Program seeking mentors for students

Mentors are needed for the Orlando/Orange County COMPACT program so more Orange County students at risk of dropping out of school can be served.

The letter from Patrick Knipe, chair of COMPACT's board of directors, to President John Hitt, asked the president to encourage employees on all levels to donate one hour a week to spend with an at-risk student. Volunteers will not be asked for money.

"While there is no shortage of students who need this vital, proven program to help them stay in school, there is a critical shortage of mentors," Knipe said. "Mentors are the mainstay and mortar of the COMPACT program. They help hold lives together. They make a difference."

COMPACT's goal is to be in all Orange County high schools by 1994. The program currently serves more than 600 students.

Those interested in finding out more information about COMPACT can call 425-1234, ext. 203.

Newspaper donates $10,000 to university

The Orlando Sentinel has donated $10,000 to support three programs at UCF.

The library received a $6,000 challenge grant. The money will be used to fund a new educational collection in early childhood education. For the next few months, The Sentinel will match all donations up to $6,000 received by the library.

Another $3,000 went to the International Writers Series to expand the program.

The UCF McKnight Center for Excellence received $1,000. The center identifies and rewards honor students in kindergarten through 12th grade.

Placement tests required for nurses

Registered nurses entering the R.N. to B.S.N. program at UCF are required to pass advanced placement tests.

The National League for Nursing Mobility Examinations will be given on the Daytona Beach campus Monday and Tuesday, Nov. 9 and 10. These examinations will not be repeated until spring.

For additional information, call Roberta Gropper, (904) 254-4428.

Inauguration showcases UCF, campus

The inauguration ceremony of President John Hitt as UCF's fourth president will be the star attraction in a weeklong medley of inaugural activities, but another event is expected to add to the excitement.

Organizers of this month's inauguration activities are predicting that one of the highlight's will be the Campus Showcase, an event featuring student and faculty exhibits. The showcase will be open on Nov. 19, 11:30 a.m. to 1 p.m. This will be the first time in the university's history that a showcase has been presented on such a large scale.

"Our intent is to say to the president, 'Mr. President, this is who we are. We are here to help you celebrate this special day,'" said Carol Wilson, one of the showcase organizers.

"It's a way of presenting our accomplishments as a university, of sharing our accomplishments with the president and with each other," she said.

Every club, department and other campus organization has been invited to take part in the showcase, which will spread across the entire green, from the library past the health and physics building to the student center. Two stages and food booths will also be set up.

Placement tests required for nurses

Registered nurses entering the R.N. to B.S.N. program at UCF are required to pass advanced placement tests.

The National League for Nursing Mobility Examinations will be given on the Daytona Beach campus Monday and Tuesday, Nov. 9 and 10. These examinations will not be repeated until spring.

For additional information, call Roberta Gropper, (904) 254-4428.

Increased spring class schedule could provide enrollment boost

The University of Central Florida will offer a record number of spring semester classes in a calculated effort to speed students' academic progress towards degrees while solving a potential funding problem caused by unusually low enrollments last summer.

In an announcement Monday, President John Hitt said he has
Memorandum

To: Faculty and staff
From: John Hitt, president
Subject: Outside activity/employment/conflict of interest

Now that the fall semester is well advanced and the spring term is just over the horizon, I want to thank faculty and staff for both past and future efforts to serve the educational needs of our students.

As many of you know, this fall UCF added 180 classes above and beyond the normal offerings in response to growing demand and to minimize the likelihood of reducing funding to the Board of Regents Office if we fail to meet our tuition income goal. The effort was great, the results significant (we cut the income shortfall in half), and complaints were few. To all who helped—faculty, staff, office managers, administrators and non-unit A&P employees—everyone, any feedback thanks.

Now the rest of the story: even if we succeed in equaling the fall enrollment in the spring term, we still face the prospect of a shortfall of $250,000 in tuition and other fees that will wipe out the incidental revenue trust fund. So we need to do even better next spring than we have done this fall. Otherwise, UCF might have to rebate to the Board of Regents Office an amount equal to the shortfall in our incidental revenue trust fund.

Beyond that, UCF's funding base for next year will shrink.

To avoid both undesirable consequences, I have authorized the expenditure of some $500,000 from reserve accounts to add over 200 sections in high-demand courses. We seek to attract new students and to provide an incentive for returning students to assume a heavier credit load, should their circumstances permit. Our choice seems simple: invest funds to meet students' needs, or risk returning those funds because of a shortfall in the incidental revenue trust fund and see our funding base erode.

With your continued cooperation and hard work, we will meet the challenge.

Again, many thanks for your efforts on behalf of UCF.

To: Vice presidents, deans, chairs, directors, other supervisory staff
From: John Hitt, president

Subject: Outside activity/employment/conflict of interest

President John Hitt will be inaugurated on Nov. 19. The president would appreciate your assistance in providing an opportunity for your staff to participate in inaugural activities.

Of special interest is the campus showcase that is scheduled from 11:30 a.m. to 1 p.m. on the day of the inaugural ceremony. The campus showcase will consist of exhibits, displays and presentations by faculty from each college as well as many of the 150 registered student organizations. Food and beverages will also be available to be enjoyed while browsing exhibits and exhibits. In addition, music and entertainment will also be part of the showcase activities.

It is our hope that staff will utilize their lunch times to participate in and enjoy these events. It is important that we have as much visibility of their working schedule as you deem appropriate to be encouraged to participate.

Thank you for your cooperation.

To: All non-unit A&P employees
From: Mark Roberts, personnel services
Subject: Outside activity/employment/conflict of interest

In accordance with BOR requirements, as stipulated in rule 6C7-3.018, Outside Employment, all non-unit A&P employees are required to submit and/or renew their Report of Outside Activity / Employment / Conflict of Interest (Rev. 8/91) form, annually in the fall if it is applicable.

Please note that non-unit A&P employees are required to submit and/or renew their Outside Activities /employment form annually, in accordance with the UFF collective bargaining agreement. Activities/employment which have the potential for conflict of interest, such as ownership of stock in a company which does business with UCF, officer, director, partner in a company which does business with UCF; contractual relationships with companies which do business with UCF; writing textbooks or instructional materials used at UCF; political office; and, any like involvements must be reported and renewed each year. Additionally, any employee who intends to use any university facilities or equipment in connection with outside activities/employment in which they plan to undertake outside activities/employment is required to submit this report of their intentions, as delineated in the rule and form. USPS employees are not required to submit or report outside employment if involvement is connected with above-stated factors apply.

The above-mentioned report shall be completed and forwarded to the director, personnel services, x2771. The form can be obtained at university personnel office, ADM 230.

To: Deans, chairs and graduate program directors
From: Frank Juge, academic affairs
Subject: UCF Foundation Minority Graduate Fellowship awards

Through the generosity of the UCF Foundation, three UCF Foundation Minority Graduate Fellowships in the amount of $1,650 have been made available for prospective new graduate students. The monies will be paid in two equal installments after the add-drop period of the fall 1993 and spring 1994 semesters.

Please note that the fellowships are for purposes of academic recruitment; that is, support of new students. New students are defined as U.S. citizens who will begin their graduate education at UCF in the 1993 summer or fall term. Continuing, or potentially continuing graduate status students are not eligible. The fellowships are intended to supplement existing support in order to recruit high quality students to the university.

The deadline for application is April 9. Please bring this opportunity to the immediate attention of any prospective minority graduate applicants. The application deadline is well in advance of the deadlines for application for the summer or fall terms for admission to UCF.

Award announcements will be made on or about April 23.

To: All departments
From: R.D. Paradise, physical plant
Subject: Building services operations

In February, building services had to reduce its frequency of service due to limited resources. Unfortunately, this situation still exists. In an effort to concentrate our cleaning activities in the most vital areas of the campus, we must continue with the operational and scheduling changes made in building services last February. The changes that will continue are as follows:

1. Trash containers, except in lounges and vending areas, will be emptied once a week.
2. Recycling containers will be emptied once a week.
3. The schedule for servicing the recycling containers will not be changed.
4. In those situations where furniture and/or equipment must be picked up off campus, call central receiving, x2522. The requesting department will be responsible to reimburse central receiving for the cost associated with the pick-up.
5. Vacuuming of offices, office suites, conference rooms, and reception areas will be done once a week.
6. The schedule for servicing the recycling containers will not be changed.

We regret the need to continue this schedule and appreciate your support and understanding.

If you have any questions, please call Pat Rumen, x2386.

To: UCF community
From: Tamara Jones, housing and residence life
Subject: Summer 1993 conference housing

Please make your requests for 1993 summer conference housing spaces now. We have a limited number of spaces and these are several weeks which are already closed. If you have any questions, do not hesitate to call me at x3051.

Cut ballot and return to personnel, EOM. (Mark envelope "confidential.")
News to Note

Hitt invites UCF community to inauguration celebration

The entire UCF community and friends of the university are being encouraged to participate in the inauguration celebration of John Hitt when he is officially inducted as the university's fourth president on Nov. 19.

The inauguration ceremony will cap a week of activities preceding the event. It will be held in the education building gymnasium at 2 p.m.

Highlighted events leading up to the inauguration include guest lecturer Terry Anderson, a journalist and former Middle East hostage. Anderson's lecture is "Home at Last," and he will speak in the UCF Arena on Monday, Nov. 16, at 8 p.m.

An inaugural exhibition basketball game pitting UCF against the Ukrainian National Team will be in the arena on Wednesday, Nov. 18, at 7:30 p.m. Campus Showcase, featuring outdoor displays presented by colleges, departments, institutes, centers and student organizations, will take place near the reflecting pond on Nov. 19, 11:30 a.m.-1 p.m. Refreshments will include a 100-foot submarine sandwich.

Hitt was named UCF president by the Board of Regents on Dec. 4, following the resignation of Steven Altman. UCF President Emeritus Charles Millican, founding president, and Trevor Colbourn, his successor, are scheduled to participate in the ceremony.

Prior to joining UCF, Hitt was interim president of the University of Maine. During the past 19 years, he has served in central administrative posts in three universities. He acted as the University of Maine's academic vice president from 1987 to 1991. Other key positions include provost and vice president of academic affairs at Bradley University; associate dean of Texas Christian University; dean of TCU's graduate school; and vice president of TCU's Research Foundation. He also taught psychology at the University of Maine, TCU and Tulane University in New Orleans.

Hitt received his master's degree in psychology and doctorate in psychology from Tulsa and his bachelor's degree in psychology from Austin College, Texas.

The inaugural sponsor is Barnett Bank of Central Florida. The Board of Regents' Dinner (which will follow the inauguration) co-sponsors are: Downtown Development Board, Economic Development Commission of Mid-Florida Inc., Greater Orlando Chamber of Commerce, Orlando/Orange County Convention and Visitors Bureau Inc., and The Greater Orlando Aviation Authority.

Just the facts

- What: Inauguration of President John Hitt
- When: Thursday, Nov. 19
- Where: Education building gymnasium
- Who's invited: Everyone
- Etc.: The celebration will cap a week of activities leading up to the inauguration.

Inauguration week schedule of events

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Saturday, Nov. 14</td>
<td>Progamae tailgate party</td>
<td>Tinker Field</td>
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<tr>
<td></td>
<td>Football game</td>
<td>Citrus Bowl</td>
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<tr>
<td>Monday, Nov. 16</td>
<td>James Madison University vs. UCF</td>
<td>UCF Arena</td>
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<tr>
<td></td>
<td>Terry Anderson, distinguished speaker, newspaper journalist and former</td>
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<td></td>
<td>Middle East hostage</td>
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<tr>
<td></td>
<td>&quot;Home at Last&quot;</td>
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<tr>
<td></td>
<td>UCF Brevard campus breakfast</td>
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</tr>
<tr>
<td></td>
<td>UCF Daytona Beach campus lunchroom*</td>
<td></td>
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<tr>
<td></td>
<td>UCF Alumni Association breakfast</td>
<td></td>
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<tr>
<td>Tuesday, Nov. 17</td>
<td>Exhibition basketball game</td>
<td></td>
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<tr>
<td></td>
<td>Ukrainian National Team vs. UCF</td>
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<tr>
<td></td>
<td>Campus Showcase</td>
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<tr>
<td></td>
<td>Processional luncheon*</td>
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<tr>
<td></td>
<td>Inaugural ceremony</td>
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<tr>
<td></td>
<td>Inaugural and Board of Regents' luncheon*</td>
<td></td>
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<tr>
<td></td>
<td>&quot;Acobats&quot; and &quot;Line&quot;: A theatrical production performed by students of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the University Theatre</td>
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<tr>
<td>Wednesday, Nov. 18</td>
<td>Community Dining Room</td>
<td>Community Dining</td>
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<tr>
<td></td>
<td>Brevard College, Cocoa</td>
<td>Room</td>
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<td></td>
<td>Treasure Island Inn</td>
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<td></td>
<td>Daytona Beach Shores</td>
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<tr>
<td></td>
<td>Lili Marlene's Private Parlour Lunch</td>
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<td></td>
<td>Church Street Station</td>
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<tr>
<td></td>
<td>UCF Arena</td>
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<tr>
<td>Thursday, Nov. 19</td>
<td>UCF green</td>
<td>University green</td>
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<tr>
<td></td>
<td>Education bldg, multi-purpose room</td>
<td></td>
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<tr>
<td></td>
<td>Education bldg, gymnasium</td>
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<tr>
<td></td>
<td>UCF Arena</td>
<td></td>
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<tr>
<td></td>
<td>UCF Stage 2 Theatre</td>
<td></td>
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<tr>
<td>*By invitation only</td>
<td></td>
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</tr>
</tbody>
</table>

SHOWCASE, continued from page 1

"The showcase should really be something very special and a chance to get students, faculty and staff together," Ann Schuster, Wilson's assistant, said.

All university employees and students are welcome to tour the Campus Showcase. University officials are encouraging employees and students to visit during the lunch hour.

"I think everyone will be pleased in what there is to see," Wilson said.

"Our hope is that everyone will come out and enjoy the showcase," During the showcase, students, faculty and staff will make presentations to Hitt.

There will also be various entertainment. For instance, three ethnic dances will be performed by students outside the International Student Association display. Groups performing early this week included: the Hispanic American Student Association, the Indian Student Association, and the Caribbean Club. The Gospel Choir will also perform a 10-minute gospel selection, featuring music and dance.

The list of organizations wanting to be involved in the showcase was still growing early this week. Academic departments, student organizations and other university departments will participate.

Those attending the showcase will be welcome to sample a 100-foot super sub sandwich, carved and served one inch at a time, along with other food and beverages. Rain contingency plans for the Campus Showcase are to relocate to the Student Center Auditorium and surrounding area.

"As far as I'm concerned, this showcase has already been a success in that I have seen overwhelming enthusiasm and support from people wanting to participate," Wilson said.

"I think when people come out and walk through the showcase they're going to enjoy what they see, and it will make them proud. I think Dr. Hitt will be very proud too."
People had applied for the job, and the number continues to swell. As of the end of October, 154 people applied for the job, and that number was close to 200 in the next few weeks. In order to handle the heavy load, the provost search committee has divided itself into four subcommittees. Each will screen 25 percent of the first wave of applications.

The provost search committee is sitting through a mountain of applications this month as the number of potential candidates for the position grows. Central Florida's second-ranking provost position continues to swell.

The need to fill the provost position has been understated only in that the number has slowed to a steady trickle. The provost search committee will screen every application, and try to narrow the pool down to five or six candidates who will be invited to visit the university in January and February. Search committee members will also visit the campuses of finalists to watch the candidates at work in their own environments.

"We're just beginning to look closely at the very initial review procedure right now," Clayton said. "During the next month we plan to make significant progress."

Just the facts

What Provost search
Where Continuing college search is currently screening applications
Why Bev Provost is expected to be named early spring

The list of applicants looks pretty good to me. There are good, strong schools represented and good, strong candidates. What we want is a small number of very high quality people to bring in as finalists." She said. "The number has slowed to a steady trickle. The provost search committee will screen every application, and try to narrow the pool down to five or six candidates who will be invited to visit the university in January and February. Search committee members will also visit the campuses of finalists to watch the candidates at work in their own environments.

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President John Hitt presents a plaque thanking Raymond Puskas, minority purchasing coordinator, for the job he did attracting and issuing purchase orders and subcontracts to certified Minority Business Enterprise vendors. Also pictured is John Bolte, vice president of administration and finance. Under the guidance of Puskas, the 1991-92 total MBE expenditures increased to $1.2 million from $134,000 the year before.

**Becky Bailey,** associate education professor, was the keynote speaker at the Florida Association for Children Under Six Conference. Her topic was satellite teaching in a joint project between UCF and Orange County Public Schools.

**Associate English Professor Beth Barnes** presented a paper, titled “Ambivalent Journeys: Metaphables of Colonialism,” and chaired a session, titled “Rereading Clarissa”, at the Midwestern American Society for 18th Century Studies, which met in Toledo, Ohio, Oct. 8-11. She also received a $750 travel grant from the Southern Regional Education Board to conduct research at the European Westward Expansion 1400-1700 Collection of the James Ford Bell Library of the University of Minnesota.

**Thomas Evans,** accounting professor, attended the seventh International Conference on Accounting Education in Arlington, Va., Oct. 8-10. The theme of the conference was “Accounting Education for the 21st Century: The Global Challenges.” He served as the moderator of a program session, “EDP and Auditing Education,” at the conference. He previously served on the paper review committee for the program of the conference.

**Associate Education Professor Marty Hopkins** has been elected vice-president of the board of directors for the Buena Vista Academy in Orlando.

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**News to Note**

**Homecoming 1992 activities expected to spawn weekend of fun, friendships**

Parties, a parade, a comedy concert and a football game are just a few of the activities that will be under way Thursday through Saturday to celebrate Homecoming 1992.

A golf tournament will launch the weekend’s activities on Thursday, Nov. 5, and the football game between the Fighting Knights and SUNY-Buffalo on Saturday, Nov. 7, will conclude the activities.

Sandwiched between the events are a bundle of other activities.

- **Thursday, 8:30 a.m.,** is the Duffers’ Delight Golf Tournament at Alaqua Country Club. A continental breakfast and lunch will be provided.
- **Thursday, 8 p.m.,** comedian Dennis Miller, formerly of “Saturday Night Live” and host of the “Dennis Miller Show,” will be in concert at the UCF Arena.
- **Friday, 6 p.m.,** there will be an open house. The Colleges of Arts and Sciences, Business Administration, Education, Engineering, and Health and Public Affairs will be open to alumni and students who will have an opportunity to meet with deans, department heads and faculty.
- **Friday, 8 p.m.,** there will be an alumni all-night party. The gathering for alumni will take place at The Wild Pizza. There will be food, beverages, music, giveaways, and a bonfire.
- **Saturday, 9 a.m.,** there will be an early gathering for alumni. They will meet for a continental breakfast at Church Street Station.
- **Saturday, 10:30 a.m.,** the Homecoming parade will take place in downtown Orlando. The parade will begin at the intersection of Robinson Street and Orange Avenue, and will travel south on Orange to Church Street, and west on Church Street to Church Street Station. A prize will be presented for the best float.
- **Saturday, noon,** the annual Homecoming tailgate party will take place at Tinker Field. The cost of the event is $6. Children under 12 can eat for free. Only the first 700 people will be admitted. Tickets can be purchased at the field.
- **Saturday, 2:30 p.m.,** the Knights will battle SUNY-Buffalo at the Florida Citrus Bowl. To reserve sideline seats call UCF-1000. Reserved tickets are $12. Tickets for unreserved seats are $10 for adults and $5 for those who are 17 and under. Tickets can be purchased at the game.

More than 5,000 alumni are expected to join students and employees in Homecoming celebrations.

Ross Wolf, interim director of alumni relations, said this year’s crowd is in for some pleasing changes, noting the parade’s location will be in downtown Orlando instead of on campus.

“Having the parade downtown shows that UCF’s ties with Orlando are continuing to strengthen,” he said. “The event will give alumni who have been away from the city for a while an opportunity to see it with friends.”

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**Every ton of Recycled Paper saves:**

- 17 trees
- 7,000 gallons of water
- 4,200 kilowatt hours of energy
- 3 cubic yards of landfill space
- And keeps 60 pounds of pollution out of the air
Vietnam Veterans' Memorial to be dedicated Nov. 9

The UCF Student Veterans' Association will present the Vietnam Veterans Memorial and tree dedication on the green, Monday, Nov. 9, at 11:30 a.m.

Barbara Smith, the surviving spouse of a Vietnam veteran who was shot down in 1966 and listed as missing in action until 1988, will be the guest speaker at the dedication ceremony.

The National Anthem will be sung by Karen Nguyen, a UCF office of veterans' affairs staff member and former resident of South Vietnam.

Color guards will be provided by the UCF Army and Air Force ROTC.

Following the dedication ceremony, a seminar, titled "Vietnam From Two Perspectives: The Campus and the Combat Zone," will take place at the Wild Pizza. The seminar will begin at 12:30 p.m., and was taped at Kent State University last spring. A motion picture, "Article 99," will cap the day's events. It will be shown at the Wild Pizza at 6:30 and 9 p.m., then again on Tuesday, Nov. 10, at noon.

ROTC represents UCF at competition

The UCF Army ROTC Ranger Challenge Team represented the university in the annual Ranger Challenge competition at Fort Stewart, Ga., Oct. 29-Nov. 2.

The team consisted of a nine-person squad with two alternates. They competed against other universities in the Southeast region.

The objective of the competition was to challenge each team to excel in leadership, military skills and teamwork. Events included patrolling, orienting, physical fitness, a 10-kilometer road march, mastering a one-rod bridge, and qualifying on a hand grenade course and with other weapons.

University-sponsored workshop teaches managing skills to local officials, Nov. 6

The University of Central Florida department of public administration, along with Florida City and County Management District 3, will sponsor a city managers' workshop for local officials.

The workshop will be in the administration building on Friday, Nov. 6, 9:30 a.m. to 4 p.m.

Nalbandian was recently elected to the city commission in Lawrence, Kan. Denhardt, who recently joined UCF's staff, taught prior at the University of Missouri and the University of Colorado.

She is the author of "The Ethics of Public Service: Resolving Moral Dilemmas in Public Organizations" and numerous articles on administrative ethics. Denhardt is also a past national chair of the American Society for Public Administration Commission on Ethics.

She has conducted ethics workshops for local government officials in several Midwestern states.

The workshop is being organized by Robert Denhardt, chair of the department of public administration.

For information about the workshop, call 32604.

NUMBERS, continued from page 1

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For information about the workshop, call 32604.
Construction start, finish dates slotted

Dates have been scheduled to begin construction on the Early Childhood Center addition and to complete the Computer Center expansion.

Work on the Early Childhood Center is set to begin in April and to be completed in December 1993. Construction on the Computer Center has been pushed back from July to December 1993, and for the first time has a target completion date: June 1995.

The only other recent change in campus construction projects is work on the chemistry building is now expected to be finished in December.

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**Campus construction/landscaping projects**

<table>
<thead>
<tr>
<th>Project number</th>
<th>Project name</th>
<th>Start date</th>
<th>Completion date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Student union</td>
<td>January 1993</td>
<td>July 1994</td>
<td>Bid date set for December. Project includes lift station.</td>
</tr>
<tr>
<td>16A</td>
<td>Portables</td>
<td>September 1992</td>
<td>May 1994</td>
<td>Bid date was set for October.</td>
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<tr>
<td>51</td>
<td>Humanities and fine arts</td>
<td>May 1992</td>
<td>April 1993</td>
<td>Bid date was set for this month.</td>
</tr>
<tr>
<td>55</td>
<td>Computer Center expansion</td>
<td>December 1993</td>
<td>October 1992</td>
<td>Connect the existing water line into main 16 inch line to increase water pressure, flow.</td>
</tr>
<tr>
<td>56</td>
<td>Libra Drive water line</td>
<td>September 1992</td>
<td>September 1992</td>
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</tr>
</tbody>
</table>

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**Fair takes bite out of crime**

UCF and the Department of Public Safety and Police sponsored the fourth annual Crime Prevention Fair on campus last month.

More than 40 law enforcement and social service organizations participated. They included the Orange County Sheriff’s Office; Orlando Police Department; Winter Park Police Department; Orange County Victim Advocates; Mothers Against Drunk Driving; Missing Children Center; and Women in Transition.

Activities included self-defense demonstrations; canine demonstrations; free bicycle registrations; and appearances by McGruff and by OPD-2, the Orlando Police Department robot.

Left, a student tries out a machine simulating the impact of an auto accident. Below left, a child greets OPD-2. Below right, a student pets a police dog.
For sale

Baby crib, white, wooden, excellent condition. $10. Marti, x2356 or 303-0374.

Beds, 2 beautiful oak beds. Can be used as twins or $200 for set. Barbara, x3700.

Bouquet poodles, immediate delivery, AKC license, first shots and wormed. Fawn and white. Great Christmas gift. $300. Joe, x9067 or 275-7098.

Building lot, 30 ft. by 100 ft., wooded, waterfront in setting secluded near Eustis and pool and Lake Eustis and Lake Griffin. $4,999, 945.x3241.

Car, 79 Olds Cutlass Supreme, runs good, looks good, P/S, A/C. stereo, $1,500. x2599 or 678-1890.


Car, '92 Saturn Wagon: w/ full power equipment, steering, cassette, A/C, asking $225. x2359 or 678-1890.

Car, '78 Olds Cutlass Supreme, runs good, looks good, P/S, w/ excellent components. 18 spds, great shape. $700 or best offer. Bill, x2359 or 678-1247.

Crafts Fair will be held on the green at 11:30 a.m. A Day in the Country Sponsored by the English department and the College of Humanities and Social Sciences, by Joyce Guest, University of Central Florida. The festival, at Lawton Grove Park and nearby Orlando, will feature food, music, crafts, and entertainment — Phase 1, 8:45 a.m.-2 p.m. on Nov. 16, and in the Winter Park area, 8:45 a.m.-2 p.m. on Dec. 2. Call x2446.

Counseling Services, 9 a.m.-4 p.m. in CHM 202 at 4 p.m. unless otherwise announced.

Courses: Personnel services is offering the following. For information, call x2777.

Wednesday, Nov. 4, The Care and Feeding of Grants, 2-4 p.m.

Thursday, Nov. 5, New Employee Orientation, 8:45 a.m.-2 p.m.

Thursday, Nov. 12, Taming the Telephone, 9 a.m.-2 p.m.

Friday, Nov. 13, Interviewee Certification — Phase 1, 10 a.m.-noon.

Wednesday, Nov. 18, Occupational Safety for the Office, 2-5 p.m.

Nov. 19, Making It Work, 2-4 p.m.

Nov. 24, New Employee Orientation, 8:45 a.m.-2 p.m.

Dec. 8, New Employee Orientation, 8:45 a.m.-2 p.m.

The Institute of Government is sponsoring the following. For information, call x2246.

Thursday, Nov. 5, Secretarial Development Program, 9 a.m.-4 p.m.

Thursday, Nov. 12, Developing Leadership Skills, 9 a.m.-4 p.m.

Tuesday, Nov. 17, Better Writing Made Almost Painless, 9 a.m.-4 p.m.

Nov. 19, Presentation Skills, 9 a.m.-4 p.m.

Dec. 1, Sexual Harassment: What It Is — Phase 1, 10 a.m.-noon.

Dec. 3, Secretarial Development Program, 9 a.m.-4 p.m.

Dec. 15, Grammar Brush-Up, 9 a.m.-4 p.m.

Jan. 7, Secretarial Development Program, 9 a.m.-4 p.m.

The International Center for Management and Executive Development is offering the following. For information, call x2446.

Wednesday, Nov. 11, eighth annual Tax Conference, 9 a.m.-3 p.m.

Dec. 10 and 11, Effective Purchasing Management.

The Center for Continuing Education is sponsoring the following. For information, call 240-0100.

Wednesday, Nov. 4-Dec. 3, Financial Strategies for Successful Retirement.

Monday, Nov. 9, 16th National Conference Microcomputers in Civil Engineering.

Tuesday, Nov. 15 and 14, Female Sexuality.

Lectures: The Brown Bag Lecture Series continues through the semester with the following in the president's board room. The lectures are free, and those attending are encouraged to bring their lunch.

Thursday, Nov. 12, Patricia Pallens, film and television make-up specialist, will present a lecture on the current trends in Hollywood (and Orlando) magic, noon. The World Writers Series, sponsored by the English Department and the Orlando Sentinel, began this month. Guest authors are.

Tuesday and Monday, Nov. 16 and 17, Usam Orzeit, Cambodian poet, and Steven Trelovan Eldred-Gregg, New Zealand novelist, will speak in the board of regents room in the administration building at 1 p.m. on Nov. 16, and in the Winter Park Library at 10 a.m. on Nov. 17.

Feb. 18 and 19, Alan Chensee, author of "The Bohemians," "The Tennessee Waltz and Other Stories," and a commentator on National Public Radio, will speak at the Winter Park Library at 3:00 p.m. on Feb. 20, and in the board of regents room in the administration building at 1 p.m. on Feb. 19.

Miscellaneous:

The College of Business Administration is conducting the following workshops. For information, call x1100.

Saturday, Nov. 7, Small Business 2000: Starting a Business in Central Florida, 9 a.m.-1 p.m.

Monday and Tuesday, Nov. 16 and 17, Small Business 2000: Starting a Business in Central Florida, 9 a.m.-1 p.m.

Dec. 5, Small Business 2000: Starting a Business in Central Florida, 9 a.m.-1 p.m.

Dec. 15 and 17, Small Business 2000: Starting a Business in Central Florida, 9 a.m.-1 p.m.

The Institute of Government is offering the following Level II Administrative Aspects Code Enforcement Certificate Training Workshops. For information, call x6205.

Tuesday, Nov. 10, Personnel Issues and Performance Management, 9 a.m.-5 p.m.

Tuesday, Nov. 17, Stress Management, 9 a.m.-5 p.m.

Tuesday, Nov. 17, Time Management, 1-4 p.m.

Dec. 3, Public Speaking, 8:30 a.m.-5 p.m.

Dec. 17, Media & Public Relations, 9 a.m.-4 p.m.

Jan. 7, Compuserve in Code Enforcement, 9-11 a.m.

Jan. 13, Alternatives to Code Enforcement, 1-2 p.m.

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