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The UCF Report

Volume 13, Number 21

The University of Central Florida newspaper for faculty and staff

May 8, 1991

News Clips

Basketball school

Applications are being accepted for the UCF Summer Basketball School for boys ages 8 through 17. It will be held in the new UCF Arena. There will be two week-long sessions, June 17-21 and 24-28. Both sessions are daily, 9 a.m.-4 p.m.

Cost is \$120 per student, per session, and includes lunches, professional instruction, competition, a camp T-shirt, a camp basketball, motivational speakers and materials.

Enrollment is limited, and applications are accepted on a first-come, first-serve basis.

For information, call the basketball office, x5805, or stop by the education building, room 161, to pick up a brochure.

Talk radio

WUCF-FM will broadcast Alice Eckardt's lecture on "The Impact of Nazism and Shoah on Palestine and the state of Israel" on Wednesday, May 15, at 2 p.m.

The lecture was originally presented at UCF on April 15, and was co-sponsored by the Holocaust Memorial Resource and Education Center and UCF's Judaic Studies Program.

Awards banquet

The 19th annual USPS awards banquet will be held on July 12 at the Holiday Inn/UCF. There will be an informal reception starting at 7 p.m., dinner will be served at 7:30 p.m. USPS employees with five, 10, 15 and 20 years of service will be recognized.

The banquet, emceed by former UCF student Channel 9 News anchor Bob Opsahl, will have the theme "Hollywood Knights." Assistant music professor John Whitney will head a combo providing music for listening and dancing. Door prizes will be given, and the UCF employee of the year will be announced.

Tickets are \$13.50, and can be purchased from Lois Engley, x2787, or from Kiosk, July 1-8. For information, call Engley or banquet chairman Linda Vail, x5903.

Pay hike approved

Tough Legislative session; fair results

Moves that could impact UCF

- 3 percent increase for state employees
- An educational reform initiative, known as accountability, that would give schools more control over spending state dollars
- State university tuition increase of 15 percent for Florida students
- Reform current state personnel system by July 1992 to allow managers to reward good employees
- The possibility that some vacant state positions may remain open

Despite what University of Central Florida officials consider a "miserable" budget overall, UCF came away from this year's Legislative session, to the surprise of many, with a promised pay hike for its employees.

Though Gov. Lawton Chiles is calling the budget passed last week by lawmakers "lean and mean," state employees will receive a 3 percent raise in January.

News of the pay increase, which seemed unlikely after this year's spending was sliced to avoid a deficit, was among a number of bills passed during the session that pleased University of Central Florida officials.

Legislators also passed a management reform plan to give the state's universities more flexibility when handling their own budgets, a move that President Steven Altman had been pushing.

And all UCF's requests for Public Educational Capital Outlay (PECO) funds were granted. The PECO funds, which have no relation to

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Giving thanks

Disney honors two UCF programs

Two University of Central Florida programs were among 67 projects in Orange, Seminole and Osceola counties to receive prizes at the 20th Walt Disney World Community Service Awards, late last month.

UCF's college reachout project received the \$25,000 Judges Choice Award for its programs helping minority, educationally-disadvantaged middle and high school students prepare for college.

The prize was the second largest of a total of \$300,000

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Graduation day at last



Left, Cindy Townson and a friend enjoy a certificate awarded to Townson's seeing-eye dog Ruffles during graduate ceremonies on Monday. Ruffles accompanied Townson throughout her four years at UCF. Above, a graduate gets hug after a ceremony.

Next Issue Of The UCF Report is May 29 • Deadline May 22

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News To Note

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awarded by Disney.

The Volunteer Services Network at the Orlando Naval Training Center received the top prize, \$50,000. The Orlando Science Center won the \$20,000 20th Anniversary Award.

The university's other winner is the McKnight Center of Excellence, which received \$7,500, one of 14 organizations to do so. Every other awardee received \$2,000.

The reachout project was selected as the Judges

Choice Award because of its attempt to help underprivileged children. It targets unmotivated students who are unprepared for college.

"Our purpose is to reach them at an early enough age and to intervene before it is too late to make a difference," Cecelia Rivers, director of UCF's special programs, wrote in the application to Disney Community Service Awards.

She said the money awarded would be used to expand the length of program activities and to increase the number of students served.

The McKnight Achievers Society was also

recognized for its work with minority students.

The society is dedicated to the academic success of students in kindergarten through 12th grades, and their service to the community.

Academic success is rewarded and reinforced through speakers, programs, ceremonies and distinctive jackets.

"The achievers are outstanding black students who share their knowledge with others and work in the community on various service projects," Janet Balanoff, director of UCF's equal opportunity office, wrote in the application to Disney.

Memorandum

To: All USPS employees
From: Mike Smith, Staff Council
Subject: Staff assembly

We cordially invite you to the 1991 staff assembly on May 15 at 9:30 a.m. in the administration building boardroom. Please mark your calendars and plan to attend this meeting. Remember, this is your staff assembly. See you there.

To: University community
From: Donna Carroll, registrar's office
Subject: Deadline for filing for summer 1991 graduation

Deadline for filing an "Intent to Graduate" form for summer 1991 at the registrar's office is Friday, May 17.

To: University community
From: Jon Findell, instructional resources
Subject: Production turnaround times

Due to workload constraints and to optimize time and resources, there is a minimum four working days turnaround on photography requests and a minimum eight working days turnaround on all graphics requests. Please schedule accordingly for these services, as some requests may take longer than the minimum turnaround time.

Careful planning is now more imperative than ever. Any work order received requiring a short delivery deadline (providing arrangements can be made) will automatically be billed an additional 100 percent charge.

To: All faculty
From: Richard Astro, provost
Subject: Bacchus Bash fund raiser

The Bacchus Bash is an annual festival of food and fun that's designed to help us raise funds. The primary sponsors are the Central Florida Hotel and Motel Association, Coca Cola, Delta Airlines and Westgate Vacation Villas. The event will be held at the new Orlando Festival Park (Primrose Avenue and Robinson Street, near Colonial Plaza), on Friday, May 10, 5-10 p.m.

Admission is \$10. Tickets can be purchased in the department of hospitality management, CEBA II, room 409, 8 a.m.-5 p.m. through Thursday, May 9.

Dozens of door prizes will be awarded, including an all-expenses paid round trip for two to Hawaii. Your participation in this fund raiser is greatly appreciated.

Purchase tickets in hospitality management or call Betty White, x2188.

To: University community
From: Susan Brooks, computer science
Subject: Junk mail

While I was at a bulk mail seminar, one participant asked if there is a way to get your name off junk mail lists. Here is an address to do so: Mail Preference Service, Direct Market Association, 6 East 43rd St., New York, 10017

Include the various ways your name appears on mailings, such as Jane Doe, J. Doe, Janie Doe, etc., and of course, your address and zip code. Expect results in several weeks or a couple of months.

Not only will you get fewer unwanted items in your mailbox, but the environment will be helped by using less paper, less garbage for the landfills, and less energy used to produce, deliver and dispose of junk mail.

To: Deans, directors and department heads
From: Linda Bonta, controller
Subject: Travel reimbursement vouchers

All travel must be paid on travel reimbursement vouchers with only two exceptions. These are outlined in Florida Statute 112.061, which states:

"Whenever an agency requires an employee to incur ... travel on emergency notice to the traveler, such traveler may request the agency to pay his expenses for meals and lodging directly to the vendor ... The comptroller may grant prior approval to a state agency to make direct payments of travel expenses in other situations that result in cost savings to the state."

• In an emergency situation, a memo explaining the emergency must be submitted with the purchase requisition or limited purchase order.

• When there is a savings to the state, a memo explaining the savings should be sent to Finance and Accounting with a copy of the purchase requisition attached. Advanced approval will be requested from the comptroller's office by F&A. Approval must be obtained prior to the travel start date.

The traveler's name, social security number and TAR number are required.

Exceptions can only be used if the statute requirements are met and procedures are followed exactly. For information or assistance, contact Dan Moya in F&A, x3390.

To: All faculty
From: Anne Marie Allison, library
Subject: Assignment of library research studies

Requests for library research study rooms for summer 1991 semester should be submitted to the office of the library director.

Assignment of research studies in the library will be made by the circulation librarian, with the assistance of the faculty research study room committee. Keys will be issued to authorize faculty at the library circulation/reserve desk.

There are a total of 10 research study rooms in the library. At present, at least seven will be available for assignment on a semester basis. Others will be available at the discretion of the committee for short-term projects.

Preference for assignments will be given to faculty members actively involved in research and writing projects where use of library resources is important. No departments will be eligible for research study room assignments.

All rules and regulations of the library apply to the use of the research studies. The library is a smoke-free building and no smoking is permitted in any area of the library. Eating or drinking will be permitted only in the staff lounge. Faculty using research studies are expected to abide by these policies. They may request the library lounge code for access to that room for breaks. Disregarding these rules and regulations will result in revocation of study room privileges and reassignment of the room.

Library materials kept in a study room must first be checked out at the circulation desk. The library staff will retain the right to inspect any room at any time. Any library material not properly checked out will be returned to the shelves. Repeated offenses will result in termination of study room privileges and reassignment of the room.

A charge of \$5 will be assessed to any faculty member who loses the key to the research study room, or who fails to return the key.

For study room assigned on a semester basis, the last day of the final examination period for the semester normally will coincide with the last day for use of the room unless arrangements have been made in writing to the circulation librarian for use of the room between semesters.

Faculty must reapply each semester for use of a room. There is no guarantee that a research study room will be available to an individual who qualified the previous semester. The needs of those reapplying will be considered along with new applicants.

Depending upon demand, two people may be assigned to one room. If that is the case, the individuals involved will be expected to work out arrangements.

To: University PROFS Users
From: Cheryl Bennett, PROFS
Subject: New PROFS feature

The following distribution list for group communication through PROFS has been created:

- DEANS — This is a private list, available only to deans, associate deans and assistant deans.
- CHAIRS — This is a private list, available only to chairpersons.
- FACULTY — This is a private list, available only to faculty.
- PAYROLL — This is an open list, available to everyone who works with or is interested in payroll certification or time card information.
- GENERAL — This is an open list, available to everyone on PROFS. This list will be used for distributing general information to all PROFS users in lieu of the ALLUSERS notes (eg. General topics of interest to the university community: campus activities, calendar of events, short course offerings, construction events and road closings).

The lists will operate as an informal medium for encouraging open communication between departments or divisions. You may join or subscribe to a list much like you subscribe to a magazine, by requesting a subscription from the PROFS administrator. You will only receive mail sent to a list from which you have subscribed.

The capability to create an ALLUSERS distribution list in PROFS will be removed; in its place will be the GENERAL distribution list, which will enable those who want to receive mail from the general list to do so, and those who do not to be excluded.

A complete description of the lists and how to access them has been sent out in campus mail. If you do not receive the LISTSERV information, or if you are interested in learning more, contact Cheryl Bennett, x5331, or the HELP DESK, x5117.

To: Faculty and staff
From: Dolores Burghard, Creative School for Children
Subject: Summer day camp and end of Goodings drive

The Creative School for Children will sponsor a summer day camp June 24-Aug. 9. The primary camp will enroll children who have completed kindergarten through second grade. The intermediate camp will enroll children who have completed third through sixth grade. A junior counselor program is available to children who have completed seventh and eighth grades. The camp program will include swimming, arts and crafts, drama, movies, music, field games, hikes, cookouts, and field trips.

For information and enrollment requests, call x2726.

All Goodings receipts must be turned in by May 31. We appreciate your support.

News To Note



Valada Flewellyn holds a book after stepping in as emergency-relief speaker in place of poet Nikki Giovanni, who was originally scheduled to speak at the event.

University pays tribute to local black women

Thirteen black Central Florida women were recognized as pioneers and leaders during a "A Tribute to African-American Women," a program held at the University of Central Florida, April 28.

The event, sponsored by UCF's African-American Student Union, honored: Orlando councilwoman Mable Butler; businesswoman Mercedes Clark; educator Thelma Dudley; social worker Kitty Ellison;

Valada Flewellyn, representing the humanities field; medical doctor Ann Ashley-Gilbert; Judge Evelyn Golden; Gloria Grant, representing civics; Edna Hargrett, representing music; Annetta Kemper, representing media; educator Margaret Miller; Rev. Julia Whitehurst; and artist Katie Wright.

The event was one of an on-going number of activities sponsored by the African-American student union.

SESSION, continued from page 1

salaries or other expenses, will permit the university to continue plans for construction growth.

Lawmakers also agreed to increase tuition for Florida students by 15 percent, and limit future increases to 10 percent. The Board of Regents hopes to someday reach a level where Florida students pay for 25 percent of their education. Even with next year's increase, they would be paying less than students in most states.

Another measure that could benefit the university is the restructuring of the Board of Regents. One additional regent will be appointed in July, and it is expected that that person will be from Central Florida — currently the only region without a regent.

While the 3 percent raise for state employees is far less than was hoped, it is somewhat remarkable that lawmakers were able to carve it out of the budget.

"Under the circumstances, we're delighted to have anything," said Dan Holsenbeck, senior counsel to the president and director of government relations.

"But at the same time, 3 percent doesn't come anywhere near what our people deserve relating to

merit or cost of living ... We appreciate what our delegation and other legislators did to find any salary dollars, but 3 percent still falls far short. None of us can say that we're truly happy with the budget," he said.

If not for the efforts of Altman and the state's other university presidents, it is possible that there would be no increase. Originally, there were no plans in the budget for salary increases. Early last week, Altman hopped a plane to Tallahassee and spent several hours lobbying lawmakers for the raise. He and the other presidents were able to collect enough support for the proposal to pass.

"I think their visit had an impact," Holsenbeck said of the lobbying effort. "They were able to dig up a dead issue and bring life to it again."

Holsenbeck said Altman would continue asking Tallahassee for better salaries for faculty and staff.

The passing of the management reform bill was one of the most significant, Holsenbeck said, because it will allow universities, among other things, to shift funds internally without first getting permission from Tallahassee. In times of budget crises — as this year — that would give officials more flexibility in determining where to make cut-backs.

Engineering department receives award

For its support of the American Society of Mechanical Engineers, the mechanical and aerospace engineering department was awarded the ASME Industry Certificate by the society's national president on April 17. UCF is the first university to win the Industry Certificate, which is usually awarded to a business in the industry.

Arthur Bergles, president of ASME and dean of engineering at Rensselaer Polytechnic Institute, traveled to Orlando to make the presentation. The UCF department was cited for "outstanding support to mechanical engineering and the ASME. This support is a vital importance for the continued development of mechanical engineers and the advancement of engineering." College of Engineering dean Gary Whitehouse accepted the award, along with mechanical engineering department chair David Nicholson.

The engineering department was recognized for its support of the Florida section of ASME through its faculty and student participation, its provision of space and manpower for ASME functions, and its efforts to keep members and prospective members updated on activities.

Faculty members from UCF have served on the ASME Florida section executive board for many years. The school has provided speakers and laboratory tours for ASME, and allows faculty officers time for their society duties.

Judaic Studies gets \$10,000 boost

The Lucius N. Littauer Foundation has granted a \$10,000 endowment to the University of Central Florida library to establish a fund.

The Lucius N. Littauer Foundation Judaica Book Fund will be used to purchase books each year that will enrich and support the teaching and research activities in UCF's Judaic Studies Program. In addition to a minor in Judaic Studies,

UCF sponsors a Judaic Studies Lecture Series for community, faculty and student participation.

According to Anne Marie Allison, director of libraries, and Moshe Pelli, director of the Judaic Studies program at UCF, the collection will also add a Judaic perspective for students conducting research in history, sociology, political science, anthropology and other disciplines.

Pi Kappa Lambda installation



President Steven Altman, left center, and Robert Glidden, Pi Kappa Lambda regent, display a plaque declaring UCF's Eta Zeta the national music honor society's newest chapter after an installation ceremony on April 4. The primary objective of the Pi Kappa Lambda is the recognition and encouragement of the highest level of musical achievement and academic scholarship. Also pictured are chapter president Jerry Gardner, far left, and department of music chair Edward Hotaling.

Classified Ads

This is a free service to full-time UCF employees. Ad forms are available in The UCF Report office, ADM 3951.

For Sale

Baby furniture, crib w/ mattress and matching changing table, \$60. Bonnie, x5571 or 281-4306, after 6 p.m.

Bike, Schwinn Worldsport, 27 in., 4 yrs old. Rides OK. \$75 or best offer. Bill, x2504.

Camper, '90 Coachman Classic pop-up. Won in game show. Never used. Retail \$7,900. Sell for \$5,000. Tim, 904-288-3616, after 5 p.m.

Car, Olds stationwagon. Strong mechanics, 455 CI V8, 9 passenger, class III reese hitch. Not pretty but runs exec., tows anything. \$500. Warren, x3281.

Car, '84 Ford Tempo. 50K. Good shape. \$2,000 or best offer. Jim, x2384 or 281-1627, evenings.

Car, '67 VW Bug. Rebuilt engine, good tires. Body, interior fair condition. \$1,000 or best offer. Connie, x2217.

Chair, Lane recliner, mauve velvet textured fabric. Good condition. Original price, \$500. Sell for \$90. 862-6098.

Computer, IBM XT, 20 Mb Seagate HD. Dual 5 1/4 in. floppy drives, monochrome monitor, TEAC 3 1/2 in. floppy drive, Okidata micro 93 printer, Jaki 6000 daisy wheel printer, many extras, cables, switch boxes, etc. Negotiable. Angelo, x5047.

Condo, 2/2 in Hunter's Reserve, 2nd floor. All appliances. \$56,000. John, x5454 or x3016.

House, in Alafaya Woods. 3/2. Model home w/ many extras, newly painted, 1/4 acre, large fenced backyard. 9 percent assumable, non-qualifying w/ \$20,000 down. \$74,900. Joanne, 365-6151.

House, 3/2 w/ pool. Deltona, near I-4. Separate LR, DR, family room w/ stone fireplace. Eat-in kitchen w/ Jenn-air. 574-7795.

Miscellaneous, Rubbermaid ice chest, new, \$15. NBA backboard, hoop, brackets and basketball set, \$50. Carol, x2598.

Mobile home, '86 Fleetwood, 2/1, central heat and air. Near UCF, E/W Exprwy. \$13,000 (negotiable) or assume. David, x2505.

Moving, need to sell, desk, \$200; walnut dining table w/ six chairs, \$500; studio couch w/ trundle, \$100; bench booth, \$50; lots of plants (mostly bromeliads). x2135 or 894-4089.

Refrigerator-freezer, Hot-Point, no frost, 19.7 cu. ft. Excellent condition. \$150. 348-8201, after 6 p.m.

Sailboat, '90 Sunfish. Never used. White hull. \$1,500. 365-6589, leave message.

Soloflex, good as new w/ all attachments. \$800. Victor, x2855 or x8820.

Tires, four general XP2000 P215/70R14, almost new, mounted on CRAGAR s/s mags; chrome lugs and locks. Sold as set only. Will fit Camaro, Firebird, etc. \$300, firm. Also new Goodyear white letter FR 78/14 steel-belted radial on Camaro rim. \$50, firm. x2608.

Waterbed frame, queen. Light brown. \$20. Carolyn, x2237.

Wheels, 15 in. Center Line, GM, 5 lug, like new w/ tires. Original price, \$550. Sacrifice for \$300. Bill, 339-2043, evening.

For Rent

Duplex, 2/2 w/ washer/dryer. 1/2 miles from UCF. \$480 mo. 273-7435 or 330-6219.

Room, nice w/ private bath. Access to kitchen, cable TV, pool, tennis. Seek graduate student or faculty or staff member. \$250 mo. plus part of utility bill. 657-7711, wait for beep and leave message (no voice on machine), or call Karen or Patsie in records.

Vacation home, in Little Switzerland, N.C., near

Asheville, Mount Mitchell, Penland artists, Blue Ridge Parkway. Perfect for enjoying the outdoors. Club membership available. See photos. \$350 week. Call 647-0823.

Vacation home, enjoy spring at 4,000 ft. Near Asheville, Grandfather Mountain. Hiking, golf, art studios, tennis. See photos. \$350 week. 647-0823.

Wanted

House, 3 or 4 bdrm, 2 ba, screened porch, privacy fence. Seeking location between UCF and Naval Training Center. Tim, x5189.

Roommate, N/S to share 2/2 apartment, 3rd floor. \$280/mo. plus 1/2 utilities. Tim, x5805.

Time-Life books, interested in series set or individual titles. Flo, x2521 or 330-0042.

Toy trains and railroadiana, Marx, Lionel, American Flyer, etc. Interested in all scales and gauges. Paul, 275-2317.

Volunteers, to donate one of two hours a week delivering food to needy families for OUTREACH, a local charity organization. Kathy, 366-7365.

Personal

Child care, part-time or full-time positions. Oviedo, Chuluota area. Large fenced-in yard in quiet neighborhood. Maria, 365-8872.

Lawn care, Reasonable rates, dependable, free estimates, R&G Lawn Care, 282-8003.

Need upholstery work, don't know who to call? Want a fair price and excellent workmanship? Call Hector, 831-4852. Antiques are his speciality. Yo hablo espanol.

Typing service, fast, economical, professional. Same day service available for resumes, papers, etc. x5642 or 679-9008.

Calendar

Courses:

User Services is offering the following personal computer instruction short courses free to faculty and staff. For information, call x5117.

- Thursday, May 9, DOS I Beginning, 9 a.m.-noon.
- Tuesday-Wednesday, May 14-15, DOS II Advanced, 9 a.m.-noon.
- Thursday-Friday, May 16-17, WordPerfect 5.0 I Introduction, 1-4 p.m.
- Monday-Tuesday, May 20-21, WordPerfect 5.0 III Advanced, 1-4 p.m.
- Wednesday-Thursday, May 22-23, WordPerfect 5.1 Differences, 9 a.m.-noon.

Personnel services is offering the following courses. To register, contact personnel services, ADM 230.

- Friday, May 10, Interviewer Certification (Phase I), 10 a.m.-noon.
- Tuesday, May 14, New Employee Orientation, 8:45 a.m.-2 p.m.
- Tuesday, May 28, New Employee Orientation, 8:45 a.m.-2 p.m.

The Center for Executive Development is sponsoring the following courses. For information, call x2446.

- Thursday-Friday, May 16-17, Computer Operations Management, 8:30 a.m.-4:30 p.m. Cost is \$695.

Exhibits:

The following items will be on display in the library through May:

- The Opulent Colors of a World, by Robert Brunskill.
- Journals and Diaries of Central Florida Women, by Pat James, community arts.

- Accessing Patent Information, by Ted Pfarrer, reference librarian.
- International Student Sharing, by Joanna McCully, international student services.

Miscellaneous:

- Wednesday-Friday, May 8-10, the 10th annual Accounting Conference will be held in the CEBA II Auditorium, 8 a.m.-5 p.m. Cost is \$295 for three days. For information, call x2446.
- June 26-28, UCF's College of Extended Studies hosts the Florida Association of Code Enforcement annual conference, at the Sheraton Plaza Hotel at the Florida Mall. For information, call 623-1204.
- July 12, the 19th annual USPS awards banquet will be held at the Holiday Inn/UCF, beginning at 7 p.m. Tickets are \$13.50. For information, call Lois Engley, x2787, or Linda Vail, x5903.

Seminars:

- The Small Business Development Center is sponsoring the following seminars. For information, call x5553 or x5554.
- Wednesday, May 8, Sources of Financing, 1-3 p.m.
- Thursday, May 9, Recordkeeping and Taxes, 9 a.m.-noon.
- Thursday, May 9, Product Innovation, 9 a.m.-noon.
- Tuesday and Thursday, May 14 and 16, Steps to Starting Your Own Business, 5:30-8:30 p.m.
- Monday, May 20, Government Con-

tracting Basics, 5-7 p.m.

- Tuesday, May 21, Marketing Essentials, 9-11 a.m.
- May 30, Product Innovation, 9 a.m.-noon.
- June 3, Government Contracting Basics, 5-7 p.m.
- June 4, Marketing Essentials, 5:30-7:30 p.m.
- June 6, Business Plan Development, 9 a.m.-noon.
- June 7, Steps to Starting Your Own Business, 9 a.m.-4 p.m.
- June 12, Sources of Financing, 1-3 p.m.
- June 13, Product Innovation, 9 a.m.-noon.
- June 17, Government Contracting Basics, 5-7 p.m.
- June 18, Marketing Essentials, 9-11 a.m.
- June 18, Personnel Management, 1-4 p.m.
- June 18 and 20, Steps to Starting Your Own Business, 5:30-8:30 p.m.
- June 20, Recordkeeping and Taxes, 9 a.m.-noon.
- June 20, International Business Briefing, 9-11 a.m.
- July 2, Marketing Essentials, 5:30-7:30 p.m.
- July 10, Sources of Financing, 1-3 p.m.
- July 10, International Business Briefing, 9-11 a.m.
- July 11, Business Plan Development, 9 a.m.-noon.
- July 12, Steps to Starting Your Own Business, 9 a.m.-4 p.m.
- July 15, Government Contracting Basics, 5-7 p.m.

- July 16, Personnel Management, 1-4 p.m.
- July 16, Marketing Essentials, 9-11 a.m.
- July 18, Recordkeeping and Taxes, 9 a.m.-noon.
- July 23 and 25, Steps to Starting Your Own Business, 5:30-8:30 p.m.
- July 29, Government Contracting Basics, 5-7 p.m.
- Aug. 1, Business Plan Development, 9 a.m.-noon.
- Aug. 1, Product Innovation, 9 a.m.-noon.
- Aug. 5, Government Contracting Basics, 5-7 p.m.

The UCF Report

The UCF Report is a publication of the department of public affairs, division of university relations, University of Central Florida, P.O. Box 25000, Orlando, FL 32816, (407) 823-2504. Publication of announcements and official memoranda about university policy and procedures in The UCF Report constitutes official notice to faculty and staff.

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