"One door leads to office gossip," Benson observed, "difficult relations with individuals and the art of playing people against each other.

"This can be exciting and even dangerous to one's well being, but it is seldom productive. It is a door which once opened, is dif-

He told the 200 secretaries the door to friendship and warmth is opened by a "willingness to be a decent human being at all times."

Benson discussed the keys to to mutual success.' professionalism, claiming "too many of us take a narrow view of our jobs and have too little confidence in our ability to handle a task."

He advised the young secretary to continually seek the widest possible opportunity for varied experience in her job.

"One of the most important aspects of a secretary's position, ecutive vice president, gave the in my opinion, is that of develop- welcome.

ing a real understanding of the person for whom she works," the dean declared. "A thorough knowledge of what makes that a job right next to the spot person tick is an important door

Benson said an office's reputation reflects the warmth and friendliness of the secretaries within that office.

Mrs. Dorothy Faver presided at the program sponsored by the Bryan-College Station Chapter of the National Secretaries Associa-

Gen. A. R. Luedecke, A&M ex-

"The life of a real topnotch will replace, I always answer secretary is an exciting one," Luedecke claimed. "She occupies where the action is."

Ten office equipment exhibits were featured during the meet-

Dr. Raymond P. Witte, executive vice president of St. Mary's Dominican College, New Orleans, spoke on "I'm the Doorkeeper."

Witte made fun of technological systems and emphasized the importance of people in any business organization.

"When asked what will we do with all the people the computers

'put them in public relations you're going to need them'," Witte quipped.

He said the average person is educated to think in generalities, but to live in details. He added communications is the most important door in business.

The bigger a company or university becomes, Witte said, the more unimaginative and dull people are hired. "Sooner or later these dull people are promoted into policy-making jobs," he said, "forcing the organization to operate by the letter of the law, not the spirit."

Witte described increasing one's word power as a reduction in communication. He said a Ph.D. acquires a vocabulary of 120,000 words — meaning he probably can converse intelligently with another Ph.D.

Guests at the noon luncheon included A&M President and Mrs. Jack K. Williams.

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FOR

3 urban projects receive \$92,000

Coordinating Board, Texas Col- ning to the city to work with lege and University System, a \$54,000 grant for assistance in solving problems associated with growing urbanization, President Jack K. Williams announced.

Grant funds are made available on a matching basis through the U. S. Office of Education under provisions of the Community Service and Continuing Educa-tion Program of the 1965 Higher Education Act.

A&M is injecting \$38,000 into the three-project program, bringing total finding to \$92,000.

Projects include continuing education work with Model Cities Agencies in eight Texas cities, community transportation programs and economic development planning.

The model cities project, directed by Architecture Dean Edward J. Romieniec, will involve Laredo, Eagle Pass, Texarkana, Waco, Austin, Edinburg, San Antonio and Houston. It will supagency. Faculty assistance a A&M ha

THE BATTALION

include seminars, technical add per cent of and information clearinghous three gam Model Cities project fund it four in

totals \$50,000, of which \$30,00 to that to is from federal funds. The Musta Application of new techno to community transportati problems and planning will ed to a 12 enhanced in the second prog although directed by Milton L. Radke, sistant research engineer in & ble in the Texas Transportation Institut The App It will assist community leads through state and regional on ferences, short courses, semi workshops and special investing

tive and consulting services. Putman are transportation project is finance ed them by \$12,000 each from federal a by seven non-federal funds. The third project will assiste ban leaders to plan necessary SWC services and bond obligati aid in development of exist dustries and to attract no dustries. James R. Bradley

Engineering Extension Ser Project members will wi with the Texas Industrial Ca mission in selecting cities to studied and assisted with the nomic development program
The project is under \$18,00 funding, \$12,000 from fein

of the Industrial Economic

Research Division of the Tan

Fund awards internship to A&M junior

Roger P. Miller, junior jo nalism student, has been nam

from The Newspaper Fund. Tech we In conjunction with the so of a se arship, Miller has been given to Mustang opportunity to work as a of editor this summer on one of the As a nation's leading newspapers

Miller is the son of Mr. w Mrs. R. B. Miller Jr. of Hamilton last year His father is publisher of Hamilton Herald-News. The Newspaper Fund is a ported by Dow Jones and

publisher of The Wall St Journal, The National Obs and Barrons' National Busin and Financial Weekly. Miller was one of 60 stud

selected nationwide for the fu top scholarships and copy-edit internships.

This marks the second con tive year that a Texas A&M io nalism student has received a scholarship. A similar av was made last year to David dlebrooke of Houston, who senior this year and serves editor of The Battalion.

Miller is vice president of Texas A&M student body a member of the university's dent Publications Board. He viously served as a staff w for The Battalion.

He elected to serve his n week internship on the Wid Beacon, beginning June 28. P to joining the Kansas paper, will attend a three-week co in advanced copy-editing at University of Nebraska.

Exes approve \$1 million-plu budget Sunda

Officials of the Texas University Association of For Students approved a \$1,049,0 budget for 1971 during the nual Winter Council Meet here Sunday.

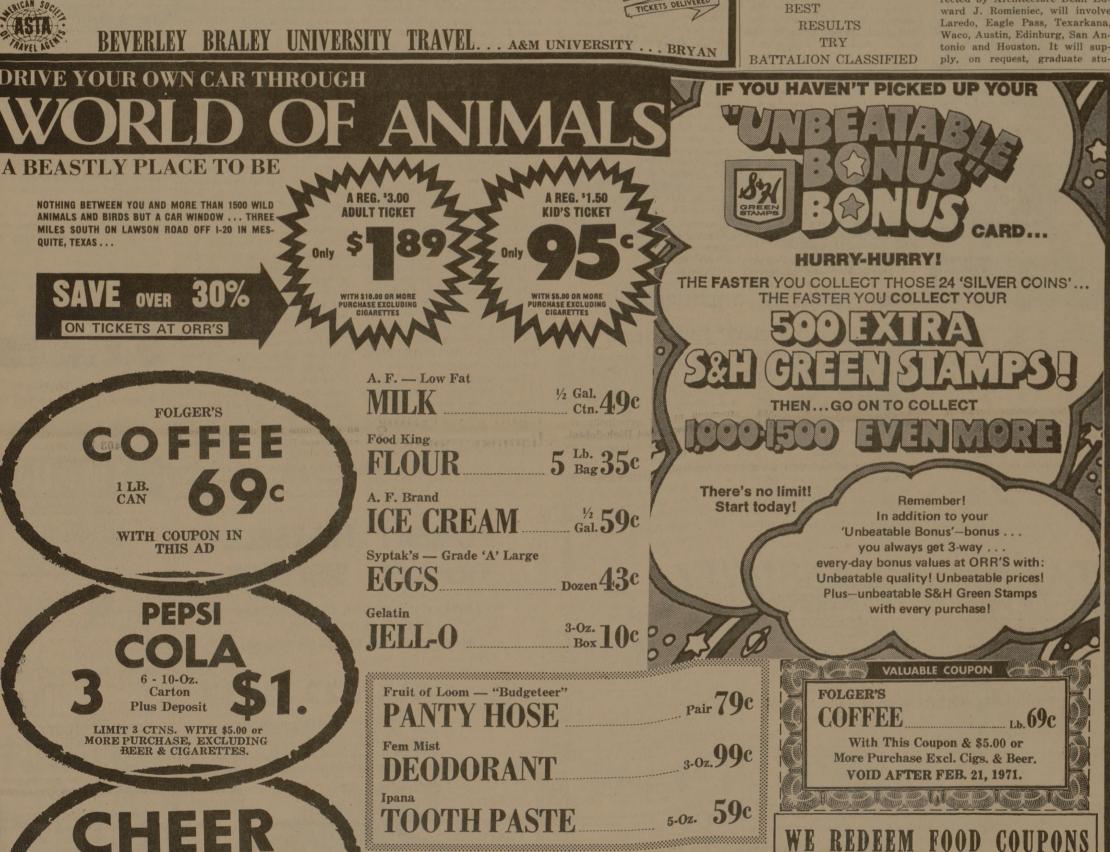
The budget included \$599,7 from the unrestricted annual g ing fund for individual scho ships, gifts to the university services to the university former students. Restricted g by the donor are projected \$45,000, including club and dividual scholarships, direct git and 10 President's Endowe Scholarships.

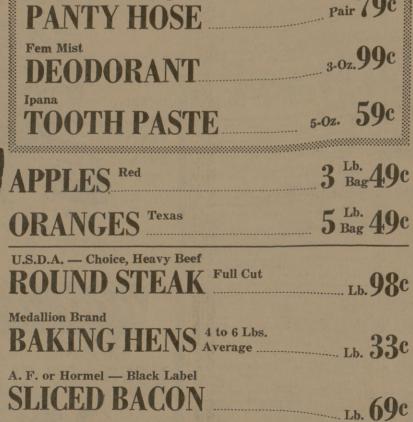
Past-president James L. Sew of Dallas gave the final rex on 1970 programs and pres A&M President Jack K. Willia \$45,007.85 to close out the fis

Friday night the associa honored deans, providing each A&M's 10 college deans with \$ 000 for use in their colleges. Sewell asked Dr. William

use \$10,000 for president's sch arships and the remainder f research programs.







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