

Clearly, there are distinct advantages of such a publications office for both the faculty and the University.

Cost estimates to establish and run such an office vary, depending on the services rendered and the return expected. One should expect the need to support a staff worker at the administrative aide level at least half-time, and an investment in a workstation PC with a minimum of 320 MByte hard disk and attached laser printer (equipment cost of approximately \$5000., start up supplies: \$2000.) Faculty would submit hard copy of proposed University Publications and a diskette containing the text and graphics in an agreed upon set of optional standard formats, such as WordPerfect, TeX, and PostScript. The Publications Office would be responsible for creating and distributing a current catalog, establishing reasonable charges, and reproducing the manuscript with standard covers when requests arrive.

The University Publications Office has a natural home in the Office of Sponsored Research. However, staff in offices within the Gelman Library have expertise in many of the tasks required of a Publications Office, so that start-up time would be minimal.



THE
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Annual Report : Committee on Athletics and Recreation

The Committee met on five occasions during the 1990-91 session and conducted the following business.

1. The Committee had informal discussions with the new head coaches in women's volleyball and men's basketball.
2. The Committee defined its role and, as a consequence of its discussions, recommended a change in the Committee's name to include the words "and Recreation" (Resolution #10),
3. The Committee was informed of major changes in the NCAA rules that were made at the January, 1991 NCAA convention. The impact that these changes would have on collegiate athletics, and how they might affect our own institution, was discussed.

Respectfully Submitted,

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