# Salt Lake Community College

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Administrative Newsletters

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Utah Technical College at Salt Lake

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Number 48

For Employees of the College

December 5, 1982

WOMEN'S RESOURCE CENTER PRODUCES JOB SHEETS

In an effort to help women become more familiar with the "how-to's" of getting a job, WRC director <u>Alice Smith</u> has authored 20 or more snappy one-page sheets detailing aspects of seeking employment.

Alice anticipates quite a run on the job sheets, since experience has shown that most women are very unfamiliar with such things as formats for personal resumes, the letter of application, work values, interview tips, where to look for a job...and so on. All these are covered in the free job tips sheets.

The Women's Resource Center is open to everyone, whether or not they are directly associated with the college. Alice points out that every contact with the school is one more possibility of a student eventually enrolling, and positive public relations for Utah Tech.

EXTERNAL PROGRAMS GEARING UP FOR BIG WINTER OFFERINGS

Dean <u>Geoff Brugger</u> is excited about winter quarter's offerings in the School of External Programs and Continuing Education.

"Not only do we have at least a 30% increase in the number of classes being taught in the External Programs area, but also there is an ever greater variety in the class offerings.

"For example, we are very excited about a Modern Calculator Layout program that Roy Harbach of Mark Steel Corp. will be teaching. It's a real innovation for the people in the steel, sheet metal and plastic layout business. We think it will be very well received.

"And there are such different classes, too, as Aircraft Refinishing and Painting, Techniques of Linoleum Installation, Computer Graphics, and so on and so forth."

Division chair <u>Bill Laney</u> expresses confidence, too, in the gradually expanding role of television courses. "We are offering three this quarter, in conjunction with KUED. They are, "Personal Finance and Money Management," "Understanding Human Behavior," and "The Art of Being Human."

...John Latkiewicz is on a two-week consultation trip to the Philippines, advising on vocational English as a Second Language.

...AVA convention-goers now in St. Louis include Michael Homer, Davis Ballard, Bill Laney, Bob Langford.

# PEOPLE & PLACES

...Dean <u>Walt White</u> announces appointment of two new curriculum designers/instructors: they are <u>Bruce Hiatt</u>, who is preparing the new Industrial Maintenance Mechanics program; and <u>Charles</u> <u>Woodbury</u>, who is working with the F.A.A. on the Airframe Power Plant and Airframe Mechanics program.

...Registrar <u>Susie Archer</u> was much taken up with Billy Bob's night club in Fort Worth, Texas, when she was there recently, attending a conference on Veterans. "The night we-all went to Billy Bob's, there were 12,500 people. That has to be the largest night club in the world."

...<u>DeAnne Thomas</u> and <u>Ann Gregg</u> represented the school at the National Council of Teachers of English conference, held just prior to Thanksgiving in Washington, D.C.

...Las Vegas was the site of a math computer conference which <u>Reed Parr</u> and <u>Tommie Matthews</u> attended.

...<u>Alice Smith</u> was recently elected secretary of the college's Professional Staff Association. She noted that at the last meeting there was considerable discussion about a proposed merit system for PSA members. She suggests that all PSA members participate in future meetings.

...We neglected to include <u>Bob Langford's</u> name among those who were on the evaluation team of the Ogden-Weber Area Vocational Center. Bob joined the faculty in September, teaching welding. ...Referring back to Alice Smith, we should also note she has been named state coordinator of the A.A.C.J.C's women's division. The state group will hold a conference in Utah next year in conjunction with other women's organizations in Utah. ...<u>Janice Hubbard</u> has been appointed chairperson of the PR committee for the 1983 Women in Business conference.

... A series of Positive Attitude posters are being introduced in the College Center, and the Administration Building basement lounge.

...Visual survey is currently being undertaken of signage around the campus. Eventually it will lead to more uniform attractive graphics identifying significant areas of the Redwood Road campus.

... New carpeting in the hallway between Barbering and Cosmetology has materially reduced the noise factor caused by patrons in that facility.

...Librarian <u>Alex Stecker</u> took his vacation in Hawaii, just in time for the hurricane. As we go to press Alex has not yet returned.

...KTVX (Ch. 4) took shots of <u>Dave Weston's</u> recreational vehicle mechanics class this week, focusing in on the two blind students taking the program.



#### Profile

#### JAMES T. GODFREY

There's no mistaking Jim Godfrey, recently hired as director of cooperative education at the college. He gives the impression of bigness: a big voice, a big smile and handshake...the bigness of a man who exudes confidence.

A native of western Nebraska, Jim has had 20 years' experience in the cooperative education field.

For 6 years he was coordinator of cooperative education at Lockheed Missiles & Space Company. In 1968 he began a 7-year association with the Mid-Atlantic Center for Cooperative Education at Virginia Polytechnic Institute and State University. And subsequently he held a similar position as director of the Western Center for Cooperative Education at the University of the Pacific.

He has also been involved with his own firm of James T. Godfrey & Associates, undertaking consulting and program evaluation for colleges and universities, as well as doing executive search and recruiting.

Jim Godfrey has won several national awards for his work in cooperative education. He has also authored a number of articles on the subject.

He has served in leadership positions with several professional associations and societies. He received his B.S. degree from the University of Nebraska, and the M.A. from the University of Santa Clara.

Jim says there are about 1,000 institutions of higher ed. with some co-op programs. Most of those are in two-year colleges. About 300,000 students nationwide are taking co-op ed. Here at Utah Tech there are close to 100 students receiving this experience, although cumulatively there will probably be about 350 during the school year. Many co-op students are in business programs, although both electronics and drafting students are also placed in the program.

But Jim Godfrey has big plans to make cooperative education much more meaningful!

### SCHNIREL PAINTING HANGS IN WATERCOLOR SHOW

One of <u>Jim Schnirel's</u> avocational goals has been achieved: one of his paintings is among a select group in the Utah Watercolor Society's show which is currently on view in the Atrium Gallery of the Salt Lake Public Library.

Jim has been painting a number of landscapes over the last several months, and reports that while many have been sold he has kept some back for sale at this Christmas season.

He plans to teach his basic landscape watercolor class at the college again next quarter. It's a noncredit class on Monday nights.

## IN THE NEWS

Media coverage on the college has been wideranging in recent weeks. The Skills Center received publicity in connection with the moving of the state's official Christmas tree from its location on the east bench to the State Capitol. The transportation class provided the vehicle, and gave physical support. Television and newspaper coverage were given the event.

Other stories have appeared not only in the state's daily newspapers, but also the local weeklies, and in several of the state's more far-flung weekly newspapers. For example, the "Moab Times Independent," "Summit County Bee," and "Fillmore Gazette" have picked up various stories.

A feature story on the Skills Center Job Club appeared in the "Deseret News," and stories on winter quarter offerings in the External Programs area are being published in neighborhood papers.

To help maintain more accurate records of which papers are picking up Utah Tech news releases, the public relations office has recently switched press clipping services. The Provo office of Burrelle's Press Clipping Service now examines all Utah publications, looking for mention of the college.

# THE ALUMNI OFFICE

Talking with Alumni Coordinator <u>Carol Henderson</u> the other day we heard that some 8,000 copies of the "Developments" publication were mailed to alumni, staff, and faculty. Carol says this publication will be issued three times yearly. She is open to story ideas which will keep alumni up-todate on the college.

Another important planned activity is creation of an Alumni Council. Carol is looking for about 10 of our college graduates who will render service on this body, which will have its first official meeting next February.

"We are looking for fresh faces," Carol Henderson says. "There are some people we have relied on many times in the past. We would like the new organization to feature Utah Tech alums who have not yet done much for the alumni, and who are excited about the opportunities they had of going to school here."

## WATCH DEMO ON "JAPANESE BRAIDING"

Crafts Center attendant <u>Kevin Frazier</u> has once again arranged two demonstration evenings on the ancient art of "Japanese Braiding."

Wednesday, December 8 at 6:30 p.m. - and at the same hour the following Wednesday - Akemi and Henry Miyake will be in the College Center showing how threads braided together can make belts, headbands, necklaces, drapery tiebacks, etc. The demonstrations are free: a class in the skill will begin in Winter quarter if enough interest is generated.