

Programmer Analyst
Office of Management Planning
and Technology



Word Processor
Office of Administrative Services



Management Services Technician
Office of Facilities Planning
and Development

Q. What do all these people have in common?



Deputy Director
Chief, Office of Facilities Planning
and Development

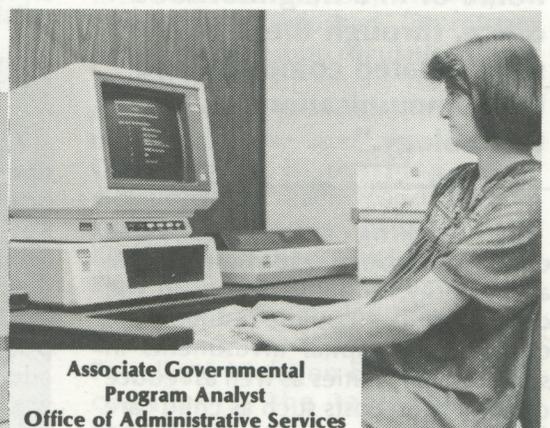
See Story on Page 2



Personnel Assistant
Office of Administrative Services



Chief
Consultant Services
Office of State Architect



**Associate Governmental
Program Analyst**
Office of Administrative Services

Telecommuting — A Reality For

A. *In addition to being DGS employees, all these people by the nature of their job, would make excellent candidates for the Telecommute/Telework Demonstration Project.*

How the Idea Evolved

In his 1983 State-of-the-State Address, Governor George Deukmejian advocated the application of new technologies as a key component to ensure a competitive and growing California economy. In keeping with this theme, Mike Smith, Chief, Office of Facilities Planning and Development and staff member, David Fleming concluded that the State might consider telecommuting as a way to reduce the continuing need for state office space. This new approach, telecommuting, means substituting commuting to the main office for working at home or in neighborhood offices, through the use of sophisticated computer and telecommunications technology.

“This new approach, telecommuting, means substituting commuting to the main office for working at home or in a neighborhood office, through the use of sophisticated computer and telecommunications technology.”

By working at home, state employees could save money, time and energy, and the State, on the other hand, could reduce the demand for capital investments in state office facilities as well as reduce other related costs such as child care facilities, energy consumption, etc.

Dave was assigned to develop a concept paper for a demonstration project involving state employees

working at home or in neighborhood offices using state-of-the-art computer technology.

The concept paper was subsequently approved by the DGS Executive Office and the Agency Secretary.

At its conception, the idea was initially referred to as HOOOF, Home Office of the Future. It subsequently was renamed HOT, Home Office of Today and finally to its present title, the Telecommute/Telework Demonstration Project.

A Little Background on Telecommuting

People have been working at home for years, and there has always been some segment of the corporate work force that was never office-based, such as: sales representatives, delivery people, meter readers, etc. But the idea of taking people who traditionally worked in the office out of the office and moving them home is a fairly new idea. According to Gil E. Gordon, an expert on the phenomena of telecommuting, the idea is the result of two seemingly unrelated developments: gasoline shortage of the 1970s and wider use of remote terminals.

Today, in the private sector, there are more than 200 employers with some kind of telecommuting program under way, ranging from one or two people up to almost 100 employees. In California alone, 25,000 people already telecommute either full or part time.

Significance of the State of California Study

The State of California study is significant for many reasons but one principal reason is that California is a Key Indicator State. According to John Nasbitt, author, MEGATRENDS, California is famous as a trend setter. In tracing back new trends or positions on issues eventually adopted by most of the 50 states, it was found that California led the way. What happens in California is a good indicator of what will happen nationwide.

Additionally, while telecommuting

has been done for years in the private sector, California is the *first state* to give serious study to applying the idea in the public sector.

A Steering Committee is Formed

DGS formed a steering committee to provide policy guidance to the Department on program development. Robert Wright, Deputy Director, serves as Chairman of the committee, whose committee members represent the departments of Finance, Personnel Administration, Transportation, Teale Data Center, the Commission on the Status of Women, and the Energy Commission. Other Department of General Services (DGS) committee members include deputy directors, Fred Gustin, Al Tolman, and John Babich.

The demonstration project will probe the pro's and con's of telecommuting to develop a program that benefits both the state and the employee.

Phases of the Project

The demonstration project consists of three phases.

Phase I — Planning and Design. During this phase, all the details of how, why, when, and where will be decided. Completion of this phase is scheduled for July 1985.

Phase II — Implementation. State employees will actually begin telecommuting. This phase will last 18-24 months.

Phase III — Evaluation. The Office of Facilities Planning and Development will review the data generated during Phase II and will make a final recommendation to be presented to the Governor.

The Telecommute Demonstration Project

Although Phase I, Planning and Design, has not been completed and the details of who, how, when and where have not been decided, the following scenario gives an idea of

State Employees — It Could Be For You

how the telecommute project might run.

Approximately 200 state employees in the Sacramento area will be chosen; representing a cross section of clerical, management and professional employees. Approximately 100 employees will potentially work out of the home and another 100 could work in neighborhood offices (an office that is closer to home than the main office). A south area and a north area office have been discussed, with approximately 50 employees working at each site.

The outcome of the demonstration project will provide a basis for future decisions regarding the type, location and amount of office space that may be needed by the State of California. If the project is successful, it could lead to a new pattern of office work.

Pro's and Con's of Telecommuting

Telecommuting is not for everyone. However, both the State and the employee can benefit from a properly administered telecommuting program. Just how much they benefit depends on the program itself. The demonstration project will probe the pro's and con's of telecommuting to develop a program that benefits both the State and the employee.

Pro's of Telecommuting

1. Increase in productivity - private industry studies show that productivity increases anywhere from 10 percent to 100 percent when properly administered. Im-

proved productivity results from fewer distractions and the ability to work on one's own best schedule within limits.

2. Savings to the employee in terms of commuting costs. Based on cost per mile figures produced by the Federal Highway Administration and based on average Sacramento area commute patterns, an employee telecommuting 60 percent of the time would save approximately \$600 annually.
3. Reduction in energy consumption air pollution and peak period traffic congestion.
4. Reduction in cost of child care and an increase in family ties.
5. Increase in employee morale — not everyone works best in a structured 8:00-5:00 schedule.
6. Reduction in the need for office space. An office could be used by more than one employee coming in on alternate days. Recent surveys indicate that it can now cost \$4,000 to \$6,000 per year just for office space to house one professional level employee.

Con's

1. Potential for isolation and loss of social contacts. This presupposes that a persons' only social contacts are a result of work. However, primary social needs for many are fulfilled through nonwork groups such as family, church, clubs, etc.
2. Perceived management/supervision problems - how to supervise someone you do not see on a daily

basis. This does provide management with a new management challenge. However, solutions are available.

3. Responsibility for equipment, operations and maintenance. Who should pay for the equipment, the State or the employee?
4. Legal Constraints — Who pays when an employee gets injured while working at home?
5. Information Security - tapping into computers, security of data may be more difficult to maintain.
6. How to measure productivity? Work is largely judged by its results, for most professional work and much clerical work, productivity is measured by a qualitative assessment and not by a quantitative assessment. This same assessment holds true for work done while telecommuting.

Costs of the Project

Phase I funds have been included in the DGS budget (\$30,000) to hire a Consultant to assist in planning and designing the pilot project. The contract was awarded in January and it is expected that the Consultant will begin work in February 1985.

Funding for Phase II, which is the implementation phase, preliminarily estimated at \$1.7 million, is now being addressed by the steering committee. One possible source under consideration is the Petroleum Violation Escrow Fund. As a result of the OPEC oil boycott, the Federal Government imposed petroleum price and allocation regulations from August of 1973 to January 1981. There are allegations of violations by many oil companies, and the Federal Government is pursuing these violations. As each court case is settled, various monies are distributed to the state(s) involved. A State Task Force, appointed by the Governor to determine how best to allocate any funds derived from the Petroleum Violation Escrow Fund, is considering the telecommuting project for funding. Should these monies fail to materialize, efforts will be made to seek funding through the regular budget process.



Deputy Director, Bob Wright conducts the January meeting of the Telecommute/Telework Steering Committee.

To the SB90 Board of Control And its Dedicated Staff



On the 4th of June in '82
We filed our first Test Claim with you
Next a Writ of Mandate — the Court's
Benediction
To reaffirm your jurisdiction
Then it was "DOF" and "SDE", and
Section this and that of the "RTC"
The Crawford case and "P&Gs"
More paperwork and attorney's fees
Another hearing as you embossed
Our P&Gs with a Statewide Cost
Then it was SB1992, and
Another Test Claim filed with you
Next Chapter 1619 P&Gs
We now use those terms of art with
ease
Reflecting on what we now know
Compared with several years ago
We can say without equivocation
It's been a "Formal Education"
As you pass the Torch to the new
Commission
We all want you to know
That down in Long Beach we are
wishin'
You did not have to go
But since you do — for its the Law
We all would like to say
Thanks for your work and dedication
As you start upon your way
If asked: "Should other Claimants
join us?"
We would not hesitate
We'd answer "Yes — they surely
should"
For its clear that there's a Mandate!
Regards and Best Wishes from
The Long Beach Unified School District

Such was the sentiment expressed at an official farewell to the Board of Control Local Mandate (SB 90) Unit which was replaced by the Commission on State Mandates January 1, 1985.

The Local Mandate Program administered procedures for local agencies to request reimbursement from the State for costs imposed by a statute or an executive order. The new Commission will perform the same role as the Board of Control in deciding mandate issues. The Board of Control Local Mandate staff transferred to the Commission.

The three-member Board of Control was expanded to five to consider local mandate issues. Those members were: W.J. Anthony, Director of General Services; Kenneth Cory, State Controller; Elmer Jaffe, public member; Barbara Riordan, member of the San Bernardino County Board of Supervisors; and, Robert Ryan, member of the Rancho Palos Verdes City Council. Joseph Flynn, member of the Ventura County Board of Supervisors, served as alternate member.

The membership on the new Commission consists of Kenneth Cory, State Controller; Jesse Unruh, State Treasurer; Jesse Huff, Director of Finance; Huston Carlyle, Director of the Office of Planning and Research; and, a public member with experience in public finance to be appointed by the Governor and approved by the Senate.

LEGISLATIVE UPDATE



Lost in the flood of campaign commercials, mailers and debates for the recent election was the close of the current session of the California Legislature. During the 1983-1984 session, which ended August 31, 1984 over 6,300 bills were introduced in the Assembly and Senate. Of this total, 1,760 bills were passed by both houses and signed into law by Governor Deukmejian.

The Department of General Services is comprised of twenty-three offices and numerous boards, bureaus, and commissions. These organizations are responsible for varied and in most cases unrelated programs. Since DGS has many programs that can be affected by the legislature, the DGS' Office of Legislation plays an active role in monitoring legislative bills. During the recently completed session, over 400 bills would have affected the operations of DGS. Of those bills passed by both houses of the Legislature and signed into law by the Governor the following is a highlight of the more significant bills affecting DGS:

SB 1435 (Johnson) makes proceeds from the sale of state owned surplus personal property available for expenditure by the State agency selling the property. It also mandates that if surplus property is not disposed of by State agencies within one year, the property becomes the possession of DGS.

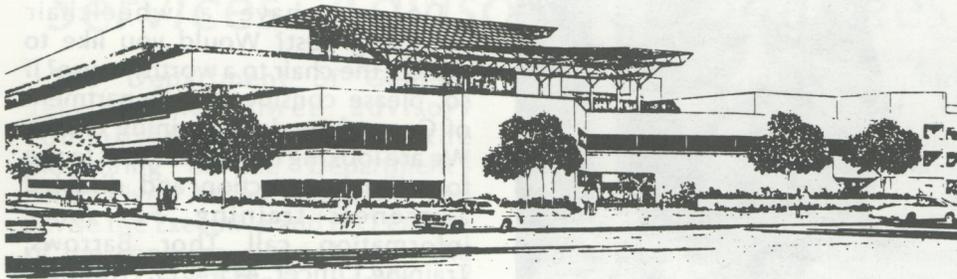
SB 1436 (Johnson) provides that the existing five percent small business preference for the purchase of commodities be made applicable to the State acquisition of electronic data processing and telecommunications equipment.

SB 1928 (Craven) among other things appropriates funds for the acquisition, planning and construction of a new employee parking garage in the core area of Sacramento.

SB 2044 (McCorquodale) provides for a five percent preference for small

(Cont'd on page 17)

“Revitalizer of the Month” Award



The Van Nuys State Office Building has been awarded the “Revitalizer of the Month Award”. This award, initiated by the Van Nuys Chamber of Commerce, is given to honor those projects which the Chamber feels have contributed significantly to the overall revitalization effort within the Van Nuys business district.

The 2-3-4 staggered-story state building, incorporating an indoor court yard, was designed by a team of architects from the Office of the State Architect in cooperation with a consulting architect.

The Office of Space Management provided the internal office layout for the building which currently houses 13 state agencies thereby consolidating state government offices in the San Fernando Valley. Additionally, the building was designed and located as a pedestrian “link” to all other governmental services in the Civic Center.

The Office of Facilities Planning and Development prepared the Environmental Impact Report and the building is managed by the Office of Buildings and Grounds.

Five major pieces of art work adorn the building as part of the Art in

Public Buildings Program. Four artists are from the Los Angeles area and one is from the State of Washington.

The building contains a large cafeteria and public auditorium. Bicycle commuters can lock their bikes in the bicycle storage provided in the building, and lunch time joggers, walkers and exercisers have access to locker rooms and showers.

According to Bruce O. Ackerman, Executive Vice President, Vitalize Van Nuys Inc., the State Office Building has truly been exceptional. “The buildings’ physical appearance,” he said, “adds greatly to the new look of Van Nuys Boulevard. In addition its presence has generated additional investment in businesses, in renovation, and in new construction by the private sector.”

Congratulations to all DGS employees who assisted in the completion of the office building and who share in the receipt of this award.



Director W.J. Anthony presents Everett Jones, Region 1, Manager, Day Operations with a Certificate of Appreciation as a token of gratitude for the outstanding job he and his crew did in special preparation for President Reagan’s visit to the Capitol in November, 1984.

A Plea From the Editor

It has come to our attention that some employees outside the Sacramento area and those who do not have individual in-baskets or mail boxes, have not been receiving a copy of OUTLOOK on a regular basis.

Please, if OUTLOOK is delivered to you and it is your responsibility to distribute it to your fellow employees see that they personally get a copy.

Do not leave the newsletter piled up in a corner expecting other people to find it. If it is not possible to hand deliver copies, place OUTLOOK in a well traveled, highly visible area, e.g., employee entrance, break area, cafeteria or since you know your office best, a place that you determine is most accessible.

OUTLOOK is mailed out toward the end of each odd numbered month; you might consider delivering a copy with each paycheck.

Since DGS has offices statewide and because we all perform such varied services, it is important and helpful to know what is going on throughout the Department. OUTLOOK will keep you informed.

Thank you for your cooperation.

1985 Vehicle Auction Schedule

The Office of Fleet Administration has announced the 1985 state vehicle auction sale schedule. Interested buyers may inspect the vehicles on the morning of the auction from 8:00 a.m. - 10:00 a.m. The auction begins at 10:00 a.m. If you wish to add your name to the auction mailing list, please call (916) 445-7527. If you are located in the Los Angeles area, you may call the Los Angeles State Garage at (213) 620-4450

The tentative 1985 schedule is as follows:

Sacramento-19th and X Streets, under I-80 Freeway

March 16	August 17
April 13	Sept 14
May 11	Oct 19
June 15	Nov 16
July 20	Dec 14

Los Angeles - 122 South Hill Street (Los Angeles State Garage)

March 23	Aug 24
April 20	Sept 21
May 18	Oct 26
June 22	Nov 23
July 27	Dec 21

State of California
 GEORGE DEUKMEJIAN, Governor

State and Consumer Services Agency
 SHIRLEY R. CHILTON, Secretary

DEPARTMENT OF GENERAL SERVICES
 William J. “Tony” Anthony, Director

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A Proud Goodbye, A Warm Welcome

At the January 16th meeting of "Women Together", the Departmental Women's Program, Lynn Catania was honored for her participation and contributions as the Women's Program Coordinator. Elizabeth Yost, Chief Deputy Director, presented Lynn with a "Certificate of Appreciation" as a token of appreciation and gratitude for her outstanding service given to the Departmental Women's Program and the employees of the Department of General Services. Lynn will be stepping down as coordinator, but promises to remain active as an advisory committee member and participant in the program.

Lynn started with General Services approximately five years ago as the Safety and Return-to-Work Coordinator. In addition to these duties, she later accepted the assignment of Departmental Women's Program Coordinator. During her four years as coordinator, Lynn reactivated the Department's Women's Program called "Women Together" which now meets monthly in Sacramento & quarterly in San Francisco and Los Angeles. The Women's Program issues a monthly newsletter available to all employees, which has proven to be an excellent source of departmental information.

Lynn's other contributions include: participating in the State's Women's Program Coordinators activities, conducting Sexual Harassment and Affirmative Action training, serving as an investigator for sexual harassment and discrimination complaints and counseling many department employees. We are all very proud of Lynn Catania.



Becky Roller, Office of Fleet Administration, is the new Women's Program Coordinator.

At the same meeting a warm welcome was given to Becky Roller, the Department's new Women's Program Coordinator. Becky currently is employed by the Office of Fleet Administration as an Automobile Mechanic Trainee. She comes to the assignment with a Bachelor of Science degree in social work and an AA degree in Automotive Assistant and Director of Training for a 24-hour crisis intervention, information and referral service.

Becky says that for the first couple of months, her goal is to orientate herself to Affirmative Action, Sexual Harassment and Sex Discrimination policies as they relate to the Department of General Services. From there, she would like to identify specific areas of focus for her as Women's Program coordinator and hopes to participate in the eventual achievement of the goal of labor force parity for women in non-traditional careers.



Chief Deputy Director, Elizabeth Yost presents Lynn Catania with a Certificate of Appreciation for her service to the Department as Women's Program Coordinator.

OUTLOOK ADS

Wheelchairs Wanted

Do you have a wheelchair collecting dust? Would you like to donate the chair to a worthy cause? If so, please consider the Department of General Services' Training Office. We are looking for wheelchairs to use for affirmative action and disabled awareness training. For more information call Thor Barrows, Training Officer, 445-4019, ATSS 485-4019 or O.J. Findleton, EEO Officer, 324-7108, ATSS 454-7108, TDD 324-0940.

Sexual Harassment and Upward Mobility Training Scheduled

The EEO Office has scheduled Upward Mobility and Sexual Harassment Training in Sacramento. The schedule is as follows:

Upward Mobility (3 hours)

March 22, 1985: 8 a.m. - 11 a.m.

April 19, 1985: 8 a.m. - 11 a.m.

Sexual Harassment (3 hours)

March 22, 1985: 1 p.m. - 4 p.m.

April 19, 1985: 1 p.m. - 4 p.m.

Both classes will be held at 915 Capitol Mall, Room 241. Enrollment must be processed through your supervisor and training coordinator by processing a Training form (GS 1090). For enrollment information call the Training Office, 322-6058. For course content information call the EEO Office, 324-7108, TDD 324-0940.

Additional classes will be scheduled after July 1985 and will include San Francisco and Los Angeles locations.

New Leadership For General Services' Advisory Committees

The Department of General Services has three advisory committees to assist in the monitoring of the Department's Affirmative Action Program and advise the Executive and EEO Offices of the concerns of employees. The advisory committees consist of interested employees willing to back their interest with a commitment of time and energy.

The Affirmative Action Advisory Committee (AAAC) provides input regarding the Department's entire Affirmative Action Program. The committee monitors the Department's goals and timetable process as

will serve two purposes: 1) to ensure the timely dissemination of AA information affecting the various employees of the Department and 2) to ensure the coordination between various minority groups regarding common concerns as they may affect policies and representation within the civil service system.

The Department's Disabled Advisory Committee (DAC) is similar in structure to the AAAC, however, focus is directed to the concerns of disabled employees and monitoring affirmative action for the disabled. The committee has two standing members, the Department's EEO



Barbara Rochlin, Office of Facilities Planning & Development, is the new Chairperson for the Disabled Advisory Committee (DAC).

committee to formulate a set of guidelines to make the access process more efficient and comfortable.

The Women's Program Advisory Committee (WPAC), like the other advisory committees, advises the Executive and EEO Offices regarding the concerns of women in the Department. The committee, is responsible for the Department's Women's Program, "Women Together." This includes monthly meetings in Sacramento, quarterly meetings in San Francisco and Los Angeles and a monthly newsletter available to all departmental employees. The two standing members of the committee are the Department's EEO Officer and the Department's Women's Program Coordinator.

For 1985, the new officers of the WPAC include Joyce Cortez, President; Marianne Arenas, Vice President; Sally Verdin, Secretary; Pat Jones, Treasurer and Gale Chew, Information Officer. A well deserved thank you goes to the 1984 officers; Lynn Catania, President; Phyllis Day, Vice President; Gale Chew, Treasurer and Sally Verdin, Secretary.

During 1985 the WPAC will be sponsoring two activities in addition to the ongoing meetings. A training program will be offered in the Spring; and during the Fall the Advisory Committee will sponsor the third annual Department of General Services Career Opportunity Day. Joyce Cortez stated that for 1985 she would like to see more women become involved in the Women's Program. As a goal, Joyce has targeted increasing the representation of women in professional and management classes.

Employees interested in actively
(Cont'd on page 19)



The new officers of the Women's Program Advisory Committee are left to right: Joyce Cortez, President; Gale Chew, Information Officer; Pat Jones, Treasurer; Marianne Arenas, Vice-President; and Sally Verdin, Secretary.

well as employee awareness of affirmative action programs and policies. The committee has four standing members, the Department's EEO Officer, the Women's Program Coordinator, the Chairperson of the Disabled Advisory Committee and the President of the Women's Program Advisory Committee. The balance of the committee is composed of employees representing various ethnic backgrounds, women and disabled.

The Affirmative Action Advisory Committee's new chairperson is Dennis Jackson, an analyst in the EEO Office. Dennis hopes the committee

Officer and the Safety and Return-to-Work Coordinator. The committee is composed of individuals with different disabilities, employed in different offices and with a variety of expertise.

Barbara Rochlin of the Office of Facilities Planning and Development is succeeding Lynn Catania as Chairperson for the Disabled Advisory Committee (DAC). Barbara has two goals for the DAC. She wishes the committee to continue to be a helpful tool as disabled individuals strive to achieve their place in General Services. Secondly, within this year she would like the

In The Spirit . . .

On December 21, the Office of State Printing warehouse crew held their potluck-style Christmas luncheon, complete with a living tree and many decorations. As is their custom, spouses, retirees and guests were invited. Routine, you say? Not this year!

Following warehouse worker Ed Fitzgerald's suggestion, the group honored some special guests; seven children from Children's Receiving Home of Sacramento. Two three-year-olds, five five-year-olds, and their chaperones arrived to meet Santa, who had gifts for all.

Several private businesses heard about what the group was doing and asked to participate too.

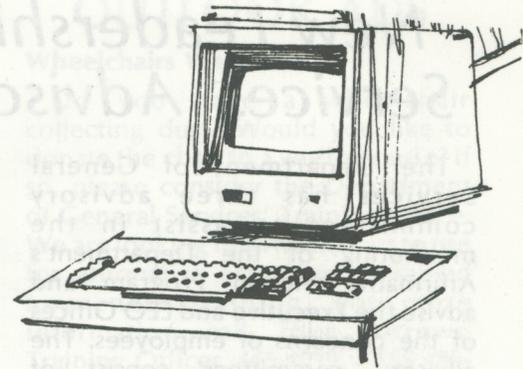
The merriment also included a donation to the Receiving Home.



Santa Claus, also known as Peter Sardelich, distributes gifts to the Children's Receiving Home guests at the printing Plant Warehouse Workers' Christmas Luncheon.

Local Agency Assistance

The workshop program to assist local agency governments in the establishment of life cycle costing (LCC) in their purchasing functions has been very busy in January and February. The Office of Procurement conducted five workshops throughout California. One of which was for the Central Valley Food Service Employees Section of California Association School Business Officials (CASBO). The workshop locations ranged from the City of Cerres in the Central Valley to Pasadena, Pomona and Banning in Southern California. In addition to the workshops, ELMER WRYE of the Energy Group, represented the Office of Procurement by providing an informational booth on purchasing at the annual conference for the California Association of Public Purchasing Officers (CAPPO).



Micro Computers And SEEP

Need an introduction to the "micro" world, or perhaps an explanation of a micro computer software package? Why not enroll in one or more of the micro computer seminars currently being offered by the State EDP Education Program — SEEP. They are designed to reduce the "fear" associated with the move to high technology and increase the "confidence level" of even the non-EDP personnel in the use of the micro computer.

We would also like to continue to direct our efforts toward expanding our curriculum to meet the current/future EDP needs. To do so, we would like to solicit your input on appropriate seminars for future dates. Certainly your ideas on what software packages are appropriate to your work environment are helpful to us in planning future training needs. Please give us a call at 445-0397 and help us help you.

Energy and the Refrigerator

California once again has demonstrated that it is a leader in energy conscious buying.

The energy group in the Office of Procurement is the first in the nation to develop the required test methods and use life cycle energy cost (LCC) in the procurement of commercial refrigerators and freezers. On a recent bid for 237 units for the Department of Rehabilitation, considering the energy cost as well as the acquisition cost produced savings estimate at over 400,000 dollars over the life of the equipment.

Rolling Resistance of Tires

The use of tire rolling resistance was reviewed by the Office of Procurement staff as an energy consideration for bid evaluations in State tire contracts. Environmental Protection Agency (EPA) studies and further testing of high speed radial tires supplied by California show that tires have a very significant effect on the fuel consumption of a vehicle. This fuel consumption effect occurs because tires affect the force, and hence, the work required from the

engine to propel the vehicle. Test results of the EPA study show that by changing tires from bias-ply to radials increases fuel economy by 6% and that there is a 4% difference in the efficiency among radial tire brands.

Estimated annual savings based on the States annual purchase of 129,000 tires valued at 4,827,000 dollars and an improvement in fuel economy of 6% the State can achieve savings of 1,200,000 dollars annually with radial tires.

Everything You Always Wanted To Know About Popcorn . . .

(But Were Too Busy Eating It To Ask)

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Popcorn is so tempting that it almost came between me and my spouse.

Every time we go to the movies, he orders it and I don't (because it makes me thirsty). But a strange thing happens every time we sit down in a darkened theater. I lose control of my hand, and it finds its way into his popcorn.

"I would have been happy to get you some, too," he always starts out sweetly. Then gradually his tone changes. "Get your big paw out of my popcorn," he finally mutters in stage whispers.

We inevitably cause a few angry heads to turn and whisper "Shhh!" at which point I slump down in my seat in sullen silence. It works every time. In a few minutes he's feeling so guilty about not sharing that he holds out the box in my direction.

We considered a marriage counselor for this problem but decided to work it out for ourselves. Now we order enough to feed a family of six and make ourselves sick on the stuff.

Popcorn is like that. It's easy to start eating and hard to stop, not unlike most snacks. but popcorn has something most other snacks haven't got: It's healthful (that is, if you take it easy on the salt and butter).

Popcorn is high in fiber and low in calories—a handful of plain popcorn has just six calories, compared with 114 calories in 10 potatoes chips and 104 in 10 jelly beans. It contains iron to fight fatigue and B vitamins to steady nerves. Even dentists approve of it as a snack, because it's sugar free and has a mild cleansing and massaging effect on teeth and gums.

What else is there to learn about popcorn? Read on.

Is there a nutritional difference between regular popcorn and the

gourmet popcorn so popular right now? No, according to the Popcorn Institute. Gourmet-popcorn brands use fancy hybrids that pop into bigger flakes. But there's no nutritional difference between the two types.

What is that stuff they drizzle on popcorn at movie theaters? Your guess is as good as ours, says the Popcorn Institute. Every theater has its own style. It could be butter-flavored oil, a soy-based artificial butter or margarine. You'd have to ask at the individual theater to find out which you are getting.

How much popcorn do Americans eat? Get ready for this. During 1983, every man, woman and child ate 42 quarts, on the average.

Is there a way to eat popcorn without all the added calories of butters and oils? Yes, especially if you make it at home. Though popcorn is usually popped over a layer of oil, you can pop it dry. Place a heavy, deep saucepan over high heat. Add your popcorn kernels and cover the pan with a lid or screen. Shake the pan constantly, allowing heat to escape from time to time, until the popping sounds stop. Remove from heat.

Another method of making low-calorie popcorn is with an electric air popper, which uses hot air instead of hot oil to explode the kernels. For a list of poppers that carry the Popcorn Institute's Seal of Quality Performance, write to the Popcorn Institute, 111 E. Wacker Dr., Chicago, ILL. 60601. Enclose a stamped, self-addressed business-size envelope.

If you don't want to cut out butter completely, you can simply cut the amount called for in half and spread it around more. When butter's lightly drizzled, popcorn contains about 40 to 65 calories per cup. Or use diet margarine, which is lower in calories and doesn't contain butter's animal fats.

What about salt? What can you use to replace that? The sky's the limit, which you may already know if you

eat the gourmet-flavored varieties. Add whatever herbs or spices appeal to you. When you don't use any salt, you may have to add some butter so the spices adhere to the corn, according to Sue Spittler and Nao Hauser, authors of *The Popcorn Lover's Book*.

Some interesting herb combinations we've come across include these: nacho cheese, which combines grated Cheddar or Parmesan cheese with chili powder; Italian, which brings together basil, oregano, thyme and garlic; and Indian curry, which is made with chopped onion, curry powder and cayenne pepper.

This article is dedicated to all the popcorn fiends located on the 4th floor of OB No. 1 & where ever else you may be hiding.

Three New Training Courses

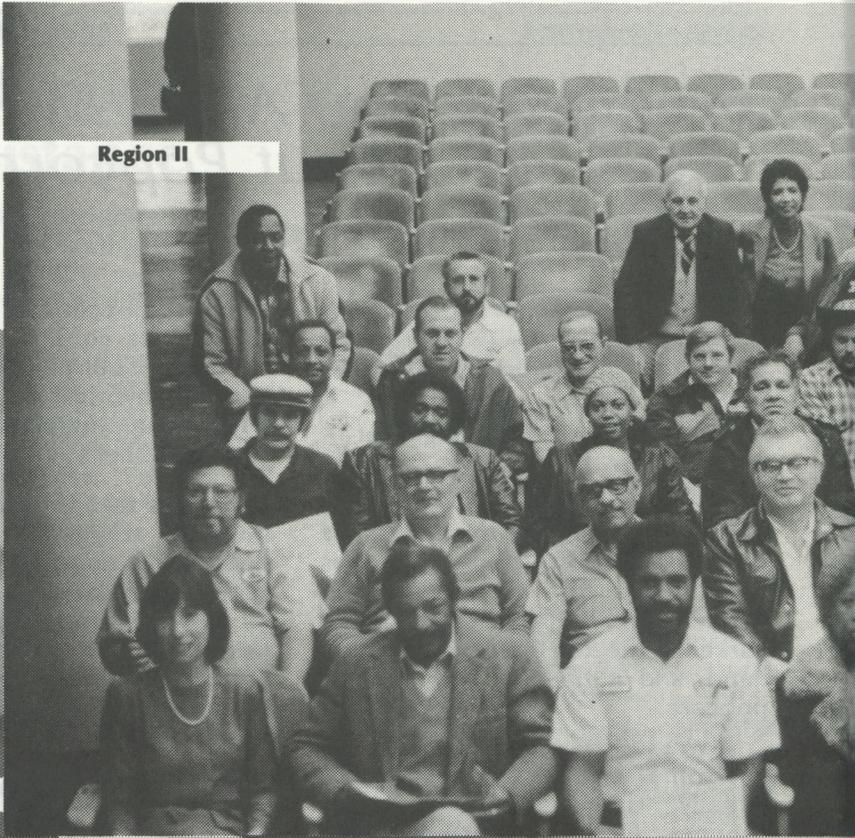
The Training Office, Office of Administrative Services, Department of General Services announces three new training courses in the area of Upward Mobility:

- **Career Goals: A Skills Analysis**
This 1 day course, conducted by Nancy Fisher-Wallace, Training Officer, Department of California Youth Authority, will help employees to identify their job related skills.
- **Career Planning Workshop**
This three half-day workshop, conducted by Nancy Fisher-Wallace and Thor Barrows, Training Officer will assist employees in developing their individual Career Development Plans.
- **Civil Service Examination Workshop.**
This 20-hour course, conducted by Olive Findleton, EEO Officer and Training Office Staff, will teach employees how to present their skills in the examination process, especially during the oral interview. This course has long been one of the most popular classes.

For more information, please see the schedule on page 16 or contact the training Office at 322-6058 or ATSS 492-6058.

Attendance Awards Office of Buildings & Grounds 1984

Region II

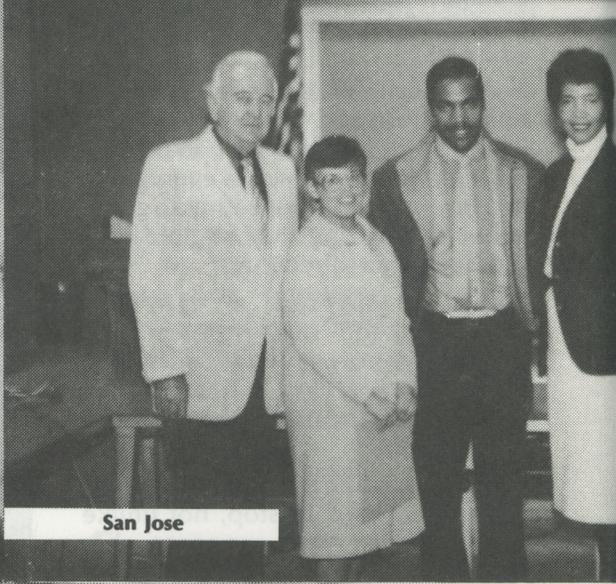


Stockton

Capitol Park Service Area



San Jose



Fresno



San Francisco





Central Plant



Region I



San Diego



Santa Rosa



The Executive Office held its Annual Christmas OPEN HOUSE on Wednesday, December 19, 1984 on the 5th Floor of OB #1.

FEEDBACK

Thor Barrows Training Officer, OAS, received a letter of appreciation from Shamim Khan, Chief, Human Resources Branch, Department of Food and Agriculture, for his assistance in working with Food and Ag staff to complete 2-Tier Retirement training. . . "Working together in this manner helps us to all keep costs down and provides more efficient and effective administration of our personnel programs.

• • •

Jesse R. Huff, Director of Finance, wrote to **Don Male**, State Printer, . . . "Thank you for accommodating the Channel 10 news people and myself last week. It certainly gave me an opportunity to more fully understand the intricacies involved in producing the Governor's Budget.

Oftentimes we take too much for granted and the extraordinary becomes commonplace when it's

because of the commitment, dedication, and hard work of you and your staff.

Please share with all of your staff my sincere thanks for a job well done."

• • •

Elmer Wyre, Office of Procurement, recently spoke before the California Association of School Business Officials on Energy Life Cycle Costing. According to the association, a summary of his comments are to be published in the following publications: "Poppy Seeds" (Calif. School Food Service Assoc.), *School Food Service Journal*, *ASBO Journal of School Business Affairs* and *CASBO Journal*.

• • •

Amanda Behe, Administrative Law Judge, recently presided over a hearing regarding the dismissal of a

charge of the proceedings. Most importantly, she was extremely fair and courteous to all present.

I am certain that your office is aware of just how capable Ms. Behe is. However, I simply had to write this letter because I felt it was so deserved."

• • •

Austin Eaton, Office of Procurement, received the following letter from Deputy Director, Francisco J. Alarcon, Department of Youth Authority.

" . . . I would like to express my personal appreciation to you and your staff for your very positive and helpful response to our emergency project material and equipment needs at the Youth Training School as the result of critical employee/ward safety issues and bargaining unit negotiations.

We recognize that to meet our emergency procurement needs, your staff had to delay other procurement responsibilities. However, this was done with a spirit of teamwork, cooperation, and understanding.

Please share our sincere gratitude with appropriate members of your staff."

• • •

Gary Huchins, Office of Procurement, received the following letter from Ralph Shoemaker, Franchise Tax Board.

"The Franchise Tax Board would like to express its appreciation for your prompt service in regards to the addition of the ITT Courier 9000 series controllers to Master Rental Agreement 6-83-70-06. As a result, FTB was able to purchase newer controllers which met our needs of a single coax multiplexor per eight devices with a cost savings of \$18,500."

• • •

Director Jay R. Stroh, Department of Alcoholic Beverage Control, wrote Donald Mitchell, Director, Office of Administrative Hearings (OAH) on behalf of Administrative Law Judge, **Robert A. Neher**.

" . . . Members of my staff have in-

(Cont'd on page 16)



A Channel 10 News Crew interviews Jesse Huff, Director of Finance (left) and Don Male, State Printer (right) at the Printing Plant.

done year after year. I have been associated personally with Governor Deukmejian's Administration for the last three years. Each of his budgets has been professionally done in a timely manner and delivered to the appropriate places as requested. I know that in every one of those years, this has been accomplished only

staff member of the Red Bluff Union School District. George P. Russell, Superintendent of Schools, wrote the following . . . "All who participated in the hearing were extremely impressed by Ms. Behe. She presented herself to be knowledgeable, competent and there was not a moment's doubt as to who was in

Service Awards



Congratulations are in order for the following employees of the Department of General Services who have completed 25 years of service with the State. Best wishes to you and thank you for your contribution to our Department and the State of California.

JANUARY

James A. Bianco Office of State Printing
 Victor Jang Office of State Printing
 Joseph A. Goncalves Buildings and Grounds
 James G. Ortiz Office of Support Services
 Joe S. Blea Office of Fleet Administration

FEBRUARY

Hardy C. Ross Buildings and Grounds
 Henry A. Carter Buildings and Grounds
 Michael J. Smith Buildings and Grounds
 John J. Dennis, Jr. Office of State Police
 John S. Browkaw, Jr. Office of State Printing

RETIREMENTS

NOVEMBER

John B. Aimo Office of State Architect
 Karl j. Berglin Office of State Architect
 Charles E. Phillips Office of Administrative Services

DECEMBER

Clifton L. Ross Office of Buildings and Grounds
 James J. Montgomery Office of Fiscal Services
 Tony A. Caraska Office of State Printing
 Norine A. Folck Office of Legal Services
 Joseph B. Hill Office of Buildings and Grounds
 Cecil G. Weir Office of Management Technology and Planning
 Wm. M. Wilson Office of State Police
 Lionel C. Richards Office of State Police
 Ruth Gordon Schnapp Office of State Architect
 Nickolas E. Chernoff Office of State Architect
 Rodney M. Ely Office of State Architect.

Buildings & Grounds Employee Retires

After 25 years of state service **Don Stanley** retired from the Office of Buildings and Grounds, Region II, Sacramento from his position as Supervisor of Building Trades. Don's first state job was with the Office of the State Architect in Norwalk, California, where he established a cabinet mill, working both for Direct Construction and Restoration. He transferred to Building and Grounds, Sacramento in May 1964 at the 11th and R Streets shop. He moved on to DMV, where he was a carpenter for DGS until 1972 when he took over the responsibility of the 11th and R Streets shop. He briefly left state service in 1973 and worked in Nevada but returned to DMV as a carpenter in 1974. Don was promoted to Supervisor of Building and Trades in 1976 and transferred to Porterville State Hospital, returning to DMV in 1977. He moved to his last position as Supervisor of Building Trades in Region II, Resources Building where he remained until his retirement November 29, 1984. Don has been married for 40 years, raising a family of four children ranging in age from 24 to 38, with 6 grandchildren. Don plans on remaining busy with hobbies of photography and travel, while working part-time for his church.

OSP Employee Retires

On December 7, 1984, **Tony A. Caraska**, Truck Driver, Warehouse, Office of State Printing, retired after 31 years of state service. His entire career was spent working at the Printing Plant.

His friends and fellow employees threw him a retirement luncheon. Seven members of his family attended, including his four year old granddaughter.

His retirement plans include golf, golf and more golf with plenty of time for relaxation. He also plans to do some traveling and maintain his beautiful home and garden. His supervisor, Del Bangs, described Tony as "... just one of those persons you like to have as an employee and friend. He is dependable, loyal, conscientious and courteous."



Rosamond Bolden, Chief, Office of Buildings and Grounds, and W.J. Anthony, Director, congratulates Arthur May (l) and Kei Matsui (r) on the receipt of their 25-year Awards.

International Printing Week

During the week of Jan. 14-18, 1985 the Printing Plant held tours in observance of International Printing Week. Approximately 150 people toured the plant during the week including school children, media people and various state employees who use the services of the plant.

By law, the Printing Plant provides printing for the executive, legislative, and judicial branches of state government. The plant occupies 300,000 square feet of floorspace. 500 men and women are employed at the plant and three shifts work around the clock to meet delivery commitments.

California has had a State Printer since Jan. 20, 1850, more than 8 months before California became a state and was admitted to the Union. The first State Printer was H.H. Robinson, elected by the legislature.

The current State Printer Donald E. Male was appointed by Governor Deukmejian in Oct. 1983. Don grew up in the printing business in LA and worked for Anchor Press in Sacramento prior to coming to General Services.

At a luncheon held on January 16, 1985 in honor of International Printing Week, Don Male on behalf of OSP was presented a Certificate of Excellence for craftsmanship and printing of the 1985-87 California

State University, Chico Catalog cover. The piece won the award in competition with 90 other awards.

The four color cover illustrates colorful rocks beneath a clear stream with insets of campus photos. The award was presented by the Sacramento Printing House Craftsmen. Competition was open to anyone in the printing trade.

ASD Enters High Tech

The new Xerox 9900 Computerized Duplicator will replace the old Offset Press. Without a doubt the 9900 is one of the most advanced State-of-the-Art Xerographic duplicators of today. The ARB will be the first to receive such a machine in State government. The Electronic Control Center, a large CRT display, serves as the focal point for the operator in activating the 9900's many features and capabilities. Special thanks goes out to **Guy Blair** OSS and **Shirley Swanson** OP of the Department of General Services for their effective analysis of our Reproduction Shop which determined the most cost effective equipment which satisfies ARB's work load requirements.

Editors Note: This article appeared in the 1985 Jan/Feb issue of the Air Resources Board newsletter, Clean Air Times.



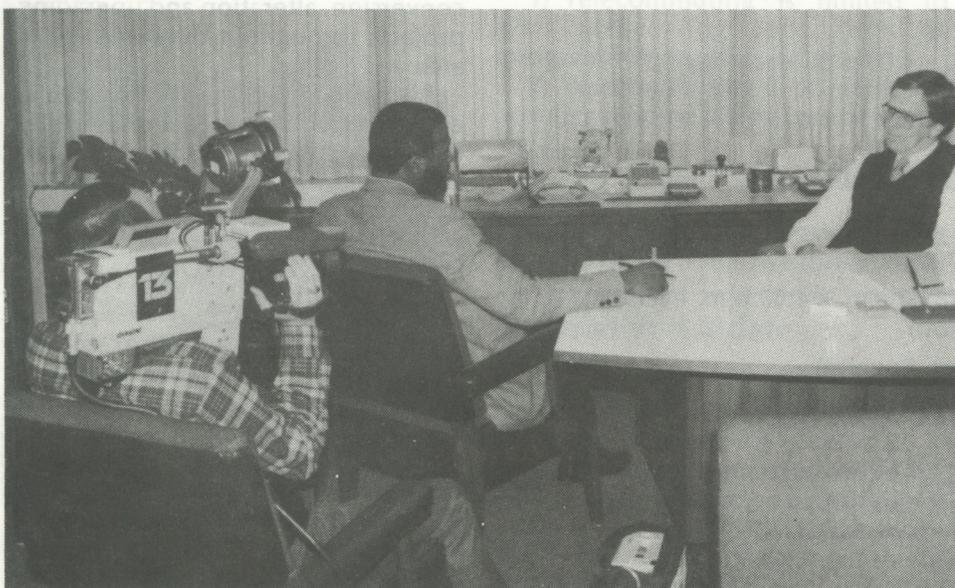
Energy Cookbook

The California Department of General Services' Office of Energy Assessments recently published a book entitled the *Cookbook for Energy Efficient Classroom Design*. This handy reference manual includes thirty-five energy-efficient design recipes for K-12 classrooms, each of which contains:

- A narrative description and illustration of the design strategy
- The construction cost range
- A performance summary
- When the strategy should be considered in the design process
- The payback range
- Design notes and precautions
- An illustration of the before and after energy use and percent of energy saved by the measure.

The purpose of the *Cookbook for Energy Efficient Classroom Design* is to steer school administrators and their architects towards cost-reducing classroom designs, and increase the acceptance rate for schools that apply to the State Allocation Board (SAB) for energy-efficient school construction funds. Pursuant to the Leroy F. Greene Lease Purchase Act, the SAB is authorized to distribute supplemental funds to K-12 schools that incorporate energy-conserving features in the design of new or renovated facilities. The *Cookbook for Energy Efficient Classroom Design* includes a chapter on application guidelines to assist administrators in obtaining these funds.

Copies of the *Cookbook for Energy Efficient Classroom Design* cost \$6.00, and can be ordered by contacting Dana Stokes at the Office of Energy Assessments (916) 323-8777.



In celebration of International Printing Week the Printing Plant held OPEN HOUSE. A Channel 13 news crew was one of many groups that toured the Plant during the week.

TRAINING COURSE SCHEDULE

MARCH — JUNE 1985

ADVANCED SUPERVISION (8:00 a.m. - 4:00 p.m. each day)

Section 1: March 4, 5, 6, 7, & 8

Section 2: May 20, 21, 22, 23, & 24

Section 3: June 3, 4, 5, 6, & 7 (Los Angeles)

AFFIRMATIVE ACTION (8:00 a.m. - 4:00 p.m. each day)

Section 3: March 11 & 12

Section 4: April 2 & 3 (Los Angeles)

Section 5: May 6 & 7 (San Francisco)

BASICS OF SUPERVISION (8:00 a.m. - 4:00 p.m. each day)

(Replaces First-Line Supervisors Workshop)

Section 6: March 18, 19, 20, 21, & 22 (San Diego)

Section 7: April 22, 23, 24, 25, & 26 (Los Angeles)

Section 8: May 6, 7, 8, 9, & 10 (San Francisco)

Section 9: June 24, 25, 26, 27, & 28

CAREER GOALS: A SKILLS ANALYSIS (8:00 a.m. - 4:00 p.m. each day) *

Section 1: March 22

Section 2: April 19

Section 3: May 10

CAREER PLANNING WORKSHOP (8:00 a.m. - 12:00 noon each day) *

Section 1: June 7 & 21 and September 6

CIVIL SERVICE EXAMINATION WORKSHOP *

(8:00 a.m. - 12:00 noon each day) A.M.

(12:15 p.m. - 4:15 p.m. each day) P.M.

Section 2: March 4, 5, 6, 7, & 8 (P.M.)

Section 3: March 25, 26, 27, 28, & 29 (P.M.)

Section 4: April 8, 9, 10, 11, & 12 (A.M.)

Section 5: May 13, 14, 15, 16, & 17 (P.M.)

Section 6: June 10, 11, 12, 13, & 14 (P.M.)

COMPLETED STAFF WORK (8:00 a.m. - 4:00 p.m.)

Section 2: April 26

CONFLICT MANAGEMENT (8:00 a.m. - 4:00 p.m. each day)

Section 3: March 13 & 14

Section 4: May 8 & 9

GRAMMAR AND PUNCTUATION FOR SECRETARIES

(8:00 a.m. - 12:30 p.m. each day)

Section 1: April 4, 5, 8, & 9

INTRODUCTION TO SUPERVISION (8:00 a.m. - 4:00 p.m. each day)

(Formerly New Supervisors Workshop)

Section 10: April 8, 9, 10, 11, & 12 (Los Angeles)

MANAGING COMMUNICATION THRU ASSERTION

(8:00 a.m. - 4:00 p.m. each day)

Section 4: April 10 & 11 (San Francisco)

Section 5: May 21 & 22

Section 6: June 12 & 13

*Denotes new courses; See page 9 for course descriptions.

Feedback . . .

(Cont'd from page 12)

formed me that they frequently hear meritorious comments from witnesses and parties involved at Judge Neher's hearings, about his ability to conduct a fair and judicious hearing. Judge Neher's courtroom manners and attitude towards all parties and witnesses tend to develop an atmosphere that is highly sought after but seldom accomplished in a hearing or judicial setting.

Moreover, I have read a number of Judge Neher's proposed decisions involving nonroutine allegations and issues and find them to be well written. It has been my observation that the proposed decisions submitted by Judge Neher set forth the issues and findings in clear and understandable language.

It is a pleasure for me to communicate such favorable information about a public employee who is involved in an administrative function that is often the subject of criticism due to the very nature of the task involved with an adversary proceeding."

• • •

The Office of the State Architect recently received a citation from the Los Angeles Olympic Organizing Committee "in recognition and appreciation for its contribution to the success of the games of the XXIII Olympiad."

The assistance and guidance given to the LAOOC on a number of conversion, alteration and upgrading projects throughout the Los Angeles area were cited.

Also recognized was the special effort required to complete two major projects at Exposition Park for the Museum of Science and Industry in time for the Olympics. The citation was signed by Peter Ueberroth, President of the LAOOC.

• • •

Joseph Radding, Programmer Analyst, Joint Legislative Budget Committee, for the past several months has been working closely with **Gaylord Moulds** and **Steve Hall**, Office of Procurement, in preparing a Request-for-Proposal (RFP) document for a management study of the Office of Procurement. He wrote. . . "I would like to personally commend Gaylord

(Cont'd on page 17)

(Continued)

(Continued)

Moulds and Steve Hall, . . . These individuals displayed a high level of honesty, integrity, and professionalism throughout the RFP development and bid evaluation process. They set a fine example for other state employees.

"I also would like to express my appreciation for the effort of Linda Davis who so diligently and efficiently typed and proofed the RFP document in all of its draft forms."

● ● ●

Elosia Stratton, Office of Management Technology and Planning, received this letter from Rick Engvall, OSS - Parts Warehouse.

"On behalf of myself and the other employees, we would like to extend a warm thanks for the job well done by **Wendy Thomure**. Along with her consistent good work habits in regards to key entering over 2,500 inventory items to our IBM (PC/XT) Database, she is a sincere person to know and work with. There was some concern considering her handicap, but after the first few hours on the job, we were very much impressed with how easily we all communicated with her.

If the need arises in the future for more assistance from your office, we hope to have the pleasure of working with her again."



TRAINING COURSE SCHEDULE (Cont'd from page 16)

MANAGING & SURVIVING ORGANIZATIONAL STRESS

(8:00 a.m. - 4:00 p.m. each day)

Section 5: March 7 & 8 (Los Angeles)

Section 6: May 15 & 16 (San Francisco)

Section 7: June 4 & 5

MANAGEMENT BRIEFINGS

(Day 1, 8:00 a.m. - 4:00 p.m., Day 2, 8:00 a.m. - 12:30 p.m.)

Section 2: April 19 & 22

Section 3: May 1 & 2

Section 4: June 19 & 20

NEW EMPLOYEES ORIENTATION (SACRAMENTO) Now 3 hours

(8:00 a.m. - 11:00 a.m.) (A.M.)

(4:00 p.m. - 7:00 p.m.) (P.M.)

Section 11: March 27 (A.M.)

Section 12: April 24 (A.M.)

Section 13: May 29 (A.M.)

Section 14: June 26 (A.M.)

NEW EMPLOYEES ORIENTATION (SOUTHERN)

(9:00 a.m. - 12:00 noon each location)

Section 1: April 4 (Los Angeles)

Section 2: April 5 (San Diego)

NEW EMPLOYEES ORIENTATION (NORTHERN)

(9:00 a.m. - 12:00 noon)

Section 1: May 8 (San Francisco)

For further information contact the Training Office on 322-6058 or ATSS 492-6058.

A Short Quiz on Telecommuting

QUESTIONS

Answer each question true or false.

1) Telecommuting is limited to data processing jobs such as programming or data entry.

2) Telecommuting is primarily for women at home taking care of young children.

3) Telecommuting means working at home.

4) Telecommuting means being away from the office five days a week.

ANSWERS

Although most people would say that all of these statements are true, in fact they are all false. These are the "myths" of telecommuting and must be overcome if telecommuting is to be successful.

Source: **Computerworld**, 9/17/84, "The Office Away from the Office", Gil E. Gordon.

Legislative Update . . .

(Cont'd from page 4)

businesses that bid competitively on State agencies' service contracts.

SB 1362 (Stiern) transfers responsibility for administration of the federal surplus personal property/hardware program from the State Department of Education to DGS.

AB 3703 (Vasconcellos) encourages third party financing of energy

projects at State facilities. The bill establishes specific incentives for sharing operating savings between the State budget and participating institutions.

AB 3361 (Elder) creates a new retirement category called Peace Officer/Firefighters and sets up various retirement guidelines. In DGS the bill applies to specified employees in the State Police Division.

The Official 1984 Christmas Tree

The official 1984 State Capitol Christmas Tree was a gift from the Evans' family, who lives on several acres approximately ten miles south of Placerville. They donated the 35 foot Douglas Fir to the State of California and it adorned the east lobby of the Capitol during the 1984 holiday season.

On December 3, 1984, the Evans' invited several neighbors and relatives to watch the Buildings and Grounds crew cut the tree. Three television and a local newspaper crew were also on hand to cover the event. The Evans' provided home baked pies and hot cider to all who participated.

Mr. Evans is a counselor at a nearby school and Mrs. Evans operates a food catering service. They and their children live on the tree farm which is also the home to rare sheep and other farm animals.

The Evans' were delighted to attend the official tree lighting ceremony held at the Capitol and to meet Governor and Mrs. Deukmejian who acknowledged their gift.



Mr. & Mrs. Evans, donors of the Official 1984 State Christmas Tree met with Rosamond Bolden and Director Anthony prior to attending the tree-lighting ceremony held in the Capitol.

WELCOME BACK

The Office of Procurement is pleased to announce that Patrick Bailey has returned to the staff of the Specifications and Quality Control Section as an Associate Procurement Engineer. We feel that the experience Pat has gained from his four years hiatus at the California Energy Commission will enhance our energy program. Pat is assigned to the Energy Efficient Procurement Program (EPPP) group. The EPPP staff is responsible for the development and implementation of life cycle costing (LCC) methods. LCC methods are included with the bidding process such that the operating cost combined with the initial cost of LCC commodities become the award factor. These LCC methods have allowed the State to purchase more energy efficient equipment with significant savings in energy and dollars.

Rave Reviews for Two DGS Employees

Its rave reviews for **James Robert** and **Cynthia Gatlin** and their performance in "Shticks and Stones". James is an employee in the Office of Small and Minority Business and when not working he is performing in local theatrical productions. The same holds true for Cynthia, an Associate Data Processing Analyst, Office of Management Technology and Planning.

During the months of January and February, James and Cynthia performed in a musical revue of "19 parodies" written by Allen Sherman, a TV comedy writer of the 1960's. Performances were held at the Old Eagle Theatre in Old Sacramento.

Both James and Cynthia are members of the Chautauqua players, the theater company that created the one hour musical comedy.

According to Robert A. Masullo, **Sacramento Bee** Reviewer, "Shticks and Stones" provided the audience with one of the fastest hours of local live entertainment in recent mem-

ory." He also described James' vocal interpretation of "The Bronx Bird Watcher," as "delightful."

James has been acting for 18 years; ever since he graduated from college back in Oklahoma.

Last year he won an award for director of the "Best Musical of the Year" in Sacramento. He directed "March of the Falsettos."

During early February 1985, he held auditions for "Bleacher Bums", a comedy about the Chicago Cub fans. Performances will be held at the Old Eagle Theater during April and May 1985.

Cynthia, a CSUS graduate, has been performing locally for several years. Just prior to her performance in "Shticks and Stones" she played Agnes in **Agnes of God**. She told me that Jane Fonda took "her" part in the upcoming film production. Cynthia just recently transferred to DGS from the Department of Transportation. She is an instructor in the SEEP program.



Dennis Jackson, EEO Office, is the new chairperson of the Affirmative Action Advisory Committee.

STATE EMPLOYEES FOOD DRIVE — 1984

Committees . . .

(Cont'd from page 7)

participating on any of the advisory committees should contact the appropriate chairperson:

- AAAC Dennis Jackson 324-7108
- DAC Barbara Rochlin 324-8868
- WPAC Joyce Cortez 324-2685
- TDD 324-0940

If you wish to have your name added to the Women's Program Mailing List, please request by sending your name and work address to:

Gale Chew
Office of Telecommunications
2025 19th Street
Sacramento, CA 95818

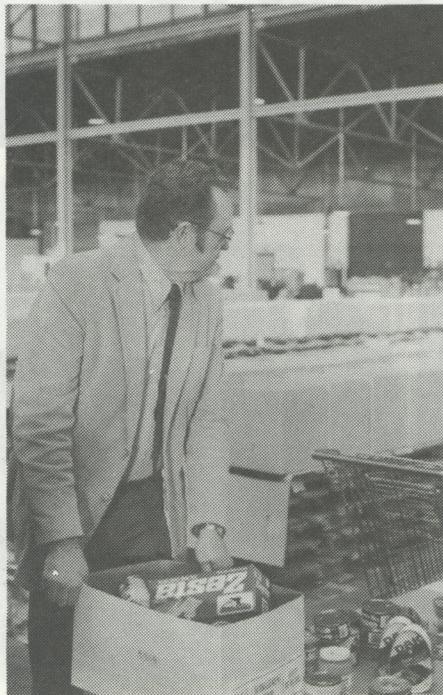


General Services employees help sort food at the Sacramento Army Depot on December 14th, 1984. All the food that is donated is boxed and distributed to needy families throughout the Sacramento area.

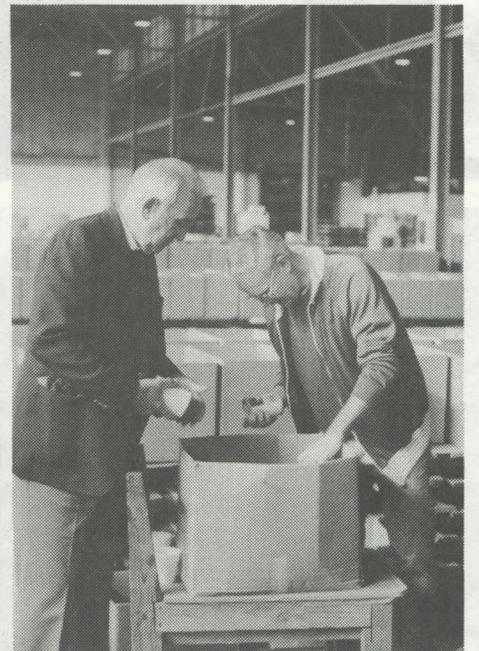


DGS employees alone donated 8058 lbs and \$876 in cash donations for a total of 3.41 lbs per employee in the Sacramento area.

The top three contributing agencies were: 1) State and Consumer Services Agency which donated 34.76 lbs per employee; 2) Board of Control which donated 22.77 lbs per employee; and 3) Emergency Services which donated 17.3 lbs per employee.



Fred Haynes, Office of Fleet Administration, served as DGS coordinator for this year's Food Drive.



W.J. Anthony, Director and Dale Garrett, Deputy Director, lend a helping hand on Food Sorting Day. This year State employees donated 61.6 tons of food which exceeded the goal by 1.6 tons.

OPEN HOUSE



The Women's Program, "Women Together," held its first annual OPEN HOUSE on Wednesday, December 19th, 1984 on the 2nd floor of OB #1.