

7-20-1998

Monitor Newsletter July 20, 1998

Bowling Green State University

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Bowling Green State University, "Monitor Newsletter July 20, 1998" (1998). *Monitor*. 501.
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MONITOR

VOL. 23 NO. 2 ◆ JULY 20, 1998

Nonprofit Organization
U.S. Postage
PAID
Permit No. 1
Bowling Green, Ohio

Computer Services gets new name, organization

University Computer Services has a new name, and according to its management team, a new way of doing business.

The changes start with that team of seven people, who are overseeing the results of reorganization of what's now called Information Technology Services.

They hope the result will be more responsive service to "clients" (students) and the staff who serve them, said Nick Gorant, desktop support manager in the new organizational structure.

Toby Singer, Information Technology Services director, said he was given authority to reorganize the department last summer.

Then-Computer Services had long operated under the same management scheme, Singer said, adding that it was "top-heavy" in management. That needed to be streamlined, and at the same

time, positions found/created for former directors and managers in places where they could help relieve workload and meet other needs, he said.

The department was also divided into areas with cross-over that didn't make sense, he said, citing the dispersion of desktop-related services over three or four areas. With Gorant as manager, those services are now consolidated, which should allow better use of staff, easier training and improved service, Singer said.

Gorant's area is one of six in the new structure. The other five, with their managers (and management team members, along with Singer and Gorant), are: office services, Duane Whitmire, who is also serving as the department's interim assistant director; customer relations services, Deb Wells; production services, Kent

Strickland; application systems services, Teresa McLove, and systems support services, Bill Gerwin.

Among their goals is easing clients' way to information, because whom a caller with a question should talk to has never been clear, Gorant said.

Calls will be routed to the Technology Support Center, formerly the Computer Help Center and moving to 129 Hayes Hall. The department will be getting a computer software package that will capture telephone-call data, which can be analyzed to see areas where help is needed, Singer said. Officials can then talk to the continuing education office, for example, about addressing those needs, he said.

Everyone in the Technology Support Center will be able to answer many of the incoming questions, and if not, have access to people

who can, Singer said.

Desktop Support and Services will be the support center's "hands and legs" in offices when an inquiry can't be handled over the phone, Gorant said. DSS staff will also be "making the rounds" on their own in campus buildings, asking department secretaries how things are going, he said.

The new organization fosters less dependence on one person knowing the answers, Gerwin added, saying that it was devised from listening to internal focus groups as well as client concerns.

The administration, which has approved the department's name change, is allowing the reorganization to help meet those client needs, Gorant said. But while administration has provided "impetus"—and recognition of funding needs for technology—the changes are result-

ing from internal work, he said.

The management team approach hadn't been tried before in the department, Singer said, noting that the seven team members are sharing responsibility for solving problems—through daily meetings—and spreading information.

The team told staff members that it doesn't have the answers to how they'll be doing things over the next several years, he said. What it's trying to do, however, is meet with them, asking what they're doing and analyzing the information in an attempt to give them "creative input" and make the situation more positive, he said.

It's "a new growth process for us, too," Singer said, and "bumps in the road" are expected, Gerwin added. But both said more staff training has been done, and Singer noted that with the help of

the human resources office, the changes will be evaluated in six months or a year to see "how we're doing."

Wells said the team hopes others will bear with the department during the transition, which will also involve some construction. That's scheduled for early next month both in 129 Hayes and 100 Hayes, where computer and telephone sales/rentals will be moving. ◆

Vendor in place for technology infrastructure

With the IBM/Lucent team selected as vendor, the campus technology infrastructure project is entering the final design phase.

Creation of a master purchase agreement with the vendor is part of the phase, which was discussed at a Thursday (July 16) meeting of vice presidents, vice provosts, deans, associate deans, directors, chairs and program directors.

Also at the meeting, Ann-Marie Lancaster, vice provost for technology, and Phillip Beidelman, president of California-based Western Telecommunication Consulting, Inc., reviewed tasks involved in development of the final design, and the extent to which it involves academic and administrative units.

The next phase of the project will be the subject of an open forum for the campus community, to be scheduled early in the fall.

Beidelman's company is assisting the University with the project, whose goal is design and implementation of a campus-wide, high-performance technology infrastructure for telecommunications and networking services.

The project's first phase culminated last month with selection of IBM/Lucent from among six prospective vendors. Proceeding with the final design phase was also approved in June by the Board of Trustees. ◆

Getting oriented



Orientation and Registration is a time of learning for both incoming students and their parents, with staff serving as the teachers. Above, visitors file past a booth staffed by Catherine Cramp, recreational sports, in the display area for organizations and activities in the Student Union's Lenhart Grand Ballroom. At right, campus police Sgt. Richard Gullufsen talks with Pam Mason, from Richfield, and her mother Marlene. Books are purchased before everyone goes home, and at upper right, Jaye Gangwer, bookstore, helps Jaclyn Tillery, from Austintown, as her mother, Gayle, looks on. Amy O'Donnell, assistant dean of students and director of Orientation and Registration, said that roughly 3,500 students will have been through the day-and-a-half sessions by their end next week. "Virtually every department is involved in O-Reg, from grounds to academic enhancement to the library," O'Donnell added. "Let's put it this way—it would be hard to identify a department or office that did not have 'some' part in O-Reg."



Fact Book answers your BGSU questions online

Want to know how Bowling Green State University's student fees compare with other universities statewide? Or how many BGSU faculty have worked here more than 20 years? How about which high schools in Ohio provide the most students to Bowling Green?

All that—and much more—is contained in the Bowling Green State University Fact Book, a comprehensive collection of facts and figures about the University, including its organization, administration, academic programs, students, faculty, staff and financial resources.

In short, according to Bill Knight, director of institutional research, "it is a book about where we have been, where we are and where we are going as we strive to become the premier learning community in Ohio and one of the best in the nation."

The Fact Book is an annual publication that is available only online. Knight's office works on each year's edition during the fall semester. "We'll have the Fact Book for the 1998-99 year up at the end of this coming fall," Knight said.

He began creating the book shortly after he was hired in May 1996, and the first edition was online in March 1997. He credits Jie Wu, institutional research statistician, with a significant role in transforming the concept to reality.

"As soon as I got here, I started thinking about a fact book and what needed to be in it," he said. "Actually, the idea of a fact book was specifically discussed when I was interviewed to gauge my ability to create a Web-based

fact book for the University. I had been involved in producing fact books when I was at Kent State and Georgia Southern universities."

In the time since Bowling Green created its book, "it has become a more common tool for any university with an Office of Institutional Research to create them," he added.

The general idea of a fact book, Knight said, "is to make basic descriptive information available within the University community and outside," through the Internet. "Another purpose is to provide answers to many questions that people ask our office and thus free us to pursue other projects."

Why is it available only on the Web? "There is the altruistic reason, of course, that we want to make it available to the whole world," Knight said. "But there is a practical reason also, and that is we don't have the budget to disseminate printed hard copies of all that information and make it as available as it is on the Web. To provide information on the Web is very inexpensive. Actually, the only costs are staff time spent actually producing what goes into the book."

The Fact Book will continually evolve, Knight said. "Now that we have a product together and now that fact books have become more common, I look at other institutional research offices' Web sites and see what they're doing and what would make sense for us to incorporate into ours."

"We get statistics from computer services that tell us who is looking at our stuff,

and it primarily is accessed within the University," he said. "Students are accessing it more and more, for projects like term papers, and we're happy to see that."

Among the information in the 1997-98 Fact Book:

Faculty—The University employs 682 full-time faculty: 190 professors, 207 associate professors, 195 assistant professors, 67 instructors and 23 lecturers. Among them, 545 have a doctorate and 599 have a terminal degree in their disciplines.

The largest percentage of faculty (35.6 percent) have been employed at the University for four years or less, while 18.9 percent have been here five to nine years; 13 percent, 10-14 years; 10.6 percent, 15-19 years; 6.6 percent, 20-24 years; 10.1 percent, 25-29 years, and 5.1 percent, 30 or more years.

Average salaries for full-time faculty on the main campus are \$67,473 for professors; \$52,592 for associate professors; \$42,653 for assistant professors; \$30,429 for instructors, and \$31,547 for lecturers.

Classified Staff—The University employs 863 classified staff, of whom 72.4 percent are female.

The largest percentage of classified staff (44.3 percent) are paid \$30,000 or more. Another 30 percent receive \$25,000-29,999; 18.8 percent are paid \$20,000-24,999; 6.6 percent receive \$16,000-19,999, and 0.3 percent are paid less than \$16,000 a year.

Administrative Staff—Salary ranges for administrative staff vary widely, with the largest percentage (16.3

percent) making \$30,000-34,999. While 9.4 percent are paid less than \$25,000, 8.4 percent receive \$25,000-29,999; 14.5 percent, \$35,000-39,999; 12.7 percent, \$40,000-49,999; 14.9 percent, \$50,000-54,999; 8.4 percent, \$55,000-\$64,999; 5 percent, \$65,000-74,999, and 10.4 percent, \$75,000 or more.

Of the 498 administrative staff members, 52.4 percent are female.

Students—Full-time equivalency (FTE) students totaled 16,069 in 1997-98, with 15,000 on the main campus, 922 at Firelands and the balance in extension programs.

The FTE number puts the University between Kent State and Miami in a list of enrollment at nine Ohio universities. Ohio State was at 44,428 last year, followed by the University of Cincinnati, 22,795; Ohio University, 19,729; University of Toledo, 17,029; Kent State, 16,243; Miami, 15,723; Wright State, 10,958, and Cleveland State, 10,905.

Comparing student fees with other institutions, BGSU was at \$4,150 in the 1997-98 school year, second lowest to Toledo (\$4,116) among the nine universities. Kent State (\$4,152) had the third-lowest fees, followed in ascending order by Wright State (\$4,350); Cleveland State (\$4,536); Miami (\$4,660); Ohio University (\$4,698); Ohio State (\$4,797), and Cincinnati (\$5,643).

Also of interest in the Fact Book:

—Most of the top feeder schools to the University are in Wood and Lucas counties.

They are (in order): Bowling Green High School, Perrysburg, Maumee, Anthony Wayne, Toledo Central Catholic, Mentor, Eastwood, Notre Dame Academy, Strongsville, Sylvania Northview, Fremont Ross, Rossford, Elmwood, Lakota (in Butler County), Hilliard and Lake Catholic.

—The University has a significant economic impact: 5,275 jobs are attributable to BGSU; \$342.7 million in total spending in Ohio is attributable to BGSU, and \$10.3 million in total Ohio tax revenues are attributable to BGSU.

—The average ACT score for first-year students at the University is 22.1, with 46.3 percent scoring between 21 and 25; 35.5 percent between 16 and 20, and 17.1 percent between 26 and 36. The other 1.1 percent scored below 16.

—Residence hall occupancy at Bowling Green has dropped steadily over the past 10 years, peaking at 8,060 students in the fall of 1988 and declining to 6,158 last fall.

The Fact Book can be accessed on the Web at: <http://www.bgsu.edu/offices/ir>. ♦

Factoids boil down research

The Office of Institutional Research has been experimenting this summer with Friday Factoids—summaries of the office's research studies and projects that are disseminated via the various campus listprocs.

"The idea," said Bill Knight, director, "was to provide another way of letting people know what our office does. And we thought the summer months would be a good time to experiment with it."

When the office completes a major study, such as the BGSU Undergraduate Experiences Questionnaire (BUEQ), it announces its availability. But "rather than only making available a lengthy report that most people may not have the time to read, our idea was to produce short, digestible chunks of information that summarize the reports,"

Knight said.

Upon dissemination of the first Friday Factoid, he said, "we asked people to respond to how they liked them and by the end of the day, we had received 30 responses, all of them positive." Following the Friday Factoids since then, "we've had uniformly good response," he said.

Summer months are less hectic, making now a good time for the experiment. With the success of the Friday Factoids, the question will be: should it continue into the school year?

"We won't know if we plan to continue it until the end of the summer," Knight said. "There is a possibility, depending on our schedule, that we could continue them into the school year on a biweekly or monthly basis. We want to wait to see what kind of response we continue to get to it." ♦

MONITOR

Published for faculty and staff of Bowling Green State University

University Vision Statement:

Bowling Green State University aspires to be the premier learning community in Ohio and one of the best in the nation. Through the interdependence of teaching, learning, scholarship and service we will create an academic environment grounded in intellectual discovery and guided by rational discourse and civility.

BGSU is an AA/EEO educator and employer.

Office of Public Relations, 516 Administration Bldg., Bowling Green State University, Bowling Green, Ohio 43403

Phone: (419) 372-8586, Fax: (419) 372-8579

Email: monitor@bgnet.bgsu.edu

World Wide Web: <http://www.bgsu.edu/offices/pr/monitor/>

Editor: Scott Borgelt

Writers: Shannon McFarlin and Bonnie Blankinship

Photographer: Gary Guydosh

Contributors: Clifton P. Boutelle, Marilyn Braatz, Gardner A. McLean Jr., Teri Sharp and Linda Swaisgood

Copy deadline: 5 p.m. Tuesday for following Monday during the academic year. (Published every other week during the summer.)

book shelf



Glenn Varney

Glenn Varney, professor emeritus of management, is co-editor of a *Bibliography of Organization Development and Change Literature*, published in the spring by the University's Master of Organization Development (MOD) program.

The 299-page bibliography is divided into three sections—what's called "foundation literature" in the field of organization development and change; listings by authors, and listings by topics.

The introduction notes that 646 publications are represented, a "substantial

increase" from the last edition, published in 1994.

Maximilian Loeffler, an MOD student, is co-editor with Varney, who retired from the University in 1994 and was granted emeritus status the following year. Coming to campus in 1970, Varney developed the first organization development program for undergraduates, as well as the master's program. He was also director of the University's Management Center from 1970-77.

The bibliography costs \$27, plus mailing charges, and may be ordered through the MOD office, 3007 Business Administration Building. ♦

Moore lobbies for research on Capitol Hill

"Real science is better than the X-Files," according to Paul Moore, biological sciences and director of the University's marine biology program.

Obviously enthusiastic about science, Moore believes strongly that more avenues should be opened for researchers. That is the message he delivered in two Washington, D.C., appearances in recent months.

In December, Moore was among 16 young U.S. scientists who were invited by the House of Representatives' Committee on Science to participate in a roundtable discussion on the future of government funding for science and technology research.

As a follow-up, Moore was one of 40 scientists who displayed their research projects for Congress in a May exhibit sponsored by the National Science Foundation (NSF). Its purpose was to show Congress how government research funds are being spent, he said. "We were the only university of our size there; all of the others were bigger."

Since joining the Bowling Green faculty in 1994, Moore has received four research grants—two from the NSF and two from the National Oceanographic and Atmospheric Administration—totaling more than \$330,000.



Paul Moore

He explained that the House Committee on Science is attempting to jump-start U.S. examination of its science policies, which have been dormant since 1945, when the U.S. first established government funding for science and the NSF was created.

"The U.S. has not reviewed policy since then," Moore said. "And a lot has happened in science, to say the least. We've had World War II, Vietnam, viruses, biotechnology has exploded,

computers have had a great impact on science, but still the government has not changed the way it funds science."

He was invited to the December session by Rep. Vernon Ehlers, R-Mich. and committee vice chair, who "has been charged with reviewing the policies," Moore explained. "Rep. Ehlers had two meetings: the first at which he invited 16 senior scientists to share their input and the second, at which he invited 16

younger scientists. I was invited to the second meeting and there were scientists from all walks of life and disciplines there. I was one of two biologists. There were also educators, mathematicians, engineers, policy-makers, (and) persons who study physics, represent universities, the private sector, industry ... but most were involved with research."

Those sessions were primarily roundtable discussions, Moore said, and what

each group discussed was recorded and will be reviewed.

What Moore was pushing for, he said, "is more long-term funding for researchers and scientists. The competition for funding is so intense and only 10 percent of the projects that are submitted get funded. And when they get funded, most projects are only for three years. What that means is that young scientists spend all their time writing grants and have no time to think about science or planning projects."

"I also think it's important to set up more opportunities for graduate students, to help them get involved and stay involved," Moore said. "There really is an 'old-boys network' for funding—only those who are already established receive funding, but it's almost impossible to get established without funding. It's a real Catch-22."

The lack of opportunities for graduate students is prompting "a lot of quality people to leave the sciences," said Moore, who earned a doctoral degree in marine biology from Boston University in 1991. "We need to be more attractive to them because they're getting turned off with science."

At the May exhibition in Washington, D.C., Moore and students who work on his projects displayed their

crayfish for legislators to show them a project that federal grant monies are funding. "There was a lot of interest in our exhibit because ours was the only one that was hands-on with live animals," he said. "We wanted the legislators to see our project live and in person."

In 1996, Moore was awarded a \$227,000 research and teaching grant by NSF for a four-year study of aquatic organisms to determine how they make decisions based on their sense of smell.

"We wanted them (lawmakers) to see what they're paying for and how important it is to have money for research such as this," Moore said. His research can be applied to other animal life to determine how sensory abilities are used.

For his research, Moore's lab is using chemical sensors about the width of human hair that can be attached to the aquatic animal's olfactory appendages. The sensors then are linked to video equipment that can record and plot any movement, no matter how minute. The sensors were developed by Moore, his former undergraduate adviser at the University of Michigan and a University of Colorado professor with whom Moore had also worked, as a post-doctoral fellow. ♦

Sullivan assisting president's office on interim basis

Eileen Sullivan, a graduate assistant in the Office of Student Affairs, has agreed to assist President Sidney Ribeau's office with various special projects on an interim basis.

Sullivan, who in May concluded a two-year term as graduate student representative to the Board of Trustees, begins her duties in the president's office today (July 20).

"I am grateful to Eileen for her willingness to take on this challenge," Ribeau said.

She will work on some projects originally undertaken by Sandra MacNevin, executive assistant to the president, who is leaving the University for a position at Fresno State University in California. ♦

To aid cause at Statehouse

BGSU seeks advocates in legislative districts

The University's man in Columbus is looking for a few dozen assistants in the field.

And he's hoping for help from faculty and staff in finding them.

Larry Weiss, alumni affairs and now governmental affairs as well, wants to revive an Alumni Legislative Advocates program that had begun in 1992 but became inactive a couple years later.

The idea is to identify certain alumni—or parents or friends of the University—in each of the 33 Ohio Senate districts, Weiss said.

What he's seeking, more specifically, are people who have a positive feeling about the University and are in a position to cultivate a relationship with legislators in their districts.

Then, when an issue of importance to BGSU or higher education in general is in the legislature, the advocates could promote University interests to those lawmakers, he said.

That way, the legislators wouldn't be hearing just from lobbyists, but from constituents—voters who would probably be known in the community for their position or service, Weiss said.

Communication between the University and its advocates will have to be ongoing, not just "when an emergency strikes," he said. Helping with that will be a new part-time staff member, about half of whose time will revolve around the program, Weiss said.

Through that person, he

said, the office can stay in communication with the volunteer advocates when he isn't there. That was roughly half the time last year, when Weiss handled governmental affairs for the University on an interim basis. He assumed the duties on a permanent basis as of July 1.

He said he called alumni around the state a couple times last year to ask if they would contact legislators about school funding issues. This year will be a "critical" one in the General Assembly, he added, because the capital projects bill that ordinarily would have been done last year wasn't because of the time spent on school funding. That means it will be considered this year along with the state budget for the next biennium.

More specifically, he noted House Bill 507, which would permit institutions of higher education, as well as specified small businesses, to file more than the current maximum of 24 claims per year in small claims courts.

The University is a "spearhead" of the bill, whose passage would generate "hundreds of thousands of additional dollars" for Bowling Green, Weiss said. It has passed the House and is now in the Senate, he said, pointing out that advocates—whether all or a smaller group of them—could talk to senators about its importance to the University and higher education.

He hopes to find those advocates not only through faculty and staff, but also by looking to the group of 65-

70 people assembled in 1992; to current and former members of the alumni and foundation boards, and to the University's 14 alumni chapters in Ohio.

Anyone with names of potential participants may contact Weiss at the Mileti Alumni Center or email lweiss@bgnet.bgsu.edu. He will send candidates a letter and brochure about the program, which is being modeled after similar programs at larger universities.

Candidates will later receive a card asking if they want to be involved. More information will be sent once the signed card is returned, Weiss said.

He would like to hear about possible advocates by the end of this month, he said. ♦

in brief

Erekson takes BYU post

Thomas Erekson, dean of the College of Technology for the last seven years, has been named founding director of the School of Technology at Brigham Young University.

His resignation from Bowling Green is effective Aug. 14.

"The decision to leave was a difficult one, but the opportunity to be the architect of a new program and build it from the ground up was an opportunity and a challenge that I just could not pass up," Erekson said.

Charles Middleton, provost and vice president for academic affairs, said an interim dean will be named within the next several weeks, and a nationwide search to fill the position permanently will begin early this fall.

Among College of Technology accomplishments during Erekson's tenure were an enrollment increase of 14 percent over the last two years; establishment of the Electric Vehicle Institute and the Electric Falcon racing program, and most recently, development of a cooperative doctoral program in technology management among Bowling Green and eight other universities. ♦

Rogelberg named institute director

Steven Rogelberg, psychology, has been named director of the Institute for Psychological Research and Application.

Rogelberg succeeds Milton Hakel, Ohio Eminent Scholar in psychology, who has served as interim director of the institute for the past two years.

The IPRA was created in 1989 as an interdisciplinary research institute that offers professional services to both public and private organizations.

A graduate of Tufts University, Rogelberg joined Bowling Green's faculty in 1994, the same year he completed his doctorate in industrial/organizational psychology at the University of Connecticut. ♦

Benefits staff taking queries, forms

Benefits office representatives will be on the first floor of three buildings next week to answer staff questions about open enrollment for health care coverage.

Changes or election forms may be submitted at those times, which are 11 a.m.-12:30 p.m. on July 28 (Administration Building), July 29 (Olscamp Hall) and July 30 (Saddlemire Student Services Building).

The following week, benefits staff will be in the Physical Plant (Aug. 4), McFall Center (Aug. 5) and Jerome Library (Aug. 6) at the same times.

The deadline for returning forms to the human resources office is 5 p.m. on Friday, Aug. 21. That marks the end of the open enrollment period for the four-month (September-December) health care plan year announced two weeks ago. Benefits office hours will be extended during the week of the deadline, from 7 a.m.-6:30 p.m. Monday-Thursday and from 7 a.m.-5 p.m. on Friday.

Beginning Jan. 1, the health care plan year will coincide with the calendar year. The open enrollment period for 1999 will be in October.

ASC seeking committee members

Administrative Staff Council is seeking administrative staff to serve on committees during the coming year.

ASC amended its by-laws in May 1997 to enable at-large administrative staff membership on ASC committees. No more than 50 percent of any ASC committee can be comprised of at-large members, and the committee chair must be an elected ASC member, according to the by-laws.

Anyone interested in serving on the following committees may contact Deborah Boyce, ASC chair: amendments; awards and special recognitions; external affairs; internal affairs; personnel welfare; professional development; salary; scholarship, and an ad hoc committee on administrative staff teaching compensation policies. Her email address is dboyce@bgnet.bgsu.edu. ♦

Leadership class



Calvin Williams, assistant director of the Center for Teaching, Learning and Technology, works with Natalie Ford in a computer science class for the first group of students in the President's Leadership Academy. Ford is among 21 students from seven Toledo high schools who are on campus through Aug. 6 for the academy's five-week Summer Accelerated Bridge Program. Academy Director T. Carter Gilmer said two high school valedictorians and one salutatorian are among the students, who will be University freshmen in the fall. In addition to academics—also including chemistry, writing and mathematics—the summer program offers career and life planning, leadership and communications components. Weekend activities include trips to the Charles H. Wright Museum of African American History in Detroit, COSI in Columbus and Cedar Point. The academy was established last October by President Sidney Ribreau. With the opportunity for participation to be expanded to students from elsewhere in Ohio and other states, about 35-40 students will be enrolled annually.

job postings.....

Contact human resources at 372-8421 for information regarding the following:

ADMINISTRATIVE
Head Women's Basketball Coach (V-058) and Assistant Women's Basketball Coach (M-059)—Intercollegiate Athletics. Applications will be accepted until suitable candidates are found.

Documentation and Training Specialist (M-057)—Information Technology Services (formerly University Computer Services). Administrative grade level 14. Deadline: July 24.

Manager, University Dining Services (V-052)—Division of Student Affairs. Administrative grade level 12. Deadline: July 24.

Executive Assistant to the Provost (V-060)—Office of the Provost. Administrative grade level 17. Deadline: July 31.

Systems Programmer (V-056)—Information Technology Services. Administrative grade level 15. Deadline: July 31.

Videographer/Photographer (V-054)—Television Services. Administrative

grade level 11. Deadline: Aug. 5.

Grants Information Coordinator (V-028)—Sponsored Programs and Research. Administrative grade level 14. Deadline: Aug. 14 (search extended).

CLASSIFIED
Deadline for employees to apply is noon, July 24.

Clerical Specialist (7-24-1)—Parking and Traffic. Pay grade 5.

Secretary 1 (7-24-2)—Career Services. Pay grade 6.

Secretary 2 (7-24-3)—Department of Telecommunications. Pay grade 7.

Maintenance Repair Worker 2 (7-98-1)—Facilities Services. Pay grade 7.

Deadline to apply is noon, July 31. An examination will be given for this classification. Candidates will be ranked according to test scores and experience, with an "Eligible List" established. Names will be referred from the list as vacancies occur. Staff may apply and take the examination even if currently in a probationary period.

campus calendar...

Monday, July 20

Monday Musicians and Free Popsicles, 11:45 a.m., Student Union Oval. Jazz musicians will play during the lunch hour.

Tuesday, July 21

Classified Staff Council meeting, all day, Firelands. Beginning at 9 a.m., the CSC will have a business meeting in the morning and an afternoon session to plan the coming year.

Basics for New Users of PC/Windows 95, 2:30-5:30 p.m. For more information on the free class for BGSU personnel, call 2-7872 or email carl@bgnet.bgsu.edu.

Wednesday, July 22

Desktop Skills for Macintosh, 9 a.m.-noon. For more information, call 2-7872 or email carl@bgnet.bgsu.edu.

Thursday, July 23

Desktop Skills for PC/Windows 95, 9 a.m.-noon. For more information, call 2-7872 or email carl@bgnet.bgsu.edu.

Friday, July 24

Horseback riding trip, Douglas Meadows Farm in Temperance, Mich. For \$10, you will receive instruction, a 45-minute trail ride and round-trip transportation. Depart from the union parking lot at 2 p.m. and return by 6 p.m. Sign up in the Office of Student Activities by 5 p.m. today (July 20). For more information, call 2-2343.

Saturday, July 25

Cleveland trip sponsored by Office of Student Activities. Fee of \$20 includes WNBA game, Cleveland Rockers vs. Utah Starzz. Dinner on your own at Hard Rock Cafe and shopping at Tower Mall. Sign up in the Office of Student Activities by 5 p.m. today (July 20). Depart from the union parking lot at 10 a.m. and return by midnight. For more information, call 2-2343.

Monday, July 27

3D Computer Animation, 8 a.m.-5 p.m., Fine Arts Center. Focus on motion study through 3D animation and the construction of 3D environments and objects (modeling), lighting, texture mapping and rendering. Class meets through Aug. 4.

Monday Musicians and Free Popsicles, 11:45 a.m., Student Union Oval. Jazz musicians play during lunch hour.

Wednesday, July 29

Movie: *I Know What You Did Last Summer*, 8-10 p.m., 111 Olscamp Hall. Free.

Sunday, August 2

Office of Student Activities trip to Cedar Point. Fee of \$22 includes admission and transportation. Sign up in the Office of Student Activities by noon, July 27. Depart from the Union parking lot at 8 a.m. and return by 11 p.m. For more information, call 2-2343.

Continuing Events

July 28-August 1

"The Secret Garden," Huron Playhouse, each performance at 8 p.m. All seats are reserved. Call 419-433-4744 for reservations.

Fee waiver forms due for fall

Staff members should complete and submit employee and dependent fee waivers for fall 1998 classes to the human resources office.

Waiver forms are available in any departmental office. Once completed, forms must be signed by the departmental budget administrator. ♦