

attended a meeting on deferred giving Dec. 4 in San Francisco, Calif.

NEW EMPLOYEES: LOUISE TOMLINSON, secretary to the dean; FRAN BEENE, custodial; second year student-doctor DON RINKER is the night library attendant; WALLIE DEL BOSQUE and CHRIS CAMPBELL work part-time at the Library circulation desk.

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# Dateline

Published fortnightly for the  
Texas College of Osteopathic Medicine Community

December 12, 1975

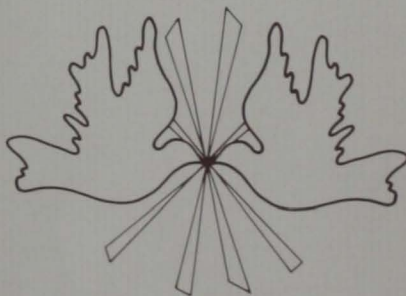
Vol. 1/No. 4

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## President Nolen sends holiday wish

This past year has been an exciting one for all of us at North Texas State University and Texas College of Osteopathic Medicine. Many hopes became realities, including the merger of the two schools, and much progress toward quality education has been made on both campuses.

So during this holiday season may we as an academic community give thanks for our many blessings and pray for a fruitful new year.



Personally, I thank each of you for your loyalty and devotion and wish you and your family a happy holiday.

Seasons Greeting's and Happy New Year.

*C. E. Nolen*

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DATELINE is published every other Friday for members of the Texas College of Osteopathic Medicine community. Verlie McAlister, editor. Deadline for submission of written material is noon Monday before publication. The information is collected, edited and written in the Public Information Office, Ext. 74.

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## Special hours set for holidays

Special holiday hours have been set for TCOM during the Christmas holiday and semester break.

TCOM students will begin their holiday after final exams on Dec. 19 and staff members will begin theirs at the end of the working day Dec. 23.

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Staff will return on Jan. 5 while students will not begin the second semester until Jan. 12.

The Camp Bowie Central and Rosedale Clinics will be closed Dec. 24, 25 and Jan. 1 and 2 during the long break. The Mobile Clinic will be closed from Dec. 22 - Jan. 2.

The Library will be closed Dec. 24 - 28, Dec. 31 and Jan. 1. On Dec. 29 and 30, it will be open from 9 a.m. - 9 p.m. Hours for January are: Jan. 2, 9 a.m. - 9 p.m.; Jan. 3, 9 a.m. - 3 p.m.; and Jan. 4, 2 p.m. - 10 p.m. Regular Library hours will resume Jan. 5.

Persons wishing to pick up their December paychecks can do so on Dec. 31 from 8 a.m. - noon in the Business Office in the Annex Building.

## Social Security vote Dec. 15

A referendum election of all TCOM employees to determine whether Social Security, in addition to Teachers Retirement, will be deducted from paychecks will be held Dec. 15, according to Milton Glenn, election committee chairman.

Balloting will be held in three locations -- Dr. J.K.G. Silvey's office in Denton, Administration Building conference room and the personnel office in the Annex Building, both in Fort Worth. Voting will be from 9 a.m. - noon and employees must come to one of the polling places to vote, Glenn said. Failure to vote will be counted as a no vote.

Eligible voters in the upcoming referendum are all persons employed on Sept. 8 and continuously employed by TCOM through Dec. 15.

Glenn explained that Teachers Retirement is required of all state employees, but they do have the option to have or not have Social Security also deducted. "A simple majority, 50 per cent plus one, will determine whether Social Security is taken out or not. This is a one-time referendum and however the vote turns out is the way it will be from now on," he said.

## Final exams set

Schedule for final exams for first, second and third year classes will be from Dec. 13-19 in Denton and Fort Worth. Schedule for all classes is:

### Dec. 13

8 a.m.-Physiology (first year)

### Dec. 15

9 a.m.-OB-GYN (third year)  
9 a.m.-Pharmacology (second year)  
1 p.m.-Gross Anatomy (first year)  
1 p.m.-Ophthalmology (third year)

### Dec. 16

9 a.m.-Microbiology (second year)  
10 a.m.-Neurosciences (third year)  
1 p.m.-Biochemistry (first year)  
1 p.m.-Physical Diagnosis (second year)

### Dec. 17

8 a.m.-Genetics (first year)  
8 a.m.-Otolaryngology (third year)  
9 a.m.-OPP&P (second year)  
12 p.m.-Psychology (first year)  
1 p.m.-Medicine (third year)  
2 p.m.-Radiology (second year)

### Dec. 18

1 p.m.-Histology (first year)  
1 p.m.-OPP&P (third year)

### Dec. 19

9 a.m.-OPP&P (first year)  
9 a.m.-Pathology (second year)  
11 a.m.-Psychiatry (second year)  
1 p.m.-Medical Jurisprudence (third year)  
1 p.m.-Surgery (third year)

## Grade reports due Jan. 5

Grade reports for this semester from all professors are due in the Registrars Office on or before Jan. 5, 1976, according to Mrs. Earlene McElroy, acting director of admissions and registrar.

Mrs. McElroy said grade sheets have been sent to each professor and the absolute deadline for turning them in is Jan. 5. "Hopefully, we will have them all in before the Christmas holidays begin," she said. "We have to notify each student of his first semester grades before the second semester begins on Jan. 12, 1976."

## New HEW secretary honored

Dr. Gustave Ferre, vice president for medical affairs; Dr. Ralph Willard, dean; and A.M. Willis, Jr., chairman of the NTSU Board of Regents, represented TCOM Dec. 3 in Washington, D.C., at a



reception honoring Dr. David Mathews, newly appointed secretary of the Department of Health, Education and Welfare.

Sponsored by the Board of Governors of the American Association of Colleges of Osteopathic Medicine, the reception was the first official introduction of Sec. Mathews to Washington, Dr. Willard said.

Dr. Willard, who is on the AACOM Board of Governors, said the reception was attended by congressmen, senators, presidents and deans of the nine osteopathic colleges and top officials of the American Osteopathic Assn.

## SC houses dining, recreation areas

TCOM's new Student Center is open and ready for business. Located at the corner of Camp Bowie Boulevard and Montgomery Street, the facility was recently opened when Dr. Gustave Ferre, vice president for medical affairs, turned over the keys to Steve Farmer, Student Council president.

The two-story building includes dining and recreational areas and offices. Located on the first floor, the dining area provides students, staff and faculty with a place to eat and visit. A variety of vending machines providing both food and drinks are available. The recreational area, also on the first floor, has pool and ping pong tables. The Student Affairs Office and student organization offices are located on the second floor.

Hours for the facility are from 8 a.m. - 5 p.m., Monday through Friday.

## Regents approve TCOM items

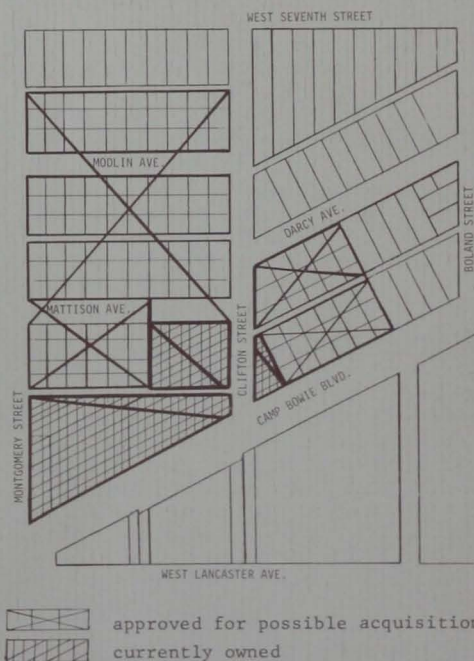
Many times action taken by the North Texas State University Board of Regents, TCOM's governing body, does not get reported in the news media because of lack of space or time. In order to keep the TCOM community informed about regents action Dateline will publish a report of the action taken after each quarterly meeting of the regents.

At the Nov. 21 meetings in Denton, the sale of \$500,000 in Student Use Fee Bonds and approval of acquisition of property to the east and north of the present TCOM campus was approved.

Proceeds from the bonds will be used by the regents to provide funds to acquire property for TCOM.

In presenting the recommendations

of the architectural firm of Fisher and Spillman of Dallas concerning future land acquisition, President C. C. Nolen told the regents there are no immediate plans and no funds available for acquiring land other than lots directly north of the present campus site. "We are staking out a claim for the future and we don't even know if we want all this land," he said. These land acquisition plans must be submitted to the Coordinating Board, Texas College and University System for its approval.



In addition to the land directly north of TCOM, the regents approved for possible acquisition parcels of land bounded by Mattison Avenue, Montgomery Street, Modlin Avenue and Clifton Street, including the south side of the block bounded by Modlin, Montgomery, West Seventh and Clifton. Also involved is the western half of the block bounded by Camp Bowie, Clifton, Darcy and Boland.

In other action the board approved a grievance policy for non-faculty staff personnel (see separate story), authorization to collect \$25 application fee and \$250 non-refundable



assurance fee deposit from students, fiscal regulations for TCOM, inter-agency contracts between TCOM and NTSU, guidelines and procedures for the administration of tuition scholarships for TCOM, writing off any debts of the clinics over 120 days old, having the Bank of Fort Worth as an additional depository bank and a Medical Service, Research and Development Plan. The board also approved several new positions including an assistant to the dean, assistant to the vice president for medical affairs, dean or director of admissions and records, scientific instrument repairman, medical photographer, audiovisual service attendant for NTSU, two senior secretaries, one clinical secretary, one executive secretary, two senior clerks, accountant, two accounting clerks, two groundsmen and four custodians.

## First grievance plan adopted

In an effort to achieve good employee-management relations and to expedite handling employee complaints, the NTSU Board of Regents has adopted TCOM's first grievance procedure for all non-faculty staff.

Designed to accomodate problems which arise in the course of employment, complaints may be made pertaining to any alleged unfair treatment or dissatisfaction with any aspect of an employee working conditions, Dr. Walter Brake, director of personnel, said. Included, but not limited to, are such areas as classifications, suspensions, discrimination, sick leave, leave of absence, promotions and demotions.

According to the procedure, an employee should first discuss the problem with his immediate supervisor within 10 working days of his awareness of the dissatisfactory condition. Within three working days, the supervisor should make every effort to resolve the complaint and justifiable complaints should be adjusted and unjustified ones should be explained.

If a solution is not reached, the employee then proceeds to step two and files a Grievance Form with the department chairperson within five working days. The chairperson then attempts to solve the problem within

three working days and attaches a written report to the Grievance Form and forwards it to the Personnel Office.

If the employee feels neither of the first two steps has succeeded in solving the conflict, he can, within five days, file a Grievance Form with the director of personnel who will attempt to solve the problem within three working days. If no solution has been reached at this point, the employee notifies the personnel director that an appeal to the Grievance Board is requested.

The Grievance Board will be composed of five persons, three selected by the employee and two by the department chairperson. The selections will be made from a group of 10 employees consisting of staff members and representatives of the staff in terms of sex, race, supervisory and non-supervisory status which is maintained by the Personnel Office and approved by the vice president for medical affairs. This panel serves for one year. Selection of the 10-member panel is being made and will be announced shortly, Dr. Brake said.

After the Grievance Board is selected, it is convened within two weeks, holds a hearing and makes a written recommendation to the vice president for medical affairs as to what action it feels should be taken.

The vice president then reviews the board's findings and furnishes the employee with a written reply stating his decision based upon the findings of the Board. In all cases, the vice president's decision is final.

Any employee may exercise any of the rights provided in the grievance procedure without being penalized or prejudiced in his employment, Dr. Brake said. He added that supervisors have the responsibility to make a sincere effort to find a satisfactory resolution to the problem and to reach a mutual understanding with the employee.

## People, places, things

DR. THOMAS W. WHITTLE, chairman and clinical professor of psychology, has been named a Fellow in the American College of General Practitioners.... DR. J. THOMAS O'SHEA, chairman and clinical professor of pathology, has been named a delegate to the Texas Cancer Coordinating Committee. He also attended the 20th Annual Clinical Conference Nov. 13-15 at M.D. Anderson Hospital and Tumor Institute in Houston. RAY STOKES, director of development,