

Memorandum

To : DR. PAUL ROMBERG

Date: October 1, 1970

From : PETER E. STEINER
SID SHEFFIELD

Subject: Student/Faculty/Staff Bulletin

The following guidelines are intended as a broad framework within which the bulletin can be structured. These guidelines are not all inclusive but represent our initial thinking:

1. The bulletin is intended as informational for student, faculty and staff and is not a newspaper. It is a vehicle for announcements and communication for the entire campus.
2. Only the President may editorialize in the bulletin.
3. It will be published by the President's Office and coordinated by Sid Sheffield with assistance from Peter Steiner and a faculty representative appointed by Dr. Wilder and underwritten by the General Administration and Operating Expenses Budget.
4. The President's Office will reserve the right to edit the bulletin.
5. This will be a weekly publication submitted by Wednesday at 5:00 P.M., printed Friday afternoon, and distributed Monday morning. The bulletin will be distributed at the Student Services information desk, the cafeteria, faculty and staff mail boxes and/or departments, and other appropriate places.
6. Bulletin items will be collected at the Student Services information desk.
7. A form will be developed to facilitate wording of announcements.
8. Professional activities, meetings, formation of groups, publications, speakers and programs and accolades can be included.
9. There will be no want ad section.
10. Features from time to time, such as library hours, student services functions, interesting majors, academic projects, etc. can be included.

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II. The bulletin should not be used for listing of staff openings.
This should be handled through the Personnel Office.

PETER E. STEINER
SID SHEFFIELD

PES:ca
cc: Dr. George Hibbard

Memorandum

To : Mr. Sid Sheffield
Administrative Assistant to the President
California State College, Bakersfield
9001 Stockdale Highway
Bakersfield, California 93309

Date : September 21, 1970

File No.:

From : **Department of Finance** --Budget Division

Subject: Internal College Bulletin


It is important that communications be opened between your college and Sacramento. Copies of the internal College Bulletin (names of house organ often differ) prepared regularly by your office would help open the doors to better communications. Since this publication contains information not otherwise obtained by this office, we would appreciate receiving copies.

Charles Davis suggested that I contact you personally to make this request which he was sure would be fulfilled. Please forward to:

Mason Anderson
Assistant Chief Budget Analyst
Department of Finance
Budget Division, Fifth Floor
Library and Courts Building
Sacramento, California 95814

Thank you for your cooperation.

Sincerely,


Mason Anderson
Assistant Chief Budget Analyst
Budget Division

MA:fm

RECEIVED
OFFICE OF THE PRESIDENT

SEP 24 1970

CALIF. STATE COLLEGE
BAKERSFIELD

Do we send this?