

MIZZOU WEEKLY

The University of Missouri - Columbia

Aug. 6, 1982

Inside--

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Faculty and staff to receive merit pay raises next month

Salary increases for faculty and staff at UMC were included in the University's 1982-83 budget approved by the Board of Curators last week.

The pay raises, which will take effect Sept. 1 for employees paid monthly and Aug. 29 for those paid biweekly, include an allocation of 7.8 percent dedicated to salary increases for faculty and administrative/professional staff, 9.8 percent for non-exempt office and technical staff and a minimum 7.6 percent across-the-board increase for union-eligible employees.

Faculty

Salary increases for faculty members will be awarded for merit, with funds allocated to provide overall average raises of 7.5 percent to all schools and colleges, except Engineering and Business and Public Administration. Those two divisions will receive funds for average raises of 9 percent, due to market conditions in those fields, said Gerald Brouder, associate provost.

Although news reports of average raises of 8.5 percent for exempt staff and faculty were circulated earlier this summer, that figure included 1982-83 revenue used to partially fund continuation of last year's salary increases.

After allocation to schools and colleges, the funds may be differentially allocated by the dean to departments. John Yeager, academic budget and resource officer, estimated that departments will receive funds

providing average raises ranging from 6 to 13 percent.

"The department chair receiving 6 percent won't have a lot of latitude," said Brouder, stressing that a 3 or 4 percent raise will not necessarily reflect a lack of merit on the part of the faculty member, but rather a lack of available funds in the department.

He added that criteria for distributing merit raises among faculty were established by the deans and department chairs.

Administrative/Professional

Salary increases for administrative/professional staff members will be made on the basis of quality of performance. Adjustments to the minimum of the salary range will be mandatory, however, except for those employees determined to be marginal performers, based on documented performance evaluations. Such employees may be paid less than the minimum for not more than a year.

Staff members whose salaries exceed or are within 7.8 percent of the newly established salary range maximum may not receive raises of more than 7.8 percent.

Office/Technical

Non-exempt staff members assigned to the office/technical matrices will receive across-the-board raises of 7.8 percent, or an increase equal to that required to bring their salaries to the class rate of the new salary matrix, whichever is greater. Employees still on probation will receive raises to the

minimum of the salary range.

Merit raises will then be granted, for an overall average raise of 9.8 percent.

Union-Eligible

Union-eligible employees will receive

across-the-board raises of 7.6 percent, with an additional 1 percent for employees on the second step, 2 percent for those on the third step and 3 percent for those on the fourth step.

The following are the new ranges for administrative/professional staff which reflect the 7.8 percent salary increase approved by the Board of Curators at their July meeting. The minimums and maximums of the ranges all increase Sept. 1. If you are unsure of your salary grade number, check the title code list in the UM Policy and Procedure Manual or call Personnel Services.

ADMINISTRATIVE AND PROFESSIONAL SALARY RANGES (EXEMPT)

SALARY GRADE	MINIMUM	MIDPOINT	MAXIMUM
1	\$9,849	\$12,152	\$14,456
2	10,592	13,177	15,761
3	11,504	14,333	17,161
4	12,413	15,579	18,745
5	13,406	16,822	20,238
6	14,482	18,340	22,197
7	15,642	19,805	23,968
8	16,800	21,457	26,112
9	18,288	23,367	28,445
10	19,697	25,377	31,056
11	21,434	27,644	33,854
12	23,421	30,176	36,932
13	25,572	32,977	40,382
14	27,889	35,955	44,020
15	30,456	39,242	48,029
16	33,268	42,887	52,506
17	36,280	46,772	57,263
18	39,641	51,110	62,579

When raises are given to UM employees, the salary matrices are adjusted upward to reflect the raises. The minimums, class rates and maximums of the matrices increase by 7.8 percent effective Sept. 1 for employees paid monthly and Aug. 29 for those paid biweekly. All position titles in the office/technical matrix are assigned a range number; if you are not sure what your number is, check the title code list in the UM Policy and Procedure Manual or call Personnel Services.

UNIVERSITY OF MISSOURI OFFICE/TECHNICAL SALARY MATRIX

RANGE	MINIMUM	CLASS RATE	8% ABOVE		MAXIMUM
			MINIMUM	MINIMUM	
51 (annual) (monthly) (hourly)	8,008	8,320	8,653	8,965	10,400
	667.33	693.33	721.08	747.08	866.67
	3.85	4.00	4.16	4.31	5.00
52	8,466	8,798	9,152	9,485	11,128
	705.50	733.17	762.67	790.42	927.33
	4.07	4.23	4.40	4.56	5.35
53	8,986	9,339	9,714	10,067	11,856
	748.83	778.25	809.50	838.92	988.00
	4.32	4.49	4.67	4.84	5.70
54	9,547	9,922	10,317	10,691	12,709
	795.58	826.83	859.75	890.92	1059.08
	4.59	4.77	4.96	5.14	6.11
55	10,171	10,587	10,982	11,398	13,624
	847.58	882.25	915.17	949.83	1135.33
	4.89	5.09	5.28	5.48	6.55
56	10,816	11,253	11,690	12,106	14,602
	901.33	937.75	974.17	1008.83	1216.83
	5.20	5.41	5.62	5.82	7.02
57	11,502	11,960	12,418	12,875	15,642
	958.50	996.67	1034.83	1072.92	1303.50
	5.53	5.75	5.97	6.19	7.52
58	12,272	12,771	13,250	13,749	16,827
	1022.67	1064.25	1104.17	1145.75	1402.25
	5.90	6.14	6.37	6.61	8.09
59	13,166	13,686	14,227	14,747	18,158
	1097.17	1140.50	1185.58	1228.92	1513.17
	6.33	6.58	6.84	7.09	8.73
60	14,123	14,685	15,246	15,808	19,635
	1176.92	1223.75	1270.50	1317.33	1636.25
	6.79	7.06	7.33	7.60	9.44
61	15,267	15,870	16,494	17,098	21,382
	1272.25	1322.50	1374.50	1424.83	1781.83
	7.34	7.63	7.93	8.22	10.28
62	16,411	17,077	17,722	18,387	23,150
	1367.58	1423.08	1476.83	1532.25	1929.17
	7.89	8.21	8.52	8.84	11.13
63	17,659	18,366	19,074	19,781	25,064
	1471.58	1530.50	1589.50	1648.42	2088.67
	8.49	8.83	9.17	9.51	12.05
64	19,011	19,781	20,530	21,299	27,206
	1584.25	1648.42	1710.83	1774.92	2267.17
	9.14	9.51	9.87	10.24	13.08
65	20,509	21,320	22,152	22,963	29,536
	1709.08	1776.67	1846.00	1913.58	2461.33
	9.86	10.25	10.65	11.04	14.20

'82-83 operating budget receives formal approval from Curators

The UM Board of Curators formally approved the University's 1982-83 general operating budget, which provides \$127.4 million for the Columbia campus, at their meeting Friday in St. Louis. Also approved were average salary increases of 7.8 percent for faculty and administrative/professional staff and 9.8 percent increases for support staff.

UMC's budget contains \$2.3 million of adjustments within UMC units during 1982-83. Of that amount, about \$1.8 million in reductions were continued to departments from budget reductions assigned in 1981-82 to fund the midyear salary increases. The remaining \$500,000 in reductions will be met through discontinuing subsidies of \$147,075 to intercollegiate athletics and \$272,261 to residence halls. An additional \$60,000 will be met by reducing UMC administrative costs.

The \$1.8 million in reductions is expected to cause four actual layoffs of faculty and staff on the Columbia campus with an additional permanent loss of all or a portion of 113 open positions and another 16 positions vacated from retirements or resignations.

Also at the meeting, the board approved a 15 percent overall increase in student fees for the 1983-84 academic year. The new fee schedule represents a step toward assessing fees entirely on a per-credit-hour basis, with students enrolled in one to 13 semester hours

paying costs by credit hour. With the increase, a Missouri resident undergraduate student taking 14 or more semester hours would pay an incidental fee of \$602 and an undergraduate non-resident student taking 14 or more hours would pay fees of \$1,778 per semester. A resident graduate student would pay \$756 a semester and a non-resident graduate student \$2,044 per semester.

In other actions affecting the Columbia campus, the board:

- Awarded a \$187,020 contract to Prost Builders, Inc. of Columbia for construction to improve access to the basement of the Outpatient Clinics at UMC Hospital and Clinics.

- Approved the architectural firm of Pearce Corp. of St. Louis to develop construction plans for the UMC Health Sciences Library. The 56,000-square-foot library is expected to cost \$5.8 million.

- Awarded a \$196,487 contract to Missouri Builders Service of Jefferson City to reroof the Animal Science Research Center and the Research Park Development Building and to remove and re-install the stone coping on a portion of the Animal Science Research Center.

- Approved a name change for Stadium Road, which begins north of the intersection of Mick Deaver Drive and Stadium Boulevard, to Hospital Drive.

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Around the campus

SUMMER COMMENCEMENT ceremonies will be held at 7 p.m. today in Hearn. Dale A. Whitman, dean of the UMC School of Law, will deliver the Commencement address on "Rethinking Your Values in the Real World."

Receiving an honorary doctor of humane letters from UMC will be Virginia G. Young, a moving force in libraries and education and a pacesetter in library trusteeship.

SEVERAL PRESERVATION, RENOVATION AND CONSTRUCTION PROJECTS from UMC are slated for recommendation for funding by the Coordinating Board for Higher Education at a special session of the Missouri legislature Aug. 16.

To be recommended by the CBHE for supplemental funding from Amendment 1, the bond issue passed in June, are:

- \$2.9 million for UMC physical plant preservation;
- \$1.6 million for renovation of Schweitzer Hall;
- \$400,000 for projects to conserve energy;
- funding to increase handicapped accessibility (the amount totals \$867,571 for all four campuses);
- \$3.5 million for construction of the Health Sciences Library and the Ellis Library storage facility; and
- \$151,273 in planning funds for an engineering laboratory and classroom.

FACULTY COUNCIL—Chancellor Barbara Uehling discussed the University's budget and its problems with members of Faculty Council when they met July 1.

The resolution approved by the Board of Curators in June saying they would not approve the elimination of any academic program solely for financial reasons will have two positive results, Uehling said. The Board will look at all state resources, she said, as well as look at the future of the University.

However, Uehling cautioned that the University's budget problems have "not gone away."

"It's very easy to lose sight of what's happening to the University if you look at one budget year at a time," she said.

In other business:

- Council members nominated and selected five faculty members for the 1982-83 Grievance Hearing Panel, according to the UMC Academic Grievance Procedures.

- David West, council chairman, discussed a scholarship program funded by Duke University for seventh

and eighth grade students gifted in math and English. The students would enroll in one course at UMC during the summer or regular academic year, while attending junior high.

Council members agreed that the College of Arts and Science should consider participating in the program.

A RETIREMENT RECEPTION to honor Fran Warren, personnel associate in Personnel Services/Employee Relations, will be held from 3:30 to 5 p.m. Aug. 6 in the Alumni Faculty Lounge, Memorial Union.

Warren is retiring Aug. 9 after 15 years at the University.

NEW PHONE NUMBER—The Academic Computing Services production staff may now be reached at their new phone number of 882-6706.

Staff members at that number are Becky Bohlmeier, David Maupin, Marvin Newbrough, Janet Paul, Robbie Scholes, Jim Yeager and Patty Young.

The office will remain at its present location in the Math Science Annex-West.

KELLOGG NATIONAL FELLOWSHIP PROGRAM—

Nominations are open for the 1983 Kellogg fellowship program in which 50 individuals are selected to carry out non-degree, self-directed activities to expand beyond their chosen professions. The program seeks men and women interested in interdisciplinary and cross-cultural perspectives on human and social problems.

Candidates must be U.S. citizens nominated by their university; they must be in the early years of professional activity (between 26 and 45 years old); they must be endorsed by their immediate supervisors and chief executive officer of the institution; they must be available during the three-year fellowship period to participate in all planned activities including two annual seminars of about five days each; and they must hold an academic or administrative appointment on the staff of a college or university.

Nomination forms are available from the assistant provost's office in 116 Jesse and are due by Aug. 20. For more information, call 882-2094.

FACULTY AND STAFF MAY HAVE NOTICED A SLIGHT INCREASE IN THEIR PAYCHECKS this month. The

tax bill which passed in 1981 eases taxes slightly for employees, according to Manager of Payroll Jim Robinson. Employees can expect the new tax rate to hold through the 1982 calendar year.

EQUAL OPPORTUNITY DEVELOPMENT FUND proposals for enhancing the University's retention of disadvantaged students are due Sept. 21.

Announcement of funded proposals will be made by Oct. 15.

Priority will be given to projects which will increase the retention of disadvantaged students; improve the living, learning and environment of disadvantaged students; and promote greater understanding of and mutual respect for disadvantaged individuals in a pluralistic society.

Proposal format should include statements detailing the purpose of the project, its benefits, methods of evaluating these benefits, and proposed budget. The proposals should be forwarded through normal administrative or academic divisional channels, and appropriate divisional heads should rank proposals on the basis of priority, before submitting them to the Office of Equal Opportunity, 217 Jesse.

UNIVERSITY GARAGE—Gasoline purchased at the University Garage must now be paid for with a General Storeroom requisition, since the Garage discontinued vehicle maintenance June 30, said Bob Bassford, director of Purchasing.

Arrangements may be made for blanket type purchases, Bassford said, by contacting Bruce Gray at 882-3201.

Requests for vehicle maintenance, safety inspection, tire and windshield replacements also must now be requisitioned through Purchasing, although Bassford encourages the use of petty cash funds for expenditures of less than \$50.

University departments may purchase tires at discounts of 30 to 57 percent from net state prices at Goodyear Tire Center, 419 E. Broadway. Discounts also are available for windshield replacements from Brady's Glass, 203 N. Providence Road. For more information on vehicle maintenance, contact Robert Menzel at 882-3201.

TRAVEL ALLOWANCES—In an effort to keep up with the rising cost of living, the University has increased its travel allowances for food by \$8. Effective Aug. 1, the daily meal maximum was raised from \$23 to \$31

and includes 15 percent for tips.

Maximums for individual meals, including tips, are \$6.50 for breakfast, \$7.50 for lunch and \$17 for dinner.

SHIRT SALE SUCCESS—The sale of Ronald McDonald T-shirts in July was such a success that the Friends of Kids have organized another one for Aug. 18. The colorful T-shirts will be on sale in the hospital lobby from 8 a.m. to 2 p.m.

ACCOUNTING SYSTEM REVISED—The Accounting Service for Campus Facilities switched to a new numbering system in July to ease the processing of Interdepartmental Orders (IDOs).

The system uses an alphabet to identify the 1982-83 fiscal year, a Julian Calendar date to indicate the month and date the IDO was received, and two numbers to show the order of the IDO as it was received.

An example would be J 18212: J identifies 1982; 182 is the Julian calendar date for July 1, and 12 means it was the 12th IDO received that day.

The numbering system will serve as a reference when requests are made about the status of a project and will also allow a single reference number to be distributed by all operations in Campus Facilities.

Questions should be directed to Clarice Jenkins at 882-6894.

SCHEDULE CHANGES FOR UNIVERSITY FACILITIES—Hours for University buildings will be changed from Aug. 6 to Aug. 25.

Brady Commons will be open from 7 a.m. to 5 p.m. Aug. 6 and closed Aug. 7 and 8. From Aug. 9 to 13, it will be open from 8 a.m. to 5 p.m. Brady will be closed during the weekend of Aug. 14 and 15, but will open from 8 a.m. to 5 p.m. Aug. 16 to 21. Sunday, Aug. 22, it will be open from 2 p.m. to 11 p.m. Full service will return Aug. 23.

Memorial Union will be open from 7 a.m. to 5 p.m. weekdays and will be closed weekends. It will be open from 7 a.m. to 11 p.m. Aug. 23 and 24 and will return to normal hours on Aug. 25.

The University Book Store's hours will be from 8 a.m. to 5 p.m. Monday through Friday. Its regular schedule will begin Monday, Aug. 24.

The Commons Snack Bar and Games Area will close Aug. 6 at 3:30 p.m. until Aug. 18. Hours from Aug. 19 to 21 will be 8 a.m. to 3:30 p.m. Hours for Aug. 22 are from 2 p.m. to 11 p.m. and full service will begin Monday, Aug. 23.

The Cafeteria will close Aug. 6 at 3:30 p.m. and will be open from 7 a.m. to 3:30 p.m. Monday through Friday for breakfast and lunch service only. Regular hours will begin Aug. 25.

The Hawthorn Room will be closed from Aug. 7 to Aug. 24, with normal service resuming Aug. 25.

The Bengal Lair will close at 3:30 p.m. Aug. 6 until full service begins Aug. 25.

The Nook will close Aug. 6 at 3:30 p.m. and will open from 8 a.m. to 3:30 p.m. weekdays from Aug. 9 to 24. Full service will resume Aug. 25.

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Credit union purchase to result in new services

Members of Mizzou Employees Credit Union voted unanimously at a special meeting July 9 to purchase specific assets and liabilities of Columbia Federal Employees Credit Union.

"By purchasing specific assets and specific liabilities, we guarded against assuming the problems of Columbia Federal," said Hal James, manager of Mizzou Employees Credit Union.

In addition, he said, the credit union is further protected by guarantees up to three years in length provided by the National Credit Union Administration against possible losses incurred from certain "questionable" items involved in the purchase.

The purchase will result in new services for Mizzou members, James said. "We now have a much larger base, and as a result, we shouldn't be subject to temporary inability to make loans, as did occur in 1979."

Starting this fall, share drafts, which are similar to checking accounts, will be offered. James said information will be mailed to members sometime this month.

A money market program also is slated to start soon, according to James.

The same dividends on share accounts will continue to be paid to

Mizzou members and to accounts from Columbia Federal, retroactive to July 1, James said. Those rates are 7 percent for \$25 to \$1,000; 8 percent for \$1,025 to \$2,000; 9 percent for \$2,025 to \$5,000; and 11 percent for more than \$5,025. Dividends are paid monthly.

"We'll be able to provide more service to more people with very little, if any, increase in total costs," James said.

The credit union will continue operations in both locations for the present, and members may conduct business at either location: 515 Tandy, open from 10 a.m. to 5:30 p.m., and 909 University Ave., from 7:30 a.m. to 4 p.m., Monday through Friday.

The credit union will eventually combine offices and relocate, James said, adding that members will be notified well in advance of the move.

The troubled financial condition of Columbia Federal had led the two credit unions to consider a merger earlier this spring after James and the Mizzou Employees Board of Directors concluded the problems of Columbia Federal were "solvable" and such action could benefit Mizzou.

Pending litigation against Columbia Federal led Mizzou Employees to purchase part of the credit union rather than merge, James said. "Mizzou had

no part with the circumstances surrounding the litigation, and thereby would not assume any liability, if any does occur."

Instead, the National Credit Union Administration has assumed any liability which may result from the lawsuit filed against Columbia Federal by its former manager.

As far as any financial risk to Mizzou Employees, James said, "We're already out of the woods" since Columbia Federal made a profit at the end of July.

The purchase of part of the credit union increased Mizzou Employees' membership from 5,000 to 7,300 and its assets from more than \$4 million to \$7 million.

"We now have a potential membership of 50,000," James said, "and that's primary membership, which doesn't include family members."

Mizzou was formerly open only to UM and Stephens College employees and their families. Columbia Federal's membership comprised federal employees in central Missouri working at the VA Hospital, Post Office and USDA, etc. and employees at Boone Hospital Center and several private companies, such as Discwasher, Toastmaster, ABC Labs and 3M.

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Around the campus

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WILDERNESS ADVENTURES will hold a closed bid auction of used outdoor equipment. Items for sale include canoes, two- or four-man tents, kayaks, sleeping bags and bicycles.

For more information, call 882-3066 or 882-2066.

A COUPLES ONLY evening class in interpersonal relationships, marriage and the beginning family is being offered by the UMC Department of Child and Family Development fall semester.

David Imig, a family researcher and specialist in family stress, will teach the three credit course to be offered Tuesdays from 7 to 9:30 p.m. beginning Aug. 31.

Further information on course content and registration are available from Linda Phifer in the College of Home Economics, 882-4035.

BUS CHARTER SERVICE has been discontinued by the Office of Campus Facilities and is now provided to the University by Rustman Bus Co.

Any department that needs bus charter service should submit a Purchasing requisition (UMUW 10) with information on the number of buses required, location and time of departure, location and time of arrival, and time of return.

Rustman Bus Co. requires five days' advance notice, and the University reserves the right to cancel a charter with 12 hours' notice.

The hourly rate for bus charter service, which includes a driver, mileage and fuel (minimum bus capacity is 40 passengers), is \$16.50, with a minimum charge of three hours. The cost is based on 15-minute increments.

If the University provides the driver (who must have a Missouri chauffeur's license) and fuel, the cost per day is \$50 and 35 cents a mile.

For more information on bus charter service, contact Robert Menzel at 882-3201, extension 29.

The vans, which were previously available through Campus Facilities, have been transferred to the Extension Division Motor Pool, but may still be used by departments. For more information, call Bill Blackwell at 882-4555.

COURIER SERVICES—Several changes in delivery and drop-off procedures will take effect Aug. 9.

The drop point will be from the loading dock in the rear of University Printing Services, Room 104, and drop-off hours will be from 7:30 a.m. to 5 p.m., unless special arrangements are made earlier.

Departments will be responsible for the delivery of outgoing material that

(Continued on page 4)

Hackey Sac new pastime for UMC students

Mary Lee Fleschner



Not everybody's into Hackey Sac, but several Mizzou students have been playing it every day this summer on Lowry Mall. Competitors stand in a circle and pass (a la the Harlem Globetrotters

warm-up routine) a golfball-size leather ball. The only rules—no hands and no self-serve.

Board OKs changes in vacation, staff benefits

An increase in the number of vacation and personal leave days for University employees, as well as higher costs for the medical benefits program, were approved by the Board of Curators last week.

The changes in vacation, holiday and sick leave policies will take effect Sept. 1 for employees. Those changes include:

- Providing employees with four personal leave days for use at their discretion and reducing the number of official University holidays from 10 to seven days each year. The three holidays to be eliminated are the two floating holidays and spring break holiday.

- Allowing an additional two days of vacation a year for all employees and increasing the maximum accumulation of vacation days to two times the allowed vacation earned per year. For instance, an employee with 17 vacation

days a year can now accrue up to 34 vacation days.

- Allowing employees, upon retirement from the University, to receive additional creditable service in calculating retirement benefits for all unused accumulated sick leave.

The vacation, holiday and sick leave policy changes were recommended by an ad hoc advisory committee appointed by President James Olson and included representatives from each of the campuses, the UMC Hospital and Clinics and central administration.

Increased rates for the University's medical benefits program were caused by sharply rising medical costs, a significant increase in the number of medical claims paid out and cost shifting in the federal medicare program during the last year, according to Donald S. Holm, Jr., chairman of the UM staff benefits committee.

"For the period of October through June the costs of the program exceeded the amount brought in by premiums. We obviously can't continue on this basis, especially with substantial additional cost increases expected in the coming year," Holm said.

The change in the medical benefits rates will take effect Oct. 1. The University will continue paying approximately two-thirds of the medical benefits costs, with the remaining third paid by the employees.

Costs will vary depending upon coverage. For example, the coverage cost for an employee will increase from \$13 to \$17.81 a month, and the University's share will increase from \$26.98 to \$36.96. Costs for the coverage of the employee, spouse and child will increase from \$34 to \$46.58 a month and the University's share will go from \$68.63 to \$94.02.

Curators approve '83-84 request for state capital improvement funds

A request for \$73.4 million in state capital improvement funds for UM's four campuses for 1983-84 was approved by the Board of Curators Friday.

Top priority for UM's 1983-84 capital request is \$18 million to repair and maintain existing buildings and grounds at all four campuses and to make necessary renovations to bring facilities up to fire and safety code standards as adopted by the Board of Curators. Another high priority is \$4.8 million for energy management projects throughout the University. Such projects are the result of energy conservation studies and, if fully funded, would reduce the University's energy consumption.

In addition, \$5.6 million is requested for renovation and rehabilitation of existing structures on the Columbia and St. Louis campuses. Facilities chosen for renovation, in order of priority, include the Hospital and Clinics' Pediatric Intensive Care and Intermediate Care units at Columbia; the optometry facility at St. Louis;

Schweitzer Hall at Columbia; Benton Hall Research Lab at St. Louis; and classroom and teaching labs on Columbia's White Campus.

The proposal for new construction and planning monies in the request totals \$36.3 million, with nine structures listed as priorities. All of the new building projects were included in last year's request, but because of the shortfall in state revenue, funding was received for preservation purposes only.

Funds sought for new UMC structures include \$7.5 million toward the remodeling and expansion of UMC's Ellis Library and the construction of the Health Sciences library, with an additional \$5.8 million to be raised from campus and private sources and \$6.9 million for an agricultural engineering building.

Planning funds only are being asked for an engineering lab and classrooms at UMC.

In addition, a funding request for 1985 of approximately \$15 million for the construction of a new UMC law school

is included in the list of construction priorities.

To permit compliance with state and federal regulations, the request includes a \$3.9 million request for

handicapped accessibility on all campuses, including the UMC Hospital and for the Hazardous Waste Processing Center at Columbia.

UM requests \$27 million increase in '83-84 general appropriations

The University's 1983-1984 general operating appropriations request of \$197.8 million in state funding was also approved by the Board of Curators Friday.

That recommendation, which includes increased funding of about \$27 million to be divided nearly equally between anticipated inflation and the maintenance and improvement of quality in University programs, will be submitted to the state by Oct. 1.

About \$13.5 million of the increase is slated to offset inflation, including a request for 8.3 percent salary increases for UM faculty and staff. The

remaining \$13.7 million of the increase would be used to upgrade employee compensation and fund improvements in teaching and research equipment, particularly in the sciences; increased acquisitions, new staff positions and an on-line catalog for University libraries; and support for the Missouri Economic Development Program.

That program will sponsor 12 Curator Professorships with two planned for the area of agriculture, three in natural resource management, three in industrial processes, and four in information processing, storage and retrieval.

Staff Council discusses layoff policy, Recognition Week

The recently implemented layoff policy was the major topic of discussion when members of the Staff Advisory Council met July 8.

Also discussed was the feasibility of holding Staff Recognition Week in conjunction with Professional Secretaries International Week.

The layoff policy was criticized by Council members and guests as being "wide open to interpretation."

Ron Petit, director of UMC Personnel, agreed. "I would be less than truthful if I said the policy was easily interpreted." He added that he was asking departments to notify Personnel as soon as possible of any layoffs and that questions on the policy should be directed to the Personnel Office.

Petit explained that the policy allows employees to continue participation in the staff benefits program three months after layoff.

The policy also establishes a layoff pool of job applicants. That means if a position is open for which someone in the layoff pool is qualified, Petit said, "We don't go off-campus for applicants."

In addition, temporary positions must now be listed with the Personnel Office, so that persons in the layoff pool have

the opportunity to apply for those jobs.

Preference will be given to applicants from the layoff pool for temporary positions and positions within the department where they had been employed.

"It seems appropriate to give preferential placement rights to those in the layoff pool" who are applying for a position in the same class and grade which they held before, Petit said.

He also said that lateral transfers would be reviewed "very, very carefully" by Personnel in view of the layoff situation.

"I can't see the University going to the expense of playing musical chairs," Petit said.

Pat Ives, chairwoman, stated that the Council had not endorsed the present layoff policy, believing it to be "too general."

Petit said he was surprised at "the number of people not interested in temporary jobs at a lower classification."

Wanda Forbis, a guest at the meeting and an employee recently laid off, asked about competing with members of the applicant pools from other UM campuses. Petit explained that they would have the same rights, but if two applicants were equally qualified, the

one with the most seniority would be hired.

Petit also discussed training and development programs for UMC employees; previously, the only programs available have been offered by the UMca personnel office. This year, however, \$23,000 has been allocated to UMC, with the Columbia campus having "the say-so in how those funds are spent for the first time," Petit said.

By November, he said he would like to develop a three-year plan for training and development programs. One of his first goals is to establish "a comprehensive in-depth employee orientation program."

Petit said he would also like to review participation of UMC employees in the adult education classes, for which tuition is paid by the University.

The recruiting effort has been reopened for a training and development officer for the UMC campus, Petit said.

Also discussed at the meeting was the possibility of combining Staff Recognition Week and Professional Secretaries International Week.

Blake Danuser, coordinator of employee relations, said the "cooperative effort" by the Columbia

campus, University Hospital and central administration in sponsoring activities for office support staff during Secretaries Week was the reason he was interested in combining it with Staff Recognition Week.

Danuser suggested that Staff Recognition include UMca employees, but Ives reminded him that the Staff Recognition awards are sponsored by Chancellor Uehling for Columbia campus staff members only.

Ives suggested the possibility of sponsoring seminars or special programs geared to different groups, such as secretaries, during Staff Recognition Week.

Myrna Bruning, associate director of Nursing, said national weeks were held for several different groups, and it seemed like mixing "apples and oranges" to combine Staff Recognition Week with one particular week.

Freda McKee, Council recorder, said the secretaries she had talked to about combining the two weeks were not in favor of it.

The Council passed a motion made by McKee that the Staff Recognition Committee work with Danuser and Crane to develop a proposal on the matter.

Around the campus

(From page 3)

cannot be handled through campus mail, and delivery of incoming material will be made on routine deliveries by University Printing Services. Special pick-ups will be the department's responsibility.

THE FAMILY MEDICAL CARE PROGRAM at the University Hospital and Clinics is now open from 9 a.m. to noon on Saturday. Appointments are required, but no doctor referral is necessary.

Located at NW313 and NW413, the clinic is open to the entire family and offers care during illnesses, as well as health maintenance care, prenatal care and health education classes.

The clinic will be closed Sept. 4 and other holiday Saturdays. For more information, call 882-6191.

THE SCHOOL OF SOCIAL WORK is offering a new program in which people can earn their master's degree of social work part time during the

evening hours, enabling them to work during the day. Financial aid is available for the program, which begins this fall.

For more information, contact Jim Butkus, School of Social Work, 703 Clark Hall, at 882-6206.

RADCLIFF COLLEGE FELLOWSHIP—UMC has been invited to nominate a non-tenured faculty woman for The Mary Ingraham Bunting Institute's fellowship program for 1983 to 1985. Recipients receive a two-year Institute appointment, including a stipend of \$16,000, research expenses of \$3,200 and travel allowances up to \$1,300 to travel between the fellow's home and Cambridge.

Each fellow will spend half her time teaching at her own institution and the other half at the Bunting Institute. Applicants may be nominated by their university or apply directly to the Bunting Institute. Nomination forms and a letter of recommendation are due Sept. 2, 1982, and individual applications are due by Oct. 8, 1982.

Announcement of fellowship winners will be made in May 1983.

The program is open to female scientists who have received their doctorates in the fields of the physical sciences, mathematical or informational sciences, psychological sciences, arctic and earth sciences, natural sciences and ocean science and technology.

Recipients will also be provided with office space, auditing privileges and access to facilities at Radcliff College and Harvard University. Fellows must give a colloquium on their work in progress each year. For more information, call the assistant provost at 882-2094.

CHILD CARE VACANCIES—The University Hospital Child Care Center has full-time openings available for the children of RN/LPN employees and some temporary full-time openings for the children of other campus employees.

The center is open from 6:30 a.m. to midnight seven days a week. The five age-group divisions provide care for

children ages six weeks through fourth grade in day, evening and weekend programs.

For applications and information on fees and available openings, contact Mary Hegeman at 882-8146.

Curators

(From page 1)

- Approved resolutions asking for administrative review of the mechanics of levying a possible surcharge for University programs and for a study on supplemental fees for various disciplines. A report on the resolutions is requested later this fall.

- Heard that Friends of KIDS has raised \$180,000 of the \$200,000 still needed for the Ronald McDonald House, which will be constructed near UMC Hospital and Clinics. Ground breaking is slated for August.

- Heard a report that \$1.9 million in grants from federal, state, business, industry and other private sources had been accepted by UMC since the last board meeting.

Jobs

Faculty openings

The following teaching and research positions are available at the University; however, all of the positions are dependent upon funding and enrollment. For more information, call the Office of the Assistant Provost, 116 Jesse, 882-2094.

Postdoctoral research associate in the Department of Microbiology, to begin Sept. 1, 1982; to perform independent research on aspects of *Bordetella pertussis* physiology, pathogenicity and genetics; responsible for research and laboratory supervision; Ph.D. in biochemistry, microbiology, microbial genetics or immunology required; no deadline.

Postdoctoral research associate in the Department of Microbiology, to begin Sept. 1, 1982; to conduct research in bacterial parasite-host interactions, pathogenesis, immunology at mucosal surface; Ph.D. required with background and experience in genetics, plasmids, outer membrane antigens, proteins, polysaccharides and toxins; deadline Sept. 1, 1982.

Instructor/Assistant Professor in the School of Medicine and Extension Education, to begin sometime after July 1, 1982; responsible for overall coordination of health education activities of extension program including policy-making in delivery of health education to Missouri citizens and providing in-service education, information and materials to extension field professions; Master's degree in health education and 5 years experience minimum requirement; deadline Sept. 30, 1982.

Timber management instructor to associate professor in the School of Forestry, Fisheries & Wildlife, to begin Jan. 1, 1983; responsible for teaching timber management, forest finance, policy and/or related courses to both undergraduate and graduate students; conduct research in timber management and natural

resource policy; Ph.D. preferred, but experience with industry and willingness to pursue Ph.D. at Missouri could qualify; deadline Sept. 15, 1982.

Adjunct instructor in the Department of Educational Administration, to begin Sept. 1, 1982; to direct Missouri School Boards Association's policy service, insurance programs, and to design and conduct MSBA research projects as well as workshops and conferences; Bachelor's degree in education, specialist degree in educational administration and significant training in school governance, law and finance required; enrollment in educational administration doctoral program preferred; also, five years teaching in small or mid-sized school district required; deadline Aug. 15, 1982.

Director of public utilities program and associate professor of management in the College of Business & Public Administration, to begin Sept. 1, 1982; responsible for directing public utilities program, developing and applying for grants and teaching courses in the area of public utilities; Ph.D. in economics and three years direct experience with public utility or public utilities commission required; deadline Aug. 15, 1982.

Assistant professor of accountancy in the College of Business & Public Administration (2 positions), to begin Sept. 1, 1983; responsible for teaching, research and service with emphasis in areas taught by School of Accountancy; Ph.D. with emphasis in accounting required; no deadline.

Assistant professor in the Department of Clothing and Textiles, to begin Sept. 1, 1982; responsible for teaching courses in clothing and/or textiles, advising students, generating relevant research and participating in other academic functions; Doctorate or ABD preferred, and preference will be given to applicants who can teach upper level textiles courses or who can make substantive contributions to the merchandising program; deadline Aug. 15 or until position is filled.

Assistant professor of orthopaedic surgery in the School of Medicine, to begin Sept. 1, 1982; to practice clinical medicine half-time in rural Missouri with the rest of the time for teaching undergraduate, graduate and post-graduate levels and administrative and research duties; qualification or certification by Board of Orthopaedic Surgery required; applicant should

have interest in practicing in a rural setting and teaching and research at the Health Sciences Center; deadline Aug. 31, 1982.

Staff openings

The following job openings at the University were approved and posted Monday, Aug. 2, and include the department where the vacancy exists. The openings are listed under the name of the Personnel recruiting staff member handling the positions. For more information or to apply for a job, contact the appropriate recruiter at the Personnel Office, 309 Hitt St., at 882-4221.

CHARLES HUNTER

Dir., computing comm. & energy plng., V.C. Admin. Svc.; Loss prevention manager, Prop. & Risk Mgmt. -UMca; Mgr. technical svc., Academic Support Center; Practice plan administrator, MO Inst. of Psychiatry; Special ast. to pres. for dev., President's Office-UMca.

FRAN WARREN

Administrative assistant, Dir. of Admissions & Registrar; Administrative assistant, Law Library; Administrative assistant, Surgery; Administrative secretary, Mathematics; Administrative secretary, School of Nursing; Fiscal analyst, Budget Services-UMca; Information specialist, MO Cultural Heritage; Manuscript specialist, State Historical Society; Manuscript specialist, Western Hist. Manuscript Collection;

Senior staff development coordinator, Child Health; Student services advisor greek life, Residential Life; Student services coordinator, Student Life-Women's Center.

MARY SLEDGE

Computer programmer, B & PA Research Center; Group leader, research, E.T.S.R.C.-UMca (deadline 9-3-82); Histologic technician, Anatomy; Licensed practical nurse, Child Health; Ophthalmic assistant, Ophthalmology; Police officer, University Police; Radio dispatcher, University Police; Radio producer/news, KBIA; Research/laboratory technician, Agronomy; Research specialist, Vet. Med. Diagnostic Laboratory;

Research specialist, Dalton Research Center; Sr. research/laboratory technician, Pharmacology; Sr. research/laboratory technician, Vet. Anatomy-Phys.; Sr. research/laboratory technician, Medicine; Sr. research/laboratory technician, Microbiology.

JANE CORREIA

Chief clerk, Medicine; Library assistant I, Ellis Library; Library clerk II, Ellis Library; Library clerk III, Ellis Library;

Secretary, V.C. for Student Services; Secretary, Journalism; Secretary, Physics; Secretary, School of Social Work;

Secretary, Health Services Management; Secretary, Business Services -UMca; Secretary, Home Economics-Associate Dean's Office; Secretary, Housing & Interior Design; Secretary, Dalton Research Center;

Secretary, Electrical Engineering; Secretary, Obstetrics & Gynecology; Secretary-stenographer, Library & Information Science; Sr. accounting clerk, Horticulture;

Sr. clerk, Residential Life; Sr. clerk, Campus Facilities; Sr. clerk typist, Home Economics-Dean's Office; Sr. clerk typist, Veterinary Medicine & Surgery;

Sr. clerk typist, Food Purchasing-UMca; Sr. secretary, News Services; Sr. secretary, Orthopedic Surgery; Sr. secretary, B & PA-Dean's Office; Sr. secretary, Accounting Services;

Sr. stenographer, Intercollegiate Athletics (shorthand); Sr. stenographer, School of Law; Sr. stenographer, Agriculture-Dean's Office; Sr. stenographer, Ellis Library; Word Processing Operator I, Personnel Svc./Employee Rel.;

Word processing operator II, Vet. Anatomy/Physiology; Word processing operator II, Atmospheric Science; Word processing operator II, Atmospheric Science; Word Processing operator II, Physics.

CAROL WAITS

Clerk, Medicine (12 hrs per wk, perm.) (hrs. 10am-12pm); Clerk typist II, Education Administration; Food service worker III, Memorial Union (FT perm) (hrs. evening & nights); Receptionist, Psychology (effective 9-82); Sr. stenographer, Coop. Ext. - Biochem. (20 hrs. per wk. perm.)

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