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News Clips

Chinese exhibit

More than 60 works by Chinese artist Zhen-Gu Yu in a variety of media ranging from oil and watercolors to calligraphy and stone carving will be displayed in the library in June. Yu, a native of Shanghai, the People's Republic of China, specializes in landscape paintings, flowers and birds. His works include oil and watercolor paintings, Chinese paintings, acrylics, ceramic, ceramic carving, stone carving, paper cuts and calligraphy. Yu has been in the United States for two and one-half years, and this is his second one-man show in Florida. He is an officer of the Shanghai Jun-Yuan Painting and Calligraphy Society, and Artists of Shanghui Hai-Muo Painting Society. For information, call the library, x2562.

Deadline nears

The last day to charge goods and services on departmental accounts is Thursday, June 13. This includes charges made through the bookstore, office supply, print shop, Phillips Hall and the engineering/business copy centers. Changes made after that date will be placed on the account for the next fiscal year.

Rape awareness

The Rape Awareness and Prevention on Campus Network (RAP) meets on a monthly basis. Though Rape Awareness Week has passed, the network continues to tackle the issue of campus sexual assault. The policy, programming, protocol and media committees have been working on a campus-wide strategy to deal with sexual assault on campus. UCF recently hosted a meeting of the Central Florida Consortium on Campus Sexual Assault, UCF, Rollins, Valencia, and Seminole colleges, the Naval Training Center, and Response will continue to share and discuss strategies. If interested in becoming a member of Campus Network, call Maureen Schaefer, x2791.

Book thieves nabbed thanks to professors

Two professors helped university police halt a campus crime spree after thieves apparently became greedy.

Police had been on the watch for book thieves when chemistry professors Glenn Cunningham and Guy Mattson spotted two suspicious men in their department. Cunningham reportedly recognized the men from earlier, just prior to a rash of reports from departmental employees that books were missing from their offices.

Cunningham and Mattson called police, then followed the men into the administration building, where the suspects ducked into a restroom.

Both suspects — neither is a student nor employee at the university — were arrested when police arrived and charged with grand theft, burglary and dealing with stolen property. Apparently they had planned to sell the stolen books back to the bookstore during book-buy-back.

Sgt. Sandra McClendon, crime prevention coordinator, praised Cunningham and Mattson for their deed.

"They did a fantastic job," she said. "This is exactly what they should have done. It's classic community involvement, and they did it by the numbers."

"I couldn't have instructed them to do it any better." She said they did the right thing by calling police and not attempted to apprehend the men themselves.

One suspect is white and 25 years old. The other is 22 and Hispanic. McClendon said they appeared they were experienced in book theft at universities, because they had in their possession the most expensive books and had a wholesale catalog listing the value of textbooks. One suspect has a record in another state.

She said these suspects likely returned to the chemistry department to steal more books when Cunningham noticed them.

Every semester during book-buy-back the number of book thefts increases, McClendon warned. She said this was true for personal belongings, such as purses and keys, and should not be left unattended in offices.

Phones get face-lift

System upgrade will increase lines

The University of Central Florida's telephone system gets a big boost next month when workers cut over to a new switch capable of handling almost seven times the number of lines than the current one.

The transfer to the new switch, which replaces one that is 10 years old, will be Saturday, June 15. The transfer will begin at 6 a.m. and should be completed within three hours.

"We want to make sure the phone system is able to grow with the university," said Bill Branch, director of computer services/telecommunications.

The $700,000 project will allow the university to expand with little effort its telephone service to new offices and dormitories as the campus grows, he said.

The new switch will be capable of handling 20,000 lines. The current system is limited to 3,000.

The new switch could also be adapted to allow remote and data phones. Those features could provide the university with the flexibility to have phones in outlying areas and

Faculty, staff paper begins new schedule

The UCF Report begins its summer schedule with this issue. The paper will be published every third week through August.

In September we will resume publishing every other week. Remaining summer issues are: June 19, July 10 and 31, and Aug. 21.

Please see PHONEs, page 3

Please see ARBORETUM, page 6
To: All departments, faculty and staff
From: June Case, cashier's office
Subject: Special service window

During peak tuition payment deadlines, the cashier's office will be implementing a special service window. Access to this window will be available to full-time employees only. A separate window will also be available to part-time employees. The hours for this window will be announced soon.

For information, call x2661.

To: University community
From: W.H. Branch, computer services/telecommunications

Subject: New telephone facilities

In an effort to upgrade telephone facilities to handle campus growth for the next decade, the following are underway:

- Our 10-year-old ROLM 9000 switch will be replaced with a ROLM 9751 switch on Saturday, July 15th. Testing of the new switch will occur after 8 a.m. and continue during the weekend. Disruption of services should be minimal if not transparent to campus offices.
- Most office analog phones will be replaced with new digital phones (at no cost). New digital phones will be available for those wanting to replace analog phones used in conjunction with modems.
- New monthly charge rates will go into effect July 1 as follows:
  - Old ROLMphone 120: $21.50
  - New ROLMphone 120: $27
  - Old Dataphone: $21
  - New Dataphone: $31
  - Old Dataphone 260: $37
  - New Dataphone 260: $45
  - Old Analog phones: $23.50
  - New Analog phones: $31.50

Dataphone services will not be available until late summer.

- Southern Bell and Suncom trunk lines to the UCF datapath switch will be converted from copper lines to optical fiber Microwave links. This will provide more reliable trunk lines, reduced cost and will expand the number of dial-in and dial-out lines.
- All Southern Bell voice and data circuits coming into campus will be terminated in the library basement. The telecommunications department will take responsibility for all previous Southern Bell cable on campus. The telecommunications switch room will be completely rewired with new technology wiring blocks and cable. All documentation for cabling on campus will be updated. Additional telephone cable is also being installed in the health center and athletic complex area to provide additional telephone lines.
- A newsletter describing more details about features of the ROLM 9751 services and cut-over plans will be distributed this month.

For information, call Branch or Gisele Weber at x5115.

To: A&P and USPS employees
From: John Bolte, administration and finance

Subject: Report of outside activity/employment

The Report of Outside Activity/Employment Form was revised in October and is to be used to report proposed outside employment (activity). Copies of the form are available in the office of academic affairs and in the personnel office.

The form is to be used by an employee in making the following disclosures, as required under university and state regulations:

- If either by direct or indirect ownership, an employee, his/her spouse, and/or child holds more than 5 percent of the total assets or capital stock of any business required under university and state regulations:
- If an employee holds more than 10 percent of the voting interest of any business required under university and state regulations:
- If an employee is a director, officer, partner, or proprietor of any business entity which proposed to do business with the university:
- If an employee holds more than one percent of the total assets or capital stock of any business that proposes to do business with the university, she/he must disclose such facts:
- If an employee has written a textbook or produced instructional materials such as, but not limited to, media, software, audiovisuals, etc., to be used in his/her classroom or in other classes at the university, at a cost to students, she/he shall report such information to the president or his designee after obtaining his/her chair's approval to provide such materials to students.
- If an employee plans to seek political office, she/he shall notify the president or his designee of such intent for a determination as to whether or not such candidacy for, or the holding of office, will interfere with the full discharge of the employee's duties. (Refer to Rule IC-5.355, Florida Administrative code.)

In the case of items (1), (2) and (3) above, each transaction between the university and the business entity must be reviewed and approved. When soliciting business from the university, an approved copy of this form must be attached to any requisition to purchase, OPS contract or other implementing document, as well as any other justification or explanation required to comply with state regulations and university policy.

In addition, a conflict of interest exists in any situation where a private interest could tend to the disregard of a public interest or duty. This definition, and the standards established for public employee conduct, are contained in Chapter 112, Florida Statutes. Public employment is not to be used for private gain. Decisions of public employment shall not be influenced by personal gain or private advantage.

The acceptance or solicitation of a gift to influence the performance of a public duty constitutes a conflict of interest as well as a crime. In general, a public employee may not do business with the agency which employs him/her spouse and children. There are exceptions to these rules. For example, where a contract is to be awarded after formal advertising, and the employee has not played a role in the establishment of the specifications or the need for the goods or services, no conflict is created if the public employee has reported his/her family's interest in the business. In the event the supplier was a sole source, no conflict would apply so long as all parties were aware of the employee's interest.

The memorialum is intended to serve as a guideline for reporting outside activity or employment that may constitute a conflict of interest. However, the obligation to refrain from relationships which create a conflict of interest remains with the employee. The state is not required to police all of the activities of its employees to ensure that conflicts are not being created. Violations of the law could result in being dismissed from employment, a reduction in salary, being subjected to a civil penalty not to exceed $5,000, or public censure. Persons employed by the state are not immune from violating the law, severe employees with questions should consult their own legal counsel for advice, or refer the matter to the Commission on Ethics for an advisory opinion.

Should you need further assistance concerning UCF's policy and reporting requirements, refer to Rule 6C-3.018 FAC and to the appropriate Collective Bargaining Agreement for those employees in the general bargaining unit, and/or call university personnel services director Mark Roberts, x2771.

To: Vice presidents, deans, directors
From: John Bolte, administration and finance

Subject: Payment of employee moving expenses

Payment of employee moving expenses is governed by Chapter 6C-5820 of the Board of Regents Rules. Moving expense payment is considered a "perquisite" and can only be made when requested by the university president or his designee, approved by the chancellor.

The approval of moving expense requests is not automatic and is granted when it is determined that the move is in the best interest of the university, the State University System, and the state of Florida.

The Board of Regents' rule specifically provides that "no commitment to expend state funds for the payment of moving expenses shall be made without prior approval of the Florida Board of Regents." Any following procedures should be followed if you believe payment of moving expenses will be required:

• Check with the appropriate vice president regarding vice presidential policies and availability of funds prior to advertising a position vacancy.
• When interviewing with top candidates, assist the degree to which payment of moving expenses will be necessary, and which financial arrangements are desired.
• When your final selection is made and it is necessary to commit to the payment of moving expenses, contact the office of purchasing. You will be provided with, and asked to complete, a "Request for Authority to Pay Moving Expenses." The candidate may be asked to solicit at least one estimate of moving expenses to assist you in providing the necessary information. However, if she/he should be advised that bids will be required through the university purchasing office if the cost will exceed $10,000.
• Whim you submit the completed "Request for Authority to Pay Moving Expenses," form to purchasing, attach a standard purchase order, the following should include detailed information concerning the move, identify a contact person at the origin of the move, identify a contact person at UCF (usually the department secretary) and include names of moving companies who might be contacted for a bid.

You should be aware of important rules concerning allowable charges for moving expenses:

• Storage costs of household goods normally will not be approved.
• We are not authorized to pay for cleaning any residence in connection with a move.
• We are not authorized to pay for unpacking of household goods.
• Requests for approval to pay moving expenses after the move has been made will be disapproved unless adequate justification as an emergency situation or unique circumstances exists.
• Payment for shipment of household goods is limited to a maximum net weight of 15,000 pounds. The cost of any move over and above 15,000 pounds must be borne by the individual being moved.
• Payment for insurance is not authorized beyond the normal liability of the common carrier. If household goods are shipped by rental vehicle, the payment of insurance costs by the state is limited to insuring the vehicle.
• Information concerning payment of employee moving expenses are contained in Section 4207.3 of the Purchasing Manual.

For information, call Jack Winstead in the purchasing office at x2661.
Learning at the master's knee
A team of high school students competes with their peers at UCF's annual High School Programming Tournament, May 9. The tournament, which included 31 schools, is copied from those on the college level. UCF's computer team has been a powerhouse in these competitions for several years.

Teachers experience Germany without leaving United States
Florida's teachers longing for a taste of Germany didn’t have to go far for the experience, recently.

Teachers of the German language and culture on all educational levels only had to come to UCF to attend a Goethe Institute workshop.

"It's not as good as a quick trip to Germany, but it's the best you can get in one weekend," said Finley Taylor, assistant foreign languages professor.

Forty-one teachers from throughout the state attended the two-day workshop, which was hosted by UCF's foreign languages department. Taylor co-directed it with Goethe Institute's Johannes Dahl.

Workshops on teaching methods and German culture and politics were conducted. But one of the major reasons for the workshop was to give teachers an opportunity to speak the language with others. Taylor said.

"At a lot of schools there's only one German teacher. At least this way he gets to know there are other people in town (who teach and speak German). He can overcome the feeling of 'I'm the only one'," Taylor said.

Newsman to host 'Hollywood Knights'

Pete Pilkuongto


PHONES, continued from page 1

 equip some telephones with computer hook-ups.

Branch said the process of transferring to the switch will be "fairly transparent." Some offices will receive new digital phones. He said the new switch will help eliminate "bottle necks" that have occurred in current phone lines during peak calling times. It is likely the new switch will not be replaced for many years—possibly two decades.

A worker installs cables in the basement of the library that will be used in the university's upgraded telephone system.

Branch said new components can be added to the new switch as needed to allow it to keep up with the university's needs.

This will last us through the next couple of generations of technology," he said of the new switch.

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122 employees to be honored at banquet

The 19th annual USPS awards banquet will be held on July 12 at the Holiday Inn/UCF.

There will be an informal reception starting at 7 p.m. Dinner will be served at 7:30 p.m.

The banquet, emceed by former UCF student Channel 9 news anchor Bob Opsahl, will have the theme, "Hollywood Knights." In keeping with the theme, those attending are invited—but not required—to dress as their favorite movie stars from the "glamour era" of the '40s, '50s and '60s.

Music for listening and dancing will be provided by a combo headed by John Whitney, from the music department.

Doors prizes will be awarded.

The evening's activities will include the announcing of the UCF employee of the year and the recognition of employees with 20, 15, 10 and five years of service to the university.

Tickets are $13.50, and can be purchased July 1-8 from ticket chairman Lois Engley, c/o sponge, or the Kiosk. For information, call Engley or banquet chairman Linda Vail, x5903.

Following are employees being honored for their service. All have been full-time USPS employees at UCF with no interruption in service.

Twenty years: Dennis Peocha, psychology; James Rose, physical plant; Anne Ryder, administration and finance; Gladys Year, technical education; Mitchell Young, physical plant.

Fifteen years: Cynthia Abrams, Melody Carpenter, Rodney Champagne, Ayla Coiras, Robert Caro, Pauline Fascetti, Nelly Fay, Jose Figueroa, Thomas Gorres, Catherine Martus, James Meeke, Miriam Metz.


Employee of the month

High school prediction on target for assistant

When Colleen Brown was in high school she came to the University of Central Florida with a friend who was applying for a job. After seeing the campus she made her a promise, "I said to my friend, 'I'm going to work out here one day.' Brown said, recounting that day, "The campus was so beautiful." She must have sensed her future. In 1985, four years after graduating from Seminole High School, she was hired as a clerk in the undergraduate admissions office. She was 22.

Brown has managed to climb a couple of rungs on the corporate ladder. She was first promoted to senior clerk, then, in February, was moved up to program assistant. Late last month, after nearly six years at UCF, Brown was selected May's employee of the month. "It can be hectic, especially around registration time," Brown said. "Sometimes you'll be trying to do your work and there will be a million phone calls from students who are graduating or wanting to register, but I always go at my pace. I try not to get stressed out." Sometimes, though, she can't wait for the end of the work day.

"I'm going to work you're doing." What makes the recognition even sweeter, she said, is she loves what she's doing. "I really enjoy it here. The people I work with, I like. And I enjoy working with students. It makes me feel good when I can help them solve their problems." If the distance an employee is willing to drive is any indication of dedication, Brown proves her's every day. She lives in Sanford. "When I get up to come to work, I don't wish that I didn't have to do it. I feel like my services are needed. I enjoy coming out here and doing my best," said Brown.

cheerleader coach for the Sanford Youth Sports Association.

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People

Faces in the crowd

Above, UCF's second group of graduates from the supervisory skill series pose for a picture. They are, from left, Don Atkinson, Fran Swee, Robert Vincent, Larry Simmons, Willis Perkins, Barbara McLaughlin, Karen O'Connor, Larry Davis, Betty Brisson, Milt Simpson, Venus Giler, Ed Overton, Jeonne Kubicki, Dennis LaFleur. Missing are Les Crandall, Frank Bartram and Bud Mann.

Above, John Bolte, vice president for administration and finance, left, and Frank Juge, associate vice president for academic affairs, present a $5,000 check to Roy Pope and G.R. Shanami for their adopted suggestions during the first Incentive/Efficiency program luncheon. The physical plant employees' ideas were to install variable speed pumps to save energy and install quality light bulbs. Left, Linda Bonta was selected the suggestion evaluator of the year, and presented a plaque at the same ceremony.

Director named black achiever

Renee Simpson, UCF's director of records and registration, was one of 34 black professionals honored earlier this month in the Central Florida YMCA's Black Achievers program.

The program, designed to provide positive role models for black youths, recognizes blacks who have done well in their careers and are interested in helping black youths succeed. The program pairs adult achievers with youths in activities such as self-esteem workshops and tours of workplaces and colleges.

Student invited to elite program

Graduate engineering student Darrin Brunk will receive top-notch, hands-on experience in the field of aerospace engineering this summer. He has been admitted into NASA's Langley Aerospace Research Summer Scholars program, the first UCF student to be admitted.

Brunk, who received a bachelor's degree in aerospace engineering from UCF, will spend 10 weeks working in the flight applications division of the Langley Research Center in Virginia. He will join 60 other students from across the nation.

The program is designed to motivate high-caliber engineering and science students to pursue graduate degrees and to enhance their interest in aerospace research.

Doctoral candidate named first Link Foundation fellow

Joseph Dumas, a doctoral candidate in computer engineering, was named the first Link Foundation Fellow in advanced simulation and training.

He was awarded the fellowship by Lloyd Kelly of the Link Foundation, UCF President Steven Altman, Brian Goldiez, of the Institute for Simulation and Training, and College of Engineering Dean Cary Whitehouse.

Dumas earned the fellowship for his work in helping to develop a computer-based driving simulator. The UCF team is working to develop an affordable driving simulator for instructional use by school districts, driving schools, disabled drivers, etc. Dumas' work involves the computer programming that creates realistic car responses for the driver of the simulator.

He currently works as a graduate research assistant under Harold Klee of the computer engineering department. Dumas received a master's degree in electrical engineering from Mississippi State University and a bachelor's from the University of Southern Mississippi.

The Link Foundation recently selected UCF's Institute for Simulation and Training to house the fellowships. A. Louis Medin, executive director of IST, was instrumental in focusing the Link Foundation's attention on the expertise available at IST and the College of Engineering in the area of simulation and training.

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Fellowships will be awarded on a national basis beginning with a search in the 1991-92 school year. In addition, a fellowship will be awarded in the institute at UCF through a separate internal competition. The fellowships each consist of a stipend and monies for research expenses and publication of the fellow's research results.

Kelly said it was a "pleasure for us to find such a qualified candidate" in Dumas.

Dumas said he would like to enter the field of teaching after receiving his doctorate.

Both praised the late Edwin Link as someone who recognized opportunities in life and overcame obstacles to fulfill his visions. Link formed the foundation with his wife, Marion, in 1953.

Wednesday, May 29, 1991
ARBORETUM, continued from page 1

for native Florida plant and animal life.

The Arboretum begins with a mile-long path leading into woods. It's typical of arboreta (there are hundreds in the U.S.) in that it has an overall wild appearance but is landscaped in parts. The front is flanked with cycads, rose bushes and grasses, setting pretty enough for a wedding, while the inside is dense and weedy, representative of the way Central Florida looked 50 years ago.

Not everyone at the university knows The Arboretum is a nature path filled with cultivated plants and flowers. Hank Whittier, the Arboretum director and botany professor, believes the lack of notability is a matter of people getting over to this side of campus. He encourages faculty and staff to "take a walk, bring a lunch. You can enjoy some peace and quiet in a place to walk or run. You can do what you want. Listen to the birds. Watch the butterflies. It is a neat place to be!"

Many people, including Irene Lefiane, who works in public affairs, eat lunch there. "I like to go there at lunchtime and take a walk. If you are at your desk trying to straighten out your budgets or acquisitions forms, in the space of ten minutes you can be in a totally relaxed, calm environment."

There are benches, picnic tables and a drinking fountain near its entrance. Those who want to wander along pine-needle-covered trails and on the boardwalk should wear comfortable shoes and bring drinks. There are blue trail markers set by the Florida Trail Association and directional signs at trail junctions.

Crossing The Arboretum's trails are the road to the UCF dump, the Physical Plant's drainage ditch, surveying lines, sandy plains and a wide path believed to have been a Civil War era road. Expeditions into The Arboretum are often used in science classes as a living laboratory for plant and wildlife observation, Whittier said, "because students see everything alive, not just something pickled or dried. Many people are from the city and have never seen tomatoes, eggplant, beans or broccoli on a plant."

Plants may look randomly placed but many are grouped by family for teaching. Hand-lettered plaques provide the scientific and common names, information on growing plants and the plant's donors. For those interested in observing animals, there are raccoons, opossums and otters along with birds and deer which Whittier and Walter Taylor, biological sciences professor, welcome to birdhouses and salt licks.

Engineering, art, anthropology, biology, botany and zoology students use The Arboretum, along with research professors, public schools, universities (Connecticut State College comes annually), garden clubs, the Orlando Science Center and the U. S. Department of Agriculture.

Seven of Florida's nine state universities have an arboretum or botanical garden, each representing a different geographical area and permitting the sharing of plant materials and the protection of endangered species.

Whittier says, "are central to the educational program" (The costly precision lettering is for plaques or a memorial board within The Arboretum which will cost between $12,500 if volunteers install it; an outdoor educational pavilion which will cost between $20,000 and $30,000. All donations will be noted with a brass plaque or a memorial board within The Arboretum).

One of the projects of The Arboretum is the sharing of plant materials and the protection of endangered species. The greenhouse was built in 1926 on a Long Island estate, dismantled and moved to Winter Park by the late Peggy Rockefeller, and who donated it to UCF in 1971.

The Arboretum and conservatory are maintained by Whittier; two student assistants and volunteers, including Whittier's wife and mother-in-law. Volunteers and members of the Friends of The Arboretum pick up sticks, weed and maintain vegetable garden beds. On a given weekend, volunteers can be found from 8:00 AM until 2:00 PM hours over the past several years are in the thousands.

Why do so many people help? Whittier said working in The Arboretum provides horticultural therapy.

"People who are frustrated being in a room all week, and want something else to do. Picking weeds and planting plants gives great satisfaction."

Before The Arboretum was established under former UCF President Trevor Colburn in 1983, the land was a drainage site for nearly half the campus. The land was destined to become a parking lot. President Steven Altman and his staff have made great strides in protecting it since, but as Whittier says, "We need everybody's interest and help from the administration, staff, faculty, students and the community."

Whittier is concerned road development will cut through The Arboretum's forest, within 50 feet of the sensitive Cypress Dome, which, "is almost beyond price. Perhaps the most sensitive area is the Sand Pine-Rosemary. Habitat-threatened plants are nurtured, including Pine Pines, White Spoon Flowers, Florida Willows, Florida Elms, Sweet Bay Magnolia, Button Bush and almost 100 Bald Cypress.

Part of the uniqueness of The Arboretum is the 62-acre land tract contains eight natural communities: Pond Pine, Swamp, Pine Flat Woods, Sable Palm Strand, Sand Pine-Rosemary, the Cypress Dome, Live Oak Hammock and Nyssa Pond.

"It is a once-in-a-million occurrence to have all of those communities on campus," Whittier said.

The more communities there are, the more biodiversity there is. There is a visible difference in the plants and animals that make up the communities in that one area is wetter or drier than the next and some, like the Cypress Dome, are easy to spot.

The Arboretum has been operating for many years thanks to the generosity of Hank Whittier and his wife, Barbara, a science teacher at Lyman High School. The couple has invested a great deal of time beautifying The Arboretum almost every weekend, including buying sprinkler heads, clearing, and constructing boardwalks.

Whittier receives no compensation for his work and has no real staff. He is aided by two students assistants, one writes the newsletter, who are not paid. Nevertheless, Whittier is continuing to expand The Arboretum's services, including founding a scholarship fund, providing free tours, giving away plant cuttings and planning an education pavilion.

Financials are at a low point. The annual cost of running The Arboretum is $25,000, UCF's annual budget provides $20,000, and the dwindling operating fund has $5,000. Individuals continue to contribute many of the financial and material support needed to operate The Arboretum, including one professor's lab manual profits and a $10,000 bequest from UCF alumna Vi Brown.

However, there are still many items which The Arboretum needs, including: A bench trash cans and holders; picnic tables; barbecue grills; a riding lawn mower; an electric golf cart for handicapped visitors; a truck to haul plant material, brush and new plants; major repairs on the Stockard Conservatory; a standard greenhouse; several large kiosks; an electronic engraving machine, approximate cost $10,000, to make plaques to help identify plants which Whittier says, "are central to the educational program" (The costly precision lettering is for plaques or a memorial board within The Arboretum which will cost between $12,500 if volunteers install it; an outdoor educational pavilion which will cost between $20,000 and $30,000. All donations will be noted with a brass plaque or a memorial board within The Arboretum). For information, call Whittier at x2979.

By Kristen Sweet

Help needed to keep arboretum in bloom

The Arboretum has been operating for many years thanks to the generosity of Hank Whittier and his wife, Barbara, a science teacher at Lyman High School. The couple has invested a great deal of time beautifying The Arboretum almost every weekend, including buying sprinkler heads, clearing, and constructing boardwalks.

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By Kristen Sweet

News To Note
MEMORANDUM, continued from page 2

To: University community
From: Linda Bonta, finance and accounting
Subject: Removal of university property off campus

Has it come to our attention that some university personnel are removing state property without proper authorization. Please note that property may be taken off campus by individuals for use only if authorized.

Prior to removing property please complete Form S14 “Authorization for Off-Campus Use of State Owned Property,” in quadruplicate. The original of the form must remain in the possession of the individual removing the property, the second copy is to be retained by the department, and the third and fourth copies are to be sent to property control (which will forward one copy to the police department).

Please ensure that all property removals are made for the correct individual and that the property is not being removed for the personal use of anyone other than the person to whom it was issued.

For the purposes of authorization, it shall be assumed that all UCF-owned property is considered as state property. All department head authorization must be approved by the appropriate department head.

To assure uniformity of this process, handwritten notes or other verbal authorizations will not be accepted by the officer. When items are returned to the campus, a copy of the authorization is to be signed, dated and sent to the property and inventory control section of finance and accounting.

Your cooperation in this matter is greatly appreciated.

To: University community
From: R.D. Paradise, physical plant
Subject: Irrigation

As one of the major users of water from the aquifer, UCF is now using reclaimed water for irrigation on the gold driving range. This action complies with the operating permit issued by DER. The reclaimed water is tested quarterly by Flowers Chemical Laboratories of Altamonte Springs.

In addition to these tests the requirements of the operating permit are to be met for the program to continue. Presently, 20,000 gallons of reclaimed water are used each day to irrigate the gold driving range.

To be conservative — recycle.

To: all departments
From: Jack Winstead, purchasing
Subject: Advance submission of requisitions for blanket orders

The purchasing department has the capability of entering purchase orders into the computer. All orders entered will be stored and subsequently issued to vendors shortly after July 1.

Please use the following format for requisitions requesting the issuance of Blanket Purchase Agreements.

To assist you in properly filling out your requisitions for these blanket orders, we have developed standardized formats for each type of order mentioned above. Call x2661 for copies of these formats or pick them up at the front desk in ADM 360.

All subject requisitions must be headed with the following statement: “Fiscal Year 1991-92 Request.”

Thank you for your cooperation.

To: all faculty, College of Arts and Sciences
From: Edward Sheridan, College of Arts and Sciences
Subject: Internal search for administrative intern

The College of Arts and Sciences is pleased to invite applications from the college for the position of administrative intern. This position will begin Aug. 8 and continue through A.r. 1992. It will be a half-time position (5 FTE). Any tenured or tenure-earning faculty member in the College of Arts and Sciences administrative intern is eligible to apply. Women and minority members are encouraged to apply.

This position will work with the dean and associate/dean assistants in performing various administrative duties. Some of these duties will include activities related to:

• Special projects and reports
• Academic excellence awards
• Committee assignment and elections
• Faculty ombudsman responsibilities
• Inventory control
• Space
• Class schedules
• Women’s studies program
• Afro-American studies program

Projects relating to graduate programs and research opportunities

This position will also offer the faculty member administrative internship experience by providing exposure to the daily operations of the dean’s office. The college will contribute adequate replacement costs to the department from which this appointment is made.

Any faculty member wishing to apply for this one-year appointment should submit a letter indicating that interest and detailing her or his qualifications for this position along with a curriculum vitae, to Kathryn Seidel, associate dean, CAS, by Thursday, May 30.

The College of Arts and Sciences is eligible to apply. Women and minorities are encouraged to apply.

From: Wilson Roulston, finance and accounting
Subject: Expense refund deposits/gas credit cards

Please make sure that a vendor identification number is provided when making a deposit for an expense refund. This should be a federal identification or a social security number in the case of UCF employees. This information is required in order to properly credit your account. Gas credit cards may only be used for business purposes (i.e., gas, repairs, etc.). Personal purchases cannot be made with gas credit cards, and a reimbursement will be required to be deposited in the account should such a purchase be made. For information, call finance and accounting, x2661.

To: all faculty and staff participants in the spring graduation exercises
From: Jean Williams, bookstore
Subject: Rental of academic regalia for faculty of the graduation exercises on Aug. 8

The university bookstore will assume the responsibility for the rental of academic regalia for the forthcoming graduation exercises.

A rental questionnaire must be completed and returned to the bookstore prior to Saturday, June 15. No orders can be accepted after this date.

Rental fees must be paid in full at the time of completion of the questionnaire. This is a must in order to make the pickup scheduled.

Rental charges are as follows and payable in advance:

- Master’s cap and gown — $11 with 66 cents tax. Total is $11.66
- Master’s hood — $11 with 66 cents tax. Total is $11.66
- Doctor’s cap and gown — $14 with 84 cents tax. Total is $14.84
- Doctor’s hood — $14 with 94 cents tax. Total is $14.94

No refunds after 5 p.m. on Saturday, June 15. For information, call x2663.

To: all departments
From: Jack Winstead, purchasing
Subject: Annual contract for overnight mailing service

The University of Central Florida’s Invitation to Bid No. 11045CSA has been awarded to the vendor listed below for the period through June 30, 1992.

Vendor: Federal Express
450 E. South Street, Suite 300
Orlando, 32801
Vendor contact: 800-288-3345

If you did not attend the Federal Express workshop, you may pick up in purchasing the express rates schedule, pre-printed airbills (for campus only), a copy of the form to be submitted to purchasing for proper encumbrance and payment of your department’s express mail, and your account number. Requisitions and LPOs will not be used for this procedure.

It is important that you use the proper account number for the university. All account numbers previously used by the departments have been deleted, and new ones should not be requested. If the proper account number is not provided on the airbill, you will not be given the discounts granted in the contract.

It is Federal Express company policy to add a 50 cents per $100 insurance charge to anything with a declared value over $100; however, the state comptroller will not pay this charge. It is therefore advised that departments not ship articles valued over $100 by Federal Express, or that they pay for the shipment from a non-E&G account.

A drop box is located at the west side of the administration building (last pick-up is 6 p.m.) or call 800-238-5355 for pick-up of larger items. You may also call this number for ordering supplies, packaging accessories, and pre-printed airbills for your department.

All questions concerning this contract should be directed to the purchasing division, administration building, room 360, attn: Yvonne Conover, x2661.
### Classified Ads

#### For Sale

- **Bike**, Schwinn WorldSport, 27 in., 4 yrs old. Rides OK. $750 or best offer, Bill, x264.
- **Camper**, 90 Coachman Classic pop-up. Won in game show. Never used. Retail $7,000. Sell for $5,000. Tim, 408-268-3616, after 5 p.m.
- **Car**, '76 VW Bug. Rebuilt engine, good tires. Body, interior fair condition. $1,000 obo. Connie, x2217.
- **Dog**, 95 Chevette, 2-door hatchback. AC/AM radio, auto, new engine, low mil. $1,500. x5130 or 699-4865.
- **Car**, 79 Ford Bronco. 4-wheel drive, PS, PB, A/C, tilt steering, looks runs great. $3,800. 366-5675.
- **Car**, '74 Mercedes Benz 500 SEL high top van. 14 ft. long, 7 seats. $6,500. 381-6589, leave message.
- **Wheel printer**, many extras, cables, switch boxes, etc. Original price, $500. Sell for $90. 862-6098.
- **Coffee table** 3/2, washer, dryer. 1/2 miles from UCF. $350. 381-4711.
- **Travel trailer**, 3/2 in Gainesville, 3.5 miles from UCF, near Oaks Mall. No qual, assum FHA loan. $55,900. 380-3564.
- **Reclining chair**, $170. Child's electric fire engine, $125 or best offer. x5488 or 438-5042.
- **Sofa and chair**, good as new w/ all attachments. $800. Victorian, x2855 or x8620.
- **Furniture**, 18 in. center Cane Chair. Full linen kitchen, bath, air conditioning, sleep 4. Needs electric water heater, battery box. $2,000, negotiable. Matti, x5737 or 365-3870.
- **Duplex**, 2/2 w/ washer/dryer. 1/2 miles from UCF. $480 mo. 273-7435 or 350-6219.
- **Duplex**, 2/2, washer, dryer. walking distance UCF. Quiet neighborhood. 7-yr lease, $485 mo. 281-364 or 365-9220, after 6 p.m.
- **Room**, nice w/ private bath. Access to kitchen, cable TV, pool, tennis. Grad student, faculty or staff. $270 mo., part of utilities. 687-7711. Wait for beep, leave message (no voice on machine), or call Karen or Fatume in records.

#### Wanted

- **Roommate**, N/5 to share 2/2 apartment, 3rd floor. $280/room plus 1/2 utilities. Tim, x2005.
- **Time-Life books**, interested in series set or individual titles. Phil or x330-1042.
- **Tire and railroad cars**, Marx, Lionel, American Flyer, etc. All makes and gauges. Paul, 725-2317.
- **Used tandem bicycle**, two seats. x2399.
- **Volunteers**, to donate one of two hours a week delivering food to needy families for OUTREACH, a local charity organization. Kathy, 366-7525.

#### Personal

- **Handy home helper**, repairs, maintenance, replacement. $15 min. charge. Will tackle multiple tasks, visits. Bill, 834-2178.
- **Need upholstery work**, don't know who to call? Want a fair price and excellent workmanship? Call Hector, 831-0247. Anonymity is his speciality. Yo hablo espanol.
- **Typing service**, fast, economical, professional! Some day service for resumes, papers, etc. x5645 or 679-9008.

#### Miscellaneous

- **Free kittens**, black male, 6 weeks, just weaned. 275-3904, after 5 p.m.
- **Vacation rental**, N.C. chalet at cool 4,000 ft. Rhodesdron Festival, June 20-26; Highland Games (second in series) June 20-26, Oviedo, 32816, (407) 823-2504. Publication P.O. Box 25000, Orlando, FL 32845.
- **Charity organization**, need upholstery work. Contact Flo, x2521 or 330-0042.
- **Wanted** for U.S. Army, Navy, Marine, Air Force. Interested in series set or individual Time-Life books, or interested in series set or individual Time-Life books. Flo, x2521 or 330-0042.

### Calendar

#### Courses

- **Monday, June 3-28, Business Training Program**, 9 a.m.-2:45 p.m., $1,290.
- **Monday, June 10, 12, 14, 16, 18, 19, 21, 23, 25, 27, 29, 31, 7 a.m.-4:30 p.m., $1,250.
- **Monday, June 17, Business Contracting Basics**, 9 a.m.-5 p.m.
- **Monday, June 24, 26, 28, 30, 5 a.m.-4:30 p.m., $1,250.
- **Tuesday, June 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 5 a.m.-4:30 p.m., $1,250.
- **Wednesday, June 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 7 a.m.-4:30 p.m., $1,250.
- **Thursday, June 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 7 a.m.-4:30 p.m., $1,250.
- **Friday, June 14, 16, 18, 20, 22, 24, 26, 28, 30, 5 a.m.-4:30 p.m., $1,250.
- **Saturday, June 15, 17, 19, 21, 23, 25, 27, 29, 31, 7 a.m.-4:30 p.m., $1,250.
- **Sunday, June 16, 18, 20, 22, 24, 26, 28, 30, 7 a.m.-4:30 p.m., $1,250.
- **Monday, June 17, 24, 31, 5 a.m.-4:30 p.m., $1,250.
- **Tuesday, June 18, 25, 32, 5 a.m.-4:30 p.m., $1,250.
- **Wednesday, June 19, 26, 33, 5 a.m.-4:30 p.m., $1,250.
- **Thursday, June 20, 27, 34, 5 a.m.-4:30 p.m., $1,250.
- **Friday, June 21, 28, 35, 5 a.m.-4:30 p.m., $1,250.
- **Saturday, June 22, 29, 36, 5 a.m.-4:30 p.m., $1,250.
- **Sunday, June 23, 30, 37, 5 a.m.-4:30 p.m., $1,250.

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**Designing a future**

Assistant hospitality management professor Behshid Farsad admires a model built by his students in the President's Board Room. Students built models for their final project.

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**The UCF Report**

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