

ms. Ethel Kares

INDIANA STATE UNIVERSITY EVANSVILLE
"Equal Opportunity and Affirmative Action Employer"
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Editor, Kathy Will; Associate Editor, Judy Rogers



CAMPUS REPORTERS PICNIC

Despite a muddy road to the Westwood Lodge, the ISUE campus reporters enjoyed a luncheon hosted by the President's Office on Thursday, May 30. The campus reporters have been doing a fine job reporting news and happenings in their divisions and departments the past several months and the luncheon was in thanks to a job well done.

Material sent in from campus reporters is used to develop news releases and/or stories for University Notes and 8600 University Boulevard, the University magazine.

LIBRARY INVENTIVENESS

Florence Bergbauer, Secretary in the Library, received an unusual going-away gift from her co-workers last week. They worked up a Library of Congress Catalog Card to frame with her employment date, leaving date and job duties. The gift lists her co-workers and other information, and it will hang on her family room wall with pride to remind her of her many friends at ISUE.

The card reads as follows:

PS Bergbauer, Florence
1969 Five years in a campus library; or growth
.B4 of a university library. Edited by Charles
1974 M. Lonnberg, Josephine Elliott, Ruth Hahn,
Bette Kent and Martha I. Willett; con-
tributing authors: Joan Elliott, Cleoramae
Graper, Mary Ruth Greif, Kim Hook, Margaret
Jones, Ethel Kares, Ida McDowell, Helen
McGregor, Pauline Schuler and Sue Thayer.
2d ed. Evansville, Indiana State Univer-
sity Press 1974
il, 1974 p. illus (I.S.U.E. Campus ed.)
CONTENTS:--pt.1. Secretary to Director of
the Library.--pt. 2. Receptionist.--pt.3.
Time sheets.--pt.4. Mail sorting.--pt.5.
Work orders.--pt.6. Duplicating requests.--
pt.7. Vertical file letters.--pt.8. Proof-
slips.--pt.9. Coffee making.

53174

I. Libraries, University and College.
I. Charles M. Lonnberg, ed. II. Title.

PS1969.B41974
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74-175

PEOPLE IN THE NEWS

Wedding congratulations go to *JIM ROY*, Grounds Department, and his bride, *Cindy Lance*, who were married Friday, May 31 at 7:30 p.m. in Bethel Temple.

CHARLES M. LONNBERG, Director of the Library and Professor of Library Science, will be listed in the 38th edition of *WHO'S WHO IN AMERICA*, 1974-75.

MID-AMERICA SINGERS IN HAWAII

After a long winter of waiting, the Mid-America Singers are at last finding a place in the sun. Their trip to Honolulu began with take-off from the Chicago O-Hare Airport at 11:00 a.m., Saturday, June 1, with arrival scheduled in Honolulu Saturday evening.

While on the islands, the Mid-America Singers have four performances scheduled. On Sunday evening, they performed at the Sheraton Waikiki, largest hotel in Honolulu. Because of this performance, the Mid-America Singers are the first college group in Hawaiian history that has broken into the semi-professional ranks.

On Monday, June 3, they performed at Tripler Army Hospital in Honolulu entertaining GI's. Tuesday evening a performance was scheduled for the entire community of Hickam Air Force Base. On Thursday, June 6, the Mid-America Singers' final performance is to be at the Sheraton Maui on the island of Maui.

This Hawaiian tour has a special meaning for the Mid-America Singers' director, *David Deeg*. In 1962 he did graduate work at the University of Hawaii and in addition, he served on the faculty of Maunaolu College on the Isle of Maui, where he organized and directed a popular dance troupe. This group toured throughout the islands and was selected to represent the State of Hawaii at the New York World's Fair in 1964.

EMPLOYEE REGISTRATION FOR UNIVERSITY COURSES

Full-time support and clerical employees who wish to register for the first summer semester are reminded by the Personnel Office about regulations governing all enrollments.

Support/clerical staff members are eligible to enroll in day classes, subject to the conditions listed below:

1. An employee may take a maximum of three semester hours in the fall semester and spring semester, a maximum of two semester hours during each summer term, or three semester hours during only one summer term.
2. Courses taken should be to improve the competence of the person in his/her position and/or required for the degree which the person is seeking.

3. Time taken from work must be made up at scheduled times authorized by the Department Head or Supervisor and approved by Personnel Office. Lunch hours and rest periods may not be used to make up time taken from work.
4. Lunch hours may not be used for classes unless the course is offered only at that time.
5. Fee waiver may be granted for a total of six credit hours during the calendar year.
6. Employees must have approval of the Department Head or Supervisor and the Personnel Director for time away from duties to attend classes.
7. Those wishing approval for day courses must
 - write a memo to the Department Head or Supervisor requesting approval and stating course name, number, time of meeting and number of credit hours
 - state whether the course applies toward a degree or is to improve competence in the position
 - state whether time will be missed from work and, if so, schedule by which time away from work will be made up
 - obtain an application for fee waiver for day (or night) classes from the Office of Financial Aids, if fee waiver is desired
 - secure signature of approval of Department Head or Supervisor on the memo of request and the fee waiver application
 - submit the signed memo and fee waiver application to Personnel Office, allowing time for the request to be processed before the semester or summer session begins

Additional night courses may be taken by employees but it should be remembered that fee waiver cannot exceed six hours in a calendar year. Persons with questions about regulations or procedures may call the Personnel Office, Ext. 270.

MARKETPLACE

FOR SALE BY OWNER -- on West Side (both listings by same owner)
 A Frank Lloyd Wright design. Architecturally beautiful, rustic, open beams throughout, large cobble stone fireplace, raised hearth, pegged floors, large closets - 3 bedrooms. Numerous other unusual featured to this unique home. New barn, yellow poplar with gambrel roof. 1-1/2 acres more or less, with park-like setting of beautiful trees, shrubs, fruit trees, grape arbor & country rail fence. Price in middle \$40,ies.

ALSO -- a 2 bedroom "doll house" home completely remodeled, inside and out. New roof, new furnace, new carpeting. A+ condition. 1 acre of ground fenced with a beautiful setting - \$18,500.00.

For appointments -- phone 985-2626. Moving.

POSITIONS AVAILABLE

The following positions are available as of May 30, 1974. Women and members of minority groups are encouraged to apply. Contact the Personnel Office to apply except where otherwise indicated.

FACULTY POSITIONS

Assistant Director, In-Service Inst. in Human Relations	In-Service Institute in Human Relations	Terminal Degree. Academic background in sociology, psychology, anthropology, law, political science, urban studies or field related to desegregation. Some administrative background desirable. One year appointment beginning July 1, 1974. Apply to Dr. Glenn Kinzie, Director, In-Service Inst. in Human Relations.
Desegregation Specialists (two positions)	In-Service Institute in Human Relations	Terminal Degree. Academic background in sociology, psychology, anthropology, law, political science, urban studies or field related to desegregation. One position in Gary-Hammond region, other in Evansville area. One year appointment beginning July 1, 1974. Apply to Dr. Glenn Kinzie, Director, In-Service Institute in Human Relations.
Dental Hygiene Faculty-person	Dental Hygiene	Baccalaureate degree with teaching and clinical experience preferred. Teaching and some administrative. Position available for 1974-75 school-year. Contact Dr. Gordon Kelley.

ADMINISTRATIVE POSITIONS

Grants and Contract Officer	Business Affairs	B.S. in Accounting. Beginning about July 1, 1974. Help administer grants and contracts, including preparation, accounting and reporting. Conduct special accounting projects concerning cost studies, budgets and related areas. Apply with resume to Personnel.
Director of Athle- tics and Basketball Coach	Athletic Dept.	Master's required. Beginning about July 1, 1974. Fiscal year bases. Will be responsible for developing, promoting and supervising of athletic program. Submit application and resume by June 10, 1974, to Dean Donald Bennett. Coaching experience desirable, preferably at college level, with understanding of administration of inter-collegiate athletic program.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

- Responsible for general administration, organization, and development of academic offerings and programs; for faculty and program development and evaluation; for coordinating and supervising administration of academic units; and for other academic leadership responsibilities which may be assigned.
- Seeking Associate or Full Professor with experience and qualifications in teaching, research, and responsible university administration and governance positions. Women and minority candidates are encouraged to apply.
- Send curriculum vita and nominations to: Search Committee, Office of the President.

CLERICAL/SUPPORT POSITIONS

Electronic Equipment Specialist	Science and Math	Familiarity with physical sciences. Working knowledge of electronic circuitry. Must maintain class-room-related scientific equipment including repair work. Other general responsibilities involving stockroom.
Laboratory Technician	Science and Math	B.S. or B.A. in Biological Sciences required. Some graduate work preferred. Must be capable of laboratory supervision and assistance and preparing laboratory exercise set-ups. Work with inventories and supplies.
Administrative Technical A	Business Office	Bookkeeping/accounting courses or relevant experience required. Person must process cash transactions and related documents. Handle student loan record-keeping and accounts payable. Will perform some general secretarial functions. Operate Burroughs L-5000.
Custodian II	Physical Plant	Must be capable of operating scrubbing machines and buffers and doing general house cleaning. Must be able to read and understand instructions. Night shift.
Semi-skilled Crafts Position VI (Grounds)	Physical Plant	Able to service and operate power equipment on grounds. Do general maintenance as assigned. Knowledge of plants, fertilizers and insecticides.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

DIRECTORY CHANGES

Address Change: ✓ Perrin, (Mrs.) Wilma J.
1612 Cass Avenue
Evansville 47714

✓ Wiley, Charles
2503 Saratoga Drive
Evansville 47711

Delete: ? Matthews, Bennie (Mr.)

Familiarity with physical sciences. Working knowledge of electronics circuitry. Must maintain class-room related scientific equipment including repair work. Other general responsibilities involving stockroom.	Science and Math	Electronic Equipment Specialist
B.S. or B.A. in Biological Sciences required. Some graduate work preferred. Must be capable of laboratory supervision and assistance and preparing laboratory exercises and work with inventories and supplies.	Science and Math	Laboratory Technician
Bookkeeping/Accounting courses or relevant experience required. Person must process cash transactions and related documents. Handle student loan record-keeping and accounts payable. Will perform some general secretarial functions. Operate	Business Office	Administrative Technical A

When your work speaks for itself, don't interrupt.

This to service and operate power equipment on grounds. Do general maintenance as assigned. Knowledge of plants, fertilizers and insecticides.	Physical Plant	Semi-skilled Crafts Position VI (Grounds)
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