

WESTERN MICHIGAN UNIVERSITY WESTERN NEWS

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Plans under way for Jan. 16 MLK birthday observance

Plans are being formalized for the observance of Martin Luther King Jr.'s birthday on campus Monday, Jan. 16.

As recommended by the Faculty Senate's MLK Day Committee and approved by President Haenicke, classes will be canceled that day from 10 a.m. to 2 p.m. so that faculty, staff and students can participate in activities. The theme for the observance is "The Courage To Do What Is Right."

The MLK Day Committee has scheduled an all-campus convocation at 10:15 a.m. in the University Arena of Read Fieldhouse. Bettye Daly, president and chief executive officer of the Mayday Chemical Co. of Kalamazoo, will speak on "Where Do We Go From Here?" The convocation also will include musical selections, readings and comments from faculty and students.

The convocation will end at 11:30 a.m., when a number of units have planned other special activities for the day. A schedule of those events will run in next week's Western News.

One special event that requires advance reservations is the 26th annual Martin Luther King Jr. Program Banquet, which is scheduled for 2 p.m. Sunday, Jan. 15, in the Bernhard Center. The event will include a speech by Mark Jackson, a Martin Luther King Jr. Program alumnus; a theatrical performance by Von and Fran Washington; and a candlelighting service. Tickets to the banquet are \$10 for adults and \$5 for children under 12, and may be reserved by calling 7-3322.

Improving social service training is target of new grant

Social service professionals will be getting more guidance from the people they help in four Kalamazoo neighborhoods under a \$615,000 grant from the W.K. Kellogg Foundation of Battle Creek to WMU's School of Social Work.

The three-year project will develop working partnerships between the school and the Eastside, Edison, Northside and Vine neighborhoods. Each of the neighborhoods will become home to a community training association charged with developing training packages for social service professionals. The training will be tailored to the neighborhood's interests and designed to draw upon its strengths.

"What is different about this training grant is that the focus will be on organizing communities to come together to decide how that training will take place," says Philip R. Popple, director of the School of Social Work and of the grant project. "The recipients of social services will get a chance to specify what a social service worker needs to know to work effectively in the community."

School of Social Work faculty, community residents and representatives from Kalamazoo's major social service agencies have been meeting for nearly a year to lay the groundwork and to develop partnerships that can be used to implement the project. The goals of the project are to enhance community development, advance the training of social workers and deepen community/University relationships.

The grant is one of 10 training grants awarded by the Kellogg Foundation recently to institutions around the country to address the lack of effectiveness many professionals have in dealing with the problems of their clients. In addition to targeting professionals already providing social services in the four neighborhoods, the grant will focus on WMU students prepar-

Committee to implement recruitment, retention plans

President Haenicke is appointing a committee to work on what he terms "the major emphases" of the University in the immediate future: recruitment and retention.

Richard A. Wright, associate vice president for academic affairs, will chair the committee, which is charged with implementing recent recommendations by two task forces to stabilize enrollment and improve retention.

"We have two significant issues on the student agenda," Haenicke told the Board of Trustees at its Dec. 16 meeting. "One is the recruitment of students to the University and the other is the retention of students once they come here."

Haenicke gave the trustees copies of published reports from the task forces he appointed last year on student recruitment and student retention. Their original reports were condensed into executive summaries and recommendations, and then published for distribution to the University community.

"I have had 1,200 copies made and widely distributed on campus so that everybody on the faculty and on the staff knows what attitudes we have to foster, what goals we have, how we can get there and how much everybody's help is needed," he said.

In discussing recruitment, Haenicke noted that WMU had delayed the impact of shrinking high school classes on enrollment by about two years because of its decision in 1983 not to limit the number of new students as long as they met admis-

sions requirements.

"In a period of six years, that led to an increase in our student body of 34 percent — a very large increase in a very short time," he said. "That made possible on our campus the construction of many facilities, the improvement of many programs and services and the upgrading of significant maintenance projects that had been left on the table."

This enrollment "bubble" enabled the University to grow even while freshman classes began to shrink in 1989. The enrollment decline that hit other schools two years ago finally caught up with WMU last fall, he said.

"In retrospect, we made good decisions," Haenicke said. "They were very much to the advantage of the enrollment situation as a whole and also they were very much to the advantage of the fiscal situation of the University."

In order to stabilize enrollment in the face of shrinking high school classes, the University has intensified high school recruitment efforts and put a new emphasis on the recruitment of nontraditional students, traditionally underrepresented students and international students, he said.

"These are the big three new emphases that we are pursuing," he said. "At the same time, we want to pursue a policy that allows us not to lower our admissions standards."

Haenicke noted that the academic quality of the freshman classes has steadily improved over the years because the Uni-

versity has held fast to its admissions standards. For example, the average ACT score for the freshman class eight years ago was 19 and today it is up to 22.8.

"The decision that has been made by many other schools in the state has been to just dip a point or two deeper into the applicant pool," he said. "That was an option that we had also. We could have had the same enrollment again had we admitted below our now established admissions standards."

"We discussed that internally several times," he continued. "It was a unanimous and difficult decision for the institution to say we'll stick with the standards because we think that our rank order in the state in choice of school has changed significantly."

Haenicke pointed out that rather than competing with Central Michigan University for students, WMU is now going after the same students as the University of Michigan at Ann Arbor and Michigan State University. "We now have admissions requirements that are essentially the same as Michigan State's," he said.

Turning to retention, Haenicke elaborated on a remark he made during his "State of the University" address Nov. 29.

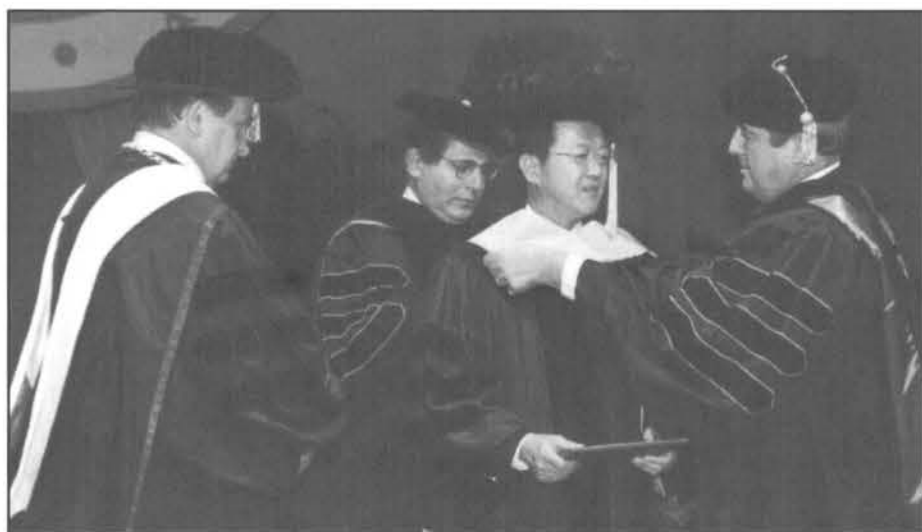
"I said there, 'We have to improve our retention rate,' and that is we have to get the number of students who graduate after six years higher from what we currently have," he said. "Some in the press understood that to mean that the president wants all the students to stay not four years but six years so that he can get more money out of them."

Haenicke explained that as an "industry standard," the graduation rate is measured in six-year intervals. For example, if 60 percent of the students graduate in six years, then that is the graduation rate. Six years is used as the benchmark rather than four years because of a changed set of circumstances nationwide, such as the increasing complexity of programs and the rising number of students who take classes part time.

"So our retention effort is not to keep the students here longer," he said. "The

(Continued on page four)

(Continued on page four)



HONORARY DEGREE — Dato Jeffrey Cheah, second from right, founder of SungeiWay College in Malaysia and president and chief executive officer of the SungeiWay Group, received an honorary doctor of education degree during one of three commencement exercises Dec. 17. Participating in the hooding ceremony were, from left, President Haenicke and Trustees James S. Brady of Grand Rapids and Richard Y. St. John of Kalamazoo. WMU is the only U.S. institution of higher education that is a partner in Sunway's "twinning concept," which allows students to complete the first two years of their degree program at Sunway before transferring to a foreign university to complete the remaining years of their studies. Currently, there are more than 500 Malaysian students at WMU, representing the largest contingent of international students at the University and the largest Malaysian contingent at any U.S. college or university.



HOLIDAY RECEPTION — Trustee Alfred L. Edwards of Ann Arbor, left, extended some holiday cheer to faculty and staff members during the annual reception sponsored by the Board of Trustees and President Haenicke Dec. 16 in the Bernhard Center. He greeted, from left, James D. Kirklin, video services; Laurie Foster, registration; and Ed J. Zumburs, sign shop.

Students volunteer to help Northside children

A six-year-old effort by a WMU sorority to help children on Kalamazoo's north side has been expanded under a grant from Michigan Campus Compact.

WMU's Office of Student Volunteer Services in the Lee Honors College has received a \$4,250 Venture Grant from MCC to fund the "At Risk Kids" plan for clientele at the Douglass Community Association. The grant is intended to help educate, support and aid in the advancement of school-aged children through the Northside association.

The idea is based upon a continuing volunteer service commitment established in 1988 between Alpha Kappa Alpha sorority and the association. Organizers of the project wanted to expand the work of the sorority and improve mentor/mentee relations between Northside children and college students.

Under the grant, members of WMU's National PanHellenic Council have joined the sorority to serve the increasing number of children who want to participate. The National PanHellenic Council is made up of eight historically African-American Greek organizations. These groups are working as a united source of volunteer service with the Douglass Community Association by tutoring twice a week and implementing creative programming.

"The grant was set up to create more unity among the University's black Greek organizations, and to expose Northside children and college students to each other more often," said Terri M. Benton, student volunteer services.

"It is important for students to remain connected to communities they're familiar with," she continued. "College students who participate with children may learn just as much from the kids as the kids learn from them."

"I am happy that all black Greeks have the opportunity to now network more closely than ever before while volunteering and helping culturally diverse people who live in a local community that is similar to the populations in many of our hometown neighborhoods," said Derrick D. Carter, president of the National PanHellenic Council.

Activities under the grant started last fall with tutoring and educational programs centered on Halloween and Kwanzaa.

The MCC Venture Grant projects for

this winter will begin with a campus visit at 4 p.m. Wednesday, Jan. 11, by some 100 youngsters from the Douglass Community Association. Representatives from the Greek organizations will lead the children on a tour of the campus.

The children, ranging in age from 5 to 14, also will eat in a residence hall cafeteria and attend a men's basketball game that evening between WMU and Eastern Michigan University.

At 7 p.m. Tuesday, Feb. 7, the WMU students and representatives from area service agencies will compete in a Black History Trivia Bowl and Story Telling at the Douglass Community Center, 1000 N. Paterson.

The final event to be underwritten by the grant will be a "Love Your Community, Your History and Yourself Day" Saturday, April 1. Members of the black Greek organizations will gather at the Douglass Community Center at noon to prepare for a neighborhood cleanup. Participants will help paint area buildings that have been sprayed with graffiti and pick up trash. Events also will include a historical "step show" along with arts and crafts.

Information about the projects is available by contacting Benton at 7-3553. Venture Grant program proposals are intended to foster lifelong involvement in community service. They also provide innovative models for use at other colleges and universities.

MCC is an action-oriented, demonstration project that encourages voluntary community service opportunities for students.

Safety measures prevent voice mail tampering

There recently have been reports of tampering with University voice mailboxes. The Department of Telecommunications reminds faculty and staff members that there are steps they can take to ensure security.

Those who suspect that someone is tampering with their voice mail should change their password and turn on access security.

While users are encouraged to choose a number or word that they can readily remember for a password, they also are cautioned not to select something that would be associated with them, such as a birthday, telephone number or Social Security number. Passwords must be a minimum of five digits and not longer than 15 digits. As the number of digits increases, the odds of breaking into a voice mailbox decrease.

Access security will record the user's name every time he or she accesses his or her mail. The system then plays back the name that was recorded the last time the mailbox was accessed. If someone else has accessed the mailbox, the user will know it the next time he or she accesses the box because the recorded name will not be his or her own.

To turn on access security, access voice mail by calling 7-4000. Put in the password when prompted and at the main menu choose option four (personal options). Choose option six (security options) and

Douma named dean of the Graduate College; board approves other appointments, retirements

The appointment of Rollin G. Douma as dean of the Graduate College was part of personnel action taken Dec. 16 by the Board of Trustees.

Douma has been serving as interim dean of the Graduate College since July 1992, when he replaced Laurel A. Grotzinger, who returned to the faculty. Previously, Douma served as associate dean of the college from 1979 to 1992. He came to WMU in 1970 as a faculty member in the Department of English.

Douma earned a bachelor's degree, two master's degrees and a doctoral degree from the University of Michigan. His appointment as dean was effective Jan. 1, 1995.

The board also approved two other administrative appointments: Lynn C. Bryan as director of the student employment referral service, effective Nov. 7, 1994; and Patti J. Parish as director of internal audit, effective Dec. 5, 1994.

Bryan has worked in the student employment referral service since 1985. The office manages all on-campus student employment and coordinates off-campus employment and internships for WMU students. Bryan served as coordinator of professional practice services in the office for eight years before becoming acting associate director of career services with responsibility for the student employment referral service in 1993. Formerly a part of career services, the office is now a separate unit.

Bryan earned her bachelor's and master's degrees from WMU, and currently is working on a second master's degree. She replaces Gary L. Belleville, who has retired.

Parish comes to WMU from Plante & Moran accounting firm in Kalamazoo, where she has worked as an auditor since 1990. Previously, she was an accountant, property accountant and finance analyst for three years at American Fibrit Inc. in Battle Creek.

A certified public accountant, Parish earned her bachelor's degree from Nazareth College. She replaces Craig E. Wolford, who is now a financial systems analyst in WMU's accounting services.

In other action, the trustees accepted the resignations of two faculty members: Michael J. Barcelona, chemistry, effective

then option zero (a help tutorial that explains security options). Finally, choose option one (access security ON) and exit voice mail by choosing **.

Persons with questions may contact telecommunications customer service at 7-4663.

Proposals sought for 1995-96 Visiting Scholars and Artists

The Visiting Scholars and Artists Program Committee has sent calls for proposals to University department chairpersons and program directors.

Each department and academic program may submit one request for funds to support a campus visit by an outstanding scholar or artist during the 1995-96 academic year. The deadline for submitting proposals is Monday, Jan. 23.

Sponsored by the Office of the Provost, the program annually funds about 14 awards to pay for expenses and honoraria for visiting scholars and artists. Amounts for 1995-96 will range from \$1,300 to \$2,000.

For more information, persons may contact their department chairpersons or directors, or may call Linda L. Dannison, chairperson of consumer resources and technology and of the Visiting Scholars and Artists Program Committee, at 7-3713 or e-mail her at linda.dannison@wmich.edu.



Brower



Bryan



Douma



Havens



Howell



Miller



Parish



Tyndall



Watson

Dec. 31, 1994; and Samuel G. Shorter, physician assistant, effective Jan. 16, 1995.

The board also approved the retirements of five faculty members and one staff member.

The faculty members granted retirement with emeriti status, along with their years of service and effective dates, are: Milton J. Brower, sociology, 35 years, effective April 30, 1995; Gail A. Havens, consumer resources and technology, 27-1/2 years, effective Dec. 31, 1995; George S. Miller, education and professional development, 31 years, effective April 25, 1995; Dean R. Tyndall, occupational therapy, 41 years, effective Dec. 31, 1995; and Archie E. Watson, education and professional development, 25 years, effective June 30, 1995.

The staff member retiring is Buster C. Howell, physical plant-landscape services, 28-1/2 years, effective Nov. 23, 1994.

Discussion planned on 'Beyond PC' Jan. 12

"Beyond Political Correctness: Toward a More Harmonious Academy" is the title of a panel discussion set for 4 p.m. Thursday, Jan. 12, in the Lee Honors College Lounge.

Panelists will include: President Haenicke; JoNina M. Abron, English; and Ralph C. Chandler, political science and public affairs. Shirley A. VanHoeven, communication, will be the moderator.

The discussion, which is free and open to the public, is being sponsored by WMU's chapter of Phi Kappa Phi academic honor society. The event will open with an introduction of the topic and the participants by VanHoeven. Each of the panelists will then express their views on the subject. An open discussion, including questions and answers, will follow. A reception will take place after the event.

WESTERN MICHIGAN UNIVERSITY WESTERN NEWS

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Human resources

Nominations sought for service awards

There's still time to act on that New Year's resolution to show (not just think) your appreciation of excellence among your co-workers. Nominate that special WMU staff employee for a Service Excellence Award, consisting of his or her name inscribed on a certificate and a \$50 WMU

Ramirez elected treasurer of statewide education fund

Miguel A. Ramirez, minority affairs, has been named treasurer of the Michigan Education Opportunity Fund Inc.

Ramirez also was re-elected to a three-year term on the MEOF's board of directors at the organization's annual meeting Oct. 26 in Lansing. His term expires in 1997.

The Michigan Educational Opportunity Fund Inc. has become the premier statewide organization for the educational advancement of Latinos and other disadvantaged groups since its inception in 1985. It is one of 10 groups in the United States funded by the National Council of La Raza.

As a non-profit organization, the MEOF raises and distributes funds for scholarships for Latino students in Michigan. The Lansing-based group also provides exemplary programs to curb high school drop-outs and improve basic skills for K-12 students.

Obituaries

Dorothy E. Smith, emeritus in education and professional development, died Dec. 6 in Kalamazoo. She was 77.

Smith joined the faculty of what was then the Psycho-Educational Clinic in 1963. She served

as director of that unit, which became the Reading Center and Clinic, from 1978 to 1985.

The holder of a master's degree from WMU, Smith also was a licensed psychologist and maintained a private practice. She was the author of two college textbooks, including "An Introduction to General American Phonetics" with the late Charles G. Van Riper, Distinguished University Professor.

Following her retirement from the University in 1986, Smith was active as a volunteer mediator with the Community Dispute Resolution Center of Kalamazoo.

Memorial contributions may be made to the WMU Reading Clinic Scholarship Fund or to Hospice of Greater Kalamazoo.

Adrian Trimpe, emeritus in distributive education, died Dec. 15 in Holland. He was 87.

A WMU alumnus, Trimpe established the first distributive education program in Michigan while teaching in the Pontiac schools. He joined the WMU faculty in

Libraries

Faculty who wish to obtain masters of the University libraries WESTNET handouts for duplication and distribution to their classes may contact Pat Vander Meer in the reference department at 7-5179.

Faculty may request the basic packet of masters on white paper for the most used handouts or request masters for individual titles. These masters also may be obtained in electronic form by special arrangement if preferred. The files on disk are in Macintosh format.

The WESTNET handouts include an overview of databases in general; remote access (dial-up) directions for WESTNET; commands and tips for searching FINDER, KELLY and DATAQUEST I and II; and descriptions of the FIRSTSEARCH databases and UNCOVER.

The handouts that are currently in print can be viewed in the central reference department in Waldo Library.

gift voucher.

All AFSCME, clerical/technical and professional/technical/administrative employees as well as executive officials and police officers are eligible for consideration by the Staff Service Excellence Committee. Nominations will be received until Friday, Jan. 13, by the Department of Human Resources and then given to the committee. To date, 24 persons have received this prestigious award.

Names of persons who were nominated for the first and second quarterly awards, but were not selected, may be resubmitted. Sample nomination forms have been mailed to all staff employees and also may be picked up from the Department of Human Resources or sent to you by campus mail. Just call 7-3620.

Exchange

FOR SALE — Hide-a-bed. Comfortable. Needs new mattress cover. \$150. Call 388-4839 after 4 p.m.

Media

Peter M. Judd, social work, discusses new ideas for welfare reform on "Focus," a five-minute interview produced by news services. "Focus" is scheduled to air Saturday, Jan. 7, at 6:10 a.m. on WKPR-AM (1420).

1947, and served as head of the Department of Distributive Education from 1957 until his retirement in 1972.

Trimpe was responsible for securing funds from business organizations and foundations to match federal money available for the construction of vocational facilities. Due largely to his efforts, a distributive education building was planned and constructed in 1963-65 without the use of state tax money. That facility, now called the Trimpe Building, was named for him in 1974.

The author of several articles about distributive education for professional journals, Trimpe also was a consultant for industry and government. He served on the Comstock Board of Education from 1963 to 1971.

Memorial contributions may be made to Hospice of Holland.

Jobs

The following list of vacancies is currently being posted through the Job Opportunity Program by employment services in the Department of Human Resources. Interested benefits eligible employees should submit a job opportunity transfer application or sign the appropriate bid sheet during the posting period.

S-01 and S-02 clerical positions are not required to be posted. Interested University employees may contact an employment services staff member for assistance in securing these positions.

For persons interested in faculty positions, there are openings in selected fields. A letter of application should be submitted to the appropriate dean or chairperson.

(R) **Assistant Professor** (Repost), I-30, Education and Professional Development, 94/95-008, 1/3-1/9/95.

(R) **Assistant Professor** (Tenure Track), I-30, Aviation Sciences, 94/95-243, 1/3-1/9/95.

(R) **Clerk III**, S-04, Academic Records, 94/95-244, 1/3-1/9/95.

(N) **Senior Research Associate** (Term Ends 11/30/97), Q-02, Social Work, 94/95-246, 1/3-1/9/95.

(N) **Research Associate** (Term Ends 11/30/97), Q-01, Social Work, 94/95-247, 1/3-1/9/95.

(R) **Carpenter**, M-5, Physical Plant-Maintenance Services, 94/95-249, 1/3-1/9/95.

On campus

TRACKING STUDENT PROGRESS

—Paula Armstrong will attest to how tough competition is for students wishing to enter WMU's graduate program in speech pathology and audiology — and she'll also tell you how much in demand those students are once they graduate. The graduate studies secretary in the Department of Speech Pathology and Audiology, Armstrong distributes informational packets to students inquiring about entry into the program and maintains files on candidates. Last year, she says, there were 255

applicants for 40 spots; this year, she already has sent out more than 300 packets to prospective students. Once those students enter the program, Armstrong posts their clinical hours to make sure they reach the 350 needed for graduation. She also maintains a "job board" of employers looking for graduates. "We have nearly 100 percent placement," she says. "People call all the time looking for our graduates. I'm already getting calls now for the April graduates." Armstrong, who has worked in the department for nine years, also spends time answering the telephone, greeting visitors, keeping track of the student payroll and sorting mail. In addition to helping the students stay on track with academic requirements, Armstrong makes it her job to see that they are doing well in other areas too. "I keep candy in my jar for them, and they come and talk to me when they're stressed out," she says. "I like meeting all the students. Quite a few keep in touch after they graduate, which is nice." When not at work, Armstrong enjoys spending time with her husband and two daughters, ages 12 and 4. She also likes to bowl, play softball and play cards.



Zest for Life

Zest for Life would like to take this opportunity to introduce the faculty and staff to Katherine (Katie) Ill, our new coordinator of fitness programs. Ill is a new employee with University recreation programs and facilities, but many of you may remember her as graduate assistant with Zest during 1993-94. She is now responsible for all student fitness programming at the Student Recreation Center as well as fitness opportunities through Zest for Life. If you have any exercise questions or would just like to welcome Ill back and wish her good luck in her new position, she can be reached through the Zest for Life program line at 7-3262.

The Zest for Life Fitness Room hours resumed Jan. 4 and "Total Fitness-Aerobics" and "Aqua Fitness-Water Exercise"

classes will start the week of Jan. 9. The "Chair Exercise" class is back with a new instructor, Rachel Zimmer, graduate assistant, and a new location, the Kiva of the Faunce Student Services Building. We encourage employees of all ages to try this invigorating stretching class as a mid-day stress break.

"Swim Technique and Conditioning" is scheduled for 12:05 to 12:50 p.m. Mondays and Wednesdays starting Jan. 9 at Gabel Natatorium. This new and unique adult swim program is designed to work with your skill level to improve stroke technique or to acquire new skills. The instructor will individualize the lessons to meet the specific needs and goals of the participants. Each session will include a warm-up, a specific training session and a cool-down.

"Learning Tai Chi Together" is a new program being offered winter semester with instructor Jahan G. Aghdai, foreign languages and literatures. Tai Chi (Tai Chi Chuan) is an ancient Chinese exercise consisting of slow and relaxed movements. It is defined as the supreme ultimate system of self-control. It involves physical exercises, will power, visualization and study in concentration. It's a system of spiritual meditation and martial art. Interested individuals will share their experience participating in a pleasant collaborative Tai Chi learning experiment. The class will be offered from 5:15 to 6 p.m. Mondays starting Jan. 9 in 16 Oakland Gym.

For more information or to register for any of the above exercise programs, persons may call Zest for Life at 7-3262.

"Building a Healthy Relationship To Food: A Holistic Approach To Weight Management" will be offered from 12:05 to 12:50 p.m. Mondays, Jan. 16 through Feb. 13, at the Sindecuse Health Center. This workshop, taught by Christine G. Zimmer, health promotion and education, is designed to help individuals who are preoccupied with body weight explore their relationship to food and develop skills for a holistic approach to weight management. Participants will develop skills for selecting low-fat food choices, commitment to aerobic exercise, thought management and stress reduction. Call the Office of Health Promotion and Education at 7-3263 for more information or to register.

(N) New
(R) Replacement
WMU is an EO/AA employer

Policy

University Closing Policy

Policy and procedures guide for the suspension of University operations due to weather conditions, physical damage or other emergency conditions that prevent normal operations:

The decision to close all or part of the University for reasons of weather, building conditions or disruptive actions, will be made only by the president or his/her designate. The president's office and the Department of Human Resources will be the coordinating offices for handling details and questions dealing with this policy.

In cases of complete or near complete shut-down, local news media will be used under normal circumstances for notification purposes. If only selective operations are involved, or if the closing occurs after the beginning of the work day, each of any affected departments will be individually notified. The lack of specific notification to the contrary should be interpreted to mean that normal operations are to be maintained.

Specific cases and varying conditions or circumstances may require special action or decisions. However, some basic policy statements regarding close-down decisions are presented in this statement in an effort to provide as much understanding and communication as is possible on these matters.

- I. In the absence of notification to the contrary, all normal operations will continue as scheduled. If there is any doubt as to whether the University will be in operation, a message will be available on WMUK-FM (102.1) and WIDR-FM (89.1). Closing announcements will be on these same sources as well as the general public media.
- II. In the event that emergency conditions are so severe that **on-campus classes** must be canceled, the University will close except for essential services.
- III. The dean of the Division of Continuing Education is authorized to cancel **off-campus classes** in accordance with policy established by that office.
- IV. Essential services will be maintained during a period in which the University is closed. These include:
 - A. University computing services
 - B. Dining services — consolidation may be required
 - C. Grounds — for snow removal
 - D. Police
 - E. Recreational facilities — e.g., Student Recreation Center, Bernhard Center, Lawson Ice Arena, Gabel Natatorium
 - F. Telecommunications
 - G. Sindecuse Health Center
 - H. Waldo Library
 - I. WMUK-FM
 - J. Others as may be designated
- V. When a decision is made to close the University, the following notification steps should be taken:
 - A. **Vice president for business and finance**
 - (1) Notify executive director of public relations and communications
 - (2) Notify provost and vice president for academic affairs.
 - (3) Notify business and finance major unit heads
 - B. **Executive director of public relations and communications**
 - (1) Notify public information
 - a. Notify area news media
 - (2) Notify secretary of Board of Trustees
 - (3) Notify vice president for student affairs
 - (4) Notify vice president for external affairs and general counsel
 - (5) Notify vice president for research
 - (6) Notify executive director of international affairs
 - (7) Notify director of intercollegiate athletics
 - (8) Notify director of planning and institutional research
 - (9) Notify assistants to the president
 - C. **Provost and vice president for academic affairs**
 - (1) Notify academic deans
 - a. Notify departmental chairs
 - (2) Notify other major academic units
 - (3) Notify library
 - D. **Secretary of Board of Trustees**
 - (1) Notify trustees
 - (2) Notify major unit heads
 - E. **Vice president for student affairs**
 - (1) Notify major unit heads
 - F. **Vice president for external affairs and general counsel**
 - (1) Notify major unit heads

- G. **Vice president for research**
 - (1) Notify major unit heads
- H. **Executive director of international affairs**
 - (1) Notify major unit heads
- I. **Director of intercollegiate athletics**
 - (1) Notify major unit heads
- J. **Director of planning and institutional research**
 - (1) Notify major unit heads
- K. **Assistants to the president**
 - (1) Notify major unit heads
- VI. In order to protect unavoidable income losses to employees, whenever the "University is closed" all faculty and staff not required for essential operations during the period of closing will be excused from work and be paid as though the period of closing were a holiday. However, it is the University's sole judgment as to who is required to work and who is not. Whenever the University is closed from normal operations, employees will fall into several groups for the purpose of determining pay.
 - A. Employees who are required to work to continue essential services will be paid for the time worked in the same manner as though the period of closing were a holiday. Thus, they will receive holiday pay plus time and one-half.
 - B. Employees who report for their regular work period prior to the announcement of closing, but who are not required to maintain essential services, will be released from their work stations by their supervisors at the effective time of closing and will be paid for the balance of their work period as though it were a holiday.
 - C. Employees who, for whatever reason, are unable to report for their regular work period prior to the announcement of closing may use annual leave for the time from the beginning of their regular work period to the effective time of closing, without the requirement of prior approval for annual leave. They will be paid for the balance of their work period as though it were a holiday.
 - D. Any employee who has reported in as "sick" or was scheduled to be on annual leave prior to the announcement of closing will be paid as though there were no closing and thus will be charged for sick leave or annual leave for the period not worked.

(Approved: Office of the President, March 23, 1978; Amended: June 1, 1978; Aug. 1, 1979; April 4, 1985; Dec. 10, 1986; Feb. 16, 1988; Nov. 7, 1989; Jan. 13, 1994)



RECIPE FOR HOLIDAY SPIRIT — Staff members in accounting services units decided to share some of their "assets" with two less fortunate Kalamazoo families during the holiday season. Beginning last January, the employees compiled some 200 recipes and published their own cookbook, "Recipes With Assets." Then they sold more than 200 copies of the cookbook and used the profits to spread the spirit of the holidays. Through the Salvation Army, they got the names of two families that were struggling to make ends meet. The WMU "elves" went to work purchasing presents for the children in the families, buying groceries for a holiday dinner and even providing a tree and ornaments for one of the families. Pictured here with the wrapped gifts are some of those who participated in the project: Kimberli L. Eastman, cashiering, who is holding a copy of the recipe book; Nona Green, accounts receivable; Nancy J. Johnson, cashiering; Patricia L. Sonicksen, accounts receivable; Sarah E. McChesney, accounts receivable; and Veronica L. Moore, accounts receivable.

Calendar

Thursday, January 5

- (and 6) Exhibition, watercolors and acrylics by Gregg McChesney, WMU employee, student and artist, Department of Human Resources, 1240 Seibert Administration Building, 8 a.m.-noon and 1-5 p.m.
- (thru 26) Exhibition, three photographers: Liz Birkholz, Seattle, and Gloria DeFilipps Brush, Duluth, Minn., Gallery II, Sangren Hall, weekdays, 10 a.m.-5 p.m.; and Tatana Kellner, Kingston, N.Y., Space Gallery, Knauss Hall, Mondays thru Thursdays, 10 a.m.-4 p.m.

Friday, January 6

- *(and 7) Hockey, WMU vs. Miami University, Lawson Arena, 7 p.m.
- *Concert, University Jazz Orchestra and Gold Company, Dalton Center Recital Hall, 8 p.m.

Saturday, January 7

- *Women's basketball, WMU vs. Central Michigan University, University Arena, 2 p.m.

Monday, January 9

- Concert, Philip Sinder, professor of tuba and euphonium, Michigan State University, Dalton Center Recital Hall, 8 p.m.

Tuesday, January 10

- *Concert, Groov'tet and Western Jazz Quartet, Dalton Center Recital Hall, 8 p.m.

Wednesday, January 11

- *Men's basketball, WMU vs. Eastern Michigan University, University Arena, 7 p.m.

Thursday, January 12

- Panel discussion, "Beyond Political Correctness: Toward a More Harmonious Academy," Lee Honors College Lounge, 4 p.m.
- Meeting, Faculty Senate, Fetzer Center, 7 p.m.
- *Performance, "Oliver," Miller Auditorium, 8 p.m.

*Admission charged

Recruitment (Continued from page one)

retention effort is to keep the students here so that they graduate in the most timely fashion possible, to get the students to the point of graduation rather than making a disappointment out of their college years." Haenicke said the goals of the committee he is appointing are to implement plans to stabilize enrollment at about 25,000 students and to improve the graduation rate to 60 percent. He hopes the latter goal can be accomplished within five years. Last

fall's enrollment was 25,673, while the current graduation rate is 48.5 percent.

Recommendations made by the two task forces range from increasing faculty and staff involvement in recruitment and retention to requiring departments to develop recruitment support plans to expanding academic support programs for students who are "on the road to risk."

Copies of the report are available from the Office of the President.

Grant (Continued from page one)

cycle," Popple says. "We're beginning to shift back toward the community and we're looking at the family, whatever the definition of family is, as the building block to building a successful community."

In the coming months, a project director will be hired as well as a project associate, both of whom will be working full time with community members. Eight graduate students — two assigned to each neighborhood — will be selected to complete their field placement requirements by working

on the project. Preference will be given to students who come from the community or students who now live in the community and have significant ties there. Stipends for the selected students have been built into the project budget.

A steering committee comprised of four community members, four School of Social Work faculty members and two ex-officio members will guide the project in much the same way an agency board operates, Popple says.