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Administrative Newsletters

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REORGANIZATION OF ADMINISTRATIVE FUNCTIONS ANNOUNCED BY PRESIDENT SCHNIREL

The recent resignations of Ms. Lorraine Olsen and Mr. Ben Marriott have prompted a number of changes in responsibility for some members of the Administrative Council.

President Schnirel announced the following changes on the organizational chart of the college:

The position of Dean of Students, held by Judd Morgan, will no longer be known as Manager of Student Services. The Dean of Students is a member of the Administration of the College. The position of Vice President for Administration has been eliminated.

All auxiliaries (Day Care, College Store, Food Service) are now under the direction of Mr. Burton A. Talmage as Vice President for Business Affairs. Mr. Talmage also has over-all responsibility for the Personnel division, and for Public Relations (previously titled Marketing).

Since the majority of work accomplished in the Word Processing Center is for instruction, that center has been transferred to the division of Instructional Support (Walter White, Dean).

Curriculum will have more emphasis in future within the department of Development and Curriculum.

Paul Gundersen, as Director of Facilities, has received the added responsibilities of inventory, security, mailroom and telephone.

DEANS COUNCIL ELECTS NEW CHAIRPERSON

Rita Rodi, Dean of Business Occupations, was recently voted chairperson of the Deans Council. She succeeds Max Lowe, now Vice President for Instruction.

The Deans Council normally meets twice monthly. Purpose of the group is to address questions relating to instruction at the school. Membership is composed of all Deans and Associate Deans at both campuses, plus the Vice President for Instruction who serves as an ex-officio member.

RE-ARRANGEMENT OF STUDENT SERVICES AREA

While the Student Services area will remain in the north-west corner of the College Center's main level, Dean of Students Judd Morgan is planning a re-design of office and counter areas in that space for more effective use.

It is anticipated that the re-arrangement will take place shortly after the traditional third-week report has been completed.

VOLUNTEER INCOME TAX ASSISTANCE BACK ON CAMPUS

Business Division Cooperative Education Director Frankie Ford advises that some 20 students are being trained by the Internal Revenue Service to assist people with their income tax returns.

Training starts January 17th and continues the following couple of Saturdays. It concludes with an examination, with potential VITA helpers having to have a minimum of 80% proficiency.

Most students participating in the VITA program have already taken some tax class through the UTC Business Division, which will materially assist them with the intricacies of filling out returns.

Following the 25-hours of I.R.S. instruction, students will offer their services free in the College Center from 2:00 - 8:00 p.m. Mondays through Wednesdays until April 15th. However, the first day the VITA program will go into effect will be Tuesday, February 17th

VITA will be available to West Valley City residents and UTC employees. It is not anticipated that VITA personnel will undertake complicated returns, but many residents with fairly 'normal' returns can expect help through this service.

DOWNTOWN CAMPUS HONORED BY ARTHRITIS FOUNDATION

Last Fall instructor John Fullmer and his Skills Center construction class were contacted to build a Spook Alley. The Arthritis Foundation was the sponsor, and proceeds from the activity would swell the Foundation's coffers, enabling further research into causes and relief of that painful malady.

Construction students did their job well, and recently the Arthritis Foundation expressed their appreciation to students, instructor and the college by presenting an attractive plaque commemorating the event.

I SPY WITH MY LITTLE EYE...

Instructional media technician Kelly Weldon tells of the very substantial increase in the use of videotapes during the past 12 months.

For example, during Winter 1980 quarter there were 400 student use hours of videotape. By comparison in the Fall 1980 quarter some 2,500 student use hours were logged.

The media center has on file approximately 400 videotapes which can be aired. For the most part departments buy the pre-recorded tapes, deposit them in the media center for closed circuit use by the individual students or in classroom activity. Additionally, of course, the media center and some instructors produce their own UTC-oriented videotapes.

EVENING PROGRAM BLOSSOMS IN INDUSTRIAL PLASTICS

Ms. Verlaine Zito, Dean of Benchwork and Processing Operations, wrote a successful 'Critical Industries' grant last year which enabled the college to start an evening program in Industrial Plastics.

The program has proven very successful, with all student slots taken, and the course is now in its second year phase.

A major factor in the progress of the program lies with the solid representation from industry as the course was being designed. Instructors Darrell Ballard and Neldon Adair have been principally responsible for conducting classwork.

As students enter the second year phase they are partially involved with cooperative education training on the job.

Dean Zito notes that the industry has been very helpful in providing some equipment, and that there are promises of donations of molds for students to use. A \$19,000.00 injection molding machine was purchased to assist in the program.

COLLEGE STORE IS CALCULATING

Manager Bill Means of the College Store noted the other day that Texas Instruments regards the U.T.C. Store as a major outlet for its electronic calculators in the State of Utah.

Apparently some 50 to 60 such calculators are sold at the beginning of virtually every quarter...far more than cross the counter at most retail outlets anywhere else in the State. Mr. Means indicates that as more reliance and emphasis is placed on the need for calculators in our technically-oriented instruction, so there will be even more substantial sales of these items.

Additionally, the manager noted that publishers are substantially hiking up prices of textbooks. Indeed, there is one such text on campus for student use that costs more than \$60.00.

ROOM WITH A VIEW

One room few people on the Redwood Road campus know anything about is located above the Personnel offices. Reached by a stairway built outside and in back of that complex of offices in the Administration Building, "the room" is spacious, private and has a full-length window along one side. Not, perhaps, the most pre-possessing view...the window looks onto the roof of the Ad. Building's entryway...but at least there is some sort of view.

The room was provided primarily for use of the various Federal and State auditors who spend extensive time on campus. Previous to availability of this room, auditors were forever tying up much needed conference rooms or offices.

COLLEGE ON THE CARPET

New grey-brown carpeting has now been installed on the main level of the Redwood Road UTC library. The prodigious activity of removing the entire collection of approximately 20,000 volumes and manhandling all the library stacks, was directed by Rich Hickman, maintenance supervisor.

PERSONNEL DEPARTMENT KEEPS BUSY

Following some recent resignations in the Instructional Support area, the Personnel division has been posting opportunities for employment at the college.

Included among openings now on hand are Librarian on the Redwood Road campus; part-time (evening) Media Technician; staff Printer; and Xerox Operator.

PEOPLE WE HAVE HEARD ABOUT

* While not strictly a part of the college, nevertheless we are pleased to learn that WILLIAM A. WAIT, instructor at the L.D.S. Institute of Religion, was recently called as Bishop of the Taylorsville 27th Ward.

* JOHN O. CHRISTENSEN, librarian on the Redwood Road campus, has just resigned. He has accepted employment with the library services at Brigham Young University. John has been with U.T.C. for the past five years.

* ANNA LEE JOHNSON and her husband KEITH (former Heavy Duty Mechanics instructor at the college) have taken their Airstream down to Mazatlan and other resorts in Mexico for fog-free sunshine and vacation.

* Building Construction instructor R. DARRELL BALLARD recently suffered another heart attack, and is recuperating at home.

* R.H. "HAL" HANSEN is back on campus teaching on a reduced schedule, following unexpected further surgery during the Christmas vacation.

* LUANNE POULSEN, former clerical teacher at the Skills Center who has been on a leave of absence the past year while working for the Utah State Office of Education, has returned to the Downtown Campus as Curriculum Specialist.

* Working with Luanne as secretary is EVIE RICHARDS, who for several years previously had worked in the Dean of Students office with Larry Christensen.

* Awhile back RUTH PABST was sent by the college to take a certification course in naval weapons specifications. Now she teaches the class for 4-hours a day to Litton employees on-site. Employees there have to be certified in order to work on a special navy contract.

* DUANE M. ROBINSON is the new man on campus for the Job Service. His office is in the Administration Building, Room 150.

* With her husband's employment moving to Alaska, PAIGE DUKLET resigned last week as she now packs up house, two children and transportation prior to flying up to the frozen north herself. Most recently she has been employed as secretary to the vice president for instruction.

Similar carpet was added in one of the lower level labs in the Technology Building at the same time.

Replacement of ground floor carpeting in the College Center is contemplated. It should be accomplished during the Spring. More details later!