

A Saddened Holiday on Campus Two Women Students Killed by Gunman

The Tompkins County district attorney's office, Ithaca Police Department and the Cornell Department of Public Safety are continuing their investigation into the Dec. 17 murders of two freshmen women and the attempted suicide of the alleged killer.

Young Hee Suh, 19, of 40-05 Ithaca St., Elmhurst, Queens, and Erin Coleen Nieswand, 18, of 14 Flintlock Drive, Long Valley, N.J., roommates at 7361 North Campus Low Rise #7, were shot and killed in their room at approximately 11:50 p.m. Dec. 17, according to Ithaca Police.

Su Yong Kim, 26, of 3404 34th Ave., Astoria, Queens, allegedly shot the women, then fled in his car, police said. When he was forced off Route 366 by law enforce-

ment officers, Kim shot himself in the head, they reported.

Kim was taken to Upstate Medical Center in Syracuse where he was listed in serious condition on Monday. He is not a Cornell student, university officials said.

Suh was reportedly dead at the scene of the shooting. Nieswand died at approximately 5 a.m. Dec. 18 at Upstate Medical, where she had been transferred from Tompkins Community Hospital.

Suh was enrolled in the New York State College of Human Ecology. Nieswand was a student in the College of Arts and Sciences.

President Frank Rhodes issued the following statement on Dec. 18:

"My heart goes out in sympathy and love to the parents, families and friends of the two victims of this senseless tragedy. It's hard to convey the sense of sorrow and dismay that the whole Cornell community feels at this outrage. There's a particular sense of shock that such an act of mindless violence should occur anywhere, but especially on a university campus, a place dedicated to friendship and trust. Everything possible is being done to care for those whose lives were touched by this heartbreaking occurrence."

In another statement issued Dec. 18, William D. Gurowitz, vice president of campus affairs, said:

"President Rhodes has already ex-

pressed our feelings of shock at this tragedy, and our deep sympathy for the families and friends of the two victims. The episode is over. The alleged assailant is in custody. The Ithaca police, with the assistance of Cornell's Department of Public Safety, are conducting a full investigation of this matter. University operations, including examinations, will continue as scheduled."

Any student affected by the shooting who requests permission to miss or postpone a final will be given special consideration by the faculty, according to Gurowitz.

President Rhodes at Memorial Service:

"This was love—a caring love and a costly love..."

A memorial service was conducted in the Chapel of Anabel Taylor Hall Tuesday night "to celebrate the lives of Young Hee Suh and Erin Coleen Nieswand," in the words of President Frank Rhodes.

One of several speakers at the service, Rhodes said that "even in the sharpness of death there is much to cherish."

Members of the Korean Society to which Suh belonged, spoke in Korean and English, one saying, "Let each drop of tears not just evaporate...but become seeds of growth, maturity and love for others."

The service was sponsored by the Korean Church at Cornell.

Others providing personal reflections during the hour-long service were fellow students and friends Bernadette McGowen and Margaret Smith, and Dean of Students David Drinkwater, who read from letters and statements of several other friends.

Portraits of Suh and Nieswand drawn by Euiduk Han of the School of Fine Arts were displayed in the lobby at the entrance to the chapel. The lobby also contained chairs for the overflow crowd from the chapel.

Protestant and Catholic clergy who of-

fered prayers at various points during the service were the Rev. Ronald S. Place, the Rev. Douglas Hoffman, the Rev. Catherine Hooper, the Rev. Robert L. Johnson and the Rev. Michael Mahler.

In his remarks, President Rhodes said, in part:

"Even in the sharpness of death there is much to celebrate, much to remember, much to cherish. We remember with gratitude two talented and dedicated and energetic and remarkable young women. From very different backgrounds, thrown together as roommates four brief months ago, starting with little in common, they came to know and then to respect, and then to support and to love one another."

"So those distant roommates rapidly became close friends, and that friendship was infectious because it reached out and touched others drawing those who lived in their suite into a web of family relatedness. I was conscious of this on Sunday as I talked to students, who had been touched, enriched, encouraged, supported by these two remarkable young women. Little, nameless, unremembered acts of kindness

and love were remembered and were named over again.

"But this was much more than simply neighborliness or social convenience. This was love—a caring love and a costly love. It was love that led Young Hee to plead with her attacker to spare her suitmates. It was her love that literally saved their lives. And it was love that brought Erin to that room. She left a party when Young Hee called her to ask for help. It was her love that took her to that place. 'Greater love hath no person than this—to lay down his life for his friend.'"

"If that shining example were all, there would still be much to celebrate, much for which to give thanks. But there is more, because this is a Christian service and this is the height of the Advent season."

"The message of Advent is simple and unambiguous and decisive. It is that at the darkest hour of the night, in the shortest days of the year, light comes. It is within the coldest depths of winter that radiance breaks forth. It is in the midst of calculated malice that reconciliation is heralded. It is to our species and our creation, doomed to

death, that life is offered, and in the shadow of envy and hate that love is born.

"Surely this is the truth behind the tragedy—that love is the greatest force in the world. It outlasts everything else. It overcomes everything else. It redeems everything else. It overcomes even death itself, that last enemy that awaits us all."

"Even in our grief, and our sorrow and our pain we must grasp that true legacy of these two young women. And their true legacy, their true memory, is not of violence and not of tragedy and not of death, but in the end a legacy of love—a love that cares and gives and prevails even over death."

"This university and all universities are dedicated to knowledge and reason and dissent, but without love that knowledge is barren. Young Hee and Erin had inspired and challenged and redeemed each of us in this place tonight, each of us as a member of this Cornell community—redeemed us by love, costly love, in action."

December 22, 1983

Please Post

Number 50

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 CUINFC 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.

Holiday Schedule: Requisitions received after noon, Friday, December 9, through Friday noon, December 16, will appear in the December 22 issue of the Chronicle. Requisitions received after noon on Friday, December 16, through Wednesday, December 21, will appear in the January 5, 1984, issue of the Chronicle.

Administrative/Professional

***Position: Applications Programmer I**
Department: Vet. Medical Computing Facility
Description: Provide computer programming support and develop programs using the MUMPS language for applications in the NYS College of Veterinary Medicine.

Requirements: Bachelor's degree or equivalent in computer science. Computer programming skills required. Some on-the-job computer programming experience in a high level language.

Hiring Range: \$12,500-\$20,700
Job Number: P501

***Position: Staff Writer II (Repost)**
Department: University Development
Description: Write letters, brochures and articles which have a fund raising and/or public relations purpose. Supervise the production of the Development tabloid, Communicate. Gather information from and participate in planning meetings with various members of University staff.

Requirements: Bachelor's degree or equivalent. Some fund raising, higher education or advertising environment. Ability to write creatively in a variety of styles (formal, promotional, academic and journalistic). Send writing sample, cover letter and resume by January 13, 1983.

Hiring Range: \$12,500-\$20,700
Job Number: P407

Position: Senior Research Support Specialist
Department: Agricultural Economics

Description: Responsible for the planning, conducting and reporting research on the economic, financial and technical aspects of alternative biotechnology products and processes relevant to agriculture and the food industry. Position funded until 9/30/87, extension based on continued funding.

Requirements: M.S./Ph.D. in economics or agricultural economics. Course work in biological sciences or chemistry helpful. Knowledge and demonstrated use of computers, economic theory, quantitative methods and techniques of risk analysis required.

Hiring Range: \$15,500-\$26,500
Job Number: P491

Position: Coordinator of High School Programs (Repost)

Department: Division of Summer Session, Extramural and Related Programs

Description: Responsible for the planning, development and execution of Cornell University's Summer College, Introduction to Architecture and Freshman Summer Start Programs including 850 students.

Requirements: Bachelor's degree or equivalent. Master's degree in higher education administration preferred. Some experience in marketing (including post-secondary admissions), program administration, academic program development, counseling.

Hiring Range: \$12,500-\$20,700
Job Number: P452

Position: Research Support Specialist II
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. Physically 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

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: Physiology

Description: Financial responsibility for the Department of Physiology, NYS College of Veterinary Medicine and Section of Physiology in the Division of Biological Sciences. Duties include funds from three colleges, state funds, federal funds and other funding agencies.

Requirements: A.A.S. degree or equivalent in accounting or business. Medium typing. Extensive experience in statutory accounting procedures. Knowledge of rules applying to outside agency funding.

Hiring Range: \$11,875-\$14,412
Job Number: C501

***Position: Administrative Aide, GR19**

Department: Human Ecology Placement Office

Description: Assist Director in carrying out administrative duties. Receive visitors; type correspondence and data; handle inquiries (telephone and in person); prepare monthly job bulletin and placement report; prepare library orders; oversee work study students; make referrals; arrange travel; represent office during Director's absence; initiate projects; conduct reports and seminars.

Requirements: A.A.S. degree or equivalent. Medium typing. Interest and/or experience in career development or student services. Some secretarial experience. Excellent interpersonal and communication (written and oral) skills. Knowledge of word processors and computers helpful.

Hiring Range: \$10,595-\$12,852
Job Number: C502

***Position: Secretary, GR18**

Department: Human Service Studies

Description: Provide secretarial support for several department faculty. Duties include typing class materials, reports, correspondence, manuscripts, standard and travel vouchers; answering telephone; arranging travel; ordering texts; handling mail.

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

secretarial experience in an academic setting desirable. Strong interpersonal and communication (written and oral) skills. Knowledge of computers helpful. Transcription skills.

Hiring Range: \$10,000-\$12,163
Job Number: C503

***Position: Office Assistant, GR18**

Department: Dean's Office, Arts and Sciences

Description: Act as receptionist; answer telephone for Records and Scheduling Office; assist students and staff at counter; typing; evaluate credit and process paperwork for internal transfer and dual degree students; assist with course scheduling, changes, academic "actions", graduation.

Requirements: H.S. education or equivalent. College course work preferred. Medium typing. Some office experience. Strong interpersonal and communication skills. Ability to work in a complex, active environment. Ability to do detailed work accurately.

Hiring Range: \$10,000-\$12,163
Job Number: C504

***Position: Secretary, GR18**

Department: Consumer Economics & Housing

Description: Duties include typing class material, research proposals, reports, manuscripts, search materials and correspondence; answering telephone for 12-15 faculty; arranging meetings; making travel arrangements.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Medium typing. Some office experience. Strong interpersonal and communication (written and oral) skills. Ability to use ten key calculator, mimeograph, ditto machines. Willingness to learn word processor. Shorthand helpful. Machine transcription.

Hiring Range: \$10,000-\$12,163
Job Number: C505

***Position: Secretary, GR18**

Department: School of Mechanical & Aerospace Engineering

Description: Duties include typing correspondence, technical manuscripts; filing; answering telephone; bookkeeping.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Heavy typing. Some secretarial/bookkeeping experience. Familiarity with Cornell procedures desirable. Strong organizational, interpersonal and communication (written and oral) skills. Knowledge of technical typing/word processor helpful.

Hiring Range: \$10,000-\$12,163
Job Number: C506

***Position: Circulation/Reserve Assistant, GR18**

Department: Law Library

Description: Responsible for all daily operations of the Circulation Desk. Train student assistants in circulation procedures; open the Law Library five days a week; file looseleaf services. Other duties as assigned.

Requirements: H.S. education or equivalent.

Cornell Chronicle

Editor, Randall E. Shew. Staff writers, H. Roger Segelken, Robert W. Smith, Barbara Jordan-Smith, Martin B. Stiles. Photographers, Sol Goldberg, Charles Harrington. Circulation Manager, Joanne Hanavan.

(USPS 456-650)

Published weekly during the academic year and once each in June and August. Distributed free of charge to Cornell University faculty, students and staff by the University News Bureau. Mail subscriptions, \$13 per year. Make checks payable to Cornell Chronicle and send to Editorial Office, 110 Day Hall, Ithaca, N.Y. 14853. Telephone (607) 256-4206.

Second-Class Postage Rates paid at Ithaca, N.Y.

POSTMASTER: Send address changes to the Cornell Chronicle (USPS 456-650), Cornell University, 110 Day Hall, Ithaca, N.Y. 14853.

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.

Continued on Page 11

Job Opportunities

Continued from Page 2

College degree preferred. Light typing. Some library experience. Strong organizational, interpersonal and communication skills.

Hiring Range: \$10,000-\$12,163
Job Number: C507

***Position:** Secretary, GR18

Department: Human Development and Family Studies, New York City

Description: To carry out secretarial activities for the NYS Head Start Training and Resource Center's Field Office in New York City. Major responsibilities include typing; tracking of on-site reports from Assistant Director, three trainers and consultants; arranging travel for trainers and consultants; telephone contact with H.S. grantees; preparation of agendas and training material for group training activities including workshops and seminars in various locations in the state.

Requirements: H.S. education or equivalent. Business or secretarial school preferred. Some secretarial experience. Strong interpersonal and communication (written and oral) skills. Knowledge of word processing helpful.

Hiring Range: \$10,000-\$12,163
Job Number: C508

***Position:** Interlibrary Service Assistant, GR16

Department: Interlibrary Services/Olin Library

Description: Prepare interlibrary loan material for mailing; discharge returned interlibrary loan material; type invoices, charge cards; file; search lending requests; compile statistics.

Requirements: H.S. education or equivalent. College course work preferred. Medium typing. Some library/office experience. Ability to work with foreign languages. Strong organizational, interpersonal and communication skills.

Hiring Range: \$9,040-\$10,881
Job Number: C509

***Position:** Office Assistant, GR14

Department: Ornithology

Description: Provide clerical support to Laboratory staff. Duties include answering telephone; typing; filing; handling mail; providing back-up to bookshop. Other duties as assigned.

Requirements: H.S. education or equivalent. Medium typing. Some office and cash register operating experience. Strong organizational, interpersonal and communication skills.

Hiring Range: \$8,200-\$9,811
Job Number: C5010

Position: Secretary, GR20

Department: Graduate School

Description: Provide

administrative/secretarial assistance to Assistant Dean. Performs routine receptionist/secretarial functions; maintain office accounts and files; work interactively with units in recruitment and admissions; process confidential materials; handle research projects as assigned. Other duties as assigned.

Requirements: A.A.S. degree or equivalent. Medium typing. Extensive secretarial/administrative experience. Strong organizational, interpersonal and communication (written and oral) skills. Ability to work in a complex, active environment. Knowledge of Xerox 860 word processor. Sensitivity to different cultures essential. Facility with Spanish helpful.

Hiring Range: \$11,180-\$13,606
Job Number: C491

Position: Administrative Aide, GR20

Department: University Admissions Office

Description: Responsible for written correspondence; handling inquiries (in person and telephone); preparing travel forms and purchase orders; formatting data tables, drawing graphs, handling special projects as assigned.

Requirements: H.S. education or equivalent. Medium typing. Extensive secretarial/administrative experience. Strong organizational, interpersonal and communication (written and oral) skills. Familiarity with Cornell procedures desirable. Ability to figure percentages and draw graphs from raw data. Knowledge of word processing/computer desirable.

Hiring Range: \$11,180-\$13,606
Job Number: C492

Position: Accounts Assistant, GR19

Department: Travel Office

Description: Duties include balancing monthly accounting statements; balancing and processing American Airlines semi-monthly billings and

weekday ticket report; receiving, confirming and billing Cornell Club of New York; correspondence on refunds; answering telephone; composing daily ticket report.

Requirements: H.S. education or equivalent. Course work in business preferred. Some accounting and bookkeeping experience. Strong interpersonal and communication skills. Familiarity with Cornell accounting system desirable.

Hiring Range: \$10,595-\$12,852
Job Number: C493

Position: Secretary, GR18

Department: Geological Sciences

Description: Provide secretarial support to department faculty and graduate field representative. Duties include typing correspondence, technical manuscripts; answering telephone; filing; handling appointments, graduate files; handling special projects as assigned.

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 word processor helpful.

Hiring Range: \$10,000-\$12,163
Job Number: C494

Position: Library Aide, GR16

Department: Albert R. Mann Library

Description: Duties include shelving materials and performing related collection management duties; working at the Circulation and Reserve Desks; responsible for providing preventive maintenance on photocopy machines; various clerical duties as assigned. **Requirements:** H.S. education or equivalent. College course work preferred. Light typing. Some library/office experience. Strong organizational, interpersonal and communication skills. Ability to do detailed work accurately. **Hiring Range:** \$9,040-\$10,981
Job Number: C495

General Service

***Position:** University Service Officer, CUSEU Grade Two PLEASE NOTE: This is a continuously posted notice, for recruitment purposes only. Positions are not always available. **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 administered by Staffing Services. U.S. citizen, age 21 or above, vision 20/20 or up to 20/40 (uncorrected) minimum physical limitations; ability to obtain pistol permit within 90 days of employment and driver's license within 30 days of employment; no criminal convictions. Good interpersonal skills (oral and written). Security check and physical examination required prior to appointment.

(Hiring Salary: \$5.83/hour)
Job Number: SC501

***Position:** Custodian, SO16

Department:

Statler Inn: Monday - Friday 6:00 a.m.-2:30 p.m., some weekends.

Buildings & Grounds: Mon.-Thurs., 6:00 a.m.-2:30 p.m.; Fridays 6:00 a.m.-1:30 p.m.

Description: Provide maintenance and custodial care of buildings and grounds in immediate vicinity of assigned area.

Requirements: Ability to use a variety of heavy power operated equipment, climb an 8' ladder and lift 50 lbs.

Hiring Range: \$4.30/hour
Job Number: SC501

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, GR21

Department: Biochemistry, Molecular & Cell Biology

Description: Assist in research on cultivated normal and transformed fibroblasts for membrane transport and other biochemical properties. Perform general protein purification methods; use radioisotopes; perform chemical syn-

thesis and cellular fractionations. One year appointment, possible continuation.

Requirements: Bachelor's degree or equivalent in chemistry, biological sciences or a related field. Some experience, preferably in a biochemical laboratory. Experience in general protein purification methods, the use of radioisotopes, chemical synthesis and fractionations helpful.

Hiring Range: \$11,875-\$14,412
Job Number: T501

Position: Research Assistant

Department: Boyce Thompson Institute (Contact Department Directly - See Below)

Description: Carry out studies in plant disease physiology, especially enzymatic degradation of cell wall materials. Assist in maintenance of fungal and bacterial cultures. Seasonal field work.

Requirements: B.S. or better in plant sciences or biochemistry. Familiarity with spectrophotometric and chromatographic assays desirable. Knowledge of plant pathology and mycology helpful.

Hiring Range: \$10,600-\$12,000

CONTACT DIRECTLY: Dr. Harry Mussell, Boyce Thompson Institute, 257-2030

Part-time

***Position:** Research Aide, GR19

Department: State Programs

Description: Prepare demographic and statistical documents of program applicants and participants. Assist in formation of program and projects. Other duties as assigned. Monday - Friday, 20 hours/week.

Requirements: H.S. education or equivalent. A.A.S. degree and/or college course work preferred. Medium typing. Experience in Cornell University Admissions and Financial Aid. Experience and/or course work in statistics or research methodology. Knowledge of computers helpful.

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

Job Number: C5011

***Position:** Office Assistant, GR16

Department: Unions and Activities

Description: Responsible for general office operations. Duties include answering telephone; coordinating room reservations and equipment rentals; receiving visitors; distributing mail; coordinating building information notices. Monday - Friday, 9:30 a.m. - 2:30 p.m.

Requirements: H.S. education or equivalent. Medium typing. Good communication skills (grammar, spelling, telephone) preferred. Adept in use of ten key calculator, machine transcription, mimeograph and ditto machines, word processing. Shorthand experience helpful. Experience in a public service office desirable.

Hiring Range: \$9,040-\$10,881/annual equivalent
Job Number: C5012

Academic

Please contact department directly.

***Position:** Faculty Positions (both non-tenure track and tenure track)

Department: Architectural Design

Job Number: A501

***Position:** Assistant Professor, Physiological Plant Ecology (preferred), two year position
Department: Ecology and Systematics
Job Number: A502

***Position:** Extension Associate II, CA5,

Equine Health

Department: NYS College of Veterinary Medicine, Diagnostic Laboratory

Job Number: A503

Position: Reference Librarian (Temporary

Position - Full-time for the spring semester)

Department: Mann Library

Job Number: A491

Position: Senior Extension Associate, CA8

Department: Cooperative Extension

Job Number: A492

Position: Assistant Professor, Plant Ecology

(Two year position)

Department: Section of Ecology and Systematics, Division of Biological Sciences

Job Number: A493

Position: Cataloger

Department: Catherwood Library, NYSSILR

Job Number: A494

Position: Latin American/Social Science Selector

Department: Olin Library

Job Number: A495

Graduate Bulletin

Reminder: The Graduate School Office will be closed from December 23 to December 30. The deadline for a January degree is January 13, 1984; no exceptions will be granted.

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.

January stipend checks for fellowship and traineeship recipients will be available beginning Monday, January 2, 1984. Checks for those students who have arranged to have their checks mailed to them will be sent during the week of January 2. Fellowship recipients who receive the January stipend check and subsequently fail 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.

We at the Graduate School would like to wish you a safe and happy holiday.

Off-Campus Housing Notes



Are you leaving Ithaca for the break? Before you go, consider the following security precautions:

1. Be sure to secure your valuables (keep them locked up and out of sight), take them home with you, or leave them with a neighbor who is going to be around.
2. Mark your belongings with an Operation I.D. engraver (available through Cornell Public Safety, G-2 Barton Hall, 256-7404). Make a list of each item, its serial number, purchase date and cost and keep it in a secure place.
3. Set your lights, radios and TVs on automatic timers.
4. Arrange for mail to be held by the Post Office and cancel or delay all other deliveries.
5. Arrange for a neighbor to check your

dwelling on a regular basis and to notify you or the police of anything suspicious.

6. Secure all doors and windows and do not leave or hide house keys around the premises.

For further information, and some useful pamphlets on crime prevention, contact Cornell Public Safety's Crime Prevention Unit (256-7404). Brochures are also available in the Off-Campus Housing section of the Dean of Students' Office, 103 Barnes Hall.

Residents for a Safer Collegetown, a neighborhood group concerned about residential crime prevention, will be meeting early next semester. For further information about this group or its goals contact Elaine Reynolds at 272-4082.

Best wishes for a safe and enjoyable break!

Brief Reports

Two Roads to Be Closed To Keep 'Private' Status

George Jessup Road and Brown Road Extension at Cornell will be closed for a 24-hour period from 7 a.m. Monday, Dec. 26 to 7 a.m. Tuesday, Dec. 27, according to William E. Wendt, director of Transportation Services at the university.

"The annual closings are required by state law to maintain these roads as private roads," said Wendt. Signs and barricades will be placed to prohibit vehicles from traveling the roads.

George Jessup Road is at the north-end of campus running east and west between Triphammer Road and Pleasant Grove Road. Brown Road Extension is at the Laboratory of Ornithology off Route 13 near the Tompkins County Airport.

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

No Bus Service Monday, Jan. 2

Although Monday, Jan. 2, is a legal holiday it is a regular working day at the university. However, there will be no bus service of any kind on campus that day,

according to William E. Wendt, director of Transportation Services.

But there will be open parking on campus, Monday, Jan. 2, with regular campus bus service resuming on Tuesday, Jan. 3. Wendt also pointed out that there will be no Ithaca-Dryden Transit Service on Monday, Jan. 2 but that the previously announced abbreviated intersession schedule for the service will resume Tuesday, Jan. 3. Holiday schedule information is also available on all buses.

College Teaching Course To Be Offered in Spring

A three-credit-hour course, Education 547, Improvement of College Teaching, will be offered in the spring semester for faculty and teaching staff who wish to develop skills and learn new techniques of instruction.

The concepts of teaching, learning, curriculum and governance will be used to guide practical activities designed to enhance instructional competence. An individualized approach will be used to help the college teacher improve performance by learning to conceptualize the teaching process. Participants will have the opportunity

to practice newly formulated principles of teaching based on their own experience, style and goals.

Videotape techniques will be used to provide a means of constructive analysis of teaching performance. Recent studies of concept mapping, structure of knowledge, science teaching, teacher thinking and evaluation provide the basis for criteria of teaching excellence.

The course will meet Tuesdays and Thursdays from 7 to 9:30 p.m. in 307 Stone Hall and will be taught by David Taylor-Way. Further information is available from the Department of Education, 256-2207.

Andrew D. White Bust Missing, Being Sought

Information is being sought concerning the whereabouts of an 18-inch marble bust of Andrew D. White, stolen from the dining room entrance in Risley Residential College. The fact that the bust, worth \$1,200, was missing was discovered Thursday morning, Dec. 8.

Mary Sue Pandl-Rogers, manager of dining said, "If the bust and/or a flatbed cart taken at the same time are returned, no questions will be asked." She can be notified by calling 256-5568.

Barton Blotter

Four persons were referred to the Judicial Administrator on various charges for incidents occurring over the period of Dec. 12 through 18, according to the morning reports of the Department of Public Safety.

The charges were altering a parking permit, forging academic papers, taking five record albums worth a total of \$79.41 from the campus store.

Another Christmas-type tree was stolen on campus in the worst rash of such thefts at this time of year over the past several years, according to Capt. Daniel Murphy of Public Safety. The tree, a Douglas fir valued at \$200, was taken from the Judd Falls area early last week.

Two wallets and a purse were stolen on campus with losses totaling \$199 in cash and valuables. One, a wallet containing \$110 in cash and valuables, was taken from the locker room of Teagle Hall.

Other thefts included a \$499 phone modem, taken from Uris Hall; \$700 in traveler's checks taken from Watermargin; \$60 worth of cassettes, taken from a car in Anna Comstock parking lot, and two steel chairs worth a total of \$462, taken from Phillips Hall.

Campus Transportation Plans to Be Aired

Hearings Planned in February and March

Open hearings will occur on campus in February and March to discuss major developments in transportation services over the next several years, according to William E. Wendt, director of Transportation Services. Changes will be proposed in parking facilities, transit routes, circulation and access corridors, parking permit policies and the rate structure.

Plans now under study include construction of a new peripheral free-parking area, "mixed use" of the B Lot, and construction of a central campus parking garage specifically for short-term use and the occasional daily needs of all community members. Plans include the eventual building of a parking facility in the general area east of Academic II on Lower Alumni Field or on Upper Alumni Field south of Tower Road.

Circulation improvements around the periphery of the campus are also anticipated to enable community members to have efficient access to the free lots and to relieve current traffic congestion.

"The idea is to increase the number of transportation options available for all community members — staff, faculty and students," said Wendt. "Different people have different frustration levels with parking and transit. The better the mix of

options the better we can meet individual needs."

The proposed new construction and other changes are needed to meet current parking shortages, relieve congestion and meet the future needs associated with proposals for athletic facilities in the Schoellkopf area, the planned expansion of the Statler Inn, construction of a biotechnology center and the Center for the Performing Arts in Collegetown, Wendt said.

Preliminary proposals are being prepared for community presentation and discussion by the Committee on Transportation Services of the University Assembly in early January.

Wendt said the Committee and University Assembly will review the plans and policy changes before they are presented to the Board of Trustees later this spring.

One of the key issues to be discussed is parking permits and fees. Wendt said "they are an important tool for orchestrating equitable use of parking areas and for managing and channeling traffic to and on campus. Local and countywide transit and transportation programs are directly affected by campus parking rates and options."

He said since the parking system was

established in the late 1960s there has been only one change in rates. Rates should be changed periodically to reflect the changing demands for parking and assist in rationing the prime locations that have the highest demand.

Plans now under study call for a fee to be charged for all B Lot parking. However, a new peripheral free-parking lot would be built on university property in East Ithaca, near the East Hill Plaza. This new facility would be serviced by expanded transit routes, and would complement the free parking at A Lot on the north campus. The lots are designed to catch traffic before it reaches the congested traffic lanes around and on the campus.

Another element of the plan calls for a parking garage at the northwest corner of Hoy Field to service visitors to the campus and Statler Inn. The garage would also provide short-term or daily parking to any community member at a short-term rate.

This would allow all employees — as well as students — the opportunity to park near their worksite on those occasional days or short stays when necessary. Otherwise, individuals would have the choice of peripheral parking on a regular basis, using transit services or purchasing a long-term

parking permit for any of several other areas.

Wendt reiterated that parking rates on the campus have an important relationship to providing areawide transit services. "The more people use transit, the more efficient service will become and the frequency of service will improve. Parking rates shouldn't discourage transit use. People need to understand how expensive daily travel really is, as well as the costs of building and maintaining a parking system," he said.

Wendt said he expects to have a full report on all the proposals now under discussion ready for publication in the "Chronicle" by the beginning of the new semester for everyone to review before the open hearings.

He said, "the planning is a step-by-step process that must take into consideration the concerns of everyone in the Cornell community. The open discussion provides an opportunity for the community to develop an overall understanding of all the issues involved and hear the varying levels of individual need and ways the system can respond."

Education Day Experiment Well Received by Area Students

The Education Day activities on campus last month, attended by more than 1,200 predominantly high school students from the Finger Lakes area, was by-and-large an outstanding success, judging by the scores of written comments received since the Nov. 17 event.

A number of recurring compliments along with some pointed criticism appear in the responses to a survey sent out by the Cornell Committee on Education and the Community which staged the two-hour series of lectures and cultural events.

A letter from a teacher of gifted students, who attended the events, expressed in glowing terms the overall feeling found in the hundred or so responses received:

"We hope you recognized the tremendous interest and enthusiasm that was generated

among the attending students. Cornell is a very special university. For our students from a small school district, it was a day to grow and dream."

While almost every activity of the day had its supporters the following comments reflect the vast majority of students and teachers who attended:

"The whole program was a very good idea because we were exposed to some of the extremely intellectual people of the world. I think it should be done again..."

"Dr. Maas' presentation opened my eyes to my blind obedience; (James B. Maas, professor of psychology spoke on mind control using films from the Candid Camera TV shows and other visual aids.)

"Dr. Sagan was intriguing as usual; (Carl Sagan, the astronomer, discussed the

effects of gravity on Phobos, a moon of Mars.)

"Dr. Urie Bronfenbrenner was very good, I like the way he asked questions of the people there." (Bronfenbrenner, the Jacob Gould Schurman Professor of Human Development and family studies and of Psychology, threw away his prepared text and developed the idea of a kind of individualism and conformity that creates a real sense of community. He spoke in response to what he apparently felt might be a misinterpretation of Maas' presentation on blind conformity.)

While Bronfenbrenner, Sagan and Maas were singled out most often, the other speakers in the program had their supporters.

Roald Hoffmann, chairman of the spon-

soring committee, Nobel laureate and the John A. Newman Professor of Physical Sciences, took part in a discussion on motivation in sports and academics along with Linda Lerch, women's basketball coach at Cornell, and Larry I. Palmer, a vice provost and professor of law at the university.

Rose Golden, professor of sociology, discussed the topic: "Can democracy survive the communications technology of the future?"

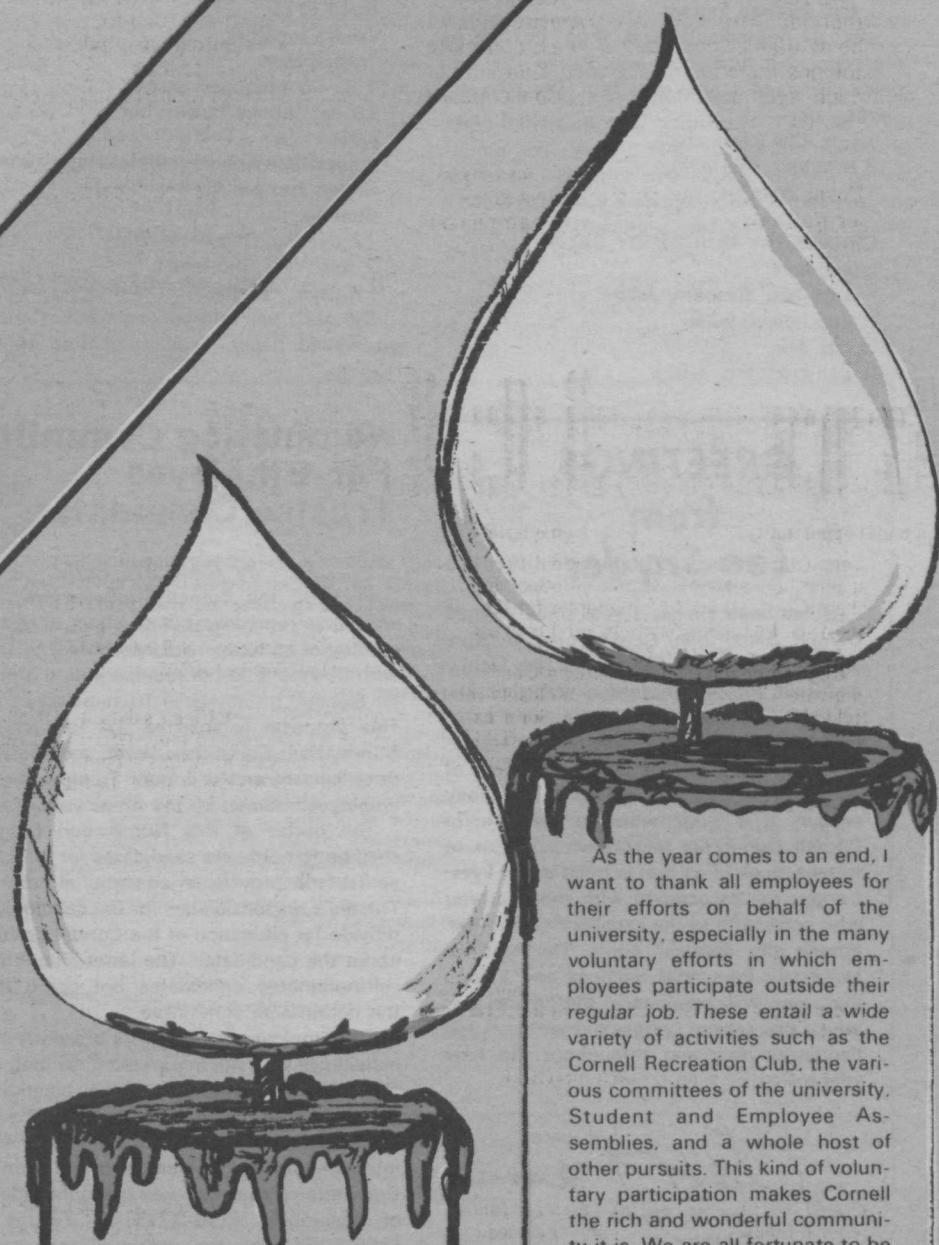
The newly education committee was formed as part of the university's continued commitment to its "Land Grant Mission" of service to the community at-large.

Groups or individuals wishing more information about the activities of the committee should call extension 6-8602.

NETWORKING

Volume 4, Number 12

Thursday, December 22, 1983



It is once again a pleasure to have the opportunity to wish you, your families and friends a wonderful holiday season.

At this time of the year, more than any other, people stop to count their blessings. I hope that you will find great satisfaction, as I do, with the fine working relationships and warm friendships which are to be found at Cornell.

Have a happy and healthy 1984.

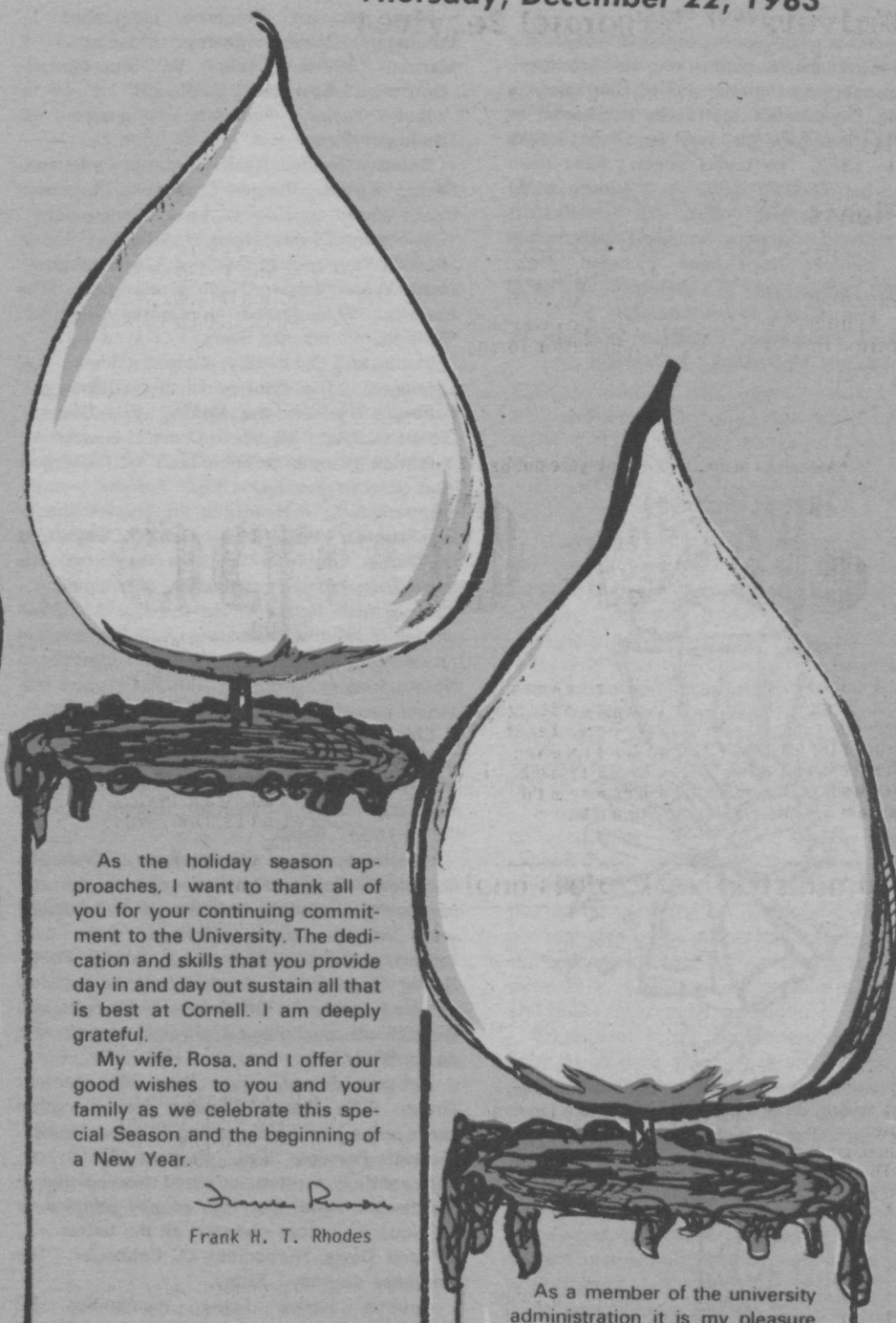
Bill Herbert
William G. Herbert
Senior Vice President

As the year comes to an end, I want to thank all employees for their efforts on behalf of the university, especially in the many voluntary efforts in which employees participate outside their regular job. These entail a wide variety of activities such as the Cornell Recreation Club, the various committees of the university, Student and Employee Assemblies, and a whole host of other pursuits. This kind of voluntary participation makes Cornell the rich and wonderful community it is. We are all fortunate to be able to work at Cornell and to be part of such a dedicated and excellent staff.

I want to wish each of you and your families and friends a joyous holiday season and a good new year.

William D. Gurowitz

Bill



As the holiday season approaches, I want to thank all of you for your continuing commitment to the University. The dedication and skills that you provide day in and day out sustain all that is best at Cornell. I am deeply grateful.

My wife, Rosa, and I offer our good wishes to you and your family as we celebrate this special Season and the beginning of a New Year.

Frank H. T. Rhodes

Frank H. T. Rhodes

As a member of the university administration it is my pleasure to extend to you our very best wishes for a memorable Holiday Season. The strength of the university depends to a great extent on the loyalty and dedication of its employees, and Cornell is fortunate in having staff members who truly exemplify these qualities.

W. Keith Kennedy

W. Keith Kennedy
Provost

SEASONS
GREETINGS

Potpourri of Literary Reflections Offered in Olin Catalog Department

By CINDY FOLEY

The end of each year occasions reflection: the major events, births, deaths, etc. are chronicled. In that spirit, an informal poll of Olin Library's Catalog Department staff was conducted in order to determine the most significant books read in 1983. The books needn't have been written/published in 1983 and criteria could have been enjoyment, utility, etc. Respondents were invited to comment on their selections and these remarks have been included. How, without further ado ... a potpourri of "good reads" from classic to contemporary.

Maggie Reinberger, Cataloger for Hotel Library books: "Moby Dick," H. Melville.



Mimi Moynes, Romance Languages LC Cataloger: "Seven Storey Mountain," T. Merton; "Winter's Tale," W. Shakespeare; "Brideshead Revisited," E. Waugh.

Barb Taylor, Romance Languages LC Cataloger: Bible.

Dorothy Grosser, Head, Romance Languages Team: "Barnaby Rudge," C. Dickens, "a rereading of what I consider Dickens' masterpiece."

Sherman Clarke, Head, Humanities Team: "FLO: A Biography of Frederick Law Olmstead," Laura Wood Roger; "Sons of Harvard," Toby Marotta; "W.H. Auden," Humphrey Carpenter; "Splendor," Edward Swift.

Michale Drabicki, Science/Tech. LC Cataloger: "The Stories of John Cheever," Cheever; "Harlem, the Making of a Ghetto," Gilbert Olofsky; "My Life in Court," Louis Nizer.

Patrick Stevens, Science/Tech. LC Cataloger: (and soon-to-receive his MLS diploma — congratulations!), "A History of the English Speaking Peoples," W.S. Churchill. "WSC deserved the Nobel Literature Prize for this work. His command of English and history is compelling;" "Escape from Sobibor," Richard Rushke, "Well written reconstructive history of Jewish revolt in an extermination camp;" "Our Marvellous Native Tongue," Robert Clairborne, "good historical survey of the development of English."

Claire Ward, Head, Science/Tech. Team: "Riddle Walker," Russell Hoban; "Beyond the Veil: Adventures of a Doctor in Saudi Arabia," Seymour Gray; "Thomas Mann: Diaries 1918-1937," Mann.

Kim Hardy, Music LC Cataloger: "Cinderella Complex," Colette Dowling; "Timely for me personally ... startling insights as to how and why women often sabotage their own careers/goals;" "Letters to a Young Poet," Rainer Maria Rilke, "wonderful classic on what work/art means;" "Off Balance," "insight into the difficult psychological/physical aspects of a dancer's life."

Deborah Joseph, Data Base Management Group: "Vile Bodies," Evelyn Waugh, "good satire, enjoyable 'light' reading;" "Oscar Wilde," Hesketh Pearson; "Cal," Bernard MacLaverly, "Thoughtfully written unbiased story of life in Northern Ireland. The lack of any political or religious prejudices makes it all the better."

Carol Davis, Humanities LC Cataloger: "The Immense Journey," Easley.

Cynthia Holick Foley, Humanities LC Cataloger: "The Journals of Sylvia Plath;" "Been Down So Long It Looks Like Up to Me," Richard Farina; "Pipers at the Gates of Dawn," Jonathan Cott; "Nature Studies," Margaret Sisson.

Arecibo Observatory Celebrates 30th

By GEORGE PETER

"Columbus broke the bounds of one hemisphere - the research that is conducted at the Arecibo Observatory is breaking the bounds of the world." Someone has said that what we know is finite; what we don't know is infinite. The 1,000-foot diameter radio telescope operated in Arecibo by Cornell University continues to look to the infinite."

These were some of the thoughts expressed at the Twentieth Anniversary celebration of the Arecibo Radio Telescope. Speakers included Dr. Tor Hagfors, present director and Dr. Frank Drake, former director. The featured speaker was Dr. William E. Gordon who was the first director of the Observatory and who conceived the idea for the facility.

The celebration was held at the Observatory on November 15. It was like old home week for some of us who were a part of the original team who went to Puerto Rico in 1960 to begin the project. The first four Puerto Ricans who were hired as engineers and technicians are still a part of the team.

The best part of the event was reuniting with old friends and colleagues.

The holiday message in all of this is that mingled with science and machines and the vastness of the universe is an even more powerful force which is the human element.

Recent Changes in Workers' Compensation

Contributed by University Personnel Services
Governor Mario Cuomo has recently approved an amendment of the New York State Workers' Compensation Law which increases the maximum weekly benefit rate for all individuals injured in the course of employment on or after July 1, 1983. The new maximum weekly rate for total disability has been increased to \$255.00 and new maximum rate for partial disability is now \$125.00 per week.

For further information about this benefit program, please consult the upcoming *Department Guide to Workers' Compensation* which is being distributed to supervisors. Employees can also phone Lauren Jacoby or Peter Tufford in Employee Relations at 256-7206 with questions about Workers' Compensation.

HOLIDAY RECIPES

Contributed by Margaret Seacord

CHOCOLATE COCONUT CANDIES

Mix together:

¾ Cup mashed potatoes

1 lb. Conf. sugar

4 Cups flaked coconut

1 tsp. Almond Extract

Mix all ingredients and drop mixture, a teaspoon at a time, onto wax paper. Roll into balls; chill ½ to 1 hour until firm. Then dip into coating of:

12 oz. Chocolate chips

2 tbs. veg. shortening

1½ tsp. paraffin

CRANBERRY BURGUNDY SALAD

Ingredients:

1 3 oz. pkg. Raspberry Jello

½ cup boiling water

½ tsp. salt

½ can cranberry sauce

½ cup Burgundy wine

½ cup finely chopped celery

Disolve jello in boiling water, add salt and cranberry and stir until well blended, add wine. Chill until slightly set, then add the celery.

BUCKEYES

Cream together:

1 stick Oleo

1 lb. Confectionary sugar

18 oz. Chunky Peanut butter

ADD:

3 cups Rice Krispies and let stand 20 minutes

Shape into balls

Coating:

12 oz. pkg. Chocolate chips

2 tbs. Veg. Shortening

1½ tps. Paraffin

Dip each ball into coating mixture and place on waxed paper. I use a slotted spoon for dipping.

GREETINGS from Lee Snyder

It has been almost a year since I joined Cornell. Since then, I have come to know and respect many members of the faculty and staff and am impressed with the skill, concern and dedication of Cornell's community members. The spirit of cooperation—which is so evident during this time of year—is not limited only to this holiday season; it is fundamental to the spirit of Cornell. During the season, when we pause to take stock of all that is good in our lives, I count my association with those of you who contribute to the excellence of Cornell among the greatest good. The staff of University Personnel Services and I hope that you will experience the many joys which this season brings, and we wish you happiness now and throughout the new year.

Lee M. Snyder
Director
University Personnel Services

Nominating Committee For Employee Trustee Candidates

By MARLENE REITZ

In 1982 the Cornell Trustees voted, along with other representative changes, to reduce the number of employee trustees from 2 to 1. Along with this reduction of representation a proposal for Election of Employee Trustees was adopted. This proposal established the formation of a Nomination Committee with membership of three current and/or former Trustees and three employees named by the Employee Assembly.

The duties of this Nomination Committee shall be to nominate candidates for the Employee Trustee, provide an educational program on Trustee's responsibilities for the candidates, and provide for education of the Cornell Community about the candidates. The latter should include self-nominated candidates not going through the nomination committee.

The Employee Assembly is presently seeking individuals who are interested in serving on this Nomination Committee. Since elections will start early in 1984, we need to have this Committee seated in early January. If you are interested in being a member of the Nomination Committee please call your name into the Office of Assemblies (256-3715) or George Peter (256-5274). The only restriction is that you are not a candidate for Employee Trustee.

Questions & Answers

Q. I have recently changed from a family health care plan to a single plan. I have not received my card yet (this is six weeks later). What do I do if I have to use the plan? Why is it taking so long?

A. If you are admitted to a hospital before receiving your identification card, tell the admitting personnel that you are insured by Aetna under Cornell's Health Care Plan. Employee Benefits, at 256-3936, can provide verification of coverage, if required.

If you need to purchase prescription drugs

before you receive your I.D. card, you can pay the full cost of the drug to the pharmacy and submit a claim form to Aetna for reimbursement (as you would do for many other types of medical expenses). Include your receipt, and any other itemized bills for other medical expenses you are claiming.

It normally takes four to six weeks from the date of enrollment to receipt of the plastic i.d. card. The process is now being reviewed to see if this time can be shortened.

Nan Nicholas
Benefits Specialist



Dedicated Service Award Winners —1983—

As 1983 comes to an end, the *Networking* board would like to salute all those dedicated employees who received the Dedicated Service Award during the year. They are:

Linda English
Gordon Brown
Gerry Thomas
Pat Baker
Bob Storandt
Marion Howe
Lacey Armitage
Diane Teare
Charlotte Murray
Gerald Kalk
Arletta Havlik

The nice thing about a place like Cornell is that there is a non-exhaustible supply of dedicated employees. The Dedicated Service Award is one way of formally recognizing employees for their service above and beyond the call of duty. If you know someone who you think should receive this award, fill out the form below and return it with supporting signatures and a paragraph or two stating why this person should receive the award. If you have questions about this procedure, please call Donna Updike, 6-4429.

Dedicated Service Award

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

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

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

For the **Dedicated Service Award**
I NOMINATE

Employee's name: _____ Phone: _____

Department: _____

Working Address/Phone #: _____

Person submitting nomination: _____

Dept./Address: _____ Phone: _____

Mail to: Donna Updike, E-200 MVR Hall.

A TIME TO CELEBRATE —AND HOPE

By ROBERT L. JOHNSON
Director, CURW

I participated in a meeting recently in which plans for a holiday party were considered. A couple of people spoke with feeling that the world situation hardly allowed for such merriment: "How can you even think about having a party with things the way they are?" Another person countered: "I don't care how black things look. We've lost our humanity when we cannot enjoy being together with friends and celebrating our hopes."

Maybe this is a problem for only a small minority. Many people seem ready to join a party at the drop of a hat. Nonetheless, the dark possibilities of nuclear catastrophe, regional wars, economic constraints and a tight job market all cast a pall over our holiday festivities.

It should give us some pause to remember that the source events for our holiday season (holidays being "holy days"), Hannukah and Christmas, both occurred in the context of military oppression and a rather bleak historical outlook. The victory of Judas Maccabeus over the Syrians celebrated in the Hannukah festival and the birth of Christ under the Roman occupation and the Massacre of the Innocents,

were both seen as signs of light in the whelming dark. Sometimes it helps to work back through the overlay of tinsel, popular myth and consumerist frenzy to the originating occasion of these festivals of hope.

Even the dour writer of Ecclesiastes, overcome with the brevity of our life and the vanity of it all, could commend that we "eat, drink and be merry" before the sureness of death and the necessity of toil. Which suggests that the enduring religious traditions did not use festival occasions to gloss over the hard realities of life but as occasions to discern the goodness amidst the bad, the light in the darkness, the hope along with the disappointments of life. On such occasions, our wills are challenged to kindle the sparks of hope.

*God rest you merry, gentlepersons,
Let nothing you dismay..."*

It doesn't require much of us to capitulate to the dark in cynicism. Some folk are downright missionary about it. The persistent wonder of this season is the deep hunger all of us have for affirming and confirming our hopes through festival occasions. In myriad ways, we can light candles rather than curse the darkness and preserve our humanity as creatures of hope.

Winners of Dedicated Service Awards Share Their Feelings

Lacey Armitage received the Dedicated Service Award (DSA) in August of 1983. A couple of months later Lacey had to retire from Cornell for medical reasons. *Networking* asked Lacey if he would mind writing about his feelings after he found out he had received the DSA. He graciously accepted this writing assignment; his comments follow.

"One day my phone started ringing, letters were coming in, and everyone was congratulating me on receiving the 'Dedicated Service Award' for the month of August '83.

"The what??, I said?"

"It wasn't until the *Networking* papers arrived at our department that I finally found out what everyone was talking about. What a surprise!!

"Now, I don't know as all of those compliments in the article were deserved - but I do know this one thing - I have enjoyed every day of my thirty-eight plus years at Cornell University and have always been proud to serve such a fine institution.

"As for the *Networking* 'Dedicated Service Award' Program, I feel that it is a commendable one. It not only provides an opportunity to recognize an individual's dedicated service to the university but it also brings great joy and a wonderful feeling of accomplishment to the recipient of the award.

"In closing, I would just like to thank those of the Toxicology Chemical Lab and the Agronomy Department for recommending me for this award and a special "thank you" to the *Networking* staff for the time and effort they spent in making this whole experience a delightful one for me."

By LINDA ENGLISH

When I received the Dedicated Service Award in February I was very surprised and honored at having received such a distinguished award. It's a nice feeling to know that the work I do for Cornell University is appreciated so much.

As a member of the *Networking* Editorial Board, I believe that the Dedicated Service Award is one of the most important functions *Networking* does for employees. All Cornell

employees deserve an applause for the contributions they give to Cornell every day. I'm glad we're able to give at least a few employees that recognition through the Dedicated Service Award.

Founders of DSA Felt Need for Publicized Employee Recognition

By Dominic Versage

Have you ever wondered what the Dedicated Service Award is? ...How it came about? ...How the "dedicated employee" is selected? Did you know that on the day the award appears in *Networking*, a certificate is presented to the individual at a department-sponsored reception?

Networking's founders knew that Cornell has many employees who willingly and unselfishly perform above and beyond the proverbial "call of duty", promote a positive attitude in the workplace and have gained the recognition and respect of their co-workers. The founders felt a need for some mechanism to identify and give such individuals university wide recognition. Thus, the Dedicated Service Award was developed and promoted and has been a regular feature of *Networking* since the beginning.

A worthy employee is nominated, usually by a co-worker, by submitting a coupon which is clipped out of *Networking*. The nominations are screened to assure their validity. A written discussion about the nominee and a photograph are requested. The written discussion becomes the text for the article. The date of publication decision is made, the department is contacted and plans for a reception begin.

Excitement in the department builds as the publication date approaches and the plans for the reception near completion. On the day of publication, the reception is held and an employee trustee presents a certificate to the recipient of the award.

The nominees, in all cases thus far, have been unaware of the planning and preparations which sometimes take several months. Often, they remain unaware until the moment the certificate is presented.

As an employee trustee, this writer has had the privilege of making four presentations. The joy, unity, camaraderie and enthusiasm displayed by those attending the reception is impressive. Departmental management's participation in these awards is particularly pleasing. It often demonstrates the positive care some supervisors take to promote good working relations.

The opportunity of being part of all of this is appreciated. It makes serving as an employee representative worth the effort.

Networking encourages you to nominate a fellow employee for the Dedicated Service Award.

Alternatives Considered for Investment Of TIAA/CREF Employee Contributions

Contributed by University Personnel Services

The university's tax-deferred annuity plan allows employees to voluntarily defer a portion of their salary in order to make contributions for future retirement income. Currently all contributions made in this manner are invested with Teachers Insurance Annuity Association (TIAA) or College Retirement Equity Fund (CREF). TIAA/CREF is a non-profit insurance company currently holding assets of approximately 30 billion dollars, which represents the retirement savings of employees of over 3,500 non-profit institutions around the country.

Beginning in August of 1983, a committee on campus has been looking into alternatives to TIAA/CREF for the tax-deferred annuity plan. Such alternatives would allow Cornell employ-

ees to select from alternate investments for their contributions to retirement. The committee has now finished interviewing nine potential investment companies and will be making suggestions to the university administration sometime during the month of January with the hope of implementing its recommendations for both endowed and statutory employees in July of 1984.

Progress toward alternatives to TIAA/CREF represent the continuing effort by University Personnel Services to offer additional flexibility to employees in their benefits, as recommended by the Advanced Benefit Planning Task Force.

Please feel free to contact Employee Benefits at 256-3936 anytime you would like to comment on any aspect of your Cornell benefits.

Christmas Unspoken

I dare not speak of Raggedy Anne
Who sits unbidden in her corner
As if by agreement...

It was July
And the artist next door
Who had "hung" in the National Gallery
And looked amazingly good for the wear
Played with the large doll
With the small child
And we said, "We'll get her one for Christmas..."

Then October winds blew crumpled
leaves across his grave..

And somehow I got the doll
For her first Christmas
And gave it to Mom
To give to her
And she opened the present and cried...

I turned toward the radiator
Tearfully setting my elbows in the rising yeast
Smooth and warm as the
bottom of a newborn babe

And died...
For the laughter that had been there
Inside —

By Marie-Celeste Ruberti



Last Words (for 1983) On the Poetry Contest

By CINDY FOLEY

"Should our contest be forgot
we'll tell you one more time!
Monday, January 16,
that's the final deadline ...
The deadline for your poems, that is,
a maximum of three;
five copies each, one with your name,
the others - anonymously ...
All should be typed and mailed to
Linda English, my friends;
the judges will take it all from there,
And, now, this last verse ends."
(With apologies to lovers of Scottish hymns)
During the lull between Christmas and New
Year's is the perfect time to reflect upon your
memories by going over your poetry notebooks.
It's also just about your last chance to enter
NETWORKING's Poetry Contest. So, as you
recover from Christmas and rest up for New
Year's Eve, gather your thoughts, count your
blessings, and write (or rewrite) some poems.
Inspiration is sure to abound at this magical
time! Happy holidays to all.

BIRTH ANNOUNCEMENTS

Baby Andrew L. Murphy, 9 lbs. 1 oz., 21" long, arrived December 8. His proud father Cecil, Cornell's director of employee relations, found it difficult to leave this particular labor-related case to his wife, Martha, who is an administrative aide in the Development Office. Martha showed great expertise: Andrew arrived only two days after he was due. Congratulations to the Murphy family!

Kopsa, Eben Martin, son of Jimmy and Kathy Kopsa was born Nov. 6, 1983 and weighed 8 lb. 2 oz. Jimmy works for Buildings and Grounds and Kathy is employed in Extension Administration.



Smith, Lisa Rose, daughter of Steve and Pam Smith arrived on Nov. 9, 1983 weighing in at 9lb. 13 oz. Steve is employed at the Resource Information Laboratory, a unit of Agronomy Dept. at Research Park.

Greetings

The Advisory Board of Networking and Personnel Liaison take this opportunity to wish you and yours a Happy Holiday season and a fulfilling and prosperous New Year.

Donna Updike

George Peters

Jean Mraz

Margaret Seacord

Linda English

Nancy Miller

Anna Moratz

John Bender

Ronald Banks

Mary Ellen Jones

Mary B. Jamison

Therese Wray

Jane Kellogg

JS Cole

DRINKS (TWO-HOUR PERIOD)

Weight

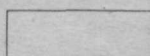
1½ ozs. 86° Liquor or 12 ozs. Beer

100	1	2	3	4	5	6	7	8	9	10	11	12
120	1	2	3	4	5	6	7	8	9	10	11	12
140	1	2	3	4	5	6	7	8	9	10	11	12
160	1	2	3	4	5	6	7	8	9	10	11	12
180	1	2	3	4	5	6	7	8	9	10	11	12
200	1	2	3	4	5	6	7	8	9	10	11	12
220	1	2	3	4	5	6	7	8	9	10	11	12
240	1	2	3	4	5	6	7	8	9	10	11	12



BE CAREFUL DRIVING

Blood-Alcohol Content to .05%



DRIVING IMPAIRED

.05-.09%



DO NOT DRIVE

.10% & UP

Source: NHTSA

The chart shows average responses. Younger people generally become impaired sooner, while older people have more vision problems at night. Tests show a wide range of responses even for people of the same age and weight. For some people, one drink may be too many.

CLAIM CRUSADER



AT THE CLAIM OFFICE:

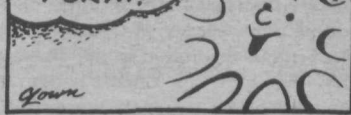
TIM JONES HAD A BAD ACCIDENT, BUT HIS CLAIM FORM DOESN'T SHOW WHERE IT HAPPENED! SINCE I NEED THIS INFORMATION BEFORE I CAN PROCESS IT, I'LL HAVE TO RETURN IT TO HIM!

CLAIM RETURNED TO EMPLOYEE

OOPS! I'LL HAVE TO RESUBMIT THIS CLAIM!



TO AVOID A DELAY IN YOUR CLAIM PAYMENT BE SURE TO INCLUDE WHEN, WHERE AND HOW THE ACCIDENT HAPPENED UNDER BLOCKS 9, 10 & 11 ON YOUR BENEFIT REQUEST FORM!



TIAA/CREF Investment Values

TIAA's Interest Rate

For the period from January 1, 1982 to February 29, 1983, 12¼ percent.

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.

Blood Pressure Clinics to Begin Again in January

Contributed by University Personnel Services

Heart disease and stroke will cause half of all deaths this year. However, high blood pressure, a contributor to heart disease, stroke and kidney failure, can be controlled. Long-term treatment can keep blood pressure within normal limits and prevent damage to vital organs.

The Tompkins County Health Department will be conducting blood pressure screening clinics for the following work sites during January, February and March. Employees are urged to attend clinics at their appropriate work location. This service is offered without charge.

January 11. Savage Hall, Room 130, 8:30 a.m. - 12 noon.

January 12. Van Rensselaer Hall, Room 142, 8:30 a.m. - 4:00 p.m.

January 19. Olin Hall Lounge, 9:00 - 11:00 a.m.

January 31. Ornithology Laboratory, 1:00 - 3:00 p.m.

February 1. Riley-Robb Hall, Room 205, 8:30 a.m. - 12:30 p.m.

February 8. Statler Hall Main Lounge, 8:30 a.m. - 12:30 p.m.

February 15. Residence Life-West Campus, U Hall #1, 9:00 - 11:00 a.m.; Residence Life-Balch Hall, 2nd Floor Lounge, 1:00 - 4:00 p.m.

February 22. Malott Hall, Room 225S, 9:00 a.m. - 12:00 noon

February 23. Schoellkopf Hall, Hall of Fame Room, 9:00 a.m. - 3:00 p.m.

February 29. East Hill Plaza, Accounting Office, 8:30 a.m. - 11:00 a.m.

March 7. C.U. Press, Roberts Place, 8:30 - 10:00 a.m.; C.U. Press, Warehouse, 10:30 - 11:30 a.m.

March 14. Humphreys Service Building, 1:00 - 4:00 p.m.

March 15. Corson/Mudd Building, Room E351, 9:00 a.m. - 3:00 p.m.

March 21. Humphreys Service Building, 1:00 - 4:00 p.m.

March 28. Humphreys Service Building, 1:00 - 4:00 p.m.



Know Your Personnel Office

Operations and Records: Helping You Get Your Pay, Benefits

Contributed by University Personnel Services

Cornell is one of the few organizations that makes every effort to pay new employees in the first pay period after they begin work. Among the complex systems set up to do this are the same systems that certify your enrollment in various benefit plans, pay your premiums to insurers, monitor your eligibility for specific benefits, and authorize payment of your insurance claims—from the day you are employed throughout your retirement period. The accurate and efficient operation of these systems involve a great deal of behind the scenes record-keeping effort.

The activities and responsibilities of the Operations and Records section of University Personnel Services includes such varied duties as maintaining the university central filing system of employee personnel records, processing all Personnel Action Forms and auditing the internal operating expenses and procedures of the various benefit plans.

Every time there is a change in the information that could affect your salary and benefits, accurate and current data needs to be entered into this system—through a Personnel Action Form.

Nearly 17,000 Personnel Action Forms (PAF) flow each year through University Personnel Services from the Statutory Colleges Finance and Business Office and various endowed colleges and units. The timely process of these forms is the primary responsibility of three personnel assistants: Barbara Drake, Esther Roe and Maria Vogtman. They assist and advise the university's payroll and personnel representatives (located throughout the university) in the preparation of PAF's. Barb, Esther and Maria also input eligibility codes and employee biographical data into the main computer data base.

In addition, they prepare and mail conversion notices for the life and endowed health insurance

coverages, review and maintain the accuracy of computer data for Cornell's 10,000 plus employees, and assign temporary social security numbers for any employee who does not yet have a number issued by the Social Security Administration. Operations and Records also updates W-2 mailing addresses as part of the annual task of sending out the more than 30,000 W-2 statements.

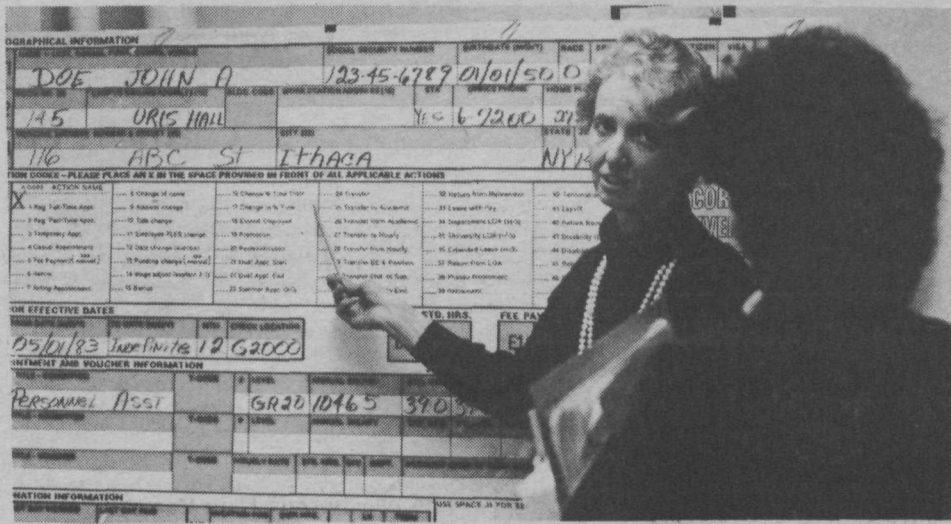
Any time your name, home address, campus address, job title, salary or other information changes, you should make sure your department submits the information on a Personnel Action Form.

If you have questions involving payroll deductions for the life insurance, endowed health care coverage, long-term disability and Voluntary Accidental Death and Dismemberment (VADD) insurances, Cindy Fitzgerald will assist you. Cindy, the personnel department's accounts coordinator, also handles questions regarding continuation of employee's benefits while they are on leave without pay status.

An article about related activities of the Statutory Colleges Finance and Business Office will appear in a future issue of *Networking*.

Maintaining the confidentiality of all employee records is one of the most important functions of the Operations and Records section, and this policy of confidentiality is taken very seriously by Margaret Breedlove, the personnel assistant in direct charge of the central file located in 160A Day Hall. After assuring that proper procedures have been followed and that the individual's confidentiality rights have not been violated, Margaret processes the many requests for verification of employment and credit reference checks.

Margaret also issues I.D. cards to temporary employees of the university. Most of her time, however, is spent updating and maintaining



Vivian Collins



(L-R) Esther Roe, Maria Vogtman and Barbara Drake



Cindy Fitzgerald

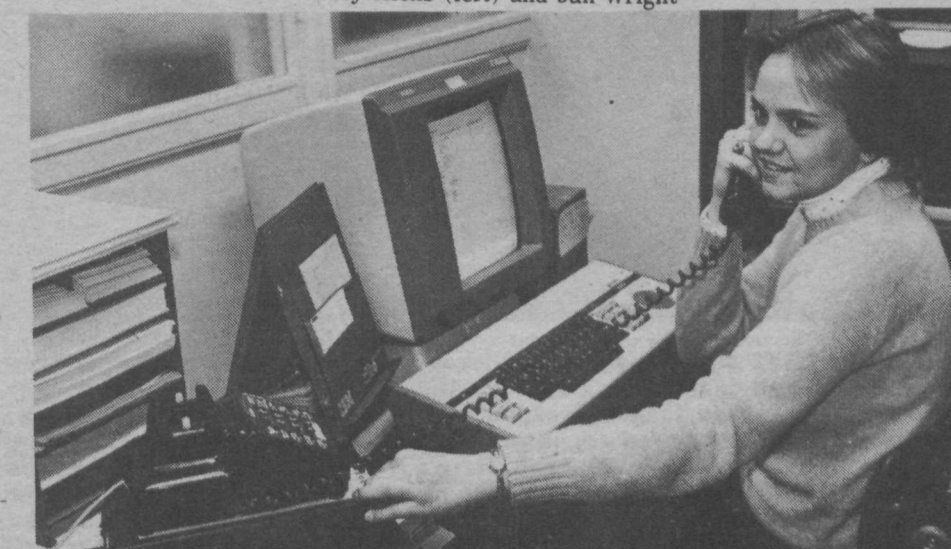
— Photos by Charlie Harrington



Nancy Hicks (left) and Jan Wright



Margaret Breedlove



Theresa Rapacki

Personnel

Continued from Page 5

employee personnel files totaling approximately 50,000 active files.

Nancy Hicks, the assistant director of University Personnel Services for Employee Benefits, and Operations and Records, and Vivian Collins, operations supervisor, continually investigate new and more efficient methods of maintaining employee filing systems and processing Personnel Action Forms. They also work to promote more computer involvement in the auditing, tracking and updating of individual employee benefits accounts and personal data as well as supervise the daily activities of the office.

The main objectives of the Operations and Records staff are to maintain highly accurate employee data, to expedite the payroll appointment process in any way possible, and to effect benefits costs savings by the continual auditing of enrollment, payment and benefit accounting procedures.

Although these systems utilize sophisticated electronic technologies to maintain up-to-date information, it takes people like secretary Jan Wright, and word processing operator Theresa Rapacki, to assist this staff and the Employee Benefits staff in communicating with you.

Operations and Records plays a big part in the service you receive from University Personnel Services — from individualized benefits statements to personal correspondence.

New Staffing Manager Joins UPS

Contributed by University Personnel Services

Judy Morgan has joined University Personnel Services as Manager of Staffing Services.

Judy brings ten years of progressive management experience and training to our operation—most recently as Manager of Employment and Records at Memorial Sloan-Kettering Hospital where she supervised a staff of 15, serving over 5,000 employees. Since receiving her B.S. from the University of Wisconsin, Judy has been active in many professional associations, including the Employment Management Association and American Association of Hospital Personnel Administrators.

Judy replaces Bettie Thompson who left to serve as director of personnel services at Onondaga Community College.

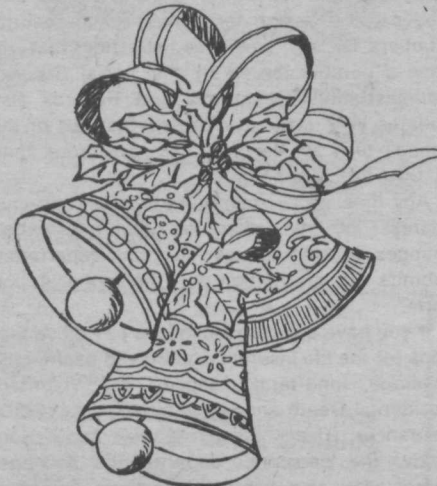
By Marie Celeste Ruberti

By MARIE-CELESTE RUBERTI

ONCE UPON A TIME, a long, long time ago, Pere de la Croix, a young man of God, sailed from France to come to a New World to work among the Indians and teach them many things. Life was not easy in those early times, but eventually he came to settle in the land of the Iroquois on the shores of the lake of the Gew-u-gewh-o-no (Cayugas). There he built a small chapel and lived with the People of the Mucky Land and learned many things.

As time passed, the forest gave way to farmland and barges hauled salt and other goods along the shore of the lake where canoes had once glided silently by. The church also grew, boasting a steeple with many bells and a small cottage for Pere de la Croix, who was now growing old.

He had thought he would be joyful in his old age, but he was not. Where once had been a small chapel filled with trappers and Indians who all had been summoned by the sound of one small bell, there now was a church which stood empty, its many bells silent. The Indians had been moved to a reservation and the trappers had pushed westward seeking adventure. All but a few of the farmers and traders



had become too busy to kneel silently in prayer with the old man.

On one fiercely cold and snowy Christmas Eve, Pere de la Croix knelt alone in the chapel in front of a crib which held a sleeping Babe. He prayed once again to see the simple beauty of other Christmases when the small brass bell which he had carried from France would once again call his friends together to pray with him. He lit a candle in front of the Manger and talked to himself as much as he talked to God. The cold in the church made the old man sleepy and soon his arms and head rested on the altar rail in deep sleep. He did not notice the hot tallow from the candle dripping onto the straw below.

As he slept, the snow stopped falling, giving way to a moonlit night frozen in crystalline brilliance. The slightest snap of a twig breaking under the weight of the snow could be heard

across the lake. In such times, no creature moves for the world has given itself up to prayerful silence.

Only in the belfry of the church was there a breeze. Among all the grand bells hung the small brass bell which Pere de la Croix had brought from France. No one had heard its song for many years because the larger bells had hidden its sound. Now it, and it alone, first softly, then more loudly, began to ring. No hand pulled its cord. Below, in the straw of the Manger, the fallen tallow which had lain shouldering, leapt into flame.

In the still of the frozen night, a smoky shadow drifted across a brilliant moon while the bell continued ringing, swayed by warm air and smoke which curled its way up the belfry stairs. The priest, sleeping, lay in the burning church, oblivious to the now wild ringing of the bell except for the dreams which played through his mind.

Farmers, waked from their beds to a sound which they had not heard for years, rushed to their doors to see where the sound had come from. In the clear cold, they saw the bright licks of fire in the church, put on their coats and hurried to the aid of their long-forgotten friend.

When the morning light had dawned, Pere de la Croix greeted it with tears, not of sadness, but of joy — for there, gathered around the smoking embers of his church, were his friends. As they knelt in the snow and prayed, a breeze stirred across the lake, giving voice to the single bell whose weight had not brought it crashing down from the belfry during the fire — a small brass bell, which had been carried lovingly from France so many years before...

During this gentle holiday, may you hear the song of your bell.



NEW BOOKLETS describing four employee benefits plans have recently been distributed to all plan participants by University Personnel Services. The booklets feature plain language explanations of Cornell benefits, as well as technical language required for insured plans under federal and state regulations. If you participate in the Long Term Disability Plan, the Cornell Health Care Plan for Endowed Employees, the Group Life Insurance Plan or the Voluntary Accidental Death and Dismemberment Plan and have not received a new booklet for each of these plans in which you participate, please call Employee Benefits at 256-3936.

Employee Breakfasts and Lunches With Administrators

SPRING 1984

If you are an employee of Cornell and are interested in attending a breakfast or lunch, please fill in the coupon below or call 256-3715, Office of the Assemblies. These breakfasts and lunches are sponsored by the Employee Assembly.

All breakfasts will be held in the Elmhurst Room of Willard Straight Hall from 7:15 to 8:30 a.m. Lunches will be held in the private dining room of Robert Purcell Union from 12:15-2:00 p.m.

January 19 Thursday BFK Jim Spencer, Vice Provost

February 2 Thursday LUNCH President Rhodes

February 22 Wednesday LUNCH David Drinkwater, Dean of Students

March 13 Tuesday BFK Joan Egner, Associate Provost

April 19 Thursday BFK Lee Snyder, Director, Personnel Services

May 10 Thursday BFK Keith Kennedy, Provost; Larry Palmer, Vice Provost

NAME _____

CAMPUS PHONE _____

WHICH MEAL? _____

The Second Annual CRC Holiday Dinner Dance

The "official" CRC Tree (decorated by the "eggnog" committee Saturday afternoon) stood ever so straight and proud in the dance area. Large red poinsettias had been placed about around the room, tables awaited and were "dressed" for the occasion with white linen and red napkins. Holiday centerpieces with greenery topped off each table. This was the setting which greeted everyone and transformed Tompkins Cortland Community College's dining area into a festive and fun holiday setting for the Second Annual CRC Holiday Dinner Dance held December 10.

Throughout the evening the holiday atmosphere prevailed though, unfortunately, Santa Claus couldn't make it this year. Rumor has it that he and Rudolph are searching the world over for a hidden supply of "Cabbage Patch" dolls. But approximately five hundred CRC members and guests were able to join in on the fun and from the smiles and comments of the crowd throughout the evening, everyone seemed to be having a wonderful time.

The Social Hour before dinner gave everyone a chance to meet and mingle with other members and their guests. TC-3 not only provided a delicious roast beef dinner with all the trimmings, but the efficiently organized buffet lines made it possible for everyone to get their dinner and get back to their table in a very short time.

While everyone was finishing up their delicious German chocolate cake and coffee. Bill Herbst and Chuck Parkin each said a few words about the club, its goals and challenges and both thanked the dinner dance planning committee for their efforts. The planning committee consisted of: Ann Argetsinger, Gloria Howell, Dot Messenger, Chuck Parkin, Joanne Parsons, George Peter, Al Reed, Trish Rollins and Patsy Sellen.

With dinner completed, everyone was able to meet again on the dance floor and dance up a



storm to the diversified music provided by the charismatic and versatile Larry Watson. People were out on the dance floor in full force, bouncing around, dipping and diving to and fro to all the marvelous tunes that Larry and his group provided from 8 p.m. until 1 a.m.

While resting and catching our breath be-

tween dance sets the door prizes and raffle winners were drawn. This year's door prizes were generously donated by: Cornell Ticket Office, Helen Newnan Lanes, Morris', New Horizons II, Ramada Inn, and Sheraton Inn.

The Second Annual CRC Holiday Dinner Dance was an event which not only was fun to

help plan, but great fun to participate in. CRC is comprised of nice people working at Cornell, and the invited guests of members made the evening even more enjoyable for all. It was a special evening with special people, and a wonderful way to usher in the holiday season.

Ann D. Argetsinger

Around Cornell: The Bailey/Statler Series Ticket Office

The Mood: Allegro. The Tempo: Presto!

By Anna Moratz

"When we came on stage, we sensed there was a wonderful atmosphere and the audience would be warm and receptive." A musician from the Leipzig Gewandhaus Orchestra, 1982/83 Season.

The love is mutual. The Lincoln Hall Concert Ticket Office confirms that the Statler/Bailey series' renowned musicians draw listeners from all over. That does not mean just Binghamton; did you know some of these world-famous musicians' fans travel anywhere in the country to hear their favorites? A Texan about to visit Ithaca for "nothing but a Beverly Sills concert" in 1978, planned to leave right afterwards. Convinced by the Ticket Office to spend the night, he promptly fell in love with our scenery and stayed for two days!

Then, had I been just lucky to get tickets for those concerts I enjoyed? Not really. The Ticket Office has a system which is considerate of non-subscribers like yours truly. They give priority to current season ticket holders at renewal time. After their deadline expires, they fill new season ticket applications. But they always reserve about 10 percent of all seats (Bailey about 2,000, Statler close to 1,000) for "singles." With plenty of notice in the media, anyone can buy these two weeks before a concert. Which brings us back to the performing celebrities: Ticket Manager Sigrid Peterson fondly remembers a call from Mrs. Burchard, Cornell alumna and Washington lawyer, who wanted to hear one of her favorite artists. When learning that mail and phone requests are filled only after local enthusiasts get their chance at singles,

Mrs. Burchard understood. Remembering her own student years around 1906 when she had often lined the corridors in quest of such a ticket, she decided from 1978 on to sponsor one Bailey or two Statler subscriptions annually for students unable to afford these concerts.

"I imagine not all calls are that pleasant, Sigrid?" "Well, it depends on how you look at things—a sense of humor helps in our office. We try to accommodate preferences, but there just aren't 1,000 aisle seats on the left side in the dress circle. "Remembering the time I asked her to change my seat, I can guess what goes through her mind: concertgoers in front with

excessive hairdos, who are arguing or too affectionate (or both), those behind with outrageously long legs, or neighbors who are too corpulent, restless or who conduct or whisper along with the music...

"Compared to big city prices, the tickets are reasonable. Are the concerts self-supporting?" "You mention a very rewarding part of our job!" Sigrid becomes even more enthusiastic than before: "For a number of years, they were. But more recently we have raised funds to offset the high expenses. We are grateful for the wonderfully generous response. To thank our donors, there are sometimes receptions honoring the

artists. It is nice to see these famous people are mostly cordial, down-to-earth human beings. But you should save that for another interview with the Concert Manager, Mariann Carlin."

"How does one get these musicians to come to Ithaca?" "We are conveniently located within the New York City, Pittsburgh, Philadelphia, Chicago and Toronto performance circuit. But of course the artists could go to Rochester and Syracuse as well. The Concert Manager inquires and gets material from agents, and the Faculty Committee on Music and then decides who will appear each season."

"Tell us about the best and most difficult moments in your job since 1976, Sigrid." "My ears still ring from the time a snowstorm detained Rostropovich in Buffalo. Or when—and this happened only twice since 1976—artists from behind the Iron Curtain had to cancel for political reasons. In such cases we call all out-of-town subscribers, and we issue refunds."

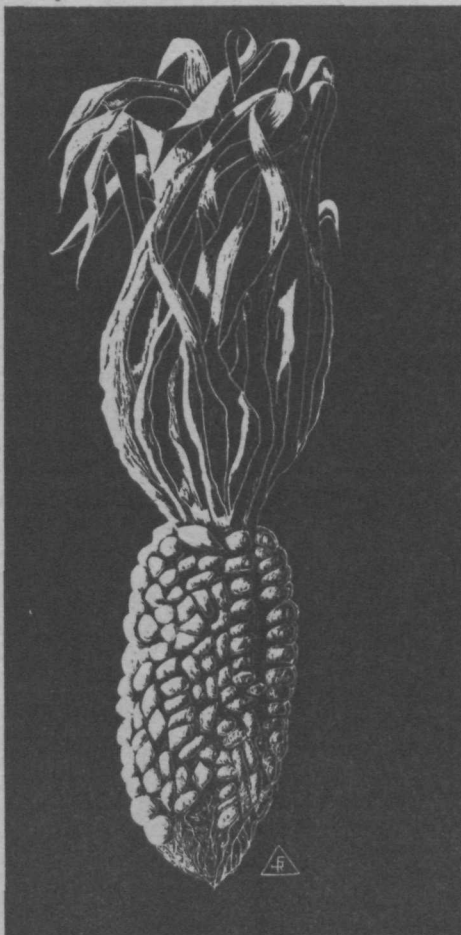
But, ah, the rewards! I always learn from what people tell me afterwards—like the music student who had noticed a left-handed violinist during one of the concerts. And there's nothing like the moment when a house full of people listens quietly to beautiful music and bursts into roaring applause afterwards. Did you notice how close the front orchestra seats are to the Bailey stage? According to a rumor, some temporary seats from that building's 1913 inauguration were never removed. How wonderful it was to sit in that front row practically underneath Pavarotti! But I can't forget one thing: I always wonder whether he still carries that same Little Linus handkerchief."



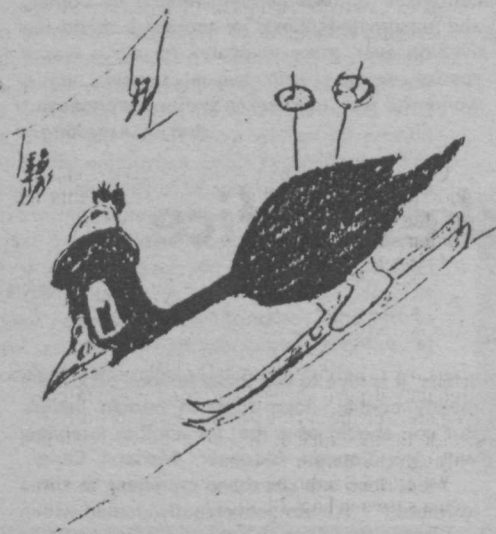
— Photo by Sol Goldberg

It's always a festive moment when a world-renowned orchestra comes to Bailey Hall. Shown here: The Pittsburgh Symphony.

After Hours



J. Gonzalez-Ramos'
Department of Plant Breeding



1984 - YEAR AT A GLANCE - 1984

January	February	March	April
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	June	July	August
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	October	November	December
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

CORNELL PAYDAYS

• Non exempt

• Exempt

Employee Survey Series

The Supervisor's Role at Cornell

Contributed by University Personnel Services

The results of the Employee Attitude Survey showed that Cornell employees are fairly positive about their supervisors. Here's what the survey revealed about respondents' attitudes towards supervisors at Cornell:

- staff members said that for problems and information, they would prefer to go directly to their supervisor; and,
- staff are fairly pleased with their supervisor's openness.

However:

- they are less pleased with their supervisors' supportiveness;
- generally employees are not convinced their work is adequately appreciated by their supervisors; and,
- a significant number of staff members would like more input into decisions which affect their job.

What is a supervisor's role at Cornell? Supervisors usually wear two hats on their job — one as a technical expert in their area, and a second, as a manager of people.

The supervisor's human relations role begins before an employee is hired - with accurate information about performance expectations given to applicants. Once they are hired, new employees should be sufficiently equipped with the tools, information and training for success on the job. New staff members should also be thoroughly oriented concerning exactly what their jobs entail, performance standards, working hours and department and university policies.

Supervisors should know what is involved in their employees' jobs and the education and training necessary for each job. This information should be communicated clearly to each employee, and everyone in the unit should have an accurate and up-to-date job description.

It is also crucial for supervisors to be knowledgeable about employment laws and Cornell personnel policies. However, that is not enough. Employees also want to be able to go to their supervisors concerning their benefits and other information concerning their working life at Cornell. If you are a supervisor and are unsure of regulations or policies, you should know where to turn for information, or where to

direct employees for guidance. For example, do you know:

- Whether it is permissible to work through lunch? Call the Office of Employee Relations, 6-7206.

- Where the closest dining unit is that is open to employees in your unit? Call Cornell Dining 6-5392.

- How employees can find out about making contributions to TIAA/CREF? Call Employee Benefits, 6-3936.

(A "Directory of Campus Services" listing phone numbers is provided on page 71 of the employee handbook, *You and Cornell*; "Personnel Directory" cards listing the phone numbers of University Personnel Services are distributed with *Personnel Manuals*; and *Networking* periodically lists useful phone numbers under the heading "Where to Call For What.")

Communicating Within Work Groups

Perhaps the clearest message from the Employee Attitude Survey concerning supervisors is the importance of communication within work groups. Employees want to be aware of changes in their working environment before they occur. They want and need to know before work stations are changed or new equipment is installed.

Supervisors should continue to communicate department policies and goals, and consistently enforce department and university policies. Department progress toward achieving goals should be shared with staff members.

Staff meetings can be helpful in fostering communication. They give supervisors the opportunity to provide staff members with news of upcoming events and to discuss on-going concerns. Also, staff members have the chance to present ideas to their supervisor and to make suggestions for resolving departmental problems. Communication is a two way process - speaking and listening. It is the listening part that everyone easily forgets.

Evaluation is an essential component of the

supervisor's job which involves communication. Contrary to popular belief, evaluation is not a once-a-year event. Performance appraisal actually takes place every day, but few supervisors provide feedback on a continual basis. The survey clearly indicated that almost two-thirds of those who answered it did not work with supervisors who review their performance regularly. Whether workplace feedback is positive or negative, employees at Cornell want to know how they are doing.

Another part of a supervisor's job is to establish work rules and procedures which will help insure the achievement of the department's goals. Communicating and administering these rules and procedures on a daily basis, and in a consistent manner, is just as important as setting them. Fair and consistent application of rules not only informs employees when they have committed errors, but also helps relieve the rest of the work group from unnecessary pressure and added workload. Following procedures and enforcing rules regularly should also prevent the need for discipline after a problem has developed.

If you are a supervisor at Cornell, you have many tools at your disposal to help you be more effective. There are a variety of seminars and workshops offered by the Training and Development section of University Personnel Services designed specifically for managers and supervisors, including: "Results-Oriented Supervision," "Decision Analysis" and "Making Meetings Work." Consider also personnel and management development courses offered on campus through the School of Industrial and Labor Relations and the Graduate School of Management.

The Office of Employee Relations is also available as a resource for supervisors to use in improving their own skills or in dealing with particularly troublesome situations.

The role supervisors play is important to the satisfaction and development of the people in their workgroup. This *Networking* article is only a response to employee concerns expressed in the survey — to help supervisors be aware of just how important this role is, and what can be done to be more effective. Improving human relations skills benefits not only the individual but also the productivity and well-being of the entire unit.

Employee Calendar

Friday, December 23. Winter Holiday
Monday, December 26. Winter Holiday
Tuesday, December 27. Winter Holiday
Wednesday, December 28. Winter Holiday
Thursday, December 29. Winter Holiday
Thursday, December 29 through Friday, December 30. Cornell Hockey Boosters—Bus trip to Lake Placid. For information call Helen Cooley (539-7717).

Friday, December 30. Winter Holiday
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
Wednesday, January 11. Blood Pressure Screening Clinic, Savage Hall, Room 130, 8:30 a.m. - 12:00 noon

Thursday, January 12. Blood Pressure Screening Clinic, Van Rensselaer Hall, Room 142, 8:30 a.m. - 12:00 noon

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;

Blood Pressure Screening Clinic, Olin Hall Lounge, 9:00-11:00 a.m.

Classified Ads

FOR SALE: 1 pair Riding Boots, Size 10-10½. Excellent condition. \$40.00. Call Ermina Gentile at 6-4341.

FOR SALE: 1980 Honda CB 125S Motor cycle; Mint Condition; 700 miles "Christmas Red;" \$750.00. Call Ted 6-2035 (day) 539-7920 (evenings).

FOR SALE: 1975 Honda CVCC 5 speed, New Tires, Good Battery, Front fenders replaced by Honda Corp. \$300. Call Elaine 6-4291 or 564-3619 evenings.

FOR SALE: 1979 2 dr. Subaru, std. trans good condition, 48,000 miles, \$2,500. Please call 257-2640 after 1/2/84.

RIDE SHARING ADS:

RIDE WANTED: Leaving campus 4:30 to 7 miles out Taughnanock Blvd. Call 387-9425 after 5:00 p.m.

Advisory Board

Mary Jamison	Nancy Hutter
Donna Updike	John Bender
George Peter	Mary Ellen Jones
Ron Parks	Anna Moratz
Linda English	Dominic Versage
Margaret Seacord	Jane Kellogg
Stacey Coil	

UNIVERSITY PERSONNEL LIAISONS
Jean Novacco Sam Gruenbaum