



INDIANA STATE UNIVERSITY EVANSVILLE  
"Equal Opportunity and Affirmative Action Employer"  
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into the Administration and Library buildings in order to conserve energy. This will not be effective if the day-time temperature would happen to be in the low 50's or higher. Offices in other buildings that must operate during this time should contact John Klingelhoefer for necessary arrangements.

Employees with unused vacation time are encouraged to use their vacation time during this time. Each department should report to its respective Vice President the space needed and space available for office personnel during this period of office consolidation.

#### CHRISTMAS AND NEW YEAR'S

Thursday, December 22	Offices closed
Friday, December 23	Offices closed
Monday, December 26	Offices closed
Tuesday, December 27	Offices open and consolidated
Wednesday, December 28	Offices open and consolidated
Thursday, December 29	Offices open and consolidated
Friday, December 30	Offices open and consolidated
Monday, January 2	Offices closed
Tuesday, January 3	Offices open and consolidated
Wednesday, January 4	Offices open and consolidated
Thursday, January 5	Offices open and consolidated
Friday, January 6	Offices open and consolidated

BOOKSTORE. The Bookstore will be closed from December 22, 1977 - January 2, 1978.

FOOD SERVICE. The Cafeteria will be closed December 15, 16, 19, 20 and 21. The Snack Bar will be open December 15, 16, 19, 20 and 21. Food Service will be closed from December 22 - January 8. The Snack Bar will be open Monday, January 9 and the Cafeteria will first serve Monday, January 16. The Sunday Buffet will be open December 18. The Sunday Buffet will be closed December 25, January 1 and January 8.

DAY CARE CENTER will close December 16 and reopen January 16.

RECREATION ROOM will close December 16 and reopen January 16.

ISUE CENTRAL ARENA will be open for recreational activities each day that ISUE offices are open.

PRESIDENT'S ANNUAL CHRISTMAS PARTY. The President's Annual Holiday Party for all ISUE employees will be held Tuesday, December 20 in the Library Faculty Reading Room. Please drop in at any time between the hours of 2:00 and 4:00 p.m. Persons should make certain their offices are covered while at the party.

HOLIDAY SCHEDULES. During December 27-30 and January 2-6 offices will be consolidated

#### HOLIDAY SCHEDULE (CON.)

The Southern Indiana Table Soccer Association of ISUE will sponsor a tournament Friday evening, Saturday and Sunday, January 7, 8, and 9 in the University Center Conference Center. The Snack Bar will be in operation for this event.

**SPECIAL DATES TO REMEMBER:**

January 9-11	Fee payment for pre-registered students with or without changes.
January 12	University meetings. Orientation for new students. Evening registration from 5:00-6:30 p.m.
January 13	Orientation for new students. Advisement and registration for new and readmitted students. Open registration from 3:00-6:00 p.m.
January 16	Classes begin.

ELIZABETHAN DINNERS BROADCAST. "An Elizabethan Christmas Celebration," a half-hour television special featuring the Mid-America Singers of Indiana State University Evansville, will be broadcast nationwide by the Public Broadcasting Service (PBS).

In Evansville, Channel 9 (WNIN) will broadcast the Elizabethan Dinners, produced in December 1976, on Thursday, December 15 at 7:30 p.m. and on Friday, December 23 at 8:30 p.m.

Under the direction of DR. JON CARLSON, Director of Music, the dinner is an authentic reproduction of the madrigals in Elizabethan England. The colorful special includes authentic songs and dances of the Elizabethan era and centers around elaborate processions and a feast which includes roast boar's head, wassail, and flaming pudding.

This program is the first that WNIN has submitted to PBS for consideration.

**MEDIA SERVICES REQUEST.** Media Services needs your help to facilitate an inventory control which will be conducted during the semester break. All equipment you have checked out needs to be returned by December 16 so that inventory records may be verified, equipment cleaned, inspected and repaired if necessary. When the equipment is returned, arrangements may be made for equipment needs next semester.

If you have any questions, or if you need equipment picked up contact Media Services at extension 1888.

**PAPER DRIVE.** Chi Gamma Iota (veteran's fraternity) is sponsoring a paper drive January 13, 14, and 15, 1978. Please save all newspapers and magazines. For pick-up call PAUL WRIGHT at extension 1823 during the day, 423-7406 evenings, or call JEFF WILSON at 477-8110.

**VARIETY PACK PROGRAM.** A Variety Pack program entitled "Life Planning" will be presented Wednesday, December 14 at 2:00 p.m. in the University Center, Room 350.

According to BOB HARPER, Counselor, the session will "help people relate their interests and characteristics to certain career areas." These career areas will then be explored to point out what possibilities they offer.

Variety Pack programs are sponsored by Campus Ministries, Counseling Center, and Student Activities.

**PEOPLE IN THE NEWS.** ROBERT E. MAYS, Director of Student Teaching and Laboratory Experiences, is currently serving on the Teacher Education Panel of the State Universities Tele-communication Coordinating Council (SUTCC). The panel is developing inter-institutional courses and materials concerned with in-service education of elementary/secondary personnel who supervise student teachers.

WILLIAM STAMETS, adjunct lecturer at ISUE, attended the 1977 annual winter meeting of The American Society of Mechanical Engineers in Atlanta, November 27-December 2, at which time he was made publications chairman for the design engineering education division for the national ASME. The ASME is one of the largest engineering societies in the country with a membership of over 82,000. Its principal aims and objectives are to foster technical knowledge and the professional interests of engineers.

**MARKETPLACE.**

FOR SALE

Early American couch. Olive green color. Very good condition.  
Call extension 1756 before 5:00 p.m. or call 424-9343 after 5:30 p.m.

FREE

CHRISTMAS PUPPIES: Cute, little puppies which will be medium sized, long haired when grown. 7-8 weeks old by Christmas. Call TOM ZELLER, extension 1710.

**POSITIONS AVAILABLE.** The following position is available as of December 9, 1977. 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.

ADMINISTRATIVE POSITION

Director of Development	Office of the President of the Campus	Requires undergraduate degree with extensive knowledge in fund-raising, public relations, communications and administra- tion. Must have considerable experience working with organi- zational boards and multiple committees. Financial and statistical acumen, skills in
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## POSITIONS AVAILABLE (CON.)

### ADMINISTRATIVE POSITION (CON.)

#### Director of Development

#### Office of the President of the Campus

motivation, persuasion and tact are necessary. This person will be responsible to the Office of the President of the Campus for planning and executing a comprehensive, co-ordinated program of activities for private resource development. The Director will be responsible for the administration of development activities and the effective utilization of resources allocated for development. Will be responsible for planning and initiating activities in all areas of potential support, including such sources as gift-level clubs, special gifts and foundation and corporation support. To apply, send resume to Personnel Director.

FOR SALE

Early American porch. Old wood condition. \$110.00 or call 454-3343 after 2:00 p.m.

3388

CHRISTMAS PUZZLES: Game, 11x14 double which will be mailed, \$1.00 postpaid. 5-8 weeks after Christmas. Call TOM ZELLER, extension 1120.

POSITIONS AVAILABLE. The following position is available as of December 3, 1977.

### ADMINISTRATIVE POSITION

"I heard the bells on Christmas Day  
Their old familiar carols play  
And wild and sweet their words repeat  
Of peace on earth, good-will to men."

-Longfellow, CHRISTMAS BELLS-