

Interion

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December 13, 2000

Foundation Board appoints director designate

During its December meeting, the SVSU Foundation Board approved the appointment of Virgil R. Allen as the executive director designate of development and the SVSU Foundation. Allen, president of the United State Merchant Marine Academy Alumni Association and Foundation, will succeed Chuck Graham in the position. After a few months of transition, Graham will retire after serving as executive director of development and the SVSU Foundation since March 1995.

Allen comes to SVSU after serving as the president of the Merchant Academy Alumni Association and Foundation since 1997. He had been with the association since 1993, having served as vice president for development, and legislative representative. The association is located in Kings Point, N.Y. Allen also was assistant director for personnel policy in the Office of the Secretary of Defense (Reserve Affairs) in Washington, D.C. He served as director, administration and logistics, for the U.S. Coast Guard Pacific Area; and assistant chief of staff, commander, Naval Base San Francisco. Allen was with the U.S. Coast Guard from 1973 to 1989.

"We interviewed a lot of people who worked with and for Virgil," said Grant Schaefer, chairman of the SVSU Foundation Board. "We were very impressed with the respect he had from people he worked for and those who worked with him. He is very well thought of."

Schaefer said Allen also has an "impressive track record in fund raising."

"It was obvious from the people who worked for him they thought highly of him as a leader and boss."

"During my short visits to SVSU, I saw a greater sense of community than anyplace I have lived," said Allen. "The community is as invested in the University as the students or the alumni and this is truly unique. I am looking forward to joining the SVSU Foundation."

He received his Juris Doctorate degree from Loyola University School of Law, a B.S. from the U.S. Merchant Marine Academy and graduated from the Armed Forces Staff College in Norfolk, VA.

In his position as chief operating officer of the Merchant Academy Alumni Association and Foundation, Allen represented alumni, midshipmen, parents and friends of the academy. He was responsible for alumni, fund raising and career services, including organizational program planning, budget preparation and execution, fund-raising campaigns, drafting and execution of the legislative agenda, liaison with leadership of maritime industries and other federal academies. Allen has prepared and delivered written and oral presentations about the Academy to members of Congress and their staffs and testified before Congressional committees on issues impacting the Academy and alumni concerns.

He begins his duties with SVSU this month.



Virgil R. Allen

Have You Heard?

- The SVSU Bookstore is having a **Customer Appreciation Day** Wednesday, Dec. 13. Imprinted items will be discounted 25 percent when showing The Card. (Discount does not apply to merchandise already marked down.) Refreshments will be served from 11 a.m. to 3 p.m.
- The Bookstore has **regalia** ready for distribution through Friday, Dec. 15. Bookstore staff will be on hand at Commencement to help with any problems that may arise and also will collect regalia after the ceremony.
- The Instructional Technology Center will host an **Open House** Tuesday, Jan. 23 from 3 to 7 p.m. The ITC will showcase new data projectors, software, the TV studio, etc.
- Human Resources reminds the campus community that the deadline for enrolling in

the **TIAA-CREF Optional Employee Life and Dependent Life Insurance** plans is Friday, Dec. 15. This is a one-time opportunity to take advantage of optional life insurance without a statement of health. Those who do not elect optional insurance during this enrollment period, will be required to submit evidence of insurability and the insurance will be effective on the date TIAA approves

the proof of good health. The Met Life plan was discontinued Dec. 1. Therefore, to cover dependents with life insurance options at lower rates than with Met Life, take the time to sign up now. HR is requesting that employees return the Group Life Insurance Enrollment/Change

Form even if not electing to sign up for optional insurance. For further information, contact Human Resources at 790-4108.

- The Public Safety Department has returned the **campus speed limit** to 25 mph. The speed limit had been reduced to 15 mph before returning to the previously posted speed last week.
- Public Safety is sponsoring a **"Tie One On" red ribbon campaign**. Ribbons are available at the Public Safety office on Pierce Road.
- The **Women's History Month Committee** is seeking nominations for its annual award, which is presented to an SVSU employee "in recognition of achievement and concern for the welfare of women at SVSU." A luncheon is held to honor the recipient. Past honorees are: Rose Collamer Bauman (1993), Crystal Lange (1994), Rosalie Riegle (1995), Harriet Tillock (1996), Gloria Hansen (1998), Beth Rusch (1999) and Merlyn Mondol (2000). Nomination forms are available from Norma Zivich, 790-4075, or E-mail ngzivich@svsu.edu. Nomination deadline is Monday, Jan. 15.
- The **mileage reimbursement rate** for business travel will increase from 32.5 to 34.5 cents per mile, effective Jan. 1.
- The 11th annual **Equity Conference** will be March 22 and 23 at Ferris State University. The conference theme is "Teaching and Learning in a Diverse Classroom: Make America Be America." Conference registration fees will be waived for the first 15 representatives from SVSU. For more information, call the Office of Equal Opportunity and Special Programs at 790-4397.
- The annual **Holiday Luncheon** will take place Friday, Dec. 15 in Curtiss Hall Banquet Room A. Cost is \$6.95 per person.

A farewell reception for **Larry Engel**, director of school/university partnerships, will take place from 3 to 5 p.m., Monday, Dec. 18 in the College of Education conference room. Refreshments will be served. For more information, call 249-4623.



Senior mechanical engineering majors exhibited a variety of projects in Curtiss Hall Dec. 6. Included was a device that connected to a wheelchair and could shoot a basketball into a goal. Demonstrating the device are, from left, Tim Wendling, Steve Gregory and Rob Wendling. The group's objective for the project was to design, build and test a "basketball thrower" that would provide assistance to muscular dystrophy students so that they could participate in the sport of basketball.

Nursing approves articulation agreement with Oakland Community College

Last week, SVSU approved a new RN-to-BSN articulation agreement with Oakland Community College. Students completing their Associate Degree in Nursing from OCC's Highland Lakes Campus may take additional courses at OCC toward SVSU's General Education requirements. Additionally, as graduates of a National League for Nursing (NLN) Accredited program, OCC's A.D.N. graduates who have obtained their license to practice as an RN in Michigan will be granted 31 credits toward SVSU's B.S.N. upon completion of "NURS 300: Transition." As a result, students would need only 39-40 credits at SVSU to earn their Bachelor of Science in Nursing.

"Jan Blecke has been absolutely instrumental in laying the groundwork for this new articulation, as well as with the renewals of the several existing articulations," said Rebecca A. Dewald-Rahl, coordinator of Transfer Student Programs and Services. She added that SVSU signatories were Mary Solterman, Cheryl Easley, and Robert Yien.

Annual Fund campaign under way

The SVSU Foundation 2000-01 Annual Fund campaign is making progress toward its \$450,000 goal.

Norma Zivich, director of annual giving and development communications, announced that the fund has reached 48 percent of the goal.

"Contributions to the Annual Fund assist the University to remain affordable for many students," Zivich said. "The true beneficiaries are the students."

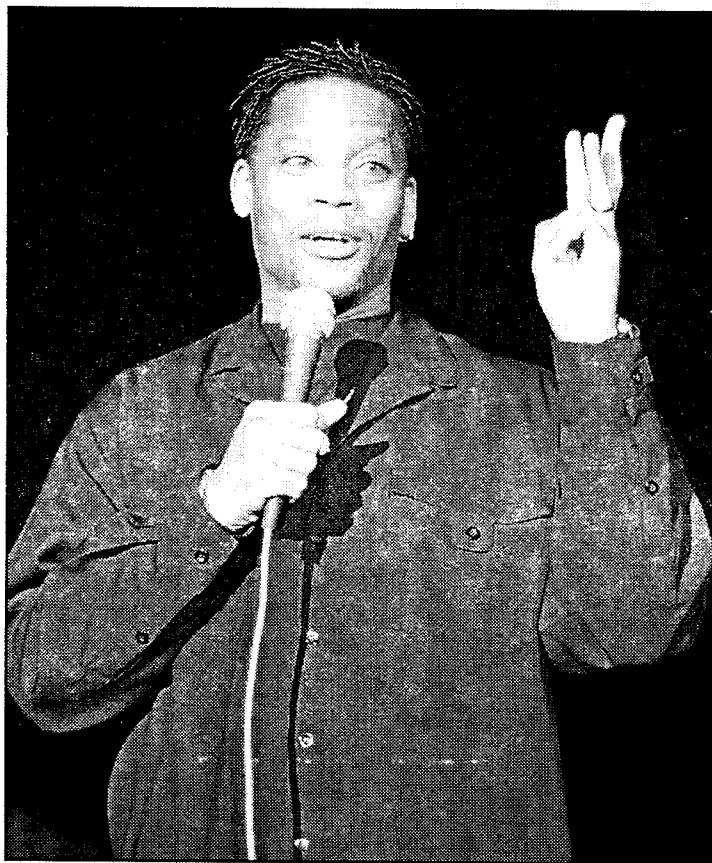
The campaign includes different levels of giving, from "SVSU Spirit" at \$10 to "Advocates" at \$5,000 and above.

SVSU employees are encouraged to support the Annual Fund by making a tax-deductible donation. A contribution of \$200 or more includes membership in the Advancement Association, and donors are recognized in SVSU's *Report of Annual Giving*.

The Foundation will accept donations through Visa, MasterCard or payroll deduction. For more information, call Zivich at 790-4075.

2000-01 SVSU Holiday Schedule

Dec. 25 and 26 - SVSU Paid Holiday
Dec. 27 and 28 - Additional Paid Day
Dec. 29 - Required Vacation Day
Jan. 1 and 2 - SVSU Paid Holiday



Stand-up comic DL Hughley entertained an audience of about 1,200 Saturday evening, Dec. 9 in Ryder Center. Hughley, star of UPN Network's "The Hughleys," gave a 25-minute monologue that touched on a number of topics, from the current presidential election crisis to relationships to his life before becoming a Hollywood personality. Following the show, Hughley met with and signed autographs for students in Program Board, which sponsored the event.



**All SVSU
employees are
encouraged to
clear their
calendars for the
All University
Awards Banquet,
April 20, 2001**

The Interior is published bi-weekly when classes are in session fall and winter semesters and periodically through the summer. Items should be submitted to the Office of University Communications, 389 Wickes Hall, 790-4039, or E-mail: ucomm@svsu.edu.

University departments sponsoring activities or events listed in *The Interior* will provide reasonable accommodations for persons with disabilities when contacted at least three days in advance.

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University Art Gallery announces January 2001 exhibition

Photographs by Steve Jessmore, S. Preston Jones and Linda Menger will be on display in the University Art Gallery from Jan. 15 through Feb. 5.

As chief photographer for the *Flint Journal*, Steve Jessmore documents real events in the daily life of mid-Michigan. His dramatic images have received many honors. In 1997 he was awarded the Robert F. Kennedy Journalism Award for outstanding coverage of the disadvantaged. The Michigan Press Photographers Association presented him with its Regional Newspaper Photographer of the Year Award four years in a row. Most recently his work has been published in the book *A Day in the Life of Bay Cougley*.

A fine arts photographer, S. Preston Jones studied with such well-known masters as Paul Caponigro, George Tice and Howard Bond. An expert in black and white, color and digital photography, he has exhibited at the Detroit Institute of Arts and won awards at both the Midland Center for the Arts and the Saginaw Art Museum. His widely acclaimed exhibit, "Images of Kenya," traveled both in this country and in Africa. A member of the board of managers at Arts Midland, Jones also serves as instructor in photography.

Linda Menger's work goes beyond documentation of the physical world. She expands her photographs by incorporating pencil, paint or collage to change the content and mood. Images that most interest her are those that create ambiguity and a sense of mystery. Her pieces were included in the Detroit Institute of Arts 100 Years of Photography Exhibit. In 1995 the Lafayette Indiana Museum of Art gave her a one-person exhibition and most recently she was awarded a one-person show at the 1999 Saginaw Art Museum Photo Competition. Menger earned a master's degree in art from Central Michigan University and is a respected member of the faculty at Delta College.

Winter semester hours for the gallery are Monday and Wednesday from noon to 5 p.m., Tuesday from 1 to 6 p.m., and Thursday from 11 a.m. to 4 p.m.

Professional Profile

- **Reza Akbari**, assistant professor of mathematical sciences, presented a paper titled "Riemann's Theta Functions of Genus One" at the Mathematical Association of America. It appeared in the fall and spring 2000-01 newsletter of the Indiana Section, Oct. 28 in Evansville.
- **Judith Kerman**, professor of English, published a poem, "Figure," in Vol. 3, No. 1 of the literary review *Water-Stone*, published by Hamline University.

Across Campus

- The campus community extends condolences to: **Stephen Hocquard**, director of engineering services, on the loss of his father, Donald Hocquard; **Kris Roethlisberger**, nursing learning lab coordinator, on the loss of her father, Carl Schultz, who died Dec. 2; **Gerald Stevens**, grounds working foreman, on the loss of his grandmother, Helen Peteri, who died Dec. 3; and **Dee Storey**, professor of teacher education, on the loss of her father.
- **Michael Panhorst**, director of the Marshall Fredericks Sculpture Museum, served on a jury for the Dow Corning Winter Art Contest Exhibition at the Midland Center for the Arts through Dec. 31.

Transitions

Please note the following Human Resource changes in your *Faculty/Staff Directory*:

Directory Revision

- **Bob Sells**, 790-7023
- **Dan Matthews**, dmatthew@aseonline.org

Campus Happenings

- Doan Café will close Friday, Dec. 15 at 5 p.m., and will reopen Sunday, Jan. 7 at 4:30 p.m.

High Five

- **Men's Basketball** (6-3, 2-2 GLIAC) — during a weekend trip to the U.P., the Cardinals dropped a 82-69 decision to Michigan Tech University Saturday, but defeated Northern Michigan University, 77-71, Friday.
- **Women's Basketball** (2-8, 0-4 GLIAC) — played well but lost both games to U.P. opponents Michigan Tech University, 69-61, Saturday, and Northern Michigan University, 69-64, Friday.



January

- 9 The Lunch Break Concert Series presents Banjo Brothers, 11:30 a.m. to 1 p.m., Doan Café. Call the Campus Life Center, 790-4170, for more information.
- 10 Auditions for *Pinocchio*, 7 to 10 p.m., Performing Arts Theatre. Public Performances Feb. 17 and 18. Call the box office, 790-4261, for more information.
Introduction to Industrial Hygiene, 9 a.m. to 4:30 p.m., Curtiss Hall. Representatives from the Michigan Department of Consumer and Industry Services will assist employers with their industrial hygiene/occupational health challenges. This seminar has been designed for general industrial manufacturing with a special emphasis in spray finishing operations. Registration fee, \$174. Call the Office of Continuing Education, 790-4475, to register.
Criminal Justice Institute: Criminal Law Update, offers an update of the law as it relates to law enforcement, 8 a.m. to 4 p.m., Curtiss Hall; registration fee, \$49. Call the Office of Continuing Education, 790-4475, to register.
- 10 & 17 *Certification for Purchasing Professionals, Module 1*, reviews the purchasing process, including identifying requirements; preparation of solicitations; supplier analysis; and contract execution, implementation and administration, 4 to 8 p.m., Curtiss Hall; fee. For C.P.M. (Certified Purchasing Manager) designation you must complete Modules 1 through 4. For A.P.P. (Accredited Purchasing Practitioner) designation, you must complete Modules 1 and 2. Call the Office of Continuing Education, 790-4475, to register or for more information.
- 11 Auditions for *Pinocchio*, 4 to 7 p.m., Performing Arts Theatre. Public Performances Feb. 17 and 18. Call the box office, 790-4261, for more information.
- 12 Cardinal Collegiate Open, indoor track meet, 5 p.m., James E. O'Neill Jr. Arena. Call the Cardinal Hotline, 791-7792, for more information.
The Women (US, G. Cukor, 1939) All-star cast shines in this tale about divorce, catiness, competition in a circle of "friends," Valley Film Society Movie, 7:30 p.m., Performing Arts Theatre. Admission is by season membership, available at the door or in advance. Call VFS treasurer Tyler Haynes, 790-4015, for membership information or E-mail haynes@svsu.edu.
- 12 *Activity Based Science*, workshop for teachers of grades 2 through 7, 8:30 a.m. to 2:30 p.m., Curtiss Hall. Designed for teachers wishing to implement specific hands-on activities into an existing science curriculum. Presented by Math/Science Center personnel, topics to be explored include matter, light & color, force & motion and electricity. Registration is on-going at 790-4114.
- 13 Rhea Miller Concert Series presents Wizards!, double reed concert (plus one extra bassoon), 7:30 p.m., Rhea Miller Recital Hall, no admission charge. Call the box office, 790-4261, for tickets, reservations or more information.
- 15 Men's basketball vs. University of Michigan – Dearborn, 7:30 p.m., James E. O'Neill Arena. Call the Cardinal Hotline, 791-7792, for more information.
- 15 - *Photography 2001*, Steve Jessmore, S. Preston Jones and Feb. 5 Linda Menger, University Art Gallery show. Jessmore, chief photographer for the *Flint Journal*, documents real events in the daily life of mid-Michigan. Jones, an expert in black and white, color and digital photography, is a member of the board of managers at Arts Midland and serves as instructor in photography. Menger's work goes beyond documentation of the physical world. She expands her photographs by incorporating pencil, paint or collage to change the content and mood. Call the University Art Gallery, 790-4391, for more information.
- 16 Martin Luther King Day Luncheon Celebration, noon to 1:30 p.m., Curtiss Hall Banquet Room A, \$3 for lunch. Guest speaker Bishop Marvin C. Pryor of Victorious Believers Ministries, Saginaw. Call the Office of Equal Opportunities and Special Programs, 790-4177, for more information.
- 16 - *Michigan Leadership Development Institute: Leadership Mar. 27 Development Series*, offers a unique, interactive program that emphasizes practical approaches to the key qualities and essential skills for effective leadership, Tuesdays, 8 a.m. to noon, Curtiss Hall; registration fee, \$799. Program leader is Dave Hall, Executive in Residence at SVSU. Call the Office of Continuing Education, 790-4475, to register.
- 17 Blood Drive, 10 a.m. to 6 p.m., Alumni Lounge. Call Health Services, 790-4278, for more information.

Saginaw Valley State University

January continued

- 17 - *Web Site Development User Group*, gives you the skills and tools to develop or update a web site for your company, eight Wednesdays, 8 a.m. to noon, Curtiss Hall; registration fee. The program includes a professionally designed home page and four subsections, MS FrontPage 2000 web editing software, assistance applying for your domain name, server activation, FTP access to the server and registering your site with popular search engines. Call the Office of Continuing Education, 790-4475, for more information or to register.
- 18 - *Detailed Scheduling and Planning*, a workshop offering
- Feb. 8 Materials Management training for APICS certification, focuses on material and capacity planning and includes a detailed explanation of material requirements planning, Thursdays, 4 to 8 p.m., Curtiss Hall; fee, \$250, dinner included. Call the Office of Continuing Education, 790-4475, to register.
- 19 *Computer Skills: Access Level I*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
- Saginaw Valley State University Collegiate Invitational, indoor track meet, 5 p.m., James E. O'Neill Arena. Call the Cardinal Hotline, 791-7792, for more information.
- 24 The Lunch Break Concert Series presents Pat Cronly Trio, 11:30 a.m. to 1 p.m., Doan Café. Call the Campus Life Center, 790-4170, for more information.
- 24 & 31 *Certification For Purchasing Professionals, Module 2*, covers the supply environment including negotiations, information technology, quality issues, and internal and external relationships, 4 to 8 p.m., Curtiss Hall; fee. For C.P.M. designation you must complete Modules 1 through 4. For A.P.P. designation, you must complete Modules 1 and 2. Call the Office of Continuing Education, 790-4475, to register or for more information.
- 25 Basketball vs. Ferris State University, women 5:30 p.m., men 7:30 p.m., James E. O'Neill Arena. Call the Cardinal Hotline, 791-7792, for more information.
- Coaching and Counseling Skills for Peak Performance*, 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. This workshop will help you to expand your managerial "tool kit" to include coaching skills that will motivate employees to have the desire to excel at their jobs. When used to complement the performance appraisal, coaching will provide consistency in the employee development process. Call the Office of Continuing Education, 790-4475, to register.
- Unemployment Compensation Overview*, takes a comprehensive look at the unemployment insurance system in Michigan and recent legislative developments, 9 a.m. to 12:30 p.m., Curtiss Hall; registration fee, \$99. Emphasis will be on administrative procedures for controlling and minimizing claims liability. You will receive copies of the Michigan Employment Security Act (MESA) Administrative Rules, and a comprehensive outline of the Michigan Unemployment Insurance Program. Call the Office of Continuing Education, 790-4475, to register.
- 26 *Computer Skills: Access Level II*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
- 26 *Nelly and Monsieur Arnaud* (French-Italian-German, C. Sautet, 1995) Story of a woman in debt and stuck in a nowhere marriage, who meets a man 40 years her senior who offers to take care of her., Valley Film Society Movie, 7:30 p.m., Performing Arts Theatre. Admission is by season membership, available at the door or in advance. Call VFS treasurer Tyler Haynes, 790-4015, for membership information or E-mail haynes@svsu.edu.
- 27 Basketball vs. Grand Valley State University, women 1 p.m., men 3 p.m., James E. O'Neill Arena. Call the Cardinal Hotline, 791-7792, for more information.
- Science and Mathematics Extravaganza for Kids (SMEK) for students in grades 2 through 8, 9 a.m. to 2:05 p.m., Pioneer Hall and Science Building. This event is designed to bring hands-on activities to kids at two separate age levels. Younger students participate in science and math sessions designed for grades 2 through 4, while middle school-age students work in sessions for grades 5 through 8. A variety of topics will be explored with students attending several sessions from a list of topics. Registration will be throughout the month of January. Call 790-4114 for more information.
- 31 Auditions for *An Evening of One Act Plays*, 4 to 10 p.m., Studio Theatre, to be performed March 29 to April 1 and April 6 to 8. Call the box office, 790-4261, for more information.
- 30 & 31 *Affirmative Action Plan Development*, a two-day course that provides government contractors with a working knowledge of how to develop, administer, and maintain a required OFCCP-approved written affirmative action plan. 9 a.m. to 4:30 p.m. each day, Curtiss Hall; registration fee, \$299. Call the Office of Continuing Education, 790-4475, to register.

February

- 1 Auditions for *An Evening of One Act Plays*, 4 to 10 p.m., Studio Theatre, to be performed March 29 to April 1 and April 6 to 8. Call the box office, 790-4261, for more information.
- Effective Presentation Skills* is for those who are dreading the next presentation or want to have more comfort and confidence in front of others so your best shines through, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$174. You can learn quickly to organize for impact and gain confidence to present your ideas with greater clarity. This interactive workshop is designed to help you better understand effective presentation skills and how to use them to improve both business and technical presentations. This course is limited to 15 registrants. Call the Office of Continuing Education, 790-4475, to register.
- 2 USTCA Team Quadrangular, indoor track meet, 5 p.m., James E. O'Neill Arena. Call the Cardinal Hotline, 791-7792, for more information.
- Little Voice* (Michael Caine & Jan Harrocks, 1998-99), Valley Film Society Movie, 7:30 p.m., Performing Arts Theatre. Admission is by season membership, available at the door or in advance. Call VFS treasurer Tyler Haynes, 790-4015, for membership information or E-mail haynes@svsu.edu.
- Computer Skills: Excel I*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
- 4 - 10 Coming Home week. Call the Campus Life Center, 790-4170, for more information.
- 5 Basketball vs. Michigan Tech University, women's 5:30 p.m., men's 7:30 p.m., James E. O'Neill Arena. Call the Cardinal Hotline, 791-7792, for more information.

February continued

- 5 - 7, *Computer Skills: Basic Multimedia Skills Workshops Series*, 12, 13, eight evenings, 7 to 10 p.m. This series offers an overview of the electronic media culture and includes Adobe Photoshop 5.0, Adobe Illustrator 8.0, Microsoft Word and Powerpoint, Adobe Acrobat, QuarkXpress, Macromedia Director: Animation, Macromedia Director: Interactive, and Adobe GoLive 4.0. Participants may take the workshops as a series, or as individual sessions. Call the Office of Continuing Education, 790-4475, for more information.

- 7 The Lunch Break Concert Series presents SVSU Basketball Teams, 11:30 a.m. to 1 p.m., Doan Café. Call the Campus Life Center, 790-4170, for more information.

Creative Problem Solving, can improve performance, productivity, and efficiency and can open doors to new product/service development, new business, improved working relationships, and many other benefits, 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. This workshop will help you break your "mental set," think more creatively, and formulate unique solutions to business problems. You will learn a variety of proven problem-solving modes, specific idea-generating techniques and thought processes that will help you generate different types of ideas. You will also have the opportunity to practice the techniques discussed. Call the Office of Continuing Education, 790-4475, to register.

- 8 *Customer Service: Beyond Excellence* provides you with the critical skills necessary to keep both your internal and external customers happy and coming back, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$174. The program includes providing a foundation for quality customer service; understanding customer's expectation; improving communication with customers through effective questioning, listening and responding skills; resolving customer problems and complaints; exceeding customer's expectations; and transforming learning back to your job. Call the Office of Continuing Education, 790-4475, to register.

- 8 - 23 *Sara Brooks Clark: Sculpture*, University Art Gallery show. Clark's ceramic sculptures contain brightly colored abstract forms and richly textured surfaces. They display a whimsical spirit. Clark sees her work as a playful look at the perception and presentation of form and fantasy in a trend conscious society. Clark works as art studio technician and ceramics instructor at SVSU. Call the University Art Gallery, 790-4391, for more information.

- 9 *Computer Skills: Excel II*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.

- 9 - 11 Kids Weekend. Call the Campus Life Center, 790-4170, for more information.

- 10 Basketball vs. Northern Michigan University, women 1 p.m., men 3 p.m., James E. O'Neill Arena. Call the Cardinal Hotline, 791-7792, for more information.

- 12, 19 & 26 *Principles and Practices of Supervision II* discusses the role of the supervisor/manager, which has never been more critical than in today's fiercely competitive, continually changing environment, 9 a.m. to 4 p.m. each day, Curtiss Hall; registration fee, \$529. In this three-day workshop you will receive advanced training in such critical areas as developing and managing teams; understanding and responding to management expectations; facilitating effective communication within the organization; and leading employees to more effective performance. Call the Office of Continuing Education, 790-4475, to register.

- 13 Human Services Employment Fair, noon to 5 p.m., Curtiss Hall conference rooms D-G. Call Career Planning & Placement, 497-4954, for more information.

- 14 *Health Yourself - 2001*, 11 a.m. to 4 p.m., Alumni Lounge. Health care agencies will provide interactive activities to help you assess your health and health style. Agencies with information on special conditions will also be available. Call Health Services, 790-4278, for more information.

The Lunch Break Concert Series presents Caricatures, 11:30 a.m. to 1 p.m., Doan Café. Call the Campus Life Center, 790-4170, for more information.

Criminal Justice Training Institute: Becoming an Expert Witness prepares law enforcement personnel with the techniques and tools to be a better witness when testifying in court. 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$49. Call the Office of Continuing Education, 790-4475, to register.

- 15 *Effective Decision Making During Turbulent Times*, 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. In this workshop, you will learn proven and practical techniques for effectively dealing with multiple priorities, insufficient time, and ambiguous or conflicting information. You will be introduced to a systematic approach to decision making that maximizes your chances for success and encourages you to consider risks without wasting valuable time. Call the Office of Continuing Education, 790-4475, to register.

- 16 *Computer Skills: FrontPage I*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.

- 17 *Certification For Purchasing Professionals, Module 3*, explores value enhancement strategies including sourcing analysis, supply and inventory managements, value enhancing methods and forecasting and strategies, 9 a.m. to 4 p.m., Curtiss Hall; fee. For C.P.M. designation, you must complete Modules 1 through 4. Call the Office of Continuing Education, 790-4475, to register or for more information.

Pinocchio, 2 and 8 p.m., Performing Arts Theatre. This version of *Pinocchio* uses a fluid staging style, colorful costumes, and broad physicalization to tell the classic story of the wooden puppet who wanted to become a real boy. All of the wonderful and well-known characters are found in this version. On his adventures, Pinocchio encounters the tricksters Fox and Cat, the magical Blue Fairy and a sea monster. After rescuing Gepetto, the woodcarver, and proving himself worthy, he gets his wish and becomes a boy. General admission, \$7, students and seniors, \$5, and \$2 for Children 12 and under. Call the box office, 790-4261, for more information.

- 18 *Pinocchio*, 2 p.m., Performing Arts Theatre. This version of *Pinocchio* uses a fluid staging style, colorful costumes, and broad physicalization to tell the classic story of the wooden puppet who wanted to become a real boy. All of the wonderful and well-known characters are found in this version. On his adventures, Pinocchio encounters the tricksters Fox and Cat, the magical Blue Fairy and a sea monster. After rescuing Gepetto, the woodcarver, and proving himself worthy, he gets his wish and becomes a boy. General admission, \$7, students and seniors, \$5, and \$2 for Children 12 and under. Call the box office, 790-4261, for more information.

February continued

- 19 - *Execution and Control of Operations*, a workshop offering
- Mar. 12 Materials Management training for APICS certification, focuses on three main areas prioritizing and sequencing work; executing work plans, implementing controls and reporting activity results; and evaluating and providing feedback on performance. It explains techniques for scheduling and controlling production and process operations and addresses the execution of quality initiatives and continuous improvement plans. Mondays, 4 to 8 p.m., Curtiss Hall; fee, \$250, dinner included. Call the Office of Continuing Education, 790-4475, to register.
- 20 *Civil Rights Law: Avoiding Discrimination in the Workplace*, 9 a.m. to 1 p.m., Curtiss Hall; registration fee, \$99. This workshop will assist you in ensuring your organization's compliance in order to minimize risk and create a positive work environment. Call the Office of Continuing Education, 790-4475, to register.
- 22 Basketball vs. Lake Superior State University, women's 5:30 p.m., men's 7:30 p.m., James E. O'Neill Arena. Call the Cardinal Hotline, 791-7792, for more information.
- 23 *Computer Skills: FrontPage II*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
- 24 Basketball vs. Northwood University, women 1 p.m., men 7:30 p.m., James E. O'Neill Arena. Call the Cardinal Hotline, 791-7792, for more information.
- 27 - *Certification For Purchasing Professionals, Module 4*, covers management issues including management and organization, and human resources management. For C.P.M. designation, you must complete Modules 1 through 4. 4 to 8 p.m., Curtiss Hall; fee. Call the Office of Continuing Education, 790-4475, to register or for more information.
- Mar. 6
- 28 *Introduction to Labor Relations* is designed for the unionized setting and, while strongly pro-management, has neither an anti-union nor anti-employee focus. The focus is on management rights and how to retain them while administering an agreement. There will be discussion about the legitimate role of the union and some of the legal constraints that unions face. The course objective is to provide managers and supervisors with a sound understanding of their role in administering the labor agreement. 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$174. Call the Office of Continuing Education, 790-4475, to register.

March

Peacemaking symposium, Dow Visiting Scholars & Artists Committee, participants include: Senator George Mitchell, "Peacemaking in Ireland," March 7; William Schulz, "Amnesty International's Role in Peacemaking", March 14; Morris Dees, "Peacemaking in America", March 21; Jonathan Schell, "The Folly of Arms Control," date to be announced. Times and additional speakers to be announced. All lectures in the Performing Arts Theatre. Call 790-4360 for more information.

- 1 *When MIOSHA Visits*, 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$35. In this program, lead by a representative from the Michigan Department of Consumer and Industry Services, you will learn the importance of worker safety and how to develop a safety program in your organization. Call the Office of Continuing Education, 790-4475, to register.

- 1 Family Night with the Regional Mathematics and Science Center, 6 to 7:30 p.m., Curtiss Hall. This opportunity is open to all ages as a way of introducing the Math/Science Center and its many and varied programs to the public. An orientation session will be held and then two different hands-on activities will be presented. A chance for families to work together on a quick and simple project. Pre-registration is required by calling 790-4114.
- 2 *Computer Skills: Powerpoint I*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
- 6 The Dinner Break Concert Series presents Dan Kramer, Jazz, 5 to 6:30 p.m., Doan Café. Call the Campus Life Center, 790-4170, for more information.
- Effective Basic Interviewing*, will provide you with a better understanding of key interviewing practices that are required for the selection of qualified candidates. You will learn how to effectively screen résumés and applications; conduct job analysis; identify job relevant questions; ask legally defensible questions; structure and plan an interview; objectively evaluate a candidate's skills; and enhance interviewer confidence. 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. Call the Office of Continuing Education, 790-4475, to register.
- 7 *Leadership: Beyond Management*, 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. In this workshop, using a self-assessment instrument, you will learn more about your own style and that of those with whom you work. Understanding the benefits and techniques of leadership, you will learn how to adapt your style to address the opportunities of the 21st century more effectively. Call the Office of Continuing Education, 790-4475, to register.
- 8 *Wage & Hour Law*, 9 a.m. to noon, Curtiss Hall; registration fee, \$99. This course will provide HR personnel and line managers with guidance about the wage and hour laws and how to comply with them. Call the Office of Continuing Education, 790-4475, to register.
- Graduate Open House and Information Session, 5 to 7 p.m., Groening Commons. Call Graduate Admissions, 249-1696, for more information.
- 8 - 28 *Alvey L. Jones: Graphic Expressions*, University Art Gallery show. Fine artist, graphic designer and illustrator, Jones combines many mediums to create art. One can find painting, drawing, printmaking, sculpture, collage and computer illustration in his pieces. Recognizable images such as landscape, portraiture and still life all derived from his memory, form the foundation of his work. He tries to make art that expresses the unexpected and mysterious in the natural world. Call the University Art Gallery, 790-4391, for more information.
- 9 *Computer Skills: Powerpoint II*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
- Madame Butterfly* (French, 1995) Tale of an Oriental women in love with an American. Valley Film Society Movie, 7:30 pm., Performing Arts Theatre. Admission is by season membership, available at the door or in advance. Call VFS treasurer Tyler Haynes, 790-4015, for membership information or E-mail haynes@svsu.edu.
- 10 Rhea Miller Concert Series presents Goran Ivanovic, classical guitar, 7:30 p.m., Rhea Miller Recital Hall, no admission charge. Call the box office, 790-4261, for tickets, reservations or more information.

March continued

- 13 *Delegating for Results*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$174. This one-day workshop will give you the tools needed to better manage employees' strengths, improve their weaknesses and make optimum use of everyone's talents and interests. Call the Office of Continuing Education, 790-4475, to register.
- 14 *COBRA Compliance*, 9 a.m. to 12:30 p.m., Curtiss Hall; registration fee, \$99. This course will assist you in improving your organization's communication and procedures relating to the administration of COBRA. Call the Office of Continuing Education, 790-4475, to register.
- 15 *Labor Contract Analysis: Non-Economic Issues*, 9 a.m. to 12:30 p.m., Curtiss Hall; registration fee, \$99. To give you the skills and knowledge necessary to assist in or negotiate a labor contract, this workshop will cover content; promotions; lay-offs; the arbitrator's view of contract language; technological changes; work practices; and overtime, inverse seniority and capability of performing. Call the Office of Continuing Education, 790-4475, to register.
- 16 *Computer Skills: Access III*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
- 20 Valley Wind Quintet Concert, 7:30 p.m., Rhea Miller Recital Hall, admission, \$5, \$3 for seniors. Call the box office, 790-4261, for tickets, reservations or more information.

Nursing and Health Science Employment Fair, noon to 5 p.m., Curtiss Hall conference rooms D-G. Call Career Planning & Placement, 497-4954, for more information.

Advanced Workers' Compensation: Claims, etc., will provide you with the specific knowledge needed to minimize your costs and liabilities in Workers' compensation claims. You will receive information on managing Workers' compensation claims and participate in mediation conference role playing. It is assumed that all attendees will have a basic knowledge of how the Workers' compensation system works. 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. Call the Office of Continuing Education, 790-4475, to register.
- 21 Blood Drive, 10 a.m. to 6 p.m., Alumni Lounge. Call Health Services, 790-4278, for more information.

The Lunch Break Concert Series presents Tommy Tropic, Amazing Juggler, 11:30 a.m. to 1 p.m., Doan Café. Call the Campus Life Center, 790-4170, for more information.

Family & Medical Leave, 9 a.m. to noon, Curtiss Hall; registration fee, \$99. This course will provide you with the details of this complex law and explain how the FMLA affects both employees and employers. Call the Office of Continuing Education, 790-4475, to register.
- 22 *Time and Priority Management*, will help you develop the self-management skills you need to be more effective and productive, even in the most chaotic situations. The program includes handling procrastination; identifying and controlling time wasters; planning and prioritizing professional and personal responsibilities; juggling multiple tasks; and handling interruptions. 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. Call the Office of Continuing Education, 790-4475, to register.
- 23 *The Last Metro* (French, F. Truffaut, 1980) An actress struggles to keep her "exiled" husband's theatre alive during the German occupation of Paris. Valley Film Society Movie, 7:30 p.m., Performing Arts Theatre. Admission is by season membership, available at the door or in advance. Call VFS treasurer Tyler Haynes, 790-4015, for membership information or E-mail haynes@svsu.edu.
- 23 *Computer Skills: Netscape Navigator*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
- 25 Flûte Concert, 4 p.m. Rhea Miller Recital Hall, admission, \$5 and \$3 for seniors. Call the box office, 790-4261, for tickets, reservations or more information.
- 26 - *Principles and Practices of Supervision I*, Mondays, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$529. This three-day workshop will acquaint you with the duties, responsibilities, and skills required of a management team member. The emphasis of this workshop is on developing a better understanding of people in the organization and on using this knowledge to increase your effectiveness on the job. Call the Office of Continuing Education, 790-4475, to register.
- Apr. 9 27 - *Strategic Management of Resources*, a workshop offering Materials Management training for APICS certification, explores the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain related functions. This workshop addresses three main topics: aligning resources with the strategic plan; configuring and integrating operating processes to support the strategic plan; and implementing change. Tuesdays, 4 p.m. to 8 p.m., Curtiss Hall; fee, \$270, dinner included. Call the Office of Continuing Education, 790-4475, to register.
- 28 *Grammar for People in Business*, 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. This workshop provides and demonstrates simple-to-use, easy-to-remember guidelines that ensure accuracy in everyday writing tasks. Instead of memorizing ancient rules, you will review the elementary reasons behind the use of grammar. Call the Office of Continuing Education, 790-4475, to register.
- 29 *Building an Effective Safety Program*, 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$35. This course will provide you with information about the five elements of a successful safety program: management commitment, employee involvement, hazard recognition, work site analysis, and employee training. This program, which is lead by a representative from the Michigan Department of Consumer and Industry Services, gives detailed information on implementing a safety program. Call the Office of Continuing Education, 790-4475, to register.
- 29 - 31 *An Evening of One Act Plays*, 8 p.m., Studio Theatre. Three short plays, each one directed by a faculty member, showcase the talents of the SVSU theatre department's students and staff. Works by respected playwrights offer diverse stories that explore intriguing aspects of the human condition. Individually memorable, these one-act plays together deliver a memorable evening of theatre. General admission, \$7, students and seniors, \$5. Call the box office, 790-4261, for more information.
- 30 *Computer Skills: Excel III*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.

Xiu Xiu (The Sent Down Girl) (China, 1998-99), Valley Film Society Movie, 7:30 p.m., Performing Arts Theatre. Admission is by season membership, available at the door or in advance. Call VFS treasurer Tyler Haynes, 790-4015, for membership information or E-mail haynes@svsu.edu.
- 31 Choir Budapest Concert, 7:30 p.m., Rhea Miller Recital Hall, admission, \$7 and \$5 for seniors. This performance will be the homecoming concert for the SVSU Concert Choir and the Bay Chorale trip to Budapest, Vienna and Prague. Call the box office, 790-4261, for tickets, reservations or more information.

April

- 1 Choir Budapest Concert, 4 p.m., First Presbyterian Church, Bay City, admission, \$7 and \$5 for seniors. This performance will be the homecoming concert for the SVSU Concert Choir and the Bay Chorale trip to Budapest, Vienna and Prague. Call the box office, 790-4261, for tickets, reservations or more information.
An Evening of One Act Plays, 2 p.m., Studio Theatre. Three short plays, each one directed by a faculty member, showcase the talents of the SVSU theatre department's students and staff. Works by respected playwrights offer diverse stories that explore intriguing aspects of the human condition. Individually memorable, these one-act plays together deliver a memorable evening of theatre. General admission, \$7, students and seniors, \$5. Call the box office, 790-4261, for more information.
- 3 The Lunch Break Concert Series presents Los Tres Amigos, 11:30 a.m. to 1 p.m., Doan Café. Call the Campus Life Center, 790-4170, for more information.
Education Employment Fair, noon to 5 p.m., Curtiss Hall conference rooms D-G. Call Career Planning & Placement, 497-4954, for more information.
Designing, Preparing & Updating Employee Handbooks, 9 a.m. to noon, Curtiss Hall; registration fee, \$99. Learn how to protect your organizations from these types of claims and how to create a handbook that is useful, effective, and suited to your corporate culture. You will receive the tools necessary to help you develop an employee handbook that will minimize your organization's legal exposure and serve as an effective administrative and employee-relations tool. Call the Office of Continuing Education, 790-4475, to register.
Making the Telephone Work for You, 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. This workshop will enable you to deal with common problems involved in business calls. You will learn how to handle irate callers calmly, how to answer the telephone professionally, how to transfer calls efficiently and how to take messages accurately. Human relation principles and role playing may be used to help you understand the caller's needs, thus ensuring top-notch customer service. Call the Office of Continuing Education, 790-4475, to register.
- 4 Anonymous HIV testing, 11 a.m. to 3 p.m., Health Services. Those tested must return between 11 a.m. and 3 p.m. Tuesday, April 10 for results. Call Health Services, 790-4278, for more information.
Writing Productive Memos & Letters, will help you master simple, practical, and usable techniques that can be applied immediately to job-related writing. After a review of good business writing basics, you will practice memo and letter formats guaranteed to achieve results. You will use your own writing samples as practice material to begin improving your job skills at once. 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. Call the Office of Continuing Education, 790-4475, to register.
- 4-24 *Bachelor of Fine Arts and Senior Art Student Exhibition*, University Art Gallery Show. This group show of the works of SVSU senior art majors serves as a completion of their undergraduate program. Painting, drawing, printmaking, photography, sculpture, ceramics, computer illustration and graphic design are included. Call the University Art Gallery, 790-4391, for more information.
- 5 *Accounting & Finance for the Non-Financial Manager*, 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. This common sense approach to the accounting function will help you become more aware of how the daily decisions you make impact the financial health of your company. You will learn to interpret financial results and determine actions to make improvements. This pro-gram is designed for practical application. Call the Office of Continuing Education, 790-4475, to register.
- 6 *Computer Skills: Word Level I*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
Immortal Beloved (US, B. Roase, 1994) Moving biography of Bethoven's most ardent admirer and confidant as he tries to learn the identity of the composer's "immortal beloved." Valley Film Society Movie, 7:30 p.m., Performing Arts Theatre. Admission is by season membership, available at the door or in advance. Call VFS treasurer Tyler Haynes, 790-4015, for membership information or E-mail haynes@svsu.edu.
- 6 & 7 *An Evening of One Act Plays*, 8 p.m., Studio Theatre. Three short plays, each one directed by a faculty member, showcase the talents of the SVSU theatre department's students and staff. Works by respected playwrights offer diverse stories that explore intriguing aspects of the human condition. Individually memorable, these one-act plays together deliver a memorable evening of theatre. General admission, \$7, students and seniors, \$5. Call the box office, 790-4261, for more information.
- 8 *An Evening of One Act Plays*, 2 p.m., Studio Theatre. Three short plays, each one directed by a faculty member, showcase the talents of the SVSU theatre department's students and staff. Works by respected playwrights offer diverse stories that explore intriguing aspects of the human condition. Individually memorable, these one-act plays together deliver a memorable evening of theatre. General admission, \$7, students and seniors, \$5. Call the box office, 790-4261, for more information.
- 10 *Dealing with Professional and Personal Stress*, will help you better manage stress and avoid or remedy the effects of stress-related burnout by exploring your own professional and personal stressors, discovering new strategies for handling daily stress, and developing a proactive plan for lifetime stress management. 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. Call the Office of Continuing Education, 790-4475, to register.
- 11 SVSU Concert Band Spring Concert, 7:30 p.m., Performing Arts Theatre, admission, \$3 and \$2, for seniors. Call the box office, 790-4261, for tickets, reservations or more information.
- 14 SVSU Collegiate Invitational, outdoor track meet, 10:30 a.m., Morley Field. Call the Cardinal Hotline, 791-7792, for more information.
- 19 SVSU Jazz Ensemble Concert, 7:30 p.m., Performing Arts Theatre, admission, \$3 and \$2, for seniors. Call the box office, 790-4261, for tickets, reservations or more information.
Managing Leaves of Absence, 9 a.m. to noon, Curtiss Hall; registration fee, \$99. The objective of this workshop is to help you control leaves of absence in compliance with complex requirements of the FMLA, ADA, HIPPA, COBRA, Workers' Compensation, pregnancy and other discrimination laws. It will discuss how leaves of absence may trigger these protections, where the laws overlap and where they are different, how to develop a comprehensive workplace policy to comply with these laws, qualifications and protections for leave and return, and why the selection of various laws is the employee's choice. Call the Office of Continuing Education, 790-4475, to register.

April continued

- 20 *Waking Ned Devine* (Irish), Valley Film Society Movie, 7:30 p.m., Performing Arts Theatre. Admission is by season membership, available at the door or in advance. Call VFS treasurer Tyler Haynes, 790-4015, for membership information or E-mail haynes@svsu.edu.
- 24 *Music of the Renaissance VIII*, 7:30 p.m., Founders Hall, admission, \$4 and \$2, for seniors. Seating is limited, call 790-4261 for reservations.
Projecting Professionalism, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$174. This seminar will offer you a competitive edge in your career by offering advice on your professional wardrobe; communication skills; meeting and business etiquette; coping with difficult people; how to act at business meals and office parties; and how to maintain a positive attitude. Call the Office of Continuing Education, 790-4475, to register.
- 27 *Computer Skills: Word Level II*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.

May

- 1 *Be Heard: Assert Yourself with Confidence*, 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. In this interactive seminar, you will learn what it means to be assertive, and examine the difference between assertive, passive, aggressive and indirectly aggressive behaviors. You will learn and practice how to share needs and feelings assertively; handle criticism; say no; and give feedback effectively. Call the Office of Continuing Education, 790-4475, to register.
- 2 *Hiring & Firing Within the Law*, 9 a.m. to noon, Curtiss Hall; registration fee, \$99. This workshop will provide you with the knowledge needed for hiring and firing employees to minimize legal risk. Call the Office of Continuing Education, 790-4475, to register.
- 3 *Principles of Ergonomics*, 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$35. This workshop will enable employers to integrate an ergonomics program into their existing health and safety program. Topics covered include MIOSHA strategic plan; ergonomics success reports of Michigan companies; and ergonomics success and innovation awards process. Also covered is the NIOSH Primer, which has been adopted by the MIOSHA Ergonomics Commission as a primary training tool. NIOSH Primer contents include looking for cumulative trauma disorders, building in-house expertise, gathering and evaluating evidence, developing controls, medical management and proactive ergonomics. Call the Office of Continuing Education, 790-4475, to register.
- 4 *Computer Skills: Access Level I*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
- 4 Film Selection Meeting, Valley Film Society, 7:30 p.m., Room 108 Science Building. Open to members only. Call VFS treasurer Tyler Haynes, 790-4015, for membership information or E-mail haynes@svsu.edu.
- 7 *Project Management*, will help you identify your project management skills and development opportunities. It includes understanding the phases of a project; organizing a project to complete it on time and within budget; using several project scheduling techniques; recognizing the causes of project success and failure; and handling multiple projects. 9 a.m. to 4:30 p.m., Curtiss Hall; registration fee, \$174. Call the Office of Continuing Education, 790-4475, to register.

- 9 *Proofreading Techniques*, 9 a.m. to 12:30 p.m., Curtiss Hall; registration fee, \$99. After this half-day program, you will not be overwhelmed by the challenge of finding every type of error. You will learn techniques for checking accuracy in content, grammar, and format. Call the Office of Continuing Education, 790-4475, to register.

Americans with Disabilities Act, 9 a.m. to noon, Curtiss Hall; registration fee, \$99. In this course, you will learn how to deal successfully with ADA issues in order to comply with the ADA and to avoid litigation under the ADA. It will cover what is and is not a "disability" under the ADA; the status of alcoholics and drug abusers under the ADA; what is a "qualified individual with a disability;" the essential functions of a job; an employer's duty to "reasonably accommodate;" and when the employer has a duty to create "light duty" jobs. Call the Office of Continuing Education, 790-4475, to register.

- 10 *Pension Overview: How Retirement Plans Really Work*, 9 a.m. to noon, Curtiss Hall; registration fee, \$99. In this course, you will learn the basic knowledge to provide employees with worthwhile and consistently administered retirement plans. Call the Office of Continuing Education, 790-4475, to register.
- 11 *Computer Skills: Access Level II*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
- 16 *Conducting Job analysis & Writing Job Descriptions*, 9 a.m. to noon, Curtiss Hall; registration fee, \$35. This course will provide you with the knowledge to ensure that your organization's job descriptions are in compliance with key statutory requirements, the skills to gather the necessary job information to prepare accurate job descriptions, and defend pay program decisions. Call the Office of Continuing Education, 790-4475, to register.
- 18 *Computer Skills: Word Level III*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$144. Call the Office of Continuing Education, 790-4475, to register.
- 22 *Conducting Training Needs analysis & Evaluations*, 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$174. This program will assist you in measuring employees' need for training, identifying ways to meet development needs, and effectively evaluating training effectiveness. Call the Office of Continuing Education, 790-4475, to register.
- 23 *Creating & Delivering Effective Training Programs*, will provide novice trainers with practical and comprehensive techniques to effectively create and deliver effective training programs. Content includes training needs analysis, writing measurable objectives, applying adult learning theory, designing a training program, using verbal and nonverbal presentation skills, selecting variety of media and activities, and using appropriate evaluation methods to measure training effectiveness. 9 a.m. to 4 p.m., Curtiss Hall; registration fee, \$174. Call the Office of Continuing Education, 790-4475, to register.
- 24 *Business Related Immigration Issues*, provides employers with an immigration law overview, 9 a.m. to noon, Curtiss Hall; registration fee, \$99. Call the Office of Continuing Education, 790-4475, to register.

Etcetera . . .

Department of Theatre

The Department sponsors plays by students throughout the year. General admission varies. Theatre Flex Passes are available for purchase. The passes include four admissions to the regular season performances, excluding dinner theatre performances. A single Theatre Flex-Pass (four tickets) is \$21 for general admission and \$15 for students and seniors. A Theatre Flex-Pass 2-Pack (eight tickets) is \$40 for general admission and \$28 for students and seniors. See details under each event or call the box office at 790-4261.

Department of Music

The Department sponsors concerts by students, guests and resident performing groups, including the Rhea Miller Concert Series. General admission varies. See details under each event, or call the box office at 790-4261.

Marshall M. Fredericks Sculpture Museum

The Museum is open to the public without charge Tuesday through Sunday from 1 to 5 p.m. Group tours are by appointment only. There is no charge for tours by school groups. Other groups should request fee information at the time tours are scheduled. The Museum is closed on national holidays and some University holidays. Call 790-5667 for more information.

Program Board

This student group sponsors comedy nights, concerts, lectures and a variety of other special events. Call the Campus Life Center, 790-4170, for information on events open to the public.

University Art Gallery

Located on the first floor of the Arbury Fine Arts Center, the University Art Gallery features monthly exhibits by guest artists, as well as annual shows by SVSU faculty and students. For Gallery hours, call 790-4159.

Valley Film Society

The Valley Film Society shows classic, little-seen contemporary and foreign films. Films are shown Friday evenings at 7:30 p.m. Regular membership is \$25 for admission to all films plus two guest passes (pro-rated after the first film); SVSU students, \$5; other students, \$10; trial memberships for two showings, \$6. Tickets are available by mail or at the door before each film screening. Call, 790-4015, or E-mail, haynes@svsu.edu, for more information.

Lecture Series

SVSU offers several lecture series each year featuring nationally-known speakers on a variety of topics of interest to the public. Because of generous support through endowments and grants, these lectures are open to the public free of charge. Included are: The Beutler Forum on Ethics and Practice; The Edwards Lecture on Philosophy and Religion; The Wickson-Nickless Distinguished Lectureship in Business; The Roosevelt Ruffin Lecture Series; The King/Chavez/Parks Visiting Professor Series; Dow Visiting Scholar and Artist Series, The Rush Distinguished Lectureship; The Barstow Humanities Seminar; and The Economic Forecasting Forum. See details in the calendar listing, or call 790-4039 for information.

General Information

All activities and events are subject to cancellation and/or rescheduling due to circumstances that may be beyond the control of the University. Public notice will be given in such situations. Additional information about scheduled events may be obtained by calling the phone number listed with the event or by contacting the SVSU Office of University Communications at 790-4039 or Conference Bureau at 790-4348. You may contact the offices via E-mail at ucomm@svsu.edu or conf-bureau@svsu.edu, respectively. The area code for all phone numbers listed is 517 through April 7, and 989 after that date.

Midland Calls

From Midland, you may reach SVSU toll-free at 695-5325. Enter the last four digits in the telephone number listed for that event when an extension number is requested.

Calendar prepared by SVSU Office of University Communications, 790-4039.

For information about time or location of events not listed on the calendar, call the SVSU Conference Bureau at 790-4348.



7400 Bay Road • University Center, MI 48710 • www.svsu.edu



University departments sponsoring activities or events listed on this calendar will provide reasonable accommodations for persons with disabilities. Individuals who wish accommodations should contact Conference Bureau, (517) 790-4348, at least three days prior to the event. SVSU does not discriminate based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability or veteran status in the provision of education, employment or other services.