

Workshop series: improving job performance, quality of work life



Ken Handwerger



David Tammany

Coping, motivating, managing, counseling—this month's lineup

The Staff Training and Development Office's winter semester workshop series gets under way Feb. 19. Here is a list, by category, of the workshops scheduled for February. All of them require pre-registration and will be held in McKenny Union. For more details about registration or the offerings for March and April, call 7-0076. Or look in future issues of *Focus EMU* for weekly updates and reminders on upcoming sessions.

Administrators/Managers/Supervisors

"Motivating Employees,"

Feb. 19 from 8:30 a.m. until noon in the Tower Room. Dr. Phyllis Grummon, a senior consulting associate for General Systems in Ann Arbor, will introduce a model for motivation and present a method for relating that model to the work environment. The cost will be \$20 per person.

"Effective Counseling for Improved Employee Performance,"

Feb. 20 from 1 p.m. to 5 p.m. in the Founders Room. David Tammany, director of staff and union relations at EMU, will discuss supervisory techniques and offer appropriate supervisory intervention methods for handling employee performance

problems. This session will cost \$10 per person.

"Work Styles: A Method for Understanding Self and Others,"

Feb. 28 from 8:30 a.m. in the Tower Room. Dr. Helen Burnstad, associate in staff training and development and certified Performax Consultant, will direct this session. Attendants will identify their preferred work style and examine the strengths and potential weaknesses inherent in each of the individual styles. The cost will be \$15 per person.

Clerical/Secretarial

"Coping Strategies," Feb. 26 from 8:30 a.m. to noon in the Alumni Room. Jackie Young, a partner in Thomas Bleet and Associates of Northville, will identify specific techniques and present new skills that will affect the interpersonal aspects of the employees' job. This session will cost \$20 per person.

All Female Employees

"Time Management for Women," Feb. 22, 8:30 a.m. until noon in the Tower Room. Author Pat Materka will identify key time management issues for women and help devise strategies for more effective time management at work and home. The cost will be \$20.

The Staff Training and Development Office has announced its offerings for the winter semester.

The series of workshops, which starts Feb. 19 and runs until late April, is designed to help EMU employees increase their job performance and organizational effectiveness. Organizers also hope that the series will enhance the quality of work life and provide the employees with information that will add to their personal growth and development.

While many of the workshops are open to all employees, there will be sessions designed exclusively for administrators/managers/supervisors, clerical/secretarial and female employees. There will also be sessions in the personal growth/development category.

Some of the topics covered will include time management, coping with stress, motivating employees, preparing and delivering effective presentations and

conducting effective performance appraisals.

"This semester's program is a little more comprehensive and broader than last semester's," said Ken Handwerger, director of the five-month-old Staff Training and Development Office. "We're addressing the needs of more University groups. We hope that this sets the stage for future offerings of the same level on a semester basis."

Last semester's series, which was organized while the office was only weeks old, included some 17 workshops and drew more than 400 employees. There were waiting lists for some of the workshops and many of those are being repeated this time around.

While the latest program offers 23 workshops, Handwerger points out that he is more concerned with the quality of the sessions—not the quantity.

"We're not just pulling ideas out of the air because they

sound interesting," Handwerger said. "We've done needs assessments, and we've discussed employee needs with union representatives, administrators, vice presidents and many others. These programs are the result of careful planning."

Handwerger and his staff are also using a survey recently presented to EMU's Board of Regents. According to Handwerger, that survey, which revealed former employees' attitudes about EMU, provides his office with "good baseline data" for current and future study.

All of the workshops are scheduled for McKenny Union, and most of them require pre-registration, with fees ranging from \$10 to \$25 per person. Some are free of charge.

Employees who wish to attend these sessions should discuss personal and departmental goals with their supervisors. Supervisory approval is necessary where appropriate. For more information, call 7-0076.

New ICARD publication studies latest economic trends

The Institute for Community and Regional Development at EMU recently published the first issue of Michigan Economic Developments, a biannual newsletter about the national economy and Michigan economy in particular.

The publication is provided as a free public service of ICARD to give governmental administrators and business managers an understandable analysis of the economy. It documents the recent past, describes the current economic situation and forecasts future trends. It also emphasizes the Michigan economy and how it fits into the national economic picture.

The first issue of Michigan Economic Developments was written by Dr. David Cray, assistant professor of economics at EMU. In that issue, Cray ex-

amines current changes in the nation's economic expansion rate and Michigan's employment statistics by industry and by region.

According to Dr. Charles Monsma, director of ICARD and professor of political science at EMU, one of the unique aspects of the newsletter is that it is written for the average reader. "Although it is written by professional economists, we strive for simplicity and clarity in describing a very complex system," he said.

Persons interested in receiving Michigan Economic Developments should forward their name and complete address to ICARD, 714 Pray-Harrod, Eastern Michigan University, Ypsilanti, MI 48197.

ICARD is a public service unit of EMU which makes the expertise and capabilities of the

University available to governments, community agencies and businesses. For more information about the institute and the kinds of services it has to offer, contact Dr. Monsma at the above address.



Charles Monsma

The roaring '20s, Paris style, return to EMU Campus Capsules

The EMU Theater will present its second celebration of the arts, the Beaux Arts Ball, Saturday, Feb. 16, at 9 p.m. in Hoyt Conference Center.

This fun-filled 1920s-in-Paris-style evening will begin with dancing to a swinging big band, under the direction of Don Korte. Later, guests will be treated to the popular comedy team of Harper and Gannon of WNIC Radio as they present their own reenactment of a "Fibber McGee and Molly" show. A live broadcast of this portion of the evening will be aired on WEMU and WAAM as well.

Dr. Parker Zellers and George Bird, professors of communication and theater arts, will act as masters of ceremonies for the evening.

In addition, musicians, vocalists, table magicians and mime artists will circulate among the guests throughout the even-



(see related theater story, page 3)

ing and a special buffet dinner prepared by Andrea Harrison, catering manager at Hoyt Conference Center, will be served.

Semiformal attire is appropriate, but those wishing to attend dressed formally or in masquerade are encouraged to do so.

Tickets for the Beaux Arts Ball are \$25 per person and can be purchased from the Quirk Theater Box Office. A \$15 portion of the ticket price is tax deductible and will benefit the Department of Communication and Theater Arts Development Fund.

For more information, call the Quirk Theater Box Office at (313) 487-1221.

EMU Bands To Perform in Pease Tonight

The EMU Symphonic Band and Concert Winds will perform Tuesday, Feb. 5, at 8 p.m. in Pease Auditorium.

The Symphonic Band will open the concert with "March Op. 99" by Serge Prokofieff, followed by "Overture from Nabucco" by Giuseppe Verdi and "Symphonic Suite" by Clifton Williams. The band will perform under the direction of Ronald Fane, EMU Music Department lecturer.

The Concert Winds will fill the second half of the concert bill with "Canzona" by Peter Mennin, "The Leaves are Falling" by Warren Benson and "Four Scottish Dances" by Malcom Arnold.

The Concert Winds will be directed by J. Whitney Prince, assistant professor of music.

The concert is free and open to the public.

For more information call 7-4380.

Rec/IM, Snow Health Center Offer Training Clinic

The Recreation Intramurals Department, in cooperation with Snow Health Center will present "Weight Training for Women" Sunday, Feb. 10, at 7 p.m. in the conference room of the Olds Student Recreation Center.

The clinic will cover the topics of designing a weight training program, methods of training, choosing exercises and an introduction to equipment that can be used.

The clinic is free to all currently enrolled EMU students and Rec/IM members and available to guests who pay a \$1 guest fee.

For more information, call Ellen Gold at 7-1338, or Mary Jean Schumann at 7-1122.

Porter to speak on WJR talk show

EMU President John W. Porter will talk about Scholastic Aptitude Test scores, how they're used and what they reveal Thursday, Feb. 7, at noon on J.P. McCarthy's FOCUS program on WJR Radio. Dr. Porter recently appeared on local radio station WAAM, as a guest on the Ted Heusel Show, discussing the SAT and educational standards and issues in general.

In addition to Porter's experiences in the Michigan educational system as both state superintendent of public instruction and university president, he currently serves as Chairman of the College Entrance Examination Board, which is responsible for the SAT.

Focus on Faculty

Professor Schwartz: seeing art in its environment brings true understanding



Ellen Schwartz

While most people would be content to accept history the way it is, Dr. Ellen C. Schwartz, associate professor of art history, feels differently.

Schwartz, who recently received a \$25,000 National Endowment for the Humanities fellowship, is studying the impact of the Crusades on the art and architecture of 13th century Serbia. The fellowship, which is one of the largest of its type, will allow her to try and fill some of the gaps that history forgot.

"It is a desire to know what reflects that century," Schwartz said. "I know that this is a large cultural project, one that I hope will lead to the first draft of a book on cultural history."

While Schwartz's fellowship has involved taking a sabbatical, it also has kept her in the library and has sent her traveling to Eastern Europe. Her expeditions have included trips to Yugoslavia, Romania and Bulgaria. "There is nothing like

first hand experience, especially in the kind of art I deal with. The art has to be seen in its architectural environment to understand why it looks the way it does," she said.

Schwartz's desire to see the art in its environment is what led her to Belgrade, Yugoslavia. It was there that she worked on a one-to-one basis with government historians. Schwartz was allowed access to libraries that most westerners are not permitted to use because of the books' and library's governmental classification. She stressed the fact that Yugoslavian officials were very helpful, friendly and interested in her work on their country's architecture.

Through her work with different cultures, Schwartz has even accumulated a following. She describes them as art historians rather than art or history enthusiasts specifically. "Although it is a small group, it is a loyal one," she said.

Schwartz has had many

scholarly accomplishments in her 37 years. She received her doctorate at the Institute of Fine Arts at New York University in 1978. Since that time she has had 11 publications, delivered 10 papers and received 14 fellowships, including her most recent from NEH.

In addition to her teaching job at EMU, Schwartz is currently a research associate at the Center for Russian and Eastern European Studies at the University of Michigan.

Schwartz's husband, who is a professor of political science at the University of Michigan-Dearborn, travels with his wife wherever she goes. "The trips benefit both of us, but basically they are for me," she said. "I have a very understanding husband!"

Keeping busy is a trademark of Schwartz's. When she is not working, she enjoys Eastern European folk dancing, bird watching and snorkeling. She also has competency in eight languages, including Serbo-Croatian, Bulgarian, Russian and Greek.

When Schwartz returns to EMU in the fall of 1985 to begin her ninth year of teaching, she plans to bring with her the knowledge she's gained of Serbo-Croatian art to share with her students. "I have looked at the art of the Crusades and Yugoslavia in a new way. Nobody has ever looked at the travels of the Yugoslavian citizens or their belongings," she said. "I hope my students will learn from, as well as enjoy, the experiences and facts that I want to share with them."

—by BRENT PATMOS

Faculty Council Corner

At the request of Dr. Ronald Collins, provost and vice president for academic affairs, and in compliance with the terms of the EMU-AAUP contract of 1982, Faculty Council has considered the question of a merit award system at the University.

The Council decided to respond with a three-step process. First, we would learn as much as possible about merit award systems in other places by studying those systems and asking EMU faculty for information on systems they're familiar with. Second, we would share this information with interested EMU faculty and then devise a way to determine the opinions that EMU faculty hold on the subject.

In April 1984, the Council sponsored an open forum on merit awards. Dr. Collins, other administrators and about 20 faculty attended. And even though this forum was intellectually stimulating and very insightful, only a small number of faculty chose to attend in comparison with other open forums.

We distributed a questionnaire at the April forum and it provided a good base for devising a better, more effective questionnaire. This second survey was distributed to faculty in the fall of 1984.

Of the 676 surveys delivered, we received 264 replies. Slightly under half of those who responded believed that EMU should not institute a merit award system of any kind. Slightly over half favored a merit award system—at least in principle. But many of those expressed the belief that, given the history of EMU, a merit award system should not be instituted here.

The Council concludes that while many individual faculty have strong opinions on the sub-

ject, there is no overwhelming sentiment in any direction on this issue. Sixty percent of EMU's faculty did not have strong enough feelings to respond to this questionnaire. Of the 40 percent who did respond, there is an almost even division between those who support merit awards and those who oppose it. Based on this lack of clear direction, the Council believes it can best serve faculty by not becoming actively involved in the development of a merit award system at this time. To make such a system work would take much more widespread support than currently exists.

Members of a Faculty Council committee have gathered extensive amounts of data. We will keep it on file at the Council office for anyone interested in seeing it.

Focus EMU is published weekly during the fall and winter semesters for faculty and staff at Eastern Michigan University. The deadline for copy is 5 p.m. Tuesdays for the next week's issue.

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Emergency on Campus Call 1-2-3

WEMU 89.1

TUESDAY, FEB. 5

- 12 p.m. Noon Magazine — Local and national news program, hosted by Reid Paxton.
- 1 p.m. Afternoon Jazz Scope — Host George Klein presents Chico Hamilton, "Going East."
- 7 p.m. Working Lives — Documentary show on the history of the black working class. This week, "Around The Mountain."
- 10 p.m. Jazz at the Institute — This week, the Lois Hayes Quartet.

WEDNESDAY, FEB. 6

- 1 p.m. Afternoon Jazz Scope — George Klein presents Oscar Peterson, "The Sound of The Trio."
- 7 p.m. Business in the Year 2000 — Discussion program concerning the future of America in tomorrow's business world. Preempted for Huron basketball.
- 7 p.m. EMU Huron Basketball at Ball State.
- 7:30 p.m. Business Times — Discussion program of current financial, scientific and economic trends. Preempted for Huron basketball.

THURSDAY, FEB. 7

- 12:30 p.m. Common Ground — Debates of national and international issues. Topic: China, Part II.
- 1 p.m. Afternoon Jazz Scope — George Klein presents Eddie Harris, "The Electrifying Eddie Harris."
- 5:15 p.m. Cafe du Jazz — Join Bret Julyk at Club 89 for mellow music suited for the dinner hour.
- 7 p.m. Pacific Profiles — Examination of the differing cultures of the general public and Pacific American communities. This week, "Conference '84: The Pacific Alliance for Education." Part I.

FRIDAY, FEB. 8

- 12 p.m. Noon Magazine — Local and national news show, hosted by Reind Paxton.
- 12:30 p.m. Horizons — Societal discussions. Topic: "Blacks in Politics: 25 Years Later."
- 1 p.m. Afternoon Jazz Scope — George Klein presents Lockjaw Davis, "The Rev."
- 11 p.m. Juneteenth Blues Festival — Texan blues festival commemorating the black experience. Featured artist: Clefton Chenier.

SATURDAY, FEB. 9

- 12 p.m. Jazz Revisited — Jazz from the past. "Battle of the Bands." Big Band matchups: Barnet vs. Dorsey, Hawkins vs. Savoy Su-tans.
- 6 p.m. A Prairie Home Companion — Musical variety show, hosted by Garrison Keillor.
- 8 p.m. Huron Basketball — Miami (home).
- 9 p.m. Third World Dance Party — Host Tom Simonian selects and presents the latest in reggae music. New releases — Asher Senator meets Johnny Ringo "ja-uk McClash," Thomas Mapfumo "Ndangiro," Francis Bebey "akwaaba."

SUNDAY, FEB. 10

- 9:05 a.m. Sunday Best — Hosted by Michael Jewett. Featured today, Billie Holiday.
- 12 p.m. Marian McPartland's Piano Jazz — Guest artist, Albert Dailey.
- 6 p.m. American Jazz Radio Festival — This week, Kevin Eubanks in a performance from the jazz Forum in New York City.
- 9 p.m. New Directions — Host Tom Simonian. New releases, Anthony Davis and James Newton's "Crystal Text."

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00	MORNING JAZZ SCOPE		MORNING EDITION				MORNING JAZZ SCOPE
9:00	SUNDAY BEST		MORNING JAZZ SCOPE				BIG BAND SPECTACULAR
NOON	VINTAGE JAZZ		NOON MAGAZINE				JAZZ REVISITED
12:30	AMERICAN MUSIC SAMPLER	CAMBRIDGE	EUROPEAN	FOCUS	COMMON GROUND	HORIZONS	
1:00	JAZZ SCOPE		AFTERNOON JAZZ SCOPE				AFTERNOON JAZZ SCOPE
4:10	SIDRAN ON RECORD						
5:00	CITY SCENE		NATIONAL/STATE/LOCAL NEWS & SPORTS				FRONT PORCH
6:00	BIG CITY BLUES CRUISE		CAFE DU JAZZ				
7:00	AMERICAN JAZZ RADIO FESTIVAL	NUESTRO	CONNECTION	BOB & RAY	PACIFIC PROFILES	VOICES OF JAZZ	A PRAIRIE HOME COMPANION
7:30			BUSINESS TIMES				
8:00			ALL THINGS CONSIDERED				
9:00			NATIONAL/STATE/LOCAL NEWS & SPORTS				
9:10			LATE NIGHT JAZZ SCOPE				
10:00	NEW DIRECTIONS	JAZZ AT THE INSTITUTE			WHEN THE EAGLE FLIES		THIRD WORLD DANCE PARTY
11:00					JUNETEENTH		
1:00			JAZZ SCOPE AFTER HOURS				THE ONE CONDUCTION MUSIC SHOW
5:00							



NEWS, SPORTS AND ALL THAT JAZZ

Controversial murder mystery opens winter theater season

EMU's theater department will open the 1985 winter season with its production of "The Runner Stumbles" Tuesday, Feb. 5, through Sunday, Feb. 10, in Quirk Theater.

"The Runner Stumbles" is the product of 12 years of writing and research by author Milan Stitt. Directed by P. George Bird, professor of communication and theater arts, the play is set in the first years of the 20th century in Michigan's Leelenau Peninsula. It chronicles the proceedings of an actual murder trial, interwoven with the memories of the accused Father Brian Rivard, a Roman Catholic priest. Through a number of twists and revelations, the murder is unraveled in the true

fashion of Agatha Christie.

Tickets for the 2:30 p.m. Sunday matinee and Tuesday through Thursday 8 p.m. performances are \$4 for the general public and \$2.50 for EMU students and Mainstage members. Tickets for the Friday and Saturday 8 p.m. performances are \$5.50 for the general public and \$4 for EMU students and Mainstage members.

For ticket reservations, or more information, call the Quirk Theater Box Office at (313) 487-1221.

Box office hours are 12:30 p.m. to 4:30 p.m. Monday through Friday and 12:30 to 8:30 p.m. on performance nights.

'The Runner Stumbles' presents complex issue

"The Runner Stumbles should be considered a PG-13 production."

Those words were offered by P. George Bird, director of the EMU Players' upcoming performance of Milan Stitt's courtroom drama "The Runner Stumbles." The play will be performed Tuesday, Feb. 5, through Sunday, Feb. 10 in EMU's Quirk Theater.

Director Bird doesn't mince words when he describes the play as "a controversial story of a natural love that cannot flower."

"The play, performed on Broadway in 1976, is based on an actual trial that took place in Traverse City, Michigan in 1911," Bird explained.

"The playwright has chosen not to be absolutely true to fact in the story, but basically it is pretty accurate."

Bird says the audience should understand that the play is controversial. "The Roman Catholic Church has not universally approved of it, and in some cases has totally disapproved of it," he said.

"Stitt has created a whodunit. It is a murder mystery, but it's a lot more than that. The playwright has chosen to take us back through the various things that happened to the young nun who was brought to a rural parish where an older priest is the only person around. The two are immediately attracted to each other and had they not



'Runner Stumbles' director Bird: "... a controversial story of a natural love that cannot flower."



been priest and nun, probably would have fallen in love and gotten married, but being priest and nun, could not be," Bird added.

Bird says that several members of the cast are Roman Catholic and that "they, like I, do not find anything in the play that is critical of the church. It is a complicated issue.

"I think this play goes a good deal deeper than a whodunit. I like plays that handle relatively complicated material and I think this one does. The relationship between man and God is a complicated subject. Stitt handles the issue in a way that is very graphic and very easy to follow."

Bird compares the courtroom

drama to the work of mystery writer Agatha Christie. Through a number of twists and revelations, the murder is unraveled in true whodunit fashion.

The play hops and skips from one scene to another—26 in all—and Bird says the scenes will be "handled with a few prop changes and no setting changes." Costumes were designed by Lynn Marie Tobin, a costume design major, with original music composed by David Briscoe, an undergraduate music major.

Setting and lighting were designed by Bird, who said he is "looking forward" to presenting "The Runner Stumbles" to the public.

"I think it's an exciting play.

I am very moved by the production and am sure the public will find it very interesting," he said.

Tickets for the 2:30 p.m. Sunday matinee and Tuesday through Thursday 8 p.m. performances are \$4 for the general public and \$2.50 for EMU students and Mainstage members. Tickets for the Friday and Saturday 8 p.m. performances are \$5.50 for the general public and \$4 for EMU students and Mainstage members.

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—by BRENT PATMOS

More EMU grads find jobs—women get lower salary

A placement follow-up report recently issued by EMU's Career Services Center shows employment for 1982-83 graduates up,

but large salary differences between men and women.

The report, issued July 1984, is based on the results of a

survey sent to more than 3,000 students who graduated from EMU between December 1982 and October 1983. Of these surveyed, more than 61 percent of the graduates responded.

According to the report:

—More than 79 percent of the bachelor's degree graduates who responded to the survey said they were employed as compared

to 76 percent of 1981-82 graduates. Master's degree graduates reported more than 87 percent were employed compared with 84 percent of 1981-82 respondents.

—For those 1982-83 students that received their bachelor's degree, female graduates earned less than male graduates. The average salary for female

graduates from the College of Arts and Sciences was \$14,517 while the average salary for male graduates was \$18,350. The average salary for women graduates from the College of Business was \$17,785 while the men's average salary was \$20,911. From the College of Education, the average women's salary was \$12,647 while the average men's salary was \$14,486. From the College of Health and Human Service, the average women's salary was \$18,100 and the average men's salary was \$19,818. And, in the College of Technology, the average women's salary was \$18,200 compared with the average men's salary was \$21,516.

—The average salary of graduates from the master's degree programs in the College of Arts and Sciences, was \$19,922 for women and \$20,719 for men.

—From the College of Business, women earned an average of \$23,623 compared with \$32,246 for men. College of Education master's graduates earned an average salary of \$22,086 for women, and \$24,089 for men. Female graduates from the College of Health and Human Services earned an average of \$22,800 while male graduates earned \$16,900. For College of Technology master's graduates, the average women's salary was \$24,333 and the average men's salary was \$25,855.

Openings

The Personnel Office announces the following vacancies:

CLERICAL/SECRETARIAL

(Minimum Biweekly Rate)

CS 04 - \$449.01 - Secretary II (50% FTE) - Foreign Languages and Bilingual Studies - (Bilingual Teacher Education Program)

Posting correction from 1/29/85 issue of FOCUS EMU

CS-04 - \$449.01 - Secretary II (50% FTE) - Continuing Education - Jackson Office (Liaison for EMU with the Jackson Community. Good oral and written communication skills desirable.)

Final date for the receipt of internal applications for the above position is Feb. 12, 1985.

POLICE OFFICER

(Salary reflects first year probationary rate)

CP-01 - \$17,000 - Officer, Campus Police - Public Safety. Deadline Date: March 12, 1985.

CP-01 - \$23,000 - Sergeant, Campus Police — Public Safety. Deadline Date: March 12, 1985.

ADMINISTRATIVE/PROFESSIONAL/TECHNICAL

(Biweekly Salary Range)

PT-06 - \$588.03 - \$834.99 - Programmer Analyst I - University Computing.

or

PT-07 - \$676.27 - \$973.86 - Programmer Analyst II - University Computing.

or

PT-08 - \$770.94 - \$1,157.58 - Senior Programmer Analyst - University Computing. Deadline Date: Feb. 22, 1985.

Internal applicants for the above Clerical/Secretarial, Police Officer and Administrative/Professional/Technical positions should submit a Promotional Openings Application to the department in which the vacancy exists.

FACULTY

Search Extended

Dept. of Health, Physical Education, Recreation and Dance —

A tenure track faculty position for 1985 Fall semester. This position involves the teaching of graduate and undergraduate courses in Sports Medicine/Physical Education. Deadline Date: April 1, 1985.

Affirmative Action/Equal Opportunity Employer and Educational Institution

Adviser

Academic Services Center
229 Pierce Hall

HOTLINE: 7-3344 days
7-0048 evenings

Begin Your Advising Early

Last week, we told you about the FAST TRACK program which begins February 12. That program is designed to get prospective freshmen on campus early to give them the best opportunity for personal attention in advising, registration and other student services.

The same philosophy can hold true for our currently enrolled students. Personal attention and time to talk with a student can make all the difference in a student's overall adjustment to and performance in college. Now that the routine of department and class schedules have been set, it is a good idea to get your department majors in before the rush of advance registration begins. Now you have an opportunity to make plans with a student, to discuss options within your major, to point out opportunities offered through your department, to really be of assistance.

Announce to your classes the importance of planning ahead for the next semester. Encourage your students to make contact. Tell them what your department advising procedures are. Let them know you as an advisor can have an important role outside of the classroom.

Residence Policy: Physical Activity

According to the University catalog, students must "earn a minimum of 60 semester hours, exclusive of physical activity or junior/community college credit." This means that students may not apply any physical activity credit toward establishing "residency" even if the required two credits have been satisfied. Advisers should caution any student with transfer credits from junior/community colleges to check with Academic Records before taking activity credits as general electives.

Reminder

We are currently in the automatic withdrawal period. Students begin the procedure by going to Briggs Hall and picking up the appropriate forms.

Research

Causes and Effects of Unemployment

The Upjohn Institute will support research on the causes and effects of unemployment and measures for the alleviation of unemployment. The Institute is particularly interested in receiving applications for study in the following categories:

- Employment Implications of Technological Change
- Income Replacement Programs
- Older Workers and Retirement Issues
- Labor Management Relations
- Implications of Wage Systems Based on Comparable Worth

The closing dates for proposals are March 25 and Sept. 20. Contact R. Howard at 7-3090 for more information.

Arts Support Program

The Michigan Council for the Arts offers the following five specific funding components through which a variety of arts programs may be supporting during the 1986 fiscal year: (1) Audience Development; (2) Cultural Preservation; (3) Economic Development; (4) Joint Ventures; and (5) Special Constituencies.

The deadline for submitting a proposal to this program is March 1, 1985. For further information contact Cheryl Kozell at 7-3090.

Events of the Week

Feb. 5-11

Tuesday 5

MEETING — The UAW Local 1975 Bargaining and Grievance Committee will meet today and every Tuesday through March 6, Gallery I, McKenny Union, 12:30 p.m.

MEETING — The EMU Student Government will meet, Alumni Lounge, McKenny Union, 6 p.m.

MEETING — The EMU Gospel Choir will meet today and every Tuesday and Thursday through March 6, Guild Hall, McKenny Union, 7 p.m.

THEATER — The EMU Department of Communication and Theater Arts will present the play "The Runner Stumbles." Ticket prices are \$4; \$2.50 for Mainstage members and EMU students, Quirk Theater, 8 p.m.

CONCERT — The Symphonic Band and the Concert Winds will perform under the direction of Ronald Fane, instructor, and Whitney Prince, assistant professor, Pease Auditorium, 8 p.m.

Wednesday 6

WORKSHOP — A student teaching workshop will be held, Guild Hall, Alumni Lounge and Ballroom, McKenny Union, 8:30 a.m.

MEETING — The Division of Student Affairs Council will meet, Main Lounge, McKenny Union, 11:45 a.m.

MEETING — The EMU UAW local 1975 Executive Board will meet, Faculty Lounge, McKenny Union, noon.

MEETING — The EMU UAW local 1976 Executive Board will meet, Gallery I, McKenny Union, noon.

MEETING — The College of Education Council will meet, Gallery I, McKenny Union, 2 p.m.

MEETING — The Aviation Advisory Committee will meet, Reception Room, McKenny Union, 3 p.m.

MEETING — The Industrial Distribution Advisory Committee will meet, Alumni Lounge, McKenny Union, 3 p.m.

MEETING — The Bilingual Vocational Education Advisory Committee will meet, Huron Room, McKenny Union, 3 p.m.

MEETING — The Interdisciplinary Technology Council will meet, Faculty Lounge, McKenny Union, 3 p.m.

MEETING — Vocational Teacher Education Committee will meet, Guild Hall, McKenny Union, 3 p.m.

MEETING — The Manufacturing Advisory Committee will meet, Main Lounge, McKenny Union, 3 p.m.

MEETING — The Computer Aided Design Advisory Committee will meet, Oxford Room, McKenny Union, 3 p.m.

MEETING — The Communications Technology Advisory Committee will meet, Gallery II, McKenny Union, 3:30 p.m.

MEETING — The University Christian Outreach will meet today and every Wednesday through March 6, Tower Room, McKenny Union, 7 p.m.

MEETING — The Office of Technology Advisory Committee will meet, Oxford Room, McKenny Union, 7:30 p.m.

MEETING — The Technology Services Center Advisory Committee will meet, Gallery I, McKenny Union, 7:30 p.m.

MOVIE — Campus Life's Silver Screen will present "A Raisin in the Sun." Admission is \$1, Strong Auditorium, 7 and 9:30 p.m.

THEATER — "The Runner Stumbles" will be presented by the EMU Communication and Theater Arts department. This mystery is for mature audiences only.

Ticket prices are \$4; \$2.50 for Mainstage members and EMU students. For more information, call Quirk Theater Box Office at (313) 487-1221, Quirk Theater, 8 p.m.

MEETING — The EMU Chemistry Club will meet today and every Wednesday through March 6, Huron Room, McKenny Union, 11:30 p.m.

Thursday 7

MEETING — The University Council on Teacher Education will meet, Gallery I, McKenny Union, 3:30 p.m.

MEETING — The EMU Board of Regents will hold a special meeting to welcome and swear-in the newly appointed regents, Regents Room, McKenny Union, 4:45 p.m.

LECTURE — The College of Education and the College of Health and Human Services will present a lecture "Debunking the Myths: Nutrition and You," University Sheraton Inn, Ann Arbor, 7:30 p.m.

Policy revision

Subject: Travel at University Expense—Policy Revision

Effective: Jan. 1, 1985

Travel and subsistence allowances are established for normal travel necessitated by conference attendance, extension services, meetings, and the administration of University business. Certain exceptions to the allowances, wherein reasonable actual cost will be allowed, may be permitted with the approval of the president or appropriate vice-president. Such exceptions will consist of travel and/or subsistence for alumni programs, intercollegiate athletics, Board of Regents' activities, and entertainment of bona fide guests of the University.

Application for travel at University expense will be approved by the Department Head, Dean or Vice-President at least five working days before a trip is taken if estimated travel expenses for the trip exceed \$100. If estimated travel ex-

penses for the trip are less than \$100.00, then verbal approval from the immediate supervisor must be obtained prior to the trip.

EMU will reimburse employees for actual and reasonable expenses incurred in travel on University business. Such reimbursement must be substantiated by original receipts.

Reimbursement for ordinary expenses incurred in travel for EMU is made according to a schedule of approved travel and subsistence allowances. There will be no gain or loss to the individual as a result of University travel.

Costs of travel are charged to the account of the authorizing department or activity.

When travel for an occasional use or single trip is to be by motor vehicle, the traveler may use either a personal car or a Motor Pool car, subject to the approval of his or her supervisor. Reimbursement for use of a personal car will be at the rate of 20.5 cents per mile.

University insurance extends

to personal cars being used on University business, but subject to deductibles of \$20,000 per person and \$40,000 per occurrence for property damage, or the limits of the vehicle owner's insurance. Persons who use a personal car on University business should carry liability insurance with at least the above limits, or be prepared to otherwise assume such a liability in the event of an accident.

When the estimate of the expenses exceeds \$25.00, and the applicant has no recent record of infraction of travel policies, a request may be made for an advance up to 75% of the estimate.

A full accounting and documenting of travel expenses and advances is required within two weeks after a trip. Travel advances not returned or accounted for by submitting an approved travel voucher within 30 days after a trip is an infraction of University travel policies and subject to a payroll deduction.

Reservations, schedules and all arrangements for travel and lodging are the responsibility of the traveler.

MOVIE — Campus Life's Silver Screen will present the movie "Trading Places." Admission is \$1, Strong Auditorium, 7 and 9:30 p.m.

THEATER — The EMU Communications and Theater Arts Department will present their production of "The Runner Stumbles." This mystery is for mature audiences. Ticket prices are \$4; \$2.50 for Mainstage members and EMU students. For ticket reservations, call the Quirk Box Office at (313) 487-1221, Quirk Theater, 8 p.m.

Friday Feb. 8

MEETING — The Academic Department Administrators for the College of Arts and Sciences will meet, Gallery I, McKenny Union, noon.

TRACK — The Men's team will host the EMU Classic, Bowen Field House, 1 p.m.

SWIMMING — The Huron Women's team will oppose the Wolverines of The University of Michigan, Ann Arbor, 7 p.m.

MOVIE — Campus Life's Silver Screen will present the comedy "Bachelor Party." Admission is \$1, Strong Auditorium, 7 and 9:30 p.m. and midnight.

THEATER — Mystery fans will be delighted with the EMU Communications and Theater Arts Department production of "The Runner Stumbles." Ticket prices are \$5.50; \$4 for Mainstage members and EMU students. For more information, call Quirk Box Office at (313) 487-1221, Quirk Theater, 8 p.m.

DANCE — Mortar Board will hold a dance and all proceeds go to Safe House in Ypsilanti and to help world hunger, Ballroom, McKenny Union, 8 p.m.

Saturday 9

TRACK — The women's team will compete in the University of Michigan Invitational, Ann Arbor, 10 a.m.

WRESTLING — The Hurons will face off against the Bobcats of Ohio University, 1 p.m.

GYMNASTICS — The women's team will tumble against Hoosiers of Indiana University, Warner Gymnasium, 2 p.m.

SWIMMING — The men's team will oppose the Redskins of Miami University, Olds 50-meter Pool, 2 p.m.

CONCERT — Cheryl Kesler will perform in her senior clarinet recital, New Alexander, Rehearsal Hall, 4 p.m.

BASKETBALL — The women's team will face off against Miami University. Admission is \$3; \$2 for EMU students, 5:30 p.m., Bowen Field House.

MOVIE — Campus Life's Silver Screen will show the movie "Bachelor Party." Admission is \$1, Strong Auditorium, 7, 9:30 p.m. and midnight.

FASHION SHOW — Campus Life will present The Black Achievement Board Fashion Show. Refreshments will be available. Admission is \$3, Hoyt Conference Center, 7 p.m.

BASKETBALL — The Hurons will compete against the Redskins of Miami University. Admission is \$3; \$2 for students, Bowen Field House, 8 p.m.

THEATER — "The Runner Stumbles" will be presented by EMU's Department of Communication and Theater Arts. Tickets are \$5.50; \$4 for Mainstage members and EMU students. For ticket reservations, call The Quirk Box Office at (313) 487-1221, Quirk Theater, 8 p.m.

DANCE — The Association of Computer Machinery will hold a dance, Ballroom, McKenny Union, 9 p.m.

Sunday 10

THEATER — Quirk Theater will present "The Runner Stumbles." Ticket prices are \$4; \$2.50 for Mainstage members and EMU students. For more information, call the Quirk Box Office at (313) 487-1221, Quirk Theater, 2:30 p.m.

MOVIE — Campus Life's Silver Screen will show the comedy "Bachelor Party." Admission is \$1, Strong Auditorium, 7 and 9:30 p.m.

CLINIC — A weight training clinic especially for women will be offered by the Recreation/Intramurals Department and Snow Health Center, Conference Room, Olds Student Recreation Center, 7 p.m.

Monday 11

MEETING — The Traffic Accident Review Board will meet, Gallery I, McKenny Union, 9 p.m.

MEETING — The Enrollment Conversion Committee will meet today and every Monday through March 6, Gallery I, McKenny Union, 3:30 p.m.

CONCERT — Selected organ music students will perform compositions by J.S. Bach as part of the Organ Recital Series, Alexander Music Building, Organ Studio, 8 p.m.