Magazine: UCF one of the best

Central Florida ranked 11th on list of top southern institutions

UCF placed 11th on U.S. News and World Report's list of the "top" regional universities in the South in the magazine's Sept. 30 annual guide to America's "best colleges". In making its second appearance in three years in the magazine's annual rankings, UCF joined three other Florida institutions — Stetson University, Rollins College and Florida International University — among the top 15 regional institutions in the southern area, stretching from Virginia and West Virginia in the north to Arkansas and Louisiana in the west. U.S. News & World Report tabbed Wake Forest University as the top regional university in the South.

According to the magazine, regional universities "generally award more than half their bachelor's degrees in two or more professions... Many also offer graduate degrees." The editors claim some 550 institutions fit into the category nationwide and are different than national universities and national liberal arts colleges. The latter, the magazine says, "are the major leagues of higher education, usually with more selective student bodies, greater resources and broader reputations."

UCF's standing was based on academic reputation, student selectivity, faculty resources, financial resources and student satisfaction. UCF ranked highest, second, in selectivity, and lowest, 61st, in financial resources. On the academic reputation measure, based on a poll of college presidents, deans and admissions directors at regional institutions, UCF was rated 12th.

In explaining the overall scoring system, the magazine said: "Selectivity was determined by the acceptance rate among applicants to the 1990 entering class; the 'yield,' or percentage of those accepted who actually enrolled; the enrollment's high school class standings, and either the average or midpoint combined scores on the Scholastic Aptitude Test or on the composite American College Testing Assessment."..."Faculty-resources ranking was derived from the following data: the 1990 ratio of full-time-equivalent students to full-time-equivalent instructional faculty; the percentage of full-time faculty with doctorates or other top terminal degrees in their fields; the percentage of faculty with part-time status, and the average 1990 salary, with benefits, for tenured full professors. "The strength of a school's financial resources was determined by the 1990 dollar total of its educational and general expenditures, divided by its total full-time-equivalent enrollment. And the measurement of student satisfaction used the average percentage of students in the 1983 to 1985 freshman classes who graduated within five years of the year they enrolled."
Memorandum

To: University community
From: Jack Winstead, purchasing
Subject: Direct shipments to departments

During a recent state audit, it was brought to my attention, as well as those above me, that several departments had called in orders to vendors and had these orders shipped directly to their departments, bypassing central receiving. Our investigation of cited instances revealed that this was accomplished in a number of ways, most of which were not approved. The majority were confirming purchase orders and blanket purchase agreements. There were also the occasional few who chose to evade purchasing altogether and place “unauthorized” orders with a vendor. I call these orders unauthorized because there is a designated number of individuals within the university who have been delegated authority from the president to conduct for purchases; however, the individual who placed these orders were not delegated this authority, but chose to take it anyway. This is being done not only in violation of the university’s rules and procedures, but also in violation of Florida Statutes.

A note to the vendor has recently been added to the purchase order forms stating, “A failure to deliver to ship-to address above may result in delayed payment of invoice.” We are hopeful that this may help resolve the problem of vendors shipping directly to the department, but departments must ensure that central receiving is being given to all vendors as the ship-to point on confirming purchase orders and calls on blanket purchase agreements. There are no departments on campus which have been authorized to receive shipments directly; however, it is recognized that emergencies may arise wherein delays in receiving needed forms may hamper ongoing instructional or research efforts. If you have an individual case or purchase that you think should be considered for direct shipment, contact me or Sharon Wiesen, x2661. Approvals will be granted on a case-by-case or individual purchase basis. If departments continue to circumvent proper purchasing procedures, we may be forced to discontinue the practice of issuing advance purchase order numbers, and take whatever other measures that may be necessary to correct the problem.

To: Deans, directors and department heads
From: Rusty Okoniewski, sponsored research
Subject: Travel reimbursement vouchers

All travel must be paid on travel reimbursement vouchers with only two exceptions. These are outlined in Florida Statute 112.681, which states:

- "Whenever an agency requires an employee to incur … travel on emergency notice because the employee is needed to return from a travel destination, the employee may …"
- "In an emergency situation, a memo explaining the emergency must be submitted with the purchase requisition or limited purchase order.
- "When there is a savings to the state, a memo explaining the savings should be submitted with the purchase requisition or limited purchase order."

These exceptions can only be used if the statute requirements are met and procedures are followed exactly. For information, contact Dan Moya in F&A, x3990.

To: University community
From: Linda Bonta, finance and accounting
Subject: Insurance coverage on Budget Rent-A-Car

Primarily insurance coverage is provided by Budget Rent-A-Car in the following amounts: $100,000/$300,000 bodily injury and $25,000 property damage insurance. Budget provides all five, accident and collision losses. Collision damage is assured by Budget. UCF travelers are advised that accepting CDW (Collision Damage Waiver) or LDW (Loss Damage Waiver) is not authorized and will not be reimbursed. When circumstances require the use of another car rental agency, or the use of vehicles that are not covered by the contract, such as CDW or LDW, the CDW should be accepted if this coverage is not included in the rental agreement.

When renting a vehicle in Alaska, Hawaii, New York on weekends and holidays and in other countries, CDW or LDW should be accepted by the traveler. Insurance coverage, as stated in the contract, does not apply in these areas.

Insurance coverage is provided in out-of-state cities that have city surcharges added to the rental rates. Loss of property in the rental vehicle as a result of theft is not covered under the terms of the contract.

If you have questions, call the travel desk, x3231.

To: Faculty
From: Bob Leonard, bookstore
Subject: Textbook orders for spring

I have forwarded text requisitions for the spring term to your department chairs.

To: Faculty
From: Louis Tefroason
Subject: Quill and Scroll luncheon

The annual Quill-Scribal luncheon will be Thursday, Oct. 10, at noon at Holiday Inn, UCF. Cost of the meal is $10. The featured speaker will be renowned poet Lois Haskin, who will also read some of her work. Copies of her two latest books will be on hand for purchase and signature. Advance reservations for the luncheon must be made by Oct. 8. In order for us to know which books to keep and which to return to the publishers, it is necessary to have a text request for each course. We do not keep books that are not used the next term.

To: University community
From: John Schell, English department
Subject: Linguistics program

The English department, in order to give priority to its undergraduate and graduate programs in literature and writing, has vetoed discontinuing the undergraduate track in linguistics for English majors. The department will continue to sponsor a minor in linguistics as well as offer linguistic courses that support the literature and writing concentrations.

To: Faculty and staff
From: Rusty Okoniewski, sponsored research
Subject: Preparation of proposals for sponsored research

The following guidelines should be used in the projection of salary figures for research proposals which include work paid past the current academic year:

- Use the actual salary rates for work proposed between now and Dec. 31.
- Effective Jan. 1, use your new salary rate which reflects your 1991-92 raise. This information will be available in personnel shortly for verification.
- Effective Aug. 8, 1992, increase the salary rate (used after your Jan. raise) by 4.5 percent. This should be used through Aug. 6, 1993.
- Effective Aug. 7, 1993, increase salary rates for each additional academic year (approximately Aug. 7 through Aug. 6 the following year) by 4.5 percent per year.

The fringe benefits should be calculated at the following percent rates:

- Salaryed (faculty, USPS, A&P) — 29.2 percent
- OFS — career service/teaching research — 8.83 percent
- OFS — graduate and student assistants — 31 percent
- Direct costs should be calculated at:
  - On-campus research — 48 percent
  - Off-campus research — 32.8 percent
  - Florida Solar Energy Center research — 80.8 percent
  - State agencies (general rev.) — 5 percent
  - State agencies (research-fund flow-through) — 48 percent

The fringe benefit and indirect cost rates change periodically, so please verify all rates prior to finalizing your cost proposal. If you need help calculating the salary rates to utilize in your proposals, call Julie Voorhees or Myra Gaziano, x3778.

To: University community
From: Barth Engert, commencement committee
Subject: Fall commencement

Commencement ceremonies are scheduled in the arena on Saturday, Dec. 14, as follows:

- Colleges of Business Administration, Engineering, and Health and Public Affairs, 9 a.m.
- Colleges of Art and Sciences, Education, and Liberal Studies Programs, 2 p.m.
The nominees

The applicants

The search for the fourth president of UCF enters the first narrowing down stage, members of the presidential search advisory committee are preparing for busy days ahead. Barry Whitehouse, committee chair, said the search is going, "as well as can be expected," in his goal to get the "strongest candidates" to apply.

The committee has been advised to spread the news about the position by word of mouth in addition to advertising in publications and a 1,000-letter mailout suggesting Central Floridians nominate candidates. As a result of these efforts, a number of resumes have come in.

Whitehouse said UCF members and the community have been active in the selection process.

"Deans have been trying to solicit interest, the faculty has been sending in nominations...and people in the community have been reading about the search and calling in names," he said.

He is keen on making the university more involved, and suggests people continue to nominate candidates, reads up on candidates’ files at the UCF library or the Orlando Sentinel, and send in names along with people from the humanities and the sciences, who will be interviewed on campus and participate in the finalists’ interviews.

Whitehouse said the search has generated more interest than in 1988 — the search for the university’s third president — because there are more applicants and because of UCF’s growing fame. In 1988 there were slightly more than 100 candidates. As of the end of September, 43 candidates had applied, 77 had been nominated and nine had declined.

The deadline for nominations was Oct. 1 and the deadline for applications Tuesday, Oct. 8.

"When anyone is nominated, for example presidents of the colleges, they take the time to find out about UCF. If we get a wide pool from across the country, we can get UCF’s accomplishment’s out to the rest of the nation.

Who has applied or been nominated? Mostly university presidents of schools smaller than UCF and vice presidents with, "a solid academic background," said Clampitt. Additionally, there are university provosts, executive directors and deans along with people from the humanities, aeronautics and the government.

Whitehouse said the advisory committee is keeping "pretty busy" working on logistics, including distributing files to the committee and media and making plans for the interviews. But committee member Richard Tucker said, "the work is going to accelerate and become more intense as we narrow the field.”

— Richard Tucker

to apply. Thus far, none of the UCF nominees have accepted the nomination. Whitehouse said many people want until the end to apply or accept nomination, in part because the Sunshine Law permits the examination of public documents and some people do not want their intention for the position to be known.

As a result, Whitehouse said he is expecting, "a lot of activity at the end of October.”

— By Kristen L. Sweet

Employee of the month

If you have lunch in the university dining room, chances are you’ve seen Marty Rouse and her friends at their usual table by the window, enjoying lunch and conversation. It’s been that way the last four years.

They talk “about our families, the arts, local and world news — anything and everything — but seldom about work,” said Rouse, September’s employee of the month.

Work, in Rouse’s case, is as an administrative assistant in business services.

She transferred there 17 years ago when her former boss was made director. She has been there since. "If you’re happy, why relocate?” said Rouse of her successful niche.

The arrival of son, Jeff, now 23, and the move to Merritt Island from Oviedo, also changed Rouse’s lifestyle from that of an executive secretary at Pan Am. She chose UCF as her next career move because it was close to home and because “I like the environment of the university.”

Carolyn Brancart, who nominated Rouse for employee of the month, worked with her seven years ago during her first teaching position. "I’ve never known her to lose her temper. She’s a lady,” said Brancart, who works in the bookstore.

Rouse’s mom may be the reason she got her job.

"They all fall in love with her, and think of her as mom,” said Brancart. "Once she gets a student assistant, they don’t leave until they’ve graduated.”

Rouse sports a gold “MOM” charm from a chain around her neck. She’s proud of that badge. It came from two former student assistants. She says: "I like having an extended family,” she said, with a warm smile. "They come back to see me.”

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call me, and send me their wedding invitations and birth announcements. After all, helping students is really why I’m here.”

One such student was Tim Carroll, now Rouse’s boss. “We’ve worked together and have been friends for years. I enjoy working with him,” she said. “We have a very good rapport.”

Carroll reports that Rouse “doesn’t let her high degree of sensitivity to personal matters interfere with her ability to be a tough, hard-nosed businesswoman. She deals with salesmen and outside vendors every day and absolutely expects — and receives — the utmost from them.”

Salesmen may also be dismayed by the near exit of business services, which states: “We shoot every third salesman. The second one just left.”

“Dick Scott, my former boss, brought that back from a meeting,” said Rouse. “Salesmen get a kick out of it. Some of them even get nervous.”

Carroll also appreciates Rouse’s ability to manage the budget.

“When I assumed the role of director, I asked her for a staple for my desk. After some rummaging through a supply cabinet, she came up with a used 1974 model stapler. I think it was purchased at a surplus sale,” he said.

There is a team spirit between Rouse and Carroll. “I tell her if she ever considers taking a job elsewhere, she may do so only if she takes me with her,” Carroll said.

— By Irene Chandler
For Sale

Ad forms are available in The UCF Report office, ADM 3514.

Airline tickets, from Orlando to New York on Dec. 11, $120 each. 382-5757, leave message.


Car, ‘85 Chev’ S10 Blazer, 4d Tilt, 25K miles, package with options, extra clean, $5,500 or $2,500 down.


Car, ‘79 Concor, 61,000 mi., auto, AC, full power. Good transmission, $600 or best offer. Scott, 274-4521.

Car stereo: Pioneer CD player w/ AM/FM, hide-away tuner, remote, Pioneer 2nd wave power amplifier: MTV digital loudspeaker w/ 12 in. subwoofer, 24 in.

Exhibits:

Coffee table, 2 side tables, contemporary, smoke glass tops, light and dark wood combination. Must see to appreciate. Only year old. $250 or best offer for set. Paid $475 new. Judy, x5644 or 239-2405, after 5 p.m.

Treadmill-dietitian air runner, new, excellent condition, $125 or best offer for set. Paul, x5644 or 607-2128.

Waterbed, full size with all components, $100. Compact refrigerator, $69. Evm, x5249.

Waterbed, king, waveless mattress, liner, heater, frame, $100 or best offer. Paul, x5462 or 607-2128.

For Rent


Lakeview townhouse, 2/2 w/ balcony, central heat/air, privacy fence, verticals, microwave, dishwasher, double garage, washer/dryer hookups. $575 mo., $200 deposit. Jana, x2672, or 363-3207, after 6 p.m.

Treadmill-dietitian air runner, new, excellent condition, $125 or best offer for set. Paul, x5644 or 239-2405, after 5 p.m.

Need furniture recovered? Call Hector, 831-4852, for estimate.

Miscellaneous

Antiques restored? Call Hector, 831-4852, for estimate.

Dog, Cock’ Spaniel, buff, male, 3 yrs, AKC, all shots, $600 or best offer. 677-8592, after 6 p.m.

Expert typing, looking for used ladies. Carole, x2248.

For Rent

Mobile home, 2/2 on 1/4 acre lot, dock, country living. $375 mo. 566-6475, after 5:30 p.m.

Bicycle, looking for used ladies. Carole, x2248.

Roommate, female non-smoker, 3/2 house, pool, washer/dryer, 5 min. from UCF, $300/mo. and half utilities. 679-4899.

America needs industrial engineers. UCF’s engineering department offers B.S. and Ph.D. degrees. Faculty and staff are encouraged to call or visit Abel Fernandez, x2201, for information.

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For Sale

Free to good home. 9-month old cat. Great personality, very loving, calm and friendly. Gray male. Judy, x5544 or 239-2405, after 5 p.m.

For Sale

Need furniture recovered? Call Hector, 831-4852, for estimate.

Remodeling, additions, woodwork masonry, shouco for residential/commercial. 382-8912.


Typing services, fast, economical, professional. Same day service available for resumes, papers, etc. x5642.

Seeking knowledge

President Robert Bryan, right, and Provost Richard Astor learn new library skills, Sept. 4, during an audio lesson on how to use LULU, the library’s on-line catalog.