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Faze 1, 1976-07-30

Office of University Relations

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ELECTION RESULTS...Elected as representatives to Illinois education boards last week were Henry Barton and Robert Blue. Henry Barton, a write-in candidate, will serve as student representative to the Illinois Board of Governors of State Colleges and Universities. Robert Blue will serve as student representative to the Illinois Board of Higher Education.

NEW SADs...Dennis Rodeghero has recently been selected as Student Assistant Dean in EAS and JoAnn Hollowell will serve as SAD for HLD. Rodeghero is a senior student in the alcoholism sciences curriculum, formerly having been in behavioral studies in HLD. He has attended Joliet Junior College and Northern Illinois University. JoAnn Hollowell is a student in human relations services, is a member of the University Student Services Advisory and HLD Faculty Development committees. She is a licensed practical nurse, having worked at Presbyterian-St. Luke's, Cook County, and Newark City Hospitals. James Sanders is the current SAD for CCS. BPS is still in the process of appointing a new SAD to replace Gregg DeBartolo.

OVERSIGHT...In last week's edition FAZE I failed to mention the masterful and heroic (5 hours!) job Al Sherman did in emceeing WEE's Farewell Dinner. Sincerest apologies, Al. B.D.

HELP!!!...Time for graduation is drawing near and the list of volunteer host/hostesses needs some names. Can you help on Commencement Day—greet visitors, seat guests, serve in hospitality area? If you can, please call Pam Madsen, ext. 2418.

DR. RUBEN V. AUSTIN RESIGNS...Dr. Ruben Austin, Dean of the College of Business and Public Service has resigned to take a year's leave of absence. Prior to joining GSU he was Dean of the College of Business and Economics and an H. Rodney Sharp professor of economics at the University of Delaware. A former mayor of Dubuque, Iowa, he has also been Assistant Dean of Business and Public Service at Michigan State University, professor of economics at the University of Iowa, and chairman of the economics department at the University of Dubuque. Dr. Austin has been invited to accept a Distinguished Visiting Professorship at the University of South Carolina in the College of Business Administration.

HAS YOUR COPY ARRIVED?...The newly revised Professional Personnel Systems document is now available and will be sent to all professional staff members of GSU. This edition (pink cover) replaces the March, 1973 (gray cover) copy. If you have not received your copy by August 4, please notify the University Assembly Office, ext. 2122.

FAREWELL FOR WEE...A cordial invitation is being extended by SSAC to all students to attend a Farewell Party for President Engbretson, to be held August 5 in the Hall of Governors from 3:00-4:30 p.m. Refreshments will be served.
GSU CLASSIFIED...Vacant Civil Service Job Classifications as of July 29, 1976:

4/30 Bus Driver, Irreg. Appt., X-Help         BPO
6/7 Financial Aide Advisor IV                FA
6/7 Financial Aide Advisor II                FA
6/8 Architectural Draftsman II               VP/A
7/6 Controller                              BO
7/19 Secretary III Trans                    Coop-Ed
7/19 Accounting Clerk III                   BO
7/21 (3) Registration Aides, X-Help         A&R
7/23 Storekeeper II                         ICC

Applications and information are available in Personnel/Testing, ext. 2310, 2320.

GSU RECEIVES LIBRARY PROGRAM GRANT...GSU is one of six local colleges that have been awarded federal education grants. The grants were approved by the U.S. Office of Education under the Higher Education Act's college library resources program. This program provides funds to accredited colleges, universities, their branches and other nonprofit libraries which offer library and information services on a formal basis. The money must be used to buy academic materials such as books, magazines, magnetic tapes, records, audiovisual equipment or other related items. GSU will receive a maximum amount of $3,980.

MINORITY SCHOLARSHIP WINNER...A $500 minority scholarship of the Hospital Financial Management Association has been awarded to a GSU student. Gwendolyn Shah-Ingram, formerly a public health coordinator for the City of Detroit's public health department and a licensed social worker in the state of Michigan, is a master's student in the College of EAS. The scholarship was set up by Ralph Miller, who won $250 as writer of the best 25th anniversary article in the HFMA Journal. He donated the cash prize and matched it for a minority student scholarship. Ms. Shah-Ingram has developed her primary focus in the EAS health services administration program toward international economic development, and envisions the perfect job to be an international health program evaluator.

LOOKING AHEAD...A two-day workshop, "Women: Organizing for Change" will be held at GSU on Sept. 17 and December 3, directed by Dr. Harriet Gross. Designed for individual women and organizations who want to become more effective social change agents, the workshop may be taken for credit or non-credit, with fees charged accordingly. Those wishing to enroll for credit must be admitted to GSU. For further info, call ext. 2422 or 2428. Check FAZE 1 for future reminders.

ERA AT BROWN BAG LUNCH...Passage of the ERA will be the topic discussed at the Women's Resource Center's Brown Bag Lunch on August 4. Marcia Gevers and Mary Lubertozzi will present a mini-workshop on how to become politically active for ERA. Lunch will be at noon in the CCS Lounge.

WORKS OF ART HERE...Four works of art have been designated for the permanent collection at the University. The four pieces, done by Mary Rose Pilcher, Charles Wilson, Dennis Kalwasko and Minna Reich, will be displayed in the Visual Arts/College of Cultural Studies lounge gallery. The pieces should arrive early in the fall.

"TOO BAD THERE ARE NOT MANY GSUs"...was the comment from one of the 130 applicants involved in the Presidential Search. In a letter to Dr. Aida Shekib, chairperson of the Campus Presidential Search Committee, the applicant expressed regret at not being chosen but praised GSU for its cordiality and sent best wishes to all his friends here.

UP TEST TIMES...All new degree-seeking students entering Spring-Summer Trimester who have not taken the UP Aptitude Test this trimester must take the test in order to be allowed to register for the Fall Trimester. They must take the examination. If this is not done, registration cannot be permitted. The times and dates for the examination are listed below. All testing will be held in Room A102. You need to attend only one test session. Arrive for testing at the beginning of the session, for the test is timed and doors will be secured.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Fri., Aug. 13</td>
<td>9:00am to 11:30am</td>
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<td>2:00pm to 4:30pm</td>
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<td>Sat., Aug. 14</td>
<td>9:00am to 11:30am</td>
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<td>11:30am to 2:00pm</td>
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<td>Mon., Aug. 16</td>
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<td>2:00pm to 4:30pm</td>
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<td>Tues., Aug. 17</td>
<td>2:00pm to 4:30pm</td>
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<td>5:00pm to 7:30pm</td>
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For further information, contact Student Services, ext. 2141.
GSUINGS...LEO GOODMAN-MALAMUTH (President-elect) lecturing at University in Honolulu before he and Margaret set off for vacation in Pango, Pango, American Samoa...NATE KEITH (R&I) taking one day of his vacation at Thorngate CC in Deerfield to attempt qualification for Illinois Amateur Golf Championship...ROY COGDELL and CLIFF EAGLETON (both HLD) having their article, "An International Model for the Reform of Teacher Education" accepted for publication in the Peabody Journal ...LARRY McCLELLAN (CCS) Village President of Park Forest South getting "pie in his eye" at "Down on the Farm Day" celebration...JACOB LIAO (ICC) photographer, being photographed by the STAR while he photographed the Park Forest 4th of July parade...SHARYNE MERRITT (CCS) receiving the Florence Eagleton Grant for study of "Women in Municipal Government"...NATHAN KEITH (R&I) being appointed to the Research Advisory Council for a two-year term...EARNEST E. LACEY (Alumni) being selected as an Outstanding Young American by the United States Jaycees...WEE being elected co-chairman of a special evaluation team for a two-year assessment of external degree programs at the Jesuit University of San Francisco...

Congratulations to the BILL (UR) DODDS on the birth of their first grandchild, Julie, born to son-in-law and daughter Mark and Debbie Oboikovitz...

Congratulations to FRED (BO) and SUSAN (UR) WOODHAM on the birth of their son Fredrick Lee II born July 28. Fred Jr. (alias "Bruce") weighed in at 8 lbs., 3 oz. and measured 20 inches. Reliable sources revealed that once delivery was accomplished, the dedicated GSU Information Officer’s first concern was to make the FAZE I deadline with the news!

Listed below are techniques for mishandling your secretary:

1. Never say "Good morning" to your secretary. It's bound to be a rotten day anyway, and there's no use starting out under false pretenses. When she makes travel reservations for you, be sure to include at least one letter that must go out that day. This will test your secretary's resourcefulness for getting postage after the meter is locked.

2. Plan your dictation for about 4:00 every afternoon, and be sure to include at least one letter that must go out that day. This will test your secretary's resourcefulness for getting postage after the meter is locked.

3. Observe the following rules when dictating:
   - Never spell out the proper names. The recipients of your letters will enjoy counting the various ways their names can be spelled.
   - Never indicate extra carbon copies until after the letter has been typed. This helps the copier people make a living.

4. When she asks you a question about your dictation, mumble your answer so she will be forced to exercise her brain and figure out the answer for herself. If she doesn't guess right, make her retype the letter. It's good typing practice and should help to increase her speed for the next deadline.

5. Never give her any advance notice that you will require her to stay late. If she is single and has a date, her suitor will test her diplomacy and poise.

6. If she eats lunch at her desk, dictate a letter to her, or ask her to place a phone call for you while she's in the middle of her sandwich. It will provide good training in dexterity and poise.

7. Never tell your secretary the reason for doing anything—it's none of her business. The fact that she doesn't understand what she is doing is absolutely no excuse for her doing it wrong.

8. Never tell her where you are going when you leave the office. Trying to locate you will serve as a good test of her ability to placate visitors who have appointments with you and long distance callers who are urgently trying to reach you.

9. Never tell her when you make appointments yourself. This practice will enable you to judge how smoothly she handles the simultaneous arrival of two visitors, both of whom have appointments with you, and also how well she can mask her own emotions.

10. When she makes travel reservations for you, be sure to change them at least three times, beginning about two days before scheduled departure time. This will test her diplomacy and place her on intimate terms with the travel personnel.

11. Never apologize or thank her when she finds in your desk drawer an important document that you swore you gave her three weeks ago (and have since daily accused her of losing). How do you know she didn't sneak it in there when you were out of the office?

12. Never smile at her; this might make her think you regard her as a person. Besides, smiling makes lines in your face.
SATURDAY, July 31

SUNDAY, August 1

MONDAY, August 2

2nd - 13th
9:00 a.m.
10:00 a.m. - 12:00 Noon
Exhibit-Ray Silbersdorf, Graduate Printmaking (CS Lounge)
R&I Staff
SCEPP (D1120)

TUESDAY, August 3

8:30 a.m. - 12:00 Noon
Administrative Council (PCA)
11:00 a.m.
SSAC Meeting (D1120)
12:00 Noon
Markham Prairie Tour (front door)
1:30 p.m. - 3:30 p.m.
Human Services (D1120)

WEDNESDAY, August 4

8:30 a.m. - 10:00 a.m.
Academic Council (PCA)
9:00 a.m. - 10:30 a.m.
Civil Service Affairs Subcommittee (D1120)
12 Noon
Women's Brown Bag Lunch "Passage of ERA" (CS Lounge)
1:30 p.m.
CSS Assistant Deans
2:30 p.m. - 4:30 p.m.
HLD Faculty Assembly (C3324)
3:00 p.m.
CSS ISC Meeting
3:00 p.m. - 4:00 p.m.
Senior Citizens Swim (pool)

THURSDAY, August 5

9:30 a.m. - 11:00 a.m.
HLD Dean/Program Coordinating Council (C3324)
10:00 a.m. - 12:00 Noon
EAS Administrative Council (A1102)
12:30 p.m. - 2:00 p.m.
EAS Academic Affairs (A2117)
3:00 p.m. - 4:30 p.m.
SSAC Student Farewell for President Engbretson (HOG)

FRIDAY, August 6

8:30 a.m. - 12:00 Noon
Administrative Council (PCA)
3:00 p.m. - 4:00 p.m.
Senior Citizens Swim (pool)

DIAL "INFO LINE" 534-0033 FOR RECORDED UNIVERSITY ANNOUNCEMENTS