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Inauguration is a Hitt

President promises UCF will be great

A picture-perfect day greeted the UCF community as it gathered Nov. 19 to witness the inauguration of the university's fourth president, John Hitt, who pledged that under his guidance, "UCF will be Orlando's great university." UCF faculty, staff and students were joined by Central Florida

UCF students star at film competition

After years of relative obscurity and anonymity, students and film programs at Orlando area schools, lead by the University of Central Florida, have taken a giant step forward to claim a spot as leaders in the future of Florida's film production.

On Nov. 20, student filmmakers captured 12 of 18 awards and $7,500 of $10,500 in cash awards at the third annual Alamo Film Competition for Florida Students. The eight awards won by UCF students were the most by any school.


Second place finishers from UCF were "Little Critter," by Ted Newman and Steve Jaworski; "Tickets," by Benjamin Herschlander and Newman; and "UBU — No More, No Less," by Daniel Race Myrick.

Third place finishers were "Censorship," by Christa Myers and Robert Santiago; "On Art and Inspiration," by Fernando Schultz and Please see FILM, page 3

Holiday celebration a chance to share spirit of the season

The president's office invites the university community to a holiday party on Wednesday, Dec. 2.

'We would like to wish you a happy holiday season and thank you for your warm reception to us and for your loyalty and good work,' President John Hitt wrote in a letter announcing the party.

"The holidays are a time of thanksgiving, and in giving thanks, I am especially mindful of the strengths of this university and the things that give us hope for a better tomorrow. The people at UCF are those strengths and their effort and spirit keep this university moving to achieve its goals."
Memorandum

To: UCF community
From: Linda Beets, finance and accounting, and Jack Winstead, purchasing
Subject: Contracts signed after services are received per state comptroller's memorandum No. 11-1278/91

Section 287.0569(2) of the Florida Statutes requires that, except in the case of a valid emergency as certified by the agency head, for contracts for contractual services costing in excess of $5,000, a written agreement shall be signed by both parties prior to the rendering of the service. It further provides that if this requirement is not met, the agency head must certify within 30 days after the contract is signed that the contract was not entered into for the purpose of avoiding the requirement. The written agreement must be approved by the state comptroller's office in accordance with instructions provided in comptroller's memorandum No. 4 (1987-88) in order to process payments for services rendered.

The following requirements must be provided in accordance with comptroller's memorandum No. 4:

• A description, with appropriate supporting documentation, of the transactions or events that created the claim against the agency.
• A brief explanation of why the settlement is in the state's best interest under the circumstances.
• A certification from the agency's chief financial officer that the proposed expenditure is provided for by an existing appropriation or program established by law as required by section 15.062, Florida Statutes, and any other information that the office of the comptroller may request in order to properly perform its duties pursuant to section 17.03, Florida Statutes.

The contractual services certification form has been developed to provide justification for failure to have a contractual services contract signed by the appropriate university representatives and the contractor prior to the beginning of the services. In addition, a settlement agreement form has been developed to request payment for services performed that commenced more than 30 days prior to the signing of the contract. These forms are available in purchasing and finance and accounting.

To: UCF community
From: John Bolte, administration and finance
Subject: Staffing during Christmas holiday period

In accordance with the university's past practice, a program of minimum staffing during the holiday period from the close of business on Friday, Dec. 18, to Monday, Jan. 4, is encouraged. In order to set up accrued leave or leave without pay, employees who do not wish to take leave may continue to work during the holiday period. In order to assist employees who desire to work, the university may temporarily realign these employees to another location where services are required. If an employee requires supervision in a work unit and the employee's supervisor is on leave during the period, a temporary supervisor may be assigned.

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To: UCF community
From: Barth Egbert, commencement committee
Subject: Commencement procession

Commencement ceremonies are scheduled on Saturday, Dec. 12, in the UCF arena as follows:

• College of Arts and Sciences, 9 a.m.
• College of Business Administration and College of Health and Public Affairs, 2 p.m.
• College of Education and College of Engineering, 7 p.m.

The following is a description of the promulgation process for creating, amending or repealing UCR rules as required by the Administrative Procedure Act.

• A proposed rule becomes effective 20 days after it is filed.
• All comments/objections raised by the JAPC are also forwarded to the originator of the rule.
• The proposed rule is received by our department from the originator, and it is edited and placed in the proper format.
• Any economic impact to the parties involved in the proposed rule will be sent to the Joint Administrative Procedures Committee in Tallahassee to review all rules proposed by all of the agencies in the state of Florida.
• Anyone may request a hearing within the 21-day period from the date that the public notice has been advertised. If a hearing is requested, the date, time and place of the meeting is published in the public notice. If no one requests a hearing, then one is not held.
• The proposed rule is published in the Florida Administrative Register.
• All comments/objections concerning the proposed rule action.
• The proposed rule is published in the Florida Administrative Register.
• The proposed rule is put into a format for public notice, advertised in the legal section of The Orlando Sentinel, and distributed to all UCF building managers to be posted on every building around campus for a minimum of 21 days. In addition, a copy of the proposed rule, the public notice, and a statement addressing whether there is any economic impact to the parties involved in the proposed rule are sent to the Joint Administrative Procedures Committee in Tallahassee to review all rules proposed by all of the agencies in the state of Florida.
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To: All university faculty and staff
From: John Bolte, administration and finance
Subject: Long distance telephone call logs and use of SUNCOM

• On-net SUNCOM calls ("Dial 8" plus area code and regular telephone number) and non-SUNCOM calls must be logged, giving the date and time of call, number called, the number dialed, the number dialed, and the length of the call.
• The monthly lists of SUNCOM and toll charges may be utilized as the departmental log in lieu of the log form by noting the business reason for the calls as outlined above.
• The log or completed charge list is signed and retained by the department as an official record.
• All roads are heavily congested prior to the ceremonies. Please plan accordingly.
• Noncompliance and describe the corrective action taken to prevent a recurrence of the noncompliance.

To: Faculty and administrative and professional personnel
From: Barth Egbert, commencement committee
Subject: Commencement procession

Please note the following statement of University Policy No. 4405 regarding long distance telephone calls and Form No. 599A.

Subject: Long distance telephone call logs and use of SUNCOM

Sunday, Dec. 20, and Monday, Dec. 21, to receive holiday pay for Christmas (Friday, Dec. 25) and New Year's Day (Friday, Jan. 1), respectively. If an employee chooses to be on approved leave without pay on Dec. 24 or Dec. 31, he or she will lose pay for the day(s).

Memorandum

To: UCF community
From: John Bolte, administration and finance
Subject: Staffing during Christmas holiday period

• On-net SUNCOM calls do not need to be logged. (These are "Dial 8" calls using the special telephone numbers listed in the State of Florida directory.)
FILM, continued from page 1

Lee Shapiro; and "The Heavy Weather," by Anthony Romano.

Before last month's competition, Orlando had been known as the center of film production in the state; however, Orlando-area schools were considered "second tier" when it came to film education and the quality of its film students.

"Today, through the efforts of the Florida Institute For Film Education, which has been instrumental in helping the film programs at the University of Central Florida and Valencia Community College's Entertainment Technologies Program get funded and become functional, and the film departments at these schools, Orlando stands tall and at the forefront of the state's future in film education," said a statement released by officials at Alamo Film Competition.

The Alamo Film Competition for Florida Students was conceived in 1990 as part of an initial five-year commitment from Alamo Rent A Car to recognize and support students' film talents. The ultimate goal is to provide a mechanism for the "film-makers of tomorrow" to be able to stay in Florida, to become a part of the cultural fabric, and to contribute to the economic growth of the state.

The contest is open to all students attending an accredited Florida institute of education.

The competition awards cash prizes in six categories: narrative, experimental, documentary, music video, screen writing, and public service announcements. First-place winners in each category receive $1,000. Second- and third-place finishers receive $500 and $250 respectively.

The works of all finalists will be compiled into a video presentation for executives with some of the leading movie studios, recording labels, television networks and production companies in the entertainment industry.

This spring the administration is expected to begin remodeling projects that are expected to be completed. Both began in May.

The College of Health and Public Affairs invites applications for an assistant/associate dean for academic affairs.

The assistant/associate dean works with the dean to coordinate academic and student affairs within the college. This person will monitor and assist in the development of new programs and changes in courses and curricula. He/she will also coordinate all efforts dealing with student affairs, including the college office of graduate studies and the activities of the college advising office. As well as supervising the college advisor, he/she will monitor activities such as course scheduling, registration and orientation procedures, certification processes, and recruitment programs. Applicants must be familiar with academic processes at UCF and have demonstrated experience in successfully dealing with academic and student issues. Applicants must also hold a faculty appointment within the College of Health and Public Affairs.

Interested faculty should send a letter of application and a resume to Wendell Lawton, associate dean, HPB 215. Applications will be reviewed beginning Jan. 15.

College seeking high-ranking administrator

The College of Health and Public Affairs invites applications for an assistant/associate dean for academic affairs.

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Interested faculty should send a letter of application and a resume to Wendell Lawton, associate dean, HPB 215. Applications will be reviewed beginning Jan. 15.

Construction projects near completion

Three campus construction projects are scheduled to be completed this month.

Portables relocation and set-up is expected to be completed after almost three months. And almost two years after work began to renovate the chemistry building, it is scheduled to be completed in December.

Currently, 14 projects are underway.

This spring the administration building and humanities and fine arts remodeling projects are expected to be completed. Both began in May.

Campus construction/landscape 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>18</td>
<td>Student apartments</td>
<td>December 1992</td>
<td>May 1994</td>
<td>Bid date was held in October.</td>
</tr>
<tr>
<td>35</td>
<td>International Student Center</td>
<td>To be announced</td>
<td>Undetermined</td>
<td>Negotiations were scheduled this month. Bid date set for January.</td>
</tr>
<tr>
<td>47</td>
<td>Administration building</td>
<td>May 1992</td>
<td>April 1993</td>
<td>Remodeling construction in progress.</td>
</tr>
<tr>
<td>51</td>
<td>Humanities and fine arts remodel</td>
<td>May 1992</td>
<td>April 1993</td>
<td>Remodeling construction in progress.</td>
</tr>
<tr>
<td>52</td>
<td>Physical plant expansion</td>
<td>December 1992</td>
<td>January 1994</td>
<td>Bid date set for this month.</td>
</tr>
<tr>
<td>53</td>
<td>Early childhood addition</td>
<td>April 1993</td>
<td>December 1993</td>
<td>Tentative bid date set for February.</td>
</tr>
</tbody>
</table>
The sound of bagpipes could be heard as a procession of faculty members and representatives from universities throughout the country march across campus.

HITL, continued from page 1

residents and dignitaries, and representatives of universities, learned societies and professional associations from around the country. The ceremony culminated a week of activities honoring Hitt's official installation as the university's highest ranking officer.

The festivities, designed to include all facets of the UCF family, began five days earlier with the Knights' football game vs. James Madison, which UCF won in thrilling fashion, 41-37. On Monday, former Middle East hostage Terry Anderson enthralled a UCF Arena crowd with his talk, "Home at Last."

On Tuesday, Hitt attended a breakfast at UCF's Breved Campus and a luncheon at the Daytona Campus, followed by an alumni breakfast in downtown Orlando on Wednesday.

Rain had been a regular companion during the week, but the clouds parted Thursday as hundreds of people strolled through the student green during the Campus Showcase. Displays from various university colleges and departments, performances by several student groups and food including a 100-foot sub sandwich gave visitors plenty to see and do.

Just before 2 p.m., the plaintive strains of bagpipe music sounded as the inaugural procession, led by piper F. Stewart Meredith of the Scottish-American Association of Central Florida, made its way from the library to the education building gymnasium.

Alec Courtelis, chairman of the Florida Board of Regents, presided over the ceremonies, noting that the installation of a new president is "a most significant occurrence in the history of a university."

A host of speakers followed Courtelis to the podium, including UCF Founding President Charles Millican, second President Trevor Colburn and Robert Bryan, who served as interim president prior to Hitt's selection. Each offered his best wishes, as did the other officials including Fred Kittinger Jr., president of the UCF Alumni Association, Orlando Mayor Glenda Hood and Orange County Commission Chair Linda Chapin.

A special moment came when Dale Lick, president of Florida State University and a close friend of Hitt, stepped up to speak. Hitt became interim president of the University of Maine when Lick left to take over at FSU, and it was Lick who nominated Hitt for the UCF job.

"I know John Hitt's great abilities, his diligence, his vision," Lick said. "UCF has a great future under..."
News to Note

Charles Reed, Hitt detailed his vision for special privilege to serve as president of a
in March. "Society invests in universities' money, but something far more
as the potential of enterprising men and
seek to enrich their lives through
"and community has a unique bond with
and noted the commitment made by 89
who pledged money for the purchase of
that would become the UCF campus. Now
"poised to be America's next great city,"
"It is often observed that there has never
without a great university. Friends,
Orlando's great university,
spiring from a vision of a modern university serving the needs of the
ring city in the fastest growing region of
see UCF as a vital cultural and intellec-
tual center as an indispensable force for
development for all of Central Florida."
in articulated and expounded upon his
UCF for the year 2000:
the best undergraduate education avail-
able;
international prominence in key
graduate study and research;
international focus to our curricula
programs;
more inclusive and diverse; and
area's leading partnership university.
key to achieving success in all those
with the university and the community;
An institution founded on partnership in
aces to dream. We are a university
the principles of accessibility, high quality
affordable cost, of research directed to
and service to the people of our
and nation," Hitt said.
ly believe that UCF will become
metropolitan university. With
support, we will move forward
partnership — to write the next
saga of a university destined for

By Bill Doughty

Left, an estimated 1,000 faculty
and staff members, students and
friends attended the inaugural
ceremony. Top, President John
Hitt pauses to allow a chorus of
applause to die down during his
inaugural address. Above, UCF
students perform during the
Campus Showcase on Nov. 19.
More people than ever are recognizing the University of Central Florida as Orlando's "home town university," are pleased with the institution's quality and say they would likely attend.

"These are a few of the results of a survey conducted by UCF students this summer. The attitude survey was a follow-up to a 1985 education survey conducted by The Orlando Sentinel. Nine students, under the guidance of associate marketing professor Raymond Fisk, contacted 433 randomly-selected households in Orange, Seminole, Volusia and Brevard counties that met two criteria: were permanent of those counties and were older than 18.

Survey results will be used to help outline future goals of the university. In the survey, more respondents said they would send their children to the University of Central Florida than any other institution. When asked where they would like their children to attend college, more than 39 percent said they would send them to the University of Central Florida. Another 39 percent were split between state colleges elsewhere in Florida and out-of-state colleges. In a follow-up question asking what specific college they would like their children to attend in Central Florida, 54.7 percent said UCF. The next closest was Rollins College and Brevard Community College with 11 percent. Respondents later said that the quality of UCF is improving, that the university encourages minority enrollment, is good for attending late in life, and that they would be proud to send their sons and daughters to the university.

More than half said they have been to the main campus and 26 percent said they had family members who have attended the University of Central Florida. When asked what is the greatest obstacles to UCP's future success, 35 percent said money/funding/budget. Thirteen percent said quality problems would be the greatest obstacle. Respondents were sympathetic to UCF in terms of impact from last year's budget cuts. More than 30 percent said the cuts were very damaging to the university. Another 39 percent said they were somewhat damaging.

Other key findings were:
- Women are more prone than men to believe the institution is excellent.
- The university encourages minority enrollment.
- People who had attended classes at UCF were much more likely to have family members who attended the University of Central Florida.

URDU UNIVERSITY that best serves you and your community?

In Central Florida, where would you send children?

More than half said they have been to the main campus. University of Florida, UCF, University of South Florida and Florida State University — UCF ranked poorer than four, but was still considered by most to be respondents to be either excellent or good. Respondents later said that the quality of UCF is improving, that the university encourages minority enrollment, is good for attending late in life, and that they would be proud to send their sons and daughters to the university.

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Patricia Birkhead, an adjunct English teacher at UCF and Seminole Community College, recently published a book, "CLAST: Clues to Success on the Two English Subtests." One of the original graders of the English subtests and a grader for more than 10 years, Birkhead provides students with an in-depth explanation — with many practice activities — of the two English subtests of the CLAST exam. The text features a thorough listing and explanation of skills being tested, extensive review of the 16 grammar areas, practice English language and essay subtests, and more.

Computer Services/Telecommunications Director Bill Bresch made a joint presentation with ViewStar Corporation about LAN based Image Processing and Image Processing applications at UCF to the Florida Association of Educational Data Systems in Jacksonville, Oct. 27.

Jeffrett Cornett, assistant education professor, co-edited "Teacher Personal Theorizing: Connecting Curriculum Practice," published by the State University of New York Press. He also received the best paper award at the 1992 OCAA-Louis Roney Scholarship Award winners pose for a picture after performing at the Winter Park University Club on Nov. 15. Pictured are, from left, Rick Agster, Paul Pitts, UCF artist-in-residence Park 1992 OCAA-Louis Roney Scholarship Award winners pose for a picture Wellness Center director races to glory Donald Ardell, director of the Wellness Center, ran and biked his way to a first place finish in the California Desert Princess Duathlon, men's division 50 to 54 age group, on Nov. 28. Ardell completed the 51-mile race in 3 hours, 5 minutes and 55 seconds, 1:12 ahead of the second-place finisher. The race, considered by many one of the best duathlons in the world, consists of a 10-kilometer road race, followed by a 62K bike ride and a second 10K run. Competitor Magazine called the Desert Princess race "The best duathlon on the face of the earth."

Athletes from throughout the world competed in the race. The overall winner finished the race in 2:35:26. Ardell's time beat top finishers in four other categories.

Memorandum

MEMORANDUM, continued from page 2

To: All USPS employees

From: Personnel services

Subject: Annual leave in excess of 240 hours

All USPS employees are reminded that any annual leave hours in excess of 240 must be used during this calendar year or be forfeited at the close of business on Thursday, Dec. 31.

If you have any questions regarding annual leave, please contact Linda Browning at x2771.

To: UCF community

From: Robert Belle, former director of minority student services

Subject: Response

I want to thank the University of Central Florida community for supporting the programs and activities sponsored by the office of minority student services during my 13 year tenure as the director of the office. The cooperation of personnel in the various offices and departments was gratifying. Any success the OMSS enjoyed was due to the cooperative efforts of many people. The students at UCF benefited from this cooperative relationship.

I had many challenging and rewarding experiences while serving as the administrator of the OMSS. I enjoyed working with the faculty, administrators and staff on behalf of the students. I especially enjoyed working with many students over the years at UCF.

Thank you for the reception that was held during my last week on campus. I was surprised by all of the attention. I appreciated the comments made by the various participants.

My experiences at the university have prepared me well for my new challenge in Virginia. Thank you for your support and I wish you well.

Wednesday, Dec. 2, 1992
For sale

Bike, girl's 10-spd, $90 or best offer. Must see. 366-0314, leave message.

Car, '78 Olds Cutlass Supreme, runs good, looks good, P/F, B, A/C, stereo, $1,500, 32599 or 678-1600.

Car, '91 Isuzu Stryke, P/S, P/B, stereo cassette, A/F, excellent condition, $8,000, 23599 or 678-1600.


Condo, 2/2 in Hunters Reserve, 2 minutes from UCF. $56,900.

House, 3/2 in Eastbrook subdivision. Pool, new kitchen, vinyl siding, carpet, furnace, alarm system. Central location, Winter Park High School district. $76,000. 671-2308.


Miscellaneous, Lone Oriental, 5 shelf etagel, $75. Console TV, $100. Sledruller, $125. Red Callopo bumper set, dust ruffle, wall hanging of DuBroo in primary colors, $60. Ronnie roller skates, size 11, $15. 366-2261 or 365-8745.

Refrigerator/freezer, frost free, 30 x 20 in. 3 ft. Harvest gold, good condition. $175. Debra, x2486.

Shoes, Nike air nimbuck. Women's size 7. Paid $55, sell for $49. Like new; worn four times. Marjorie, x2512.

Tandem bicycle, touring/racing model. Kusawara frame w/ excellent components. 18 mph, great shape. $800 or best offer. Bill, x2187 or 678-3247.

Ticket, international Delta, fully transferable, round-trip to Europe, Japan, other destinations. Mindy, x2501, 366-7780, evening.

Word processor, Brother WP1. Paid $150, used twice. Asking $25. x2389 or 678-1819.

classified

For rent


For rent


Calendar

Courses:

• Saturday, Dec. 5, an orientation session will be held for students interested in taking part in an 18-month weekend business degree program at UCF's Daytona Beach campus. Classes begin Jan 16. The orientation will be at the Daytona Beach campus, building 34, room 105, 9-11 a.m. For information, call James Potts, 604-254-4112.

• Tuesday, Dec. 8, New Employee Orientation, 9-45 a.m.-2 p.m. The Institute of Government is sponsoring the following courses. For information, call x423-6335.

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

• Tuesday, 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 courses. For information, call x424-2466.

• Thursday and Friday, Dec. 10 and 11, Effective Purchasing Management.

The Center for Continuing Education is sponsoring the following courses. For information, call 249-6100.

• Jan. 25, Fourth Multidisciplinary Conference on Sinkholes.

• Jan. 29 and 30, Symposium for Fitness Professionals.

• Feb. 10-March 16, GMAT Test Preparation.

Exhibits:

• Nov-Dec. 18, Cloth Collusions — Difference Unraveled III, a premier Florida showing by Johann Eyefelse, will be on display in the UCF art gallery, 10 a.m.-4 p.m. For information, call x2267.

• Dec. 31, the following will be on display in the library in December:

• The Changing Look of "former" east Europe, by Linda Ehren and Bernard Decker

• American Civil War, by Michael Shea

• Partnership for a Safe Campus, by Sandra McClendon

• Cypress Dome, by Steve Houglund and Don Stap.

• Alcohol and drug Awareness, by Gail Walter and Chris Smith.

• Home at Last: Featuring Terry Anderson, by Byron Fauble and Dawn Harvond.

• Christopher Colombus, by Andrea Von Jares.

Lectures:

The World Writers Series, sponsored by the English department and The Orlando Sentinel, began this month. Guest authors are:

• Feb. 18 and 19, Alan Cheuse, author of "The Bohemians," "The Tennessee Waltz and Other Stories," and a commentator on National Public Radio, will speak at the Winter Park Library. Saturday, 3:30 p.m. on Feb. 18, and in the board of regents room in the administration building at 1 p.m. on Feb. 19.

• April 16, Bharati Mukherjee, Indian novelist, winner of the National Book Critics Circle Award for "The Midsummer Men and Other Stories," will speak in the board of regents room at noon.

Miscellaneous:

• Wednesday, Dec. 2, President John Hitt and his wife, Martha, invite UCF faculty and staff to a holiday party in the board room, 3-5:30 p.m.

• Wednesday, Dec. 2, the Student Center is sponsoring its second Holiday Arts and Crafts Fair on the UCF Green Court, 3-9:45 p.m. For information, call x2611.

• Thursday, Dec. 3, the marketing department will honor its scholarship winners for the 1992-93 academic year. The department will award 10 J.C. Aspley Scholarships and the Gordon Paul Scholarship for Excellence in Marketing. The reception will be in the faculty/staff lounge in the College of Business Administration, 6:30 p.m. For information, call x2108.

• Friday and Saturday, Dec. 4, and Thursday-Saturday, Dec. 10-12, the 18th annual Madrigal Feast will be presented in the university dining room at the Student Center. Admission is $25. For information, call x2687.

Music:

• Saturday and Sunday, Dec. 5 and 6, the Orlando Opera Company and UCF Community Orchestra present "Amahl and the Night Visitors" at the University High School Theater at 2 p.m. Cost varies. For information, call x2611.

Seminars:

The Small Business Development Center is sponsoring the following seminars. For information, call x2446 or x5554.

• Thursday, Dec. 3, Short and Long Range Planning, 9 a.m.-noon.

• Thursday, Dec. 10, Understanding and Using Financial Records, part two, 8 a.m.-noon.

• Tuesday, Dec. 15, Increasing Sales, Promotions and Public Relations, 9 a.m.-noon.

User services is offering the following workshops. For information, call x3117.

• Wednesday, Dec. 2, Advanced WordPerfect 5.1, 9 a.m.-4 p.m.

• Thursday, Dec. 10, Advanced dBase III, 9 a.m.-4 p.m.

• Friday, Dec. 11, Intermediate Lotus 1-2-3, 9 a.m.-4 p.m.

• The Center for Executive Development is offering the following seminars. For information, call x2446.

• Jan. 11, How Adults Learn, 8:30 a.m.-4 p.m.

• Jan. 12 and 13, Planning, Designing and Evaluating Programs, 8:30 a.m.-4 p.m.

• April 12, How Adults Learn, 8:30 a.m.-4 p.m.

• April 15 and 16, Planning, Designing and Evaluating Programs, 8:30 a.m.-4 p.m.

• The chemistry department is offering the following seminars. Each seminar will be held in CHM 226 at 4 p.m. unless otherwise specified. They are open to all. For information, call x2246.

• Wednesday, Dec. 2, Recent Developments in Sulfite Chemistry, by Zenbrough, UCF.

• The College of Business Administration is conducting the following workshops. For information, call x2446.

• Thursday and Friday, Dec. 10 and 11, Managing the Purchasing Function, 9 a.m.-4 p.m.

Workshops:

The College of Business Administration is conducting the following workshops. For information, call x1200.

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

• Tuesday and Thursday, Dec. 15 and 17, Small Business 2000: Starting a Business in Central Florida, 9:30-3 p.m.

The Institute of Government is offering the following Level II: Administrative Aspects Code Enforcement Certification Training Workshops. For further information, call x3135.

• Thursday, Dec. 3, Public Speaking, 8 a.m.-5 p.m.

• Dec. 17, Media & Public Relations, 9 a.m.-1 p.m.

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

• Jan. 13, Alternatives to Code Enforcement, 9 a.m.-1 p.m.

The Small Business Development Center is offering the following workshops. For information, call x5554.

• Monday, Dec. 7, Government Contracting Basics, 5:30-7:30 p.m.

• Thursday, Dec. 10, Product Innovations, 9 a.m.-4 p.m.

• Dec. 17, Intro to International Business, 9 a.m.-noon.

The UCF Report

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David Finney, editor/Chavez Chandler, assistant editor/Bill Thompson, photographer.