**Staff Update**

The following people are new to the university’s administrative staff:
- Annette Fagan, publications specialist, College of Education
- Shantae Braxton, publications specialist, College of Business Administration
- Jianghua Zou, publications specialist, College of Engineering

**Mural**

Mural is planned by students from the American Studies minor. The mural is to be located on the second floor of the Student Union. The mural will depict the history of the university and its role in the local community. The mural will be funded by the Student Union and completed by the end of the year.

**Department of Music**

New policies, reorganization proposed

Plans announced to enhance minority affairs

President O'Concaph, after careful review of the recommendations of two subcommittees of the Minority Affairs Committee, has announced plans to enhance minority affairs at Bowling Green State University. The recommendations were presented to the president by Dr. O'Concaph, chair of the Minority Affairs Committee.

**New Policies**

1. Hiring minority faculty and staff

2. Establishing a minority affairs coordinator

3. Creating a minority affairs committee

4. Developing a minority affairs plan

**Reorganization**

1. Reorganization of the minority affairs area, as proposed by the Minority Affairs Committee

2. Creation of a minority affairs committee

3. Development of a minority affairs plan

**Enhance Minority Affairs**

President O'Concaph has announced plans to enhance minority affairs at Bowling Green State University. The plans include the hiring of minority faculty and staff, the establishment of a minority affairs coordinator, the creation of a minority affairs committee, and the development of a minority affairs plan.

The plans are designed to enhance minority participation and success at BG. The plans are being developed in consultation with the Minority Affairs Committee and will be presented to the faculty and students for review.

**Post office offers tips for speedy mail delivery**

Although the university Post Office does not routinely experience the same “Christmas rush” as the U.S. Postal Service, a Post Office employee has some advice to help faculty, students, and staff get their mail delivered faster.

1. **Use the Correct Address:**
   - Make sure your address is correct.
   - Use the correct zip code.

2. **Postmark Mail:**
   - Mail should be postmarked by December 15.

3. **Use Priority Mail:**
   - Priority Mail is the fastest service.

4. **Send Mail Early:**
   - Mail should be sent early to allow time for delivery.

5. **Check Mail Regularly:**
   - Check your mail regularly to ensure prompt delivery.

**Computer Bits**

University Computer Services will offer a variety of computing services to faculty and students throughout the holiday season.

1. **Technical Support:**
   - Faculty and students will receive technical support for computer hardware and software.

2. **Network Services:**
   - Network services will be available to faculty and students.

3. **Digital Library:**
   - The university’s digital library will be available to faculty and students.

**Former trustee named to regents**

Anita S. Ward, a university trustee from 1961-1971, has been named to the Ohio University Board of Regents. She will serve a three-year term.

**20th anniversary celebration**

The 20th anniversary celebration of the University Union has been announced. The celebration will include events throughout the year, including a special event on the university campus.

**Library Archives**

Library archives are available for research on university history.

1. **Archival Material:**
   - Material includes photographs, documents, and other historical items.

2. **Research Access:**
   - Research access is available by appointment.

**New year resolution**

In the new year, faculty and students are encouraged to make a resolution to enhance minority affairs at BG.

1. **Support Minority Affairs:**
   - Support minority affairs through financial contributions.

2. **Volunteer:**
   - Volunteer for minority affairs programs.

3. **Advocate:**
   - Advocate for minority affairs policies.

**MUSICIAN TO BE HONORED AT CEREMONY**

More than 500 students will receive dance degrees this spring at the Dance Department's annual Winter Dance Concert on March 19 at 7:30 p.m. in the Student Union Ballroom. The concert will feature performances by dance students and faculty, and will be held in PACC 101.

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FIRE ALARMS TO BE TESTED. Environmental services will test the fire alarms in all academic and service buildings and residence halls during the second week. Personnel in all buildings will be notified at the time of the test and should not respond to the alarm.

METERED PARKING TO BE ENFORCED. The division of parking and traffic in the department of parking and traffic will enforce metered parking during the Christmas break in Lots 11, 13, 14, and 15, and in the lots west of Nef Center and west of the University Center. Vehicles parked in loading dock areas, reserved spaces, and fire lanes will also be ticketed during the break, which officially begins Monday, Dec. 24. There will be no ticketing in unrestricted lots during the break period.

 libraries closed for holidays. The services are closed in Harrisman Quadangle closed for the holiday weekend. It will reopen on Jan. 14, 1985.

Psychologist recognized for scientific contributions

Patricia C. Smith, arts, psychology, a leader in the area of industrial psychological research, has been elected president of the Society for Industrial and Organizational Psychology. Smith, a member of the University faculty, was named the recipient of the prestigious 1984 Distinguished Scientific Contributions Award for her research.

Ex-university president, honored. Elaine Clark, vice president for alumni relations, has been elected to the University Board of Visitors in recognition of her contributions to the university during her tenure as University president from 1983 to 1985.

Charter is in law, proposed changes in academic calendar. President Olecast has issued a statement on proposed changes in the academic calendar which are being considered by the Committee on the Academic Calendar. Olecast has stated that the changes will not be made without endorsement by the future faculty and students.

Library to extend spring hours. The University Library will extend its spring hours starting Wednesday, Jan. 7. The library will be open for unlimited circulation and periodical shelves until 10 p.m. on Saturday nights to provide increased student access. Spring services will be limited to circulation and periodical shelves only. The present 10 p.m. closing hours also are planned during spring break and the May recess period.

The university library staff will monitor building usage patterns to determine whether the extended hours should be continued beyond the current academic term.

The Sign Language of Brazil originally published in 1985 in Braille has been recently released in English.

The text was edited by Harry Aaron, director of the National Technical Institute for the Deaf, Rebeca Oates, a former missionary to Brazil, and Dr. David G. Wilcox, who has been working with Brazil since 1967. The edition is based on the deaf sign language, as well as the standard Brazilian language, and is published in the book "The Sign Language of Brazil." The book is intended to help deaf people learn the language and to help hearing people learn how to communicate with deaf people.

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Implementing Parking in the English Arts and Science Building During Spring 1995. The project involved the installation of new parking spaces on the north side of the building, as well as the removal of some existing spaces to accommodate the new ones. The project was completed by late January 1995.

Vehicles parked in loading dock areas, reserved spaces and student lots were also affected during the break, which officially ended on Monday, Dec. 24. There will be no ticketing in use during the break period.

Bennes eos, closed for the holidays. The berries, harvested in Hamann Quadrangle closed for the holidays, will be re-opened on Jan. 14, 1995.

Undergraduate Council

Undergraduate Council approved Phase II Articulation Plan, with a suggestion that the implementation date of fall 1996, at a meeting Dec. 17.

The Phase II plan recommends that high school students who enroll in a baccalaureate degree-granting program at a public university with a fully accredited curriculum which includes three units of Spanish (either two years of Spanish language and two years of the same foreign language other than English, or four years of the same foreign language other than English) or three units of any other language will be excluded from the articulation agreement.

The plan was first introduced by the Task Force on College and University Considerations at a meeting on Oct. 21, 1994. It was approved in a meeting of the Undergraduate Council on Nov. 17, 1994. The plan will be implemented in the fall of 1996.

Charter in law is proposed by changes in academic policy. The revised charter was approved by the Undergraduate Council last week.

President Olscamp has issued a statement on the charter, which will be presented to the campus community at the meeting of the Undergraduate Council in the next academic year.

A new charter, which will replace the current charter, will be proposed by the Undergraduate Council in the next academic year.

Library to extend spring hours

According to the Library and Learning Resources, has decided to extend the library hours for the next spring semester will be extended to 8 p.m. on Saturdays and Sundays. The library hours will be limited to the main campus and the library will be closed on Tuesday and Wednesday evenings.

Parking in the English Arts and Science Building During Spring 1995. The project involved the installation of new parking spaces on the north side of the building, as well as the removal of some existing spaces to accommodate the new ones. The project was completed by late January 1995.

The parking project was initiated by the Office of Parking and Transportation in the spring of 1994. The project was designed to accommodate the growing demand for parking spaces on the campus.

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Facilities set holiday hours

The following facilities will observe special hours during the Christmas break:

UNIVERSITY BUILDINGS:
- Libraries: 8 a.m. to 5 p.m. Monday - Friday, Dec. 23-28, Jan. 24, Jan. 7-11, 5-10 p.m. Jan. 13.
- The libraries will be closed Dec. 29-31 and Jan. 1-13.

STUDENT RECREATION CENTER:
- Center will be open Dec. 24-25 and Jan 1.

UNIVERSITY UNION: Closes at 7:30 p.m. Friday (Dec. 21) through Tuesday, Dec. 26, Open 7:30 a.m. to 5 p.m. Dec. 26-28, Jan. 2-4 and Jan. 5-11. Closed Dec. 29-Jan. 1, Jan. 5-6.

Employment Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITIES
- Indicate that an internal candidate from the department is bidding and being considered for the position.

NEW VACANCIES
- Post Employment Date: 5 p.m. Wednesday, December 28, 1984.

12-26-1 Cashier 1 Pay Range 3 Bunag's Office
12-26-2 Clerk 2 Pay Range 3 Student Publications/The Key Permanent part-time
12-26-3 Custodial Worker Pay Range 2 Plant Operations & Maintenance
12-26-4 Custodial Worker Pay Range 2 Student Recreation Center
12-26-5 Secretary 1 Pay Range 26 - Student Development
12-26-6 "Secretary 1 Pay Range 26 - Financial Aid and Student Employment

CONTINUING VACANCIES
- Positions Open 5 p.m. Monday, December 17, 1984.

12-17-1 Library Assistant Pay Range 4 Popular Culture Library Temporary part-time from 1/1785 to 1/5985
12-17-2 Telephone Operator 1 Pay Range 3 Telecommunications Nine-month, full-time
12-17-3 Typist 2 Pay Range 4 School of Technology

Faculty/Staff Positions

The following faculty positions are available:
- Psychology: Deadlines: Feb. 15, 1985
- The following administrative staff positions are available:

HOLIDAYS APPROACHING. The Christmas holidays for University employees will be observed on Monday, Dec. 24 (60th anniversary of Columbus Day floating holiday) and Tuesday, Dec. 25, Christmas Day.

The New Year's holiday will be observed on Tuesday, Jan. 1.

Class schedules are not scheduled to meet on any of the holidays. Only those activities deemed absolutely essential by area supervisors will continue during those periods.

Following Christmas and New Year's, the next holiday to be observed by University employees will be Martin Luther King Day on Monday, Jan. 21. There will also be no classes that day.

INSURANCE OFFICE HAS CHRISTMAS SCHEDULE. The office will be closed during the Christmas holidays on Monday, Tuesday and Wednesday, Dec. 24, 25 and 26.

The office will be open during regular business hours on Thursday and Friday, Dec. 27 and 28.

Controversial political scientist to lecture on social policy

Political scientist and author Charles Murray, whose latest book Losing Ground, American Social Policy 1950-1980 is currently being discussed and debated in the media and on Capitol Hill, will lecture at 6:30 p.m. Monday, Dec. 17 in the McCork Center Assembly Room.

The lecture, sponsored by the Graduate Student Senate and Social Philosophy and Policy Center, is free and open to the public.

Currently a senior research fellow at the Manhattan Institute for Policy Research, Murray argues in his book that welfare programs started by the government to take care of the poor have been welfare dependency, family deterioration and increased numbers of poor, he argues.

During his lecture, Murray will discuss these and other ideas contained in his book, which has been praised by some as a classic and condemned by others as a "great book" to "simplistic." A graduate of Harvard and the Massachusetts Institute of Technology, Murray spent six years in Thailand as a Peace Corp volunteer and later as a social researcher. From 1974-1981 he was a senior scientist at the American Institute for Research, one of the largest nonprofit social science research organizations in the country.

Datebook

Tuesday, Dec. 18
- Basketball vs. Princeton University, 8 p.m., Princeton, New Jersey.

Wednesday, Dec. 19
- Undergraduate Council Meeting, 1:30 p.m., Town Room, University Union.

Saturday, Dec. 22
- Commencement, 10 a.m., Anderson Arena.

Wednesday, Jan. 2
- Women's Basketball vs. Kent State University, 8 p.m., Anderson Arena.
- Basketball vs. Kent State University, 8 p.m., Anderson Arena.

Friday, Jan. 4
- Hockey vs. Lake Superior, 7:30 p.m., Ice Arena.

Saturday, Jan. 5
- Hockey vs. Lake Superior, 7:30 p.m., Ice Arena.