Issues and Opportunities for Women

"Changes, Challenges and Choices" will be the theme for the seventh annual Issues and Opportunities for Women Conference, scheduled for 7:30 a.m. to 3 p.m., Friday, March 25, in the Bernhard Student Center.

Two keynote speakers will discuss techniques and philosophies that can help women make choices and take control of their lives. Following a continental breakfast, Shirley C. Woodworth, communication, will open the morning session with a speech on "The World Is What I Say It Is" at 8 a.m. in the North Ballroom.

The afternoon session will begin at 1 p.m. in the North Ballroom.

The registration deadline is Friday, March 18. The fee is $10 for WMU employees and students and $15 for others.

Appreciation for Donation -- Students enrolled in the Sara Swickard Preschool on campus recently showed their appreciation to members of Western's Greek organizations, who raised $1,100 for learning supplies. Accepting the donation on behalf of the University were (from left, back row) Charles G. (Bob) Donnelly, associate dean of students, Thomas E. Coyne, vice president for student services, and (back row, fourth from right) Joyce L. DeRight, Sindecuse Health Center. The Greeks raised the money through various events such as a pool tournament, limbo contest and ice sculpture competition.

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Fringe benefits pool nearly one-third of each eligible employee's pay

This is the time of the year most of us take stock of our annual earnings with either glee or grudge, depending on whether our tax forms show we're prospering.

We look at our W-2s, remembering how we spent our income. We don't always remember how much the University spends to add the fringe benefits to our pay. These are the "extras" that enrich our lives and work and help us and Western's cost to keep you on the payroll is $21,120 ($16,000 plus $5,120 in fringe pool expenses).

Every year the costs of all the items in the pool are allocated and compared to the base salary budget. The needed percent for fringe is then determined, and the pool rate is set for the next fiscal year. Some of the additional budgeted costs are $12,000 for spouse-dependent tuition remission and $50,000 for AFSCME dental insurance.

Since 1974-75, the blended fringe rates have risen from 20.6 percent of payroll to 35.9 percent. In past years, the greatest increases have been in the portions taken by FICA, retirement costs and health/medical coverage. These costs had only a modest rise over the past two years.

Barbara S. Liggett, associate vice president for business and finance, believes the cost-containment measures institutional in the hospital/medical insurance plans and the emphasis on wellness and promotion of a healthy workplace are helping to restrict increases of previous years. "Through our wellness program, we are encouraging UM alumni to stay active and retired, to choose healthier lifestyles and regular exercise activities," she said.

Here are charts explaining the budgeted fringe benefits pool for 1987-88. Chart I illustrates the breakdown of fringe benefits. Chart II provides detail on life and other insurance.

Krawutschke heads accreditation committee

Peter W. Krawutschke, chairperson of languages and linguistics, has been named the first chairperson of the American Translators Association's Committee on Accreditation of Educational Programs in Translation Training.

The organization, which advises university and college programs in the United States, has established the committee to investigate and perhaps publish guidelines for the administration of translator training programs. There are some 200 such programs in the United States.

Krawutschke says that the field has been relatively unknown in the United States until recently. "I think translation has become increasingly important due to higher levels of world trade.

"The move toward accreditation of university and college programs is a big step in translation becoming accepted as a profession in this country," he says.

Krawutschke says the committee will be looking at the number and kinds of translation training programs in the country as well as the quality of their offerings.

The founder of WMU's Translation Center, Krawutschke also developed the University's Translation Studies Program offered through the Department of Languages and Linguistics. He has been director of the center and of the program since 1984.

A member of the ATA since 1971, he has served on several of the organization's committees, including as chairperson of an earlier Committee on Accreditation of Academic Programs; as a member of the Translators' Association Committee; and as a member of the Honors and Awards Committee.

Krawutschke is the author of a number of papers on accreditation of translator training programs that have been presented at professional meetings and published in scholarly journals.

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Replica of Vietnam memorial on display

A replica of the Vietnam War memorial in Washington, D.C. was on display at WWMT-TV in Murfreesboro, Tenn. March 18. The Vietnam Memorial is a 33-cent bronze replica of the 3.2 acre Vietnam War Memorial in Washington, D.C. The target date for the statue dedication is Veterans Day in November.

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Western's 16th annual Seminar for secretaries, office personnel

Western News  March 3, 1988  Three

Asstnentiveness training courses offered

Persons looking for assertive ways to express themselves and deal with situations at work or at home can take advantage of the three assertiveness training courses offered this spring.

"Assertiveness Training (Not for Women Only)" is the theme of the three workshop offerings that range in length from one day to six weeks. Sponsored by the Center for Women's Affairs, the workshops will focus on such skills as learning to distinguish assertive, aggressive and passive behavior, and how to express basic tenets of assertive thought; and practicing the fundamentals of assertive expression.

A six-week training session will be taught by Bernadine P. Branchaw, business assertiveness trainer, at 5:30 p.m. Monday through Thursday, beginning March 21. ARD. All will be conducted at the Center in A-301 Ellsworth Hall.

The final workshop offering will focus on using assertiveness training to enhance work performance. The day-long session, also taught by Branchaw, begins at 9 a.m. on Tuesday, May 10. Participants will learn how to manage criticism by employees, how to improve communication skills and explore ways to apply them to daily work. Each week, 30 minutes of class time will be allocated to the individual concerns of participants. The fee for this workshop is $35. The registration deadline is Monday, March 21.

"Women's History Month" activities at the University will focus on women in politics, women in non-traditional professions and on women in politics. The following events are planned:

AAUP OFFICERS -- Officers this year for the WMU chapter of the American Association of University Professors are, from left: George S. Miller, education fund chairman; Larry A. Davis, treasurer; Lynwood H. Bartley, humanities, secretary; and Milton J. Brawner, sociology, vice president.

- **Project to expand local school mathematics programs**

American elementary students are far behind their foreign counterparts when it comes to solving mathematical problems, says a WMU student teacher. She says that is why few good teachers help to change that.

A grant to her department from a state agency will help Ruth Ann Meyer update her mathematics and statistics, to launch an elementary mathematics project to improve the mathematics and teaching abilities of teachers in fourth through sixth grade classrooms in nine of the southwest Michigan counties.

The project will provide free mathematics teaching training to a select group of teachers now working in the region. The workshops are designed to help teachers better understand their students and how to teach mathematics.

Specific rates are available for WMU faculty and students, and scholarship assistance is available for students. For more information or to register for the workshop, participants may call the Center for Women's Services at 7-2934 through March 4, or at 7-2990 after that date.

Hayden named editor of Michigan Academician

Brad Hayden, English, has been appointed executive editor of The Michigan Academician, the publication of the Michigan Academy of Arts and Sciences.

His selection will be formally announced during the 92nd annual meeting of the academy on Thursday, March 3 at Saginaw Valley State University.

"With a $55,000 grant awarded by Michigan's Department of Education under Title II of the Education for Economic Security Act, Meyer will have the resources to provide the southwest Michigan Mathematics Project. The first phase of the project will involve selecting and training classroom teachers to act as resource teachers. The teachers will be trained in the newest mathematics methods, tools and teaching techniques. During later phases of the project, they will return to their districts to pass that knowledge on to their colleagues."

"We are looking for 26 teachers to work with our project. To this end, we are calling on four sixth grade teachers who already have completed minor's in mathematics or in science-mathematics teaching. Selected teachers will attend a training session at Western to update their skills and teaching styles. They will look for the best practices in teaching, which will be shared with all participating teachers. They will receive training in using calculators and computers to enhance teaching, and learning more interesting and exciting for students."

"Calculators and computers are offering totally new approaches to teaching, teaching and learning mathematics," Meyer says. "More emphasis is being placed on probability, statistics and geometric modeling. These approaches and strategies are to be integrated into elementary curricula. Teachers must be prepared to use computers in the classroom. Teachers must be given the opportunity to become familiar with them."

"The project was designed for the project by surveying teachers in the nine targeted counties. Teachers were polled about their own mathematics backgrounds and their interest in mathematics workshops aimed at upgrading skills."

Of the 361 survey respondents, Meyer found that 237, or 65 percent, had taken one or no mathematics courses in college. She was encouraged by the fact that 219 respondents expressed an interest in upgrading their teaching math skills.

"The results of our survey demonstrate that fourth through sixth grade teachers are willing and ready to update their mathematics and teaching skills," she says. "Also, they are interested in the opportunity to do so." Meyer encouraged that many of the classroom teachers who might participate in the program are women who have not had the opportunity to enter the professions as mathematics teachers. The program offers women the opportunity to enter roles models for future generations of female students.

"These women teachers," Meyer says, "must be given the opportunity to update their knowledge in mathematics and to learn how to use technology in mathematics and instruction so they can encourage more females students to learn and enjoy mathematics and increase their career opportunities."

"Teachers interested in participating or school superintendents who would like more information about how to nominate teachers for the project should contact Meyer at 7-2934 through March 4 or 7-4527 after that date. Applications will be accepted until April 1.

**Project to expand local school mathematics programs**

A free workshop for faculty members at "Gaining Tenure and Promotion at Western" will be conducted from 4 to 5:30 p.m. Wednesday, March 23, at the Fetzer Center.

Faculty who are untenured, or interested in applying for the newest mathematics and statistics, are invited to attend workshops aimed at upgrading skills. The contents will be determined by feedback from participants. At this time, it is anticipated that workshops will focus on the newest mathematics and statistics, and will target to the interests of the audience.

A few of the topics that are anticipated to be included are: the newest mathematics and statistics, and will target to the interests of the audience.

"The keynotes speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience. The keynote speaker will be an expert in the newest mathematics and statistics, and will target to the interests of the audience.
Three research centers continue technology transfer projects

Three WMU research centers that focus on technology transfer have been awarded more than $700,000 in renewal funds from the state. All three units will continue operation with a total of $700,000 in state funds, $204,008 of which is coming from Michigan's Research Excellence and Economic Development Fund, a program approved by the state legislature in 1985.

The fund, designed to support research at Michigan's public universities that contributes to the state's economic development, will continue in 1988.

The technology transfer centers, the Technology Transfer Center, the Applied Mechanics Institute and the Water Sciences Institute, were established to lead to better testing for a host of Michigan industries.

The centers have involved 20 to 25 research projects with businesses and local government.

The Technology Transfer Center, co-directed by the late Kurnel Kenig, is housed in the College of Engineering.

"All of these projects are important for basic understanding of our water resources, and for planning for the future," Passero said.

Field seminar offered

A three-week field seminar in social work at the University of York is set for March 1986. Tuition and room and board is $204,008. The seminar is designed to assist students in their classes have difficulty seeking employment due to a lack of experience. There will be an available for people between the ages of 25 and 29 who wish to develop their skills in social work.

The seminar, planned in cooperation with the Department of Social Work at the University of York, is an intensive study of the two communities' mental health needs and systems. Arnold H. Wipperfürth, social work, will direct the program and those participating can earn up to 20 credits.

The cost of the seminar is $1,475 and includes round-trip airfare and hotel costs at the University of York, rail transportation in England and breakfasts in London. The program begins on March 12 and its duration is three weeks. A deposit of $250 is required by Sunday, March 13, to reserve one of 10 available slots in the seminar. The balance of the trip cost is due by Friday, April 15.

For more information about the seminar, contact the Office of International Education at 3-0944 until March 4 or 7-9591 after that date.

Grape news...

Research studying table and wine grapes is currently being conducted at the Horticultural and Economic Development Center, Here, Gina M. Antoniotti, co-director of the center, direction...
Libraries

What is the world's largest publisher? What publisher has the broadest range of publications? Who publishes such titles as "Exploring Parenting" and "High-Velocity Metalworking"?

If you answered all of those with the U.S. Government Printing Office, you were correct.

The federal government produces thousands of documents each year and makes them available through depository libraries and sales offices in major cities. The University Libraries is a selective depository library and receives most of these documents. It houses its collections in documents sections on the third floor of Waldo Library.

As the titles above suggest, we collect documents in a wide range of subjects. This large collection of documents contains about 500,000 items in print and 50,000 microfiche. One of the series widely used is the Census of Population and Housing.

Adjacent to this collection of government publications the University Libraries houses a large collection of topographic sheets for the entire world, atlases (950) and climatological data for the United States.

These two collections are served by a trained staff headed by Michael P. McDonnell. The current telephone number is 3-1345. The number after March 4 will be 7-5208.

Zest for Life

The "Quit for Life -- Stop Smoking Program" will begin March 17, 1988, at 12:30 p.m. Tuesdays and Thursdays in the first week of March. A list of the new programs will be sent to each department and also will be posted by each time campuswide and posted by each time arrival.

This seven-session workshop will help participants assess their smoking habit and develop strategies and skills for quitting and staying off cigarettes. Sessions will include: strategies for coping with the short-term effects of physical withdrawal; identification of situations in which many people encounter difficulties; stress management; weight management; and building a lifestyle that focuses on healthy nonsmoking alternatives.

Call Theresa Landis at 3-604 or 7-5262 after March 4 for information regarding release time for program participation. Advance registration is required.

Personnel

Have you read the job postings lately?

The Job Opportunity Program posting on the campus job board later is less interesting weekly reading on campus.

If you wish to transfer within the University, exercising one of your employee benefits, you need to know the transfer procedures. Hugh Angle P. News provides the widest possible distribution of these notices by listing current vacancies each week. When News is not published, a special gold color memo listing job vacancies is sent to each department.

In addition to Western News listings, you will see the job vacancy notices posted in central locations in all primary buildings on campus. Take a look at the bulletin board in the hall outside the employment office, 1300 Seiber Administration Building. AFSCME posting notices are distributed through the campuswide wiring clock. AFSCME bids may be found on the main board in the administration building.

If you have questions about the Job Opportunity Program or specific job postings, please contact the employment office, 3-0475, or 7-3626 after that date.

Farrell earns designation

Daniel J. Farrell, mathematics and statistics professor, recently earned a Certified Compensations Associate designation from the Society for Human Resource Management.

Farrell successfully completed the seven-credit course and examinations required for certification by the national organization of compensation specialists. The nonprofit organization is comprised of professionals who provide leadership in designing, implementing, administering and consulting on employee compensation programs.

Media

A total of 25 new films and videocassettes have been recommended for purchase by the WMU Faculty Film and Videotape Selection Committee. The committee, composed of five subcommittees representing all instructional units on campus, has completed evaluation of the programs recommended by each department and has made recommendations to Media Services for purchasing.

These programs will be ordered by Media Services during the first week of March. A list of the new programs will be sent to each department and also will appear in the Western News as soon as the acquisition procedure is completed. Members of the faculty and staff members of the five subcommittees for determining criteria for acquiring quality programs for use in classroom instruction on behalf of all faculty.

Plans currently are being formulated for streamlining the committee and acquisition procedures for the 1988-89 films and videotapes.

Media Services

These faculty members will be guests during the coming weeks on "Focus," a five-minute radio review produced by the Office of Public Information.

"Focus" is scheduled to air Saturday on WKPR-AM (1420) and at 12:25 p.m. on WKZO-AM (500) throughout West Michigan and in certain areas of southern Ontario.

"The Premiere of Profit-Sharing" is the title of a program produced by the Media Services scheduled to air on Kalamaazo Community Access Channel 32 March 13-19. The show features Martin Weitzmann, professor of economics and director of the Institute for Technology, conducting a lecture at a recent Department of Economics seminar on campus. The program will air at 7:30 p.m. Sunday, March 13; 8:30 p.m. Monday, March 14; 7:30 p.m. Tuesday, March 15; 11 a.m. Wednesday, March 16; 7:30 p.m. Thursday, March 17; and 7:30 p.m. Saturday, March 19.

A group of panelists will discuss "The Premiere of Profit-Sharing" with Clarence and Nominees to the Supreme Court in a program produced by Media Services to air on Kalamaazo Community Access Channel 32 March 13-19.

Farrell on campus

On campus

THINK SPRING -- Julie Townsend is putting salt on the ice and clearing the trash from the walkways at the Henry, Bigelow and Bernhard Student Center areas.

A food service employee for two years she joined the staff about a year ago, she also keeps the trash in those areas stockpiled up. She says she likes working outside, and is looking forward to exchanging her snow shovel for a rake.

In the spring and summer, she works on taking care of student flower beds, and picking up more trash -- "all the stuff you see in your own yard, but on a bigger scale," she says.

One of the things she like most about working at West Michigan is being able to take advantage of the tuition discount. Townsend has been working part-time on a bachelor's degree since she started to work here and is now a majoring in computer information systems.

Student Center office; dining services offices in Valley I, II and III, Burnham Hall, Draper Hall, Bernhard Student Center and Davis Hall; on the third floor near the elevator in the Davis Center; on 150 East Michigan Avenue; or A-331 and A-228 Ellsworth Hall; first floor hall near the elevator at the entrance to Everett Tower; second floor, Finance Student Services Building, near the office area copier, Fetzer Center; second floor, 2005 Friedmann Hall; second floor, 3400 Scenicus Health Center; in the work center in front of the heter, Hall; 3510 Hillside, inside the front door, Hillside West; 2064 Kohman Hall; across from 104 Mayberry Hall.

Main floor lobby and 340 Moore Hall; near 280 North Hall, outer lobby, Oakland Gymnasium; near all time clocks, Oakland Recital Hall, Kohman Hall, West Hall, Sangen Hall, Dalton Center, Moore Hall and Ellsworth Hall; first floor transportation office, physical plant; across from work center on second floor, plant-genral services; distributed to all employees, plant-main- tenance/operations;

Between control division and detective bureau, public safety; basement, public safety annex; near 2309 Sangen Hall; near 300 Sprout Tower; first floor hall, across from mailboxes, Waldo Hall; 317 Wood Hall; and the regional centers in Battle Creek, Benton Harbor/St. Joseph, Grand Rapids, Lansing and Muskegon.

MPERS pre-retirement information meeting set

A free presentation for persons covered by the Michigan Public Employees Retirement System is set for 2 to 4 p.m. Tuesday, March 15, in the Classroom at Kalamaazo Community College, 6767 W. "O" Ave.

The spring pre-retirement meetings are conducted annually throughout Michigan at various educational facilities. The topics will include reviewing your own retirement plan, and allowing you to compute your monthly retirement allowance and survivor options available under your plan. There will be a brief discussion on minimum requirements, creditable service, how to apply for your retirement and some highlights of the MPSERS health insurance plan available to retirees. A question and answer session will follow the presentation.

Persons with questions about the retirement system should contact the presenter, Pearl Anne Miller at MPERS, (517) 322-6000.

Staff training classes offered

Staff training seminars on setting up performance appraisals and understanding WMU business operations will be offered during the coming weeks.

"Establishing Accountabilities and Performance Measures" is set for 8:30 to 11:30 a.m. Tuesday, March 15, in 204 Bernhard Student Center. It is designed for newly-appointed supervisors of tenure-track and full-time, non-tenure-track employees. Participants will learn how to formulate job accountabilities and set performance standards that are challenging, yet attainable. Doreen Brinson, staff training, also will cover the skills necessary to negotiate and finalize performance goals.

"Business Principles and Practices" will be conducted from 8:30 to 11:30 a.m. Wednesday, March 16, 23, 30, 1988 and April 6. All will be put in the Red Room of the Bernhard Student Center except the session on March 23, which will be in 106 Bernhard Student Center. This four-session seminar will cover the important areas of business operations at the University: budgeting and fund accounting; accounts payable procedures; payroll and P-006 procedures; and employment procedures. For more information on class content and instructors, consult your staff training catalog.

To register for these seminars or for more information, contact Bea Valentine, personnel, 3-1610 until March 4 and 7-3620 after that date.

Exchange


Jobs

The listing below is currently being posted by the University employment office. Interested regular full-time or part-time employees should submit a job opportunities application during the posting period.

5-61 and 5-02 clerical positions are not required to be posted. Interested University employees may contact the employment office for assistance in securing these positions.

(R) Assistant Professor (Tempe Track), I-30, Mathematics and Statistics.

(R) Assistant Professor (Tenure Track), I-30, Mathematics and Statistics.

(R) Director, Parent’s Women’s Center, 87/88-221, 3/l-31n /88.

(R) Assistant, Professor/Instructor (Tempe, 1 Year), 1-30, English.

(R) Assistant, Professor/Instructor (Tempe, 1 Year), 1-30, English.

(R) Assistant, Professor/Instructor (Tempe, 1 Year), 1-30, English.

(R) Assistant, Professor (Tenure Track), I-30, Mathematics and Statistics.

(R) Assistant, Professor/Instructor (Tempe, 1 Year), 1-30, English.

(R) Assistant, Professor (Tenure Track), I-30, Mathematics and Statistics.

(R) Assistant, Professor (Tenure Track), I-30, Mathematics and Statistics.
MARCH

Thursday/3

(thru April 15) Exhibition of photography by Helen Handselman, instructor, Kalamazoo Valley Community College and Kalamazoo Art Center, and graduate student, WMU. 1240 Seiberling Administration Building, weekdays, 8 a.m.-noon and 1 to 5 p.m.

(4) Open room available for those who would like supervised practice on the new telephones or who have questions about them, training room D, basement, Bernhard Student Center, 9 a.m.-2 p.m.

Women's History Month film, "Life and Times of Rosie the Riveter," 2304 Sangren Hall, 12:15 p.m.

"Social workers workshop, "What Can You Do About Sexual Abuse?" Cindy Doyle, children's services supervisor, St. Joseph County Department of Social Services, Fetzer Center, 12:30-5 p.m.

Meeting, Research Policies Council of the Faculty Senate, Conference Room A, third floor, Seiberling Administration Building, 3 p.m.

Workshop "Interpreting the Job Search II," Career Planning and Placement Services, first floor, B-wing, Ellsworth Hall, 3:30-5 p.m.; advance registration recommended.

University film series, "The Wings of Eagles," John Ford, director, 2750 Knauss Hall, 4:15 and 8 p.m.

Meeting, Faculty Senate, Fetzer Center, 7 p.m.

**The Hubard Street Dancers," Miller Auditorium, 8 p.m.

*(4) Musical, "West Side Story," Shaw Theatre, 8 p.m.

Friday/4

Meeting, Board of Trustees, Board Room, Bernhard Student Center, 9:15 a.m.*

*(and 5) Ice Hockey, first round of CCHA playoffs, WMU vs. the University of Michigan, Lawson Ice Arena 7:30 p.m.

Saturday/5

*Men's basketball, WMU vs. University of Akron, Reade Fieldhouse, 2:30 p.m.

*Youth for Christ Youth Rally, Josh McDowell, minister, and Billy Sprague, contemporary Christian vocalist, Miller Auditorium, 7 p.m.

Monday/7

(thru winter semester recess.

Writing workshop for the preparation of doctoral dissertations, master's theses, and master's theses, Graduate College Conference Room, first floor, Seiberling Administration Building, 10 a.m.

Staff benefits orientation for new faculty and P/T/A employees, 204 Bernhard Student Center, 1:30-3:30 p.m.

Tuesday/8

Staff benefits orientation, 204 Bernhard Student Center; for new APSCE employees, 10 a.m.-noon; for new C/T employees, 1:30-3:30 p.m.

Wednesday/9

Meeting, Clerical/Technical Organization, Red Rooms, Bernhard Student Center, noon.

Thursday/10

*Social workers workshop, "Clinical Issues in Gerontology," Jerilyn Roebling, clinical social worker at Allegan County Community Mental Health, Fetzer Center, 12:50-5 p.m.

Saturday/12

*Workshop, "Assertiveness Training," Connie Laine, instructor, A-301 Ellsworth Hall, 9 a.m.-3 p.m.

Public auction of surplus equipment, asphalt area, Gary Center, 10 a.m.

Monday/14

(thru 18) Women's History Month event, exhibit, replica of the Vietnam Women's Memorial Statue, main lobby showcase, Bernhard Student Center; presentation May 14, 10 a.m., Mary Ann Atebury and Jihara Lilly, Red Room C, Bernhard Student Center, noon-1 p.m.

Workshop, "Information: Effective References and Letters," Career Planning and Placement Services, first floor, B-wing, Ellsworth Hall, 3:30-5 p.m.; advance registration recommended.

*(Mondays, thru April 18) Workshop, "Assertiveness Training," Faith Gabelnick, Honors College, A-301 Ellsworth Hall, 6-7:30 p.m.

Faculty recital, trumpeter Stephen Jones and pianist David Pocock, Multi-Media Room, Dalton Center, 8 p.m.

Tuesday/15

Staff training seminar, "Establishing Accountability and Performance Measures," 204 Bernhard Student Center, 8:30 a.m.-noon.

Valentine's Day: Exhibition, "Constantine VI and Kalamaazoo," Greg Constantine, Space Gallery, Knauss Hall, weekdays, 9 a.m.-4 p.m.

(25) Photograph Exhibit, "Night Light: The Aesthetics of Time and Light by Events in the life of John Carney, art, Sangren Hall, 2-5 p.m. Sun., 2-5 p.m.; reception, Fri., March 18, 5-7 p.m.

Women's History Month events: lecture/presentation, "Peoples of the American West: Developing Historical Perspectives through Children's Literature," K-6, 2304 Sangren Hall, 11 a.m.-noon; videotape, "Heartland," 2304 Sangren Hall, 12:15 p.m.; panel discussion, "Michigan Women in Politics: Three Historical Views," 2750 Knauss Hall, 7:30-8:30 p.m.

Workshop, "Introduction to Interviewing," Career Planning and Placement Services, first floor, B-wing, Ellsworth Hall, 2:30-7 p.m.; advance registration recommended.

Wednesday/16

Staff training seminar, "Business Principles and Practices I -- Budgeting and Fund Accounting," Dean Honsberger, budgets and financial planning, and Lowell Rinker, accounting, Red Rooms, Bernhard Student Center, 8:30-11:30 a.m.

Sam Clark Lectures, Fetzer Center: "A European View of American Foreign Policy with Special Reference to U.S.-Soviet Relations," Jan Ingemar Engberg, senior university director, University of Umea, Sweden, 10 a.m.; "Policy Analysis and Political Activism -- A Professor's Perspective," President Haenicke, noon; "A Latin American View of American Foreign Policy in Central America," Cristian Buchtrucker, professor and chairperson, contemporary history, University of Cayo, Argentina, 1:15 p.m.

Workshop, "Introduction to Job Search I," Career Planning and Placement Services, first floor, B-wing, Ellsworth Hall, 2:30-7 p.m.; advance registration recommended.

Doctoral oral examination, "The Effects of Aerobic Exercise on Anxiety in a Pregnant Female," Janet Fourman, educational leadership, Tate Center, 3210 Sangren, 2:30 p.m.

Thursday/17

Women's History Month event, film, "With Babies and Banners," 2302 Sangren Hall, 12:15 p.m.*

*Workshop, "Professional Interview Training," Career Planning and Placement Services, first floor, B-wing, Ellsworth Hall, 2:30-3 p.m.; advance registration recommended; Deposit refundable.

University film series, "The Quiet Man," John Ford, director, 2750 Knauss Hall, 1:15 and 8 p.m.

Southwestern Michigan Vocal Festival 50th Anniversary Celebration, featuring performers from the Chicago Lyric Opera, Miller Auditorium, 7 p.m.

*Admission charged

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 designate. The president's office and the University Personnel department 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 usually be used 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 continuing.

Specific cases and varying conditions or circumstances may require special actions 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 event 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 "University CLOSING" will be transmitted to WMU. Closing announcements will be on these same sources as well as the general public media.

II. In the event 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 "University CLOSING" will be transmitted to WMU. Closing announcements will be on these same sources as well as the general public media.

III. The vice president for regional education and economic development is authorized to cancel off-campus classes must be cancelled, the University will close for essential services.

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B. Executive director of public relations and communications

(1) Notify public information

(2) Notify president for development and administrative affairs and secretary of Board of Trustees

(3) Notify vice president for major units

(4) Notify general counsel and vice president for legislative affairs

C. Information Center

D. Vice president for development and administrative affairs and secretary of Board of Trustees

(1) Notify trustees

(2) Notify major unit heads

E. Vice president for regional education and economic development

(1) Notify major unit heads

F. Vice president for student services

(1) Notify major unit heads

VI. In order to prevent avoidable 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 paid for the period of the University's regular work period as though it were a holiday. However, it is the University's sole judgment as to who is required to work and who is not. However 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 a 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 supervisor 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, with 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 was no closing and thus will be charged for sick leave or annual leave for the period not worked.