

Coming attractions: First day of final exams is next Friday, and for the next week after that this will be a recurring scene in Barton Hall.

Assembly Hears Preliminary Tuition, Pay Estimates

At a special meeting of the University Assembly last Thursday afternoon, Vice Provost James W. Spencer announced upper or lower limits for 1984-85 in the areas of endowed tuition, financial aid/self-help, and endowed faculty and staff compensation as follows:

- A maximum tuition increase of 8 percent for the endowed units at Ithaca;
- A maximum increase in the average self-help package for students on financial aid equal to the percent of increase in tuition;
- A minimum pool of \$4.5 million for compensation improvement for faculty and staff paid on endowed general-purpose funds. Such a pool is equivalent to 5½

percent of the present funding for salaries and fringe benefits. The compensation improvement pool would be applied in a manner that recognizes differences in competitive position and performance, Spencer said.

To operate within these upper and lower limits, according to Spencer, it is likely that a 2 percent expenditure reduction within units receiving general purpose funds would be necessary. However, Spencer said that the 2 percent would not be a net reduction because provisions will be made for price increases and compensation improvement.

Also, William D. Gurowitz, vice president for campus affairs, told the group that

1984-85 dining costs could increase 4 to 5 percent, and that housing increases are estimated at 9 to 10 percent due to the continued upgrading and improvements in existing housing facilities.

Spencer explained that several groups, including the Faculty Budget Committee, the University Assembly Committee on Budget Policies and a Planning and Budget Priorities Group, have been involved in preliminary discussions and that several other groups would be more involved in the weeks to come.

Roxi Bahar, business manager of the Campus Store and co-chair of the University Assembly Budget Policy Committee, described to the group her committee's

involvement in the process and announced that the committee would be sponsoring open hearings or public forums so that other members of the Cornell community would have the opportunity to participate in the process.

In December and January, the preliminary proposals will be discussed with the Trustee Academic Affairs Committee, the Trustee Executive Committee and the full Board of Trustees. Open hearings and meetings are slated for February. In March, budget policies for 1984-85 will be recommended to the board and an operating budget will be recommended in May.

Nuclear Studies Receives Substantial Increase in NSF Funding

The Laboratory of Nuclear Studies has received \$11,214,338 from the National Science Foundation (NSF) to support operation of the Cornell Electron Storage Ring (CESR) during the period Nov. 1, 1983, through Oct. 31, 1984. University President Frank Rhodes has reported to the Board of Trustees.

Meeting Tuesday in New York City, the Board of Trustees also authorized a funding request to the NSF for \$1,010,000 to construct an addition to the Wilson Synchrotron Laboratory.

This is the fourth year of funding provided under the present NSF contract, which now totals \$36,363,370. The significant increase to \$11.2 million over last year's funding level of \$9.1 million, Rhodes told the trustees, is an indication of the high regard NSF has for the achievements of faculty members and support staff of CESR.

The half-mile-long electron-positron storage ring at the Wilson Synchrotron Laboratory is a national facility, used by high-energy physicists to study the forces that bind matter together and govern its motion. Besides funding the operation of CESR and providing support for external users and collaborators, the NSF award covers research in accelerator technology, including development of superconducting radio frequency accelerating cavities.

The construction grant sought by the Laboratory of Nuclear Studies and the Cornell High Energy Synchrotron Source (CHESS) would cover design and construction of a 10,000-square-foot three-story addition to the synchrotron laboratory. Total cost of the addition is estimated at \$1.3 million, with \$300,000 to be provided by the university.

The addition would include office and laboratory space to relieve severe over-

crowding of research personnel in both the CESR and CHESS programs. Preliminary plans call for construction of the addition to the southwest corner of the Wilson Laboratory.

The CHESS facility uses a "waste product" of storage ring operation, the high-intensity x-rays known as synchrotron light, for the study of the molecular structure of matter.

One component of the multidisciplinary CHESS program is the recently established Macromolecular Diffraction Biotechnology Resource (MacCHESS), where a three-year \$1.5 million grant from the National Institutes of Health will support x-ray diffraction studies of proteins and other macromolecules by scientists from universities, research institutes and industries across the United States. Development of new x-ray diffraction techniques and devices is also a part of the CHESS program.

Revised Publication Schedule

Normally, under publication schedules of previous years, this would be the last issue of Chronicle for this term.

However, with the revision of the publication schedule that has followed the inclusion of the complete Job Opportunities list each week in Chronicle, publication on a weekly basis will continue throughout the year. There will be only two breaks in publication—one for Thanksgiving and one during Christmas week.

Summary of Trustee Actions in New York Meeting Tuesday

Actions and reports of the Executive Committee of the Cornell Board of Trustees in New York City Tuesday included the following:

A report by President Frank Rhodes. Reports by Vice President for Public Affairs Richard M. Ramin on the establishment of new funds for the statutory and endowed colleges and for the Medical College.

A report on the performance of the university's retirement plans managed by Morgan Guaranty Trust.

Authorization of the administration to propose bills in the 1984 New York State Legislature on: a seafood technology laboratory; amendment to the law to provide

for an appropriation for the New York City Cooperative Extension Association from state funds; a food science and developmental laboratory. It was reported that three bills will be resubmitted: amendment of the University Charter with respect to the membership of the Board of Trustees; amendment of the charter in regard to enforcement of parking regulations; amendment of the charter to clarify the statutory authority of Department of Public Safety officers.

Appointment of Executive Committee Chairman Nelson Schaenen Jr. to the Subcommittee on Compensation charged with reviewing and recommending such salaries as university executive officers and deans.

Appointment of trustee members to campus nominating committees for student and employee trustees for 1984-85. The student committee members are: Richard Church, Molik Hashim, Joseph Scantlebury, June Fessenden-Raden (chair). The employee committee members are: Ronald Parks, Marilyn Cook, Walter Lynn.

Reports of the Buildings and Properties Committee.

Authorization for renovation of office space in New York City to accommodate the consolidated needs of Cooperative Extension and ILR Extension.

Approval of a series of personnel matters.

Approval of minutes of the Executive Committee of Sept. 13, 1983.

Approval of establishment of the Bernard and Josephine Chaus Professorship of Urological Oncology at the Medical College.

Ratification of a proposal to the National Science Foundation for continuation of support for the Materials Science Center.

A report on contract funding from the NSF to support the Cornell Electron Storage Ring at the Wilson Synchrotron Laboratory.

Authorization to purchase 15 Thomas transit liner buses from Exxon, USA.

Ratification of a proposal to the NSF for construction of an addition to the Wilson Synchrotron Laboratory for CESR and the Cornell High Energy Synchrotron Laboratory programs.

A report by Senior Vice President William G. Herbster on the status of development of a long range Capital Plan for the university.

Approval of a recommendation to require proof of immunization before matriculation of all entering students.

Diesels to Replace Bus Fleet

Cornell will replace its gas-driven campus bus fleet with 15 new diesel transit liners by the end of January.

The Executive Committee of the University Board of Trustees Tuesday allocated \$778,500 for the purchase of the buses from the Exxon Corp. at a cost of \$51,900 each. The buses list for \$90,000 but are surplus to the needs of Exxon, according to William E. Wendt, director of Transportation Services at the university.

According to Wendt the new buses will upgrade Cornell bus service on and off campus which includes the Ithaca/Dryden, TOMTRAN, and East Hill runs. The new

buses will have better seating, heating, air conditioning, luggage racks, a softer and quieter ride, than the current buses, Wendt said.

In addition the new buses are more economical to run and maintain and will last from 10 to 12 years as compared to the five to seven years service-life for the gas school buses in use.

The diesels are more fuel efficient getting 6 miles per gallon compared to the 3.8 m.p.g. for the gas bus.

Wendt said negotiations are underway with a broker for the sale of the gas fleet.

Immunizations to Be Required

Effective with the fall term 1984, all newly entering graduate and undergraduate students (including transfers) at Cornell will be required to present proof of adequate immunization against diphtheria, tetanus, rubella, measles and poliomyelitis before they can register. The action was passed by the Executive Committee of the university's Board of Trustees at its meeting Tuesday in New York City.

According to Allen B. Ley, director of University Health Services, the action was taken because there have been several epidemics around the country of measles

and rubella among university students in the last two years. The New York State Department of Health and the United States Public Health Service have strongly recommended that students entering colleges and universities be required to have proof of adequate immunization.

Waivers for the requirements will be arranged for individuals with particular religious or medical objections to the procedure, Ley said. Students who do not otherwise satisfy the requirements will not be permitted to register.

NYC Offices to Be Combined

The Executive Committee of the Board of Trustees Tuesday authorized the expenditure of up to \$600,000 to renovate new office space for extension programs in New York City.

The offices of Cooperative Extension and Industrial and Labor Relations Extension will be located in the newly-leased fourth and fifth floors at 15 E. 26th St. after completion of the work, according to Robert M. Matyas, vice president for facilities and business operations.

He said the renovation will make classroom and conference space for ILR

useable at times when the building's air conditioning and heating are cut back. Lighting will be improved, and the general appearance of the offices will be upgraded, Matyas added.

Work on the project will begin immediately, and is scheduled to be completed by March 31, he said.

Approximately 66 staff members will occupy the two floors, he said, effecting a consolidation of Cornell offices in New York City that has been discussed for some time.

Graduate Bulletin

January 13, 1984 is the deadline for a January degree. There will be no exceptions granted. The Graduate School Office will be closed from December 23 to December 30. Please keep in mind that as of January 16 the Ph.D. thesis fee will be increased to \$60.

University Registration will be at Barton Hall on Friday, January 20 for continuing students and on Thursday January 19 for new students. Students must appear in person to register.

Applications for 1984-85 Cornell Graduate Fellowships for continuing graduate students are available at the Fellowship Office and at the office of your graduate faculty representative. All Cornell Students matriculated in the Graduate School are eligible to apply. Recipients must be registered with the Graduate School full-time throughout their fellowship tenure. Graduate School Fellowships for continuing students are usually awarded for one academic year. 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 27, 1984.

Applications for 1984-85 Higher Education Act Title VI/National Resource Fellowships are available at the Fellowship Office. The NRF program was established to train personnel in modern foreign languages and related area studies. Applicants must be citizens or permanent residents of the U.S. who have earned a baccalaureate or comparable degree prior to the start of the fellowship and who plan to pursue full-time graduate study during the entire award period. People may apply to Cornell for advanced language training and related area studies training in the following world areas: East Asia, Latin America, South Asia, and Southeast Asia. The deadline to submit completed applications to the Fellowship Office is January 27, 1984.

January stipend checks for fellowship and traineeship recipients will be available beginning Monday, January 2, 1984. Graduate students who must be away from campus at that time may arrange to have this check mailed to them. A stamped, self-addressed, legal-sized envelope should be brought to the Fellowship Office by December 22, 1983. Checks will be mailed during the week of January 2. No advances will be processed on January checks.

Fellowship recipients are reminded that the January stipend check represents the first payment of the spring 1984 term. Any student who receives a January check and subsequently fails to register for the spring 1984 term will be fully liable for the value of the check and will be billed through the Bursar's office.

January 16: Ralston Purina Company Research Fellowship Awards This award is to assist in the training of personnel for leadership in the science of livestock and poultry production. Awards will be made in the fields of nutrition and physiology research as applied to dairy, poultry, and animal science. The assistance must be applied to graduate study conducted during the 1984-85 academic year. The amount of the fellowship is \$6400. Obtain applications by writing the Ralston Purina Research Awards Committee, c/o Mr. Elmer D. Richards, Ralston Purina Company, St. Louis, MI 63164.

February 1: The Henry L. and Grace Doherty Charitable Foundation This foundation offers a

limited number of fellowships to United States citizens for advanced study in the republics of Latin America (Spanish- and Portuguese-speaking areas) in the disciplines of Anthropology, Economics, Geography, History, Politics, and Sociology. Fellowships cover the estimated cost of round-trip travel, and provide an allowance for living expenses and minimal research needs. Applications and supporting information may be obtained by writing: Doherty Fellowship Committee, Program in Latin American Studies, 240 East Pyne, Princeton University, Princeton, NJ 08544.

February 1: Iota Sigma Pi Fellowships These fellowships are available to students in chemistry and biochemistry. Applicants must be women. There are several awards in different categories. See original announcement in Fellowship Office or write for more information and applications to: Dr. Delia Menendez-Botet, Memorial Sloan Kettering Cancer Center, Biochemistry Department, 1275 York Avenue, New York, NY 10021.

February 1: The American Geological Institute Minority Participation Program Awards are limited to United States citizens and members of the following ethnic minority groups: American-born blacks, hispanics, and Native Americans (American Indian, Eskimo, Hawaiian, Samoan, or other qualified native minority). Applicants in the following fields are encouraged to apply: geology, geochemistry, geophysics, hydrology, meteorology, oceanography, and space and planetary sciences. Approximately 60 scholarships are granted annually and support ranges from \$250 to \$1500 per academic year. Applications may be obtained by writing to: Dr. Don Diego Gonzalez, Sandia Laboratories, P.O. Box 5800, Organization 4731, Albuquerque, NM 87115.

February 1: American Oriental Society Offers two fellowships in the history of Chinese painting. Stipends are \$5000 annually. For more information and applications write to: Secretary-Treasurer, American Oriental Society, 329 Sterling Memorial Library, Yale Station, New Haven, CT 06520.

February 1: National Aeronautics and Space Administration Full-time graduate students from the aeronautics, space sciences, space applications, and space technology fields are eligible to apply for the Graduate Student Researchers Program. Applicants must be citizens of the United States. Awards will be \$10,000 per calendar year. NASA does not require a prescribed format; however, all proposals must be specific in nature, and where applicable, must include the information outlined in the original brochure. See original announcement at 116 Sage Graduate Center for more details.

Cornell Chronicle

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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.

Sage Christmas Program Set For Two Nights

The annual Sage Chapel Christmas program will take place in the chapel at 8:15 p.m. Sunday and Monday, Dec. 11 and 12. There will be a small admission charge of \$2 at the door, with free admission for children under 12 years of age.

The program will be heralded by a chimes concert from the Library Tower between 7:30 and 8 p.m. A handbell choir from St. Paul's Methodist Church, directed by Sherry Wolfe, will perform with the chapel choir, and another, directed by Chris Haller of Cornell's Computer Services, will ring changes.

The choral portion of the program will open with a small group, led by Stephen May, singing two Gregorian chants: Alleluia, Excita Domine and Divinum Mysterium. The Sage Chapel Choir, which is under the direction of Professor Donald R.M. Paterson, university organist and Sage Chapel choirmaster, will perform a variety of carols and motets: an arrangement of Es ist ein Ros entsprungen by Praetorius, an arrangement of Personent Hodie by Holst, Magnificat by Vaughan Williams, Nunc Dimittis by Gibbons, Dies sanctificatur by Ballus, Mid-Winter by Darke.

Featured on the program is the first performance of a new piece, Stephen May's Adam lay y bounden, which will be conducted by the composer. May, who will also conduct the carol The Angel Gabriel arranged by Shaw, received his DMA from Cornell in 1982 and is presently assistant conductor of the Sage Choir and its accompanist.

The women of the choir will sing Stanley Taylor's contemporary English carol Sweet was the song; the men will perform director Paterson's Verses for Advent. The combined choir will also sing Paterson's setting of the Ukrainian Carol of the Bells.

Three members of the ensemble will appear as soloists: Amy Blumenthal, Roger Dik '84 and graduate student Richard Linderman.

Appropriate selections for the festive season will be read by Neil Golder, alumnus; Lori Brooks, choir president; Ingrid Olsen-Tjensvold, assistant director of CURW; Professor Donald Eddy; also May and Paterson. Cornell president Frank Rhodes will participate in the program Sunday evening and Jack Lewis, director emeritus of CURW, will take part on Monday.

As in the past, the traditional Christmas decorations in Sage Chapel are being prepared by Raymond Fox, professor of floriculture and ornamental horticulture.

United Way People Persuasion Not All That Difficult

By LINDA FREDERICK

Persuading people to donate to the Tompkins County United Way isn't difficult, says Harriet Ink, a member of the UW board of directors.

"If someone is hesitant about giving money, I can always find some United Way-supported project that the person benefits from," she says. "When people realize they benefit directly from these services, they usually give something. We just have to 'bribe' them a little."

An office assistant in Cornell's Development Office, Ink became involved in the United Way four years ago when she was asked by another board member to join. A board member usually serves only one year, but she stayed on because she wants "to continue helping the programs that United Way supports and because it is hard to find dedicated replacements."

Ink says that the services that are funded by the United Way in Slaterville also keep her active in the program. As a member of the Slaterville Volunteer Ambulance Service, a program funded in part by the United Way, she finds great satisfaction in being an advanced emergency medical technician and enjoys helping out in other Slaterville United Way activities.

People should donate because "it's the only way that the programs will continue," says Ink. She adds that donations have been growing in the past two years which has provided for the recent addition of Gadabout (a senior citizens transportation program) and the Hospicare Medical program.

Ink has put a lot of time into being on the board of directors and training for the ambulance service, but it has all been very rewarding.

"Time as well as money is important in making the United Way work," Ink notes. "The community should try in some way to involve itself in the programs that it benefits from and should be concerned about making their community a better place to live."



HARRIET INK

Campus Affairs Reiterates Decoration Policy

With the approach of the holiday season, members of the Cornell community are reminded of the policy governing holiday decorations.

University Senate legislation, adopted in 1972 and which continues in effect, states that Cornell cannot sponsor or provide direct support for the display of religious symbols.

Any area which gives the impression that a symbol is associated with the university

should not be used for the purpose of display. In particular, the external surfaces of buildings cannot be used for such displays; however, individuals are not prohibited from having private displays in their own offices or living quarters.

Stars displayed at Christmas time are considered religious symbols, according to the legislation. Decorated trees, however, are not considered religious symbols unless the decorations include such religious sym-

bols as stars.

The legislation also requires that any decisions concerning application of the guidelines be made by the Vice President for Campus Affairs. Any related questions should be addressed to William D. Gurowitz, 313 Day Hall, telephone 256-4166.

Gurowitz has requested that, in conjunction with Cornell's energy conservation program, decorations be non-electrical.

Life Safety Offers Suggestions for Safe Holiday

There are certain ways you shouldn't light up your Christmas according to the university's Life Safety Services.

Life Safety has prepared a number of suggestions and listed regulations covering fire safety practices at Christmas on a flier written in cooperation with the Ithaca Fire Department.

On the subject of trees the flier states:

—The use of natural evergreen trees is no longer permitted in places of public assembly, academic buildings, residential halls, fraternities, or sororities.

—Artificial trees made of plastic may be used. They should be of a type clearly marked as being made of a "slow burning" or noncombustible material. Those with

built-in lighting should be identified by an Underwriter's Laboratories label or listing as is true with all electrical devices.

—Metal trees are also acceptable. However, because of the shock hazard possibility, electric lights are not to be installed on these trees. Illumination should be only by spot or reflective lights.

Concerning decorations it states:

—Use noncombustible decorating materials (metal, glass, fire-retardant materials, etc.) at all times. Untreated cotton batting, flock, and paper ignite easily and may burn intensely.

—Do not use polystyrene foam for candle holders or for table or mantle decorations

where wax candles or direct heat is close by.

—Electrical artificial wreaths may be used for window decorations.

Lighting

—Check tree lighting sets, electric candles, and similar holiday lighting equipment, as well as extension cords, for frayed wires, loose connections, and broken sockets.

—Be sure the fuse on the circuit serving the tree and other decorative lighting is not over 15 amperes. Cord sets with a fuse in the plug are available.

For additional information and copies of the flier, contact Life Safety Services, 256-3741.

The Week in Cornell Sports

Men's Hockey, Polo, Basketball, Women's Hockey at Home

Four Cornell squads will see action at home this week as the first semester comes to a close for Big Red sports teams. Highlighting the schedule are the men's hockey game with Harvard and the men's basketball game with Northeastern, both on Saturday night.

The men's polo team and the women's hockey team are also home this week. The men's polo squad has a two-game series with the Culver Military Academy this weekend. The two teams will play Friday night at 7:30 p.m. in the Oxley Polo Arena, while Saturday's match will begin at 2 p.m. The women's hockey team entertains Princeton on Tuesday afternoon at Lynah Rink in a 4 p.m. start.

In away action this week, the women's basketball team is at Nazareth College,

while the women's hockey team travels to Harvard on Saturday. Four teams will be on the road Sunday: the men's and women's swimming teams take on Columbia, and the men's and women's track teams compete in the Syracuse Relays. On Tuesday, the men's hockey team is at Princeton and the men's basketball team has an away game with Notre Dame.

The Big Red men's hockey team opens up its Ivy League schedule with the home game against arch-rival Harvard at 7:30 p.m. Saturday night. Last year, Cornell and the Crimson shared the Ivy League title (the Red's first piece of the Ivy crown since 1977-78) with a 6-3-1 record.

There are still some tickets available for the Harvard hockey game. They will go on sale on Friday morning at 9 a.m. in the

athletic ticket office, located in the Grumman Squash Courts.

The men's basketball team closes out a three-game homestand against Northeastern Saturday at 8 p.m. in Barton Hall. The contest should be a fine warm-up for Tuesday's game against Notre Dame. Northeastern returns 11 lettermen from last year's team and has an outstanding freshman class. The Huskies, which defeated the Big Red 74-58 last season, are some of the favorites to win the ECAC North Atlantic championship.

Cornell picked up its first of the season in its home opener last Saturday, a 72-68 victory over Cleveland State. The Big Red, which took a 1-1 record into Tuesday's contest with Colgate, received very balanced scoring and rebounding against

Cleveland. All five starters were in double figures, led by freshman guard John Bajusz, who had 18 points (10x11 from the foul line).

The women's hockey team has suffered through a rough start to the 1983-84 season. The squad took an 0-3 record into Wednesday's game at RIT, and the team has also been hurt by two major injuries. Starting goalie Nadine Wormsbacher suffered an appendicitis this past weekend, and Mindy Manley is out with a broken arm.

December 8, 1983

Please Post

Number 48

Cornell University

University Personnel Services

Day Hall

Ithaca, New York 14853

607/256-5226

Please Note:

Job Opportunities is a publication of Staffing Services and is distributed each Thursday through the Cornell Chronicle. Applications for employment can be submitted through the mail. Application forms

are available by the posted Job Opportunities listing at 130 Day Hall. For more information on jobs listed, contact Staffing Services, 130 Day Hall, (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.

In response to the Employee Survey, individual copies of Job Opportunities will be available for all employees; complete job posting will be published Thursday of each week in the Chronicle. Consequently, the list will no longer be published in its previous form.

This listing is also available on CUINFC, Cornell University's computerized information service, along with campus bus,

movie, dining facility and library schedules. Each regular Cornell employee is entitled to a free computer account. For further CUINFO details, contact the Information and Referral Center at 256-6200 or Computer Services.

Selected job announcements are broadcast on Channel 13 television each Tuesday at 9:30 a.m. and 7:15 p.m. and each Friday at 11 a.m. and 5:15 p.m.

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.

*Asterisks identify jobs that were not listed last week.

Job Opportunities

Cornell University is an equal opportunity, affirmative action employer.

Cornell Careers: The next session of the Cornell Careers program, "Writing Effective Resumes" by Tom Devlin, will be presented Thursday, December 8, 1983, from 12:15 - 1:15 in room 202 Uris Hall.

Administrative/Professional

*Position: Coordinator of Housekeeping and Purchasing

Department: Residence Life

Description: Provide overall management of Housekeeping Services for the department of Residence Life. Develop and implement training programs for supervisory and custodial staff. Develop and implement quality assurance programs. Implement and maintain a purchasing system for supplies and equipment.

Requirements: Bachelor's degree or equivalent. Considerable experience in staff supervision, in human resource development skills including experience in creating, designing, initiating and conducting training programs. Excellent interpersonal skills, written and oral.

Hiring Range: \$15,500-\$26,500

Job Number: P481

*Position: Manager of Housekeeping Services (Four Positions)

Department: Residence Life

Description: Manage the housekeeping function within a residential area. Hire, train and evaluate housekeeping staff. Purchase supplies and equipment, conduct inventory. Assure work performed is within standards set by department supervisor.

Requirements: Associate's degree or equivalent. Considerable experience supervising a large housekeeping staff, preferably in a college and union bargaining setting. Excellent interpersonal skills, both oral and written.

Hiring Range: \$12,500-\$20,700

Job Number: P482, P483, P484, P485

*Position: Research Support Specialist I

Department: Natural Resources - Old Forge, NY

Description: Implementation of all fisheries sampling efforts and assistance with limnology for a project relating to the impact of acid deposition on aquatic ecosystems. Incumbent must live in the Old Forge, NY, area on a year-round basis.

Requirements: Bachelor's degree or equivalent in fisheries science. Some work experience participating in field fisheries and limnological sampling programs.

Hiring Range: \$12,500-\$20,700

Job Number: P486

*Position: Research Support Specialist I

Department: Natural Resources - Old Forge, NY

Description: Schedule field sampling efforts and supervise two to three temporary assistants. Compile and report data relating to the impact of acid deposition on aquatic ecosystems. Physi-

cally conduct and supervise collection of fish samples in lakes and streams, identify fish species, collect scale samples. Collect and chemically extract water samples for lab analysis. Position will require living in Old Forge, NY, area on a yearly basis.

Requirements: Bachelor's degree or equivalent in fisheries science or closely related field; Master's degree preferred. Some experience participating in or directing field fisheries and limnological sampling programs. Some supervisory experience.

Hiring Range: \$12,500-\$20,700

Job Number: P487

*Position: Research Support Specialist II

Department: Natural Resources, Ann Arbor, Michigan

Description: Provide laboratory technical support for analysis of organic contaminants in fish tissues. Responsible for preparation of whole fish for gas chromatographic analysis including tissue grinding, drying of specimens, column extraction and clean-up using organic solvents, gel permeation chromatography for fraction separation and gas chromatography analysis of fractions.

Requirements: Bachelor's degree or equivalent in chemistry. Master's degree preferred. Some laboratory experience in analysis of organic chemical contaminants in aquatic organism samples.

Hiring Range: \$12,500-\$20,700

Job Number: P488

Position: Director of the Cornell Fund

Department: University Development

Description: Plan and direct national phonathons; direct mail solicitations; donor recognition events; supervise a staff of 12.

Requirements: Bachelor's degree or equivalent. Three to five years experience in annual giving; ability to train and motivate staff and volunteers; proven record of executive ability; strong written and oral communication skills. Willingness to travel.

Hiring Range: \$20,000-\$33,100

Job Number: P475

Position: Pharmacist

Department: Clinical Sciences

Description: Compound and dispense drugs within Veterinary Teaching Hospital. Assist Chief pharmacist with narcotic control. Educate clinical staff and students with regard to drugs and applicable laws. Participate in pharmaceutical and Therapeutic Committee.

Requirements: B.S. in pharmacy. NYS Pharmacy license or eligible for license. Some experience as a practicing Pharmacist. Experience dispensing drugs to animals desirable.

Hiring Range: \$12,500-\$20,700

Job Number: P471

Position: Budget Analyst II

Department: Veterinary Administration

Description: Assist Director in developing, implementing and regulating the budgetary process in accordance with general accounting principles. Prepare and analyze various statistical

and financial forecasts. Under the guidance of the Director, provide financial coordination and training of departmental and support personnel in fiscal matters. Oversee projects.

Requirements: Bachelor's degree or equivalent in accounting or finance. Some experience in budgeting and financial analysis. Experience with computerized systems and development activities desired. Strong written and oral communication skills.

Hiring Range: \$12,500-\$20,700

Job Number: P472

Position: Research Support Specialist I

Department: Natural Resources

Description: Coordinate the collection and compilation of data generated from multiple observations of Canada geese wearing neck collars. Develop computer programs for extensive data sets; analyze results; write detailed reports and present findings to professional audiences.

Requirements: Master of science degree or equivalent in natural resources or a related field. Considerable experience working with population dynamics of waterfowl. Preference for persons with work experience related to Canada geese. Good biological background with strong statistical and computer skills. Oral and written proficiency necessary.

Hiring Range: \$12,500-\$20,700

Job Number: P473

Position: Bakery Supervisor

Department: Cornell Dining

Description: Operate a bake shop providing products and services to wholesale and retail customers. Hire, schedule and evaluate staff, including student staff. Assist in determining product and pricing mix. Assist in preparation of budget. Maintain bakery area and equipment in compliance with health and safety codes.

Requirements: H.S. education or equivalent. AAS degree or the equivalent combination of education and experience. Some food service supervisory experience. Knowledge of food and health codes desirable.

Hiring Range: \$12,500-\$20,700

Job Number: P474

Position: Assistant to the Dean (Repost)

Department: Division of Summer Session, Extramural Courses and Related Programs

Description: Coordinate procedural affairs of the Dean and the Associate Dean. Facilitate communication between the deans and the senior staff of the Division; draft a wide range of materials including many kinds of letters and reports; arrange and coordinate special events not within the purview of departments.

Requirements: Bachelor's degree or equivalent. Excellent communication (particularly writing) and organizational skills. Ability to work independently. Previous administrative and/or academic experience and working knowledge of Cornell highly desirable. Send cover letter and resume by December 16, 1983.

Hiring Range: \$12,500-\$20,700

Job Number: P334

Clerical

All applicants interested in positions requiring typing must take an official university test. Tests are given Mondays and Wednesdays at 8:10 a.m., Room 337, Statler Hall. Please contact Staffing Services for an appointment.

*Position: Accounts Assistant, GR21

Department: Food Science

Description: Assist department administration in providing general support functions. Duties include preparing, reviewing and recording fiscal transactions; maintaining financial records; providing analysis on financial statements; payroll; assisting with budget; overseeing and coordinating personnel and support services. Handling special projects as assigned.

Requirements: Associate's degree or equivalent in accounting or business. Light typing. Substantial experience in accounting. Excellent organizational, interpersonal and communication (written and oral) skills. Familiarity with accounting methods and fundamentals of computer processing systems helpful. Knowledge of statutory accounting desirable.

Hiring Range: \$11,875-\$14,412

Job Number: C481

*Position: Administrative Aide, GR20

Department: Chemistry

Description: Oversee word processing center. Provide word processing training to various staff members; type correspondence, manuscripts for units within the department; keeping financial records for word processing center.

Requirements: Associate's degree or equivalent in secretarial science. Heavy typing. Extensive secretarial/word processing experience. Excellent organizational, interpersonal and communication (written and oral) skills. Knowledge of MICOM word processor helpful. Ability to set goals and meet deadlines.

Hiring Range: \$11,180-\$13,606

Job Number: C482

*Position: Secretary, GR20

Department: Unions and Activities

Description: Provide secretarial support for the Director. Responsibilities include typing, dictation and transcription; maintaining office files; answering telephone; making travel arrangements; scheduling meetings; handling mail. Other duties as assigned.

Requirements: Associate's degree or equivalent. Heavy typing. Extensive secretarial experience. Ability to set priorities and work in a complex, active environment. Excellent organizational, interpersonal and communication (written and oral) skills.

Hiring Range: \$11,180-\$13,606

Job Number: C483

*Position: Office Assistant, GR19

Department: Architecture, Art & Planning - Registrar's Office

Description: Maintain record keeping system;

Continued on Page 9

Job Opportunities

Continued from Page 4

provide general office support in Registrar's Office; assist in preregistration and registration involving much interaction with faculty, staff and students.

Requirements: Associate's degree or equivalent. Medium typing. Some secretarial experience, preferably in an educational setting. Shorthand (80 wpm); ability to operate business machines; knowledge of computer terminal/Xerox 860 desirable. Good math ability essential.

Hiring Range: \$10,595-\$12,852

Job Number: C484

***Position: Secretary, GR17**

Department: Human Ecology Counseling

Description: Provide receptionist/secretarial support for the Department of Human Ecology Counseling. Duties include typing, filing, answering telephone; maintaining supply of handout materials; handling mail. Other duties as assigned.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Medium typing. Receptionist/secretarial experience. Excellent organizational, interpersonal and communication skills.

Hiring Range: \$9,492-\$11,500

Job Number: C485

***Position: Office Assistant, GR17**

Department: Diagnostic Laboratory

Description: As main receptionist for the Diagnostic Lab, answer telephones (nine line system); assist the professional and technical staff by communicating test results to clients by answering and/or referring questions to the proper areas of concern; send out and file all test results for future reference.

Requirements: H.S. education or equivalent. Light typing. Some office experience. Strong organizational, interpersonal and communication skills. Ability to work in a complex, active environment. Knowledge of CRT terminal desirable.

Hiring Range: \$9,492-\$11,500

Job Number: C486

Position: Administrative Aide, GR22

Department: Registrar - Human Ecology

Description: Primarily responsible for holding student-initiated discussions with students concerning their progress toward fulfilling general and major graduation requirements. Evaluate transfer records, assign credit, assist College Registrar, maintain records. Other duties as assigned.

Requirements: Associate's degree or equivalent. Light typing. Extensive administrative experience. Excellent organizational, interpersonal and communication (written and oral) skills. Experience with computer "on-line" record keeping preferred.

Hiring Range: \$12,515-\$15,239

Job Number: C471

Position: Office Assistant, GR19

Department: Graduate School of Management

Description: Coordinate the operations of the corporate oncampus recruiting process. Duties include managing the student bidding process for scheduling interviews; maintaining and developing corporate information library; maintaining the interviewing activities and records; assisting Placement Office in special projects. Other duties as assigned.

Requirements: H.S. education or equivalent. College course work desirable. Light typing. Some office experience. Experience with or interest in computers helpful. Library experience helpful. Strong organizational, interpersonal and communication skills. Attention to detail.

Hiring Range: \$10,595-\$12,852

Job Number: C472

Position: Accounts Assistant, GR19

Department: Ecology and Systematics

Description: Provide clerical support for all aspects of Endowed accounting. Duties include processing orders and payments; reconciling monthly statements; preparing internal statements and financial reports; problem solving; payroll; providing back-up for Statutory accountant. Other duties as assigned.

Requirements: AAS degree or equivalent in accounting preferred. Medium typing. Substantial accounting experience, preferably at Cornell. Familiarity with grants and contracts. Knowledge of word processing equipment and interest in modern data processing desirable.

Hiring Range: \$10,595-\$12,852

Job Number: C473

Position: Administrative Aide, GR19

Department: Career Center

Description: Provide administrative assistance to Associate Director of Health Careers. Duties include handling psychological testing and related accounts; assisting the Supervisor of Testing; interacting with faculty committee and students; providing general clerical support including typing of correspondence and confidential materials; filing; copying; participating in statistical and research project as assigned. Other duties as assigned.

Requirements: AAS degree or equivalent. Business or secretarial training preferred. Heavy typing. Some administrative/secretarial experience. Strong organizational, interpersonal and communication (written and oral) skills. Attention to detail. Aptitude in math.

Hiring Range: \$10,595-\$12,852

Job Number: C474

Position: Secretary, GR18

Department: Economics

Description: Type correspondence, research papers, reports; answer telephone; file; assist students. Other duties as assigned.

Requirements: H.S. education or equivalent. Business or secretarial experience preferred. Heavy typing. Some secretarial experience. Strong organizational, interpersonal and communication (written and oral) skills. Knowledge of Microm word processor and technical typing essential.

Hiring Range: \$10,000-\$12,163

Job Number: C475

Position: Secretary, GR18

Department: Biochemistry, Molecular & Cell Biology

Description: Provide secretarial support to six faculty and their laboratories. Duties include typing correspondence, grants and manuscripts; copying; answering telephones; running errands. Other duties as assigned.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Heavy typing. Secretarial experience. Strong organizational, interpersonal and communication (written and oral) skills. Knowledge of IBM Displaywriter and technical typing helpful.

Hiring Range: \$10,000-\$12,163

Job Number: C476

Position: Searcher, GR18

Department: Interlibrary Services - Olin

Description: Search interlibrary lending and borrowing requests covering many languages and subjects; review all materials prior to lending and set up restrictions on all loans.

Requirements: AAS degree or equivalent. Knowledge of RLIN and OCLC searching desirable; previous library experience preferred. Ability to work with foreign languages.

Hiring Range: \$10,000-\$12,163

Job Number: C477

Position: Secretary, GR18

Department: University Relations

Description: provide secretarial support to the Administrative Supervisor and Director of University Relations. Arrange meetings; handle travel arrangements; prepare advance and reimbursement forms; type daily correspondence, drafts and confidential statements; handle inquiries (in person and on telephone).

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Heavy typing. Some secretarial experience. Strong organizational, interpersonal and communication (written and oral) skills. Knowledge of IBM 100 memory typewriter helpful. Familiarity with Cornell procedures desirable. Ability to handle confidential materials with discretion essential.

Hiring Range: \$10,000-\$12,163

Job Number: C478

Position: Secretary, GR16

Department: Government

Description: Provide clerical/secretarial assistance to placement Director. Duties include typing applicant dossiers, correspondence, class work and manuscripts; filing; record keeping; answering telephone. Other duties as assigned.

Requirements: H.S. education or equivalent. Medium typing. Some secretarial experience. Strong organizational, interpersonal and communication skills. Experience in an academic environment helpful. Knowledge of IBM Displaywriter (Textpack 6) helpful.

Hiring Range: \$9,040-\$10,881

Job Number: C479

General Service

Position: University Service Officer, CUSEU Grade 2 (Nine Positions)

Department: Public Safety

Description: Responsible for external and internal patrol of University property for fire, safety and criminal hazards including the enforcement of University parking regulations. May perform clerical and other duties as assigned.

Requirements: H.S. education or equivalent. Ability to pass screening interview. U.S. citizen; vision 20/20 or up to 20/40 (uncorrected) minimum physical limitation. Ability to obtain pistol permit within 90 days and a NYS driver's license within 30 days of employment. No record of criminal convictions. Good interpersonal skills (oral and written). Security check and physical examination required prior to appointment.

Hiring Salary: \$5.83/hour

Job Number: S461

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, GR18**

Department: Section of Plant Biology

Description: Perform experimental work involving electrophysiological experiments and biochemical assays using ultracentrifuge, spectrophotometers, scintillation counter and electrophysiological equipment. Maintain algal cultures. Laboratory maintenance involving ordering supplies and some dishwashing.

Requirements: Bachelors degree or equivalent in biochemistry, biology or chemistry. Good laboratory skills essential. Some biochemical experience desirable but instruction in use of instrumentation will be provided.

Hiring Range: \$10,000-\$12,163

Job Number: T481

Position: Technician, GR22

Department: Biochemistry, Molecular & Cell Biology

Description: Provide technical support in molecular biology research including nucleic acid isolation, electrophoresis of nucleic acids and proteins and culturing microbes.

Requirements: Bachelor's degree or equivalent in biochemistry or molecular biology. Considerable laboratory experience essential. Previous experience in molecular biology, nucleic acid isolation, gel electrophoresis, genetic crosses and sequencing desirable.

Hiring Range: \$12,515-\$15,239

Job Number: T471

Position: Computer Operator, GR22 (Repost)

Department: Albert R. Mann Library

Description: Responsible for day to day operation of microcomputer facility; train and supervise assistants; maintain and repair microcomputers; assist in instructional program.

Requirements: Bachelor's degree or equivalent experience with course work in computer science or data processing. Good organizational and interpersonal skills. Some experience in use of microcomputer applications software; experience in electronics or microcomputer repair desirable. Previous supervisory experience preferred. Must be able to work effectively in a public service capacity.

Hiring Range: \$12,515-\$15,239

Job Number: T44

Position: Technician, GR21

Department: Plant Pathology, Geneva, NY

Description: Assist in research on tissue culture of apple cultivars and rootstocks. Assist in development of disease-resistant clones through somaclonal variation and mutagenesis.

Requirements: B.S. in biology, biochemistry or equivalent. M.S. in plant science preferred. Some laboratory experience in a research setting including experience in tissue culture techniques, mutation and breeding; ability to research scientific literature and prepare manuscripts. Some computer experience desirable.

Hiring Range: \$11,875-\$14,412

Job Number: T472

Position: Technician, GR21

Department: Plant Pathology

Description: Assist in the operation of a disease diagnostic laboratory for commercial field crops in New York State. Also assist in laboratory, greenhouse and field research on loss assessment, biology and control of field crop diseases.

Requirements: Bachelor's degree or equivalent in biological sciences or agriculture with course work in plant pathology, mycology and microbiology. Some experience in light microscopy, microbiological techniques, disease diagnostic experience.

Hiring Range: \$11,875-\$14,412

Job Number: T473

Position: Technician, GR21

Department: Genetics and Development

Description: Carry out biochemical and genetic analyses of Drosophila development. Maintain and genetically manipulate Drosophila stocks. perform standard molecular biological techniques, including preparation, hybridization and electrophoretic analyses of nucleic acids. Operate general lab equipment, order supplies and keep records.

Requirements: Bachelor's degree or equivalent, preferably in a biological science or chemistry with background in molecular biology, biochemistry or genetics desirable. Some laboratory experience and demonstrated ability to work independently desirable.

Hiring Range: \$11,875-\$14,412

Job Number: T474

Position: Technician, GR21

Department: Genetics and Development

Description: Set up and perform experiments in microbial genetics and molecular biology. Carry out transformation and transductions with various bacteria. Grow and purify various bacteriophages and plasmids. Extract, digest and analyze DNA samples, recording and interpreting data.

Requirements: Bachelor's degree or equivalent in microbiology or biochemistry desirable. Experience in sterile techniques essential. Experience in DNA cloning and with radioisotopes highly desirable. Ability to work independently.

Hiring Range: \$11,875-\$14,412

Job Number: T475

Position: Technician, GR21

Department: Genetics and Development

Description: Prepare biological samples for biochemical analyses. Perform a wide range of electrophoretic techniques such as isoelectric focusing, one and two dimensional slab gel electrophoresis. Assist in the characterization of proteins. Operate general laboratory equipment; maintain inventory and order supplies; keep records.

Requirements: Bachelor's degree or equivalent in biological sciences or related field. Some previous laboratory work desirable. Ability to work independently.

Hiring Range: \$11,875-\$14,412

Job Number: T476

Position: Technician, GR21

Department: Applied and Engineering physics

Description: Operate vertebrate cell culture facility; provide technical advice, service and cells for various client groups of Biotechnology Center. Maintain and establish living cell cultures; provide cells for research; maintain the facility, obtain supplies and carry out experiments with tissue culture cells. Perform various assays and experiments for ongoing membrane biophysics research.

Requirements: Bachelor's degree or equivalent in cell biology or biochemistry. Knowledge and hands-on experience with vertebrate cell tissue culture necessary. Some experience with biochemical, biophysical and immunological procedures; fluorescence photomicroscopy and photographic darkroom techniques would be helpful.

Hiring Range: \$11,875-\$14,412

Job Number: T477

Position: Technician, GR20

Department: Genetics and Development

Description: Cultivate plants and perform crosses. Dissect plant embryos. produce seed for a seed bank. performing and microscopic monitoring of controlled pollinations. Assist in purification and characterization of antigen by slab gel electrophoresis for antibody production. Order supplies and keep records.

Requirements: Bachelor's degree or

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Calendar

All items for publication in the Calendar section, except for Seminar notices, must be submitted (typewritten, double-spaced) by mail or in person to Fran Apgar, Central Reservations, 532 Willard Straight Hall at least 10 days prior to publication. Seminar notices should be sent to Barbara Jordan-Smith, News Bureau, 110 Day Hall, by noon Friday prior to publication. 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 Calendar in which it should appear (lectures, colloquia, etc.). ALL DEADLINES WILL BE STRICTLY ENFORCED.

*—Admission charged.

Announcements

Campus Club Christmas Tea

The Campus Club annual Christmas Tea will be held on Thursday, December 8, from 2-4 p.m. at the home of Mrs. Frank H. T. Rhodes, 603 Cayuga Heights Road. All Campus Club members are invited.

(Foreign Academic Staff Employment

On Friday, December 9, in 401 Warren Hall, Susan Hoy Academic Personnel Officer, and Frances Helmstadter, Adviser to Foreign Academic Staff, will conduct a workshop on the procedures and regulations regarding the hiring of foreign academic staff members. From 1:30-2:15 p.m. the session will review basic nonimmigrant visa categories and immigration procedures. From 2:30-3:30 p.m. discussion will concern the interaction of appointment and immigration procedures as well as housing, medical insurance, and income tax issues. Questions are welcome. All interested staff and faculty members are urged to attend. Coffee will be available.

Films

Unless otherwise noted films are sponsored by Cornell Cinema.

Thursday

Dec. 8, 12:20 p.m. Warren 32. Rural Sociology 104: Issues and Policies in Rural Sociology. "A Forest Village in Thailand" (Thailand) and "The Land Reborn" (Sri Langka). Instructor: John Duwel.

Dec. 8, 8 p.m. *Uris Hall Auditorium. "Donna-Women in Revolt" directed by Yvonne Schotten. Co-sponsored by Women's Studies.

Friday

Dec. 9, 9:30 p.m. *Uris Hall Auditorium. "Fellini's Satyricon" (1970), directed by Federico Fellini, with Martin Potter, Hiram Ketter.

Friday & Saturday

Dec. 9 & 10, 8 p.m. *Anabel Taylor Auditorium. "An American Werewolf in London" directed by John Landis, with David Naughton, Jenny Agatter.

Dec. 9 & 10, 12 midnight *Uris Hall Auditorium. "Eraserhead" (1977), directed by David Lynch, with John Nance, Charlotte Stewart.

Saturday

Dec. 10, 7 & 9:30 p.m. *Uris Hall Auditorium. "Fellini's Satyricon."

Dec. 10, 8 p.m. Risley Music Room. Risley Residential College Free Film Series: "Fires on the Plain" directed by Kon Ichikawa.

Sunday

Dec. 11, 2 p.m. *Uris Hall Auditorium. "Seventh Voyage of Sinbad" (1958), directed by Nathan Juran, with Kerwin Mathews, Kathryn Grant. Co-sponsored by Ithaca Youth Bureau.

Dec. 11, 8 p.m. *Uris Hall Auditorium. "Adam's Bib" (1949), directed by George Cuckor, with Spencer Tracy, Katherine Hepburn.

Monday

Dec. 12, 9 p.m. *Uris Hall Auditorium. "The Earrings of Madame De..." (1953), directed by Max Ophuls, with Danielle Darrieux, Charles Boyer. Limited to Film Club members only.

Tuesday

Dec. 13, 8 p.m. *Uris Hall Auditorium. "Sullivan's Travels" (1941), directed by Preston Sturges, with Joel McCrea, Veronica Lake.

Wednesday

Dec. 14, 8 p.m. Risley Music Room. Risley Residential College Free Film Series: "The 500 Fingers of Dr. T." 9:30 p.m. "Star Trek Bloopers" and 9:45 p.m. "The Terror of Tiny Town."

Dec. 14, 8 p.m. *Uris Hall Auditorium. "The Stunt Man" (1980), directed by Richard Rush, with Peter O'Toole, Barbara Hershey.

Lectures

Thursday

Dec. 8, 12:20 p.m. 102 West Avenue. Southeast Asia Luncheon Seminar: "Sipsong Banna in Southern Yunnan: Chinese Visions and Tah Ways," L. Harald Bockman, SEAF Visiting Fellow, lecturer in Modern Chinese language, East Asian Institute, University of Oslo.

Dec. 8, 4:30 p.m. McGraw 145. Panel discussion on "The Words to Say It," the translation by Pat Goodheart of Marie Cardinal's best-seller "Les Mots pour le dire." "The Words to Say It" is an account of Cardinal's seven years of psychoanalysis written in the form of an autobiographical fiction. Panelists: Carol Skinner, Psychological Services, Cornell; Carla Golden, Psychology Department, Ithaca College; and Laura Englestein, Writer, Ithaca. Cardinal and Goodheart will describe the writing and the translation of the book and then will open the discussion to the panel. Sponsored by Romance Studies.

Dec. 8, 7:30 p.m. Stimson G-1. Jordani: Natural History Society Films: "Dolphin" and "Fairy Penguins."

Music

Puppeteer, Musician to Join Gamelan

Javanese puppeteer, Sumarsam, artist-in-residence at Wesleyan University, and musician Sudarmo Sasrowidagdo, Cultural Aide to the Embassy of Indonesia, Washington, D.C., will join the Cornell Gamelan Ensemble for an evening highlighting Javanese culture at 8 p.m. Friday, Dec. 9, in Barnes Hall auditorium. The free performance, sponsored by Cornell's Department of Music and Southeast Asia Program, is open to the public.

The Javanese gamelan is a musical ensemble composed primarily of hanging gongs and metallophones. It is considered one of the most highly developed collections of such instruments, which are also found in other parts of Southeast Asia.

The Dec. 9 program will focus on a scene from a "wayang," on Javanese shadow-puppet play. It will include "talun," an instrumental overture to all wayang performances, and "perang kembang" (flower battle), an hour long excerpt from the central section of a normally 8-hour wayang.

Symphonic Band in Last Fall Performance

The Cornell Symphonic Band will make its final appearance of the fall term in a free public concert at 3 p.m. Saturday, Dec. 10, in Bailey Hall.

Visiting director Edward J. Gobrecht Jr. will conduct the Cornell student instrumentalists in the program of original works for band written by noted composers of this century. The band will play Commando March by Samuel Barber, Divertimento for Band, Opus 42 by Vincent Persichetti, and Symphonic Dance No. 3, "Fiesta" by Clifton Williams. The ensemble will perform two descriptive suites: Scenes from the Louvre by Norman Dello Joio and Othello by Alfred Reed.

The Symphonic Band's graduate assistant conductor will lead the ensemble in William Schuman's arrangement of Charles Ives "Variations on 'America.'" Gobrecht and the band will close their Saturday afternoon concert with a salute to the festive season, playing Sleigh Ride by Leroy Anderson.

Saturday

Dec. 10, 8:15 p.m. Risley Dining Hall. Handel's Messiah Open Reading. Instrumentalists, bring stands. Refreshments will be served. Public is invited to play, sing, or listen. Free

Sunday

Dec. 11, 8 p.m. Anabel Taylor Commons Coffeehouse. Mac Benford and his Old Time Band - Together Again. Free and open to the community.

Sunday

Dec. 18, 8 p.m. Anabel Taylor Commons Coffeehouse. Records from the Studio. Call in your request 273-2121.

Seminars

Agricultural Economics: "An Analysis of Dairy Price Support Policy: Conceptual Issues and Some Empirical Results," Andrew Novakovic, 4 p.m. Thursday, Dec. 8, 401 Warren Hall.

Agricultural Engineering: Residuals Management Seminar: "Implications of Synthetic Organics in Sludges Applied to Land," Rufus L. Chaney, U.S. Department of Agriculture, Beltsville, MD, 3 p.m. Thursday, Dec. 8, 105 Riley-Robb Hall.

Astronomy: "Planetary Astronomy—From Basic to Applied Research 1957-1962," Joseph

Tatarewicz, Smithsonian Institution, 4:30 p.m. Thursday, Dec. 8, 105 Space Sciences Building.

Atomic and Solid State Physics: Theory Seminar: "On the Glass Transition and the Residual Entropy of Glasses and Spin Glasses," J. Jackle, University of Konstanz, W. Germany, 1:15 p.m. Thursday, Dec. 8, 701 Clark Hall.

Atomic and Solid State Physics: Solid State Seminar: "Excitons in GaAs/AlGaAs Multiple Quantum Well Structure," D.S. Chemla, Bell Laboratories, 4:30 p.m. Tuesday, Dec. 13, 700 Clark Hall.

Biochemistry: "An Algorithm for Relating Amino Acid Sequence to Protein Reactivity: Proteinase Inhibitors," Michael Laskowski Jr., Purdue University, 4:30 p.m. Friday, Dec. 9, 204 Stocking Hall.

Biochemistry: "Protein Folding," Peter Kim, Stanford University Medical School, 4:30 p.m. Friday, Dec. 16, 204 Stocking Hall.

Biochemistry: "Molecular Organization of Photosystem I," Mark Richter, 12:20 p.m. Monday, Dec. 12, 125 Riley Robb.

Biophysics: "Kinetics of Acetylcholine Binding to its Receptor in the Intact Neuromuscular Junction," Miriam Salpeter, 4:30 p.m. Wednesday, Dec. 14, 700 Clark Hall.

Boyce Thompson Institute: "Metabolism During Stratification," James Ross, University of Reading, United Kingdom, 3:15 p.m. Wednesday, Dec. 14, Boyce Thompson Auditorium.

City and Regional Planning: Title to be announced, Mitchell Sviridoff, Presodent Local Initiatives Support Corp., noon Friday, Dec. 9, 208 W. Sibley.

Ecology and Systematics: "Temporal and Spatial Variations in the Environment and the Coexistence of Competing Species," Peter Chesson, Ohio State University, 4:15 p.m. Thursday, Dec. 8, Morison Seminar Room, Corson Hall.

Ecology and Systematics: "Dispersal Patterns of Bird Disseminated Plants in a Post-Agricultural Landscape: Implications for Vegetation Change," Mark McDonnell, Institute of Ecosystem Studies, New York Botanical Garden, 4:30 p.m. Wednesday, Dec. 14, Morison Seminar Room, Corson Hall.

Environmental Engineering: "Acid Rain," Carl Schofield, 4:30 p.m. Thursday, Dec. 8, 110 Hollister Hall.

Floriculture and Ornamental Horticulture: "Ailanthus altissima: Ecology and Growth Characteristics in an Urban Habitat," Betty Rabe, 12:15 p.m. Thursday, Dec. 8, 37 Plant Science Bldg.

Genetics: "Genetics of Replication of Moloney Murine Leukemia Virus," S. Goff, Columbia University, 4 p.m. Monday, Dec. 12, 135 Emerson Hall.

Genetics: "Regulation and Structure of the Yeast Invertase Genes," M. Carlson, Columbia University, 12:20 p.m. Tuesday, Dec. 13, 101 Bradfield Hall.

JUGATAE: "The Whitefly Problem in Sudan—An Analysis of its Causes and Some Suggested Management Strategies," Volker Dittrich, Ciba-Geigy Ltd., Basle, Switzerland, 4 p.m. Monday, Dec. 12, 100 Caldwell Hall.

Materials Science and Engineering: "Ordered Polymers: The Aromatic Polyesters," J. Economy, IBM San Jose, 4:30 p.m. Thursday, Dec. 8, 140 Bard Hall.

Microbiology: "Fermentation of Arabinose to Ethanol by Sarcina ventriculi," Robert Finn, 4:30 p.m. Thursday, Dec. 8, 124 Stocking Hall.

Microbiology: "Plant Life in the Deep Sea: Chemosynthesis at the Thermal Vents," Holger Jannasch, Woods Hole Oceanographic Institute, 4:30 p.m. Wednesday, Dec. 14, 124 Stocking Hall.

Neurobiology and Behavior: "Activity-Dependent Presynaptic Facilitation: A Mechanism for Temporal Specificity in Conditioning in Aplysia," Thomas Abrams, Columbia University, 12:30 p.m. Thursday, Dec. 8, Morison Seminar Room, Corson/Mudd Hall.

Neurobiology and Behavior: "What Makes Xenopus Tick: Differentiation of a Sexually Dimorphic Nervous System," Marcy Kelley, Columbia University, 12:30 p.m. Thursday, Dec. 15, Morison Seminar Room, Corson/Mudd Hall.

Ornithology: "Biology of African Hornbills," Alan Kemp, Transvaal Museum, 7:45 p.m. Monday, Dec. 12, Fuertes Room, Lab. of Ornithology.

Plant Biology: "Cellular Partitioning and Transport of Carbon and Nitrogen Assimilates in Soybean," Robert Giaquinta, E.I. Dupont de Nemours, 11:15 a.m. Friday, Dec. 9, 404 Plant Science Building.

Pomology/Vegetable Crops: "Groundwater Contamination—The Challenge for Modern Agriculture," Joseph B. Sieczka, Long Island Horticultural Research Lab., 4:30 p.m. Thursday, Dec. 8, 404 Plant Science Building.

Reproductive-Physiology-Endocrinology: Janice Waugh will present a seminar on her

December 1983						
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thesis research at 4:30 p.m. Tuesday, Dec. 13, G-3 Vet. Research Tower.

Vegetable Crops/Pomology: See listing under "Pomology."

Sports

Friday

Dec. 9, 7:30 p.m. Lynah. Men's JV Hockey-St. Lawrence.

Dec. 9, 7:30 p.m. Oxley Polo Arena. Men's Polo/Culver M.A.

Saturday

Dec. 10, 1:30 p.m. Lynah. Men's JV Hockey-Oyster Bay Jr. B.

(Dec. 10, 6 p.m. Barton. Men's JV Basketball-Oneonta.

Dec. 10, 7:30 p.m. *Lynah. Men's Varsity Hockey/Harvard.

Dec. 10, 8 p.m. *Barton. Men's Varsity Basketball/Northeastern

Dec. 10, 8:15 p.m. Oxley Polo Arena. Men's Polo-Culver M.A.

Tuesday

Dec. 13, 4 p.m. Lynah. Women's Hockey-Princeton.

Theater

Thurs. & Fri.

Dec. 8 & 9, 8 p.m. Risley Theatre. Risley Theatre presents a dramatization of Homer's Odyssey.

Barton Blotter

As the old saying goes "A wise man learns from the experiences of others; a fool learns from his own." In this case the latter is Martin Stiles, this author of our regular compilation of campus crime for the past several years.

His wallet containing about \$35 in cash was stolen from a locker in Teagle Hall he had left unlocked for only a few minutes while talking to a friend several rows away. The wallet minus cash was found less than an hour after it was stolen early Thursday afternoon. It was discarded on the floor in Willard Straight Hall, in the manner of the twisted sense of honor of an experienced thief.

Also reported in the morning reports of the Department of Public Safety for the period Nov. 28 through Dec. 4 were 18 other cases of theft on campus, totaling losses of \$3,680 in cash and valuables. Among these were two other wallets, one containing \$300 in cash and valuables.

On Tuesday, Nov. 29, three cars parked in lots around campus were broken into and \$810 in electronic equipment taken from one, \$730 in similar equipment from another and \$300 worth of stereo equipment taken from the third, plus damage to the dashboard. The following day another car was broken into at the West Dorm Parking Lot area with losses of \$470 in radio and cassette equipment and damage to the dashboard.

Other thefts included five fire extinguishers from various locations on campus with each extinguisher worth about \$30. A \$250 bicycle was also reported stolen.

Three persons were referred to the Judicial Administrator: one for setting a fire to a bulletin board, another for unlawful use of a credit card and the third for failure to comply at a traffic booth.

Job Opportunities

Continued from Page 9

equivalent. Background in botany and genetics desirable. Some laboratory experience and plant cultivation experience required.

Hiring Range: \$11,180-\$13,606
Job Number: T478

Position: Research Aide, GR19 (Repost)
Department: Food Science
Description: Assist in research project on the genetics of dairy streptococci. Maintain stock culture collections, plan experiments and analyze data; construct, isolate and analyze plasmid DNA and bacterial strain using genetic and molecular techniques, and maintain laboratory equipment and supplies. Until 6/30/84.

Requirements: Bachelor's degree or equivalent in biological sciences with course work in microbiology, biochemistry and genetics. Some research experience in microbial genetics and molecular biology. Experience with plasmid DNA isolation and analysis, restriction enzymes, gel electrophoresis, mutagenesis and genetic transfer techniques.

Hiring Range: \$10,595-\$12,852
Job Number: T455

Position: Technical Assistant, GR17
Department: Biochemistry, Molecular and Cell Biology
Description: Provide limited technical assistance to lab personnel; maintain Drosophila stocks (fruit fly stock); prepare Drosophila embryos for gene transformation studies; assist in experiments designed to characterize gene structure and expression in Drosophila.

Requirements: H.S. education or equivalent. Some college scientific laboratory experience desirable. Some limited laboratory work experience. Knowledge of Drosophila genetics preferred.

Hiring Range: \$9,492-\$11,500
Job Number: T479

Position: Technical Assistant, GR14
Department: Agronomy
Description: Assist lab technician in routine lab analyses. Perform particle size determinations; various analyses such as mineralogical and bulk density; perform sample fractionation and pH determinations; grind and seive samples; clean up and data input into computer.

Requirements: H.S. education or equivalent with some courses such as introduction to chemistry, lab.

Hiring Range: \$8,200-\$9,811
Job Number: T4710

Part-time

***Position:** Editor II
Department: Media Services
Description: Edit consumer and technical bulletins, student recruitment materials and alumni materials; manage production of edited manuscripts from galleys through blueline. part-time, Monday - Friday, 25 hours per week.

Requirements: Bachelor's degree or equivalent in English or equivalent experience. Excellent writing skills; Solid knowledge of grammar and punctuation; familiarity with design, printing and production principles. Two years editorial experience desirable. Send cover letter, resume and editing samples by December 11, 1983.

Hiring Range: \$12,500-\$20,700/annual equivalent
Job Number: P489

***Position:** Secretary, GR18
Department: Cooperative Extension, New York City

Description: Type and edit letters, reports, memorandums and educational materials. Prepare and submit vouchers, check bills; order supplies; purchase tokens and stamps; maintain records and time sheets related to hours worked, sick and vacation leaves for all employees; file correspondence and program-related materials; operate mimeograph; travel to main office once a week. Other duties as assigned. 21 hours/week.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Medium typing. Some secretarial experience. Excellent organizational, interpersonal and communication (written and oral) skills. Aptitude in math. Attention to detail. Ability to work in a complex, active environment.

Hiring Range: \$10,000-\$12,163/annual equivalent
Job Number: C487

***Position:** Secretary, GR18
Department: Preventive Medicine
Description: Duties include typing correspondence, manuscripts, data accumulation; filing; library searches for scientific articles. Other duties as assigned. 20 hours/week.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Medium typing. Some secretarial experience. Excellent organizational, interpersonal and communication (written and oral) skills. Knowledge of word processor/computer desirable. Familiarity with scientific terminology helpful.

Hiring Range: \$10,000-\$12,163
Job Number: C488

Position: Administrative Aide, GR19
Department: Unions and Activities
Description: Provide administrative/secretarial support for the Coordinator of Human Relations Training. Type correspondence, reports and minutes; develop and maintain files; participate in Human Relations Training meetings; assist in the supervision of staff; coordinate the scheduling and mailing of all workshops and meetings; edit and summarize materials. Other duties as assigned. Part-time Monday - Friday, varying hours.

Requirements: Associate's degree or equivalent. Medium typing. Some administrative/secretarial experience. Strong organizational, interpersonal and communication (written and oral) skills. Ability to work independently.

Hiring Range: \$10,595-\$12,852/annual equivalent
Job Number: C4710

Position: Animal Technician, GR18
Department: Animal Science
Description: Provide technical assistance in reproductive physiology research. Perform blood sampling, injections; conduct routine experimental procedures; record, summarize and analyze data; care for and maintain experimental animals. 20 hours/week, days and hours to be arranged.

Requirements: Associate's degree or equivalent with course work in reproductive physiology. Bachelor's degree preferred. Some experience in recording, summarizing and analyzing research data; blood sampling, injections and other routine experimental procedures. Some knowledge and experience in animal reproduction, nutrition and health.

Hiring Range: \$10,000-\$12,163/annual equivalent
Job Number: T4711

Position: Technician, GR18
Department: Animal Science
Description: Aid in dairy cattle research projects involving feeding, collecting biological samples (blood, urine, feces) and data. Data organization including some work with computers will be necessary. 20 hours/week to be arranged.

Requirements: Associate's degree or equivalent in animal science. Bachelor's degree preferred. Some experience with dairy cattle, milking; some computer knowledge (Cornell system and SAS).

Hiring Range: \$10,000-\$12,163/annual equivalent
Job Number: T4712

Position: Secretary, GR18
Department: Center for Radiophysics and Space Research (CRSR)

Description: Type scientific papers for publication; answer telephone; handle mail; file; make travel arrangements. Part-time, regular.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Medium typing. Some secretarial experience. Excellent organizational, interpersonal and communication (written and oral) skills. Knowledge of Micom word processor and technical typing essential.

Hiring Range: \$10,000-\$12,163/annual equivalent
Job Number: C4711

Position: Secretary, GR18
Department: Arts & Sciences, Academic Advising Center

Description: Provide secretarial/receptionist support to the Assistant Director of the Career Center located in the Academic Advising Center. Duties include typing (preparing statistical reports), filing, answering telephones, copying. Other duties as assigned. 20 hours/week.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Medi-

um typing. Strong organizational, interpersonal and communication (written and oral) skills. Ability to work independently.

Hiring Range: \$10,000-\$12,163/annual equivalent
Job Number: C4712

Position: Secretary, GR18
Department: V.P. for Research and Advanced Studies

Description: Provide office support to support staff of the Office of the Vice President for Research and Advanced Studies. Duties include typing, filing, making travel arrangements; answering telephones; collecting and distributing mail; copying. Other duties as assigned. Mon.-Fri., 4 hours/day, flexible.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Medium typing. Some secretarial experience, preferably in an academic environment. Strong organizational, interpersonal and communication (written and oral) skills. Ability to handle confidential material with discretion. Ability to work independently.

Hiring Range: \$10,000-\$12,163/annual equivalent
Job Number: C4713

Position: Office Assistant, GR17
Department: Architecture, Art and Planning, Registrar's Office

Description: Enter student information system data into computer; assist in updating permanent record cards; aid in distribution of registration materials to students; act as office receptionist when needed. Monday - Friday, 29 hours/week, to be arranged.

Requirements: H.S. education or equivalent. Medium typing. Some data entry experience. Strong organizational, interpersonal and communication (written and oral) skills. Ability to do detailed work with skill and accuracy. Knowledge of Xerox 860 helpful.

Hiring Range: \$9,492-\$11,500/annual equivalent
Job Number: C4714

Position: Office Assistant, GR15
Department: Career Center
Description: Maintain confidential student files; xerox and mail files; general receptionist duties as required. 20 hours/week, to be arranged.

Requirements: H.S. education or equivalent. Medium typing. Some office experience. Strong organizational, interpersonal and communication skills. Ability to handle confidential materials with discretion essential.

Hiring Range: \$8,610-\$10,299/annual equivalent
Job Number: C4715

Position: Lab Equipment Technician, GR19
Department: Architecture

Description: Assist shop supervisor with day to day activities: instruct students in the use of machine tools and hand tools; assist and advise students in the construction of models and projects; supervise students; assist with the rehabilitation of drafting tables; move drafting studio partitions and tables to accommodate fluctuating section sizes; assist with mounting and hanging faculty and student projects for exhibit. Monday - Friday (5 hours/day, to be arranged).

Requirements: H.S. education or equivalent, some college course work in related area desirable. Some experience in carpentry and welding; experienced in giving technical instruction to others preferred.

Hiring Range: \$10,595-\$12,852/annual equivalent
Job Number: S463

Temporary

In addition to regular, part-time opportunities, Temporary (less than six months) positions, both full-time and part-time, are available. Although many openings are clerical, there are often positions offered in other areas. As Temporary openings do not always appear in this listing, please contact Staffing Services for more information.

***Position:** Temporary Laboratory Technician, T-3

Department: Equine Drug Testing & Research Program, Belmont Raceway

Description: Perform routine analyses of horse blood and urine via liquid extraction and thin layer chromatographic analysis. 8:00 a.m. - 4:30 p.m. five days per week (Sat. and Sun.

included) until mid-January, 1984, with possibility of extension.

Requirements: Associate's degree or equivalent in chemistry, medical technology or related field.

Hiring Range: \$5.00-\$6.00/hour
Job Number: T482

***Position:** Temporary Laboratory Technician, T-3

Department: Equine Drug Testing & Research Program, Yonkers and Roosevelt Drug Testing Labs

Description: Perform routine analyses of horse blood and urine via liquid extraction and thin layer chromatographic analysis. Days as needed, 1:00 -10:00 p.m., Saturdays and holidays until June, 1984.

Requirements: Associate's degree or equivalent in chemistry, medical technology or related field. Candidate must be available at least three days per week for work.

Hiring Range: \$5.00-\$6.00/hour
Job Number: T483

Academic

Please contact department directly.

***Position:** Assistant Professor (Two Positions)

Department: Neurobiology and Behavior
Job Number: A481

***Position:** Assistant Professor of Botany (with a specialty in Molecular plant Systematics)

Department: Bailey Hortorium, Division of Biological Sciences
Job Number: A484

***Position:** Assistant Professor, studio courses in photo and drawing

Department: Fine Arts
Job Number: A482

***Position:** Extension Associate - Housing
Department: Cooperative Extension, New York City (South Bronx)

Job Number: A483

Position: Lecturer
Department: Human Service Studies
Job Number: A471

Position: Extension Associate III, CA5
Department: Veterinary Diagnostic Lab
Job Number: A472

Position: Instructor, Vertebrate Biology
Department: Ecology and Systematics
Job Number: A473

Position: Faculty (preferably Assistant Professors), TenureTrack (Two positions)

Department: Neurobiology and Behavior
Job Number: A474, A475

Position: Veterinary Pathologist (Laboratory Chief of Regional Diagnostic Laboratory), Otisville, NY

Department: Veterinary Diagnostic Laboratory
Job Number: A476

Position: Faculty, Large Animal Medicine
Department: Veterinary Clinical Sciences
Job Number: A477

Position: Faculty, Large Animal Theriogenology

Department: Veterinary Clinical Sciences
Job Number: A478

Brief Reports

Persons Who Cut Trees To Face Heavy Charges

If the person or persons who have removed several evergreen trees, apparently for Christmas decoration, from the University Golf Course and nearby areas of the campus are caught, they may face grand larceny charges, according to Captain Daniel N. Murphy, of the university's Department of Public Safety.

At least one of four trees cut down this week at the golf course is worth more than \$500, said James Fenner, head golf professional. A Colorado Blue Spruce 14-feet high, the tree has an unusual appearance for a Christmas tree and should be easy to recognize, Fenner said. Many unusual trees have been cut down on campus through the years at Christmas time, according to Murphy. Several years ago a specialty evergreen worth \$3,000 was removed from Cornell Plantations.

Murphy said any loss of more than \$250 is a grand larceny crime and automatically subject to felony charges. A number of cases have been prosecuted through the years with the guilty parties forced to pay restitution plus other fines and penalties, he said.

Persons aware of trees they suspect may have been unlawfully removed from Cornell and nearby private property are asked to notify Cornell Safety at 256-1111 or the appropriate law enforcement agency for the area concerned. All information will be kept strictly confidential, Murphy said.

Late Fine to Be Added To Parking Tickets

A \$5 late fine will be added to each Cornell University parking ticket remaining unpaid after 15 working days, starting with the summonses issued on Monday, Dec. 12, according to William E. Wendt, director of Transportation Services.

This is one of several changes in the parking violations process, he said. Previously, fines were due within 10 working days of the date of issuance.

Now a bill will be sent by the Traffic Bureau 15 days after a ticket is issued. The late fine of \$5 will be added at that time, when the individual is notified by the bill

that payment is past due and must be settled within 10 working days.

"Student fines which remain unpaid after that time," he said, "will be added to the Bursar bill. Staff and others who do not respond will have parking privileges revoked and/or the bill will be referred out of the Traffic Bureau for collection."

The late fine will also be applied to late appeals of violations. An individual may appeal a summons with no penalty within 15 working days of ticket issuance. In order to file a late appeal, after the initial 15 days and before the 45-day limit in effect since Sept. 1, the amount of the fine plus the late fee must be paid. In those cases where the appeal is granted, the total amount paid will be refunded.

Wendt said that beginning Dec. 12 a newly designed traffic ticket which includes a self-mailing envelope will be used.

Another change in the offing, said Wendt, is the Committee on Transportation Services' recommendation that unpaid parking fines be subject to involuntary payroll deduction for staff and faculty members. The New York State Legislature is currently reviewing that proposal for a change in the University Charter and New York State Education Law.

For more information, call the Office of Transportation Services at 256-4628.

University Unions Plan Holiday Craft Fair

The Robert Purcell Union Craft Studio and Willard Straight Hall Pot Shop have announced that the 1983 Annual Holiday Craft Fair will be held 10 a.m. - 6 p.m. Thursday through Saturday Dec. 8-10 in the Willard Straight Hall Memorial Room. Craft items will be available for purchase representing the work of people from the local Ithaca area, throughout upstate New York, and as far away as Boston, Mass., and Omaha, Neb.

Craft items such as jewelry, pottery, leather goods, woven articles, wooden objects and wax candles will be available for purchase.

There will be concurrent displays and demonstrations by potters and crafters in the Willard Straight Hall Art Room on Friday and Saturday; refreshments will be provided.

Winter Break Employment For Cornell Students

According to the Student Employment Office, several students have inquired about employment opportunities during the winter break, Dec. 22-Jan. 18.

Departments interested in employing students during that time should submit student job postings to the Student Employment Office, 203A Day Hall, telephone 256-3497, as soon as possible.

Departments should be aware that a student's work-study eligibility may be used during this time.

Beef Short Course Here in January

Beef producers in New York and adjoining states are invited to the 1984 "Cornell University Beef Production Short Course" scheduled for Jan. 2-6 in Morrison Hall on campus.

The five-day program is an in-depth study of the practices and concepts involved in raising beef cattle, according to William M. Greene, chairman of the program and a beef specialist with Cornell Cooperative Extension.

Sponsored by Cornell Cooperative Extension and the department of animal science in the State College of Agriculture and Life Sciences, the short course emphasizes how to apply up-to-date information on nutrition, reproduction, breeding, marketing, and health to the development of management systems for small and large beef operations.

For further information about the Jan. 2-6 short course program and registration, contact the Beef Cattle Extension Office, 127 Morrison Hall, Cornell University, Ithaca, NY 14853, or call William Greene at (607) 256-7712.

Researchers on TV's 'Health Beat' Program

Two Cornell University researchers will be featured on the nationally syndicated television program, "Health Beat" with Dr. Timothy Johnson on Friday Dec. 9, on WNEV-TV-5.

David Levitsky and Eva Obarzanek have found that if you exercise within a couple of hours after eating, more calories may be burned off than if you exercise on an empty stomach. Their studies suggest that exercise not only is a very important factor in weight regulation, but that the timing of the exercise also is very important.

To study the phenomenon, Levitsky and Obarzanek tested several college students, many of whom also will appear on the program's segment on diet and exercise.

Levitsky is an associate professor of nutritional sciences in the State College of Human Ecology and an associate professor of psychology in the College of Arts and Sciences. Obarzanek is a graduate student in nutritional sciences.

New York City's WNEV-TV, which is carried on many upstate cable television systems, will broadcast "Health Beat" at 8:30 p.m. Dec. 9.

FCR Meeting Dec. 14 Features 3 Presentations

The regular meeting of the Faculty Council of Representatives scheduled for 4:30 p.m. Wednesday, Dec. 12, in Room 110 Ives Hall will include these presentations:

- Telephones; Harold D. Craft Jr., director, Telecommunications;
- Buildings and Maintenance; Robert M. Matyas, vice president, Facilities and Business Operations;
- Computers; Kenneth M. King, vice provost, Computing.

SAGE CHAPEL

Catholic Chaplain Will Give Sermon

University Catholic Chaplain the Rev. Douglas C. Hoffman, will speak at the 11 a.m. Sunday, Dec. 11, Sage Chapel Service. His sermon topic will be "Fiddle-dee-dee."

Hoffman, a priest of the Diocese of Rochester, was educated at St. Bernard's Seminary, the Gregorian University in Rome and the Catholic University of America in Washington, D.C., where he is a doctoral candidate.

Hoffman came to Cornell in August, having spent seven years in diocesan administration and three years in Washington, D.C.

Music will be provided by the Sage Chapel Choir under the direction of Donald R.M. Paterson, university organist and choirmaster. Stephen May serves as assistant conductor and accompanist.

Videotape of Play to Be Shown On Ch. 13 Dec. 13

A videotape production of William Blake's play, "An Island in the Moon," will be seen on Cable Channel 13, the community access channel in Ithaca, at 9 p.m. Tuesday, Dec. 13.

The adaptation was produced by Joseph Viscomi, assistant professor in theater arts and a visiting professor of English.

Dairy Store Announces Hours for Holiday Season

During the holiday season, the Dairy Store will be open 8 a.m.-6 p.m. Monday through Saturday except for the following: Saturday, Dec. 24, 8 a.m.-4 p.m.; Monday, Dec. 26, closed; Tuesday, Dec. 27, through Friday, Dec. 30, 9 a.m.-5 p.m.; Saturday, Dec. 31, 9 a.m.-4 p.m.

Mid-Career Professionals Humphrey Fellows Here

Ten mid-career professionals from as many developing countries are studying here for one academic year to gain practical knowledge useful in their home countries.

They are here under the Hubert H. Humphrey North-South Fellowship Program, which honors the late vice president of the United States and his accomplishments.

The federal fellowship program at Cornell is administered by the International Agricultural Program in the State College of Agriculture and Life Sciences. Coordinator of the fellowship program at Cornell is James E. Haldeman, program training officer in the International Agricultural Program.

The Humphrey Fellows assigned to Cornell, starting this fall, are from Bangladesh, Cyprus, Ecuador, Jordan, Kenya, Nepal Sierra Leone, Swaziland, Tunisia, and Uruguay. They are enrolled as non-degree candidates in the graduate fields of international agriculture and rural development, and nutrition, according to Haldeman.

This brings to 36 the number of Humphrey Fellows assigned to Cornell since the program was created in 1978. Previously, 26 fellows from 20 developing countries around the world received training here under the program.

Michell J. Sienko

Michell J. Sienko '43, author of many of the leading chemistry textbooks used in high schools and colleges throughout the world for more than two decades, died Sunday, Dec. 4, at Tompkins Community Hospital, of cancer. He was 60.

Earlier this year he was named the 1983 winner of the American Chemical Society's Award in Chemical Education, for his influence on the teaching of chemistry throughout the world through his textbooks.

Together with Robert A. Plane, former provost of Cornell University and now president of Clarkson College, Sienko was the co-author of the textbook "Chemistry," which has sold more than two million copies and has been translated into several languages.

He also is the author or co-author of seven textbooks, some of which are in the fifth edition, and was the co-founder and editor for 14 years of the Journal of Solid State Chemistry, at the time of his death.

Sienko was a leader in the field of solid state inorganic chemistry, especially in the areas of electrical and magnetic properties of tungsten bronzes, metal-ammonia systems and the layered dichalcogenides. He published more than 100 articles on his research.

Roald Hoffmann, chairman of the department of chemistry and the John A. Newman Professor of Physical Science, said, "Mike Sienko showed through his



life's work that teaching and research are inseparable."

Sienko earned a B.A. at Cornell in 1943 and received his Ph.D. from the University of California at Berkeley in 1946 and joined the Cornell faculty in 1947.

His wife Carol Tanghe Sienko, died in August of this year. They are survived by a daughter, Tanya.

A memorial service is scheduled for 4 p.m. Sunday, Dec. 18, in Sage Chapel.

Networking

Arletta Havlik Receives Dedicated Service Award



By ALEX ROSENBERG

Arletta Havlik is an administrative aide for one of the largest academic departments of the university, where she has worked for about 15 years. She is of central importance in the functioning of the Mathematics Department, handling registration and grades of 3,000-4,000 students a term.

Furthermore, she serves as the head of the department's secretarial staff. Time and time again she has done much more than her job calls for. She is an indefatigable worker, extraordinarily fast and careful and has gained a reputation for her mathematical typing skills that extends beyond Cornell. She is always cheerful and pleasant and renders all aid that she is capable of to all who ask it of her.

She certainly is responsible for a sizeable share of whatever success the Mathematics Department achieves.

It Takes
People

ARLETTA HAVLIK

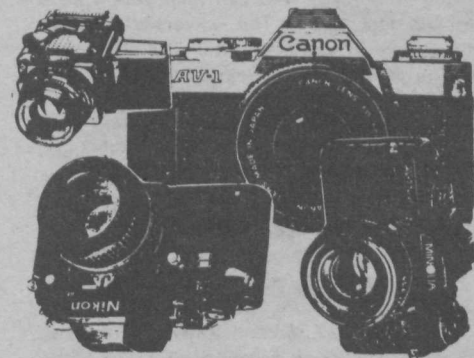


PHOTO CONTEST Don't Forget It

Photographers, this is a wonderful time of the year to be taking some great photographs toward the contest coming up in the spring. Start selecting and creating your entries now. Keep watching Networking for details as they are worked out.

If anyone would like to serve on the Photo Contest Committee, please contact Mary Jamison (6-4247) or Deborah Bridwell (6-5233). We could use another person or two: there is much to be accomplished over the next few months.

Also, if you entered the last contest, and have not as yet picked up your photographs, you may do so at 621 Clark Hall. Nancy Hutter will be there to help you.

Don't forget, keep on "shooting"!!

Employee Survey Series

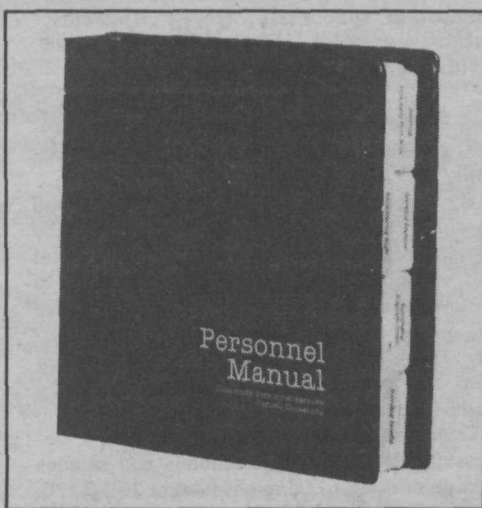
"There ought to be a policy for..."

Submitted by University Personnel Services

We have all heard the old adage "There ought to be a law!" because laws are designed to aid in the smooth operation of society. Similarly, policies such as those found in the *Personnel Manual* are designed to assure even and fair application of procedures within the University. Occasionally, employees have wondered out loud "Who writes the policies?" "Where do they come from?" "Why isn't there a policy for..." This article is designed to respond to desires employees voiced in the Employee Attitude Survey to know more about policies at Cornell.

In March of 1980, the *Personnel Manual*, which covers many aspects of employment for non-academic employees at Cornell, was first issued. A revision of the former *Supervisor's Manual*, it embodied a number of significant changes. In addition to changes in format and design, the new *Personnel Manual* included a comprehensive description not only of benefits and employment practices, but also more general situations which affect employees, such as inclement weather.

In addition to a revision of contents, there was a change in the distribution of the *Personnel Manual*. Prior to 1980, the *Supervisor's Manual* was only available to supervisors. With the revised edition, the *Personnel Manual* was made available to all employees: First, through open access in the employee's individual department; second, through the reserve system of University Libraries. Reference desks at all Cornell libraries were issued a copy of the *Personnel Manual* so that the manual would be available for use by any interested person.



The policies contained in the manual are generated from a number of different sources. Some are explanations of benefits provided for employees. Others are summaries of the detailed explanations provided in various benefit plan booklets. These policies are updated regularly as benefit plans are improved. There is also a section of policies which describes employment procedures for those persons who are seeking employment with the university or those current employees who seek to increase their career mobility through job transfer opportunities. Other policies have been included in the manual because they address specific situations which affect great numbers of employees. An example would be the Military Leave Policy or the Inclement Weather Policy.

Initial recommendations for new policies or changes in current policies come from numerous groups throughout the Cornell community: suggestions from the Employee Assembly, comments, employee information sessions, recommendations by outside consultants or standing committees of the university. Other sources of policy change come from supervisors, deans, administrators, the Personnel Support Group, Affirmative Action representatives, and individual employees themselves.

Once such recommendations are made, the staff of the University Personnel Services discusses the proposal with the Personnel Support Group (PSG) in an attempt to clarify the nature of the problem, the number of employee affected and the overall impact on the university. If, after discussion with the PSG, the Employee Assembly and other groups, it is felt that the issue is of such significance that it needs to be addressed, a policy is drafted. The policy draft then goes through a number of reviews and revisions. Some of the groups which may be asked to review policy revisions are the PSG, the Employee Assembly, Deans' Council and other executive and legal staff within the university.

Although the process seems lengthy, it is necessary to assure that the new or revised policy solves the problem it was designed to solve without creating new problems in its wake.

An update to the *Personnel Manual* is scheduled for distribution within the next few months. If you have any questions concerning the manual, please contact Marie Celeste-Ruberti in Personnel Services at 256-3983.

Cornell Retiree Organization Forms, Has First Meeting

As a result of positive reactions to a survey conducted last year, a Cornell Retiree Organization is being formed with the assistance of a Retiree Organizing Committee. This committee is composed of: Sara Blackwell, C. Arthur Bratton, Elizabeth Packer, W. Wilfred Pakkala, Blanchard Rideout, and Virginia Rinker, all of whom are Cornell retirees. The Cornell Retiree Organization will provide a wide range of services and information for all retired staff members.

On Nov. 2, an organizational meeting was held for all retirees interested in offering their assistance and suggestions to the organization, at Schurman Hall. Gertrude Fitzpatrick was elected to serve as a temporary chairperson for a term which will last until the first general membership meeting.

The development and content of a periodic newsletter was the main topic of discussion at the Nov. 2 meeting. The first edition is expected to be distributed to organization members in December. The newsletter will provide information on general topics of interest to senior citizens as well as information pertaining directly to Cornell retirees.

The newsletter will also provide an opportunity for the exchange of personal information: retirements, moves, or simply news as not finding an old associate who had been out of touch for a long time.

Future topics of discussion for the retiree organization include: sponsoring social activities, continued contact with Cornell, and development of a forum for ideas of importance to senior citizens, to mention just a few.

Know Your Personnel Services

Compensation Section Administers Pay Program at Cornell

Submitted by University Personnel Services

Where are your jobs reviewed and classified? Are you wondering who can help you write a clear job description? The university employs many people in numerous and diverse capacities. The duties and responsibilities of Cornell employees are sufficiently different to warrant description by over 600 generic job titles. The Compensation section of University Personnel Services is responsible for keeping track of the nature and scope of each employee's job duties and responsibilities. It's a complex task.

Last year, the Compensation staff classified or reclassified 762 positions, reviewed the organizational structure and compensation plan of more than 27 administrative units, and analyzed over 800 job descriptions. Many of the job descriptions were written in cooperation with employees and supervisors.

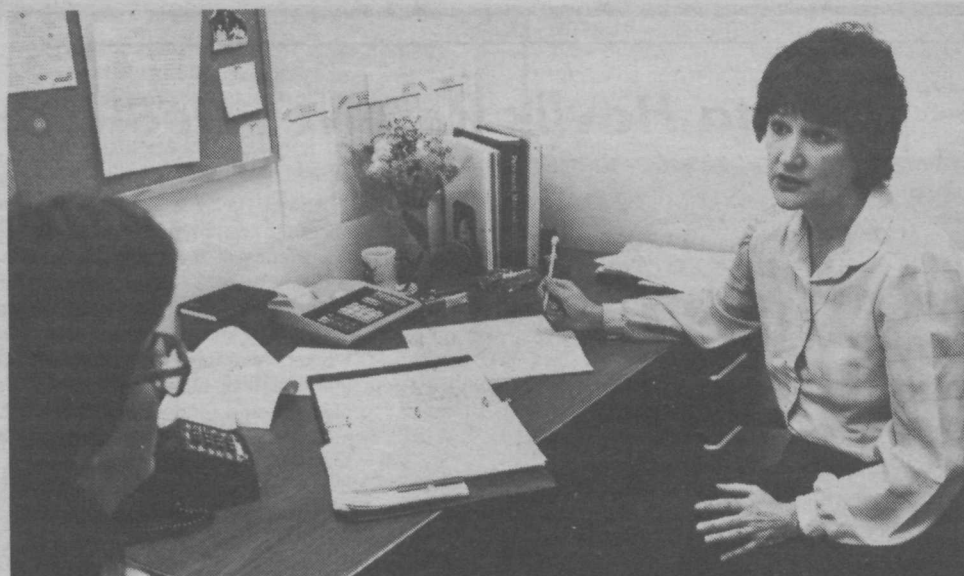
In addition to classifying positions and reviewing units, Compensation is responsible for planning and overall administration of the university's pay program, including the annual salary improvement program, salary surveys, and organizational studies, salary determinations and compliance with governmental regulations.

The Compensation staff works closely with faculty, department heads and supervisors to ensure that jobs are properly classified and that salaries are equitably distributed. Here's a quick look at who is involved in the activities in the Compensation Office and specific areas they cover.

Peggy Reynolds is often the first person an employee or department representative may contact with compensation questions. Peggy coordinates all requests for assistance regarding classifications and reclassification, job descriptions, development projects, organizational charts, and salary authorization processing—while providing the administrative and secretarial support for the entire Compensation section. Ask Peggy for information regarding compensation procedures, policies and guidelines. If she doesn't have the answer to your question herself, she can help you find the right person to ask.

Vashti Peagler's primary responsibility is to work closely with the faculty and staff of the College of Veterinary Medicine, Arts and Sciences, and Engineering and the Graduate School of Management. Through her work in *Staffing Services and Compensation*, Vashti has become knowledgeable about all levels of jobs throughout the university and thereby is able to recommend effective solutions to compensation related problems. Vashti provides consultation and advice to department heads, supervisors and employees to resolve compensation related issues.

Anita Harris works primarily with the School of Industrial and Labor Relations, the Law School, the College of Architecture, Art and Planning and Cornell Computer Services to ensure effective compensation practices. In addition to classifying and reclassifying jobs and assisting on special projects, Anita maintains close watch on trends in the labor market and economic factors that may impact Cornell's



The Compensation staff of University Personnel Services, clockwise from lower left: Vashti Peagler (left) and Anita Harris, compensation specialists; Peggy Reynolds, administrative aide; Judi Pulkinen, compensation specialist; Peggy Reynolds and Rosemary Stasek, Cornell student employee; David Yeh, compensation manager.

compensation program.

Judi Pulkinen works with faculty, administrators and staff of the College of Agriculture and Life Sciences, the School of Hotel Administration, and the Division of Facilities and Business Operations. Salary surveys of local, regional and national employers help Judi, and other members of the Compensation staff, keep up-to-date on salary trends.

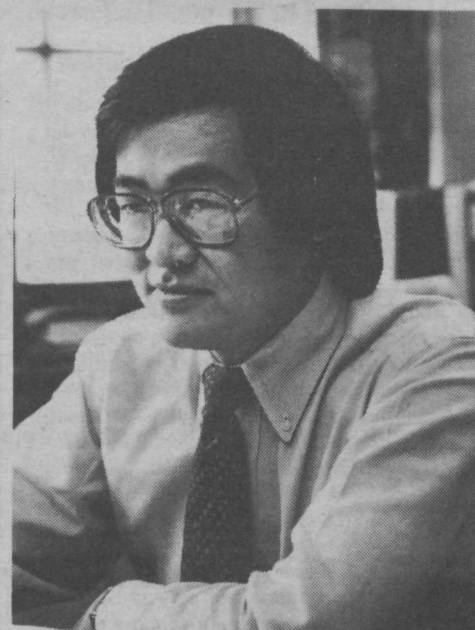
Vashti, Anita and Judi work with employees to resolve concerns and answer questions related to individual job classifications. Last year, the Compensation section responded to over 8,000 employee questions.

Alice Miller, Assistant Director of Personnel and David Yeh, Manager of Compensation, while ensuring that Cornell's pay program is effectively administered, also monitor trends, plan and develop improvements. In addition,

they spend time with supervisors and employees, answering questions and resolving problems.

By keeping on top of the unique issues and sensitivities within all administrative units, and simultaneously monitoring external labor market and economic trends, Compensation works to ensure equitable, responsive and competitive compensation practices throughout the University. The information gained from job descriptions and through reviews of positions aids the Compensation staff in that mission.

Questions concerning job descriptions, reclassifications, new classifications and salaries may be directed to Compensation at 256-7170. Peggy, Vashti, Anita, Judi, David and Alice are all available to answer your questions and hear your concerns about compensation policies, practices and programs at Cornell.



Goals and Objectives of the Employee Assembly

(Part Three)

By MARLENE REITZ

This third in a series on the goals and objectives of the 1983-84 Employee Assembly discusses the Personnel Policy Committee.

The Personnel Policy Committee was first established as an ad hoc committee. When the Assembly recognized the activity of this committee as continuous and extensive they voted in the 1982-83 season to modify the Charter and make this a standing committee. As defined in the Assembly Charter (revised 7/83) the Committee will consist of at least three members of the Employee Assembly and at least two

at-large members from the employee community. At present it has four Employee Assembly members and three members at-large. The general overview of the Personnel Policy Committee is to examine, review and comment upon personnel policies of the University, and report to the Assembly on all questions relating to personnel policy.

In 1982-83 and 1983-84, the Committee set goals and objectives to create directional guidelines. In 1982-83 these included: work toward the development of a computerized staffing system and skills roster; investigate progress in the area of employee transfers and

promotions; explore and publicize issues arising from employee transfers between endowed and state campuses; work for creation of a flexible benefits program; and develop an employee survey to poll campus employees' concerns and attitudes relating to their worklife. As an ongoing effort the Personnel Policy committee supports continued expansion of employee training programs and continued training of supervisors.

With these goals in mind the Committee met with Personnel representatives to discuss Employee Benefits including a dental plan for endowed employees and to address the issues

pertaining to benefits, separating state and endowed units of the university. In October 1982, the Committee began collaborating with Personnel on an employee survey with the hope of having a completed survey in the mail to employees before the end of the semester. *This survey has since been completed and interests/concerns raised by the Employee survey are being addressed by the Personnel Dept. via a series of articles in NETWORKING.*

The 1983-84 Personnel Policy Committee will continue with the previous year's goals plus the following: investigate the status of job

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Employee Assistance Program

How to Beat 'Scrooge Blues' During Holidays

Are you full of anticipation for the upcoming festive season, or is "Bah Humbug" your reaction to the holidays ahead? Both you and Ebenezer Scrooge may be suffering from a malady commonly referred to as the "holiday blues."

At holiday time there are many demands placed upon people. Some find it difficult to remain cheerful and bright at a time when more stress is placed on financial, physical and emotional resources. The holidays are often expensive, putting stress on already stretched budgets. Physically we place a strain on ourselves by eating and drinking more than normal and possibly exercising and sleeping less. We may use our emotional energy to the fullest. Our holiday joy may be colored with sadness or regret as we remember happy times in the past.

When "holiday blues" become severe it may be considered depression. Both depression and suicide rates increase during the holiday season.

If you have been feeling down lately you might wish to check the following list of symptoms of depression. If you find you have several symptoms it may be time to make some changes in your life or to get some help.



- Depression may cause:
1. An inability to concentrate and to make decisions;
 2. A change in sleep patterns, sleeping more or less or at odd hours;
 3. A feeling of being struck or immobility;

4. A change in eating habits;
 5. Restlessness or irritability;
 6. Sadness and/crying;
 7. Suicidal ideas or actions.
- These symptoms may appear gradually or come on fairly suddenly.
- What can you do about the "holiday blues"? Make sure you get enough rest and monitor what you eat and drink so that you don't feel like the over-stuffed turkey. Exercise is especially helpful when you are feeling blue.
- If you will be spending the holidays alone and are feeling lonely, try to schedule activities you enjoy to keep busy during this season.
- When the "holiday blues" get hold and won't let go and you are feeling overwhelmed by feelings of depression, talk to a trusted adviser or friend, call Suicide Prevention & Crisis Service at a 24-hour crisis number at 272-1616, or contact the Employee Assistance Program (273-7494) for help in banishing the "Scrooge-blues."



Plantations Plans An Open House Saturday, Dec. 10

A day of festivity on Dec. 10 makes a visit to The Garden Gift Shop at Cornell Plantations extra special. The annual Christmas Open House featuring a bake sale by volunteers and staff will be held from 10 until 4. Enjoy a glass of hot mulled cider while discovering the Garden Gift Shop's delights. Lavender and lilac perfume the air. Dainty tussie-mussies are edged with lace and ribbons. Pressed pansies and violets, caught in their summer glory, are delicately arrayed on greeting cards. Small baskets trimmed with tiny dried blossoms can be filled with any of a dozen types of fragrant potpourri. An enormous yellow poster, rimmed with botanical drawings, delves into the uses of over a hundred herbs and flowers.

The shop is tucked into a cozy corner of the ivy-covered headquarters building which overlooks the Herb Garden. Many of the cards and gifts are designed by local craftspeople, so items on the shelves are always changing. Currently on display is a selection of Norwegian Rose-maling, a folk craft which involves painting floral motifs on wooden bowls, boxes and kitchen utensils.

Extra-special gifts can be found in the Art Gallery. Visitors will recognize the prints of the "Yarb Woman," earthy, hard-working, indomitable, who stands at the edge of the Herb Garden. There are botanical woodcuts by Elfriede Abbe: water lilies, lavender, hibiscus, basil and many more. The shop also features original photographs by Cornell President Emeritus Dale R. Corson.

All profits from The Garden Gift Shop's sales help support Cornell Plantations, which manages the arboretum, botanical gardens, gorges, and other natural areas of Cornell University. At a time of year when most of the gardens have been put to bed for the winter, it is pleasant to stop in and enjoy the scents of summer blooms. The Garden Gift Shop, located on One Plantations Road (telephone 256-3020), is open weekdays from 8 until 4 (3:30 on Fridays) and 12 until 4 on weekends through December. Bring a friend!

Endowed Health Care Plan

Future Changes to Create Cost-Efficiency

Submitted by University Personnel Services

Today's health care costs are staggering. They account for almost ten percent of the nation's entire gross national product. In other words, one of every ten dollars spent for any reason in the United States now goes toward providing health care.

Why have these costs risen so dramatically? Three forces are mainly responsible for the continuing increase in the cost of proper health care:

- Inflation
- Increased demand for health care services
- Availability of a higher level of health care services due to the technological advances and other factors.

As health care costs continue to rise, it's not difficult to see that health care plan premiums will also increase accordingly. Over the last five

years, the cost of health care at the University has increased by over 115 percent, (more than double and well in excess of the rate of inflation). In view of this, it makes sense for both Cornell and employees to take every step possible to hold down the cost of health care.

As a result of the University's concern over the rapid rise of health care costs, several cost containment features similar to those instituted by New York State for the state-wide plan last January are now being investigated with the Aetna Insurance Company for implementation in July of 1984. A few examples of these are:

- Mandatory second surgical opinion for selected procedures
- Same day surgery, whenever possible
- Outpatient pre-admission testing
- Increased cooperation with Gannett Clinic in providing outpatient care services.

uals can help lower the cost of health care coverage without lowering the quality of your medical care. These include:

- Taking care of yourself
- Treating illness early
- Getting a second opinion
- Comparing prescription drug prices (use generic equivalents whenever possible)
- Discussing fees before treatment
- Checking all bills carefully.

Solving the problem of spiraling health care costs will require the efforts of both employers and employees. Employee Benefits is committed to working together with Cornell employees to reduce the cost of receiving quality care needed, but more importantly, to help avoid the high cost of health care services by remaining healthy. Additional information on this topic will continue to appear in *Networking*.

TIAA/CREF Investment Values

TIAA's Interest Rate

For the period from January 1, 1983 to February 29, 1983, 12¼%.

Value of a Single CREF Unit

December 30, 1982,	\$55.73
September 30, 1983,	\$67.02
October 31, 1983,	\$65.95

You may call TIAA/CREF's toll-free number (800) 522-5622 (from within New York State), for a daily report on the investment experience of the CREF common stock portfolio.

Yields for U.S. Savings Bonds Held for Five Years or More

Bonds Purchased	Annual Percentage Rate for the First Semiannual Period
Through April 30, 1983	11.09%
May 1, 1983-Oct. 31, 1983	8.64%
Nov. 1, 1983-April 30, 1984	9.38%

Bonds purchased before November 1, 1982 must be held to their first interest-accrual period beginning on or after November 1, 1987. This affects bonds purchased as far back as Nov. 1, 1947 if they are held to at least Nov. 1, 1987.

Blue Light Escorts

The Blue Light Escort Service is largely composed of student volunteers. However, staff and faculty volunteers are being sought for the service, to accompany students across campus at night as a deterrent against rapes and other possible assaults.

Students and other members of the Cornell community wishing to volunteer their service to the program should contact Lt. Alex vonGordon at the Department of Public Safety, G-2 Barton Hall. For further information telephone 256-7406, during normal business hours.

Networking Deadlines

Dec. 13 (for Dec. 22 Holiday Issue)
Jan. 3 (for Jan 12 Issue)

Articles may be submitted to Mary Jamison, Rm. 110 Olin Library; Donna Updike, Rm. 3M11, Martha Van Rensselaer Hall; Linda English, NAIC, Inc., Research Park, 61 Brown Road.

Obituaries

May you be comforted in knowing that others are sharing your sorrow.

Lance Cpl. John J. Ingalls, 19, was buried in Interlaken on Monday, November 7. The 1982 graduate of South Seneca High School was killed in combat in Lebanon on October 23. Our sympathy goes to his family. John's mother, Priscilla Ingalls, is an administrative secretary in Materials Science Engineering.

In Memorium

Sally (Sarah) Brewer, who worked at Olin Library from 1965 - 1982, died November 20, 1983. She became disabled with cancer in November of 1982 and fought a valiant fight for almost a year. During these many months, she was always the cheerful one, and her cheerful-

ness, strength and courage will long be remembered by her co-workers. We will miss her, but are the better for having known and loved her.

Hyla M. Fires, a former member of the Catalog Dept., Olin Library died on November 22, after a long illness. Having worked in the Library from 1965-75, she is remembered as a dedicated, hard working colleague with a good sense of humor.

Jack Worth, member of the Circulation Dept., Olin Library since 1966 died recently after an extended illness. Jack had a Master's degree in Social Work. Because of his concerns about education, he helped a number of young people through his lifetime.

Our sympathy is extended to the families of all our former colleagues and friends.

Employee Calendar

Events of Particular Interest to Cornell Employees

Thursday, December 8. Cornell Careers—Writing Effective Resumes, 12:15 p.m., 202 Uris Hall;

University Assembly Meeting, 4:45 p.m., 212 Ives Hall (tentative).

Saturday, December 10. Second Annual Holiday Dinner Dance, 6:00 p.m., TC3 Cafeteria.

Saturday, December 17. CRC Children's Holiday Party, 2:00 p.m., Helen Newman Lounge.

Tuesday, December 20. Brown Bag Lunch sponsored by Employee Elected Trustees, noon, Martha Van Rensselaer Hall, Faculty Lounge;

Student Assembly Meeting, 5:30 p.m., 202 Uris Hall.

Wednesday, December 21. Employee Assembly Meeting, 12:15 p.m., B-8 Roberts Hall.

Friday, December 23, through Friday, December 30. Winter holidays.

Wednesday, January 4. Employee Assembly Meeting, 12:15 p.m., B-8 Roberts Hall (tentative).

Wednesday, January 4, through Friday, January 13. Cornell Recreation Club — Hawaii Trip.

Friday, January 13, through Sunday, January 15. Cornell Recreation Club—Tennis Tournament in the Cornell Bubble.

Wednesday, January 18. Employee Assembly Meeting, 12:15 p.m., B-8 Roberts Hall (tentative).

Thursday, January 19. Monthly Employee Breakfast/Lunch with Administrators. Jim Spencer, Vice Provost, 7:15 a.m., Memorial Room, Willard Straight Hall.

Wednesday, February 1 through Monday, February 20. Employee Assembly Trustee Election, petitioning (tentative).

Wednesday, February 1. Employee Assembly Meeting, 12:15 p.m., B-8 Roberts Hall.

Thursday, February 2. Monthly Employee Breakfast/Lunch with Administrators, President Rhodes, 1:00 p.m., Robert Purcell Union.

Employees Have Breakfast Meeting With Senior Vice President Herbster

The second Breakfast with Administrators for November was held on Tuesday, Nov. 15th in the Elmhirst Room of Willard Straight. Sr. Vice President Bill Herbster was guest speaker and explained to the wide range of employees in attendance that his duties and responsibilities include the overseeing of overall operations of the University.

Some of the major concerns and interests discussed included parking and transportation, improvement of recreational facilities on campus for employees, possibility of flexible benefits package, improving of communications between administrators, faculty and staff, why departments are charged with overhead costs, and day care.

Vice President Herbster urged all employees to contact the Employee Assembly on any other matters of concern.

If you would like to attend a breakfast or luncheon with an administrator, please contact either Mary DellaValle, Chairperson of the Employee Assembly, or Marisue Bishop in the Office of the Assemblies.

Cornell Recreation Club

Dec. 10: Second annual Holiday Dinner Dance, TC-3 Cafeteria.

Jan. 4-13: HAWAII TRIP. 80 Cornell staff members and their families have signed up for this trip so far (maximum capacity 100). Call the CRC Office promptly if you're interested in joining them. The cost is \$775 per person for CRC members. \$800 per person for non-members and covers all expenses except food and entertainment. The group will fly American Airlines to Hawaii and stay at the Holiday Inn Makai.

Personnel Notes

Cornell Careers

Today, Thursday, Dec. 8. Tom Devlin will speak about "Writing Effective Resumes" at the last Cornell Careers after kicking off this year's series at which he advised attendees about planning their job search strategy. As Director of the Career Center for the past five years, Devlin has been involved in career counseling for over ten years.

Cornell Careers will resume in March, the second Thursday of the Month, at 12:15 - 1:15,

in 202 Uris Hall, with more advice planning, career changes and conducting a job search at Cornell. The spring '84 announcement will be published in the Cornell Chronicle, and posters will be distributed across campus departments.

No Lump Sum

Employees are again reminded that the Employee Benefits section cannot accept lump sum contributions to the Tax-Deferred Annuity Plan. IRS regulations require that all contributions must be made through payroll reduction over the course of the year.

Inclement Weather Policy and having it utilized more appropriately was achieved. Through discussions with Personnel it was reported that there should be no differences of benefits between statutory and endowed units by July 1983. The Committee suggested ways for the Personnel Department to assist employees with transfers between the two units, which included a brochure highlighting procedures and problems in transferring.

The Committee also has a charge to monitor the Advanced Benefits Task Force. This Task Force is not a committee of the Employee Assembly but appointed by the Personnel Office. There is one Employee Assembly member, appointed by Personnel to serve on this Task Force. This Task Force, comprised of representatives from the various constituencies has been responsible for implementing changes in employee benefits.

Assembly Objectives

Continued from Second Page

classifications and job descriptions seeking input on any revisions; help to implement, with the Division of Extramural Courses, the offering of evening courses; and investigate the selection process with attention to external search procedures and internal promotion opportunities.

With the Assembly well into its 1983-84 season, a tentative proposal for the University to contribute to the cost of adopting a child was formulated by the Personnel Policy Committee, which was presented to the Assembly for discussion and input. The Committee is now working with Personnel on the feasibility of establishing a workable Adoption Policy.

Other issues discussed with Personnel include the Inclement Weather Policy and difficulties occurring from the differences between statutory and endowed units. Clarification of the

Questions & Answers

Q: Has there been any change in the volume of job applications or employee transfer requests which could be attributed to the publication of Job Opps in the Chronicle? Has there been any other effect?

— an employee

A. While the publishing of the *Job Opportunities* list was in direct response to employee requests for more individual access, it has had no observable impact on the number of transfer requests or applications.

However, according to the News Bureau, the Chronicle's circulation has increased by nearly 1,000 since the *Job Opportunities* list has been included. Approximately 16,000 Chronicles are distributed each week on the Ithaca and Geneva campuses, as compared to the former weekly distribution of some 700 separately published *Job Opportunities* lists.

Employment activity fluctuates seasonally; in the last few weeks, there has been a decrease in both transfer requests, applications and number of posted vacancies. There seems to be no variation in this activity from the trends we have seen in the past. We have had fewer requests for detailed information related to vacancies, however, which may indicate more effective communication through the Chronicle. Also, individuals have expressed satisfaction about the availability of *Job Opps* in the Chronicle.

Alice Miller,

Assistant Director of Personnel,
for Compensation and Staffing.

Q. If the child of a Cornell employee covered under the family plan of Aetna takes a leave of absence from study at the University or defers admission to a school or college, is the child still covered during that period?

Anonymous

A. No. Children age 19 to 25 may continue to be covered by the Cornell Health Care Plan only if they are unmarried and either registered as a full-time student or on approved medical leave of absence from the institution regularly attended. Proof is required when submitting claims.

Nan Nicholas
Benefits Specialist

Q. Is employment by the University of a child's step parent sufficient to qualify for CCTS, or must the employee be a natural or adoptive parent?

Anonymous

A. A Cornell employee with step children is eligible to receive benefits for those children under the Cornell Children's Tuition Scholarship Plan. In addition, other eligible children for CCTS include natural born children, adopted children, or foster children provided the foster child has been supported by and is living in the house of an entitled employee for at least five years prior to applying for CCTS.

Dell Feierstein
Benefits Specialist

Employee Assembly Forms Parking/Traffic Group

An ad-hoc committee has been formed by the Employee Assembly to investigate transportation and/or parking concerns of employees. This committee will report back to the Employee Assembly and the Committee on Transportation Services (COTS), summarizing employee concerns and interests and will make recommendations. Committee members are: George Chevalier, Ch., Carol Cook, Don Enichen, Dot Messenger, Secy. One vacancy on the Committee still exists, and interested employees should contact the Employee Assembly Office at 165 Day Hall.

If an employee or faculty have concerns, or suggestions regarding transportation or parking needs, please submit them in writing to the Ad-Hoc Transportation Committee, c/o Office of the Assemblies, 165 Day Hall.

Q. Both my husband and I are endowed employees at Cornell. Our children are all over the age of 21 and are not students. Would it be to our advantage to each enroll for coverage. Is there any difference in the plans?

Anonymous

A. If both you and your husband are employed on a regular full or part-time basis in an endowed division, at present, it would be to your advantage to each enroll for single health care coverage since there is no cost for single coverage for the employee. There is no difference in the level of coverage between the family and single plans.

Nan Nicholas
Benefits Specialist

Q. Does our health care plan pay for voluntary sterilization?

Anonymous

A. Yes. Charges for voluntary sterilization will be reimbursed by Aetna at the rate of 100 percent of the reasonable and customary charges for the services rendered. This was one of the changes made in the plan at the time of the change to Aetna.

Pat Cooke
Benefits Assistant

Classified Ads

WANTED TO RENT: 3 Bedroom House or apartment in Dryden school district. Reasonable rent and utilities. Family with 2 children. Contact Sandy at 256-3180 or 844-9480.

FOR SALE: Home Comfort Wood Cook Stove, warming oven, water reservoir, excellent condition, \$550 negotiable. Bernie Cook, 564-9375.

WANTED: Maple Syrup Evaporator to assist in expanding small business. Bernie Cook 564-9375.

FOR SALE: 1979 2 dr. Subaru, std. trans. good condition, new tires, 47,000 miles, \$1,500. Telephone: 257-6136.

WANTED: Full Size Refrigerator, good condition, for Employee Breakroom. Contact General Stores - 256-5121.

FOR SALE: 1975 Honda CVCC 5 speed, new tires, good battery, front fenders replaced by Honda Corp. \$300. Call Elaine 256-4921 or 564-3619 evenings.

RIDESHARING ADS:

RIDE WANTED: Would like to join carpool (or start one if anyone's interested) From: Elmira (southside); Building; Ives Hall; Hours: M-F, 8:00-4:30; Please call Jackie at 6-4987 if interested.

RIDERS WANTED: For weekend trips. Call Carol 272-9409.

RIDE WANTED: From Richford or Harford Mills to Cornell. Hours: 7:30 a.m. - 4 p.m., flexible. Interested in riding only. Call Rita at Vet Research Tower, 6-5454, x2524.

Please submit all classified ads and ridesharing ads to Linda English, NAIC, 61 Brown Bd./Res. Park via campus mail. The deadline for the Dec. 22nd issue of Networking is Dec. 13.

Advisory Board

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