



PANHELLENIC COUNCIL SPONSORS RUSH, The Indiana State University Evansville Panhellenic Council is sponsoring rush activities September 8 through September 12 in the ISUE University Center. The activities began with an ice-breaker for all women students on September 7 at Westwood Lodge. The four social sororities were represented. They are Alpha Sigma Alpha, Phi Beta Chi, Sigma Kappa and Sigma Sigma Sigma. Fall Rush registration

will be open through September 12. Two hundred women are expected to participate in rush activities.

Patricia Like, Director of Health Services and Administrative Assistant in Student Services, is Coordinator of the ISUE Panhellenic. Sorority rush chairmen are *Diana Heilman*, Alpha Sigma Alpha; *Patricia Parkinson*, Phi Beta Chi; *Judy Newman*, Sigma Kappa and *Ann Dicks*, Sigma Sigma Sigma.

CLERICAL AND SUPPORT STAFF BICENTENNIAL COMMITTEE, Under the chairmanship of *Mary Lue Russler*, Secretary to the Vice-President for Business Affairs, the ISUE Clerical and Support Staff Bicentennial Committee has recently been formed. It is felt that the help of Clerical/Support staff would make an important contribution to the success of campus Bicentennial projects. A memo is being sent by *Mrs. Russler* to all Clerical/Support staff members asking for suggestions for Bicentennial activities for ISUE. Remember, this is a fine opportunity for you to help ISUE celebrate our nation's 200th birthday.

CAMPUS OPEN HOUSE, The University is sponsoring an Open House on Sunday, October 12, 1975 beginning at 1:00 p.m. We invite departments, divisions, clubs, and organizations to participate in the 1975 Open House. With the added attractions of the University Center and the Engineering Technology Center, we can expect good attendance. The University Center will be serving the delicious Sunday buffet.

More information will be available as plans develop, but if you or your organization wish to participate in the Open House, please notify *Kathy Will*, Assistant to the President, Ext. 256.

ROOM RESERVATIONS, Space in the University Conference Center (UC 350-353), the Dining Room, the Rare Books Room and the Faculty Reading Room is reserved through the Office of Continuing Education. This is considered semi-public space and is available to be reserved by university-related and external groups. Because these are multi-purpose rooms, they are reserved only for activities of short-term duration. Normally, regular classes are not scheduled in these rooms, since to do so would eliminate the desired flexibility of usage.

Reservations for these rooms for Fall Semester are heavy at this date. Persons wanting to reserve one of the rooms during the remainder of the semester should do so as soon as possible. To request a reservation, call *Linda Cleek*, Ext. 363.

ABWA CARD PARTY. The Evansville Charter Chapter of the American Business Women's Association is sponsoring a Card Party on September 18, 1975 at 7:00 p.m. in the ISUE Dining Room, with assistance being provided by ISUE's National Collegiate Association for Secretaries. The event will be open to the public, with \$1.25 admission per person. During the course of the evening, an Arkla Gas Grill, a handmade crochet coat, a "Mr. Coffee" machine, and \$50.00 will be raffled off. There will also be door and table prizes, with handmade items on sale. All proceeds will go to the ABWA Scholarship Fund. Providing entertainment for the evening's festivities will be the Posey County Choral Singers.

CONGRATULATIONS TO...

PRESIDENT and *MRS. DAVID RICE* on the occasion of their 25th Wedding Anniversary on Wednesday, September 10, 1975.

MR. and *MRS. WILLIAM HAROLD CALLOWAY* on their new baby girl, Anika Marie, born on August 29, 1975. Anika weighed 6 pounds, 8 ounces at birth.

NATIONAL ASSOCIATION OF PURCHASING MANAGERS MEETING. The National Association of Purchasing Managers of Evansville will meet on September 18, 1975 at 4:00 p.m. Rather than meeting in Room 205, however, please note that the meeting place has been changed to Room 351 in the University Center.

SEASON TICKETS NOW AVAILABLE FOR EVANSVILLE PHILHARMONIC. Minas Christian has received warm and enthusiastic acclaim from the people of Evansville and the Tri-State since coming here in 1953. Under his direction, the Philharmonic has grown from a small community orchestra to a metropolitan orchestra of high professional standards. The Orchestra now presents eight Subscription Concerts, two Pops Concerts, six Youth Concerts, the Tri-State Youth Concert, 12 Little Symphony performances and 55 performances of the Evansville String Quartet and the Philharmonic Woodwind Quintet.

Now is the time to subscribe to season tickets for the Evansville Philharmonic Orchestra. The coming season offers a wide variety of music and guest artists, such as Lorin Hollander, famed concert pianist; Richard and John Contiguaglia, twin brothers and duo-pianists; Giuseppe Verdi, vocal soloist; Nicanor Zabaleta, Spanish harpist; The Romeros, father and sons guitar quartet; Dylana Jenson, violinist; and Gregory Davis, pianist. Ticket orders may be obtained from and sent directly to *Daniel Scavone*, Associate Professor of History and member of the Ticket Committee for the Evansville Philharmonic, who will secure the best seats available in the area you request. For further information, contact *Dr. Scavone*, Ext. 225.

CITY DIRECTORY UPDATE. The Personnel Office requests a memo by September 15, 1975 from members of faculty and staff who do not wish their names submitted for use in the next edition of the Evansville City Directory.

TRAVEL REGULATIONS. Before leaving for any university related trip, faculty and staff members must submit a travel request, which must be approved by the appropriate department head and vice-president. The President must also approve out-of-state trips. Receipts for travel expenses incurred, such as lodging, air fare, taxi fare, tolls, parking when driving a university car, registration, etc., should be obtained.

Lodging receipt - The lodging receipt must be an original form as issued by the hotel; reproductions will not be accepted.

When lodging is furnished - If lodging is furnished at no cost to the employee, a statement signed by the provider will be sufficient proof of travel for payment of subsistence.

Sharing room with other employees - Each employee shall request a lodging receipt to be issued in their name and in the amount of their pro-rata share of the total room charge.

Sharing room with non-employees - When sharing a room with non-employees, a separate lodging receipt need not be issued, but form B-73 "Certification of Single Occupancy Room Rate" (a copy is attached to end of University Notes) must be completed by the hotel desk clerk and attached to the lodging receipt.

Receipts are not required for food, tips, phone calls, etc., because the subsistence allowance for overnight travel covers such expenses.

Subsistence And Lodging Rates Effective July 1, 1975

The actual cost of a room, including taxes will be reimbursed up to the maximum amounts listed below:

<u>Maximum Lodging</u>	In-state	\$18.00 per night
	Out-of-state	\$28.00 per night
<u>Subsistence Allowance</u> (For overnight trips)	Per Period	\$ 2.25
	Per Day	\$ 9.00

One Day Travel - Food allowance will be reimbursed for one day trips at the following rate:

Breakfast	\$2.25, if travel begins before 6:00 a.m. and ends after 10:00 a.m.
Evening Meal	\$4.50, if travel begins before 5:00 p.m. and ends after 8:00 p.m.

Deductions made for furnished meals - Deductions in subsistence are made for each meal furnished gratis to the employee or for meals included in the payment of registration fee at the following rate:

Breakfast	\$2.00	Lunch	\$2.00	Dinner	\$4.00
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TRAVEL REGULATIONS, CONTINUED.

Mileage - Reimbursement for mileage when driving a personal car will be made at the rate of 13¢ per mile.

No toll charges will be reimbursed - When driving personal vehicles, reimbursement for toll or ferry charges is included in the mileage reimbursement.

No parking reimbursement - When driving personal vehicles, except for parking at transportation terminals, reimbursement for parking personal vehicles is included in the mileage reimbursement.

University vehicles - University vehicles should be used for in-state and local travel whenever available. Contact Physical Plant Office, Ext. 282, for details to reserve a university vehicle.

Where to turn in receipts - Upon return from a university related trip, claims for travel expenses should be made in the office of the appropriate vice-president. Note that faculty persons should file travel claims in the Office of the Vice-President for Academic Affairs.

SECOND ANNUAL ISUE GOLF OUTING. The Second Annual ISUE Golf Outing for faculty, staff and administration is being planned for Tuesday, September 23rd at Hamilton's Golf Course. Last year's outing was thoroughly enjoyed by everyone that took part. The committee for this year urges an even greater response from all interested parties. It is a grand occasion to play golf, socialize and as the saying goes..."eat, drink and be merry."

This year's agenda includes 18 holes of golf followed by an evening buffet at the Sand Trap (Club House). Net scores will be determined by the Calloway system. Trophies and prizes will be awarded following the evening meal.

President Rice has granted approval for this event and encourages all interested employees to participate. It should be noted that employees are given the option of participating in all or part of the activities. Make plans to attend this annual event. The greater the response, the greater the fun.

NEW FACES.

The newest addition to the Custodial staff is MR. LAWRENCE TURNER of 1010 East Negley in Evansville. Mr. Turner moved to Evansville from Windsor, Massachusetts, and attended Lockyear College. Prior to joining the staff at ISUE, he was employed by Central Turners, Inc. Mr. Turner enjoys past-time activities of basketball, baseball, swimming, tennis and boating. He is married, and he and his wife have two children.

PEOPLE IN THE NEWS.

WAYNE BOULTINGHOUSE, Athletic Director and Basketball Coach, will speak at the Southern Indiana Athletic Association's Principals and Athletic Directors' Meeting in Jasper, Indiana, on September 22.

From August 20-26, CHARLES PETRANEK, Assistant Professor of Sociology, participated at the national convention of the National Council on Family Relations in Salt Lake City. Dr. Petranek presented three papers: "Postparental and Other Middle-Aged Couples," "Reactions To A Course On Death," and "Postparental Period: An Opportunity For Redefinition," and presided over a section on education and the family.

CAFETERIA MENU.

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| Wednesday, September 10 | 1) Fried Chicken
2) Spaghetti & Meat Sauce
3) Roast Beef |
| Thursday, September 11 | 1) Stromboli Day
2) Swedish Meatballs |
| Friday, September 12 | 1) Breaded Cod
2) Chopped Steak
3) Corned Beef & Cabbage |
| Sunday, September 14 | Buffet -- 11:00-1:30 |
| Monday, September 15 | 1) Lasagna
2) Roast Beef |
| Tuesday, September 16 | 1) Taco Day
2) Beef & Noodles
3) Salisbury Steak |
| Wednesday, September 17 | 1) Fried Chicken
2) Knockwurst
3) Beef Chow Mein |

POSITIONS AVAILABLE. The following positions are available as of September 4, 1975. Indiana State University Evansville is subject to the requirements of Executive Order 11246 and is an affirmative action employer. All interested persons are encouraged to apply. Contact the Personnel Office to apply except where otherwise indicated.

FACULTY POSITIONS

Accounting Faculty person	Division of Business	Teaching experience, doctoral degree preferred, will consider masters. Teach undergraduate and MBA courses. Position available August 25, 1975. Apply to Dr. Kenneth Settle, Chairman, Div. of Business.
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POSITIONS AVAILABLE, CONTINUED.

FACULTY POSITIONS, CONTINUED

Desegregation Specialist	In-Service Institute in Human Relations	Terminal degree required. Academic background in behavioral sciences. Public school teaching experience desirable. Will work in Hammond/East Chicago school areas. Apply with resume to Dr. Glenn Kinzie, Director of In-Service Institute in Human Relations.
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ADMINISTRATIVE POSITION

Director of the Office of Career Services and Alumni Affairs	Administrative Services	Minimum of a Master's degree in student personnel or related area. Experience or training in higher education, student services or personnel placement in educational or business-related organization desirable. Familiarity with needs and responsibilities of alumni necessary. Must be capable of working with alumni, students, faculty, administrators and representatives of public schools and industry in planning, organizing and coordinating functions benefiting individuals and the University. Apply to Dr. Donald Bennett, Vice-President for Administration.
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CLERICAL/SUPPORT POSITIONS

Clerk II	Library	Will process documents, maintain related files. Library background helpful. 50 wpm typing desired.
Clerk II	Purchasing Office	Will be responsible for machine operation and production of the copy center, a facet of in-house duplicating. Will operate Xerox 3600, perform binding processes, maintain inventory and have some clerk-typist responsibilities. Related experience preferred. Minimum 40-50 word per minute typing desired.

"According to recognized aerotechnical tests, the bumblebee cannot fly because of the shape and weight of his body in relation to his wings. But the bumblebee doesn't know this, so he goes ahead and flies anyway."