Mrs. Evans and I wish each member of the college community a happy holiday season. We thank you for the warm welcome you have extended us and look forward to sharing with you a productive new year.

Sincerely,

Anthony H. Evans

HOLIDAY CALENDAR THROUGH 1983 SET

Following is the calendar of campus holidays through December 1983:

<table>
<thead>
<tr>
<th>Date of holiday</th>
<th>Holiday</th>
<th>To be taken on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1</td>
<td>New Year's Day</td>
<td>Dec. 31, 1982</td>
</tr>
<tr>
<td>Feb. 12</td>
<td>Lincoln's Birthday</td>
<td>In lieu floating</td>
</tr>
<tr>
<td>Feb. 21</td>
<td>Washington's Birthday</td>
<td>In lieu floating</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day</td>
<td>May 30, 1983</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day</td>
<td>July 4, 1983</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>Labor Day</td>
<td>Sept. 5, 1983</td>
</tr>
<tr>
<td>Sept. 9</td>
<td>Admissions Day</td>
<td>Sept. 9, 1983</td>
</tr>
<tr>
<td>Oct. 10</td>
<td>Columbus Day</td>
<td>Nov. 25, 1983</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Veteran's Day</td>
<td>In lieu floating</td>
</tr>
<tr>
<td>Nov. 24</td>
<td>Thanksgiving</td>
<td>Nov. 24, 1983</td>
</tr>
</tbody>
</table>

BUILDING TEMPERATURE POLICY ANNOUNCED

To comply with state and federal regulations and to achieve the campus' mandated reduction in energy consumption, the following guidelines for building temperature control are in effect:

Building temperatures are allowed to fluctuate between 65 and 78 degrees without additional heating and cooling. Persons knowing of areas where this temperature range is not maintained or experiencing chronic problems with drafts, stagnant air or extreme temperatures should contact Heating and Air Conditioning, Ext. 7436.

The use of portable electric heaters and fans, whether state owned or personal property, is not permitted. Exceptions to this regulation may be authorized only by James Urata, acting executive dean.
P.E. FACILITIES HOURS ANNOUNCED

The Department of Physical Education and Recreation has announced facility hours for the remainder of the quarter break. The building and courts will be open weekdays, except holidays. Building hours are 8 a.m. to 4:30 p.m. Court hours are 4 to 8 p.m. The building and courts will be closed this weekend and Dec. 24, 25, 26, 31 and Jan. 1 and 2. The pool is closed until spring quarter.

STUDENT UNION CLOSED

The Student Union is closed until Monday, Jan. 3, when it will resume its regular hours.

COLLEGE POLICE SEEK OWNERS OF LOST ITEMS

People who have misplaced items on campus are reminded that they may have been turned in to the College Police, HA 3. Lost-and-found items may be claimed between 8 a.m. and 4 p.m., Monday through Friday.

CAMPUS UNITED WAY DRIVE CLOSES WITH GOOD NEWS

The college will contribute $10,480 to the Arrowhead United Way, a 45 percent increase over last year. A total of 178 people contributed, a 71 percent increase over last year. Overall, the college reached 95 percent of its monetary goal and 98 percent of its employee-giving goal. Richard Bennecke (Dean of Students) coordinated the college effort.

CSEA TO REPRESENT TECHNICAL SUPPORT

The California State Employees' Assn. will represent employees in technical support services, Unit 9, as a result of this month's election. A total of 739 employees voted for CSEA, 244 for the Technical Employees Council and 222 for no representation. A total of 1,205 valid ballots were cast.

GREEK CLUB RECEIVES MESSAGE FROM REagan

On behalf of the Greek Club, Greg Aarons, club president, received a holiday greeting from Nancy and Ronald Reagan Dec. 13. On the card is a picture of the Red Room of the White House and the following message: "President and Mrs. Reagan extend to you their best wishes for a joyous Christmas and a peaceful New Year." The club earlier had sent a greeting card to the Reagans.
Paychecks Distributed
Dec. 30; Cashed Dec. 31

December paychecks will be available at 4 p.m., Thursday, Dec. 30, at the Payroll Office. Checks may be available by 3 p.m., if it is possible to process them by that time. The state controller has said that the paychecks must not be cashed or deposited until Friday, Dec. 31, because that date is officially the last day of the pay period.

Salary warrants for employees who have their paychecks automatically banked will be sent to the banks on Thursday to be credited to accounts on Friday, Dec. 31.

Holiday Party Time
Designated Dec. 23

President Anthony H. Evans has designated 10 a.m. to noon, Thursday, Dec. 23, as the time which may be taken for building and department holiday coffees and parties. The campus will observe Friday, Dec. 24 as a holiday.

Meredith Morrow
Retires Today

Meredith Morrow, administrative aide in the School of Humanities, retires today after 11 years with the college. Mrs. Morrow joined the Cal State community in September 1971 as senior secretary in the School of Humanities. She was reclassified to administrative aide in March 1978.

Early Retirement Program

Governor Brown has signed the executive order authorizing the early retirement program. This action does not implement the program, but is one step toward its final approval for CSU employees.

Under the program, qualified employees would have the opportunity to retire two years early with two years of retirement service credit.

Before the program can be operative, the Board of Trustees must resolve that the CSU elects to participate in it. Then, authorizations are required from the Department of Finance, the Joint Legislative Budget Committee and the board of the State Teachers Retirement System and PERS that the program is justified on the basis of avoiding layoff, and that the CSU can meet various fiscal requirements.

Culminating Experience Required For Master's

The Board of Trustees has amended Title 5 of the California Administrative Code to require that students successfully complete a culminating experience—thesis, project or comprehensive examination—before receiving a master's degree. The change is effective immediately.

In other action during the Nov. 17 meeting, trustees amended the code to establish minimum admissions standards in English competence. Beginning in 1984, all applicants whose preparatory education was principally in a language other than English will have to demonstrate competence in English by achieving at least a minimum score on the Test of English as a Foreign Language. Undergraduates must score at least 500; graduates and postbaccalaureate applicants must score at least 550.

The trustees also announced the designation of Andres Segovia, internationally renowned guitarist, to receive an honorary Doctor of Humane Letters degree Feb. 19 at Cal State, Northridge.
UPWARD BOUND SEeks Volunteer Tutors

The Upward Bound Program is seeking volunteer tutors for several high school subject areas. Tutors are needed between 2 and 6 p.m., Monday through Friday, to teach subjects including math, algebra, chemistry, English, reading and vocabulary. Sites will be located throughout the Inland Empire. More information is available by calling the Upward Bound Office, Ext. 7200.

PERSONNEL

NEW TO THE COLLEGE

Full-time, permanent
David Bourquin
Senior Assistant Librarian
Library
Ext. 7329, 5th Floor

Full-time, temporary
Diana L. Mosqueda
Secretary A
School of Social & Behavioral Sciences
Ext. 7221, AD 124
To June 30

Hourly, temporary
Kathleen R. Edmonds
Clerical Assistant IIA
School of Administration
Ext. 7711, AD 137
To June 30

REAPPOINTMENT

Hourly, temporary
Kirk W. Buxton
Psychometrist
Counseling Center
Ext. 7437, PS 227
To June 30

LEFT THE COLLEGE

Barbara Rugeley
Assistant Librarian
Library

LEAVING THE COLLEGE

Meredith Morrow
Administrative Aide
School of Humanities
Effective Dec. 17

EMPLOYMENT OPPORTUNITIES

(State positions contingent on funding availability.)

ACADEMIC PLANNING

Clerical Assistant IIA--$1195-$1415/mo.; full-time, permanent; available immediately. Apply by 2 p.m., Dec. 27.

Clerical Assistant IIA--$1031-$1215/mo.; full-time, temporary to June 30; available immediately. Apply by 2 p.m., Dec. 27.

BOOKSTORE

Clerical Assistant IIA--$531-$626/mo.; part-time, temporary to June 30; available immediately. Apply by 2 p.m., Jan. 3. (not a state position)

UPWARD BOUND

Clerical Assistant IIA--$1062-$1251/mo.; full-time, temporary to May 30; available Jan. 17. Apply by 2 p.m., Jan. 3. (not a state position)