

California State University, San Bernardino

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AUG 24 1987

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August 21, 1987

THE BULLETIN

California State University, San Bernardino

Public Safety Relocates To Physical Plant Building

The Department of Public Safety, including Police Services and Parking Services, has been moved to new, larger quarters in the Physical Plant Building.

The Campus Police had been housed in the Heating and Airconditioning Plant since the opening of the college in 1965. The new quarters provide additional office and storage space. Service is available to the public from a window in the same corridor which serves the Physical Plant front office.

The department is the custodian of lost and found property and also provides fingerprinting service for teacher credential candidates.

Phone numbers for Campus Police remain the same--7555 for business and 7557 for emergency. Parking Services, however, has a new listing, 880-7993 or Ext. 7993 from on campus.

Open Enrollment Begins Aug. 27

University employees wishing to make changes in their health insurance plans may begin filing their applications in the Personnel office next Thursday, Aug. 27. The annual open enrollment period begins Sept. 1 and closes Oct. 18.

The Personnel Office will accept applications for changes only on Thursdays, from Aug. 27 through Oct. 8. Worksheets, available from the office, must be filled out prior to the visit.

The Personnel Office must receive applications for changes on Aug. 27 or Sept. 3 in order to get them to the PERS Office by Sept. 10, which will give an Oct. 1 effective date, explained Marjorie Callaghan (Benefits Officer).

Applications received at the PERS office after Sept. 10 will have a Oct. 1 or later effective date.

Extension Bulletin Lists Variety of Fall Courses

More than 120 full-term classes, short courses, conferences and short lecture series will be offered during fall quarter by Extended Education.

A free Bulletin listing the full array of offerings is now available from the Office of Extended Education, PL 500, or the Publications Office, AD 117.

The Extended Education program responds to the diverse educational need of the Inland Empire through its offerings of credit, noncredit and continuing education courses, special institutes and weekend workshops and conferences.

In addition to the programs offered on campus, other classes will be taught in locations as close as the Roy C. Hill Education Center in downtown San Bernardino and as far as Blythe and Zzyzx (the Desert Studies Center at Soda Springs).

Through the Open University program, students may be able to enroll in regular university classes without formal admission to the university. Participants, who must meet the prerequisites for the courses, pay Extended Education fees.

Students may register for Extended Education courses by mailing the form in the Extension Bulletin, by phone or in person at the office on the fifth floor of Pfau Library. Further information or a copy of the Bulletin is available by calling Ext. 7527.

Commons to Close For Several Weeks

Although it has remained open longer this summer than ever before, the Commons will close briefly before the start of the fall term.

Lunch on Friday, Aug. 28 will be the last meal served until Sept. 15, reminds Elizabeth Thiessen, associate director for PFM. Lunch only will be served through Sept. 21. Full service resumes Sept. 22.

New Name, Same Services At Student Aid Accounting

The office which disburses financial aid checks to students and then collects the repayments for some has a new name, Student Aid Accounting.

The original name of Financial Aid Accounting Office created some confusion with the Financial Aid Office.

The personnel of the Student Aid Accounting Office, located in AD 151-152, prepare the necessary paperwork for typing of the checks by another office and then disburse the checks. They also collect payments on national direct student loans and nursing loans. They conduct exit interviews of students having loans when they leave the university.

The phone number for the office remains Ext. 7616.

Last Chance to Find Lost Items is Aug. 27

Any one who has lost property on campus between last Dec. 1 and May 30 had better check with Public Safety by Aug. 27.

The next day the police will give to local charities unclaimed items turned in between those dates.

Property may be claimed at Public Safety's new office in the Physical Plant Building. Information may be requested at Ext. 7555.

Summer Concert Series Ends With Sounds of Dixieland

The Fullertowne Strutters, a premiere Dixieland band from Orange County, closes the free summer entertainment series this coming Wednesday evening.

The seven-piece band plays recorded arrangements from the jazz books of Jelly Roll Morton, Scott Joplin, Bix Beiderbecke, Louis Armstrong, Duke Ellington, Paul Whiteman and the like.

The program begins at 7 p.m. in the Commons Plaza.

Taking a Class This Fall? Month Left For Fee Waivers

Procrastinators relax. There still is time for campus employees to file an application for a fee waiver for fall quarter. Carlos Marquez (Personnel) said the deadline for applications is Sept. 14.

The fee waiver program allows employees to take classes under a greatly reduced rate when their program is approved as job-related or part of a career development plan. Information is available from Marquez at SS 151, Ext. 7205.

The California State University, San Bernardino BULLETIN is published by the Publications Office, AD 117, on alternate Fridays. The next issue will be Sept. 4. Items for publication should be submitted in writing. Edna Steinman, Editor (Ext. 7814)

Vol 21 No. 57

Personnel

NEW TO THE UNIVERSITY

Full-time, permanent

Coy S. Cates
Public Safety Dispatcher (Typing)
Public Safety
Ext. 7555, Physical Plant

Karen Lockridge
Clerical Assistant IIIA
Purchasing
Ext. 7591, AD 116

Full-time, temporary to June 30, 1988

Carol Ballinger
Clerical Assistant IIA
Library
Ext. 7334, Library

Lynda Baltazar
Clerical Assistant IIB
Administrative Services Secretary and
Foundation
Ext. 7516, SS 130

Jo Ann Delorey
Intermediate Account Clerk
Accounting (Payroll)
Ext. 7501, AD 115

NEW POSITION

Full-time, permanent from temporary

Teresa E. Constant
Clerical Assistant IIIA
Undergraduate Studies
Ext. 7891, AD 184

REAPPOINTMENTS

Full-time, temporary to June 30, 1988

Tamara Bakewell
Student Services Professional IB
Student Life
Ext. 7407, SS 122

Part-time, temporary to June 30, 1988

Helen Johnston
Clerical Assistant IIA
School of Education
Ext. 7571, PL 521A

Employment Opportunities

Applications will be accepted from 2 p.m., today, for new positions, until 2 p.m. on the dates listed. Current information on employment opportunities is available through a 24-hour hotline at Ext. 7762 which is updated at 2 p.m., Fridays.

ACCOUNTING: Intermediate Account Clerk--\$1371-\$1618/mo.; full-time, permanent. Apply by Aug. 28.

BOOKSTORE: Security, Customer Service Representatives, Cashiers--students, \$4.05-\$5.27/hr.; nonstudents, \$4.86/hr.; part-time, temporary. Apply by Sept. 4. (not state position)

COMMUNICATION DEPARTMENT: Clerical Assistant IIA--\$1332-\$1571/mo.; full-time, temporary to June 30, 1988. Apply by Aug. 21.

COMPUTER CENTER: Programmer I--\$12.33-\$14.83/hr.; part-time, temporary through June 30, 1988. Apply by Aug. 28.

COUNSELING CENTER: Student Services Professional I (academic related)--\$2055-\$2471/mo.; full-time, permanent. Apply by Aug. 28.

DEAN OF STUDENTS: Clerical Assistant IIA--\$666-\$785.50/mo.; part-time, temporary through Nov. 30, 1987. Apply by Aug. 28.

FINANCIAL AID: Student Personnel Technician--\$1824-\$2178/mo.; full-time, permanent. Apply by Aug. 21.

HEALTH CENTER: Physician I--\$5032-\$6061/mo.; full-time, permanent. Apply by Aug. 21.

PUBLIC SAFETY: Clerical Assistant IA--\$930-\$1092.75/mo.; part-time, temporary through June 30, 1988. Apply by Sept. 4. (two positions)

SCHOOL OF NATURAL SCIENCES: Administrative Operations Analyst I--\$1996-\$2399/mo.; full-time, permanent. Apply by Aug. 21.

SCHOOL OF NATURAL SCIENCES: Department

Secretary IA--\$732-\$865/mo.; part-time, temporary through June 30, 1988. Apply by Sept. 4.

STUDENT LIFE: Clerical Assistant IIIB--\$1571-\$1861/mo.; or Clerical Assistant IIIA--\$1545-\$1829/mo.; full-time, permanent. Apply by Aug. 28.

STUDENT LIFE: Clerical Assistant IIA--\$1332-\$1571/mo.; full-time, temporary through June 30, 1988. Apply by Aug. 28.