

WESTERN MICHIGAN UNIVERSITY WESTERN NEWS

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Renovation to result in road changes, office relocations

A host of changes to the face of campus are in store for the next two years, due to the \$50 million renovation and expansion of WMU's facilities for student recreation and intercollegiate athletics.

"We are entering into a project that is going to impact the entire campus community," said Evie Asken, campus planning, engineering and construction. "It's our goal to try to make the transition over the next two years as easy for everyone as possible. We want to get information out to the community to eliminate surprises.

"It may not always be convenient," Asken continued, "but we hope to make it as painless as possible. Safety is of ultimate importance, and we're asking for everybody's cooperation."

Preparations for the work already have begun as personnel in the public safety building on the corner of West Michigan Avenue and Western Avenue moved in December to a building the University owns at 511 Monroe St. Telephone numbers will stay the same. The building will be demolished in February to make way for the construction of a major addition to the Gary Center.

Only personnel from that public safety building have moved. Persons in other public safety facilities, such as the annex on the corner of West Michigan Avenue and Marion Avenue, have not relocated.

With the beginning of the winter semester Jan. 6, several changes have taken place in the Gary Center so that the renovation can start. The Department of Health, Physical Education and Recreation has moved to temporary quarters in North Hall on East Campus. Office telephone numbers have changed. Persons who call the old telephone numbers will get a recording that gives them the correct number to call.

Some HPER classes have moved to other buildings on campus. Activity classes that use the gymnasium, pool, etc., will not be affected. But students in HPER courses that use classrooms met the first day in the Gary Center, and then were directed to their new classrooms elsewhere on campus.

Offices for the Division of Intercollegiate Athletics have moved to temporary quarters in West Hall on East Campus. The construction will not change the location of intercollegiate athletics events scheduled for Read Fieldhouse or the Gary Center during the winter semester.

The Office of Campus Recreational Activities has relocated to a new area of the Gary Center. Zest for Life classes will continue to take place in their usual locations in the Gary Center.

Access to the Gary Center during construction will be from the east side of the building nearest the large parking lot. The west side of the building will be sealed off, with signs directing people where to enter. There also will be signs inside the building to guide people to relocated offices or new routes.

Along with changes in the Gary Center will come changes in the roads near the building. There will be limited access to South Dormitory Road between West Michigan Avenue and Arcadia Road during January and February. Beginning in March, Western Avenue between West Michigan Avenue and South Hays Drive will be closed permanently.

Hillside East, a former faculty apartment building that now houses the McKee Alumni Center, the WMU Foundation and the School of Public Affairs and Administration, will be demolished to make way for the Gary Center addition in April. Hillside West, which houses testing and evaluation services, the Medieval Institute and the Institute of Cistercian Stud-

ies, will be razed in May. Those offices will be moving to the newly renovated Walwood Hall on East Campus. The lower parking lot near the Hillside buildings on the corner of Western Avenue and South Hays Drive also will close during that time period.

The Gary Center addition will include a new recreational swimming pool, academic laboratories and classrooms, as well as offices for the Department of Health, Physical Education and Recreation, Campus Recreational Activities, Zest for Life and University Wellness Programs.

Other phases of the construction project, set to begin in summer 1993, will include the renovation of the Gary Center's existing asphalt area and intramural gymnasium as well as the relocation of physical education and intercollegiate gymnastics. New construction will include 10 racquetball courts, two multi-purpose gymnasium spaces and an elevated jogging track. In addition, Read Fieldhouse, Waldo Stadium and Oakland Gymnasium will be repaired and renovated for intercollegiate athletics.

Citizens group formed to support public higher education

More than 60 business and professional persons from across the state have joined a new advocacy group for public higher education in Michigan.

The Citizens Council for Michigan Public Universities, formed late last year, is headed by U.S. Appeals Court Judge Damon J. Keith of Detroit. He received an honorary degree from WMU in 1986.

"Our public universities represent a major investment in the future of Michigan and the quality of life of its citizens," Keith said.

"We are fortunate to have this committed, dedicated group of private citizens in our corner, including several persons with close ties to WMU," said President Haenicke. "All of us in public higher education in Michigan appreciate this valuable support."

Members of the council to date with WMU connections include: Allen C. Emmons of Grand Rapids, a 1965 WMU graduate, a realtor with Silveri Co. and past president of the WMU Alumni Association; Douglas Fraser of Northville, former president of the United Auto Workers and husband of Winifred D. Fraser, chairperson of the WMU Board of Trustees; Larry L. Leatherwood of Lansing, a 1969 WMU graduate who also earned his master's degree in 1982, who is deputy director for administration with the Michigan Department of Transportation and a member of the board of the WMU Alumni Association; Patricia M. Muth of Rockford,

a 1943 WMU graduate and former president of the WMU Alumni Association; and Geneva J. Williams of Detroit, president and chief executive officer of United Community Services of Metropolitan Detroit and former chairperson of the WMU Board of Trustees.

The council's vice chairperson, Heinz Prechter, chairperson and chief executive officer of the ASC Corp. of Southfield, described the council's goals this way:

"The bottom line is that the state universities must be capable of proliferating knowledge, producing world-class research and providing public service, the sum of which will enable us to achieve our aspirations as a people. The council's first order of business will be to determine what we will do to ensure that this happens," he said.

The state has been a leader among higher education systems in the nation, but in recent years support has been declining. In the 1960s, Michigan ranked among the top five in state support for public universities. The current rank is in the bottom third.

The group's mission statement calls for "a citizens-based organization created to advance the cause of public higher education as embodied in the state's 15 public universities."

The mission is to be accomplished

Coyne honored as advocate for students with Distinguished Service Award from trustees

For the first time in seven years and for only the seventh time ever, the Board of Trustees unanimously voted Dec. 20 to present its Distinguished Service Award to Thomas E. Coyne, who has retired as the University's longest serving vice president.

This special board recognition was established in 1976. Formal presentation to Coyne took place at WMU's commencement exercises Dec. 21.

The board resolution cited Coyne as "a great advocate for our students" and for "his long and distinguished service for almost 30 years to the University," first as director of alumni relations (1962-66), then as administrative assistant to President James W. Miller (1966-70) and thereafter as vice president for student services. Coyne was on administrative leave for the 1991 calendar year. He retired Jan. 1, 1992.

Coyne was further recognized for "his exemplary dedication and devotion to student concerns" and for serving three of the University's presidents "with great loyalty and distinction."

The board tribute noted that Coyne and his administrative colleagues "established or enhanced such areas as health education, sports medicine, handicapped student services, recreational and religious activities, the Women's Center, residence hall life pro-

Wolpe to discuss Cold War, alienation in Clark Lectures

Congressman Howard Wolpe will deliver a series of talks as the 1991-92 Sam Clark Lecturer at the University during January and February.

His lecture titles and dates of the presentations are:

- "End of the Cold War: Its Meaning for America and the World" at 6:30 p.m. Thursday, Jan. 9, in 3760 Knauss Hall;

- "The Politics of Alienation" at 8 p.m. Thursday, Feb. 13, in 3770 Knauss Hall; and

- "The Politics of Alienation, Part II" at 9 a.m. Friday, Feb. 14, in 3020 Friedmann Hall.

Wolpe taught in the WMU Department of Political Science from 1967 to 1972. The lectures he will present are named for Samuel I. Clark, founding director of the Lee Honors College. Clark was a faculty member at WMU from 1948 until his retirement in 1986.

The lectures are being organized by Lawrence Ziring, political science and Institute of Government and Politics.

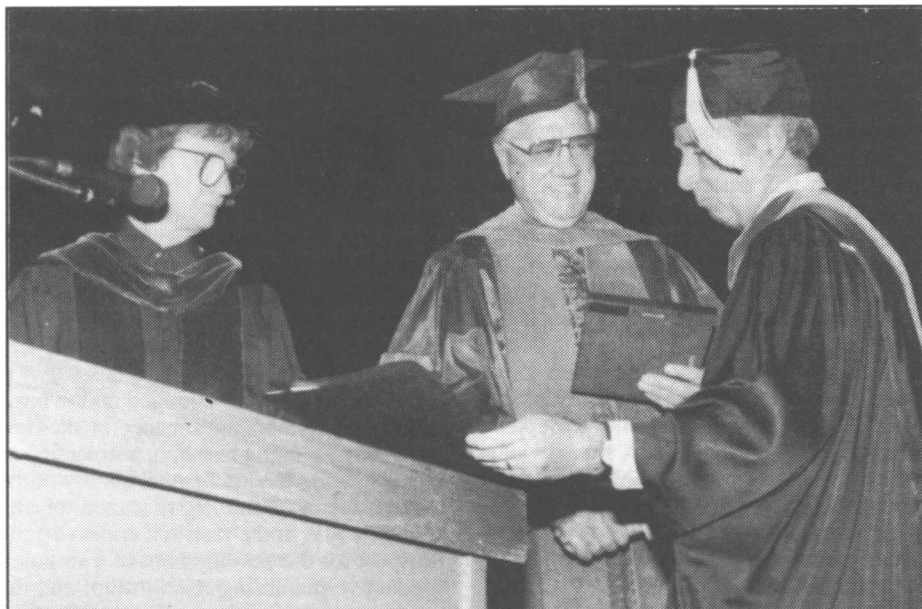
"through active participation as advocates for public higher education and through appropriate educational activities in support of public higher education and its relationship to the total education system of the state."

The new organization was formed in cooperation with the Presidents Council of State Universities with assistance from the Michigan Advancement Council, a group of alumni, development, government relations and public relations professionals at the state's public universities.

The idea for the council stemmed from a series of public forums that were conducted around the state in 1990 by the 15 public university presidents and chancellors. An ad hoc group of university alumni drew up plans for the council and developed a list of community leaders to be invited to join it.

Recycling, Campus III on agenda for senate tonight

The Faculty Senate will meet at 7 p.m. Thursday, Jan. 9, in 1008 Trimpe Building. The agenda includes informational items on the University recycling program and on Campus III. In addition, the senate will hear a preliminary report from the Ad Hoc Committee on Alternative Futures for the 21st Century.



DISTINGUISHED SERVICE — Thomas E. Coyne, right, who retired this month as vice president for student services, was presented with the Board of Trustees Distinguished Service Award at the Dec. 21 commencement. Bestowing on him the honor were Winifred D. Fraser of Northville, chairperson of the board, and President Emeritus John T. Bernhard. Coyne, who was the University's longest serving vice president, was recognized as "a great advocate for our students" in a resolution approved at the board's Dec. 20 meeting. This is only the seventh time the award has been presented.



HOLIDAY RECEPTION — Winifred D. Fraser of Northville, second from left, chairperson of the Board of Trustees, welcomed faculty and staff members to a Dec. 20 holiday reception sponsored by the board and President Haenicke in the Bernhard Center. Greeting her were, from left, Baiba Z. Stepe, budgets, Walter Jennings, building custodial and support services, and Paul C. Friday, sociology.

Board approves appointments to administrative positions

The appointments of several persons to administrative positions were approved Dec. 20 by the Board of Trustees.

The board approved the previously announced appointments of Theresa A. Powell as vice president for student affairs, effective Dec. 31, 1991, and of Charles M. Hodge as dean of the College of Education and professor of educational leadership with tenure, effective Feb. 1, 1992.

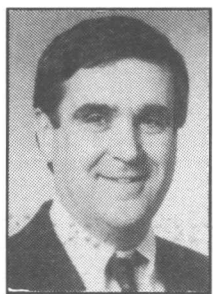
In addition, the trustees approved the appointment of Howard J. Dooley as acting senior adviser to the president for international affairs, effective Dec. 23, 1991. He replaces Norman C. Greenberg, who plans to retire.

Most recently, Dooley was an administrative officer in the Office of International Affairs and a professor of history. He has been a WMU faculty member since 1970. During his tenure at WMU, Dooley also has served as an assistant dean and as an assistant to the dean in the international affairs area, and also has taught in the humanities area.

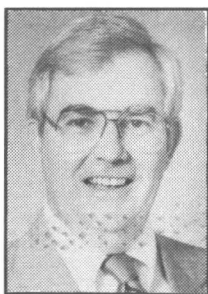
The board also approved the appointment of David O. Lyon as director of collective bargaining and contract administration, effective Jan. 6, 1992. He will spend half of his time in that position and half in his current



Dannison



Dooley



Lyon

position as associate dean of the College of Arts and Sciences.

The appointment represents the reassignment of some duties in the collective bargaining and contract administration area. Lyon will be responsible for administering the contract for WMU's chapter of the American Association of University Professors as well as for the Association of Language Specialists in WMU's Career English Language Center for International Students.

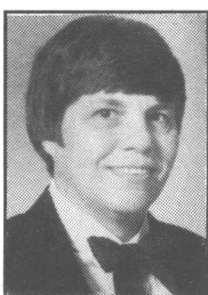
Doreen A. Brinson, director of training and development in the Department of Human Resources, will administer the contract for Local 1668 of the American Federation of State, County and Municipal Employees as well as for the WMU Police Officers Association. Some of her current duties in the Department of Human Resources will be reassigned. Her new title will be director of staff collective bargaining/contract administration and training/development.

Stamm to direct budget and allocation process as executive assistant in academic affairs office

Carol L. Stamm has been named to the newly created position of executive assistant to the provost.

Stamm, who has been chairperson of the Department of Management since 1988, began her duties in academic affairs in early January. Her appointment is subject to approval by the Board of Trustees at its next meeting Jan. 31.

The position was created as the result of a reorganization by Provost Nancy S. Barrett of the senior positions in her office. She has moved the budget and other administrative functions to the executive assistant and is



Stamm

redefining the associate vice president for academic affairs position as one whose principal responsibility will be academic policy and programs. Barrett has said she plans to leave the associate vice president position vacant until the University's financial situation improves.

Stamm will direct the budget planning and allocation process for academic affairs, analyzing budget requests from all colleges and academic units, recommending allocations and assisting in preparing budget proposals for presentation to the president. She also will assist the provost in managing the faculty appointment process.

Stamm has been a WMU faculty member since 1981. Her University experience includes membership on the 1990 WMU collective bargaining team, the Distinguished Service Award Committee, the Graduate Studies Council, the Faculty Senate Committee on Computer Policy and the Faculty Senate Ad Hoc Committee on Intercollegiate Athletics. Within her department and the Haworth College of Business, she has served on committees and task forces concerning faculty recruitment, chair selection, scholarships, departmental policy statements, curriculum development and research.

Stamm's most recent publications have explored the "just-in-time" inventory approach, particularly in small manufacturing firms. Her other research interests include operations research and workforce management.

Schwemmin to be honored

The University community is invited to attend a retirement reception for Gerald C. Schwemmin, controller, from 3 to 5 p.m. Friday, Jan. 17, in the President's Dining Room of the Bernhard Center.

Retirement options for p/t/a staff members include incentive window and supplement plan

Professional/technical/administrative employees at the University will have a retirement incentive "window" between Dec. 20, 1991, and May 31, 1992, and a retirement supplement plan for staff members who retire between June 1, 1991, and Sept. 6, 1996.

The two options are contained in a revision of the University's retirement benefit policy that was approved Dec. 20 by the Board of Trustees. The board's Budget and Finance Committee had tabled a recommendation on the policy at its Oct. 18 meeting, the same day the full board approved a similar retirement incentive plan for faculty members.

In separate action, the board approved John Hancock Financial Services of Farmington Hills to administer the University's hospital and medical insurance program for all employees, effective March 1, at an estimated annual administrative cost of \$461,080 to the University.

This represents a change from the third-party administrative services provided by the

Aetna Co. of Hartford, Conn., a relationship that began as a conventional insurance program in 1969.

Health benefits to University employees, including hospital, medical, dental, vision and prescription drug coverages, will remain the same, said Robert M. Beam, vice president for business and finance. A local claims representative will service the account.

Employees still will have the option to choose one of two health maintenance organizations instead of the University plan, Beam said. Those are Blue Care Network of Michigan and Physicians Health Plan. That choice is made each year during an open enrollment period.

Changes in the retirement benefit policy were made necessary by federal legislation that resulted in the elimination of the early retirement incentive for professional/technical/administrative employees in April 1991.

"The loss of an early retirement incentive had negative financial impact on staff members," Beam said. "The entire retirement benefit policy changes, including the incentive window and supplement plans, have a financial liability for the University that is comparable to that of the previous plan."

Eligible employees who retire under the incentive plan will receive a benefit equal to 60 percent of the current base salary of her or his regular position at the time of retirement. The supplement plan provides a benefit that is prorated for years of service to the University.

To be eligible for the retirement incentive, employees must have completed at least 15 years of full-time, continuous service and be at least 50 years of age among other criteria. The employee's age and years of University experience must equal 75 or more.

To be eligible for the supplement plan, employees must have completed at least 10 years of consecutive, full-time service and be at least 55 years of age among other criteria. The basic length of service for full payment, which begins at 45 percent of an employee's salary at time of retirement, is 20 years.

The percentage of payment depends on the fiscal year in which the employee retires. Those employed between 10 and 20 years or more who retire under the supplement plan will receive a reduced payment based on years of service. For example, an eligible employee with 10 years of service who retired between June 1, 1992, and June 30, 1993, would receive 22.5 percent of salary at time of retirement.

All four contracts formerly were administered by Dinah J. Eisenberg, who resigned as director of collective bargaining and contract administration this past September.

Lyon has been a faculty member in the Department of Psychology since 1963. He was interim dean of the College of Arts and Sciences from 1988 to 1990. He also has served as chairperson of the Department of Psychology and as assistant to the dean of the College of Arts and Sciences.

In addition, the board approved the appointment of Linda S. Dannison as chairperson of the Department of Consumer Resources and Technology, effective Dec. 1, 1991. She has been serving as interim chairperson of that department since July 1990, when she replaced Sue S. Coates, who retired. Dannison has been a WMU faculty member since 1981.

Reception set for Greenberg

A reception honoring the retirement of Norman C. Greenberg, senior adviser to the president for international affairs, is scheduled for 4 to 6 p.m. Friday, Jan. 10, at the Oaklands. The University community is invited to attend.

Trustees authorize leases with two fraternities

Two fraternities are occupying the newly renovated Spindler Hall on East Campus beginning with the winter semester.

The Board of Trustees Dec. 20 authorized its treasurer to enter into rental agreements with Lambda Chi Alpha and Phi Gamma Delta.

For the past several years, Spindler has served as a rental unit for one Greek organization. Since last spring, the 51-year-old building has undergone a \$2.4 million renovation that included tuckpointing the brick, roof repairs, new windows, wiring for telecommunications, upgrading the mechanical and electrical systems, plastering, painting, floor coverings and bathroom plumbing. With the completion of the project at the end of December, the building is able to accommodate up to three Greek organizations.

"Funding for this project was budgeted in our bonding issue," said Robert M. Beam, vice president for business and finance and board treasurer. "It is expected that rental of this facility will amortize the debt."

Both rental agreements are for 10-1/2 years beginning in January 1992. The initial yearly rental rates are \$90,000 for Phi Gamma Delta and \$72,000 for Lambda Chi Alpha. Both agreements include annual rental rate escalator clauses.

The board also authorized Beam to execute a lease between the University and the REMEX Corp. of Grand Rapids. In September 1990, WMU and REMEX signed a letter of agreement in which REMEX provides computer equipment and software for two computer classrooms at the University's regional center in Grand Rapids for \$1 per year. In return the University provides REMEX with priority use of the two computer classrooms for training programs, also for \$1 per year. The new lease will extend this agreement until Sept. 16, 1995, and will formalize the letter in a lease document.

In addition, the board authorized the University to change from an accrual basis to a cash basis of accounting for recording current and future state appropriation revenues.

It also authorized the allocation and expenditure of any one-time funds recognized as the result of the transition to fund existing obligations of the University.

In the accrual method of accounting, revenue is recorded when it is earned, regardless of the timing of cash payments. In the cash method, revenue is recorded only when cash is received.

The switch is necessary because the state changed how it makes payments to the University in the 1991-92 state appropriation allocation process, as well as mandated how the University will record those payments.

Research fellowships available

Members of the graduate faculty are invited to apply for the WMU Research Fellows Program, an annual competition that offers research fellowship awards of \$10,000 to graduate students working in a mentoring relationship with a WMU faculty member.

The program aims to improve the scholarly and research environment of both faculty and graduate students and to enhance the quality and character of the academic interaction between individual faculty members and graduate students by focusing on the mentoring relationship. Faculty members are awarded \$1,000 for project expenses.

Applications will be judged on the basis of: the quality and significance of the proposed or continuing research, scholarship or creative work; the intellectual quality of the experience and the significance of the student's role in the research endeavor; the prospect for the development of a singular, productive mentoring relationship; and the academic record of the graduate student.

Graduate faculty members may apply to the Office of the Vice President for Research by completing a form, which is available in the office of each college's associate dean. Applications will be accepted until 5 p.m. Friday, Feb. 14. Persons with questions may call the Office of the Vice President for Research at 7-3670.

WESTERN MICHIGAN UNIVERSITY WESTERN NEWS

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Deadline: Items to be considered for publication should be submitted to News Services by noon Tuesday of the week of publication. Offices that receive too many copies — or too few copies — are asked to call 387-4100. WMU is an equal opportunity/employer/affirmative action institution.

26 faculty granted sabbatical leaves

A total of 26 faculty members were granted sabbatical leaves for all or part of the 1992-93 academic year in action Dec. 20 by the Board of Trustees.

Four faculty members were approved for one-semester sabbaticals: Jane T. Baas, dance, for winter; Roger L. Cole, languages and linguistics, for fall; Alan D. Poling, psychology, for fall; and Marion H. Wijnberg, social work, for winter.

These other faculty members were approved for sabbaticals for the full academic year: Raja G. Aravamuthan, paper and printing science and engineering; Andy Argyropoulos, art; Seamus A. Cooney, English; Sandra J. Edwards, occupational therapy; Philip J. Egan, English; Robert L. Erickson, speech pathology and audiology; Robert W. Felkel, languages and linguistics; Nina Nelson Fuqua, dance; R. Wayne Fuqua, psychology; Francis L. Gross Jr., religion; Barbara L. Harris, special education; Jack T. Humbert, consumer resources and technology; James A. Jaks, communication; Frank R. Jamison, media services; Robert W. Kaufman, political science; Alan Kehew, geology; Paul L. Maier, history; Inayat U. Mangla, finance and commercial law; Marcia Mascolini, business information systems; Henry A. Raup, geography; Christopher J.

General studies renamed science studies by board

The Department of General Studies has been renamed the Department of Science Studies. The action, effective immediately, was approved Dec. 20 by the Board of Trustees.

The name was changed to reflect changes in the composition of the faculty in the unit that occurred since the department was formed after the College of General Studies was closed in 1989.

"Faculty transfers and retirements have produced a faculty whose disciplinary orientation is heavily weighted toward the sciences," said Provost Nancy S. Barrett.

The faculty members are involved in courses in the Environmental Studies Program and in science education classes for prospective teachers. "The new designation will signal a conscious emphasis on leadership and development in environmental studies and science education," Barrett said.

In related action, the trustees approved a change in department affiliation for the 11 faculty members affected by the name change, effective Dec. 20, 1991.

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.

(R) **Assistant Professor** (Tenure Track; Potential Vacancy), I-30, Electrical Engineering, 91/92-176, 1/7-1/13/92.

(R) **Assistant Professor** (Tenure Track; Potential Vacancy), I-30, Marketing, 91/92-183, 1/7-1/13/92.

(R) **Assistant Professor** (Tenure Track; Potential Vacancy), I-30, Business Information Systems, 91/92-184, 1/7-1/13/92.

(R) **Assistant Professor** (Tenure Track; Potential Vacancy), I-30, Business Information Systems, 91/92-185, 1/7-1/13/92.

(R) **Instructor** (Potential Vacancy), I-40, Accountancy, 91/92-186, 1/7-1/13/92.

(R) **Assistant/Associate Professor** (Tenure Track; Potential Vacancy), I-30/I-20,

Exchange

FOR SALE — Toshiba 24-pin dot matrix printer (P321SL); 72 cps letter quality print speed, 216 cps in draft; 32 KB buffer; a variety of resident fonts; hardly used; includes 12 new ribbons and two font cards. \$300 or best reasonable offer. Call 7-3407 on campus (days) or 345-6541 (nights).

FOR SALE — Two-year-old ranch home in a small subdivision in the country. Mattawan schools. 2,380 square feet. Creek on property. About two and a half acres, with additional acreage available. Realtor assessed market value at \$139,000-\$145,000. Asking \$134,900. Many nice features. Call 668-4733.

Schmidt, geology; and John H. Stroupe, English.

Faculty members receive 75 percent of their base salary for the period of the sabbatical. Sabbaticals are granted only to tenured faculty members and may be taken not more than once every seven years.

Trustees express gratitude in Dec. 20 resolution regarding 1991 United Way campaign

The Board of Trustees Dec. 20 expressed its sincere gratitude to the faculty, staff, students and emeriti of the University for their "outstanding and exemplary leadership, generosity and caring in support of our community and the mission of the Greater Kalamazoo United Way."

In its resolution, the board noted that the gifts and pledges of "these valued members of the University community" totaled \$151,832.35 or 8 percent over the WMU campaign goal of \$140,400 this fall. That amount exceeded their 1990 record of giving by \$12,465.48 or 9 percent.

"The faculty, staff, students and emeriti of Western Michigan University once again demonstrated their strong, caring commitment and dedication to this community through their generous contributions to the Greater Kalamazoo United Way," the board resolution stated.

Faculty members asked to remind seniors of COMP

Faculty members are asked to remind their seniors to sign up for the winter administration of the College Outcomes Measurement Program. As a graduation requirement, all seniors must participate in this assessment test.

The test will be given on campus at these times: 3 to 5:30 p.m. Friday, Jan. 31; 10 a.m. to 12:30 p.m. Saturday, Feb. 1; 3 to 5:30 p.m. Monday, Feb. 3; 6 to 8:30 p.m. Thursday, Feb. 6; 3 to 5:30 p.m. Monday, Feb. 10; 6 to 8:30 p.m. Wednesday, Feb. 12; 3 to 5:30 p.m. Friday, Feb. 14; 3 to 5:30 p.m. Monday, Feb. 17; 6 to 8:30 p.m. Thursday, Feb. 20; and 10 a.m. to 12:30 p.m. Saturday, Feb. 22.

Persons may make reservations by calling the Office of University Assessment at 7-3031 or stopping by 2010 Seibert Administration Building. A student must have earned at least 88 hours to be eligible for participation.

Accountancy, 91/92-187, 1/7-1/13/92.

(N) **Assistant/Associate Professor** (Tenure Track; Potential Vacancy), I-30/I-20, Accountancy, 91/92-188, 1/7-1/13/92.

(R) **Custodian** (3 Vacancies; 2nd or 3rd Shift), M-2, Physical Plant-Building Custodial and Support Services, 91/92-190, 1/7-1/13/92.

(R) **Groundsperson Laborer I**, M-2, Physical Plant-L/G Maintenance, 91/92-191, 1/7-1/13/92.

(R) **Administrative Assistant I**, P-01, Blind Rehabilitation, 91/92-195, 1/7-1/13/92.

(R) **Secretary II**, S-05, Intercollegiate Athletics, 91/92-196, 1/7-1/13/92.

(R) **Secretary I** (.5 FTE; 20 Hours/Week), S-04, Intercollegiate Athletics, 91/92-201, 1/7-1/13/92.

(R) **Clerk II**, S-03, Admissions and Orientation, 91/92-202, 1/7-1/13/92.

(R) **Advisor-HEP** (Term Ends 9/30/93), P-04, Admissions and Orientation-High School Equivalency Program, 91/92-203, 1/7-1/13/92.

(N) **Assistant Professor** (Tenure Track; Potential Vacancy), I-30, Management, 91/92-204, 1/7-1/13/92.

(N) **Instructor** (Two-Year Term; Potential Vacancy), I-40, Waldo Library, 91/92-205, 1/7-1/13/92.

(N) **Assistant/Associate Professor** (Tenure Track; Potential Vacancy), I-30/I-20, Finance and Commercial Law, 91/92-206, 1/7-1/13/92.

(R) **Carpenter** (3rd Shift), M-5, Physical Plant-B/E Maintenance, 91/92-209, 1/7-1/

Media

Dean Geoffrey A. Smith, continuing education, discusses the changing demographics of today's college classroom on "Focus," a five-minute interview produced by news services. "Focus" is scheduled to air: Saturday, Jan. 11, at 6:10 a.m. on WKPR-AM (1420) and at 5:45 p.m. on WKZO-AM (590); and Monday, Jan. 13, at 9:35 a.m. on WKMI-AM (1360).

On Campus



says. "People in this division must deal with many other departments across the University, from the registrar's office to transportation. We have to know what those departments do so we can help the people who can't come to campus." In her spare time, Reese is pursuing a master's degree in public administration.

Human Resources

Has your zip code changed?

Your current address is urgently needed to enable the payroll department to correctly address your W-2 wage and tax statement. If you live in the 49007 zip code area affected by the new zip code change to 49006, effective Jan. 1, 1992, please respond to the notice you received this week from the human resources information systems (HRIS) office. If you have not received the form from HRIS, please call them at 7-3622.

Sessions planned on communication skills

Here's an opportunity open to all employees to use Wednesday noon hours for self-improvement. Bring your lunch and learn "Essential Communication Skills" while you munch.

Starting Jan. 15 and continuing Feb. 26, March 11 and April 15, Joel P. Bowman and

CONTINUING HER CAREER IN CONTINUING EDUCATION — Annette M. Reese began working in the continuing education field while still in college and knew she'd found a career she'd like to pursue. While obtaining her bachelor's degree at Central Michigan University, she worked part time in its continuing education area. After graduating, she obtained a position in 1987 as executive secretary to the dean in the WMU Division of Continuing Education. She recently was promoted to administrative assistant, acting as a liaison between the University and its regional centers in Battle Creek, Benton Harbor/St. Joseph, Grand Rapids, Lansing and Muskegon. She's responsible for helping to coordinate the off-campus programs and for producing the Off-Campus Schedule of classes. "I think continuing education is the best training ground for anybody to learn how this University functions," she

Bernadine P. Branchaw, both business information systems, will present luncheon sessions discussing these essential communication skills: "Creating the Right Impression: Formats and Appearance" (Jan. 15); "Writing With Confidence: Grammar" (Feb. 26); "Knowing Where to Pause: Punctuation" (March 11); and "Building Relationships" (April 15). All sessions will be from 12:10 to 12:45 p.m. in the Red Rooms of the Bernhard Center.

The series is sponsored jointly by the Administrative Professional Association, the Clerical/Technical Organization and the Department of Human Resources.

To enroll, return the reservation form found in the blue flyer or call Chrysa K. Richards, human resources, at 7-3620.

Libraries

The University libraries and media services teamed up this fall to produce a video designed to introduce undergraduate students to the University libraries' online system, WESTNET.

The video, titled "WESTNET: An Excellent Journey," takes a humorous look at finding information in the libraries through a student's eyes, and in the process also describes the use of the WESTNET system and its three components: FINDER (the University libraries online catalog); KELLY (a regional catalog of West Michigan area libraries, hosted by WMU); and DATAQUEST (online indexes to ERIC documents and articles from a variety of journals).

A copy of the video currently is available in the Media Resource Center videotape/film booking office in 2213 Sangren Hall for use by instructors. The video also is being shown on the campus EduCABLE system and soon will be shown to various classes in bibliographic instruction sessions given within the libraries.

Zest for Life

Let Zest for Life help you start the New Year right with health promotion programs designed to meet your needs. Our exercise and health enhancement opportunities can assist you in controlling stress, managing weight, developing physical fitness, improving stamina and feeling good about yourself.

Exercise programs that begin the week of Jan. 13 include: Total Fitness-aerobics; Step Into Fitness - low impact aerobics; Aqua Fitness - water exercise; Yoga Stretch and Tone; Circuit Fitness; and Chair Exercise. Call the Zest for Life office at 7-3262 for days and times and to register, or see the winter Zest brochure.

Regular hours in the Zest for Life Fitness Room began Jan. 6 for your convenience. See the Zest for Life staff persons for proper instruction on use of the exercise equipment or to design a safe and effective individualized exercise program to meet your fitness goals.

The Quit for Life - Stop Smoking work-

shop will help you quit smoking for life. This eight-session workshop will help you develop skills for coping with the short-term effects of withdrawal, pre-planning for difficult situations, stress management, weight management and building a lifestyle and self-image that focus on healthy nonsmoking choices. This program is offered from 6 to 7:30 p.m. Mondays and Wednesdays from Jan. 15 through Feb. 10.

The Zest for Life Weight Management Program is scheduled for 12:05 to 12:50 p.m. Mondays from Jan. 20 through March 24. This six-week program is designed to help you develop lifetime skills in thought management, stress management, behavioral strategies, nutrition and exercise for successful weight loss and weight management. Nutritionally well-balanced, controlled calorie food plans are provided along with the support and encouragement of others.

Call the Zest for Life office at 7-3262 to register for both programs.

Libraries implement new circulation policies

Patrons of University libraries returning from the holidays will be met with a number of new circulation policies that went into effect with the beginning of the winter 1992 semester.

The NOTIS circulation system, the latest part of the NOTIS computerization package to be implemented, is now up and running, according to Linda S. Rolls, University libraries. Library policies governing loan periods, renewals, fines and recall requests were approved by the Faculty Senate in September 1990 and have been incorporated into the new system.

"The new policies should increase access to the collection for everyone," Rolls says.

Major policy changes include a revision of the loan period for faculty and staff; initiation of renewal by mail; and new policies outlining fines for recalled items, fees for lost items and suspension of borrowing privileges for faculty, staff and students.

Faculty and staff may now check out an item for a full semester and the library will institute a renewal by mail option when mail notices are sent to indicate a loan period has elapsed. Graduate students may borrow an item for four weeks, and undergraduates for two weeks.

Once any item has been in a borrower's hands for at least 14 days, that item is subject to recall if requested by another patron. Overdue recall fines of \$1 per day up to a \$15 maximum are now in effect for faculty, staff and students.

If an item is not returned within 45 days of its due date, the item will be considered lost and the borrower will be billed for replacement cost of the item plus a nonrefundable \$10 per invoice billing fee. An invoice may cover more than one lost item. The replacement cost will be revoked if the material is returned upon receipt of the bill, or refunded if the lost material is found and returned within one year.

Suspension of borrowing privileges is a policy being implemented for the first time, Rolls says. For faculty, staff and students, borrowing privileges will be suspended when they have reached the limit of their library account (\$100 for faculty and staff or \$50 for students); when one or more items borrowed is 60 days or more overdue; and/or when one or more recalled items is overdue.

Graduate students with appointments and graduate assistants have faculty borrowing privileges and faculty and staff circulation policies will apply to them, according to Rolls.

For students, overdue notices will be generated when an item is 14 days overdue, with fines accruing from the due date at a rate of 25 cents per day up to a \$10 maximum. Courtesy renewal notices will no longer be sent and there is no longer a 14-day grace period

before fines are assessed.

A plan to implement a renewal by telephone service for faculty, staff and students is currently in the works, Rolls says. Details and a start-up date will be announced.

The NOTIS circulation system is the second major NOTIS feature to be implemented. The computerized card catalog, FINDER, was the first. The NOTIS acquisition system is the next feature scheduled for implementation.

Carlson to discuss Olympics at Jan. 14 breakfast meeting

"Let the Games Begin: An Olympic Retrospective" will be the focus of the next breakfast meeting for WMU alumni and friends Tuesday, Jan. 14.

Lewis H. Carlson, history, will be the speaker. A continental breakfast will start the meeting at 7:30 a.m. at the Fetzer Center. Moderating the program will be David L. Rozelle, accountancy.

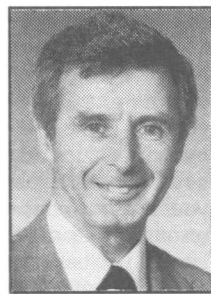
Carlson is the co-author of a book, "Tales of Gold: Olympic Stories as Told by Those Who Lived Them," which won the U.S. Olympic Committee's 1988 Olympic Book of the Year Award.

The program is part of a series of breakfast speaking engagements sponsored by WMU and its Alumni Association. The cost is \$6 for Alumni Association members and \$7 for non-members. Persons are encouraged to make reservations by Friday, Jan. 10, by calling the McKee Alumni Center at 7-6179.

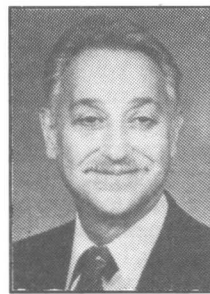
Two long-time administrators among retirees approved



Boughner



Coyne



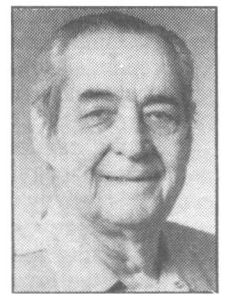
Greenberg



Jacobs



Riley



Walker

The retirements of two long-time University administrators were among those approved Dec. 20 by the Board of Trustees.

Thomas E. Coyne, vice president for student services, retired with emeritus status Jan. 1, 1992. Norman C. Greenberg, senior adviser to the president for international affairs and professor of anthropology and social science, will retire with emeritus status March 17, 1992.

Coyne, the longest serving vice president in WMU history, was named to that job in

1970. A 1955 WMU graduate, he joined the staff in 1962 as director of alumni relations and was an administrative assistant to President Emeritus James W. Miller from 1966 to 1970. Coyne announced his retirement last December and has been on an administrative leave for the past year.

Greenberg came to WMU in 1972 as dean of the College of General Studies and professor of anthropology and social science. He took on the additional title of dean of international education and programs in 1981, and was named to his present position in 1989. Under his leadership, the University has established linkages with some 33 institutions

of higher learning in other countries.

The other faculty members granted retirement with emeriti status, along with their years of service and effective dates, are: Robert E. Boughner, industrial engineering, 24-1/2 years, effective April 25, 1992; and Geraldine Riley, occupational therapy, 24 years, effective April 25, 1992.

The other staff members retiring are: Vida A. Abendroth, accounts receivable, 12 years, effective Jan. 13, 1992; Laura E. Jacobs, physical plant, 13-1/2 years, effective Dec. 27, 1991; John Mejeur, physical plant, 24 years, effective Dec. 31, 1991; and Robert G. Walker, Davis dining service, 14 years, effective Jan. 31, 1992.

Beam book provides pointers on preparing successful reports for students and professionals

The key ingredients to writing a successful business report are contained in a new book by a WMU faculty member.

"How To Write an A+ Business Report" by Henry H. Beam, management, has been published by the Kendall/Hunt Publishing Co. of Dubuque, Iowa.

Tapes to aid math instruction

A new videotape series has been acquired by the Department of Mathematics and Statistics that closely parallels the textbooks, "Fundamentals of Mathematics" and "Intermediate Algebra" written by Steffensen/Johnson.

Produced by an Emmy award-winning team in consultation with a task force of academicians from both two-year and four-year institutions, the tapes cover all objectives, topics and problem-solving techniques. In addition, each lesson is preceded by motivational "launchers" that connect classroom activity to real-world applications.

Starting Jan. 12, the tapes to supplement Math 109, 110 and 111 courses in the Department of Mathematics and Statistics will be shown on Channels 36, 37 and 38 of EduCABLE, the University's cable television system. The tapes will air Sundays, Tuesdays and Thursdays at 7 p.m., and will be repeated at 10 p.m. throughout the winter semester.

The series also can be seen on Cablevision of Michigan in the Kalamazoo area on Channel 30 at 5 p.m. Tuesdays and Wednesdays, beginning Jan. 14.

For more information, persons may contact Paul J. Eenigenburg, mathematics and statistics, at 7-4522.

"This book is for everyone who ever wanted a good short book on how to write a business report that looks professionally prepared," he says in the book's preface. "I wish I had one when I entered college! It would have been worth its weight in gold."

Beam says he wrote the 57-page book specifically to help students, as well as business men and women, write better business reports, which generally are five to twenty pages long. He uses it as a supplementary text in his courses.

"I have read several thousand student reports," he says. "Before I wrote this book, only a handful of those reports looked as if they had been professionally prepared. Virtually all the others could have been improved, not through more analysis or effort, but through better attention to what I call formatting."

Beam says formatting refers to the mechanics of preparing a report, including such items as preparation of an appropriate contents page, proper use of exhibits and correct use of footnotes. The chapters of his book touch on those topics as well as error elimination and correct usage, writing and paragraph structure, the title page, the executive summary, the letter of transmittal, surveys and binding. The book is illustrated with examples from footnotes to business letters.

"I have found that content (what is said) is almost always improved when formatting (how it is said) is improved, if for no other reason than the report is more easily read and understood," Beam says.

The book is available for \$8.95 at the WMU Bookstore in the Bernhard Center and at John Rollins Books, 6414 S. Westnedge.

Calendar

JANUARY

Thursday/9

(and 10) Art exhibit, "Portraits, Still Lifes and Abstracts," mixed media by Nancy Welty Shave, Kalamazoo artist, 1240 Seibert Administration Building, 8 a.m.-noon and 1-5 p.m.
(and 10) BFA degree show, "Outer Blockage, Inner Light," multi-media installation and watercolors by David Wagenfeld, Multi-Media Room, Dalton Center, 10 a.m.-6 p.m.
(thru 30) Exhibition, "Computer Paintings," Joan Truelsen, Illinois artist, Gallery II, Sangren Hall, weekdays, 10 a.m.-5 p.m.; slide lecture, Tuesday, Jan. 14, 2302 Sangren Hall, 7 p.m., reception following in Gallery II.
Sam Clark Lecture, "End of the Cold War: Its Meaning for America and the World," Congressman Howard Wolpe, 3760 Knauss Hall, 6:30 p.m.
Meeting, Faculty Senate, 1008 Trimpe, 7 p.m.

Friday/10

Meeting, Executive Board, Council of Representatives and committee chairpersons of the Administrative Professional Association, Red Room A, Bernhard Center, 10 a.m.
Retirement reception honoring Norman C. Greenberg, senior adviser to the president for international affairs, the Oaklands, 4-6 p.m.
Student recital, Paul C. Gahn, tuba, Dalton Center Recital Hall, 5 p.m.
Student recital, Kirstin VanAusdal, violin, Dalton Center Recital Hall, 8 p.m.

Saturday/11

Women's basketball, WMU vs. the University of Toledo, Read Fieldhouse, noon.
*Men's basketball, WMU vs. the University of Toledo, Read Fieldhouse, 2:30 p.m.
*Hockey, WMU vs. Ferris State University, Lawson Arena, 7:30 p.m.

Sunday/12

*Family concert, "Symphonasaurus — A Symphony of Dinosaurs," Kalamazoo Symphony Orchestra, Miller Auditorium, 3 p.m.
Faculty recital, Linda Trotter, soprano, Dalton Center Recital Hall, 3 p.m.

Tuesday/14

*Breakfast meeting for alumni and friends, "Let the Games Begin: An Olympic Retrospective," Lewis H. Carlson, history, Fetzer Center, 7:30 a.m.
(thru 17) BFA degree show, "Paper and Paint," watercolor exhibition by Melissa Weber, Multi-Media Room, Dalton Center, 10 a.m.-6:30 p.m.; reception, Thursday, Jan. 16, 5-7 p.m.

Wednesday/15

Training and development luncheon seminar, "Essential Communication Skills, Part I — Creating the Right Impression: Formats and Appearance," Joel P. Bowman and Bernadine P. Branchaw, both business information systems, Red Rooms, Bernhard Center, 12:10-12:45 p.m.
School of Music Convocation Series guest lecture, "Beethoven and Us: Who's Reading Whose Mind?," Richmond Browne, Dalton Center Recital Hall, 2 p.m.
Student Employment Referral Service "Internship Search Workshop," conference room, first floor, Ellsworth Hall, 3-4:30 p.m.; registration required by calling 7-2725.

*Admission charged



SPECIAL DELIVERY — The Bernhard Center cafeteria is now offering University departments a delivery service for its deli lunches. Diana Hernandez, Martin Luther King Jr./Cesar Chavez/Rosa Parks College Visitation Program, recently took advantage of the new service and had lunch delivered by cafeteria student employee Ashok Premachandran, a graduate student from India. Persons may call 7-MENU by 10:30 a.m. Mondays through Fridays for noon delivery. Orders received after 10:30 a.m. will be delivered on a first-come, first-served basis until 1:30 p.m. Choices include sandwiches, cold salads, accompaniments, such as cookies, fruit and chips, and drinks. Payment is by cash or check, and there is a delivery charge of 50 cents.