

## Provost Describes Endowed Budget Considerations Letter to Faculty Explains Various Tradeoffs Being Explored

Provost Robert Barker wrote to faculty members in December, outlining some priorities for Cornell and also dealing in detail with budget planning for 1985-86 and years beyond.

He said there are two major challenges among the many the university faces. These are "to continue with increasing vigor the pursuit of research and scholarship, and to enhance our educational programs by infusing the sciences and professions with the essences of the humanities."

Here are excerpts from the provost's letter:

"In what follows, I will describe the budget for the colleges and for the central services of the university. The dormitories and other enterprises are not included, nor are direct expenditures for research. Budgets for the endowed and statutory colleges are similar with a good portion of the tuition income of the endowed colleges replaced by state funds in the statutory colleges, which, in turn, have a smaller dependence on gifts and investment income.

"Endowed Cornell has essentially three sources of revenue — tuition, income from investments, and unrestricted gifts — for current operations. Some restricted gifts provide general fund revenue through relief of budget' but many do not. They add to our programs, provide new facilities or

increase the endowment but do not provide funds for general purposes. You may think that indirect cost recoveries constitute revenues but they do not. They are recovered expenditures of earlier years and, in a sense, are recycling. Unfortunately, we recover only 90 percent due to projects for which indirect costs are not recovered.

"To increase indirect cost recoveries two years from now it would be necessary to spend more in the current year. We will do this through increases in salaries, cost of supplies and services, library costs, new facilities, remodeling, and so forth. To the extent that indirect costs are under-recovered, expenditures must be met from other sources of revenue. I am committed to a close review of indirect cost recoveries and to the development of equitable means of assessing them and of 'returning' them to the centers that generate them.

"Back to the other sources; to give you some idea of the overall situation the budget for Arts & Sciences, Engineering, Architecture, Art and Planning and Central Services is given in the table at right.

"The total income is \$155.4 million, of this, 56.5 percent comes directly from tuition, 10.8 percent from investment income, and 2.4 percent from gifts. An additional 12.6 percent comes from tuition indirectly through payments by statutory and the independent endowed colleges for central services. Each of the statutory and

1983-84 Budget for Arts & Sciences, Engineering, Architecture, Art & Planning and Central Services:

SOURCE	REVENUES \$ (millions)	PURPOSE	EXPENDITURES \$ (millions)
Tuition	87.7	Faculty & Staff Compensation	85.6
Investment	16.9	Operating Costs	18.9
Gifts	3.7	Utilities	10.4
Indirect		Maintenance	4.4
Research	16.8	Library Collections	2.8
Independent Colleges	4.4	Computing	8.0
Statutory Colleges	15.2	Student Salaries	15.3
Other	3.7	Financial Aid	9.2
State Aid & Other	7.0	Contingency	0.9
		Program Improvement	0.6
		Debt Services	1.5
		In-Year Savings	(2.2)
<b>Total</b>	<b>155.4</b>	<b>Total</b>	<b>155.4</b>

independent endowed colleges has a separate budget. Statutory colleges depend heavily on state support rather than on tuition and investment income; for this year that support was \$82 million. The bottom line of all this is that there are three sources of revenues that allow for real growth in the endowed colleges — tuition, investment income and gifts, and four sources in the statutory colleges — tuition, state appropriations, investment income and gifts.

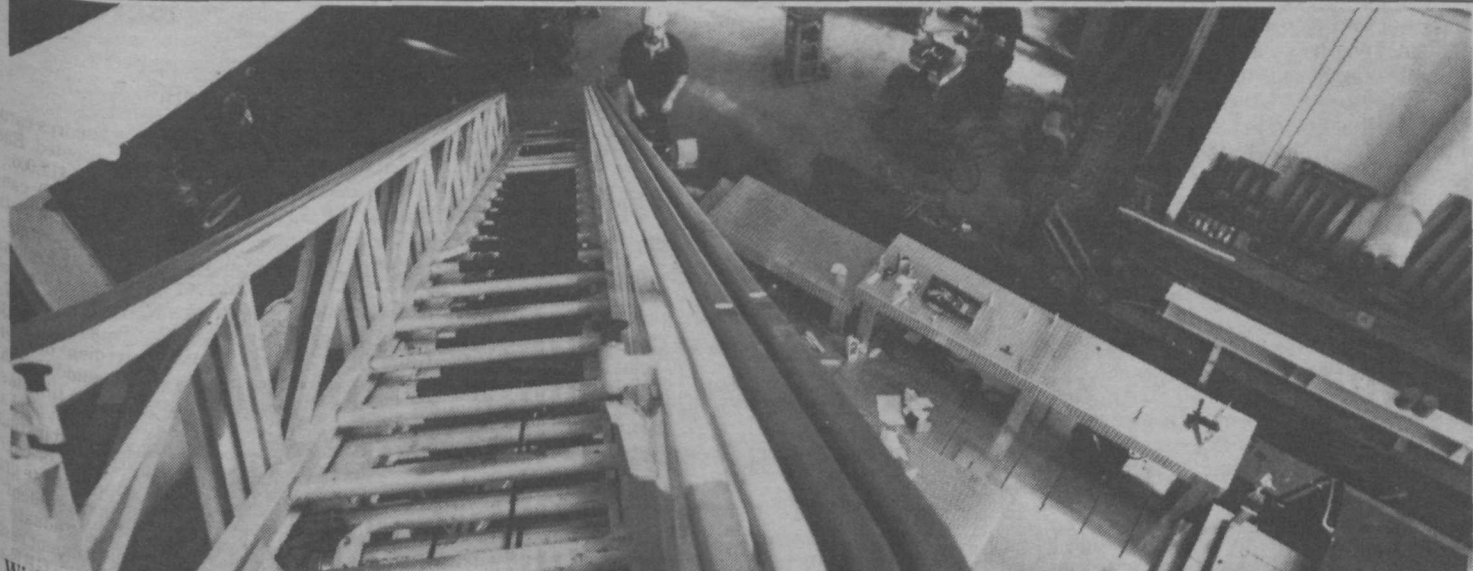
"On the expenditure side a balance is

reached only if savings of \$2.2 million can be achieved through salary savings and other measures.

"As we approach next year's budget the question of 'needs' arises. Clearly we need to increase salaries that have lagged for many years. Under current admissions and financial aid policies we will need to increase commitments to financial aid by as much as \$2.6 million. There is an unmet need for maintenance that exceeds \$10.0 million, and we need to strengthen our library collections, improve graduate fellowships, and meet a host of smaller but very significant and real needs. Some of these smaller items may be funded by gifts for restricted purposes but the big-ticket items must be paid for from current operating funds.

"What I hope these numbers have conveyed is the perception that we deal with a system that is very tightly circumscribed. Further, like the federal government, most of our income is committed. A one percent increase in endowed compensation requires a one and one-half percent increase in tuition. Slowly, with the excellent efforts of our Development office, we can hope to enhance the endowment and shift our dependency in that direction. But it must be borne in mind that \$1 million of endowment produces only \$50,000 of annual expendable income, even though it may earn twice that amount. Last year \$19.7 million in new endowment was donated to the long-term investment pool.

"Our long-term needs for new facilities will almost all have to be met from gifts, grants or state appropriations dedicated to specific projects.



With Sam Wheelis, manager of Structural Engineering's George Winter Laboratory, at the controls, a newly designed watertower in a fire engine is prepared for stress testing in the lab. Because the laboratory ceiling is only about four stories high, the truck with its 100-foot ladder will be taken outdoors for final tests.

Continued on Page 2

## Computer Publications and Users Groups Abound on Campus

The microcomputer revolution has given birth to two special phenomena, an abundance of computer publications and users groups. The groups of users of particular microcomputers meet to share ideas, offer support and keep up to date with the latest developments. Cornell University has supported both publications and users groups.

Cornell Computer Services (CCS) produces a variety of publications that are a source of information for both mainframe and microcomputer users. These publications announce users group meetings, special workshops, new versions of existing programs and timely information from members of the computing community.

Publications of general interest are:

- nibbles published by Decentralized

Computer Services, explores issues and current happenings in the microcomputer world. Questions and Answers column provides readers the opportunity to have questions answered by the specialists.

- **Netword News** published by Office Automation and Text Processing, reviews word processing systems and packages for office machines, including personal computers.
- **CCS Bulletin** a weekly publication of Cornell Computer Services, contains up-to-date announcements and notices of interest to both mainframe and microcomputer users.
- **Observations** published by the statistical computing group, provides in-depth reviews of statistical packages (in-

cluding mainframe packages that have been adapted for personal computers).

To receive one of these publications, send a request to: nibbles editor, 401 Uris Hall; Netword News editor, 438 Day Hall; CCS Bulletin editor, G08 Uris Hall; or Observations editor, 61 Warren Hall.

Users groups are a valuable source of information on particular microcomputers. All of them conduct regular meetings and most of them produce a regular newsletter. Decentralized Computer Services, part of Cornell Computer Services, 401 Uris Hall, is the central source for information about the users groups on the Cornell campus. Meeting dates are posted on line in CUINFO (type NEWS BULLETIN on the DEC-2060 or CUINFO CCS BULLETIN on the IBM)

and the CCS Bulletin.

The heads of the various groups include: Commodore Users Group, Max Paperno, 277-3981; DEC Users Group, Gene Ziegler, 256-6300 and George Boyce, 256-4981 ext.301; Displaywriters Users Group, Fluman, 256-5530; IBM PC Users Group, J. R. Schulden, 256-7250 and Bruce Brower, 256-2199; Macintosh Users Group, Tim Larkin, 257-2030 ext. 426; Osborne Users Group, Cindy Fitzgerald, 256-7300; Word-Perfect Users Group, Cynthia Frazier, 256-5530.

"Users groups are the most reliable way to keep up to date with developments in microcomputer hardware and software," according to Tom Hughes, director of Decentralized Computer Services at Cornell.



# Cross-Country Symposia to Mark EE's 100th Year

## First Electrical Engineering Graduates Here and at MIT in 1885

A cross-country series of symposia this spring on microelectronics, computers, communications, atmospheric and space sciences, and energy will mark the 100th anniversary of the first graduates of the electrical engineering program at Cornell University.

Nationally prominent speakers from industry, government and academic laboratories will address the general topic of "Future Directions in Electrical Engineering" at meetings in Stanford, Calif., Hightstown, N.J., Newton, Mass., St. Louis and Washington, D.C. The series, which begins March 15, concludes June 11 and 12 in Ithaca with a symposium on the societal impact and future directions of electrical engineering.

The nation's first baccalaureate degrees in electrical engineering were awarded in 1885 at Cornell and at the Massachusetts Institute of Technology. Cornell, which established its electrical engineering program in 1883, also awarded the first Ph.D. in the new discipline in 1885.

Arranged by electrical engineering faculty members on campus and alumni groups in each region of the country and supported, in part, by industries in the field, the Cornell symposia are open to the interested public. Registration fees will be charged.

Each symposium will include an exhibit of highlights of the history of the electrical engineering school and will feature a hologram of Samuel F.B. Morse's original telegraph receiver, which is part of the collection of the Cornell College of Engineering. Cornell University was established in 1865 with the assistance of Ezra Cornell's earnings from Western Union; he built the first telegraph line in 1844 from Washington to Baltimore.

Among the speakers at the March 15 symposium on microcomputers at Stanford University will be Joel S. Birnbaum, director of computer research at Hewlett-Packard; Lester F. Eastman, professor of electrical engineering at Cornell; David A. Hodges, professor of electrical engineering and computer science at the University of California at Berkeley; William G. Howard, Jr., vice president of Motorola Inc.; Egbert D. Maynard, director of VHSIC (very high speed integrated circuit) projects in the U.S. Department of Defense; James D. Meindl, director of the Center for Integrated Systems at Stanford; and Robert N. Noyce, chairman of the board of Intel Corp. Charles Sporck (Cornell '51), president of National Semiconductor Corp., is technical chairman of the microelectronics symposium.

Speakers at the April 1 symposium on computers at the National Conference Center, Hightstown, NJ, include C. Gordon

Bell, chief technical officer of Encore Computer Corp.; Joel S. Birnbaum, director of computer research at Hewlett-Packard; John Cocke of the IBM Watson Research Center; and Peter Denning, director of the Research Institute for Advanced Computer Science at NASA's Ames Research Center. John M. Scanlon (Cornell M.S. '65), vice president of AT&T computer systems at Naperville, IL, is the technical chairman.

At the communications symposium April 10 in the Newton, Mass., Marriott Hotel, speakers will include John V. Evans, vice president for research and development at COMSAT Laboratories; G. David Forney, Jr., vice president and director of technology and planning at Motorola Inc.; Irwin Jacobs, vice president and director of the communications division at M/A-COM LINKABIT, Inc.; Robert W. Lucky, executive director of research at AT&T Bell Laboratories; and Frank Rhodes, president of Cornell University. James Broadhead (Cornell '57), senior vice president for

GTE, is technical chairman.

Among the speakers in the April 17 symposium on atmospheric and space sciences in the Emerson Electric World Headquarters in St. Louis will be Ben B. Balsley of the National Oceanographic and Atmospheric Administration; William E. Gordon, provost and vice president of Rice University; Tor Hagfors, director of the National Astronomy and Ionosphere Center at Cornell; C. Gordon Little, director of the Wave Propagation Laboratory at NOAA; and Joseph Veverka, professor of astronomy at Cornell. Charles Knight (Cornell '57), chief executive officer of Emerson Electric Co., is the technical chairman of this session.

Energy for the future is the topic of the April 25 symposium at the Mayflower Hotel, Washington, D.C. Speakers will include Harold Furth, director of the Plasma Physics Laboratory at Princeton University; Eric Willis, director of the Office for Energy Research at the International Energy Agency, Paris, France; Gerald

Wilson, dean of engineering at MIT; and Robert L. Hirsch, vice president of exploration and production research at ARCO Oil Gas Co. Donald M. Kerr (Cornell '61), director of Los Alamos National Laboratory, is technical chairman of the energy meeting, which will also include speakers from the oil and gas industries, electric utilities, and the executive and legislative branches of government.

Speakers at the June 11-12 centennial celebration in Ithaca will include Hans Bethe, professor of physics emeritus at Cornell and Nobel laureate in physics; Lewis Branscomb, vice president and chief scientist at IBM, Armonk, N.Y.; Alfred Kahn, professor of economics at Cornell and former chairman of the Civil Aeronautics Board; and Cornell President Frank Rhodes. L. Pearce Williams of Cornell, professor of the history of science, will deliver an evening lecture June 11 on the first 100 years of electrical engineering at Cornell.

## Cornell Electrical Engineers Have Led the Field

From the first system of outdoor electric lights to the smallest and fastest electronic devices, Cornell University electrical engineers have been leaders in their field. This year, the Cornell School of Electrical Engineering celebrates the 100th anniversary of the awarding of its first degrees, making it the oldest electrical engineering program — along with MIT — in the country.

The centennial comes at a time when advances in the field are profoundly affecting the lives of all. As we emerge from an era when reliable electric power is taken for granted, and begin to experience the computer and communications revolution, electrical engineers are working to provide the technologies of tomorrow.

At Cornell, the earliest studies of electrical science preceded the formal founding of the program. A dynamo built in Cornell shops, and operated at the 1876 Centennial Exhibition in Philadelphia, powered the nation's first electric street lights on the Cornell campus.

The electrical engineering program was formally established in 1883 and three bachelor of science degrees in electrical engineering and the first American Ph.D. in the field were awarded in 1885.

Other milestones in the electrical engineering program, which has awarded more than 6,000 degrees, has 42 faculty members, 240 graduate students, and an annual research budget of more than \$7 million, include:

1921 - establishment of the School of Electrical Engineering within Cornell's

College of Engineering;

1955 - opening of electrical engineering's current teaching and research facility named for 1895 graduate Ellis L. Phillips, founder of Long Island Lighting Company;

1963 - completion of Arecibo Observatory, the world's largest radio-radar telescope, now operated by The National Astronomy and Ionosphere Center at Cornell;

1977 - founding of the National Research and Resource Facility for Submicron Structures (those with dimensions less than one-millionth of a meter);

1982 - establishment at Cornell of the Semiconductor Research Corporation center-of-excellence, the Program on Microscience and Technology.

Today, Cornell's teaching and research programs deal with subjects ranging in size from atoms to the universe. Some examples:

• In the submicron laboratories, a national user facility, researchers are dedicated to producing faster, smaller, and more efficient electronic devices of the future. Crystalline semiconductors as thin as one molecular layer are produced with molecular beam epitaxy. A graduate student recently set a world speed record for

the fastest switching time — 15 trillionths of a second — in a semiconductor device.

• The supply of electric power in the U.S. is becoming more reliable thanks to studies on computerized power-system simulators. The Kettering Power System Laboratory, Cornell is the most complete real-time model of a bulk power system ever constructed. All of the operating characteristics of a functioning system can be simulated realistically.

• The stuff of which more than 99.9 percent of the universe is made, the electrically charged particles called plasma, studied in the laboratory and in the ionosphere to further understanding of communications and for its potential in energy systems of the future. Cornell is an international center of research in upper atmosphere and near-space and laboratory plasmas.

The Cornell course catalog in 1883 noted that "rapid development of the application of electricity has created a demand for thoroughly trained engineers." It also promised that the University would "receive students who desire to fit themselves to enter this new and constantly extending field." In 100 years, that commitment to research and education has not changed.

## Provost on the Budget

Continued from Page 1

"A major problem to be addressed in the current year is the rapidly rising cost of student financial aid. While the cost of tuition and room and board increases steadily, federal and state funds to help meet these costs for needy students have stayed relatively constant. Under current admissions policies commitments from the general fund will increase from \$9.2 million in the current year to more than \$25 million in 1988-89. This increase is based on many assumptions but all are derived from experience of the last five years. Even if all of the optimistic indicators are used the projection leads to a gap in our ability to provide this support that increases in 1988-89 to more than \$12.0 million. We could only afford this additional cost by restricting salary increases, reducing staff or taking other substantial retrenchment steps.

"Clearly we must re-think our policies and find one that balances our commitment to a diverse student body against our ability to pay for one. I think we should increase our commitment to financial aid by approximately 15 percent per year until the total commitment lies between 6 and 7 percent of the total budget. I agree with the Cornell

Sun that we need to give financial aid a high priority for development. We have done so in the last few years yet financial aid now consumes a large proportion of our endowment income.

"More important is the need for an admissions policy that meets our commitment to a diverse student body. I am committed to meeting the needs of minority students but I am very concerned that the failure of federal and state agencies to provide the aid needed for middle-income families may decrease the numbers of students from those families we can admit. During the next three months I will be seeking help in reviewing our admissions and aid system so that we can deal most effectively with the dilemma we now face.

"I hope, if you have read this far, that you have a better basis for thinking about the finances of the university. In this context, a little knowledge may be dangerous, but it is better than none at all. I can assure you that, with the advice of my colleagues on the several advisory committees, I will be struggling with the question of how best to squeeze the countervailing demands for low tuition, higher salaries, more faculty and staff, higher student aid into another balanced budget."

## Cornell Chronicle

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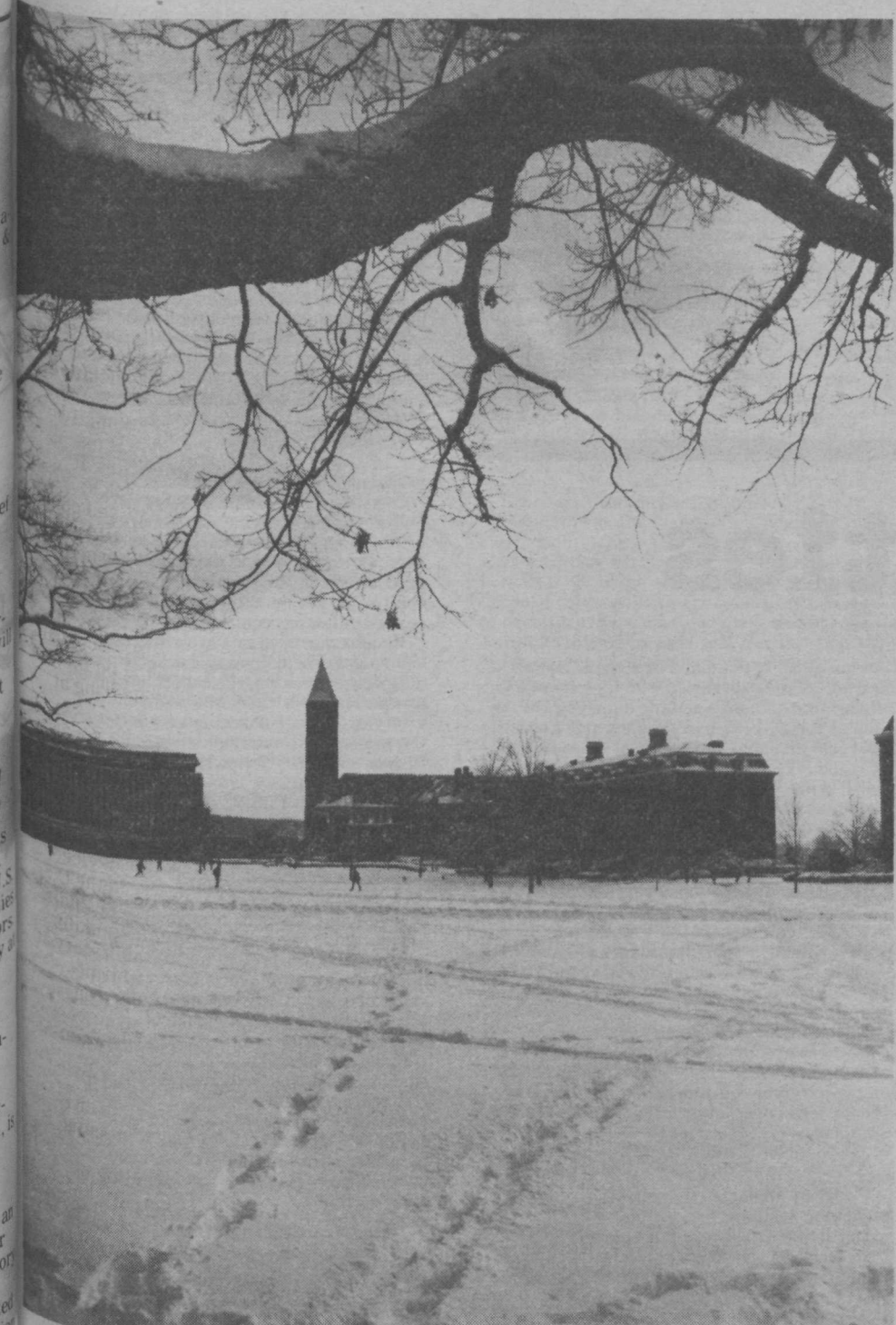
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It is the policy of Cornell University actively to support equality of educational and employment opportunity. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, age or handicap. The university is committed to the maintenance of affirmative action programs which will assure the continuation of such equality of opportunity.





Footprints break the smooth cover of snow on the Arts Quadrangle.

## Research Park Well on Way To Being Completely Occupied

With 21 tenants in place, Cornell Industry Research Park is well on its way to nearly full occupancy of all its present building space, according to Thomas W. Mailey, director of the park.

Mailey made a presentation last Friday at a breakfast meeting between university officials and members of the Ithaca Common Council at the Ramada Inn.

He said the 200-acre park has land on both sides of Rte. 13 between Tompkins County Airport and Warren Rd.; it also has plots laid out for construction of new buildings, as "incubator" businesses grow large enough to need buildings of their own.

The main intent of the park is to help new businesses, particularly high-technology businesses that can profit from a relationship with Cornell people, to grow and to build locally.

The group, which included Mayor John Outenberger, Chairman Harris Dates of the County Board of Representatives, Cornell Vice Presidents William G. Herbster and David L. Call, discussed several other matters.

Among them were Collegetown, where a combined joint development project involving the city, the university and a private developer is well under way; fraternities

owned by the university that have come off the tax rolls; Cornell Heights, where a proposed move of two university programs into houses is the subject of litigation between the university and the city; the university's land-lease program of selling some of its houses, and the university's short-range and long range plans for new dormitories.

## Campus Life Plans Spring Series Of Seminars on Variety of Topics

A panel of undergraduates will share center stage with two deans and the director of minority educational affairs during the spring semester's series of monthly seminars sponsored by the Division of Campus Life.

The meetings, held on the first Thursday of each month, are designed to provide participants with current information about programs, activities and questions of importance to the campus community.

Sessions are held from 9 to 11:30 a.m. in the Elmhirst Room of Willard Straight Hall. Dates and featured participants are:

## Jerome H. Holland

Jerome H. "Brud" Holland, 69, trustee emeritus and presidential counselor of Cornell, twice an All-American football player as an undergraduate here, twice a college president and a former ambassador to Sweden, died Sunday, Jan. 13, 1985, at New York Hospital-Cornell Medical Center in New York City.

Last week the International Living Center at Cornell was named the Jerome H. Holland International Living Center in his honor.

His career embraced teaching, industrial personnel administration, research, college presidencies, diplomacy and business. He earned the B.S. (1939) and M.S. (1941) degrees from Cornell and the Ph.D. (1950) from the University of Pennsylvania.

He was president of Delaware State College in Dover (1953-1960), president of Hampton Institute in Virginia (1960-1970), and U.S. Ambassador to Sweden (1970-1972).

In 1937 and 1938, the Auburn, N.Y., native was an All-American end noted for the end-around play; later, he became a member of the National Football Hall of Fame (1965) and a charter member of Cornell's Hall of Fame (1978). In 1971, the Auburn High School stadium was named in his honor. The physical education building at Hampton Institute was dedicated in 1978 in honor of Holland's efforts and accomplishments.

In the seven years that Holland served as president of Delaware State College, he turned the institution, which was on the verge of closing, into a fully accredited college, increased the student body and faculty four-fold, and initiated a multi-million dollar building program.

As President of Hampton Institute, one



JEROME H. HOLLAND

of the nation's top black colleges, Holland raised millions of dollars that went into a far-reaching capital improvements program and initiated important curricular changes and improvements, scholarships, and faculty and student development.

Since then, he became a business consultant and member of the boards of several "Fortune 500" corporations in the industrial, retail, communications, financial, and insurance fields.

Private funeral services were conducted in Auburn Wednesday.

## William A. Wimsatt

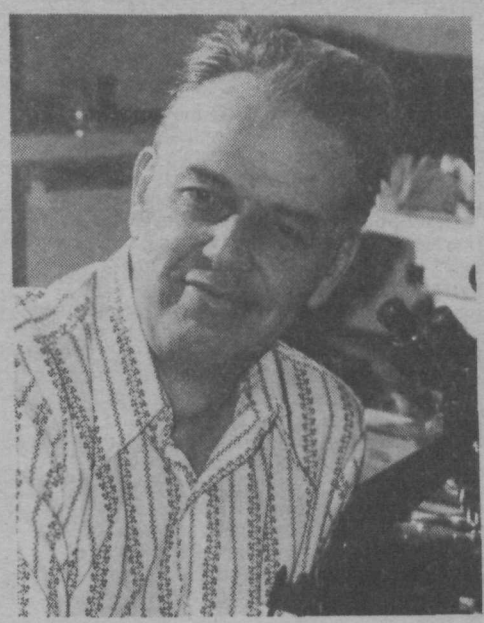
William Abell Wimsatt, authority on the biology of bats and professor of ecology at Cornell University, died Jan. 9 at his home here after a long illness. He was 67.

A 1939 graduate of Cornell and member of the university's faculty since 1945, Wimsatt conducted pioneering research in the hibernation of bats, knowledge useful in artificial hypothermia for surgery and possibly long space flights.

He also specialized in reproduction in mammals, especially bats, and at the time of his death was editor of a multi-volume work dealing with nearly all aspects of bat biology.

Three volumes of the work "Biology of Bats" (Academic Press) have been published to date: Vol. I and II, 1970 and Vol. III, 1977. He was the author of nearly 100 published articles in his field and had served as associate editor of the American Journal of Anatomy since 1970.

After receiving his doctorate from Cornell in 1943, Wimsatt taught for two years at the Harvard Medical School and then returned to Cornell as an assistant professor. He was named associate professor in 1947 and professor in 1951. He held a Guggenheim Fellowship in 1962-63.



WILLIAM A. WIMSATT

Survivors include his wife, Ruth P. Wimsatt of Ithaca; four sons, William of Chicago, Michael of Lewistown, Pa., John of Athens, Pa., and Jeffrey of Ithaca; two daughters, Mary Starr of Ithaca and Ruth Kwiecinski of Boston; a brother, Louis Johnson Wimsatt of Washington, DC; and four grandsons, John, Bill, Michael, and Teddy.

Memorial contributions may be made to Hospicare of Tompkins County.

Funeral services were conducted Sunday, Jan. 13, at St. Catherine of Siena Catholic Church.



Number 2

Please Post

January 17, 1985

## Cornell University

University Personnel Services  
Day Hall  
Ithaca, New York 14853  
607/255-5226

### Please Note:

Job Opportunities is a publication of Staffing Services and is distributed each Thursday through the Cornell Chronicle.

Job Opportunities lists current vacancies within the University, consistent with the University's commitment to promotion from within, affirmative action, and equal opportunity employment.

Applications for employment are available at Cornell University's employment office at East Hill Plaza at the intersection of Ellis Hollow Road and Judd Falls Road in Ithaca, from 9:00 a.m. to 12:00 noon, Monday through Friday. Applications can be submitted through the mail to University Personnel Services, Staffing Services, 160 Day Hall, Ithaca,

N.Y. 14853. For more information on jobs listed, contact Staffing Services (607) 256-5226.

**Employee Transfer Applications:** Employees who wish to transfer to other jobs within the University should complete a separate Employee Transfer Application form for each position and submit them to Staffing Services. Individuals with official University layoff status will be given preference in referrals.

This listing is also available on CUINFO

Cornell University's computerized information service. For further CUINFO details, contact the Information and Referral Center at 256-6200 or Computer Services.

**New vacancies** are listed for two weeks in Job Opportunities.

\*Asterisks identify jobs that were not listed last week.

**Full-time jobs** are 39 hours per week unless otherwise indicated. Jobs listed as SO, U1 and U2 are represented by bargaining units.

in counseling or related field. At least four years experience in student advising and counseling. Good interpersonal and communication skills. Please send cover letter and resume to Ralph D. Jones by January 25, 1985.  
Job Number: PA011

Position: Retail Manager, General Books Department: Campus Store  
Description: Responsible for all retail operations: supervision, buying, inventory control, merchandising, budget preparation and projection, vendor and customer relations for the general book area.

Requirements: Bachelor's degree or equivalent education and experience. Five to seven years successful experience in the general book field. Experience must have included supervision of full-time retail staff. Please send cover letter and resume to Ralph D. Jones by January 25, 1985.

Job Number: PA015

Position: Administrative Supervisor I  
Department: Graphic Arts Services  
Description: Provide supervisory and management support in production area of print Shop. Delegate work assignments, assist in production control, job planning, costing, quality control and problem solving. Other relevant job-related duties as required.

Requirements: Associate's degree or equivalent. Formal graphic arts course work desirable. Three to five years related print production experience. Minimum one year supervisory experience. Excellent organizational, interpersonal and communication skills required. Please send cover letter and resume to Ralph D. Jones by January 29, 1985.

Job Number: PA019

Position: Administrative Manager II (Repost)  
Department: Mathematics  
Description: Supervise and direct the work related to the business, personnel and facilities aspects of the Math department. Responsibilities include program/project management, funds management, grant and contract administration, staff supervision, management analysis, property/space management and information/data systems management.

Requirements: Bachelor's degree or equivalent. Master's degree preferred. At least five years relevant administrative and supervisory experience. Knowledge of microcomputer systems helpful. Excellent oral, written and human relations skills. Please send cover letter and resume to Ralph D. Jones by January 25, 1985.

Job Number: PA493

Position: Applications Programmer I  
Department: Plant Pathology  
Description: Assist extension plant pathologists with computer applications in their extension programs. Projects include adaptation of software used in other states to develop decision aids for New York growers. Develop computerized information delivery systems for extension programs.

Requirements: Bachelor's degree or equivalent in computer science with experience in plant sciences or Bachelor's degree or equivalent in plant science with experience in computer programming. Some programming experience including micro and mainframe computers. Please send cover letter and resume to Cynthia Smithbower.

Job Number: PT016

Position: Dining Supervisor (Repost)  
Department: Cornell Dining  
Description: Supervise the daily operation of a dining unit with primary responsibility for catering services. Other responsibilities include the purchasing and storage of food and supplies, planning menus, the preparation and dispensing of food and the maintenance of equipment.

Requirements: Associate's degree or equivalent. At least one year food service supervisory experience. Knowledge of food and health codes is desired. Please send cover letter and resume to Ralph D. Jones by January 25, 1985.

Job Number: PA495

Position: Dining Supervisor (Two positions) (Repost)  
Department: Cornell Dining  
Description: Supervise the daily operation of a dining unit including the purchasing and storage of food and supplies, planning menus, the preparation and dispensing of food and the maintenance of equipment.

Requirements: Associate's degree or equivalent. At least one year food service supervisory experience. Knowledge of food and health codes is desired. Please send cover letter and resume to Ralph D. Jones by January 25, 1985.

Job Number: PA496, PA497

# Job Opportunities

Cornell University is an equal opportunity, affirmative action employer.

## Administrative/Professional

The minimum salaries listed are for recruitment purposes only.

\*Position: Senior Administrator I  
Department: Center for Radiophysics and Space Research

Description: Serve as project manager and be responsible for both the long and short term management of the Infrared Spectrometer (IRS) project. Individual will assist in the negotiation and monitoring of the IRS contract with NASA and all subsequent changes, and coordinate the negotiation of and monitor the prime subcontracts (\$25 million) and all subcontracts with five co-investigator institutions (\$10 million). Travel will be required.

Requirements: Experience in the management of complex technical projects is essential and a technical background in electronics, optics or cryogenics is desirable. Please send cover letter and resume to Ralph D. Jones by January 24, 1985.

Job Number: PA026

\*Position: Campaign Managers (Three Positions)

Department: University Development  
Description: The University Development office has openings for three (3) Campaign managers to be responsible for the day to day operation of respective unit or college capital fund raising plans and be principal liaisons among the college/unit, central University Development staff and Campaigns' Steering Committee. Additional responsibilities will include planning, directing and executing the overall coordination of campaign fund raising for a particular college/unit, preparing budgets, developing operating plans and fundraising strategies.

Requirements: Bachelor's degree or equivalent is necessary. Candidates must have five years fund raising experience with specific capital campaign experience and experience with volunteer development. Please send cover letter and resume to Ralph D. Jones by January 24, 1985.

Job Number: PA027, PA028, PA029

\*Position: Director, External Affairs  
Department: Architecture, Art and Planning  
Description: Responsible for planning, budgeting and implementing an external affairs program for the College and serve as liaison with the Alumni Association. Will develop and draft proposals for foundation and corporate support.

Requirements: Bachelor's degree or equivalent. Master's degree preferred or equivalent combination of education and experience. Outstanding verbal and written communication skills and superior interpersonal skills are essential. Previous fundraising and/or public affairs experience essential; work experience at Cornell or a Cornell degree is preferable. Experience working with volunteer organizations helpful. Please send cover letter and resume to Ralph D. Jones by January 24, 1985.

Job Number: PA024

\*Position: Computer Staff Specialist  
Department: Animal Science

Description: Conceive, design, develop and optimize computer applications software, requir-

ing considerable experience and demonstrated ability in the areas of the telecommunications, on-line applications, distributed processing, remote job entry and virtual machine operations.

Requirements: Master's degree in computer science or equivalent. Five to seven years of experience with relevant hardware, software, and languages such as IBM 4381, DOS/VSE, CICS, ASSEMBLER, and PL/1. Please send cover letter and resume to Cynthia Smithbower.

Job Number: PT021

\*Position: Applications Programmer II (Repost)

Department: Agricultural Economics  
Description: Responsible for assisting users utilizing a variety of mainframe as well as mini- and microcomputer systems and applications in research, teaching and extension activities. Responsible for analysis, design, implementation and maintenance of new applications programs and systems as well as maintenance of existing systems.

Requirements: Bachelor's degree with computing-related courses or equivalent training and experience. Applicants must possess at least entry level skills and be familiar with IBM VM and MVS environments, have substantial experience with microcomputing systems, have a knowledge of data and file management processes and/or be competent in the use of statistical computing procedures and software packages such as SAS, MINITAB, TROLL, etc. One year's experience working in a professional data processing environment essential. Please send cover letter and resume to Cynthia Smithbower.

Minimum Starting Salary: \$16,500

Job Number: PT415

\*Position: Research Support Specialist II  
Department: Natural Resources, Eagle Bay, NY

Description: Responsible for operation of field station including scheduling and implementing field sampling efforts related to impact of acid deposition on aquatic ecosystems. Will conduct laboratory analyses of invertebrate and organic matter decomposition samples including taxonomy and enumeration of organisms. Use statistical and mathematical techniques and computer programs to analyze project data.

Requirements: Master's degree or equivalent with extensive applicable job experience. Minimum of three years experience in management of research projects. Broad knowledge of limnological and fishery biology with expertise in the taxonomy of hentic macroinvertebrate fauna, field sampling procedures. Experience and knowledge of all weather sampling in remote locations including operation of all terrain vehicles, snowmobiles, outboard motors, four wheel drive vehicles, etc. Must live in Eagle Bay, NY area year round. Please send cover letter and resume to Cynthia Smithbower.

Minimum Starting Salary: \$16,000

Job Number: PT023

\*Position: Research Support Specialist I  
Department: Cornell Institute for Social and Economic Research (CISER)

Description: Provide computing support to the development, maintenance, and products of the New York State Information System. Also will provide computing support for the CISER Data Archive and the Survey Research Facility.

Requirements: Bachelor's degree or equivalent required. Master's degree preferred.

or equivalent in Computer Science or Social Science. Some experience with microcomputers, mainframe data tape and file management; as well as social science experience with Cornell's IBM 3081 including CMS, SAS/SPSS packages, JCL and MVS; good interpersonal and organizational skills; knowledge of computer graphics and database management systems. Please send cover letter and resume to Cynthia Smithbower.

Job Number: PT025

\*Position: Applications Programmer I  
Department: New York State College of Veterinary Medicine, Computing Facility

Description: Provide computer programming support and develop programs using the MUMPS language for applications in the NYS College of Veterinary Medicine.

Requirements: Bachelor's degree or equivalent in computer science. Ability to program in at least one high level language. Some on-the-job computer programming experience. Please send cover letter and resume to Cynthia Smithbower.

Job Number: PT022

Position: Manager, Human Resources Information Systems

Department: University Personnel Services  
Description: Develop, evaluate and manage the Personnel information system. Participate in special planning projects, i.e.,

Personnel/Payroll system, office automation, benefit systems changes, etc. Define specifications and program design; oversee code development; test, document, install and ensure auditing security and standards are met. Manage ad hoc reporting. Troubleshoot problems. Supervise two programmer/analysts.

Requirements: Bachelor's degree or equivalent. Graduate education highly desirable. At least five years progressive experience in administrative data processing with managerial responsibility essential. Experience in systems analysis and coordinating mainframe, micros and word processing operations. Knowledge of Natural/ADABAS, COBOL, BASIC, PL-1, SAS and Mark IV desired. Demonstrated excellent interpersonal and communication skills essential. Please send cover letter and resume to Judith Morgan.

Job Number: P012

Position: Grant & Contract Officer

Department: Office of Sponsored Programs  
Description: Responsible for reviewing, processing and administering proposals and resulting awards subject to review and approval of an Associate Director and negotiating research contacts.

Requirements: Bachelor's degree or equivalent, or at least three years of appropriate work experience is required. Excellent interpersonal and communication (written and oral) skills. Ability to work independently. Some traveling involved. Please send cover letter and resume to Ralph D. Jones by January 25, 1985.

Job Number: PA018

Position: Student Development Specialist II  
Department: Engineering Advising & Counseling

Description: Responsible for coordinating, advising and supervising student development programs and general counseling for undergraduate engineering students.

Requirements: Master's degree or equivalent



Position: Research Support Aide (Repost)  
 Department: Chemistry  
 Description: Oversee the collection, synthesis and analysis of mass spectral data.  
 Requirements: Bachelor's degree or equivalent in chemistry. Master's degree preferred. Familiarity with organic chemistry; ability to learn the mass spectrometry of organic compounds and understand the organic structural data. Familiarity with scientific computing. Please send cover letter and resume to Cynthia Smithbower.  
 Job Number: T437

Position: Director, Master of Professional Studies (MPS) Program (Repost)  
 Department: School of Hotel Administration  
 Description: Recruit and administer the selection of approximately 50 new students each year. Counsel and advise enrolled students on degree requirements, course selection, placement and other academic matters. Prepare descriptive material for admissions.  
 Requirements: Master of Professional Studies (MPS) degree in hospitality field or equivalent is required. Minimum of four years of hospitality work experience is preferred. Supervisory and public relations experience helpful. Please send cover letter and resume to Ralph D. Jones.  
 Minimum Starting Salary: \$13,625  
 Job Number: PA466

Position: Administrative Supervisor II  
 Department: Equine Drug Testing and Research  
 Description: Coordinate, supervise and monitor a three million dollar budget. Analyze and implement "effort distribution" for administration and support staff at seven field labs. Prepare financial reports; coordinate and supervise the maintenance and repair of equipment of fiscal facilities; assist in planning and implementation of remodeling and renovations.  
 Requirements: Bachelor's degree or equivalent experience in bookkeeping and accounting essential. Please send cover letter and resume to Ralph D. Jones by January 25, 1985.  
 Job Number: PA503

Position: Physician (Two Positions)  
 Department: University Health Services  
 Description: Internist or Pediatrician responsible for medical care of students, faculty and staff. Modern facility, multi-specialty group, variety of ancillary services.  
 Requirements: MD - Board certified or eligible. Please send cover letter and vita to Ralph D. Jones.  
 Job Number: PA507, PA499

Position: Research/Planning Associate II  
 Department: Institutional Planning and Analysis  
 Description: Coordinate data collection, analysis and reporting of University employees for decision making, affirmative action, comparisons with other institutions; develop management indicators and supporting base data; assist in support of University planning process; provide project support as necessary.  
 Requirements: Master's degree or equivalent experience. Familiarity with personnel information systems, affirmative action reporting requirements, systems analysis/data base management helpful. Good communication skills necessary. Please send cover letter and resume to Cynthia Smithbower.  
 Job Number: PT4910

Position: Manager of Maintenance Production  
 Department: Maintenance & Service Operations  
 Description: Initiate, plan and schedule projects and supervise project coordinators. Assist in the management of the maintenance to the University's physical plant facilities which include building structures and mechanical systems, bridges, grounds and campus utility systems.  
 Requirements: Bachelor's degree or equivalent in engineering, architecture or business administration. Minimum of five years experience in building construction project management with strong technical background related to building construction and maintenance. Effective written and oral communication skills necessary. Work experience with computers desired. Please send cover letter and resume to Ralph D. Jones by January 25, 1985.  
 Job Number: PA486

Position: Data Communications Specialist  
 Department: Computer Services - Network Communications  
 Description: Design and implement new and monitor old campus-wide communications networks including twisted pair circuits as well as broad band and base band local area networks; do performance and capacity analysis; provide consulting to campus cus-

tomers and other computer professionals; do planning and product evaluations.  
 Requirements: Bachelor's degree or equivalent in electrical engineering or related field. Five to eight years experience with digital and analog hardware and associated protocols (including SNA, Synchronous and Asynchronous). Considerable knowledge of local area networks. Demonstrated excellent written and oral communications and interpersonal skills. Please send cover letter and resume to Cynthia Smithbower.  
 Job Number: PT468

**Clerical**

**All applicants interested in positions requiring typing must take an official University test. Tests are given Mondays and Wednesdays at 8:00 a.m., Room 337, Statler Hall. Please contact Staffing Services for an appointment.**

\*Position: Administrative Aide, GR22  
 Department: Public Affairs Regional Offices (Metropolitan New York Office)  
 Description: Coordinate and oversee office activities. Training of support staff; implementation of office policies and procedures; review of equipment needs and supplies; monitor internal financial practices and clerical operations of the office; serve as aide to the Director.  
 Requirements: Associate in Applied Science degree or equivalent experience in a public affairs office. Medium typing. At least three to five years office experience. Good organizational and interpersonal skills. Knowledge of university public affairs desirable.  
 Minimum Starting Salary: \$13,141  
 Job Number: C023

\*Position: Senior Special Collections Assistant, GR20  
 Department: History of Science-Olin Library  
 Description: Catalog rare books using existing catalog copy; catalog special rare books such as manuscripts and graphics; provide specialized information service; supervise reading room and circulation; make decisions about binding and preservation; search bibliographic records; maintain departmental catalogs; other special projects as appropriate.  
 Requirements: Bachelor's degree or equivalent in an appropriate field. Light typing. Fluency in French required. Reading knowledge of Latin desirable. Ability to interact effectively with students and scholars. Ability to perform complex tasks with accuracy. Appreciation of nature and significance of rare books and research collections.  
 Minimum Starting Salary: \$11,739  
 Job Number: C024

\*Position: Senior Searcher, GR20  
 Department: Serials-Olin Library  
 Description: Search orders; check in; claim and approve payment for serial titles in Chinese, Japanese and Korean; participate in special projects when necessary; responsible for problem solving related to East Asian serials.  
 Requirements: Bachelor's or Associate's degree or equivalent, with emphasis in East Asian history and culture. Light typing. Good knowledge of Chinese and Wade-Giles system of romanization. Some knowledge of Japanese helpful.  
 Minimum Starting Salary: \$11,739  
 Job Number: C022

\*Position: Secretary, GR18  
 Department: Office of Instruction  
 Description: Provide receptionist/secretarial support for the Office of Student Services and Special Programs. Handle daily correspondence for the Coordinator of Student Affairs and the Minority Program Counselor; maintain files; compile data; type reports; assist with arrangements for student activities.  
 Requirements: High School diploma or equivalent. Business or secretarial school preferred. Medium typing. Word processing or microcomputer experience helpful. Excellent spelling and grammar. Strong interpersonal skills, with ability to deal with students. Experience in an academic environment desirable.  
 Minimum Starting Salary: \$10,500  
 Job Number: C028

\*Position: Office Assistant, GR17  
 Department: Personnel Services - Compensation  
 Description: Under general supervision, provide diverse clerical support for personnel office. Type correspondence, reports, statistical charts, graphs. Serve as receptionist, answer phones, respond to and refer calls and visitors. Perform routine data collection and compilation. Use microcomputer/word processor to input and extract data.

Requirements: High school diploma or equivalent. Medium typing. Six months to one year office experience. Good organizational and public relations skills. Familiarity with use of microcomputers helpful. High level of confidentiality required.  
 Minimum Starting Salary: \$9,967  
 Job Number: C029

Position: Accounts Coordinator, GR21  
 Department: Bursar's Office  
 Description: Coordinate all activities related to installment payment plans for students and parents. Resolve problems and correspondence; coordinate production schedules and reconcile accounts; process applications to Cornell Installment Plan as well as outside plans.  
 Requirements: High school diploma or equivalent. Associate's degree in business or accounting preferred. Medium typing. At least one to two years experience in student accounts at a college or university setting most desirable.  
 Minimum Starting Salary: \$12,469  
 Job Number: C0119

Position: Administrative Aide, GR21  
 Department: Chemical Engineering  
 Description: Provide secretarial and administrative support to the Director. Contacts with alumni and industrial visitors; assist in faculty searches; type complex scientific papers and proposals; administer research accounts; monitor and aid in the preparation of financial and research budgets; assist the Director in various projects.  
 Requirements: Associate's degree or equivalent experience. Heavy typing. At least three to five years related experience. Knowledge of accounting systems and research grant administration preferred. Ability to interact well with all levels of staff within the University. Excellent organizational, interpersonal and communication (written and oral) skills. Ability to work in an active, complex environment. Discretion in dealing with confidential materials. Ability to work independently.  
 Minimum Starting Salary: \$12,469  
 Job Number: C014

Position: Administrative Aide, GR21 (Repost)  
 Department: School of Hotel Administration  
 Description: Provide administrative and secretarial support to the Director of Business and Administration and to the Executive Staff Assistant. Requires daily use of WANG word processor. Type and edit correspondence, forms, etc.; schedules appointments and meetings; accounting; handles special projects as assigned.  
 Requirements: High school diploma or equivalent. Associate's degree in business preferred. Medium typing. WANG word processor skills necessary. Familiarity with Cornell accounting system and ability to do accounting analysis preferred.  
 Minimum Starting Salary: \$12,469  
 Job Number: C482

Position: Administrative Aide, GR20  
 Department: International Student Office  
 Description: Provide secretarial support for Associate Director. Duties include typing, word processing and machine transcription; bookkeeping; student advising; assisting with producing publications; acting as community liaison.  
 Requirements: Associate's degree or equivalent combination of education and training. Medium typing. Secretarial and word processing experience desired. Knowledge of Ithaca community and its resources strongly desirable. Evidence of effective interpersonal skills required.  
 Minimum Starting Salary: \$11,739  
 Job Number: C012

Position: Administrative Aide, GR19  
 Department: Computer Aided Design Instructional Facility (CADIF)  
 Description: Provide administrative and secretarial support. Duties include course work preparation; programming documentation; conference coordination; maintain personnel records; serve as receptionist for the facility visitors; arrange scheduling; oversee part-time student employees. Handle special projects as assigned.  
 Requirements: Associate's degree or equivalent. Heavy typing. At least two to three years secretarial experience. Excellent typing skills. Accuracy important. Excellent organizational, interpersonal and communication (written and oral) skills. Ability to work independently. Computer/word processor knowledge helpful.  
 Minimum Starting Salary: \$11,125  
 Job Number: C011

Position: Administrative Aide, GR19 (Repost)  
 Department: Veterinary Teaching Hospital  
 Description: Assist the Patient Coordinator in contacting hospital clients regarding patient

discharge appointments, charges for service and payment arrangements. Monitor internal billing system; act as liaison between the Veterinarian and client with regard to other than medical problems. Other clerical duties as assigned.  
 Requirements: High school diploma or equivalent. Considerable experience dealing with the public. Ability to handle delicate situations with clients. Background in hospital work and/or accounts collections helpful. Excellent interpersonal and communication skills.  
 Minimum Starting Salary: \$11,125  
 Job Number: C4616

Position: Accounts Assistant, GR19 (Repost)  
 Department: CALS - Administrative Services  
 Description: Provide administrative and clerical assistance to the professional staff of CALS Office of Administrative Services. Review and process vouchers on approved Physical Space Operations projects; monitor plant and departmental accounts; prepare financial and project status reports. Other duties as assigned.  
 Requirements: Associate's degree in accounting or equivalent combination of education and training. Light typing. Accounting/bookkeeping skills required. Ability to operate micro-computer equipment, preferably IBM PC, using Lotus 1-2-3 software. Familiarity with the Cornell accounting system highly desirable. Excellent communication and organizational skills.  
 Minimum Starting Salary: \$11,125  
 Job Number: C491

Position: Secretary, GR18  
 Department: Agronomy  
 Description: Provide secretarial support. Duties include bookkeeping; selling supplies; typing; inputting information into a computer terminal; use of a variety of office equipment; handling inquiries in person and on telephone.  
 Requirements: High school diploma or equivalent. Business or secretarial school preferred. Heavy typing. Secretarial experience. Excellent interpersonal and communication (written and oral) skills. Knowledge of word processor and computer helpful.  
 Minimum Starting Salary: \$10,500  
 Job Number: C0117

Position: Word Processor Operator, GR18  
 Department: Law School  
 Description: Use IBM PC WordPerfect for producing legal documents and other materials for the Legal Aid Clinic; greet clients coming to the Clinic; answer telephone; provide secretarial support for Legal Aid Clinic attorneys.  
 Requirements: High school diploma or equivalent training and experience. Heavy typing. Legal secretarial training desirable. Good interpersonal skills. Knowledge of IBM PC. Ability to work under pressure.  
 Minimum Starting Salary: \$10,500  
 Job Number: C0120

Position: Library Aide, GR18  
 Department: Albert H. Mann Library  
 Description: Responsibilities include processing monographic titles in the Catalog Unit; route material through the unit; work on the RLIN and OCLC terminals; file into various card catalogs; handle descriptive cataloging of theses; compile monthly statistics for the Head of Technical Services; train other employees. Other duties as assigned. Monday Thursday, 8:00 a.m. - 5:00 p.m.; Fridays 8:00 a.m. - 4:00 p.m.; may include some evenings or Saturdays.  
 Requirements: High school diploma or equivalent. Medium typing. Library experience desirable, preferably in Technical Services. Some language background helpful. Ability to organize and perform a variety of detailed assignments is essential. Willingness to work a schedule which may include evenings or Saturdays.  
 Minimum Starting Salary: \$10,500  
 Job Number: C017

Position: Accounts Assistant, GR18  
 Department: Cooperative Extension Administration  
 Description: Process standard and travel vouchers, interdepartmentals and billings; maintain renewal of equipment leases; verify accuracy of expenditures for Cooperative Extension Association; prepare financial reports; process local pick-ups and work orders.  
 Requirements: High school diploma or equivalent. Light typing. At least three years experience in accounting. Knowledge of Cornell's accounting system desired.  
 Minimum Starting Salary: \$10,500  
 Job Number: C019

**General Service**

\*Position: Material Handler, SO18  
 Department: Statler Inn  
 (Continued on Page 6)



# Job Opportunities

(Continued from Page 5)

**Description:** Issue and control all requisitions. Receive all goods from deliveries as specified by purchase orders and store or deliver those goods as designated. Responsible for taking daily and monthly inventory and maintaining the storage areas within proper health and safety guidelines. Monday-Friday, 6:30 AM - 3:00 PM.

**Requirements:** High school diploma or equivalent. Knowledge and familiarity with the hospitality industry is necessary and a knowledge of Cornell is helpful.

**Minimum Starting Salary:** \$4.98/hour  
**Job Number:** S023

**Position:** Shift and Maintenance Mechanic, S023

**Department:** Maintenance and Service Operations

**Description:** Maintain and troubleshoot steam, hot water and glycol heating systems. Work on ventilation and air conditioning systems, electrical and other mechanical systems as applied to industrial, educational, research and commercial buildings on campus.

**Requirements:** High school diploma or equivalent. Must be in good health. Ability to work swing shift, climb and work from ladders and to read blueprints. NYS Driver's license required.

**Minimum Starting Salary:** \$6.61/hour  
**Job Number:** S0110

**Position:** Material Handler, S019

**Department:** General Stores - Orchard Warehouse

**Description:** Receive and stock material, fill customer orders, attend service counter, do cycle counting, make campus deliveries and perform general warehouse duties.

**Requirements:** High school diploma or equivalent. Must have valid NYS driver's license (Class V). Good record keeping and inventory skills. Have a diversified knowledge of materials, ranging from office supplies to construction requirements. Must be courteous and motivated individual. Two to five years warehouse or retail experience preferred. Must be able to lift over 75 lbs.

**Minimum Starting Salary:** \$5.27/hour  
**Job Number:** S0111

**Position:** Vehicle Mechanic, S018

**Department:** State College Fleet  
**Description:** Perform N.Y.S. inspections and routine repairs such as tune ups, oil changes and brake repairs. Other duties include changing tires, washing and cleaning vehicles, pumping gas, operating the wrecker, errands and other assigned duties.

**Requirements:** High school graduate or equivalent. NYS driver's license (Class V). NYS Motor Vehicle Inspection license. Two to five years experience in the service and repair of motor vehicles. Must have good customer contact skills.

**Minimum Starting Salary:** \$5.41/hour  
**Job Number:** S0112

**Position:** Dish Machine Operator, S016

**Department:** Cornell Dining  
**Description:** Wash dishes, pots and pans using dishwashing machine under direct supervision of management.

**Requirements:** High school diploma or equivalent. Familiarity with dishwashing equipment and proper use of cleaning agents. Ability to lift 30 lbs.

**Minimum Starting Salary:** \$4.47/hour  
**Job Number:** S017

**Position:** Cashier, GR15

**Department:** Cornell Dining  
**Description:** Operate electronic cash register; handle cash and charge transactions with customers and make change.

**Requirements:** High school diploma or equivalent. Experience in cashiering.

**Minimum Starting Salary:** \$9.041  
**Job Number:** S019

**Position:** Food Service Worker, S014

**Department:** Cornell Dining  
**Description:** Set up, display and serve food in cafeteria or dining room.

**Requirements:** High school diploma or equivalent. Good customer relations skills. Knowledge of food handling preferred.

**Minimum Starting Salary:** \$4.05/hour  
**Job Number:** S016

## Technical

**Applications for Technical positions should include the following information:**

- Scientific/technical courses completed
- Lab techniques and/or equipment (knowledge of)
- Special skills (e.g. knowledge of computer language)

\*Position: Technician, GR20

**Department:** Biochemistry, Molecular and Cell Biology

**Description:** Assist in experiments using recombinant DNA technology to study chromosome structure in mosquitoes. Maintain detailed notes. Position funded through 6/30/85 with continuation dependent upon renewal of grant.

**Requirements:** Bachelor's degree or equivalent in biological sciences or related areas. Experience with standard procedures of recombinant DNA technology and sterile techniques. Experience with microscopes desirable. Attention to detail with ability to work independently. Must be interested in learning new techniques.

**Minimum Starting Salary:** \$11,739  
**Job Number:** T026

\*Position: Technician, GR20

**Department:** Plant Pathology (Geneva)

**Description:** Assist with laboratory, greenhouse and field research on the biology and control of bacterial and fungal diseases of vegetable crops. Duties include culturing bacteria and fungi; growing and inoculating plants; applying pesticides; operating farm and laboratory equipment, and recording and analyzing data. Travel within New York State is necessary.

**Requirements:** Bachelor's degree or equivalent in a biological science with some knowledge of the plant sciences, and plant pathology or microbiology. Valid driver's license. Experience in operating and maintaining common farm and laboratory equipment. Knowledge of how to culture microorganisms. Ability to use computers and statistical packages is desirable.

**Minimum Starting Salary:** \$11,739  
**Job Number:** T028

\*Position: Technician, GR18

**Department:** Equine Drug Testing and Research, Monticello Raceway

**Description:** Perform analysis of blood and urine samples in a field drug testing lab at Monticello Raceway. Routine record keeping and laboratory maintenance. Assist laboratory director as needed. 39 hours per week including Saturday, Sunday, and holidays.

**Requirements:** Associate's degree or equivalent experience. Experience with thin layer chromatography. Familiarity with gas chromatography.

**Minimum Starting Salary:** \$10,500  
**Job Number:** T025

\*Position: Research Assistant I

**Department:** Boyce Thompson Institute - Contact Department Directly - See Below

**Description:** Participate in integrated studies of leaf growth, apparent photosynthesis, and nitrogen fixation in legumes; assist in the design and conduct experiments including the growing of test plants, operation and maintenance of laboratory instruments, computer acquisition and analysis of data and report preparation.

**Requirements:** Bachelor's degree or equivalent in plant physiology or related sciences with course work in agronomy, statistics and computer science. Experience in infrared gas analysis, acetylene reduction and N15 techniques and microcomputers desirable.

**Minimum Starting Salary:** \$11,200  
**CONTACT:** D.L. Sirois, 101 Boyce Thompson Institute, 2572030

\*Position: Technician, GR24

**Department:** Equine Drug Testing & Research Program, Saratoga, New York

**Description:** Perform drug analysis of horse blood and urine. Assist lab director as needed with drug confirmations and routine lab operations. Supervise four technicians in the absence of the lab director. 1:00 p.m. - 9:30 p.m. (Sat., Sun. and holidays included).

**Requirements:** Bachelor's degree in chemistry or similar field or Associate's degree with two to five years laboratory experience. Experience in thin layer and gas chromatography, drug extraction from biological fluid.  
**Minimum Starting Salary:** \$14,779  
**Job Number:** T015

Position: Technician, GR20

**Department:** Division of Nutritional Sciences

**Description:** Perform chromatographic (gas-liquid, liquid) and spectrophotometric analyses primarily of carbohydrates. Perform other quantitative analytical procedures related to dietary fiber. Assist in development of improved methods for dietary fiber analysis. Help maintain and supervise use of laboratory instruments. Conduct library searches and assist in preparation of laboratory research reports.

**Requirements:** Bachelor's degree or equivalent in biochemistry, chemistry or related biological science. Master's degree preferred. Two years relevant experience in gas-liquid chromatography and spectrophotometry desirable.

**Minimum Starting Salary:** \$11,739  
**Job Number:** T014

\*Position: Technician, GR22

**Department:** Veterinary Pathology

**Description:** Perform procedures of transmission electron microscopy including embedding, thin sectioning and primary microscopic examination and photography on rodent lung samples. Collect morphometric data on microscope sections and corrosion casts and perform statistical analysis of data.

**Requirements:** Bachelor's degree or equivalent in biological sciences with course work in mammalian histology. One year experience in transmission electron microscopy of tissue.

**Minimum Starting Salary:** \$13,141  
**Job Number:** T495

\*Position: Technician, GR22

**Department:** Agricultural Engineering

**Description:** Provide technical support in the examination of kinetics of apple pomace conversion to soluble products. Design and construct models; conduct and analyze experiments; prepare reports based on experimental work; interface computer systems for data storage and analysis; use and maintain analytical equipment; maintain the laboratory. Until December, 1985.

**Requirements:** Bachelor's degree or equivalent experience in engineering or related sciences. One year experience in wet chemistry analysis, operation of gas chromatography instruments, solids analysis, automatic scales and other complicated laboratory equipment; use of computer for data storage and analysis; experience in conducting biological experiments with bacteria.

**Minimum Starting Salary:** \$13,141  
**Job Number:** T496

\*Position: Technician, GR20

**Department:** Agricultural Engineering

**Description:** Will participate in apple pomace anaerobic methane digester model design, construction and instrumentation; planning, design, execution and laboratory analysis of experiments; maintenance and operation of laboratory instruments; data analysis and computer manipulation; general laboratory upkeep; report preparation. Until 9/30/85.

**Requirements:** Bachelor's degree or equivalent experience in engineering or related sciences. One year experience involving wet chemistry analysis, operation of gas chromatography instruments, solids analysis, automatic scales and other complicated laboratory equipment; use of computer for data storage and analysis; experience in conducting biological experiments with bacteria.

**Minimum Starting Salary:** \$11,739  
**Job Number:** T452

## Part-time

\*Position: Administrative Secretary, GR18

**Department:** China-Japan Program

**Description:** Assist in organization of two publication series. Communicate with authors; process orders; keep records of students, faculty and course listings; proof manuscripts; answer routine correspondence; act as receptionist for department; arrange for faculty meetings; general office duties as required. 12:00 noon - 4:30 PM Mon., Wed., Thur., Fri.; 9:00 AM - 3:00 PM Tue. until August 15, 1985.

**Requirements:** High School diploma or equivalent. Associate's degree preferred. Medium typing. At least one year of office experience required. Proofreading skills necessary. Some familiarity with accounting procedures. Ability to work independently and under pressure.

**Minimum Starting Salary:** \$10,500/annual equivalent  
**Job Number:** C021

\*Position: Secretary, GR18

**Department:** Office of the Assemblies

**Description:** Provide clerical and administrative support to the Cornell Recreation Club.

**Coordinate club activities; serve as receptionist, community liaison and membership/accounts coordinator; assist with producing publications including newsletters, brochures, posters; other duties related to the governance system as assigned. Monday - Friday, 8:30 AM - 3:00 PM for 10 months. 9:00 AM - 1:00 PM for 2 months.**

**Requirements:** High school diploma or equivalent. Business or secretarial school preferred. Medium typing. Secretarial and public relations experience strongly preferred. Accounting experience desired. Strong interpersonal skills and communication (written and oral) skills.

**Minimum Starting Salary:** \$10,500/annual equivalent  
**Job Number:** C026

\*Position: Accounts Assistant, GR17

**Department:** Natural Resources

**Description:** Provide accounting backup to departmental business office. Responsible for preparation of documentation to expedite payments. Prepare correspondence to vendors; maintain leave accrual records and timecard file; act as receptionist for business office. Monday - Friday, 12:30 PM - 4:30 PM.

**Requirements:** High school diploma or equivalent. Medium typing. State accounting knowledge helpful. Excellent interpersonal and organizational skills.

**Minimum Starting Salary:** \$9,967/annual equivalent  
**Job Number:** C027

\*Position: Building Attendant, GR16

**Department:** Circulation - Olin Library

**Description:** Inspect books of persons leaving building; respond to alarm when security system is activated; check ID cards at stack entrance; make tour of building to report vandalism, facilities problems, etc.; perform assorted clerical duties; open and close building. Sunday Thursday, 8:00 AM 12:00 PM.

**Requirements:** High school diploma or equivalent. Ability to work effectively with a variety of people in a public service capacity. First aid and CPR training desirable.

**Minimum Starting Salary:** \$9,494/annual equivalent  
**Job Number:** C025

\*Position: Head Waitperson, S016

**Department:** Statler Inn

**Description:** Assist the Dining Room Supervisor in coordinating activities of the Main Dining Room personnel to provide prompt and courteous service. Monday - Friday, 9:30 AM 3:30 PM. Some weekends required.

**Requirements:** High school diploma desirable. 1 - 3 years waiting experience; excellent interpersonal skills.

**Minimum Starting Salary:** \$4.47/hour  
**Job Number:** S022

\*Position: Custodian, S016

**Department:** University Health Services

**Description:** Provide general maintenance and custodial care of buildings and grounds in immediate vicinity of assigned area. Monday - Friday, 5:30 AM - 9:30 AM.

**Requirements:** Ability to use a variety of heavy power operated equipment, climb and ladder and lift 50 lbs.

**Minimum Starting Salary:** \$4.47/hour  
**Job Number:** S021

\*Position: Technician, GR21

**Department:** Division of Nutritional Sciences

**Description:** Test and refine literature methods for various radioassays, and for various procedures involving minor surgery in rats. Responsible for day to day operation of laboratory, including ordering supplies, maintaining inventory, keeping isotope log. Provide back-up support for animal feeding and weighing. Monday - Friday, 20 hours per week, possibly up to 30 hours per week. Continuation contingent upon funding.

**Requirements:** Bachelor's degree or equivalent in animal science, nutrition or physiology. Master's degree preferred. Two years work experience in radioassays, radio-immunoassays and small animal surgery, or similar experience acquired during completion of Master's thesis.

**Minimum Starting Salary:** \$12,469/annual equivalent  
**Job Number:** T011

\*Position: Records Assistant, GR16 (Four Positions)

**Department:** Catalog - University Libraries

**Description:** Participate in a project to convert library catalog records in the sciences and Research Libraries Information Network (RLIN) system. Input original catalog records into RLIN; photocopies catalog cards; sort and file worksheets; stamp shelf list cards representing



Completed records. Monday -Friday, 20 hours per week to be arranged, until 8/31/85.  
 Requirements: High school diploma or equivalent. Medium typing. Ability to perform detailed and repetitive tasks accurately. Some office experience.  
 Minimum Starting Salary: \$9,494/annual equivalent  
 Job Number: C0112, C0113, C0114, C016

**Temporary**

**TEMPORARY OPPORTUNITIES:** Cornell University has an ongoing need for qualified individuals willing to work on a temporary basis. We frequently need individuals to work as word processor operators, secretaries, typists, receptionists, office assistants, account clerks and data entry clerks. Requirements for these positions range from medium to heavy typing, some office/secretarial experience and knowledge of word processing equipment. If you have an interest in working on a temporary basis, please contact Tambi Benzon, Staffing Services, 256-5226, for more information.

\*Position: Applications Programmer, T-4  
 Department: Summer Session, Extramural

**Study, and Related Programs**  
 Description: Provide computer support using software such as dBase II, dBase III, and Lotus 1-2-3. 20 - 30 hours per week with varying hours for 5 months.  
 Requirements: Bachelor's degree in computer science preferred. Experience with IBM PC and PCXT as well as experience with various software programs including dBase essential.  
 Minimum Starting Salary: \$6.00 - \$8.00/hour  
 Job Number: T022

\*Position: Technical, T-4  
 Department: Veterinary Microbiology (PIADC) - Greenport, NY  
 Description: Provide technical support involving cell cultures, lab animals, serological testing and laboratory records. Monday - Friday, 8:00 AM - 5:00 PM, for approximately six months.  
 Requirements: Bachelor's degree in Biology or equivalent. Knowledge of cell culture techniques preferred. Microbiology laboratory background preferred.  
 Minimum Starting Salary: \$6.00 - \$8.00/hour  
 Job Number: T027

\*Position: Technician, T-3  
 Department: Veterinary Microbiology, James

**A. Baker Institute for Animal Health**  
 Description: Perform technical laboratory duties to assist researcher in infectious disease oriented immunology laboratory. Monday - Thursday, 8 hours; Friday, 7 hours until 4/30/85.  
 Requirements: Bachelor's degree or equivalent with coursework in microbiology. Some lab experience desirable. Experience handling lab animals (rats, rabbits, mice) desirable.  
 Minimum Starting Salary: \$5.00 - \$6.00/hour  
 Job Number: T023

\*Position: Technician, T-3  
 Department: Animal Science  
 Description: Provide technical assistance with reproductive physiology; perform blood sampling; inject hormones; assist with surgery and embryo handling; conduct routine experiments; record, summarize and analyze data. Monday - Friday with occasional weekends, irregular hours to be arranged; until August, 1985.  
 Requirements: Bachelor's degree preferred with courses in reproductive physiology and animal science, including nutrition of animals. Experience with lab animal handling; collecting blood samples; injecting hormones; handling and summarizing research data, and helping with anesthesia and surgery. Familiarity with radio-

immunoassays. Attention to accuracy.  
 Minimum Starting Salary: \$5.00 - \$6.00/hour  
 Job Number: T021  
 Position: Temporary Research Support Specialist, T-4  
 Department: Ecology and Systematics  
 Description: Perform experiments on the ecology of prairie grasses and crop monocultures involving statistical analyses of data and maintenance of an active laboratory. Fulltime until July 15, 1985.  
 Requirements: Bachelor's degree in biology or related field. Attention to detail essential. Some weekend work. Previous experience maintaining greenhouse plants and/or statistics and computer analyses and/or working with mycorrhizal fungi desirable. Knowledge of ecology and botany desirable.  
 Minimum Starting Salary: \$6.00/hour  
 Job Number: T012

**Academic**

Please contact department directly.  
 \*Position: Research Associate II  
 Department: Classics  
 Job Number: A021

**Calendar**

All items for publication in the Calendar sections, except for Seminar notices, must be submitted (typewritten, double spaced) by mail or in person to Fran Apgar, Central Reservations, 531 Willard Straight Hall at least 10 days prior to publication. Seminar notices should go to the Chronicle office, 110 Day Hall. Items should include the name and telephone number of a person who can be called if there are questions, and also the subheading of the lecture, colloquia, etc.) ALL DEADLINES WILL BE STRICTLY ENFORCED.  
 \*Admission charged.

**EARS**  
 Just want to talk? That's what EARS Counselors are there for! They are trained listeners and are waiting to lend a free and confidential "ear" to listen to your feelings, help you explore your situation and discover options. EARS Counselors provide non-judgmental, short-term counseling and have access to a wealth of information about other services at Cornell, if appropriate. Walk into WSH Room 211 or call 256-EARS. Su-Th, 3-11 p.m.; Fri & Sat, 7-11 p.m.

**Writing Workshop**  
 Writing workshop walk-in service; free tutorial instruction in writing. Monday-Thursday from 3:30-6 & 7:30-10p.m. Sunday from 3-8 p.m. in 174 Rockefeller Hall.

**Personal Growth Workshops**  
 Short-term, small skills building and support workshops, free and confidential. Workshops are offered by Dean of Students Office. To sign up or for more information, call 256-3608 or stop by 103 Barnes Hall. Open to all in the Cornell Community.

**Publicity Tours of Uris Library**  
 Tours of Uris undergraduate Library will occur on weekdays January 23 through February 1. Interested persons should meet at the Uris Circulation Desk at the following times and days: 1/23/85 at 2 p.m.; 1/24/85 at 11:15 p.m.; 1/25/85 at 1:25 p.m.; 1/28/85 at 3:30 p.m.; 1/29/85 at 1:25 p.m.; 1/30/85 at 2:30 p.m.; 1/31/85 at 10:10 a.m.; 2/1/85 at 11:15 a.m. Tours of Uris will include a brief tour of Olin Library as well. Handicapped students needing special tours should call 256-2339.

**Exhibits**

**Herbert F. Johnson Museum**  
 A wide-ranging selection of works from the permanent collection will be on view including realist, abstract expressionist, African, medieval, and old master works as well as a gallery of Arthur Dove watercolors and prints.

**EVENTS:** Saturday, January 26 at 8:30 p.m. and Sunday, January 27 at 2:30 p.m. the Johnson Museum will present THE BRIDES, a multimedia performance art piece by New York playwright Harry Kondoleon, performed by the Evasive If Theatre Group. The performance piece combines stage acting and video in an analysis of the treatment of women in media and society. The work has been produced by Erik MacDonald, a January 1985 Cornell graduate. It is presented in cooperation with the museum and Theatre Cornell and made possible through funding from the Cornell Council of the Creative and Performing Arts and the Student Finance Commission. Admission is \$2.00 and \$1.00 for museum members.

**Films**

Unless otherwise noted films are sponsored by Cornell Cinema.  
**Sunday**  
 Jan. 20, 8 p.m. \*Uris Hall Auditorium. "Ninotchka" (1939), directed by Ernst Lubitsch, with Greta Garbo and Bela Lugosi. Limited.  
**Monday**  
 Jan. 21, 8 p.m. \*Uris Hall Auditorium. "Love and Anarchy" (1984), directed by Lina

Wertmuller, with Giancarlo Giannini and Shirley Stoler. Open.

**Tuesday**  
 Jan. 22, 8 p.m. \*Uris Hall Auditorium. "The Trial of Joan of Arc" (1962), directed by Robert Bresson, with Florence Zarrez. Open. Shown with: "The Passion of Joan of Arc" (1928) directed by Carl Dreyer, with Maria Falconetti.

**Wednesday**  
 Jan. 23, 8 p.m. \*Uris Hall Auditorium. "Before the Nickelodeon" (1982), directed by Charles Musser. Open. Shown with: "College" (1927), directed by James Horne, with Buster Keaton and Ann Cornwall.

**Jan. 23, midnight** \*Uris Hall Auditorium. "Arthur" (1981), directed by Steve Gordon, with Dudley Moore and Liza Minnelli. Cosponsored by Orientation Steering Committee. Limited. Admission \$2.00/half price for new students.

**Thursday**  
 Jan. 24, 8 p.m. \*Uris Hall Auditorium. "Ludwig" (1972), directed by Hans-Jurgen Syberberg, with Harry Baer and Balthasar Thomass. Open.

**Friday**  
 Jan. 25, 7:30 p.m. \*Uris Hall Auditorium. "Purple Rain" (1984), directed by Albert Magnoli with Prince and Apollonia Kotera. Limited.

**Jan. 25, 8 p.m.** \*Uris Hall Auditorium. "First Name: Carmen", (1983), directed by Jean-Luc Godard, with Maruschka Detmers and Jean-Luc Godard. Open.

**Jan. 25, 10 p.m.** \*Uris Hall Auditorium. "Privates On Parade" (1982), directed by Michael Blakemore with John Cleese and Denis Quilley. Limited.

**Jan. 25, 10 p.m.** \*Statler Auditorium. "Metropolis" (1927/1984), directed by Lang, music by Pat Benatar, Adam Ant and Bonnie Tyler, etc. Open.

**Saturday**  
 Jan. 26, 7:30 p.m. \*Uris Hall Auditorium. "Privates On Parade".  
 Jan. 26, 7:30 p.m. \*Statler Auditorium. "Metropolis".

**Jan. 26, 9:45 p.m.** \*Uris Hall Auditorium. "First Name: Carmen".

**Jan. 26, 10 p.m.** \*Uris Auditorium. "Purple Rain".

**Sunday**  
 Jan. 27, 8 p.m. \*Uris Hall Auditorium. "The Love Parade" (1929), directed by Ernst Lubitsch with Maurice Chevalier and Jeanette Mac Donald. Open.

**Sports**

**Thursday**  
 Jan. 17, 7:30 p.m. Barton Hall. Women's Basketball - St. Lawrence.

**Friday**  
 Jan. 18, 7:30 p.m. Lynah Rink. Men's Hockey - Brown.

**Saturday**  
 Jan. 19, 12 p.m. Helen Newman. Women's Fencing - Columbia.

**Jan. 19, 12 p.m.** Helen Newman. Men's Fencing - Columbia.

**Jan. 19, 1 p.m.** Teagle Hall. Men's Gymnastics - West Chester.

**Jan. 19, 1:30 p.m.** Lynah Rink. Men's JV Hockey - Bramalea Jr. B.  
**Jan. 19, 6 p.m.** Barton Hall. Men's Basketball - Columbia.

January	1985					
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan. 19, 8 p.m. Lynah Rink. Men's Hockey - Yale.

**Sunday**  
 Jan. 20, 12 p.m. Helen Newman. Men's Fencing - Yale.

Jan. 20, 12 p.m. Helen Newman. Women's Fencing - Yale.

Jan. 20, 1 p.m. Barton Hall. Men's Track - Cornell Invitational.

Jan. 20, 1 p.m. Barton Hall. Women's Track - Cornell Invitational.

Jan. 20, 1:30 p.m. Lynah Rink. Men's JV Hockey - Bramalea Jr. B.

Jan. 20, 4:30 p.m. Lynah Rink. Women's Hockey - Potsdam.

**Thursday**  
 Jan. 24, 7:30 p.m. Lynah Rink. Women's Hockey - Colgate.

**Friday**  
 Jan. 25, 7:30 p.m. Lynah Rink. Men's Hockey - Colgate.

Jan. 25, 7:30 p.m. Barton Hall. Women's Basketball - Vermont.

**Saturday**  
 Jan. 26, 1 p.m. Grumman Squash Courts. Men's Squash - Franklin & Marshall.

Jan. 26, 1 p.m. Teagle Hall. Men's Swimming - Syracuse.

Jan. 26, 1 p.m. Helen Newman. Women's Swimming - Syracuse.

Jan. 26, 2 p.m. Teagle. Women's Gymnastics - Connecticut w/Vermont.

Jan. 26, 2 p.m. Helen Newman. Men's JV Basketball - Broome, CC.

Jan. 26, 5 p.m. Grumman Squash Courts. Men's Squash - Army.

Jan. 26, 7 p.m. Barton Hall. Men's Track - Army.

Jan. 26, 7 p.m. Barton Hall. Women's Track - Army.

Jan. 26, 7:30 p.m. Helen Newman. Women's Basketball - Monmouth.

Jan. 26, 1:30 p.m. Lynah Rink. Men's JV Hockey - Nepean Jr. A.

**Barton Blotter**

A portable video camera and recorder unit worth \$1,775 was reported stolen from G-70 Martha Van Rensselaer Hall last week, according to the morning reports of the Department of Public Safety for the week Jan. 7 through 13.

Other thefts included 10 fire extinguishers worth a total of \$243 taken from six different dormitories on campus. Seven other thefts of various items were reported, bringing losses for the seven-day period to \$2,174 in cash and valuables.

Other thefts included \$30 in cash taken from Teagle Hall, and a \$127 swivel stool taken from the Noyes Center Union.

One person was referred to the Judicial Administrator on charges of taking batteries from the gift department of the Campus Store.

**Announcements**

**The Relationship Workshop**  
**PERSONAL EFFECTIVENESS SEMINAR:** CRESA and Transformation Workshops are sponsoring a new 8 week series with Let Davidson, Ph.D., on developing personal qualities and skills in self-awareness and self-confidence, integrity, creativity, vitality, peace of mind. Meets Mondays, 7-10PM beginning January 29. For information and registration call 272-4131.  
**MAKING RELATIONSHIPS WORK:** A new 8 week workshop series with Let Davidson, Ph.D., for individuals and couples on creating satisfying relationships, meets Thursday, 7-10:30PM beginning January 31. Cosponsored by CRESA and Transformation Workshops. For information and registration call 272-4131.

**Olin Library Orientation**  
 Olin Library will provide orientation for new faculty and Graduate Students as follows: **ORIENTATION TOURS** will provide an introduction to Olin's services, facilities and resources. They last approximately 25 minutes. Meet in the lobby across from the circulation desk at the following times: 11 a.m. on January 12, 14, 18 & 30; 3 p.m. on January 24, 29, 31 and February 1.

**RESEARCH SEMINARS** will provide information on RLIN (Research Libraries Information Network), COMPASS (Computer Assisted Search Service), SUBJECT SEARCH STRATEGIES, REFERENCE MATERIALS, UNION CARD CATALOGS, U.S. GOVERNMENT PUBLICATIONS, and INTERLIBRARY SERVICES. The seminar is offered only twice each semester: Friday, February 8 from 1 - 3 p.m. and Thursday, February 21 from 7 - 9 p.m. Register at the Reference Desk or call 256-3319. Meet in Olin Library room 214. Bring questions.

**Alternatives Library**  
 Concerned about nuclear war? Many books, tapes and periodicals on disarmament and non-violent action available at the Alternatives Library, Anabel Taylor Hall, Cornell. Open to the public.

**Graduate Advisors**  
 Graduate Student Volunteers needed to help with one or more events during Spring 1985. Graduate Orientation, January 21 - 27. Great way to meet new and continuing graduate students. Call the Dean of Students Office, 256-4224 to sign up.



## The Week in Sports

# Men's Hockey Back Home This Weekend for Pair

### Sports Information Office

The Big Red men's hockey team will return to Lynah Rink for the first time in five weeks with two contests this weekend. But men's hockey makes up just two of eight sporting events to be held on campus the next four days, as this weekend marks one of the busiest home schedules of the year.

It all starts tonight with the women's basketball team entertaining St. Lawrence at 7:30 in Barton Hall. The men's hockey team takes on Brown at 7:30 p.m. for the only event of Friday. Saturday, however, is a different story. The highlight of the day is a men's hockey-basketball doubleheader; the basketball team opens its Ivy League schedule against Columbia at 6 p.m., and the skaters meet Yale at 8 p.m. Also on Saturday, the men's and women's fencing teams take on Columbia, beginning at noon in Helen Newman.

There are three events on Sunday. The men's and women's fencing teams square off against Yale at noon, and one hour later, the men's and women's track teams entertain some of the top teams in the state in the Cornell Invitational at Barton Hall. In addition, the women's hockey team is home to play Potsdam at 4:30 p.m. in Lynah Rink.

The men's hockey team returned to ECAC competition this past weekend with a split on the road, losing to RPI on Friday while defeating Vermont Saturday. Cornell now has a record of 0-3-1 in the ECAC, and an overall mark of 5-6-2.

Junior Peter Natyshak took a total of 10 goals and eight assists into the weekend, while classmate Duanne Moeser tallied on both nights this past weekend and now leads the team in scoring with 10 goals and eight assists. Senior Gary Cullen and junior defenseman Steve Inglehart are right behind with 4-12-16 and 3-13-16, respectively. Freshman center Joe Nieuwendyk has contributed four goals and eight assists, while sophomore Pete Marcou has four goals and seven assists.

Freshman Doug Dadswell has had a brilliant rookie season in the Big Red goal thus far. He had 48 saves against RPI and then 31 on Saturday, and now has a goals against average of 3.62 with a save percentage of .890.

Cornell leads the series with both Brown and Yale, holding advantages of 30-27-1 and

41-34, respectively. Last year, the Big Red split with both teams, and it defeated both schools in Lynah Rink. Cornell is 3-0-1 at home this season.

The Big Red men's basketball team, which took a 5-6 record into Tuesday's game with Hamilton College, is looking forward to the beginning of Ivy competition and picking up where it left off last year. In 1983-84, the squad just missed winning its first league championship since 1953-54, as it went 9-5 to tie for second place in the final standings; in fact, the Red was just a game behind Ivy champ Princeton and shared the top spot with the Tigers heading into the final night of the campaign.

If Cornell's last game is any indication, the Big Red appears ready to open league play on a strong note. The Red is coming off one of its best performances of the year, a 73-61 victory over Marist on the road Saturday. And the win was significant because Cornell played without leading scorer Ken Bantum, who did not suit up because of a groin injury.

Sophomore guard John Bajusz and junior forward Drew Martin did an outstanding job picking up the scoring slack. Bajusz scored 25 points, a career-high, and has now had 95 points in the last five games. He has increased his scoring average to 14.8 ppg. and his field goal percentage to .571. Martin also had a career high Saturday, scoring 23 points. He is averaging 11.3 ppg., shooting .530 from the field and leading the Red in rebounding with a 5.6 average.

Cornell is expecting another tough game with Columbia on Saturday. Six of the last eight meetings between the teams have been decided by three points or less. Last year, the Red lost to Columbia in New York in its Ivy opener, 43-40, but then rebounded to edge the Lions in Ithaca, 49-48. Cornell has won the last four games between the teams at Barton Hall, and each of the last three contests has been decided on a Cornell basket in the closing seconds.

The women's basketball team took a 3-6 record into Tuesday's Ivy League opener with Yale. The Big Red is coming off two very tough defeats in its own invitational this past weekend, as it lost to Drexel by three points (58-55) and to Queens by four (70-66). Junior forward Karin Dwyer still leads the team in scoring and rebounding with respective averages of 12.7 ppg. and 7.4 rpg. Sophomore center Tracy Sullivan



LAUREN KULIK  
Women's Track



BRIAN EVANS  
Men's Fencing

has a scoring mark of 10.1 ppg., while averaging 6.2 rebounds per contest. She was named to the all-tournament team at the Cornell Invitational after having 23 points and 29 rebounds in the two games. Sophomore Mary Browne is scoring at a 10.0 clip.

Cornell holds a 6-2 advantage in the series with St. Lawrence, including a three-game winning streak. The Red defeated the Saints on the road last year, 63-50.

This will be the first home action of the year for the men's and women's fencing teams, which opened the regular season at Princeton last week. Both squads took on Princeton, Notre-Dame and Temple; the men defeated Temple (10-13) while losing to both Princeton (20-7) and Notre Dame (20-7), and the women lost all three of their matches. Junior Brian Evans and sophomore Robert Talley had a 5-4 record in epee and sabre competition, respective-

ly. Freshmen March Epstein and Amy Vinopal both had a 4-6 mark to lead the women.

The men fencers lead in the series with Yale, 17-12, while trailing Columbia, 30-12. Last year, they defeated the Elis (15-12) but lost to the Lions (20-7). Although they lost last season's match, the women still hold a 5-3 advantage over Yale. The women met Columbia for the first time ever a year ago and dropped a 12-4 decision.

The women's hockey team has a tough game on Sunday as it entertains Potsdam State. Last year, the Red dropped two games by scores of 7-0 and 7-5, and has lost the last five contests in the series. Junior Amy Stanzin leads the team in scoring with five goals and two assists, followed by sophomore Alison Shull with 2-4-6 and junior Molly Brown with 1-4-5.

The men's and women's track teams take on some of the best competition in the state at the Cornell Invitational on Sunday. Both squads had some outstanding performances at the Cornell Invitational last weekend. Charles Fleming won the long jump with a leap of 24-4, and there were three second-place finishes: John Passalacqua in the shot put (52-4), Mike Hazen in the pole vault (14-0) and Darren Roach in the triple jump (49-9 1/2). For women, sophomore Sarah Day won the 5,000 meter run with a time of 18:01.4, senior Lauren Kulik was victorious in the triple jump with a leap of 38-10. Senior Nancy Schmidt was third in the 3,000 meters with a 10:17.7 clocking.

## Brief Reports

### Students May Breakfast With President Rhodes

A limited number of openings are available for students interested in having breakfast with President Rhodes. Those interested are invited to call his office at 256-5201 to make a reservation.

The breakfasts are held from 7:30 to 8:30 a.m. in the Elmhurst Room, Willard Straight Hall at various times throughout the semester. Reservations are made on a first-come, first-served basis.

Those with reservations will be reminded by mail a few days in advance.

### Weather Calendar Is Still Available

The Cornell Chapter of the American Meteorological Society still has some 1985 Ithaca Weather Calendars for sale.

The \$2.50 calendar, which features the CCAMS's mascot, Ricky Raindrop, gives local sunrise and sunset times and average maximum and minimum temperatures for each day. Record highs and lows are included, as are wind chill and relative humidity charts.

Additionally, the calendar, which was created primarily as a fund-raising tool for the club, provides valuable safety precautions and first aid advice for victims of winter storms, flash floods, lightning storms, and tornadoes. New York state foliage charts, and information about bird species and snowfall are also given.

For more information or to place orders call 256-3034.

### Olin Reference Staff Will Conduct Tours

Olin Library reference department staff will conduct 45-minute tours of the library Jan. 23-Feb. 1 for new and returning faculty members, graduate students and interested university staff.

The tours — designed to provide an introduction to major resources, services, and facilities of the central graduate research library — will be given starting 1 p.m. on Jan. 23, 25, 28, and 30; and at 3 p.m. on Jan. 24, 29, 31 and Feb. 1.

Tours will start in the lobby, across from the circulation desk. For more information, inquire at the reference desk, or call 256-3319.

## Graduate Bulletin

**New Graduate Students:** If you have not returned the matriculation forms and the student data collection form please come to the Graduate Admissions Office at 112 Sage Graduate Center. You will not be able to register until these final steps in the admission process have been completed.

If you are a foreign student who submitted a TOEFL score below 600 or an ALIGU test score, you must take the English Placement Test on Wednesday, January 23, at 11:45 a.m. in room 106 of Morrill Hall.

The next regular meeting of the Graduate Faculty will be held at 4:00 p.m. on Friday, February 1, at Sage Graduate Center to approve the provisional degree list from January.

University Registration will be at Barton Hall on Thursday, January 24, 1985. Students must appear in person to register.

All graduate students must turn in course registration forms at Sage Graduate Center by Friday, February 15. Grades for fall 1984 will be available at University Registration.

Doctoral students registered or on leave for the fall term who wish to avoid paying the \$200 active-file fee for the spring term must have met all degree requirements by February 15. This includes filing two acceptable copies of the thesis in the Graduate School Office.

Graduate students who plan to apply for summer assistance must complete a 1984-85 Financial Need Determination Form (available at 116 Sage Graduate Center) if one has not already been submitted.

1985-86 Cornell Graduate Fellowship applications are available at your graduate faculty representative's office. All Cornell students matriculated in the Graduate School are eligible to apply. This application will be used for consideration for all fellowships awarded by the Graduate School (Sage Graduate Fellowships, Cornell Graduate Fellowships, Three-year Teaching Fellowships, fellowships from restricted income accounts). To insure consideration by your field for one of these awards, completed

applications and letters of reference should be submitted to your graduate faculty representative by January 25, 1985.

**Grads for Grads**, which organizes happy hours, ice skating, dance parties, and other recreational activities, will conduct a new membership meeting on Wednesday, January 30, at 7:30 p.m. at Willard Straight Hall, Loft 4. Refreshments will be served. Take advantage of this opportunity to meet students outside your department. For more information contact Hilary Ford, Dean of Students Office, 256-4111.

**February 1: American Association for the Advancement of Science Priority** will be given to graduate students in the natural and social sciences and engineering. Applicants must be committed to conveying to the public a better understanding and appreciation of science and technology. Individuals whose backgrounds include mass media experience or other activities that demonstrate such a commitment are more likely to be selected. Minorities and handicapped persons are especially encouraged to apply. The fellow will: attend an orientation in Washington, D.C. in early June; begin the fellowship in June and work at a specific radio station, television station, newspaper or magazine in which the fellow has been assigned; have travel expenses paid and receive a weekly stipend in 1985). For an application, write: Mass Media Science and Engineering Fellows Program, AAAS, 6th Floor, 1776 Massachusetts Ave., Washington, D.C. 20036.

**February 1: The Henry L. and Grace Doherty Charitable Foundation, Inc.** Fellowships for advanced study in Latin America offered to United States citizens in disciplines of anthropology, economics, geography, history, politics, and sociology, in the republics of Latin America (Spanish- and Portuguese-speaking areas). Additional information and applications may be obtained from: Doherty Fellowship Committee, Program in Latin American Studies, 240 East Pyne, Princeton University, Princeton, N.J. 08544.



# Networking

A Cornell Newsletter Published by Employees for Employees

## Edie E. Garvin: January Dedicated Service Award

By JAMES KRISTOFF AND CO-WORKERS

Edie Garvin started out in our Mailing Department in December of 1981. Since her first day she has been a spark plug in our operation. She tackles any job assigned to her and completes it in record time. She is liked by everyone in our operation of 40 employees.

As a result of her outstanding performance, she applied and was accepted to our office staff as an office assistant (receptionist/secretary) in February of 1983. She has continued her job

performance well beyond job standards. Edie is our first-line contact with the Cornell community. She is on the phone or talking with someone every minute of the day. I have had nothing but praise from Cornell customers. Edie's personality and willingness to help everybody has earned her the respect of everyone she comes in contact with. I am not the type of person that takes the time to write about someone unless that person really deserves it. Edie is an ideal employee.



Edie E. Garvin

## Formal Procedure Is Available To Resolve On-the-Job Problem

Contributed by University Personnel Services

This is the third in a series of articles describing the purpose and procedure of both informal and formal resolution of job-related problems. The first and second articles described the avenues and resources available to employees in trying to resolve job related concerns. This article will explain the formal grievance procedure supported by University policy. Employees covered under a collective bargaining agreement should consult their contract for grievance procedure details.

Since most problems are solved informally, it is important for an employee to try to resolve the problem through discussions with his or her supervisor or representatives from the Employee Relations section of University Personnel Services or the Office of the University Ombudsman

prior to considering filing a formal grievance.

Representatives of Employee Relations and the ombudsman's office are available for informal confidential counseling to assist employees in determining the appropriateness of filing a grievance. An employee may use the formal grievance procedure when he or she feels that there has been a violation or misapplication of University policies, rules, or standard procedures, and when informal attempts to resolve the problem are not satisfactory.

The required time limits in the grievance procedure are established to facilitate a speedy resolution of the problem while providing ample time to prepare and present arguments. These time limits are not provided in this summary of the formal grievance procedure. An employee or

*Continued on Page 2*

## Categories Announced For 3rd Photo Contest

Photographers: if you are a full-time or part-time Cornell employee (including student employees and retired Cornell employees) you are eligible to enter *Networking's* Third Annual Photo Contest.

Categories for this year's contest are:

Creative Photographic Techniques (all work done by photographer, developing, etc.)

People/Portraits

People/Candid

Cornell (B&W may be considered for the Cornell academic calendar)

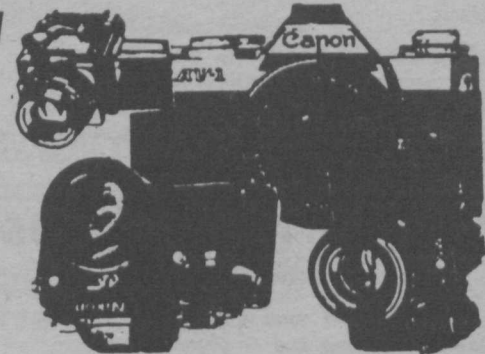
Nature/Fauna

Nature/Flora

Pictorial/Landscapes

Action

Black and white and color photos will be accepted.



Entries must be delivered to Bill Albern at Humphreys Service Building, telephone, 6-4741, no earlier than 8:00 a.m. March 15 and no later than 4:00 p.m. April 15, 1985. No entries will be accepted for any reason after that date and time.

Look for the complete list of rules along with an entry form in the January 31 issue of *Networking*.

## Cornell Careers How to Network

Contributed by University Personnel Services

The *Cornell Careers* program held December 31, 1984, offered participants the opportunity to hear two different — but complementary — views on the role of a professional network in career development. Nancy Smith-Scoones and Diane Johnson teamed up to share some of their own experiences at Cornell.

Diane, who has been at Cornell for 6 1/2 years, started her Cornell career in Endowed Accounting. After several years, she moved to an administrative position in the College of Veterinary Medicine and then to her current position as administrative manager for the Laboratory of Ornithology in August 1984. Diane defined networking as inter-connected-

ness: a sharing between individuals. "Cornell Careers is an example of networking," she said. "People sharing their ideas on career development."

Diane told the group to look first at yourself and your goals. "You are your biggest resource — unless you know what you want and who you are, you won't have the foundation for talking to people to learn where your skills and interests might fit," Diane said.

She recommended that people use the resources available at Cornell — the staffing specialists in University Personnel Services, libraries, faculty members, and those people in positions of interest. Diane stressed that only

*Continued on Page 2*

## Brown Bag Luncheon Series For the Spring Semester

The spring semester Brown Bag Luncheon series is designed to provide the opportunity for employees to share in some of the exciting education that takes place at Cornell. It also is to help employees be more informed about matters for their benefit.

The selection of speakers is to show the diversity of disciplines and the calibre of instruction offered here. A deliberate effort is made not to provide continuity between the topics. And yet a common thread exists: each of us becomes a more interesting and a more effective individual from attending as many of the talks as possible.

The series is scheduled for the second and third Wednesday of each month beginning February 13, 1985. The time is from 12 noon until 1:00 p.m. in Room 105 Space Sciences

Building (between Bailey and Rockefeller Hall).

Bring your own brown bag. Beverage and a light snack are provided by the employee-elected trustees. They co-sponsor the session's with the Employee Assembly.

A partial schedule is:

February 13. "Our Home in the Universe" — Professor Yervant Terzian, Chair, Astronomy Department.

February 27. "Investing in Your Retirement: Session 1" — Richard Gillons, Investment Officer.

March 13. "Investing in Your Retirement: Session 2" — Richard Gillons, Investment Officer.

March 27. "Are You Listening?" Prof. Russell D. Martin, Communication Arts.

The April to June schedule will be printed in a future issue of *Networking*.



## Leadership Leads

# Leaders Are Not Born; They Need to Be Developed

### Increase Cooperation

The great amount of interdependence between people doing various tasks requires that today's leaders have the negotiating skills of a seasoned diplomat. These skills better enable each to obtain the kind of cooperation needed to accomplish jobs and goals effectively.

All leaders are aware of the need for inspiring voluntary cooperation from subordinates, but the truly effective executives are those who create a pattern of cooperation with outsiders, nonsubordinates and nonsuperiors.

Those qualities which are among the most desirable are empathy, self-assurance and objectivity. Empathy is the quality which gives you the capacity to participate in the ideas and goals of another. The selfish individual who thinks only in terms of his or her own desires usually finds it difficult to obtain cooperation from others whether it be from executives or from people at any level.

Self-assurance is also essential to an executive who must maintain relationships with numerous other managers or executives with whom it is necessary to work. If you are sure of yourself and your objectives, others will be more inclined to support your ideas. The danger is that too much self-assurance will be taken for conceit and a conceited person has difficulty obtaining voluntary cooperation from anyone. But a level-headed, self-assured attitude will give others confidence that you are a competent person.

Objectivity is the quality that permits an executive to examine a plan or idea from facts alone, without regard to personal feelings or prejudices. When your associates discover that you take an objective view of things, they will

feel free to give you their ideas and will not hesitate to discuss plans with you.

Useful tools in gaining cooperation can be the power and gentle art of persuasion. Influencing people through the powers of persuasion requires captivating an audience with powerful arguments. This technique can be effective but this "hard sell" approach requires a thorough knowledge of the subject matter including a convincing rebuttal to every possible question that could arise.

The gentle art of persuasion constructively builds relationships through a progressive and subtle approach. Informal relationships (i.e., luncheons, informal visits, phone conversations, etc.) can be one means of forming a rapport with persons to work out mutual problems and get programs moving with a higher sense of urgency. Be accommodating and compromising but at the same time keep your part of bargains and agreements. Be willing to accept criticism and try to work out disagreements to mutually satisfactory settlements.

Increasing cooperation requires a great deal of personal finesse and inspiration. You can boost a person's morale to great heights by merely phoning to say, "I'd like your ideas on this." Encouraging a person who is experiencing difficulty will win loyalty and cooperation. Use a sincere, optimistic, positive, confidence-building approach to build mutual respect based on a desire to reach common goals. The most successful stimulant is recognition for good work. By stimulating interest in their work, and by providing encouragement and guidance, the true leader can inspire followers to produce to complete capacity.

## Formal Procedures

### Continued from Page 1

supervisor should consult the policy on "Employee Complaint and Grievance Procedure," number 604 in the "Resolving Employee Concerns" section of the *Personnel Manual*, for specific details.

### Step 1

At Step 1 the employee submits a written grievance to the department head. The written grievance should contain: the policy or rule which is alleged to have been violated, a concise statement of the facts surrounding the griev-

ance, and the remedy sought. The department head will schedule a meeting with the employee and the immediate supervisor. The employee may bring a representative if he or she so chooses.

The department head can also include individuals that he or she believes will assist in the investigation and resolution of the problem. The department head will provide the employee with a written answer and forward a copy of the grievance and the answer to Employee Relations.

This meeting, although it is the first step in

## Cornell Careers

### Continued from Page 1

the individual can decide what will work for himself or herself.

Nancy Smith-Scoones began as a clerical employee at Cornell in November 1964 — and has made six career moves in 20 years. She expressed agreement with the basic ideas Diane presented and offered the additional perspective that one must be prepared to be both patient and at times a little frustrated in preparing for the best career moves. She defined networking as a day-to-day sharing — the give and take of support in personal or professional relationships. "Networking should be mutual support," she said. "You earn the right to it and you are responsible to return it. One should not confuse networking with politics; it is a tool rather than a substitute for competence."

Nancy described herself as a poor example of career planning because she never saw herself as a career person. She originally began working with the idea that she would only work for several years and then stay home and be a full-time mother. It turned out (as it has for many

people) that her job became a career.

Nancy stressed that in order to develop one's career, one must have a good idea of one's personal goals, needs, and attitudes. For example, she accepted positions based on what she felt she could learn from the job — even if taking the job required a down-grade in classification.

Nancy concluded by saying that most people don't recognize that they already are part of a network; that by being honest, competent, enthusiastic, and committed, you become part of a natural two-way network, a flow of being mentored and mentoring others. To Nancy, this remains the essence of a network.

The Cornell Careers program will resume in March 1985 with a new series of career development sessions. These sessions are free and open to all members of the Cornell community. Attendees are invited to bring a bag lunch — coffee and tea are provided. Look for upcoming announcements in the spring calendar of Workshops and Seminars to be published in February 1985.

# Occupational Health at University Health Services

## Pesticide Users Health Program Is Expanded

### Contributed by Occupational Health Service

If you use pesticides in your work environment at Cornell, a program to monitor your health is presently available through the department of University Health Services at Gannett Health Center.

Established in 1982, the Pesticide Users Health Program was expanded this past year to include all employees in Ithaca, the New York State Agricultural Experiment Station in Geneva, the Vineyard Laboratory in Florida, and the Hudson Valley Laboratory in Highland, New York. To date, over 100 employees have participated in this voluntary program. The intent of this program is to screen pesticide users by laboratory testing and health questionnaires for possible hazardous exposure.

Employees are monitored during the pesticide spraying season and notified immediately if changes in blood samples may indicate a toxic exposure to pesticides. If a toxic exposure is indicated, follow-up may include the employee's temporary removal from spray duties and referral for medical treatment.

The Pesticide Users Health Program is not meant to replace safe work practices but to provide employees with additional information about their personal health status. Although the possibility for excessive exposure to pesticides exists during any spraying operation, all Cornell employees who are authorized to use pesticides in the work environment are trained and certified in safety measures.

The monitoring process which looks for the effects of excessive exposure to organophosphate and carbamate pesticides, involves blood tests to establish baseline levels,

before the start of spraying season, for serum cholinesterase. This enzyme aids in the transport of nerve impulses across synapses and junctions between nerves and effector organs (glands, muscles, and other nerves) of the body. Excessive exposure to these pesticides causes an individual's blood level of cholinesterase to drop. Employees have blood samples taken monthly, preferably immediately following a spray season, or following actual or suspected exposure.

Also, participants in the Pesticide Users Health Program complete Medical History and pesticide Health Questionnaires before and after the spray season. The questionnaires provide additional information to program coordinators so that they can identify any signs or symptoms of toxic exposure before and after the use of pesticides by the worker.

The Occupational Health specialist monitors and evaluates the program regularly to assure the most effective health service possible for pesticide users. This service is provided through departmental support at no cost to employees. The Occupational Health specialist urges any employees who use pesticides as part of their job to participate.

This program was developed through the cooperative efforts of the Chemicals/Pesticides Program of the Department of Entomology, Occupational Health Service, and the College of Agriculture and Life Sciences Life Safety Committee.

For more information, please call Carol Weiner, Occupational Health Service at 256-5155.

the formal procedure, is informal in nature and is intended to get at the facts of the issue.

### Step II

If the employee does not feel that the problem was resolved at Step I, he or she may file a written appeal with Employee Relations.

The manager of Employee Relations will schedule a meeting with the employee, the immediate supervisor, and the department head. The employee may bring a representative if he or she so chooses. As is the case in the first step, the meeting is conducted in an informal manner and allows the employee and the department head the opportunity to present their respective positions.

The manager of Employee Relations will provide a written decision to the employee. Unless the employee's complaint resulted from his or her suspension without pay or discharge, this answer will be final.

### Step III

In the event that the employee's complaint resulted from his or her suspension without pay or discharge, and the employee is not satisfied with the Step II written decision, the employee may appeal for *special review* in writing, to the director of University Personnel Services.

### Special Review of Non-Exempt Employee Grievances

Special review of non-exempt employee grievances consists of final and binding arbitration conducted by either a three-member panel from the University community or an arbitrator selected in accordance with the procedures of the American Arbitration Association.

The arbitrator or chairperson of the arbitration panel, as applicable, will schedule a date for the arbitration as soon as practicable for all the parties. The decision rendered by the arbitrator

or the chairperson of the arbitration panel is final and binding on all parties.

### Special Review of Exempt Employee Grievances:

Special review of exempt employee grievances will be conducted by either the university provost or the senior vice president. The university provost or the senior vice president shall render a written decision on the grievance. The decision shall be final and binding on all parties.

### Your Rights

As an employee who chooses to use the formal grievance procedure you have protected rights.

- You have the right to file a formal grievance with the department head (Step I).

- You have the right to take a formal grievance to Step II if: you are not satisfied with the Step I answer; the department head has not adhered to the time limits of the procedure; or, discrimination has occurred as a result of exercising rights under this procedure.

- You have the right to appeal the Step II response, in discharge and suspension without pay cases, to Step III for special review.

- You have the right to representation or accompaniment by any individual of your choice provided this individual has no direct interest in the outcome of the grievance.

- You have the right to protection against retaliation or discrimination as a result of exercising your rights under the procedure.

- You have the right to receive a written response to a grievance.

Remember, the formal grievance procedure is one of many ways to resolve problems at the University. You can explore the alternatives available and use them as appropriate so that little problems won't grow into big ones and problems can be settled as quickly and amicably as possible.



# CRC: Cornell Recreation Club

By JAKE BENNINGER

The Third Annual Cornell Recreation Club Children's Holiday Party was held on December 8 at Helen Newman Hall. The festivities were enjoyed by 94 children and 57 parents and grandparents.

The party included a performance by Deedles the Clown (Cornell freshman Diedre Pearl), gifts from Cornell Public Safety Officers Dan Thomas

and Lisa Sprague, a VCR presentation of Mickey's Christmas Carol, bowling for some of the older children and a visit from Merry Ole Santa (Elmer VanArkle), who had a gift for everyone!

A special thank you goes out to all the volunteers that helped with the party and refreshments. Everyone is looking forward to another party for the children next year.



## Club News and Upcoming Events

By SALLY CLARK

**Saturday, January 19.** Big Red basketball vs. Columbia, 6:00 p.m. CRC members including family members, \$1.00 each. Tickets available at CRC office, 165 Day Hall.

**Saturday, January 26.** Steak dinner, Big Red Barn, tickets \$5.00. Menu includes: steak, baked potato, salad, roll and beverage. All CRC members and the general public are welcome.

**Sunday, February 24.** Pancake breakfast, Big Red Barn, 8:00 a.m. - 12:00 noon.

**Saturday, March 23.** Ice Capades, 12:00 noon performance, call CRC office for further information, 256-7565.

Members of CRC and their families wish a speedy recovery to Gloria Peter who recently had surgery.

Let us start the New Year off by supporting CRC events.

## 3rd Annual Children's Holiday Party



# Weathering Winter's Worst

By CAROL WEINER  
Occupational Health  
Specialist

AND JANIS TALBOT  
Health Educator



superficial bleaching or freezing of surface skin tissue. The tip of the nose, ears, fingers and the upper part of the cheeks are the first areas of the body affected. Both frostnip and frostbite occur in extreme cold or when cold temperatures combine with wind, creating a surface skin temperature which is often below zero.

Frostnip can be rapidly and effectively treated by re-warming the part. Cupping the affected area with a warm hand, putting cold fingers under an armpit or blowing warm breath on the injured part are all quick, easy methods. In using warm breath, take care to dry the affected part as soon as it has been warmed up, to prevent rapid cooling through evaporation.

If frostnip is left untreated and exposure continues, frostnip will progress to superficial frostbite. Ice crystals form in the exposed tissue, giving the skin a white and waxy appearance. Superficial frostbite will feel frozen to a gentle touch, but with pressure, soft and pliable tissue can be felt beneath the frozen area. The severity of injury depends on the temperature and length of exposure. Other variables such as tight clothing, the wind-chill factor, dampness, immobility during exposure, smoking, and certain drugs can also influence the degree of frostbite. Initially, superficial frostbite may be painful,

but pain gradually disappears, giving way to a complete loss of sensation. If exposure to cold continues, deep frostbite may develop. At this stage, internal tissues become frozen and the injured part becomes very hard.

Treatment for frostbite should come as soon as possible from a medical professional, starting with re-warming the injured area in water between 100 degrees and 105 degrees fahrenheit. The injured part must not be rubbed, with snow or by hand, as this may break the skin surface and expose underlying tissues to contaminants and infection.

Several precautions can be taken to reduce the possibility of incurring such cold weather injuries. First and foremost, proper clothing should be worn to limit heat loss through the scalp, neck and wrists. Several dry, thin layers of clothing, rather than a single bulky layer, will enhance insulation. Clothing should not be too tight; this can restrict circulation. Moisture increases heat loss via conduction, and wet skin speeds up the cooling and freezing rate. In staying outside for any length of time, it's a good idea to carry extra dry socks, mittens and scarfs to replace clothing that becomes wet from snow or perspiration. Remember, protection is more important than fashion.

Be aware of the wind-chill factor in planning activities outdoors so that you are properly dressed for the weather conditions or so you can make changes in the day's plans to limit exposure. Wind markedly increases the rate of heat loss from exposed skin and increases the risk of frostnip and frostbite.

Smoking and drinking should be avoided as both tobacco and alcohol will hamper the body's ability to conserve heat. Nicotine causes constriction of blood vessels in the hands and feet and can lower extremity temperatures by 10 degrees fahrenheit. Alcohol increases radiated heat, thus cooling the body more.

Excessive washing and shaving can dry skin as can aftershave lotion. Delay these activities until after the day's outing. Additionally, protective lotions and creams can be applied to facial skin, lips and hands to insulate and moisturize the skin.

In planning a winter camp-out or long ski touring trip, never go alone. Make sure someone else knows your destination and expected time of return. Help can then be sent out, if any unexpected problems cause a delay. Pay attention to the messages your body sends. If you note sensation and color changes in the skin, seek shelter. If your limbs or extremities are affected by freezing, avoid thawing them out until re-freezing is no longer a threat. Seek medical attention as soon as possible whenever a freezing injury has occurred.

An understanding of how the environment can affect your skin and what steps to take to maintain a healthy interaction between the two will help you enjoy winter.



# Employee Calendar

## Events of Particular Interest to Cornell Employees

**Wednesday, January 16.** Employee Assembly meeting, 12:15 p.m., B-8 Roberts Hall.

**Saturday, January 19.** Cornell Recreation Club Basketball Night, 6:00 p.m., Barton Hall, Cornell v. Columbia, tickets \$1.00 for CRC members at the CRC office.

**Wednesday, January 23.** Blood pressure screening clinic, Savage Hall, 8:30 a.m. - 12:00 noon.

**Thursday, January 24.** Blood pressure screening clinic, Martha Van Rensselaer, 8:30 a.m. - 4:30 p.m.

**Saturday, January 26.** Cornell Recreation Club Steak Dinner, 5:00-8:00 p.m., Big Red Barn, open to everyone, tickets are \$5.00 per person, must be purchased in advance at the CRC office, 165 Day Hall.

**Tuesday, January 29.** Breakfast with Joan Egner, associate provost, 7:30 a.m., Elmhirst Room, Willard Straight Hall, call 256-3715 for reservations.

**Wednesday, February 6.** Employee Assembly meeting, 12:15 p.m., B-8 Roberts Hall.

**Wednesday, February 13.** Brown Bag Luncheon, "Our Home in the Universe," sponsored by Employee-elected Trustees and the Employee Assembly, noon, Martha Van Rensselaer, room 124, Professor Yervant Tevzian, Chair, Astronomy Department, speaker.

**Wednesday, February 20.** Employee Assembly meeting, 12:15 p.m., B-8 Roberts Hall.

**Sunday, February 24.** Cornell Recreation Club Pancake Breakfast, 8:00 a.m. - 12:00 noon, Big Red Barn, more details coming.

**Wednesday, February 27.** Brown Bag Luncheon, "Investing in Your Retirement: Session 1," sponsored by Employee-elected Trustees and the Employee Assembly, noon, Martha Van Rensselaer, room 124, Richard Gillons, investment officer, speaker.

**Wednesday, March 6.** Employee Assembly meeting, 12:15 p.m., Day Hall, Third Floor Conference Room.

**Wednesday, March 13.** Brown Bag Luncheon, "Investing in Your Retirement: Session 2," sponsored by Employee-elected Trustees and the Employee Assembly, noon, Martha Van

Rensselaer, room 124, Richard Gillons, investment officer, speaker.

**Saturday and Sunday, March 16 and 17.** Cornell Recreation Club Mixed Scotch Doubles Bowling/Chicken Barbecue, Helen Newman Lanes, tickets are \$6.00, register with Chuck Parkin, 256-4200.

**Wednesday, March 20.** Employee Assembly meeting, 12:15 p.m., Day Hall, Third Floor Conference Room.

**Saturday, March 23.** Cornell Recreation Club Ice Capades trip, noon performance, Onondaga War Memorial, tickets are \$13.00 for members and \$18.00 for nonmembers, ticket price includes bus and show, for more information, call the CRC office, 256-7565.

**Wednesday, March 27.** Brown Bag Luncheon, "Are You Listening?" sponsored by Employee-elected Trustees and the Employee Assembly, noon, Martha Van Rensselaer, room 124, Professor Russell D. Martin, Communication Arts Department, speaker.

**Wednesday, April 3.** Employee Assembly meeting, 12:15 p.m., B-8 Roberts Hall.

**Wednesday through Sunday, April 10-14.** Cornell Recreation Club Williamsburg, Virginia trip, cost of transportation and lodging approximately \$300 for two people, advance deposit necessary, balance due by March 19. For more information, call the CRC office, 256-7565.

**Wednesday, April 17.** Employee Assembly meeting, 12:15 p.m., Day Hall, Third Floor Conference Room.

**Wednesday, May 1.** Employee Assembly meeting, 12:15 p.m., B-8 Roberts Hall.

**Wednesday, May 15.** Employee Assembly meeting, 12:15 p.m., Day Hall, Third Floor Conference Room.

**Wednesday, June 5.** Employee Assembly meeting, 12:15 p.m., B-8 Roberts Hall.

**Wednesday, June 19.** Employee Assembly meeting, 12:15 p.m., Day Hall, Third Floor Conference Room.

**Wednesday, July 3.** Employee Assembly meeting, 12:15 p.m., B-8 Roberts Hall.

# Classified Ads

**For Sale:** Skis, \$40; poles, boots size 12. Hockey sticks. Man's size 42 overcoat. Mink stole. Fireplace screens. 272-2391.

**For Sale:** 1985 Mercedes 190D, 5 speed, 40 plus m.p.g. Price negotiable. Need cash for medical school. Call Art 257-2016 after 5:30 p.m.

**For Sale:** 1979 Colt — front wheel drive, new clutch, exhaust system, alternator, battery and AM/FM cassette. Mechanically excellent, good body. Asking \$1,750. Call 6-4968 or 257-7130.

**For Sale:** Mobile home, 2 bedroom, 12 x 65, 12 x 22 expando. Quiet park. Call 347-4647 after 6:00 p.m.

**For Sale:** Ford station wagon, recent tune-up, winterized, snow tires, good mechanically. 257-1785. \$800.

**For Sale:** Metal office desk w/glass top, \$100; metal secretarial desk w/typing pedestal, \$125, both excellent condition. 564-9375.

**For Sale:** Ladies' boots, new, size 8, flat heel, 14" high sheepskin lined black suede (Clark's) \$30; hiking boot size 7.5 suede Hush Puppy, \$8. Pat Long, 6-5479/272-5808.

**For Sale:** Two piece L-shaped sofa bed. Good condition. White, brown and black in plaid

pattern. \$250. Call 756-7910 evenings.

**Wanted:** Third for country house, Ellis Hill Road. \$185 plus/month. Extras include barn, need of horse, gardens, greenhouse. Grads professionals. Sorry no cats. 539-7451 evenings.

**Wanted:** Roommate to share three-bedroom apartment on Hudson Street. \$165/month plus utilities. Young professional preferred. Call 277-0029 between 6:00 - 10:00 p.m.

**Free:** To good homes — Labrador/Doberman puppies; look like Black Labrador. Both parents very gentle and good natured. Call Lou 256-4884 (days) or 844-9431 (evenings).

**For adoption:** Spayed female, medium-sized Labrador-style dog, about 2 1/2 years old, very friendly, all shots, likes to stay outside, train and dog house available, obedient, house trained, eats ordinary dry dog food. 256-3888. Save this dog from loneliness.

Please submit all Classified and Rideshare Ads to Linda English, NAIC, Research Park, Brown Road (via campus mail). At this time classified ads are free of charge to Cornell faculty, staff and graduate students. The deadline for the January 31, 1985 issue of Networking is January 21.

## Dedicated Service Award

Many individuals at Cornell University contribute to the success of their department and the University through the use of talents that may not be recognized in their official job description.

Do you know someone who takes particular pride in their work, who exhibits a willingness and cheerfulness in the dispatch of their duties, who provides service beyond the call of duty, and who makes life at Cornell a rewarding experience for those with whom they come in contact? Networking is looking for special people you feel should be recognized for their special contribution. The **Dedicated Service Award** is open to any Cornell employee, regardless of rank.

Nominate someone today by filling in this form and please note that you should accompany your ballot with a paragraph explaining why you wish to nominate this person and a list of signatures from other department members supporting your candidate. If your candidate is selected, we will be in touch with you to supply additional information.

For the Dedicated Service Award  
I NOMINATE

Employee's name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Working Address/Phone #: \_\_\_\_\_  
 Person submitting nomination: \_\_\_\_\_  
 Dept./Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mail to: Carol Thurnheer, 216 Plant Science Bldg.

# Personnel Support Group Members

In 1980, the Personnel Support Group (PSG) was formed to meet a need for direct communication between key university personnel and University Personnel Services. The primary activities of this group are:

- to provide a primary communications link with employees concerning University operating procedures;
- to increase understanding of administrative procedures;
- to seek mutually acceptable solutions to common problems;
- to coordinate the implementation of personnel-elected procedures within administrative units.

Below is a list of current Personnel Support Group (PSG) members and the major administrative units which they represent, including their phone numbers. You should feel free to contact your PSG representative.

- Cornell University Medical College  
 •Eleanor Adams 1-212-472-5837  
 Division of Biological Sciences  
 •Geoffrey W.C. Sharp 6-2376  
 NYS Experiment Station, Geneva  
 •Charene Robinson 122-204  
 University Ombudsman  
 •Ronald Bricker 6-4968, 6-4321  
 Office of the Vice President for Campus Affairs  
 •Roberta L. Derlin 6-3352  
 Admissions & Financial Aid  
 •Caroline Nisbet 6-3497  
 Cooperative Extension

- Alice Moore 6-7776  
 Graduate School of Management
- Nancy Culligan 6-5037  
 University Counsel
- Thomas M. Santoro 6-5124  
 Office of the Vice President of Facilities and Business Operations
- Ron Mathews 6-4842  
 University Relations
- Gilbert Goetz 6-4908  
 School of Industrial and Labor Relations

## Self Expressions: In an Abundance

In an Abundance  
Contributed by Greta Breedlove

Anger  
Rage  
Frustration

All real  
All warranted

Tempered by

Only Love  
in an abundance  
to overcome

the pains of existence

- Susan Willower 6-3154  
 University Controller
- John Ostrom 6-4242  
 Law School
- Ann Pendleton 6-4921  
 College of Architecture, Art and Planning
- Mike Whalen 6-4377  
 University Personnel Services
- Lee M. Snyder 6-3621  
 College of Engineering
- Gilbert Rankin 6-4326  
 Cornell Computer Services
- Thomas Cardman 6-4977  
 Budget Office (Endowed)
- Maureen Sayles 6-6426  
 Office of the Associate Provost
- Wendy Kissock 6-5358  
 College of Agriculture & Life Sciences
- Rebecca Coles 6-3211  
 College of Veterinary Medicine
- Rita Harris 6-5454  
 Statutory Colleges Finances & Business Office
- John Hartnett 6-4425  
 Office of the Vice President for Research
- Anna Moratz 6-7256

- Office of the Provost
- Alice Humphreys  
 Office of the Vice President of Public Affairs
- Ann McCann  
 School of Hotel Administration
- Allan A. Lentini  
 University Libraries
- Carol Pyhtila  
 College of Arts & Sciences
- Jack Lowe  
 College of Human Ecology
- Bernard Hyman  
 Office of Equal Opportunity
- Donald N. Johnson  
 Statler Inn
- Carol Lang 257-2500, ext. 2500

## Editorial Board

- Donna Updike
- Mary Jamison
- George Peter
- Ron Parks
- Linda English
- Margaret Seacord
- Stacey Coil
- John Bender
- Mark Ellen Jones
- Anna Moratz
- Dominic Versary
- Leona House
- Jim Kuehl
- Carol Thurnheer

UNIVERSITY PERSONNEL LIAISON  
 Jean Novacco  
 PRODUCTION  
 Theresa Rapacki

## Networking Deadlines

- January 21 (January 31 issue)
- February 4 (February 14 issue)
- February 18 (February 28 issue)
- March 4 (March 14 issue)
- March 18 (March 28 issue)