. Deadline for advance registration is September 15.

For further information contact Mimi Kaplan (LRC) at 312/534-5000, x2329.

GSUings...

M ICHAEL COHEN (BPS) being interviewed recently in Suburban Trib for his views on preserving south suburban historical architecture...PETER COLBY (BPS) being nominated as trustee on the Glenwood Village Board...Betty ANDREWS (TED-EAS) participating in benefit golf outing for the University of Illinois Women's Athletic Fund...ARNOLD FRIEDMAN (Comm. Prof., EAS) being featured in Chicago Tribune article discussing atomic energy...JANE KENNEDY (EAS) appearing recently on "Today in Chicago," Channel 5...DON HERZOG (BPS) attending trip overseas which will include stops in London, Egypt, Greece and Spain...Condolesences to JEAN DEKKER (PLACEMENT) whose mother passed away last week.
To All GSU Staff

You are cordially invited to attend the First Fall Barbecue Lunch on Wednesday, September 6, 1978 from 12 noon till 2 pm the Hall of Governors Patio
FRIDAY, August 25
9:00 a.m. - 10:00 a.m. EAS Science Committee
9:30 a.m. - 11:30 a.m. Health Sciences Administrative Committee
8:00 p.m. Play: "Dirty Old Man" (Drama Workshop) Tic. $1

SATURDAY, August 26
1:00 p.m. - 3:30 p.m. CHILD (YMCA) (EH)
8:00 p.m. Play "Dirty Old Man" (Drama Workshop) Tic. $1

SUNDAY, August 27

MONDAY, August 28

TUESDAY, August 29
1:00 p.m. - 3:00 p.m. Auditions for Jazz Ensemble (MRH)

WEDNESDAY, August 30
11:00 a.m. - 8:00 p.m. REGISTRATION (Gymnasium)
1:00 p.m. - 3:00 p.m. Auditions for Jazz Ensemble (MRH)

THURSDAY, August 31
11:00 a.m. - 8:00 p.m. REGISTRATION (Gymnasium)
3:30 p.m. - 5:00 p.m. Nursing Advisory Council Meeting (A2301)

FRIDAY, September 1
9:30 a.m. - 11:30 a.m. Health Sciences Administrative Committee

SATURDAY, September 2

OUR DEADLINE .... for submissions is Wednesday noon. Send your news to FAZE I, Office of University Relations.

Editor ....................... Sharon Filkins

DIAL "INFO LINE" 534-0633 FOR RECORDED UNIVERSITY ANNOUNCEMENTS
Critical Managerial Competencies

A research for trainers and managers has been conducted and the results of this research revealed the following, in order of importance:

Super Critical
1. Listen actively
2. Give clear, effective instructions
3. Accept your share of responsibility for problems
4. Identify real problem

Highly Critical
5. Manage time; set priorities
6. Give recognition for excellent performance
7. Communicate decisions to employees
8. Communicate effectively (orally)
9. Shift priorities if necessary
10. Explain work
11. Obtain and provide feedback in two-way communication sessions

Critical
12. Write effectively
13. Prepare action plan
14. Define job qualifications
15. Effectively implement organizational change
16. Explain and use cost reduction methods
17. Prepare and operate within a budget
18. Develop written goals
19. Justify new personnel and capital equipment
20. Participate in seminars and read.

The above competencies are important to supervisors as well as to managers. If you are interested in learning more about what can be done to help you as a supervisor or manager, stop by the Personnel Office and see Joseph Furgal. You can sign up to attend seminars that are being offered for supervisors as well as the Civil Service staff.

"WAR ON WASTE"

A program entitled "War on Waste" was developed at Cornell to bring to the attention of faculty and staff major areas of waste in the daily operations.

The "War on Waste" covered the following topics, suggesting in each case how to curtail costs: (1) photocopy expense; (2) consumable supplies; (3) capital expenditures; (4) travel expense; (5) telephone toll charge costs; and (6) systems and procedures.

Regarding photocopy expense, departments were urged to divert work to less costly methods of reproduction. Also, typists were asked to use one and one half instead of double line spacing, thus increasing the amount of text which could be fit into a single page by as much as 25 percent.

Consumable supplies specifically concerned three items; paper clips, intracampus mail envelopes and Scotch tape. Departments were requested to re-use clips and envelopes in as efficient a manner as possible and to use a less expensive grade of tape. Users were asked to refrain from sealing envelopes for intracampus distribution.

With regard to capital expenditures, departments were asked to use record-retention schedules, to clean out old files, and to substitute carton storage for materials to be saved, rather than purchasing new files.

Curtailment of travel expense involved asking travelers to evaluate carefully the necessity of their trips and to notify the travel office at least two weeks in advance of a trip, thus taking advantage of group rates and/or special discounts.

Instructions to be followed in placing long distance calls were developed as well as a list of all known businesses which (1) had "800" numbers or Enterprise numbers, or (2) would accept collect calls. Copies of these instructions were distributed to all employees.
Regarding systems and procedures, the appropriate departments were asked to develop and distribute procedures manuals. Users were urged to study and comply with these manuals to avoid the mistakes which create extra work and expense and to suggest changes in any procedures which were cumbersome, deficient, or confusing.

Cornell estimates its savings at approximately $225,000 per year.

CIVIL SERVICE STATUTE AND RULES

Sec. 360. Demotion and Discharge

After the completion of his probationary period, no employee shall be demoted, removed or discharged except for just cause, upon written charges, and after an opportunity to be heard in his own defense if he makes a written request for a hearing to the Merit Board within 15 days after the serving of the written charges upon him. Upon the filing of such a request for a hearing, the Merit Board shall grant such hearing to be held within 45 days from the date of the service of the demotion, removal or discharge notice by a hearing board appointed by the Merit Board. The members of the hearing board shall be selected from among the members of a panel established by the Merit Board after consultation with the Advisory Committee proved in Section 36c. The hearing board shall make and render findings of facts on the charges and transmit a transcript of the evidence along with its findings of fact. The findings of the hearing board when approved by the Merit Board shall be certified to the employer. If cause for demotion, removal or discharge is found, the employee shall be immediately separated from the service. If cause is not found, the employee shall forthwith be reassigned to perform the duties of a position in his classification without loss of compensation. In the course of the hearing, the Director of the Merit Board shall have power to administer oaths and to secure by subpoena the attendance and testimony of witnesses and the production of books and papers relevant to the inquiry.

It is important that we as Civil Service employees know the statute and rules that we are governed by. If you are concerned about any rules, policies, procedures, etc., contact the personnel office and get a copy of the statute and rules. Or call to inquire about where these rules can be found and how they affect you as Civil Service employees.

CIVIL SERVICE EMPLOYEES

The President will meet with Civil Service employees on two days:

Wednesday, August 16, at 4:00 p.m.
Thursday, August 17, at 10:00 a.m.

Both meetings will be held in Engbretson Hall. Two meetings were arranged to permit half of the employees in a unit to attend one meeting, with the other half attending the second meeting.

ITEMS OF INTEREST????????

If you have any news material which you would like to appear in the Personnel Postcript, please direct them to Franchon Lindsay, Personnel Office.