



Volume 1 No. 1

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Friday

# UNIVERSITY NEWS FACTS

## THE LATEST EDITION

This is the first edition of the first volume of the University of North Florida's interoffice newsletter. Every other Friday the "Facts" will be presented to each member of the staff.

Previously a sheet of suggested titles for this publication was distributed to all personnel. Out of the fourteen sheets distributed, six were returned. Out of these six, the suggested name "The North Star" received two votes, while "The Polaris" and "The Cynosure" tied with one vote each. Other suggestions were also turned in, such as: "The Pegasus", "The Star Exponent", "The Disclosure" or "The Exposure" (this was suggested only if the University is to have a procurement officer). Other titles offered were "Carpenter's Clippings" and "Dungan's Dribblings". These two were quickly discarded.

The Publications Department along with members of the Executive Staff decided the above name "The University News Facts" (with the letters UNF larger and more outstanding) would be most suitable. It was decided the previous sheet of suggested names, as well as those volunteered by members of the University Staff, might be more effectively used on student publications.

Any information to be published in the newsletter should be delivered by 5:30 p.m., the Tuesday prior to Friday's publication. Since this is the first edition of "your" office newsletter, any additions or revisions of the type of material desired are welcome. Please contact Wendy Werner with suggestions or news to be included in the next issue.

## WELCOME ABOARD

The newest Administrative and Professional member of the University staff is MR. ANDREW FARKAS. On May 18, MR. FARKAS began his duties, and is faced with the tremendous task of developing the 100,000 volume library by the time of opening in 1972.

MR. FARKAS comes to the University from Walter J. Johnson, Inc. the world's largest dealer in second-hand scholarly journals, where he was the Assistant Manager. Prior to this he was with the University of California, Davis, where he served as Assistant Bibliographer, Gifts and Exchange Librarian, Chief Bibliographer, and Assistant Head of the Acquisitions Department.

MR. FARKAS was born in Budapest, Hungary where he attended the University of Law. He came to the United States following the Hungarian Revolution of 1956 and subsequently became a citizen and served in the U.S. Army. After graduation from Occidental College, he received his Master of Library Science degree from the University of California at Berkeley. In Addition to English, MR. FARKAS is fluent in the Hungarian, French, Italian, German and Russian Languages.

His wife, the former DOINA GRADINA of Timisoara, Rumania, and he are still in the process of settling in their new home here.

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The young man busy learning the "ins and outs" of our office duplicating machines is MICHAEL POWELL. Working part-time from 1:00 p.m. until 5:00 p.m., MICHAEL is responsible for operating the Offset Press, the Xerox machine, and the Copystat machine. He will also be the key operator for any other machines acquired in the future.

MICHAEL is 16 years old and is in the ninth grade at Kirby Smith Junior High School. He has held a variety of jobs including; working as a member of the ground crew for Jacksonville housing, selling hamburgers at the Krystal Restaurant, working as a salad boy and bus boy at the Green Derby Restaurant, and being a short order cook at the Ponderosa Steak House.

Next year Michael will attend Andrew Jackson High School, and plans to play football and "join as many social clubs as possible."

#### AN AWARDING IDEA

Two members of the Career Service Staff, Mrs. Ruth David and Mrs. Nancy Walker have been commended by the State Awards Committee.

They received a cash award of \$28, \$14 each, for their idea of combining all the mail to the Board of Regents from an individual institution into a single mail packet. Numerous pieces of mail are sent to the Board of Regents daily. Combining this mail into a single envelope and sending it first class should save the state money daily. Congratulations to Ruth and Nancy whose imagination and initiative has been recognized for their idea which resulted in reducing cost and waste in state government.

#### SITING A NEW SITE

The University plans to move from its present location by the first of July. We are now in the process of locating new facilities to house our ever-growing staff. According to Mr. Hilton Meadows, in between now and the time we open, an estimated 20,000 square feet of space will be required.

The future temporary home of the University must accommodate offices as well as initial requirements for the library. During the fiscal year of 1970-71 we will grow to a staff of 50 people. Toward the end of the 1971-72 fiscal year the staff will increase to an estimated 150 employees. At the time of opening we should have slightly over 300 people working under the same University roof.

#### SPEAKING OF SPEECHES

Dr. Thomas Carpenter has been busy this week speaking to different groups in the Jacksonville area. On May 15, he spoke to the Beaches Rotary Club, and on May 18, he delivered a speech to the Jacksonville Restaurant Association. Both speeches were concerned with the contemporary problems of campus unrest in the Universities and colleges. Dr. Carpenter sought to examine the "What's Going on?" and "Why?" in the higher education institutions today. He emphasized the importance of higher education to his audiences and attempted to restore some shine to the tarnished university student image. Dr. Carpenter closed with the hope that by the time the University of North Florida opens, the concept of peaceful dissent will be prevalent on the University and College Campuses.

## BOARD OF REGENTS MEETING

The board of Regents monthly July meeting will be held at the University of North Florida. The site of the meeting will be selected depending on the new location of the University's office facilities.

## WHERE THE SECRETARIES ARE

Mrs. Ruth David was selected to represent the University at the 7th Annual Institute of Governmental Secretaries, held in Fort Lauderdale, May 6-9.

The Conference held at the Galt Ocean Mile Hotel was sponsored by Florida Atlantic University. It covered a variety of subjects of interest to today's secretary. Some of the topics explored were: a discussion which emphasized achieving a good working relationship between a secretary and her boss; the qualities wanted in a secretary (stressing the importance of intelligence in acquiring and retaining knowledge, solving problems and learning from experience); the need for the secretary to keep her skills in typing, shorthand, filing, grammar, correspondence and better planning of work. Also several methods of organization and office management were demonstrated.

At the conclusion of the conference Ruth said she felt it would be worthwhile for members of the University's secretarial staff to attend conferences like this in the future. "I think that it would be of more value to the younger secretaries but it does serve as a 'refresher' session for the more experienced office worker."

## CAUTION: HOLIDAY AHEAD

Memorial Day, May 30, falls on Saturday this year, so the holiday will be observed by Career Service employees on Friday, May 29. Therefore the University will be officially closed on the 29th. Any Administrative and Professional personnel, who desires to work that day, are welcome to do so. Any officer who feels the need to ask Career Service people to come in Friday the 29th should notify Mr. Hancock by today.

For those of you who have the three-day holiday to look forward to, relax and enjoy it. If you're planning to take a trip via car, please drive carefully. The University crew is skeleton enough as it is.

## TRIPPING OUT

The following business trips are scheduled for the Month of may at this time:

May 22-----Dr. Lassiter-----Miami  
May 26-----Mr. Johnson-----Atlanta  
May 28-----Mr. Farkas-----Boca Raton