

Institute Publications
R I T
COLLECTION

NEWS & EVENTS



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Rochester Institute of Technology

RIT has met two of the five annual goals set for staff in its five month old Affirmative Action plan and expects to meet another one within the next month, Personnel Director Everett C. Merritt said last week.

The goals were set in the Institute's 145 - pp. Affirmative Action plan, completed in June, 1973.

The two that have been met are to increase minority representation among professionals at the Institute and to increase the number of females in "semi - skilled" positions.

A third goal -- to increase minority representation in semi - skilled (operative) positions will probably be met by the end of December, Merritt said.

And he said the Institute is "doing well" on the remaining two -- to increase the number of females in official and managerial positions and to increase the number of minorities in office and clerical positions.

"The plan is a general analysis of the current employment situation of all minorities and women in both staff and faculty positions, with some realistic goals in employment for the coming year," Affirmative Action Program Administrator James Papero said.

He said so far this year there has been an increase of over 16% of minorities & females with faculty rank over the previous year.

The Affirmative Action program itself is "really somewhat a matter of making employment opportunities known to people out in the community," Papero said.

But the program has other dimensions, as outlined in the Affirmative Action report submitted to the regional office of HEW's Office of Civil Rights:

-- A job evaluation committee is presently meeting to evaluate and write job descriptions for all non - exempt positions. When completed, these descriptions will reflect actual job requirements in a way that will not discriminate

against minorities or females, the report said.

-- Final plans for a series of supervisor's workshops to begin sometime in November are almost finished and awaiting final approval. The workshops, designed to acquaint top and middle level administrators and academic department heads with minority and female employment problem solving, inter - group relation, communications and other related topics, will be con-

The College - Alumni Union Cafeteria and the Mezzanine dining room will close Friday afternoon, December 14. They will remain closed during the Christmas recess for a scheduled renovation.

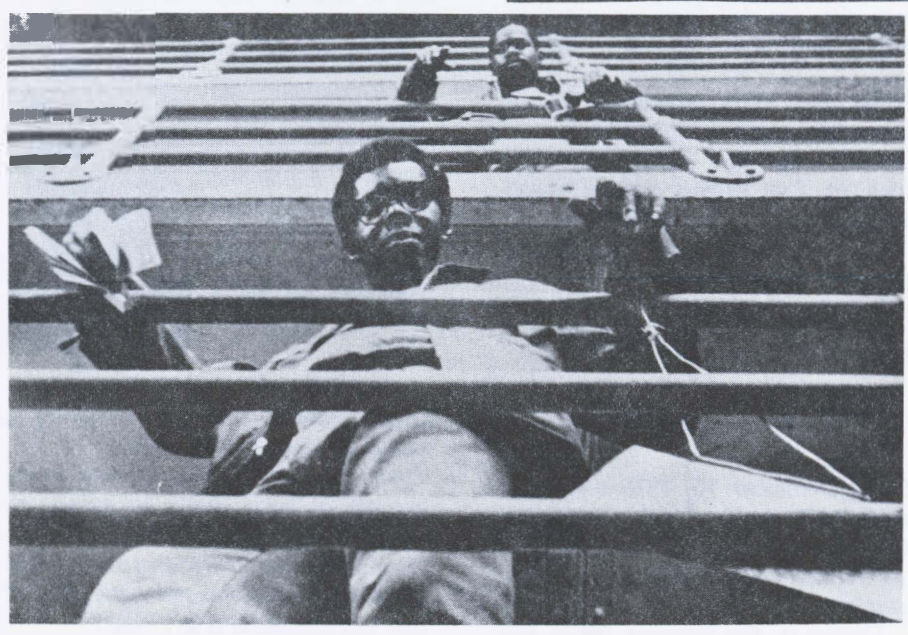
The Ritskeller will remain open during the Christmas recess with the exception of weekends and the official Institute holidays.

Revised hours for the Ritskeller during this recess are:

Breakfast..... 7:00 a.m. to 9:00 a.m.
Continental Breakfast 9:00 to 10:00 a.m.
Luncheon..... 11:00 a.m. to 2:00 p.m.
Snacks & Coffee Breaks 2:00 to 3:30 p.m.

The Ritskeller and College - Alumni Union cafeteria will reopen on January 2, at their normal serving hours.

The Mezzanine Dining Room will reopen on January 3, 1974 at 11:00 a.m.



"The Captive Camera," an exhibit of photographs taken by inmates of New York prisons at Greenhaven Ossining, the Women's House of Detention and Riker's Island, will open at RIT's College - Alumni Union January 6 and continue through January 20.

The exhibit will be open daily, 8 a.m. to 12 midnight.
It is coordinated by the Floating Foundation of Photography, which runs photo programs in New York City prisons.
"The common theme of the exhibit is revelation; the photographs communicate to us all an understanding of the correctional environment that is based on experience," a Foundation spokesman said. "It documents the moments in between those that make the headlines."

Action Plan

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ducted by experts in the field of human relations.

-- A child care center has been established on campus "to enable those female students and employees to obtain sound child care and training while the mother pursues her academic or employment interests," according to the report.

-- A proposed revision to the Institute's grievance procedure, reviewed with the Women's Caucus, is now being reviewed with the administration.

-- An Affirmative Action advisory group of community and Institute representatives is expected to be named soon.

The Personnel Office set out, in 1969 when the first Affirmative Action plan was written, to take a close look at whether equal opportunity was available to everyone at RIT -- in all phases of job opportunities, Papero said.

Papero was appointed to a half-time position as administrator of the Affirmative Action program in September, 1972, and since his appointment the program has grown to become a plan to "implement equal employment opportunities for everyone... to examine where we are and how we want to improve and what steps we need to take."

How does RIT's progress stack up against comparable institutions?

There's been no report from the Office of Civil Rights yet, although Institute officials are expecting one.

"But overall, people think we've done quite well," Papero said.

Housing Seeks Christmas Dinners

From December 15, 1973 until January 2, 1974, special interim housing is being provided for RIT students who must remain on campus. Since these students will be unable to be at home for Christmas, the Housing Office has asked each faculty, administrative, and staff member if they would be interested in taking a student or students into their home for a Christmas dinner.

Those interested should call the Housing Office, 464-2572, by Friday, December 14, 1973.

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The first Typographic Industry Distinguished Service Award of the National Composition Association, a division of the Printing Industries of America, was recently presented to Professor Alexander S. Lawson (left) of the School of Printing. The presentation was made at the annual convention of the Association by its president, Arthur Borock.

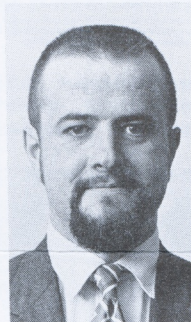
Lawson, who holds the Melbert B. Cary, Jr. Professorship in Graphic Arts, has been teaching typography at RIT since 1947. He has written a monthly column on this subject in the trade press for the past twenty years, and has published two books.

Business Professor Helps Jakarta Hotel Develop Marketing

Hotel Indonesia in Jakarta, Indonesia, has developed a keen customer orientation through the efforts of Philip R. Tyler of RIT.

Dr. Tyler, an assistant professor in the College of Business, recently returned from a year in Jakarta, where he helped the personnel of Hotel Indonesia develop a marketing program.

The hotel, which is being expanded from 400 to 650 rooms and has 1,300 employees, is managed by Intercontinental Hotels (which is owned by Pan American Airways) and the Indonesian government.



Dr. Tyler

It is located in a city of five million people which is rapidly becoming a travel and conference center.

An expected fourfold increase in the number of hotel rooms in Jakarta by end of 1975 made it imperative that Hotel Indonesia identify its market and its strong points and make the most of that knowledge, says Dr. Tyler.

A market analysis revealed that Hotel Indonesia was strong in areas its guests rated very important -- good communications facilities and same-day laundry service, for example. Dr. Tyler helped the hotel staff to capitalize on that advantage and to develop further

strengths in other areas such as taxi service to the airport and customs help.

An advertising agency was hired, and an advertising schedule and budget established. Sales representatives were helped to develop appropriate file systems and planning systems for calls, and to conduct effective sales calls and follow-ups. The public relations officer was urged to think in terms of a programmed approach rather than hit-or-miss attempts.

Dr. Tyler found the staff, especially the younger personnel, very receptive to marketing approaches, and he thought "the confidence of the people increased significantly. They were stronger marketers by the time I left and they had a much greater appreciation for structure and planning."

The establishment is being characterized as a first-class Indonesian hotel, with native decor, staff, and Indonesian items on the restaurant menu. About a third of its clientele are American, a third Asian and a third European.

Dr. Tyler, his wife Carol, and their two young children lived in the hotel

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POSITIONS AVAILABLE

Radio To Carry RIT Closing

If weather dictates an Institute closing, word will be passed via local radio stations and WITR, the personnel department said last week. If a storm develops after faculty and staff have begun the day at RIT, word will be passed by phone from the Personnel office. Offices should not close individually prior to that announcement, officials said.

All employees who are not required by their departments to work when the Institute is officially closed for a storm or emergency, will be excused and will receive regular pay for the normal hours of work that day.

Those employees who are required by their departments to work even though the Institute is officially closed for a storm or emergency, or those who might work on their own will be paid at their regular pay rate for the hours worked. If the employee reports but is excused earlier than usual, the balance of time not worked will be excused and will be paid at the employee's regular rate. Employees who do not report as required will take the time for that day as vacation or may be excused without pay if recommended by their department. Up to two hours of lateness will be excused with pay if an employee reports but is late due to the emergency.

Corporation Grants Four RIT Scholarships

Four scholarships totalling \$4,000 have been awarded by the Burroughs Corporation to students at RIT for the 1973-74 school year, RIT officials announced.

Scholarship recipients were: Laura Cipparone of Niagara Falls, an accounting junior; James Niemiec of Chicago, Illinois, a junior printing major; Patricia Sullivan of Merrick, New York, a junior computer science major; and Joanne Wiczorek of Cheektawaga, New York, a junior mechanical engineering student. Each award was \$1,000.

The scholarships were awarded by Burroughs on the basis of the recommendations of an RIT scholarship committee, as part of Burroughs Corporation's continuing scholarship program.

The awards were based on academic achievement, future promise, and an active interest in a career in industry, a Burroughs official said.

As of our printing deadline the following staff positions were open at RIT. Employees interested in learning more about these jobs and/or applying for considerations should contact Personnel (x2424) for information or an appointment.

FULL-TIME GENERAL STAFF

1. **SECRETARY**, Director of Development, 50 W. Main Street. Typing, shorthand, ability to communicate effectively in writing and verbally. Should possess good judgement, reliability & loyalty to confidentiality. H.S. + Business college or equivalent, 3 to 5 yrs. experience as executive secretary. 8:30 to 4:30 p.m.
2. **JANITOR**, Physical Plant. General cleaning, etc. Good health and use of all limbs. 6:00 to 4:30 p.m.
3. **ELECTRICIAN**, Physical Plant, 1ST or 2nd class. Under general supervision provides limited supervisory work in the installation, maintenance and repair of electrical transmission lines, equipment & fixtures. H.S. graduate or vocational school. At least 5 yrs. experience as an electrician. Good physical condition. Some lifting. 8:00 to 4:30 p.m.

FULL-TIME HOURLY STAFF

1. **1st CLASS ENGINEER**, Physical Plant (2 Positions). Operation & maintenance of the following: H T H W generators & accessories, make up water systems, medium pressure steam boilers & accessories, medium temperature hot water boilers & accessories, pumps, air compressors, combustion equipment, refrigeration equipment, reciprocating, absorption & centrifugal, air systems. Knowledge of pneumatic controls. Good Health, use of all limbs. 8:00 to 4:30 p.m., (1), A.B. or C Shift (2).
2. **Occupational Liaison Spec. - NTID**. Will provide professional placement assistance and guidance to graduates. Assist in development and implement research and evaluation projects designed to keep curricula in harmony. 3 to 5 years industrial experience preferable in Industrial Relations. A Master's degree is desired. SEND RESUME TO: Mr. Victor Maguran, NTID, Rochester Institute of Technology, 1 Lomb Memorial Drive, Rochester, New York 14623.
3. **PLUMBER**, Physical Plant. Under general supervision supervises a small group of journeyman plumbers & participates in the performance of a variety of plumbing tasks in installing, maintaining, repairing, and servicing water, gas, air and sewer systems. H.S. graduate or vocational school. 5 yrs. experience as a plumber. Good physical condition, some heavy lifting. 8:00 to 4:30 p.m.
4. **STATIONARY ENGINEER**, Physical Plant. Boiler operations & associated equipment, plus maintenance of all machinery. H.S. graduate - licensed 3rd class engineer is preferred but not mandatory. Good health - use of all limbs. A,B, or C Shifts

FULL-TIME ADMINISTRATIVE

1. **Reference Librarian** Wallace Memorial Library. Professional position. Selection of materials in math, engineering, applied

science and computer science. Overall responsibility for Inter-library loans & technical reports. MLS degrees, subject background in mathematics, engineering or applied science. 2 to 3 years professional experience with working knowledge of Inter-library loans.

2. **Communications Associate**, Public Affairs. Communicating with various publics to support fund raising campaign & development activity. 5 to 10 years experience; newspaper, magazine, public relations, sales promotion, fund raising. Heavy in the writing area.
4. **Manager of Buildings Operations** Residence Halls. Direct liaison with Physical Plant/Maintenance, housekeeping and key master board. Minimum of 2 years experience, background in maintenance management. Will be responsible for supervision and in-service training of the House Managers for the Greek areas.
5. **Assistant Food Manager** Food Service. Degree preferred. Schooling in Hotel/Resident Management. 2 to 4 years experience in contract college feeding.
6. **Programming Supervisor**, Computer Services. Supervision of programming staff (4) as well as programming of administrative applications. Degree preferred, equivalent experience acceptable. Minimum five years experience. Knowledge of COBOL; XDS language helpful.

FULL-TIME FACULTY

1. **EDUCATIONAL SPECIALIST**, College of Science, NTID. Coordinate and administers the NTID Educational Specialists team serving the College of Science. Administrative, teaching, industrial and knowledge of deafness helpful. Acts as liaison between Educational Specialists, team the College of Science and other divisions of NTID. Doctorate in scientific field or equivalent educational experience. Salary dependent on background and experience. Send resumes and letters of recommendations to: Dr. James Speegle, NTID, Rochester Institute of Technology, 1 Lomb Memorial Drive, Rochester, New York 14623.
2. **DEPT. CHAIRMAN, BUSINESS TECHNOLOGY, NTID**. Provide leadership in the maintenance of existing curricular offerings and identifies new curricular that relate to deaf students and the needs and requirements of employers. Coordinates evaluation and selection of instructional materials and media. Assists in preparing and monitoring budget, implementation of research projects, departmental liaison with internal and external public. 3 to 5 years experience in business, higher education/and or education of the deaf. Masters degree is required. Ability to interact with deaf students is essential. Forward resumes to: Dr. Jack R. Clarck, Asst. Dean for Technical Education, Rochester Institute of Technology, NTID, 1 Lomb Memorial Drive, Rochester, New York 14623.

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EVENTS

SPECIAL EVENTS

Friday, December 14

9-6:30 p.m.—NYS CPA's; Multi-purpose Room; Contact: Bill Gasser at 2312.

8-1 a.m.—All Institute Holiday Party; (for all faculty, staff and spouses or friends); Sports and fun for all; College Union; Free Buffet and cash bar; Contact: President's Office.

Sunday, December 16

11-11 p.m.—Color Guard Competition; Main and Auxiliary Gyms; Contact: Mr. Walter Yanszewski at 254-9589.

Wednesday, December 19

8-4 p.m.—Rochester Area Colleges Purchasing Agents; College of Business Conference Room; Contact: Mary Newman at 454-2386.

THEATRE

Sunday, December 16

6:00 - 7:00 p.m. - "A Child's Christmas In Wales"; a dramatization of the Dylan Thomas classic will be performed by the National Theatre of the Deaf and will feature Sir Michael Redgrave; will be aired on the "CBS Festival of the Lively Arts for Young People" on Channel 10 WHEC - TV.

Monday, December 31

8:00 - 11:00 p.m. - Spectacular New Year's Eve Old Tyme Vaudeville Show, featuring the Inkspots; Nazareth College Arts Center Aud.; \$5.00 admission.

MEETINGS

The Institute will be closed for the students from Dec. 16 to Jan. 3, 1974. However, the following are scheduled Faculty and Staff Activities. The CU will be closed (weekends only), until Jan. 3.

Tuesday, December 18

12:00 Noon - PBA Annual Christmas Luncheon; Multi-purpose Room; Open to all Institute faculty and staff; will feature International RIT Faculty, Staff and Students who will share their Christmas Customs with us; For more information contact: Betty Beck at 2813.

1:00 - 8:00 p.m. - C.C.E. Registration (Winter Quarter); in the C.C.E. Offices.

Wednesday, January 2

11:30 - 12:30 p.m. - PBA meeting; Barber-shop Chorus; Multi-purpose Room; All interested women are invited to attend; Contact: Betty Beck at 2813.

C.C.E. Classes begin today.

Thursday, January 3

Day School Registration (Winter Quarter).

Friday, January 4

Day School Classes begin (Winter Quarter).

SPORTS

Friday, December 14

J.V. Wrestling - RIT vs. Lycoming 7:00 HOME

Wrestling - RIT vs. Lycoming 7:00 HOME

Saturday, December 15

JV Wrestling - RIT at the MCC Tourney 11:00 AWAY

Varsity Hockey - RIT vs. Oswego 7:30 AWAY

Sunday, December 16

"B" Hockey - RIT vs. Hobart 8:15 HOME

Wednesday, December 19

Varsity Hockey - RIT vs. Hobart 8:15 HOME

Thursday, December 20

Basketball - Mt. Union Tourney 7&9 AWAY at Alliance, Ohio

Friday, December 21

Basketball - Mt. Union Tourney 7&9 AWAY at Alliance, Ohio

Friday, December 28

Wrestling - Wilkes Tourney at Wilkes, PA AWAY

Wrestling - JV & Varsity - Wilkes Tourney at Wilkes, PA - AWAY

Saturday, December 29

Wrestling - RIT in the Wilkes Tourney - AWAY

JV & Varsity at Wilkes, PA.

A
MERRY
CHRISTMAS
AND A HAPPY
NEW
YEAR!

Positions

- 3. INSTRUCTOR.** Instruct deaf students in the Division of Technical Coursework in accounting; knowledge of general business subjects and/or data processing would be helpful. Masters degree preferred; must have previous industrial experience in accounting; previous teaching experience helpful but not mandatory; must be willing to learn to communicate with deaf students. Knowledge of cost accounting and fund accounting would be helpful. Salary open, send resumes to: Mr. Joseph Panko, Business Technologies, NTID, Rochester Institute of Technology, 1 Lomb Memorial Drive, Rochester, New York 14623

EXHIBITS

Now through December 30

Xerox Square Exhibit Center; "Fun and Fantasy for Children and . . ."; a multi-media crafts show for children of all ages; Monday through Friday 10 to 9 p.m.; Saturday 10 to 7 p.m. and Sunday 2 to 8 p.m.

Now through January 31

Strasenburg Planetarium—New Show theme "Comet of the Century"; While Comet Kohoutek streams across the sky this winter, the projectors of the Strasenburg Planetarium will trace its path; 7:30 p.m. Sunday through Thursday; Admission is free with a ticket to the 8 p.m. star show.

Now Through January 6

Strasenburg Planetarium—"The Star of Christmas" is a way of redirecting people to the real meaning of Christmas—"a warm and moving experience."; Monday-Friday, 8 p.m.; Saturdays, 1:30, 2:30, 3:30 & 8 p.m.; Sundays, 1:30, 2:30, 3:30, 4:30 & 8 p.m.; Admission by ticket only; Adults—\$1.50 and Grades 7 through college \$1.00; Children \$.50. (NOTE: children under 5 not admitted).

Now Through March 10

Polyhedron Theatre—Rochester Museum & Science Center; "Rochester Craftsmen: 1838" Shows daily; free.

Tyler

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during their year's stay.

Dr. Tyler plans to write articles about his experience and to use it as a spin off for seminars, consulting services and classroom teaching.

He was approached for the assignment in Indonesia because his doctoral dissertation at Michigan State University was on "Correlates of Success in Convention Properties."

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