



Thursday, April 11 1991

Vol 3 No 5

## Reduce, Re-use, Recycle

by Irene de Moor

During a recent workshop on recycling organized by the Wildlife Society in Port Elizabeth the whole question of recycling/reduction was hotly debated. Representatives from the recycling industry emphasised the need to get a steady flow of material and almost seemed to be proposing that we use more paper, more glass, more metal so that their operations could run efficiently.

One can understand their point of view, as a steady supply of materials is obviously important for the whole economics of recycling, but it would be dangerous to lose sight of the fact that reduction of the waste stream in the first place must always enjoy a higher priority than recycling.

The production of non-returnable packaging such as dumpy bottles requires energy, the recycling of these bottles requires more energy. Returning bottles for re-use is less wasteful of energy and ultimately better for the environment.

For this reason many states in the USA have now passed laws stipulating that certain items such as beer and beverages must all be sold in returnable containers. Environmentalists the world over are pushing the 3-R slogan - Reduce, re-use, recycle. We don't want to knock recycling - but it must be seen in context with the whole picture.

Computerization and automation in offices has resulted in a phenomenal increase in the consumption of paper and a recent survey in the *Business Times* indicated that paper consumption in the average office has doubled in the last seven years and is expected to double again in the next seven years. At

the same time, a paper deluge has hit landfill sites around the country.

The garbage mountain is growing and a large proportion (approximately 30%) is paper. In spite of this growing problem, recycling in South Africa seems to lag behind that of most western European countries where consumers have the option of buying a wide range of products made from recycled paper including stationery. Some states in the USA also stipulate that all newsprint must be comprised of at least 30% recycled paper.

During an interview with Mr Gus Mason of SAPPI recycling, the question of recycled stationery was raised. Why can't we buy recycled paper in South Africa? He replied that this was not necessary at this stage because recycled paper is already being used to produce a whole range of goods, including fluted paper, corrugated board, egg boxes, wine sleeves, tissues and toilet rolls. The demand for these products is so high that at this stage it would not be necessary to go into the production of recycling of stationery (a complicated and sometimes polluting process).

Although Mr Mason mentioned that the inner rolls of toilet paper were made from recycled paper, apart from the OK's "Green" toilet paper, it seems that most South Africans are still using toilet paper made from pure virgin paper straight from the pine tree. Obviously there is a lot of room for expansion of the recycled paper market and this depends very much on a greater effort on the part of the public and Municipalities.

(Irene de Moor has more to say in future issues)

## Beware of computer viruses

by Dick Henderson

Computer viruses and related problems have become a reality, and an annoying problem at Rhodes. There is quite a body of expertise among the staff and technicians, and a number of programmes are available to detect and purge viruses, but when the problem strikes it wastes lots of time and energy.

For some years the Computer Science Department has used a system on its public laboratory machines that "write protects" part of the hard disk drive. Initially this was developed, in the pre-virus era, to prevent students from accidentally deleting the software that they were using. Not only has this saved us hours of time spent in re-installing systems, it has proved very effective in keeping viruses at bay, since it appears that at present none of them are able to infect write-protected disks.

In practice what happens is that the drive is divided into at least two "partitions". The C: partition - from which one boots - is set up as usual, with directories created to contain system software such as DOS, WordPerfect, PlanPerfect and so on - those files that are to be "read" but not "written". This partition is then "locked" in firmware so that its files, directories, boot sectors and partition tables cannot be altered. The rest of the drive - the D: partition - is then used to store volatile and data files.



Of course, provision is made for being able to "unlock" the drive again to handle updates, installation of new software, and the like.

I have refined the system, and am now prepared to provide it for other departments, at low cost. On many XT machines the system requires only that a chip be plugged onto the mother board. On some other machines it requires a small board to be made up and plugged into one of the expansion slots. Each system is tailored to a particular department (so that the software which unlocks a machine in one Department will not unlock machines elsewhere).

The system is highly recommended, especially for machines to which students or children have access, as viruses are often spread by the somewhat dubious software that these users have "acquired".

Interested persons are asked to contact Dick Henderson (extension 291/292).

## SPA gets record piracy settlement

The US Software Publishers Association (SPA) has announced a \$300 000 settlement - its largest ever - in a case of illegal software copying.

The settlement follows a search-and-seizure raid in November on the Chicago office of Davy-McKee, an international construction engineering firm. The SPA was acting on behalf of WordPerfect, Lotus Development and Software Publishing Corp.

As part of the settlement, Davy-McKee must audit all PCs at its nine US locations. In addition, the SPA will be allowed to conduct its own audits at the firm for the next two years.

How did the SPA learn about Davy-McKee's transgressions? The association has not said, but a lone female "temp" was responsible for spilling the beans in three other cases.

(Acknowledgements to TechKnowledge Information Management Monitor)

Save your waste paper for recycling week  
April 22 - 26



# RUSA NEWS

by John Eller

## Chairman's Report back

The meeting with the administration held on Tuesday, March 26, ended inconclusively and was a general disappointment. The administration, represented by Dr Derek Henderson, Dr Keith Hunt and Mr Bruce Smith, was often evasive and seemed unprepared, and appeared unwilling to recognize that poor communications (or no communication) caused uncertainty, discontent and rumour mongering.

The questions submitted by RUSA and which were published in the last issue of *Rhodos* were dealt with as follows:

## Salaries

Other than to acknowledge that it had read of the government intention to grant an increment to the public service, the administration had done nothing to indicate that it needed to know "how much" and "when" as a matter of urgency. It confirmed it would not act until it had heard from government in writing.

## Group Life Insurance

The administration seemed wholly unaware of the benefits of a Group Life Scheme. Comments ranged from "why can't staff take out their own 'term' assurance" to "a compulsory subsidized scheme is as undeviable as the compulsory subsidized medical aid scheme." After some discussion Mr Smith was asked to investigate the cost of a Group Life Scheme and to look at possible alternatives.

The administration stated that by moving from one medical aid

scheme to another it had not saved anything. Rather it had moved out of a scheme which it could no longer afford. Thus there was no saving and therefore nothing which could be put towards funding a Group Life Scheme.

## Job Evaluation

The administration advised that a further statement in progress had been prepared and would appear in *Rhodos*. It felt too many reports or statements would serve no useful purpose.

It hoped that by the end of April it would be able to advise senior staff of the outcome of this phase and that Mr Davel would then be able to tackle the final phase, evaluating service staff jobs.

When pressed on the subject of whether a promotion appraisal would be linked to the system the administration ducked and dived. It stated it had no idea that the introduction of the Paterson Job Evaluation System would take as long as it had (a mere nine months so far) and that it would like to see it bedded down and working before it committed itself to further additions or refinements.

## Holders of certain posts not eligible for membership of RUSA executive

The administration did not think it necessary to state which the posts were. It was obvious that those who regularly attended Council meetings would find themselves in difficult positions. One could not be expected to legislate for every eventuality.

## Extension of Alty Awards

Again, this award was not even one year old and the administration would prefer not to change it before a pattern had begun to develop. It would like to see it bed down, to mature and for the university to gain operational experience before considering expansion.

The fact that this means no encouragement will be given to admin/technical staff to improve their value is not seen to be of any consequence.

## Assisting disadvantaged staff to educate their children

"The university did much to assist the community ... largely through GADRA," so said the administration. The whole thrust of the RUSA question was that the university should define and publicize what it did to assist its staff.

The fact that a statement appears in the Rhodes University Worker's Guide that "75th Anniversary bursaries are available," begs the question. In the first place the statement is confirmed in a booklet given to service staff on their first day of employment, and many of them cannot read. Secondly, no mention is made of the availability of loans for school clothing, books, etc. Thirdly, just how much thought has been given to this crucial matter.

## Second Bonds

Good news - is it?

Dr Henderson stated that subsidies on second bonds were avail-

able in exceptional circumstances. This was news to Mr Smith. Or if it wasn't news, Mr Smith was reluctant to admit it. Why? Because 99.9% of staff at Rhodes believes that subsidies on second bonds are taboo.

Asked why the university did not make the position clear, the administration said it was always available. Anyone with a problem could approach it. No, it could not define what might constitute "exceptional circumstances." "One could not possibly describe every possibility."

## Removal of discrimination against married women

### MORE GOOD NEWS

The administration has asked Personnel to investigate a wholly non-discriminatory Medical Aid scheme. No decision was given on housing subsidies.

Note: A Medical Aid scheme for service staff is to be introduced from July 1, 1991.

## Brochure for the Guidance of new staff

### STILL MORE GOOD NEWS!

The administration will prepare and issue and up-date, a brief brochure for the guidance of new staff.

Of necessity the handling of each question has been brief. If further information is required please talk to John Eller, Gina Bujs, Dave Sewry or John Landman.

## RUSA Secretary

Our temporary secretary, Val Papenfus, will not be able to continue her services from about June this year.

If there are any RUSA supporters (members or non-members) who would like to take over from Val, we would like to hear from you.

The hours are fair; about 20 - 40 per month, the pay reasonable and you can work from home. Access to a PC would be a strong advantage.

Would anyone who is interested please contact a member of the committee or phone John Eller on extension 518.

## Calling male pensioners

Our first luncheon for 1991 has been arranged for Tuesday May 7, and the cost is R10, including tax. Please book direct with Mr Terry Jackson (Tel: 23536) before May 4 to assist with catering arrangements. Meet in the Rhodes Union Club at 12.15pm. Please inform any pensioners who may not have seen this notice. See you there.

Walter Bennett

## How to command instant respect

Beware, too, of the jargon of the technological age. The British end of Honeywell, the U.S. computer giant, produced this magnificent "Instant Buzzword Generator". You simply take one word from each column and run them together, and "command instant respect" for your in-ness.

integrated  
total  
systematized  
parallel  
functional  
responsive  
optical  
synchronized  
compatible  
balanced

management  
organizational  
monitored  
reciprocal  
digital  
logic  
transitional  
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third-generation  
policy

options  
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capability  
mobility  
programming  
concept  
time-phase  
projection  
hardware  
contingency

• If you find yourself writing "parallel policy options" or "systematized organizational mobility" - watch it.



# RUSA NEWS - corrected version

by John Eller

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The meeting with the administration held on Tuesday, March 26, ended inconclusively and was a general disappointment. The administration represented by Dr Henderson, Dr Hunt and Mr Smith, based many of their responses on worst case scenarios, was disinclined to give details, and appeared unwilling to recognize that poor communications (or no communication) caused uncertainty, discontent and rumour mongering.

The questions submitted by RUSA and which were published in the last issue of *Rhodos* were dealt with as follows:

## Salaries

Other than to acknowledge that it had read of the Government's intention to grant an increment to the public service, the administration had done nothing to establish from government "how much" and "when." It confirmed it would not act until it had heard from Government in writing.

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The administration seemed wholly unaware of the benefits of a Group Life Scheme. Comments ranged from "why can't staff take out their own 'term' assurance" to "a compulsory subsidized scheme is as undesirable as the compulsory subsidized medical aid scheme." After some discussion Mr Smith was asked to investigate the cost of a Group Life Scheme and to look at possible alternatives.

The administration stated that by moving from one Medical Aid scheme to another it had not saved anything. Rather it had moved out

of a scheme which it could no longer afford. Thus there was no saving and therefore nothing which could be put towards funding a Group Life Scheme.

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When pressed on the subject of whether a promotion appraisal would be linked to the system the administration responded that it would not. It stated it had had no idea that the introduction of the Paterson Job Evaluation System would take as long as it had (9 months so far) and that it would like to see it bedded down and working before it committed itself to further additions or refinements.

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The administration did not think it necessary to state which the posts were. It was made clear that those who regularly attended Council meetings would find themselves in difficult positions. Rather than attempt to legislate for every eventuality, the administration would prefer staff in doubt to approach it for advice.

## Extension of Alty Awards

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The fact that this means no encouragement will be given to admin/technical staff to improve their value is not seen to be of any consequence.

Note: Administration and technical staff are eligible if they obtain an award "equivalent" to a masters or doctors degree.

## Assisting disadvantaged staff to educate their children

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The fact that a statement appears in the Rhodes University Worker's Guide that "75th Anniversary bursaries are available," begs the question. In the first place the statement is contained in a booklet given to service staff on their first day of employment, and many of them cannot read. Secondly, no mention is made of the availability of loans for school clothing, books, etc.

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Asked why the university did not make the position clear, the administration said it was always available to answer questions. Anyone with a problem could approach it. "No, it could not define what might constitute 'exceptional circumstances'. One could not possibly describe every possibility."

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Note: A Medical Aid scheme for service staff is to be introduced from July 1, 1991.

## Brochure for the guidance of new staff

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The administration will prepare, issue and maintain a brochure for the guidance of new staff.

## Conclusion

Of necessity the handling of each question has been brief. If further information is required please talk to John Eller, Gina Buijs, Dave Sewry or John Landman.

- We apologize for the previous incorrect version of this article.

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# **RHODES RECYCLING WEEK**

## **APRIL 22 - 28**

**To coincide with the national Consumer week, Rhodes will be having a drive to promote recycling of paper. This is being organized by Mary Burnett of Public Relations and Mark Hazell of Grounds and Gardens as well as volunteers from Consumers Against Pollution and Earthlife Grahamstown.**

At present approximately 1 560 cubic metres of paper are disposed of annually by the various Departments at the University. Mr Norman Winter of Business Administration has already instituted a recycling system, but this is not being used by nearly enough departments who are continuing to throw away valuable computer paper.

The aim of the recycling campaign is therefore to step up the amount of recycling at the university and to encourage departments who are not already recycling their paper to do so in future. During recycling week paper will be collected together in one large pile (located outside the Administration Block) in order to draw attention to the amount of paper generated.

It has been found in the past that recycling efforts often lose impetus after a period. People forget to contact Mr Winter to collect the rubbish, or else carelessly slip back into their old degenerate ways of crumpling up rubbish and throwing it in the bin. A system

which works well is to have small cardboard boxes located in offices and at strategic points (eg. next to photostat machines) around the department. These boxes can then be periodically emptied into a large bag (provided by Mr Winter's department). When the bag is full all it requires is a phone call to Mr Winter to come and collect the rubbish. However, it has been realized that this system works best if one person in the department agrees to take responsibility for the recycling. This is not a very onerous task. All it requires is an occasional reminder to colleagues about recycling and an occasional call to Mr Winter. To make recycling work, Mr Barry Hartley of the Botany Department has agreed to act as a liaison for people who wish to take responsibility for recycling in their departments. If you wish to become involved in this way contact him at the Botany Department (ext 592).

Prior to recycling week volunteers will be visiting the different departments in the University to deliver special "see through" plastic bags for collection of paper. University staff are requested to place all their paper waste in these bags which will be placed in the normal rubbish disposal. Workers from the Parks and Gardens Department will then collect these bags together for the display outside the administration block. At the end of the recycling week those departments who wish to continue recycling their paper will have to contact Mr Winter (ext 139) who will supply them with special re-usable bags for recycling.





## LETTERS

### The Editorial Team

Mr sincere compliments on the layout, content and frequency of *Rhodos*. It is exactly what the staff of our university needs; pithy and pertinent.

Congratulations, too, to the RUSA Executive: the growing 'visibility' of RUSA on campus attests to the magnificent work you have been doing for some time now. The Car Scheme is working well and the Group Life insurance proposal will be a considerable boon to us all should it be adopted.

There is a matter which I would like to air in order to solicit the views of other readers: When I was an undergraduate at Rhodes, back in the Flirty Fifties, there was a very active Amateur Dramatic Society which staged some ambitious productions of considerable merit, in which both staff and student participated.

In particular I remember productions of *Othello* and *Midsummer Night's Dream*, directed by Guy Butler, both of which went on tour quite far afield though each had a large cast, and both of which were extremely successful. Professors, lecturers and students mingled with great amicability and academic ecumenicity, something I found very enriching and a highlight of my undergraduate years. Who could ever forget Professor Ewer of the stentorian voice and Othellian visage being asked to leave a PE restaurant because of his dusky appearance; the innovative decor of the Fine Arts Department; the Elizabethan piping of woodwinds from the Music Department; Professor Crompton of History falling off his chair in sheer mirth at the antics of Bottom?

It was a golden time. These days we are fortunate indeed to have the professionalism of those who grace the Drama Department and provide the excellence for which they have earned deserved recognition. Yet I cannot help feeling that there is a wealth of untapped talent in the shadows of the wings which would flourish in the spotlights, given only the opportunity, though it be but amateur theatre. And that the University community would be the richer for it.

What do others think?

Sincerely  
**Denis Scott**  
*Education Department*

Xanadu  
 September 5, 1260

### His Imperial Nobleness Kubla Khan

Your Majesty,

Following your instructions we have completed a full survey of the site as specified.

We found subterranean water in vast quantities which could lead to rising damp and other structural difficulties, especially in conjunction with an underground cave system which extends so far in all directions it was impossible to secure accurate measurements. This could lead to subsidence.

In addition we are informed that the area is zoned as one of outstanding natural beauty and planning permission for a pleasure dome is unlikely to be granted.

We therefore recommend that your Majesty does not proceed with the project at Xanadu.

Yours faithfully,  
**Vandal, Mongol and Goth**  
*Chartered Surveyors.*

University of London  
 June 30, 1928

### Dear Fletcher,

You really are neglecting your job as laboratory assistant. I left out some dishes containing cultures over the weekend and when I returned this morning they were covered in a green mould which had destroyed the germs I was trying to cultivate. Please see the dishes are cleaned out and sterilized and the mould destroyed in case it does some more damage.

Yours  
**Alexander Fleming**

PRESERVED BY MIRACLE  
 WHEN YACHT SANK STOP  
 SAVED BY GOOD SHIP  
 TITANIC STOP ARRIVE  
 NEW YORK TOMORROW  
 STOP WEATHER COLD  
 OTHERWISE ALL WELL  
 STOP PETE

### A happy customer

A sign of better things to come: Kydd Nojoko, Personnel Division, consulted an optician on March 6, 1991. A cheque from Meddent, dated March 25, for their share of the costs reached Kydd on April 2!

# New Staff

*Welcome to all of you!*

### Academic staff

Mrs Este Coetzee (Academic Skills Programme); Dr Kate Rowntree (Geography); Mrs Anne Mayo (Education).

### Non-academic staff

Miss Delene Clack (Library); Miss Roselynn Damon (Finance Division); Mr Donovan Drayton (Printing Unit); Mrs Silvia Nel (Finance Division); Mr John Orsmond (Department of Fine Art); Ms Bridget Parfitt (Assistant to the Dean of Students); Miss Bryony Rippon (Biochemistry and Microbiology); Mrs June Rippon (Business Affairs Division); Mrs Bronwyn Shimmin (Department of Law); Mrs Maureen van Hille (Bursaries Office); Mrs Patricia Vulindlu (Divinity).

### Service Staff

Miss Sylvia Nondlwana (Founders Hall); Robert Matroos, Deon September, Raymond Booysen, Gavin May, Raymond Koeries, Anthony Witbooi and Joseph Sias (Building Maintenance Section); Michael Ngqina (Journalism and Media Studies); Ephraim Lamani, Kenneth Mesani and Charles Dail (Grounds and Gardens).

### Lewis to deliver Inaugural

**P**rofessor Colin Lewis, Head of the Department of Geography, will deliver his inaugural lecture on Wednesday, April 17, 1991, at 8.15pm.

The lecture, which is entitled "*Looking at Landscapes*", will be delivered in the Arts major lecture theatre.

### Remember your rights

**T**he gadget advertised on your television screen is irresistible. It will move mountains, make you slim and cook your food. Furthermore, if you telephone the given number immediately and purchase the item, you will receive a "free gift". You dial but the number is constantly engaged (the product must be in demand). Eventually you get through to a woman whose job it is to record your name, credit card number (if that is how you are paying) and address. She is unlikely to volunteer further information - even if you ask about the product you're about to purchase - and may not know enough to tell you your rights as a consumer. You do have some rights, although they are not advertised along with the product and the service. And few of the "rights" are protected by statutes - they are largely regulations within the industry. First, there is a 14-day money back guarantee. If you do not like what you receive, you can send it back within two weeks of receipt of the goods. Second, you should receive the goods within 28 days. The seller can't hold onto your money indefinitely. Consumers are protected against faulty goods by a common law guarantee, but many of the products carry a 12-month guarantee. So, don't get taken for a ride. It's your money - make sure you get its worth!

### Update on

## Couriers

Finance and the Mail Room are having problems, as basic requirements for using courier services are not being met. We ask for your co-operation.

### Outward Going Courier

- Please print name or firm 'phone number if possible.
- Street address - building, then floor/room no.
- Cost centre, in pencil, top left hand side.
- "Courier" to be clearly written top right hand side.
- Reverse side must have name and department stamp of sender.
- If - TO PAY. The name of courier firm and their account number must be supplied - otherwise it will be sent at the department's expense.

### Incoming

Please ask your supplier to give your name and department. If the University is to pay please phone the Mail Room (ext 184) for account/courier name, phone numbers, etc.

V R Meager  
*Supervisor, Mail Room*



# How to submit copy for new print unit machine

The Oce 2500 photocopier is a popular machine used by a number of Universities. It can print on both sides of the sheet, collate and circulate the originals for copying automatically. To use it to its best capacity however, certain rules about the way in which the originals should be supplied must be followed. They are:

- All originals must be supplied on white A4 70-75 gm paper which is available from the Stationery Department. The lighter weights of paper i.e. 60 gm and 65 gm tend to jam in the Automatic Document Handler and your original may be destroyed. Computer paper is very thin and usually shorter than A4 and should not be supplied for reproduction - please copy onto A4 first. If the originals are on coloured paper the quality of the copy obtained will be poor.
- There should be no paste ups and little bits of paper stapled onto the original. These too will jam in the Automatic Document Handler and valuable originals may be destroyed. It would be better to make a copy of the page (on 70-75 gm paper) and submit that for printing.
- All originals must be single-sided and numbered consecutively, preferably in the centre at the top or bottom.
- When sending in copies made from a book, every effort should be made to eliminate the black borders that appear. This can be done by masking the glass on the photocopier. Copying large areas of black draws a lot of toner from the machine and this can lead to jamming and other problems. (This applies to your photocopier as well and it can effect the copy quality of your machine).
- All pages submitted for reproduction must have a margin of a minimum of 2 cm all round. This will avoid page numbers and portions of text matter being printed off the page.
- Lecturers should look after their originals and file them for future use or updating. This will eliminate problems when a re-run is required.
- Where possible, please allow five working days for printing, especially during the busy period from January to April.
- A separate order form must be submitted with each job. This is in order to help the Printing Unit to keep track of each job and to prevent confusion over the instructions for each job.
- The Printing Unit is now able to offer an A3 photocopying service.

## Little Mary Sunshine

by Albert le Roux

The Department of Drama is producing the musical, *Little Mary Sunshine*. The show, set in the Colorado Mountains, will open on April 11 to coincide with Graduation. There will also be performances on April 12, 13, 18, 19 and 20 at 8.15pm in the Rhodes Theatre.

The show is directed by Professor Sydney James, Head of the Department, with musical direction by Professor Norbert Nowotny. Professor Nowotny will conduct a nine-piece orchestra, made up of music department students and lecturers. Choreography for the show is being done by Tracey Human, a graduate student in Drama.

The leading parts are played by Daryl Nel (Billy), Chere Victor (Naughty Nancy), and Busi Mahlaba (Little Mary Sunshine). Other roles are played by Runhild

Meyburg (Madam von Lieberdich), Kevin Haefele (Captain Jim), Carl Fourie (Chief Brown Bear), Simon Anderson (Yellow Feather), Kelly Hilton-Green (Fleet Foot) and Professor Eddie Baart (Oscar Fairfax). The cast is completed by an enthusiastic and energetic ensemble of Forest Rangers and Finishing School Ladies.

There will also be performances in East London to coincide with Graduation at the East London Division. These performances will be on May 17 at 8.00pm and May 18 at 2.00pm and 8.00pm in the Guild Theatre. There will also be a performance at the Eastern Cape Schools Festival in Port Elizabeth on May 4.

- Ticket prices are R8,00 for general admission, R5,00 for students and R4,00 for block bookings of 20 or more.

## Your chance to be famous

by Patrick Phillips

You can milk a success at least once, I say, and this is what the Grahamstown Players and I will be doing this Festival. Last year our newly-formed theatre company presented *Stage Door Canteen* (or *The Best of the Battles*), an evening of World War II nostalgia. This year it is the turn of *Bless 'em All* (or *The Best of the Battles II*), an expanded version of its predecessor.

I will be holding auditions on April 15 and invite all you budding thespians to come forward and try your luck. Dramatic prowess is not necessary nor is previous experience - just an animated presence and the ability to sing in tune. If you're interested, give me a call on extension 116 or at home on 2-8665 and I can give you more details. Oh, by the way, I don't subject anyone to solo audition!

## NOTICE

### University procedures regarding leave of absence for academic staff

In order to obviate uncertainties that arise from time to time, and to simplify and clarify existing procedures, academic staff are requested to obtain prior approval for leave of absence in terms of the provisions set out below. The present procedures for submitting applications for academic, maternity, special and sick leave remain unchanged.

#### During term

- An application from a member of staff to be absent from the University for less than two weekdays during term must be submitted to the Head of Department for approval.
- A written application from a member of staff to be absent from the University for a continuous period of between two and 14 days during term must be submitted via the Head of Department to the appropriate Dean for consideration and approval.
- A written application from a member of staff to be absent from the University for a continuous period of between 14 and 30 days during term must

be submitted via the Head of Department and appropriate Dean to the Vice-Principal for consideration and approval.

- A Head of Department shall submit an application to be absent for any period to the Vice-Principal for consideration and approval.
- A member of staff may not normally be absent from the University for a continuous period of 30 days or more during term unless on approved academic, special, maternity or sick leave.

#### During vacations

- As staff members are required to be at the disposal of the University during vacations, if their services are urgently required, an application to be absent during such periods must be submitted to the Head of Department for consideration and approval.

The co-operation of staff members in observing the above will be appreciated.

**B M H Smith**  
Director of Personnel

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