

The Michigan Opera Theatre expands upon its artistic versatility with its presentation of "Phantom and Friends: An Evening With Michigan Opera Theatre" Friday, Oct. 25, at 8:30 p.m. in Pease Auditorium. For tickets, call 7-1221.

Tickets for the McKenny Union and Dining Services 1996 Thanksgiving Buffet (Nov. 13 and 14, with five seatings from 11 a.m. to 1:30 p.m.) go on sale Tuesday, Nov. 5, from 8 a.m. to 4 p.m. in the McKenny Union Alumni Room. The buffet will include turkey, pork chops, mashed potatoes, stuffing, vegetables, raspberry bread pudding, pumpkin cheesecake and more. The cost is \$9 for faculty/staff and \$8 for students. Cash, checks and university requisitions will be accepted. For more info, call 7-4108.

Flu shots are available at University Health Services in Snow Health Center. The cost is \$15. For more information, call 7-1122.

FOCUS EMU

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Oct. 22, 1996

News for
Eastern Michigan University
Faculty and Staff

EMU/WCC Transfer Office dedication ceremony is Oct. 22

► Office will permit students to receive academic advising from EMU staff, submit applications, register for EMU courses

A collaborative effort in support of learning will be formalized Tuesday (Oct. 22) when EMU and Washtenaw Community College dedicate the EMU Transfer Office at WCC's Placement and Transfer Center.

A formal ribbon-cutting ceremony will feature EMU President William E. Shelton and WCC President Gunder A. Myran at 1:30 p.m. A keynote address by Gary Owen, former Michigan Speaker of the House, will follow in the WCC Student Center Building lobby.

As house representative for the eastern Washtenaw County district, which includes Ypsilanti, Owen represented the communities served by both institutions. Owen, a 1968 WCC graduate, was instrumental in identifying resources to help finance the construction of EMU's College of Business building in downtown Ypsilanti, which is named in his honor.

The EMU Transfer Office, located on the second floor of the WCC Student Center Building, will serve as a primary location where students receive academic advising from EMU staff, submit applications, register for EMU courses and check on

their financial aid.

The office is a result of a 1995 collaborative agreement between EMU and WCC to create a "seamless" web of joint programs and services to students. The agreement committed both schools to the goal of ensuring that students transferring among both schools in the future do so with the least amount of duplication and difficulty. It also established the groundwork to streamline systems and share expertise and resources to better support learning at both EMU and WCC.

In addition to the establishment of the EMU Transfer Office, the collaborative agreement has resulted in students being better informed about their academic options and requirements; a reduction in duplication in education and service; an increase in joint professional development programming; and a joint student services task force, which ensures that registration, admission and financial aid systems are linked more effectively. As a result, students can register at either institution for classes held on both campuses and can use their financial aid awards to pay for classes at both institutions.

Gloria Steinem and Lynn Rivers to address "women and politics" Oct. 24

► Presentation is a prelude to Women's Studies Week

Feminist author Gloria Steinem and Congresswoman Lynn Rivers will speak about women, politics and the '96 election at EMU Thursday, Oct. 24, at 3 p.m. in Sponberg Theatre. The event is free and open to the public, sponsored by the EMU Women's Studies Program.

Steinem is a writer and consulting editor for Ms. Magazine, the international feminist magazine she co-founded in 1972. She was a founder of the Women's Action Alliance, the National Women's Political Caucus and the Coalition of Labor Union Women. She is the president of Voters for Choice and is the founding president of the Ms. Foundation for Women. Steinem is the author of several books and essays including the best-selling collection "Outrageous Acts and Everyday Rebellions," which was rereleased in September 1995.

Steinem's appearance is a prelude to EMU's celebration of Women's Studies Week, which spans Monday, Oct. 28, through Friday, Nov. 1. All events are free and open to the public. The following events are all in the

Multicultural Lounge in EMU's Goodison Hall.

On Monday, Oct. 28, Professor and Ann Arbor Attorney Jeanice Dagher-Margosian will speak about "Women's Experience in the Criminal Justice System" during a 1 p.m. brown bag lecture. On Tuesday, Oct. 29, there will be a noon presentation with Mike Jackson of Catholic Social Services on "Working With Male Batters."

On Wednesday, Oct. 30, Terese Dorid from the Assault Crisis Center will present "The Facts on Sexual Assault" at noon. On Thursday, Oct. 31, Rochelle Woods from Ann Arbor's Domestic Violence Safe House will speak about "The Domestic Violence Epidemic" at noon.

On Friday, Nov. 1, Women's Studies Week will be wrapped up with a reception at 1 p.m. There will be a panel discussion and the showing of the video "In Love and in Danger." Refreshments will be served.

For more information, call the Women's Studies Program at 7-1177.

CAMPUS CAPSULES

Sale In Rec/IM Pro Shop

The Competitive Edge Pro Shop, located in the lobby of the Rec/IM, is now offering the following Fall Harvest Specials:

- Athletic Shoes: save 20-40 percent
- Speedo Swimwear: save 20 percent
- Children's Wear: save 20 percent

All savings are off original prices. Hurry in while inventory lasts. For more information, call the Pro Shop at 7-4204.

WEMU Pledge Drive

WEMU (89.1 FM), EMU's public radio station, is holding its annual fall pledge drive through Thursday, Oct. 24, once again participating in National Public Radio's coordinated fund-raising week. The station hopes to raise \$95,000 from 2,200 callers during the seven-day drive.

For more information, call 7-2229.

Comedy In Pease Nov. 15

Comedienne Paula Poundstone will perform Friday, Nov. 15, at 8 p.m. in Pease Auditorium.

For tickets, which are \$25, call 7-1221.

Education Seminar Is 10/25

The Provost's Office and the College of Education will sponsor a presentation by Dr. Timothy J. Dyer, executive director of the National Association of Secondary School Principals, Friday, Oct. 25, at 11:45 a.m. in the Alumni Lounge of McKenny Union.

Dyer's presentation is the first in a series of special seminars during 1996-97 on American Schools and Education.

EMU alumnus Dyer will discuss NASSP's recently released publication "Breaking Ranks: Changing an American Institution," which contains more than 80 recommendations for revitalizing America's high schools and preparing for the 21st century. NASSP is the largest school leadership organization in the United States.

For more information, call 7-3200.

Public Info Updating Files

Public Information currently is updating its faculty/staff biography files.

All faculty and staff are encouraged to send a current copy of their resume/vita/biography information to Public Information, 18 Welch Hall.

For more information, call 7-4400.

EMU Theatre Schedule

The Theatres of EMU will present "The Ladies of Lanford" (two plays by Lanford Wilson) Thursday, Oct. 24, and Friday, Oct. 25, and "The School for Scandal" (by Richard Brinsley Sheridan) Saturday, Oct. 26, and Sunday, Oct. 27, both in Sponberg Theatre.

For ticket information, call 7-1221.

Blood Drive Is Oct. 25

Jones/Goddard residence halls, in conjunction with the American Red Cross, will sponsor a blood drive Friday, Oct. 25, from 11 a.m. to 5 p.m.

Appointment times can be made by signing up at the front desks of either halls. Walk-in donors also are welcome.

For more information, call 7-1090 or 1-1091.

Teaching Video Is Oct. 24

The FCIE will present "Teaching With Style: Enhancing Learning by Understanding Teaching and Learning Styles - A Video Workshop" Thursday, Oct. 24, at 2 p.m. in room 311 of the University Library.

For more information, call 7-1386.

EMU raises 52% of its United Way goal

As of the end of the third week of the 1996 United Way campaign (Oct. 11), EMU's total amount raised was \$46,595.16, which is 52 percent of the University's \$90,000 goal, according to EMU United Way Campaign Chair and Provost and Vice President for Academic Affairs Ronald W. Collins.

The campaign runs until Friday, Oct. 25, so you can still pledge and help EMU reach and surpass its goal.

Remember to turn in your pledge card to your departmental volunteer and that the theme of this year's campaign is "It's Your Choice." Refer to the United Way brochure for opportunities to designate all or part of your pledge to a specific agency/problem area.

Washtenaw United Way funds a variety of health and wellness programs. Services include prevention information, support groups and treatment of many diseases, such as cancer, leukemia and Alzheimer's disease.

For more information, call 7-3200.

Nov. 2 banquet to induct six into Athletic Hall of Fame

Five former EMU athletes and one former EMU administrator will be inducted into the University's Athletic Hall of Fame at the 21st annual E-Club Hall of Fame Banquet Saturday, Nov. 2, at 11:30 a.m. in the McKenny Union Ballroom.

The 1996 inductees are: Jim Applegate (golf), Andrea (Bowman) Osika (cross country), John Fountain (EMU athletics/administration), Kennedy McIntosh (basketball), Randy Mills (gymnastics) and Jeff Peck (baseball).

Jim Applegate lettered for the golf team from 1965 to 1967. He was the team captain in '66 and '67 and a recipient of the "Outstanding Golf Team Member" Award at EMU. Applegate is the recipient of an EMU "Outstanding Alumni Award," serves as a trustee for the EMU Foundation and is president of the Gary Player Golf Course Design Co. in Palm Beach Gardens, Fla.



Applegate

Andrea (Bowman) Osika ran for EMU's cross country and track teams from 1985 to 1988. During her career, she held records in 10 indoor and outdoor events and was an NCAA qualifier for three consecutive seasons. Osika competed in the 1988 U.S. Olympic trials, qualifying for the semifinals in the 1500 meters.



Osika

John Fountain served at EMU from 1966 to 1985, as sports information director, director of public information and vice president for university relations. During his EMU tenure, he won nu-



Fountain

merous awards for his work. He also has been the "Voice of EMU Athletics" on radio broadcasts from 1966 to the present. He owns and operates Fountain Communications, a public relations firm in Ypsilanti.

Kennedy McIntosh was a four-year basketball letterwinner from 1968 to 1971. He is EMU's all-time leading scorer with 2,219 points and all-time leading rebounder with 1,426 rebounds. McIntosh was an NAIA All-American selection and also was honored as an Associated Press and UPI All-American second-team selection.



McIntosh

Randy Mills was a four-year gymnastics letterman from 1971 to 1975. He set a record score as the 1975 all-around champion for the Great Lakes Intercollegiate Gymnastics League and was the first gymnast in league history to qualify in all the events for the finals. Mills was the first student-athlete representative of the inaugural E-Club in 1974. He is an adapted physical education resource teacher for the Jeffers on County Public School System in Louisville, Ky.

Jeff Peck lettered for EMU's baseball team from 1968 to 1970. He earned NAIA All-American and was a member of the 1970 NAIA national championship team. Peck led the squad in hits and batting average in '69 and '70, and is EMU's all-time triples leader. He played in the Philadelphia Phillies organization and also had a successful career on the national fast-pitch softball circuit. He currently works for Parke-Davis in Ann Arbor.

Tickets to the banquet cost \$25 and can be purchased from the Office for Alumni Relations at 7-0250.

The Hall of Fame class will be recognized at halftime during the EMU vs. Ball State University football game Saturday, Nov. 2, at 3:30 p.m. in Rynearson Stadium.

chairman and CEO of American Motors on Tuesday, Nov. 12, at 7 p.m.

"Cultural Shifts in a Family Business" will be presented by Howdy Holmes, vice president of Chelsea Milling on Tuesday, Nov. 19, at 7 p.m.

"Business Enterprise in Today's Society" will be presented by Dr. John Psarouthakis, chairman and CEO of JPE Inc., on Tuesday, Dec. 3, at 7 p.m.

"Focusing on the Customer" will be presented by Juanita Bradley, president of Saturn of Ann Arbor, Tuesday, Dec. 10, at 7 p.m.

All presentations are free and open to the public.

EMU launches Institute for Diversity in Business Services

by Pat Mroczek

A clearinghouse to support the business-related needs of southeast Michigan's African American business community, women-owned businesses and businesses operated by members of other cultural groups has been created at EMU.

Called the Institute for Diversity in Business Services, it is a compilation of efforts by many and completion of a dream for at least one.

Dr. Raouf Hanna, professor and head of EMU's Economics Department, said the institute's work will pull together a lifetime of "I wish I could" dreams for him.

"After 30 years as an educator, I was really happy to reach out to the community in this way," Hanna said. "It will be proactive in creating internships and career service opportunities for students and will help them coordinate their educational and professional choices."

Over and above that, however, Hanna is pleased with the potential for the University's contribution to economic development in the region. "The institute's efforts began about 18 months ago. There is a whole community out there that needs a lot of technical assistance -- internships, training programs, consulting and evaluation services.

"Our job is really as a clearinghouse," he explained. "We write proposals and grants for monies from private and public sources."

The institute's first goal is to provide 300 minority and women-owned businesses in the region with Internet ac-

cess through an effort called Project Connect. The diverse population includes members of various cultural groups, including African American, Asian, Hispanic, Native American, Middle Eastern, Arabic and Chaldean.

The institute's services range from support and education to research. When possible, the institute will identify sources and secure funding to subsidize programs. All programs will incorporate members of the EMU disciplines, departments and colleges, also utilizing the expertise available from the business and cultural groups and other educational institutions.

Hanna said the institute is already in partnership with the Michigan Minority Business Development Council, the African American Association of Businesses and Contractors and the Booker T. Washington Association. Among the associated groups are the Minority Business Owners of Washtenaw County, Arab American and Chaldean Council, Latino Outreach Council and One Stop Capital Shop of Detroit.

In addition to the director, Dr. Adrian Lottie, assistant professor of political science, is associate director of business and economic development at the institute. Dr. Phyllis Clemens Noda, director of bilingual-bicultural teacher education and the U.S. Department of Education Comprehensive Education Assistance Center Satellite, is the associate director of cross cultural and linguistic diversity services.

Dr. Stuart Karabenick has been selected as the executive consultant for development, research and evaluation. He is a social and personality psychologist and professor of psychology.

For more information, call the Institute for Diversity in Business Services at 7-0899.



Hanna

Victor is new president of international association

Dr. David A. Victor, professor of management, will become the president of the Association for Business Communication, an international organization with more than 2,100 members, on Saturday, Nov. 9.

Ceremonies naming Victor as presi-



Victor

dent will take place at the conclusion of the association's international convention in Chicago, which is Nov. 5-9.

The association is the premier organization for the business communication field. Its membership is composed of 1,300 individuals and 840 libraries and institutions in the United States, Canada, Europe, Asia/Pacific and Latin America/Caribbean.

Victor's term is for one year. He replaces Dr. Daphne Jameson of Cornell University as president.

C.O.B. Speakers Forum continues Oct. 29

The College of Business Distinguished Speakers Forum will continue with six more speakers at the Corporate Education Center, 1275 S. Huron St.

"Management Restructuring to Meet Today's Needs" will be presented by James Harns, chief operating officer at Saline Community Hospital, on Tuesday, Oct. 29, at 7 p.m.

"The Public Executive: A Different Experience" will be presented by EMU President William E. Shelton on Tuesday, Nov. 5, at 7 p.m.

"How to Get to be a CEO" will be presented by W. Paul Tippett, former

Public Safety Statistics

Following are the campus crime statistics for September 1996 and comparative figures for September 1995.

SEPTEMBER	# in 1996	# in 1995
Murder	0	0
Criminal Sexual Conduct	1	0
Robbery	1	2
Aggravated Assault	2	0
Burglary	2	1
Motor Vehicle Theft	0	0
Liquor Law Violation	7	22
Drug Violation	7	3
Weapons Possession	0	0

► HOMECOMING 1996 HIGHLIGHTS

Wednesday, Oct. 23

- Campus Green and White Day/Canned Food Collection
- 7 p.m. Rockin' Lakehouse Rally, University Park
- 8 p.m. The Green Scream, REC/IM
- 7 p.m. EMU Black Alumni Chapter Stepshow Competition, Bowen

Friday, Oct. 25

- 6-8 p.m. Trustees'/Regents'/President's Council Reception, Welch Hall
- 8 p.m. Theatre Event — The Ladies of Lanford, Sponberg
- 8:30 p.m. Michigan Opera Theatre presents "Phantom & Friends," Pease Auditorium

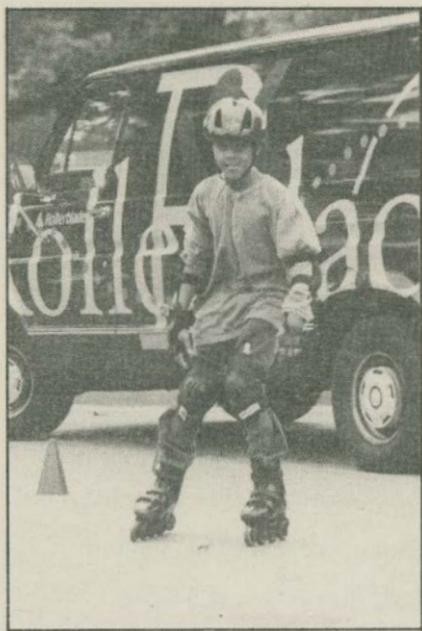
Saturday, Oct. 26

- 9 a.m. Teaching Excellence Awards Brunch, Ballroom/McKenny
- 9:30 a.m. Golden Years Reunion, Guild Hall/McKenny Union
- Noon Homecoming Parade
- Noon Black Alumni Chapter Scholarship Luncheon, Marriott
- 1:30 p.m. MLK Garden Donor Plaque Presentation, MLK Memorial
- 2 p.m. Great Green Tailgate, Rynearson Stadium
- University Marketing and Student Affairs, and the Student Leader Alumni and Staff Reunion
- 2:30 p.m. Tree Planting, Oestrike Stadium - Honoree: Barney Barnes
- 3:30 p.m. Homecoming Game: EMU vs. Kent, Rynearson Stadium
- 8 p.m. The Great Green Bash, Bowen Field House
- 9 p.m. Black Alumni Chapter Scholarship Dance, Huron Club

For more information, call the Office for Alumni Relations at 7-0250.

Academic Expo/Family Day 1996

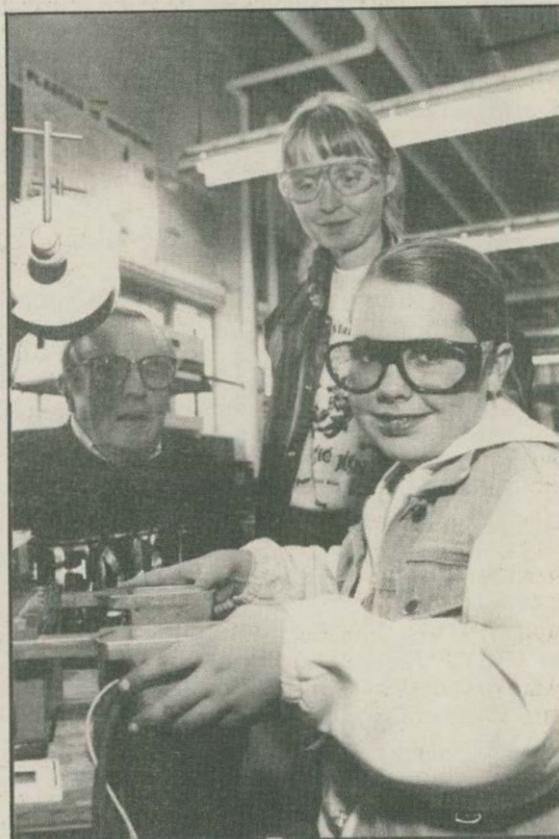
The fourth annual Academic Expo, Learning Fair and Family Day, held Oct. 12, featured more than 40 activities, events and attractions



Johnie R. Martin III took advantage of the Rec/IM's free Rollerblade rental.



Horse "Taurus" made many new friends, including Wendy Shutes.



John Jellema, professor of industrial technology, helps teach the art of metal cutting to Ashley Oswald (front) and Karen Hoth (back).



The EMU Pep Band entertained Family Day attendees with a performance in the Mark Jefferson mall area.



Astronauts back from a trip to the moon? The two youngsters participated in a Sill Hall presentation on hazardous materials identification.

Annual open enrollment for health care plans is Nov. 4-22

The "Your Healthcare Options" booklet will be mailed to each staff and faculty member's home. The booklet will provide specific information on each of the available plans so you may fully evaluate and select the health care coverage that will best meet your family's needs. Be sure to review the available options carefully.

Clerical Secretarial (CS), Food Service, Custodial and Maintenance (FM) and Professional Technical (PT) employees also have the opportunity to waive their EMU health care for a \$75 per month reimbursement, provided medical coverage is verified through their spouse's employer (other than EMU). A letter from the spouse's employer (on company letterhead) must include the name of the carrier and type of coverage. A health care coverage waiver form must be completed as well. The decision to waive health care must be made

annual during Open Enrollment. Employees who waived coverage in 1996 must indicate their intention to continue the waiver in 1997. This is an IRS requirement and must be done during this period. Employees may elect to return to EMU's health plan during the Annual Open Enrollment. Details and waiver forms are included in "Your Healthcare Options" booklet.

For Faculty, Administrative Professionals, Athletic Coaches, Confidential Clericals and 100 percent Lecturers, the following changes must be brought to your attention:

Effective Jan. 1, 1997

I. Care Choices will include a \$10 prescription drug rider.

II. M-CARE HMO will be replaced by the M-CARE Point of Service (POS) Plan with a \$10 generic/\$15 brandname prescription drug rider, and coverage for vision examination and optical

lenses (up to \$60). The POS includes three levels of benefits. Benefit Level 1 duplicates the HMO model with previously mentioned changes. Benefit Level 2 allows members to self refer within the M-CARE provider network with a higher copayment. In Benefit Level 3, members can go to any physician or hospital anywhere and pay a percentage of the charges. In the POS plan, members must select a primary care physician; some services under Level 2 and 3 must be authorized by either the physician or M-CARE. Those currently in M-CARE who wish to remain in M-CARE will automatically be enrolled in the POS plan.

Health care representatives will be available to answer questions Wednesday, Nov. 6, from 7 a.m. to 5 p.m. in the McKenny Union lobby. If you are unable to visit on Nov. 6, you may contact the representatives at the following numbers:

Blue Cross/Blue Shield: Wayne Sanford - 810/448-4041

Care Choices: Member Services or Linda Hartwick - 800/852-9780 or 810/489-5185

M-CARE: Member Services or Deitra Gates - 800/658-8878 or 313/332-2318

During the open enrollment period, any dependent related changes (changes resulting from births and/or marriages which were not previously made to the contract within 30 days of the event) also may be made. All enrollment

forms must be received by the Benefits Office, 317 King Hall, no later than 4:30 p.m. on Friday, Nov. 22.

If you wish to remain in your current health plan, you need do nothing further.

EASTERN MICHIGAN UNIVERSITY *The Learning Edge*

FOCUS EMU is published weekly from September to April and biweekly from May to August for Eastern Michigan University faculty and staff. The deadline to submit copy for consideration is 5 p.m. Tuesdays for the following week's issue. The deadline for submissions for "Events of the Week," which is prepared monthly, is the 15th of the month prior to the month the event will occur. Please send all submissions to: Editor, *Focus EMU*, Office of Public Information, 18 Welch Hall. Please direct any questions to (313) 487-4400. Submissions may be faxed to (313) 483-2077.

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EASTERN FASTFACTS

World famous poet and greeting card designer Gwen Frostic was a 1926 graduate of Eastern Michigan University.

► EASTERN FASTFACTS may be sent to Public Information, 18 Welch Hall.

EVENTS OF THE WEEK Oct 22-28

Tuesday, Oct. 22

- WOMEN'S SOCCER:** EMU at Northwood, 4 p.m., 7-2144
CAREER SERVICES WORKSHOP: "Resume/Letter Writing for Education Majors," 5:15 p.m., 405 Goodison, 7-0400
PIANO RECITAL: Carol True on piano, 8 p.m., Alexander Recital Hall, 7-2255
SEMINAR: College of Business Distinguished Speakers Forum, "Merger Acquisitions and Industry Consolidation," Owen, 7-4140

Wednesday, Oct. 23

- CAREER SERVICES WORKSHOP:** "Strong Interest Inventory," 2 p.m., 425 Goodison, 7-0400
MEETING: College of Education Council Meeting, 2 p.m., McKenny Union Gallery 1, 7-1414
CAREER SERVICES WORKSHOP: "Search/Interview Skills and Techniques for Education Majors," 5:15 p.m., 405 Goodison, 7-0400

Thursday, Oct. 24

- WORKSHOP:** CIC workshop, "Designing Web pages using HTML," 2 p.m., 102 Library, 7-1347

Friday, Oct. 25

- ORIENTATION:** New Employee Orientation, 8:30 a.m., 205 Welch Hall, 7-3195
WORKSHOP: CIC workshop, "UseNet News," 10 a.m., 217 Lower Library, 7-1347
BLOOD DRIVE: 11 a.m., Jones/Goddard, 7-1091
LUNCHEON: Football Luncheon, noon, McKenny Union, \$10, 7-2282
WOMEN'S CROSS COUNTRY: EMU CLASSIC, 5:30, 7-0262
MEN'S FALL TENNIS: EMU vs. Wisconsin-Green Bay, 7-1050
HOCKEY: EMU vs. Northwood, 7:30 p.m., Ann Arbor Ice Cube Sports Center, 7-2735
VOLLEYBALL: EMU at Central Michigan, 7 p.m., 7-0291

Saturday, Oct. 26

- HOMECOMING:** All campus, all day, 7-0250
SERVICE PROJECT: VISION project, 11 a.m., Office of Campus Life McKenny Union, 7-3045
WOMEN'S SOCCER: EMU vs. Dayton, 1 p.m., 7-2144
FOOTBALL: EMU vs. Kent for Homecoming 3:30 p.m., 7-2160
HOCKEY: EMU vs. Northwood at Ann Arbor Ice Cube Sports Center, 7:30 p.m., 7-2735
CONCERT: The Fugees and A Tribe Called Quest, 8 p.m., Bowen Field House, 7-3045

Sunday, Oct. 27

- TRUMPET RECITAL:** Eggers-Kaarre on brass trumpet, 4 p.m., Pease Auditorium, 7-2255

EMU hosts 10th annual Health Careers Fair Nov. 4

EMU's Career Services Center will host its 10th annual Health Careers Fair for nursing and occupational therapy majors Monday, Nov. 4, from 2 to 4:30 p.m. in the McKenny Union Ballroom.

Prior to the fair, an employer panel will discuss "Job Search Strategies for Today's Workforce" from 1 to 2 p.m. in McKenny Union's Guild Hall.

College students pursuing degrees in these disciplines are welcome to attend. Both events are free and open to students. Employers must pre-register. For more information or to register, call Barbara Jones at 7-0400.

RESEARCH <http://www-ord.acad.emich.edu>

Writing a proposal, developing a budget, managing a sponsored project — these can sometimes seem like impossible tasks.

But take heart. Here is a list of comparative competencies developed by a gifted and funny research administrator, Michael "Spanky" McCallister, director of Sponsored Programs at Southeast Missouri State University.

SPANKY'S COMPARATIVE COMPETENCIES

If You Have Ever

Written a paper
 Done a library search
 Planned a vacation
 Written a lesson plan
 Asked your dad for money
 Planned a menu and shopped for groceries
 Balanced your checkbook
 Had a savings account
 Written a speech
 Had inlaws drop in unannounced
 Tried to impress a potential date
 Haggled on a car or house
 Worked out in a gym
 Read a rental contract
 Supervised an elementary school field trip

You Can

Prepare a narrative
 Do a funding search
 Make a timeline
 Write goals and objectives
 Ask your Uncle Sam for money
 Decide on project needs & budget
 Monitor a project budget
 Work toward a goal
 Plan a narrative
 Handle an NIH site visit
 Talk to a sponsor
 Negotiate a contract
 Work toward an objective
 Read a project contract
 Work with research administrators!

ORD solicits additions to Spanky's list. Please address your suggestions to Connie Witt via e-mail, fax or phone (7-3090). We look forward to hearing from you.

OPENINGS <http://www.emich.edu/public/hr/employ.htm>

To be considered for vacant positions, all Promotional Openings Application Forms MUST BE SUBMITTED directly to the Compensation/Employment Services Office and received no later than 4:45 p.m. on the expiration date. NOTE: LATE OR INCOMPLETE FORMS WILL NOT BE ACCEPTED.

The Compensation/Employment Services Office announces the following vacancies. **The expiration date for applying for these positions is Monday, Oct. 28.** Detailed job descriptions may be reviewed in Room 310 King Hall. Posting Boards across campus also highlight necessary and desired qualifications. Locations of these boards are main traffic areas in: King Hall, McKenny Union, Roosevelt Hall, Business & Finance Building, Sill Hall, Pray-Harold, Rec/IM Building, Physical Plant, Mark-Jefferson, Hoyt Meeting Center, DC #1, the Library, Pierce, and the C.O.B. Building.

Vacancy information may also be obtained by calling our 24-hour Jobs Line at 7-0016. Compensation/Employment Services office hours are Monday through Friday, from 8 a.m. to 4:45 p.m.

CLERICAL/SECRETARIAL

(Minimum Bi-Weekly Salary)

CSAA9722	CS-03	\$649.16	Secretary, Academic Advising
CSBF9704	CS-04	\$720.73	Senior Account Clerk, Payroll
CSEN9711	CS-04	\$720.73	Data Entry Clerk II, Financial Aid

PROFESSIONAL/TECHNICAL

(Minimum Bi-Weekly Salary)

PTAA9712	PT-06	\$878.65	Accountant I, Continuing Education
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ADMINISTRATIVE/PROFESSIONAL

(Minimum Semi-monthly Salary)

APAA9700	AP-13A	\$2859.54	Academic Department Head, Chemistry
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FACULTY

F9713	Assistant Professor, Mathematics, Academic Year.
F9714	Assistant/Associate Professor, Human, Environmental and Consumer Resources, Academic Year.
F9718	Assistant/Associate Professor, Interdisciplinary Technology, (Aviation Management), Academic Year.
F9721	Assistant Professor, History and Philosophy, Academic Year.
F9722	Assistant/Associate Professor, Special Education, Academic Year.
F9723	Assistant Professor, Special Education, Academic Year.
F9724	Assistant Professor, Teacher Education, (Educational Media), Academic Year.
F9725	Assistant Professor, Teacher Education, (Educational Psychology), Academic Year.
F9726	Assistant Professor, Teacher Education, (Educational Psychology), Academic Year.
F9727	Assistant Professor, Teacher Education, (Early Childhood Program), Academic Year.
F9728	Assistant Professor, Teacher Education, (Curriculum Program), Academic Year.
F9729	Assistant Professor, Teacher Education, (Reading Program), Academic Year.

The pay rates stated above reflect the probationary minimum rate for a newly hired EMU employee. The pay rate or salary for current employees will be established according to the respective employee group union contract, and/or University salary administration policy guidelines.

An Affirmative Action/Equal Opportunity Employer

Open enrollment for Universal Life Insurance Benefit

EMU's Benefits Office announces its open enrollment for participation or changes in the optional Universal Life Insurance Benefit (Benefits 360) provided through AETNA Life Insurance and Annuity Co. The voluntary Universal Life Insurance program provides an excellent supplement to EMU's employee benefit of term life insurance.

Benefits 360 gives employees the opportunity to purchase permanent life insurance coverage for themselves and/or their families. It allows employees, through payroll deductions, to purchase additional life insurance, as well as establish a tax deferred savings plan. The plan will build steadily increasing cash value which will earn compounded interest.

To be eligible for the benefit, staff

or faculty must be employed by the University for one year and be at least 21 years old. An AETNA representative is scheduling appointments with interested employees during the week of Nov. 11-15. During these appointments, the representative will answer questions and assist in selecting the option best suited to the employee's financial goals.

Employees will receive a letter with specific details regarding the annual open enrollment. The letter will contain a form for anyone who may be interested in an appointment with the AETNA representative. Employees also may call Rose Korpalski, AETNA case manager, at 810-208-8709 to schedule an appointment. Appointments will be in 201 King.