

Mr. Byron Wright

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PRESIDENT'S COFFEE HOUR

Coffee hours are being scheduled to provide informal discussions with President David Rice. The first such coffee hour is scheduled for Monday, May 8 at 9:30 a.m. in the Faculty Reading Room of the University Library. Faculty and Administrative staff are invited to attend the coffee hour.

PERSONNEL POLICIES RECEIVE APPROVAL FROM BOARD OF TRUSTEES

The following personnel policies regarding University employees' absence from work were approved by the Indiana State University Board of Trustees in its April 18, 1972 meeting:

Funeral Leave Policy. All full-time employees may be granted a leave of absence with pay by the department head for the purpose of making arrangements for, or attendance at funerals, in accordance with the following conditions:

- a. A leave of absence with pay up to three (3) days may be granted for the funeral of spouse, children, parents, brothers, and sisters, or other members of the family residing in the immediate household. Travel time may also be granted, but the total absence time including travel time is not to exceed five (5) working days.
- b. For other members of the family - grandparents, uncles, aunts, and in-law relatives - a leave of absence with pay may be allowed up to one (1) day. Travel time may also be granted, but total absence time including travel time is not to exceed three (3) working days.
- c. For attendance at funeral services of other relatives or close friends, a leave of absence without pay may be granted by the department head.

Active Duty or Reserve Annual Training. Upon presentation of a copy of mandatory reserve training orders and a written request by an employee, Indiana State University will allow up to 15 days leave of absence with pay.

Weather and Acts of God. Occasionally, though not frequently, weather conditions make it impossible for employees to report for work. When an employee cannot get to work, this day off can be taken as a day of vacation, convenience day, or as leave of absence without pay.

Maternity Leave. Leaves of absence without pay because of pregnancy may be granted upon the recommendation of the department head and with appropriate approval.

An employee who will be going on a maternity leave may be allowed to continue in her assignment for the first six months of pregnancy. She may work beyond the sixth month of her pregnancy on a month to month basis provided she has written approval from her physician. A copy of the approval should be forwarded to the Personnel Office for permanent filing.

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An employee who is granted a leave without pay for pregnancy may be reinstated in her former position provided the department head has been able to arrange for temporary help to fill this position during such absence.

Jury Duty. An employee selected for jury duty will continue to receive his normally scheduled pay. The employee is responsible for notifying his department head of the impending jury duty immediately upon receiving notice to serve. The employee should present his supervisor with the copy of the letter notifying him of his selection.

When an employee is called upon as a witness in a court case, the employee's regular pay will be continued during his absence.

Election Day. Employees shall be given reasonable time off for voting on election days without loss of pay if their work schedule is in conflict with the voting hours posted at the places of voting.

Sick Leave Policy. The approved University sick leave policy allows for the continuous accumulation of sick leave by all employees without any maximum accumulation. Sixty days of sick leave would continue to be granted automatically for an illness; however, additional sick leave beyond 60 days (if accumulated by the individual employee) may be granted with the approval of the appropriate Vice President and the President of the University. Any sick leave with pay which exceeds 6 months must have Board approval. This approval would be secured only if the individual had accumulated a sufficient number of sick days to cover an absence because of illness in excess of 6 months.

CARD PARTY TONIGHT

A card party and style show is planned for this evening at 7:30 p.m. in the Forum Room, sponsored by the ISUE Secretaries. Stewart's Department Store is presenting the style show. Tickets are \$1.00 and will be available at the door. Proceeds from the card party are used for scholarships.

HONOR'S DAY CONVOCATION

The Honor's Day Convocation is scheduled for Thursday, May 4 from 11:00 a.m. to 12:30 p.m. in the Forum Room. Classes will be cancelled during this time and all faculty, staff, and students are invited to attend. As last year, the All Campus Student Achievement Award will be presented to a male and to a female student, along with the Academic Achievement Recognition Awards, and the Scholastic Achievement Awards. Scholarships will also be awarded at the convocation.

DR. SCAVONE TO READ PAPER

Dr. Daniel Scavone, Assistant Professor of History, will read a paper, "Zosimus, Historian of the Fall of Rome" on May 6, 1972, at the Indiana Classical Conference on the Valparaiso University campus. Dr. Scavone will also present the paper at the Canadian Classical Conference. That conference will be held on June 8, 1972, at McGill University, Montreal, Canada.

CORRECTIONS

In the April 19 issue of University Notes, under the item, Courses Received Final Approval, Political Science 471 was listed as a new course with five credit hours. The course is for three hours and should have been listed as a course modification.

Another course, Mathematics 100, was listed as Fundamentals of Algebra and should have been listed as Intermediate Algebra.

SORORITIES TO GO NATIONAL

Two social sororities on campus are being affiliated with national sororities during May. Formerly Alpha Theta Chi, this sorority is affiliating with Alpha Sigma Alpha and will be installed the weekend of May 5-6. Rita Johnson is president of Alpha Sigma Alpha.

Another sorority, Sigma Sigma Sigma, previously Tau Omega, will be installed on the weekend of May 19-20. Cindy Funke is president of Sigma Sigma Sigma.

FACULTY VOTING

If a voting member of the faculty did not receive a ballot to vote for the at-large Faculty Council member, they should contact Mrs. Duffie Barton, Kinder House, or Col. Wallace Wardner, Room 165, to receive their ballot. All votes are to be cast by Monday, May 8.

CAMPUS RECEPTION

The faculty and administrative staff are invited to attend a campus reception honoring the installation of Sigma Sigma Sigma on May 20, 1972, in the Faculty Reading Room of the University Library. The reception is to begin at 2:30 p.m. and continue through 4:00 p.m. R.S.V.P. to Dr. Helen Sands, Humanities Division.

SPRING WEEK ACTIVITIES

The Portable Circus, a comedy in concert, will conclude Spring Week, scheduled May 1 through May 6, at the Evansville Campus of Indiana State University. The Portable Circus is a group of five performers from New York who, through a series of lively comedy sketches, examines the affects television, the universal medium, has on people. Mixing light comedy with biting satire, they concentrate their heaviest fire on social and cultural issues. Their show is a satirical look at the age of television.

Some of the television shows they plan for the ISUE show are Fake the Nation, a public service program; Sportsworld, a show that gets under the skin of sports-mad America; and Rap Session, the talk show that killed the art of conversation.

Portable Circus will begin at 8:00 p.m. in the Forum Room on the ISUE Campus. Tickets are \$2.00 per person and will be available at the Dean of Student's Office on the ISUE Campus. The Circus is open to the general public.

Spring Week is sponsored by the ISUE Student Union Board. Other activities planned for the week include the Honor's Day Program on May 4, the Spring Formal, on May 5, which will be open to ISUE students and their guests, and push cart races, with entries from the student organizations on campus, to be held on Saturday afternoon, May 6, 1972.

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Another sorority, Sigma Sigma Sigma, previously Tau Omega, will be installed on the weekend of May 12-20. Cindy Fuchs is president of Sigma Sigma Sigma.

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If a voting member of the faculty did not receive a ballot to vote for the at-large Faculty Council member, they should contact Mrs. Duffie Barton, Klauer House, or Col. Wallace Warner, Room 105, to receive their ballot. All votes are to be cast by Monday, May 8.

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