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Monitor Newsletter August 05, 1985

Bowling Green State University

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Phone installation is on schedule

The expected switch to a new campus telephone system is on schedule and expected to occur on Aug. 19, according to James R. Corbitt, assistant vice president for operations.

To help University employees become familiar with the new system, a series of training sessions will be scheduled to begin today (Aug. 5) and end Aug. 14. All employees have an opportunity to practice in a "Hands On Lab" with telephones similar to those being installed across campus.

Corbitt said volunteers will be sought to serve as resource people to teach those employees who are unable to attend the formal training sessions. He said a resource person will be sought to represent each of the buildings on campus.

The Aug. 19 switch to an American Telephone & Telegraph (AT&T) system will end about a year of preparation. Corbitt said he is pleased with the progress of the installation, which included replacing wiring and phones in the University's 100 buildings. It also involved replacing telephone switching equipment.

"We're completing the program in about half the time it normally would take for a system this size," said Corbitt, adding that the University has received a lot of cooperation from AT&T and GTE, the company that has been handling the University's phone system.

Corbitt explained that because GTE provides telephone service to the area surrounding the University, the two companies have had to work together to make the switch as smooth as possible.

"All in all with a system this size, my feeling is, and I'm being told by other people, that there's been a change in business, that we've had a relatively smooth period of preparation," he said.

Staff training sessions start today

Video tape training sessions on the use of the new University telephone system will be scheduled for all administrative and classified staff and faculty. The sessions will be held in Math Science 1220 and will last about an hour.

Sessions have been established according to vice presidential areas, although if conflicts prevent personnel attending their assigned time, they can attend another session. There are four sessions on each scheduled day.

Sessions will be:
- Aug. 5 and 6 — 9 a.m., president's office
- 10:30 a.m., vice president for planning and budgeting
- 11:30 a.m., vice president for operations
- 3 p.m., vice president for student affairs

Corbitt said the installation has been on schedule since the Board of Trustees approved purchase of the system on Sept. 13, 1984. He also said that the cost of the system will remain at the $5.06 million figure approved by the trustees.

"We're very happy with that," he said.

A temporary telephone directory will be distributed. It will eventually be replaced by a more formal directory. Numbers now assigned to various offices will in most cases stay the same. The system, however, will allow each employee to be assigned a number as well.

Corbitt said that he has been advised by AT&T that there has been a change in some assigned numbers. In the seven-digit number where the fourth digit is O, there will now be an 8. Corbitt said about 200 numbers are affected by the change.

Corbitt explained that the system will allow calls to be directed through office secretaries or directly to the person being called.

"We will have the flexibility to do more things on our own," said Corbitt. "It's a technological advancement."
**Courses explain computers**

The University will offer a microcomputer applications certificate program beginning in August. Designed for adults with little or no computer experience, the program offers seven non-credit courses to help persons learn to perform word processing, financial planning and information management as well as to apply microcomputer operations to home and business activities.

The seven courses can be completed in one year or taken over a longer period. Enrollment is limited to 20 per class to ensure participants receive on-line practice necessary to build competence on the microcomputer.

Courses in the program are offered on campus and may be offered on-site in business and industry or other locations in northern Ohio communities by special arrangement.

The first course in the series, "Understanding Microcomputers," will meet 6-10 p.m. Aug. 20, Aug. 27, Sept. 3 and Sept. 10. It introduces the essentials of computer use, including components of a computer system, basic operating instructions and elements of programming and graphics, the course requires no previous computer knowledge or experience.

A course in word processing will begin in September and be followed by "Understanding Microcomputers" and "Financial Planning," both to begin in October. Other courses in the program include "Accounting Procedures Using Microcomputers" and "Microcomputer System Selection.

Registration is being accepted. For more information contact Continuing Education (2018).

**Classified Employment Opportunities**

The following classified staff positions are available. Most... "Indicates that an internal candidate from the department is bidding and being considered for the position."

**OPEN COMPETITIVE EXAMINATION**

**Posting Expiration Date:** 5 p.m. Monday, Aug. 19, 1985

**8-19-1** Auto Body Worker 2

Pay Range 8

Plant Operations & Maintenance

**8-19-2** Tree trimmer

Pay Range 6

Plant Operations & Maintenance

An examination will be given for these positions. Candidates will be ranked based on test scores and experience, and an "Eligible List" will be established. As other vacancies occur, names will be referred from this list, which is good for one year. Employees may apply and take the examination even if currently in a probationary period.

**NEW VACANCIES**

**Posting Expiration Date for Employees to Apply:** 5 p.m. Monday, August 12, 1985

**8-12-1** Account Clerk 1

Pay Range 4

Student Loan Collections/Bursar's Office

Temporary part-time

**8-12-2** Computer Operator 1

Pay Range 27

Computer Services

**8-12-3** Custodial Worker

Pay Range 2

University Union

Nine-month, full-time position

**CONTINUING VACANCIES**

**Posting Expiration Date for Employees to Apply:** 5 p.m. Monday, August 15, 1985

**8-5-1** Secretary 1

Pay Range 26

College of Education

Permanent part-time, grant funded position

**8-5-2** Secretary 1

Pay Range 26

College of Education

Permanent part-time, grant funded position