



This publication, University Notes, contains announcements of interest to faculty and staff, and is prepared twice a month in the Office of the Assistant to the President. A copy is sent to each member of the administration, faculty and staff. News items for University Notes can be submitted by anyone who has announcements of general interest to administration, faculty, or staff. All items should be typed or printed and in the Office of the Assistant to the President, Room 105, before 5:00 p.m. on Friday.

FACULTY MEETINGS TODAY

The general fall faculty meetings are scheduled for August 30, 1972. The schedule for the day includes general meeting, Room 28, 9:30 a.m.; luncheon, Library Faculty Reading Room, noon; division meetings, division offices, 1:30 p.m.

UNIVERSITY CENTER BID OPENING

Bids for the University Center will be opened on September 13, 1972, at 10:00 a.m. in the Rare Books Room of the Library. Students, faculty and staff are welcome to attend the bid opening.

LILLY ENDOWMENT INC. GRANT

Dr. Darrel Bigham, Assistant Professor of History, received notice this summer that his proposal for an archival library for Indiana State University Evansville was approved. The grant of \$70,000 from Lilly Endowment, Inc., of Indianapolis will allow the Evansville Campus, in cooperation with such repositories as the Workingman's Institute of New Harmony; the Willard Library of Evansville; and the Conrad Baker Foundation Archives of Evansville to set up an archival library for the preservation of materials pertinent to the history of Southwestern Indiana and encourage pride in Southwestern Indiana's diverse rich past. Mrs. John Elliott of New Harmony, Indiana, has been appointed as university archivist for the project, and Dr. Bigham will serve as consultant from the Department of History.

SECRETARIES TO MEET

The Secretaries of ISUE are planning their first monthly meeting for September 14, 1972, at 12:00 noon in the Rare Books Room of the Library. The newly elected officers will act as hostesses for their first meeting and they have asked Miss Kathy Will, President Rice's Assistant, to be their guest speaker. The theme for discussion will be "Know Your University," and all ISUE Secretaries are invited to attend.

ALLIED HEALTH SCIENCE AREA RECEIVES GIFTS

Contributions of five straight-back stools, one straight-back stool with arm rest, and one complete Virginia LaSiesta dental chair were given to the Allied Health Science Area by Mr. Ed Fritz, president of the Virginia Corporation. The gifts will be utilized by the dental assistant and dental hygiene programs on campus.

VEHICLE REGISTRATION

A registration decal is required for all students, staff, and faculty motor vehicles operated and parked on the campus. The decals are now available at the Bursar's Office. Information regarding license number, year and make of car, and the registered owners name must be available at the time of registration. A fee of \$5.00 will be charged for each vehicle registered. This fee will be paid at the time of vehicle registration. If two cars will be used equally at the campus, proof of registration must be presented to get a second decal without charge. Failure to register a motor vehicle will result in a \$5.00 fine.

FISHING ON REFLECTION LAKE

Fishing is permitted on Reflection Lake, the 7½-acre campus lake located southwest of the power plant. The following rules are to be adhered to when fishing. Fishing is limited to daylight hours only. Boats are not permitted on the lake; all fishing is to be done from the bank. No minnows are to be used as bait. Prohibited fishing areas on the lake include areas where the lake extends into the woods where fisherman are not visible to campus security officers. Fires, camping, and littering are prohibited. No alcoholic beverages are permitted. Swimming is also prohibited. Persons under 16 years of age are to be accompanied by an adult. The Kinder House parking lot is to be used for parking when fishing. Copies of the fishing rules are available upon request at the Security Office in the Power Plant.

OFFICE HOURS ON CAMPUS

Administrative offices are open daily from 8:00 a.m. to 5:00 p.m. Offices are closed on Saturday and Sunday.

Bookstore. The Evansville Campus Bookstore is open Monday through Thursday from 8:30 a.m. to 12:30 p.m. and 1:00 p.m. to 6:00 p.m. On Friday the Bookstore is open from 8:30 a.m. until 2:00 p.m.

Dental Clinic. The Dental Clinic is open every Monday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., and on Friday from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

Health Office. The Health Office is available for faculty, students, and staff members from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Library. Library hours are from 8:00 a.m. to 8:00 p.m. Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. The library is closed on Saturday and Sunday.

Switchboard. Regular hours for the switchboard are Monday through Friday, 7:30 a.m. to 8:30 p.m. The switchboard is open on Saturday from 8:00 a.m. to 12:00 noon. When classes are not in session, the switchboard closes at 6:00 p.m. weekdays and at 12:00 noon on Saturday. Instructions for use of the telephone, local, long distance and SUVON are in the front of the ISUE Directory.

Temporary Union Building. The Temporary Union Building (TUB) located south of the classroom building is open from 7:30 a.m. to 5:30 p.m. and the food service line is open Monday through Friday from 7:30 a.m. to 2:00 p.m. Vending machines are also housed in the TUB.

CAMPUS MAIL SERVICE

Incoming mail is delivered to our campus around 10:30 a.m. It is then sorted and distributed to the Divisions and Departments.

Outgoing mail is picked up by the mailroom attendant and prepared for posting in the next outgoing mail. Outgoing mail leaves the University at 10:30 a.m. and 4:30 p.m. Monday through Friday.

Remember that our address is now 8600 University Boulevard and this address should be used on all correspondence.

STUDENT MAIL BOXES

All student organizations have mail boxes in the Dean of Students Office, and faculty and staff who wish to get messages to student groups can use these mail boxes. Releases for the student newspaper should be directed to Gail Harris, Shield editor and left in the Shield mail box.

UNIVERSITY JAYCEES

The University Jaycees chapter is recruiting members for the fall semester. Persons under 36 years of age who are interested in community and university service, should contact Ralph Kent in the Registrar's Office. Yearly dues are \$12.00.

The University Jaycees are sponsoring a raffle of a \$60.00 refund on a three-hour course at Indiana State University Evansville. Tickets are available at the Registrar's Office.

UNIVERSITY DIRECTORY

The 1972-73 University Directory will be available in October. Changes in address or phone numbers throughout the year should be reported to Personnel Office, in order to keep the directory updated.

PRINTING AND DUPLICATING SERVICES

Printing and duplicating service is outlined in the booklet, "Guidelines for Use of Duplicating Processes" available through the Division or Departmental Secretary or from the Personnel Office.

FACULTY ABSENCES

Any faculty member who cannot meet with his class or laboratory period should notify his Division Chairman in advance if possible. Class cancellation must be held to a minimum and should be cancelled only in cases of extreme emergencies and then only by the Division Chairman or by his directives. It is the responsibility of the Division Chairman, in cooperation with faculty members, to arrange for coverage for all faculty absences. All faculty absences must be reported on the monthly absence reports. These include absences on the result of assignment as well as the normal absences. It also includes absences from class even though the faculty member is on our campus at a function that conflicts with his class.